



**SWEETWATER AUTHORITY
CITIZENS ADVISORY COMMITTEE**

AGENDA

DATE: Monday, April 5, 2021

TIME: 2:00 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 Citizens Advisory Committee 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:**

<https://zoom.us/j/91458023440>

To join this meeting via telephone, please dial:

1-669-900-6833 or 1-253-215-8782

Meeting ID: 914 5802 3440

If you are unable to access the meeting using this call-in information, please contact the Committee Secretary at (619) 409-6704 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 Committee 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 Committee 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.

- A. “Direct Access Timeline” Presentation by Cliff Conte, Calpine Energy Solutions (Information Item)
- B. Consideration of Additional Strategic Plan Goal Areas for CAC Review (No Enclosure)
The Governing Board requested additional information and defined areas of focus before approving. This item will go back to the Board for consideration at its April 14, 2021 meeting.
- C. Review of Board Policy 522
Comments were received from Member Sampsel.
- D. Review of CAC Manual
Comments were received from Member Sampsel and Legal Counsel.
- E. “Sweetwater Authority COVID-19 Response Update” Presentation by Leslie Payne, CAC Liaison and Public Affairs Manager (Information Item) (No Enclosure)

F. Sweetwater Authority Website (Information Item) (No Enclosure)

5. NEXT MEETING DATE: Monday, May 3 at 2:00 p.m.

6. MEMBER COMMENTS

Opportunity for Members of the committee to briefly respond to statements and questions from public; ask clarifying questions; make a brief announcement; or report on activities. Comments should not revisit items previously discussed as part of the agenda. (Government Code Section 54954.2(a))

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 or a majority of the members of the Citizens Advisory Committee 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.

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The premier provider of energy supply
and risk management services to
North American commercial
and industrial clients

Direct Access Timeline

Cliff Conte
April 5, 2021

Direct Access (DA)

- Direct Access (“DA”) opened in April 1998 to all commercial and industrial power users behind the 3 public electric utilities (Pacific Gas and Electric, San Diego Gas and Electric, Southern California Edison).
- In September of 2001, due to the effects of the 2000-2001 California Energy Crisis, DA was suspended; (then) existing participants were authorized to stay on DA if they chose to, but no new customers could elect the service.
- There was a limited re-opening in 2010 (SB 695 in 4 annual phases on a first-come first served basis, which then changed to an annual lottery for Wait List customers).
- SB 237, in 2018, raised the cap on direct access customer participation, helping to reduce the backlog of customers of the SB 695 Wait List.
- Direct Access is currently fully subscribed and if/when space opens up, the public utilities will look to the top of the Wait List.
- The Wait List numbers are re-assigned each year for those entities that participate.

