



**SAWPA COMMISSION
REGULAR MEETING MINUTES
JULY 20, 2021**

COMMISSIONERS PRESENT

Jasmin A. Hall, Chair, Inland Empire Utilities Agency
Bruce Whitaker, Vice Chair, Orange County Water District
Mike Gardner, Secretary-Treasurer, Western Municipal Water District
David J. Slawson, Eastern Municipal Water District
June D. Hayes, San Bernardino Valley Municipal Water District

COMMISSIONERS ABSENT

None

**ALTERNATE COMMISSIONERS
PRESENT; NON-VOTING**

T. Milford Harrison, Alternate, San Bernardino Valley Municipal Water District
Brenda Dennstedt, Western Municipal Water District
Kelly E. Rowe, Alternate, Orange County Water District

STAFF PRESENT

Jeff Mosher, Karen Williams, David Ruhl, Carlos Quintero, Marie Jauregui, Rick Whetsel, Ian Achimore, Pete Vitt, Sara Villa, Haley Mullay

OTHERS PRESENT

Andrew D. Turner, Lagerlof, LLP; Joe Mouawad, Eastern Municipal Water District; Ken Tam, Inland Empire Utilities Agency; Shivaji Deshmukh, Inland Empire Utilities Agency; Michael Markus, Orange County Water District; Greg Woodside, Orange County Water District; Nelida Mendoza, Orange County Water District; Mallory Gandara, Western Municipal Water District; Craig Miller, Western Municipal Water District; Brooke Jones, Yorba Linda Water District; Jordan Brandman, City of Anaheim; Wayne Miller

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

1. CALL TO ORDER

Pursuant to the provisions of Executive Order N-29-20 and N-08-21, this meeting was conducted virtually, and all votes were taken by oral roll call.

2. ROLL CALL

An oral roll call was duly noted and recorded by the Clerk of the Board.

3. PUBLIC COMMENTS

There were no public comments; there were no public comments received via email.

4. WELCOME SAWPA COMMISSIONER

Chair Hall welcomed Commissioner Mike Gardner representing Western Municipal Water District (WMWD); on July 7, 2021, the WMWD's governing board appointed Mike Gardner as Commissioner and Brenda Dennstedt as the Alternate Commissioner for SAWPA. Commissioner Gardner noted their roles were reversed due to Brenda Dennstedt's recent appointment to the Metropolitan Water District Board. Ms. Dennstedt will continue her efforts with the LESJWA Board. Commissioner Bruce Whitaker joined the meeting at 9:33 a.m. during the discussion of Agenda Item No. 4.

5. ITEMS TO BE ADDED OR DELETED

There were no added or deleted items.

6. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: JUNE 15, 2021

Recommendation: Approve as posted.

B. TREASURER'S REPORT – MAY 2021

Recommendation: Approve as posted.

MOVED, approve the Consent Calendar.

Result:	Adopted by Roll Call Vote (Unanimously)
Motion/Second:	Whitaker/Hayes
Ayes:	Gardner, Hall, Hayes, Slawson, Whitaker
Nays:	None
Abstentions:	None
Absent:	None

7. NEW BUSINESS

A. GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) DISTINGUISHED BUDGET PRESENTATION AWARD (CM#2021.54)

Jeff Mosher provided an oral report on the Government Finance Officers Association (GFOA) Comprehensive Annual Financial Report. The award represents a significant achievement by SAWPA and reflects the commitment of staff to meeting the highest principles of government budgeting. Commissioners expressed their appreciation to Karen Williams, DGM/CFO and the Finance Department staff for maintaining standards deserving of this award. Commissioner Hayes requested for transparency that the financial expenditures be provided/presented when applying for awards in the future.

This item was for informational and discussion purposes; no action was taken on Agenda Item No. 7.A.

B. APPROVAL OF SALARY SCHEDULES (CM#2021.55)

Jeff Mosher provided an oral report on the Salary Schedule for FY 2022 as required by CalPERS. The salary schedule referenced on page 29-30 on the agenda packet was used in preparing the FYE 2022 and 2023 Budget. The following changes were made to the salary schedule:

- Increased the minimum and maximum salary amounts by the approved 2.2% CPI,
- Added Clerk of the Board position,
- Changed the GIS/Data Analyst II position to Information Systems Technician II,
- Added Information Systems Technician I position, and
- Added Communication Specialist position.

Commissioner Gardner requested clarification that there are no new positions listed on the salary schedule, though there are title changes? Jeff Mosher noted that is correct; the previous Clerk of the Board had the title of Administrative Services Department Manager, and the Clerk of the Board title was not listed separately as part of the salary schedule. The change was made to accommodate Sara Villa for the Clerk of the Board position. There is also an approved administrative position that has been changed to the Communications Specialist. Commissioner Gardner questioned if there were salary changes associated with the title changes, and if there is funding in the approved budget to cover it? Karen Williams

confirmed there is funding in the budget to cover all the approved 26 full time employee positions.

