



**SAWPA COMMISSION
REGULAR MEETING MINUTES
DECEMBER 19, 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

STAFF PRESENT

Jeff Mosher, Edina Goode, Karen Williams, Rachel Gray, Ian
Achimore, Melissa Bustamonte, Zyanya Ramirez, Sara Villa, John
Leete, Marie Jauregui, Alison Lewis, Bonnie Gallagher

OTHERS PRESENT

Andrew Turner, Lagerlof, LLP; Nick Kanetis, Eastern Municipal
Water District; Shivaji Deshmukh, Inland Empire Utilities Agency;
Ken Tam, Inland Empire Utilities Agency; John Kennedy, Orange
County Water District; Craig Miller, Western Municipal Water District;
Mallory O'Connor, Western Municipal Water District; Ryan Shaw,
Western Municipal Water District; Chris Brown, C.J. Brown &
Company

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

Due to Agenda Item No. 6.C. not being ready for consideration, SAWPA staff recommended that the December 19, 2023, Agenda be Amended to remove Agenda Item No. 6.C.

MOVED, to Amend the December 19, 2023, Agenda and remove Agenda Item No. 6.C.

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

5. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: DECEMBER 5, 2023

Recommendation: Approve as posted.

B. TREASURER'S REPORT: NOVEMBER 2023

Recommendation: Approve as posted.

C. UPDATED TRAVEL AND EXPENSE POLICY (CM#2023.72)

Recommendation: Approve the Updated G&A103 Travel and Expense Policy.

MOVED, to approve the Consent Calendar as posted.

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

6. NEW BUSINESS

A. FISCAL YEAR 2022-2023 REPORT ON AUDIT (CM#2023.73)

Karen Williams introduced Chris Brown of C.J. Brown & Company. Mr. Brown provided a presentation of the June 30, 2023, Annual Comprehensive Financial Report. The audit went well, and he acknowledged Ms. Williams and staff for their preparation prior to and responsiveness during the audit. There were no findings encountered during the audit and the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Award will be presented to SAWPA for its Annual Comprehensive Financial Report for the Fiscal Year ended on June 30, 2023. The Commissioners commended Ms. Williams and staff for their efforts in completing the audit.

MOVED, That the Commission receive and review the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2023, which includes the Report on Audit prepared by C.J. Brown & Company CPAs, then:

1. Accept the ACFR, including the Report on Audit as prepared by C.J. Brown & Company CPAs;
2. Direct staff to file the Report with the respective government agencies as required by law; and,
3. Direct staff to submit the ACFR, with any necessary changes, for the Certificate of Achievement for Excellence in Financial Reporting Award.

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

B. IRRIGATION REPLACEMENT AND LANDSCAPE REFRESH PROJECT (CM#2023.74)

David Ruhl provided a presentation on the SAWPA Building Irrigation Replacement and Landscape Refresh (Project) contained in the agenda packet on pages 177-185. In November 2023, the Commission directed staff to issue a Notice Inviting to Bids for the

Project. A pre-bid meeting was held on November 14, 2023, and bids were received and opened on December 7, 2023. There was one (1) bid received by Marina Landscape. An additional bid was received though not accepted because it was not submitted at the proper time and place identified in the contract documents. The Marina Landscape Bid was deemed non-responsive due to the omission of several documents defined in the contract documents. Due to receiving only one (1) non-responsive bid, staff recommend rejecting all bids for the Project and directing the General Manager to re-issue a Notice Inviting Bids for the Construction of the Project. Mr. Ruhl noted that additional work is needed for permitting, bidding, and construction support for the project, therefore it is also recommended to authorize the General Manager to approve Task Order BGB100-03 in the amount of \$5,490 with BGB Design Group from the Building Reserve Fund.

It was questioned how many prospective bidders showed interest and if Ollis Construction was one of the vendors. Mr. Ruhl noted that four (4) contractors attended the pre-bid meeting on November 14, 2023, and Ollis Construction was not one of the prospective bidders but can look to see if they are a registered vendor through PlanetBids.

MOVED, That the Commission:

1. Reject all bids for the Irrigation Replacement and Landscape Refresh Project (Project), and direct the General Manager to re-issue a Notice Inviting Bids for the Construction of the Project;
2. Authorize the General Manager to approve Task Order BGB100-03 in the amount of \$5,490 with BGB Design Group for permitting, bidding, and construction support for the Project; and
3. Approve \$5,490 from the Building Reserve Fund for permitting, bidding, and construction support for the Project.

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

- C. SARCCUP WATER USE EFFICIENCY TASK BUDGET ADJUSTMENT (CM2023.75)**
 Agenda Item No. 6.C. was removed by staff from the agenda.

7. INFORMATIONAL REPORTS

Recommendation: Receive for Information.

- A. CASH TRANSACTIONS REPORT – OCTOBER 2023**
- B. INTER-FUND BORROWING – OCTOBER 2023 (CM#2023.76)**
- C. PERFORMANGE INDICATORS/FINANCIAL REPORTING – OCTOBER 2023 (CM#2023.77)**
- D. PROJECT AGREEMENT 25 – OWOW FUND – FINANCIAL REPORT, OCTOBER 2023**
- E. PROJECT AGREEMENT 26 – ROUNDTABLE FUND – FINANCIAL REPORT, OCTOBER 2023**

F. GENERAL MANAGER REPORT

Jeff Mosher informed the Commission that SAWPA sponsored the Women in Water event held at Western Water on December 14, 2023. Commissioner Gardner noted he attended the event and was pleased to see Nate Sassaman as the keynote speaker and was pleased everything went well. Mr. Mosher noted that SAWPA staff is anticipated to get a response on the ICARP grant on Thursday, December 21, 2023, and it is anticipated to cancel the January 2, 2024, SAWPA Commission meeting.

G. STATE LEGISLATIVE REPORT

H. CHAIR'S COMMENTS/REPORT

Chair Bruce Whitaker wished everyone happy holidays.

I. COMMISSIONERS' COMMENTS

Commissioner Mike Gardner noted that in the Water Infrastructure the Final EIR for Sites Reservoir has been moved so it can now move into permitting for water rights and land acquisition and are anticipating construction to start in 2025 with a six (6) year construction schedule to be completed in 2031. The Delta Conveyance Tunnel is underway, the Final EIR is out for comment and the Governor's office is extremely supportive.

J. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS

There were no requests for future agenda items.

8. CLOSED SESSION

There was no Closed Session.

9. ADJOURNMENT

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

Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, January 16, 2024.

DocuSigned by:

Bruce Whitaker

551DB0FD555C4DC...

Bruce Whitaker, Chair

Attest:

DocuSigned by:

Sara Villa

722300030ACC422...

Sara Villa, Clerk of the Board