



**SAWPA COMMISSION  
REGULAR MEETING MINUTES  
JUNE 20, 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**

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

**STAFF PRESENT**

Jeff Mosher, Karen Williams, David Ruhl, Edina Goode, Marie  
Jauregui, Ian Achimore, Rick Whetsel, Dean Unger, Sara Villa,  
Zyanya Ramirez, John Leete, Melissa Bustamonte

**OTHERS PRESENT**

Andrew Turner, Lagerlof, LLP; Joe Mouawad, Eastern Municipal  
Water District; Nick Kanetis, Eastern Municipal Water District; Shivaji  
Deshmukh, Inland Empire Utilities Agency; Kevin O'Toole, Orange  
County Water District; Craig Miller, Western Municipal Water District;  
Joshua Aguilar, Western Municipal Water District; Wayne Miller,  
Yorba Linda Water District; Brian Dickinson, City of Colton; Dawn  
Coulson, Epps & Coulson, LLP Attorneys at Law; Leslie Spring, JPW  
Communications; Amy Stevens, Water Systems Consulting; Beth  
Olhasso, West Coast Advisors

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: JUNE 6, 2023**

**Recommendation:** Approve as posted.

**B. STATEMENT OF INVESTMENT POLICY (CM#2023.36)**

**Presenter:** Karen Williams

**Recommendation:** Adopt Resolution No. 2023-8, approving the Statement of Investment Policy and delegate authority to the Chief Financial Officer to invest or reinvest funds consistent with the Statement of Investment Policy.

**C. EMERGING CONSTITUENTS PROGRAM TASK FORCE PUBLIC RELATIONS CONSULTANT SUPPORT (CM#2023.37)**

**Presenter:** Ian Achimore

**Recommendation:** Authorize the General Manager to execute the following:

1. General Services Agreement with JPW Communications LLC; and
2. Task Order JPW392-02 with JPW Communications LLC for an amount not-to-exceed \$114,954 for two years (FYE 2024 and FYE 2025) for public relations support to the Emerging Constituents Program Task Force.

**D. PHASE 3 NETWORK COORDINATOR COST SHARING AGREEMENT AND FYE 2024 NETWORK COORDINATOR CONSULTANT SUPPORT (CM#2023.38)**

**Presenter:** Ian Achimore

**Recommendation:** Authorize the General Manager to execute the following:

1. Phase 3 California Integrated Regional Water Management (IRWM) Roundtable of Regions Network Coordinator Cost Sharing Agreement thereby committing \$5,000 per year from the OWOW Fund (373 PA 18) to a consultant for FYE 2024, and
2. Task Order WSC373-02 with Water Systems Consulting, Inc. for \$72,900 for the Roundtable of Regions Network Coordinator consulting role for FYE 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. WORKSHOP DISCUSSION AGENDA**

**A. LEGISLATIVE REPORT**

Beth Olhasso of West Coast Advisors provided a presentation on the Sacramento Update. Regarding the drought/water supply update, it has been a good year with lots of water and snow in the system, the reservoirs are full and there has not been a warm spell where all the snow has melted to cause significant flooding, but the State is preparing for it. Ms. Olhasso highlighted a few items under the Legislative update; all bills that are going to be moving this year have made it out past the first session and are heading towards the Second House Policy Committee deadline of July 14. The following bills are being monitored closely:

PFAS

- AB 246 (Papan) – PFAS in menstrual products
- AB 1423 (Shiavo) – Product Safety–PFAS
- AB 727 (Weber) – CASA Bill-Product Safety Cleaning Products

Non-Functional Turf

- AB 1572 (Friendman): Non-Functional Turf; Potable Water

Water Rights

- AB 460 (Bauer-Kahan)
- AB 1337 (Wicks)

The following Resource Bonds AB 1567 (E. Garcia) and SB 867 (Allen) were introduced in January and are both about \$15 billion and are moving forward for either the March or November 2024 ballot. There is discussion around the capital that the governor is interested in three (3) bonds; resource bond, homelessness/housing bond, and an education bond with a total of \$25 billion amongst the three. The governor has allowed for income taxes to not be filed until October 2023. There is at least a \$32 billion shortfall within the FY 2023-24 Budget and the first draft was passed June 15. Ms. Olhasso noted that the draft Clean Water State Revolving Fund Intended Use Plan has been released and there is a workshop scheduled this afternoon with the State Board. It is proposed \$191 million in loans for the clean water SRF program this year, and the entire budget process is anticipated to be 100% complete by September 14.

This item is to receive and file; no action was taken on agenda item no. 6.A.

## 7. **NEW BUSINESS**

### **A. BASIN MONITORING PROGRAM TASK FORCE REQUEST FOR PROPOSAL APPROVAL | SURFACE MONITORING (CM#2023.39)**

Ian Achimore provided a presentation titled Basin Monitoring Program (BMP) Task Force Request for Proposal (RFP) Approval | Surface Monitoring, contained in the agenda packet on pages 105-115. A brief background was provided on the BMP Task Force deliverables to the Santa Ana Regional Water Quality Control Board; Ambient Water Quality Update, Annual Report of SAR Water Quality, and the Wasteload Allocation Model. The BMP Task Force consists of about twenty members within our watershed that are regulated by the Regional Water Quality Control Board who regulates water quality for groundwater basins and surface water. SAWPA is recommending issuance of an RFP to utilize consultant services for surface water quality monitoring within several reaches of the Santa Ana River. The monitoring services will include the following items:

- Assisting SAWPA with executing access agreements with property owners, and/or related parties, when necessary,
- Ensuring proper workflow for field sampling, lab testing, and reporting is established in advance of monitoring,
- Identifying and contracting with a lab and other potential subcontractors,
- Developing a quality assurance project plan (QAPP) for the monitoring associated with the scope,
- Conducting quarterly monitoring at various sites along the Santa Ana River and documenting results by implementing the QAPP, and
- Uploading the data collected to a State-certified database.

