REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, November 12, 2020, 9:00 a.m.

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board’s consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Executive Committee may consider any agenda item at any time during the meeting.

Note: Pursuant to the Governor’s Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference.

We encourage Committee members and participants to join the meeting 10 minutes early. Note that we will use GoToMeeting to share slides and other information during the meeting. Use the link below to join GoToMeeting. If you have a microphone that you can use with your computer, it should be possible to both listen to, and participate in, the meeting through GoToMeeting. If you do not have a microphone, or a headset with a microphone, that plugs into your computer via USB port, you will need to call into the conference line to listen and comment, although you still should be able to view the meeting materials on GoToMeeting. Please do not simultaneously use a microphone through GoToMeeting and the telephone conference line. That combination results in audio problems for all participants.

Meeting Information:

RWA Board Meeting
Thu, Nov 12, 2020 9:00 AM

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/830821181

You can also dial in using your phone.
United States: +1 (408) 650-3123

Access Code: 830-821-181

1. CALL TO ORDER AND ROLL CALL
2. **PUBLIC COMMENT:** Members of the public who wish to address the board may do so at this time. Please keep your comments to less than three minutes.

3. **FOLSOM LAKE COLLEGE ENVIRONMENTAL TECHNOLOGY PROGRAM**
   Presentation: Edward Marlow, P.E., Adjunct Professor

4. **CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.
   a. Minutes of the September 10, 2020 Board of Directors Meeting
   b. Annual Review of RWA Investment Policy (Policy 500.2)
   **Action:** Approve Consent Calendar Items

5. **REVISIONS TO RWA POLICY 400.2 (EMPLOYEE COMPENSATION POLICY) AND RWA POLICY 400.5 (JOB DESCRIPTIONS)**
   Information and Discussion: Jim Peifer, Executive Director
   **Action:** Approve Revision to Exhibit A, RWA Policy 400.2
   **Action:** Approve Revision to RWA Policy 400.5

6. **RWA COMMUNICATIONS PRIORITIES FOR 2021**
   Presentation and Discussion: Jim Peifer, Executive Director
   **Action:** Approve Communications Priorities for 2021

7. **OTHER POST EMPLOYMENT BENEFITS (OPEB) INVESTMENT STRATEGY**
   Update: Josette Reina-Luken, Financial and Administrative Services Manager

8. **RWA ORGANIZATIONAL SUSTAINABILITY IMPROVEMENTS**
   Discussion: Jim Peifer, Executive Director

9. **SACRAMENTO CENTRAL GROUNDWATER AUTHORITY**
   Discussion: Jim Peifer, Executive Director

10. **POTENTIAL RWA MATERIALS AND SERVICES PURCHASING PROGRAM**
    Information and Discussion: Jim Peifer, Executive Director

11. **FEDERAL AFFAIRS STANDING COMMITTEE UPDATE**
    Information and Discussion: Sean Bigley, Federal Affairs Standing Committee Chair

12. **EXECUTIVE DIRECTOR’S REPORT**

13. **DIRECTORS’ COMMENTS**

**ADJOURNMENT**
**Upcoming Meetings:**

Executive Committee Meetings: Wednesday, December 9, 8:30 a.m. and January 27, 2021, 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency

Regular Board Meeting: Thursday, January 14, 2021, 9:00 a.m., at the RWA Office, the location is subject to change depending on the COVID-19 emergency

The RWA Board Meeting electronic packet is available on the RWA website at [https://rwah2o.org/meetings/board-meetings/](https://rwah2o.org/meetings/board-meetings/) to access and print the packet.
# RWA Board of Directors

**2020 Chair: Kerry Schmitz**  
**2020 Vice Chair: Sean Bigley**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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</thead>
<tbody>
<tr>
<td><strong>S. Audie Foster</strong></td>
<td>General Manager, California American Water</td>
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<tr>
<td><strong>Evan Jacobs</strong></td>
<td>Operations Manager, California American Water</td>
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<tr>
<td><strong>Ron Greenwood</strong></td>
<td>Board Member, Carmichael Water District</td>
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<tr>
<td><strong>Cathy Lee</strong></td>
<td>General Manager, Carmichael Water District</td>
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<td><strong>Raymond Riehle</strong></td>
<td>Director, Citrus Heights Water District</td>
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<td><strong>Hilary Straus</strong></td>
<td>General Manager, Citrus Heights Water District</td>
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<tr>
<td><strong>David Wheaton</strong></td>
<td>Director, Citrus Heights Water District (alternate)</td>
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<tr>
<td><strong>Kerri Howell</strong></td>
<td>Councilmember, City of Folsom</td>
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<tr>
<td><strong>Marcus Yasutake</strong></td>
<td>Environmental/Water Resources Director, City of Folsom</td>
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<tr>
<td><strong>Paul Joiner</strong></td>
<td>Councilmember, City of Lincoln</td>
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<td><strong>Ray Leftwich</strong></td>
<td>Public Works Director/City Engineer, City of Lincoln</td>
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<tr>
<td><strong>Bruce Houdesheldt</strong></td>
<td>Councilmember, City of Roseville</td>
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<tr>
<td><strong>Sean Bigley</strong></td>
<td>Acting Water Utility Manager, City of Roseville, Vice Chair</td>
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<tr>
<td><strong>Rich Plecker</strong></td>
<td>Director of Utilities, City of Roseville (alternate)</td>
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<tr>
<td><strong>Dale Olson</strong></td>
<td>City of Roseville (alternate)</td>
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<tr>
<td><strong>Pauline Roccucci</strong></td>
<td>Councilmember, City of Roseville (alternate)</td>
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<tr>
<td><strong>Jeff S. Harris</strong></td>
<td>Councilmember, City of Sacramento</td>
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<td><strong>Michelle Carrey</strong></td>
<td>Supervising Engineer, City of Sacramento</td>
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<td><strong>Bill Busath</strong></td>
<td>Director of Utilities, City of Sacramento (alternate)</td>
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<tr>
<td><strong>Anne Sanger</strong></td>
<td>Policy and Legislative Specialist, City of Sacramento (alternate)</td>
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<td><strong>Martha Guerrero</strong></td>
<td>Council Member, City of West Sacramento</td>
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<td><strong>Bill Roberts</strong></td>
<td>Director of Public Works and Operations, City of West Sacramento</td>
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<tr>
<td><strong>Grace Espindola</strong></td>
<td>Councilmember, City of Yuba City</td>
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<td><strong>Diana Langley</strong></td>
<td>Public Works Director/City Manager, City of Yuba City</td>
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<td><strong>Ben Moody</strong></td>
<td>Deputy Public Works Director, City of Yuba City (alternate)</td>
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<td><strong>Robert Matteoli</strong></td>
<td>Board Member, Del Paso Manor Water District</td>
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<td><strong>John Lenahan</strong></td>
<td>Board President, Del Paso Manor Water District</td>
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<td><strong>Michael Raffety</strong></td>
<td>Director, El Dorado Irrigation District</td>
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<td><strong>Jim Abercrombie</strong></td>
<td>General Manager, El Dorado Irrigation District</td>
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<td><strong>Brian Mueller</strong></td>
<td>El Dorado Irrigation District (alternate)</td>
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*Names highlighted in red are Executive Committee members*  

