

Regular Board Meeting - June 12, 2019

1. Agenda Packet

Documents:

[1906012_AGENDAPACKET.PDF](#)

2. Related Agenda Items

Documents:

[FY 2019-20 BUDGET.PDF](#)

[AGENDA ITEM NO. 5. B. - PAGE 47 REVISED.PDF](#)

[AGENDA ITEM NO. 10 - FROM DIRECTOR CERDA.PDF](#)



SOUTH BAY IRRIGATION DISTRICT
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BOARD OF DIRECTORS
STEVE CASTANEDA
DIVISION 1
JOSÉ F. CERDA
DIVISION 2
JOSE PRECIADO
DIVISION 3
HECTOR MARTINEZ
DIVISION 4
JOSIE CALDERON-SCOTT
DIVISION 5

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS
WEDNESDAY, JUNE 12, 2019 – 5:00 P.M.

- **CALL MEETING TO ORDER AND ROLL CALL**
- **PLEDGE OF ALLEGIANCE TO THE FLAG**
- **PUBLIC COMMENT**
Opportunity for Members of the Public to Address the Board. (Government Code Section 54954.3)
- **PRESIDENT'S PRESENTATION**

ACTION AGENDA

The following items on the Action Agenda call for discussion and action by the Board. All items are placed on the Agenda so that the Board may discuss and take action on the item if the Board is so inclined, including items listed for information.

1. **ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA**
(Government Code Section 54956.5)
2. **APPROVAL OF MINUTES** - Regular Meeting of May 8, 2019
3. **APPROVAL OF DEMANDS AND WARRANTS**
4. **NEW BUSINESS**
Review of Board Policies and Procedures (Policies 111 through 116 and 118 through 121)

REPORTS AND INFORMATIONAL ITEMS

The following Agenda items are reports and information. These are placed on the Agenda to allow the persons designated to provide information on the Agenda item to the Board and the Public. There is no action called for in these items. The Board may engage in discussion on any report upon which specific subject matter is identified on the Agenda, but may not take any action other than to place the matter on a future Agenda.

5. **APRIL 2019 FINANCIAL REPORTS**
6. **REPORTS BY DIRECTORS ON EVENTS ATTENDED**
Reports and discussion relating to events attended by the Directors
7. **REPORT OF MANAGEMENT**
8. **REPORT OF LEGAL COUNSEL**
9. **DIRECTORS' COMMENTS**
Directors' comments are comments by Directors concerning District business that may be of interest to the Board. Directors' comments are placed on the agenda to enable individual Board members to convey information to the Board and the Public. There is to be no discussion or action taken on comments made by Board members.

10. CLOSED SESSION

At any time during the regular session, the Governing Board may adjourn to closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Discussion of litigation is within the attorney-client privilege, subject to the appropriate disclosures and may be held in closed session. Government Code Section 54956.9.

11. ADJOURNMENT

This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority's office and it is also posted on the Authority's website at www.sweetwater.org. No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

To e-subscribe to receive meeting agendas and other pertinent information, please visit www.sweetwater.org.

PUBLIC COMMENT PROCEDURES

Members of the general public may address the Board regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Governing Board. Speakers are asked to state name, address, and topic, and to observe a time limit of three (3) minutes each. Public comment on a single topic is limited to twenty (20) minutes. Anyone desiring to address the Governing Board regarding an item listed on the agenda is asked to fill out a speaker's slip and present it to the Board Chair or the Secretary. Request to Speak forms are available at the Speaker's podium and at www.sweetwater.org/speakerform.

**SOUTH BAY IRRIGATION DISTRICT
MINUTES OF THE REGULAR MEETING**

May 8, 2019

The Board of Directors of South Bay Irrigation District held a Regular meeting on Wednesday, May 8, 2019, at the Sweetwater Authority Administrative Office, 505 Garrett Avenue, Chula Vista, California. President Cerda called the meeting to order at 5:00 p.m.

• **ROLL CALL**

Directors Present: José F. Cerda, Hector Martinez, and Jose Preciado

Directors Absent: Josie Calderon-Scott and Steve Castaneda

Others Present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Legal Counsel Nicholas Norvell, and Board Secretary Ligia Perez. Staff members: Administrative Assistant Michael Garcia and Director of Finance Rich Stevenson.

• **PLEDGE OF ALLEGIANCE TO THE FLAG**

• **OPPORTUNITY FOR PUBLIC COMMENT (Government Code Section 54954.3)**

There were no comments from the public.

• **PRESIDENT'S PRESENTATION**

ACTION CALENDAR ITEMS

1. **ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA**

There was none.

2. **APPROVAL OF MINUTES**

Director Martinez made a motion, seconded by Director Preciado, that the Board approve the minutes of the April 10, 2019 Regular meeting. The motion carried unanimously, with Directors Calderon-Scott and Castaneda absent.

3. **APPROVAL OF DEMANDS AND WARRANTS**

Director Preciado made a motion, seconded by Director Martinez, that the Board approve warrants 11690 through 11694. The motion carried unanimously, with Directors Calderon-Scott and Castaneda absent.

4. **NEW BUSINESS**

A. Review and Approval of Draft Budget for Fiscal Year 2019-20

- Resolution 638 Adopting a Budget for the Fiscal Year 2019-20

Director Preciado made a motion, seconded by Director Martinez, that the Board approve the FY 2019-20 Budget, with the addition of \$5,000 for community outreach to be carried out by the General Manager or the Board.

