

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, CA
Board of Directors Meeting
Agenda
January 5, 2015 at 1:30 p.m.

1. Call to Order, Flag Salute and Roll Call

2. Election of Board Officers

- a. Nominations for President
Election of President

- b. Nominations for Vice President
Election of Vice President

- c. Nominations for Treasurer
Election of Treasurer

- d. Nominations for Secretary/Assistant Treasurer
Election of Secretary/Assistant Treasurer

3. Adoption and Adjustment of Agenda

4. Public Comment

Members of the public may address the Board at this time concerning items relating to any matter within the Agency's jurisdiction. To comment on specific agenda items, please complete a speaker's request form and hand it to the board secretary.

5. Consent Calendar:

If any board member requests that an item be removed from the Consent Calendar, it will be removed so that it may be acted upon separately.

- A. Approval of the Minutes of the Regular Board Meeting, December 15, 2014*
(Page 3)
- B. Approval of the Minutes of the Special Board Meeting, December 19, 2014*
(Page 7)
- C. Approval of the Minutes of the Finance and Budget Workshop, December 22, 2014* (Page 9)
- D. Approval of the Finance and Budget Workshop Report, December 22, 2014*
(Page 11)

6. Reports (Discussion and Possible Action)

- A. General Manager's Report
 - 1. Operations Report
 - 2. General Agency Updates
- B. Directors' Reports

7. New Business (Discussion and Possible Action)

- A. Consideration of Revision to Records Retention Policy (Page 12)
- B. Status of Discussions Related to Purchase of Water from San Bernardino Valley Municipal Water District (Requested by Director Ball)
- C. Discussion of Rescheduling or Cancellation of February 17th Board Meeting*
(Page 19)

8. Announcements

- A. Engineering Workshop, January 12, 2015 at 1:30 p.m.
- B. Office closed **Monday**, January 19, 2015 in observance of Martin Luther King, Jr. Day
- C. Regular Board Meeting, **Tuesday**, January 20, 2015 at 1:30 p.m.
- D. Finance and Budget Workshop, January 26, 2015 at 1:30 p.m.

9. Topics for Future Agendas

10. Adjournment

***Information included in Agenda Packet**

(1) Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Agency's office at 1210 Beaumont Avenue, Beaumont during normal business hours. (2) Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Agency's office, located at 1210 Beaumont Avenue, Beaumont, California 92223, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Web site, accessible at: www.sgpwa.com (3) Any person with a disability who requires accommodation in order to participate in this meeting should telephone the Agency (951 845-2577) at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, California 92223
Minutes of the
Board of Directors Meeting
December 15, 2014

Directors Present: John Jeter, President
Bill Dickson, Vice President
Mary Ann Melleby, Treasurer
Blair Ball, Director – Arrived at 1:38 p.m.
Ray Morris, Director

Directors Absent: Ron Duncan, Director

Staff Present: Jeff Davis, General Manager
Jeff Ferré, General Counsel
Cheryle Rasmussen, Executive Assistant

1. **Call to Order, Flag Salute and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President John Jeter at 1:30 p.m., December 15, 2014 in the Agency Boardroom at 1210 Beaumont Avenue, Beaumont, California. Director Dickson led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of the Agenda:** The agenda was adopted as presented.
3. **Public Comment:** *President Jeter requested comments from the public.* Julie Hutchinson, a resident of Banning Heights, requested to speak on item 6D at the time it is being discussed. No other members of the public requested to speak at this time.
4. **Consent Calendar:**
 - A. Approval of the Minutes of the Regular Board Meeting, December 1, 2014
 - B. Approval of the Minutes of the Engineering Workshop, December 8, 2014

Director Dickson moved, seconded by Director Morris, to approve the consent calendar as presented. Motion carried 4-0 with Directors Duncan and Ball absent.

5. Reports:

A. General Manager's Report:

(1) Operations Report: General Manager Davis reported on the following: **(a) SWP Water Deliveries:** The Agency delivered a total of 192 acre-feet to Beaumont Cherry Valley Water District ponds, so far this month. Deliveries will continue to be delivered at 16 cfs for 10 hours per day until the end of the year. Carryover water will be approximately 550 acre-feet for 2015.

