



## SWEETWATER AUTHORITY

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### GOVERNING BOARD

ALEJANDRA SOTELO-SOLIS, CHAIR  
PAULINA MARTINEZ-PEREZ, VICE CHAIR  
JOSIE CALDERON-SCOTT  
STEVE CASTANEDA  
HECTOR MARTINEZ  
JOSE PRECIADO  
MONA RIOS

CARLOS QUINTERO  
GENERAL MANAGER

## FINANCE AND ADMINISTRATION COMMITTEE

### AGENDA

**DATE: Wednesday, July 6, 2022**

**TIME: 4:30 p.m.**

Notice: This meeting will be held pursuant to Assembly Bill 361, which provides waivers to certain Brown Act provisions during a proclaimed state of emergency when state or local officials have imposed or recommended measures to promote social distancing, and allows some or all of the Sweetwater Authority Board of Directors to attend this meeting telephonically or via video conference. Additionally, 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 Board Secretary at (619) 409-6703 for assistance.

Public comments on non-agenda items or on any item of the agenda may be submitted in writing before the meeting OR provided verbally during the meeting via call-in option or an internet-based service option, as described below:

### **Providing written comments before the meeting:**

- Go to [www.sweetwater.org](http://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.



**Providing verbal comments 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.

A. Consideration of Membership to the Water Conservation Garden Authority for FY 2023-24

B. Consideration of Sweetwater Authority Scholarship Selection Criteria

C. Finance and Administration Committee Six-Month Look Ahead FY 2022-23 Q1 and Q2 (Information Item)

**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 17, 2022 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](http://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](http://www.sweetwater.org).*



## BOARD ACTION

**TO:** Governing Board (Finance and Administration Committee)

**FROM:** Carlos Quintero, General Manager

**DATE:** July 1, 2022

**SUBJECT:** Consideration of Membership to the Water Conservation Garden Authority for FY 2023-24

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### **SUMMARY**

The Authority is currently a member of the Water Conservation Garden Authority (The Garden), a Joint Powers Authority (JPA). Membership with The Garden renews annually, and any changes to membership require a one-year notification by July 31, with the changes taking effect the following fiscal year.

The Garden, located adjacent to Cuyamaca College, was founded in 1992 as a JPA between Otay Water District, Helix Water District, and Grossmont-Cuyamaca College District. In 2003, the JPA agreement was amended to add the City of San Diego and Padre Dam Water District as member agencies. In 2006, the Authority joined the JPA. The current members of the JPA are the City of San Diego, San Diego County Water Authority (SDCWA), Helix Water District, Otay Water District, Grossmont-Cuyamaca College District, and the Authority. In 2011, the operation of The Garden was transferred to the Friends of the Water Conservation Garden (Friends). The Garden staff includes an Executive Director who reports directly to the Friends Board, and various support, teaching, and maintenance staff members and volunteers. The JPA continues to exist, meets quarterly unless otherwise needed, and has no direct responsibility to operate The Garden. Director Castaneda is the Authority's representative to the JPA, and Director Sotelo-Solis is the alternate representative.

### **Membership Fees and JPA Agreement Obligations**

Each JPA member is contractually required to pay an annual membership fee. The payment amount is set up on a tiered system, based on the geographic location relative to The Garden. SDCWA pays the highest proportion; the City of San Diego and the Authority pay a lower proportion. The Authority's membership fee has been as follows:

FY 2018-19: \$71,243  
FY 2019-20: \$67,680  
FY 2020-21: \$60,912  
FY 2021-22: \$54,821  
FY 2022-23: \$48,000 (fixed amount moving forward)

Memo to: Governing Board (Finance and Administration Committee)

Subject: Consideration of Membership to the Water Conservation Garden Authority for  
FY 2022-23