08/07/2020
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td><strong>Tom Nelson</strong>, Board Chair</td>
<td>Elk Grove Water District</td>
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<tr>
<td><strong>Mark Madison</strong>, General Manager</td>
<td>Elk Grove Water District</td>
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<tr>
<td><strong>Bruce Kamilos</strong>, Assistant</td>
<td>Elk Grove Water District (alternate)</td>
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<td><strong>Randy Marx</strong>, Board Member</td>
<td>Fair Oaks Water District</td>
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<td><strong>Tom Gray</strong>, General Manager</td>
<td>Fair Oaks Water District</td>
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<td><strong>Paul Schubert</strong>, General</td>
<td>Golden State Water Company</td>
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<td><strong>Ernie Gisler</strong>, Capital Program</td>
<td>Golden State Water Company</td>
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<td><strong>Robert Hunter</strong>, Board Member</td>
<td>Orange Vale Water Company</td>
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<td><strong>Joe Duran</strong>, General Manager</td>
<td>Orange Vale Water Company</td>
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<td><strong>Robert Dugan</strong>, Board Member</td>
<td>Placer County Water Agency</td>
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<tr>
<td><strong>Brent Smith</strong>, Director of</td>
<td>Technical Services, Placer County Water Agency</td>
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<td><strong>Matt Young</strong>, Director of</td>
<td>Customer Service, Placer County Water Agency,</td>
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<td><strong>Andy Fecko</strong>, Director of</td>
<td>(alternate)</td>
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<tr>
<td><strong>Mike Lee</strong>, Board Member</td>
<td>Placer County Water Agency (alternate)</td>
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<tr>
<td><strong>Dan Kelly</strong>, Agency Staff</td>
<td>Counsel, Placer County Water Agency (alternate)</td>
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<tr>
<td><strong>Les Clark</strong>, Director</td>
<td>Rancho Murieta Community Services District</td>
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<tr>
<td><strong>Tom Henning</strong>, Interim General</td>
<td>Manager, Rancho Murieta Community Services District</td>
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<tr>
<td><strong>Patrick Kennedy</strong>, Supervisor</td>
<td>Sacramento County Water Agency</td>
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<tr>
<td><strong>Kerry Schmitz</strong>, Division Chief</td>
<td>Water Supply, Sacramento County Water Agency,</td>
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<tr>
<td></td>
<td>Chair</td>
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<td><strong>Dave Jones</strong>, Board Member</td>
<td>Sacramento Suburban Water District</td>
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<td><strong>Dan York</strong>, General Manager</td>
<td>Sacramento Suburban Water District</td>
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<td><strong>Kevin Thomas</strong>, Board Member</td>
<td>Sacramento Suburban Water District</td>
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<tr>
<td><strong>Dan Rich</strong>, Director</td>
<td>San Juan Water District</td>
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<tr>
<td><strong>Greg Zlotnick</strong>, Water Resources</td>
<td>San Juan Water District</td>
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<tr>
<td><strong>Ted Costa</strong>, Board President</td>
<td>San Juan Water District (alternate)</td>
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<tr>
<td><strong>Pam Tobin</strong>, Board Member</td>
<td>San Juan Water District (alternate)</td>
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08/07/2020
<table>
<thead>
<tr>
<th>Organization</th>
<th>Representatives</th>
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<tbody>
<tr>
<td>El Dorado County Water Agency</td>
<td><strong>Brian Veerkamp</strong>, Director</td>
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<td></td>
<td><strong>Ken Payne</strong>, General Manager</td>
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<tr>
<td>Placer County</td>
<td><strong>Ken Graham</strong>, Director Public Works and Facilities</td>
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<td><strong>Brett Storey</strong>, Principal Management Analyst</td>
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<td>Sacramento Municipal Utility District (SMUD)</td>
<td><strong>Art Starkovich</strong>, Government Affairs Representative</td>
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<td></td>
<td><strong>Arlen Orchard</strong>, General Manage/CEO</td>
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<td></td>
<td><strong>Damien Waples</strong>, Strategic Account Advisor</td>
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<td></td>
<td><strong>Ansel Lundberg</strong>, Energy Commodity Contracts Specialist</td>
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<tr>
<td>Sacramento Regional County Sanitation District (SRCSD)</td>
<td><strong>Christoph Dobson</strong>, Director Policy and Planning</td>
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<td></td>
<td><strong>Terrie Mitchell</strong>, Manager Legislative and Regulatory Affairs</td>
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<td></td>
<td><strong>Jose Ramirez</strong>, Policy and Planning</td>
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<td></td>
<td><strong>David Ocenosak</strong>, Principal Engineer</td>
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<tr>
<td>Sacramento Area Flood Control Agency (SAFCA)</td>
<td><strong>Richard Johnson</strong>, <em>Executive Director</em></td>
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<table>
<thead>
<tr>
<th>RWA AFFILIATE MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
</tr>
</tbody>
</table>
| Brown & Caldwell       | *Paul Selsky*, Water Supply Planning, Vice president  
|                        | *LaSandra Edwards*, Civil Engineer  
|                        | *May Huang*, Engineer  
|                        | *David Zuber* |
| California Pool & Spa Association | *John Norwood*, Executive Director |
| Cosumnes CSD           | *Steve Sims*, Park Superintendent |
| Forsgren Associates, Inc. | *Alan Driscoll*, Division Manager  
|                        | *Sergio Guillen*, Division Manager, Sacramento |
| GEI Consultants        | *Richard Sanchez*, Branch Manager  
|                        | *Ryan Alward*, Geologist  
|                        | *Chris Petersen*, Senior Hydrogeologist  
|                        | *Richard Shatz*, Principal Hydrogeologist  
|                        | *Johnathan Goetz*, Senior Civil Engineer  
|                        | *Alyssa Leidel* |
| HDR, Inc.              | *Jafar Faghih*, Water Resources Engineer |
| Sacramento Association of Realtors | *David Tanner*, Chief Executive Officer  
|                        | *Christopher Ly*, Chief Operations Officer |
| Sacramento Nevada GCSA | *Kurtis Wolford*, GCSAA Class A Superintendent  
|                        | *Matt Dillon*, CGCS |
| Stantec                | *Kari Shively*, Vice President  
|                        | *Vanessa Nishikawa*, Principal Water Resources Engineer  
|                        | *Yung-Hsin Sun*, Principal Engineer  
|                        | *Paul Marshall*, California Region Sector Leader for Water Resources  
|                        | *Hugh Klein*, Senior Hydrogeologist |
| West Yost Associates   | *Charles Duncan*, President  
|                        | *Abigail Madrone*, Business Development Director  
|                        | *Kelye McKinney*, Engineering Manager I  
|                        | *Jim Mulligan*  
|                        | *Rebecca Guo*  
|                        | *Kristen Pringle*, Associate Public Affairs Specialist  
|                        | *Maritza Flores*, Associate Water Resources engineer |
| Woodard & Curran (formerly RMC Water and Environment) | *Ali Taghavi*, Principal  
|                        | *Jim Graydon*, Senior Client Service Manager |

* Names highlighted in red are Executive Committee members  
08/07/2020
AGENDA ITEM 3: FOLSOM LAKE COLLEGE ENVIRONMENTAL TECHNOLOGY PROGRAM

BACKGROUND:

Mr. Edward Marlow, Adjunct Professor from Environmental Technology Department of Folsom Lake College will be making a presentation on the Water/Wastewater Management Program. The program prepares students for careers in water and wastewater technology. The presentation is offered in accordance with the Strategic Plan objective A.1. under the Communication Goal, (Provide a forum for education, discussion and outreach on water issues affecting the region, Provide educational opportunities for members through speakers and experts).