(2) General Agency Updates: (a) **DWR – Initial Allocation:** The initial allocation for Table A water is 10%. (b) **Statewide Precipitation** – Rain encompassed most of the state this past Thursday and Friday, and the higher elevations received some snow. Oroville Reservoir increased from 29% full to 32% full, up ¼ million acre-feet this month. (c) General Manager Davis provided a handout on water storage, which illustrated comparisons with last year and current standings, as of December 15th. (d) **2015 ACWA Fall Conference:** General Manager Davis reported on the various sessions that he attended at the ACWA Fall Conference that took place in San Diego from December 2nd to December 5th.

B. Directors Reports: (1) **Director Melleby** attended the ACWA Fall Conference from December 2nd to December 5th. She reported on the various sessions she attended, including the Communications meeting and the Region 9 meeting. Director Melleby attended the SBVMWD Reception and 60th Anniversary Dinner that was held in honor of retiring board member Pat Milligan, on December 8th. Director Melleby reported on YVWD Board workshop that she attended on December 9th. Director Melleby also attended the Beaumont Chamber Breakfast on December 12th. (2) **President Jeter** reported on the ACWA/JPIA Board meeting that he attended on December 1st.

6. New Business: (Discussion and Possible Action)

A. Presentation on New Groundwater Legislation (Paeter Garcia – BBK): General Manager Davis introduced Paeter Garcia for his presentation on the new groundwater legislation. Mr. Garcia educated the board and the public on the importance of this new law. The legislation is intended to increase local control and protection of groundwater basins throughout the state. Local agencies will now have the power to assess the conditions of their local water basins and take necessary steps to bring those basins in a state of chronic long-term overdraft into balance. When local agencies do not or cannot comply with the Act there are mechanisms in place for the state to step-in to carry out the Act. DWR will support both technical and financial aspects in order for regional and local agencies to carry out the requirements of the Act. DWR is charged with reviewing the Groundwater Sustainability Plans for compliance with the Act. Mr. Garcia stressed how important it is for interested parties to start talking, to inquire who would like to be the Groundwater Sustainability Agency (GSA), where the boundaries are, etc. Mr. Garcia concluded his presentation and answered questions from the board. General Manager Davis stated that this topic will be brought to the Board for further discussion at future meetings. President Jeter thanked Mr. Garcia for his presentation.

B. Consideration of EBX Enhanced Operations and Maintenance Agreement: A staff report and a copy of the Joint Exercise of Powers Agreement, relating to the Operation and Maintenance of the East Branch Extension, were included in the agenda packet. General Manager Davis stated that this item was discussed during the September 8th Engineering Workshop. The Agency, San Bernardino Valley Municipal Water District, and the Department of Water Resources have a current Joint Exercise of Powers agreement to operate and maintain the East Branch Extension; this agreement expires on December 31st. General Manager

Davis provided background information on the negotiation process and the differences between the existing agreement and the proposed agreement. The purpose of the proposed Board action is to execute a new agreement that will provide additional benefits to the Agency and SBVMWD. After discussion, Director Melleby made a motion, seconded by Director Dickson, approving the Operations and Maintenance Agreement with Department of Water Resources and San Bernardino Valley Municipal Water District, including any minor revisions that may be made by the State Department of General Services, and to authorize the General Manager or President to sign on behalf of the Agency. Director Melleby questioned why the signature page (page 31) does not provide for a date. General Counsel Jeff Ferré stated that perhaps the date is not on the document as a final stamp of approval is needed by the state. President Jeter requested a vote. Motion carried 5-0, with Director Duncan absent.

C. Consideration of Sponsorship of Inland Solar Challenge: A staff report and materials relating to the Inland Solar Challenge were included in the agenda packet. General Manager Davis stated that in the past the Agency has sponsored this event and board members have donated their time as judges. The money for this event has been budgeted. Director Morris moved, seconded by Director Melleby, that the Board sponsor the Inland Solar Challenge at the \$4000 level, the same level as last year. Director Ball stated that he supports the program, but he does not support the financial obligation. Motion passed 4-1, with Director Duncan absent.

