

**SWEETWATER AUTHORITY GOVERNING BOARD
MINUTES OF THE REGULAR MEETING**

August 25, 2021

The Governing Board of Sweetwater Authority held a Regular meeting on Wednesday, August 25, 2021. Pursuant to Governor Newsom’s Executive Orders N-08-21, this meeting was held via teleconference. Chair Martinez called the meeting to order at 6:02 p.m.

*(*Note: After calling the meeting to order, Chair Martinez established for the record that all Directors were able to hear the proceedings, that all members of the Board were able to hear the Directors participating by teleconference clearly, and that all votes would be taken by a roll call vote pursuant to the provisions of the Brown Act. Chair Martinez further established for the record the process by which public comments would be received by the Board, which process was also described in the Agenda for the meeting.)*

- **Roll Call**

Directors Present: Josie Calderon-Scott, Steve Castaneda, Hector Martinez, Paulina Martinez-Perez, Jose Preciado, Mona Rios, and Alejandra Sotelo-Solis.

Directors Absent: None.

Management, Staff, and Others Present: Interim General Manager Jennifer Sabine, Legal Counsel Paula de Sousa, and Board Secretary Ligia Perez. Staff members: Director of Water Quality Justin Brazil, Administrative Assistant Michael Garcia, Program Manager Dan Hayes, Director of Engineering Ron Mosher, Public Affairs Manager Leslie Payne, Interim Director of Distribution Carl Quiram, Director of Finance Rich Stevenson, and Director of Administrative Services Dina Yorba. Others present: Alison Alpert and Adre Monette of Best Best & Krieger, and Arcelia Magana

- **Pledge of Allegiance to the Flag**

- **Opportunity for Public Comment** (Government Code Section 54954.3)

There were none.

- **Chair’s Presentation**

A. Citizens Advisory Committee Quarterly Update from Chair Arcelia Magana

B. Comments from the Public Regarding Agency Staff

ACTION CALENDAR AGENDA

1. Items to be Added, Withdrawn, or Reordered on the Agenda

There were none.

2. Approval of Minutes – Regular Board Meeting of August 11, 2021

Director Sotelo-Solis made a motion, seconded by Director Rios, that the Governing Board approve the minutes of the Regular Board meeting of August 11, 2021. The motion carried unanimously.

Consent Calendar Items

Director Castaneda recused himself from consideration of Agenda Item 3 (approval of San Diego Gas & Electric Demands and Warrants – check numbers 156042, 156071, 156145, and 156202) due to his contract with Sempra Energy, parent company of SDG&E, which Director Castaneda disclosed on the record.

Director Rios made a motion, seconded by Director Calderon-Scott that the Governing Board approve the consent calendar. The motion carried unanimously.

3. Approval of San Diego Gas & Electric Demands and Warrants – Check numbers 156042, 156071, 156145, and 156202.
4. Approval of Demands and Warrants (excludes the San Diego Gas & Electric Demands and Warrants) – July 2021
5. Consideration of Request for Proposals for Engineering Design Services for Clearwell Effluent Meter Replacement at the Robert A. Perdue Water Treatment Plant (Engineering, Capital, and Development Services Committee of 8/16/21)
Recommendation: Direct staff to issue the Request for Proposals as presented for engineering design services for the proposed Clearwell Effluent Meter Replacement at the Robert A. Perdue Water Treatment Plant.
6. Consideration of Draft Request for Quotes – Drilling and Fusing Services (Engineering, Capital, and Development Services Committee of 8/16/21)
Recommendation: Direct staff to issue the Drilling and Fusing Services RFQ as presented.
7. Consideration of One-time Adjustment to Customer Water Bill – Edwin Freno (Finance and Administration Committee of 8/18/21)
Recommendation: Approve a one-time adjustment in the amount of \$1,569.81 for the account of Edwin Freno.

Action and Discussion Items

8. Consideration of Selection Process for Consultant to Facilitate the Strategic Plan Comprehensive Five-year Update (Engineering, Capital, and Development Services Committee of 8/16/21)
Recommendation: Direct staff to seek a proposal from MIG, Inc. to facilitate the update of the 2023 Strategic Plan in an amount not to exceed \$25,000 and a scope of work to include a workshop with staff and the Governing Board.

Chair Martinez made a motion, seconded by Director Castaneda, that the Governing Board direct staff to seek a proposal from MIG, Inc. to facilitate the update of the 2023

Strategic Plan in an amount not to exceed \$25,000 and a scope of work to include a workshop with staff and the Governing Board. The motion carried unanimously.

9. Consideration to Augment Current Incentives for Authority Safety Program (Finance and Administration Committee of 8/18/21)
Recommendation: Defer to the Governing Board for further discussion to support incentives that entail a combination of 1) providing a safety incentive at twice the amount ACWA/JPIA provides via the H.R. La Bounty Award, and 2) allocating a percentage of the annual JPIA refund, when received, towards the purchase of safety equipment, programs, and events.

Director Rios made a motion, seconded by Director Sotelo-Solis, that the Governing Board approve an allocation up to \$10,000 per year for incentives, programs, and events that promote safety and innovation at the Authority, as determined by Management, to include a safety incentive at twice the amount of any award given to an Authority employee/team by the ACWA/JPIA H.R. La Bounty Program. The motion carried unanimously.

