



SOUTH BAY IRRIGATION DISTRICT
505 GARRETT AVENUE, POST OFFICE BOX 2328
CHULA VISTA, CALIFORNIA 91912-2328
(619) 420-1413 FAX (619) 425-7469
<http://www.sbid.us>

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, FEBRUARY 13, 2019 – 5:00 P.M.**

- **CALL MEETING TO ORDER AND ROLL CALL**
- **PLEDGE OF ALLEGIANCE TO THE FLAG**
Director Martinez
- **PUBLIC COMMENT**
Opportunity for Members of the Public to Address the Board. (Government Code Section 54954.3)
- **PRESIDENT'S PRESENTATION**
"The Road to 2020," Presented by Roberto Garcia, Partnership Specialist, San Diego County U.S. Census Bureau

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 **ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA** (Government Code Section 54956.5)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 January 9, 2019
3. **APPROVAL OF DEMANDS AND WARRANTS**
4. **NEW BUSINESS**
Review of Board Policies and Procedures (Policies 101 through 110)

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. **DECEMBER 2018 FINANCIAL REPORTS**
6. **QUARTERLY REPORT OF DIRECTORS' EXPENSES – SECOND QUARTER FY 2018-2019**
7. **REPORTS BY DIRECTORS ON EVENTS ATTENDED**
Reports and discussion relating to events attended by the Directors
8. **REPORT OF MANAGEMENT**

9. REPORT OF LEGAL COUNSEL

10. 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.

11. 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.

12. 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**

January 9, 2019

The Board of Directors of South Bay Irrigation District held a Regular meeting on Wednesday, January 9, 2019, at the Sweetwater Authority Administrative Office, 505 Garrett Avenue, Chula Vista, California. President Preciado called the meeting to order at 5:00 p.m.

- **ROLL CALL**

Directors Present: Josie Calderon-Scott, Steve Castaneda, José F. Cerda, Hector Martinez, and Jose Preciado

Directors Absent: None

Others Present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Legal Counsel Nicholas Norvell, and Board Secretary Ligia Perez. Staff members: Program Manager Sue Mosburg, 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**

Introduction of Newly Elected Director for Division 4, Hector Martinez, and Re-elected Director for Division 1, Steve Castaneda for South Bay Irrigation District Board

President Preciado introduced Hector Martinez, the newly elected Director for Division 4, and acknowledged Steve Castaneda, re-elected Director for Division 1.

ACTION CALENDAR ITEMS

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

There was none.

2. **APPROVAL OF MINUTES**

Director Cerda made a motion, seconded by President Preciado, that the Board approve the minutes of the November 14, 2018 Regular meeting. The motion carried unanimously.

3. **APPROVAL OF DEMANDS AND WARRANTS**

Director Castaneda made a motion, seconded by President Preciado, that the Board approve warrants 11656 through 11666. The motion carried unanimously.

4. **NEW BUSINESS**

- A. Election of South Bay Irrigation District Officers for the 2019 Term and Adoption of Resolution 636 Appointing Officers for 2019

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

**RESOLUTION NO. 636
RESOLUTION OF THE BOARD OF DIRECTORS
OF SOUTH BAY IRRIGATION DISTRICT
APPOINTING OFFICERS FOR 2019**

was passed and adopted by the following vote to wit:

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

- B. Consideration to Establish New Signatories on the District's Checking Account and Adopt Resolution 637

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

**RESOLUTION NO. 637
RESOLUTION OF THE BOARD OF DIRECTORS OF SOUTH BAY IRRIGATION
DISTRICT RESCINDING RESOLUTION NO. 607 AND ESTABLISHING NEW
SIGNATORIES ON THE DISTRICT'S PRESENT CHECKING ACCOUNT WITH THE
BANK OF AMERICA**

was passed and adopted by the following vote to wit:

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

- C. Consideration to Approve 2019 Board Calendar

Director Cerda made a motion, seconded by Director Calderon-Scott, that the Board approve the 2019 Board Calendar. The motion carried unanimously.

- D. San Diego Local Agency Formation Commission Special Districts Advisory Committee - Call for Nominations

Director Castaneda made a motion, seconded by Director Cerda, that the Board

nominates Director Martinez to the San Diego LAFCO Special Districts Advisory Committee. The motion carried unanimously.

