

Finance and Personnel Committee Meeting - August 5, 2020

1. Agenda Packet

Documents:

[200805 AGENDA PACKET - POSTED 200731.PDF](#)



SWEETWATER AUTHORITY

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FINANCE AND PERSONNEL COMMITTEE

AGENDA

DATE: Wednesday, August 5, 2020

TIME: 4:30 p.m.

Notice: Pursuant to Governor Newsom's Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the Board of Directors will be held by teleconference. There will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on agenda items by following these instructions:

**To join via Zoom Webinar from a computer, tablet, or smartphone,
click on the link below:**

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To join this meeting via telephone, please dial:

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If you are unable to access the meeting using this call-in information, please contact the Board Secretary at (619) 409-6703 for assistance.

To provide public comment on non-agenda items or to provide public comment on any item of the agenda:

Before the meeting:

- Go to www.sweetwater.org; click on the "HOW DO I..." at the top of the page; and then click on the "Public Comment" link in the Contact section.

OR

- Physically deposit your public comment in the Authority's payment drop box located in the public parking lot at the Authority's Administrative Office at 505 Garrett Avenue, Chula Vista.

OR

- Mail your comments to 505 Garrett Avenue, Chula Vista, CA 91910 [Attention: Public Comment].

All written public comment submissions must be received 1 hour in advance of the meeting and will be read aloud to the Board during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.



During the meeting:

The Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to Participants List, hover over your name and click on “Raise Hand.” This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

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. The above public comment procedures supersede any Authority standard public comment policies and procedures to the contrary.

1. CALL MEETING TO ORDER AND ROLL CALL

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

3. PUBLIC COMMENT.

Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. ACTION AGENDA.

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

Sweetwater Authority Grant Programs

5. DIRECTORS’ COMMENTS.

Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Committee. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

6. NEXT MEETING DATE: Wednesday, August 19, 2020 at 4:30 p.m.

7. 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.

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BOARD INFORMATION

TO: Governing Board (Finance and Personnel Committee)
FROM: Management
DATE: July 31, 2020
SUBJECT: Sweetwater Authority Grant Programs

SUMMARY

At its July 8, 2020 meeting, the Board requested information about the Authority's grant program. The Authority has several different grant programs that are managed throughout the organization. For this memo, we will report on grants in three different categories for the most recently completed and upcoming fiscal years: Grants Administered, Grants Received, and Pending Grant Applications.

Grants Administered

The FY 2020-21 Budget includes funds for the Authority to administer two grant programs.

The Savings Through Efficiency Program (STEP) Grant is a program designed to encourage water users in the Authority's service area to implement equipment retrofits or innovative projects/devices which maximize the efficient use of potable water for approved uses. The Authority encourages pilot water efficiency improvement projects to submit STEP Grant applications. Grant awards are limited to a maximum of \$5,000 per project. Applications for this fiscal year will be accepted and considered from July 1, 2020 through June 1, 2021 or until funds are exhausted.

The Water Education Efficiency Program (WEEP) Grant is a program designed to encourage water users in the Authority's service area to implement educational displays, programs, lectures or instructional media to teach the importance and relevance of water education. The Authority encourages its commercial, industrial, or institutional (CII) customers who are interested in promoting water efficiency through educational projects to submit WEEP Grant applications. Grant awards are limited to a maximum of \$5,000 per project. Applications for this fiscal year will be accepted and considered from July 1, 2020 through May 31, 2021 or until funds are exhausted. Limited funding is available for the program, which is a reimbursement incentive only. Projects must be completed by June 10, 2021, and all payment requests (including supporting documents) must be received from the applicant by June 15, 2021.

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Subject: Sweetwater Authority Grant Program
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These grants are administered and awarded by the Authority. In the FY 2020-21 Budget, \$20,000 has been allocated for STEP and WEEP grants. For the FY 2019-20, the Authority received a combined total of three applications for both programs. Two of the applications were withdrawn by the applicants (impacts from COVID-19 and staffing limitations). One WEEP grant was awarded to A Reason to Survive (ARTS) in National City for mural signage for their San Diego County watershed display.

Grants Received

In the last fiscal year, the Authority was the recipient of a grant from the Hans and Margaret Doe Charitable Trust. Annually, applications are mailed out by the Board of Trustees to local water agencies. These grants are awarded to agencies who are looking for opportunities to create and fund programs that provide water education resources. The Authority, in a joint application with the Chula Vista Elementary (CVE) School District, applied for a grant in 2019. The Authority and CVE were awarded a grant of \$6,000 to create a display at the Hydro Station on the water treatment process at the Richard A. Reynolds Groundwater Desalination Facility. This display is being developed and will be installed at the facility in the Fall of 2020.

Pending Grant Application

In November 2019, the Authority applied for a Pre-Disaster Mitigation Grant Program from the Federal Emergency Management Agency (FEMA), for the Sweetwater Dam and South Dike Improvements Project. The amount requested was \$5,436,022.80, which amounts to seventy-five percent of the project cost and is the maximum percentage of the project cost that FEMA would be able to award. Even though this is a FEMA grant, it is administered by the California Office of Emergency Services (Cal OES). The Authority's grant application has been reviewed by Cal OES and it was recommended to FEMA for grant award. The grant application is currently in review with FEMA and there is no indication on when FEMA will conclude the review of the grant application.

PAST BOARD ACTION

June 24, 2020 The Governing Board adopted Resolution 20-13, Adopting a Budget for the Fiscal Year 2020-21.

FISCAL IMPACT

Monies for the Authority administered grant programs (WEEP and STEP) are approved annually in the budget process.

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POLICY

Strategic Plan Goal 3: Financial Viability (FV) – Ensure long-term financial viability of the agency through best practices, operational efficiency, and maximizing assets.

Strategic Plan Goal 7: Environmental Stewardship (ES) - Provide core services while maintaining a balanced approach to human and environmental needs.

CONCLUSION

This is an information item.