



SAWPA

SANTA ANA WATERSHED PROJECT AUTHORITY
11615 Sterling Avenue, Riverside, California 92503 • (951) 354-4220

PURSUANT TO THE PROVISIONS OF AB 361, THIS MEETING WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR PUBLIC COMMENT. ALL VOTES TAKEN WILL BE CONDUCTED BY ORAL ROLL CALL.

This meeting will be accessible as follows:

Meeting Access Via Computer (Zoom)*:	Meeting Access Via Telephone*:
<ul style="list-style-type: none"> https://sawpa.zoom.us/j/86711300007 Meeting ID: 867 1130 0007 	<ul style="list-style-type: none"> 1 (669) 900-6833 Meeting ID: 867 1130 0007
* Participation in the meeting via the Zoom app (a free download) is strongly encouraged	

REGULAR COMMISSION MEETING TUESDAY, FEBRUARY 1, 2022 – 9:30 A.M.

AGENDA

1. CALL TO ORDER | PLEDGE OF ALLEGIANCE (Bruce Whitaker, Vice 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. ITEMS TO BE ADDED OR DELETED
5. 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: JANUARY 18, 2022.....7
Recommendation: Approve as posted.
 - B. TREASURER’S REPORT: DECEMBER 2021.....11
Recommendation: Approve as posted.
6. WORKSHOP DISCUSSION AGENDA
 - A. LEGISLATIVE REPORT
Presenter: Michael Boccadoro and Beth Olhasso, West Coast Advisors
Recommendation: Receive and file.
7. NEW BUSINESS
 - A. CHAIR AND COMMISSION APPOINTMENTS (CM#2022.5)17
Presenter: Jeff Mosher
Recommendation: Acknowledge the recent appointment of Marco Tule as Commissioner of Inland Empire Utilities Agency; install Marco Tule as Commission Chair for the remainder of the two-year term, until the January 2023 rotation of officers.

B. SUCCESSION PLANNING FOR SAWPA’S WATER RESOURCES AND PLANNING MANAGER (CM#2022.6)21

Presenter: Jeff Mosher

Recommendation: It is recommended that the Commission provide direction on the proposed succession plan for the Water Resources and Planning Manager.

C. COMMISSIONER COMPENSATION (CM#2022.7)37

Presenter: Karen Williams

Recommendation: Regarding Commissioners compensation effective January 2022: (1) Allow the per day of service rate to increase automatically by 5% (from \$230 to \$240) effective January 2022; or, (2) Adopt Resolution No. 2022-2 prohibiting the automatic increase of 5% in the per day of service rate effective January 2022 and maintain the current rate of \$230.

8. INFORMATIONAL REPORTS

Recommendation: Receive for information.

A. CHAIR’S COMMENTS/REPORT

B. COMMISSIONERS’ COMMENTS

C. COMMISSIONERS’ REQUEST FOR FUTURE AGENDA ITEMS

9. CLOSED SESSION

There were no Closed Session items anticipated at the time of the posting of this agenda.

10. ADJOURNMENT

PLEASE NOTE:

Americans with Disabilities Act: If you require any special disability related accommodations to participate in this meeting, call (951) 354-4220 or email svilla@sawpa.org. 48-hour notification 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, subject to staff’s ability to post documents prior to the meeting.

Declaration of Posting

I, Sara Villa, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on January 27, 2022, a copy of this agenda has been uploaded to the SAWPA website at www.sawpa.org and posted at SAWPA’s office, 11615 Sterling Avenue, Riverside, California.

2022 SAWPA Commission Meetings/Events

First and Third Tuesday of the Month

(NOTE: All meetings begin at 9:30 a.m., unless otherwise noticed, and are held at SAWPA.)

January 1/4/22 Commission Workshop [cancelled] 1/18/22 Regular Commission Meeting	February 2/1/22 Commission Workshop 2/15/22 Regular Commission Meeting
March 3/1/22 Commission Workshop 3/15/22 Regular Commission Meeting	April 4/5/22 Commission Workshop 4/19/22 Regular Commission Meeting
May 5/3/22 Commission Workshop 5/17/22 Regular Commission Meeting 5/3 – 5/6/22 ACWA Spring Conference, Sacramento, CA	June 6/7/22 Commission Workshop 6/21/22 Regular Commission Meeting
July 7/5/22 Commission Workshop 7/19/22 Regular Commission Meeting	August 8/2/22 Commission Workshop 8/16/22 Regular Commission Meeting
September 9/6/22 Commission Workshop 9/20/22 Regular Commission Meeting	October 10/4/22 Commission Workshop 10/18/22 Regular Commission Meeting
November 11/1/22 Commission Workshop 11/15/22 Regular Commission Meeting	December 12/6/22 Commission Workshop 12/20/22 Regular Commission Meeting 11/29 – 12/2/22 ACWA Fall Conference, Indian Wells, CA

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SAWPA COMPENSABLE MEETINGS

IMPORTANT NOTE: Due to the spread of COVID-19, and until further notice, the Santa Ana Watershed Project Authority will be holding all upcoming meetings by teleconferencing. Participation information will be included on each posted agenda or meeting notice.

In addition to Commission meetings, 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 meetings listed below, please confirm meeting details by viewing the website calendar using the following link:

<https://sawpa.org/sawpa-calendar/>

MONTH OF: February 2022

DATE	TIME	MEETING DESCRIPTION	LOCATION
2/1/22	8:30 A.M.	PA 23 Committee Mtg	VIRTUAL/TELECONFERENCE
2/1/22	10:00 A.M.	PA 24 Committee Mtg	VIRTUAL/TELECONFERENCE
2/3/22	1:00 P.M.	Prop 1 OWOW Workshop - Call for Projects	VIRTUAL/TELECONFERENCE
2/14/22	1:00 P.M.	Lake Elsinore/Canyon Lake TMDL Task Force Mtg	VIRTUAL/TELECONFERENCE
2/17/22	10:00 A.M.	MSAR TMDL/Regional WQ Monitoring Task Force Mtg	VIRTUAL/TELECONFERENCE
2/24/22	10:00 A.M.	Prop 1 OWOW Workshop - Call for Projects	VIRTUAL/TELECONFERENCE
2/17/22	4:00 P.M.	LESJWA Board of Directors Mtg	VIRTUAL/TELECONFERENCE

MONTH OF: March 2022

DATE	TIME	MEETING DESCRIPTION	LOCATION
3/1/22	10:00 A.M.	PA 24 Committee Mtg	VIRTUAL/TELECONFERENCE
3/8/22	8:30 A.M.	PA 22 Committee Mtg	VIRTUAL/TELECONFERENCE
3/9/22	9:00 A.M.	Prop 1 OWOW Workshop - Call for Projects	VIRTUAL/TELECONFERENCE
3/24/22	11:00 A.M.	OWOW Steering Committee Mtg	VIRTUAL/TELECONFERENCE

Please Note: We strive to ensure the list of Compensable Meetings set forth above is accurate and up-to-date; the list is compiled based on input from SAWPA staff and Department Managers regarding meeting purpose and content.