- E. San Diego Local Agency Formation Commission - Call for Nominations for One Regular District Member and One Alternate Member

President Preciado made a motion, seconded by Director Cerda, that the Board nominates Director Martinez as the San Diego LAFCO Member and Director Castaneda as the Alternate. The motion carried unanimously.

REPORTS AND INFORMATIONAL ITEMS

5. OCTOBER AND NOVEMBER 2018 FINANCIAL REPORTS

General Manager Berge noted the transfer of funds to Sweetwater Authority in the financial report per the agreement between South Bay Irrigation District and Sweetwater Authority.

6. REPORTS BY DIRECTORS ON EVENTS ATTENDED

The reports were provided for information only.

7. REPORT OF MANAGEMENT

There was none.

8. REPORT OF LEGAL COUNSEL

Mr. Norvell reminded the Board that filing season for Form 700s Statement of Economic Interests is here and forms are due April 1, 2019.

9. DIRECTORS' COMMENTS

Director Cerda wished everyone a Happy New Year and thanked the Board for electing him as President.

10. CLOSED SESSION

There was none.

11. ADJOURNMENT

With no further business before the Board, President Preciado adjourned the meeting at 5:18 p.m.

Jose Preciado, President

Attest:

Ligia Perez, Board Secretary

This page intentionally left blank.

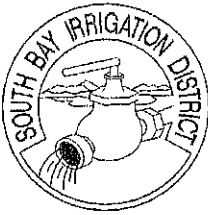
South Bay Irrigation District

Warrants

December 2018

Warrant Number	Date	Amount	Payable	Description
11667	12/31/2018	1,986.00	ACWA/Joint Powers Insurance Authority	General Liability Insurance for 10/1/18 -2019 Policy year
11668	12/31/2018	19.08	AT&T Calnet 3	Telephone Charges for December 2018
11669	12/31/2018	447.20	Best Best & Krieger	Legal Fees for December 2018
11670	12/31/2018	340.00	Sweetwater Authority	Administrative Services for December 2018
11671	12/31/2018	749.70	Internal Revenue Service	Annual Federal Tax Liability for CY2018
		<u>3,541.98</u>		

This page intentionally left blank.



BOARD ACTION

TO: South Bay Irrigation District Board
FROM: Management
DATE: February 8, 2019
SUBJECT: Review of Board Policies and Procedures (Policies 101 through 110)

SUMMARY

The attached SBID Board Policies 101 through 110 are presented to the Board for review. The General Manager and legal counsel have reviewed the policies and have no recommended changes.

FISCAL IMPACT

The fiscal impact is unknown at this time and will be based on time charged for legal counsel's review.

POLICY

There is no specific policy. However, the Board should review its Policies and Procedures on a periodic basis.

ALTERNATIVES

1. Provide input on Policies 101 through 110 and direct staff to make modifications as directed by the Board of Directors.
2. Approve Policies 101 through 110 as presented.

RECOMMENDATION

Staff seeks the direction of the Board of Directors.

This page intentionally left blank.



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

**OFFICIAL SEAL
Policy 101**

POLICY 101 – OFFICIAL SEAL

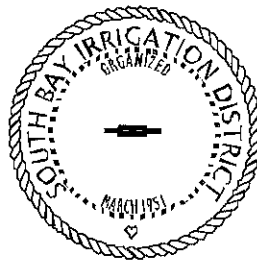
POLICY

The Board of Directors of South Bay Irrigation District passed Resolution No. 3, on March 27, 1951, adopting the official seal of South Bay Irrigation District.

PROCEDURE

The following design shall constitute the official seal of South Bay Irrigation District:

The seal is comprised of two concentric circles. The diameter of the seal is 1-5/8-inch with the outer perimeter of the circle encompassed with a braided rope design. The distance between the outer and inner circle is ¼-inch containing the words "SOUTH BAY IRRIGATION DISTRICT" inscribed around the top of the inside circle and a "♥" design inscribed at the bottom. In the center of the dotted--lined circle, which is one-inch in diameter, the word "ORGANIZED" is inscribed around the top inner portion of the circle, with the words "MARCH 1951" inscribed around the bottom inner portion. The very center of this circle also contains a symbol that resembles a small turnbuckle.



This page intentionally left blank.



