



**SAWPA COMMISSION
REGULAR MEETING MINUTES
NOVEMBER 21, 2023**

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

None

**ALTERNATE COMMISSIONERS
PRESENT; NON-VOTING**

Gil Botello, San Bernardino Valley Municipal Water District
Kelly Rowe, Orange County Water District

STAFF PRESENT

Jeff Mosher, Edina Goode, Karen Williams, Rachel Gray, Rick
Whetsel, Melissa Bustamonte, Zyanya Ramirez, Sara Villa, John
Leete, Pete Vitt

OTHERS PRESENT

Andrew Turner, Lagerlof, LLP; Nick Kanetis, Eastern Municipal
Water District; John Kennedy, Orange County Water District; Mallory
O'Connor, Western Municipal Water District

The Regular Meeting of the Santa Ana Watershed Project Authority Commission was called to order at 9:30 a.m. by Chair Bruce Whitaker on behalf of the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

1. CALL TO ORDER

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. ITEMS TO BE ADDED OR DELETED

There were no items to be added or deleted.

5. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: OCTOBER 17, 2023

Recommendation: Approve as posted.

B. TREASURER'S REPORT: SEPTEMBER 2023

Recommendation: Approve as posted.

C. TREASURER'S REPORT: OCTOBER 2023

Recommendation: Approve as posted.

D. PERSONNEL HANDBOOK UPDATE FOR SENATE BILL 616 (CM#2023.63)

Recommendation: That the Commission approve updated language for the Personnel Handbook to comply with Senate Bill 616, that goes into effect January 1, 2024.

MOVED, to approve the Consent Calendar as posted.

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

6. **NEW BUSINESS**

A. **CLASSIFICATION AND COMPENSATION STUDY REQUEST FOR PROPOSALS (CM#2023.64)**

Edina Goode provided a verbal report to the Commission requesting approval to issue a Classification and Compensation Study (Study) Request for Proposals (RFP). SAWPA last conducted a Study in 2014 and staff would like to ensure that SAWPA is positioned to attract and retain qualified staff. Ms. Goode noted that a Study was requested by the SAWPA Commission at a previous meeting, and has been discussed with member agencies' staff, and the General Managers. Jeff Mosher noted that Ms. Goode has been with SAWPA for two (2) years, and she was asked to review all Policies and Procedures, along with working closely with the Human Resources consultant. Mr. Mosher said that the General Managers suggested that the member agencies as well as other similar/unique Special Districts be part of the comparison to help define the market. It was questioned what the staff level and projected budget is for all positions. Karen Williams referenced SAWPA's Organization Chart included in the agenda packet on page 40 and noted that there are twenty-six (26) employees, and there are no future budget positions at this point. Commissioner Jasmin Hall expressed her support in the Study due to potential turnovers due to retirements and position title changes. Also, due to the trend changes, staff levels within the industry based on demographics and adjusting the pay scale to where it needs to be to allow flexibility and reflect steps in creating pathways for any upcoming promotions. It was suggested to add staff names to the Organization Chart. Ms. Williams noted she will replace the Organization Chart with staff names incorporated. Commissioner Mike Gardner suggested looking into a similar agency, Chino Basin Watermaster, they are a regional entity with multiple players and are unique and some comparison will be worthwhile.

MOVED, to direct the General Manager to issue Request for Proposals (RFPs) for a Classification and Compensation Study (Study).

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

7. **INFORMATIONAL REPORTS**

Recommendation: Receive for Information.

A. **CASH TRANSACTIONS REPORT – SEPTEMBER 2023**

B. **INTER-FUND BORROWING – SEPTEMBER 2023 (CM#2023.65)**

C. PERFORMANGE INDICATORS/FINANCIAL REPORTING – SEPTEMBER 2023 (CM#2023.66)

D. PROJECT AGREEMENT 25 – OWOW FUND – FINANCIAL REPORT, SEPTEMBER 2023

E. PROJECT AGREEMENT 26 – ROUNDTABLE FUND – FINANCIAL REPORT, SEPTEMBER 2023

F. FIRST QUARTER FYE 2024 EXPENSE REPORT

- General Manager
- Staff

Presenter: Karen Williams

G. BUDGET VS ACTUAL VARIANCE REPORT – FYE 2024 FIRST QUARTER – SEPTEMBER 30, 2023 (CM#2023.67)

H. FINANCIAL REPORT FOR THE FIRST QUARTER ENDING SEPTEMBER 30, 2023

I. GENERAL MANAGER REPORT

Jeff Mosher informed the Commission the Weather Modification Pilot Program was launched on November 15. The storm that just passed did not have all the characteristics needed in temperature, so there was not any cloud seeding that took place. The WateReuse Conference was held in Indian Wells where he moderated a panel that discussed the Colorado River crisis, and Rachel Gray played a significant role as a co-chair for the conference. Mr. Mosher noted that Michael Markus, OCWD's General Manager received a Lifetime Achievement Award.

J. STATE LEGISLATIVE REPORT

K. CHAIR'S COMMENTS/REPORT

There were no Chair comments received.

L. COMMISSIONERS' COMMENTS

There were no Commissioners' comments received.

M. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS

There were no requests for future agenda items.

Chair Bruce Whitaker recessed the meeting at 9:48 a.m. for Closed Session.

8. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one case | PFAS Regional Analysis Phase I Consultant Contract

9. CLOSED SESSION REPORT

Chair Bruce Whitaker resumed Open Session at 10:16 a.m. and Legal Counsel, Andy Turner announced that the SAWPA Commission received a report from SAWPA staff and counsel; the following action was taken during Closed Session, Agenda Item No. 8.A.

MOVED, to authorize the General Manager to execute Task Order CDM377-02 with CDM Smith in the amount not to exceed \$465,917 to conduct the PFAS Regional Analysis Phase 2.

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

10. ADJOURNMENT

There being no further business for review, Chair Bruce Whitaker adjourned the meeting at 10:17 a.m.

Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, December 5, 2023.

DocuSigned by:

Bruce Whitaker

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Bruce Whitaker, Chair

Attest:

DocuSigned by:

Sara Villa

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Sara Villa, Clerk of the Board