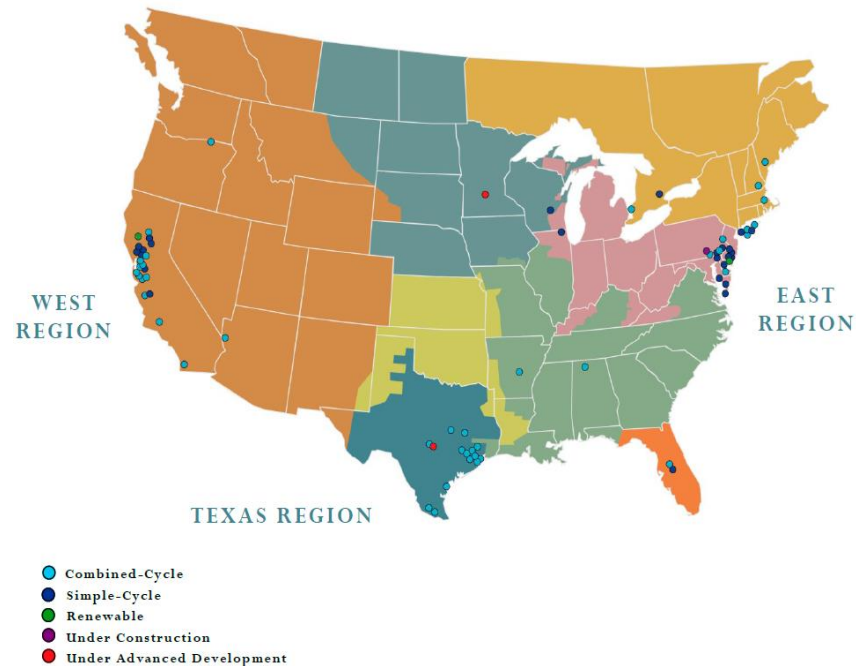
Calpine's Fleet

- 82 power plants in operation or under construction
- 20 states and Canada
- Nearly 27,000 megawatts of capacity
- Generates enough electricity to power ~21 million homes
- Scale in three key competitive power markets complimentary to Calpine Energy

Solutions footprint

Calpine Corporation is America's largest generator of electricity from natural gas and geothermal resources. Because the generation fleet uses clean fuel and renewable resources, Calpine also ranks among the cleanest power generators in the nation.

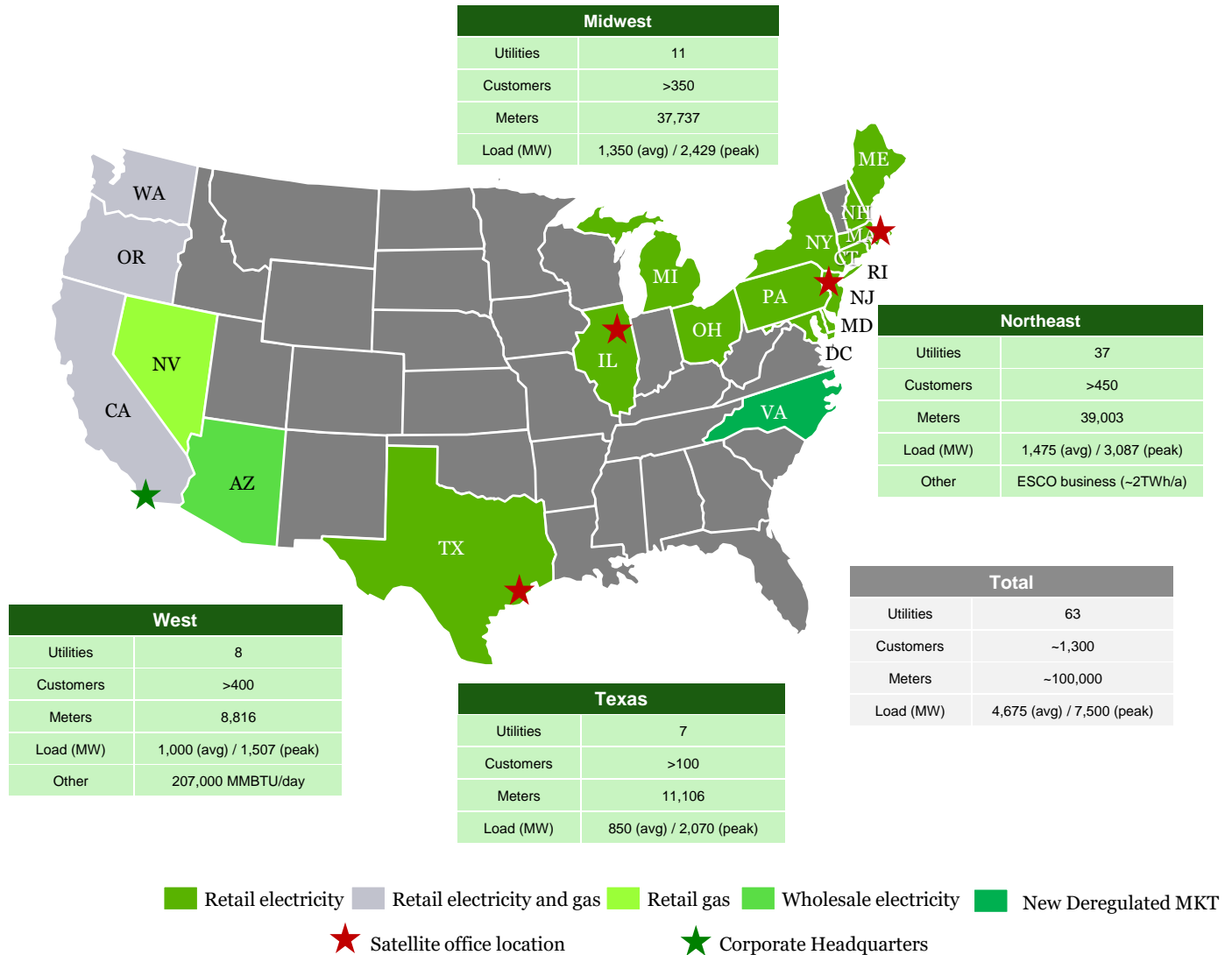
Founded in 1984, Calpine specializes in developing, constructing, owning and operating power plants that use advanced technologies to generate power in an efficient, cost-effective and environmentally responsible manner.



