

"Parking Lot" provided in the February 10, 2020 Special Board meeting agenda packet.

"Parking Lot" for FY 2020-21 (July 1, 2020 – June 30, 2021) Work Plan Development

Item No.	Date Requested	Requestor	Request
A	08/13/19	Director Martinez	Revisit Board policy that proposed developmental plans and necessary infrastructure have minimal to zero financial impacts to the Authority's ratepayers (Ref: Work Plan Objective SR7)
B	08/14/19	Director Martinez	Have staff educate us on the money we have spent on USGS (\$5M + minus grants) and the money we continue to spend
C	08/15/19 (updated 11/4/19)	Director Martinez/ General Manager	Invest funds into appearance of Richard A. Reynolds Desalination Facility (examples include: additional cleaning/maintenance prior to public events, create a staging area for tours, improve ventilation system to reduce dust, add signage, improve parking, etc.)
D	09/03/19	General Manager	Include funds for alternative, more cost-effective methods to provide water for community events.
E	09/25/19	Board	Consider Communications Master Plan FY 2019-20 Strategy Framework (reference: Board action on 09/25/19)
F	10/16/19	General Manager	Consider a program to promote diversity and inclusion, including, but not limited to, unconscious bias training.
G	11/4/19	General Manager	In order to improve employee and community safety and reduce regulatory/administrative burden, replace the aqueous ammonia at the desalination facility with liquid ammonium sulfate (LAS) for chloramination.
H	11/11/19	General Manager	Consider creating a video on Sweetwater Authority that can be used for customers, online, recruiting, vendors, etc. along with other recommendations from the Certified Public Manager Academy® graduates' capstone project on the employee life cycle.
I	11/19/19	Director Martinez	Consider adding electric vehicles to the fleet.
J	01/06/20	General Manager	Consider authorizing the General Manager to close operations for two days per year (during low customer demand times, such as a holiday not currently observed by the Authority) to allow for full-day all-hands employee meetings/training.
K	01/15/20	Director Preciado	Explore hosting days at The Garden and busing residents from the service area to The Garden.
L	01/20/20	General Manager	Consider the results of a study (directed by the Board on 1/20/20) into the conditions for sand mining at Authority reservoirs and determine next steps, including potentially starting the permitting process.
M	01/22/20	Board	Consider creating a legislative agenda supported by both federal and state lobbyists.
N	01/23/20	General Manager	Consider ways to improve security at the Perdue Treatment Plant in Spring Valley.
O	01/23/20	General Manager	Consider a customer survey as identified by the Communication Master Plan and in support of decision making on outreach.

Item No.	Date Requested	Requestor	Request
P	1/24/20	General Manager	Consider funding high risk pipeline replacement projects prior to completion of the Water Distribution System Master Plan.
Q	01/27/20	Chair/General Manager	Consider funding for government agenda management software.

Staff notes on Board's "Parking Lot" discussion at the February 10, 2020 Special Board Meeting

"Parking Lot" for FY 2020-21 (July 1, 2020 – June 30, 2021) Work Plan Development

Item No.	Date Requested	Requestor	Request	Incorporation into Work Plan
A	08/13/19	Director Martinez	Revisit Board policy that proposed developmental plans and necessary infrastructure have minimal to zero financial impacts to the Authority's ratepayers (Ref: Work Plan Objective SR7)	No. The Board did not indicate an interest is subsidizing development with non-revenue rates.
B	08/14/19	Director Martinez	Have staff educate us on the money we have spent on USGS (\$5M + minus grants) and the money we continue to spend	No. To be completed FY 2019-20. This is being scheduled this fiscal year.
C	08/15/19 (updated 11/4/19)	Director Martinez/ General Manager	Invest funds into appearance of Richard A. Reynolds Desalination Facility (examples include: additional cleaning/maintenance prior to public events, create a staging area for tours, improve ventilation system to reduce dust, add signage, improve parking, etc.)	Yes. Create a work plan task to look at beautification projects including the desal facility and associated well sites (plan to budget for at least one well site that is most impactful and/or cost effective). Consider use of local artists and community groups.
D	09/03/19	General Manager	Include funds for alternative, more cost-effective methods to provide water for community events.	Yes. Incorporate use of 10-gallon containers and an application system. Consider purchase of new "tanker" in FY 2021-22.
E	09/25/19	Board	Consider Communications Master Plan FY 2019-20 Strategy Framework (reference: Board action on 09/25/19)	Yes.
F	10/16/19	General Manager	Consider a program to promote diversity and inclusion, including, but not limited to, unconscious bias training.	Yes. Consider agency-wide training as part of all-hands meetings.