D. Update on Whitewater Flume: General Manager Davis stated that a conference call meeting is scheduled for December 16th with participating entities and the Federal Energy Regulatory Commission. The period for comment on the Notice of Preparation for the EIR is 60 days. He informed the Board that the Public Scoping meetings have been postponed to a later date. Julie Hutchinson (Board President – BHMWC) provided her comments, stating that the participating entities are working hard to accomplish the same goal and that she appreciates the partnership. Duane Burk (City of Banning – Water Department) thanked General Manager Davis and the Board for its involvement of helping to secure the water rights of the Whitewater flume. President Jeter also thanked General Manager Davis for his involvement in this issue.

7. **Topics for Future Agendas:** Director Ball requested an update on a potential long-term water agreement between SBVMWD and Metropolitan Water District and the potential for the Agency to be included in said agreement.
8. **Announcements:** *President Jeter announced that there will be a Special Meeting on December 19th to interview candidates and to appoint a Director to fill the board vacancy in Division 5. He reviewed the following announcements:*
 - A. Special Board Meeting, Friday - December 19, 2014 at 9:00 a.m.
 - B. Finance and Budget Workshop, December 22, 2014 at 1:30 p.m.
 - C. The office will be closed December 25th & 26th, in observance of the Christmas Holiday
 - D. The office will be closed January 1st and 2ND, in observance of the New Year's Holiday
 - E. Regular Board Meeting, January 5, 2015 at 1:30 p.m.

9. Adjournment: *President Jeter adjourned the meeting at 2:55 p.m.*

DRAFT – SUBJECT TO BOARD APPROVAL
Jeffrey W. Davis, Secretary of the Board

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, California 92223
Minutes of the
Board of Directors Special Meeting
December 19, 2014

Directors Present: John Jeter, President
Bill Dickson, Vice President
Mary Ann Melleby, Treasurer
Blair Ball, Director
Ron Duncan, Director
Ray Morris, Director

Staff Present: Jeff Davis, General Manager
Jeff Ferré, General Counsel
Cheryle Rasmussen, Executive Assistant

1. **Call to Order, Flag Salute and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President John Jeter at 9:00 a.m., December 19, 2014 in the Agency Boardroom at 1210 Beaumont Avenue, Beaumont, California. Director Dickson led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of the Agenda:** The agenda was adopted as presented.
3. **Public Comment:** Mary Newman (resident of Redlands) spoke in favor of appointing her husband Robert C. Newman and provided a petition in support of her husband. Mrs. Newman stated that the petition was signed by a number of residents. Robert Kurz (resident of Calimesa) spoke in support of candidate Robert C. Newman.
4. **New Business: (Discussion and Possible Action)**

A. Interviews of Candidates and Appointment of Director to fill the Board Vacancy in Division 5: President Jeter called upon General Counsel Jeff Ferré to explain the process of the proceedings. General Counsel Ferré stated that this is a special meeting of the Board to appoint an individual to fill the vacancy for Division 5, created by the death of Director Haring last month. In order to fulfill the legal requirement for appointing an individual to the board, four directors must vote in favor of one candidate. The first part of the process will be the interviews. The second part of the process will be the voting. He recommended that applicants be interviewed in alphabetical order in order to be as fair as possible. He provided guidance on how to present questions to the applicants. He also explained how the interviews should progress. The voting will take place after the interviews. The first candidate to receive four votes will be appointed as the Director of Division 5; the new board member will then take the Oath of Office. Director Melleby requested clarification for the record that all applicants' residences were confirmed to be within the Division 5 boundaries. General Manager Davis reported that they were in fact confirmed. General Counsel Ferré asked that all but the first candidate, Della Condon, retire to the conference room. He stated that this request is not mandatory; however the purpose is to be as fair as possible to the other candidates. The candidates were interviewed in the following order:

- i. Della Condon
- ii. David Fenn
- iii. John Halliwill
- iv. Robert C. Newman
- v. Daniel Slawson
- vi. Leonard Stephenson