Calpine Solutions is a subsidiary of Calpine Corporation and operates in all US deregulated markets.

It is licensed to sell power behind 63 utilities to more than 1,300 customers through approximately 100,000 meters, representing a load of ~4.7 GW (average) to ~7.5 GW (peak)

Calpine Solutions also delivers more than 60,000 MMBTU of gas per day in the Western market, runs an ESCO supply service business, and is in the Community Choice Aggregation (“CCA”) data services business





 **CALPINE**
ENERGY SOLUTIONS

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**POLICIES & PROCEDURES
FOR THE GOVERNING BOARD**

**CITIZENS ADVISORY
COMMITTEE
Policy 522**

POLICY 522 – CITIZENS ADVISORY COMMITTEE

POLICY

To establish policy for the operation and administration of the Sweetwater Authority Citizens Advisory Committee (CAC) established by the Governing Board (Governing Board) of the Sweetwater Authority (Authority) on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties.

PROCEDURE

I. Background:

The Citizen’s Advisory Committee (CAC) was established by a vote of the Governing Board of the Authority on April 10, 2019, for the purpose of providing citizen and rate payer involvement in advising the Authority Board on ways it could improve its efficiency ~~with regard regarding the~~ to Authority’s operations, ~~and with regard to~~ executing the Authority’s Strategic Plan.

II. Composition and Selection:

A. The CAC will consist of seven (7) members (Members) and seven (7) alternate members (Alternates). Terms for the initial Members/ Alternates will be staggered between approximately two (2) and four (4) years for the initial cycle, determined by lot or other game of chance during the meeting in which Members/ Alternates are formally appointed by the Authority Governing Board. All terms thereafter will be four (4) years. Members and Alternates shall not be subject to term limits. Terms for Members/ Alternates designated as having approximately two (2) year terms, shall end in January 2021, and terms for Members/ Alternates designated as having approximately four (4) year terms, shall end in January 2023.

B. Members and Alternates will be selected as follows:

Each Authority Director shall make a nomination of one Member and one Alternate to the CAC. For Authority Directors who are members of the Board of Directors of South Bay Irrigation District (SBID), nominees shall be residents of the nominating Director’s SBID division. For Authority Directors who are appointed by National City, nominees shall be residents of National City.



**POLICIES & PROCEDURES
FOR THE GOVERNING BOARD**

**CITIZENS ADVISORY
COMMITTEE
Policy 522**

- C. For the initial selection of CAC Members and Alternates the process of nominating Members/ Alternates, shall be completed no later than August 31, 2019 unless otherwise determined by the Governing Board.
- D. The Governing Board shall consider formal appointment of initial nominees to the CAC at a regular meeting in September 2019. In the event any Authority Director fails to make nominations for Members/ Alternates to the CAC prior to the August 31, 2019 deadline specified in Section C, above, formal appointment of any such nominee shall take place at the soonest practicable meeting of the Authority Governing Board following the nomination. Following the appointment of the initial CAC Members/ Alternates, the appointment of nominees to fill expired terms on the CAC shall occur at a regular meeting of the Governing Board in January or February of odd numbered years.