Presentation: Edward Marlow, P.E., Adjunct Professor
AGENDA ITEM 4: CONSENT CALENDAR

AGENDA ITEM 4a: MINUTES OF THE SEPTEMBER 10, 2020 BOARD OF DIRECTORS MEETING

AGENDA ITEM 4b: ANNUAL REVIEW OF RWA INVESTMENT POLICY (POLICY 500.2)

In accordance with Government Accounting Standards Board Statement 31, RWA’s governing board is required annually to review its investment policy and associated investment selections. This review is typically completed as part of the overall annual audit process. RWA Policy 500.2 outlines the various types of suitable and acceptable investments that RWA can invest its surplus cash (attached). Since its policy inception, RWA has selected to invest its surplus cash in the Local Agency Investment Fund (LAIF) under the expertise of the State Treasurer’s Office Investment staff. With over $32 billion in assets and 2,376 participating agencies, LAIF is considered one of the soundest investment options available to government agencies and special districts. LAIF has performed well over the years for RWA and the interest earnings are reported in the annual audit. Last year, RWA earned $56,392 in interest income with an approximate account balance of $1.9 million as of June 30, 2020.

EXECUTIVE COMMITTEE RECOMMENDATION:

During the October 28th Executive Committee (EC) meeting, the EC unanimously agreed with staff’s recommendation to maintain RWA’s current investment and that the Board of Director’s make no changes to Policy 500.2.

Action: Approve Consent Calendar Items

Attachments:
Minutes of the September 10, 2020 Board of Directors Meeting
RWA Policy 500.2, Investment Policy
1. CALL TO ORDER

Chair Schmitz called the meeting of the Board of Directors to order at 9:00 a.m. as a teleconference meeting. Individuals who participated are listed below:

**RWA Board Members**

Cathy Lee, Carmichael Water District  
Raymond Riehle, Citrus Heights Water District  
Hilary Straus, Citrus Heights Water District  
Marcus Yasutake, City of Folsom  
Ray Leftwich, City of Lincoln  
Bruce Houdesheldt, City of Roseville  
Sean Bigley, City of Roseville  
Michelle Carrey, City of Sacramento  
Martha Guerrero, City of West Sacramento  
Grace Espindola, City of Yuba City  
Diana Langley, City of Yuba City  
Michael Raffety, El Dorado Irrigation District  
Tom Nelson, Elk Grove Water District  
Mark Madison, Elk Grove Water District  
Randy Marx, Fair Oaks Water District  
Paul Schubert, Golden State Water Company  
Robert Hunter, Orange Vale Water Company  
Robert Dugan, Placer County Water Agency  
Brent Smith, Placer County Water Agency  
Kerry Schmitz, Sacramento County Water Agency  
Kevin Thomas, Sacramento Suburban Water District  
Dan York, Sacramento Suburban Water District  
Dan Rich, San Juan Water District  
Greg Zlotnick, San Juan Water District

**RWA Associate Members**  
José Ramirez, Sacramento Regional County Sanitation District and Ansel Lundberg, Sacramento Municipal Utility District

**RWA Affiliate Members**  
Kelye McKinney, Charles Duncan and Abigail Madrone, West Yost Associates
2. PUBLIC COMMENT

NONE.

3. EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS

a. Information: Minutes from the July 9, 2020 Regular Board meeting

Motion/Second/Carried (M/S/C) Mr. Schubert moved, with a second by Mr. Houdesheldt, to approve the July 9, 2020 Regular Board meeting minutes. Cathy Lee, Carmichael Water District, Ray Riehle, Citrus Heights Water District, Marcus Yasutake, City of Folsom, Ray Leftwich, City of Lincoln, Bruce Houdesheldt, City of Roseville, Michelle Carrey, City of Sacramento, Martha Guerrero, City of West Sacramento, Grace Espindola, City of Yuba City, Tom Nelson, Elk Grove Water District, Randy Marx, Fair Oaks Water District, Paul Schubert, Golden State Water Company, Robert Hunter, Orange Vale Water Company, Robert Dugan, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes. The motion carried.

b. Information: Final minutes of the June 24, 2020 and July 22, 2020 Executive Committee meetings

c. Executive Committee report on the Executive Director’s performance review

Chair Schmitz gave a brief update on the Executive Director’s performance review. The Executive Director’s evaluation was very favorable.

d. Amend RWA Personnel Rules (Policy 400.1) effective January 1, 2021

Mr. Peifer said this item changes the holidays that the RWA observes. The holidays change by removing the second Monday in October, which is commonly known as Columbus Day and adds the third Monday in January, Martin Luther King Junior Day.
M/S/C Mr. Zlotnick moved, with a second by Mr. Schubert, to approve amendments to RWA Personnel Rules (Policy 400.1) effective January 1, 2021. Cathy Lee, Carmichael Water District, Ray Riehle, Citrus Heights Water District, Marcus Yasutake, City of Folsom, Ray Leftwich, City of Lincoln, Bruce Houdesheldt, City of Roseville, Michelle Carrey, City of Sacramento, Martha Guerrero, City of West Sacramento, Grace Espindola, City of Yuba City, Tom Nelson, Elk Grove Water District, Randy Marx, Fair Oaks Water District, Paul Schubert, Golden State Water Company, Robert Hunter, Orange Vale Water Company, Robert Dugan, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes. The motion carried.

4. MAJOR PROJECTS AND RESILIENCE MANAGER SUBSCRIPTION PROGRAMS

Mr. Raffety entered the meeting.

Mr. Bigley gave observations with respect to where RWA is today. During the Strategic Planning process, it was apparent that the board expects a lot out of RWA, the Executive Director and RWA staff. There is a gap between what those expectations are and the current resources with respect to the ability to carry out and implement the list of activities that staff resources have committed to. Staff is diligently working weekends and evenings to complete work for the benefit of the region. The evidence is that there simply is not enough capacity right now to do everything that has been committed to and needs to be done. For the region to be successful, we need to have the capacity to be able to work through the processes to be able to implement successfully. To be successful, additional expertise is needed by an individual that can help our region. Over the past several years, we have been engaged in a volunteer effort with some RWA participation in advocacy at the federal level. There is an opportunity if our resources are organized appropriately for a voice in California water policy. It is important that we are able to sustain the progress we have already made thus far. We need to have a discussion about what resources we need to be successful for both capitalizing on opportunities and being prepared for future threats.

Mr. Peifer gave a PowerPoint presentation on the challenges for our water supply including regulations, climate change, response to the challenges and staff band width. The proposal would be a subscription program to hire a highly qualified staff person with California water experience who could help with the process. The Major Project Management Services Program provides services to facilitate the members needs on water supply regulatory matters, including for example, the Water Quality Control Plan. The Resilience Program provides additional staff band width to execute elements of the Strategic Plan, including elements that improve water supply reliability. There is interest by our member agencies to obtain federal funding assistance, The process to apply for funding and implement activities is
time consuming and cannot be adequately accomplished with current staffing levels.

Mr. Bezerra said that there is a possibility to reduce legal costs with the addition of a Major Projects and Resilience Manager taking over some responsibilities. The practicalities of consultants with a major project agreement would be to support the Joint Defense Agreement, agency efforts on the Bay Delta and those agencies retaining their own consultants.

Ms. Carrey noted that the major project management services agreement will allow our region to become organized and get us to what we need from the Water Quality Control Plan. The Resilience Program will allow us to be better positioned to get the Water Bank up and running. It is important to be ready to capitalize on opportunities to deal with future challenges. The subscription program will not increase core dues.

Mr. Zlotnick said that one of the things RWA will need to do is ensure that the interests of members and contracting entities who do not participate are not adversely affected.

After discussion it was agreed that after the words “work plan” that the word “amendments” be inserted in the last sentence. Mr. Peifer and Mr. Bezerra will work together on substantive edits to finalize the document.