**RESOLUTION NO. 638
RESOLUTION OF THE BOARD OF DIRECTORS
OF SOUTH BAY IRRIGATION DISTRICT
ADOPTING A BUDGET FOR THE FISCAL YEAR 2019-20**

was passed and adopted by the following vote to wit:

Ayes: Directors Cerda, Martinez, and Preciado
Noes: None
Absent: Directors Calderon-Scott and Castaneda
Abstain: None

B. Review and Approval of Annual Statement of Investment Policy

- Resolution 639 Adopting an Annual Statement of Investment Policy

Upon a motion made by Director Preciado and seconded by Director Martinez, the following resolution:

**RESOLUTION NO. 639
RESOLUTION OF THE BOARD OF DIRECTORS
OF SOUTH BAY IRRIGATION DISTRICT
ADOPTING AN ANNUAL STATEMENT OF
INVESTMENT POLICY**

was passed and adopted by the following vote to wit:

Ayes: Directors Cerda, Martinez, and Preciado
Noes: None
Absent: Directors Calderon-Scott and Castaneda
Abstain: None

C. San Diego County Local Agency Formation Commission – Start of Nomination Period – Appointment to Consolidated Redevelopment Oversight Board

Director Preciado made a motion, seconded by Director Martinez, that the Board nominate Mitch Thompson, Board President, Otay Water District to the San Diego County Local Agency Formation Commission - Consolidated Redevelopment Oversight Board. The motion carried unanimously, with Directors Calderon-Scott and Castaneda absent.

REPORTS AND INFORMATIONAL ITEMS

5. **SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION – INDEPENDENT SPECIAL DISTRICTS ELECTION RESULTS – APPOINTMENT OF REGULAR AND ALTERNATE REPRESENTATIVES**

The election results were provided for information only.

6. **MARCH 2019 FINANCIAL REPORT**

The report was provided for information only.

7. **QUARTERLY REPORT OF DIRECTORS' EXPENSES - THIRD QUARTER FY 2018-19**

The report was provided for information only.

8. **REPORTS BY DIRECTORS ON EVENTS ATTENDED**

There were none.

9. **REPORT OF MANAGEMENT**

There was none.

10. **REPORT OF LEGAL COUNSEL**

There was none.

11. **DIRECTORS COMMENTSEs**

Director Preciado thanked staff for his new badge.

12. **CLOSED SESSION**

There was none.

13. **ADJOURNMENT**

With no further business before the Board, President Cerda adjourned the meeting at 5:16 p.m.

José F. Cerda, President

Attest:

Ligia Perez, Board Secretary

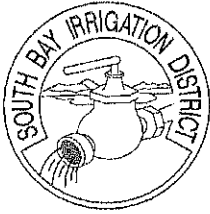
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South Bay Irrigation District

Warrants April 2019

Warrant Number	Date	Amount	Payable	Description
11695	4/30/2019	18.95	AT&T Calnet 3	Telephone charge for April 2019
11696	4/30/2019	95.54	Steven Castaneda	Director's fee for SBID board meeting and mileage reimbursement
11697	4/30/2019	340.00	Sweetwater Authority	Administrative expenses for April 2019
11698	4/30/2019	184.70	Hector M. Martinez	Director's fee for SBID board meeting and Council of water utilities meeting
11699	4/30/2019	92.35	Jose F. Cerda	Director's fee for SBID board meeting
11700	4/30/2019	95.42	Josephine L Calderon-Scott	Director's fee for SBID board meeting and mileage reimbursement
		<u>826.96</u>		

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BOARD ACTION

TO: South Bay Irrigation District Board
FROM: Management
DATE: June 7, 2019
SUBJECT: Review of Board Policies and Procedures (Policies 111 through 116 and 118 through 121)

SUMMARY

Annually, the Board of Directors (Board) reviews and updates all of its Policies and Procedures to ensure that they are relevant, accurately reflect current and/or preferred practice, and include all legal requirements. The attached SBID Board Policies 111 through 116 and 118 through 121 are presented to the Board for review. Policy 117 was reviewed and approved by the Board as part of the FY 2019-20 Budget on May 8, 2019.

Management reviewed each policy and submitted proposed changes to legal counsel for concurrence, as well as any additional legal updates. These recommended changes are now presented to the Board for consideration.

POLICY	ADDITIONS/MODIFICATIONS/COMMENTS
111, 112, 115, 116, 118, and 121	No recommended changes.
113, 114, and 119	Recommended changes: Clarify language
120	Recommended changes: Add Association of California Water Agencies – Joint Powers Insurance Authority (ACWA/JPIA) (designated Director) to the list of per diem pre-approved meetings and clarified language.

FISCAL IMPACT

The fiscal impact associated with these changes is expected to be limited to Directors Fees and legal counsel review and will be reflected in future budgetary planning.

POLICY

Board Policy 103, Adoption/Amendment of Policies, establishes guidelines to adopt and amend policies and procedures in the Policies and Procedures Manual of the Board of Directors of South Bay Irrigation District.

ALTERNATIVES

1. Approve the recommended changes to Policies 111 through 116 and 118 through 121 as presented.

Memo to: South Bay Irrigation District Board

Subject: Review of Board Policies and Procedures (Policies 111 through 116 and 118 through 121)

June 7, 2019

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2. Direct staff to make revisions to the recommended changes.

RECOMMENDATION

Management recommends that the Board of Directors approve the recommended changes to Policies 111 through 116 and 118 through 121 as presented.



**POLICIES & PROCEDURES
FOR THE BOARD OF DIRECTORS**

**DISTRICT NAME
Policy 111**

POLICY 111 – DISTRICT NAME

POLICY

This policy is intended as a guideline if the need should ever arise to change the name of the South Bay Irrigation District (District).