Chair Hall questioned if there is a plan to hire a Human Resources (HR) staff, and if so, should the HR position be included to the salary schedule? Jeff Mosher noted that SAWPA has an on-call HR expert firm called CPS that provides HR expert advice/support on an as-needed basis. There's currently a process in place where Karen Williams, as Acting Administrative Services Manager, leads our HR efforts and Zyanya Ramirez on our administrative staff provides HR support as the point of contact for SAWPA staff and coordinating with Karen Williams and CPS. SAWPA's plan is to not hire an HR Manager because there is not enough work for a full-time staff person. The current process in place is working well and we're meeting our current HR needs. Chair Hall questioned why the salary schedule didn't have an HR assistant or HR specialist position; what is Zyanya Ramirez title? Karen Williams noted Zyanya Ramirez is a Senior Administrative Assistant and has other duties aside from HR support. Chair Hall raised concerns that SAWPA's administrative assistant job descriptions need to cover these duties as assigned. Also, employee's need to know who to contact if they have an HR issue. Chair Hall recommends discussing the salary schedule during future strategic planning efforts. Jeff Mosher noted that all the comments/concerns will be taken into consideration, including as part of the strategic plan process.

Commissioner Dennstedt recommended that for the board the salary schedule reflect the names of SAWPA staff in the positions listed. Commissioner Whitaker agrees that the use of services from a consultant firm for SAWPA's HR representation makes sense, and he is comfortable with the salary schedule that Jeff Mosher has provided. Legal Counsel, Andy Turner noted that SAWPA's personnel handbook doesn't instruct that the HR Department is a recipient of complaints within the workplace; it's taken to their supervisor/manager, so there's not a lot of confusion amongst the staff. Chair Hall recommended that a Classification Study be considered so that the salary schedule reflects everyone's job description and titles.

MOVED, approve the salary schedule for FY 2022 as required by CalPERS.

Result:	Adopted by Roll Call Vote (Unanimously)
Motion/Second:	Hayes/Gardner
Ayes:	Gardner, Hall, Hayes, Slawson, Whitaker
Nays:	None
Abstentions:	None
Absent:	None

C. PROPOSITION 84 ROUND 2 IMPLEMENTATION GRANT AND PROPOSITION 1 ROUND 1 IMPLEMENTATION GRANT STATUS UPDATE (CM#2021.56)

Marie Jauregui provided a presentation on the Proposition 84 & Proposition 1 Status Update contained in the agenda packet on pages 33-50. The Proposition 84 Round 2 Implementation Grant consists of 18 projects (not including grant administration) and has a total project cost of approximately \$126 million. Fifteen projects are complete or pending final reporting; three (3) projects are on schedule and expected to be completed by end of July 2021. The Department of Water Resources and SAWPA Grant agreement was fully executed on April 30, 2021, and six (6) out of eight (8) SAWPA and Project Proponents Sub-agreements are fully executed.

This item was for informational and discussion purposes; no action was taken on Agenda Item No. 7.C.

8. INFORMATIONAL REPORTS

Recommendation: Receive for Information.

- A. **CASH TRANSACTIONS REPORT – MAY 2021**
- B. **INTER-FUND BORROWING – MAY 2021 (CM#2021.52)**
- C. **PERFORMANCE INDICATORS/FINANCIAL REPORTING – MAY 2021 (CM#2021.53)**
- D. **PROJECT AGREEMENT 25 – OWOW FUND – FINANCIAL REPORT, APRIL 2021**
- E. **PROJECT AGREEMENT 26 – ROUNDTABLE FUND – FINANCIAL REPORT, APRIL 2021**
- F. **OWOW QUARTERLY STATUS REPORT: APRIL 1, 2021 – JUNE 30, 2021**
- G. **ROUNDTABLES QUARTERLY STATUS REPORT: APRIL 1, 2021 – JUNE 30, 2021**
- H. **GENERAL MANAGER REPORT**
- I. **STATE LEGISLATIVE REPORT**
Jeff Mosher informed the Commissioners that the Drought and Climate Packages are moving into budget trailer bills and SAWPA staff will work with the Department of Water Resources and West Coast Advisors on future funding opportunities.
- J. **CHAIR'S COMMENTS/REPORT**
There were no comments provided.
- K. **COMMISSIONERS' COMMENTS**
There were no comments provided.
- L. **COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS**
Commissioner Gardner requested an update on the General Manager's 100-Day Plan, and future discussion on the Strategic Planning session. Jeff Mosher noted the 100-Day Plan update can be brought forward on August 3, and the Strategic Planning towards the end of September. Commissioner Harrison requested a closed session on updates on any current legal litigation that SAWPA is involved in.

9. CLOSED SESSION

There was no closed session.

10. ADJOURNMENT

There being no further business for review, Chair Hall adjourned the meeting at 10:23 a.m.

Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, August 3, 2021.



Jasmin A. Hall, Chair

Attest:


Sara Villa, Clerk of the Board