



# S A W P A

SANTA ANA WATERSHED PROJECT AUTHORITY

11615 Sterling Avenue, Riverside, California 92503 • (951) 354-4220

## REGULAR COMMISSION MEETING TUESDAY, OCTOBER 17, 2017 – 9:30 A.M.

### AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE (Susan Lien Longville, Chair)

2. ROLL CALL

3. PUBLIC COMMENTS

Members of the public may address the Commission on items within the jurisdiction of the Commission; however, no action may be taken on an item not appearing on the agenda unless the action is otherwise authorized by Government Code §54954.2(b).

4. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and non-controversial and will be acted upon by the Commission by one motion as listed below.

- A. APPROVAL OF MEETING MINUTES: OCTOBER 3, 2017 ..... 7  
**Recommendation:** Approve as posted.
- B. TREASURER’S REPORT – SEPTEMBER 2017..... 11  
**Recommendation:** Approve as posted.

5. NEW BUSINESS

- A. TECHNICAL/GRANT WRITER REQUEST FOR QUALIFICATIONS (RFQ) (2017.128)... 17  
**Presenter:** Mark Norton  
**Recommendation:** Authorize staff to:
  - (1) Issue a Request for Qualifications (RFQ) for a qualified consulting firm/individual to provide the following services to SAWPA on an as-needed basis:
    - a. Technical Writer Services
    - b. Grant Writer Services
  - (2) Negotiate consultant support services as needed to support Planning Department staff needs using funds that were included in the FY 17-19 budget for this purpose.
  - (3) Bring proposed consultant agreements back to the Commission for authorization and execution.
- B. BASIN MONITORING PROGRAM TASK FORCE – CONSULTANT SUPPORT (CM#2017.130)..... 35  
**Presenter:** Mark Norton  
**Recommendation:** Approve a Task Order with Risk Sciences for the amount not to exceed \$73,150 for regulatory support activities for the Basin Monitoring Program Task Force.

- C. [OWOW PLAN UPDATE 2018 GOALS & OBJECTIVES DEVELOPMENT \(CM#2017.131\)](#)..... 47  
**Presenter:** Mike Antos  
**Recommendation:** Invite input about the draft OWOW Plan Update 2018 goals and objectives and then receive and file.
  
- D. [OWOW PLAN UPDATE 2018 STATUS & PROJECT DEVELOPMENT SUPPORT \(CM#2017.132\)](#)..... 51  
**Presenter:** Mark Norton  
**Recommendation:** Provide direction to staff about requested facilitation support for the development of possible OWOW projects for the DWR Prop 1 Integrated Regional Water Management Program Round 1 grant program and receive and file report on the OWOW Plan Update 2018.
  
- E. [STAFFING \(CM#2017.129\)](#)..... 57  
**Presenter:** Rich Haller  
**Recommendation:** Approve the separation of the Executive Manager of Engineering and Operations position into two new positions, the Engineering Manager position (Classification 64, \$143,362 - \$174,257) and the Operations Manager position (Classification 64, \$143,362 - \$174,257).

6. **INFORMATIONAL REPORTS**

**Recommendation:** Receive for information.

- A. [CASH TRANSACTIONS REPORT – AUGUST 2017](#)..... 71  
**Presenter:** Karen Williams
  
- B. [INTER-FUND BORROWING – AUGUST 2017 \(CM#2017.126\)](#)..... 79  
**Presenter:** Karen Williams
  
- C. [PERFORMANCE INDICATORS/FINANCIAL REPORTING – AUGUST 2017 \(CM#2017.127\)](#)..... 83  
**Presenter:** Karen Williams
  
- D. [OWOW QUARTERLY STATUS REPORT: JULY 1 2017 – SEPTEMBER 30 2017](#)..... 105  
**Presenter:** Mark Norton
  
- E. [ROUNDTABLE QUARTERLY STATUS REPORT: JULY 1 2017 – SEPTEMBER 30 2017](#) 109  
**Presenter:** Mark Norton
  
- F. [GENERAL MANAGER’S REPORT](#)..... 123
  
- G. [SAWPA GENERAL MANAGERS MEETING NOTES – OCTOBER 10, 2017](#) ..... 163  
**Presenter:** Rich Haller
  
- H. **CHAIR’S COMMENTS/REPORT**
  
- I. **COMMISSIONERS’ COMMENTS**
  
- J. **COMMISSIONERS’ REQUEST FOR FUTURE AGENDA ITEMS**

**7. CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)**

Name of Case: Spiniello Companies v. Charles King Company, Inc., Santa Ana Watershed Project Authority, The Ohio Casualty Insurance Company (Superior Court of Los Angeles BC616589)

**B. PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR**

SAWPA Designated Representative: General Manager Richard E. Haller  
Non-Represented Employees: All SAWPA employees

**8. ADJOURNMENT**

Americans with Disabilities Act: If you require any special disability related accommodations to participate in this meeting, please call (951) 354-4230 or email [kberry@sawpa.org](mailto:kberry@sawpa.org). Notification at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility for this meeting. Requests should specify the nature of the disability and the type of accommodation requested.

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection during normal business hours at the SAWPA office, 11615 Sterling Avenue, Riverside, and available at [www.sawpa.org](http://www.sawpa.org), subject to staff's ability to post documents prior to the meeting.

**Declaration of Posting**

I, Kelly Berry, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on Friday, October 13, 2017, a copy of this agenda has been uploaded to the SAWPA website at [www.sawpa.org](http://www.sawpa.org) and posted in SAWPA's office at 11615 Sterling Avenue, Riverside, California.

/s/

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Kelly Berry, CMC

**2017 SAWPA Commission Meetings | Events**

First and Third Tuesday of the Month; unless otherwise noticed,  
 all Commission Workshops/Meetings begin at **9:30 a.m.** and are held at SAWPA.)

<b>January</b> 1/3/17 Commission Workshop 1/10/17 Special Commission Meeting 1/17/17 Regular Commission Meeting	<b>February</b> 2/7/17 Commission Workshop 2/21/17 Regular Commission Meeting
<b>March</b> 3/7/17 Commission Workshop 3/21/17 Regular Commission Meeting	<b>April</b> 4/4/17 Commission Workshop 4/18/17 Regular Commission Meeting
<b>May</b> 5/2/17 Commission Workshop 5/9 – 5/12 ACWA Spring Conference, Monterey 5/16/17 Regular Commission Meeting 5/25/17 OWOW Conference [Ontario Convention Cntr]	<b>June</b> 6/6/17 Commission Workshop 6/20/17 Regular Commission Meeting
<b>July</b> 7/4/17 No Meeting (Independence Day) 7/18/17 Regular Commission Meeting 7/31/17 Special Commission Meeting	<b>August</b> 8/1/17 Commission Workshop 8/15/17 Regular Commission Meeting 8/17/17 Special Commission Meeting
<b>September</b> 9/5/17 Commission Workshop 9/7/17 Special Commission Meeting 9/19/17 Regular Commission Meeting	<b>October</b> 10/3/17 Commission Workshop 10/17/17 Regular Commission Meeting
<b>November</b> 11/7/17 Commission Workshop 11/21/17 Regular Commission Meeting 11/28 – 12/1 ACWA Fall Conference, Anaheim	<b>December</b> 12/5/17 Commission Workshop 12/19/17 Regular Commission Meeting

**SAWPA Compensable Meetings – Other**

Unless otherwise noted, all meetings are held at SAWPA.

Commissioners and Alternate Commissioners will receive compensation for attending the meetings listed below, pursuant to the Commission Compensation, Expense Reimbursement, and Ethics Training Policy.

**IMPORTANT NOTE:** These meetings are subject to change. Prior to attending any meeting listed below, please confirm meeting details by viewing the website calendar using the following link:

<http://www.sawpa.org/events/>

<b>October</b>	<b>November</b>
10/3/17 PA 23 Committee Mtg   8:30 a.m.	11/14/17 WUE Pillar Mtg   1:30 p.m. Western Municipal Water District 14205 Meridian Parkway, Riverside, CA
10/10/17 WUE Pillar Mtg   1:30 p.m. Western Municipal Water District 14205 Meridian Parkway, Riverside, CA	11/16/17 PA 22 Committee Mtg   8:00 a.m.
10/12/17 OWOW Integrated Stormwater Management Pillar Mtg   8:30 a.m.	11/16/17 OWOW Steering Committee Mtg   11:00 a.m.
10/12/17 OWOW Natural Resources Stewardship Pillar Mtg   1:30 p.m.	11/27/17 OWOW Disadvantaged & Tribal Communities Pillar Mtg   2:00 p.m.
10/17/17 MSAR TMDL Task Force Mtg   1:30 p.m.	
10/18/17 Basin Monitoring Program Task Force Mtg   1:00 p.m.	
10/19/17 LE/CL TMDL Task Force Mtg   9:00 a.m.	
10/19/17 LESJWA Board of Directors Mtg   4:00 p.m. Elsinore Valley MWD 31315 Chaney Street, Lake Elsinore, CA	
10/23/17 OWOW Disadvantaged & Tribal Communities Pillar Mtg   2:00 p.m.	
10/25/17 Santa Ana River Walk   8:00 a.m.	
10/25/17 Land Use /Water Planning Pillar Mtg   3:00 p.m.	
10/26/17 PA 22 Committee Mtg   8:00 a.m.	
10/26/17 OWOW Pillar Integration Wkshp   9:00 a.m.	

**2018 SAWPA Commission Meetings/Events**

First and Third Tuesday of the Month

(NOTE: Unless otherwise noticed, all Commission Workshops/Meetings begin at **9:30 a.m.**, and are held at SAWPA.)

<b>January</b> 1/2/18 Commission Workshop 1/16/18 Regular Commission Meeting	<b>February</b> 2/6/18 Commission Workshop 2/20/18 Regular Commission Meeting
<b>March</b> 3/6/18 Commission Workshop 3/20/18 Regular Commission Meeting	<b>April</b> 4/3/18 Commission Workshop 4/17/18 Regular Commission Meeting
<b>May</b> 5/1/18 Commission Workshop 5/8 – 5/11/18 ACWA Spring Conference, Sacramento 5/15/18 Regular Commission Meeting	<b>June</b> 6/5/18 Commission Workshop 6/19/18 Regular Commission Meeting
<b>July</b> 7/3/18 Commission Workshop 7/17/18 Regular Commission Meeting	<b>August</b> 8/7/18 Commission Workshop 8/21/18 Regular Commission Meeting
<b>September</b> 9/4/18 Commission Workshop 9/18/18 Regular Commission Meeting	<b>October</b> 10/2/18 Commission Workshop 10/16/18 Regular Commission Meeting
<b>November</b> 11/6/18 Commission Workshop 11/20/18 Regular Commission Meeting 11/27 – 11/30/18 ACWA Fall Conference, San Diego	<b>December</b> 12/4/18 Commission Workshop 12/18/18 Regular Commission Meeting

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**SAWPA COMMISSION  
REGULAR MEETING MINUTES  
OCTOBER 3, 2017**

**COMMISSIONERS PRESENT**

Susan Lien Longville, Chair, San Bernardino Valley Municipal Water District  
Ronald W. Sullivan, Vice Chair, Eastern Municipal Water District  
Kati Parker, Alternate, Inland Empire Utilities Agency (until 9:34 a.m.)  
Jasmin A. Hall, Secretary-Treasurer, Inland Empire Utilities Agency (9:34 a.m.)  
Thomas P. Evans, Western Municipal Water District  
Philip L. Anthony, Orange County Water District

**COMMISSIONERS ABSENT**

None.

**ALTERNATE COMMISSIONERS  
PRESENT; NON-VOTING**

Gil Navarro, Alternate, San Bernardino Valley Municipal Water District  
Kati Parker, Alternate, Inland Empire Utilities Agency (non-voting after 9:34 a.m.)

**STAFF PRESENT**

Rich Haller, Larry McKenney, Karen Williams, Mark Norton, Peter Vitt,  
Carlos Quintero, David Ruhl, Kelly Berry

The Regular Commission Meeting of the Santa Ana Watershed Project Authority was called to order at 9:31 a.m. by Chair Longville at the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

Roll call was duly noted and recorded by the Clerk of the Board.

**3. PUBLIC COMMENTS**

There were no public comments.

**4. CONSENT CALENDAR**

**A. APPROVAL OF MEETING MINUTES: SEPTEMBER 19, 2017**

**MOVED**, approve the Consent Calendar.

Result:	<b>Adopted (Unanimously)</b>
Motion/Second:	Anthony/Evans
Ayes:	Anthony, Evans, Longville, Parker, Sullivan
Nays:	None
Abstentions:	None
Absent:	Hall

Commissioner Hall arrived at 9:34 a.m. The Commission next considered Agenda Item No. 6.A.

5. **NEW BUSINESS**

A. **RESOLUTION NO. 2017-12 – ROTATION OF COMMISSION APPOINTMENTS TO THE OWOW STEERING COMMITTEE (CM#2017.125)**

At a previous meeting, the Commission had expressed a desire to adopt a rotation of Commissioners assigned to the OWOW Steering Committee, with the Commission Vice Chair and Secretary/Treasurer assigned as the Commission representatives and the Vice Chair serving as convener. Staff was directed to bring before the Commission a resolution adopting said rotation.

Gil Navarro, Alternate Commissioner, SBVMWD, encouraged scheduling a future workshop to review the process, projects and funding; he also suggested new member orientation. There was a brief discussion that the Commission, as the authorizing body, should receive informational reports in time to be part of the collaborative process and ask questions or make suggestions to the OWOW Steering Committee. Commission Sullivan concurred with scheduling a future workshop.

**MOVED**, adopt Resolution No. 2017-12 establishing a rotation of appointments to the One Water, One Watershed (OWOW) Steering Committee.

Result:	<b>Adopted (Unanimously)</b>
Motion/Second:	Evans/Sullivan
Ayes:	Anthony, Evans, Hall, Longville, Sullivan
Nays:	None
Abstentions:	None
Absent:	None

Commissioner Sullivan left the meeting after voting on Agenda Item No. 5.A., and did not return.

B. **BRINE LINE TSS FORMATION AMOUNT (CM#2017.124)**

Carlos Quintero provided a PowerPoint presentation on the proposed change in calculation methodology for the monthly TSS formation amount. Staff proposed a 12-month rolling average, effective September 1, 2017. This proposed methodology has been discussed with the member agencies and there were no concerns expressed. General Manager Jones noted EMWD supports the proposed methodology. General Manager Haller expressed his support of the proposed methodology, noting a smaller month-to-month variability is advantageous.

**MOVED**, change the methodology to calculate the monthly TSS formation amount to a 12-month rolling average effective September 1, 2017.

Result:	<b>Adopted (Unanimously)</b>
Motion/Second:	Evans/Hall
Ayes:	Anthony, Evans, Hall, Longville
Nays:	None
Abstentions:	None
Absent:	Sullivan

C. **INLAND EMPIRE BRINE LINE REACH V REHABILITATION AND IMPROVEMENT PROJECT PHASE 1**

David Ruhl provided a status report on the Inland Empire Brine Line Reach V Rehabilitation and Improvement Project Phase 1. Project completion date is mid-January 2018, but could be as early as mid-December 2017. This item was for informational and discussion purposes; no action was taken on Agenda Item No. 5.C.



## 6. WORKSHOP DISCUSSION AGENDA

### A. COMMUNICATION/COLLABORATION PROCESS RELATING TO GENERAL MANAGERS REPORT RECOMMENDATIONS

Rich Haller provided a PowerPoint presentation reviewing the 31 recommendations discussed during the September 19, 2017 workshop, existing Project Agreements, Task Forces, and other Programs, and outlining proposed changes moving forward. The workshop focused on Recommendations 1-20; Recommendations 21-31 will be the subject of a future workshop.

Recommendations 1-16 address communication/collaboration; Recommendations 17-20 address Project Agreements. For discussion purposes, the following list of potential changes was presented:

#### Projects Not Covered by a Project Agreement

- OWOW – possibly modify the project description for PA 18 to clearly include all OWOW activities not already addressed by PA 22 and PA 23 (all member agencies)
- Brine Line – possibly modify the project description for PA 21 to address all Brine Line decisions such as capital projects, O&M activities, rates, Sewer System Management Plan, etc. (EMWD, IEUA, SBVMWD, WMWD)
- Arundo Habitat Management – perhaps will be the subject of a new Project Agreement
- Santa Ana Sucker Conservation Team – currently three funding partners (OCWD, City of Riverside); perhaps will be the subject of a new Project Agreement.

#### Project Agreement Changes

- PA 10 – revise project description to clearly identify watershed wide activities
- PA 18 – revise project description to include OWOW activities not already covered by PA 22 and PA 23
- PA 21 – revise project description to include all Brine Line activities

#### New Project Agreement(s)

- Task Force Program – prepare and approve procedures for administration of Task Forces; oversee implementation by SAWPA
- Arundo Habitat Management, Santa Ana River Mitigation Bank
- Santa Ana Sucker Conservation Team

Chair Longville noted she has enjoyed working with Rich Haller as he has stepped into his new role of General Manager, and commended the successful collaborative efforts undertaken in reaching common ground among the member agency General Managers, complimenting them in coming together to determine a path forward agreeable to all parties.

Commissioner Anthony asked if the Project Agreements serve a useful purpose; Haller affirmed them to be a useful management tool. Commissioner Evans suggested classifying the Project Agreements by name, not by number. Commissioner Evans voiced concern about unanimity requirements, particularly concerning Project Agreements with multiple agencies; if all entities did not agree, how would that be dealt with in the future? Larry McKenney stated that, since there are differing views about the requirements for project committee decisions under the JPA, it would be beneficial to staff for the Commission to provide direction on how it would like such decisions to be made. Haller confirmed a benefit of the Project Agreement process is governance flexibility. General Managers Rossi and Jones reiterated clarity and simplicity is paramount; budget and some operating decisions could require unanimity, and these particulars would be the subject of future examination and discussions. The Commission affirmed the progress and changes as presented. Haller was provided direction to take into consideration Commissioner Evans' comments and continue working toward

consensus with the General Managers.

General Managers Jones and Markus commended Haller for his collaboration efforts in succinctly defining a more streamlined, transparent structure inclusive of their input and addressing their concerns.

The Commission next considered Agenda Item No. 5.A.

**7. INFORMATIONAL REPORTS**

The following oral/written reports/updates were received and filed.

**A. SAWPA GENERAL MANAGERS MEETING NOTES – SEPTEMBER 19, 2017**

**B. CHAIR'S COMMENTS/REPORT**

There was no Chair comments/report.

**C. COMMISSIONERS' COMMENTS**

There were no Commissioner comments.

**D. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS**

There were no requests for future agenda items.

**8. CLOSED SESSION**

Larry McKenney advised that a full briefing on Agenda Item No. 8.A. would be provided at the next meeting. Chair Longville recessed the meeting to Closed Session at 10:22 a.m. There was no discussion of Agenda Item No. 8.A. No designated personnel were present during Closed Session.

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)**

Name of Case: Spiniello Companies v. Charles King Company, Inc., Santa Ana Watershed Project Authority, The Ohio Casualty Insurance Company (Superior Court of Los Angeles BC616589)

**B. PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR**

SAWPA Designated Representative: General Manager Richard E. Haller  
Non-Represented Employees: All SAWPA employees

Chair Longville resumed Open Session at 10:29 a.m. There was no reportable action.

**9. ADJOURNMENT**

The meeting was adjourned at 10:31 a.m. in memory of Lianne Elissa Dennstedt, daughter of WMWD Vice President and SAWPA Alternate Commissioner Brenda Dennstedt. Lianne passed September 18, 2017, at the age of 19.

**Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, October 17, 2017.**

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Susan Lien Longville, Chair

Attest:

*Santa Ana Watershed  
Project Authority*



**Finance Department**

Santa Ana Watershed Project Authority  
**TREASURER'S REPORT**

**September 2017**

During the month of September 2017, the Agency's actively managed temporary idle cash earned a return of 1.613%, representing interest earnings of \$16,785. Additionally, the Agency's position in overnight funds L.A.I.F. and CalTRUST generated \$25,301 and \$2,638 in interest, resulting in \$44,724 of interest income from all sources. Please note that this data represents monthly earnings only, and does not indicate actual interest received. There were zero (0) investment positions purchased, zero (0) positions sold, zero (0) positions matured, and zero (0) positions were called.

This Treasurer's Report is in compliance with SAWPA's Statement of Investment Policy. Based upon the liquidity of the Agency's investments, this report demonstrates the ability to meet customary expenditures during the next six months.

October 5, 2017

Prepared and  
Submitted by:

A handwritten signature in blue ink, which appears to read "Karen L. Williams". The signature is written in a cursive style and is positioned above a horizontal line.

*Karen L. Williams, Chief Financial Officer*

*Santa Ana Watershed Project Authority*  
**INVESTMENT PORTFOLIO - MARKED TO MARKET - UNREALIZED GAINS & LOSSES**  
*September 30, 2017*

SAWPA primarily maintains a "Buy and Hold" investment philosophy, with all investments held by the Citizens Business Bank via a third-party safekeeping contract.

Investment Type	Security Type	CUSIP	Dealer	Purchase Date	Maturity Date	Call Date (if appl)	Par Value	Yield To Maturity	Investment Cost	Market Value Current Month	Unrealized Gain / (Loss)	Coupon Rate	Interest Earned
Agency	FHLMC	3137EACA5	WMS	03-27-14	03-27-19	No Call	\$500,000	1.790%	546,650.00	517,043.50	(29,606.50)	3.750%	\$ 735.62
Agency	FHLMC	3137EAEC9	WMS	09-16-16	08-12-21	No Call	\$1,000,000	1.335%	990,060.00	975,627.00	(14,433.00)	1.125%	\$ 1,097.22
Agency	FHLMC	3137EADB2	WMS	04-17-17	01-13-22	No Call	\$500,000	2.375%	512,767.00	509,407.00	(3,360.00)	2.375%	\$ 976.03
Agency	FHLB	313379EE5	WMS	05-26-15	06-14-19	No Call	\$500,000	1.420%	504,015.00	501,065.50	(2,949.50)	1.625%	\$ 583.65
Agency	FHLB	313383HU8	WMS	06-16-16	06-12-20	No Call	\$1,000,000	1.080%	1,026,088.00	1,003,000.00	(23,088.00)	1.750%	\$ 887.69
Agency	FNMA	3135GOZA4	WMS	03-27-14	02-19-19	No Call	\$500,000	1.800%	501,975.00	503,051.50	1,076.50	1.875%	\$ 739.73
Agency	FNMA	3136G1GP8	WMS	03-27-13	03-27-18	No Call	\$1,000,000	1.000%	1,000,000.00	998,715.00	(1,285.00)	1.000%	\$ 821.92
Agency	FNMA	3135G0H55	WMS	12-28-15	12-28-20	No Call	\$1,000,000	1.830%	1,002,140.00	1,006,305.00	4,165.00	1.875%	\$ 1,504.12
Agency	FNMA	3135G0F73	WMS	06-16-16	11-30-20	No Call	\$1,000,000	1.150%	1,015,157.00	994,601.00	(20,556.00)	1.500%	\$ 945.21
Agency	USTN	912828A34	WMS	11-17-15	11-30-18	No Call	\$1,000,000	1.166%	1,002,500.00	998,438.00	(4,062.00)	1.250%	\$ 958.27
Agency	USTN	912828WC	WMS	11-17-15	10-31-20	No Call	\$1,000,000	1.638%	1,005,312.50	1,004,102.00	(1,210.50)	1.750%	\$ 1,346.17
Agency	USTN	912828G61	WMS	11-17-15	11-30-19	No Call	\$1,000,000	1.469%	1,001,210.94	1,000,430.00	(780.94)	1.500%	\$ 1,207.35
Agency	USTN	912828L32	WMS	06-17-16	08-31-20	No Call	\$500,000	1.030%	507,070.31	496,992.00	(10,078.31)	1.375%	\$ 423.42
Agency	USTN	912828L65	WMS	06-16-16	09-30-20	No Call	\$500,000	1.041%	506,992.19	496,738.50	(10,253.69)	1.375%	\$ 427.69
Agency	USTN	912828L99	WMS	06-16-16	10-31-20	No Call	\$500,000	1.051%	506,914.06	496,347.50	(10,566.56)	1.375%	\$ 431.71
CORP	Toyota Motor Credit Corp	89236TCP8	WMS	09-15-16	07-13-18	No Call	\$500,000	1.100%	504,057.50	500,234.00	(3,823.50)	1.550%	\$ 452.08
CD	Ally Bank	02006L2F9	WMS	01-13-15	04-20-20	No Call	\$248,000	1.800%	248,000.00	248,000.00	-	1.800%	\$ 366.90
CD	American Express	02587DP85	WMS	04-19-17	04-19-21	No Call	\$248,000	2.250%	248,000.00	248,000.00	-	2.250%	\$ 458.63
CD	American Express BK FSB	AN4199708	WMS	05-10-17	05-10-21	No Call	\$248,000	2.200%	248,000.00	248,000.00	-	2.200%	\$ 448.44
CD	GE Cap Retail	36157PVU0	WMS	01-31-14	01-31-18	No Call	\$248,000	1.450%	248,000.00	248,372.84	372.84	1.450%	\$ 295.56
CD	National Bank of NY	634116CA3	WMS	06-18-14	06-18-18	No Call	\$248,000	1.300%	248,000.00	248,015.81	15.81	1.300%	\$ 264.99
CD	Capital Bank FI Miami	139800CC8	WMS	05-27-15	05-29-18	No Call	\$248,000	1.100%	248,000.00	247,895.62	(104.38)	1.100%	\$ 224.22
CD	Capital One NA	14042RAG6	WMS	09-30-15	10-01-18	No Call	\$248,000	1.650%	248,000.00	248,000.00	-	1.650%	\$ 336.33
CD	Capital One Bank USA NA	140420VZ0	WMS	09-30-15	10-01-18	No Call	\$248,000	1.650%	248,000.00	248,000.00	-	1.650%	\$ 336.33
CD	Wells Fargo Bank NA	9497482W6	WMS	12-02-15	12-03-18	No Call	\$245,000	1.450%	245,000.00	245,000.00	-	1.450%	\$ 291.99
CD	CIT Bank	17284A6P8	TVI	03-13-13	03-13-18	No Call	\$248,000	1.100%	248,000.00	248,023.54	23.54	1.100%	\$ 224.22

<b>Total Actively Invested Funds</b>							<b>\$14,477,000</b>		<b>\$ 14,609,909.50</b>	<b>\$ 14,479,405.31</b>	<b>\$ (130,504.19)</b>	<b>1.613%</b>	<b>\$ 16,785.46</b>
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<b>Total Local Agency Investment Fund</b>									\$27,682,497.23			1.112%	25,301.04
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<b>Total CalTRUST Investment Fund</b>									\$2,183,119.96			1.470%	2,637.69
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<b>Total Invested Cash</b>							<b>\$14,477,000</b>		<b>\$ 44,475,526.69</b>			<b>1.293%</b>	<b>\$ 44,724.19</b>
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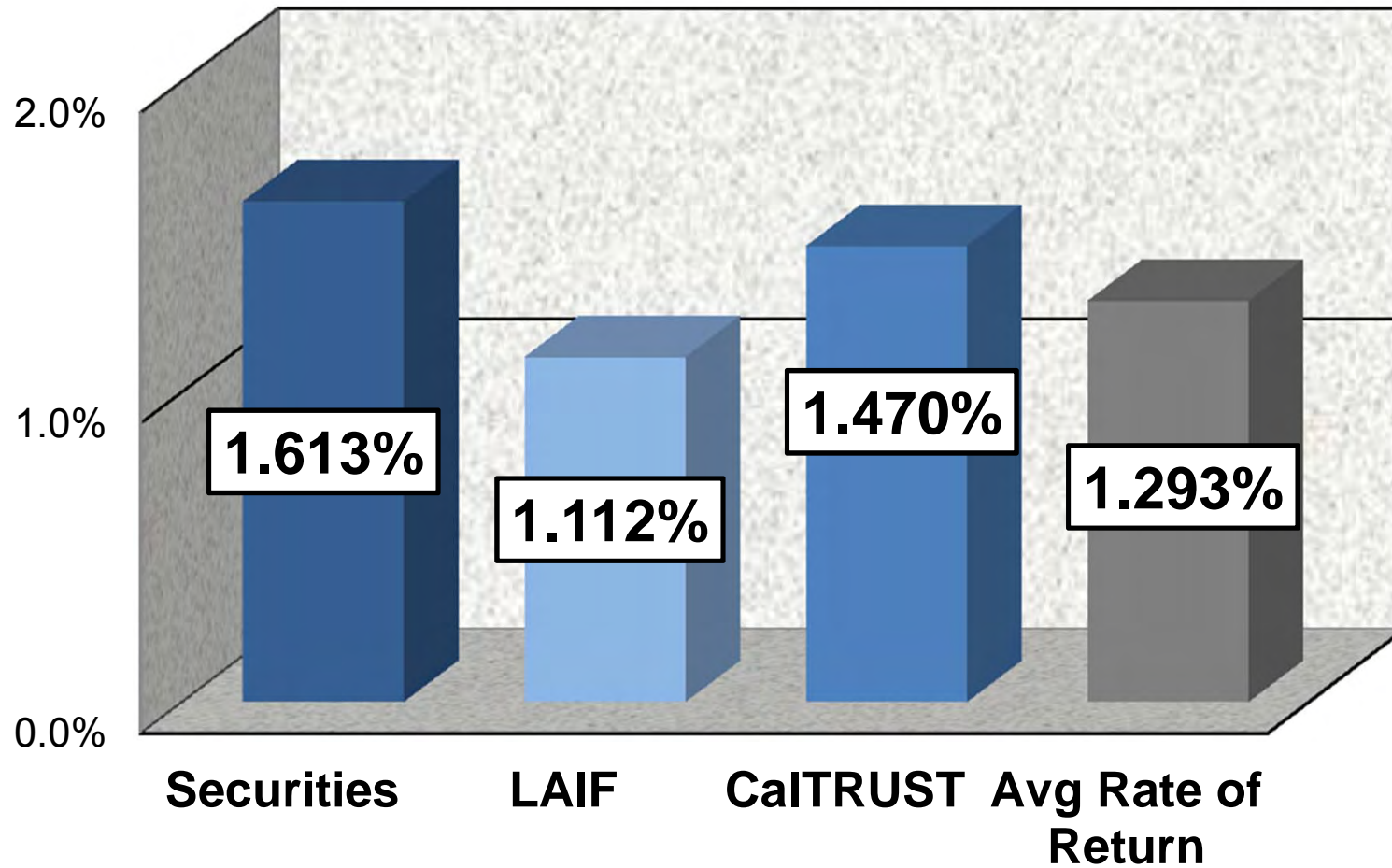
**Key to Security Type:**

FHLB	= Federal Home Loan Bank
FHLMC	= Federal Home Loan Mortgage Corporation
FNMA	= Federal National Mortgage Association
USTN	= US Treasury Note
CORP	= Corporate Note
CD	= Certificate of Deposit
GDB	= Goldman Sachs Bank

**Key to Dealers:**

FCS	= FinaCorp Securities
MBS	= Multi-Bank Securities
MS	= Mutual Securities
RCB	= RBC Dain Rauscher
SA	= Securities America
TVI	= Time Value Investments
WMS	= Wedbush Morgan Securities

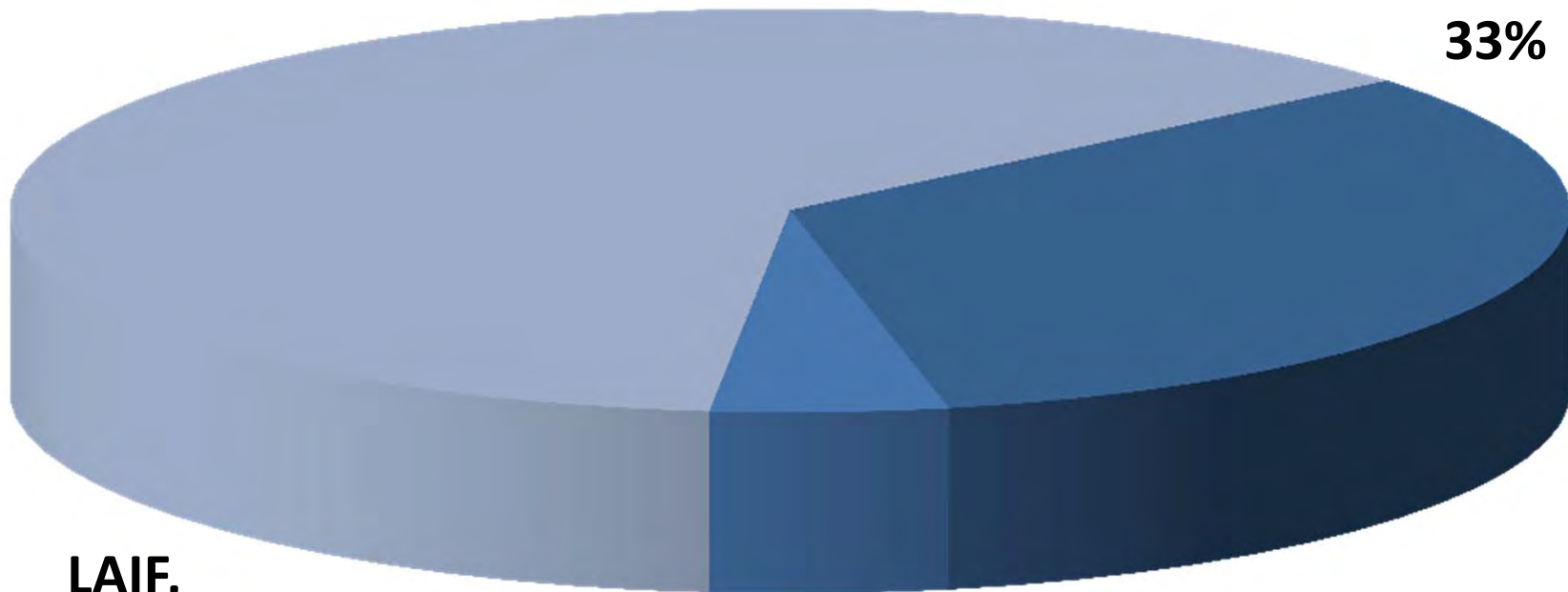
## Interest Rate Analysis



# Investments

**\$44,475,527**

**Securities,  
\$14,609,910,  
33%**



**LAIF,  
\$27,682,497,  
62%**

**CalTRUST,  
\$2,183,120,  
5%**

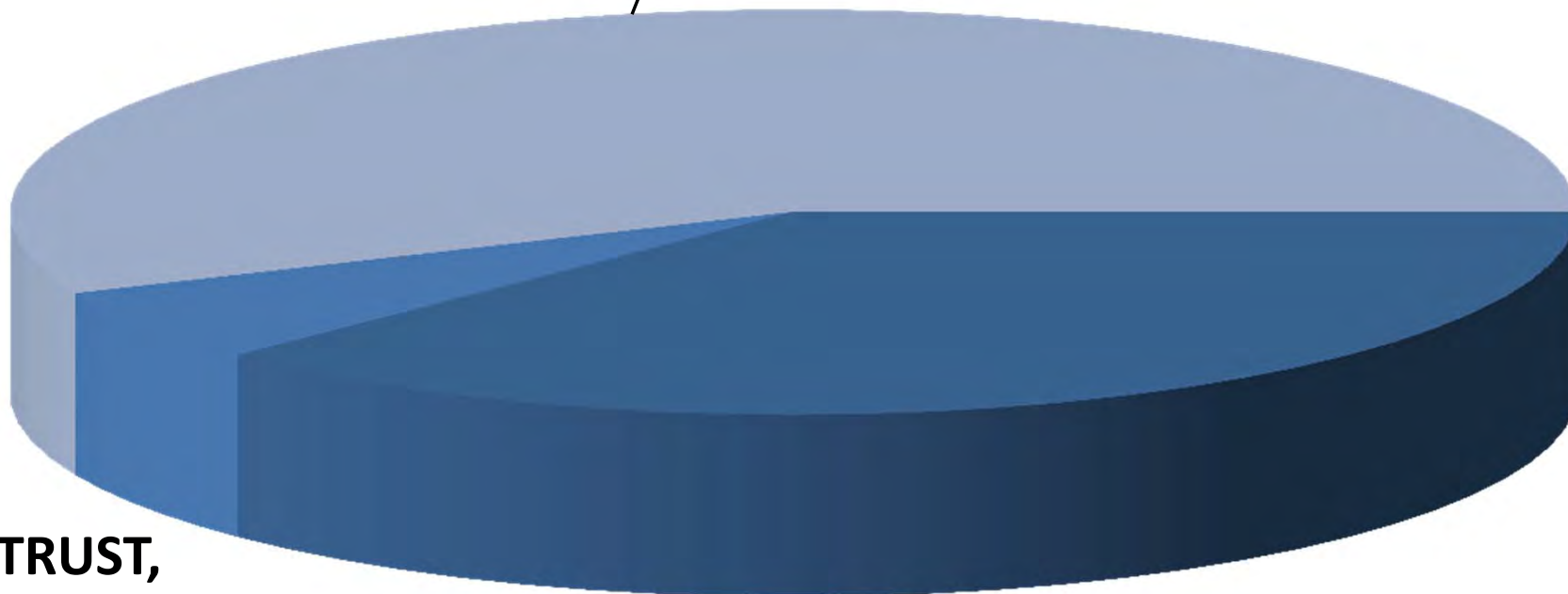
# Interest

\$44,724

LAIF, \$25,301,  
57%

CalTRUST,  
\$2,638, 6%

Securities,  
\$16,785, 37%



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## COMMISSION MEMORANDUM NO. 2017.128

**DATE:** October 17, 2017  
**TO:** SAWPA Commission  
**SUBJECT:** Technical/Grant Writer – Request for Qualifications (RFQ)  
**PREPARED BY:** Mark Norton, Water Resources & Planning Manager

### RECOMMENDATION

It is recommended that the Commission authorize staff to:

- 1) Issue a Request for Qualifications (RFQ) for a qualified consulting firm/individual to provide the following services to SAWPA on an as-needed basis:
  - a) Technical Writer Services
  - b) Grant Writer Services
- 2) Negotiate consultant support services as needed to support Planning Dept staff needs using funds that were included for in the FY 17-19 budget for this purpose.
- 3) Bring proposed consultant agreements back to Commission for authorization and execution.

### BACKGROUND

On July 18, 2017 the SAWPA Commission considered a SAWPA staff recommendation to issue a Request for Qualifications (RFQ) for bringing on a consultant or consultants on as needed basis to provide technical writing and grant proposal writing services in the interim period until a new general manager for SAWPA was hired. The issuance of the RFQ was not supported at that time by the SAWPA Commission.

Since that time, the need for such grant and technical services has been deemed necessary to accomplish goals and objectives of the SAWPA Planning Dept. Staff believes that such work can first be tried out with consultant support through the end of the current two year budget period, June 2019. Thereafter, staffing needs vs consultant support for such services will again be evaluated and presented to the SAWPA Commission as part of the next budget process with a determination whether consultant services or possibly new staffing is warranted based on the performance of the consultant and internal staffing needs.

### DISCUSSION

SAWPA staff requests the SAWPA Commission to authorize staff to issue a Request for Qualifications (RFQ) for a qualified consulting firm/individual to provide the following services to SAWPA on an as-needed basis:

#### Technical Writer Services

A Technical Writer would support SAWPA through work focused on developing, preparing, and presenting data and analyses generated from Roundtables, OWOW, Inland Empire Brineline and other efforts that can be shared with member agencies, local, State and federal agencies, such as the following:

- OWOW Plan 2018 Update
- Inland Empire Brine Line Business Plan
- Cowbird Trapping Results briefing document

- Roundtables Results Reporting and Briefing

#### Grant Writer Services

A grant writer would support SAWPA through work focused on planning, preparation and implementation of grant applications that are readily available to SAWPA as a regional organization and arise largely from the non-profit and private sectors, as well as from occasional non-IRWM State and Federal funding sources, such as the following:

- Pacific Institute
- Bechtel Foundation
- Walmart Foundation
- Sierra Fund
- Non-OWOW State Grants
- Federal grants – USFS,USFWS

Thereafter, staff seeks the Commission support for staff to negotiate with selected consultants based on specific grant writing and technical writing needs and present proposed consultant agreements for approval by the SAWPA Commission.

### **CRITICAL SUCCESS FACTORS**

#### OWOW

Active participation of a diverse group of stakeholders representing counties, cities, and water districts, as well as the private sector and the regulatory, environmental, and environmental justice communities who integrate the different interests in the watershed beyond political boundaries. Ensuring all perspectives are heard and valued.

A strong reputation and sufficient capacity within SAWPA staff for strategic facilitation, planning, communication, leadership and community engagement.

Annual review the accomplishments and implementation performance of the plan with the Commission and the Steering Committee.

Data and information needed for decision-making is available to all.

#### Roundtables

Report and use results of roundtable’s work, leverage information and involvement for the benefit of SAWPA, its members, and other stakeholders.

Adequate professional staff and resources to effectively provide facilitation, management, administrative and technical support to collaborative work efforts.

### **RESOURCE IMPACTS**

In order to accommodate the use of budgeted funds for technical writer/grant writer services using consultant services, the SAWPA Commission agreed to transfer available funds from SAWPA Staff Labor to Consulting in the SAWPA FYE 2018 & 2019 Year Budget.

Consequently, sufficient budget, \$152,411 in FYE 2018 and \$163,526 in FYE 2019 for such services exists.

Attachment:

1. RFQ – Technical Writer and Grant Writer Services



**REQUEST FOR QUALIFICATIONS (RFQ)**

For

**AS NEEDED TECHNICAL WRITER SERVICES**

And/Or

**GRANT WRITER SERVICES**

**October 2017**

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**SAWPA  
REQUEST FOR QUALIFICATIONS (RFQ)  
For  
AS NEEDED TECHNICAL WRITER SERVICES  
And/Or  
GRANT WRITER SERVICES**

**NOTICE TO SUBMITTING FIRMS**

1. Qualification Submittals for the RFQ as described herein, will be submitted to Rick Whetsel, Senior Watershed Manager at: [rwhetsel@sawpa.org](mailto:rwhetsel@sawpa.org) electronically, as a single Adobe Acrobat (PDF) file not more than 50 pages long, and not more than 10 megabytes in size.
2. All qualification submittals must be received by **4:00 p.m. on Wednesday, Nov. 15, 2017**.
3. Responding firms may submit qualifications for Technical Writer services, Grant Writer Services or both.
4. If additional information is needed, contact Rick Whetsel at (951) 354-4220, Ext. 222, or [rwhetsel@sawpa.org](mailto:rwhetsel@sawpa.org).
5. Any changes to this RFQ are invalid unless specifically modified by SAWPA and issued as a separate addendum document. Should there be any question as to changes to the content of this document; SAWPA's copy shall prevail. It is the submitting firm's sole responsibility to ensure that their qualification submittal, inclusive of any or all addenda, is received to the proper place at the proper time. SAWPA will not accept submittals after the cut off time listed above.
6. To ensure consideration, all qualification submittals shall be made on the attached Exhibits. The qualification submittal shall be provided electronically and downloaded through the SAWPA website [www.sawpa.org](http://www.sawpa.org) (using PDF format, with search capability, to ensure readability and compatibility).