PROCEDURE

The process to change the District's name, if the Board of Directors (Board) should so desire at some time in the future, is rather uncomplicated. -Pursuant to Water Code Section 20980, "whenever the Board so determines, it may, or in the event any District has been formed under the same name as that of another District, the Board of the last formed District shall, by a Resolution spread on its minutes, change the name of the District."

Certified copies of the Resolution changing the name of the District must be recorded in the office of the San Diego County Recorder and sent to the Department of Water Resources and to the State Treasurer. -(Water Code Section 20981.)

A name change becomes effective, for all purposes, upon the recording of the Resolution after which the District may perform all functions, exercise all powers, be responsible for all obligations, and in all respects, conduct its affairs under the name as changed with the full force and effect as under the name by which it was designated upon formation. -(Water Code Section 20982.)

The District may wish to provide an additional published notice regarding the name change, but is under no legal requirement to do so.

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POLICY 112 – MASS MAILINGS

POLICY

The South Bay Irrigation District (District) Board of Directors (Board) must abide by the rules of the Fair Political Practices Commission, which sets restrictions concerning mass mailings sent at the public's expense.

PROCEDURE

As provided for in California Code of Regulations, Title 2, Section 18901, Subdivision (A), except as provided in Subdivision (B), below, a mailing is prohibited by Government Code Section 89001 if all of the following criteria are met:

- 1) Any item sent is delivered, by any means, to the recipient at his or her residence, place of employment or business, or post office box. For the purposes of this criterion, the item delivered to the recipient must be a tangible item, such as a videotape, record, button, or a written document.
- 2) The item sent either:
 - (a) Features an elected officer affiliated with the agency which produces or sends the mailing; or
 - (b) Includes the name, office, photograph, or other reference to an elected officer affiliated with the agency which produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected officer
- 3) Any of the costs of distribution are paid for with public monies; or costs of design, production, and printing exceeding \$50 are paid -with public monies, and the design, production, or printing is done with the intent of sending the item other than as permitted by this regulation.
- 4) More than two hundred (200) substantially similar items are sent in a single calendar month, excluding any item sent in response to an unsolicited request and any item described in Subdivision (B), below.

Subdivision B: Notwithstanding Subdivision (A), above, mass mailing of the following items is not prohibited by Government Code Section 89001:

- 1) Any item in which the elected officer's name appears only in the letterhead or logotype of the stationery, forms (including "For Your Information" or "Compliments of" cards), and envelopes of the agency sending the mailing, or of a committee of the agency, or of the elected officer, or in a roster listing



POLICIES & PROCEDURES FOR THE BOARD OF DIRECTORS

MASS MAILINGS Policy 112

containing the names of all elected officers of the agency. In any such item, the names of all elected officers must appear in the same type, size, typeface, type color, and location. Such item may not include the elected officer's photograph, signature, or any other reference to the elected officer, except as specifically permitted in this Subdivision (B) (1) or elsewhere in this regulation.

- 2) A press release sent to members of the media.
- 3) Any item sent in the normal course of business from one (1) governmental entity or officer to another governmental entity or officer.
- 4) Any intra-agency communication sent in the normal course of business to employees, officers, deputies, or other staff.
- 5) Any item sent in connection with the payment or collection of funds by the agency sending the mailing, including tax bills, checks, and similar documents, in any instance where use of the elected officer's name, office, title, or signature is necessary for the payment or collection of funds. Such item may not include the elected officer's photograph, signature, or any other reference to the elected officer except as specifically permitted in this paragraph or elsewhere in this regulation.
- 6) Any item sent by an agency responsible for administering a government program, to persons subject to that program, in any instance where the mailing of such item is essential to the functioning of the program; where the item does not include the elected officer's photograph; and where use of the elected officer's name, office, title, or signature is necessary to the functioning of the program.
- 7) Any legal notice or other item sent as required by law, court order, or order adopted by an administrative agency pursuant to the Administrative Procedure Act, and in which use of the elected officer's name, office, title, or signature is necessary in the notice or other mailing. For purposes of this paragraph, inclusion of an elected officer's name on a ballot as a candidate for elective office, and inclusion of an elected officer's name and signature on a ballot argument, shall be considered necessary to such a notice or other item.
- 8) A telephone directory, organization chart, or similar listing or roster which includes the names of the elected officers, as well as other individuals in the agency sending the mailing, where the name of each elected officer and individual listed appears in the same type face, and type color. Such item may not include an elected officer's photograph, name, signature, or any other reference to an elected office, except as specifically permitted in this paragraph or elsewhere in this regulation.

Revised and Approved on 11/09/16



- 9) An announcement of any meeting or event of the type listed in the following subparagraphs (i) and (ii), provided, however, that the announcement does not include the elected officer's photograph or signature and may include only a single mention of the elected officer's name except as permitted elsewhere in this regulation:
 - (i) An announcement sent to an elected officer's constituents concerning a public meeting which is directly related to the elected officer's incumbent governmental duties, which is to be held by the elected officer, and which the elected officer intends to attend.
 - (ii) An announcement of any official agency event or events for which the agency is providing the use of its facilities or staff, or other financial support.
- 10) An agenda or other writing that is required to be made available pursuant to Sections 11125.1 and 54957.5 of the Government Code, or a bill, file, history, journal, committee analysis, floor analysis, agenda of an interim or special hearing of a committee of the Legislature, or index of legislation, published by the Legislature.
- 11) A business card which does not contain the elected officer's photograph or more than one (1) mention of the elected officer's name.

