

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, CA
Water Conservation and Education
Committee Meeting
Agenda
June 13, 2019 1:30 p.m.

- 1. Call to Order and Flag Salute**
- 2. Adoption and Adjustment of the Agenda**
- 3. 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. Speakers are requested to keep their comments to no more than five minutes. Under the Brown Act, no action or discussion shall take place on any item not appearing on the agenda, except that the Board or staff may briefly respond to statements made or questions posed for the purpose of directing statements or questions to staff for follow up.
- 4. Approval of Minutes of May 9, 2019 Committee Meeting* (p. 2)**
- 5. Status Report on IERCD Programs* (p. 4)**
- 6. Consideration of IERCD Proposal for 2019-2020* (p. 6)**
- 7. Discussion of Draft Social Media Policy* (p. 11)**
- 8. Discussion of 2019-2020 Water Conservation and Education Budget* (p. 15)**
- 9. Discussion of State of the Water Supply Event**
- 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
Water Conservation and Education Committee
May 9, 2019

Committee Members Present:

Mike Thompson, Chair

Steve Lehtonen

Blair Ball (arrived 1:30 pm)

Staff Present:

Cheryle Stiff, Executive Assistant

Casmir Joy Olaivar, Social Media Intern

1. **Call to Order:** The scheduled meeting of the San Gorgonio Pass Water Agency Water Conservation and Education Committee was called to order by Committee Chair Thompson in the Agency Conference Room, 1210 Beaumont Avenue, Beaumont, California, at 1:30 pm, May 9, 2019.
2. **Adoption and Adjustment of the Agenda.** The Agenda was adopted as published.
3. **Public Comment:** There were no members of the public present who wished to address the Committee at this time.
4. **Approval of the Minutes of the March 14, 2019 Meeting.** Director Ball noted that agenda item 7 wording on the second sentence is read as follows: "After discussion, it was the consensus of the Committee..." Director Ball moved, seconded by Director Lehtonen, that the minutes of the March 14, 2019 committee meeting be approved as amended. Motion passed 3-0.
5. **Status Report on IERCD Programs.** The March 2019 report (dated March 31, 2019) from IERCD was included in the agenda package. The Committee reviewed the report and was pleased with the continued progress of IERCD and their training programs. Director Ball noted that the report showed the number of teacher workshops presented showed none, whereas the number of teacher workshops scheduled showed 3. There were two workshops scheduled with dates of March 13 & March 21. Committee Chair Thompson requested staff to contact IERCD and inquire with them if those two scheduling dates did in fact take place. Joyce McIntyre (YVWD Board Member) asked to be enlightened on the program. Committee Chair Thompson explained the Groundwater Model program that the Agency partners with IERCD.
6. **Discussion of Social Media Campaign.** Committee Chair Thompson noted that the Agency's social media intern, Casmir Olaivar recently sat in on a two hour social media webinar that was provided by CSDA. He asked Casmir to share what she had learned. Casmir reported on legal issues, serial meetings and First Amendment constraints. It was the consensus of the Committee to have a discussion during the next Board meeting to determine if a Social Media policy is warranted.

7. **Discussion of State of the Water Supply Event.** The Committee was presented and reviewed a draft press release. The Committee discussed the draft press release and provided input on changes that would be needed.
8. **Adjournment.** Chair Thompson scheduled the next Water Conservation and Education meeting to be held on June 13th at 1:30 p.m. He adjourned the meeting at 2:21 pm.

Draft - Subject to Board Approval

Jeffrey W. Davis, Secretary to the Board

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San Gorgonio Pass Water Agency Water Conservation Programs Report: April 2019

To: Jeff Davis, General Manager

Contact Information: jdavis@sgpwa.com

From: Jasmine Orozco Clark, Education Coordinator

Contact Information: 25864-K, Business Center Drive, Redlands, CA, 92374

909-283-7780

jclark@iercd.org

www.iercd.org

Report Last Updated: 4/30/2019

On behalf of the IERCD Board of Directors, I want to thank you so much for your continued support of our District and your amazing partnership! We are excited about presenting water conservation programs on behalf of the San Gorgonio Pass Water Agency this school year.