**Section I – PROJECT INTRODUCTION AND OVERVIEW**

**A. GENERAL OVERVIEW**

The Santa Ana Watershed Project Authority (SAWPA) is a Joint Powers Authority with five member agencies: Eastern Municipal Water District, Inland Empire Utilities Agency, Orange County Water District, San Bernardino Valley Municipal Water District, and Western Municipal Water District.

Formed in 1968, SAWPA is a utility that which owns and operates the Inland Empire Brine Line, a 73-mile brine collection system responsible for the daily removal of over 500,000 pounds of salt, ensuring the highest and best use of groundwater resources and an expanded ability to reclaim water, providing economic benefit and retaining numerous local jobs. SAWPA administers the One Water One Watershed Program, an integrated regional water management plan envisioning a sustainable Santa Ana River Watershed that is drought resilient, salt-balanced and supportive of social, economic, and environmental vitality by 2035. Over the past 10 years, SAWPA has worked collaboratively to secure water bonds and IRWM grant funding totaling over \$250 million within the watershed. SAWPA also facilitates several Roundtables, collaborative forums addressing the region's water resource challenges including implementing TMDLs, Forest First, water/energy program and other regional partnerships. SAWPA's FYE 2018 budget is projected to be \$39,761,000.

The Santa Ana River Watershed, with over 6 million people, spans approximately 2,840 square miles and covers portions of San Bernardino, Riverside, Orange, and a small area of Los Angeles Counties. SAWPA has led the creation of a framework to select the best multi-benefit projects resulting in the completion of 50 projects valued at over \$860 Million throughout the watershed, providing 342,000 acre-feet of new water annually. The Santa Ana River Watershed has, perhaps, the most comprehensive water quality protection program of any watershed in the country due to the ongoing interest and participation of SAWPA, its member agencies, and the Regional Water Quality Control Board. The basin plans for water quality protection that have now become the standard for California were developed in the 1970s with the assistance of SAWPA. Since its inception, SAWPA has partnered with the Regional Board on numerous collaborative efforts.

SAWPA is well suited to address complex issues in the Santa Ana River Watershed due to its 49-year history in leading and governing numerous collaborative efforts working closely with Federal, State, and local agencies to obtain positive results relating to a variety of complex, sometimes controversial, water resource projects and programs. Utilizing the capable skills of SAWPA's staff, multi-agency agreements, consultant contracts, and facilitated discussions, SAWPA's successful programs and projects represent the best in collaboration, information, and data management.

## **B. PURPOSE OF REQUEST FOR QUALIFICATIONS**

SAWPA is issuing this Request for Qualifications (RFQ) to create an on-call list of qualified firms or professionals (hereafter firm or firms) to provide services for grant application preparedness, writing and submitting external funding applications, and supporting the drafting and editing of technical reports and plans. These efforts include interaction with, but not limited to, SAWPA staff, member agencies, stakeholders, and funding agencies. Work will be directed by Mark R. Norton, SAWPA's Water Resources and Planning Manager.

SAWPA will select firms based on their qualified expertise to perform two separate and distinct functions: 1) Technical Writing Services and/or 2) Grant Writing Services. Upon review, an on-call list of qualified firms for each service will be established.

## **C. HOW THE ON-CALL LIST WILL BE USED**

A qualified firm on the list, when requested, will prepare a scope of work for requested services to be included in a Task Order which will be issued under a Services Agreement. Note: Each Task Order issued under the Services Agreement will be limited to \$50,000 or less.

Selected firms or professionals will perform the services stated herein in accordance with the highest legal, ethical, and professional standards.

The terms and conditions contained herein constitute the full and complete understanding of the parties. However, should you or your firm request additional contractual terms and conditions for consideration, such requests must be clearly identified on **Exhibit E** and submitted at the time of qualification submittals. No additional terms and conditions will be accepted following receipt of qualification submittals, and SAWPA will consider such additional contractual terms and conditions as part of its evaluation process.

### C. PROJECT SPECIFIC DATES

The following table identifies the estimated dates/time frame for receipt, evaluation, and award of this work. Please note the following key dates when preparing your response to this RFQ.

<b>Description</b>	<b>Date</b>
Release of RFQ to Vendors	Oct. 18, 2017
Deadline for Written Questions Regarding RFQ	Nov. 1, 2017
Responses to Written Questions Regarding RFQ	Nov. 8, 2017
Qualification Submittal Due Date 4:00 pm	Nov. 15, 2017
Qualification Submittal Review and Short List	Nov. 21, 2017
Vendor Interviews (if required)	TBD
Vendor Selection	TBD
Submit for SAWPA Board Approval	Dec. 5, 2017
Contract Approval and Approx. Start Date	Dec. 15, 2017

### D. SELECTION CRITERIA

The criteria for vendor selection shall be based on, but not limited to, the following:

1. Qualifications and Experience (Firm and Personnel) - Consultant shall have a minimum of 5 years demonstrated experience, by the references provided in **Exhibit A**, in grant and/or technical writing related to the water industry and resumes of key people to address experience and qualifications, educational background, and skills.
2. References
3. Local Office
4. Price & Payment Terms – **Exhibit D**
5. Exceptions Taken to RFQ – **Exhibit E**
6. Quality of Qualification Submittal (Firm provided all information requested in the qualification submittal, qualification submittal is well-organized and clear).

### E. EVALUATION AND SELECTION PROCESS

1. Submittal Review: SAWPA will review and evaluate each submittal to determine if it meets the requirements for the service defined herein. Failure to meet the requirements will be cause for eliminating the applicant from further consideration.
2. Selection: Based on the SAWPA's evaluation, the firms will be ranked. It is anticipated that contracts will be awarded with the highest ranking firms being selected. However, SAWPA reserves the right to consider the overall distribution of contracts and may award agreements as it deems necessary to achieve balance, regardless of the assigned rank.

3. Short List: The approved “Short List” will be valid for two years. SAWPA has the right to add and remove firms from the list during the two year time. SAWPA has the right, at its sole discretion, to qualify firms throughout this period.
4. Project /Task Assignment: As project or task assignments arise, SAWPA will issue a request for a Scope of Work, Budget and Schedule to the established list of As Needed Consultant(s). The successful consultant firm will be issued a task order documenting the work to be completed, the negotiated fee and completion date.
5. Consultant Firm Rotation: Projects or tasks awarded pursuant to the established list of As Needed Consultant(s) will be assigned at SAWPA’s sole discretion. SAWPA will consider the balance of awards for such assignments throughout the term of the contract(s); however, SAWPA is in no way obligated to assure such workload or monetary distribution.



## Section II – SUBMITTAL REQUIREMENTS

- A. The submittal must emphasize responding to the requirements set forth herein. Firms must demonstrate their capabilities, background, and expertise, in order for SAWPA to effectively evaluate the submittals, and select the firm(s) that provide the best value to SAWPA based on the selection criteria in Section 1. The Qualification Submittal should include, at a minimum, the following information:
1. Cover Letter
  2. Executive Summary –including a brief summary of the firm’s origin, background, and size of the company, an organizational chart, the overall capabilities of the organization, appropriate licenses and certifications (if applicable), and proximity of company’s resources to SAWPA’s offices and facilities.
  3. Statement of Qualifications
    - a. Qualifications and Experience (Firm and Personnel) – a description of the firm’s expertise related to services requested and a full discussion of the firm’s recent experience directly related to providing grant writing and/or technical writing services. Include resumes of key staff to address experience and qualifications, educational background, and skills.
      - i. Must have at least five years of experience in grant writing and/or technical writing related to the water industry.
      - ii. Have represented the interests and needs of California agencies and direct experience working on California resources (such as potable water supply, recycled water, wastewater, environmental, etc.) and special district issues.
      - iii. Demonstrate close working relationships with State and Federal agencies.
      - iv. Be willing to provide a client list to demonstrate that no other clients could negatively impact SAWPA.
    - b. References (**Exhibit A**) – list three (3) former municipal (preferred) or private clients for whom comparable services have been performed within the last five years. Include the name, mailing address, telephone number and e-mail address of each client’s principal representative.
    - c. List of Subcontractors (**Exhibit B**) – a description of any subcontract arrangements that would be utilized for this discipline of work. Include a full description of the subcontractor’s experience and personnel.
    - d. Fee Schedule – (**Exhibit C**) a schedule of hourly rates; rates for all sub-consultants and percentage markup of reimbursable expenses, if any shall be included. The rates shall be valid for the term of the contract.
  4. Vendor Business Information (**Exhibit D**)
  5. Additions, Deletions and/or Exceptions (**Exhibit E**) – compliance with SAWPA’s contractual terms and/or RFQ requirements. The firm shall note any additions, deletions and/or exceptions to the contractual terms and/or SOQ requirements. If there are no exceptions taken, note in writing that there are none.
- B. SAWPA reserves the right to withhold award of contract for a period of one hundred and twenty (120) days following RFQ opening. All submittals received are considered firm for that 120-day period.

- C. A Contract (**Attachment A**) incorporating the terms and conditions contained herein will be sent to the successful firm(s). Any additional terms and conditions requested by firm must be submitted at the time of your response as part of **Exhibit E** (Additions, Deletions and/or Exceptions) and will be considered as part of the selection/negotiation process.
- D. SAWPA may make such investigations as it deems necessary to determine the ability of the firm to provide the goods and/or service as specified, and the firm shall furnish to SAWPA, as is commercially reasonable, all such information and data for this purpose. SAWPA may discuss or negotiate with one or more firms prior to award and reserves the right to reject any submittal.
- E. Any questions as to the meaning of the scope of work and/or technical specifications or other pre-qualifications submittal documents must be submitted in writing and shall be directed to Rick Whetsel of SAWPA at (951) 354-4220, Ext. 222, [rwhetsel@sawpa.org](mailto:rwhetsel@sawpa.org) , who will provide instructions for submitting requests. To be given consideration, requests must be received by Nov. 1, 2017. Any and all such interpretations and any supplemental instructions will be sent to all prospective firms not later than Nov. 8, 2017. All addenda so issued shall become part of the contract documents. Under no circumstances may the firm contact any other department for clarification or interpretation of any requirements herein.
- F. SAWPA reserves the right to reject any or all qualification submittals, either separately or as a whole and to waive any informality in a qualification submittal or to accept any qualification submittal presented which it deems best suited to the interest of SAWPA, and is not to be bound to accept the lowest price.
- G. The cost for developing the qualifications submittal is the sole responsibility of the firm. All submittals shall become the property of SAWPA.
- H. Be advised that all information contained in qualification submittal in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act.

## **Section III – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

### **Technical Writing Services**

#### **A. OBJECTIVE**

SAWPA is seeking a consultant to prepare or assist in the preparation of technical reports and plans related to SAWPA programs. .

#### **B. TECHNICAL WRITING FOCUS**

The Technical Writing strategic planning goal/objective is to report out the benefits achieved through SAWPA’s Roundtables and OWOW activities and reports to member agencies, local, state and federal agencies to leverage action and garner more support to further SAWPA’s organizational mission and goals.

#### **C. EXAMPLE EXPECTED TASKS**

The following tasks are examples of the kinds of tasks that will be assigned to on-call firms as-needed for specific reports or plans.

##### **Task 1 - Project Management and Meetings**

- Review and understand the benefits and implications of technical documents with SAWPA staff.
- Advise on the messaging and audience to be engaged.
- Discuss possible issues and concerns of stakeholders.
- Provide consultation, planning and strategizing to determine the needs of the end user (member agencies, local, state and federal agencies).
- Organize and schedule team meetings, prepare meeting agendas and take meeting minutes.
- Consultant will request information on any items requiring action.

##### **Task 2 – Technical Document and Outreach Material Preparation**

- Work with the appropriate staff on the subject matter to obtain technical material description and copies of source material.
- Apply photographs, drawings, diagrams, animation, and charts that increase users’ understanding technical information is being delivered.
- Incorporate interactive web technologies to blend text, graphics, multidimensional images, sound, and video.
- Collaborate with appropriate stakeholders to obtain signatures for the use of stakeholder’s data, forms, etc.
- Coordinate with staff as required to complete activities in a timely manner to ensure adherence to the project schedule.
- Oversee the writing, formatting, editing and proofreading/editing on technical documents including major planning documents such as OWOW Plan Update 2018 and the Inland Empire Brine Line Business Plan. Ensure technical verbiage is easy to understand by the layperson.
- Create and maintain appropriate document templates (including project forms and organizational charts).
- Standardize content across platforms and media.

- Prepare brochures, summary sheets, and flyers, briefing documents to share results of Roundtables, OWOW and Inland Empire Brineline.

#### Task 3 – Technical Document Sharing

- Print, package, and track the delivery of documents.
- Supply SAWPA with final electronic copies of technical document and all supporting graphics and images.

### **Grant Writing Services**

#### **A. OBJECTIVE**

SAWPA is seeking a consultant to prepare and submit external funding applications to pursue additional funding for achievement SAWPA’s mission and goals.

#### **B. GRANTS FOCUS**

The Grant Writing strategic planning goal/objective is to aggressively pursue outside funding to increase SAWPA’s ability to leverage the watershed’s resources.

#### **C. EXAMPLE EXPECTED TASKS**

The following tasks are examples of the kinds of tasks that will be assigned to on-call firms as-needed for specific reports or plans.

#### Task 1 - Project Management and Meetings

Consultant will provide assistance to, and representation on behalf of, SAWPA. In carrying out this representation, the Consultant must comply with all State, Federal and Agency rules and regulations and keep SAWPA informed of any obligations SAWPA might have for compliance as well.

- Review the grant application guidelines with SAWPA staff.
- Discuss issues and participate in meetings to advise on the project and grant application development.
- Discuss funding options, issues and concerns with stakeholders.
- Consultant will request information on any items requiring action.
- Provide consultation, planning and strategizing throughout the grant process.
- Consultant will assist with data gathering, signature retrieval and scheduling.

#### Task 2 - Project Definition and Preliminary Analysis / Coordination

- Work with the subject matter expert to obtain a project description.
- Coordinate with staff as required to complete application activities in a timely manner.
- Ongoing communication to ensure adherence to the plan.
- Collaborate with proper stakeholders to obtain signatures, data, forms, etc.

#### Task 3 - Funding Application Preparation

- Ensure all applications strictly comply with funding requirements and inform SAWPA of changes in the requirements as it may be amended from time to time.
- Consultant is responsible to ensure requests from funding agency are responded to in a timely manner.
- Consultant will prepare grant application, proposals, forms, attachments and submit the application in either electronic or paper form, as required by the funder.

- Locate, identify, research, collect and analyze data as set forth in the grant application guidelines.
- Prepare supplemental documents required for grant application completion.

#### Task 4 – Funding Application Processing

- Before application is submitted to funding agency, it is the responsibility of the consultant to receive approval from the SAWPA Water Resources and Planning Manager on the final application documents.
- Supply SAWPA with final electronic copies of grant application.
- Support post application negotiations with funding agencies by providing additional documentation and/ or professional opinions to staff and/ or funding agency.
- In addition, the Consultant will maintain on-going working relationships and provide communication with SAWPA Water Resources and Planning Manager and staff members. The Consultant will coordinate with these staff members on policy issues affecting SAWPA and the status of the application.
- As appropriate and necessary, Consultant will report on emerging and/or unanticipated policy issues to the SAWPA Water Resources and Planning Manager immediately.
- Consultant will carry out other specific assignments consistent with this Agreement, as may be made by SAWPA at the direction of the SAWPA Water Resources and Planning Manager.

**EXHIBIT A**

**REFERENCES**

Proposer shall provide a **minimum of three (3)** Customer References with two (2) or more years' experience with the Proposer. Local and similar size contract references are preferred.

**REFERENCE #1**

NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
E-MAIL ADDRESS	
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	

**REFERENCE #2**

NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
E-MAIL ADDRESS	
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	

**REFERENCE #3**

NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
E-MAIL ADDRESS	
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	



**EXHIBIT C  
SANTA ANA WATERSHED PROJECT  
AUTHORITY PRICE FORM**

Item	Title (Description)	Hourly Rates
1		\$ _____
2		\$ _____
3		\$ _____
4		\$ _____
5		\$ _____

The Project shall begin \_\_\_\_ days after receipt of order or notice to proceed.

Price(s) shall include **all** labor, equipment, materials, transportation, overhead, travel, profit, insurance, sales and other taxes, licenses, incidentals, and all other related costs necessary to meet the work requirements.

The District encourages a discount for early payment and will include such offers in the evaluation criteria. If a discount is offered, terms are: \_\_\_\_% discount if paid in full within \_\_\_\_ days.

**PROPOSERS:**

Your signature on this document, should you be awarded a contract as defined in this RFQ, signifies that you have fully read and understood this proposal and will comply with all specifications, conditions, unit prices, terms, and delivery of the proposal unless otherwise noted in the "exceptions" portion of the proposal.

Name of Firm:		Title:	
Authorized Signature:		Date:	
Printed/Typed Name:		Mailing Address:	
Phone:		City, State, Zip	
Fax:		E-Mail Address:	



## EXHIBIT D

### PROPOSER'S BUSINESS INFORMATION

All proposers shall submit the information as requested below.

1. Length of time your firm has been in business: \_\_\_\_\_
2. Length of time at current location: \_\_\_\_\_
3. List types and business license number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. California State Contractor's License number: \_\_\_\_\_
5. Names and titles of all officers of the firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Is your firm a sole proprietorship doing business under a different name?  
YES  or NO
7. If yes, please indicate sole proprietorship name and the name you are  
doing business under: \_\_\_\_\_  
\_\_\_\_\_
8. Please indicate your Federal Tax Number: \_\_\_\_\_
9. Is your firm incorporated? YES  or NO
10. Name and remittance address that will appear on invoices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Physical Address: \_\_\_\_\_  
\_\_\_\_\_



**COMMISSION MEMORANDUM NO. 2017.130**

**DATE:** October 17, 2017  
**TO:** SAWPA Commission  
**SUBJECT:** Basin Monitoring Program Task Force – Consultant Support  
**PREPARED BY:** Mark R. Norton P.E. Water Resources & Planning Manager

**RECOMMENDATION**

It is recommended that the SAWPA Commission approve a task order with Risk Sciences for the amount not to exceed \$73,150 for regulatory support activities for the Basin Monitoring Program Task Force.

**DISCUSSION**

On September 17, 2017, the Basin Monitoring Program Task Force held their task force meeting at SAWPA. One of the agenda items discussed was the formation of a Consultant Review Committee to evaluate Risk Sciences' work to date and possible scope of work for the coming year. The scope of work includes regulatory support for following activities: 1) SWRCB and Office of Administrative Law approval of Basin Plan Amendment for Chino-South, 2) the Revised Wasteload Allocation, 3) latest Triennial Update of Ambient Groundwater Quality (1996-2015), 4) Annual Report of Santa Ana River Water Quality, 5) Regional Drought and Conservation Policy for TDS, and 6) Clarifications to Existing Water Quality Objectives in the Current Basin Plan. His scope also would include his support and participation in the monthly Basin Monitoring Program Task Force.

The Consultant Review Committee also discussed in detail the pros and cons of possibly conducting a request for proposals understanding the need for due diligence in undertaking an open, fair, and competitive process when warranted. Unanimously, the Committee and Task Force believes that Tim Moore of Risk Sciences provides very unique and specialized services that have saved the Task Force agencies significant funding based on the collaborative solutions that have avoided lawsuits and promoted positive collaboration and trust with the Regional Board. His supporting role to the Task Force is very specialized and cannot be matched by other consultants through a competitive RFP process. Consequently, a sole source justification is attached to the task order.

Risk Sciences has consistently conducted his work on or under budget every year, has never submitted a request for a change order, never billed for travel time or meals nor overhead for these items, and has not raised his rates in three years. Although he is located out of state, he seeks to minimize his travel costs by charging among multiple SAWPA task forces held the same week at SAWPA.

All the funding for the Basin Monitoring Program Task Force comes from the 20 Task Force agencies which include IEUA, OCWD, WMWD, SBVMWD and EMWD. The Task Force and SAWPA staff unanimously recommend approval of the attached task order by the SAWPA Commission.

An existing agreement for services between Risk Sciences and SAWPA exists and is still effective through June 30, 2020. The task order work is scheduled to be complete by June 30, 2018.

### **CRITICAL SUCCESS FACTORS**

- SAWPA has a strong reputation as a watershed-wide, knowledgeable, neutral and trusted facilitator, leader, and administrator of contracted activities.
- Report and use results of roundtable's work, leverage information and involvement for the benefit of SAWPA, its members, and other stakeholders.

### **RESOURCE IMPACTS**

Sufficient funding has been budgeted and collected by the Basin Monitoring Program Task Force to complete this work over the coming fiscal year.

#### Attachments:

1. Risk Sciences Task Order RISK374-07 w/Scope
2. Sole Source Justification Memorandum



# SANTA ANA WATERSHED PROJECT AUTHORITY

## TASK ORDER NO. RISK374-07

**CONSULTANT:** Risk Sciences **VENDOR NO.** 1174  
125 New Dawn Rd.  
Rockvale, TN 37153

**COST:** \$73,150

**PAYMENT:** Monthly upon receipt of invoice

**REQUESTED BY:** Mark Norton, P.E. **October 17, 2017**  
Water Resources & Planning Manager

**FINANCE:** \_\_\_\_\_  
Karen Williams, CFO Date

**FINANCING SOURCE:** Acct. Coding 374BASIN-6113-01  
Acct. Description Consulting General

**BOARD AUTHORIZATION REQUIRED FOR THIS TASK:** YES (X) NO ( )

Commission approval for this work was sought 10-17-17; reference commission memo #2017. \_\_

This Task Order is issued by the Santa Ana Watershed Project Authority (hereafter "SAWPA") to **Tim Moore/Risk Sciences** (hereafter "Consultant"), pursuant to the Agreement between SAWPA and Consultant entitled *Agreement for Services*, dated June 2, 2015 (*expires 12-30-2018*).

### 1. Project Name or Description

Basin Monitoring Program Task Force Support FY 2017-18

### 2. Scope of Work/Tasks to be Performed

The primary tasks and objectives for the Consultant are to assist the Basin Monitoring Program Task Force with key regulatory tasks in FY 2017-18. This includes the following tasks, which are thoroughly described in the Attachment A - Letter Proposal.

- Task 1: SWRCB and OAL Approval of Basin Plan Amendment for Chino-South
- Task 2: Triennial Update of Ambient Groundwater Quality (1996-2015)
- Task 3: Revised Wasteload Allocations
- Task 4: Annual report of Santa Ana River Water Quality
- Task 5: Regional Drought and Conservation Policy for TDS
- Task 6: Clarifications to Existing Water Quality Objectives in the Current Basin Plan
- Task 7: Monthly BMPTF Meetings

*Please refer to Appendix X for acceptable formats; attached.*

### 3. Time of Performance

Consultant shall begin work within five days of the date this Task Order is signed by the SAWPA General Manager, and shall complete performance of such services by or before **June 30, 2018**.





October 3, 2017

*submitted via e-mail*

Mark Norton  
Santa Ana Watershed Projects Authority  
11615 Sterling Ave.  
Riverside, CA 92503

**RE: Proposal to Support Basin Monitoring Program Task Force Projects in FY17-18**

*Dear Mr. Norton:*

Per your request, I am pleased to provide the following statement of work and cost estimate to assist the Basin Monitoring Program Task Force (BMPTF) with key regulatory tasks in FY17-18. During the next nine months, the BMPTF will be completing a number of important technical studies and preparing several related Basin Plan amendments.

Historically, Risk Sciences has provided regulatory support services for such basin planning activities. The BMPTF has requested that Risk Sciences prepare a Scope-of-Work (SOW) and cost estimate for similar efforts during FY17-18.

**Services to be Provided by Risk Sciences**

**Task 1: SWRCB and OAL Approval of Basin Plan Amendment for Chino-South**

In August of 2017, the Santa Ana Regional Water Quality Control Board approved a Basin Plan amendment to revise the water quality objective for nitrate-nitrogen in the Chino-South Groundwater Management Zone. That Basin Plan amendment does not become effective until it is also approved by the State Water Resources Control Board and the California Office of Administrative Law (OAL). EPA approval is not required for this Basin Plan amendment as it focuses exclusively on groundwater objectives. The State Board will soon post the Basin Plan amendment for public comment and an adoption hearing will probably be scheduled for late 2017 or early 2018. This amendment is not expected to be controversial. However, should significant public comments be received, Risk Sciences will assist the Regional Board staff in preparing written responses to these comments as directed by the Task Force.

## **Task 2: Triennial Update of Ambient Groundwater Quality (1996-2015)**

In 2004, the Santa Ana Regional Water Quality Control Board adopted a Basin Plan amendment requiring various water and wastewater agencies to reassess groundwater quality every three years. The most recent update was recently completed by CDM-Smith and D.B. Stephens.

The triennial Ambient Water Quality (AWQ) Update must now be submitted to the Santa Ana Regional Board for review and approval. Beginning in 2014, this action no longer requires a formal Basin Plan amendment and no CEQA-SED or Economics Analysis is necessary. But, because the triennial review of groundwater quality is used for numerous regulatory purposes, including wastewater permitting, it must still be posted for public comment and formally accepted by the Regional Board at a public hearing.

Risk Sciences will assist the Task Force and the Regional Board staff by preparing the draft Resolution, and related staff report, to accept the most current AWQ Update. Risk Sciences will aid in preparing written response to public comments if such assistance is requested by Regional Board staff and the Task Force.

## **Task 3: Revised Wasteload Allocation**

Effluent limitations governing the discharge of nitrogen and TDS to surface and groundwaters of the Santa Ana Region are derived using a Waste Load Allocation Model (WLAM) that was developed by the BMPTF and previously approved by the Regional Board. In 2017, the BMPTF initiated a large-scale effort to update and expand the functionality of the WLAM and contracted with Geosciences, Inc. to perform the necessary technical work. Geosciences has completed the updated WLAM calibration and is preparing to run the model to evaluate various wastewater discharge and recycled water reuse scenarios. Risk Sciences will assist the Task Force in selecting which specific scenarios and conditions should be evaluated using the new WLAM tool. In addition, Risk Sciences will review the draft reports and suggest appropriate revisions.

When Geosciences completes its work, the final WLAM must be submitted to the Regional Board for review and approval. In the past, such approvals have taken the form of a Basin Plan amendment and must do so again. Risk Sciences will assist the Task Force by preparing the draft Basin Plan amendment, and related staff report, needed to revise and update the wasteload allocations for TIN and TDS. Risk Sciences will also assist the Regional Board staff, as necessary, to prepare written response to public comments received on the proposed Basin Plan amendment. Risk Sciences will not prepare the CEQA-SED or the Economics Analysis that may also be needed to support the Basin Plan amendment. However, Risk Sciences will coordinate with any contractor that the Task Force selects to prepare these studies should such documents be required.



Risk Sciences will attend all Regional Board workshops and hearings, and testify in support of the proposed Basin Plan amendment, as directed by the Task Force. State Board and OAL approval will also be required but it is not likely that these other state reviews will take place in FY17-18. Similarly, EPA approval may also be necessary but federal review will not occur until after the Regional Board, State Board and OAL have acted. Consequently, Risk Sciences is not proposing any budget in this SOW for state or federal regulatory reviews expected to occur in the next fiscal year (i.e. FY18-19).

#### **Task 4: Annual Report of Santa Ana River Water Quality**

Every year, the BMPTF prepares a report summarizing water quality in the Santa Ana River and its major tributaries. SAWPA has primary responsibility for assembling the necessary data and developing the annual report. Risk Sciences will continue to coordinate with SAWPA staff to review and update this report in preparation for final submission to the Regional Board. In addition, Risk Sciences will facilitate discussions at the BMPTF to determine what sort of spatial and temporal averaging procedure should be employed to evaluate and report data collected from multiple sampling points, on the same or different days, in a given stream segment. The Task Force must also resolve how samples from Reach 2 (below Prado Dam) should be used to assess compliance with water quality objectives established for Reach 3 (above Prado Dam).

#### **Task 5: Regional Drought and Conservation Policy for TDS**

The Task Force is partnering with the Southern California Salinity Coalition (SCSC) to investigate how long-term water conservation efforts and periodic droughts may affect TDS concentrations in treated wastewater. That study is now nearing completion and the results will soon be presented at an upcoming BMPTF meeting.

Using data from the SCSC study, Risk Sciences will draft various regulatory and permitting options for review and discussion by the Task Force. This may include, but is not limited to: (a) expressing effluent limits for TDS using longer-term averaging periods, (b) revising the current increment-of-use limits for TDS to account for higher water efficiency, and (c) adopting a temporary conditional variance from TDS limits during periods of prolonged drought.

If the Task Force elects to recommend a specific alternative, then Risk Sciences will prepare a formal written proposal for submission to the Regional Board. If the Regional Board generally agrees with the proposed approach, then it is likely that the Task Force will also be asked to help prepare the necessary regulatory documentation to adopt and implement the Drought Policy. However, the formal Basin Plan amendment process will probably occur in the following fiscal year (FY18-19) and is, therefore, not included in the SOW or proposed budget for FY17-18.

#### **Task 6: Clarifications to Existing Water Quality Objectives in the Current Basin Plan**

During the recent 303(d) water quality assessment process, it became apparent that there was some confusion regarding the purpose for several of the salinity-related water quality objectives in the Basin Plan. For example, for those unfamiliar with the Santa Ana region, it is not clear whether the TDS objectives are intended to be Use Protection Thresholds or Antidegradation Targets. Nor is it clear which specific Beneficial Use was determined to be "most sensitive" and how the TDS objective was derived to protect that use. In some cases, TDS objectives that were established to prevent degradation of high quality groundwaters have been misinterpreted as necessary to protect aquatic habitat in they overlying surface stream.

To avoid similar confusion in the future, and ensure proper application of water quality standards during the 303(d) assessment process, clarifying detail should be added to the existing Basin Plan. The sole purpose of this effort will be to better describe the basis for the existing requirements in the Basin Plan. No substantive changes will be proposed for consideration.

Risk Sciences will work with Regional Board staff to develop a list of candidate clarifications for review and discussion by the BMPTF. At the Task Force's direction, Risk Sciences will also prepare a draft Basin Plan amendment and staff report to add appropriate clarifying text and footnotes to the Basin Plan. Since these will be non-substantive clarification, no CEQA-SED or Economic Analysis will be required to support any Basin Plan amendment needed to make such changes.

The recommended revisions can be coordinated with the Basin Plan amendment to approve the AWQU (early 2018) or with the Basin Plan amendment to adopt the revised WLAM (mid-2018). The timing for this task must be discussed and coordinated with the Regional Board staff before finalizing the development schedule. Therefore, this is shown as TBD in the proposed Schedule of Deliverables on the following page.

## **Task 7: Monthly BMPTF Meetings**

Risk Sciences will prepare for and participate in regular monthly meetings of the BMPTF. We plan to attend all but the December, 2017 Task Force meeting in-person. In addition, we expect that one Regional Board hearing (to approve the AWQU) will probably occur this fiscal year. Therefore, we have proposed a budget sufficient to cover the travel expenses for eight trips in the next nine months. As in the past, Risk Sciences will endeavor to coordinate meeting schedules so that travel expenses can be shared among several different projects in the area.

### **Schedule of Deliverables**

<b>Task #</b>	<b>Description of Deliverable</b>	<b>Est. Due Date*</b>
2a	First draft of Resolution & Staff Report for AWQU	Nov. 30, 2017
2b	Second draft of Resolution & Staff Report for AWQU	Jan. 15, 2018
3a	First draft of BPA & Staff Report for WLAM**	Feb. 23, 2018
3b	Second draft of BPA & Staff Report for WLAM	Apr. 30, 2018
5a	Drought & Conservation Regulatory Alternatives	Mar. 30, 2018
5b	Drought & Conservation Policy Proposal to Reg. Bd.	May 31, 2018
6a	Summary of Basin Plan Clarifications	TBD
6b	Draft BPA & Staff Report for Clarifications	TBD
7	Task Force Meetings***	Monthly

\* All delivery dates assume new contract is authorized to Risk Sciences by Oct. 18, 2017.

\*\* Dates for Task 3a & 3b assume Geosciences delivers the WLAM in accordance w/ its contract terms.

\*\*\* Risk Sciences will attend all monthly Task Force meetings (except Dec., 2017) in person.

### **Requested Compensation**

A total of 210 hours will be required to perform the tasks identified above. The professional fee to provide these services is \$66,150. Related travel expenses (airfare, hotel and rental car) are estimated to be \$7,000. Therefore, Risk Sciences proposes a total budget of \$73,150 for the nine months remaining in FY17-18 (Oct. 1, 2017 - June 30, 2018).

Risk Sciences sincerely appreciates the responsibility entrusted to us by the Basin Monitoring Program Task Force and the fact that we are being considered for a sole-source contract using an abbreviate letter proposal process. Therefore, we are proposing no increase to our hourly rate, which has been in effect for the last two fiscal years, and will remain unchanged for a third year.

Task #	Task Description	Est. Hours	Est. Cost
1	SWRCB/OAL Review of Chino-South WQO	2	\$630
2	Ambient Water Quality Update	40	\$12,600
3	Draft BPA for Revised Wasteload Allocation	48	\$15,120
4	Annual Report of SAR Water Quality	16	\$5,040
5	Petition for Drought & Conservation Policy	40	\$12,600
6	Draft BPA for Clarifications to Existing WQOs	32	\$10,080
7	Monthly Task Force meetings	32	\$10,080
<b>Sub-Total for Professional Fees (210 hrs. * \$315/hr.)</b>			<b>\$66,150</b>
Estimated Travel Expenses (8 trips * \$875/trip)			\$7,000
<b>Total Proposed Contract NTE Value for FY17-18</b>			<b>\$73,150</b>

Please note that Risk Sciences' current contract for FY16-17 was scheduled to end on June 30, 2017. Although the current contract was administratively extended to January 31, 2018, all but \$300 of the original \$73,000 NTE value has been expended. We were able to cover the cost of addressing the proposed 303(d) listings for salinity within the current contract budget even though this task was not within the original scope-of-work. We were also able to stretch the FY16-17 budget to cover the first three months of FY17-18 (i.e. July, Aug. & Sept. of 2017). However, at present, there is no remaining authorized budget available for Risk Sciences to perform any additional work on behalf of the Task Force until a new contract is approved.

Please contact me if you have any questions regarding this letter proposal.

*Respectfully submitted,*



Timothy F. Moore

***Risk Sciences***

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Rockvale, TN 37153

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# Memorandum

To: File  
From: Mark Norton, P.E. Water Resources & Planning Mgr.  
Date: October 17, 2017  
Re: Sole Source Justification – Risk Sciences

In accordance with SAWPA Procurement Policy and Purchasing Authority dated 2-19-02, all single or sole source procurements of services shall be accompanied by documentation justifying the selection. The consultant, Risk Sciences, is being selected for the FY 17-18 Task Order under a SAWPA General Services Agreement based on the following reasons:

1. On October 4, 2017, a Consultant Review Committee under the Basin Monitoring Program (BMP) Task Force that included five members of the task force and SAWPA task force administrator convened to review Risk Sciences past work and to determine whether a RFP was necessary or required. This was undertaken to conduct the necessary due diligence to ensure all contracts are issued by the task force and SAWPA in a fair, open and competitive process. After detailed review of past work and performance, the Consultant Review Committee unanimously agreed that a sole source contact with Risk Sciences support was still justified and appropriate. The Committee felt that Risk Sciences significant experience and unique expertise working on BMP TF issues could not be obtained through a competitive bid process.
2. SAWPA's desire is to proceed quickly with this effort in order to avoid significant costs and delays that could result in the progress of review and support for future Santa Ana River Wasteload Allocations and its adoption by the Santa Ana Regional Water Quality Control Board. There are several projects, currently underway, that Risk Sciences was responsible for designing and scoping. Two of these projects (the Waste Load Allocation Model update and the Conservation and Drought Policy) will have significant implications for recycled water planning and regulatory compliance for the next 20 years. These projects will be completed early next year and the resulting policy recommendations will likely be approved by state authorities in FY 2018-19. The time required to bring a new consultant on-board and up-to-speed may delay the implementation schedule and incur unnecessary risks.
3. Tim Moore of Risk Sciences has strong familiarity and credibility with the RWQCB staff, the water community, RWQCB Basin Plan, the hydrogeology and water quality of the Santa Ana Watershed. He also has a strong reputation for integrity and objectivity. The Board trusts him and respects his work. This kind of credibility is extremely important when the Task Force is seeking regulatory approval for innovative new approaches to protect water quality in the region. And, it is critical when there are so many diverse stakeholders involved. Over time, Tim Moore has come to be seen as an "honest broker" and has a proven track-record for peacefully resolving complex and controversial issues in the Santa Ana watershed. Bringing other consultants into the mix would increase costs in order to compensate for the additional time needed review past material and become familiar with SAWPA, TIN TDS Task Force issues, and the watershed.

4. The BMP Task Force has experienced considerable "turnover" in the last 2-3 years as various long-time members have retired, were promoted or moved to new jobs. This has resulted in significant loss of institutional memory. Tim Moore of Risk Sciences was the consultant involved with the Nitrogen and TDS Task Force, the predecessor for the BMP Task Force formed in 1996. He facilitated nearly all of the more than 200 Task Force meetings has a remarkable memory for the details of the many discussions held and decisions made over the last 23 years. Now that a whole new generation of water resource managers has assumed leadership responsibilities, it is important essential that the Task Force "downloads" all of Tim's knowledge and records possibly by 2020.

In summary, the SAWPA Board and staff have selected Risk Sciences under a sole source contract based on saving money, saving time, to assure successful implementation, increasing accountability and control, and being responsive to sponsor concerns.

## COMMISSION MEMORANDUM NO. 2017.131

**DATE:** October 17, 2017  
**TO:** SAWPA Commission  
**SUBJECT:** OWOW Plan Update 2018 Goals & Objectives development  
**PREPARED BY:** Mike Antos, Senior Watershed Manager

### RECOMMENDATION

It is recommended that the Commission invite input about the draft OWOW Plan Update 2018 goals and objectives and then receive and file this staff report.

### DISCUSSION

The Goals and Objectives for the OWOW Plan Update 2018 have been in development over the past several months. Starting with the OWOW 2.0 Plan goals, stakeholders gathered to brainstorm the update. This first effort was brought to the OWOW conference in May, where other stakeholders provided input. Following that, both the Pillar workgroups and the Steering Committee provided input, which resulted in a version 4 draft. On September 28, the OWOW Steering Committee reviewed and requested both changes and an opportunity to workshop with the Pillar Chairs and stakeholders to further refine the Goals & Objectives.

Attached is a version 5 draft, which incorporates the direct requests of Steering Committee members at the September meeting. This draft will be the basis for a workshop during the November OWOW Steering Committee where consensus edits will be made directly during the meeting.

### BACKGROUND

The purpose of the Goals & Objectives is to structure the recommendations of the Pillars, which in-turn are the basis for the types of projects and policies that are pursued in the Watershed. The breadth of the current goals reflects the fact that the OWOW Plan Update 2018 will serve as a guiding document for many efforts (including but not exclusively IRWM Implementation Grants). For example, per state law any project seeking state grant support to manage dry- or wet-weather flow now must be contained in a Storm Water Resources Management Plan, a plan that in-turn must be included in an Integrated Regional Water Management Plan.

### CRITICAL SUCCESS FACTORS

1.	Successful implementation of an integrated regional water resource plan that reflects the watershed management needs of the public and the environment.
2.	Active participation of a diverse group of stakeholders representing counties, cities, and water districts, as well as the private sector and the regulatory, environmental, and environmental justice communities who integrate the different interests in the watershed beyond political boundaries. Ensuring all perspectives are heard and valued.

## **RESOURCE IMPACTS**

The OWOW Plan Update 2018 is supported by Fund 373 PA-18 which includes resources from a DWR IRWM Planning Grant.

## **ATTACHMENTS**

1. OWOW Plan Update 2018 Goals & Objectives v5



**The One Water One Watershed Plan Update 2018 describes how collaborative watershed planning, water and land management, and project implementation supports improved sustainability, resilience, and economic prosperity throughout the Santa Ana River Watershed through 2040.**

The six goals<sup>1</sup> of the OWOW Plan Update 2018 are to...

**Achieve resilient water resources through innovation and optimization.**

Objectives:

- Reduce carbon emissions from water resources management
- Increase the reuse of water
- Innovate to increase water-use efficiency and conservation
- Manage precipitation as a valuable watershed resource
- Safely strengthen links between flood protection and water conservation
- Sustainably manage groundwater basins

**Educate and build trust between people and organizations.**

Objectives:

- Adopt policies strengthening transparency in water management decision-making
- Collaborate with educators to broaden youth knowledge about water
- Develop strong ongoing consultation and partnership with Native American tribes
- Ensure conservation is a way of life in the Santa Ana River Watershed
- Innovate communication strategies for diverse communities
- Maintain and grow watershed and sub-watershed collaborative water management efforts

**Engage with members of disadvantaged communities to diminish environmental injustices.**

Objectives:

- Adopt best-practices for environmental justice action throughout water management
- Analyze and confront unequal community vulnerabilities to climate impacts
- Ensure community voices help identify strengths and needs
- Strive to include community cultural values in watershed management decision-making
- Support broad-based collaboratives alleviating homelessness

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<sup>1</sup> The goals, and each goal's objectives, are listed alphabetically because OWOW Plan Update 2018 considers each to be without specific prioritization.