Definitions: The following definitions shall govern the interpretation of this regulation:

- 1) **"Elected officer affiliated with the agency"** - an elected officer who is a member, officer, or employee of the agency, or of a subunit thereof, such as a committee, or who has supervisory control over the agency, or who appoints one (1) or more member of the agency.
- 2) **"Features an elected officer"** - the item mailed includes the elected officer's photograph or signature, or singles out the elected officer by the manner of display of his or her name or office in the layout of the document, such as by headlines, captions, type size, type face, or type color.

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POLICY 113 – COMMITTEES OF THE BOARD OF DIRECTORS

POLICY

The President of the Board of Directors (Board) shall appoint members to establish Ad Hoc Committees of the South Bay Irrigation District (District), as necessary.

PROCEDURE

An Ad Hoc Committee is a legislative body subject to the Ralph A. Brown Act (Brown Act), which is defined as any Ad Hoc Committee that has “continuing subject matter jurisdiction” or a meeting schedule fixed by ordinance, resolution, or formal action.

Unauthorized serial meetings occur when there is a “meeting of the minds” of a quorum of the legislative body outside of a formal meeting. -This may occur if member “A” contacts member “B,” who contacts member “C” and so on, until a quorum has been involved.

A serial meeting may occur if a staff member or other person contacts the members of the legislative body to brief them prior to a formal meeting and, in the process, reveals their respective views to one another or asks the members to commit to or decide on a proposed action.- Serial meetings are “secret meetings” that deprive the public of an opportunity to contribute to the decision-making process.

In contrast, the distribution of a memo does not constitute a meeting.- A unilateral communication to a legislative body, such as an information or advisory memo, does not violate the Brown Act.

The duties of the Ad Hoc Committees will be outlined at the time of appointment and the Committee shall be considered dissolved when the President determines the need no longer exists.

All meetings of Ad Hoc Committees shall conform to ~~all open~~ [applicable](#) meeting laws (e.g., “Brown Act”). ~~that pertain to Regular meetings of the Board. All meetings of Ad Hoc Committees shall be audio-taped.~~

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POLICY 114 – OTHER APPOINTED OFFICERS

POLICY

To establish a procedure to serve as a guide to appoint other officers of the Board of Directors (Board) and to establish guidelines and clarification of responsibilities.

PROCEDURE

The General Manager shall be appointed by the Board. -The General Manager shall be the Chief ~~Administrative~~ Executive Officer responsible directly to the Board. -The General Manager shall plan, direct, coordinate, and administer the activities of the District, subject to and within the policy determinations of the Board, and perform such other duties as are specified by the Board.

The Assistant General Manager ~~shall be appointed by the General Manager and~~ shall serve as the General Manager in the General Manager's absence.

Pursuant to Section 2 (D) (3) of the Joint Powers Agreement for the District, the Secretary of the District shall be appointed by the Governing Board of Sweetwater Authority (Authority) and shall serve at the pleasure of the Board. -The Secretary may, but need not, be a member of the Board. -The Secretary shall be responsible for the minutes and other records of the proceedings of the Board and shall perform such other duties as are specified by the Board.

Pursuant to Section 2 (D) (4) of the Joint Powers Agreement for the District, the Treasurer of the District shall be appointed by the Board and shall serve as ex-officio Treasurer of the Authority. -The Treasurer shall also perform such other duties as are specified by the Board.

Pursuant to Section 2 (D) (5) of the Joint Powers Agreement for the SBID, the Controller of the District shall be appointed by the Board and shall serve as ex-officio Controller of the Authority.

Pursuant to Section 2 (D) (6) of the Joint Powers Agreement for the SBID, the Attorney for the District (or his duly authorized deputy) shall be the duly appointed and acting Attorney for the District's Board, serving ex-officio as Attorney for the Authority. -The Attorney for the Authority or his or her duly authorized deputy shall attend all meetings of the Board, but his or her absence shall not affect the validity of any meeting. He or she shall provide legal advice and services as requested by the Board or General Manager.

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**POLICIES & PROCEDURES
FOR THE BOARD OF DIRECTORS**

**REPRESENTATIVES TO THE
SAN DIEGO COUNTY WATER
AUTHORITY
Policy 115**

POLICY 115 – REPRESENTATIVE TO THE SAN DIEGO COUNTY WATER AUTHORITY

POLICY

The Joint Powers Agreement of 1972, as amended and readopted in 1977, between South Bay Irrigation District (District) and the City of National City created Sweetwater Authority. The District and the City of National City are member agencies of the San Diego County Water Authority (SDCWA). -The District and the City each have one Representative on the San Diego County Water Authority Board of Directors. -The District and the City of National City shall remain members of the SDCWA at all times during the term of the Joint Powers Agreement.

PROCEDURE

The District Representative to the San Diego County Water Authority is appointed by a majority vote of the District's Board of Directors (Board). -The Representative shall hold office on the SDCWA Board of Directors for a term of six (6) years, and until his or her successor is appointed and qualified. -The District's Representative shall vote on SDCWA issues as directed by the Board and will take any action necessary to protect the District's water rights and other rights as the member of the SDCWA and perform such acts and execute such documents as may be necessary to accomplish these purposes.

The City of National City Representative to the SDCWA is confirmed and authorized to vote for the District Representative when he or she is absent from a meeting of the SDCWA.

The District Representative and the City of National City Representative to the SDCWA shall appear before the Sweetwater Authority Governing Board at its regularly scheduled meeting the second Wednesday of each month, and at Special Board meetings as may be called to brief the Sweetwater Authority Governing Board on matters of interest and importance which appear on the subsequent SDCWA Board of Directors agenda.