10. Consideration of Financial Plan for Implementation of Green Fleet Plan (Finance and Administration Committee of 8/18/21)
Recommendation: Approve the financial plan as proposed; and direct staff to modify the Vehicle and Equipment Assessment Policy to reflect the Life Cycle Cost approach using actual data from the fleet software.

Director Preciado made a motion, seconded by Director Martinez-Perez, that the Governing Board approve the financial plan as proposed; and direct staff to modify the Vehicle and Equipment Assessment Policy to reflect the Life Cycle Cost approach using actual data from the fleet software. The motion carried unanimously.

11. Consideration of Draft Request for Proposals for On-call Communications Consulting Services (Communications Committee of 8/23/21)
Recommendation: Pending Committee meeting.

Director Rios made a motion, seconded by Director Sotelo-Solis, that the Governing Board direct staff to issue the RFP, increase the budget to \$50,000 by allocating the \$14,000 from the 2023 Strategic Plan Update project, and approve the selection criteria as follows:

- 1) Related experience of the respondents – 10 points
- 2) Knowledge of the Authority's Service Area – 10 points
- 3) Professional qualifications of individuals assigned to the Project and related information – 30 points
- 4) Fees – 20 points
- 5) Overall proposal content and related information – 30 points.

The motion carried unanimously.

12. Old and Unfinished Business

Association of California Water Agencies (ACWA) – Call for Nominations – President/Vice President for the 2022-2023 Term

- Pam Tobin, San Juan Water District
- Dana Frieauf, Santa Fe Irrigation District

- Cathy Green, Orange County Water District

Director Castaneda made a motion, seconded by Chair Martinez, that the Governing Board support the nomination of Pam Tobin of San Juan Water District for ACWA President and Cathy Green of Orange County Water District for ACWA Vice President for the 2022-2023 term. The motion carried unanimously.

13. Approval of Directors' Attendance at Meetings and Future Agenda Items

- A. Per diem approval for Directors who wish to attend the Water Education Foundation Bay-Delta Virtual Tour – September 9, 2021
- B. Per diem approval for Directors who wish to attend the Water Education Foundation Northern California Virtual Tour 2021 – October 14, 2021

Director Castaneda made a motion, seconded by Director Martinez-Perez, that the Governing Board approve per diem for Directors who wish to attend the Water Education Foundation Bay-Delta Virtual Tour – September 9, 2021; and the Water Education Foundation Northern California Virtual Tour 2021 – October 14, 2021. The motion carried unanimously.

REPORTS AND INFORMATIONAL ITEMS

14. COVID-19 Pandemic Delayed Revenue Balance Dashboard

15. Committee Minutes

16. Informational Reports

- Monthly Financials – June 2021
- Quarterly Capital Projects Report – Fourth Quarter FY 2020-21

17. Report of Management

Interim General Manager Sabine reported on:

- An update on the state's drought conditions and related announcements by federal, state and regional agencies;
- The State Water Resources Control Board began accepting survey data related to statewide arrearages for the California Water and Wastewater Arrearage Payment Program;
- The New York Times is publishing a story on the drought and watersmart landscapes in San Diego and will be featuring Sweetwater Authority's landscape contest winners;
- Staff has been meeting with stakeholders to seek input on the beautification of the Authority's wells sites; and
- Previewed the agenda items of the upcoming Finance and Administration, Water Quality and Distribution, and Engineering, Capital, and Development Services Committees.

18. Report of Representatives to the San Diego County Water Authority (SDCWA)

Director Rios reported that at the next meeting the SDCWA Board will have a presentation by the Financial Strategy Work Group; and discussion regarding the Board Chair and Vice Chair.

Director Preciado reported that the SDCWA Board will receive a report on drought circumstances; encouraged staff to schedule a presentation on SDCWA long-term financial strategies and future rate structures to the South Bay Irrigation District; discussion on that include the complexities of drought circumstances and relevant contingencies; and a review of dam infrastructure state- and region-wide.

19. Reports by Directors on Events Attended

A. Council of Water Utilities Meeting – August 17, 2021

Directors Castaneda and Sotelo-Solis provided a report.

B. California Special Districts Association - San Diego Chapter Quarterly Meeting – August 19, 2021

Director Martinez provided a report.

C. Other Events Attended – There were none.

20. Directors' Comments

Director Martinez-Perez encouraged all to receive the COVID-19 vaccine.

CLOSED SESSION

At 7:50 p.m. the Board convened in closed session for:

B. Conference with Labor Negotiator pursuant to Government Code Section 54957.6:

Agency Negotiators: Alison Alpert, Legal Counsel
Paula de Sousa, Legal Counsel

Unrepresented Employees: Assistant General Manager
Director of Administrative Services
Director of Engineering
Director of Distribution
Director of Finance
Director of Water Quality

C. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation pursuant to Government Code Section 54956.9 (d)(2): Two cases

D. Conference with Labor Negotiator pursuant to Government Code Section 54957.6:

Agency Negotiators: Hector Martinez, Chair
Alison Alpert, Legal Counsel