“Parking Lot” for FY 2020-21 (July 1, 2020 – June 30, 2021) Work Plan Development

Item No.	Date Requested	Requestor	Request	Incorporation into Work Plan
G	11/4/19	General Manager	In order to improve employee and community safety and reduce regulatory/administrative burden, replace the aqueous ammonia at the desalination facility with liquid ammonium sulfate (LAS) for chloramination.	Yes.
H	11/11/19	General Manager	Consider creating a video on Sweetwater Authority that can be used for customers, online, recruiting, vendors, etc. along with other recommendations from the Certified Public Manager Academy® graduates’ capstone project on the employee life cycle.	Yes/No. Consider video only if using local, volunteer/low cost services. Yes. Consider recommendations from the Certified Public Manager Academy® graduates’ capstone project on the employee life cycle
I	11/19/19	Director Martinez	Consider adding electric vehicles to the fleet.	Yes. Look at grants for installation of charging stations
J	01/06/20	General Manager	Consider authorizing the General Manager to close operations for two days per year (during low customer demand times, such as a holiday not currently observed by the Authority) to allow for full-day all-hands employee meetings/training.	Not applicable. Board consensus was support of the GM’s authority to do this.
K	01/15/20	Director Preciado	Explore hosting days at The Garden and busing residents from the service area to The Garden.	Low priority. Add only if it makes sense with another task/goal. Look at programs in a more “global way” and consider referring to the CAC
L	01/20/20	General Manager	Consider the results of a study (directed by the Board on 1/20/20) into the conditions for sand mining at Authority reservoirs and determine next steps, including potentially starting the permitting process.	Yes.
M	01/22/20	Board	Consider creating a legislative agenda supported by both federal and state lobbyists.	Yes, after presentation by Glenn Farrell (SDCWA).

“Parking Lot” for FY 2020-21 (July 1, 2020 – June 30, 2021) Work Plan Development

Item No.	Date Requested	Requestor	Request	Incorporation into Work Plan
N	01/23/20	General Manager	Consider ways to improve security at the Perdue Treatment Plant in Spring Valley.	Yes.
O	01/23/20	General Manager	Consider a customer survey as identified by the Communication Master Plan and in support of decision making on outreach.	Yes. Consider combining with Developer Service for economies of scale.
P	1/24/20	General Manager	Consider funding high risk pipeline replacement projects prior to completion of the Water Distribution System Master Plan.	Yes.
Q	01/27/20	Chair/General Manager	Consider funding for government agenda management software.	Yes.

Routine items not presented as part of the new, streamlined FY 2020-21 Draft Work Plan

Summary of Routine, Annual or Ongoing Items (Prepared in Response to Questions Posed by Finance and Personnel Committee 5/6/2020 and Operations Committee 5/11/2020)

Note: Metrics on many of these items are reported in the Quarterly Performance Reports, Monthly Management Dashboard, or Communications Plan Metrics Report

Goal Area #1 Water Quality	<ul style="list-style-type: none">• Water quality benchmarks and regulatory requirements• Monitor and assess fees for development in watershed• Backflow and cross connection prevention - Annual inspection of private wells and hazardous permit sites• Annual inspection of hazard permit sites
Goal Area #2 System and Water Supply Reliability	<ul style="list-style-type: none">• Design and construct annual main replacements• Annual cathodic protection repairs and improvements• Valve maintenance and replacement• Hydrant maintenance and replacement• Air valve maintenance and replacement• System Blow-off maintenance and replacement• Fleet maintenance and replacement• Interagency project review and coordination (City of Chula Vista, National City, and County of San Diego)• Private development review, service installation, and reporting• Annual review and maintenance of Authority security systems (alarms, video monitoring, access cards, etc.)• Routine, ongoing facility and infrastructure maintenance• Maintain Authority easements
Goal Area #3 Financial Viability	<ul style="list-style-type: none">• Annual budget and rate setting• Annual update of Authority's Rates and Rules• Leadership tours• Meter maintenance and replacement• Annual nonrevenue water audit
Goal Area #4 Customer Service, Citizen Engagement and Community Relations	<ul style="list-style-type: none">• Authority participating in community events• Customer Newsletter• Ongoing partnership programs with community groups and school districts• Outreach methods and metrics• Ongoing support to Citizen's Advisory Committee

<p>Goal Area #5 Workforce Development and Constructive Labor Relations</p>	<ul style="list-style-type: none"> • Professional certification requirements; continuing education efforts • Leadership development and supervisory training activities • Employee performance monitoring and reporting • Risk management and safety reporting • Job hazard and ergonomic monitoring and improvements • Employee recognition activities • Ongoing labor/management coordination and communication
<p>Goal Area #6 Administrative Effectiveness</p>	<ul style="list-style-type: none"> • Emergency preparedness and response exercises and activities • Annual review of emergency response and recovery plans • Annual review of policies and procedures
<p>Goal Area #7 Environmental Stewardship</p>	<ul style="list-style-type: none"> • Water efficiency measures • Water efficiency outreach, education, and rebate/incentive programs • Energy usage monitoring • Compliance and monitoring of air pollution regulations • Ongoing implementation of habitat recovery and management • Ongoing implementation of sustainability initiatives • Ongoing monitoring for land acquisition opportunities