San Gorgonio Pass Water Agency General Program Overview

Please contact Education Coordinator Jasmine Orozco Clark if you or your Board Members are interested in attending a scheduled program for proper notification of school staff.

Total Classroom Programs Contracted: 36

- Number of programs presented: 33
- Number of programs scheduled: 3
 - 5/21 Yucaipa HS, 1 prog
 - 5/30 Anna Hause Elementary, 2 prog
- Number of outstanding programs: 0

Total Teacher Workshops Contracted: 3

- Number of workshops presented: 3
 - 3/13 Beaumont HS-Aquifer Model Training
 - 3/21 Banning HS-Aquifer Model Training
 - 4/15 Yucaipa HS-Aquifer Model Training
- Number of workshops scheduled: 0
- Number of outstanding workshops: 0

Schools/Cities

Water conservation programs have been presented in the following schools:

- Banning High School, Banning, 12 progs
- Cabazon Elementary, Cabazon, 4 progs
- Sundance Elementary, Beaumont, 4 progs
- Anna Hause Elementary, Beaumont, 5 progs
- San Gorgonio MS, Beaumont, 2 progs
- Mt. View MS, 2 progs
- Mesa View MS, Yucaipa, 4 progs

Yearly total of students reached with SC 4 / 1 5 ter Conservation messaging to date

(at an average of 30 students per class): 990 students

Presentation Links

These links represent the most recent Prezi being presented on behalf of SGPWA. Please send any feedback concerning elements that should be excluded or are missing from the presentations.

- **Kindergarten:**
<https://prezi.com/ou8ixwt-cjrl/sgpwa-kinder-only/>
- **1st grade:**
<https://prezi.com/nekt9qfvzthv/sgpwa-1st-grd/>
- **2nd-3rd grade:**
<https://prezi.com/a45fctrxhej/sgpwa-2-3/>
- **4th-5th grade:**
<https://prezi.com/fefkmgpowrj/sgpwa-4th-5th-grd/>
- **Middle School**
<https://prezi.com/t1mbhultiaox/sgpwa-6-8th-grade/>
- **High School**
<https://prezi.com/7zbj48z8aaaw/sgpwa-high-school/>

*CONTRACT FOR PERFORMANCE OF
WATER CONSERVATION PUBLIC
OUTREACH PROGRAMS*

2019-20 Academic Year

Proposal To:

*San Geronio Pass Water Agency (SGPWA)
Contact: Jeff Davis, General Manager
1210 Beaumont Ave
Beaumont, Ca 92223*

Proposal From:

*Inland Empire Resource Conservation District
Contact: Mandy Parkes, District Manager
25864-K Business Center Drive
Redlands, CA 92374*



INLAND EMPIRE
RESOURCE
CONSERVATION DISTRICT

CLASSROOM PROGRAMS

Total Classroom Programs: 36, to be performed in a range of K-12 classrooms and including all of the following services:

- *Outreach to educators and community groups:*
 - Creation and distribution of SGPWA hard copy and electronic flyers
 - Presentations directly to district-wide administrator meetings and/or grade level and full staff school meetings.
 - Incentives for booking programs advertised to schools and community leaders
 - Email outreach to SGPWA-service area partners advertising WUE programs
- *Each individual program will be performed to the following standards:*
 - Consistency with newly and in-progress education standards including:
 - Common Core Standards
 - Next Generation Science Standards
 - Program preparation and post-performance reinforcement of content: each requesting educator will receive grade-appropriate preparation vocabulary/abbreviated activity ideas to prepare students for program concepts, in addition to questions and activities designed to maximize content retention following program performance.
 - Minimization of waste through use of the following educational tools
 - Electronic presentation using Prezi rather than hard copy materials
 - Using portable hand-held white boards to minimize use of paper and maximize student engagement throughout all segments of programming
 - Hands-on activities consisting of one of the following:
 - Water Conservation Enviroscope® model or aquifer model
 - Native plant activity involving student planting of drought-tolerant wildflower/shrub seeds in individual peat pots to take home
 - Check for comprehension: at the end of every program, the educator will administer a short quiz entitled "Do you remember" focusing on major concepts of the Water Use Efficiency presentation
 - Other activities, time permitting:
 - Question wheel with small conservation-themed prizes for correct answers
 - Additional activities and short games designed to increase content retention for participating students.