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**SAWPA COMMISSION
REGULAR MEETING MINUTES
January 18, 2022**

<u>COMMISSIONERS PRESENT</u>	Bruce Whitaker, Vice Chair, Orange County Water District Marco Tule, Inland Empire Utilities Agency Mike Gardner, Secretary-Treasurer, Western Municipal Water District David J. Slawson, Eastern Municipal Water District June D. Hayes, San Bernardino Valley Municipal Water District
<u>COMMISSIONERS ABSENT</u>	None
<u>ALTERNATE COMMISSIONERS PRESENT; NON-VOTING</u>	T. Milford Harrison, Alternate, San Bernardino Valley Municipal Water District Kelly E. Rowe, Alternate, Orange County Water District
<u>STAFF PRESENT</u>	Jeff Mosher, Karen Williams, Mark Norton, David Ruhl, Edina Goode, Marie Jauregui, Ian Achimore, Dean Unger, Sara Villa, John Leete, Zyanya Ramirez, Haley Mullay
<u>OTHERS PRESENT</u>	Andrew D. Turner, Lagerlof, LLP; Nick Kanetis, Eastern Municipal Water District; Shivaji Deshmukh, Inland Empire Utilities Agency; Ken Tam, Inland Empire Utilities Agency; Denise Garzaro, Inland Empire Utilities Agency; Michael Markus, Orange County Water District; Jason Dadakis, Orange County Water District; Greg Woodside, Orange County Water District; Ryan Shaw, Western Municipal Water District; Brooke Jones, Yorba Linda Water District; Kevin O'Toole; Nelida Mendoza

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

1. CALL TO ORDER

Pursuant to the provisions of AB 361, 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. ITEMS TO BE ADDED OR DELETED

There were no items to be deleted.

5. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: DECEMBER 21, 2021

Recommendation: Approve as posted.

B. TREASURER'S REPORT – NOVEMBER 2021

Recommendation: Approve as posted.

C. RESOLUTION ON CONTINUATION OF REMOTE COMMISSION AND COMMITTEE MEETINGS (CM#2022.1)

Recommendation: Adopt Resolution No. 2022-1 Proclaiming A State of Emergency Persists, Re-Ratifying the Proclamation of a State of Emergency by Governor Gavin Newsom, and Re-Authorizing Remote Teleconference Meetings of all Commission and Committee meetings of the Santa Ana Watershed Project Authority for the period of January 18, 2022 to February 17, 2022 pursuant to Brown Act Provisions.

MOVED, to approve the Consent Calendar as posted.

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

6. NEW BUSINESS

A. PROPOSITION 1 ROUND 2 INTEGRATED REGIONAL WATER MANAGEMENT CALL FOR PROJECTS UPDATE (CM#2022.2)

Ian Achimore provided a presentation on the Proposition 1 Round 2 Integrated Regional Water Management Call for Projects Update, contained in the agenda packet on pages 29-44. The draft Integrated Regional Water Management (IRWM) guidelines and Proposal Solicitation Package (PSP) were released on December 10, 2021, by the California Department of Water Resources (DWR). SAWPA staff reviewed the draft PSP and found no significant changes that would impact the OWOW process. The table below reflects the minor changes in the PSP to incorporate into OWOW Call for Projects Form. This allows projects throughout the funding area to submit their projects. The Call for Projects opened on January 13, 2022, and all applications will be due by March 25, 2022.

DWR Policy from Draft PSP	Method for Incorporation into OWOW Process
Local application processes must prioritize projects that will have all California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and permitting completed within an estimated 12 months of the funding award date (Note: that award date is estimated to be May 2023).	During the participatory budgeting phase of the OWOW process, which occurs after projects are initially ranked, projects with an estimated schedule that reflects DWR’s timeline will be also prioritized for funding.
Disadvantaged Community (DAC) Implementation projects may request that they be considered for General Implementation funding if DAC Implementation funds are completely utilized.	During the participatory budgeting phase of the OWOW process, which occurs after projects are initially ranked, if certain DAC Implementation projects are not initially within the top tier of their funding category, they may request General Implementation funding.

SAWPA will also host two to three virtual workshops that will allow interested applicants to be walked through the details of the online application form. The workshops will be advertised through the OWOW email distribution list and posted on the SAWPA webpage. It is anticipated that in the April timeframe, the stakeholders and project proponents will meet to review the projects through a participatory budgeting process. SAWPA staff will then recommend the highest scoring projects to the OWOW Steering Committee and SAWPA Commission and submit final application of project proponents to DWR; DWR will announce awards May 2023. There was no discussion.

This item was for informational and discussion purposes; no action was taken on Agenda Item No. 6.A.

7. INFORMATIONAL REPORTS

Recommendation: Receive for Information.

A. CASH TRANSACTIONS REPORT – NOVEMBER 2021

B. INTER-FUND BORROWING – NOVEMBER 2021 (CM#2022.3)

C. PERFORMANCE INDICATORS/FINANCIAL REPORTING – NOVEMBER 2021 (CM#2022.4)

D. PROJECT AGREEMENT 25 – OWOW FUND – FINANCIAL REPORT, OCTOBER 2021

E. PROJECT AGREEMENT 26 – ROUNDTABLE FUND – FINANCIAL REPORT, OCTOBER 2021

F. OWOW QUARTERLY STATUS REPORT: OCTOBER 1, 2021 – DECEMBER 31, 2021

G. ROUNDTABLES QUARTERLY STATUS REPORT: OCTOBER 1, 2021 – DECEMBER 31, 2021

H. GENERAL MANAGER REPORT

Jeff Mosher informed the Commission that the Reserve Policy project is moving forward with the consultant Raftelis. SAWPA staff is scheduled to meet with the member agencies' Chief Financial Officers on January 25 to discuss the draft recommendations, and it is anticipated to include an update at the PA 24 Committee meeting in March.

A Technical Memorandum Report will be submitted to the Santa Ana Regional Water Quality Control Board regarding the Brine Line Spill that occurred on December 18, 2021. An update will be provided to PA 24 Committee on February 1, 2022.

I. STATE LEGISLATIVE REPORT

Jeff Mosher noted that the Legislative Committee is meeting weekly and getting a lot of good participation from the member agencies as other interested agencies in the watershed.

J. CHAIR'S COMMENTS/REPORT

There were no Chair comments.

K. COMMISSIONERS' COMMENTS

There were no Commissioners' comments.

L. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS

There were no Commissioners' request for future Agenda items.

Vice Chair Whitaker recessed the meeting at 10:02 a.m. for Closed Session.

8. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section 54956.9: One case.