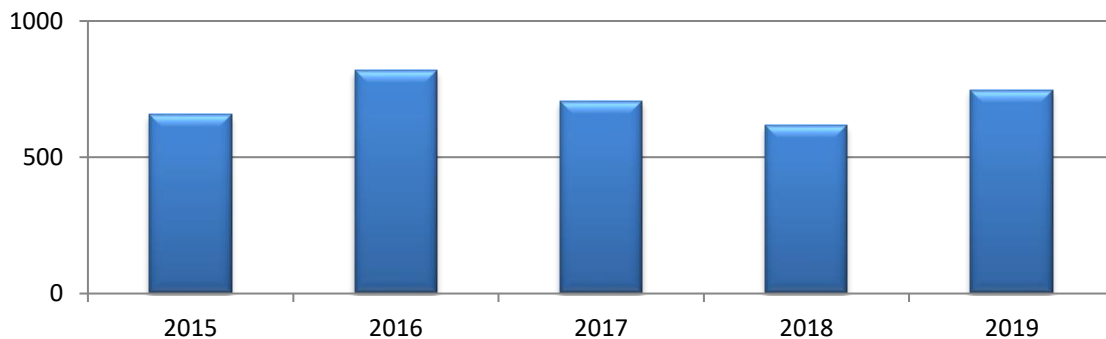
July 1, 2022

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In accordance with the latest JPA Agreement, any member may withdraw its membership by providing written notice of its intent to withdraw by the end of July of the fiscal year, with withdrawal occurring by the end of that fiscal year; however, membership payment for that fiscal year is still required.

### **Sweetwater Authority Customer Attendance**

The Garden has nearly six acres of displays that showcase water conservation through a series of beautiful themed gardens, such as native plant vegetable gardens and how-to displays such as mulch and irrigation exhibits. The most recent available information on attendance is provided in the following chart.



### **Sweetwater: Education FY 22**

#### **Adult Education Programs:** categories expanded in FY 22

TOTAL 286

- 122 adult workshop attendees (in-person and virtual)
- 155 adult wellness classes (Nature Therapy, Yoga, Fitness, Wellness Retreats)
- 9 Virtual Landscape Consultation appointments (personalized for each of the nine properties)

#### **Ms. Smarty-Plants™ Youth Education Programs:** categories expanded in FY 22

TOTAL 1,054

- 36 students and families served by Ms. Smarty Plants in-person field trips to The Garden
- 713 students at in-person school assemblies or classroom visits
- 205 Families served by Ms. Smarty-Plants virtual programs

### **PAST BOARD ACTIONS**

April 13, 2022 Chair's Presentation: "The Water Conservation Garden Update,"  
presented by Jennifer Pillsbury, Executive Director and CEO

Memo to: Governing Board (Finance and Administration Committee)

Subject: Consideration of Membership to the Water Conservation Garden Authority for  
FY 2022-23

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- July 28, 2021 The Governing Board approved to maintain membership with The Water Conservation Garden Authority for FY 2022-23.
- July 22, 2020 The Governing Board directed the General Manager to include funds to remain a member of the Water Conservation Garden Authority when preparing the FY 2021-22 Budget.

### **FISCAL IMPACT**

Should the Board decide to continue membership with the Garden, the fiscal impact includes staff time to promote and support The Garden and its events, plus an annual fee for FY 2023-24 in the amount of \$48,000.

### **POLICY /STRATEGIC PLAN**

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

- Objective ES2: Increase conserved water supplies through water efficiency education and assistance program and outreach efforts, strategic partnerships with public and private agencies, and developing effective rate setting strategies.

### **ALTERNATIVES**

1. Maintain membership with The Water Conservation Garden Authority for FY 2023-24.
2. End membership with The Water Conservation Garden; and direct the General Manager to provide notice to withdraw from the Water Conservation Garden Authority effective July 1, 2023.
3. End membership with The Water Conservation Garden, but continue to provide some financial contribution; and direct the General Manager to provide notice to withdraw from the Water Conservation Garden Authority and to include funds of an amount directed by the Board when preparing the FY 2023-24 Budget.
4. Other direction as provided by the Governing Board.

### **RECOMMENDATION**

Staff seeks the direction of the Governing Board.