Such briefing shall be for the purpose of discussing such matters of interest and importance as well as receiving direction from the Sweetwater Authority Governing Board on representing the Sweetwater Authority's interest at the SDCWA.

When an appointed Representative leaves the SDCWA Board during a term, the date established for that term remains the same, and the Board shall appoint a new appointee to serve the unexpired portion of the term. -If a Director "holds over" after the expiration of a term and an appointment is made, it is to be the unexpired portion of the new term.- The ending date for the new term must be included in the District's Resolution of Appointment.

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POLICY 116 – LAFCO REPRESENTATIVES

POLICY

Local Agency Formation Commissions (LAFCO) were created by state law in 1963 to encourage the orderly formation of local government agencies to preserve agricultural and open space land, and to discourage urban sprawl. -San Diego LAFCO has jurisdiction over changes in local government organization occurring within San Diego County. -South Bay Irrigation District (District) wishes to maintain representation on the San Diego LAFCO. Therefore, when nominations are solicited by LAFCO, the Board of Directors (Board) encourages its members to consider competing for the position of Alternate Special District Member of LAFCO or as a LAFCO Special District Advisory Committee Member. The Board may send a representative to attend meetings at LAFCO or the LAFCO Special District Advisory Committee to report on LAFCO activities if a member of the Board is not serving as an Alternate Special District Member of LAFCO or as a LAFCO Special District Advisory Committee Member.

PROCEDURE

State law permits the LAFCO Selection Committee to conduct elections by mail. -The Executive Officer of the Commission gives written notice to all eligible independent Special Districts of the intention to conduct a mailed-ballot election.- The District must acknowledge receipt of the Executive Officer's notice. -SBID may submit nominations of its members, accompanied by a brief resume on the form provided by LAFCO. -All nominations must be received by LAFCO by a specified date and must be submitted by **certified mail, return receipt requested**.

Each mailed ballot is accompanied by a certification sheet, which must be completed by the District's President of the Board or the designated alternate who casts the District's vote. -**A ballot received without a signed certification form will not be counted**. -The ballot should be considered by the full Board. -State law and the LAFCO Selection Committee rules require that the Board's vote be cast by its presiding officer (President) or an alternate member of the Board appointed by the other members (Vice President).

San Diego LAFCO consists of an eight-(8)-member Commission. -It is composed of two (2) members of the County Board of Supervisors, chosen by the Board; two (2) members representing Cities in San Diego County, chosen by a City Selection Committee composed of the Mayor of each City in the County; two (2) members representing the Independent Special District Selection Committee composed of the presiding officer or a designated alternate Board member from each independent Special District in the County; one (1) member of the San Diego City Council, chosen by that body; and one (1) public member, chosen by the other members of the Commission.

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POLICY 118 – ATTENDANCE AT MEETINGS

POLICY

Members of the South Bay Irrigation District (District) Board of Directors (Board) shall attend the full session of all Regular and Special meetings of the Board unless there is good cause for absence.- As a courtesy, any Director who believes he or she will be absent from any meeting should notify the Board Secretary of such absence. In the event a Director plans to be absent for a period of time (vacations, illness, etc.), that would cause him or her to be absent for a Special meeting, a "Waiver of Personal Notice of Special Meeting" should be completed and signed, and filed with the Board Secretary- in accordance with Government Code Section 54956.

PROCEDURE

In accordance with Government Code section 1770, a vacancy shall occur if any member ceases to discharge the duty of his or her office due to the happening of certain events before expiration of the term, including but not limited to:

- A. His or her absence from the state without the permission required by law beyond the period allowed by law.
- B. His/her ceasing to discharge the duties of his or her office for the period of three (3) consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

In addition, pursuant to Government Code Section 1062, no state or municipal officer shall be absent himself or herself from the state for more than sixty (60) days, unless either:

- A. Upon business of the state or the municipality.
- B. With the consent of the Legislature or the Governing Body of the municipality.

Failure to attend -the full session of all Board meetings for three (3) consecutive months is not an automatic disqualification from office; however, it would be evidence of the absent Director ceasing to discharge the duties of his or her office and of a misuse of public resources if a Director receives Director's Fees and attends only partial meetings. (Penal Code § 424) -If no reasonable explanation or excuse for the absence is provided, the office shall be considered vacant. -In addition, failure to attend meetings while absent from the state for more than sixty (60) days without the consent of the Board shall create a vacancy.

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POLICY 119 – PER DIEM AND REIMBURSEMENT

POLICY

Members of the Board of Directors (Board) shall receive per diem, specified herein as “Director’s Fees,” for occasions that constitute the performance of official duties, in an amount that is established by the Board in accordance with state law and for the actual and necessary expenses incurred in the performance of such official duties. -The Per Diem and Reimbursement Policy set forth herein shall be read in conjunction with Policy 120 for Training, Education and Conferences and Meetings of Other Agencies.

PROCEDURE

Director’s Fees in the amount of \$100 per day, as established by the Board in accordance with Water Code Sections 20200-20207, shall be paid for attendance at the following:

- A. Regular, Special, or Adjourned meetings of the Board.
- B. Board Committee meetings.
- C. Meetings of other organizations, where such attendance constitutes the performance of a Director’s official duties, as provided for by Policy 120; however, Directors shall not receive Director’s Fees for travel days immediately preceding and/or following the day on which a conference or meeting is held.
- D. Designated functions at the direction of the Board by motion, either prior to the function or at the next regular Board meeting following the function.

Directors will not receive a Director’s Fee or payment of actual and necessary expenses for attendance at: a) more than one (1) authorized event per day or b) meetings of other organizations as provided for by Policy 120, unless the Board approves such attendance either prior to the function or at the next regular Board meeting following the function. -Total per diem, or Director’s Fees, shall not exceed ten (10) days in any calendar month.