## **Ensure high quality water for all people and the environment.**

### Objectives:

- Achieve and maintain salt balance in the watershed
- Ensure every human being in the watershed has safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes
- Protect and improve source water quality
- Protect beneficial uses and attain water quality standards in freshwater and marine environments
- Reduce water systems vulnerability to climate impacts
- Support alignment of regulatory action with watershed goals

## **Improve data integration, tracking and reporting to strengthen decision-making.**

### Objectives:

- Apply new technologies to maintain and enhance transparency and efficiency
- Collaborate to produce regular publicly-accessible watershed health reports
- Develop standard data formats and data fields for comparative analyses
- Increase appropriate access to data for decision-makers, managers, and the public
- Reduce redundancy in data collection in overlapping programs
- Streamline regulatory reporting requirements

## **Preserve and enhance recreational landscapes, open space, habitat, and natural hydrologic function.**

### Objectives:

- Conduct regional effort to remove and manage invasive species
- Include ecosystem function in new development planning and construction
- Preserve and restore beneficial hydrologic function of streams, arroyos, water bodies, and the coastal zone
- Protect and restore wildlife corridors and habitat connectivity
- Protect endangered and threatened species, and species of special concern
- Support healthy watershed policies with local land use authority

## COMMISSION MEMORANDUM NO. 2017.132

**DATE:** October 17, 2017

**TO:** SAWPA Commission

**SUBJECT:** OWOW Plan Update 2018 Status & Project Development Support

**PREPARED BY:** Mark Norton, Water Resources & Planning Manager

### RECOMMENDATION

It is recommended that the Commission provide direction to staff about requested facilitation support for the development of possible OWOW projects for the DWR Prop 1 Integrated Regional Water Management Program Round 1 grant program and receive and file report on the OWOW Plan Update 2018.

### DISCUSSION

In recent meetings with the OWOW Pillar for Water Resource Optimization, chaired by SBVMWD General Manager, Doug Headrick, and several other pillar chairs, Mr. Headrick requested SAWPA staff take on the role of facilitating and possibly hiring consultant services to develop and prepare projects for possible future Prop 1 grant funding. The support of project development would be undertaken in parallel to the OWOW Plan Update 2018 currently in process by each of the Pillar workgroups.

Suggesting SAWPA take on this lead role in facilitating and potentially becoming a project proponent for one or several projects is a different direction from past OWOW project selection approaches. Concerns may arise whether SAWPA would then be viewed by watershed stakeholders or the State as no longer impartial in the competitive selection process for grant funding across the watershed. Proposition 1 provides for competitive grants within the IRWM program. In recent discussions with Department of Water Resources, it is clear they are considering how to most effectively meet the “competitive” requirement of the funding. Unlike in past rounds, they are considering if a regional competitive process would suffice, making their ability to grant dollars allocated to our region timelier and with more balanced oversight.

Under Prop 84 Round 1 and Round 2, SAWPA/LESJWA did serve as lead on projects but efforts were undertaken to ensure a clear separation of staff roles and responsibilities as a project proponent versus our administration of the Regional Water Management Group and the grant funding. Additionally, concerns may arise with the view taken by the OWOW Water Resource Optimization Pillar that SAWPA should work with a small group of experts on the next “big” project for Prop 1 grant funding. This approach may be deemed as exclusionary to some stakeholders or minimizing the opportunity for others to fairly compete for Prop 1 IRWM grant funding for their multi-benefit integrated project.

In recent Pillar Integration meetings conducted by SAWPA staff with pillar workgroups and those invited by our OWOW contact list consisting of over 3000 people across the watershed, staff has conducted two parallel efforts with the Pillars and watershed stakeholders to ensure that 1) progress continues to be made in updating the OWOW 2018 Plan to complete by the Fall of 2018 and 2) to encourage watershed stakeholders to collaborate in preparing and developing projects that meet the goals and objectives of the OWOW plan and also are eligible for Prop 1 IRWM Round 1 grant funding. This progress of this work

has been discussed with the OWOW Steering Committee and with regular memos and reports to the SAWPA Commission.

If the SAWPA Commission deems it is appropriate that SAWPA provide facilitation and consultant support for grant funded project development in preparation for Prop 1 IRWM Implementation Round 1 Grant program, a preliminary evaluation of potential projects could be undertaken for development of a short list of projects as a next step at minimal cost. Thereafter a more significant scoping of a feasibility analysis of one or more projects would need to be undertaken to ensure data is available to complete the grant application for the next Prop 1 IRWM funding round in summer of 2018.

At the last OWOW Steering Committee meeting held on Sept. 21<sup>st</sup>, staff reviewed the OWOW Goals & Objectives following input by the Pillars, watershed stakeholders, participants at the May OWOW Conference, and the OWOW Steering Committee. A report about the draft OWOW Goals & Objectives will be shared with the SAWPA Commission today as part of a separate agenda item and the OWOW Steering Committee requested that the draft OWOW Plan Update 2018 Goals and Objectives be brought back to them in a joint meeting with the OWOW Pillars. Additionally, Mark Norton provided an update of draft information from Department of Water Resources about the Proposition 1 Round 1 implementation grants, expected in 2018. And, an early review of the next OWOW Call for Projects was discussed to solicit input from them on this draft process to be conducted in the future.

The status of the ongoing Pillar work is described below:

#### *Land Use and Water Planning*

The Pillar had their fourth meeting on September 20th. New focus areas at the September 20th meeting include an analysis of land uses within the watershed, focuses on disaster resiliency from a water and land use perspective, urban-wildlands interfaces, and the types of metrics related to land use and water planning. The group's next meeting on October 25 will focus on the process of identifying a final list of goals as well as both management and policy strategies (to accomplish the goals) in order to create an introduction to the updated Land Use and Water Planning Pillar chapter that follows the template outline provided by SAWPA.

#### *Water Use Efficiency*

The Pillar had their kick off meeting on September 12th. The Pillar Delegate, Tim Barr, provided his team's analysis of what was out of date in the current Water Use Efficiency Pillar chapter, SAWPA staff provided an overview of IRWM and the timeline for the chapter update, and those in attendance discussed conceptual and innovative water use efficiency projects such as a regional water conservation program focused on multi-family residences. The next meeting in October would be focused on adding more detail to the list of conceptual projects.

#### *Water Resource Optimization*

The Pillar had a joint Pillar meeting on September 14th with representatives from the Stormwater Pillar, the Water Use Efficiency Pillar, the Natural Resources Pillar, the Water Recycling Pillar, the Beneficial Use Assurance Pillar and the Data Management Pillar. During the meeting, each of the Pillars had the chance to share conceptual projects that would benefit large regions and/or a large amount of stakeholders. Conceptual projects discussed included an upgrade to the Big Bear Lake water treatment plant, a regional dry weather flow reduction project and water agency customer portals that integrate

water production and billing information. The Recycled Water Pillar updated the group by stating they are finalizing the water supply and demand budget for the watershed. The group discussed that the priority projects for the Proposition 1 IRWM Implementation funding round should come from the conceptual projects developed as a group, and through a facilitated and collaborative effort, those with the most defensible benefits will likely rise to the top.

#### *Natural Resources Pillar*

The Pillar had a meeting on September 14th. The group discussed the potential bond funding for the Santa Ana River Conservancy Program, the issue of managing recreation in areas that are set aside for habitat conservation, changing local policies that are limiting the use of herbicide, the issue of managing isolated patches of conservation areas, and new invasive species to the watershed. The Pillar Chair, Jeff Beehler of the San Bernardino Valley Water Conservation District, is currently working with staff to reorganize the Pillar chapter to follow the template outline provided by SAWPA.

#### *Climate Change Response Pillar*

This pillar has not met since the last update. SAWPA staff attended a workshop with the Department of Water Resources climate staff, where DWR's expectations under the 2016 IRWM Plan Standards were reiterated, and additional resources were made available for our work to meet those standards. An agreement with the US Bureau of Reclamation is also being developed to receive their assistance updating and extending the vital work they provided in the OWOW 2.0 Plan.

#### *Disadvantaged and Tribal Communities Pillar*

This pillar met on September 25. Discussion centered on strengthening the processes being used by the workgroup members to collaborative edit the two chapters. Those working on the disadvantaged community chapter decided to move their work into a Google Document, where the more than fifteen people who are writing can better contribute and see other contributions. Those working on the tribal communities chapter shared their progress on setting up consultation meetings to engage members of tribes in the framework and content of the chapter. This pillar meets regularly on the fourth Monday at SAWPA and on the phone.

#### *Integrated Stormwater Management Pillar*

SAWPA staff met with the Pillar Delegate, Stuart McKibbin, to discuss the next steps of editing the chapter. A meeting is scheduled for October 12 to workshop the management and policy recommendations that will be included.

#### *Beneficial Use Assurance*

The Pillar Delegate, Greg Woodside conducted no meetings in September. The group plans on discussing potential sources of data and work tasks to be completed to address the chapter update.

#### *Water Recycling*

The Pillar Delegate, Kelley Gage conducted no meetings in September. Kelley is contacting the individual recycled water/sewer agencies to collect data to bring forward to the Pillar group and will schedule another individual Recycled Pillar meeting once that data collection is complete

#### *Data Management & Monitoring*

The Pillar Delegate, Elizabeth Hurst conducted no meetings in September.

**CRITICAL SUCCESS FACTORS**

1.	Continued support from SAWPA commission of OWOW Steering Committee’s decision making authority as a means of ensuring trust, transparency, and external communications.
2.	Active participation of a diverse group of stakeholders representing counties, cities, and water districts, as well as the private sector and the regulatory, environmental, and environmental justice communities who integrate the different interests in the watershed beyond political boundaries. Ensuring all perspectives are heard and valued.

**RESOURCE IMPACTS**

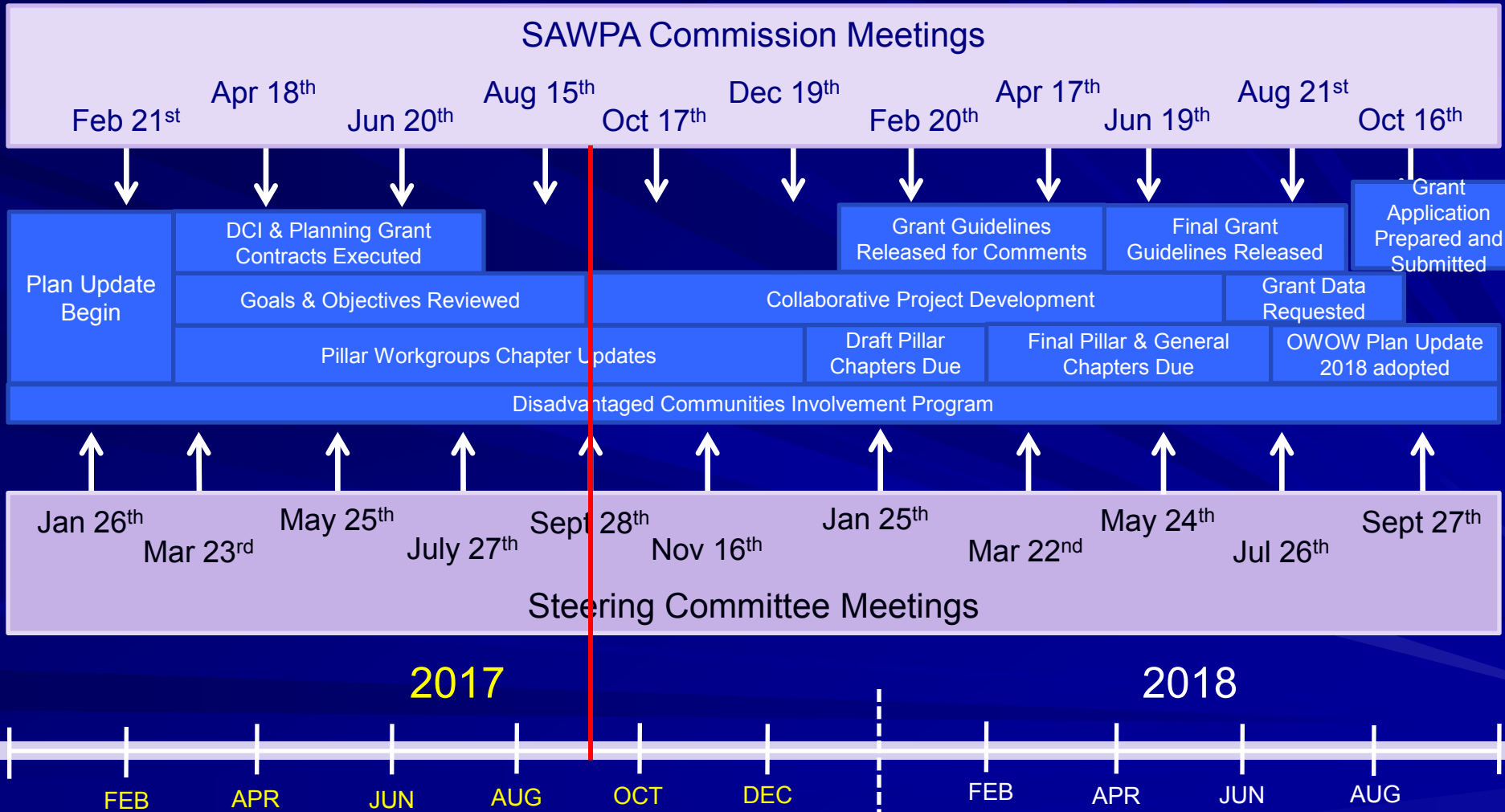
The OWOW Plan Update 2018 is supported by Fund 373, and a Department of Water Resources IRWM Planning Grant. Funding for consultant services to support project development would be dependent on the extent of this support and would need to be scoped.

**ATTACHMENT**

1. OWOW Plan Update 2018 and Prop 1 IRWM Grant Schedule

# OWOW Schedule

DWR Implementation Grant Request Due Date – Summer 2018



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## COMMISSION MEMORANDUM NO. 2017.134

**DATE:** October 17, 2017  
**TO:** SAWPA Commission  
**SUBJECT:** Staffing  
**PREPARED BY:** Rich Haller, General Manager

### RECOMMENDATION

That the Commission approve the separation of the Executive Manager of Engineering and Operations position into two new positions, the Engineering Manager position (Classification 64, \$143,362 - \$174,257) and the Operations Manager position (Classification 64, \$143,362 - \$174,257).

### DISCUSSION

The Engineering Manager will be responsible for:

- The planning, design, and construction of capital projects
- Design and preparation of contract documents for repair projects
- Protection of the pipeline from crossing, parallel utilities, changes in loading such as from roadway profile changes, and other changes
- Creation and maintenance of as-built drawings
- The conduct of a permitting and pretreatment program (permitting, monitoring, inspection, and enforcement)
- Brine Line marketing and outreach including development of marketing materials, maintenance of web based information, etc.
- The implementation of a quality assurance program for all grant agreements
- Supervision of staff (three directly reporting, four total personnel at this time)

The Operations Manager will be responsible for:

- Overflow Emergency Response planning and implementation
- Development and implementation of the Sewer System Management Plan
- Annual work plan
- Metrics tracking and analysis
- Hydraulic model calibration, data entry, results and conclusions
- Dig Alert marking and record keeping
- All aspects of service contracts –bidding, award, contract management – line cleaning, CCTV, meter calibration, debris disposal, vacuum trucks.
- Purchase of materials and supplies - specifying, sourcing, pricing, preparation of purchasing documents
- Safety procedures and training for confined space entry, etc.
- Supervision of field staff (four at this time)

Salary ranges were developed by surveying comparable positions (Attachment 1) and considering the existing SAWPA salary ranges. It is proposed to match the range for Classification 64 (Water Resources

and Planning Manager) until the next Classification and Compensation study can be completed. Job descriptions have been developed and are attached.

#### Personnel

The Manager of Engineering & Operations position is currently vacant. SAWPA will fill these two new positions with existing, fully qualified personnel.

#### **CRITICAL SUCCESS FACTORS**

Provide professional and highly-trained staff across planning, administration, engineering and field operations.

#### **RESOURCE IMPACTS**

There is sufficient budget available in the FY18 and FY19 budgets to accommodate this change.

#### Attachments:

1. Comparable Salary Ranges
2. Job Descriptions
3. Existing Org Chart
4. Proposed Org Chart

Director of Engineering

	Min	Max	Notes
EMWD	134,638.44	167,315.16	Director of Engineering
IEUA	146,187.84	178,115.76	Manager of Engineering
OCWD	156,350.00	195,541.00	Executive Director of Engineering
SBVMWD	156,276.01	198,074.17	Mgr of Engineering & Planning SCR from 2012 (see note below)*
WMWD	<u>138,680.04</u>	<u>194,499.96</u>	Director of Engineering
Average	146,426.47	186,709.21	

Use Classification 64 (same as Water Resources Planning Manager), \$143,362 - \$174,257

Director of Operations

	Min	Max	Notes
EMWD	125,278.44	155,604.84	Director of Water Operations
IEUA	146,187.84	178,115.76	Manager of Operations & Maintenance
OCWD	156,350.00	195,541.00	Executive Director of Operations
SBVMWD	118,996.57	150,502.09	Operations Manager SCR from 2012 (see note below)*
WMWD	<u>138,680.04</u>	<u>194,499.96</u>	Director of Operations
Average	137,098.58	174,852.73	

Use Classification 64 (same as Water Resources Planning Manager), \$143,362 - \$174,257

\*SBVMWD COLA

2013	2.0% on first \$50k
2014	1.3% on first \$50k
2015	1.0% on first \$50k
2016	0.20%
2017	2.00%
2018	2.40%



## CLASSIFICATION SPECIFICATION

### ENGINEERING MANAGER

Status: At-Will  
FLSA Status: Exempt

Santa Ana Watershed Project Authority  
Established Date: October 17 2017  
Revision Dates: None

#### DEFINITION:

The incumbent will provide highly responsible and complex support to the General Manager. Under minimal direction, the incumbent oversees, directs, manages, and supervises the engineering design project management, construction, quality assurance, and permitting and pretreatment for SAWPA; reviews and approves engineering documents; represents SAWPA before City, County, State, and Federal administrative and regulatory agencies; and coordinates assigned activities with other divisions, outside agencies, and the general public.

#### SUPERVISION RECEIVED AND EXERCISED:

The Engineering Manager classification reports to the General Manager and exercises direct supervision over quality assurance and permitting and pretreatment personnel.

#### CLASS CHARACTERISTICS:

This is a single position department manager classification that oversees, directs, and participates in all activities of the Engineering Department, including quality assurance and permitting and pretreatment. The incumbent exercises significant authority and independence in implementing a broad range of professional engineering services and programs in coordination with the General Manager and other department managers.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Participate in the development and implementation of goals, objectives, policies, and priorities for Agency programs; develop and ensure adherence to project policies, rules, and procedures; interpret and implement policies and goals set by the Commission and General Manager.
- Participate in the development, administration, and monitoring of assigned budgets; allocate limited resources in a cost effective manner; develop, review, approve and manage construction project budgets.
- Plan, direct, manage, and delegate the activities and functions of assigned Agency projects and programs including engineering, project management, construction, quality assurance and permitting and pretreatment; provide leadership and direction to assigned staff.
- Coordinate engineering activities with operations and construction activities of other divisions, departments, consultants, contractors, and outside agencies.
- Review and approve engineering plans and specifications.
- Assist in the preparation and recommend the adoption of ordinances and proposed legislation affecting Agency activities and functions.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Select, train, motivate and direct department personal; evaluate and review work for acceptability and conformance with established goals and performance measures, including program and project

priorities and performance evaluations; work with employees on performance issues; recommend appropriate corrective/disciplinary action to address performance deficiencies; respond to assigned staff questions and concerns.

- Represent the Agency at community, technical organization, and professional meetings as required.
- Prepare and present reports at public, board, committee, Commission, and legislative body meetings.
- Supervise the preparation and review of interagency agreements and contracts as required.
- Coordinate necessary right-of-way acquisition activities for Agency projects; testify as an expert witness as required.
- Direct and participate in the selection of consultants to provide a wide range of services for the agency; prepare and manage contracts for consultant services; direct, coordinate, and review the work of consultants performing project management activities on behalf of the Agency.
- Conduct field inspections of project sites to review engineering and construction features.
- Develop, direct and coordinate implementation of goals, objectives, policies, procedures, and work standards for the department; within agency policy established appropriate budget and service levels.
- Represent SAWPA before City, County, State, and Federal administrative and regulatory agencies; and coordinate assigned activities with other divisions, outside agencies, and the general public.
- Assist the General Manager in the development, prioritization, communication and implementation of Rate Model, Business Plan and marketing initiatives in support of the Agency's strategic goals.

**OTHER JOB RELATED DUTIES:**

- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:**

- Operational characteristics, services, and activities of an engineering program dealing with water and wastewater systems.
- Modern and complex principles and practices of civil and related engineering fields as applied to the design and construction of water distribution and sewage collection systems and advanced water and wastewater treatment plants.
- Project management theory, principles, and practices and their application to a wide variety of activities.
- Advanced principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Word processing methods, techniques, and programs including spreadsheet and database operations.
- Safe driving principles and practices

**Skills and Abilities:**

- Use modern office equipment including computer software applications related to the field of work.
- Define and explain key processes and business requirements within the department.
- Highly motivated professional who is a self-starter, resourceful and able to work independently with minimal supervision.
- Understand theory, principles, practices and methods required to operate water and waste water systems.
- Understand and utilize methods for the preparation of designs, specifications and estimates for engineering and construction programs and projects.

- Principles of advanced mathematics and their application to engineering.
- Methods and techniques of field survey and construction practices.
- Utilize research methods and analysis techniques to prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
  
- Make engaging, effective oral presentations clearly, logically and persuasively before the Commission, numerous outside agencies and community groups.
- Understand, interpret, explain, apply and adhere to Agency personnel rules and policies governing assigned areas of responsibility and the ability to exercise independent judgment within general policy guidelines.
- Work on multiple concurrent assignments, often within tight timeframes using good business judgment.
- Establish and maintain effective working relationships with all levels of Agency staff, other governmental officials, contractors, vendors, and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential situations.
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.
- Proper English usage, punctuation, grammar and spelling.
- Creative thinker; ability to seek alternative solutions while articulating options to the General Manager.

**EXPERIENCE, EDUCATION AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: Eight (8) years of progressively responsible experience in water and wastewater systems design and planning, which included four (4) years in a managerial capacity.
- Training/Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.
- License: Professional Engineer in the State of California.
- License: A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.
- Possession of a professional project management certification is desirable.

**SPECIAL NOTES:**

- **Working Conditions:**
  - Office Environment: 80% - 90% or more work time spent inside an office building; exposure to computer screens; exposure to wireless and cordless devices. Incumbent is expected to use principles of effective safety practices including the use of equipment in a proper and safe manner and maintain safe personal and common workspaces.
  - Exposure to sun: 10% - 20% or less work time may be spent outside a building and exposed to the sun.
  - Ability to travel to different sites and locations.
  - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
  - Work under pressure with frequent interruptions while communicating and interacting with a variety of Agency personnel, the public, and others encountered in the course of work.
  - Work on multiple concurrent assignments, often within tight timeframes using good business

judgment is necessary.

- Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing agency/departmental procedures and procedures.
- **Essential Physical Characteristics:** *The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.*
  - Continuous: upward, downward and sideways flexing of the neck; hearing and vision within normal ranges with or without correction.
  - Frequent: sitting, rising from and lowering to a seated position, repetitive use of hands to operate computers, peripherals, printers, phones, and copiers; finger/hand coordination and dexterity to operate and adjust office equipment.
  - Occasional: walking, standing, bending and twisting of the waist, bending and twisting of the neck, use staircases, squatting, simple grasping, reaching above and below shoulder level, lifting and carrying files and binders up to 10 pounds, and lifting and carrying boxes up to 25 pounds.



## CLASSIFICATION SPECIFICATION

### OPERATIONS MANAGER

Status: At-Will  
FLSA Status: Exempt

Santa Ana Watershed Project Authority  
Established Date: October 17 2017  
Revision Dates: None

#### DEFINITION:

The incumbent will provide highly responsible and complex support to the General Manager. Under general direction, the incumbent plans, organizes, and administers comprehensive programs and projects for the Agency's operation functions, including wastewater systems and fleet management. Represents SAWPA before City, County, State, and Federal administrative and regulatory agencies; and coordinates assigned activities with other divisions, outside agencies, and the general public.

#### SUPERVISION RECEIVED AND EXERCISED:

The Operations Manager classification reports to the General Manager and exercises direct supervision over operations personnel.

#### CLASS CHARACTERISTICS:

This is a single position department manager classification that oversees, directs, and participates in all activities of the Operations Department. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with the General Manager and other department managers.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Lead, plan, organize and establish performance standards for the Operations department.
- Participate in short and long-range planning for operations system needs and requirements.
- Participate in the development and implementation of goals, objectives, policies, and priorities for Agency programs; develop and ensure adherence to project policies, rules, and procedures; interpret and implement policies and goals set by the Commission and General Manager.
- Participate in the development, administration, and monitoring of assigned budgets; allocate limited resources in a cost effective manner; develop, review, approve and manage construction project budgets.
- Plan, direct, manage, and delegate the activities and functions of assigned Agency operations projects and programs; provide leadership and direction to assigned staff.
- Coordinate activities with operational and construction activities of other divisions, departments, consultants, contractors, and outside agencies.
- Review engineering design plans and master plans for systems and facilities to ensure conformance with applicable standards and policies.
- Participate in the preparation and update of Agency's emergency response procedures.
- Ensure Agency's Cal/OSHA compliance responsibilities in implementing and maintaining an Injury and Illness Prevention (IIP) Program.
- Development and implementation of the Sewer System Management Plan.
- Procurement of materials and supplies – specify, source, price, preparation of procurement documents.



- Assist in the preparation and recommend the adoption of ordinances and proposed legislation affecting Agency activities and functions.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Permit compliance and reporting.
- Dig alert marking and recordkeeping.
- Manage service contracts for variety of activities not performed by operations personnel.
- Select, train, motivate and direct department personal; evaluate and review work for acceptability and conformance with established goals and performance measures, including program and project priorities and performance evaluations; work with employees on performance issues; recommend appropriate corrective/disciplinary action to address performance deficiencies; respond to assigned staff questions and concerns.
- Represent the Agency at community, technical organization, and professional meetings as required.
- Prepare and present reports at public, board, committee, Commission, and legislative body meetings.
- Supervise the preparation and review of interagency agreements and contracts as required.
- Coordinate necessary right-of-way entry for Agency activities and projects for existing easements, permits and licenses.
- Direct and participate in the selection of consultants to provide a wide range of services for the agency; prepare and manage contracts for consultant services; direct, coordinate, and review the work of consultants performing project management activities on behalf of the Agency.
- Conduct field inspections of project sites to review engineering and construction features.
- Develop, direct and coordinate implementation of goals, objectives, policies, procedures, and work standards for the department; within agency policy established appropriate budget and service levels.
- Represent SAWPA before City, County, State, and Federal administrative and regulatory agencies; and coordinate assigned activities with other divisions, outside agencies, and the general public.
- Assist the General Manager in the development, prioritization, communication and implementation of Rate Model, Business Plan and marketing initiatives in support of the Agency's strategic goals.

**OTHER JOB RELATED DUTIES:**

- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:**

- Operational characteristics, services, and activities of an operations program dealing with water and wastewater systems.
- Applicable Cal/OSHA standards and requirements.
- Modern and complex principles and practices of civil and related engineering fields as applied to the design and construction of water distribution and sewage collection systems and advanced water and wastewater treatment plants.
- Project management theory, principles, and practices and their application to a wide variety of activities.
- Advanced principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Word processing methods, techniques, and programs including spreadsheet and database operations.
- Safe driving principles and practices.

**Skills and Abilities:**

- Use modern office equipment including computer software applications related to the field of work.
- Define and explain key processes and business requirements within the department.
- Highly motivated professional who is a self-starter, resourceful and able to work independently with minimal supervision.
- Understand theory, principles, practices and methods required to operate water and waste water systems.
- Understand and utilize methods for the preparation of designs, specifications and estimates for engineering and construction programs and projects.
- Principles of advanced mathematics and their application to engineering and operations.
- Methods and techniques of field survey and construction practices.
- Utilize research methods and analysis techniques to prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make engaging, effective oral presentations clearly, logically and persuasively before the Commission, numerous outside agencies and community groups.
- Understand, interpret, explain, apply and adhere to Agency personnel rules and policies governing assigned areas of responsibility and the ability to exercise independent judgment within general policy guidelines.
- Work on multiple concurrent assignments, often within tight timeframes using good business judgment.
- Establish and maintain effective working relationships with all levels of Agency staff, other governmental officials, contractors, vendors, and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential situations.
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.
- Proper English usage, punctuation, grammar and spelling.
- Creative thinker; ability to seek alternative solutions while articulating options to the General Manager.

**EXPERIENCE, EDUCATION AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: Eight (8) years of progressively responsible experience in water and wastewater systems collection and treatment systems, which included four (4) years in a managerial capacity.
- Training/Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.
- License: Professional Engineer in the State of California is preferred.
- License: A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.
- Certification: California Water Environment Association Collection System Maintenance Grade 4, or equivalent.

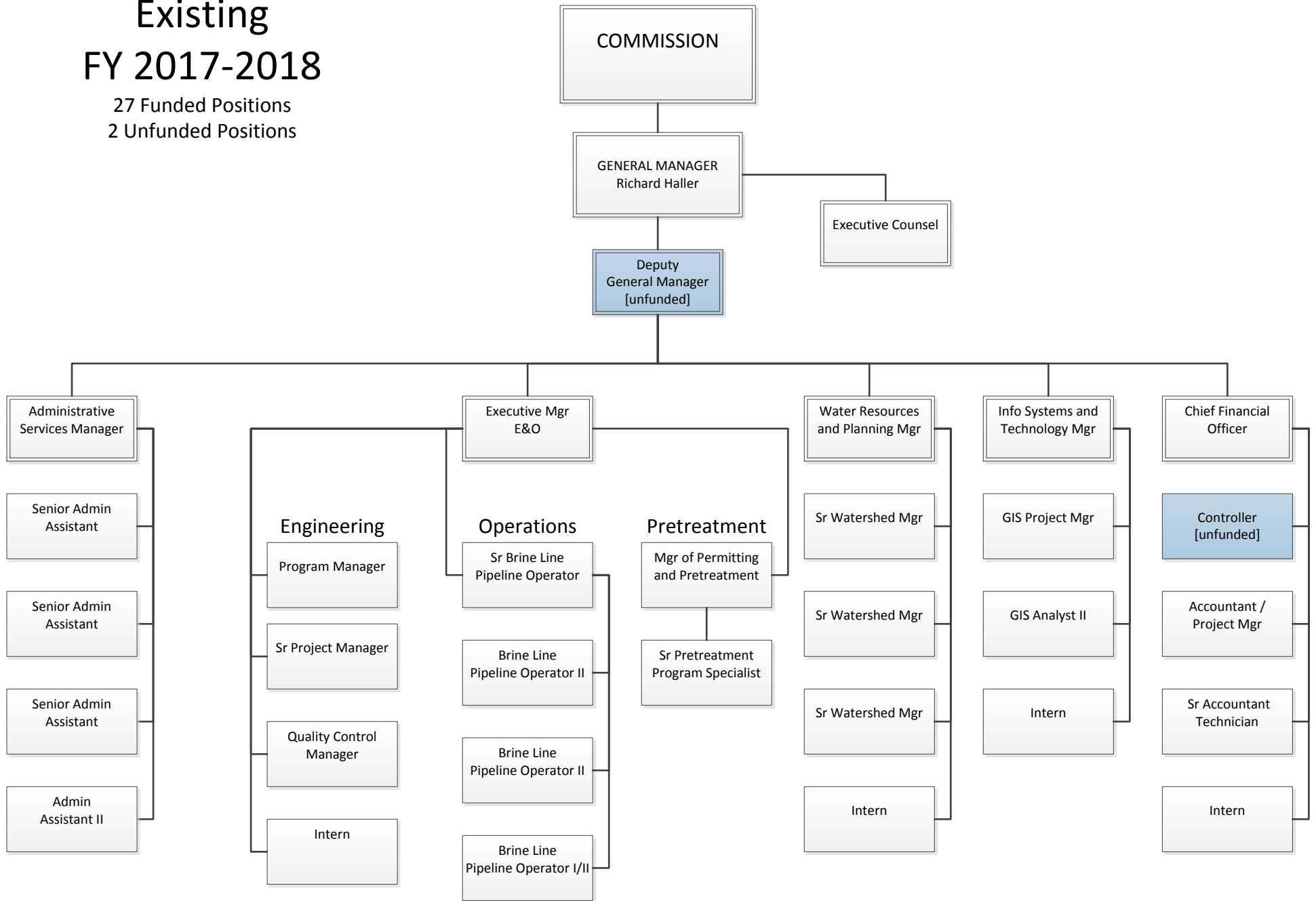
**SPECIAL NOTES:**

- **Working Conditions:**
  - Office Environment: 80% - 90% or more work time spent inside an office building; exposure to computer screens; exposure to wireless and cordless devices. Incumbent is expected to use principles of effective safety practices including the use of equipment in a proper and safe manner and maintain safe personal and common workspaces.

- Exposure to sun: 10% - 20% or less work time may be spent outside a building and exposed to the sun.
  - Ability to travel to different sites and locations.
  - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
  - Work under pressure with frequent interruptions while communicating and interacting with a variety of Agency personnel, the public, and others encountered in the course of work.
  - Work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.
  - Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing agency/departmental procedures and procedures.
- **Essential Physical Characteristics:** *The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.*
    - Continuous: upward, downward and sideways flexing of the neck; hearing and vision within normal ranges with or without correction.
    - Frequent: sitting, rising from and lowering to a seated position, repetitive use of hands to operate computers, peripherals, printers, phones, and copiers; finger/hand coordination and dexterity to operate and adjust office equipment.
    - Occasional: walking, standing, bending and twisting of the waist, bending and twisting of the neck, use staircases, squatting, simple grasping, reaching above and below shoulder level, lifting and carrying files and binders up to 10 pounds, and lifting and carrying boxes up to 25 pounds.

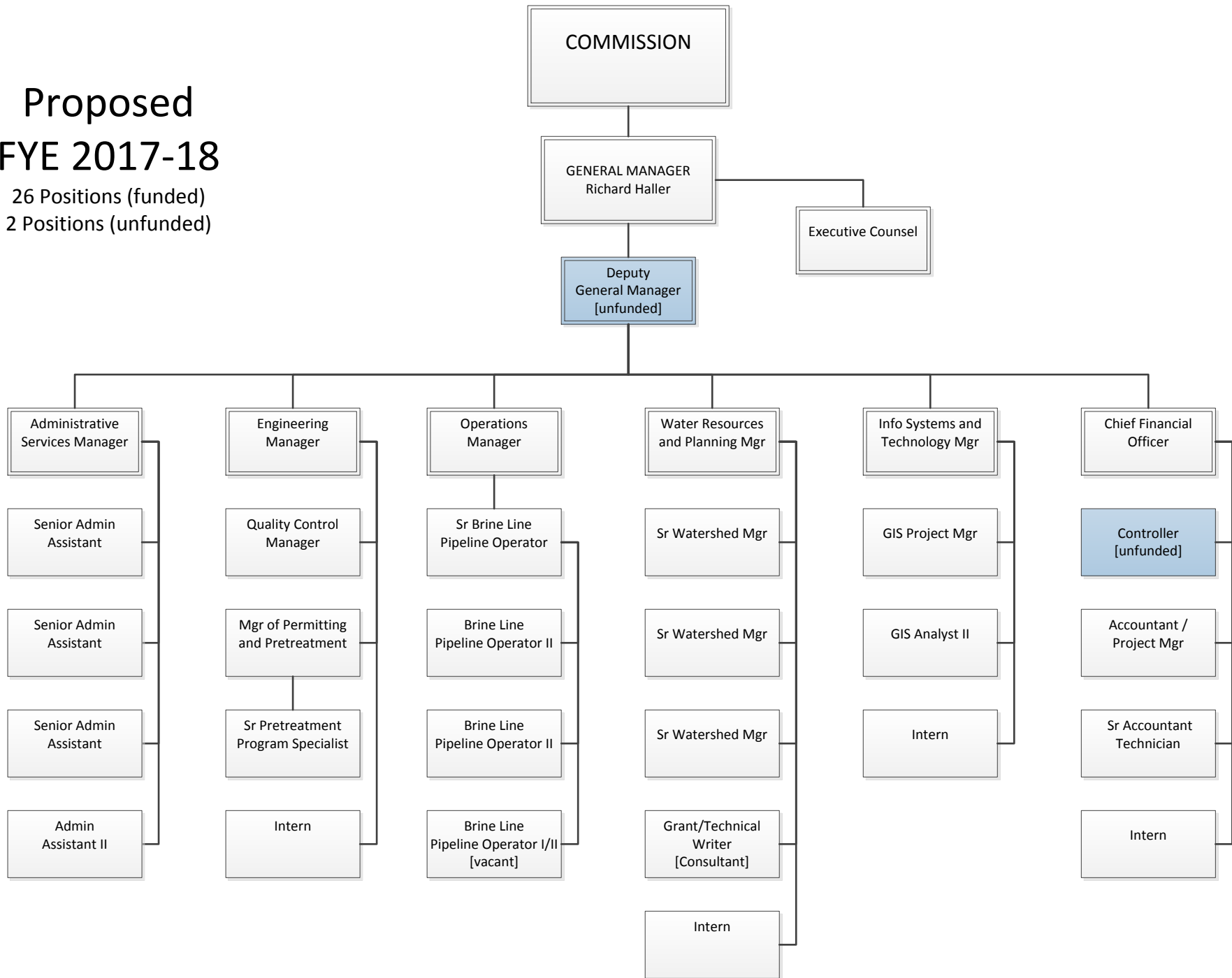
# Existing FY 2017-2018

27 Funded Positions  
2 Unfunded Positions



# Proposed FYE 2017-18

26 Positions (funded)  
2 Positions (unfunded)



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Santa Ana Watershed Project Authority  
Cash Transaction Report  
Month of August 2017

Below is a summary of cash transactions completed during the month in the Authority's checking account with US Bank. Attached are summaries by major revenue and expense classifications.