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# BOARD ACTION

**TO:** Governing Board (Finance and Administration Committee)

**FROM:** Carlos Quintero, General Manager  
Leslie Payne, Public Affairs Manager

**DATE:** July 1, 2022

**SUBJECT:** Consideration of Sweetwater Authority Scholarship Selection Criteria

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## **SUMMARY**

Like many public agencies and utilities, the Authority has been looking for ways to engage the community and promote careers in water. The Authority has developed a new scholarship program to assist with promoting careers in water. The Work for Water Scholarship Selection Criteria is included with this memo. The program will launch in July, and a winner will be selected and presented to the Board this fall. Staff will promote the scholarship opportunity through its website, social media, a bill insert, and community partners. Staff is seeking input from the Board on the selection criteria.

## **FISCAL IMPACT**

Staff allocated \$2,000 in the Authority's FY 2022-23 Budget to cover the cost of this program. The Board approved the scholarship program as part of the FY 2022-23 Budget adopted in June 2022.

## **POLICY / STRATEGIC PLAN**

Strategic Plan Goal 4: Customer Service (CS) – Provide high-quality customer service based on customer feedback and serve the community through education, outreach, and partnerships.

- Objective CS1: Develop an outreach program that includes a multi-faceted approach to communications and customer outreach - including, but not limited to, press releases, web-based communications, social media, community presentations, community events, educational opportunities, and periodically surveying customer opinion

## **ALTERNATIVES**

1. Approve the scholarship selection criteria as presented.
2. Incorporate suggested updates to the scholarship selection criteria as provided by the Governing Board.

Memo to: Governing Board (Finance and Administration Committee)  
Subject: Consideration of Sweetwater Authority Scholarship Selection Criteria  
July 1, 2022  
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3. Other action as determined by the Governing Board.

**RECOMMENDATION**

Staff recommends that the Governing Board approve the scholarship selection criteria as presented.

**ATTACHMENT**

Work for Water Scholarship Selection Criteria





## Work for Water Scholarship Criteria

### General Criteria

- **Major:** Center for Water Studies at Cuyamaca College
- **Location:** Applicant must reside within Sweetwater Authority's service area
- **Availability:** Two (2) \$1,000 scholarships available starting Spring 2023
  - Students may reapply for the scholarship for a lifetime maximum of \$2,000
- **Eligibility:** Scholarship is open to currently enrolled students and new students (subject to enrollment verification)
- **Enrolled Units:** Minimum six (6) units
- **Other Criteria:**
  - Scholarship is not available to Sweetwater Authority employees, their family immediate family members, or employees or immediate family members of other water agencies
- **Selection:** Staff Scholarship Selection Committee

### Application Information

- Letter of Recommendation (e.g. teacher, counselor, employer or personal reference)
- High school and/or college transcripts (if applicable)
- Statement on work/community service experience (if applicable)
- Essay (new prompt each year)
- Goals statement/area of study
- Statement on financial need

### Timeline for Spring 2022 Launch

- Finalize criteria, application, selection rubric & committee assignments – early Summer 2022
- Bill insert - July - September
- Promote scholarship – Summer 2022
- Application window – August – mid September
- Selection Committee late September/early October
- Scholarship awarded – late October
- “Check presentation” at November 9 Board Meeting
  - CWS Registration November 15-January 30

**Notes:** Registration may occur after scholarship awarded; money to be dispersed after proof of enrollment.

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**Finance and Administration Committee  
Six-Month Look Ahead  
FY 2022-23 Q1 and Q2**

	<b>Project</b>	<b>Agenda Item for Consideration</b>
<b>Q1</b>	SDCWA and Member Agency Rate Workgroup	Update on the Process to Assess and Potentially Modify SDCWA Rate Structure (Tentative)
	Procure and implement replacement of firewalls on the business, microwave and SCADA computer systems	Approval of Firewall Purchase
<b>Q2</b>	FY 2021-22 Financial Audit Report	Receive report
	2023 Water Rate Study	Selection of Consultant
	Rates and Rules and Supplement to the Rates and Rules	Annual update to documents for Board consideration of changes
	Low Income Household Water Assistance Program (LIHWAP)	Program Update
	Employee Incentive Plan to Encourage D4/D5 and T4/T5 Operator Certification through the Division of Drinking Water	Program Update

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