Directors who attend meetings of organizations other than District Board or Committee meetings by the use of teleconferencing or the Internet (i.e., online) shall not receive a Director’s Fee unless:

- 1) the Director is unable to attend in person because of health or personal emergency, or
- 2) the Director chooses not to attend in order to save the Authority the expense of travel to the meeting, the Director’s Fee is approved in accordance with Policy 120, and teleconferencing/online participation is approved in advance by the Board, or
- 3) the Director is participating in a legally required training function with an approved vendor of the State of California provided the Director submits a certificate of



- completion, or
- 4) the meeting is only available by teleconferencing or internet and the Director's Fee is approved in accordance with Policy 120, or
 - 5) the Director is an appointed District representative to an organization and that organization's meeting is available by teleconferencing or the Internet.

At the end of each month, Directors are to submit to the Board Secretary a signed "Director's Monthly Per Diem and Mileage Reimbursement" form documenting the meetings attended during the month and the corresponding mileage to be reimbursed, if any.

Water Code Section 20202 provides that a water district may increase the amount of compensation which may be received by members of the Board above the amount of \$100 per day, so long as the increase does not exceed an amount equal to five percent (5%) for each calendar year following the operative date of the last adjustment of compensation. Section 20202 authorizes compensation for no more than a total of ten (10) days in any calendar month.

The District will pay actual and necessary expenses of Directors incurred in the performance of official duties within San Diego County as contemplated by Policy 120; including registration, tuition, meals, incidental expenses, and each mile actually traveled by a Director in his or her private automobile for attendance of any Director specifically designated or approved by the Board to attend an event within San Diego County. Reimbursement per mile to be equal to the standard rate in effect for business miles deduction by the United States Internal Revenue Service, as such rate is established from time to time.

A Director will receive reimbursement for each mile actually traveled in his or her private automobile while attending meetings outside of San Diego County when acting under orders of the Board, provided such mileage compensation does not exceed economy class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination. -Reimbursement per mile to be equal to the standard rate in effect for business miles deduction by the United States Internal Revenue Service, as such rate is established from time to time.

If a Director chooses to travel in his or her private automobile rather than by scheduled airline, while attending meetings outside of San Diego County when acting under orders of the Board, and the distance traveled requires more than eight (8)-hours driving; mileage, overnight lodging and three (3) meals will be reimbursed to the Director, provided that such reimbursement does not exceed the cost of economy class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination.

If two (2) or more Directors travel in the same car, the Director driving will receive full mileage reimbursement, provided that said mileage does not exceed the cost of economy



class airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination for all the Directors who traveled in the same car.

Directors should travel together whenever feasible, but not in a number that would constitute a quorum of the Board. ~~(2 maximum – see Policy 121)~~ and economically beneficial, and register sufficiently in advance, when possible, to obtain discounted travel, lodging, tuition, and registration expenses.

In no event shall a Director receive from the District compensation for out-of-town travel expenses, including, but not limited to, airfare, car rental when appropriate, lodging, registration, meals, incidental expenses, or miles traveled in his or her private automobile, unless such out-of-town travel is pre-approved by order of the Board. Directors are encouraged, whenever feasible, to provide fifteen (15) day advance notice for air travel to the Board Secretary. The cost of alcoholic beverages will not be paid by the District.

Frequent flyer miles accumulated by Directors for airfare paid for, or reimbursed, by the Authority, should be redeemed for discounts on future airfare paid for, or reimbursed, by the Authority, and may not be redeemed for personal use. If any Director requires special travel accommodations due to a disability or health-related reasons, the Authority will pay all costs associated with those special accommodations.

Actual and necessary expenses for accommodations and meals incurred by Directors while attending meetings outside of San Diego County when acting under orders of the Board will be reimbursed as provided in this Policy. Reimbursement shall be permitted for travel expenses, including accommodations and meals, incurred on the day immediately preceding or immediately following an approved meeting or conference held outside of San Diego County when travel on the actual day of the meeting or conference is infeasible. Except as otherwise provided herein, the maximum reimbursement for lodging costs shall be two hundred twenty-five (\$225) per day, including taxes. However, if the lodging is in connection with a conference or organized, educational activity conducted in compliance with this Policy, the District will pay lodging costs which do not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the Director at the time of booking. If the group rate is not available, the District will pay for comparable lodging at an amount not to exceed the maximum group rate published by the conference or activity sponsor. The maximum reimbursement for meals (breakfast, lunch, and dinner) not included in the conference registration shall be seventy-five dollars (\$75) per day. Reimbursement for tips and gratuities shall be limited to twenty percent (20%) of the underlying costs. Upon the request of a Board member, the Board may authorize actual and necessary expenses for accommodations and meals, which exceed the policy limits.

Directors shall use government and group rates offered by a provider of transportation or lodging services or travel and lodging, when available.



The Board Secretary may arrange for certain group travel including prepaying the fares, fees, tips, and gratuities. There shall be no reimbursement for fares, fees, tips, or gratuities paid by Directors if these were prepaid by the Authority.

Actual and necessary expenses for meals incurred by Directors while attending meetings within San Diego County, and meetings outside San Diego County which do not involve lodging, when acting under orders of the Board, will be reimbursed. -The maximum reimbursement for said meals not included in conference registration shall be seventy-five dollars (\$75) per day.