M/S/C Mr. Houdesheldt moved, with a second by Mr. Dugan, to recommend approval of the Program Agreements with the edit to the last sentence. Cathy Lee, Carmichael Water District, Ray Riehle, Citrus Heights Water District, Marcus Yasutake, City of Folsom, Ray Leftwich, City of Lincoln, Bruce Houdesheldt, City of Roseville, Michelle Carrey, City of Sacramento, Martha Guerrero, City of West Sacramento, Grace Espindola, City of Yuba City, Michael Raffety, El Dorado Irrigation District, Tom Nelson, Elk Grove Water District, Randy Marx, Fair Oaks Water District, Paul Schubert, Golden State Water Company, Robert Hunter, Orange Vale Water Company, Robert Dugan, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes. The motion carried.

5. PUBLIC OUTREACH AND COMMUNICATIONS CONSULTANT

Ms. Talbot reported that a Request for Proposal (RFP) that included regional public outreach and a communications consultant was released. The RFP was sent to four firms and resulted in two responses that were evaluated by RWA staff and an RFP evaluation team. The firms were evaluated and scored on criteria including staff qualifications, past experience, references, strategic approach and fee schedule. The evaluation team recommended IN Communications as the
preferred contractor. The Water Efficiency Program and Communications budgets cover the cost of the consultant for the next calendar year. The Master Services Agreement allows for additional work based on budgeting and time availability.

M/S/C Mr. Zlotnick moved, with a second by Ms. Guerrero, to approve the Executive Director entering into a Master Services Agreement with IN Communications. Cathy Lee, Carmichael Water District, Marcus Yasutake, City of Folsom, Ray Leftwich, City of Lincoln, Bruce Houdesheldt, City of Roseville, Michelle Carrey, City of Sacramento, Martha Guerrero, City of West Sacramento, Grace Espindola, City of Yuba City, Michael Raffety, El Dorado Irrigation District, Tom Nelson, Elk Grove Water District, Randy Marx, Fair Oaks Water District, Paul Schubert, Golden State Water Company, Robert Hunter, Orange Vale Water Company, Robert Dugan, Placer County Water Agency, Kerry Schmitz, Sacramento County, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes. David Wheaton, Citrus Heights Water District vote no. The motion carried.

6. FEDERAL AFFAIRS STANDING COMMITTEE UPDATE

Mr. Bigley gave a Federal Affairs Standing Committee information update. To prepare for the upcoming election process and the uncertainty and politics that come from that, the committee deliberated and asked the Executive Director to send a letter to key Appropriations Committee members on the House side and members of our congressional delegation requesting inclusion of the recommendation for the groundwater bank in the Continuing Resolution (CR). There was also a call for member agencies to submit letters. Due to the political environment related to the election, leadership and congress ended up adopting a clean CR that ensure federal agencies were funded for an interim period of time. Once some type of federal budget action is taken, we will advocate to move forward. The committee reviewed the Water Supply Forecasting Program bill that proposes for the Department of Interior to have some level of participation in the program and allows for advanced satellite technology to be utilized. The technology is able to accurately predict snow, water content in the mountains, and provide more real-time information to agencies and other entities to make water allocation decisions. Having accurate forecasting and calculations would result in more accurate allocations which means more water that can be used to serve customers. The recommendation of the committee was to have the Executive Director submit a letter in support. We have been engaged in a second round of successful meetings with Congressional offices to advance the RWA federal platform. We continue regular interaction with Congressional offices which is critical to move our collective access forward. After the election, we will schedule another round of Congressional meetings. The Federal Affairs Committee is preparing for any potential transition activities that could occur.
The next phase of activities for the committee is building an effort that gets our local elected officials more engaged and educate with what is important from an RWA standpoint, our priorities with respect to infrastructure, and other policy areas.

Mr. Ojakian and some of our consulting resources are working through a power mapping exercise that gives information on state/federal policymakers that we are trying to engage with to amplify our advocacy with the key policymakers on the state and federal level.

7. LEGISLATIVE AND REGULATORY UPDATE

Mr. Ojakian gave an information update saying that the legislation session ended August 31st. RWA does not have an opposition position on any of the bills that are being tracked. There is a bill related to Workers’ Compensation and one concerning COVID-19. There was an effort to take action on wildfires which also included some funding for water infrastructure efforts. The legislature will be back in session in December with a lot of waiting to see what happens on the federal level. On the regulatory side, the Water Board is working on defining what are at risk systems as part of the drinking water program. The Water Board is considering revising questions for the Electronic Annual Report for 2020 through affordability. The Department of Water Resources released the Urban Water Management Guidebook last week.

8. EXECUTIVE DIRECTOR’S REPORT

Mr. Peifer highlighted the Strategic Plan mission, vision, values and goals that were included in the packet. Chair Schmitz scheduled a meeting with the Sacramento Emergency Operations coordinator to discuss the widespread power outage plan and determine where the RWA may be involved. If the region experiences widespread power outages greater than seven days, how would we react and how would the water agencies connect with the Sacramento County Emergency Operations Center.

Mr. Lundberg, Water and Power Contracts Specialist with SMUD, said that he will be a liaison and resource as needed between RWA and SMUD.

Mr. Peifer said that the Asian Chamber is interested in discussions prioritizing infrastructure as an investment for the region.

The Water Loss regulations are expected in September. We continue to pursue modification of the Water Loss model to get the modifications to our satisfaction while thinking about alternative compliance methods. Ms. Talbot is working on this issue.
9. DIRECTORS’ COMMENTS

Ms. Carrey said that the City of Sacramento water transfer has been going well. The proceeds from the water transfer will be going back into their groundwater improvement project.

Mr. Smith reported that Placer County Water Agency experienced another power shut off at two of their plants and at other raw water facilities. All of their plants have backup power systems which ran as designed. They are watching closely the area that has recently been burned and areas that continue to burn.

Ms. Tobin said that she took Mr. Madison’s comment and touched base with ACWA to do some promotion of RWA’s work in organizing the member agencies discussions on maintain operations under the COVID-19 crisis.

Adjournment

With no further business to come before the Board, Chair Schmitz adjourned the meeting at 10:58 a.m.

By:

________________________________________
Chairperson

Attest:

________________________________________
Josette Reina-Luken, Board Secretary / Treasurer
REGIONAL WATER AUTHORITY INVESTMENT POLICY

1.0 Purpose

The purpose of this Investment Policy (Policy) is to establish cash management and investment guidelines for the Treasurer, who is responsible for investing and safeguarding the Regional Water Authority’s (RWA) surplus funds. Each transaction and the entire portfolio must comply with California Government Code (the “Code”) Sections 53600 through 53610 (Investment of Surplus), Sections 53630 through 53686 (Deposit of Funds), and this Policy.

2.0 Scope

This Policy applies to all surplus financial funds of RWA that may be invested because they are not needed for immediate payment of expenses. These funds are accounted for in RWA’s audited annual financial report and include:

1. Enterprise Funds
2. Trust and Agency Funds
3. Any new fund created by the legislative body, unless specifically exempted.

Except for cash in certain restricted and special funds, RWA will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition, the costs of managing the investment portfolio, including but not limited to the costs of investment management, custody of assets, managing and accounting for banking, and oversight controls, will be charged to investment earnings based upon actual hours of labor devoted to managing each of the funds.

3.0 General Objectives

In accordance with the Code, the primary objectives, in priority order, of investment activities will be safety, liquidity, and yield:
1. Safety. Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. Each investment transaction will be entered into with consideration for the quality of the issuer and of the underlying security and collateral.

2. Liquidity. The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Liquidity will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands whenever feasible. A portion or the entire portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

4.0 Standards of Care

1. Prudent Investor Standard. In accordance with Section 53600.3, the RWA Board and Treasurer are trustees and fiduciaries subject to the "Prudent Investor Standard." The Prudent Investor Standard requires the Board and Treasurer, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing the RWA’s funds, to act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the RWA, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the RWA. This standard will be applied in all investment decisions, including those related to hedging interest rate risks associated with debt financing. This standard will be applied in all investment decisions.