Each candidate was given time for an opening statement, questions by the board members, and a closing statement. The interview process concluded, at which time each board member thanked and commended all of the candidates for their involvement with this process. General Counsel Ferré began the voting with the Board by naming off the candidates in alphabetical order. General Counsel Ferré requested votes for each of the six candidates; no candidate received the mandatory four votes. General Counsel Ferré proposed that the voting continue excluding those candidates that did not receive any votes. The Board concurred with the proposal. The voting ensued and the outcome was as follows: Della Condon received 0 votes. David Fenn received 0 votes. Robert C. Newman received 1 vote (Director Ball). Leonard Stephenson received 5 votes (Directors Dickson, Duncan, Melleby, Morris and President Jeter). Mr. Stephenson was officially appointed as Director of Division 5. Director Stephenson took the oath of office administered by General Manager Davis. General Counsel Ferré turned the meeting over to President Jeter.

5. Topics for Future Agendas: *President Jeter requested topics for future agendas. No topics were requested for future agendas at this time.*

6. Announcements: *President Jeter reviewed the following announcements:*

- A. Finance and Budget Workshop, December 22, 2014 at 1:30 p.m.
- B. The office will be closed December 25th & 26th, in observance of the Christmas Holiday
- C. The office will be closed January 1st and 2nd, in observance of the New Year's Holiday
- D. Regular Board Meeting, January 5, 2015 at 1:30 p.m.

7. Adjournment: *President Jeter adjourned the meeting at 10:45 a.m.*

DRAFT – SUBJECT TO BOARD APPROVAL

Jeffrey W. Davis, Secretary of the Board

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue
Beaumont, California 92223
Minutes of the
Board Finance and Budget Workshop
December 22, 2014

Directors Present: John Jeter, President
Mary Ann Melleby, Treasurer
Blair Ball, Director
Ron Duncan, Director
Ray Morris, Director
Leonard Stephenson, Director

Directors Absent: Bill Dickson, Vice President

Staff and Consultants Present:
Jeff Davis, General Manager

1. **Call to Order, Flag Salute and Roll Call:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was called to order by President John Jeter at 1:30 p.m., December 22, 2014, in the Agency Conference Room at 1210 Beaumont Avenue, Beaumont, California. President Jeter led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of Agenda:** The agenda was adopted as published.
3. **Public Comment:** No members of the public wished to make any comment at this time.
4. **New Business:**
President Jeter turned the meeting over to Treasurer Mary Ann Melleby
 - A. Ratification of Paid Invoices and Monthly Payroll for the Month of November, 2014 by Reviewing Check History Reports in Detail: After review and discussion, a motion was made by Director Duncan, seconded by Director Morris, to recommend that the Board ratify paid monthly invoices of \$456,020.05 and payroll of \$30,825.19 for the month of November, 2014, for a combined total of \$486,845.24. The motion passed 6 in favor, no opposed.
 - B. Review and Consideration of Pending Legal Invoices for November, 2014: After review and discussion, a motion was made by Director Morris, seconded by Director Ball, to recommend that the Board approve payment of the pending legal invoices for November, 2014. The motion passed 6 in favor, no opposed.

- C. Review of November, 2014 Bank Reconciliation: After review and discussion, a motion was made by Director Duncan, seconded by President Jeter, to acknowledge receipt of the Wells Fargo bank reconciliation for November, 2014 as presented. The motion passed 6 in favor, no opposed.
 - D. Review of Budget Report for November, 2014: After review and discussion, a motion was made by Director Duncan, seconded by Director Stephenson, to acknowledge receipt of the Budget Report for November, 2014. The motion passed 6 in favor, no opposed.
5. **Announcements:** Director Melleby reviewed the following announcements:
- A. The office will be closed December 25, 2014 in observance of Christmas.
 - B. The office will be closed the day after Christmas, December 26, 2014.
 - C. The office will be closed January 1, 2015 in observance of New Year's Day.
 - D. The office will be closed the day after New Year's Day, January 2, 2015.
 - E. Regular Board Meeting, January 5, 2015 at 1:30 p.m.
6. **Adjournment:** The Finance and Budget workshop of the San Gorgonio Pass Water Agency Board of Directors was adjourned at 1:48 p.m.

