

## **FINANCE AND PERSONNEL COMMITTEE MINUTES**

**DATE: Wednesday, January 16, 2019**

### **1. CALL MEETING TO ORDER AND ROLL CALL**

The meeting was called to order at 4:00 p.m. Present were Director Jerry Cano, Director Jose Cerda, and Director Jose Preciado. Director Preciado was unanimously selected to serve as Chair of the Finance and Personnel Committee. Staff members present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, Biologist Pete Famolaro, Program Manager Sue Mosburg, Public Affairs Manager Leslie Payne, Director of Finance Rich Stevenson, and Director of Administrative Services Dina Yorba.

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 ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA**

(Government Code Section 54956.5)

There were none.

### **3. OPPORTUNITY FOR PUBLIC COMMENT**

(Government Code Section 54954.3)

There were no members from the public present.

### **4. ACTION AGENDA**

#### **A. Strategic Plan Reporting - Bi-annual Detailed Work Plan Status Report (Information Item):**

Assistant General Manager Sabine provided background on:

- How the Authority's Strategic Plan is updated every five years,
- That the Strategic Plan was last updated in 2017, and
- How a Strategic Plan Work Plan is developed annually to guide and direct staff's efforts.

The Work Plan is divided into seven goal areas, with the Finance and Personnel Committee reviewing Financial Viability, Customer Service, and Staff Development. Ms. Sabine provided highlights of the three goal areas under the purview of the Finance and Personnel Committee and indicated that approximately 90 percent of the tasks identified in the Work Plan are on target at this midpoint of the current fiscal year. Chair Preciado added for the benefit of the Committee that a number of other documents also guide the operations of the Authority and are integrated with the Strategic Plan.

Ms. Sabine stated that under Financial Viability Goal #4, the Authority's team that monitors non-revenue water reported very low levels of water loss as of the most recent water audit. Chair Preciado asked if staff could provide additional information on the volume of the system water loss and the monetary value it represents. Ms. Sabine stated that staff will provide the information with the item in the next Board meeting agenda packet. Public Affairs Manager Payne provided an overview of tasks accomplished under the Customer

Service Objective 1, related to public outreach, that included conducting over 20 public outreach events and two open houses related to the water rate change; partnering with the cities of Chula Vista Elementary School District and Olivewood Gardens to interact with over 6,000 grade school students; and maintaining and expanding the Authority's social media presence. Ms. Payne also stated that staff will be working closely with the Board in development of a Strategic Communications Plan. Director Cano asked how staff measures the effectiveness of the customer newsletter and provided ideas that would allow children to be more involved in the information on water use. Ms. Payne stated that in the past the Authority has conducted a customer opinion survey that provided some input on the effectiveness of the quarterly newsletters to customers and that better metrics on customer interactions would be addressed in the new Strategic Communications Plan.

No action is required Governing Board

B. Sweetwater Reservoir Wetlands Habitat Recovery Project -Approval of Consulting Contract Amendment:

General Manager Berge introduced this agenda item, and Biologist Famolaro presented on the history and current status of the Sweetwater Reservoir Wetlands Habitat Recovery Project. Chair Preciado asked for a description of the tasks that the environmental consultant will perform. Mr. Famolaro stated that the consultant will assist with planning, environmental review, and permitting for the project.

The Finance and Personnel Committee recommends that the Governing Board authorize ESA's contract amendment in the amount of \$51,711.85 so that work may continue on the Sweetwater Reservoir Wetlands Habitat Recovery Project (HRP) as funded under the Integrated Regional Water Management (IRWM) Proposition 84 Round 4 grant program.

C. Award of Contract for Information Systems Master Plan Consultant

Director of Finance Stevenson provided an overview of this agenda item. Director Cano stated that he would like to review the background and qualifications of the professional consultants that are hired by the Authority. Mr. Stevenson stated the Board had previously authorized staff to select the Information System Master Plan consultant as opposed to selection through the Consultant Selection Committee, where consultants are interviewed and selected by the Committee and staff. Chair Preciado recommended the item be approved.

The Finance and Personnel Committee recommends that the Governing Board award a contract in the amount of \$54,720 to ClientFirst Technology Consulting, Corona, CA, for preparation of the Information Systems Master Plan.

D. Award of Contract for Bulk Print and Mail, and Electronic Bill Payment and Presentment Services

Director of Finance Stevenson provided an overview of this agenda item. Director Cerda asked if the cost has increased from the original contract awarded five years ago. Mr.

Stevenson stated that the contract price is the same today as previously proposed five years ago.

The Finance and Personnel Committee recommends that the Governing Board award a five-year contract to InfoSend Inc., Anaheim, CA, for bulk print and mail processing at \$0.133 per unit, and \$800 per month for electronic bill payment and presentment services for utility bills.

5. **CLOSED SESSION**

There was none.

6. **NEXT MEETING**

The next regularly scheduled meeting of the Finance and Personnel Committee will be held on Wednesday, February 20, 2019 at 4:00 p.m.

7. **ADJOURNMENT**

The meeting adjourned at 5:05 p.m.