POLICY 102 – PURPOSE OF BOARD POLICIES

POLICY

It is the intent of the Board of Directors of South Bay Irrigation District (District) to maintain a Policies and Procedures Manual. -It shall contain a comprehensive listing of the Board's current policies and procedures, constituting the rules and regulations enacted by the Board from time to time.

PROCEDURE

The Policies and Procedures Manual will serve as a resource for the Directors, staff, and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Policies and Procedures Manual is in conflict with rules, regulations, or legislation having authority over the District, said rules, regulations, or legislation shall prevail.

This page intentionally left blank.



POLICY 103 – ADOPTION/AMENDMENT OF POLICIES

POLICY

To establish guidelines to adopt or amend policies and procedures in the Policies and Procedures Manual of the Board of Directors of South Bay Irrigation District (District).

PROCEDURE

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy or procedure may be initiated by a Director or the General Manager. -The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District's office and requesting that the item be included for consideration on the agenda of a Regular Meeting of the Board of Directors.

Adoption of a new policy or procedure or amendment of an existing policy shall be accomplished at a Regular Meeting of the Board of Directors and shall require an affirmative majority vote of the Board of Directors.

Before considering adopting or amending any policy or procedure, Directors shall have the opportunity to review the proposed adoption or amendment prior to the meeting at which consideration for adoption or amendment is to be given.

Copies of the proposed policy or procedure adoption or amendment shall be included in the agenda information packet for any meeting of consideration. -Pursuant to the Ralph M. Brown Act, the agenda information packets with said copies shall be made available to each Director for review at least seventy-two (72) hours prior to any meeting of consideration.

This page intentionally left blank.



POLICY 104 – CODE OF ETHICS

POLICY

The Board of Directors (Board) of South Bay Irrigation District (District) is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents and to comply with all applicable state laws including AB 1234 approved in 2006.

PROCEDURE

In order to assist in the government of the behavior between and among members of the Board of Directors and staff, the following will be observed:

- A. The dignity, style, values, and opinions of each Director shall be respected.
- B. Responsiveness and attentive listening in communication are encouraged.
- C. The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the Director may consult legal counsel to assist the Director in making a determination if one exists or not. -If the Director determines that there is a conflict of interest or an appearance of a conflict of interest with respect to any official action that he or she needs to take as a Director, then the Director is responsible for disclosing such conflict and recusing himself or herself in accordance with applicable law and regulations.
- D. The primary responsibility of the Board of Directors is the formulation and evaluation of policy and making financial decisions in a financially responsible manner, as required by law. -Routine operational matters concerning the operational aspects of the District are generally to be delegated to professional staff members of the District for regular business; however, the Board may, under special circumstances, provide direction on operational matters on items under the Board's consideration.
- E. Directors should commit themselves to emphasizing the focused, relevant, thoughtful, positive contributions to the discussion and collaborative analytical process, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- F. Directors should commit themselves to focusing on issues and not personalities or other prejudices. -The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- G. Differing viewpoints are healthy in the decision-making process. -Individuals have the



right to disagree with ideas and opinions in a courteous manner, without being disagreeable. -Once the Board of Directors takes action, Directors should commit to supporting said action and should not create barriers to the implementation of said action.

- H. Directors should develop a working relationship with the General Manager wherein current issues, -concerns, and District projects can be discussed comfortably and openly.- In seeking clarification on informational items, Directors should approach the General Manager or Assistant General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- I. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- J. -In handling items related to safety, concerns for safety, or hazards should be reported to the General Manager or- Assistant General Manager.
- K. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.
- L. When approached by Authority personnel concerning specific Authority policy, Directors should direct the Authority personnel to the General Manager. -Directors may directly consult with the General Manager or legal counsel.
- M. The work of the District is a team effort.- All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- N. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- O. Directors should function as a part of the whole. -Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- P. Directors are responsible for monitoring the District's progress in attaining- the goals and objectives, while pursuing its mission -of continued existence to assure its residents of the right to purchase their fair share of available imported water.
- Q. Directors who consistently ignore or violate these procedures may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the District.



POLICY 105 – BOARD PRESIDENT AND VICE PRESIDENT

POLICY

The appointed President shall preside as President at all meetings of the Board of Directors (Board) of South Bay Irrigation District and perform such other duties as are specified by the Board of Directors. -In the absence of the President, the Vice President shall serve as President over all meetings of the Board.