Draft - Not Approved

Jeffrey W. Davis, Secretary of the Board

Finance and Budget Workshop Report

From Treasurer Mary Ann Melleby:

The Finance and Budget Workshop was held on December 22, 2014. The following recommendations were made:

1. The Board ratify payment of Invoices of \$456,020.05 and Payroll of \$30,825.19 as detailed in the Bank Register Report for Accounts Payable and the Bank Register Report for Payroll for November, 2014 for a combined total of \$486,845.24.

2. The Board authorize payment of the following vendor's amounts:

Best, Best & Krieger LLP	\$15,042.67
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3. The Board acknowledge receipt of the following:
 - A. Wells Fargo bank reconciliation for November, 2014
 - B. Budget Report for November, 2014

MEMORANDUM

TO: Board of Directors
FROM: General Manager
RE: Records Retention Policy Revision
DATE: January 5, 2015

Summary:

The purpose of this proposed Board action is to propose minor revisions to the Agency's records retention policy related to the retention of certain financial records.

Background:

The Agency Board of Directors adopted a Records Retention policy, Resolution 2012-12, in September 2012. The Policy provides guidance to staff on retention of certain documents and records. Staff is always evaluating Agency policies to determine if they can be improved. After reviewing the current policy for two years, staff is recommending certain minor revisions to the Policy related specifically to extending the retention period of certain records and adding certain records to the Policy.

Detailed Report:

Upon review, staff has determined that the Records Retention policy related to financial records could be more comprehensive, and that certain records should be retained for longer periods of time. The attached exhibit to the current Policy summarizes the proposed revisions, which are in **bold**.

It is recommended that the Chart of Accounts, Fixed Asset Records, the General Ledger, the Trial Balance—Year End, and journals for Accounts Payable, Cash Disbursements, and Cash Receipts be added to the current Policy. It is also recommended that the retention period for credit card and cash expenditure receipts, as well as expense reports, be increased from five years to seven years and that the retention period for petty cash records be increased from two

years to seven years. These proposed revisions are consistent with standard financial record-keeping. No other revisions are proposed at this time.

The Agency Secretary is responsible for implementation of the Records Retention Plan. The proposed revisions, if adopted by the Board, will be implemented by the Secretary, and the changes made by the Financial Manager.

Fiscal Impact:

There is no fiscal impact to these proposed revisions.

Relationship to Strategic Plan:

This is a “housekeeping” item, and thus is not directly related to the Agency’s strategic plan.

Recommendation:

Staff recommends that the Board approve the proposed revisions to the Records Retention Plan. The revisions will be included in the Exhibit to Resolution 2012-12, and do not require a new resolution.

RESOLUTION NO. 2012-12

A RESOLUTION OF THE BOARD OF DIRECTOR OF THE SAN GORGONIO PASS WATER AGENCY UPDATING ITS RECORDS RETENTION AND MANAGEMENT POLICY

WHEREAS, a sound records retention and management policy is essential to the efficient and economical conduct of the Agency's business; and

WHEREAS, the Agency's existing records retention policy, adopted in 1991, needs updating to reflect technical and statutory realities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Gorgonio Pass Water Agency does hereby enact the following records retention and management policy that supersedes any and all previous records retention and management policies.

I. Goals

The SAN GORGONIO PASS WATER AGENCY (the Agency) is implementing the following Records Retention and Management Policy (Policy) in order to effectively manage and dispose of its records. This policy will ensure that Agency staff has the recorded information necessary to perform its statutory functions, avoid waste, and preserve the documentary heritage of the Agency. Further, it ensures that with proper management, unneeded documents may be discarded in a timely fashion. The overall goals of the policy are as follows:

- A. To retain important documents for reference and future use.
- B. To delete records no longer necessary for proper functioning of the Agency.
- C. To organize important documents for official retrieval.
- D. To ensure that Agency staff know what documents should be retained, the length of the retention, and when, how, and if they should be destroyed.