III. Orientation/ Establishment of Meeting Date and Times/ Conduct for Meetings:

- A. Once appointed to the CAC by the Governing Board, Authority staff will provide a briefing/ orientation to Members/ Alternates at the first regular meeting of the CAC on the mission of the Authority and an overview of the Authority's Strategic Plan and Work Plan for the applicable fiscal year. This briefing/ orientation for the initial CAC Members / Alternates shall be held no later than October 31, 2019. Thereafter, the biennial briefing/ orientation of Members/ Alternates shall be held in conjunction with the first CAC meeting following new appointments by the Government Board in odd numbered years.
- B. Following the briefing/ orientation by Authority staff, the initial CAC will convene and determine: (1) a proposed list of relevant issues following the implementation schedule set forth in the Authority's Detailed Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and (2) a proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Authority Governing Board by December 31, 2019, for the Governing Board's prioritization and approval. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times. Thereafter, the CAC shall present its proposed list of relevant issues to be reviewed by the CAC and its proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), after the second CAC meeting of each odd numbered year.



**POLICIES & PROCEDURES
FOR THE GOVERNING BOARD**

**CITIZENS ADVISORY
COMMITTEE
Policy 522**

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- C. The CAC will meet on its established meeting dates, as approved by the Governing Board. Meetings will comply with the Ralph M. Brown Act and will be held at one of the Authority's facilities. The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% of the current Members/ Alternates are present (with Alternates voting only when the regular Member is absent). The business of the CAC will be conducted in accordance with Roberts Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority of the CAC quorum voting in favor of a particular motion represents a failed motion.
- D. CAC Members/ Alternates may attend SWA Committee and Governing Board meetings and provide individual or organized public comment regarding CAC approved recommendations on items or issues to be considered by the Governing Board. When representing the CAC, the Member/ Alternate public comment must reflect the official position of the CAC as determined by an official motion garnering the requisite number of affirmative votes as specified in Section III.C. above. In all cases where applicable, Authority staff will convey information on official CAC recommendations to the applicable Authority Committee and/or the Authority Governing Board prior to or as part of the Governing Board's consideration of the items or issues under consideration. The CAC should deliver CAC approved recommendations to Authority staff in time to reasonably be added to reports provided to the Governing Board. The Detailed Work Plan approved by the Governing Board provides the framework for what items will be considered by the Governing Board and when those items will be considered. Authority staff should notify the CAC, in all instances where practicable given operational constraints, as to applicable deadlines for receipt of official CAC recommendations, to enable compliance with scheduling legal requirements.
- E. The CAC may make formal requests for information from Authority staff in support of the approved list of relevant issues to be reviewed by the CAC, and Authority staff shall make every reasonable effort to provide requested information in a timely fashion in order to enable to allow the CAC to make the most informed decision possible. Notwithstanding the foregoing, requests by the CAC for information and/or research will be channeled through the General Manager and any requests for substantive information and/or research that entail substantial effort or cost will be channeled through the Board, for the Board's consideration and formal direction. Individual CAC Members/ Alternates may request information, which will be provided in accordance with the Public Records Act.



**POLICIES & PROCEDURES
FOR THE GOVERNING BOARD**

**CITIZENS ADVISORY
COMMITTEE
Policy 522**

IV. Membership Removal:

- A. CAC Members and Alternates are subject to removal at any time by a majority vote of the Board of Directors, or as indicated below.
- B. If a CAC Member or Alternate is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Governing Board, Authority staff will contact the Member or Alternate by phone or in writing and inform him or her of this section. If the Member or Alternate misses a fourth (4th) consecutive meeting, he or she shall be removed through a written notification from the Chair of the Governing Board.
- C. To vacate a position, a CAC Member or Alternate shall send a written resignation letter to the Board of Directors.
- D. If a CAC Member or Alternate ceases to be a resident of the division from which he or she was appointed (if appointed by a Director from SBID) or of National City (if appointed by a Director from National City), the Member or Alternate is deemed to have resigned his or her CAC membership.