This monitoring is a requirement of the Santa Ana River Watershed's surface water and groundwater quality regulatory document, the "Santa Ana River Basin Plan," that contains provisions for nutrients and salt management. The California Water Code requires that Basin Plan implementation plans must contain a description of the monitoring (i.e., work plan). In response to the updated monitoring program revisions, the Task Force prepared a 2022 Water Quality Work Plan that was submitted to the Regional Board in March 2023. To implement the new surface water quality monitoring work plan, SAWPA and the Task Force have developed this RFP. SAWPA staff met with the BMP Task Force to discuss the scope of the RFP on June 1, 2023. SAWPA also consulted with its regulatory adviser Theresa "Tess" Dunham of KSC, LLP and met with the task force's subcommittee focused on scoping RFPs/RFQs on June 8, 2023. Mr. Achimore noted that with the Commission's approval the RFP will be published today through PlanetBids with the responses due by August 1, 2023, interviews

anticipated to be scheduled for August 8 through August 11, and Commissions final approval of Consultants Task Order in the September timeframe. It was questioned what the estimated cost for services are, and Mr. Achimore noted an average of \$50-75k.

**MOVED**, to authorize the release of the Request for Proposals entitled “Santa Ana River Surface Water Quality Monitoring Services.”

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

**B. UPDATED PERSONNEL HANDBOOK APPROVAL (CM#2023.40)**

Edina Goode provided a presentation titled Personnel Handbook Update, contained in the agenda packet on pages 141-146. SAWPA’s personnel handbook last received a revision in May 2020. A comprehensive review of the personnel handbook was provided by Lagerlof, LLP, CPS HR Consulting, ACWA JPIA, and SAWPA staff. The proposed updates address minor changes in the law and incorporate new practices. A summary of the proposed changes includes the following:

- As needed to comply with current laws and ACWA JPIA benefit plan descriptions.
- Revised the dress and appearance policy.
- Added a 4/10 schedule to conform to current practice.
- Added authority for GM to modify vacation accrual during salary negotiations.
- Added Dr. Martin Luther King, Jr. paid holiday.
- Changed timing of payout of unused Management Leave to last paycheck of calendar year.
- Added a requirement to request approval of extra cell phone charges.
- Appendix 3 – Reimbursement Caps (Medical Cap) were removed due to the medical cap changing from year to year.
- Appendix 3 – Reimbursement Caps (Educational Reimbursement) increased to the IRS limit for tax-free reimbursement.

Ms. Goode informed the Commission that there was a redlined version included in the agenda packet to reflect the proposed changes described. Commissioner Slawson referenced the personnel handbook on Section 8 – Dress and Appearance and suggested including an opening paragraph to have a description with a general standard of cleanliness. Ms. Goode noted that if there is a situation where an individual needs to be addressed regarding their dress and/or appearance she would engage in a conversation with that individual and address the appropriate attire specifics. Jeff Mosher noted that staff could revisit the language in the opening paragraph and include general standards. Commissioner Gardner suggested a substitute motion to defer Agenda Item No. 7.B with the proposed language for Section 8 – Dress and Appearance.

**MOVED**, to substitute the motion and defer Agenda Item No. 7.B to a future meeting.

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

**8. INFORMATIONAL REPORTS**

Recommendation: Receive for Information.

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

**B. INTER-FUND BORROWING – APRIL 2023 (CM#2023.41)**

**C. PERFORMANGE INDICATORS/FINANCIAL REPORTING – MARCH 2023 (CM#2023.42)**

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

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

**F. THIRD QUARTER FYE 2023 EXPENSE REPORT**

- General Manager
- Staff

**G. BUDGET VS ACTUAL VARIANCE REPORT – FYE 2023 THIRD QUARTER – MARCH 31, 2023 (CM#2023.43)**

**H. FINANCIAL REPORT FOR THE THIRD QUARTER ENDING MARCH 31, 2023**

**I. GENERAL MANAGER REPORT**

Jeff Mosher introduced SAWPA's new hire, Melissa Bustamonte as SAWPA's Communications Specialist. Ms. Bustamonte will be working on internal and external communication and will collaborate closely with the member agencies' communications staff.

**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**

Chair Bruce Whitaker informed the Commission that the Orange County Water District Board received an update on Santa Ana Watershed Association's mission on eliminating Arundo Donax and requested that this item be brought back to Commission and provide an update.

**9. CLOSED SESSION**

There was no closed session.

**10. ADJOURNMENT**

There being no further business for review, Chair Bruce Whitaker adjourned the meeting at 10:26 a.m.

**Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, July 18, 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