2. Ethics and Conflicts of Interest. The Treasurer and any other officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Such officers and employees will disclose to the Board of Directors any material interests in financial institutions with which they conduct business. They will further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Affected officers and employees will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of RWA. All such
officers and employees are prohibited from accepting honoraria, gifts and from financial dealers and financial institutions.

3. Delegation of Authority. Under Section 53607 of the Code, authority to manage RWA's investment portfolio is expressly delegated to the Board of Directors, which may delegate its authority to the Treasurer. In accordance with Section 53607, the Board hereby delegates its responsibility for the operation of the investment program to the Treasurer, who will act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Policy.

5.0 Safekeeping and Custody

1. Authorized Financial Dealers and Institutions. The Treasurer will maintain a list of financial institutions authorized to provide investment services and a list of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of $10,000,000 and at least five years of operation). These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

RWA will only deposit funds in a depository that is established and operated in accordance with applicable federal and state laws and regulations.

All financial institutions and broker/dealers who desire to become qualified to conduct investment transactions for RWA must supply the following to the Treasurer as requested:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Trading resolution
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification signed by an authorized officer that he or she has read and understood and that the institution agrees to comply with this Policy.

The Treasurer will conduct an annual review of the financial condition and registration of qualified financial institutions and broker/dealers. A current audited financial statement is required to be on file for each financial institution and broker/dealer in or through which RWA invests. No broker, dealer, or securities firm will be eligible to provide services to RWA within 24 months of making a campaign contribution to any RWA Board member, if the contribution exceeds the limits contained in Rule G-37 of the Municipal Securities Rulemaking Board.
2. **Delivery vs. Payment.** Where applicable, all trades will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

6.0 Suitable and Authorized Investments

The Treasurer is authorized to make investments in accordance with the general categories and limitations established by Sections 53601, 53601.6, 53601.8, 53635, 53635.2, 53638 and 53684 of the Code. Authorized investments also will include investment into the Local Agency Investment Fund (“LAIF”) in accordance with Section 16429.1 of the Code. See Appendix A, which summarizes the categories of permitted investments.

1. **U.S. Government, Agencies, State and Local Government Sponsored Enterprises**

   a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

   b. Registered state warrants or treasury notes or bonds of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.

   c. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

   d. Bonds, notes, warrants, or other evidences of indebtedness of a local agency within California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency or authority of the local agency; provided, however, that any bond or certificate of participation investments in member agencies require prior Board approval.

   e. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

   f. These investments have a maximum maturity of five years.
2. Bankers Acceptance Notes
   
a. Investments in prime bankers’ acceptances may not exceed 40 percent of the portfolio in effect on the date of purchase of any such investment.
   b. No more than 30 percent of this category of investments may be invested in any one commercial bank’s acceptances.
   c. The maximum maturity shall be limited to 180 days.

3. Commercial Paper
   
a. Only commercial paper of prime quality of the highest ranking or of the highest letter and numerical rating, at the time of purchase, as provided by Moody’s Investors Services or Standard & Poor’s Corporation may be purchased.
   b. Investments in commercial paper shall not exceed 25 percent of the portfolio in effect on the date of purchase of any such investment.
   c. Each investment shall not exceed 270 days maturity.
   d. No more than 10 percent of the outstanding commercial paper of an issuing corporation may be purchased.
   e. The issuer is either: (1) organized and operating in the United States as a general corporation and has total assets in excess of $500 million. If the entity has debt other than commercial paper, it is rated “A”, “A-2” or higher by a nationally recognized rating agency; or (2) is organized within the United States as a special purpose corporation, trust or limited liability company. Has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit or surety bond. Has commercial paper that is rated “A-1”, “A+” or higher by a nationally recognized rating agency.

4. Negotiable Certificates of Deposit
   
a. A negotiable certificate of deposit must be issued by a nationally or state-chartered bank, a state or federal savings and loan association or savings bank, a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank and be rated “A” or better by at least one nationally recognized rating agency.
   b. Investments in negotiable certificates of deposit may not exceed 30 percent of the total portfolio in effect on the date of purchase of any such investment.
   c. The investment will not exceed the total of the net worth of any depository savings and loan association, except that investments up to a total of $500,000 may be made to a savings and loan
association without regard to the net worth of that depository, if such investments are insured or secured as required by law.

d. The investment shall not exceed the shareholders’ equity of any depository bank. For the purpose of this constraint, shareholders’ equity shall be deemed to include capital notes and debentures.

e. The RWA Board and the Treasurer or other official of the RWA having legal custody of the moneys are prohibited from investing RWA funds, or funds in the custody of the RWA, in negotiable certificates of deposit issued by a state or federal credit union if a member of the RWA’s Board, or a person with investment decision making authority at the RWA also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

f. The maximum maturity is limited to five years.

5. **Medium-term notes**

   a. Investment in medium-term notes are limited to corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

   b. Purchases of medium-term notes will be limited to a maximum maturity of five years.

   c. Purchases of medium-term notes may not exceed 30 percent of the portfolio.

   d. Notes eligible for investment shall be rated in a rating category of at least “A” or its equivalent or better by a nationally recognized rating service.

6. **Shares of Beneficial Interest (Money Market Funds)**

   a. Investment in shares of beneficial interest issued by eligible diversified management companies that invest in securities that comply with Section 53601 and 53635 of the Code or are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940.

   b. These eligible companies must meet the following criteria:

      i. Attain the highest ranking of the highest letter and numerical rating provided by not less than two nationally recognized rating agencies

      ii. Retain an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience managing money market funds with assets under management in excess of $500 million.
c. The purchase price of the shares will not include any commission that the companies may charge and will not exceed 20 percent of the portfolio.
d. No more than 10 percent of portfolio may be invested in one mutual fund.

7. Collateralized Bank Deposits

a. Maximum maturity is limited to five years.
b. Collateralization must be consistent with the requirements of Sections 53651 through 53652 of the Code.

8. Time Deposits

a. For purposes of this Policy, collateralized time deposits will be considered investments.
b. The financial institution used must have been in existence for at least five years.
c. The financial institution must have received an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California’s communities.
d. Eligibility for deposits will be limited to those financial institutions that have a branch in the State of California and maintain a rating equivalent to Thompson BankWatch Service of “B” or better.
e. Credit requirements may be waived for a $100,000 time deposit that is federally insured.
f. The deposit will not exceed the shareholders’ equity of any depository bank. For the purpose of this constraint, shareholders’ equity will be deemed to include capital notes and debentures.
g. The deposit will not exceed the total of the net worth of any depository savings and loan association, except that deposits not exceeding a total of $500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such deposits are insured or secured as required by law.
h. Deposits must be insured up to the FDIC’s current limit. For uninsured deposits, the financial institution will maintain in the collateral pool securities having a market value of at least 10 percent in excess of the total amount deposited. RWA, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. RWA shall have a signed agreement with any depository accepting RWA funds. Promissory notes secured by real estate mortgages or deeds of trust are not acceptable as collateral.
i. When other factors are equal, appropriate consideration will be given to a financial institution that either individually or as a member
of a syndicate bids on or makes a substantial investment in the RWA’s securities, contributes service to the RWA, and offers significant assistance to the RWA, so as to provide for distribution of total deposits among eligible financial institutions.

j. Purchased time deposits will be limited to a maximum maturity of five years.

9. Local Agency Investment Fund

a. Deposits for the purpose of investment in the Local Agency Investment Fund of the State of California may be made up to the maximum amount permitted by State Treasury policy.