REVISED

Sweetwater Authority Citizens Advisory Committee Manual

1. INTRODUCTION

The Sweetwater Authority (Authority) Citizens Advisory Committee (CAC) was established by the Governing Board (Board) of the Authority on April 10, 2019, for the purpose of providing a forum for citizen and ratepayer involvement in advising the ~~Authority Board~~ on the execution of the Authority's ~~Strategie~~ ~~Planoperations~~ and potential ways to improve ~~their operational~~ efficiency.

As directed by the Board and supported by staff, the CAC will study relevant issues, advise on subjects, and make recommendations and comments ~~on to~~ the ~~Board regarding the~~ Authority's ~~execution of the Strategie Planoperations~~ and how it could improve ~~its'~~ efficiency ~~with regard to operations~~.

This manual has been designed to assist the CAC in understanding its general responsibilities. It contains general information about the Authority, as well as an outline of policies, procedures, and practices for the CAC to follow.

2. GENERAL INFORMATION

In order to understand and successfully fulfill the responsibilities as a CAC member or alternate, it is necessary to have an understanding of the nature and structure of the Authority's purpose, mission, and operations.

A. About the Authority

The Authority is a publicly-owned, joint powers water agency, with policies and procedures established by a seven-member Board. Five Directors are elected by the citizens of the South Bay Irrigation District, and two Directors are appointed by the Mayor of National City, subject to City Council confirmation.

Under the Irrigation District Law of the State of California (Division 11 of the Water Code), the Authority was established when the South Bay Irrigation District and the City of National City amended and re-adopted a joint-powers agreement (JPA) in 1977.

More than 40 years later, the Authority continues to provide safe, reliable water service to approximately 190,000 people in a 32 square-mile service area that includes the City of National City, the western and central portions of Chula Vista, and Bonita.

B. Mission Statement

The mission of the Authority is to provide its current and future customers with a safe and reliable water supply through the use of the best available

technology, sound management practices, public participation and a balanced approach to human and environmental needs.

C. Vision Statement

The Authority is a premier water agency. It partners with public and private sectors to maximize value for its ratepayers. Its water system infrastructure is innovative, yet functional, practical and cost-effective. It provides a reliable and sustainable source of water. It consistently delivers ~~industry-~~leading quality service to its customers.

D. Water Sources

Water is delivered to customers via almost 400 miles of pipeline, and is procured from four sources:

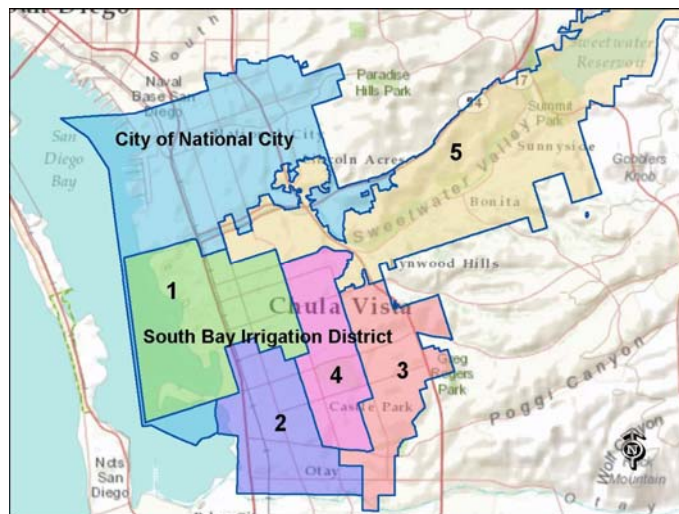
1. Deep freshwater wells located in National City
2. The Capture of local runoff in the Sweetwater River, with subsequent storage at Loveland Reservoir in Alpine and Sweetwater Reservoir in Spring Valley
3. Deep brackish wells located in the lower Sweetwater River basin
4. Purchase of imported water delivered by the San Diego County Water Authority

E. Revenues

Revenues ~~are~~is obtained from water sales, fees for service, and return on investments. The Authority receives no tax revenues.

F. Governing Board

The members of the Board serve four-year terms, with a Board Chair and Vice Chair selected by the Board from among its members. As elected representatives and mayoral appointees, Board Members provide a direct link to the citizens of the Authority's service area.