9. CLOSED SESSION REPORT

Vice Chair resumed Open Session at 10:37 a.m. and Legal Counsel, Andy Turner announced that the SAWPA Commission received a report from SAWPA staff and counsel; no action was taken on Agenda Item No. 8.A.

10. ADJOURNMENT

There being no further business for review, Vice Chair Whitaker adjourned the meeting at 10:38 a.m.

Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, February 1, 2022.

Bruce Whitaker, Vice Chair

Attest:

Sara Villa, Clerk of the Board

*Santa Ana Watershed
Project Authority*



Finance Department

Santa Ana Watershed Project Authority
TREASURER'S REPORT

December 2021

During the month of December 2021, the Agency's actively managed temporary idle cash earned a return of 1.539%, representing interest earnings of \$9,910. Additionally, the Agency's position in overnight funds L.A.I.F. generated \$9,395 in interest, resulting in \$19,305 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) position 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.

January 17, 2022

Prepared and Submitted by:

A handwritten signature in black ink that reads 'Karen Williams'.

Karen L. Williams, Deputy GM/Chief Financial Officer

Santa Ana Watershed Project Authority

INVESTMENT PORTFOLIO - MARKED TO MARKET - UNREALIZED GAINS & LOSSES

December 31, 2021

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

Investment	Security			Purchase	Maturity	Call Date		Yield To	Investment	Market Value	Unrealized	Coupon	Interest
Type	Type	CUSIP	Dealer	Date	Date	(if appl)	Par Value	Maturity	Cost	Current Month	Gain / (Loss)	Rate	Earned
Agency	FHLMC	3137EADB2	WMS	04-17-17	01-13-22	No Call	\$ 500,000.00	2.375%	\$ 512,767.00	\$ 500,381.50	\$ (12,386)	2.375%	\$ 1,008.56
Agency	FHLB	313379Q69	WMS	12-14-17	06-10-22	No Call	\$ 1,000,000.00	2.150%	\$ 998,930.00	\$ 1,008,367.00	\$ 9,437	2.125%	\$ 1,826.12
Agency	FHLB	3130A3GE8	MBS	02-04-20	12-13-24	No Call	\$ 500,000.00	1.414%	\$ 531,250.00	\$ 525,681.50	\$ (5,569)	2.750%	\$ 600.51
Agency	FNMA	3135G0X24	MBS	02-04-20	01-07-25	No Call	\$ 500,000.00	1.398%	\$ 505,380.00	\$ 508,960.50	\$ 3,581	1.625%	\$ 593.71
Agency	FNMA	3135G05X7	WMS	10-30-20	08-25-25	No Call	\$ 1,000,000.00	0.460%	\$ 995,952.00	\$ 972,252.00	\$ (23,700)	0.375%	\$ 390.68
Agency	USTN	91282CAZ4	WMS	04-19-21	11-30-25	No Call	\$ 1,000,000.00	0.761%	\$ 982,500.00	\$ 969,688.00	\$ (12,812)	0.375%	\$ 646.04
Agency	USTN	91282ZT0	WMS	09-15-21	05-31-25	No Call	\$ 1,000,000.00	0.530%	\$ 989,726.56	\$ 972,500.00	\$ (17,227)	0.250%	\$ 450.29
CORP	Apple Inc	037833AK6	WMS	10-15-18	05-03-23	No Call	\$ 500,000.00	3.360%	\$ 479,898.50	\$ 511,926.00	\$ 32,028	2.400%	\$ 1,426.86
CORP	Toyota Motor Corp Credit	89236TFNO	WMS	10-15-18	09-20-23	No Call	\$ 500,000.00	3.550%	\$ 497,747.50	\$ 522,357.50	\$ 24,610	3.450%	\$ 1,507.53
CD	Sallie Mae BK SLT Lake City	7954503Q6	MBS	07-01-19	06-27-22	No Call	\$ 247,000.00	2.250%	\$ 247,000.00	\$ 249,439.37	\$ 2,439	2.250%	\$ 472.01
CD	Morgan Stanley Bank NA	6169OUHP8	MBS	07-05-19	07-05-22	No Call	\$ 247,000.00	2.200%	\$ 247,000.00	\$ 249,467.78	\$ 2,468	2.200%	\$ 461.52
CD	Goldman Sachs Bank USA	38148PUV7	WMS	12-20-17	12-20-22	No Call	\$ 248,000.00	2.500%	\$ 248,000.00	\$ 253,186.42	\$ 5,186	2.500%	\$ 526.58

Total Actively Invested Funds							\$ 7,242,000.00		\$ 7,236,151.56	\$ 7,244,207.57	\$ 8,056	1.539%	\$ 9,910.40
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Total Local Agency Investment Fund									\$52,175,975.10			0.212%	\$ 9,394.53
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Total Invested Cash							\$ 7,242,000.00		\$59,412,126.66			0.374%	\$ 19,304.94
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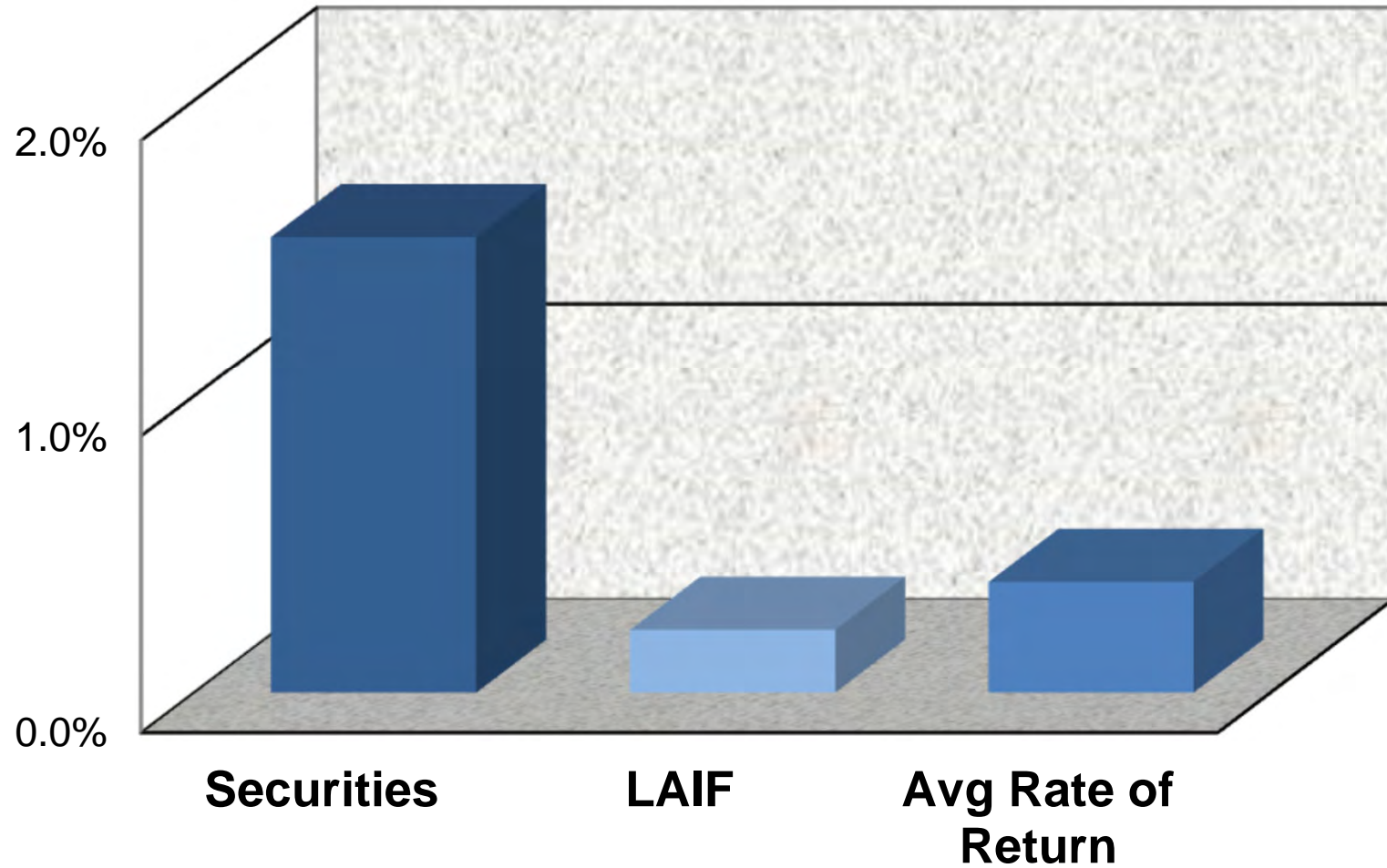
Keyto Security Type:

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
AEC	=	American Express Centurion

Keyto 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

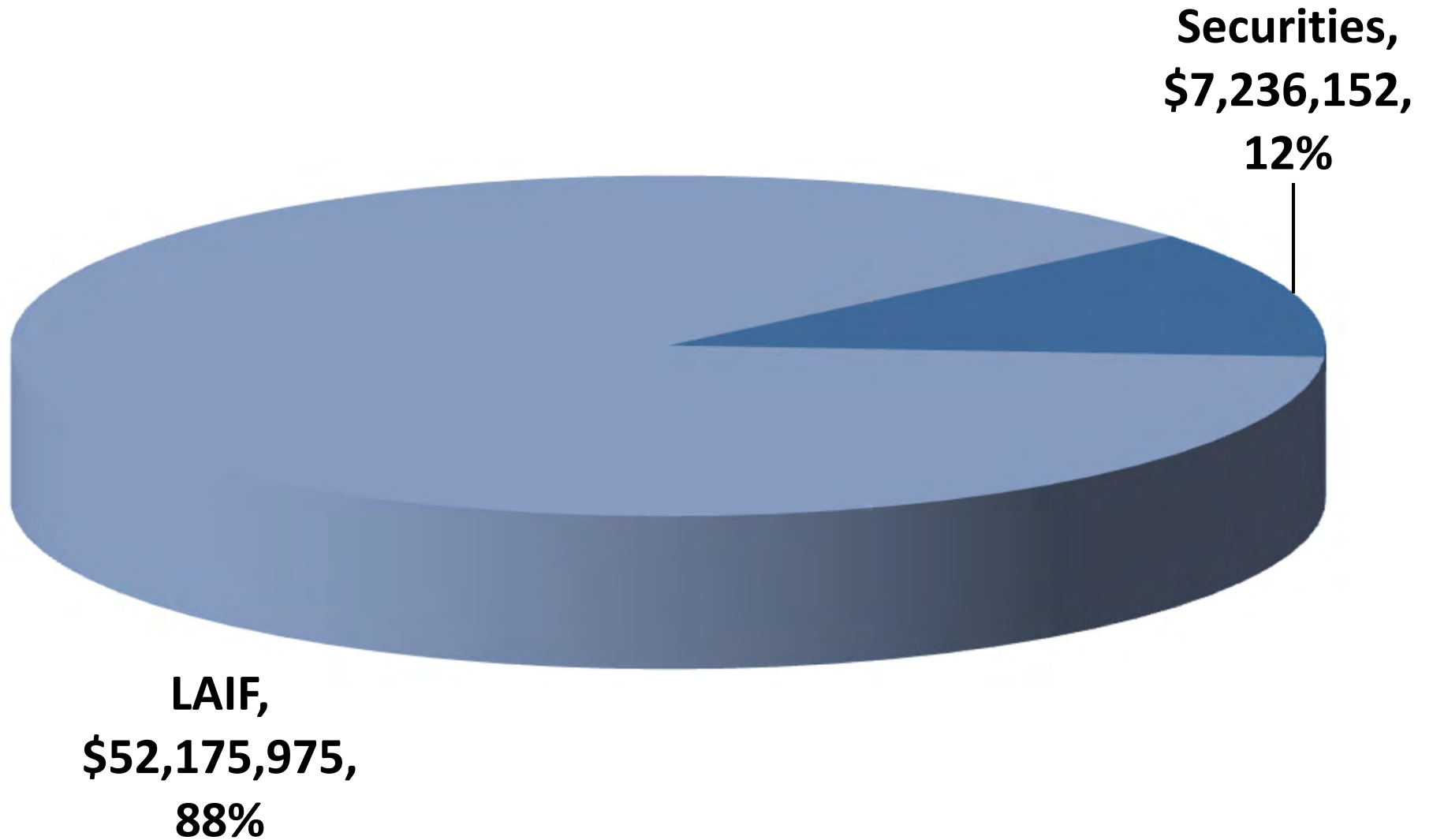
Interest Rate Analysis



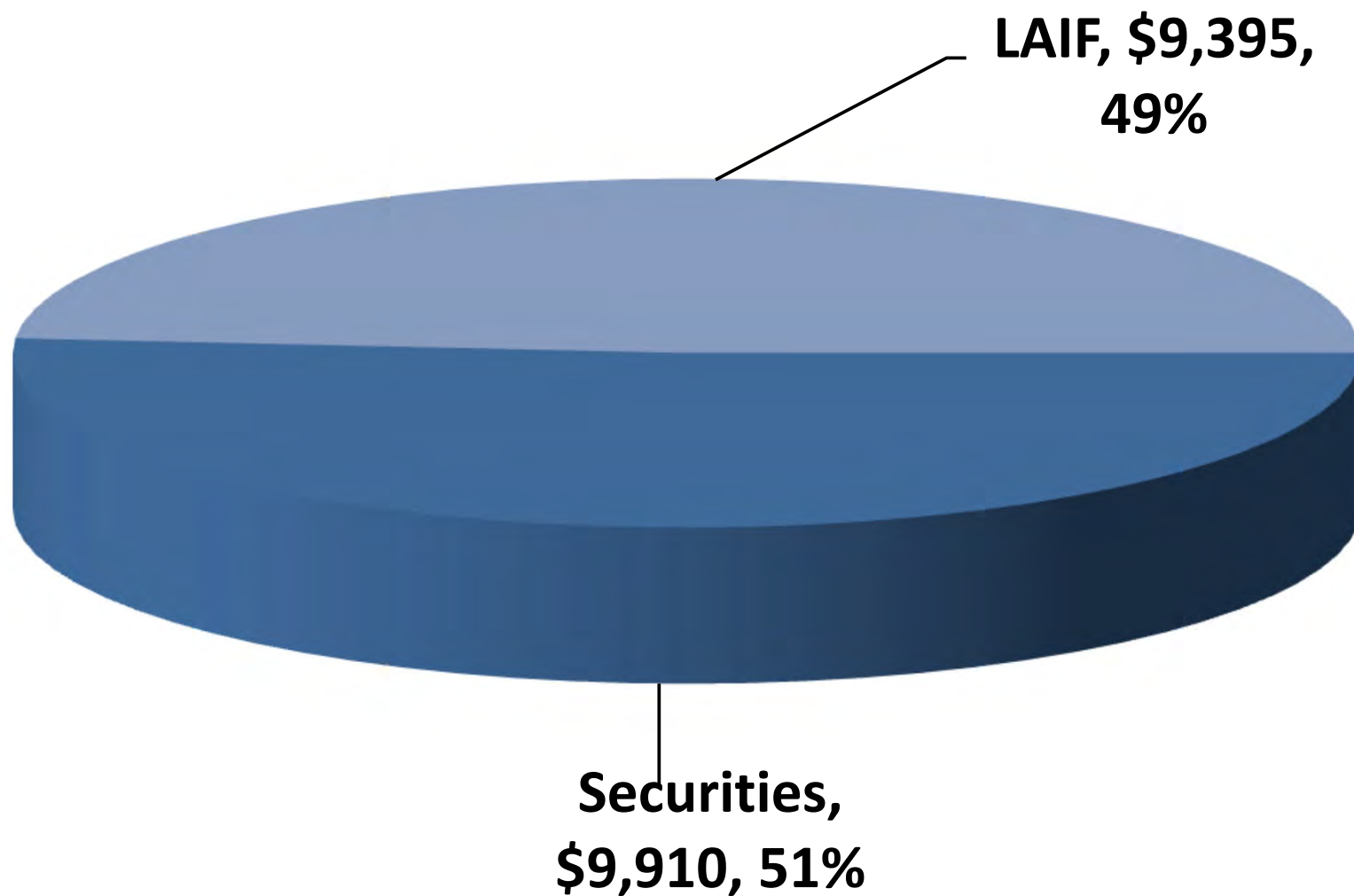
Dec-2021

Investments

\$59,412,127



Interest
\$19,305



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COMMISSION MEMORANDUM NO. 2022.5

DATE: February 1, 2022
TO: SAWPA Commission
SUBJECT: Chair and Commission Appointments
PREPARED BY: Jeff Mosher, General Manager

RECOMMENDATION

It is recommended that the Commission acknowledge the recent appointment of Marco Tule as Commissioner for Inland Empire Utilities Agency; install Marco Tule as Commission Chair for the remainder of the two-year term, until the January 2023 rotation of officers.

DISCUSSION

Rotation of Officers:

SAWPA Resolution No. 355 calls for the rotation of officers in January of each odd-numbered year, stating that it is the non-binding intention of the Commission to rotate the positions of Chair, Vice Chair and Secretary-Treasurer among the member agencies.

On January 19, 2021, the Commission authorized the rotation of officers in accordance with the historical rotation set forth below, and appointed Jasmin A. Hall as Commission Chair.

Historical Rotation of SAWPA Officers			
Year	Chair	Vice Chair	Secretary-Treasurer
1998	IEUA	OCWD	WMWD
2001	OCWD	WMWD	SBVMWD
2003	WMWD	SMVMWD	EMWD
2005	SBVMWD	EMWD	IEUA
2007	EMWD	IEUA	OCWD
2009	IEUA	OCWD	WMWD
2013	OCWD	WMWD	SBVMWD
2015	WMWD	SBVMWD	EMWD
2017	SBVMWD	EMWD	IEUA
2019	EMWD	IEUA	OCWD
2021	IEUA	OCWD	WMWD

On December 8, 2021, the Inland Empire Utilities Agency governing Board appointed Marco Tule as SAWPA Commissioner and Michael Camacho as Alternate SAWPA Commissioner. In keeping with the historical rotation, Staff recommends appointment of Marco Tule as Commission Chair to complete the remainder of the two-year term, until the January 2023 rotation of officers.

RESOURCE IMPACTS

None.

Attachment:

1. Resolution No. 355

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RESOLUTION NO. 355

A RESOLUTION OF THE COMMISSION OF THE
SANTA ANA WATERSHED PROJECT AUTHORITY
ESTABLISHING A PROCEDURE FOR THE
ELECTION OF COMMISSION OFFICERS

WHEREAS, pursuant to Paragraph 20 of the Joint Exercise of Powers Agreement, as modified by Amendment No. 3 to the Joint Exercise of Powers Agreement adopted in 1997, the Commission of the Santa Ana Watershed Project Authority ("SAWPA") shall elect from its membership a Chair, Vice-Chair, Secretary and Treasurer; and

WHEREAS, pursuant to Paragraph 17 of the SAWPA's Joint Exercise of Powers Agreement, the Commission may adopt, from time to time, such rules and regulations for the conduct of its affairs as may be required; and

WHEREAS, SAWPA's Commission desires to establish a procedure for the election of its officers including the establishment of a two-year term for such officers and further desires to maintain the consolidation of the offices of Secretary and Treasurer into one position as Secretary-Treasurer.

NOW, THEREFORE, the Commission hereby resolves as follows:

1. Consolidation Of The Offices Of Secretary and Treasurer: As permitted by Section 71342 of the Water Code, the Commission maintains the consolidation of the offices of Secretary and Treasurer into one position as Secretary-Treasurer.

2. Term Of Office: The term of office for the positions of Chair, Vice-Chair, and Secretary-Treasurer shall be two years commencing with the first regular or special Commission meeting in January.

3. Qualifications: Only those Commissioners' who are also directors on SAWPA's member agencies' governing boards shall serve as SAWPA Commission officers.

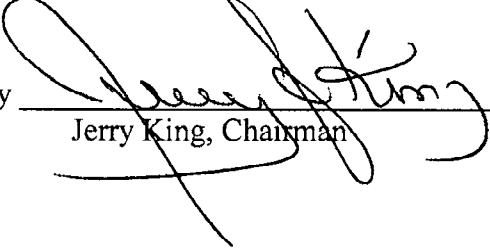
4. Elections: The election of officers (i.e., Chair, Vice- Chair and Secretary-Treasurer) shall be conducted every two years at the regular or special Commission meeting held in January and may be conducted by a single blanket motion for all three positions.