Cash Receipts and Deposits to Account	\$ 2,109,815.66
Net Investment Transfers	2,764,551.82
Cash Disbursements	<u>(2,429,007.22)</u>
Net Change for Month	\$ 2,445,360.26
Balance at Beginning of Month	<u>2,000,962.66</u>
Balance at End of Month per General Ledger	<u><u>\$ 4,446,322.92</u></u>
Collected Balance per Bank Statement	\$ 4,457,518.23

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**ACCOUNTS PAYABLE RECONCILIATION**

Accounts Payable Balance @ 07/31/17	\$ 6,289,937.03
Invoices Received for August 2017	5,609,833.28
Invoices Paid by check/wire during August 2017 (see attached register)	<u>(2,134,603.41)</u>
Accounts Payable Balance @ 08/31/17	<u><u>\$ 9,765,166.90</u></u>

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### CASH RECEIPTS

Brine Line Operating Revenues	\$ 988,814.25
Member Agency Contributions	865,269.00
Participant Fees	165,283.00
LESJWA Admin Reimbursement	10,522.88
Grant Proceeds - Prop 84	58,328.10
Grant Proceeds - Prop 84 Pass-throughs	20,065.81
Other	<u>1,532.62</u>
Total Receipts and Deposits	\$ 2,109,815.66

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### INVESTMENT TRANSFERS

Transfer of Funds:	
From (to) LAIF	\$ 2,000,000.00
From (to) Grant Retention (USB)	-
From (to) CalTRUST (USB)	-
From (to) Legal Defense Fund	-
From (to) Investments	<u>764,551.82</u>
Total Investment Transfers	\$ 2,764,551.82

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### CASH DISBURSEMENTS

By Check:	
Payroll	\$ 731.60
Operations	<u>2,130,349.57</u>
Total Checks Drawn	\$ 2,131,081.17
By Cash Transfer:	
Payroll	\$ 166,112.23
Payroll Taxes	82,593.11
Wire Transfer - US Bank Credit Card	4,253.84
Wire Transfer - CalPERS	40,552.96
Take Care (AFLAC)	<u>4,413.91</u>
Total Cash Transfers	\$ 297,926.05
Total Cash Disbursements	<u><u>\$ 2,429,007.22</u></u>



Santa Ana Watershed Project Authority  
Check Detail  
August 2017

Category	Check #	Check Date	Type	Vendor	Check Amount
Audit Fees	2632	8/4/2017	CHK	White Nelson Diehl Evans LLC	\$4,100.00
				<b>Audit Fees Total</b>	<b>\$4,100.00</b>
Benefits	2623	8/4/2017	CHK	ACWA/JPIA	\$46,177.76
Benefits	2627	8/4/2017	CHK	Cal PERS Long Term Care Program	\$102.04
Benefits	2649	8/18/2017	CHK	AFLAC	\$429.64
Benefits	2653	8/18/2017	CHK	Cal PERS Long Term Care Program	\$102.04
Benefits	2654	8/18/2017	CHK	State Compensation Ins Fund	\$5,690.63
Benefits	2656	8/18/2017	CHK	WageWorks	\$128.00
Benefits	2660	8/24/2017	CHK	Public Employees' Retirement	\$700.00
Benefits	EFT01408	8/4/2017	CHK	Vantagepoint Transfer Agents	\$8,469.04
Benefits	EFT01416	8/4/2017	CHK	Vantagepoint Transfer Agents	\$400.90
Benefits	EFT01439	8/18/2017	CHK	Vantagepoint Transfer Agents	\$7,519.04
Benefits	EFT01443	8/18/2017	CHK	Vantagepoint Transfer Agents	\$400.90
Benefits	P031194	8/4/2017	WDL	Public Employees' Retirement	\$20,276.48
Benefits	P031286	8/18/2017	WDL	Public Employees' Retirement	\$20,276.48
Benefits	WDL000004187	8/4/2017	WDL	Takecare	\$2,353.44
Benefits	WDL000004191	8/8/2017	WDL	Takecare	\$384.60
Benefits	WDL000004192	8/10/2017	WDL	Takecare	\$45.00
Benefits	WDL000004193	8/11/2017	WDL	Takecare	\$6.46
Benefits	WDL000004199	8/17/2017	WDL	Takecare	\$32.00
Benefits	WDL000004202	8/22/2017	WDL	Takecare	\$1,501.76
Benefits	WDL000004209	8/29/2017	WDL	Takecare	\$33.43
Benefits	WDL000004212	8/30/2017	WDL	Takecare	\$47.22
Benefits	WDL000004213	8/31/2017	WDL	Takecare	\$10.00
				<b>Benefits Total</b>	<b>\$115,086.86</b>
Cantu Event Refund	2644	8/10/2017	CHK	San Bernardino Valley Municipal Water District	\$1,173.62
Cantu Event Refund	EFT01425	8/10/2017	CHK	Eastern Municipal Water District	\$1,173.62
Cantu Event Refund	EFT01426	8/10/2017	CHK	Western Municipal Water District	\$1,173.62
				<b>Cantu Event Refund Total</b>	<b>\$3,520.86</b>
Car, Repair, Maintenance - Maint	2635	8/4/2017	CHK	Riverside Transmission Center	\$106.34
				<b>Car, Repair, Maintenance - Maint Total</b>	<b>\$106.34</b>
Car, Repair, Maintenance - Gas	2636	8/4/2017	CHK	County of Riverside/Transportation	\$357.18
				<b>Car, Repair, Maintenance - Gas Total</b>	<b>\$357.18</b>
Construction	EFT01417	8/4/2017	CHK	WEKA Inc	\$101,763.78
Construction	EFT01430	8/10/2017	CHK	WEKA Inc	\$1,108,170.79
				<b>Construction Total</b>	<b>\$1,209,934.57</b>
Consulting	2637	8/4/2017	CHK	The Technology Depot	\$101.25
Consulting	2665	8/24/2017	CHK	Scheevel Engineering	\$13,093.75
Consulting	2666	8/24/2017	CHK	Bob Murray & Associates	\$8,072.31
Consulting	EFT01415	8/4/2017	CHK	CDM Smith, Inc.	\$44,818.14
Consulting	EFT01418	8/4/2017	CHK	Dudek	\$22,149.35
Consulting	EFT01429	8/10/2017	CHK	CDM Smith, Inc.	\$41,911.74
Consulting	EFT01432	8/10/2017	CHK	Vail Cooper & Associates, Inc	\$90,210.06
Consulting	EFT01434	8/10/2017	CHK	Hammons Strategies	\$3,750.00
Consulting	EFT01442	8/18/2017	CHK	CDM Smith, Inc.	\$68,193.13
Consulting	EFT01445	8/18/2017	CHK	Integrated Systems Solutions	\$1,815.00
Consulting	EFT01446	8/18/2017	CHK	Trussell Technologies, Inc.	\$29,714.26
Consulting	EFT01447	8/18/2017	CHK	Dudek	\$32,201.51
Consulting	EFT01448	8/18/2017	CHK	RMC Water and Environment	\$23,945.51
Consulting	EFT01450	8/24/2017	CHK	West Coast Advisors	\$11,500.00
Consulting	EFT01453	8/24/2017	CHK	Integrated Systems Solutions	\$33.00
Consulting	EFT01454	8/24/2017	CHK	Accent Computer Solutions Inc	\$4,089.50
Consulting	EFT01455	8/24/2017	CHK	DeGrave Communications	\$2,548.05
				<b>Consulting Total</b>	<b>\$398,146.56</b>
Credit Card	P031235	8/8/2017	WDL	US Bank	\$4,253.84
				<b>Credit Card Total</b>	<b>\$4,253.84</b>
Director Costs	2648	8/10/2017	CHK	Gil Navarro	\$92.02
Director Costs	EFT01424	8/10/2017	CHK	Philip Anthony	\$49.22
Director Costs	EFT01425	8/10/2017	CHK	Eastern Municipal Water District	\$427.82
Director Costs	EFT01426	8/10/2017	CHK	Western Municipal Water District	\$612.84
Director Costs	EFT01431	8/10/2017	CHK	Jasmin Hall	\$27.82
Director Costs	EFT01435	8/10/2017	CHK	Susan Longville	\$80.25
Director Costs	EFT01436	8/10/2017	CHK	Kati Parker	\$57.78
				<b>Director Costs Total</b>	<b>\$1,347.75</b>
Dues	2655	8/18/2017	CHK	Government Finance Officers	\$160.00
Dues	2658	8/18/2017	CHK	Corona Chamber of Commerce	\$660.00
				<b>Dues Total</b>	<b>\$820.00</b>
Employee Reimbursement	EFT01393	8/2/2017	VOID	Peter Vitt	(\$977.39)
Employee Reimbursement	EFT01409	8/4/2017	CHK	Peter Vitt	\$977.39

Santa Ana Watershed Project Authority  
Check Detail  
August 2017

Category	Check #	Check Date	Type	Vendor	Check Amount
Employee Reimbursement	EFT01419	8/4/2017	CHK	Michael Plasencia	\$27.82
Employee Reimbursement	EFT01422	8/4/2017	CHK	Mike Antos	\$61.83
Employee Reimbursement	EFT01428	8/10/2017	CHK	David Ruhl	\$93.62
Employee Reimbursement	EFT01444	8/18/2017	CHK	Karen Williams	\$257.27
				<b>Employee Reimbursement Total</b>	<b>\$440.54</b>
Equipment Rented	2646	8/10/2017	CHK	Konica Minolta Business Solutions	\$764.77
Equipment Rented	2662	8/24/2017	CHK	GreatAmerica Financial Services	\$1,916.26
Equipment Rented	2664	8/24/2017	CHK	Mobile Mini	\$134.30
				<b>Equipment Rented Total</b>	<b>\$2,815.33</b>
Facility Repair / Maintenance	2629	8/4/2017	CHK	Burrtec Waste Industries Inc	\$77.00
Facility Repair / Maintenance	2633	8/4/2017	CHK	TNT Elevator Inc	\$230.00
Facility Repair / Maintenance	2657	8/18/2017	CHK	TKE Engineering & Planning Inc	\$1,400.00
Facility Repair / Maintenance	2661	8/24/2017	CHK	Redlands Plumbing Heating & Air	\$65.00
Facility Repair / Maintenance	EFT01413	8/4/2017	CHK	Golden State Fire Protection	\$650.00
Facility Repair / Maintenance	EFT01438	8/18/2017	CHK	Orange County Sanitation District	\$50,354.40
Facility Repair / Maintenance	EFT01449	8/18/2017	CHK	Houston Harris PCS, Inc.	\$7,032.45
				<b>Facility Repair / Maintenance Total</b>	<b>\$59,808.85</b>
Lab Costs	EFT01412	8/4/2017	CHK	E. S. Babcock & Sons, Inc.	\$529.00
Lab Costs	EFT01427	8/10/2017	CHK	E. S. Babcock & Sons, Inc.	\$730.00
Lab Costs	EFT01441	8/18/2017	CHK	E. S. Babcock & Sons, Inc.	\$822.00
Lab Costs	EFT01451	8/24/2017	CHK	E. S. Babcock & Sons, Inc.	\$2,015.00
				<b>Lab Costs Total</b>	<b>\$4,096.00</b>
Landscape Maintenance	2659	8/18/2017	CHK	Sims Tree Health Specialists	\$800.00
				<b>Landscape Maintenance Total</b>	<b>\$800.00</b>
Legal Costs	EFT01433	8/10/2017	CHK	Hunt Ortmann Palffy Nieves Dahl	\$99,810.14
				<b>Legal Costs Total</b>	<b>\$99,810.14</b>
Materials & Supplies	2634	8/4/2017	CHK	Pro-Mark Utility Supply Inc.	\$430.81
Materials & Supplies	2663	8/24/2017	CHK	K&H Metals and Supplies	\$163.64
				<b>Materials &amp; Supplies Total</b>	<b>\$594.45</b>
Office Expense	2625	8/4/2017	CHK	Konica Minolta Business Solutions	\$530.74
Office Expense	2643	8/10/2017	CHK	Aramark Corporation Refreshments	\$367.15
				<b>Office Expense Total</b>	<b>\$897.89</b>
Offsite Storage	EFT01452	8/24/2017	CHK	Iron Mountain	\$226.89
				<b>Offsite Storage Total</b>	<b>\$226.89</b>
Other Contract Services	2638	8/4/2017	CHK	Community Action Partnership	\$40,040.00
Other Contract Services	* 02639	8/4/2017	VOID	Community Action Partnership	\$0.00
Other Contract Services	2642	8/4/2017	CHK	Community Action Partnership	\$4,037.50
Other Contract Services	EFT01414	8/4/2017	CHK	Orange County Coastkeeper	\$3,964.39
Other Contract Services	EFT01420	8/4/2017	CHK	EcoTech Services Inc	\$72,706.77
Other Contract Services	EFT01421	8/4/2017	CHK	Green Media Creations	\$12,954.44
Other Contract Services	EFT01423	8/4/2017	CHK	PSILab, Inc.	\$350.00
Other Contract Services	EFT01426	8/10/2017	CHK	Western Municipal Water District	\$8,880.45
Other Contract Services	EFT01437	8/10/2017	CHK	PSILab, Inc.	\$1,920.00
Consulting	EFT01438	8/18/2017	CHK	Orange County Sanitation District	\$10,464.51
Other Contract Services	EFT01440	8/18/2017	CHK	Western Municipal Water District	\$7,618.74
Other Contract Services	EFT01456	8/24/2017	CHK	EcoTech Services Inc	\$44,403.48
Other Contract Services	EFT01457	8/24/2017	CHK	PSILab, Inc.	\$820.00
				<b>Other Contract Services Total</b>	<b>\$208,160.28</b>
Payroll	2622	8/4/2017	CHK	Payroll Check	\$731.60
Payroll	WDL000004179	8/4/2017	WDL	Direct Deposit 8/4/2017	\$84,106.28
Payroll	WDL000004182	8/4/2017	WDL	PR Tax - Federal	\$35,411.49
Payroll	WDL000004183	8/4/2017	WDL	PR Tax - State	\$7,542.11
Payroll	WDL000004195	8/18/2017	WDL	Direct Deposit 8/18/2017	\$82,005.95
Payroll	WDL000004196	8/18/2017	WDL	PR Tax - Federal	\$32,592.97
Payroll	WDL000004197	8/18/2017	WDL	PR Tax - State	\$7,046.54
				<b>Payroll Total</b>	<b>\$249,436.94</b>
Postage / Shipping	2651	8/18/2017	CHK	Federal Express	\$151.46
				<b>Postage / Shipping Total</b>	<b>\$151.46</b>
Prop84	EFT01410	8/4/2017	CHK	Western Municipal Water District	\$45,687.40
				<b>Prop84 Total</b>	<b>\$45,687.40</b>
Safety	2630	8/4/2017	CHK	Cintas Corporation	\$478.25
Safety	EFT01411	8/4/2017	CHK	Underground Service Alert	\$407.65
				<b>Safety Total</b>	<b>\$885.90</b>
Software - Support	2631	8/4/2017	CHK	Solver Inc.	\$4,568.85
				<b>Software - Support Total</b>	<b>\$4,568.85</b>

Santa Ana Watershed Project Authority  
Check Detail  
August 2017

Category	Check #	Check Date	Type	Vendor	Check Amount
Subscriptions	2640	8/4/2017	CHK	Bri Communications	\$5,600.00
				<b>Subscriptions Total</b>	<b>\$5,600.00</b>
Utilities	2624	8/4/2017	CHK	Verizon Wireless	\$1,833.71
Utilities	2626	8/4/2017	CHK	AT&T	\$755.52
Utilities	2628	8/4/2017	CHK	Southern California Edison	\$29.03
Utilities	2641	8/4/2017	CHK	AT&T	\$1,079.70
Utilities	2645	8/10/2017	CHK	Riverside, City of	\$3,382.11
Utilities	2647	8/10/2017	CHK	Southern California Edison	\$235.96
Utilities	2650	8/18/2017	CHK	Riverside, City of	\$22.15
Utilities	2652	8/18/2017	CHK	Verizon Wireless	\$14.16
				<b>Utilities Total</b>	<b>\$7,352.34</b>
				<b>Grand Total</b>	<b>\$2,429,007.22</b>

Accounts Payable

Checks	\$2,130,349.57
Wire Transfers	\$44,806.80
	<u>\$2,175,156.37</u>

Bank Fees

Take Care	\$4,413.91
Other	
Payroll	\$249,436.94
	<u>\$249,436.94</u>

**Total Disbursements for August 2017**

**\$2,429,007.22**

Santa Ana Watershed Project Authority  
 Consulting  
 August 2017

Check #	Check Date	Task #	Task Description	Vendor Name	Total Contract	Check Amount	Remaining Contract Amount	Notes/Comments
EFT01454	8/24/2017	ACS100-09	IT Support	Accent Computer Solutions	\$ 42,000.00	\$ 3,511.50	\$ 17,832.25	
EFT01398	7/27/2017	ACS100-10	Office 365 Migration	Accent Computer Solutions	\$ 17,500.00	\$ 578.00	\$ 6,247.00	
2666	8/24/2017	BMA100-01	GM Recruitment	Bob Murray & Associates	\$ 24,900.00	\$ 8,072.31	\$ 5,677.06	
EFT01415	8/4/2017	CDM374-02	CEQA Supplemental Environmental Document	CDM Smith, Inc.	\$ 39,527.00	\$ 9,702.65	\$ 819.35	
EFT01415	8/4/2017	CDM386-11	SAR Bacteria Monitoring Program	CDM Smith, Inc.	\$ 342,635.00	\$ 1,529.50	\$ -	
EFT01415	8/4/2017	CDM384-15	CBRP Implementation Support	CDM Smith, Inc.	\$ 12,135.00	\$ 3,002.64	\$ 6,735.36	
EFT01415	8/4/2017	CDM386-12	SAR Bacteria Monitoring Program	CDM Smith, Inc.	\$ 317,046.00	\$ 30,583.35	\$ 248,993.41	
EFT01429	8/10/2017	CDM386-12	SAR Bacteria Monitoring Program	CDM Smith, Inc.	\$ 317,046.00	\$ 31,331.74	\$ 248,993.41	
EFT01429	8/10/2017	CDM386-11	SAR Bacteria Monitoring Program	CDM Smith, Inc.	\$ 342,635.00	\$ 3,930.00	\$ -	
EFT01429	8/10/2017	CDM384-15	CBRP Implementation Support	CDM Smith, Inc.	\$ 12,135.00	\$ 365.00	\$ 6,735.36	
EFT01429	8/10/2017	CDM384-14	2016 Triennial Report for MSAR TMDS	CDM Smith, Inc.	\$ 58,820.00	\$ 1,100.00	\$ -	
EFT01429	8/10/2017	CDM384-16	CEDEN Support - Data Upload	CDM Smith, Inc.	\$ 5,965.00	\$ 5,185.00	\$ 780.00	
EFT01442	8/18/2017	CDM374-01	Triennial Ambient Water Quality Update Precomputation	CDM Smith, Inc.	\$ 369,160.00	\$ 68,193.13	\$ 26,382.54	
EFT01455	8/24/2017	DEGR392-03	Social Media Support - EC TF	DeGrave Communications	\$ 30,000.00	\$ 2,548.05	\$ 25,592.39	
EFT01418	8/4/2017	DUDK326-02	Reach V Rehabilitation and Improvement	Dudek	\$ 336,860.00	\$ 12,359.35	\$ -	
EFT01418	8/4/2017	DUDK326-05	Litigation Support	Dudek	\$ 50,000.00	\$ 7,200.00	\$ 20,185.00	
EFT01418	8/4/2017	DUDK326-04	Reach V Rehabilitation and Improvement - Phase 2	Dudek	\$ 64,300.00	\$ 2,590.00	\$ -	
EFT01447	8/18/2017	DUDK326-06	Reach V Rehab, Phase 1, Tasks 3-4	Dudek	\$ 134,900.00	\$ 16,477.50	\$ 101,993.49	
EFT01447	8/18/2017	DUDK326-05	Litigation Support	Dudek	\$ 50,000.00	\$ 5,520.00	\$ 20,185.00	
EFT01447	8/18/2017	DUDK326-06	Reach V Rehab, Phase 1, Tasks 3-4	Dudek	\$ 134,900.00	\$ 8,948.03	\$ 101,993.49	
EFT01447	8/18/2017	DUDK326-06	Reach V Rehab, Phase 1, Tasks 3-4	Dudek	\$ 134,900.00	\$ 1,255.98	\$ 101,993.49	
EFT01434	8/10/2017	HAMM326-01	Strategic Communication Services	Hammons Strategies	\$ 68,000.00	\$ 3,750.00	\$ 4,250.00	
EFT01445	8/18/2017	INSOL100-09	Great Plains Annual Tech Support	Integrated Systems Solutions	\$ 3,800.00	\$ 940.50	\$ -	
EFT01445	8/18/2017	INSOL100-09	Great Plains Annual Tech Support	Integrated Systems Solutions	\$ 3,800.00	\$ 775.50	\$ -	
EFT01445	8/18/2017	INSOL100-10	Great Plains Annual Service and Support	Integrated Systems Solutions	\$ 4,000.00	\$ 99.00	\$ 3,587.50	
EFT01453	8/24/2017	INSOL100-10	Great Plains Annual Service and Support	Integrated Systems Solutions	\$ 4,000.00	\$ 33.00	\$ 3,587.50	
EFT01448	8/18/2017	RMC504-401-01	SARCCUP Program Management Services	RMC Water and Environment	\$ 310,429.00	\$ 23,945.51	\$ 244,888.58	
2665	8/24/2017	SCH381-01	Santa Ana Sucker Protection and Beneficial Use	Scheevel Engineering	\$ 96,725.00	\$ 13,093.75	\$ 54,583.50	
2637	8/4/2017	TTD100-02	Phone System Support	The Technology Depot	\$ 4,000.00	\$ 101.25	\$ 2,368.75	

*Santa Ana Watershed Project Authority  
Consulting  
August 2017*

Check #	Check Date	Task #	Task Description	Vendor Name	Total Contract	Check Amount	Remaining Contract Amount	Notes/Comments
EFT01446	8/18/2017	TRU240-19	<i>Water Quality Monitoring Investigation</i>	Trussell Technologies, Inc.	\$ 34,638.00	\$ 1,539.00	\$ -	
EFT01446	8/18/2017	TRU240-18	<i>2017 BL Annual Review</i>	Trussell Technologies, Inc.	\$ 48,579.00	\$ 28,175.26	\$ -	
EFT01432	8/10/2017	VALI326-04	<i>IEBL Reach V Rehabilitation</i>	Vali Cooper & Associates	\$ 1,252,400.00	\$ 89,691.41	\$ 684,341.10	
EFT01432	8/10/2017	VALI326-04	<i>IEBL Reach V Rehabilitation</i>	Vali Cooper & Associates	\$ 1,252,400.00	\$ 518.65	\$ 684,341.10	
EFT01450	8/24/2017	WCA100-03-02	<i>State Legislative Consulting FY16-18</i>	West Coast Advisors	\$ 345,000.00	\$ 11,500.00	\$ 135,000.00	
						<b><u>\$ 398,146.56</u></b>		

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**COMMISSION MEMORANDUM NO. 2017.126**

**DATE:** October 17, 2017  
**TO:** SAWPA Commission  
**SUBJECT:** Inter-Fund Borrowing – August 2017  
**PREPARED BY:** Karen Williams, Chief Financial Officer

**RECOMMENDATION**

It is recommended that the Commission receive and file the informational report on short-term, cash-flow inter-fund borrowing.

**DISCUSSION**

On December 13, 2005, the Commission approved Resolution No. 452, Inter-Fund and Inter-Project Loan Policy. Staff was directed to bring back an accounting of the loans each month for review when the total exceeded \$250,000 in aggregate.

The following projects, with negative cash flow, are listed below with the amounts borrowed from SAWPA General Fund Reserves in August 2017. The total amount borrowed is over the aggregate \$250,000 amount recommended in Resolution No. 452, Inter-Fund and Inter-Project Loan Policy. The Commission has requested that this item be brought back each month as an informational item when the loan amount is over the \$250,000 aggregate amount.

Fund	Fund Name	07/31/17 Balance	Loan Receipts	New Charges	08/31/17 Balance
130	Proposition 84 Admin	\$76,878.43	(\$0.00)	\$10,829.26	\$87,707.69
135	Proposition 84 Admin R2	69,010.89	(0.00)	6,520.53	75,531.42
140	Proposition 84 Admin R3	44,917.98	(31,048.49)	28,086.32	41,955.81
145	Proposition 84 Admin R4	363,328.57	(0.00)	7,961.76	371,290.33
398	Proposition 1 – DACI Grant	114,542.32	(0.00)	13,302.05	127,844.37
477	LESJWA Administration	9,160.94	(10,522.88)	24,760.21	23,398.27
504	Prop 84 – Round I, II Capital	(56,686.22)	(0.00)	56,686.22	0.00
504	Prop 84 - Drought Projects	90,301.30	(83,965.83)	55,470.19	61,805.66
504	Prop 84 – SARCCUP Projects	218,815.30	(0.00)	26,978.52	245,793.82
	<b>Total Funds Borrowed</b>	<b>\$930,269.51</b>	<b>(\$125,537.20)</b>	<b>\$230,595.06</b>	<b>\$1,035,327.37</b>
	General Fund Reserves Balance		\$3,407,996.17		
	Less Amount Borrowed		<u>1,035,327.37</u>		
	Balance of General Fund Reserves		<u>\$2,372,668.80</u>		

The following table lists each fund that has a negative cash flow, the source of funding for the fund, how often the fund is billed, and the projected rate of payment for the fund.

**NEGATIVE CASH-FLOW FUNDS**

<b>Fund No.</b>	<b>Source of Funding</b>	<b>Billing Frequency</b>	<b>Projected Payment Time</b>
130,135,140, 145 – Proposition 84 Admin	DWR – Prop 84 Grant	Monthly/Quarterly	Up to 4 months
398 – Proposition 1 – DACI Grant	DWR – Prop 1 Grant	Monthly	Up to 4 months
477 – LESJWA Admin	Reimbursement from LESJWA	Monthly	2 to 4 weeks
504 - Proposition 84 Drought Projects	DWR – Prop 84 Grant	Monthly	Up to 4 months
504 – Proposition 84 SARCCUP Projects	DWR – Prop 84 Grant	Monthly/Quarterly	Up to 4 month

**Fund 130**

The outstanding balance of the funds due from DWR is the mandatory 10% retention from each invoice billed. Retention funds will not be released until the Proposition 84 Round I contract is completed in 2017.

**Fund 135**

This fund is for the administration of Proposition 84 Round II grant funds. These funds will be billed quarterly and 10% will be withheld for retention.

**Fund 140**

This fund is for the administration of Proposition 84 Drought Round grant funds. These funds will be billed monthly and 10% will be withheld for retention.

**Fund 145**

This fund is for the administration of Proposition 84 Round 2015 grant funds. These funds will be billed quarterly and 10% will be withheld for retention.

**Fund 398**

This fund is for the Proposition 1 DACI grant project. These funds will be billed monthly once the contracts with DWR have been signed.

**Fund 477**

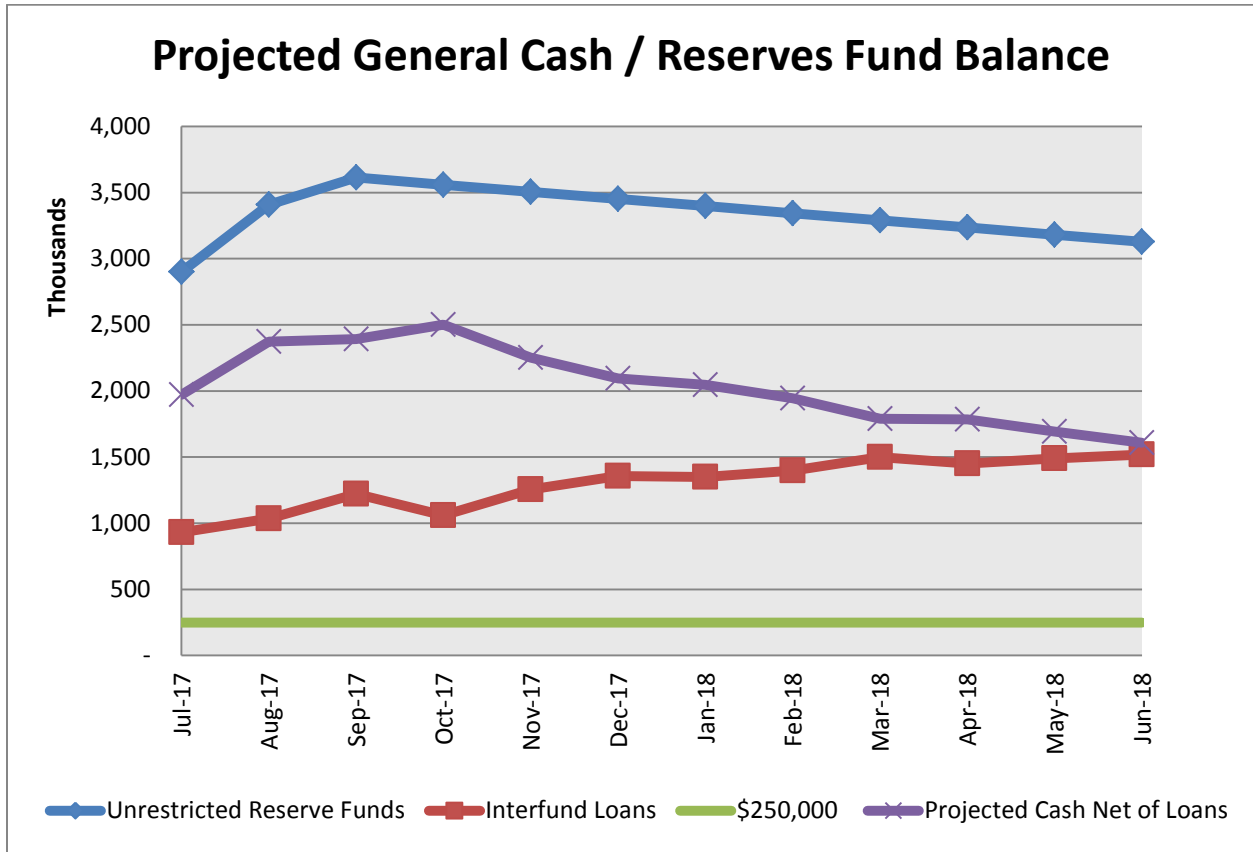
Each month LESJWA is billed the cost for administering the JPA. Once the bill is received, LESJWA submits payment within two weeks.

**Fund 504**

This fund is for the implementation of drought related projects and SARCCUP projects which are administered through PA-22 and PA23.

The following graph shows projected inter-fund loan balances, total unrestricted General Fund Reserves available for loans, and projected cash net of loans through June 2018. The projected loan balance is expected to remain over the \$250,000 aggregate limit through June 2018 because of Proposition 1 and 84 grants, but can be covered by General Fund Reserves without a major impact on cash flow.





**RESOURCE IMPACTS**

The funds borrowed from the General Fund Reserves will be paid back with interest when the funding is received. Interfund loans for grants are not charged interest unless the grant contracts specifically states interest is eligible for reimbursement. There is sufficient cash available to cover proposed borrowings and to pay budgeted expenditures for the General Fund.

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## COMMISSION MEMORANDUM NO. 2017.127

**DATE:** October 17, 2017  
**TO:** SAWPA Commission  
**SUBJECT:** Performance Indicators and Financial Reporting – August 2017  
**PREPARED BY:** Karen Williams, Chief Financial Officer

### RECOMMENDATION

It is recommended that the Commission receive and file staff's report.

### DISCUSSION

The attached reports have been developed to keep the Commission informed as to SAWPA's business and budget performance. These reports are categorized into the following groups: financial reporting, cash and investments, and performance indicators. They are explained in detail below. As new reports are developed, they will be added for the Commission's review.

#### Financial Reporting

Balance Sheet by Fund Type	Lists total assets, liabilities, and equity by fund type for a given period.
Revenue & Expense by Fund Type	Lists total revenue and expenses by fund type for a given period.
Receivables Management	Shows total outstanding accounts receivable by age.
Open Task Order Schedule	Shows SAWPA's total outstanding obligation for open task orders.
List of SAWPA Funds	Shows each SAWPA Fund with the fund description and fund group.
Debt Service Funding Analysis	Shows total annual income by source used to make debt service payments through debt maturity at FYE 2048.
Debt Service Payment Schedule	Shows total debt service interest and principal payments through debt maturity at FYE 2048.

#### Cash and Investments

Total Cash and Investments (chart)	Shows the changes in cash and investments balance for the last twelve months.
Cash Balance & Source of Funds	Shows total cash and investments for all SAWPA funds and the types of investments held for each fund.
Cash & Investments (pie chart)	Shows total cash and investments for all SAWPA funds and the percentage of each investment type.
Reserve Account Analysis	Shows changes to each reserve account for the year and projected ending balance for each.
Twelve Month Security Schedule (chart)	Shows the maturity dates for securities held and percentage of securities in each category.

Treasurer's Report	Shows book and market value for both Treasury strips and securities held by the Agency.
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**Performance Indicators**

Average Daily Flow by Month	Shows total flow in the Brine Line System by month compared to total treatment capacity owned. This is an indicator of the available capacity in the line. As we add yearly flows, it will show trends in flow throughout the year.
Summary of Labor Multipliers	Summarizes the information generated from the following two reports and compares the actual benefit and Indirect Cost Allocation rates to the total budgeted rates.
General Fund Costs	Lists total Fund No. 100 costs to date and the amount of those costs recovered through the Indirect Cost Allocation and member contributions.
Benefit Summary	Lists total employee benefit costs actual to budget and projects them through the end of the year. This report compares how the actual benefit rate compares to the budgeted rate.
Labor Hours Budget vs. Actual	Shows total budgeted hours for each project and compares them to the actual hours charged to each.

**RESOURCE IMPACTS**

Staff expects minimal impacts to SAWPA or its member agencies related to this effort.

Attachments:

- |                                       |   |
|---------------------------------------|---|
| 1. Balance Sheet by Fund Type         | 10. Reserve Account Analysis                    |
| 2. Revenue & Expense by Fund Type     | 11. Twelve-Month Maturity Schedule - Securities |
| 3. Accounts Receivable Aging Report   | 12. Treasurer's Report                          |
| 4. Open Task Order Schedule           | 13. Average Daily Flow by Month                 |
| 5. List of SAWPA Funds                | 14. Summary of Labor Multipliers                |
| 6. Debt Service Funding Analysis      | 15. General Fund Costs                          |
| 7. Debt Service Payment Schedule      | 16. Benefits                                    |
| 8. Total Cash and Investments (chart) | 17. Labor Hours Budgeted vs. Actual             |
| 9. Cash Balance & Source of Funds     |   |

Santa Ana Watershed Project Authority  
Balance Sheet by Fund Type  
For the One Month Ending Monday, July 31, 2017

	General Fund	Brine Line Enterprise	Capital Projects	OWOW Projects	Roundtable Projects	Fund Totals
<b>Assets</b>						
<b>Current Assets</b>						
Cash and Investments	\$3,821,077.02	\$45,516,425.84	(\$850,786.70)	\$248,640.68	\$2,004,127.94	\$50,739,484.78
Accounts Receivable	46,871.46	1,993,616.88	0.00	5,749,583.46	638,705.38	8,428,777.18
Installment Notes Receivable	0.00	3,496,542.28	0.00	0.00	0.00	3,496,542.28
Interest Receivable	0.00	68,771.49	0.00	0.00	0.00	68,771.49
Prepays and Deposits	542,525.75	149,914.82	0.00	0.00	0.00	692,440.57
Total Current Assets	<u>4,410,474.23</u>	<u>51,225,271.31</u>	<u>(850,786.70)</u>	<u>5,998,224.14</u>	<u>2,642,833.32</u>	<u>63,426,016.30</u>
<b>Fixed Assets</b>						
Property, Plant & Equipment						
less accum depreciation	1,139,059.03	63,220,662.18	0.00	0.00	0.00	64,359,721.21
Work In Process	0.00	0.00	21,536,290.26	0.00	0.00	21,536,290.26
Total fixed assets	<u>1,139,059.03</u>	<u>63,220,662.18</u>	<u>21,536,290.26</u>	<u>0.00</u>	<u>0.00</u>	<u>85,896,011.47</u>
<b>Other Assets</b>						
Wastewater treatment/disposal rights, net of amortization	0.00	28,818,090.45	0.00	0.00	0.00	28,818,090.45
Inventory - Mitigation Credits	0.00	0.00	0.00	0.00	1,910,560.00	1,910,560.00
Total Other Assets	<u>0.00</u>	<u>28,818,090.45</u>	<u>0.00</u>	<u>0.00</u>	<u>1,910,560.00</u>	<u>30,728,650.45</u>
<b>Total Assets</b>	<u><b>\$5,549,533.26</b></u>	<u><b>\$143,264,023.94</b></u>	<u><b>\$20,685,503.56</b></u>	<u><b>\$5,998,224.14</b></u>	<u><b>\$4,553,393.32</b></u>	<u><b>\$180,050,678.22</b></u>
<b>Liabilities and Fund Equity</b>						
<b>Current Liabilities</b>						
Accounts Payable/Accrued Expenses	\$683,758.66	\$1,051,543.16	\$3,334,647.56	\$4,834,583.14	\$261,060.46	\$10,165,592.98
Accrued Interest Payable	0.00	280,256.23	88,960.82	0.00	0.00	369,217.05
<b>Noncurrent Liabilities</b>						
Long-term Debt	3,104,742.00	19,389,683.02	3,993,073.00	0.00	0.00	26,487,498.02
Deferred Revenue	0.00	72,719,287.50	0.00	0.00	0.00	72,719,287.50
Total Liabilities	<u>3,788,500.66</u>	<u>93,440,769.91</u>	<u>7,416,681.38</u>	<u>4,834,583.14</u>	<u>261,060.46</u>	<u>109,741,595.55</u>
<b>Fund Equity</b>						
Contributed Capital	0.00	20,920,507.03	0.00	0.00	0.00	20,920,507.03
Retained Earnings	2,752,388.00	28,766,923.00	13,269,138.70	949,951.40	3,697,486.05	49,435,887.15
Revenue Over/Under Expenditures	(991,355.40)	135,824.00	(316.52)	213,689.60	594,846.81	(47,311.51)
Total Fund Equity	<u>1,761,032.60</u>	<u>49,823,254.03</u>	<u>13,268,822.18</u>	<u>1,163,641.00</u>	<u>4,292,332.86</u>	<u>70,309,082.67</u>
<b>Total Liabilities &amp; Fund Equity</b>	<u><b>\$5,549,533.26</b></u>	<u><b>\$143,264,023.94</b></u>	<u><b>\$20,685,503.56</b></u>	<u><b>\$5,998,224.14</b></u>	<u><b>\$4,553,393.32</b></u>	<u><b>\$180,050,678.22</b></u>

**Santa Ana Watershed Project Authority**  
**Revenue & Expenses by Fund Type**  
**For the One Month Ending Monday, July 31, 2017**

	General Fund	Brine Line Enterprise	Capital Projects	OWOW Projects	Roundtable Projects	Fund Totals
<b>Operating Revenue</b>						
Discharge Fees	\$0.00	\$1,003,508.46	\$0.00	\$0.00	\$0.00	\$1,003,508.46
Grant Proceeds	0.00	0.00	0.00	(145,171.81)	0.00	(145,171.81)
Financing Proceeds	0.00	0.00	0.00	0.00	10,478.36	10,478.36
Total Operating Revenue	0.00	1,003,508.46	0.00	(145,171.81)	10,478.36	868,815.01
<b>Operating Expenses</b>						
Labor	177,305.87	63,182.74	111.14	33,529.35	12,324.48	286,453.58
Benefits	63,415.09	27,610.86	48.57	14,652.33	5,385.78	111,112.63
Indirect Costs	0.00	89,150.84	156.81	47,309.91	17,389.84	154,007.40
Education & Training	933.23	0.00	0.00	0.00	0.00	933.23
Consulting & Professional Services	26,911.71	5,636.75	0.00	144,938.59	96,137.45	273,624.50
Operating Costs	849.44	259,605.20	0.00	0.00	0.00	260,454.64
Repair & Maintenance	6,403.38	7,032.45	0.00	0.00	0.00	13,435.83
Phone & Utilities	6,570.22	570.21	0.00	0.00	0.00	7,140.43
Equipment & Computers	18,606.96	29,155.00	0.00	149.32	0.00	47,911.28
Meeting & Travel	2,448.69	143.76	0.00	573.93	0.00	3,166.38
Other Administrative Costs	5,125.24	568.66	0.00	5,685.00	10,000.00	21,378.90
Benefits Applied	91,822.28	0.00	0.00	0.00	0.00	91,822.28
Indirect Costs Applied	(173,315.93)	0.00	0.00	0.00	0.00	(173,315.93)
Other Expenses	5,612.61	22,802.14	0.00	0.00	0.00	28,414.75
Construction	0.00	0.00	0.00	(265,699.84)	0.00	(265,699.84)
Total Operating Expenses	232,688.79	505,458.61	316.52	(18,861.41)	141,237.55	860,840.06
Operating Income (Loss)	(232,688.79)	498,049.85	(316.52)	(126,310.40)	(130,759.19)	7,974.95
<b>Nonoperating Income (Expense)</b>						
Other Agency Contributions	0.00	0.00	0.00	340,000.00	725,606.00	1,065,606.00
Interest Income	0.00	14,056.47	0.00	0.00	0.00	14,056.47
Interest Expense - Debt Service	0.00	24,921.92	0.00	0.00	0.00	24,921.92
Other Income	45.29	(24,921.92)	0.00	0.00	0.00	(24,876.63)
Use of Reserves	(8,764.98)	0.00	0.00	0.00	0.00	(8,764.98)
Total Nonoperating Income (Expense)	(8,719.69)	14,056.47	0.00	340,000.00	725,606.00	1,070,942.78
Excess Rev over (under) Exp	(\$241,408.48)	\$512,106.32	(\$316.52)	\$213,689.60	\$594,846.81	\$1,078,917.73

Aging Report  
Santa Ana Watershed Project Authority  
Receivables as of August 31, 2017

Customer Name	Project	Total	Current	0-30 Days	31-60 Days	61 and Over
Banning, City of	Basin Monitoring TF	14,019.00			14,019.00	
Beaumont, City of	Basin Monitoring TF	14,019.00			14,019.00	
Chino Basin Desalter Authority	Brine Line	351,502.36		185,907.41	165,594.95	
Chino Basin Watermaster	Basin Monitoring TF, MSAR TMDL	23,407.00			23,407.00	
Claremont, City of	MSAR TMDL	11,153.00			11,153.00	
Department of Water Resources	Prop 84, WECAN	1,879,318.16			175,736.96	1,703,581.20
Eastern Municipal Water District	Brine Line, MA Contributions, Emerging Constituents	373,591.17		191,976.60	181,614.57	
Eastvale, City of	MSAR TMDL	11,153.00			11,153.00	
Elsinore Valley Municipal Water District	Basin Monitoring TF, Emerging Constituents	17,096.00			17,096.00	
Inland Empire Utilities Agency	Brine Line, MA Contributions, Basin Monitoring TF	296,351.82		147,261.15	149,090.67	
Jurupa Community Services District	Basin Monitoring TF	14,019.00			14,019.00	
Jurupa Valley, City of	MSAR TMDL	11,153.00			11,153.00	
Lake Elsinore & San Jacinto Watersheds Authority	LESJWA Administration	20,237.33		20,237.33		
Orange County Water District	Member Agency Contributions, SA Fish Conservation	473,154.90		288,423.00	138,731.90	46,000.00
Redlands, City of	Basin Monitoring TF	12,254.00			12,254.00	
Rialto, City of	Basin Monitoring TF, Emerging Constituents	17,096.00			17,096.00	
Riverside County Flood Control District	MSAR TMDL, Basin Monitoring TF	101,236.00			101,236.00	
Riverside, City of (Public Utilities)	Basin Monitoring TF	7,009.50			7,009.50	
Riverside, City of (Wastewater Treatment)	Emerging Constituents	3,077.00			3,077.00	
RIX Treatment	Basin Monitoring TF	14,019.00			14,019.00	
San Bernardino County Flood Control District	MSAR TMDL, RWQ Monitoring TF	187,929.00			187,929.00	
San Bernardino Valley Municipal Water District	Brine Line, Basin Monitoring TF, MA Contributions	477,775.18		383,193.64	94,581.54	
Temescal Valley Water District	Basin Monitoring TF, Emerging Constituents	14,464.00			14,464.00	
Western Municipal Water District	Brine Line, MA Contributions	860,123.90		439,854.37	420,269.53	
Total Accounts Receivable		5,205,158.32	-	1,656,853.50	1,798,723.62	1,749,581.20

Santa Ana Watershed Project Authority  
Open Task Orders Schedule  
August 2017  
(Reflects Invoices Received as of 9/15/17)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager	Comments
ACS100-09	100-00	Accent Computer Solutions	IT Support	04/11/2017	03/30/2018	\$ 42,000.00	\$ -	\$ 42,000.00	\$ 24,167.75	\$ 17,832.25	Dean Unger	
ACS100-10	100-00	Accent Computer Solutions	Office 365 Migration	05/01/2017	06/30/2018	\$ 17,500.00	\$ -	\$ 17,500.00	\$ 11,253.00	\$ 6,247.00	Dean Unger	
BART100-02	100-00	Bartel & Associates	GASB 68 Actuarial Info.	04/06/2017	12/31/2017	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,124.90	\$ 75.10	Karen Williams	
BMA100-01	100-00	Bob Murray & Associates	GM Recruitment	05/02/2017	12/31/2017	\$ 24,900.00	\$ -	\$ 24,900.00	\$ 19,222.94	\$ 5,677.06	Kelly Berry	
INSOL100-10	100-00	Integrated Systems Solutions	GP Software Annual Technical Support	07/01/2017	06/30/2018	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 132.00	\$ 3,868.00	Dean Unger	
NICO100-05	100	Nicolay Consulting Group	GASB 45/75 Transisiton Plan	08/22/2017	06/30/2019	\$ 7,200.00	\$ -	\$ 7,200.00	\$ -	\$ 7,200.00	Karen Williams	
WNDE100-05	100-00	White Nelson Diehl Evans LLC	FYE 2017 Audit	05/08/2017	06/30/2018	\$ 26,370.00	\$ -	\$ 26,370.00	\$ 12,550.00	\$ 13,820.00	Karen Williams	
WCA100-03-02	100-03	West Coast Advisors	State Legislative Consulting FY16-18	11/24/2015	12/31/2018	\$ 345,000.00	\$ -	\$ 345,000.00	\$ 210,000.00	\$ 135,000.00	Rich Haller	
DOUG240-02	240	Douglas Environmental	Brine Line Meter Calibration	07/01/2017	06/30/2018	\$ 4,970.00	\$ -	\$ 4,970.00	\$ 260.00	\$ 4,710.00	Carlos Quintero	On Call
WO2018-05	240	E S Babcock	Brine Line Sample Collection & Analysis	07/01/2017	06/30/2018	\$ 87,578.00	\$ -	\$ 87,578.00	\$ 8,120.00	\$ 79,458.00	Carols Quintero	
HAZ240-08	240	Haz Mat Trans Inc	Brine Line Facility Repair & Maintenance	07/01/2017	06/30/2018	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 1,965.00	\$ 33,035.00	Carlos Quintero	On Call
HAZ240-07	240	Haz Mat Trans Inc	On Call Draining & Emergency Clean Up	06/29/2015	06/30/2018	\$ 98,215.00	\$ -	\$ 98,215.00	\$ 5,055.00	\$ 93,160.00	Carlos Quintero	On Call
HOU240-02	240	Houston Harris PCS Inc	Brine Line On Call Pipeline Cleaning	06/16/2015	06/30/2018	\$ 318,120.00	\$ 225,000.00	\$ 543,120.00	\$ 287,627.50	\$ 255,492.50	Carlos Quintero	On Call
HOU240-03	240	Houston Harris PCS Inc	Brine Line On Call Inspection Services	07/01/2017	06/30/2018	\$ 38,000.00	\$ -	\$ 38,000.00	\$ 7,472.45	\$ 30,527.55	Carlos Quintero	On Call
WO2018-10	240	IEUA	Reach IV-A Upper Support	07/01/2017	06/30/2018	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	Carlos Quintero	
INN240-02	240	Innerline Engineering Inc	Brine Line On-Call Line Cleaning	06/29/2015	06/30/2018	\$ 46,900.00	\$ 50,000.00	\$ 96,900.00	\$ 59,191.34	\$ 37,708.66	Carlos Quintero	On Call
SAWA323-01	240	SAWA	Habitat Mitigation in Prado Basin	01/29/2010	10/31/2017	\$ 245,000.00	\$ -	\$ 245,000.00	\$ 226,951.46	\$ 18,048.54	Carlos Quintero	
TKE240-02	240	TKE Engineering & Planning	Brine Line On-Call Land Surveying	06/26/2015	06/30/2018	\$ 30,300.00	\$ -	\$ 30,300.00	\$ 7,950.00	\$ 22,350.00	Carlos Quintero	On Call
TRU240-18	240	Trussell Technologies	2017 BL Annual Review	09/22/2016	08/31/2017	\$ 48,579.00	\$ -	\$ 48,579.00	\$ 48,576.51	\$ 2.49	Carlos Quintero	
TRU240-19	240	Trussell Technologies	Water Quality Monitoring Investigation	01/06/2017	08/31/2017	\$ 34,638.00	\$ -	\$ 34,638.00	\$ 34,628.00	\$ 10.00	Carlos Quintero	
WO2018-01	240	WMWD	Sample Collection & Analysis	07/01/2017	06/30/2018	\$ 90,000.00	\$ -	\$ 90,000.00	8,649.43	\$ 81,350.57	David Ruhl	
WO2018-02	240	WMWD	Brine Line Operations & Maintenance	07/01/2017	06/30/2018	\$ 25,000.00	\$ -	\$ 25,000.00	2,401.58	\$ 22,598.42	David Ruhl	
DUDK326-05	326	Dudek	Litigation Support	11/28/2016	12/31/2017	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ 29,815.00	\$ 20,185.00	David Ruhl	88
DUDK326-06	326	Dudek	Reach V Rehabilitation - Ph I, Tasks 3-4	03/03/2017	06/30/2018	\$ 134,900.00	\$ -	\$ 134,900.00	\$ 32,906.51	\$ 101,993.49	David Ruhl	