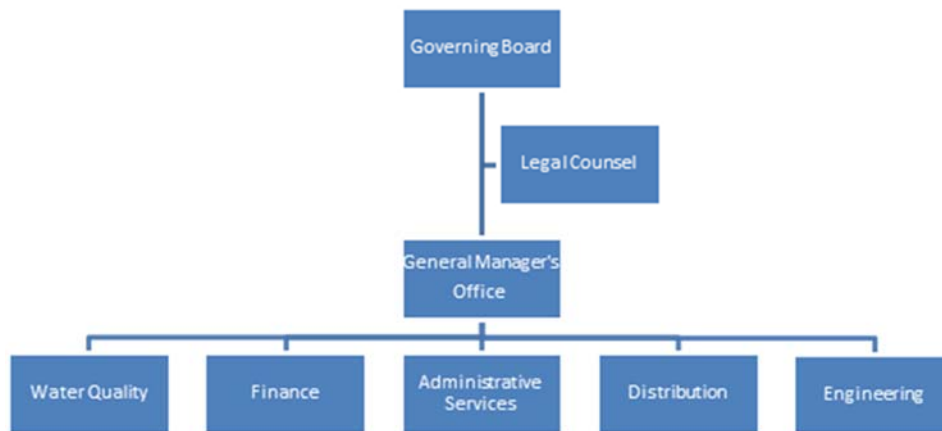


G. Management

The Board hires a General Manager to ~~manage~~handle the administrative functions and operations of the Authority. The General Manager implements policy as directed by the Board and is responsible to the Board for

coordination of all Departments, ensuring their efficient and effective performance.

H. Organizational Chart



3. THE CITIZENS ADVISORY COMMITTEE – BOARD POLICY 522

Board Policy 522, Citizens Advisory Committee, was adopted to establish policy for the operation and administration of the CAC, established by the Board on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties (Policy 522 was approved on July 24, 2019). This policy is what governs this committee, including membership removal.

4. MEETINGS (Reference: Policy 522(III)(C))

CAC meetings shall adhere to applicable laws as required. The following should be used as a guide to help the CAC run appropriate and effective meetings:

A. Ralph M. Brown Act

1. *Agenda.* The CAC must conduct business based on provisions of the Ralph M. Brown Act (Brown Act). The Brown Act requires that meetings of all public boards, committees, and commissions be open to the public. To abide by this requirement, an agenda must be posted in a location freely accessible to the public at least 72 hours before the scheduled meeting. Each agenda must contain sufficient information to briefly describe each item to be transacted or discussed at the meeting. The CAC is prohibited from taking action on or considering any item not posted on the agenda. All documents presented to the CAC are considered public records.
2. *Collective Concurrence.* The Brown Act requires that all discussion and decision-making be conducted in the public meeting. This directive prohibits the use of technological devices such as telephones, or email by a majority of the CAC to develop a collective concurrence as to the action

to be taken on an item. With this regulation in mind, CAC members are cautioned not to converse, call, text, email, etc. back and forth on items on an agenda, which creates a “serial” meeting and is prohibited. CAC members should note that any correspondence regarding Authority business, even on a personal device, is subject to the Public Records Act and, as such, may be subject to disclosure.

B. Quorum and Attendance

The CAC shall meet no less than quarterly and only conduct business when a quorum is present.

A majority of the CAC shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn any meeting from time to time. Action, other than adjournment, can only be taken by the vote of the majority of the CAC. Four (4) CAC members represent a quorum for the conduct of Authority business. Actions of the CAC require the affirmative vote of at least four (4) members of the CAC regardless of the number of CAC members present.

A member abstaining in a vote is considered absent for that vote.

Example: If four (4) of seven (7) CAC members are present at a meeting, a quorum exists, and business can be conducted.

However, if one (1) CAC member abstains on a particular action and the other three (3) cast “aye” votes, no action is taken because a “Majority of the CAC” did not vote in favor of the action.