FEE BREAKDOWN FOR CLASSROOM PROGRAMS:

Task	Description	Approximate Cost
Program Preparation/ Clean-up	Assembling materials, Travel, Set-up, Clean-Up	\$60.00
Presentation	Classroom Content Portion	\$30.00
Materials/Mileage/Outreach/ Misc Program Development	Enviroscope® or Aquifer Model Materials, Handouts, Mileage	\$30.00
Per-Program Total		\$120.00
Total Programs Proposed		36
Set-Up Fee		\$500.00

GROUNDWATER DYNAMICS USING 3-DIMENSIONAL MODEL

Summary: The San Geronio Pass Water Agency (SGPWA) board of directors consistently works to determine most effective methods of water conservation education and outreach to residents within their service area. To date, the majority of these methods have focused on IERCD-led instruction in the classroom and at SGPWA headquarters; however, in the current fiscal year, the Agency and IERCD are exploring the potential to stretch the impact of these monies even further. The model suggested by SGPWA is to train educators within Agency boundaries on the fundamentals of water conservation presentation and model demonstration; once trained, these teachers would then be able to pass this training along to both colleagues and directly to their K-12 students. Using this model, the reach of dollars invested in annual resource management in SGPWA service area is projected to grow significantly, increasing total number of residents aware of the role of groundwater management in ensuring ongoing regional supply.

The approach for layering training on top of program requests is projected to include the following core elements:

1. SGPWA will purchase and provide four groundwater models for the three local high schools (Yucaipa, Beaumont, Banning) and one for IERCD use.
2. IERCD will develop protocol and train the pre-selected teachers on how to best prepare, facilitate presentations and model use, then provide content reinforcement opportunities to most effectively communicate importance of groundwater to participating students.
3. After initial training it would be up to the schools to decide how they would use them, how frequently, and for what classes, although IERCD will provide a suggested framework to lead teachers in an attempt to maximize model sharing and use among faculty members.
4. The IERCD will retain responsibility for models on behalf of SGPWA, through dropping them with the lead teacher at the beginning of each school year and picking them up at the end of each school year. This regular contact will help IERCD assist teachers with maintenance of models for maximum lifetime and function, and will also provide regular opportunities to update classroom and pre/post classroom content.

SGPWA AQUIFER MODEL TRAINING PROGRAM

Training approach: in the current contract, SGPWA has requested that IERCD facilitate two teacher workshops on campuses within its service area. This requirement has the potential to focus on objectives stated in the contract covering 2019-20, but also has the potential to include a specific focus on aquifer model and instruction strategy

- Participants: SGPWA will identify one "lead" teacher from three middle schools; IERCD will also directly outreach to departments in each high school for additional participation
- Agenda for trainings: Aquifer model excerpt
 - Review of SGPWA role in groundwater management/long-term regional water supply development and sustainability; partnership between IERCD-SGPWA
 - Review of standards corresponding to aquifer demonstration
 - Review of topics directly/indirectly connected to aquifer use:

- Geological materials; sand, soil, gravel, rock
- Infiltration
- Recharge
- Soil moisture
- Water table
- Storage
- Contaminants/Treatment
- Structure of classroom use of aquifer model:
 - Pre-program content
 1. Vocabulary
 2. Age/class-appropriate activities to conduct in days leading up to aquifer program
 - Prezi– online presentation capable of integrating audio/video with graphics that are easily updated; IERCD groundwater model Prezi will be provided in hardcopy, with training attendees walked through each frame, and Q/A on content. Focus on ability of each teacher to begin with existing Prezi template, and modify for individual class needs
 - Model facilitation
 - Post-program materials:
 1. Content comprehension quizzes
 2. Post-program activities
 3. Link to resources to allow instructors to tailor presentation and pre/post program content to class needs
- Small group work to experiment with models, ask additional questions
- All participants leave with flash drive of suite of documents covering aquifer model preparation, facilitation, post-program reinforcement, plus proper care and maintenance to lengthen life of model