Santa Ana Watershed Project Authority  
Open Task Orders Schedule  
August 2017  
(Reflects Invoices Received as of 9/15/17)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager	Comments
HAMM326-01	326	Hammons Strategies	Strategic Communication Services	05/24/2016	09/30/2017	\$ 18,500.00	\$ 49,500.00	\$ 68,000.00	\$ 63,750.00	\$ 4,250.00	Rich Haller	
WO2018-03	326	PSI Lab	CIPP Sampling	07/01/2017	06/30/2018	\$ 30,010.00	\$ -	\$ 30,010.00	\$ 13,970.00	\$ 16,040.00	David Ruhl	
VALI326-04	326	Vali Cooper & Associates Inc	IEBL Reach V Rehabilitation	03/15/2017	06/30/2018	\$ 1,252,400.00	\$ -	\$ 1,252,400.00	\$ 568,058.90	\$ 684,341.10	David Ruhl	
PO3379 Const	326	WEKA	IEBL Reach V Rehab & Improvement	09/13/2016	01/16/2018	\$ 2,044,602.00	\$ 13,545,528.58	\$ 15,590,130.58	\$ 9,755,582.66	\$ 5,834,547.92	David Ruhl	
CDM374-01	374	CDM Smith	Triennial Ambient Water Quality Update	08/15/2016	09/30/2017	\$ 349,960.00	\$ 55,153.00	\$ 405,113.00	\$ 378,730.46	\$ 26,382.54	Mark Norton	
CDM374-02	374	CDM Smith	CEQA Supplemental doc & analysis	09/27/2016	12/31/2017	\$ 29,527.00	\$ 10,000.00	\$ 39,527.00	\$ 38,707.65	\$ 819.35	Mark Norton	
GEOS374-01	374	GeoScience Support Service	SAR WLA Model Update	02/01/2017	06/30/2018	\$ 249,800.00	\$ -	\$ 249,800.00	\$ 128,181.25	\$ 121,618.75	Mark Norton	
RISK374-06	374	Risk Sciences	Basin Monitoring TF	07/27/2016	06/30/2018	\$ 73,000.00	\$ -	\$ 73,000.00	\$ 67,722.91	\$ 5,277.09	Mark Norton	
SCH381-01	381	Scheevel Engineering	S.A. Sucker - Beneficial Use Project	04/18/2017	12/31/2018	\$ 96,725.00	\$ -	\$ 96,725.00	\$ 42,141.50	\$ 54,583.50	Ian Achimore	
AMEC384-01	384-01	Amec Foster Wheeler	Tier 2 - Bacteria Source Investigation	07/18/2017	06/30/2018	\$ 49,960.00	\$ -	\$ 49,960.00	\$ -	\$ 49,960.00	Rick Whetsel	
CDM384-15	384-01	CDM Smith	CBRP Implementation Support	02/08/2017	12/31/2017	\$ 12,135.00	\$ -	\$ 12,135.00	\$ 5,399.64	\$ 6,735.36	Mark Norton	
RISK384-08	384-01	Risk Sciences	MSAR TMDL Task Force	07/12/2015	06/30/2018	\$ 87,300.00	\$ -	\$ 87,300.00	\$ 35,765.42	\$ 51,534.58	Rick Whetsel	
CDM386-12	386	CDM Smith	Regional Bacteria Monitoring Program	04/18/2017	06/30/2018	\$ 317,046.00	\$ -	\$ 317,046.00	\$ 68,052.59	\$ 248,993.41	Rick Whetsel	
DEGR392-03	392	DeGrave Communications	Social Media Support - EC TF	07/01/2017	06/30/2018	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 4,407.61	\$ 25,592.39	Mark Norton	
PO3289	397	CAPOC	Green House Gas Contract - WECAN	06/27/2016	09/30/2017	\$ 16,628.00	\$ -	\$ 16,628.00	\$ 3,623.58	\$ 13,004.42	Mike Antos	
PO3377	397	CAPR	Green House Gas Contract - WECAN	10/31/2016	09/30/2017	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 33,150.00	\$ 51,850.00	Mike Antos	
PO3285	397	CAPSB	Green House Gas Contract - WECAN	06/20/2016	09/30/2017	\$ 868,153.00	\$ -	\$ 868,153.00	\$ 206,575.87	\$ 661,577.13	Mike Antos	
ECOT397-01	397	Ecotech	WECAN Landscaping Project	05/26/2016	12/29/2017	\$ 1,300,000.00	\$ 2,000.00	\$ 1,302,000.00	\$ 702,494.00	\$ 599,506.00	Mike Antos	
ECOT397-02	397	Ecotech	WECAN Landscaping Project	04/04/2017	10/30/2018	\$ 612,000.00	\$ -	\$ 612,000.00	\$ 7,944.00	\$ 604,056.00	Mike Antos	
GMC397-01	397	Green Media Creations	WECAN Outreach and Management	05/26/2016	09/30/2017	\$ 170,000.00	\$ -	\$ 170,000.00	\$ 152,276.85	\$ 17,723.15	Mike Antos	
GMC397-02	397	Green Media Creations	WVWD Turf Removal	04/11/2017	10/30/2018	\$ 80,000.00	\$ -	\$ 80,000.00	\$ 31,862.91	\$ 48,137.09	Mike Antos	
PO3280	397	Orange County Coastkeeper	Green House Gas Contract - WECAN	06/07/2016	12/31/2017	\$ 92,520.00	\$ -	\$ 92,520.00	\$ 88,236.39	\$ 4,283.61	Mike Antos	
PO3466	398	California Rural Water Association	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 240,000.00	\$ -	\$ 240,000.00	\$ 18,762.22	\$ 221,237.78	Mike Antos	89

Santa Ana Watershed Project Authority  
Open Task Orders Schedule  
August 2017  
(Reflects Invoices Received as of 9/15/17)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager	Comments
PO3375	398	Local Government Commission	Civic Spark WaterCorps Services	10/17/2016	09/30/2017	\$ 37,000.00	\$ -	\$ 37,000.00	\$ 33,656.92	\$ 3,343.08	Mike Antos	
PO3463	398	Local Government Commission	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 442,000.00	\$ -	\$ 442,000.00	\$ 25,245.27	\$ 416,754.73	Mike Antos	
PO3465	398	University Enterprises Corporation	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 1,290,500.00	\$ -	\$ 1,290,500.00	\$ 7,567.34	\$ 1,282,932.66	Mike Antos	
PO3464	398	Water Education Foundation	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 3,519.01	\$ 146,480.99	Mike Antos	
CVS504-301-01	504-00	CV Strategies	FAQ on Conservation Based Rates	11/29/2016	08/31/2018	\$ 25,000.00	\$ 600.00	\$ 25,600.00	\$ 18,488.75	\$ 7,111.25	Ian Achimore	
OMNI504-301-01	504-00	OmniEarth Inc	Web Based Water Consumption Reporting	09/21/2015	12/31/2017	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ 732,587.85	\$ 767,412.15	Mark Norton	
RMC504-401-02	504-04	RMC Water and Environment	SARCCUP Program Mgmt Services	07/01/2017	06/30/2018	\$ 260,515.00	\$ -	\$ 260,515.00	\$ 15,626.42	\$ 244,888.58	Mark Norton	
										<u>\$ 13,221,324.24</u>		

**LIST OF SAWPA FUNDS  
AS OF 08/01/17**

<b>Fund No.</b>	<b>Fund Description</b>	<b>Fund Group</b>
100-00	General Fund	General
100-03	State Lobbying	General
100-04	Federal Lobbying	General
100-05	Grant Applications	General
130	Proposition 84 – Program Management - Round 1	OWOW
135	Proposition 84 – Program Management – Round 2	OWOW
140	Proposition 84 – Program Management – Drought Round	OWOW
145	Proposition 84 – Program Management – 2015 Round	OWOW
240	Brine Line Enterprise	Brine Line
320-01	Brine Line Protection – Downstream Prado	Capital Projects
320-03	Brine Line Protection Above Prado	Capital Projects
320-04	Brine Line Protection D/S Prado in Riverside County	Capital Projects
326	Reach V Capital Repairs	Capital Projects
327	Reach IV-D Corrosion Repair	Capital Projects
370-01	Basin Planning General	OWOW
370-02	USBR Partnership Studies	OWOW
372	Imported Water Recharge Work Group	Roundtable
373	Watershed Management (OWOW)	OWOW
374	Basin Monitoring Program Task Force	Roundtable
381	Santa Ana River Fish Conservation	Roundtable
384-01	MSAR TMDL Task Force	Roundtable
386	Regional Water Quality Monitoring Task Force	Roundtable
387	Arundo Management & Habitat Restoration	Roundtable
392	Emerging Constituents Task Force	Roundtable
396	Forest First	Roundtable
397	Energy – Water DAC Grant Project	OWOW
398	Proposition 1 - DACI	OWOW
477	LESJWA Administration	Roundtable
504-01	Proposition 84 – Capital Projects Round 1 & 2	OWOW
504-00	Proposition 84 – Drought Capital Projects	OWOW
504-04	Proposition 84 – Final Round SARCCUP	OWOW

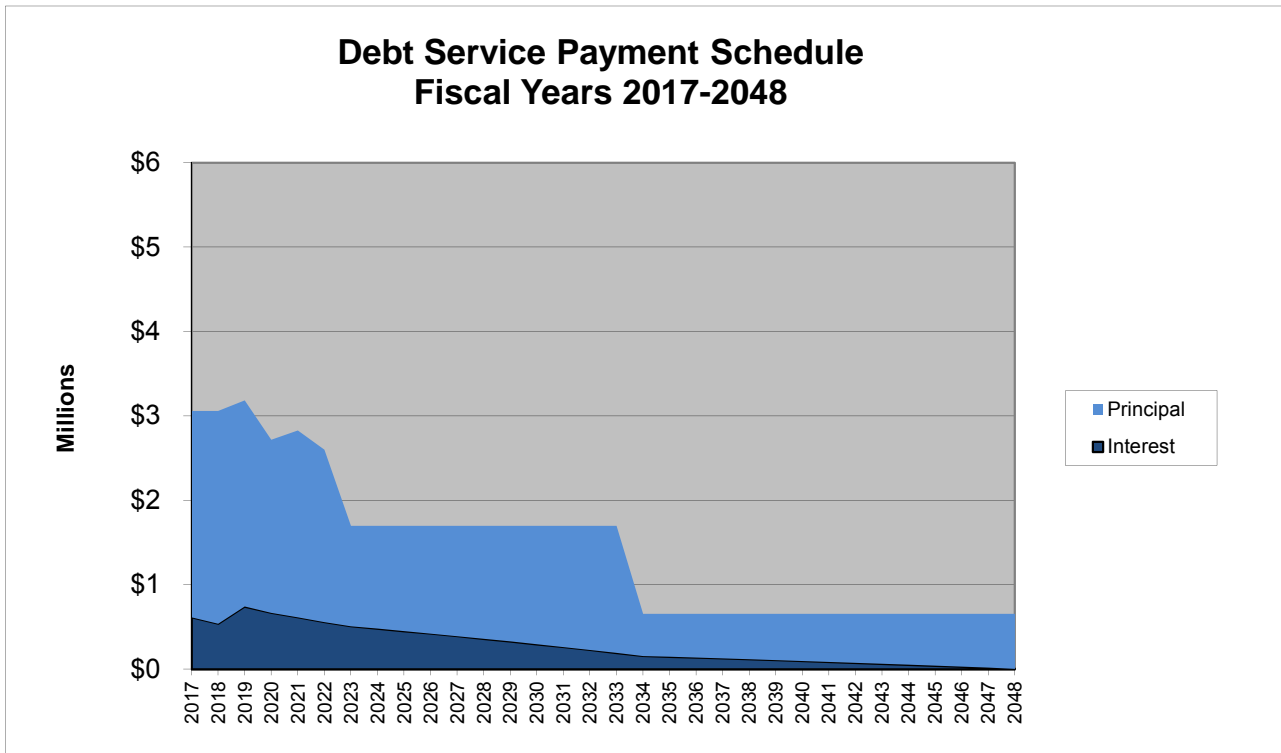
Santa Ana Watershed Project Authority  
 Brine Line Debt Service Funding Analysis  
 August 31, 2017

FYE	T-Strip Maturity	Capacity Loan Receipts	Rates	Loan Pymts	Interest Earned *	Excess Cash	Ending Cash Balance
	Beginning Balance						3,509,025
2017	949,000	356,251	1,552,521	(3,060,725)	27,407	(175,546)	3,333,479
2018	949,000	356,251	2,136,173	(3,060,725)	66,670	447,368	3,780,848
2019	395,000	89,053	1,700,623	(3,183,151)	26,392	(972,083)	2,808,765
2020	395,000	-	1,700,623	(2,826,901)	56,175	(675,103)	2,133,663
2021	-	-	1,700,623	(2,826,901)	42,673	(1,083,605)	1,050,058
2022	-	-	1,700,623	(2,599,586)	21,001	(877,962)	172,096
2023	-	-	1,700,623	(1,700,623)	3,442	3,442	175,538
2024	-	-	1,700,623	(1,700,623)	3,511	3,511	179,049
2025	-	-	1,700,623	(1,700,623)	3,581	3,581	182,630
2026	-	-	1,700,623	(1,700,623)	3,653	3,653	186,282
2027	-	-	1,700,623	(1,700,623)	3,726	3,726	190,008
2028	-	-	1,700,623	(1,700,623)	3,800	3,800	193,808
2029	-	-	1,700,623	(1,700,623)	3,876	3,876	197,684
2030	-	-	1,700,623	(1,700,623)	3,954	3,954	201,638
2031	-	-	1,700,623	(1,700,623)	4,033	4,033	205,671
2032	-	-	1,700,623	(1,700,623)	4,113	4,113	209,784
2033	-	-	1,700,623	(1,700,623)	4,196	4,196	213,980
2034	-	-	656,350	(656,350)	4,280	4,280	218,259
2035	-	-	656,350	(656,350)	4,365	4,365	222,625
2036	-	-	656,350	(656,350)	4,452	4,452	227,077
2037	-	-	656,350	(656,350)	4,542	4,542	231,619
2038	-	-	656,350	(656,350)	4,632	4,632	236,251
2039	-	-	656,350	(656,350)	4,725	4,725	240,976
2040	-	-	656,350	(656,350)	4,820	4,820	245,795
2041	-	-	656,350	(656,350)	4,916	4,916	250,711
2042	-	-	656,350	(656,350)	5,014	5,014	255,726
2043	-	-	656,350	(656,350)	5,115	5,115	260,840
2044	-	-	656,350	(656,350)	5,217	5,217	266,057
2045	-	-	656,350	(656,350)	5,321	5,321	271,378
2046	-	-	656,350	(656,350)	5,428	5,428	276,806
2047	-	-	656,350	(656,350)	5,536	5,536	282,342
2048	-	-	656,350	(656,350)	5,647	5,647	287,989
	2,688,000	801,554	39,043,289	(46,110,093)	356,211	(3,221,037)	-

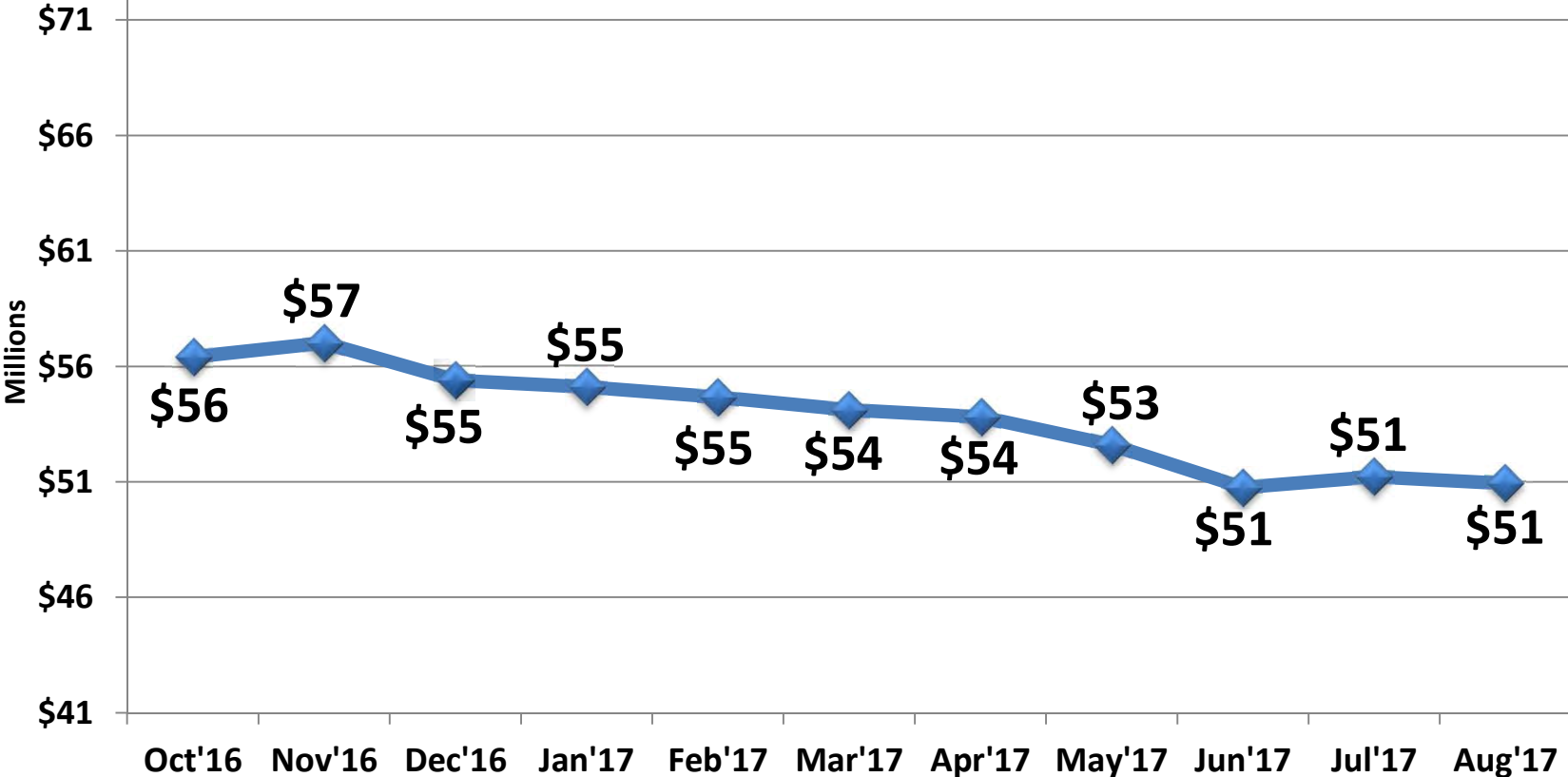
\*Interest earned is based on a conservative 2.00% average return over the period

Santa Ana Watershed Project Authority  
 Brine Line Debt Service Payment Schedule  
 August 31, 2017

FYE	Interest	Principal	Total Payment	New SRF Loan	Remaining Principal
2017	615,361	2,445,358	3,060,719	-	19,599,731
2018	539,722	2,520,997	3,060,719	15,000,000	32,078,734
2019	743,508	2,439,943	3,183,451	-	29,638,791
2020	669,973	2,049,717	2,719,689	-	27,589,074
2021	615,546	2,211,355	2,826,901	-	25,377,719
2022	559,727	2,039,860	2,599,586	-	23,337,859
2023	509,071	1,191,552	1,700,623	-	22,146,307
2024	480,853	1,219,771	1,700,623	-	20,926,537
2025	451,953	1,248,670	1,700,623	-	19,677,867
2026	422,357	1,278,266	1,700,623	-	18,399,601
2027	392,046	1,308,578	1,700,623	-	17,091,023
2028	361,002	1,339,621	1,700,623	-	15,751,402
2029	329,209	1,371,414	1,700,623	-	14,379,988
2030	296,647	1,403,976	1,700,623	-	12,976,012
2031	263,298	1,437,325	1,700,623	-	11,538,688
2032	229,143	1,471,480	1,700,623	-	10,067,207
2033	194,161	1,506,462	1,700,623	-	8,560,745
2034	158,332	498,018	656,350	-	8,062,727
2035	148,787	507,563	656,350	-	7,555,164
2036	139,059	517,291	656,350	-	7,037,873
2037	129,144	527,206	656,350	-	6,510,667
2038	119,040	537,310	656,350	-	5,973,357
2039	108,741	547,609	656,350	-	5,425,749
2040	98,246	558,104	656,350	-	4,867,644
2041	87,549	568,801	656,350	-	4,298,843
2042	76,647	579,703	656,350	-	3,719,141
2043	65,536	590,814	656,350	-	3,128,327
2044	54,213	602,137	656,350	-	2,526,190
2045	42,672	613,678	656,350	-	1,912,511
2046	30,910	625,440	656,350	-	1,287,071
2047	18,922	637,427	656,350	-	649,645
2048	6,705	649,645	656,350	-	0



# Total Cash & Investments





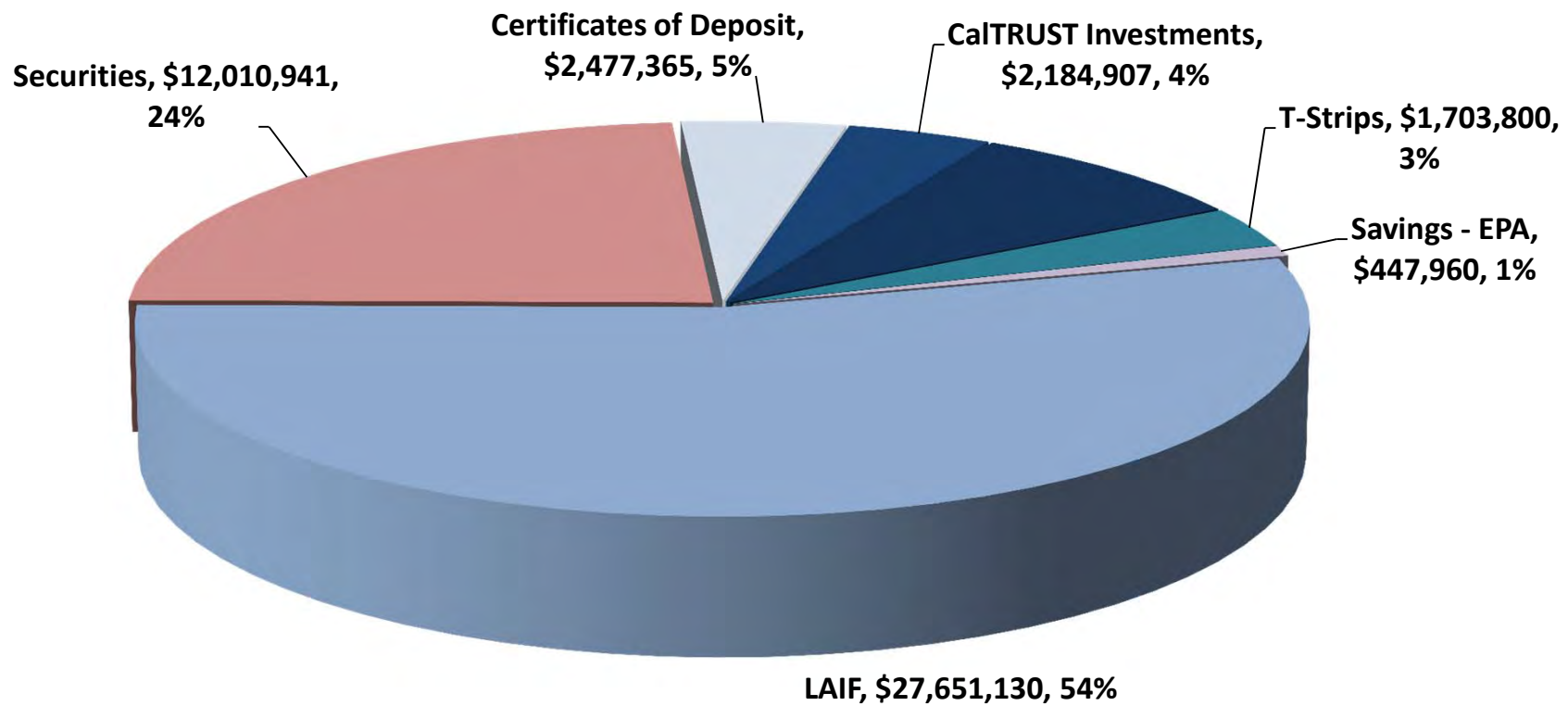
# CASH BALANCE & SOURCE OF FUNDS

August 31, 2017

Reserve Accounts		Cash and Investments							
	Total	Checking (Cash)	CalTRUST Investments	LAIF Account	Savings EPA	Investment Securities	Certificates of Deposit	Treasury Strips	Total
100 General Fund	\$ 2,372,669	2,372,669	-	-	-	-	-	-	\$ 2,372,669
100 Building Reserve	\$ 920,782	-	-	920,782	-	-	-	-	\$ 920,782
370 Basin Planning General	\$ 220,452	-	-	220,452	-	-	-	-	\$ 220,452
370 USBR Partnership Studies	\$ 32,572	-	-	32,572	-	-	-	-	\$ 32,572
373 Watershed Management Plan	\$ 217,439	-	-	217,439	-	-	-	-	\$ 217,439
240 Self Insurance Reserve	\$ 3,872,853	-	-	3,872,853	-	-	-	-	\$ 3,872,853
240 Brine Line Debt Retirement	\$ 5,758,270	-	-	4,054,470	-	-	-	1,703,800	\$ 5,758,270
240 Brine Line - Pipeline Replacement	\$ 17,518,495	-	-	3,030,189	-	12,010,941	2,477,365	-	\$ 17,518,495
240 Brine Line - OCSD Rehabilitation	\$ 3,525,815	-	2,184,907	1,340,908	-	-	-	-	\$ 3,525,815
240 Brine Line - Capacity Management	\$ 7,853,899	-	-	7,853,899	-	-	-	-	\$ 7,853,899
240 Brine Line - OCSD Future Capacity	\$ 1,729,799	-	-	1,729,799	-	-	-	-	\$ 1,729,799
240 Brine Line - Flow Imbalance Reserve	\$ 86,545	-	-	86,545	-	-	-	-	\$ 86,545
240 Brine Line - Operating Reserve	\$ 3,423,693	2,074,154	-	1,349,539	-	-	-	-	\$ 3,423,693
401 Legal Defense Fund	\$ 447,960	-	-	-	447,960	-	-	-	\$ 447,960
372 Imported Water Recharge	\$ 10,696	-	-	10,696	-	-	-	-	\$ 10,696
374 Basin Monitoring Program TF	\$ 369,887	-	-	369,887	-	-	-	-	\$ 369,887
381 SAR Fish Conservation	\$ 211,723	-	-	211,723	-	-	-	-	\$ 211,723
384 Middle SAR TMDL TF	\$ 93,768	-	-	93,768	-	-	-	-	\$ 93,768
386 RWQ Monitoring TF	\$ 214,130	-	-	214,130	-	-	-	-	\$ 214,130
387 Mitigation Bank Credits	\$ 953,870	-	-	953,870	-	-	-	-	\$ 953,870
392 Emerging Constituents TF	\$ 100,192	-	-	100,192	-	-	-	-	\$ 100,192
397 Energy - Water DAC Grant	\$ 987,417	-	-	987,417	-	-	-	-	\$ 987,417
	\$ 50,922,926	\$ 4,446,823	\$ 2,184,907	\$ 27,651,130	\$ 447,960	\$ 12,010,941	\$ 2,477,365	\$ 1,703,800	\$ 50,922,926

## Cash & Investments - August 2017

**\$50,922,926**

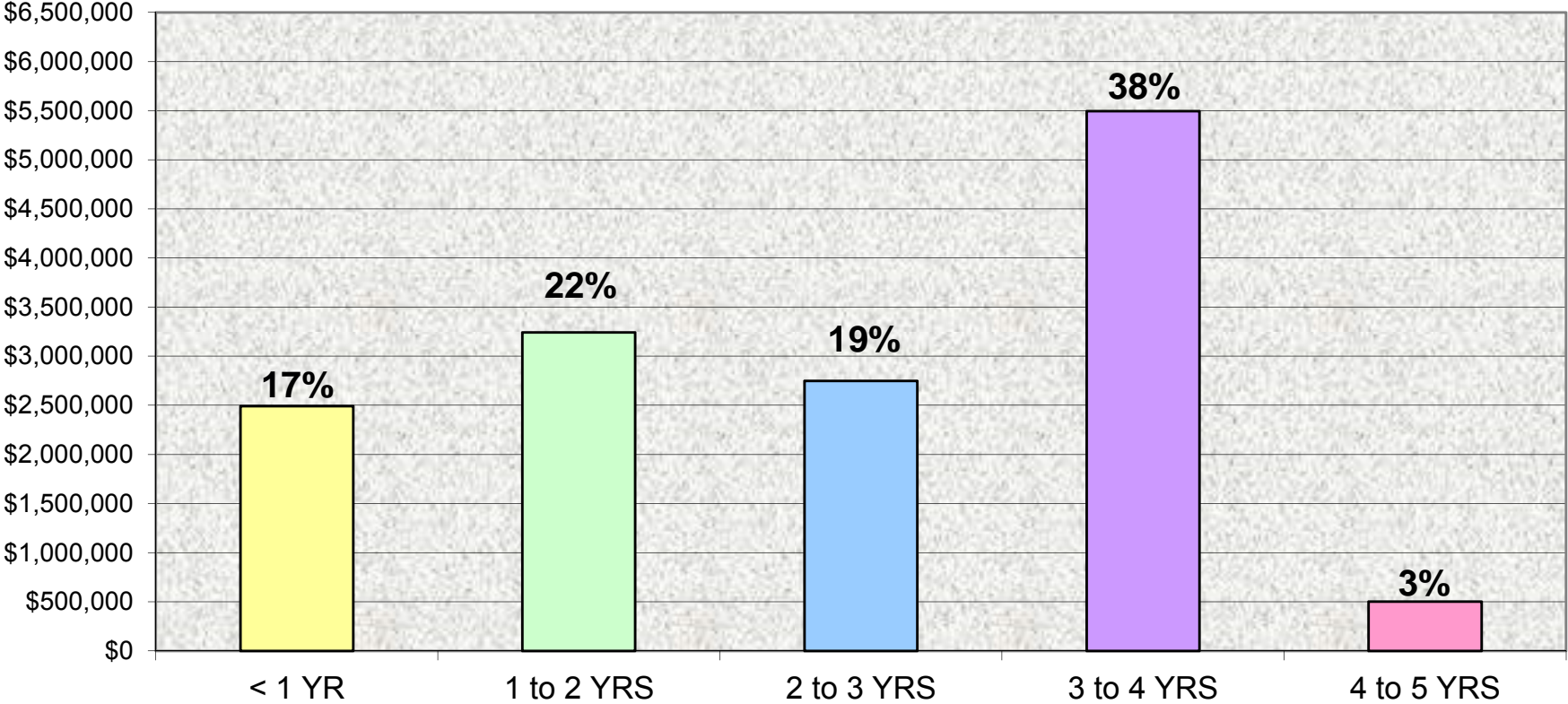




Santa Ana Watershed Project Authority  
Reserve Account Analysis  
August 31, 2017

Reserve Account	Balance @ 6/30/2017	Interest Earned	Fund Contributions	Loan/T-Strip Receipts	Debt Service Payments	Inter-Fund Loans	Fund Expenses	Balance @ 8/31/2017	Estimated Fund Changes	Balance @ 6/30/2018
Brine Line Operating Reserve	4,545,484	12,817	51,664				(1,186,272)	3,423,693	-	3,423,693
Flow Imbalance Reserve	84,608	221	1,717					86,545	-	86,545
OCSD Future Capacity	1,725,296	4,502						1,729,799	-	1,729,799
Capacity Management	7,851,194	2,705						7,853,899	-	7,853,899
Pipeline Replacement	13,807,175		6,093,450				(2,382,130)	17,518,495	(4,582,402)	12,936,093
OCSD Rehabilitation	7,506,389	19,426	(4,000,000)					3,525,815	-	3,525,815
Debt Retirement	3,333,479	8,712	356,029	356,251				4,054,471	1,423,893	5,478,364
Self Insurance	3,846,181	10,005	16,667					3,872,853	(83,333)	3,789,519
General Fund	3,263,214	6,661	5,196			(1,035,327)	132,926	2,372,669	-	2,372,669
Building Reserve	818,646	2,136	100,000					920,782	-	920,782
	46,325,606	67,185	2,624,722	356,251	-	(1,035,327)	(3,435,476)	45,359,020	(3,241,842)	42,117,178

# Twelve Month Maturity Schedule Securities



**SAWPA**  
**TREASURER'S REPORT**  
As of August 31, 2017

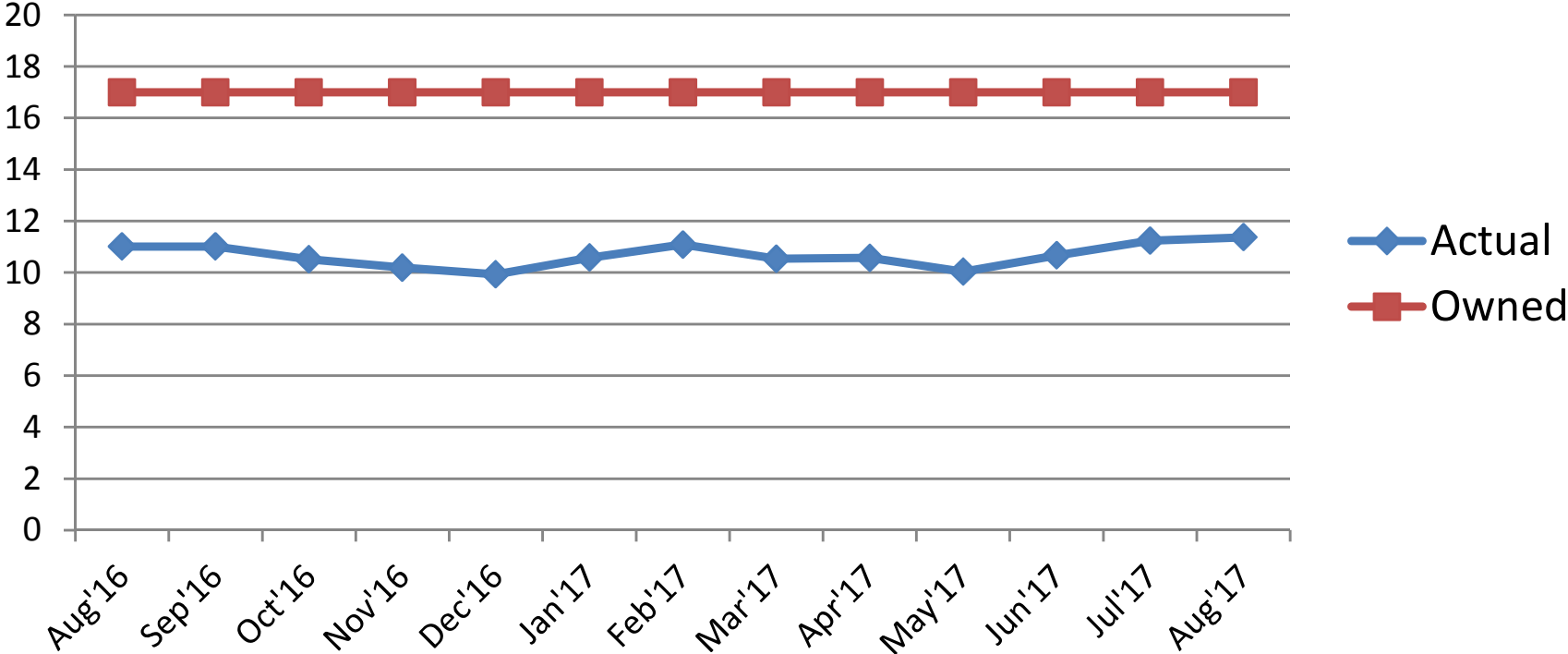
Investment T-Strips  
Safekeeping US Bank

T-STRIPS	Debt	Purchase Date	Maturity Date	PAR	Cost	Initial Discount	Current Discount	Book Value	Market Value	Interest Rate
USB	WEST RIV	07/09/1999	11/15/2017	334,000.00	106,493.00	227,507.44	-	334,000.00	332,565.80	6.33%
USB	WEST RIV	07/12/1999	05/15/2018	220,000.00	67,632.00	152,367.60	7,151.22	212,848.78	217,642.70	6.36%
USB	TVRI	02/11/2000	05/15/2020	1,185,000.00	353,177.40	831,822.60	80,686.96	1,104,313.04	1,153,590.80	6.39%
				\$ 1,739,000.00	\$ 527,302.40	\$ 1,211,697.64	\$ 87,838.18	1,651,161.82	\$ 1,703,799.30	6.36%

Investment Commercial  
Safekeeping US Bank

Type	Security	Purchase Date	Maturity Date	Unit Cost	Cost	Principal	Current Value	Market Value	Interest Rate
Agency	FHLMC	3/27/2014	3/27/2019	109.33	\$ 546,650.00	\$ 500,000.00	\$ 500,000.00	518,606.50	3.75%
Agency	FHLMC	9/16/2016	8/12/2021	100.00	\$ 990,060.00	\$ 1,000,000.00	\$ 1,000,000.00	979,594.00	1.125%
Agency	FHLMC	4/17/2017	1/13/2022	102.55	\$ 512,767.00	\$ 500,000.00	\$ 500,000.00	513,645.00	2.375%
Agency	FHLB	5/26/2015	6/14/2019	100.80	\$ 504,015.00	\$ 500,000.00	\$ 500,000.00	501,944.00	1.63%
Agency	FHLB	6/16/2016	6/12/2020	102.61	\$ 1,026,088.00	\$ 1,000,000.00	\$ 1,000,000.00	1,005,885.00	1.75%
Agency	FNMA	3/27/2014	2/19/2019	100.40	\$ 501,975.00	\$ 500,000.00	\$ 500,000.00	503,732.00	1.88%
Agency	FNMA	3/27/2013	3/27/2018	100.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	999,016.00	1.00%
Agency	FNMA	12/28/2015	12/28/2020	100.21	\$ 1,002,140.00	\$ 1,000,000.00	\$ 1,000,000.00	1,010,300.00	1.88%
Agency	FNMA	6/16/2016	11/30/2020	101.52	\$ 1,015,157.00	\$ 1,000,000.00	\$ 1,000,000.00	997,207.00	1.50%
Agency	USTN	11/17/2015	11/30/2018	100.00	\$ 1,002,500.00	\$ 1,000,000.00	\$ 1,000,000.00	999,766.00	1.25%
Agency	USTN	11/17/2015	10/31/2020	100.00	\$ 1,005,312.50	\$ 1,000,000.00	\$ 1,000,000.00	1,008,125.00	1.75%
Agency	USTN	11/17/2015	11/30/2019	100.00	\$ 1,001,210.94	\$ 1,000,000.00	\$ 1,000,000.00	1,003,125.00	1.50%
Agency	USTN	6/17/2016	8/31/2020	101.13	\$ 507,070.31	\$ 500,000.00	\$ 500,000.00	498,847.50	1.38%
Agency	USTN	6/16/2016	9/30/2020	101.12	\$ 506,992.19	\$ 500,000.00	\$ 500,000.00	498,574.00	1.38%
Agency	USTN	6/16/2016	10/31/2020	101.12	\$ 506,914.06	\$ 500,000.00	\$ 500,000.00	498,242.00	1.38%
CORP	Toyota Motor Credit	9/15/2016	7/13/2018	100.00	\$ 504,057.50	\$ 500,000.00	\$ 500,000.00	500,379.00	1.55%
CD	Ally Bank	4/20/2017	4/20/2020	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	1.80%
CD	American Exp Centurion	4/19/2017	4/19/2021	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	2.25%
CD	American Express BK FSB	5/10/2017	5/10/2021	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	2.20%
CD	CIT Bank	3/13/2013	3/13/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,914.26	1.10%
CD	GE Capital Retail	1/31/2014	1/31/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,430.94	1.45%
CD	Capital Bank FL	5/27/2015	5/29/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,669.99	1.10%
CD	Capital One Bank USA NA	9/30/2015	10/1/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	1.65%
CD	Capital One NA	9/30/2015	10/1/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	1.65%
CD	Wells Fargo Bank NA	12/2/2015	12/3/2018	100.00	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00	245,000.00	1.45%
CD	National Bank of NY	6/18/2014	6/18/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,059.63	1.30%
				\$ 14,609,909.50	\$ 14,477,000.00	\$ 14,477,000.00	\$ 14,477,000.00	14,514,062.82	1.65%