II. Responsibility for implementation and enforcement

The Secretary of the Board of Directors shall have full authority to implement and enforce the policy. Should the General Manager not be the Secretary, the Secretary shall have the authority to delegate implementation and enforcement to the General Manager in writing.

III. Definition of a Record

A "record", as used in this policy, includes written, printed, and recorded materials, as well as electronic documents, including email, attachments to emails, compact disks, digital video disks, and the like. In order to meet the standard of being a record, it must meet two criteria:

- A. It must be created or received by the Agency in connection with the transaction of official business, and
- B. It must be preserved or be appropriate for preservation by the Agency as evidence of Agency function, policies, decisions, procedures, operations, or for informational value.

A record could include, but not be limited to, paper, analog cassette, videotape, maps, drawings, photographs, magnetic tapes or disks, and digital files, including audio or video files. Information sets such as email, datasets, metadata stored in electronic formats in document management systems may have record status. Regardless of format, records must be maintained by the Agency long enough to meet the retention terms set by this policy.

IV. Types of Records

For purposes of this policy, all records shall fit into one or more of the following types of records.

- A. Corporate. This includes, but is not limited to, legislative history of the Agency, vendor contracts, incorporation records, minute books, resolutions, ordinances, policy statements, annexation records, and government contracts and requirements.
- B. Administrative. This includes the following categories of records:
 - a. Insurance
 - b. Personnel
 - c. Safety
 - d. Board Agenda Packages
- C. Financial. This includes the following categories of records:
 - a. Audit
 - b. Accounting
 - c. Tax
 - d. Purchasing
- D. Correspondence, including email.
- E. Project. This includes engineering, environmental, right of way, correspondence, and other types of files that would be included in a capital or other long-term project. Any of these types of files associated with a capital project shall be retained together as a project file. Project files can also be for O&M projects, or for a study or report. Project files could include Agency projects, Department of Water Resources projects, or projects undertaken by other entities, either public or private.
- F. Data. This includes any data file relating to groundwater, water quality, demographics, or any other number set deemed important to the functioning of the Agency.
- G. Legal.
- H. Plant/Property.
- I. Reference. In general, reference records are to be included in the Agency library, to be maintained in perpetuity. However there may be reference files that do not belong in a library.
- J. Historical. This includes records that preserve the history of the Agency.

V. Administration

Attached as Exhibit 1 to this Resolution is the Record Retention Schedule with the maintenance, retention, and disposal schedule for all Agency records. The Board General Manager or Secretary, as defined in II above, is responsible for administering the schedule. This includes making modifications as warranted and presenting these to the Board for approval.

Adopted: September 18, 2012



John Jeter, President

San Geronio Pass Water Agency Records Retention Periods

Exhibit 1

Type of Record	Retention Period
Corporate	
Annexation Records	Permanent
Annual Reports	Permanent
Contracts--government	Permanent
Incorporation Records, including SGPWA Act	Permanent
Minute Books, Resolutions, Ordinances	Permanent
Policy Statements	Until superseded
Correspondence, Including Email	
Transitory and General	One year
Letters Relating to Annexations	Five years
Project related correspondence	Ten years
Financial	
Audit	
Audit Work Papers	Ten years
Audit Reports	Permanent
Accounting	
Chart of Accounts	Permanent
Fixed Asset Records	Permanent
General Ledger	Permanent
Trial Balance--Year End	Permanent
Bank Records--Deposits, Checks, and Statements	Seven years
Credit Card/Cash Expenditure Receipts	Seven years
Expense Reports	Seven years
Invoices	Seven years
Accounts Payable Journal	Seven years
Cash Disbursement Journal	Seven years
Cash Receipts Journal	Seven years
Petty Cash Records	Seven years
Payroll Register	Seven years
Required Permanent Reports to Government Agencies	Permanent
Tax	
Payroll Tax Records	Seven years
Tax Workpapers	Seven years
Purchasing Records	
Bids--awarded	Seven years
Bids--not awarded, rejected	Two years