PROGRAM OPERATIONS

Approach: the IERCD is also planning to develop a companion set of guidelines for individual campus use of models, to include the following elements:

- Design of individual campus trainings for participating teachers focusing on aquifer model storage and use guidelines
- Template calendar for teachers to allow transition of model among classrooms, to include a recommended timeframe for participating teachers
 - Role of Science team lead at each school site to keep model moving between users
- Development of training materials for use and care of models
- Additional availability of IERCD support for participating teachers, ranging from model care/maintenance to classroom support to pre/post-program help
- IERCD staff will collect models at end of school year, clean and store over the summer months, and then return to school sites at the beginning of the new school year.

PROPOSED COST

Task	Description	Line Item Cost
Aquifer Model Training Facilitation	Materials developed, outreach, scheduling model delivery/pick up, communication with lead teachers, mileage and other materials	\$1,500
Per-Workshop Total		\$1,500.00
Total Workshops Proposed		3
Workshop Set Up Fee		\$500
Total Cost		\$5,000.00

FINAL SGPWA BUDGET PROPOSAL FOR 2019-20

Task	Description	Approximate Cost
Water Conservation Classroom Programs/Set Up Fee	Performance of 36 programs plus set-up fee	\$4,820
Aquifer Model Training Program/Set Up Fee	Aquifer model support for three middle school locations plus training workshop	\$5,000
Monthly Reporting Fee	Monthly Progress Report on all programming	\$240
Total Potential Cost for all FY 2019-20 Water Conservation Proposed Programming		\$10,060

SIGNATURES

San Geronio Pass Water Agency
 1210 Beaumont Ave
 Beaumont, CA 92223

Inland Empire Resource Conservation District
 25864-K Business Center Drive
 Redlands, CA 92374

Jeff Davis, General Manager

Mandy Parkes, District Manager

Date

Date

**SAN GORGONIO WATER PASS AGENCY
SOCIAL MEDIA POLICY**

1. Purpose and Scope

This document shall serve as the San Gorgonio Pass Water Agency (“Agency”) Social Media Policy and shall govern the use of Social Media sites used for Agency purposes.

2. Definitions

“Social Media sites” shall be defined as services through which multiple users can easily publish and share a wide variety of content, including written commentary, pictures, and video/audio files via the Internet. Social Media sites may include Facebook, Twitter, Instagram, LinkedIn, or any other site that meets the definition provided in this subchapter.

3. General Policy

(a) The General Manager, or his/her designee, shall review and pre-approve the Agency’s establishment and use of any Social Media site.

(b) All Agency Social Media sites shall adhere to applicable Federal, State and local laws as well as Agency policies and regulations.

(c) All Agency Social Media sites are subject to the California Public Records Act. Any and all content on an Agency Social Media site, including, but not limited to, subscribers, postings, comments, and private messages may be considered a public record and may be subject to public disclosure.

(d) Agency Social Media sites shall be maintained by designated Agency employee(s) and shall be used for Agency business purposes only. This Social Media Policy governs use of any Agency-administered Social Media site regardless of whether the site(s) is (are) accessed from Agency computers, computers outside the Agency, or mobile devices.

(e) Upon the General Manager or his/her designee’s approval, Agency Social Media sites shall bear the name and/or official logo of the Agency and shall link to the Agency’s website. Wherever applicable, Agency Social Media sites shall be classified and registered with the service provider as “Official” and/or governmental entity sites.