5. Rotation Of Officers: It is the non-binding intention of the Commission to rotate the positions of Chair, Vice-Chair and Secretary-Treasurer among the member agencies. The Chair will be a Commissioner from the Orange County Water District, the Vice-Chair will be a Commissioner from the Western Municipal Water District of Riverside County, and the Secretary-Treasurer will be a Commissioner from the Eastern Municipal Water District. Thereafter, the order of succession will be San Bernardino Valley Municipal Water District and Inland Empire Utilities Agency.

6. Retroactive Application Of This Resolution: This resolution shall be effective retroactively to January 2001, and shall apply to the existing officers. Resolution No. 297 adopted on August 12, 1997, is hereby rescinded and superseded by the adoption of this resolution.

Approved and adopted this 15th day of May 2001.

SANTA ANA WATERSHED PROJECT AUTHORITY

By  _____
Jerry King, Chairman

COMMISSION MEMORANDUM NO. 2022.6

DATE: February 1, 2022

TO: SAWPA Commission

SUBJECT: Succession Planning for SAWPA's Water Resources and Planning Manager

PREPARED BY: Jeff Mosher, General Manager

RECOMMENDATION

It is recommended that the Commission provide direction on the proposed succession plan for the Water Resources and Planning Manager.

DISCUSSION

Mark Norton, SAWPA's current Water Resources and Planning Manager (Planning Manager), has held this position for the last 30 years. Mr. Norton has provided advance notice of his pending retirement and considering his tenure and experience with the Agency and the range of responsibilities for this position, a thorough and orderly succession plan is recommended for transitioning to a new Planning Manager.

SAWPA's Planning Manager provides an important role in managing the Planning Department, Task Forces, Roundtables, OWOW, grant programs, planning projects, and working relationships with our member agencies, other agencies, and stakeholders in the watershed. To maintain SAWPA's effectiveness in these areas, it is crucial that the transition is effectively managed.

A proposed succession plan was presented to the SAWPA General Managers in January, and they were supportive of a tailored transition to successfully manage the process and provide benefits for SAWPA, SAWPA's projects and initiatives, and the member agencies.

The proposed transition approach involved the following:

- Hire a new Water Resources and Planning Manager in the first quarter of 2022.
 - The new hire would report to the General Manager and be responsible for managing the Water Resources and Planning Department.
 - A revised job description is provided as an Attachment.
- Once the new hire is on-board, Mr. Norton would transition to a Special Projects/Senior Advisor role reporting to the General Manager.
 - To facilitate the transition, Mr. Norton would retain the lead for certain projects and initiatives for a specified period (e.g., Weather Modification, LESJWA JPA, etc.).
 - In collaboration with the General Manager, Mr. Norton would work closely with the new Planning Manager on an orderly transition of the Planning Department's current activities, including staff oversight, OWOW, Task Force meetings, current projects, and other efforts.

- Fiscal impact:
 - As shown under Resource Impacts below, sufficient funding is available for the new hire in Fiscal Years 21-22 and 22-23 based on funds from unfilled or partially filled positions.
- Next Steps:
 - SAWPA would commence with a search for a new Planning Manager.
 - Commission would need to approve a SAWPA Special Projects/Senior Advisor position for Mr. Norton until his retirement.

RESOURCE IMPACTS

An analysis was performed and there are sufficient funds for the new position in the FY 21-22 and FY 22-23 budgets for salaries and benefits as shown below.

Based on its job classification, the salary range for the Planning Manager position is \$169,639-\$206,197 plus benefits, which are budgeted at 42% of salary or \$71,248-\$86,603.

	FY 2021-2022 Projected Actuals	FY 2021-2022 Budgeted	Difference
Salaries	\$3,304,041	\$3,782,588	\$478,547
Benefits	\$1,299,494	\$1,497,154	\$197,660
	\$4,603,535	\$5,279,742	\$676,207

	FY 2022-2023 Projected Actuals	FY 2022-2023 Budgeted	Difference
Salaries	\$3,706,409	\$4,025,165	\$318,756
Benefits	\$1,528,747	\$1,689,235	\$160,488
	\$5,235,156	\$5,714,400	\$479,244

Succession Planning for SAWPA's Water Resources and Planning Manager

(Item No. 7.B)

Jeff Mosher, General Manager
Santa Ana Watershed Project Authority

SAWPA Commission Meeting
February 1, 2022



Recommendation

Commission provide direction on the proposed succession plan for the Water Resources and Planning Manager

Background (1/2)

- Mark Norton is SAWPA's current Water Resources and Planning Manager and has provided advance notice of his retirement
- Based on the range of responsibilities for this position, a thorough and orderly succession plan is recommended
- SAWPA's Planning Manager provides an important role, managing:
 - Planning Department
 - Task Forces and Roundtables
 - OWOW
 - Grant programs
 - Planning-related projects
 - Working relationships with our member agencies, other agencies, and stakeholders in the watershed

Background (2/2)

- To maintain SAWPA's effectiveness in these areas, it is crucial that the transition is effectively managed
- A proposed succession plan was presented to the SAWPA General Managers in January
- GMs were supportive of a planned transition to successfully manage the process
- A planned transition would provide benefits for SAWPA, SAWPA's projects and initiatives, and the member agencies

Proposed Approach

- Hire a new Water Resources and Planning Manager in first quarter of 2022
 - Report to the General Manager
 - Responsible for managing the Water Resources and Planning Department
- Mr. Norton would transition to a Special Projects/Senior Advisor role
 - Report to the General Manager
 - Retain lead for certain projects and initiatives for a specified period (e.g., Weather Modification, LESJWA JPA, etc.)
 - Working with the General Manager, assist with the transition to the new Planning Manager

Resource Impacts

- Sufficient funds exist for new position available in the FY 21-22 and FY 22-23 budgets
- Planning Manager job classification:
 - Salary range: \$169,639 - \$206,197
 - Benefits are budgeted at 42% of salary: \$71,248 - \$86,603

	FY 2021-2022 Projected Actuals	FY 2021-2022 Budgeted	Difference
Salaries	\$3,304,041	\$3,782,588	\$478,547
Benefits	\$1,299,494	\$1,497,154	\$197,660
	\$4,603,535	\$5,279,742	\$676,207
	FY 2022-2023 Projected Actuals	FY 2022-2023 Budgeted	Difference
Salaries	\$3,706,409	\$4,025,165	\$318,756
Benefits	\$1,528,747	\$1,689,235	\$160,488
	\$5,235,156	\$5,714,400	\$479,244

Next Steps

- SAWPA would commence with a search for a new Planning Manager
- Commission would need to approve a SAWPA Special Projects/Senior Advisor position for Mr. Norton