For conferences and events for which costs and expenses are prepaid by the District, Directors unable to attend the conference or event due to illness or scheduling conflict will notify the Board Secretary as soon as possible to ensure credit or reimbursement of costs from the conference or event sponsor. If reimbursement is not possible, the Board Secretary shall contact other Directors to determine if they can attend. The Board Secretary will also inquire through the General Manager if staff members can attend.

Within thirty (30) days following an event which constitutes the performance of official duties as designated in Policy 120, and for which the payment of actual and necessary expenses has been approved, any Director attending must submit a signed "Director's Expense Reimbursement" form together with valid receipts, to the Board Secretary and return any excess funds advanced for attendance of the event. -Eligible expenses, for which receipts are not available, will be reimbursed with an explanation included in the expense report for accounting backup. If actual and necessary expenses incurred by a Director exceed the amount of any advance, the District will reimburse the Director for excess expenses within ten (10) days of receipt of the expense report.

The Board Secretary shall distribute a quarterly report containing Directors' expenses reimbursed under this Policy. -The reports shall be presented to the Board at the meetings of January, April, July, and October.



POLICY 120 – TRAINING, EDUCATION, AND CONFERENCES; MEETINGS OF OTHER AGENCIES

POLICY

The Board of Directors (Board) finds that it is beneficial to the District for the Board to increase its knowledge of matters within the subject-matter jurisdiction of the Board. -To this end, members of the Board are encouraged to attend educational conferences and professional meetings concerning matters within the subject-matter jurisdiction of the Board and which activities constitute the performance of official duties. -To the maximum extent feasible and practical, Directors attending such conferences and/or meetings will attend for the time frame that they are registered and engage with staff and the public. The Training, Education and Conferences policy set forth herein shall be read in conjunction with Policy 119 for Per Diem and Reimbursement.

PROCEDURE

There is no limit as to the number of Directors attending a particular conference or seminar when meetings are within the scope of Government Code Section 54952.2(c)(2) and it is apparent that their attendance is beneficial to the District. -To promote such Board development and excellence, the District reimburses actual and necessary expenses incurred on behalf of the District in the performance of official duties, such as travel, tuition, lodging, meals, incidental expenses, and each mile actually traveled by a Director in his or her private automobile as a result of training, educational courses, participation with professional organizations, and attendance at conferences, in accordance with Policy 119. In no event shall a Director receive from the District such compensation for out-of-town travel expenses, unless such out-of-town travel is pre-approved by order of the Board.- The cost of alcoholic beverages will not be paid by the District. -Reimbursement shall be permitted for travel expenses, including accommodations and meals, incurred on the day immediately preceding or immediately following an approved meeting or conference held outside of San Diego County when travel on the actual day of the meeting or conference is infeasible as provided in Policy 119; however, Directors shall not be entitled to Director's Fees for such travel day(s).

The Board Secretary is responsible for making arrangements for Directors to attend conferences and to record and calculate the per diem or "Director's Fees" as set forth in more detail in Policy 119. -The Director's Fees for attendance at approved events and the procedure for reimbursement of actual and necessary expenses incurred in the performance of official duties are set forth in Policy 119.

Attendance by Directors at meetings, seminars, workshops, and conferences (other than those that are already pre-approved as designated events which constitute the performance of official duties) shall be approved by the Board prior to payment of Director's Fees or



incurring any reimbursable actual and necessary expenses. -A Director shall not attend a conference or training event (other than those that are already pre-approved as designated events which constitute the performance of official duties) that does not cover matters within the subject-matter jurisdiction of the Board.

Upon returning from meetings, seminars, workshops, conferences, and other occasions which constitute the performance of official duties for which Directors receive Director's Fees and the actual and necessary expenses are reimbursed by the District, in accordance with Policy 119, Directors shall either prepare a written report for distribution to the Board, or make a verbal report at the next regular Board meeting following the event. Said written or verbal report shall detail the information that may be of benefit to the District that was presented at the meeting, seminar, workshop, conference, or other occasion which constitutes the performance of official duties. -Materials from the meetings, seminars, workshops, conferences, and other occasions which constitute the performance of official duties may be delivered to the District's office to be included in the District's library for the future use by other Directors and staff.

Directors who have signed up for an event, and subsequently cannot attend, shall contact the Board Secretary as soon as possible to ensure credit or reimbursement of costs from the conference or event sponsor. If reimbursement is not possible, the Board Secretary shall contact other Directors to determine if they can attend. The Board Secretary will also inquire through the General Manager if staff members can attend.

Directors' attendance at trainings, conferences, educational events and open and noticed board and membership meetings of the following associations has been pre-approved by Resolution 587 as occasions that constitute the performance of official duties:

- A. California Special Districts Association, both state and San Diego Chapter (CSDA)
- B. Council of Water Utilities, San Diego County
- C. San Diego County Water Authority (SDCWA)
- D. Local Agency Formation Commission (LAFCO)
- E. Best Best & Krieger (BB&K) seminars
- F. Water Conservation Garden Authority Board Meeting (designated Director)
- F.G. Association of California Water Agencies – Joint Powers Insurance Authority (ACWA/JPIA) (designated Director)

Attendance at events organized by agencies and/or entities other than the District involving tours of, or visits to, local water reclamation, major projects related to water quality and distribution, or other engineering projects during construction or after completion of the project may also be occasions which constitute the performance of official duties, so long as attendance is approved by the Board as an agenda action, either prior to the visit or



**POLICIES & PROCEDURES
FOR THE BOARD OF DIRECTORS**

**TRAINING, EDUCATION,
AND CONFERENCES; MEETINGS
OF OTHER AGENCIES
Policy 120**

at the next regular Board meeting following the visit. -Directors may be compensated for attendance and travel for the purpose of visiting such projects as approved by the Board. Completion of legally required training functions may be conducted online with an approved vendor or the State of California provided the Director submits a certificate of completion.