# Average Daily Flow by Month





## SUMMARY OF LABOR MULTIPLIERS

		Benefit Rate
Total Employee Benefits	190,696	0.329
Total Payroll	580,045	
Gross Indirect Costs	571,312	
Less: Member Contributions & Other Revenue	(75,000)	
Indirect Costs for Distribution	496,312	
		Indirect Rate
Direct Labor	279,255	1.777
Indirect Costs	496,312	

<b>FY 2017-18 Labor multiplier - thru 08/31/17</b>	<b>2.106</b>
FY 2016-17 Labor multiplier	<u>1.901</u>
FY 2015-16 Labor multiplier	<u>2.073</u>
FY 2014-15 Labor multiplier	<u>1.850</u>
FY 2013-14 Labor multiplier	<u>2.105</u>
FY 2012-13 Labor multiplier	<u>1.938</u>



## INDIRECT COSTS

*( to be Distributed )*

<u>G/L Acct.</u>	<u>Description</u>	<u>Actual thru</u> <u>8/31/17</u>
51000	Salaries - Regular	\$ 300,789
52000	Benefits	\$ 101,037
60111	Tuition Reimbursement	\$ -
60112	Training	\$ 400
60113	Education	\$ -
60114	Other Training & Education	\$ 633
60120	Audit Fees	\$ 12,550
60121	Consulting	\$ 52,362
60126	Temporary Services	\$ -
60128	Other Professional Services	\$ 700
60129	Other Contract Services	\$ -
60130	Legal Fees	\$ -
60133	Employment Recruitment	\$ -
60153	Materials & Supplies	\$ -
60154	Safety	\$ 971
60155	Security	\$ 1,272
60156	Custodial Contract Services	\$ 2,894
60157	Landscaping Maintenance	\$ 3,580
60158	HVAC	\$ 1,200
60159	Facility Repair & Maintenance	\$ 1,147
60160	Telephone	\$ 2,893
60161	Cellular / Paging Services	\$ 2,801
60163	Electricity	\$ 4,020
60164	Water Services	\$ 2,174
60170	Equipment Expensed	\$ 647

(Continued - next column)

<u>G/L Acct.</u>	<u>Description</u>	<u>Actual thru</u> <u>8/31/17</u>
60171	Equipment Rented	\$ 6,531
60172	Equipment Repair / Maintenance	\$ -
60180	Computer Hardware	\$ 384
60181	Software / Updates / Licensing	\$ 13,919
60182	Internet Services	\$ 2,504
60183	Computer Supplies	\$ -
60184	Computer Repair / Maintenance	\$ -
60190	Offsite Meeting / Travel Expense	\$ 55
60191	In House Meetings	\$ 72
60192	Conference Expense	\$ 2,321
60193	Car, Repair, Maint	\$ -
60200	Dues	\$ 160
60202	Subscriptions	\$ 116
60203	Contributions	\$ 2,500
60210	Bank Charges	\$ -
60211	Shipping / Postage	\$ 151
60212	Office Supplies	\$ 1,945
60213	Offsite Storage	\$ 968
60220	Commission Fees	\$ 2,600
60221	Commission Mileage Reimb.	\$ 1,038
60222	Other Commission Expense	\$ 166
60230	Other Expense	\$ -
80000	Retiree Medical Expense	\$ 18,833
80001	Insurance Expense	\$ 8,309
80000	Building Repair/Replacement Reserve	\$ 16,667
13005	Fixed Assets	\$ -

**Total Costs**      \$      571,312

Direct Costs Paid by Projects	\$ 434,847
Member Contribution Offset	\$ 75,000
	\$ 509,847

Over allocation %	-12.4%
Over (Under) Allocation of General Fund Costs	\$ (61,465)



## BENEFITS SUMMARY

*(Distributed based on Actual Labor)*

<u>G/L Acct</u>	<u>Description</u>	<u>Budget</u>	<u>Actual @ 8/31/17</u>	<u>Projected FYE 2018</u>
70101	FICA Expense	185,067 \$	24,225 \$	145,350
70102	Medicare Expense	52,612 \$	6,490 \$	38,940
70103	State Unemployment Insurance	5,712 \$	-	6,300
70104	Worker's Compensation Insurance	80,165 \$	7,902 \$	68,288
70105	State Disability Insurance	24,702 \$	2,964 \$	17,784
70106	PERS Pension Plan	662,665 \$	69,153 \$	414,916
70111	Medical Expense	445,725 \$	65,225 \$	391,350
70112	Dental Expense	31,680 \$	4,544 \$	27,264
70113	Vision Insurance	8,014 \$	1,183 \$	7,098
70114	Life Insurance Expense	15,491 \$	2,441 \$	14,646
70115	Long Term Disability	17,956 \$	2,719 \$	16,314
70116	Wellness Program Expense	3,500 \$	250 \$	1,500
70117	401a Profit Sharing - Employers Contribution	-	-	-
70120	Car Allowance	36,000 \$	3,600 \$	21,600
	<b>Total Benefits</b>	1,569,289	190,696	1,171,350
	<b>Total Payroll</b>	3,592,414 \$	580,045 \$	3,480,268
	<b>Benefits Rate</b>	43.7%	32.9%	33.7%

Santa Ana Watershed Project Authority  
 Labor Hours Budget vs Actual  
 Month Ending August 31, 2017

Fund	Budget	Actual	%	
100	General & Administrative	23,953	4,655	19.43%
130	Prop 84 Round 1 Administration	925	91	9.86%
135	Prop 84 Round 2 Administration	865	52	6.04%
140	Prop 84 2014 Drought Administration	655	225	34.31%
145	Prop 84 Final Round Administration	1,750	112	6.41%
240	Brine Line Enterprise	17,550	2,888	16.46%
320	Brine Line Protection	250	2	0.90%
326	Reach V Capital Repairs	2,171	474	21.83%
327	Reach IV-D Corrosion Repairs	755	-	0.00%
370-01	General Basin Planning	2,480	372	14.98%
370-02	USBR Partnership Studies	115	5	4.35%
372	Imported Water Recharge	45	10	21.11%
373	Watershed Management Plan	2,895	295	10.20%
374	Basin Monitoring Program	435	107	24.66%
381	SAR Fish Conservation	200	87	43.25%
384-01	Chino TMDL Facilitation	150	32	21.33%
386MONIT	Storm Water Quality Standards TF	110	29	25.91%
386STORM	Storm Water Quality Standards TF	-	-	100.00%
387	Arundo Removal & Habitat Restoration	185	37	20.14%
392	Emerging Constituents	56	29	50.89%
396	Forest First	30	-	0.00%
397	Water-Energy Grant Administration	480	69	14.27%
397EXPAN	Water-Energy WVWD Administration	-	5	100.00%
398ADMIN	DACI Grant	2,395	154	6.41%
477TMDL	LESJWA - TMDL Task Force	760	112	14.77%
477-02	LESJWA - Administration	355	68	19.01%
504-301A	Prop 84 2014 Drought Implementation	995	69	6.88%
504-301C	Prop 84 2014 Drought Implementation	685	134	19.49%
504-401I	Prop 84 Final Round Implementation	140	17	12.14%
504-401PA23	Prop 84 Final Round Implementation	430	29	6.74%
504-402WUE	Prop 84 Final Round Implementation	265	-	0.00%
		62,080	10,155	16.36%

Note: Should be at 16.67% of budget for 2 months



**SAWPA OWOW Status Report**  
**7/1/17 thru 9/30/17**

<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>STATUS</b>	<b>FUTURE TASKS/DEADLINES</b>	<b>FUTURE MEETING DATES</b>
<b>OWOW</b>	Integrated Planning Process for the Santa Ana River Watershed	<ul style="list-style-type: none"> <li>Staff engaged with the IRWM Roundtable of Regions, which brings statewide collaboration on grant administration challenges, IRWM policy, and interaction with DWR about IRWM and the upcoming PSP for Prop 1 implementation.</li> <li>The Pillar Workgroups are meeting and writing updates of the chapters for OWOW Plan Update 2018</li> <li>Pillar Integration meeting focused on project concepts for Prop 1 Implementation Grant Round 1</li> <li>Staff engaged with the Orange County planning process for their subregional integrated water management plans.</li> </ul>	<ul style="list-style-type: none"> <li>Continue OWOW Plan Update 2018 process</li> <li>Draft Pillar Chapters due end of December</li> <li>Support regional consideration of projects for expected implementation round.</li> <li>Work with Roundtable of Regions and DWR directly about implementation grant timeline and requirements.</li> <li>Tribal engagement RE: Tribal Communities Chapter</li> </ul>	<p>10-26-17 Pillar Integration Workshop</p> <p>11-16-17 OWOW Steering Committee</p>
	Disadvantaged Community Involvement (DCI) Program	<ul style="list-style-type: none"> <li>Executed agreements with sub-grantees</li> <li>Sub-grantees developing outreach tools, surveys and interview instruments, initiating meetings with community leaders and members</li> <li>Community Water Internship program initiated by CSU. To-date, six project proposals, two interns placed. (This effort is running behind, we are focused on it.)</li> </ul>	<ul style="list-style-type: none"> <li>Partners initiating meetings across watershed for strengths &amp; needs assessment</li> <li>Second Homelessness &amp; Water Symposium (Nov or Dec)</li> </ul>	
<b>Emergency Drought Grant Program Implementation</b>	Region-wide water demand reduction program for the Santa Ana River Watershed through the Project Agreement (PA) 22 Committee	<ul style="list-style-type: none"> <li>The PA22 Committee met on July 31, 2017 and Aug. 24, 2017.</li> <li>Staff prepared amendment to the Drought Round grant agreement and submitted it to the State after receiving approval from the PA 22 Committee. The amendment moved funding between funding categories and increased the schedule from June 2018 to June 2019.</li> <li>Following a RFP process, staff prepared a contract with Miller Spatial Services to provide GIS services to interested retail agencies who need support with complying with the Governor's Executive Order on Making Conservation a California Way of Life.</li> </ul>	<ul style="list-style-type: none"> <li>Support the remaining six retail agencies who are studying conservation based rates.</li> <li>Work with the eleven retail agencies who are deploying the technology based tool to ensure they are conducting outreach to their inefficient water using</li> </ul>	10- 26-17 PA 22 Committee
<b>Santa Ana River Conservation and Conjunctive Use Program (SARCCUP) Implementation</b>	Implementation of SARCCUP (which includes conjunctive use, fish habitat, invasive weed removal, and water use efficiency	<ul style="list-style-type: none"> <li>Staff prepared the PA 23 Committee budget for FYE 2018 and FYE 2019 for PA 23 Committee approval on June 6 2017. The PA 23 Committee approved the budget as defined in the proposed SAWPA two-year budget.</li> <li>Staff completed the second quarterly report/invoice by September 30, 2017.</li> <li>Staff worked with the SARCCUP agencies on an invoice for the water use efficiency and project management portion of SARCCUP. Invoices were</li> </ul>	<ul style="list-style-type: none"> <li>Present the decision support model results to the General Managers on October 3 and the PA 23 Committee on November 7.</li> <li>Present the updated schedule that will incorporate information from</li> </ul>	10-3-17 SARCCUP member agency GMs meeting

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	programs) through the PA 23 Committee.	submitted to several of the agencies. <ul style="list-style-type: none"> <li>Staff supported the effort to update the SARCCUP decision support model and provided feedback related to the Proposition 84 grant agreement.</li> </ul>	the decision support model results.	11-7-17 PA 23 Committee
<b>Prop 84 IRWM Round 1</b>	Grant administration of Prop 84 IRWM Round 1	<ul style="list-style-type: none"> <li>Staff continues to work with the agencies implementing the 15 projects involved in the first round of Prop 84 IRWM program to undertake all labor associated with interaction with DWR staff; project invoices processing including review, verification and submittal to DWR; project reporting review, verification and submittal to DWR; all DWR agreements, SAWPA Sub-agreements and Amendments preparation, processing and execution; DWR payment processing; project implementation inspection and verification; assembling, reviewing and submittal of Financial Statements; coordination and review of all Labor compliance; review and verification of all certifications, permits, and CEQA; project deliverables review, verification and submittal to DWR; project benefit assessment; review and verification of project monitoring plan; review and verification of project signage; review, verification and preparation of all documentation for audit review; grant administration budget preparation, monitoring, projections and assessment; SAWPA management review, oversight and direction regarding these defined tasks.</li> </ul>	<ul style="list-style-type: none"> <li>All grant administration will continue until the final Round 1 project is implemented and continues with annual monitoring for 10 years after the completion of the projects.</li> </ul>	10-3-17 Quarterly Report to SAWPA Commission
<b>Prop 84 IRWM Round 2</b>	Grant administration of Prop 84 IRWM Round 2	<ul style="list-style-type: none"> <li>Staff continues to work with the agencies involved in the 19 projects under the second round of Prop 84 IRWM program to undertake all labor associated with interaction with DWR staff; project invoices processing including review, verification and submittal to DWR; project reporting review, verification and submittal to DWR; all DWR agreements, SAWPA Sub-agreements and Amendments preparation, processing and execution; DWR payment processing; project implementation inspection and verification; assembling, reviewing and submittal of Financial Statements; coordination and review of all Labor compliance; review and verification of all certifications, permits, and CEQA; project deliverables review, verification and submittal to DWR; project benefit assessment; review and verification of project monitoring plan; review and verification of project signage; review, verification and preparation of all documentation for audit review; grant administration budget preparation, monitoring, projections and assessment; SAWPA management review, oversight and direction regarding these defined tasks.</li> </ul>	<ul style="list-style-type: none"> <li>All grant administration will continue until the final Round 2 project is implemented and continues with annual monitoring for 10 years after the completion of the projects.</li> </ul>	10-3-17 Quarterly Report to SAWPA Commission
<b>Prop 84 IRWM Drought Round</b>	Grant administration of Prop 84 IRWM Drought Round	<ul style="list-style-type: none"> <li>Staff prepared amendment to the Drought Round grant agreement and submitted to the State after receiving approval from the PA 22 Committee. The amendment moved funding between funding categories and increased the schedule from June 2018 to June 2019.</li> <li>Staff prepared three monthly progress report and invoices to the DWR</li> </ul>	<ul style="list-style-type: none"> <li>Receive feedback from DWR on the grant amendment request</li> </ul>	10-24-17 PA 22 Committee meeting

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<b>Prop 84 IRWM 2015 Round</b>	Grant administration of Prop 84 IRWM 2015 Round	<p>during the reporting period.</p> <ul style="list-style-type: none"> <li>• Staff worked with Orange County Coastkeeper and the SARCCUP agencies to identify the specific tasks to include in the Orange County Coastkeeper Sub-Grantee agreement which will implement the water conservation component of SARCCUP.</li> <li>• Staff prepared and reviewed the grant invoice and progress report for the second reporting period that was due to DWR on September 30, 2017</li> </ul>	<ul style="list-style-type: none"> <li>• The remaining SARCCUP agencies are planning to bring their SAWPA sub-agreements to their boards by the second quarter of 2018.</li> <li>• Executing Orange County Coastkeeper Sub-Grantee agreement in October 2017.</li> <li>• Completing the third quarterly report/invoice by November 31, 2017.</li> </ul>	11-7-2017 PA 23 Committee meeting.
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## SAWPA Roundtable Status Report

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Middle Santa Ana River (MSAR) Pathogen TMDL Task Force</b>	Implement TMDLs to address impairments to water quality relating to the fecal coliform objective established to protect the REC-1 use for waterbodies located within the Middle Santa Ana River Watershed.	<ul style="list-style-type: none"> <li>• Task Force Administration by SAWPA continues.</li> <li>• Management and review of consultant contracts, project invoices and annual Task Force budget by staff continues.</li> <li>• SAWPA issued FY 2017-18 invoices to stakeholders on July 10th.</li> <li>• Stakeholders approved an amendment to extend the MSAR Task Force agreement for an additional 5 year term.</li> <li>• Task Force consultant Tim Moore/Risk Sciences continues his effort to orchestrate the TMDL Implementation strategy for the MSAR TMDL Task Force.</li> <li>• The Task Force continues their effort to support the implementation of the Riverside / San Bernardino Counties CBRP in coordination with the MSAR TMDL Task Force.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder invoices are anticipated to be paid in full by the end of October.</li> <li>• Amendment to extend the Task Force agreement for an additional 5 year term is still being circulated for final signatures by all parties.</li> </ul>	10-17-17 Task Force Meeting
	TMDL Task 3 Watershed Monitoring Program	<ul style="list-style-type: none"> <li>• MSAR TMDL Compliance monitoring is now conducted as a component of the Santa Ana River Bacteria monitoring program implemented through the Regional Water Quality Monitoring Task Force.</li> <li>• Tim Moore/Risk Sciences prepared and submitted on behalf of the MSAR TMDL Task Force a comment response letter to the State in response to the release of their draft Statewide Bacteria Standards on August 16<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• The 2017 Quarter 3 SAR Bacteria Monitoring report will be made available for review by stakeholders in October 2017.</li> <li>• Stakeholders plan to develop and implement a plan to communicate their concerns regarding draft Statewide Bacteria Criteria with individual members of the State Board</li> </ul>	

## SAWPA Roundtable Status Report

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
	TMDL Task 4 Source Evaluation and Management	<ul style="list-style-type: none"> <li>• July 5, 2017, SAWPA staff working in coordination with the proposal review committee conducted proposal interviews and selected the consultant Amec Foster Wheeler to implement the Arlington Area tier-2 bacteria Source Investigation. The purpose of this study is to identify in Agriculture is contributing bacteria to the Middle Santa Ana River.</li> <li>• August 6, 2017, Amec foster Wheeler project study plan was approved by the project subcommittee and initiated filed flow and water quality monitoring.</li> <li>• September 12, 2017, Amec foster Wheeler presented their study plan and initial data findings to the MSAR TMDL Task Force.</li> <li>• MSAR TMDL Task Force meetings continue to be used as a forum for stakeholders to update Regional Board staff on their CBRP implementation activities</li> <li>• All current source evaluation work relating to the bacteria indicator TMDLs is being conducted through the individual Counties MS4 program to implement their respective Comprehensive Bacteria Reduction Plans.</li> <li>• SAWPA acts as the contracting party, for the benefit of Task Force agencies to implement specific studies and projects to support each County's Comprehensive Bacteria Reduction Plan implementation activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Amec Foster Wheeler is expected to release their draft Arlington Area tier-2 bacteria Source Investigation project report to stakeholders for review by November 17, 2017 and a final project report by December 22, 2017.</li> <li>• All current deliverables related to the implementation of the Counties Comprehensive Bacteria reduction Plans are currently being addressed by individual agencies.</li> </ul>	

## SAWPA Roundtable Status Report

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Lake Elsinore and Canyon Lake Nutrient TMDL Task Force</b>	Implement TMDLs to address water quality issues relating to excess nutrients in Lake Elsinore and Canyon Lake.	<ul style="list-style-type: none"> <li>• Task Force Administration by LESJWA continues.</li> <li>• LESJWA staff continues to coordinate issues relating to a stakeholder load/cost allocations, in-lake modeling, and the design on in-lake treatment projects with various consultants.</li> <li>• LESJWA staff continues management and review of consultant contracts, project invoices and annual Task Force budget.</li> <li>• LESJWA Board approved an amendment to extend the Task Force agreement for an additional 5 year term at the April 19<sup>th</sup> LESJWA Board meeting.</li> <li>• SAWPA issued FY 2017-18 invoices to stakeholders on July 10th.</li> <li>• LESJWA submitted a draft Final Project Report for the Round 2 Prop 84 IRWM funded Canyon Lake Hybrid Treatment Project to the State in January 2017. This report is still under review by the State.</li> <li>• Risk Sciences continues its role of working with stakeholders on a long-term plan to revise and update the Lake Elsinore and Canyon Lake nutrient TMDLs.</li> <li>• CDM Smith continues their effort to prepare a technical document to revise and update the Lake Elsinore and Canyon Lake nutrient TMDLs.</li> <li>• CDM Smith is continuing to receiving comments on the final draft of chapters 1 through 6 of the TMDL Technical Document. In addition, the consultant plans to release drafts of the following:               <ul style="list-style-type: none"> <li>- Chp 7 – Implementation and Planning Requirements (to be released 10/15/17)</li> <li>- Chp 8 – Monitoring Requirements (to be released 11/15/17)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Amendment to extend the Task Force agreement for an additional 5 year term is still being circulated for final signatures by all parties.</li> <li>• CDM Smith’s revised TMDL draft technical document will be ready for submittal to the Regional Board in November 2017.</li> </ul>	<p>10-19-17 Task Force Mtg</p> <p>11-14-17 Task Force Mtg</p>
	TMDL Task 4 Monitoring Program	<ul style="list-style-type: none"> <li>• Amec Foster Wheeler (FW) continues to implement the Phase 2 TMDL Compliance monitoring Program.</li> <li>• The 2016-17 Annual LE&amp;CL TMDL Water Quality Monitoring report was distributed to stakeholders and submitted to Regional Board as a draft on August 15th.</li> <li>• Tim Moore/Risk Sciences prepared and submitted on behalf of the LE&amp;CL TMDL Task Force a comment response letter to EPA regarding the release of Draft Aluminum Criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• The 2016-17 Annual LE&amp;CL TMDL Water Quality Monitoring report will be submitted to Regional Board as final in October.</li> </ul>	

## SAWPA Roundtable Status Report

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
	TMDL Task 9 Lake Elsinore TMDL Compliance Implementation Activities	<ul style="list-style-type: none"> <li>• Work relating to the implementation of Lake Elsinore In-Lake Sediment Nutrient Reduction Plan performed in conjunction with the RCFC&amp;WCD MS4 Comprehensive Nutrient Reduction Plan continues.</li> <li>• The new O&amp;M agreement to operate the Lake Elsinore Aeration and Mixing System (LEAMS) is currently being circulated for final signatures by the funding partners.</li> <li>• LESJWA staff prepared a draft 2016 LEAMS excess offset credit report detailing the funds received and staff administrative costs.</li> <li>• LESJWA staff issued invoices to stakeholders for 2017 LEAMS excess offset credits.</li> </ul>	<ul style="list-style-type: none"> <li>• LESJWA staff is planning to meet with LEAMS operators in November to discuss the distribution of funds collected for LEAMS excess offset credits sold to LE&amp;CL TMDL Task Force stakeholders for 2016.</li> </ul>	
	TMDL Task 10 Canyon Lake TMDL Compliance Implementation Activities	<ul style="list-style-type: none"> <li>• Work relating to the implementation of Canyon Lake In-Lake Sediment Treatment Evaluation performed in conjunction with the RCFC&amp;WCD MS4 program Comprehensive Nutrient Reduction Plan continues.</li> <li>• LESJWA staff continues as the lead implementing agency for the Canyon Lake Hybrid System (Canyon Lake Alum dosing project).</li> <li>• LESJWA staff submitted a draft Final Project Report for the Round 2 Prop 84 IRWM funded Canyon Lake Hybrid Treatment Project to the State in January 2017. This report is still under review by the State.</li> <li>• Pre Alum effectiveness monitoring was conducted by AMEC Foster Wheeler on September 21<sup>st</sup>. The results of the monitoring showed in-lake water quality were reported to be in the normal range.</li> <li>• Canyon Lake Alum Dosing was successfully completed during the week of September 25-29, 2017.</li> </ul>	<ul style="list-style-type: none"> <li>• Post Canyon Lake Alum effectiveness monitoring will be conducted by AMEC Foster Wheeler as part of the regular TMDL compliance monitoring in October 2017.</li> </ul>	
	TMDL Task 11 Model Update	<ul style="list-style-type: none"> <li>• Dr. Michael Anderson/U.C. Riverside continues to support the effort by CDM Smith to revise and update the LE&amp;CL nutrient TMDLs.</li> </ul>		
<b>Basin Monitoring Program Task Force</b>	Annual Monitoring Report	<ul style="list-style-type: none"> <li>• Back in Feb. 2017 the Regional Board staff agreed to some reformatting changes to the annual SAR water quality report based on BMP TF and Regional Board priorities. After discussion, edits were made to the 2016 SAR WQ Report.</li> <li>• The draft Annual Monitoring Report was prepared and comments were solicited and addressed in the document.</li> </ul>	<ul style="list-style-type: none"> <li>• The draft Annual Monitoring Report was finalized and submitted to the Regional Board in August 2017</li> </ul>	



## SAWPA Roundtable Status Report

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
	<p>Basin Plan Amendment for SAR Wasteload Allocation and Chino South Objective Revision</p> <p>Triennial Ambient Water Quality Update</p>	<ul style="list-style-type: none"> <li>• Work was completed on the Basin Plan Amendment (BPA) focusing on the Chino South Mgt Zone change and was formally adopted by the Regional Board. A 2<sup>nd</sup> Basin Plan Amendment for the wasteload allocation conducted about four years ago is no longer deemed necessary based on feedback from the Regional Board. It was determined that all previous NPDES permits levels for TDS and nitrate were still adequate and work for dischargers for their new permits so no BPA was necessary. Once the new SAR Wasteload Allocation model update is completed by early 2018, a new BPA for that work may be needed.</li> <li>• CDM Smith completed and submitted a final Supplemental Environmental Document and Economic Analysis for the Chino South BPA. One comment letter was received and was considered as part of the comments during the official BPA review period 45 days prior to the Regional Board approval of the BPA.</li> <li>• Work has been completed for the Triennial Ambient Water Quality Update for TDS and Nitrate in all groundwater management zones in the watershed. One optional task under this task order included a pilot level analysis for the Chino Basin Physical Characterization. This analysis was prepared as a separate volume by the consultant and additional time past the end of Sept. was agreed upon by the task force for review by the task force. CDM Smith and its subconsultant, Daniel Stephens &amp; Assoc. anticipate that it will be finalized in October.</li> <li>• A separate consultant review committee was planned to evaluate the work of Tim Moore of Risk Sciences due to some questions that have arisen. A committee meeting was held and after thorough review the committee unanimously agreed to recommend continuance of Risk Sciences work and a new task order will be supported.</li> </ul>	<ul style="list-style-type: none"> <li>• The Basin Plan Amendment for Chino South was formally approved by the Regional Board on Aug. 4<sup>th</sup>, 2017.</li> <li>• Draft Triennial Ambient Water Quality Update was completed. Final was submitted to the Regional Board by Sept. 30, 2017.</li> </ul>	<p>10-18-17 Task Force Mtg.</p> <p>11-16-17 Task Force Mtg.</p>
	<p>Santa Ana River Wasteload Allocation Update</p>	<ul style="list-style-type: none"> <li>• Work continues on the Santa Ana River Wasteload Allocation under a contract with Geoscience Inc. The work includes using a new model. Work has now been completed on the calibration of the model based on daily and monthly streamflows at key monitoring locations reflecting very good calibration performance using statistical R<sup>2</sup> analysis techniques. Data collection is now underway from all dischargers.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Memos 1 &amp; 2 have now been completed for the data collection process and the water quality and flow calibration. Final report is still scheduled for Dec. 2017.</li> </ul>	

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
	Drought Policy	<ul style="list-style-type: none"> <li>• The Regional Board has defined the creation of a new drought policy as one of their triennial Basin Plan priorities.</li> <li>• Tim Moore of Risk Sciences worked with the BMP TF and the Southern California Salinity Coalition (SCSC) to develop an outline of the work necessary to justify a new Drought Policy.</li> <li>• The consultant for SCSC, CDM Smith, experienced some changes in their project management so have contracted with Daniel Stephens Inc. to continue support of Joe LeClaire as project manager. The work continues on the technical analysis of salt impacts from the drought to be followed by a policy evaluation. The BMP TF will use the results of the technical analysis to move into the policy work in late 2017.</li> <li>• Data collection is nearing completion and EMWD is serving as the pilot area.</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary analysis is anticipated to be completed in the next reporting period. The overall technical works is anticipated to be completed by Nov. 2017.</li> </ul>	

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Emerging Constituents Program Task Force</b>	Provide emerging constituents sampling report and watershed water quality outreach program	<ul style="list-style-type: none"> <li>• The 2013 Emerging Constituents Sampling Report, the last <u>annual</u> sampling report was submitted to the Regional Board on March 14, 2014.</li> <li>• By agreement the EC Program Task Force and the Regional Board agreed to discontinue the annual EC sampling and transition to a triennial EC sampling program if necessary.</li> <li>• Based on discussions with the Task Force and their consultant, Risk Sciences, the State Board was evaluating additional emerging constituents through a State Board Blue Ribbon Panel on Ecotoxicology to see if any additional EC constituents for sampling were needed that may affect future discharge permit renewals. No new recommendations have come out from the SWRCB to date. No EC monitoring under the task force is anticipated for the foreseeable future.</li> <li>• A workshop at SCCWRP with the former SWRCB Blue Ribbon panel was held on 7-19-17. This workshop commences the process in which the SWRCB reviews the justification, latest EC detection technology and latest science associated with ECs in drinking water. An updated report with recommendations is anticipated in early 2018.</li> <li>• Periodic conference calls are held with the Regional Board, Risk Sciences and SAWPA staff about any recent developments that would cause the task force to reconvene and discuss additional sampling. However, it is likely it may reconvene in early 2018 upon release of new reports from the SWRCB Blue Ribbon panel.</li> <li>• In the absence of an annual EC sampling program and report, available funding reserves should be sufficient to cover any costs for the early development of an EC sampling program and report should the need arise in the future as well as continuing the outreach program.</li> <li>• Work continues with the social media tools in support of water quality for the general public. This work is funded by a subset of the EC Program Task Force called the EC Public Outreach Committee.</li> <li>• In order increase outreach of the blog, a new reusable water bottle campaign was conducted to educate the public and partner with retail water agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• All annual EC sampling has been discontinued and has been placed on hold pending State Board action to consider EC for ecosystem protection.</li> <li>• A presentation about the Reusable Water Bottle Campaign was provided to the SAWPA Commission meeting on July 18<sup>th</sup> SAWPA Commission meeting.</li> </ul>	A future reconvening of the EC Program Task Force is anticipated in early 2018.

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Imported Water Recharge Workgroup</b>	Support imported recharge agencies in agreement deliverables	<ul style="list-style-type: none"> <li>• The Imported Water Recharge Technical Committee last met on Jan. 11, 2017.</li> <li>• A presentation by EMWD and its consultant, CDM Smith, was made about the Canyon Basin Groundwater Model Status Presentation since this work was recently prepared as an additional basin which has recharge operations and was required to undertake the conditions of the Imported Water Recharge Cooperative Agreement and conduct a 20 year groundwater model. Their report was submitted in late January 2017.</li> <li>• The next set of modeling will begin in 2018 with new modeling updates due from the upper watershed basins of Beaumont, Yucaipa and San Timoteo by June 2018.</li> <li>• The next series of summary reports on the amount and quality of imported water recharged in each groundwater management zone during the previous three year period will be due by July 18, 2018.</li> <li>• Sufficient carryover reserves exist to cover administrative costs for FY 17-18. However, such funding is anticipated to be exhausted by FY 18-19. Reconvening of the agreement signatories to formalize the formation of a task force with SAWPA to continue in its role as administrator may be a future step in early 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• Next Technical Committee meeting will be scheduled to meet before the end of 2017 to provide an update on the status of the agreement requirements.</li> </ul>	Dec 2017
<b>Reclamation So Cal Studies</b>	Support regional studies with Bureau of Reclamation	No action this reporting period.	<ul style="list-style-type: none"> <li>• Reclamation will likely release another grant proposal for Basin Studies and updates in the late Fall of 2017.</li> </ul>	

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Santa Ana River Fish Conservation Task Force</b>	Determine the reasons for the decline of the Santa Ana sucker fish ( <i>Catostomus santaanae</i> ) in the Santa Ana Watershed and implement projects that will benefit the species.	<ul style="list-style-type: none"> <li>• Staff worked with Scheevel Engineering to design the Santa Ana Sucker Habitat Protection and Beneficial Use Enhancement Project.</li> <li>• Staff worked with the various landowners in the possible project area to acquire access for temporary in-stream modeling conducted by Scheevel Engineering.</li> <li>• Staff worked with Orange County Water District on the California Environmental Quality Act documents to prepare them for public circulation.</li> <li>• Staff updated the Commission on September 19th on the draft California Environmental Quality Act documents.</li> <li>• Staff prepared for the annual Santa Ana River Habitat Survey on October 25 by working with partner agencies and in-stream landowners.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the U.S. Army Corps of Engineers and San Bernardino Valley MWD on their sucker habitat project in order to build on their successes for implementing the Task Force’s Habitat Protection Project.</li> <li>• Circulate the California Environmental Quality Act documents for public review.</li> <li>• Provide the California Environmental Quality Act documents to the Commission in December 2017 for their approval.</li> <li>• Provide the landowner’s right of entry agreement to the Commission for approval in December 2017.</li> <li>• Hold the annual Santa Ana River Habitat Survey on October 25, 2017</li> </ul>	Riverwalk coordination and kick off to be held at SAWPA on Oct. 25, 2017

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Regional Water Quality Monitoring Task Force</b>	Implement a coordinated regional water quality monitoring program in the Santa Ana River watershed to meet the requirements of the amended Recreational Use Water Quality Standards and Implementation Plan requirements of the Santa Ana Basin Plan, and to assist Regional Board with future triennial reviews of the Basin Plan.	<ul style="list-style-type: none"> <li>• Task Force Administration by SAWPA continues.</li> <li>• Management and review of consultant contracts, project invoices and annual Task Force budget by staff continues.</li> <li>• SAWPA issued FY 2017-18 invoices to stakeholders on July 10th.</li> <li>• CDM Smith continues to implement the Santa Ana River Watershed Bacteria Water Quality Monitoring Program.</li> <li>• 2017 dry season monitoring for priority 1 and 2 monitoring sites continues through November.</li> <li>• Annual monitoring of priority 4, Cucamonga Creek, resulted in an exceedance that triggered additional monitoring. This will require additional monthly monitoring until the site is brought into compliance or a possible source of the contamination is identified. This monitoring triggered the need for additional Change Orders to the CDM Smith contract to address the need for additional monthly monitoring at the priority 4, Cucamonga Creek site (July and September).</li> <li>• Summer storm events resulted in the need for the consultant, CDM Smith to conduct week-end monitoring in order to maintain the weekly monitoring and geomean requirement. This monitoring triggered the need for an additional Change Order to the CDM Smith contract to address the need for additional weekend monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder invoices are anticipated to be paid in full by the end of October.</li> <li>• The last 5-week segment of the dry season monitoring will begin at the end of October.</li> <li>• The 2017 Quarter 3 SAR Bacteria Monitoring report will be made available for review by stakeholders in October 2017.</li> </ul>	10-17-17 Task Force Meeting
<b>LESJWA</b>	Support lake quality improvement projects at Lake Elsinore and Canyon Lake	<ul style="list-style-type: none"> <li>• Continuing support to LESJWA as administrator for the LE/CL TMDL Task Force with task force meetings and technical advisory committee meetings held every 1-2 months.</li> <li>• The originally scheduled LESJWA Board this quarter to meet in August was cancelled due to a lack of business action items.</li> <li>• Based on a request by the LESJWA board to the administrator was asked to approach the City of Canyon Lake to determine if they would be willing to increase their contributions to support LESJWA as has been done by all other local LESJWA member agencies for the past two years. Presentation and information of the merits of doubling the City of Canyon Lake contribution to LESJWA were made by the administrator on July 12<sup>th</sup> and August 2<sup>nd</sup> at two separate evening City Council meetings.</li> <li>• On August 2<sup>nd</sup>, the City of Canyon Lake approved increasing their contribution to Canyon Lake from \$10,000/yr to \$20,000/yr. This will further enhance the long term sustainability of LESJWA in supporting water quality improvement at both Canyon Lake and Lake Elsinore.</li> </ul>	<ul style="list-style-type: none"> <li>• Next Canyon Lake Alum application is anticipated to occur in Feb. 2018.</li> <li>• A draft report of the TMDL Update from CDM Smith is anticipated before the end of the 2017.</li> </ul>	10-19-17 LESJWA Board  12- 21-17 LESJWA Board

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PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
		<ul style="list-style-type: none"> <li>• Alum was applied to Canyon Lake the last week of September as the regularly scheduled fall application. Water quality testing continues to show a gradual improvement and compliance of target TMDL parameters at Canyon Lake.</li> <li>• Work is continuing on the TMDL Revision by CDM Smith.</li> </ul>		
	Provide education and outreach	<ul style="list-style-type: none"> <li>• Liselle DeGrave of DeGrave Communications continues her support to LESJWA. Joint meetings with the consultant, LESJWA member agency PR staff and the SAWPA staff are held on a quarterly basis for coordination and are described as the LESJWA Education and Outreach Committee.</li> <li>• The last meeting was held on July 11, 2017. The most recent focus was providing educational presentations and information to high schools in the area. This was requested response from the LESJWA Board due to a series of high school chemistry student letters sent to the mayors of Canyon Lake and Lake Elsinore questioning what was being done about the lakes quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit response letters to the Temescal high school teacher who prompted the student letters and reach out to other school districts offering informational brochures, staff presentations and tours of the lakes.</li> </ul>	10-17-17 LESJWA Education & Outreach Meeting
<b>So Cal Salinity Coalition</b>	Support regional salt management and practices in Southern California	<ul style="list-style-type: none"> <li>• The SCSC held its last Board meeting on Sept 7, 2017. The meeting was held at SAWPA and was chaired by the SCSC vice-chair, Lesley Dobalian of SDCWA. Kevin Hardy of NWRI, led the meeting in his new role as the new administrator for SCSC.</li> <li>• The SCSC Board listened to a presentation by CDM Smith subconsultant, Joe LeClaire, Daniel Stephens &amp; Assoc. and Tim Moore of Risk Sciences about the preliminary results of the technical analysis necessary to examine TDS trends to eventually support the development of a future Drought Policy. The technical work focuses on the data necessary for salinity management and permitting impacts from drought conditions at about seven major retail water/wastewater agencies in the So Cal. Discussion particularly ensued on the quantitative impact of conservation on wastewater flow TDS. Future policy work would be funded and conducted by a SAWPA's Basin Monitoring Program Task Force who has been working closely with the Santa Ana Regional Board in the Drought policy development.</li> </ul>	<ul style="list-style-type: none"> <li>• The draft report from CDM Smith of the TDS trends analysis is anticipated to be finalized report before the end of 2017.</li> </ul>	12-7-17 SCSC Board Meeting

## SAWPA Roundtable Status Report

7/1/17 thru 9/30/17

PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
		<ul style="list-style-type: none"> <li>• Work continues on the Reclamation-MWDSC-SCSC joint project to update the 1998 Salinity Management Plan for Southern California. Jack Simes attended and indicated that work will be restarting by Reclamation with the hiring of consultant for the study of regional economic impacts of salinity. Solicitation for a consultant is expected by in late Sept and work to start by Oct. 25<sup>th</sup> for Reclamation's share of the \$300K work.</li> <li>• WateReuse and NWRI approached the SCSC Board to see if SCSC would be willing to serve as lead and help fund a study to enable variances to the Model Water Efficient Landscape Ordinance 1.0 Evapotranspiration Adjustment Factor (ETAF) Similar work was done in 2004 and SCSC came up with a guide on managing salinity in the landscape. The Board requested to see the past 2004 to posted in the SCSC website before taking action and asked for a detailed scope and budget for this work.</li> <li>• Warren Teitz (MWDSC) provided an update on the activities of the Colorado River Salinity Control Forum and Multi-State Salinity Coalition (MSSC).</li> <li>• The SCSC Board approved \$1000 to confirm a legal review of auditing practices undertaken in the past in light of the new administrative change for SCSC and NWRI.</li> </ul>		
<b>Santa Ana River Parkway and Open Space Plan Technical Advisory Committee</b>	<ul style="list-style-type: none"> <li>• Help identify priorities and values for the Santa Ana River Parkway and Open Space Plan</li> <li>• Identify project selection criteria and projects for inclusion in the Parkway Plan</li> <li>• Provide input and feedback on the Plan throughout its development</li> </ul>	<ul style="list-style-type: none"> <li>• Staff attended the August 2, 2017 Technical Advisory Committee meeting and provided comments on the planning guidelines and implementation plan included in the Santa Ana River Parkway and Open Space Plan and process to finalize the Plan by September 2017.</li> <li>• Staff provided a letter of support to the Executive Director of the Coastal Conservancy on the need for State investment on the Santa Ana River Parkway.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare for any call for projects that the Santa Ana River Conservancy Program solicits.</li> </ul>	
<b>Water Energy Community Action Network (WECAN)</b>	Support water and energy efficiency on disadvantaged communities in the watershed.	<ul style="list-style-type: none"> <li>• All four partner agencies are now fully subscribed for turf retrofit within the Water-Energy Nexus grant.</li> <li>• Outreach and on-boarding customers to complete turf removal for WVWD under their USBR Grant is about 30% complete.</li> <li>• Indoor work, after a late start, is on a strong trajectory. SBCAP has installed 42% of its devices, RCAP 39%, and CAPOC 27%</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor work for Water-Energy Nexus grant likely complete this quarter</li> <li>• Indoor work on-track to be complete by summer 2018</li> </ul>	



## SAWPA Roundtable Status Report

7/1/17 thru 9/30/17

PROJECT	DESCRIPTION	STATUS	FUTURE TASKS/DEADLINES	FUTURE MEETINGS
<b>Forest First</b>	Support collaborative partnership among Forest Service and downstream stakeholders to develop methods to ensure the resiliency of the forests and headwaters within the Santa Ana River Watershed	<ul style="list-style-type: none"> <li>● Staff coordinated with Blue Forest Conservation (BFC), a team of engineers and financial analysts that focuses on starting public-private partnerships for forest fuel reduction projects, on building a coalition of public agencies that would benefit from a multi-beneficial project.</li> <li>● Staff met with Riverside and San Bernardino county flood control districts, the U.S. Forest Service and the City of Lake Elsinore on the potential partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>● Meet with additional public agencies such as CAL FIRE and CalTrans to discuss partnering on forest fuel reduction projects.</li> <li>● Receive information from contacted public agencies on their economic impact of fire on their facilities.</li> </ul>	

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# General Manager's Report

October 2017

Santa Ana Watershed Project Authority | 11615 Sterling Avenue, Riverside, CA 92503 | [www.sawpa.org](http://www.sawpa.org)



## INSIDE THE OCTOBER REPORT

- 1 Brine Line Pipeline Project Outreach
- 2 OCSD Collaboration
- 3 Brine Line Operator Recruitment
- 4 ACWA Fall Conference 2017
- 5 OWOW
- 6 Executive Financial Information Reports
- 7 Prado Basin Bridge Setup



## Brine Line Pipeline Project Outreach

The Brine Line Pipeline Project remains on schedule, with anticipated completion mid-December to mid-January. We are continuing our outreach efforts with the community and local elected representatives. These efforts have garnered positive feedback from the *We Are Temescal Valley* Community Action Group. For more information, please reference the attached project updates.