Recommendation

Commission provide direction on the proposed succession plan for the Water Resources and Planning Manager



CLASSIFICATION SPECIFICATION WATER RESOURCES AND PLANNING MANAGER

Status: At-Will
FLSA Status: Exempt

Santa Ana Watershed Project Authority
Effective Date: July 2003
Revision Dates: January 25, 2022

DEFINITION:

Under general direction of the General Manager, manages, oversees, directs, and supervises the water resources planning operations, activities, and functions for SAWPA including the development and updating of the Agency planning documents and long-range planning and innovation practices for water use efficiency, surface water, groundwater, stormwater, wastewater, recycled water, habitat conservation, climate resiliency, and related topics within the watershed and the wider region. Manages the implementation of planning efforts with partners and stakeholders. Makes strategic policy recommendations for water resources efforts in the watershed.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

SUPERVISION EXERCISED:

Exercises direct supervision over professional and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

These examples are illustrative of the various types of work which may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Chair and facilitate regional planning committees, coalitions, workgroups, roundtables and task forces; coordinate planning concepts, activities, and operations with other divisions, departments, consultants, engineers, and outside planning and water resource agencies.
- Manage the efforts of SAWPA's One Water One Watershed (OWOW) program, including the OWOW Steering Committee.
- Manage SAWPA's Integrated Regional Water Management (IRWM) activities, including within the watershed and on a state level with the Department of Water Resources. Support SAWPA's legislative advocacy at the state level with respect to IRWM.
- Direct, organize, plan, , and supervise Department staff; manage the performance of staff including, but not limited to, hiring, training, , developing and evaluating staff.
- Manage and coordinate the design and contract performance of projects, project elements or programs ensuring compliance with environmental requirements, established standards, specifications, Agency policies, and cost and schedule limitations.
- Manage, evaluate, and assist in the preparation of request for proposals and selection of consultants to provide professional services on major projects; provide administration of all contracts for assigned projects.
- Manage the development and implementation of strategic planning, goals, objectives, policies, and priorities for SAWPA programs providing effective and efficient water resources planning services;

develop and ensure adherence to Agency policies, rules, and procedures; interpret and implement policies and goals set by the Commission and General Manager.

- Maintain line management responsibility for all functional activities associated with the execution of assigned projects, with particular emphasis on obtaining maximum job quality, accurate cost control compliance with schedules, and satisfactory project relations.
- Manage assigned consultants and staff; direct technical support activities on a variety of water and water resources projects.
- Oversee and provide for administration of loan and grant programs; research and apply for funding assistance from various sources for major projects; negotiate the conditions and terms of funding agreements.
- Interpret hydrologic, geologic, and socio-economic analyses; interpret data from simulation models, Geographical Information Systems, and relational databases for surface and groundwater systems; coordinate research work related to reclamation and reuse of water.
- Work directly with other agencies to obtain or provide water resource planning data; receive updated data from a variety of sources; screen, filter, and prepare data to ensure compatibility with SAWPA computer systems.
- Represent SAWPA in local, regional/watershed, State, or multi-state organizations whose focus or sphere of influence is on water resource management including watershed planning, water quality, water supply, or water reclamation.
- Manage the development and administration of the assigned budget(s); direct and forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including water quality restrictions.
- Manage the development and use of GIS, databases, and other tools; research, collect, receive, compile, integrate, and analyze information in support of planning, water resources, capital improvement projects, growth projections, environmental studies, and demographic analyses.
- Manage the preparation of comprehensive reports, technical research papers, and maps for presentation and/or publication; prepare maps, stratigraphic cross-sections, diagrams, and factsheets.
- Analyze and track the planning efforts of SAWPA's Member Agencies; develop and maintain working relationships with the Member Agency planning staff and other agency staff on water resource matters; keep abreast of technologies and programs in water resource planning; and recommend, develop, and coordinate implementation of such programs.
- Manage, prepare, and review technical reports, memorandums, and environmental documents; respond to correspondence as required.
- Prepare memos, presentations and other related materials for SAWPA Commission agenda packet. Make presentations to the SAWPA Commission, other agencies, and public interest groups; participate in and represent SAWPA in meetings with the public, citizen groups, professional associations, private firms, the other agencies; provide guidance to administrative staff about Commission board agenda items.
- Oversee and monitor activities of the State Water Resources Control Board, Regional Water Quality Control Board, and the State Department of Water Resources.
- Coordinate operations, activities, and functions with other agencies; negotiate interagency agreements and contracts for special services; understand and administer special government agency agreements.

- Develop and evaluate plans and criteria for projects and activities for a wide variety of proposed complex water resource evaluations.
- Attend meetings related to watershed management and water resource development activities. Conduct administrative and technical meetings with Agency representatives and consultants.
- Prepare study contracts and specifications, cost estimates, and change orders as needed.
- Prepare policy recommendations for the General Manager to advance SAWPA strategic plan and major initiatives. Evaluate and propose new business initiatives and opportunities to develop unique solutions.

OTHER JOB RELATED DUTIES:

- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles, procedures, standards, practices, trends, and information sources in the field of water resources planning. Principles, practices, and theory of water resource management.
- Planning practices and concepts of surface and groundwater modeling.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced principles, practices, methods, and techniques of project management and administration.
- Advanced facilitation, coordination, negotiation, and consensus building techniques.
- Leadership and development for staff and agency stakeholders.
- Principles and practices associated with the planning, development, design, construction, operation, and maintenance of projects.
- Knowledge of methods for preparing designs, plans, specifications, cost estimates, reports, and recommendations relating to water projects.
- Principles, techniques, and methods of investigation, research, and survey.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- State and regional organizations in assigned areas of responsibility.
- Pertinent Federal, State, and local laws, codes, and regulations including safety regulations and environmental review and project permit requirements.

Skills and Abilities:

- Accurately collect, assemble, and interpret data from multiple sources applicable to water resources planning.
- Participate in technical projects and studies.
- Identify relevant issues and problems, develop alternatives, and make sound recommendations.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Perform project management work, involving the use of independent judgment and personal initiative.
- Recommend and implement goals, objectives, and practices for providing effective and efficient project management.
- Prepare and administer budgets.

- Understand and analyze complex policy and technical, financial, and operational problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new data processing and management methods, procedures, and techniques.
- Balance the needs of opposing constituencies.
- Handle multiple concurrent projects and manage priorities and tasks. Plan and organize work to meet schedules and deadlines.
- Analyze various methods of financing techniques. Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate office equipment including computer equipment used in project management, planning, and engineering.
- Operate a motor vehicle safely.