The compensation paid to Board members of the District for sitting on the Board or acting under its orders shall be approved \$100 per diem, and continuing until changed by Resolution of the Board of Directors and set forth in ~~-(See Policy 119.)~~

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POLICY 121 – DIRECTORS' TRAVEL

POLICY

It is important that the members of the Board of Directors (Board) avoid unnecessary risk to South Bay Irrigation District (District) operations that could result if several members were traveling together in a form of transportation (airplane, bus, automobile, or train) and were involved in an accident.

PROCEDURE

Whenever it is necessary for more than two (2) members of the Board to travel in the same form of transportation to the same destination on District business, every reasonable effort shall be made to arrange transportation and schedules to assure that not more than two (2) District Directors travel in the same airplane, train, automobile, or bus.

Example: _ It may be necessary for two (2) Directors to travel on one (1) flight and one (1) or more Directors to utilize a different airline or flight to the same destination to avoid traveling together. In the same fashion, traveling to local meetings in automobiles should be limited to no more than two (2) Directors in the same automobile, as practicable.

It is recognized that there may be circumstances under which separate travel arrangements are not practical, but unnecessary risk that could result in the District losing the services of more than two (2) members of the Board is to be avoided.

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South Bay Irrigation District
 Fiscal Year 2018-19
 Budget Summary as of April 30, 2019

	Current Month Actual	YTD Actual	YTD Budget	YTD % Over/Under	Total Annual Budget	Amount Remaining	% Remaining
Interest Revenue	122.00	6,342.55	12,350.00	-48.6%	14,820.00	8,477.45	57.2%
Fund Transfer	781.46	16,795.66	15,554.00	8.0%	15,630.00	(1,165.66)	-7.5%
Revenues	903.46	23,138.21	27,904.00	-17.1%	30,450.00	7,311.79	24.0%
Sweetwater Authority Staff	340.00	3,400.00	3,400.00	0.0%	4,080.00	680.00	16.7%
Office Supplies & Expenses	0.00	15.00	100.00	-85.0%	120.00	105.00	87.5%
Conferences & Meetings	6.26	75.73	200.00	-62.1%	240.00	164.27	68.5%
Membership Fees & Dues	0.00	648.04	170.00	281.2%	170.00	(478.04)	-281.2%
Directors Fees	500.00	3,700.00	4,500.00	-17.8%	5,000.00	1,300.00	26.0%
Payroll Expense	38.25	283.05	350.00	-19.1%	420.00	136.95	32.6%
Legal Fees & Costs	0.00	4,860.90	6,000.00	-19.0%	7,200.00	2,339.10	32.5%
Audits & Accounting	0.00	3,000.00	3,000.00	0.0%	3,000.00	0.00	-100.0%
General and Property Insurance	0.00	1,986.00	0.00	0.0%	0.00	(1,986.00)	0.0%
Workers Compensation Insurance	0.00	42.14	0.00	0.0%	0.00	(42.14)	0.0%
Telephone	18.95	190.35	184.00	3.5%	220.00	29.65	13.5%
Elections & Public Info	0.00	4,937.00	10,000.00	-50.6%	10,000.00	5,063.00	50.6%
Operating Expenses	903.46	23,138.21	27,904.00	-17.1%	30,450.00	7,311.79	24.0%

South Bay Irrigation District
 Monthly Treasurer's Report
 Accounting of Receipts, Disbursements and Fund Balances
 April 30, 2019

	General Fund	Investments	Totals
Beginning Cash Balance	\$ 29,366.94	\$ 61,903.30	\$ 91,270.24
Investments	-	-	-
Receipts	-	-	-
Interest	-	387.22	387.22
Total Receipts	<u>\$ -</u>	<u>\$ 387.22</u>	<u>\$ 387.22</u>
Vendor Warrants	\$ 5,317.14	\$ -	\$ 5,317.14
Investments	\$ -	\$ -	\$ -
Bank Fees	-	-	-
Total Disbursements	<u>\$ 5,317.14</u>	<u>\$ -</u>	<u>\$ 5,317.14</u>
Ending Cash Balance	<u>\$ 24,049.80</u> ⁽¹⁾	<u>\$ 62,290.52</u> ⁽²⁾	<u>\$ 86,340.32</u>
Outstanding Items			
Deposits	\$ -	\$ -	\$ -
Vendor Warrants	(92.35)	-	(92.35)
Adjusted Fund Balances	<u>\$ 23,957.45</u>	<u>\$ 62,290.52</u>	<u>\$ 86,247.97</u>

⁽¹⁾ Bank of America statement balance

⁽²⁾ Managed pools, certificates of deposit, etc.

South Bay Irrigation District
Investment Portfolio
April 30, 2019

Issuer	Yield	Percent of Portfolio	Board Policy Limits	Total Portfolio	Book Value	Market Value
Bank of America Demand Deposit	0.000%	28%	5%	24,049.80	23,957.45	23,957.45
Local Agency Investment Fund	2.445%	72%	\$40 M	62,290.52	62,290.52	62,173.84
Total Investment Portfolio		100%		86,340.32	86,247.97	86,131.29

Average Weighted Yield = 1.764%

Weighted Average Days to Maturity = 1

All investments have been made in accordance with South Bay Irrigation District's Annual Statement of Investment Policy. This report provides documentation that South Bay Irrigation District has sufficient funds to meet the next 180 days cash obligations.

 5/13/19

Rich Stevenson, Treasurer