7.0 Reporting

1. Required Periodic Reports. The Treasurer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the members of the RWA Board of Directors and Executive Director to ascertain whether investment activities during the reporting period have conformed to this Policy. The report shall be provided to the Board of Directors and the Executive Director. If applicable, the investment report will include the following:

- Listing of individual securities held at the end of the reporting period by investment category.
- Average life and final maturity of all investments listed
- Coupon, discount, or earnings rate
- Par value, amortized book value and market value
- Percentage of portfolio represented by the investment category

2. LAIF Reporting. If the surplus funds are solely invested in the Local Agency Investment Fund (LAIF), the monthly LAIF statement shall be sufficient for reporting purposes.

8.0 Policy Considerations

1. Amendments. This Policy will be reviewed by the Treasurer on an annual basis. Any changes to this Policy recommended by the Treasurer must be approved by the Executive Committee and Board of Directors, after review and comment by the individual(s) charged with maintaining internal controls.

2. Administration. The Treasurer may at any time further restrict the securities approved for investment as deemed prudent. From time to time, the established portfolio limitations may be exceeded due to irregular cash
flows or in certain economic conditions. In such cases, the Treasurer will inform the Executive Committee and Executive Director and take action consistent with the prudent investor standard to ensure that no category of investments exceeds the statutory limitations provided in the Code.

3. **Performance Review.** The Treasurer will conduct an annual appraisal of RWA’s investment portfolio to evaluate its effectiveness and conformance with this Policy. To the extent necessary or appropriate, the Treasurer will make recommendations to the Executive Committee concerning the improvement and/or restructuring of the portfolio.

4. **Existing Investments.** Any investment held by RWA at the time this Policy is first adopted or revised to conform to changes in law or this Policy will not be sold because of a failure to conform to this Policy, unless the Treasurer deems sale of the investment to be prudent or required by law.

5. **Conflict With Statute.** In the event that any provision of this Policy conflicts with the Code or any other applicable state or federal statute, the provisions of any such statute will govern.
### APPENDIX A
PERMITTED INVESTMENT INSTRUMENTS PER GOVERNMENT CODE
(AS OF JANUARY 1, 2012) ¹

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Maximum Maturity</th>
<th>Maximum Specified % of Portfolio</th>
<th>Minimum Quality Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Agency Bonds</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>U.S. Treasury Obligations</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>State Obligations—CA And Others</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>CA Local Agency Obligations</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>U.S Agency Obligations</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>Bankers’ Acceptances</td>
<td>180 days</td>
<td>40%</td>
<td>None</td>
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<tr>
<td>Commercial Paper—Select Agencies</td>
<td>270 days</td>
<td>25% of the agency’s money</td>
<td>“A-1” if the issuer has issued long-term debt it must be rated “A” without regard to modifiers</td>
</tr>
<tr>
<td>Commercial Paper—Other Agencies</td>
<td>270 days</td>
<td>40% of the agency’s money</td>
<td>“A-1” if the issuer has issued long-term debt it must be rated “A” without regard to modifiers</td>
</tr>
<tr>
<td>Negotiable Certificates of Deposit and CD Placement Service</td>
<td>5 years</td>
<td>30%</td>
<td>None</td>
</tr>
<tr>
<td>Medium-Term Notes</td>
<td>5 years</td>
<td>30%</td>
<td>“A” Rating</td>
</tr>
<tr>
<td>Mutual Funds And Money Market Mutual Funds</td>
<td>N/A</td>
<td>20%</td>
<td>Multiple</td>
</tr>
<tr>
<td>Collateralized Bank Deposits</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>Bank/Time Deposits</td>
<td>5 years</td>
<td>100</td>
<td>None</td>
</tr>
<tr>
<td>County Pooled Investment Funds</td>
<td>N/A</td>
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<td>None</td>
</tr>
<tr>
<td>Joint Powers Authority Pool</td>
<td>N/A</td>
<td>100</td>
<td>Multiple</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>N/A</td>
<td>100</td>
<td>None</td>
</tr>
</tbody>
</table>

¹ See Article 6 of the Policy for a more complete description of each permitted investment and related limitations.
AGENDA ITEM 5: REVISIONS TO RWA POLICY 400.2 (EMPLOYEE COMPENSATION POLICY) AND RWA POLICY 400.5 (JOB DESCRIPTIONS)

BACKGROUND:

The Board of Directors approved the Resilience Program and Major Projects Management Services Program at the September board meeting. The programs will require new RWA staff resources to implement the program.

The job description (part of RWA Policy 400.5) and the revised salary schedule (Exhibit A, Policy 400.2) are necessary to hire and compensate the prospective staff member. Policy 400.2 is being amended to add a salary schedule for the Resilience Manager. Policy 400.5 is being amended to add the Resilience Manager to the list of RWA positions and the add an associated job description as an attachment.

Information and Discussion: Jim Peifer, Executive Director

Action: Approve Revision to Exhibit A, RWA Policy 400.2
Action: Approve Revision to RWA Policy 400.5

Attachments:
Draft Exhibit A, Policy 400.2
Draft Policy 400.5 Cover Page
Draft Job Description – Resilience Manager – Attachment to Policy 400.5
EXHIBIT A
RWA POLICY 400.2

MONTHLY SALARY SCHEDULE OF RWA POSITIONS
Effective as of ______________

<table>
<thead>
<tr>
<th>Classification</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
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<tbody>
<tr>
<td>Manager of Technical Services</td>
<td>$12,971</td>
<td>$13,490</td>
<td>$14,009</td>
<td>$14,528</td>
<td>$15,047</td>
<td>$15,566</td>
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<tr>
<td>Resilience Manager</td>
<td>$12,971</td>
<td>$13,490</td>
<td>$14,009</td>
<td>$14,528</td>
<td>$15,047</td>
<td>$15,566</td>
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<tr>
<td>Principal Project Manager</td>
<td>$10,611</td>
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<td>$11,460</td>
<td>$11,884</td>
<td>$12,308</td>
<td>$12,733</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$8,922</td>
<td>$9,279</td>
<td>$9,634</td>
<td>$9,992</td>
<td>$10,348</td>
<td>$10,705</td>
</tr>
<tr>
<td>Associate Project Manager</td>
<td>$6,330</td>
<td>$6,584</td>
<td>$6,838</td>
<td>$7,090</td>
<td>$7,344</td>
<td>$7,597</td>
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<tr>
<td>Finance &amp; Administrative Services Manager I</td>
<td>$7,943</td>
<td>$8,260</td>
<td>$8,578</td>
<td>$8,895</td>
<td>$9,213</td>
<td>$9,531</td>
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<td>Executive Assistant</td>
<td>$5,316</td>
<td>$5,529</td>
<td>$5,741</td>
<td>$5,954</td>
<td>$6,166</td>
<td>$6,380</td>
</tr>
<tr>
<td>Project Research Assistant</td>
<td>$4,757</td>
<td>$4,946</td>
<td>$5,136</td>
<td>$5,327</td>
<td>$5,518</td>
<td>$5,707</td>
</tr>
</tbody>
</table>

There is no range for the Executive Director position. The Executive Director’s compensation is $17,779 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2020 ranges include COLA per November 2019 CPI Index of 2.5%)
See attached job descriptions.

- Executive Director
- Manager of Technical Services
- Resilience Manager
- Principal Project Manager
- Senior Project Manager
- Associate Project Manager
- Project Research Assistant
- Finance and Administrative Services Manager
- Executive Assistant
Manager of Water Resiliency

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive nor all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To plan, organize, direct, manage and review the activities and operations associated with the regulatory, water resource development and water resiliency programs of the Regional Water Authority; to coordinate activities with member agencies; to provide highly complex staff assistance to the Executive Director, Board of Directors and member agencies; and to plan and oversee the regulatory, water resource development and water resiliency work for the Authority, as assigned.