To ensure effective meetings and decisions, CAC members are expected to attend all meetings. Members must be willing to commit time to attend meetings and participate in activities, discussions, recommendations, decisions, and tour facilities. Additional information regarding member duties is found in addendum number two.

If a CAC member is unable to attend a meeting, the alternate will be considered a voting member for that meeting.

There is no per diem, stipend, or other forms of payment for meeting attendance by members and alternates.

C. Meeting Record

All meetings of the CAC will be recorded, and audio will be available to the public to listen to through the Authority's website. In accordance with the policy, the CAC should deliver CAC approved recommendations to Authority staff in time to be reasonably reported to the Authority's Board. In general, these recommendations will be derived directly from CAC votes.

D. Parliamentary Procedure

The business of the CAC will be conducted in accordance with Robert's Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority of the CAC quorum voting in favor of a particular motion represents a failed motion.

The following is a simple summary for running effective meetings based on the principles of Parliamentary Procedure:

1. Announce Agenda Item
The Chair clearly states the agenda item number and subject.
2. Public Comment
The Chair allows public comment and input under the terms of the Board's policy for such comment. Alternate members will be invited to comment at this time.
3. Reports and Recommendations
Relevant speaker(s) gives report and provides a recommendation as appropriate
4. Questions and Answers
Questions from CAC members are asked and addressed.
5. Motions and Action Items
 - a. Motions Introduced
The Chair invites motion from the body and announces the name of the member introducing the motion.
 - b. Seconds
If the motion is seconded, the Chair announces the name of the seconding member.
 - c. Motions Clarified
Seconded motion is clarified by the maker of the motion, Chair, or secretary.
 - d. Amendments and Substitutions
Other members may propose amended or substitute motions.
 - e. Discussion and Vote

Members discuss the motion. The Chair announces that vote will occur. Members vote on the last motion on the floor first, and if that does not pass, vote on the next-to-last motion, and so on.

- f. Ayes and Nays
The Chair takes a vote by asking for verbal “ayes,” “nays,” or “abstentions.”
- g. Results and Actions
The Chair announces the result of the vote and action the body has taken. Names of the dissenters should be announced.
- h. Repeat
Begin the process again with next agenda item.

E. Agenda and Memo Development

The CAC Chair will be responsible for developing the CAC’s meeting agendas. In the absence of the Chair, the Vice Chair will provide approvals. The Chair will work with the members and the Vice Chair to prioritize items to be heard. The CAC Liaison and CAC Secretary will provide support. Two weeks prior to the next scheduled CAC meeting, the CAC Liaison will send a draft agenda to the CAC for review. Members will have a defined deadline to respond and add items to the agenda. Members desiring to submit items to be discussed will respond to this email and copy the CAC Chair. The Chair will work with the CAC Liaison to finalize the agenda. Any member that has submitted an item for discussion and is not included in the agenda will receive a response explaining why the item was not included, or if it has been deferred to a future meeting.

Once CAC members have responded, the CAC Liaison will send a draft of the agenda to the CAC Chair for approval prior to each meeting. Once approved by the CAC Chair, the agenda will be sent to CAC Members and posted on the Authority’s website in compliance with the Brown Act. If action is taken at the CAC that needs to be sent to the Governing Board, the CAC Liaison will draft a memo after the meeting. Once approved by the CAC Chair, this memo will be added to the next Authority Board meeting agenda. Memos will reflect the voting record of the CAC. The CAC Chair will make a quarterly presentation to the Authority Governing Board with updates from the committee.

5. GOALS, OBJECTIVES, AND ASSIGNMENTS (Reference: Policy 522(III)(B))

Following the briefing/orientation by Authority staff, the initial CAC will convene and determine a:

- (1) Proposed list of relevant issues following the implementation schedule set forth in the Authority’s Strategic Plan Detailed Work Plan (Work Plan) (short

- term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and
- (2) Proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Board by December 31, 2019, for the Board's prioritization and approval.

Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times.

Thereafter, the CAC shall present its proposed list of relevant issues to be reviewed and its proposed schedule for meeting dates after the second CAC meeting of each calendar year.