EXPERIENCE | TRAINING/EDUCATION | LICENSE

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:** At least 8 years of water resource planning, engineering, and/or related experience, or equivalent experience preferably involving water and watershed systems, and at least five years of senior level project management experience.
- **Training/Education:** Bachelor's degree from an accredited college or university with major course work in water resource planning, civil engineering, geological engineering, environmental engineering, or a related field. A Master's degree is desirable.
- **License or Certificate:**
 - Possession of, or ability to obtain, an appropriate, valid driver's license and maintain a driving record acceptable to the Agency's automobile Insurance provider. Must be able to drive own vehicle to project sites at various locations within Santa Ana River Watershed.
 - Possession of, or ability to obtain, registration as an American Institute of Certified Planners' (AICP) Certified Environmental Planner (CEP) is desirable.
 - Possession of, or ability to obtain, professional project management certification is desirable.
 - Possession of, or ability to obtain, registration as a Civil or Environmental Engineer in the State of California is desirable.
 - Other related certifications are desirable.

SPECIAL NOTES

These examples are illustrative of the various types of work which may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- **Working Conditions:**
 - Office Environment: 90% or more work time spent inside an office building or home workstation; exposure to computer screens; exposure to office lighting (florescent, LED, etc.); exposure to wireless and cordless devices.
 - Exposure to sun: 10% or less work time may be spent outside a building and exposed to the sun.

- Irregular or extended work hours: An alternative 4/10 or 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
- 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 staff and/or public and private representatives in a fast-paced environment while 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, 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.
- **Conduct Standard:** Interact with elected representatives, management and other staff and the public in a positive, cooperative, and supportive manner.

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COMMISSION MEMORANDUM NO. 2022.7

DATE: February 1, 2022
TO: SAWPA Commission
SUBJECT: Commissioner Compensation
PREPARED BY: Karen Williams, Deputy General Manager/CFO

RECOMMENDATION

Regarding Commissioner compensation effective January 2022:

- (1) Allow the per day of service rate to increase automatically by 5% (from \$230 to \$240) effective January 2022; or,
- (2) Adopt Resolution No. 2022-2 prohibiting the automatic increase of 5% in the per day of service rate effective January 2022 and maintaining the current rate of \$230.

DISCUSSION

On March 7, 2017, the Commission adopted Ordinance No. 2017-01 setting the per day of service compensation which may be received by the Commissioners and Alternates, not to exceed a total of six (6) days of service in any calendar month. A copy of Ordinance No. 2017-01 is attached for convenient reference.

The current per day of service compensation amount is \$230. In accordance with Ordinance No. 2017-01, the compensation amount will automatically increase to \$240 beginning in January 2022. Alternatively, the Commission may elect not to receive an increase by adopting the attached Resolution No. 2022-2.

Staff has provided both options and seeks direction regarding the rate increase effective January 2022.

RESOURCE IMPACTS

Funding has been allotted under the current budget.

Attachments:

1. Ordinance No. 2017-01
2. Resolution No. 2022-2

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ORDINANCE NO. 2017-01

**AN ORDINANCE OF THE
SANTA ANA WATERSHED PROJECT AUTHORITY
AUTHORIZING THE INCREASE IN THE AMOUNT OF
COMPENSATION PAID TO COMMISSIONERS**

Having conducted a public hearing on March 7, 2017 at 11615 Sterling Avenue, Riverside, California, in order for the public to have the opportunity to be heard to protest against, and to present their respective comments to the Commission of the Santa Ana Watershed Project Authority (SAWPA), the Commission being the governing board of the agency, regarding the proposed adoption of this Ordinance, notice of the public hearing having been published on February 14 and February 21, 2017, in the Riverside Press-Enterprise and the Orange County Register, newspapers printed, published and circulated within the service area of SAWPA, be it ordained by the Commission of SAWPA hereby ordains as follows:

Section 1. In accordance with Section 20202 of the Water Code, on the effective date of this Ordinance the compensation which may be received by the members and alternates of the Commission shall be \$200 per day of service, per Section 53232.1 of the Government Code and as defined by the Commission in a publicly adopted policy.

Section 2. Each calendar year following the adoption of this Ordinance, the compensation which may be received by Commissioners shall automatically be increased by 5% (\$10) per calendar year beginning in January, 2018, unless the Commission by resolution elects not to receive such an increase. Action by the Commission to resolve not to receive an increase in any one year will not affect the automatic increase the following calendar year.

Section 3. Each Commissioner or Alternate Commissioner shall also be entitled to be reimbursed for reasonable travel expenses, including mileage and meals, incurred in the performance of his or her duties required or authorized by the Commission, not to exceed expenses associated with six service days in any calendar month, and as further defined in a policy publicly adopted by the Commission.

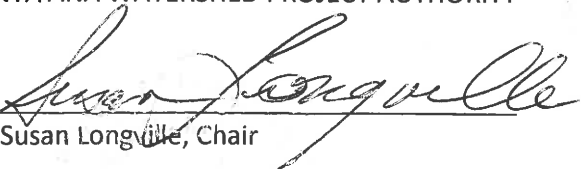
Section 4. The compensation authorized by this Ordinance shall not exceed payment for a total of six days of service in any calendar month.

Section 5. On the effective date of this Ordinance 2017-01, it shall supersede Ordinance 1997-2.

Section 6. In accordance with Section 20204 of the Water Code, this Ordinance shall become effective 60 days from the date of its passage.

Adopted and enacted this 7th day of March, 2017.

SANTA ANA WATERSHED PROJECT AUTHORITY

By 
Susan Longville, Chair

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RESOLUTION NO. 2022-2

**A RESOLUTION OF THE COMMISSION OF THE
SANTA ANA WATERSHED PROJECT AUTHORITY
PROHIBITING THE INCREASE IN THE AMOUNT OF
PER DAY OF SERVICE RATE PAID TO COMMISSIONERS**

WHEREAS, the Commission of the Santa Ana Watershed Project Authority (“SAWPA”) adopted and enacted Ordinance No. 2017-01 authorizing the increase in the amount of compensation paid to Commissioners and Alternate Commissioners;

WHEREAS, the compensation which may be received by Commissioners and Alternate Commissioners was set at \$200 per day of service;

WHEREAS, each calendar year following the adoption of Ordinance No. 2017-01, the compensation which may be received by Commissioners and Alternate Commissioners shall automatically increase by 5% (\$10) per calendar year, unless the Commission by resolution elects not to receive such an increase.

WHEREAS, the current per day of service compensation is \$230;

WHEREAS, the Commission desires to prohibit the automatic 5% increase effective January 2022 and to maintain the current per day of service rate of \$230.

NOW, THEREFORE, BE IT RESOLVED that the Commission of the Santa Ana Watershed Project Authority hereby resolves as follows:

1. The per day of service rate shall be maintained at \$230 from January 2022 through December 31, 2022; and,
2. This action will not affect the automatic increase effective January 2023.

ADOPTED this 1st day of February 2022.

SANTA ANA WATERSHED PROJECT AUTHORITY

By: _____
Marco Tule, Chair

Attest:

Sara Villa
Clerk of the Board