(f) The Ralph M. Brown Act (“Brown Act”) requires that public agencies deliberate and take action openly. Content and/or comments made by Agency officials via a Social Media site on Agency-related issues within their jurisdiction could be subject to the requirements of the Brown Act. Agency public officials should refrain from discussing, deliberating, or expressing opinions on any Agency-related issue on an Agency Social Media site. Brown Act issues also have the potential to arise on private Social Media sites. As such, Agency public officials should also refrain from discussing, deliberating, or expressing opinions on any Agency-related issue on private Social Media sites.

(g) The Agency reserves the right to restrict or remove any content that is in violation of any applicable law or the Agency's Social Media Policy. Any content which is removed will be retained by the Agency for a reasonable period of time under the applicable records retention policy and will include the time, date, and user name (or screen name) of the content originator, when possible.

(h) All Social Media sites established and administered by the General Manager or his/her designee will clearly provide that they are sponsored by the Agency. Whenever possible, the Agency's Social Media sites shall contain links directing users back to the Agency's official website for in-depth information, forms, documents, online services, and other information necessary to conduct business with the Agency.

(i) The General Manager, or his/her designee, is responsible for assigning staff to update, respond to inquiries, and keep information current on Social Media sites.

(j) The objectives for participating in Social Media sites are to:

- (1) Disseminate information to our community and neighboring communities;
- (2) Demonstrate commitment to outreach and engagement and to monitor issues affecting the Agency; and
- (3) Build and engage an "online community" of residents and businesses.

(k) All staff time used on Social Media sites shall be for the purposes of conducting Agency business only.

(l) Staff shall not express personal views or concerns. Postings shall reflect the view of the Agency as expressed in Agency policies and actions taken by the Board of Directors.

(m) No communications made with the Agency through Social Media sites shall be deemed to constitute public comment or legal notice to the Agency or any of its agencies, officers, employees, agents or representatives where notice to the Agency is required by any federal, state, local laws, rules or regulations. Any comment or notice shall be submitted to the Agency and not through a Social Media site. Information posted to an Agency Social Media site will supplement, and not replace, required notices and standard methods of communication.

(n) To ensure compliance with this section and the Policy, the Agency shall post on each Social Media Site that all Agency business shall be conducted through the Agency's website at <https://www.sgpwa.com> or other applicable venues not including a Social Media site.

(o) The Agency reserves the right to terminate any Agency Social Media site at any time without notice.

4. Comment Policy

(a) The Agency is committed to serving the online community in a civil and unbiased manner as a limited public forum.

(b) The Agency disclaims liability for any direct comments or postings, and reserves the right to remove any direct comments or postings that contain any of the following:

- (1) Comments in support of or opposition to political campaigns or ballot measures;
- (2) Profane or obscene language or content;
- (3) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- (4) Sexual content or links to sexual content;
- (5) Solicitations of commerce;
- (6) Conduct or encouragement of illegal activity;
- (7) Information that may tend to compromise the safety or security of the public or public systems;
- (8) Defamatory statements;
- (9) Content that violates a legal ownership interest, such as a copyright, of another party;
- (10) Spam; and
- (11) Threats of violence or injury to any person, property, or organization.

(c) Any Agency staff member who finds content on an Agency Social Media site that is potentially inappropriate or inconsistent with this Social Media Policy will notify his or her supervisor, who will consult with the General Manager and/or the Agency's legal counsel for direction on further handling of the potentially inappropriate or inconsistent content to ensure compliance with the Social Media Policy. The Agency disclaims any and all responsibility and liability for any materials that the Agency deems inappropriate for posting that cannot be removed in an expeditious and otherwise timely manner.

Agency Social Media sites may contain content over which the Agency has no control, including but not limited to, advertisements or hyperlinks. The Agency does not endorse any hyperlink or advertisement on Agency Social Media sites by the social media site's owners, vendors, or partners.

(d) The Agency reserves the right to deny access to an Agency Social Media site to any individual who violates the Agency's Social Media Policy at any time, and without prior notice. Any removal of a direct third party post or comment or denial of access or "blocking"

from an Agency Social Media site shall not be based on the viewpoint of the third party individual or entity who posted content to a Social Media site.