Along with the Executive Director, Manager of Technical Services and Finance and Administrative Services Manager, serve as part of the management team of the Authority.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

Provides direct supervision to Project Managers and Project Assistants and is responsible for directing, delegating and reviewing the work of consultants on all regulatory, water resource development and water resiliency projects and programs of the Authority.

ESSENTIAL JOB FUNCTIONS:

- Develops, plans and implements goals and objectives; establishes performance standards and methods for managing a wide variety of projects and programs; develops and implements policies and procedures.
- As part of the Authority’s management team, assists in the development and implementation of the mission and vision of the Authority.
- Plans, organizes and manages the assigned programs of the Authority, including group facilitation, organization and project implementation.
- Manages the region’s efforts in updates to Water Quality Control Plans, voluntary agreements and other significant state and federal regulatory efforts, as assigned.
- Evaluates member agency needs, makes recommendations, and develops new programs and projects.
- Evaluates program workload; prioritizes work, and identifies resource needs.
- Plans for and procures consulting services; plans, develops and oversees the work of staff and consultants. This includes development of scopes, budgets, payments for services and reimbursement of costs by the appropriate RWA member agencies where needed.
- Regular communication and coordination with the Water Forum Executive Director as needed; including both information exchanges, consultant coordination and other shared activities, where appropriate.
• Develops grant applications for state, federal and other outside funding, and administers grant funds related to RWA regulatory, water resource development and water resiliency programs.

• Evaluates operations and activities of assigned responsibilities; implements improvements and modifications; prepares various reports on operations and activities.

• Participates in the development and administration of an assigned budget; forecasts additional funds needed for staffing, outside consultants, equipment and materials; monitors and controls expenditures.

• Provides policy support to the Executive Director, the Board of Directors, Subscription Program committees and member agencies including making presentations and implementing approved recommendations.

• Reports to the Board of Directors and Subscription Program committees on the status of projects and programs.

• Represents the Authority on committees and outside organizations; participates in outside community and professional groups and committees; provides assistance as necessary.

• Represents the Authority at meetings, conferences, and hearings of local, State, or Federal agencies, boards, or legislative committees, including the Department of Interior, Bureau of Reclamation, Fish & Wildlife Service, State Department of Water Resources, State Water Resources Control Board, and other various water regulatory venues.

• Assists the Executive Director in representing regional water interests.

• Answers questions and provides information to the public.

• Builds and maintains positive working relationships with co-workers, member agency staff, Board of Directors and the public using principles of good customer service.

• Ensures coordination of multiple project committees.

• Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

• Principles and practices of water resources, including the science of groundwater hydraulics and hydrology, conjunctive use of surface and groundwater, groundwater quality, demand management, and municipal water resources supply, treatment and distribution infrastructure.

• State and Federal water systems, infrastructure, entities, key laws, water rights and contracts in California; as well as the understanding of how those systems work within and impact the California Bay-Delta.

• Principles and practices of group facilitation and interest-based negotiations.

• Principles and practices of project management.

• Principles and practices of leadership, motivation, team building and conflict resolution.

• Principles of supervision, training, and performance management.

• Principles and practices of budget development and monitoring.

• Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

• Pertinent local, State and Federal laws, ordinances and rules.
• Board meeting protocol and procedures.
• English usage, spelling, grammar, and punctuation.
• Technical report writing.
• Modern office methods, procedures, and equipment.
• Computers and word processing, spreadsheet, and database software applications.

Ability to:

• Plan, direct, organize, and implement project and program activities.
• On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. Oversee the accuracy and quality of all technical work products.
• On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
• As assigned, evaluate staff performance and make recommendation for improvement and professional development.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
• Interpret and explain Federal, State, location and Authority policies, procedures, laws and regulations.
• Develop budget for technical services and assist in the development of overall authority budgets.
• Develop and recommend policies and procedures.
• Identify and effectively respond to member agency and Board of Directors’ issues, concerns and questions.
• Manage staff and consultants, in coordination with the Water Forum and other public entities.
• Manage and administer contract budgets and schedules, in coordination with outside public agencies, as needed.
• Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
• Analyze situations carefully and adopt effective courses of action.
• Effectively and efficiently support the Executive Director and Board of Directors.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE AND TRAINING:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
Experience:

8 years of progressively responsible experience in water resource planning and management, including at least six years of demonstrated project management or facilitation experience.

Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in civil engineering, public administration, business administration, water resources planning and management, or a related field. A Master’s degree is highly desirable.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have received and understand the above job description.

________________________________________  __________________________
Incumbent’s Signature                        Date

________________________________________  __________________________
Executive Director’s Signature                Date
AGENDA ITEM 6: RWA COMMUNICATIONS PRIORITIES FOR 2021

BACKGROUND:

The Board of Directors has recently adopted a new strategic plan with a communications goal of: “Based on shared values, communicate with one voice on issues of regional significance to strengthen relationships, elevate regional visibility and influence, and advance the collective interests of the region.” The goal is supported by several objectives and sub-objectives that are attached for reference.

Under the Communications Goal, Objective B in the strategic plan is: “With one voice, raise RWA’s profile and credibility through outreach efforts to targeted audiences.” Sub-objective B.4.a calls for “Prioritizing anticipated issues and opportunities for target audiences, along with tools, materials and activities to help RWA members communicate with a consistent voice.”

To assist in assuring that the region speaks with one voice and to prioritize anticipated issues, a set of communication priorities and secondary issues are proposed (below) for Board approval. The Executive Committee initially approved the priority and secondary communication issues at the committee meeting on October 28th. After the committee meeting, an RWA Board member requested some clarifications, which are presented in underline/strike through form below.

RWA Communication Priorities for 2021 (Issues, Opportunities and Threats) - Addressing climate change and maintaining and enhancing access to water for all remain the biggest issues, opportunities, and threats. The following focus on clear message solutions and opportunities to those challenges:

Priority

- Climate resiliency bond: Opportunity for funding for priority projects, including the Water Bank
- Federal stimulus funding: Opportunity for funding for local infrastructure projects
- Communicate to regulators and policymakers the impacts of increased regulatory requirements on rate affordability, quality and quantity. [Specific Example: COVID-19: Threat that regulators and policymakers will require water providers to forgive delinquent water bills and/or late fees, impacting revenues, rates/rate affordability, water quality and water availability, especially for disadvantaged communities]
- Equity: Increasing attention paid to ensuring water provider outreach and programs are equitably communicated to all communities and support member agencies’ efforts to do the same, especially disadvantaged communities
Secondary

- Water quality, including PFOs: Threatens groundwater banking
- COVID-19: Opportunity to continue demonstrating the vital role of water providers in protecting public health; threatens operations of water providers
- Delta conveyance (i.e. Delta Tunnel): Threatens to take away funding for priority projects and ignore MFMS/impact local control over American River flows
- Bay-Delta Water Quality Control Plan/Voluntary Agreements: Opportunity for funding for local habitat projects under existing negotiated VA; threatens MFMS/impact local control over AR flows [Note: this may need to be elevated to a priority issue depending on the outcome of the Presidential election]

Presentation and Discussion: Jim Peifer, Executive Director

Action: Approve Communications Priorities for 2021

Attachment:
RWA Strategic Plan Communications Goal
From the RWA Strategic Plan:

COMMUNICATIONS GOAL: Based on shared values, communicate with one voice on issues of regional significance to strengthen relationships, elevate regional visibility and influence, and advance the collective interests of the region.

Objective A. Provide a forum for education, discussion and outreach on water issues affecting the region.