## OCSD Collaboration

SAWPA and OCSD staff are working on an amendment to the 1972 waste water capacity agreement. Due to the relocation of OCSD's SARI line and metering station in Orange County, the agreement needs to be amended to account for the revised alignment.

SAWPA is working with OCSD staff to review and comment on plans and specifications from the consultant for the Rock Removal Project; it is anticipated the project will be bid in late spring 2018.

## Brine Line Operator Recruitment

We continue to actively recruit for a Brine Line Operator position. Initial interviews are anticipated to be conducted the week of October 16.

## ACWA Fall Conference 2017

The ACWA 2017 Fall Conference will be held November 28 - December 2 in Anaheim, California. Election of President/Vice President and proposed amendments to ACWA's bylaws will be considered at the General Session Membership Meeting on Wednesday, November 29. Attached is detailed information regarding process and the proposed bylaw amendments.



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*OWOW Pillar Workshops  
and Chapter Updates*

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## One Water One Watershed – OWOW

All ten of the Pillar workgroups are making progress towards hitting the deadline for draft chapter updates by the end of the calendar year. In most cases the groups are in the writing phase, while some are collecting data and others are still planning. Some groups, including some of the Pillars, are considering projects that can help achieve the OWOW Plan Update 2018 Goals, and can compete for the upcoming Prop 1 implementation grants.

## Executive Financial Information Reports

Attached is the Executive Financial Information Report for the months of July and August 2017.

## Prado Basin Bridge Setup

SAWPA staff is working to reestablish the maintenance access roads in order to inspect the maintenance access structures and pipeline in an area normally inundated with water during the winter months.

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*SAWPA Operations  
Working on Bridge Setup*


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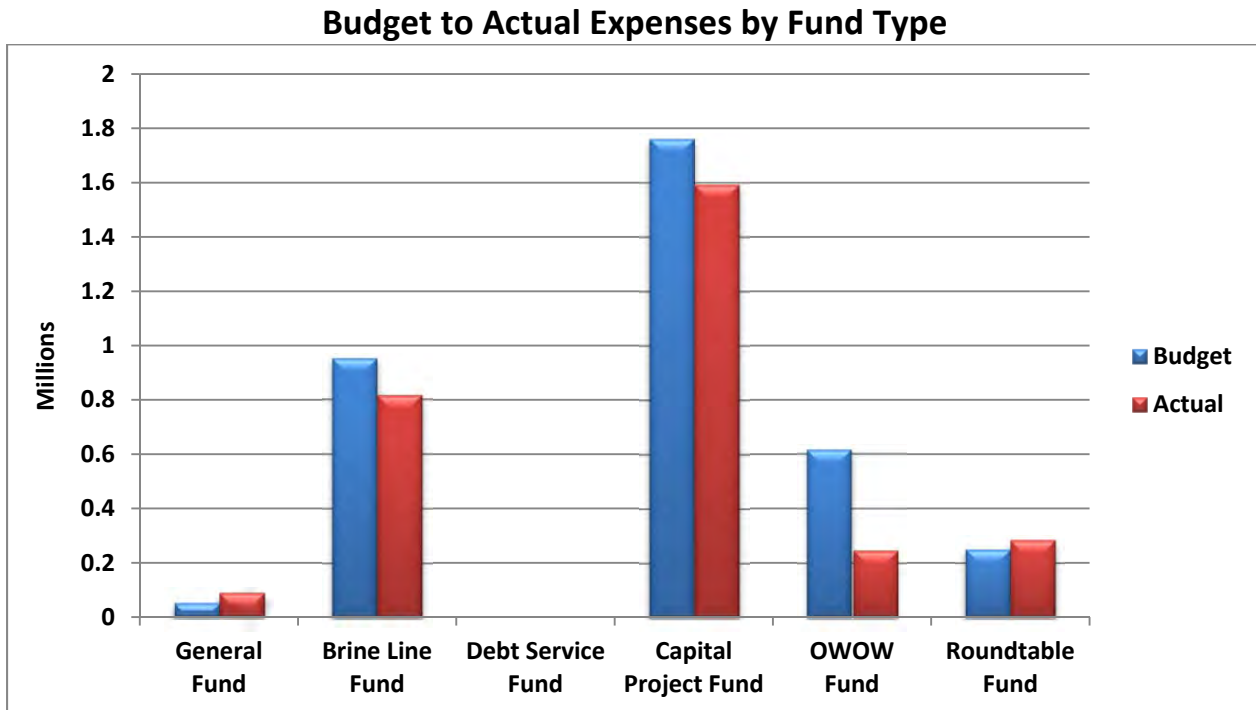


**Santa Ana Watershed Project Authority  
Executive Financial Information Report  
July 2017**

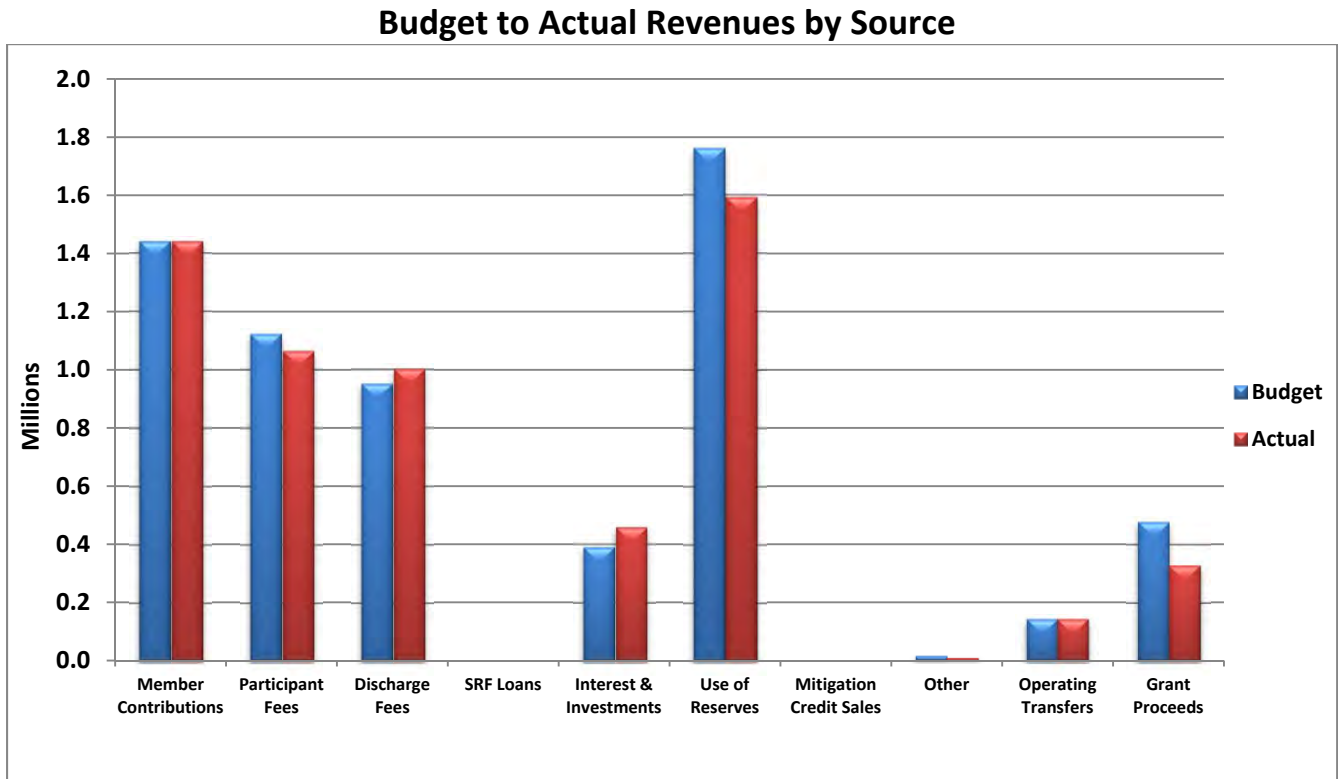
*Staff comments provided on the last page are an integral part of this report.*

<b>Overview</b>	This report highlights the agencies key financial indicators for the Fiscal Year-to-Date (FYTD) through July 2017 unless otherwise noted.
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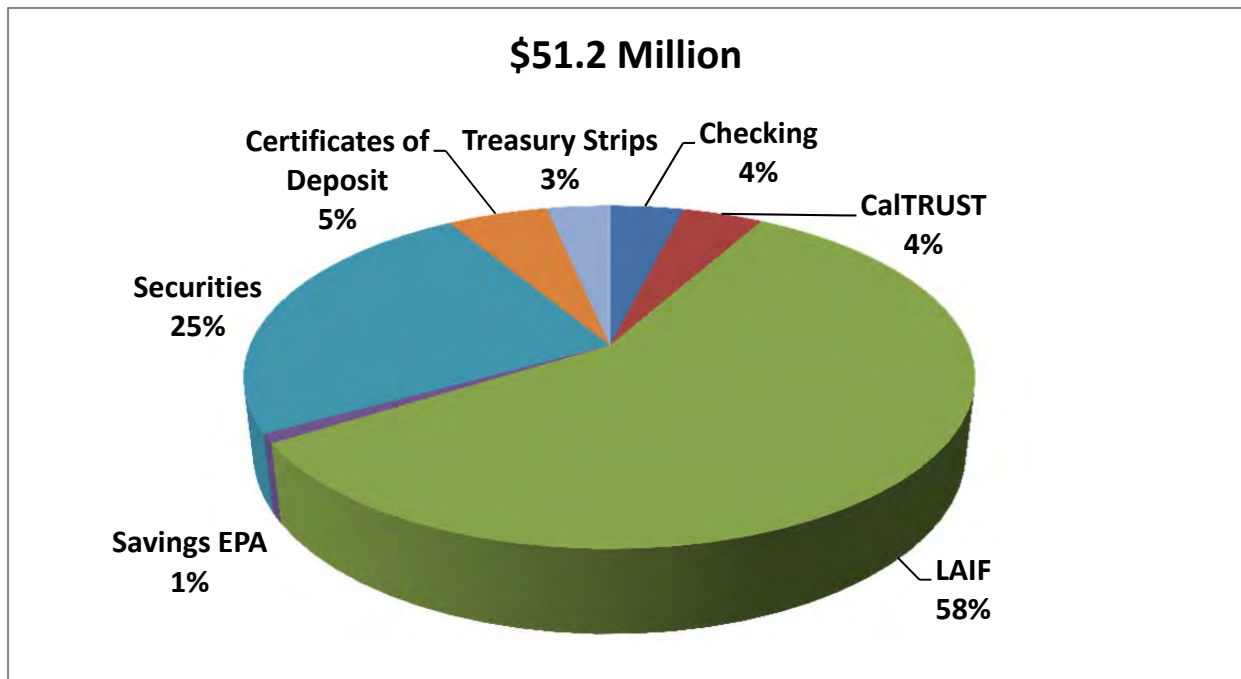
<b>Budget to Actual Expenses by Fund Type</b>				 <b>Favorable</b>
	<b>Annual Budget</b>	<b>FYTD Budget</b>	<b>FYTD Actual</b>	<b>Favorable (Unfavorable) Variance</b>
General Fund	\$646,118	\$53,843	\$90,074	(\$36,231)
Brine Line Enterprise	11,427,616	952,301	817,661	134,640
Debt Service Fund	3,060,719	-	-	-
Capital Project Fund	15,714,532	1,762,702	1,593,951	168,751
OWOW Fund	7,403,317	616,943	247,631	369,312
Roundtable Fund	1,419,206	250,498	285,490	(34,992)
<b>Total</b>	<b>\$39,671,508</b>	<b>\$3,636,287</b>	<b>\$3,034,807</b>	<b>\$601,480</b>



Budget to Actual Revenues by Source				⚠ Behind
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Member Contributions	\$1,442,118	\$1,442,118	\$1,442,118	\$-
Participant Fees	1,682,056	1,124,243	1,065,606	(58,637)
Discharge Fees	11,427,616	952,301	1,003,508	51,207
SRF Loans	7,500,000	-	-	-
Interest & Investments	1,994,772	390,756	459,136	68,380
Use of Reserves	9,280,479	1,762,701	1,593,951	(168,750)
Mitigation Credit Sales	88,980	-	-	-
Other	202,027	16,836	10,478	(6,358)
Operating Transfers	144,252	144,252	144,252	-
Grant Proceeds	5,741,297	478,441	329,382	(149,059)
<b>Total</b>	<b>\$39,503,596</b>	<b>\$6,311,648</b>	<b>\$6,048,431</b>	<b>(\$263,217)</b>



## Total Cash & Investments - July







## Reserve Fund Balance - July

	Amount
General Fund	\$1,970,025
Building Fund	920,782
Legal Defense Fund	447,960
OWOW Fund	1,201,588
Roundtable Fund	2,013,290
Self Insurance	3,864,519
Debt Retirement	5,580,255
Pipeline Replacement	18,924,838
OCS D Rehabilitation	3,525,815
Capacity Management	7,853,899
Future Capacity	1,729,799
Flow Imbalance	84,829
Brine Line Operating	3,101,685
<b>Total Reserves</b>	<b>\$51,219,285</b>

## Legend

### Compared to Budget

	Ahead or Favorable	Above +5% Favorable Revenue or Expense Variance
	On Track	+5% to -2% Variance
	Behind	-3% to -5% Variance
	Concern	Below -5% Variance

## Staff Comments

For this month's report, the item(s) explained below are either "behind", a "concern", or have changed significantly from the prior month.


- 1) Use of Reserves are 9.6% lower than budget. Actual expenses for July on the Reach V Capital Project were lower than expected. It is projected that this project will come in under the \$15.7 million budget amount for FYE 2018.
- 2) Grant Proceeds are 31.2% lower than budget. Several of the Proposition 1 and 84 projects are billed on a quarterly basis and the OWOW Planning grant will not be signed until later in the year. It is projected that these projects will be within the budget amount for FYE 2018.

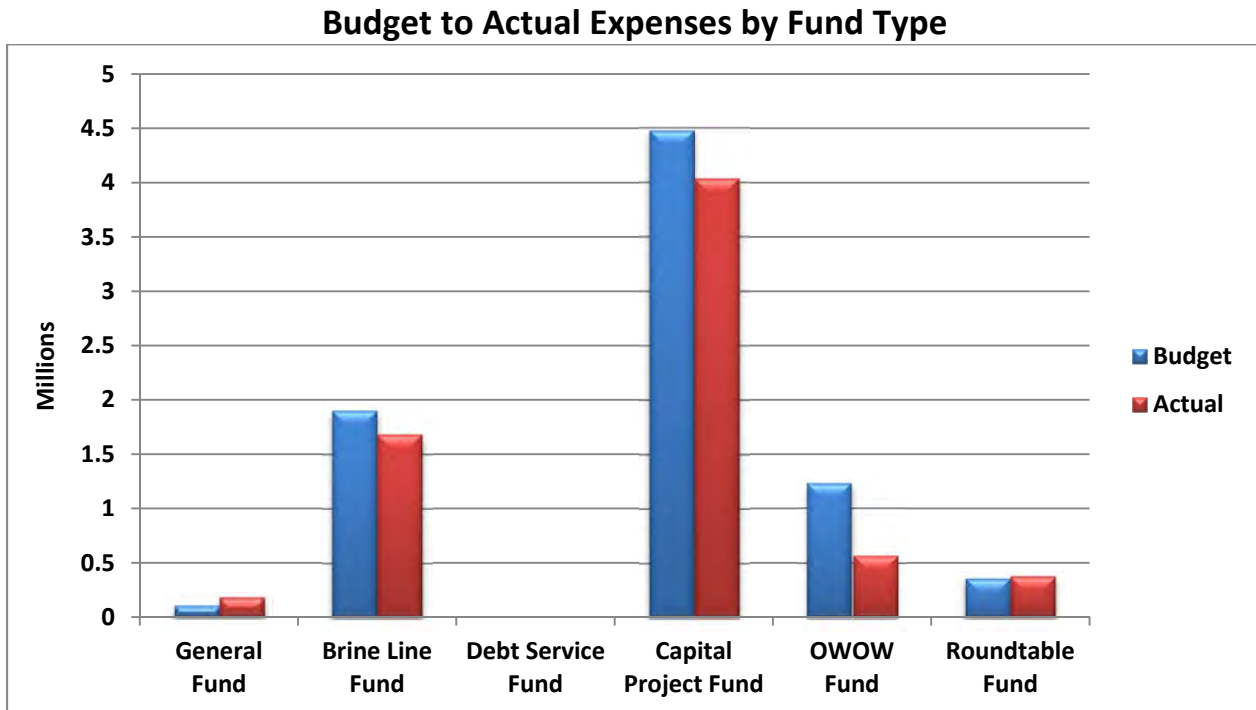


**Santa Ana Watershed Project Authority  
Executive Financial Information Report  
August 2017**

*Staff comments provided on the last page are an integral part of this report.*

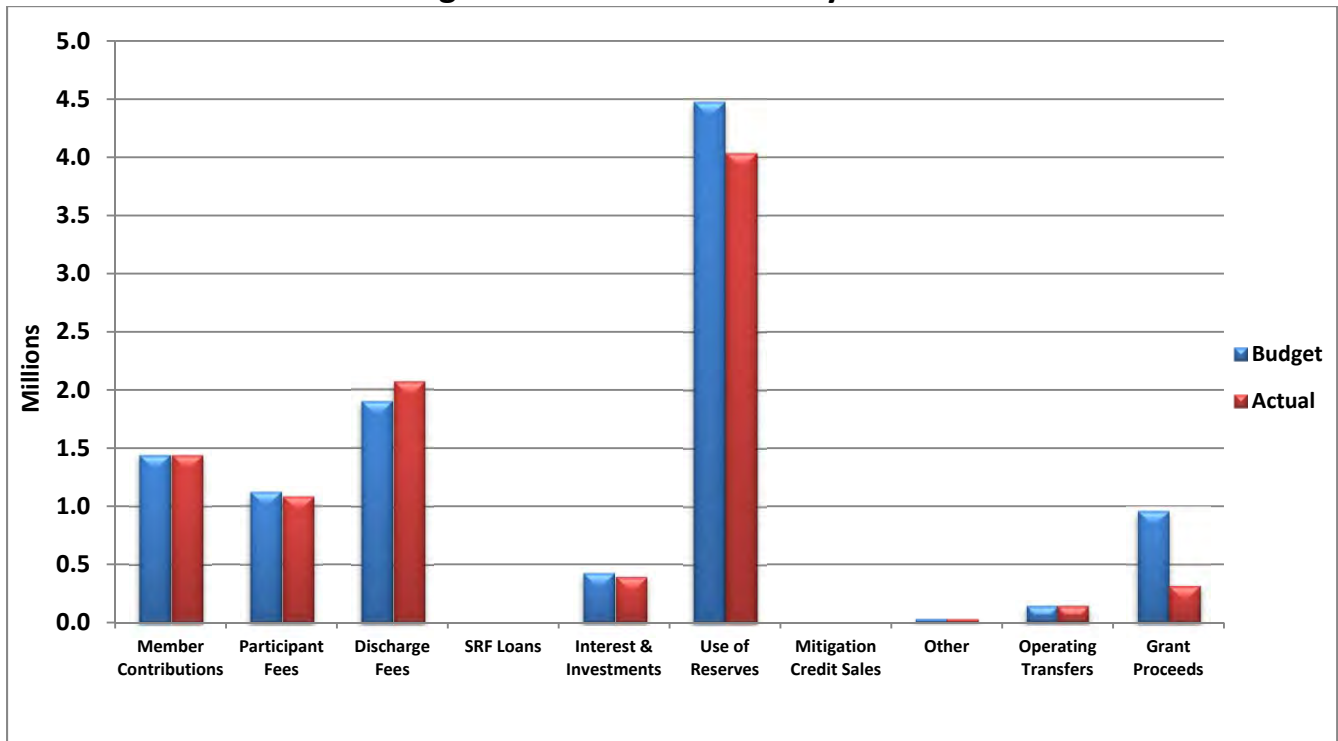
<b>Overview</b>	This report highlights the agencies key financial indicators for the Fiscal Year-to-Date (FYTD) through August 2017 unless otherwise noted.
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<b>Budget to Actual Expenses by Fund Type</b>				 <b>Favorable</b>
	<b>Annual Budget</b>	<b>FYTD Budget</b>	<b>FYTD Actual</b>	<b>Favorable (Unfavorable) Variance</b>
General Fund	\$646,118	\$107,686	\$182,302	(\$74,616)
Brine Line Enterprise	11,427,616	1,904,603	1,687,050	217,553
Debt Service Fund	3,060,719	-	-	-
Capital Project Fund	15,714,532	4,480,359	4,040,109	440,250
OWOW Fund	7,403,317	1,233,886	570,934	662,952
Roundtable Fund	1,419,206	356,744	376,993	(20,249)
<b>Total</b>	<b>\$39,671,508</b>	<b>\$8,083,280</b>	<b>\$6,857,389</b>	<b>\$1,225,890</b>

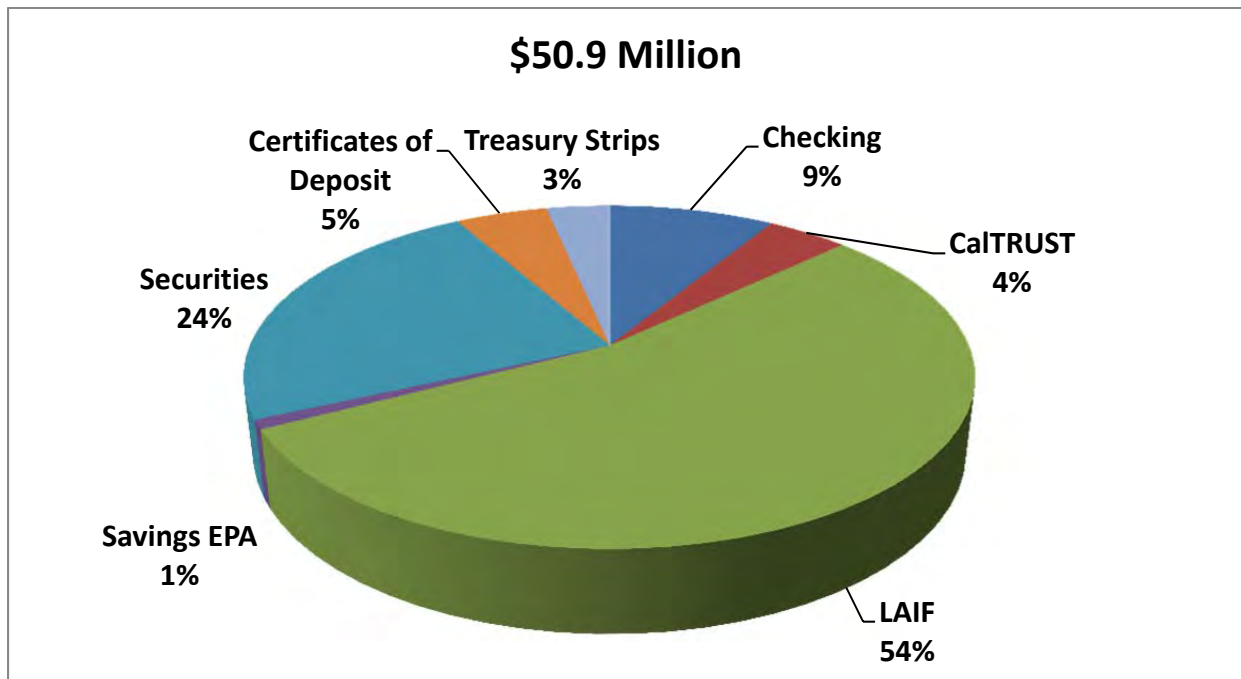


Budget to Actual Revenues by Source				✖	Concern
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance	
Member Contributions	\$1,442,118	\$1,442,118	\$1,442,118	\$-	
Participant Fees	1,682,056	1,124,243	1,085,002	(39,241)	
Discharge Fees	11,427,616	1,904,603	2,072,840	168,238	
SRF Loans	7,500,000	-	-	-	
Interest & Investments	1,994,772	425,261	393,140	(32,120)	
Use of Reserves	9,280,479	4,480,359	4,040,109	(440,250)	
Mitigation Credit Sales	88,980	-	-	-	
Other	202,027	33,671	31,212	(2,459)	
Operating Transfers	144,252	144,252	144,252	-	
Grant Proceeds	5,741,297	956,883	322,183	(634,700)	
<b>Total</b>	<b>\$39,503,596</b>	<b>\$10,511,388</b>	<b>\$9,530,856</b>	<b>(\$980,533)</b>	

Budget to Actual Revenues by Source



## Total Cash & Investments - August







## Reserve Fund Balance - August

	Amount
General Fund	\$2,372,669
Building Fund	920,782
Legal Defense Fund	447,960
OWOW Fund	1,457,880
Roundtable Fund	1,954,266
Self Insurance	3,872,853
Debt Retirement	5,758,270
Pipeline Replacement	17,518,495
OCSD Rehabilitation	3,525,815
Capacity Management	7,853,899
Future Capacity	1,729,799
Flow Imbalance	86,545
Brine Line Operating	3,423,693
<b>Total Reserves</b>	<b>\$50,922,926</b>

## Legend

### Compared to Budget

	Ahead or Favorable	Above +5% Favorable Revenue or Expense Variance
	On Track	+5% to -2% Variance
	Behind	-3% to -5% Variance
	Concern	Below -5% Variance

## Staff Comments

For this month's report, the item(s) explained below are either "behind", a "concern", or have changed significantly from the prior month.

- 1) Use of Reserves are 9.8% lower than budget. Actual expenses through August on the Reach V Capital Project were lower than expected. It is projected that this project will come in under the \$15.7 million budget amount for FYE 2018.
- 2) Grant Proceeds are 66.3% lower than budget. While this is a concern it is projected that these projects will be within the budget amount for FYE 2018. The variance is due to several issues. For Proposition 84 Drought projects, there has been an unanticipated delay by retail agencies in the implementation of conservation based rates. For Proposition 84 SARCCUP there has been a delay on the negotiation of the sub-grantee agreement for Smartscape and a lack of implementing legislation regarding the new water use efficiency standards which has slowed down the project. For Proposition 1 DACI, partner invoices are not due until October for the first quarter billing.

**TO:** ACWA Members: General Managers and Board Presidents

**CC:** ACWA Board of Directors

**FROM:** Timothy Quinn, ACWA Executive Director

**DATE:** October 11, 2017

**SUBJECT:** General Session Membership Meeting at ACWA 2017 Fall Conference

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There will be a General Session Membership Meeting at the 2017 Fall Conference in Anaheim, California, on Wednesday, November 29. The meeting will be held in the Platinum Ballroom 1-6, Marriott Anaheim, at 1:20 p.m. The purpose of the meeting is to formally nominate and elect ACWA's President and Vice President for the 2018-2019 term and to conduct a vote by the membership on proposed amendments to ACWA's Bylaws as recommended by the Board of Directors at its meeting on September 29, 2017.

## Election of President/Vice President

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The ACWA Nominating Committee has announced a 2018-2019 slate that recommends current **Vice President Brent Hastey for ACWA President** and current **Federal Affairs Committee Chair Steven LaMar for ACWA Vice President**. As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote. Such nominations and seconds must be supported by a resolution of the governing body of the member agency making and seconding such nomination. **(See attached for General Session/Election Procedures.)**

## Proposed Amendments to ACWA's Bylaws

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As part of the ongoing efforts to ensure ACWA's Bylaws are current and reflect consistency with other governance documents and daily operations, the Board of Directors is recommending several amendments to the bylaws for consideration by the membership. A Legal Affairs Committee (LAC) Workgroup reviewed the proposed amendments and provided an analysis pursuant to ACWA's Bylaws (Article 9, Section 8).

Following is a list of the proposed amendments to the bylaws along with the rationale for the change and the LAC Workgroup's analysis.

## Article 7 – Standing Committees

---

1. **Section 4. Committee Composition.** Each limited standing committee shall have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of these bylaws. The committee chair position shall not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair shall, however, be a voting member of their respective committee subject to the rules and procedures of each committee.

**Rationale:** Staff is recommending this amendment to the bylaws to allow the President flexibility in appointing members to limited standing committees and to provide an odd number committee composition total.

**LAC Workgroup Analysis:** The proposed revision is clear and meets its intended purpose.

2. **Committee Composition Terms in Sections 5 through 17.**

**Rationale.** Staff noted that the use of the term “individual” versus “representative” (and one instance of “member”) was inconsistent throughout the committee composition description for each of the standing committees in Article 7. Staff asked the LAC Workgroup to review Section 1, Qualifications, as well as each of the committee descriptions to make a determination as to which term best applies for all of the committees for purposes of consistency throughout Article 7.

**LAC Workgroup Analysis:** Reading of the various ACWA committee sections suggests that “Member” would be the most appropriate word for consistency throughout the bylaws. However, the use of a single term, may require some minor revisions to surrounding text for clarity (for an example see Section 15 (State Legislative Committee) where “member” is separately used to denote a “member agency” and so would need to state “member-agency” consistently to accommodate the more general use of “member” throughout the bylaws).

**Staff Response:** Staff revised the terms in the committee section descriptions (Sections 5 through 17) to “member” for consistency and the surrounding language where needed in response to the LAC Workgroup’s analysis. **(See attached bylaws for proposed amendments to these sections.)**

3. **Section 5. Agriculture Committee.** There shall be an Agriculture Committee whose duty it shall be to recommend Association policy, positions and programs to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. The committee shall consist of at least one member from each region.

**Rationale:** The 2016-2017 Business and Strategic Plan initiative to increase involvement and engagement from ACWA's agricultural members has successfully generated momentum amongst ACWA's agricultural members and a renewed attention to and involvement in key policy issues that uniquely affect agricultural water suppliers. Amidst this success, a concern has arisen that the momentum could be lost once the Board of Directors finishes its current term and the initiative sunsets. This concern has sparked the suggestion that ACWA should consider creating an Agriculture Committee as the thirteenth standing committee of the Association to continue the objectives of the Ag Initiative long-term.

**LAC Workgroup Analysis:** The proposed revision is clean and meets its intended purpose.

4. **Section 12. Legal Affairs Committee.** There shall be a Legal Affairs Committee whose duty it shall be to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association agencies, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to the members of the Association agencies and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between ~~35~~ 34 and ~~45~~ 44 attorneys, each of whom shall be a member of the California Bar and shall be, or act as, counsel for a member of the Association agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. ~~Further, there shall be at least one representative from each region on the committee.~~ The committee shall consist of a least one member from each region.

**Rationale:** Change the committee composition range so there is a resulting odd number total when the chair is added.

**LAC Workgroup Analysis:** Considered together with the general change in Section 4, Committee Composition, above, this change accomplishes its purposes and maintains the current overall LAC membership numbers.

## Article 9 – Meeting of Members

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5. **Section 8. Amendments, Revisions, and Resolutions.** Before any amendments or revisions to the bylaws, or resolutions, may be considered at any meeting of the Association, any such amendment, revision, or resolution shall be submitted to the executive director/secretary at least ~~30~~ 90 days prior to the first day of such meeting. The executive director/secretary shall promptly distribute any

proposed amendments or revisions to the Legal Affairs Committee for the Legal Affairs Committee to develop an unbiased analysis of the amendments or revisions. Following development of an analysis for the proposed amendments or revisions, the executive director/secretary shall distribute copies of any resolutions, amendments or revisions, including any applicable analyses, to all members of the Association ~~at least five~~ not less than 10 days or more than 90 days prior to presentation at such meeting. The written notice of the membership meeting shall be given to each voting member of the Association consistent with the provisions defined in Section 3. The ~~30~~ 90-day rule may be suspended at any meeting of the Association by consent of three-fourths of the members present. Voting on resolutions, amendments, or revisions shall proceed as provided by Sections ~~3~~ 5 and 4 ~~6~~ of this Article.

**Rationale:** Staff recommended that the deadline for submitting requests for amendments, revisions, and resolutions be changed from 30 to 120 days prior to any membership meeting to provide the Legal Affairs Committee sufficient time to review and develop the required analysis and for staff to provide adequate notice to the members as set forth in Article 9, Sections 3 and 4 of the bylaws. **Note: Staff typically notifies ACWA members at least 45 days prior to a given membership meeting to allow the member agency boards adequate time to designate their authorized voting representative.**

**LAC Workgroup Analysis:** This proposed revision is clear and meets its intended purpose. However, workgroup members did express some concern that the 120-day submission requirement may unduly limit the Association's ability to quickly respond to state or federal legislative or administrative acts appropriately. A supermajority of the Association may vote to suspend the requirement, however, it may be advisable to require only 90-days for submission while retaining the general Association distribution timing of no later than 10-days and no earlier than 90-days prior to presentation at an Association meeting.

**Staff Response:** Staff revised the proposed amendment to state 90 days instead of 120 days in response to the LAC Workgroup's analysis.

The Board of Directors recommends adoption of the proposed amendments to ACWA's Bylaws through a vote of the membership.

### Webinar on Proposed Amendments to Bylaws

ACWA staff is hosting a webinar on **Tuesday, November 7, at 10:00 a.m.** in advance of the membership meeting to answer any questions members may have pertaining to the proposed amendments to the bylaws. Please register for the webinar at the link listed below:

Please register for Bylaws Webinar on Nov 07, 2017 10:00 AM PST at:

<https://attendee.gotowebinar.com/register/18153322847132675>

After registering, you will receive a confirmation email containing information about joining the webinar.



## Membership Voting Process

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ACWA will issue each member agency **present** one proxy card for voting purposes based on the designated voting representative identified by the member agency on the proxy designation form. The designated voting representative is required to register and sign as the proxy holder to receive the proxy card. Proxy cards will **only** be available for pick-up on **Wednesday, November 29**, between **9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the main foyer outside of the **Marquis Ballroom Center, Marriott Anaheim**. The luncheon and General Session Membership Meeting will be held in the Platinum Ballroom 1-6.

To expedite the sign-in process at the **ACWA General Session Desk**, please indicate your voting delegate on the enclosed proxy designation form and return it by email (**[donnap@acwa.com](mailto:donnap@acwa.com)**) or fax (**916-325-4857**) at your earliest convenience prior to conference. If there is a last minute change of delegate, please let us know before the meeting date by contacting ACWA's Clerk of the Board, Donna Pangborn, at 916-441-4545 or [donnap@acwa.com](mailto:donnap@acwa.com).

If you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or [donnap@acwa.com](mailto:donnap@acwa.com).

dgp

Enclosures:

1. General Session/Election Procedures
2. Proposed ACWA Bylaws Amendments – Redline Version
3. Proxy Designation Form



# BYLAWS of the Association of California Water Agencies

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*Proposed Amendments – redline version: September 29, 2017*

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*(As amended by the Members on December 2, 2015)*

## **ARTICLE 1 – GENERAL**

**Section 1. Name.** The name of this California nonprofit corporation shall be the Association of California Water Agencies (hereinafter referred to as the Association).

**Section 2. Principal Office.** The principal office for the transaction of business of the Association is located at 910 K Street, Suite 100, Sacramento, California; provided, however, that the Board of Directors may change the location of the principal office by resolution and without amendment of these bylaws.

**Section 3. Purposes.** The purposes of the Association shall be to work together with its members and others for the best interests of California and its citizens and landowners who use, need and depend upon water; to encourage the orderly development of the waters of the state; to seek means of obtaining and making available to all of California a dependable water supply of the best possible quality at the lowest possible cost, giving due consideration to environmental factors involved therein; to provide inspiration and leadership in meeting and solving the water supply problems of this state; to propose and advocate such policies and measures—local, state and federal—that serve the best interests of the Association, opposing those of contrary nature; to assist in promoting the health, safety and welfare of the employees of its members; and to do all other things that are in the best interests of its members.

## ARTICLE 2 – MEMBERSHIP AND DUES

### Section 1. Membership.

- A. **Members.** Only a public district, public agency, or public organization created and operated for the purpose of controlling, treating, developing, acquiring, using or supplying water for any purpose for inhabitants or lands within the state of California, or for the protection, drainage or reclamation of lands within the state of California, may become a member of the Association. Such an entity will become a member upon written application, approval by the Board of Directors, and the payment of the required dues. Acceptance to membership shall authorize full participation in Association activities. Except as otherwise provided in subsection (B) below, in no case may an organization other than a state, a political subdivision (as defined in § 1.103-1(b) of the Income Tax Regulations) of a state or an entity the income of which is excluded from gross income under § 115 of the Internal Revenue Code be a member of the Association.
- B. **Honorary Life Members.** Any person who has rendered conspicuous service in furthering the purposes of the Association may, by vote of the Board of Directors, be granted an honorary life membership in the Association without payment of dues or assessments. All past presidents of the Association shall automatically be honorary life members without vote of the Board of Directors. Honorary life members shall not be entitled to a vote or to hold office automatically because of their status as honorary life members.
- C. **Termination of Members.** Membership shall cease upon the failure of any member to pay the dues provided for in Section 2 of this Article. The membership of any member may be terminated at any time by such member sending written notification of its intention to withdraw to the Association's principal office. The Board of Directors may terminate the membership of any member upon 30 days' written notice by first-class mail when it is determined at any regular Board meeting or at any special Board meeting called for that purpose that continuance of such membership would not be in the best interests of the Association. Withdrawal or termination of membership ends any participation in Association activities and shall terminate a member's interest in the Association's assets.

**Section 2. Dues.** The annual dues of each member of the Association shall be established by the Board of Directors; provided, however, that any member may apply for a change in its dues because of conditions that differentiate such applicant from other members.

**Section 3. Liability of Members.** No member shall be liable for any obligation incurred by the Association with the following exception: (1) the payment of the annual dues while it remains a member; and (2) the payment of emergency assessments, which shall not exceed 10 percent of current annual dues for each member in any calendar year while it remains a member. No emergency assessment may be levied against any member during its first two years of membership in the Association.

## ARTICLE 3 – OFFICERS

### Section 1. President and Vice President.

- A. **General.** The president and vice president of the Association shall be the elected officers of the Association. At the time of their election the president and vice president shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association. The president and vice president shall be elected by the members of the Association at its fall conference in each odd-numbered year, shall take office on January 1 of the calendar year following election, and shall hold office until such time as their successors take office or are appointed. An elected president shall not be permitted to succeed himself/herself to that office. Except as provided in this Article, should vacancies occur in either office of the president or vice president, the Board of Directors shall appoint persons to fill such offices for the unexpired terms thereof.
- B. **President.** The president shall preside at all meetings of the Board of Directors, the Executive Committee, and the general membership; shall appoint members of all committees, including the chair and vice chair of each, upon recommendation from members and regions (as communicated by the region chairs), with each such committee chair and vice chair ratified by the Board of Directors; and shall perform all other duties necessary to carry out the functions of the office. The president shall be a non-voting *ex officio* member of each committee, but shall not be an *ex officio* member of the Nominating Committee or the region boards.

The president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.

- C. **Vice President.** The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president.

### Section 2. Executive Director/Secretary and Controller/Treasurer.

- A. **General.** The executive director/secretary and controller/treasurer of the Association shall also be officers of the Association. The executive director/secretary shall be appointed by and hold office at the pleasure of the Board of Directors of the Association.
- B. **Executive Director/Secretary.** The executive director/secretary shall: (1) advise and assist the Board of Directors, all committees, the boards of each region, and the workgroups of each region; (2) be responsible for administering the total operations of the Association; (3) employ, direct, and release all employed staff in accordance with the policies adopted by the Board of Directors and consistent with the budget adopted by the Board of Directors; (4) provide relevant

information to the Board of Directors needed by the Board to take actions; (5) give members notice and record minutes of all meetings of the membership, Board of Directors, and Executive Committee; and (6) have such other powers and perform such other duties as may be provided and assigned by the Board of Directors directly or through the president of the Board or the Executive Committee. The executive director/secretary, with the assistance of the controller/treasurer, shall render a report to the Board of Directors at the first meeting following the close of each calendar year showing the membership of the Association, the receipts and expenditures during the year, and the work accomplished during the previous year.

- C. **Controller/Treasurer.** The controller/treasurer shall report to and act under the direction of the executive director/secretary. The controller/treasurer shall be a signatory on all accounts held by the Association and shall act as a fiduciary for all assets of the Association.

## ARTICLE 4 – BOARD OF DIRECTORS

**Section 1. Membership.** The Board of Directors shall consist of:

- A. The Association president and vice president.
- B. The chair and vice chair of each region.
- C. The chair of each standing committee.
- D. The most immediate active past president.
- E. The vice president of the ACWA/Joint Powers Insurance Authority.

**Section 2. Term of Office.** The term of office of all members of the Board of Directors shall commence on January 1 of the calendar year following election of the president and vice president, except for those persons who serve on the Board of Directors by nature of their position as chairs of standing committees, whose terms shall instead commence upon their ratification by the Board of Directors. Except as provided in Article 4, Section 11, the term of office for all members of the Board of Directors shall terminate on December 31 of the following odd-numbered year two years later, or until their successors take office.

**Section 3. Attendance Requirement.** Any member of the Board of Directors who misses two consecutive regular Board meetings without being excused by the Board will no longer be a member of the Board of Directors.

**Section 4. Regular Meetings.** Regular meetings of the Board of Directors shall be held bimonthly at such times and places as the Board may determine.

**Section 5. Special Meetings.** Special meetings may be called by the president upon the president's own volition or shall be called by the president when requested in writing by five directors. Prior to conducting such a special meeting, the president shall consult with the Executive Committee to ensure

that adequate information is available to the Board of Directors for any necessary decisions; and where such meeting is called upon the president's own volition, the president shall also consult with the Executive Committee as to the necessity of the special meeting. Notice for special meetings shall be provided in the following manner: (1) upon 10 days' written notice sent by mail to each director and addressed to each at the address as shown upon the records of the Association; or (2) upon 48 hours' notice with notice provided by electronic means. When the meeting is called upon the president's own volition, the president shall choose the form of notice; when the meeting is called by a request of five directors, the five directors shall choose the form of notice and the president shall promptly call the meeting. No business except those items described in the notice shall be transacted at any special meeting, except by consent of three-fourths of the members of the Board of Directors present.