San Geronio Pass Water Agency Records Retention Periods

Exhibit 1

Type of Record	Retention Period
Quotations	Two years
Administrative Records	
Insurance Records	
Accident Reports/Claims	Ten years after settlement
Certificates Issued to Agency	Ten years after settlement
Group Insurance Plans	Until amended or two years after termination
Policies (including expired)	Ten years after expiration
Board Agenda Packages	Permanent
Personnel Records	
Daily Time Reports/Time Cards	Seven years after termination
Employee Service Records	Seven years after termination
Earnings Records	Seven years after termination
Education/Training Records	Seven years after termination
Job Descriptions	Until superseded
Pension Plans	Permanent
Employee Evaluations	Seven years after termination
Withholding/Exemption Certificates	Seven years after termination
Workers Compensation Reports	Seven years after termination
Safety Records	
Minutes of safety meetings	Ten years
Plant/Property Records	
Deeds, titles, easements	Permanent
Improvement/maintenance/repair (over \$5000)	Ten years
Improvement/maintenance/repair (under \$5000)	Four years
Plans/Specifications	Permanent
Legal	
Statements of Economic Interest (Form 700)	Seven years
Construction Contract Documents	Five years after termination
Certificate Upon Completion of Work	Permanent
Litigation	Permanent
Project	
Studies	Permanent

San Geronio Pass Water Agency Records Retention Periods

Exhibit 1

Type of Record	Retention Period
Design Reports	Permenant
Correspondence with consultants	Ten years
Consulting Agreements	Ten years
CEQA documents	Permanent
Design drawings/specifications	Permanent
Photographs/Videos	Permanent
Notes of meetings	Ten years
Notes of phone calls	Ten years
Real Estate Transactions	Permanent
Data	
Groundwater	Ten years
Water Quality	Ten years
Demographics	Ten years
GIS	Ten years
Reference	
Reports	Permanent
Studies	Permanent
Environmental Documents	Permanent
Contract Documents	Permanent
Books and other reference materials	Permanent
Historical	
Any record of historical note or import	Permanent

MEMORANDUM

TO: Board of Directors

FROM: General Manager

RE: Potential Rescheduling or Cancellation of February 17 Board Meeting

DATE: January 5, 2015

Detailed Report:

Due to the President's Day holiday, the Board's regularly scheduled February 16 meeting (third Monday in February) is currently scheduled for Tuesday, February 17.

The State Water Contractors and the Department of Water Resources have previously scheduled a negotiation session for the BDCP Contract Amendments for that day in Sacramento. The General Manager has been asked by the Contractors to be the co-lead negotiator for the Contractors, and thus needs to be in Sacramento for the session.

The next day, Wednesday, February 18, is the regular monthly scheduled day for SWC committee meetings in Sacramento, and Thursday, February 18 is the regularly scheduled SWC board meeting in Sacramento.

Under normal circumstances, the General Manager would attend these meetings, and thus would be in Sacramento for all three days.

It is likely that items that would come to the Board for consideration in February include the Third Joint Facilities Agreement with the San Bernardino Valley Municipal Water District, and an Updated Capacity Rights Agreement with Valley District and the Department of Water Resources. Staff feels that the Board should not consider either of these without the General Manager present.

The General Manager is seeking direction from the Board on how to handle this situation. There are a number of options:

- Hold the Board meeting as scheduled on February 17. The General Manager would decide between attending the Board meeting and attending the BDCP Contract Amendment negotiation session;
- Hold the Board meeting on Wednesday, February 18, with the General Manager missing the SWC committee meetings;
- Hold the Board meeting some other day (in which case it could be classified as a “special” board meeting; or
- Cancel the Board meeting altogether.

In recent years, the Board has been reluctant to cancel board meetings. Staff has a preference for attending all Board meetings in order to adequately answer questions from Board members on Board action items.

Fiscal Impact:

None of the above options has any fiscal impact on the Agency.

Relationship to Strategic Plan:

There is no direct relationship to the strategic plan.

Recommendation:

Staff has no recommendation. Staff is seeking direction from the Board on whether and when to hold the scheduled February 17 Board meeting.