PROCEDURE

The Board shall hold an annual organizational meeting at its last regular meeting in December. -The Board shall elect one of its members as President and another member as Vice President. -The President's term of office shall be one (1) year and until his/her successor takes office.- The President's authority is granted by the full Board and represents the full Board in any public announcements, and should speak on behalf of the Board only in support of the decisions of the full Board.

The President will have the same rights as the other members of the Board in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions. -The President customarily has primary contact with the General Manager.

The Board shall elect one of its members as Vice President and at that time will also appoint the Treasurer, Deputy Treasurer, Controller, and Board Secretary for one-(1)-year terms. -The Vice President's term of office shall be one (1) year and until his/her successor takes office. -The Vice President shall perform all the duties of the President in the absence of the President or in the event of the President's inability to perform such duties and such other duties as are specified by the Board.- If the President and Vice President are both absent, the remaining members present shall select one of themselves to act as President of the meeting.

As the presiding officer, the President must keep the meeting discussions aimed at agenda issues and move the Board along toward decisions.

The duties and responsibilities of the President include the following:

- A. Preside over Board meetings.
- B. Ensure that orders and resolutions of the Board are carried out.
- C. Coordinate the work of officers of the Board and committees.
- D. Call special meetings as the need arises.
- E. Act as official spokesperson for the Board, unless authority is delegated.
- F. Perform all other functions required by the office of President.

This page intentionally left blank.



POLICY 106 – MEMBERS OF THE BOARD OF DIRECTORS

POLICY

To provide guidelines to members of the Board of Directors (Board), who are the unit of authority for South Bay Irrigation District (District). Apart from their normal function as a part of this unit, Directors have no individual authority. -As individuals, Directors may not commit the District to any policy, act, or expenditure. -Individual Board members, except as authorized by the Board, shall have no power to act for the District, or the Board, or to direct Management, the Board Secretary, Treasurer, and Controller. -The Board President has the authority to act on behalf of the Board on both routine and unusual matters, which may, depending on the nature of the matter, be subject to ratification by the Board.

PROCEDURE

The Board shall be comprised of five (5) members elected by registered voters within their Divisions. -They shall serve four-(4)-year terms.

Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole.

Directors will thoroughly prepare themselves to discuss agenda items at meetings of the Board. -Information may be requested from, or exchanged with, the General Manager or Assistant General Manager before meetings. -Information that is exchanged before meetings will be distributed through the General Manager, and all Directors will receive all information being distributed. -Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the public present at Board meetings.

Directors shall defer the conduct at the meetings of the Board to the President, but shall be free to question and discuss items on the agenda. -All comments should be brief and confined to the matter being discussed by the Board.

Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. -Unless such a conflict of interest exists; however, Directors should not abstain from the Board's decision-making responsibilities.



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

**MEMBERS OF THE
BOARD OF DIRECTORS
Policy 106**

Requests by individual Directors for substantive information and/or research will be channeled through the General Manager and through the Board if the request entails substantial effort or cost. -Individual Board members shall not act independently to direct Management, the Board Secretary, Treasurer, or Controller in the performance of their duties, or to provide or compile data, information, or reports.



POLICY 107 – VACANCIES ON THE BOARD OF DIRECTORS

POLICY

When a vacancy occurs on the Board of Directors (Board) prior to the expiration of the Director's term, the remaining members of the Board must follow statutory procedures to appoint a replacement.

PROCEDURE

A vacancy on the Board is created upon the occurrence of any of the events set forth in Government Code Section 1770. -A vacancy on the Board shall be filled according to Government Code Section 1780, which states that a vacancy may be filled by the remaining Directors, either by appointment or by calling an election, or, if the District has not made an appointment or called an election within sixty (60) days, by the County Board of Supervisors by appointment. -The District shall notify the County elections official within fifteen (15) days of receiving notice of a vacancy or of the effective date of the vacancy, whichever is later.

The remaining Directors may appoint a member of the public to fill the vacancy within sixty (60) days of receiving notice of the vacancy or of the effective date of the vacancy, whichever is later.- Notice of the vacancy must be posted in at least three (3) conspicuous places within the District at least fifteen (15) days before the appointment is made by the remaining Directors. -In addition, the Board at its option may cause notice of the vacancy to be published in one or more newspapers published within the County.- Written applications and recommendations must be submitted to the District's Secretary. -The Board must notify the County elections official of the appointment no later than fifteen (15) days after the appointment is made.