**Section 6. Meeting Requirements and Quorums.** Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters or enforcement of violations of the code of conduct.

**Section 7. Alternates.** Each region shall designate an alternate for each chair and vice chair, who shall meet the qualification requirements for chair and vice chair, to act at meetings of the Board of Directors when the chair or vice chair is unable to attend. The vice chair of each standing committee will be the alternate to act at meetings of the Board of Directors when the chair is unable to attend. An alternate may not act or vote on behalf of more than one member of the Board of Directors. A member of the Board of Directors may not act as an alternate for any other member.

**Section 8. Vacancies for Standing Committee Chairs and Vice Chairs.** Should a vacancy occur in the office of any standing committee chair or vice chair before the end of the term, the president shall appoint a new committee chair or vice chair to fulfill the unexpired term of such committee chair or vice chair subject to ratification by the Board of Directors. A vacancy in the office of any such standing committee chair or vice chair as described in the previous sentence shall be deemed to exist when the chair or vice chair: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

**Section 9. Duties, Authorities, and Delegation.** Subject to the provisions and limitations of California Nonprofit Corporation Law, other applicable laws, and the provisions of these bylaws, the Association's activities and affairs are to be exercised by or under the direction of the Association's Board of Directors. The Board of Directors is responsible for the overall supervision, control, and direction of the Association. The Board of Directors shall: (1) employ and release the executive director/secretary; (2) set performance expectations for the executive director/secretary; (3) receive, review, and consider approval of executive director/secretary recommended compensation, other terms and conditions of



employment, and annual evaluations as prepared by the Executive Committee; (4) annually adopt a budget; and (5) set the level of dues for the Association. Except as to the duties listed in the previous sentence, and subject to Article 3, Section 2, the Board of Directors may delegate the supervision, control, and direction of the Association's affairs to any person or group, including a committee, provided the Association Board retains ultimate responsibility for the actions of such person or group. Where such powers are delegated, the delegation shall be documented in writing.

**Section 10. Immediate Past President.** The immediate past president automatically assumes this position after serving as the Association's elected president and is a voting member of the Board of Directors and Executive Committee. The term of office for the immediate past president shall commence on January 1 of the calendar year following election of the president and vice president and shall terminate on December 31 of the following odd-numbered year two years later. In the event the most immediate active past president is unavailable to serve, the most recent and available active past president in succession shall serve in this capacity.

**Section 11. Code of Conduct of Board Members.**

- A. **Code of Conduct: Purpose and Adoption.** The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association's commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.
- B. **Violations and Enforcement Process.** A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publically censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a copy of the complaint. A Director that takes any hostile or retaliatory action, directly or indirectly, against a complainant is subject to removal from the Board in conformance with the process identified above. Prior to scheduling a Board action on a complaint, the president shall consult with the Executive Committee and the chair of the Legal Affairs Committee. A Director accused of a violation of the code of conduct shall be provided at least 15 days' written notice of any meeting of the Board at which a determination of enforcement will be considered. A determination of enforcement may be made only at a regular

meeting of the Board and shall be made in closed session. The determinations of the Board under this section shall not be admissible in any criminal or civil proceeding brought against the Director for conduct that violates any other law.

## ARTICLE 5 – REGIONS

### Section 1. Boundaries of Each Region.

- A. There shall be a maximum of 10 regions within the state. The Board of Directors shall determine the regional boundaries. Insofar as is practicable, the regions shall have a numerical balance in members of the Association; make geographic sense; and promote regional problem solving.
- B. A member of the Association may file a written petition to the Board of Directors requesting a change in regions. Such petition shall set forth the reasons for such requested change. The Board shall, within a reasonable time, act upon such petition and set forth the reasons for its action. Such action by the Board shall be based on factors in (A) above, as well as others deemed by the Board of Directors to be relevant to the decision.

### Section 2. Officers.

- A. The officers of each region shall be a chair and vice chair and three to five region board members who shall be elected by the region by September 30, or the preceding Friday if September 30 falls on a weekend, of odd-numbered years. A region may maintain a board of fewer than five but not less than three members as provided in the region's rules and regulations. The officers of the region board shall take office on January 1 of the calendar year following election and shall hold office for two years, or until their successors take office. Regions shall hold elections by electronic ballot. ACWA staff shall verify the legitimacy of the ballots.
- B. The officers of each region shall: (1) exercise the powers and perform duties of the region during the interim between region meetings; and (2) make recommendations to the president regarding appointments to committees. The chair and vice chair shall be the region's representatives to the ACWA Board of Directors.
- C. Each officer of a region shall be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the office, the individual may not serve during the remaining term of that office unless that individual can again meet the criteria for the office and is appointed to complete the term. The region board may adopt more stringent criteria for board member qualifications as part of the region's rules and regulations.
- D. Should a vacancy occur in any of the region board positions before the end of the term, the remaining members of the region board shall appoint a new member. A vacancy in the office of

any region board position shall be deemed to exist when a region board member: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

**Section 3. Nominating Committees.** There shall be a nominating committee for each region consisting of three or more designees, each representing a member of the Association located within the region, appointed by the chair of the region and approved by the region board. Nominating committees shall be formed by February 28 of each odd-numbered year. The nominating committee shall announce its nominations for chair, vice chair, and region board members by August 1 of an election year. All regions must complete the election process by September 30 of the election year, or the preceding Friday if the September 30 falls on a weekend.

**Section 4. Meetings.** The meetings of each region shall be held at both the spring and fall conferences and at such other times and places as may be determined by the region chair. Representatives of five or more members of the Association from the region present at any region meeting shall constitute a quorum for purposes of conducting the business of the region. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission.

**Section 5. Workgroups.** Workgroups may be appointed by the region chair as needed.

**Section 6. Rules.** Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association. Each region shall abide by the code of conduct adopted by the Board of Directors of the Association.

## ARTICLE 6 – EXECUTIVE COMMITTEE

**Section 1. Membership.** There shall be an Executive Committee consisting of the following: the president of the Association, who shall be the chair thereof; the vice president; the most immediate active past president; the chair of the Finance Committee; and three at-large representatives selected from and by the members of the Board of Directors. The election of the three at-large representatives to the Executive Committee shall occur at the first Board of Directors meeting held in each even-numbered year and the elected representatives shall serve immediately following their election and until such time as their successors take office. To the extent practical, the Executive Committee should be constituted so as to reflect the geographic extent of the Association and the functions of the members of the Association.

**Section 2. Powers.** The Executive Committee shall have the following authority:

- A. **Personnel.** Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive

director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors; (4) establish personnel policies for the conduct and behavior of employees, which shall be reviewable by the Board of Directors; and (5) undertake such other personnel actions as may be requested by the executive director/secretary in support of his or her oversight of all other personnel matters, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors.

- B. **Delegation.** The Executive Committee may act pursuant to any authority specifically delegated to it by the Board of Directors. The delegation shall indicate whether the authority is still subject to the ultimate authority of the Board.
- C. **Authority to Act Between Meetings.** The Executive Committee may act for the Board of Directors between Board meetings when calling a special meeting of the Board of Directors is impracticable, provided that no such action of the Executive Committee shall be binding on the Board of Directors until authorized or approved by the Board. The Executive Committee has the authority to authorize actions recommended by the Legal Affairs Committee (such as the filing of letter briefs and amicus curiae briefs) by electronic means without the need for an in-person or telephonic meeting, but such actions shall be ratified by the Board of Directors at its next meeting.

**Section 3. Reporting.** The president, or any person designated by the president, shall report to the Board of Directors, at each regular Board meeting, any action taken by the Executive Committee since the last preceding regular Board meeting. The minutes of Executive Committee meetings, which at that time may still be in draft form, shall be mailed (using the U.S. Postal Service, express delivery, electronic means, or otherwise) to each member of the Board of Directors at least five days prior to Board meetings, except in cases in which the Executive Committee meets during or immediately prior to a conference of the Association or immediately prior to a Board meeting, in which case the minutes, which may still be in draft form, shall be mailed to each director promptly thereafter.

**Section 4. Meetings.** The Executive Committee shall hold regularly scheduled meetings as set by the president. Special meetings of the Executive Committee may be called by the president upon notice to the members of that committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 24 hours' notice with notice provided by electronic means; and all such meetings shall be open to the Board of Directors. Any meeting, regular or special, may be held in person or by telephone conference, web video conference or other electronic video screen communication or electronic transmission. All members of the Board of Directors may attend any meeting of the Executive Committee. Meetings of the Executive Committee may be closed to others at

the discretion of the President or committee. Only members of the Executive Committee are allowed to vote on matters at a meeting of the committee.

**Section 5. Minutes.** The minutes of the Executive Committee meetings shall be kept by the executive director/secretary at the Association's principal office. Actions of the Executive Committee shall be reported to the Board of Directors as provided in Section 3 of this Article and shall be available to any member of the Board of Directors upon request to the executive director/secretary.

## ARTICLE 7 – STANDING COMMITTEES

**Section 1. Qualification.** In order to serve on any ACWA standing committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the appointment, the individual may not serve during the remaining term of that appointment unless that individual can again meet the criteria for appointment and is appointed to complete the term.

**Section 2. Term of Office.** The term of office of standing committee members shall be two years commencing on January 1 of each even-numbered year. The term of office of standing committee chairs and vice chairs shall be approximately two years and shall commence as soon after January 1 of the even-numbered year as they may be appointed by the president and ratified by the then-seated Board of Directors, and shall terminate on December 31 of the odd-numbered year approximately two years later or until their successors are appointed and ratified.

**Section 3. Meetings.** Meetings of standing committees may be called at such times and places designated by the respective chair thereof except where provided otherwise by these bylaws. Subject to the provisions of these bylaws and any actions that may be taken by the Board of Directors, the chairs of each standing committee may establish their own rules for the efficient operation of the committee they each chair. The chairs of each standing committee are authorized to create subcommittees and workgroups in order to complete the work of the committee.

**Section 4. Committee Composition.** Each limited standing committee shall have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of these bylaws. The committee chair position shall not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair shall, however, be a voting member of their respective committees subject to the rules and procedures of each committee.

**Rationale:** Staff is recommending this amendment to the Bylaws to allow the President flexibility in appointing members to limited standing committees and to provide an odd number committee composition total.

**LAC Workgroup Analysis:** The proposed revision is clear and meets its intended purpose.

**Committee Composition Terms in Sections 5 through 17.**

**Rationale:** Review of Committee Composition Terms: Staff noted that the use of the term “individual” versus “representative” (and one instance of “member”) was inconsistent throughout the committee composition description for each of the standing committees in Article 7. Staff asked the LAC Workgroup to review Section 1, Qualifications, as well as each of the committee descriptions to make a determination as to which term would best apply for all of the committees for purposes of consistency throughout Article 7.

**LAC Workgroup Analysis:** Reading of the various ACWA committee sections suggests that “Member” would be the most appropriate word for consistency throughout the By-Laws. However, the use of a single term, may require some minor revisions to surrounding text for clarity (for an example see Section 15 (State Legislative Committee) where “member” is separately used to denote a “member agency” and so would need to state “member-agency” consistently to accommodate the more general use of “member” throughout the By-Laws).

**Staff Response:** Staff revised the terms in the committee sections to “member” for consistency and the surrounding language where needed in response to the LAC Workgroup’s analysis.

**Section 5. Agriculture Committee.** There shall be an Agriculture Committee whose duty it shall be to recommend Association policy, positions and programs to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. The committee shall consist of at least one member from each region.

**Rationale:** The 2016-2017 Business and Strategic Plan initiative to increase involvement and engagement from ACWA’s agricultural members has successfully generated momentum amongst ACWA’s agricultural members and a renewed attention to and involvement in key policy issues that uniquely affect agricultural water suppliers. Amidst this success, a concern has arisen that the momentum could be lost once the Board of Directors finishes its current term and the initiative sunsets. This concern has sparked the suggestion that ACWA should consider creating an Agriculture Committee as the thirteenth standing committee of the Association to continue the objectives of the Ag Initiative long-term.

**LAC Workgroup Analysis:** The proposed revision is clean and meets its intended purpose.

**Section 6. Business Development Committee.** There shall be a Business Development Committee whose duty it is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to Association members/member agencies. The committee shall consist of at least one representative member from each region and one representative may include members from the any of the other standing committees.

**Section-5 7. Communications Committee.** There shall be a Communications Committee whose duty it shall be to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association and to promote development of sound public information and education programs and practices among members ~~of the Association agencies~~. The committee shall consist of no more than 40 ~~individuals~~members. ~~Of that number, The committee shall consist of~~ at least one ~~individual member shall be~~ from each region.

**Section-6 8. Energy Committee.** There shall be an Energy Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one ~~representative member~~ from each region.

**Section-7 9. Federal Affairs Committee.** There shall be a Federal Affairs Committee whose duty it shall be to review all federal legislative proposals and regulatory proposals affecting ~~members of the Association member agencies~~, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members ~~of the Association agencies~~; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one ~~and, but~~ no more than five ~~individuals~~members from each region.

**Section-8 10. Finance Committee.** There shall be a Finance Committee whose duty it shall be to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. The committee shall consist of the president and vice president of the Association as *ex officio* members, ~~the Finance Committee chair, one member~~~~either the chair or vice chair from each of the Association's of the region board from each of the Association's~~ 10 regions ~~boards (either chair or vice chair)~~, and one additional ~~representative member~~ from each region with experience in financial matters.

**Section-9 11. Groundwater Committee.** There shall be a Groundwater Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one ~~representative member~~ from each region.

**Section-10 12. Legal Affairs Committee.** There shall be a Legal Affairs Committee whose duty it shall be to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members ~~of the Association agencies~~, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to the members ~~of the Association agencies~~ and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between ~~35 34~~ and ~~45 44~~ attorneys, each of whom shall be a member of the California Bar and shall be,



or act as, counsel for a member ~~of the Association~~agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. ~~Further, there shall be at least one representative from each region on the committee~~The committee shall consist of at least one member from each region.

**Rationale:** Change the committee composition range so there is a resulting odd number total when the chair is added.

**LAC Workgroup Analysis:** Considered together with the general change in Section 4, Committee Composition above, this change accomplishes its purposes and maintains the current overall LAC membership numbers.

**Section-~~11~~ 13. Local Government Committee.** There shall be a Local Government Committee whose duty it shall be to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California. The committee shall consist of at least one, ~~and but~~ no more than three ~~individuals~~members from each region.

**Section-~~12~~ 14. Membership Committee.** There shall be a Membership Committee whose duty it shall be to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. The committee shall consist of at least one member from each region.

**Section-~~13~~ 15. State Legislative Committee.** There shall be a State Legislative Committee whose duty it shall be to review all state legislative proposals affecting members ~~of the Association~~agencies and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for member ~~s of the Association~~agencies; and assist in the establishment of the Association's legislative program. The committee shall consist of ~~individuals~~members representing a variety of types of ~~members~~member agencies and at least one ~~and,~~ but no more than four ~~individuals~~members from each region.

**Section-~~14~~ 16. Water Management Committee.** There shall be a Water Management Committee whose duty it shall be to recommend policy and programs to the Board of Directors on any area of concern in water management. The committee shall consist of at least one, ~~but and~~ no more than four ~~individuals~~members from each region.

**Section-~~15~~ 17. Water Quality Committee.** There shall be a Water Quality Committee whose duty it shall be to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members ~~of the Association~~agencies to join together to develop and coordinate with



other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. The committee shall consist of at least one [individual member](#) from each region.

## ARTICLE 8 – SPECIAL COUNCILS, COMMITTEES, AND TASK FORCES

**Section 1. Council of Past Presidents.** There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board meetings.

**Section 2. Nominating Committee.** There shall be a Nominating Committee consisting of five or more persons appointed by the president prior to the Association’s fall conference in each odd-numbered year, whose purpose shall be to nominate qualified individuals for the offices of president and vice president of the Association. The Nominating Committee shall publish its nominations for the offices of president and vice president of the Association not less than 10 or more than 90 days before the membership meeting is held at fall conference. Additional nominations may be made by any member of the Association for candidates for the office of president and vice president. Additional nominations shall be made from the floor during the election of president and vice president at the membership meeting scheduled for said purposes.

**Section 3. Other Committees and Task Forces.** Other committees and task forces may be appointed by the president from time to time as needed, consistent with and supportive of the mission of the Association.

## ARTICLE 9 – MEETINGS OF MEMBERS

**Section 1. Meetings.** Meetings of the members of the Association shall be held at the Association’s conferences at such times as may be determined by the Board of Directors to conduct necessary business and to elect the president and vice president, which occurs at the fall conference in each odd-numbered year.

**Section 2. Special Meetings.** Special meetings of the members of the Association may be called by the Board of Directors, the president of the Board of Directors, or by 5 percent or more of the members of the Association. Except when called by the Board, a request for a special meeting must be in writing and must be delivered in person or mailed by first-class mail addressed to the president of the Board at the principal office of the Association, with a copy to the executive director/secretary. The request must state the general nature of the business proposed to be transacted at the meeting.

A special meeting that has been called by written request of 5 percent of the member agencies of the Association to the Board of Directors shall be set by the Board of Directors on a date that is not less than 35 or more than 90 days after receipt of the request.

**Section 3. Notice Requirements for Membership Meetings.** Written notice of any membership meeting shall be given to each voting member of the Association. The notice shall state the date, time, and place of the meeting; the means by which members may participate; and the general nature of the business to be transacted. The notice of any meeting at which Board officers are to be formally nominated and elected shall include the names of the recommended slate of candidates for the offices of president and vice president in addition to the election procedures. The member notification information shall also be posted on the Association's website.

Except as otherwise provided in these bylaws or California law, a written notice of regular membership meetings shall be given not less than 10 or more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote; provided, however, that if notice is given by mail, and the notice is not mailed by first-class, registered, or certified mail, that notice shall be given not less than 20 days before the meeting.

**Section 4. Notice Requirements for Special Meetings.** The executive director/secretary shall cause notice to be given to all members of the Association of the date, time, and place of the meeting and the general nature of the business to be transacted at the meeting. No business except that specified in the request and notice may be transacted at said special meeting. If notice of the requested special meeting is not given within 20 days after receipt of the request, the person or persons requesting the meeting may give the notice.

**Section 5. Voting.** Each member of the Association shall be entitled to one vote that shall be cast by its authorized representative. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any representative.

**Section 6. Amendment of Bylaws.** These bylaws may be amended or revised by two-thirds of the member agencies of the Association present and voting at any meeting.

**Section 7. Quorums.** The presence of the authorized representative of 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business.

**Section 8. Amendments, Revisions, and Resolutions.** Before any amendments or revisions to the bylaws, or resolutions, may be considered at any meeting of the Association, any such amendment, revision, or resolution shall be submitted to the executive director/secretary at least ~~30~~ 90 days prior to the first day of such meeting. The executive director/secretary shall promptly distribute any proposed amendments or revisions to the Legal Affairs Committee for the Legal Affairs Committee to develop an unbiased analysis of the amendments or revisions. Following development of an analysis for the proposed amendments or revisions, the executive director/secretary shall distribute copies of any resolutions, amendments or revisions, including any applicable analyses, to all members of the Association ~~at least five not less than 10 days or more than 90 days~~ prior to presentation at such meeting. The written notice of the membership meeting shall be given to each voting member of the Association consistent with the provisions defined in Section 3. The ~~30~~ 90-day rule may be suspended at

any meeting of the Association by consent of three-fourths of the members present. Voting on resolutions, amendments, or revisions shall proceed as provided by Sections 3 5 and 4 6 of this Article.

**Staff Rationale:** Staff is recommended that the deadline for submitting requests for amendments, revisions, and resolutions be changed from 30 to 120 days prior to any membership meeting to provide Legal Affairs Committee sufficient time to review and develop the required analysis and for staff to provide adequate notice to the members as set forth in Article 9, Sections 3 and 4 of the Bylaws. Note: Staff typically notifies ACWA members at least 45 prior to a given membership meeting to allow the agency boards to designate their authorized representative.

**LAC Workgroup Analysis:** This proposed revision is clear and meets its intended purpose. However, subcommittee members did express some concern that the 120-day submission requirement may unduly limit the Association's ability to quickly respond to state or federal legislative or administrative acts appropriately. A supermajority of the Association may vote to suspend the requirement, however, it may be advisable to require only 90-days for submission while retaining the general Association distribution timing of no later than 10-days and no earlier than 90-days prior to presentation at an Association meeting.

**Staff Response:** Staff revised the proposed amendment to state 90 days instead of 120 days in response to the LAC Workgroup's analysis.

#### **Section 9. Nomination of President and Vice President.**

- A. **Qualification.** At the time of their election, the president and vice president of the Association shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association.
- B. **Nominating Committee Process.** All nominations for the positions of president and vice president shall be accompanied by an official resolution from the Association member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.
- C. **Nominations from the Floor.** Additional nominations may be made by any member of the Association for the office of president and vice president. Said nominations and seconds shall be made from the floor during the election of the offices of president and vice president at the membership meeting scheduled for said purposes (as provided for in the penultimate sentence of Article 8, Section 2). Such nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.

**Section 10. Additional Procedures for Election of Officers.** The Board shall have the authority to develop additional procedures for elections of president and vice president when not otherwise covered by these bylaws.

## **ARTICLE 10 – INDEMNIFICATION OF DIRECTORS, OFFICERS, AND OTHER AGENTS**

**Section 1. Right of Indemnity.** To the fullest extent permitted by law, this Corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this bylaw, shall have the same meaning as in Section 7237(a) of the California Corporations Code.

**Section 2. Approval of Indemnity.** On written request to the Board by any person seeking indemnification under Section 7237(b) or Section 7237(c) of the California Corporations Code, the Board shall promptly determine under Section 7237(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the Board shall authorize indemnification.

**Section 3. Advancement of Expenses.** To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

**Section 4. Insurance.** The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer’s, director’s, employee’s or agent’s status as such.

## **ARTICLE 11 – MISCELLANEOUS**

**Section 1. Conduct of Meetings.** All meetings of the Association shall be conducted in accord with the code of conduct and in substantial accordance with the latest edition of Robert’s Rules of Order Newly Revised unless the Board adopts alternate rules of conduct for itself and/or its committees, region boards, and region workgroups.

**Section 2. Funds.** The funds of the Association shall be used to further the aims and purposes of this Association. They shall be kept by the controller/treasurer and paid out by checks or other electronic means, which shall only be valid with two authorized signatures. The Board of Directors shall designate

by resolution which persons, other than the controller/treasurer, may sign for expenditures. The Finance Committee shall implement procedures to ensure necessary internal controls over the receipt and expenditures of Association funds and arrange for an external audit. Audit reports shall be presented to the Board of Directors.

**Section 3. Disposition of Assets upon Dissolution.** The Association’s properties and assets are irrevocably dedicated to the fulfillment of the Association’s purposes as described in Article 2 of the Articles of Incorporation. No part of the Association’s net earnings, properties and assets, on dissolution or otherwise, may inure to the benefit of any private person. Upon the dissolution of the Association, all debts thereof shall be paid and its affairs settled, and all remaining assets shall be distributed to the Association’s member political subdivisions for a public purpose, consistent with the provisions of the California Nonprofit Corporation Law relating to public benefit corporations then in effect and with the Articles of Incorporation.

**Section 3. Definitions.** As used in these bylaws, the term “notice provided by electronic means” shall refer to notice given by fax or e-mail.

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Amended comprehensively December 1, 2010

Amended May 9, 2012

Amended May 7, 2014

Amended December 2, 2015

## GENERAL SESSION/ELECTION PROCEDURES FOR ACWA 2017 FALL CONFERENCE

The following information is provided to inform the ACWA member agency delegates attending the 2017 Fall Conference of the procedures to be used pertaining to the nomination and election of ACWA officers and the vote by the membership on proposed amendments to the bylaws during the General Session Membership Meeting.

### PROXY CARDS – (REQUIRED FOR VOTING)

ACWA will issue each member agency **present** one proxy card for voting purposes based on the designated voting representative identified by the member agency. In order to vote during the General Session Membership Meeting, the designated voting representative is required to register and sign as the proxy holder by 12:00 p.m. on Wednesday, November 29. Upon registration and sign-in, the voting delegate will receive the required proxy cards. Proxy cards will be available for pick-up on **Wednesday, November 29, between 9:00 a.m. and 12:00 p.m.** at the ACWA General Session Desk in the main foyer outside of the **Marquis Ballroom Center, Marriott Anaheim**. The luncheon and General Session Membership Meeting will be held in the Platinum Ballroom 1-6.

### GENERAL SESSION MEMBERSHIP MEETING, WEDNESDAY, NOV. 29 (DOORS OPEN AT 1:05 P.M.)

1. The General Session Membership Meeting will be called to order at 1:20 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. Legal Affairs Committee Chair Jeni Buckman will provide an overview of the agenda and election procedures.
3. Nominating Committee Chair John Coleman will present the committee's report and announce the candidate for ACWA President.
4. President Kathy Tiegs will call for floor nominations for ACWA President.
5. If there are no floor nominations for President, the election will proceed. President Tiegs will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
6. If there are floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating floor nominations and seconds must be supported by a resolution of the governing body of the member agency making and seconding such nomination. **Note: If there are floor nominations, the election of officers will proceed during Wednesday's General Session as outlined below and the proposed bylaws amendments will move to the Thursday General Session Membership Meeting as outlined in item 12 below.**
  - a. Ballots will be distributed to the voting delegates.
  - b. Delegates will complete their ballots and place them in the ballot box, which will be centrally located in the Platinum Ballroom 1-6 meeting room.
  - c. Tellers' Committee will count the ballots. President Tiegs has appointed the following staff members to serve as the Tellers' Committee: Clerk of the Board Donna Pangborn; Director, Business Development & Events Paula Currie; and Executive Assistant Lili Vogelsang.
  - d. Legal Affairs Committee Chair Jeni Buckman will serve as the proctor to oversee the ballot counting process.
  - e. Candidates are welcome to designate an observer to be present during the ballot counting process.
  - f. Results of the ballot count will be announced. Election of ACWA's officers will be determined by a majority of the members present and voting. If any one candidate does not receive a majority of the vote, successive ballot counts will be conducted until a candidate is elected, consistent with Robert's Rules of Order.

7. Nominating Committee Chair John Coleman will announce the candidate for ACWA Vice President.
8. President Kathy Tiegs will call for floor nominations for ACWA Vice President.
9. If there are no floor nominations for Vice President, the election will proceed. President Tiegs will close the nominations and delegates will vote by holding up their “Yes” or “No” proxy voting cards.
10. If there are floor nominations for Vice President, the nominations will follow the procedures described in item 6 above, and the election will proceed according to the steps outlined in 6.a. through 6.f.

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IF THERE ARE NO FLOOR NOMINATIONS FOR THE ELECTION OF OFFICERS, THE WEDNESDAY GENERAL SESSION MEMBERSHIP MEETING WILL PROCEED WITH A VOTE ON THE PROPOSED AMENDMENTS TO THE BYLAWS.

11. Legal Affairs Committee Chair Jeni Buckman will provide an overview of the proposed amendments to the bylaws.
  - a. Consideration of amendments to the bylaws.
  - b. Request for motion / second from the floor to approve the proposed amendments to the bylaws.
  - c. Discussion of proposed amendments.
  - d. Opportunity for members to offer changes to proposed amendments to the bylaws. Any proposed changes to the bylaw amendments as currently proposed require **a majority vote of the voting members present**.
  - e. Call for the question. A two-thirds vote of the members present and voting is required to amend the ACWA Bylaws.

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IF THERE ARE FLOOR NOMINATIONS FOR THE ELECTION OF OFFICERS, THE OVERVIEW AND VOTE ON THE PROPOSED AMENDMENTS TO THE BYLAWS WILL BE TAKEN UP AT THE GENERAL SESSION MEMBERSHIP MEETING ON THURSDAY AS FOLLOWS.

12. The vote by the membership on the proposed amendments to the bylaws will occur at the Thursday, General Session Membership Meeting, at the Platinum Ballroom 1-6, Anaheim Marriott, at 1:20 p.m.
  - a. The General Session Membership Meeting will be called to order at 1:20 p.m. and a quorum will be determined. The presence of 50 formally designated voting representatives is required to establish a quorum for transacting business.
  - b. Legal Affairs Committee Chair Jeni Buckman will provide an overview of the proposed bylaws amendments.
  - c. The meeting will proceed according to the steps outlined 11.a. through 11.e. above.





# PROXY DESIGNATION FORM

## ASSOCIATION OF CALIFORNIA WATER AGENCIES GENERAL SESSION MEMBERSHIP MEETING(S)

WEDNESDAY, NOVEMBER 29, 2017 AT 1:20PM  
THURSDAY, NOVEMBER 30, 2017 AT 1:20PM (IF NEEDED)

**TO:** Donna Pangborn, Clerk of the Board

**EMAIL:** donnap@acwa.com

**FAX:** 916-325-4857

The person designated below will be attending the ACWA General Session Membership Meeting(s) on **Wednesday, November 29, 2017 (and November 30, 2017 if necessary)** as our voting delegate.

<i>MEMBER AGENCY'S NAME</i>	<i>AGENCY'S TELEPHONE No.</i>
<i>MEMBER AGENCY'S AUTHORIZING REPRESENTATIVE</i>	<i>SIGNATURE</i>
<i>DELEGATE'S NAME</i>	<i>SIGNATURE</i>
<i>DELEGATE'S EMAIL</i>	<i>DELEGATE'S TELEPHONE No.</i>
<i>DELEGATE'S AFFILIATION (if different from assigning agency)<sup>1</sup></i>	<i>DATE</i>

<sup>1</sup> If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above. Note: Delegates need to sign the proxy form indicating they have accepted the responsibility of carrying the proxy.

**REMINDER:** Proxy cards will be available for pick up on **Wednesday, November 29**, between **9:00 a.m.** and **12:00 p.m.** at the **ACWA General Session Desk** in the main foyer outside of the **Marquis Ballroom Center, Marriott Anaheim**. The luncheon and General Session Membership Meeting will be held in the Platinum Ballroom 1-6.





## PIPELINE PROJECT UPDATE



### ▶ WHAT'S NEW AND WHY

Pipe lining is scheduled for completion this week. Next week, post-installation work will occur on Temescal Canyon Road, from south of I-15 to Lawson Road. North of I-15, crews will start disassembling the above-ground bypass pipe from I-15 to Pulsar Court, and will repave work areas from I-15 to north of Dawson Canyon Road.

### ▶ WHAT IT MEANS TO YOU

Next week's work is scheduled from 8-5 weekdays in all three work areas. Two-way traffic will be maintained between I-15 and Lawson Road. North of I-15, work will be staggered in 1,000-foot sections to minimize effects on traffic. Motorists can expect some one-way traffic alternating in each direction near Dawson Canyon Road.

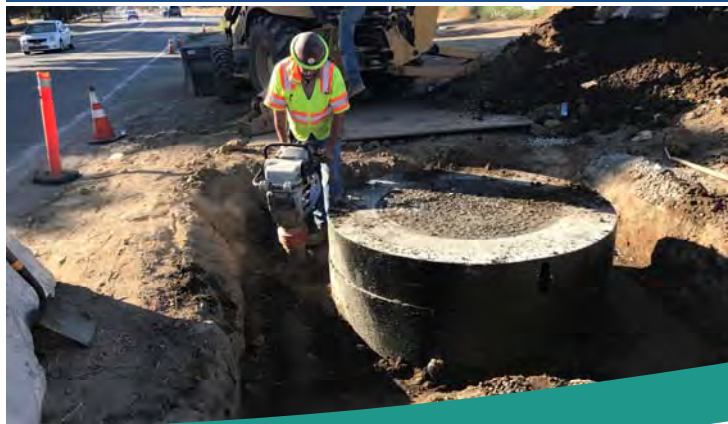
### ▶ PROCESS AND TIMELINE

All aspects of construction remain fast-tracked to diminish public inconvenience while ensuring high-quality work. The project is proceeding rapidly and remains on schedule for completion in early 2018. Please share your questions and feedback at: [construction@sawpa.org](mailto:construction@sawpa.org)

### Project Overview

SAWPA is working to test, fortify and/or replace 5 miles of the Brine Line, an underground pipeline that conveys salty water from the Inland Empire to the Pacific Ocean. The brackish water comes from key sectors of the Inland economy, including power plants, manufacturers, and groundwater desalters that produce large volumes of drinking water.

The project calls for placing new pipes within older pipes which have lost their shape over time. With loss of shape comes increased risk of spills, and the upgrades follow a 2011 Brine Line leak that was remediated. Water from the Brine Line poses no health risk but, if left untreated, could damage the local environment.





## PIPELINE PROJECT UPDATE



### ▶ WHAT'S NEW AND WHY

With pipe lining complete, crews next week will continue post-installation activities – including access pit closures and repaving of work areas on Temescal Canyon Road from Lawson Road to south of I-15. North of I-15, work will focus on removing the above-ground bypass pipe between Stellar Court and I-15.

### ▶ WHAT IT MEANS TO YOU

Next week's work is scheduled from 8-5 weekdays. On Temescal Canyon south of I-15, crews will maintain two-way traffic and stagger work in 1,000-foot sections to minimize effects on traffic. To the north, drivers may see some one-way traffic alternating in each direction on the narrow part of Temescal Canyon near Dawson Canyon.

### ▶ PROCESS AND TIMELINE

All construction remains fast-tracked to reduce public inconvenience while ensuring high-quality work. With the project running ahead of schedule, major construction activities should wrap up in 2017. Share questions and feedback at: [construction@sawpa.org](mailto:construction@sawpa.org)

### Project Overview

SAWPA is working to test, fortify and/or replace 5 miles of the Brine Line, an underground pipeline that conveys salty water from the Inland Empire to the Pacific Ocean. The brackish water comes from key sectors of the Inland economy, including power plants, manufacturers, and groundwater desalters that produce large volumes of drinking water.

The project calls for placing new pipes within older pipes which have lost their shape over time. With loss of shape comes increased risk of spills, and the upgrades follow a 2011 Brine Line leak that was remediated. Water from the Brine Line poses no health risk but, if left untreated, could damage the local environment.



# **GENERAL MANAGERS MEETING NOTES**

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TUESDAY, OCTOBER 10, 2017

## **PARTICIPANTS PRESENT**

Paul Jones (Arrived at 8:03 a.m.)  
Joe Grindstaff (Via-Conference Call)  
Doug Headrick (Via-Conference Call)  
John Rossi (Via-Conference Call)  
Rich Haller  
Mark Norton (Via-Conference Call)  
David Ruhl  
Carlos Quintero  
Sara Villa

## **REPRESENTING**

Eastern Municipal Water District  
Inland Empire Utilities Agency  
San Bernardino Valley Municipal Water District  
Western Municipal Water District  
Santa Ana Watershed Project Authority  
Santa Ana Watershed Project Authority  
Santa Ana Watershed Project Authority  
Santa Ana Watershed Project Authority  
Santa Ana Watershed Project Authority

## **PARTICIPANTS ABSENT**

Michael Markus  
Larry McKenney

Orange County Water District  
Santa Ana Watershed Project Authority

## **CALL TO ORDER**

Rich Haller called the meeting to order at 7:33 a.m. at SAWPA, 11615 Sterling Avenue, Riverside, California.

## **OWOW UPDATE**

Mark Norton informed the General Managers that an OWOW status update will be presented to the SAWPA Commission on October 17 including DWR's announcement that they will be postponing by six months the release of the Proposition 1 IRWM Round 1 grant funding for implementation. The draft project solicitation package for the Grant Application will be released in February 2018. The deadline for the grant submittal will be pushed back to the fall of 2018. SAWPA staff was approached by a member agency about taking the lead in facilitating project development for Proposition 1. Mark Norton noted that it will be taken to the SAWPA Commission for their input on October 17. A general Call for Projects is anticipated in the beginning of 2018 strictly for the OWOW Plan project funding. Mark Norton informed the General Managers that the OWOW Goals and Objectives have been revised to reflect suggested changes that were provided at the September 28 OWOW Steering Committee, and will be taken to the SAWPA Commission on October 17. Paul Jones requested that the OWOW Goals and Objectives be distributed to the Pillar Chairs and Delegates prior to the SAWPA Commission to give everyone time to review.

## **ROUNDTABLES UPDATE**

Mark Norton provided an update and referenced the handouts summarizing Roundtable efforts from July 1<sup>st</sup> to September 30<sup>th</sup>. A Committee was put together to evaluate Risk Sciences performance and whether to continue with a sole source or go through a competitive process. After an intense evaluation of Risk Sciences services, performance, expertise, and relationship with the Regional Board; it was determined the Committee would like to continue with Risk Sciences. A Risk Sciences Task Order for the Basin Monitoring Program Task Force will be presented to the SAWPA Commission for approval on October 17. He noted that the Wasteload Allocation Model is being updated through Geoscience. The Santa Ana Sucker Habitat Restoration is a project that is being funded by the Regional Board SEP funds as well as grant funds from US Fish and Wildlife Service. SAWPA has been working closely with Orange County Water District's staff putting together the Mitigated Negative Declaration and Initial Study and it is anticipated to be presented to the SAWPA Commission for approval in December 2017. The work on the WECAN project continues to move forward, and the City of Anaheim took on additional funding that JCSD couldn't spend per the short timeline. The WECAN project is anticipated to be completed by December 2018.

## **UPDATES/DISCUSSION ITEMS**

Brine Line Update. Rich Haller, David Ruhl, and Carlos Quintero provided updates on the following:

- Reach V Repair – The Reach V Repair project is divided into two reaches; Reach II and Reach III. Reach II is 9,000 ft. and Reach III is 4,000 ft. Last week Reach II was placed into service, so flow is no longer flowing

through the bypass line. Rather, it has been flowing through the new rehabilitated Brine Line since Wednesday of last week. The CIPP lining has been completed on Reach III and the contractor will be doing the post lining activities which include the pressure testing of the segments, the closures and the back filling of the pits, and the system will then also be put into service. This week the contractor is also working on the bypass line on Reach II by dewatering, cleaning, and cutting it into pieces. The contractor is coordinating with Charles King Company to pick up the pipe pieces. It is anticipated to be a two day process.

- Pretreatment Program Update:
  - Update Program Documents – The Ordinance No. 8 was approved and adopted at the SAWPA Commission September 19<sup>th</sup>. The program documents are in the process of being updated.
- OCSD Rock Removal –The OCSD Rock Removal Design Submittal No. 3 has been received from Michael Baker. Comments are being incorporated from OCSD and SAWPA, and it is expected to have a final design submittal. It is anticipated to advertise for bids around April 2018, and the contractor to start working in those areas that aren't limited by biological issues/birds. The project will be fully implemented once the nesting season for the endangered least Bells vireo ends.
- Amendment No. 2 to 1972 SARI Pipeline OCSD/SAWPA Agreement – The purpose of Amendment No. 2 to the 1972 SARI Pipeline Agreement is to address changes from the relocation of the SARI Main Line in Orange County. The original Agreement is no longer accurate in defining the Reaches. Along with the update the proportional of share of expenses for each of the reaches due to the relocation of the SARI metering station is revised. The metering station was moved two miles downstream; consequently 100% of the flows are SAWPA's. Therefore 100% of operating costs upstream of the meter will be paid by SAWPA.
- Joint Operations Committee Meeting – Rich Haller is coordinating with OCSD to schedule a Joint Operations Committee meeting and a Joint Policy Committee meeting to review the Amendment No. 2 to the 1972 SARI Pipeline Agreement and to give a status updates on the relocation and Rock Removal projects.
- Lease and Loan Capacity Pool – The Lease and Loan Capacity Pool is addressed by Ordinance No. 8. IEUA has requested additional time to provide a detail review of the Lease and Loan Capacity Pool agreement. SAWPA is awaiting comments from IEUA.
- Inland Bioenergy Permit Violations – SAWPA is working with Burrtec Waste Industries to correct some deficiencies within the site and with the permit.
- Beaumont Request to Discharge to Brine Line, Potential Purchase of Treatment & Disposal Capacity – OCSD requested additional information from the City of Beaumont. The city is requesting approval to connect to the Inland Empire Brine Line. The details are still being worked out.
- Anaergia (Potential New Customer) – Anaergia (located on the site formerly occupied by Enertech) has indicated they'd will be applying for a Discharge Permit. SAWPA will be working with Anaergia in preparing their permit application and compliance with the permit issued.
- Other Potential New Customers – City of Riverside is looking into lowering their TDS limits. SAWPA is preparing to support this initiative by preparing information on the Western MWD Collection Station so local businesses can haul brine to the Station without interruption to production.
- Rate Model Request For Proposal (RFP) – The SAWPA Commission approved issuing an RFP for the Rate Model on September 19. The RFP was issued on September 20, and a pre-proposal meeting was held on September 28 with three firms in attendance; Raftelis Financial Consultants, EEC, and Stantec. The proposals are due October 12 at 4:00 p.m. Interviews are tentatively scheduled for October 18. It is anticipated to make a recommendation to the Commission and award a Task Order on November 7.

### **WORKSHOP FOLLOW UP**

Rich Haller asked for the General Managers feedback on their perception of the Workshop before the Commission. John Rossi noted that what was done prior to the meeting was very helpful and felt that the meeting went well. Doug Headrick concurred. It was questioned what the next steps will be. Rich Haller noted that he made a series of recommendations about forming new Project Agreements and modifying existing Project Agreements to expand the scope of work. This work will be completed before completing proposed JPA Agreement Amendments. He noted to focus on modifying the PA10, PA18 and PA21 to address OWOW watershed planning, watershed activities, and the Brine Line. It was noted that there needs to be clarification on whether or not the JPA Agreement needs to be amended. Rich Haller noted that he'd like to get a draft of the first Project Agreement Amendment to the General Managers for review by the end of the month before it goes to Commission, and he will put together a detailed schedule so that the General Managers will know when they'll receive drafts.

### **FUTURE SAWPA COMMISSION AGENDA ITEMS**

Rich Haller referenced the handout of the Agenda Planning Matrix and informed the General Managers that it has been expanded to include the PA22, PA23, OWOW Steering Committee, and any outside meetings.

### **AGENCY UPDATES**

John Rossi suggested mirroring the Commission's rotation of chair for the General Managers Meetings.

### **SCHEDULE NEXT GM MEETING**

The next General Managers meeting is scheduled for November 14, 2017, at 7:30 a.m. at SAWPA.

The meeting adjourned at 8:33 a.m.

**COMMISSION REVIEW:** October 17, 2017  
2017-10-10 GM Mtg Notes