6. REQUESTING INFORMATION (Reference: Policy 522(III)(E))

The CAC may make formal requests for information from the CAC Liaison related to the approved list of issues to be considered, including, for example, documents and presentations by Authority subject matter experts at meetings. The CAC Liaison shall make every reasonable effort to provide requested information in a timely fashion to allow the CAC to make the most informed decision possible. Notwithstanding, requests by the CAC for information or research will be channeled through the CAC Liaison. Any requests for substantive information or research that entail substantial effort or cost will require Board approval.

Individual CAC members and alternates may request information through the appointed CAC Liaison. In order to facilitate staff response, requests should be made at CAC meetings or by emailing the CAC Liaison at cacliaison@sweetwater.org. To ensure that everyone has equal access to information, the information will be shared with all CAC members and alternates.

7. CAC RECOMMENDATIONS (Reference: Policy 522(III)(B) and (D))

Any recommendations to the Board from the CAC will be sent to the Board for review at its next regularly scheduled Board meeting. Materials supporting the recommendations will be shared with the Board through a memo drafted by Authority staff.

8. CAC STAFF

The General Manager shall appoint Authority staff to support the CAC as Secretary and Liaison.

9. CAC OFFICERS

At the second meeting of the year, the CAC will hold an internal election to select its Chair and Vice Chair from among the currently seated members of the advisory council. The Chair and Vice Chair will serve for a one-year term.

Nominations. A call for nominations will be sent after the first meeting of each calendar year. Any member of the CAC (regular or alternate) may nominate one or more candidates. Self-nominations are accepted. ~~Nominations should be sent via email to cacliaison@sweetwater.org. A slate will be sent with the agenda packet in preparation for the elections. Nominations will also be accepted from the floor.~~ Nominees must be currently appointed members of the CAC (not alternates).

Voting. The order of election will be Chair and then Vice Chair. Each nominee will have the opportunity to make remarks (the Chair will determine a reasonable time limit, and all nominees will be provided the same amount of time to speak) to the CAC. A nominated member may ask for his/her name to be removed from consideration at any time during the nomination/election process. The election of each member will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes will be declared duly elected to fill the position.
- If no nominee receives a majority vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After the Chair position is filled, nominations will be requested for the Vice Chair, remarks made, and voting procedures followed.

Continuity of Leadership. The outgoing Chair passes the gavel to the newly elected Chair, who will preside over the remainder of the meeting and in the coming year.

10. ISSUES DEVELOPMENT PROCESS ((Reference: Policy 522(III)(B))

At the second meeting of each calendar year, the CAC will determine:

1. A proposed list of relevant issues following the implementation schedule set forth in the Authority's Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC.
2. A proposed schedule for meeting dates and times (with meetings to be held no less than quarterly). The prior schedule may be continued, or a new schedule of meetings developed.

These two items are to be presented to the Board for its approval, prioritization, and consideration. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or

meeting dates and times. Upon approval by the Board, the CAC will begin deliberations on its relevant issues.

Method for developing a list of relevant issues:

1. Members will be provided with the Authority's Work Plan.
2. During the meeting, each member will have the opportunity to put forward 3 – 5 issues they want the CAC to study, discuss, and formulate a recommendation to the Board.
3. Similar issues will be grouped. A prioritization process will be used if needed. A vote will be taken to approve the list of CAC's relevant issues that will be sent to the Board for review and consideration.
4. Upon approval by the Board, the list of relevant issues can be outlined in more detail and cross-referenced with the Authority's Work Plan schedule, resulting in a timeline for the CAC's issues review.

11. BOARD REFERRALS

From time to time, the Board will request that the CAC review and comment on an item it is considering. These items will be forwarded to the CAC Chair for inclusion in the next appropriate agenda.

12. CAC MANUAL UPDATES

This manual belongs to the CAC. Updates or additions to the manual can be ~~requested~~ proposed by CAC members. To make an edit or update the manual, any member can request that Manual Updates be added to an upcoming CAC meeting.

Addendums:

CAC Policy 522

Responsibilities of Citizens Advisory Committee Members & Alternates

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