Alternatively, the Board may call an election within sixty (60) days of receiving notice of the vacancy or of the effective date of the vacancy, whichever is later, to fill the vacancy, rather than making an appointment.

If the remaining Directors do not fill the vacancy by appointment or call an election to fill the vacancy within sixty (60) days, the County Board of Supervisors may fill the vacancy by appointment within ninety (90) days of the date the District received notice of the vacancy or of the effective date of the vacancy, whichever is later, or may order the Board to call an election to fill the vacancy.

If within ninety (90) days of the date the District received notice of the vacancy or of the effective date of the vacancy, whichever is later, the remaining Board members or the County Board of Supervisors have not filled the vacancy and no election has been called, the District Board must call an election to fill the vacancy.

If the vacancy occurs in the first half of a term of office and at least one hundred and thirty



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

**VACANCIES ON THE
BOARD OF DIRECTORS
Policy 107**

(130) days prior to the next general district election, the person who is appointed to fill the vacancy shall hold office until the next general District election. -The person elected or otherwise appointed to fill the vacancy shall hold office for the unexpired balance of the term of office. -The appointed person must execute the required Oath of Office and file with the District a Statement of Economic Interest. To qualify as a Director, Water Code Section 21100 provides that, at the time of nomination or appointment and throughout his or her term, except as otherwise specifically provided by law the Director must be:

- A. A registered voter in the District, and
- B. A resident of the Division that he or she represents.

For purposes of requirement (B), a person's residence shall mean his or her primary residence.

Pursuant to Water Code Section 21100.7, the general requirement that a Director of an Irrigation District be a landowner in the District does not apply to the South Bay Irrigation District.



POLICY 108 – DISTRICT GENERAL ELECTION OF DIRECTORS

POLICY

District Board member elections for South Bay Irrigation District (District) are held and consolidated with the statewide general election. -District elections are subject to the requirements of the Uniform District Election Law.

PROCEDURE

General District Elections are held the first Tuesday after the first Monday in November in each even-numbered year. -Pursuant to Elections Code Section 10404, the District Board has by resolution, required that its elections of governing body members be held on the same day as and consolidated with the statewide general election.

Pursuant to Water Code Section 20573, the District is subject to the provisions of the Uniform District Election Law, Elections Code Section 10500 *et seq.* -The Uniform District Election Law states that, except as otherwise provided therein, the County Elections Official shall conduct the General District Election for the portion of the District located in the County.

State law requires that the District must provide certain information to the Registrar of Voters. -The District is required to:

- A. At least 125 days before the date fixed for a General District Election, deliver boundary maps (or verify the District's Boundary Maps on file with the Registrar of Voters) showing District and division boundaries and a statement indicating in which divisions a Director is to be elected, or whether any elective officer is to be elected at large. -(The Engineering Department of Sweetwater Authority verifies the maps for the District.)
- B. On the 125th day before the date of a General District Election, deliver notice designating which elective offices are up for election. -(The Board Secretary verifies and provides this information.)
- C. On the 125th day before the date of a General District Election, deliver notice designating who will pay for publication of the Candidates' Statements of Qualifications – the District or each Candidate. -The statements are printed in the sample ballot pamphlet and mailed to all registered voters of the District.- (The District has determined that each Candidate will pay for his/her own "Statement of Qualifications.")

In addition, the District Secretary shall provide the Registrar of Voters with any other information required by law or necessary to conduct the General District Election. -The Registrar of Voters will send the election packet of material to the District.



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

**DISTRICT GENERAL ELECTION
OF DIRECTORS
Policy 108**

The packet includes:

- A. A copy of the legal notice of election that should be posted in the District office by the Board Secretary, and
- B. Forms for declaration of candidacy for District offices to be issued to candidates who wish to take out papers from the District's office, if authorized by the Registrar of Voters. -Completed forms for declaration of candidacy must be filed **only** in the office of the Registrar of Voters.

Completed forms for declaration of candidacy must be filed not later than 5:00 p.m. on the 88th day prior to the General District Election, except that if the incumbent Director does not file by the filing period designated, the filing period is extended for candidates other than incumbents until the 83rd day prior to the General District Election.