5. Code of Conduct for Agency Employees

(a) All employees shall be provided with a copy of this Policy and be directed to familiarize themselves with it.

(b) Employees' use of Agency Social Media sites for official business is governed by this Policy, as well as applicable Agency Rules and Regulations. Disciplinary action, up to and including dismissal, may be imposed for violation of this Policy. If findings warrant, disciplinary action will be initiated in accordance with all relevant sections of the Agency's Personnel Rules and Regulations.

**SAN GORGONIO PASS WATER AGENCY
GENERAL FUND BUDGET FY 2019-2020**

**ESTIMATED TOTAL EXPENSES FY 2018-19 vs. PROPOSED BUDGET FY 2019-2020
APPROVED: GENERAL FUND JULY xx, 2019 - DEBT SERVICE FUND AUGUST xx, 2019**

FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020

DRAFT

	1	2	3	4	5	6
	TOTAL	ACTUAL	ESTIMATED	REMAINING	PROPOSED	CHANGE %
	BUDGET	APRIL	ACTUAL	% ACTUAL	BUDGET	PROPOSED
	FY 2018-19	2019	AT JUNE 30	OF BUDGET	FY 2019-20	TO EST. ACTUAL
GENERAL FUND - EXPENSES						
GENERAL ENGINEERING						
GRANT WRITER	20,000	0.00	0.00	0.0%	0	discontinued
NEW WATER						
PROGRAMATIC EIR	0	0.00	0.00	0.0%	0	discontinued
UPDATED STUDY ON AVAILABLE SOURCES	7,500	2,730.00	3,276.00	-128.9%	6,000	83.2%
SGMA SUPPORT						
GSP CONSULTANT	200,000	2,274.08	2,728.90	-7229.0%	500,000	18222.4%
INTERNET SERVICES	NEW				5,000	NEW
UI P CONSULTANT	NEW				35,000	NEW
STUDIES						
CS	115,000	61,954.31	74,345.17	-54.7%	115,000	54.7%
WATER RATE NEXUS STUDY	25,000	19,864.23	23,837.08	-4.9%	35,000	46.8%
WATER RATE FINANCIAL MODELING	12,000	4,850.00	5,820.00	-106.2%	15,000	157.7%
CAPACITY FEE NEXUS STUDY UPDATE	25,000	0.00	10,000.00	0.0%	48,000	92.0%
WHEELING RATE STUDY	10,000	0.00	0.00	0.0%	0	0.0%
OTHER PROJECTS						
IRWM IMPLEMENTATION PROPOSAL (shared)	NEW				22,000	NEW
FLUME MONITORING (shared)	NEW				30,000	NEW
INFRASTRUCTURE PLAN	NEW				40,000	NEW
BASIN MONITORING TASK FORCE	18,000	13,712.00	13,712.00	-31.3%	18,000	31.3%
EAST BRANCH MEETINGS	18,000	8,821.38	10,585.66	-70.0%	0	discontinued
GENERAL AGENCY - CEQA AND GIS SERVICES	10,000	4,624.00	5,548.80	-80.2%	7,000	26.2%
TOTAL GENERAL ENGINEERING	460,500	118,830.00	149,853.60	-207.3%	876,000	484.6%
LEGAL SERVICES						
LEGAL SERVICES - GENERAL	190,000	96,644.42	115,973.30	-63.8%	150,000	29.3%
TOTAL LEGAL SERVICES	190,000	96,644.42	115,973.30	-63.8%	150,000	29.3%
CONSERVATION & EDUCATION						
SCHOOL EDUCATION PROGRAMS	14,000	9,500.00	9,500.00	-47.4%	14,000	47.4%
ADULT EDUCATION PROGRAMS	5,000	0.00	0.00	0.0%	5,000	0.0%
OTHER CONSERVATION, EDUCATION AND P. R.	35,000	10,000.00	10,000.00	-250.0%	35,000	250.0%
TOTAL CONSERVATION & EDUCATION	54,000	19,500.00	19,500.00	-176.9%	54,000	176.9%