The District shall reimburse the County for the actual costs incurred by the Registrar of Voters in conducting the General District Election, as required by law.

.



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

**OATH OF OFFICE AND
SEATING OF
ELECTED DIRECTORS
Policy 109**

POLICY 109 – OATH OF OFFICE AND SEATING OF ELECTED DIRECTORS

POLICY

Section 21101 of the Water Code provides that Directors shall take office at noon on the first Friday in December following the general district election.

PROCEDURE

Pursuant to Section 21102 of the Water Code, prior to the first Friday in December following the general district election, each elective officer shall take and subscribe the official oath and file it in the office of the District.

Pursuant to Section 21560 of the Water Code, if an order is made according to that article which changes the number of divisions, the terms of office of all Directors shall expire at noon on the first Friday in December following the next general district election after the order. -The Directors elected at that election shall be equal in number to the number of divisions, as changed, and these Directors shall take office following the procedures set forth in this Policy and, at their first meeting shall classify themselves and determine the length of their respective terms in the manner provided in subdivision (c) of Section 10505 of the Elections Code.

This page intentionally left blank.



POLICY 110 – DIVISION BOUNDARIES

POLICY

The Board of Directors (Directors) of South Bay Irrigation District (District) is required to adjust the boundaries of each division after each federal decennial census, pursuant to Water Code Section 21065. In addition, the Board may adjust division boundaries upon making a determination by a two-thirds (2/3) vote that a sufficient change in population has occurred that makes it desirable in the opinion of the governing body to adjust the boundaries of any divisions, or whenever any territory is added by or excluded from the District. (Elections Code Section 22000)

PROCEDURE

Under the Irrigation District Law, Water Code Section 21550, Districts are divided into five (5) divisions, unless otherwise provided by the formation petition, by a petition signed by a majority of the holders of title to the land within the District who are also the holders of title to a majority in value of the land, pursuant to Water Code Section 21550 *et seq.*, or by abolition of divisions by eligible Districts pursuant to Water Code Section 21575 *et seq.*

Following each federal decennial census, each District must, by resolution, adjust the boundaries of its divisions so that the divisions are, as far as practicable, equal in population and in compliance with Section 1973 of Title 42 of the United States Code, as amended, to the extent applicable. -In adjusting the boundaries of divisions, the Board may give consideration to the following factors:

- (1) topography,
- (2) geography,
- (3) cohesiveness, contiguity, integrity, and compactness of territory, and
- (4) community of interests of the District.

The resolution adjusting division boundaries must be adopted by a vote of not less than a majority of the Directors, and may not be adopted within one hundred eighty (180) days preceding the election of any Director.

In addition, pursuant to Elections Code Section 22000(h), the Board may adjust the boundaries of any divisions whenever the Board finds by a two-thirds (2/3) vote of the Board that a sufficient change in population has occurred that makes it desirable in the opinion of the Board to adjust the boundaries of any divisions, or whenever any territory is added by or excluded from the District. A discretionary adjustment of division boundaries by the Board pursuant to this authority may be appropriate when the Board determines it is desirable due to a change in population alone or in combination with other factors.

The Directors of adjusted divisions shall be determined as provided in Elections Code Section 22000(e).

This page intentionally left blank.

South Bay Irrigation District
 Fiscal Year 2018-19
 Budget Summary as of December 31, 2018

	Current Month Actual	YTD Actual	YTD Budget	YTD % Over/Under	Total Annual Budget	Amount Remaining	% Remaining
Interest Revenue	111.00	4,666.06	7,410.00	-37.0%	14,820.00	10,153.94	68.5%
Fund Transfer	2,681.28	5,426.08	14,402.00	-62.3%	15,630.00	10,203.92	65.3%
Revenues	2,792.28	10,092.14	21,812.00	-53.7%	30,450.00	20,357.86	66.9%
Sweetwater Authority Staff	340.00	2,040.00	2,040.00	0.0%	4,080.00	2,040.00	50.0%
Office Supplies & Expenses	0.00	15.00	60.00	-75.0%	120.00	105.00	87.5%
Conferences & Meetings	0.00	24.11	120.00	-79.9%	240.00	215.89	90.0%
Membership Fees & Dues	0.00	273.04	170.00	60.6%	170.00	(103.04)	-60.6%
Directors Fees	0.00	1,800.00	2,500.00	-28.0%	5,000.00	3,200.00	64.0%
Payroll Expense	0.00	137.70	210.00	-34.4%	420.00	282.30	67.2%
Legal Fees & Costs	447.20	3,702.10	3,600.00	2.8%	7,200.00	3,497.90	48.6%
Audits & Accounting	0.00	0.00	3,000.00	100.0%	3,000.00	3,000.00	100.0%
Workers Compensation Insurance	1,986.00	1,986.00	0.00	0.0%	0.00	(1,986.00)	0.0%
Telephone	19.08	114.19	112.00	2.0%	220.00	105.81	48.1%
Elections & Public Info	0.00	0.00	10,000.00	100.0%	10,000.00	10,000.00	100.0%
Operating Expenses	2,792.28	10,092.14	21,812.00	-53.7%	30,450.00	20,357.86	66.9%

South Bay Irrigation District
 Monthly Treasurer's Report
 Accounting of Receipts, Disbursements and Fund Balances
 December 31, 2018

	<u>General Fund</u>	<u>Investments</u>	<u>Totals</u>
Beginning Cash Balance	\$ 41,138.81	\$ 60,417.03	\$ 101,555.84
Investments	-	-	-
Receipts	-	-	-
Interest	-	-	-
Total Receipts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Vendor Warrants	\$ 1,618.62	\$ -	\$ 1,618.62
Investments	\$ -	\$ -	\$ -
Bank Fees	-	-	-
Total Disbursements	<u>\$ 1,618.62</u>	<u>\$ -</u>	<u>\$ 1,618.62</u>
Ending Cash Balance	<u>\$ 39,520.19</u> ⁽¹⁾	<u>\$ 60,417.03</u> ⁽²⁾	<u>\$ 99,937.22</u>
Outstanding Items			
Deposits	\$ -	\$ -	\$ -
Vendor Warrants	(92.35)	-	(92.35)
Adjusted Fund Balances	<u>\$ 39,427.84</u>	<u>\$ 60,417.03</u>	<u>\$ 99,844.87</u>

(1) Bank of America statement balance

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

South Bay Irrigation District
Investment Portfolio
December 31, 2018

Issuer	Yield	Percent of Portfolio	Board Policy Limits	Total Portfolio	Book Value	Market Value
Bank of America Demand Deposit	0.000%	40%	5%	39,520.19	39,427.84	39,427.84
Local Agency Investment Fund	2.291%	60%	\$40 M	60,417.03	60,417.03	60,303.86
Total Investment Portfolio		100%		99,937.22	99,844.87	99,731.70

Average Weighted Yield = 1.385%

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.

 1/17/19

Rich Stevenson, Treasurer

This page intentionally left blank.

South Bay Irrigation District
 Quarterly Directors' Report
 From 10/1/18 to 12/31/18

Director	Date	Meetings	Per Diem	Mileage	Registration	Lodging	Travel	Other	Meals
Steven Castaneda	9/30/18 1st Quarter Totals		\$200.00	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	11/14/2018	SBID Board Meeting	100.00	3.00					
	12/31/18 2nd Quarter Totals		\$100.00	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jose F. Cerda	9/30/18 1st Quarter Totals		\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	11/14/2018	SBID Board Meeting	100.00						
	12/31/18 2nd Quarter Totals		\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jose Preciado	9/30/18 1st Quarter Totals		\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	11/14/2018	SBID Board Meeting	100.00						
	12/31/18 2nd Quarter Totals		\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Josie Calderon-Scott	9/30/18 1st Quarter Totals		\$300.00	\$8.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	11/14/2018	SBID Board Meeting	100.00	2.89					
	12/31/18 2nd Quarter Totals		\$100.00	\$2.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Teresa Thomas	9/30/18 1st Quarter Totals		\$300.00	\$3.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12/31/18 2nd Quarter Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1st Quarter Grand Total (All Directors)	\$1,400.00	\$18.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2nd Quarter Grand Total (All Directors)	\$400.00	\$5.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3rd Quarter Grand Total (All Directors)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4th Quarter Grand Total (All Directors)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative Grand Total (All Directors)	\$1,800.00	\$24.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00