1) Assess modes for preferred internal member communication such as meetings, in-person presentations, email updates, newsletters, blogs, social media, etc.
2) Distribute relevant information to members.
3) Create a venue for members to regularly brief each other on current and emerging issues, planned messages and responses, and coordinate on topics and issues of regional significance.
4) Provide educational opportunities for members through speakers and experts.
5) Update members regularly on the status and progress of RWA’s services and programs.
6) Educate legislators, policy makers, and the public on the challenges to and benefits of uninterrupted high-quality water services and investments necessary for its continued delivery.

Objective B. With one voice, raise RWA’s profile and credibility through outreach efforts to targeted audiences.

1) Be a champion for the Region by being a single, coordinated voice on regional matters.
2) Identify and cultivate RWA ambassadors/spokespersons to communicate significant topics and policy issues.
3) Inform key interested parties such as the media, federal, state and local officials, and the public about water management successes (e.g. Water reliability and resilience improvements) and key issues (e.g. regulatory, water accessibility, safety and affordability).
4) Foster consistent and cohesive regional messaging including:
   a) Prioritizing anticipated issues and opportunities for target audiences, along with tools, materials and activities to help RWA members communicate with a consistent voice.
   b) Developing talking points, position papers and outreach materials on key issues.

Objective C. Cultivate relationships to advance RWA members’ interests.

1) Work with other organizations with water interests (e.g. Northern California Water Association, Association of California Water Agencies, Sacramento Area Council of Governments, Sacramento Area Flood Control Agency and land use agencies).
2) Coordinate and partner with water suppliers and other stakeholders to further leverage advocacy, research initiatives and/or economies of scale related to water management.
3) Work with business organizations (e.g. Metro Chamber and local chambers.)
4) Work with state and federal agencies that influence or manage resources related to regional water reliability and resilience (e.g. United States Bureau of Reclamation, California Department of Water Resources, State Water Resource Control Board, and other resource agencies.)
5) Work with the Water Forum Successor Effort on behalf of the member agencies that are signatory to the Water Forum Agreement. Support includes:
   a) Ensuring RWA member interests are represented in the re-negotiation process including governance and succession planning.
   b) Ensuring RWA member interests are represented in the Water Forum Successor Effort.
   c) Participating in the Coordinating Committee and Water Caucus.
AGENDA ITEM 7: OTHER POST EMPLOYMENT BENEFITS (OPEB) INVESTMENT STRATEGY

BACKGROUND:

During last year’s budget preparation, the Executive Committee (EC) and staff discussed the advantages and disadvantages of potentially recommending to change RWA’s Other Post Employment Benefit (OPEB) investment strategy to a more conservative portfolio. Currently, RWA invests its funds in a trust, California Employers’ Retiree Benefits Trust (CERBT) which is offered and managed by CalPERS, to provide for retiree health benefits for both active and future active staff members. RWA invests all of its funds in CERBT Strategy 1; the most aggressive strategy option. CalPERS offers three investment strategies; Investment Strategy 1 being the most aggressive, Strategy 2 being less aggressive, and Investment Strategy 3 being the most conservative. Information regarding the investment allocation of each strategy is attached. CalPERS does not yet allow bifurcation amongst the three investment options, so RWA must select one option to invest all of its funds.

Due to COVID-19 related economic downturn, it was not feasible to consider executing a change in investment strategy which would incur a large financial loss to RWA’s account portfolio. On March 25, 2020, the EC requested to stop further discussions regarding the OPEB investment strategy. However, the EC requested that staff continue to provide updates on OPEB investment performance for future consideration. On May 14, 2020, the RWA Board approved the FY2020 Budget with RWA maintaining Strategy 1 as their OPEB Investment Strategy. As of October 19, 2020, RWA’s OPEB balance is $1,336,527, which is 95% recovery rate as compared to RWA’s highest historical balance in December 2019.

The purpose of this item is to update the Board on RWA’s CERBT balance and current investment strategy. Market performance continues to be in flux which could quickly affect RWA’s OPEB account balance. Currently, RWA’s OPEB account balance presents a retiree health coverage of approximately 90% of its targeted goals. However, if the market has a sudden drop, this percentage will decline as well.

EXECUTIVE COMMITTEE RECOMMENDATION:

Because of the continued economic uncertainty, the EC recommended that no investment changes be considered at this time. Staff will continue to provide quarterly updates on the OPEB trust balance (included as part of the quarterly financials) and will revisit this topic during the next upcoming budget cycle.

Update: Josette Reina-Luken, Finance and Administrative Services Manager

Attachments:
CERBT Asset Class Target Allocations
CERBT Balance Statement
# CERBT Asset Class Target Allocations

<table>
<thead>
<tr>
<th>Asset Classification</th>
<th>Benchmark</th>
<th>Strategy 1</th>
<th>Strategy 2</th>
<th>Strategy 3</th>
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<tr>
<td>Cash</td>
<td>3-Month Treasury Bill</td>
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<td>0% +2%</td>
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</table>
As of the financial markets most recent close of business (10/19/2020), the total value of your account(s) is $1,336,527.72.

Contributions to the CERBT AND CEPPT:
Contributions may be submitted using three different transmittal methods:

- Electronic Funds Transfer by Wire Transfer
- Electronic Funds Transfer by ACH Credit Method
- Check

When submitting a contribution, a Contribution Form by transmittal type must be submitted to ensure proper crediting to your OPEB or Pension Contribution Prefunding Account. To obtain a contribution form by the transmittal type, please email CERBT4U@CalPERS.ca.gov or CEPPT4U@CalPERS.ca.gov and a team member will be happy to email you the appropriate form.

Please note: Contributions by Wire Transfer or ACH Credit Method in the amount of $5 million or greater require 72 hour notice prior to sending the contribution.

Disbursements from the CERBT and CEPPT:
All requests for disbursements must be in writing using the CERBT Disbursement Request Form or CEPPT Disbursement Request Form and must include a certification that the monies will be used for the purposes of the Prefunding Plan. The requests must be signed by an individual serving in the position authorized by the employer to request disbursements from the Trust(s).

Please note: Disbursements $10,000 or greater require two signatures.

Please email: CERBT4U@CalPERS.ca.gov or CEPPT4U@CalPERS.ca.gov to obtain the Disbursement Request Form(s).

Upon completion of the Disbursement Request form, please mail the original to the following address:

CalPERS
CERBT/CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Please email a completed copy of this form to CERBT4U@CalPERS.ca.gov or CEPPT4U@CalPERS.ca.gov respectively, so that we know to expect the signed hard copy documents in the mail.
If any questions arise, please email us at CERBT4U@CalPERS.ca.gov and/or CEPPT4U@CalPERS.ca.gov
AGENDA ITEM 8: RWA ORGANIZATIONAL SUSTAINABILITY IMPROVEMENTS

BACKGROUND:

The recent Board-adopted strategic plan creates an exciting and ambitious roadmap for RWA over the next several years. One key to realizing the aspirations of the plan will be to maintain RWA as an effective organization to achieve long-term results. As such, the strategic plan included the following objective: Evaluate RWA staffing, operations, and financing models for opportunities to improve long-term organizational sustainability (Planning Goal, Objective D.1).

At a minimum, opportunities for improving RWA sustainability should include: 1) appropriate staffing to achieve organizational objectives; 2) equitable fee structures to fund achieving objectives; and 3) implementing operational efficiencies to allow for staff to focus on the highest value needs of the membership. Each of these is discussed briefly below.

Staffing

The RWA Board has recently authorized the expansion of RWA staff, Resilience Manager, through a subscription-based program agreement. This is the second subscription program to support staffing; Water Efficiency Program being the other. As the Executive Committee and Board are aware, RWA, Sacramento Groundwater Authority (SGA) and the Sacramento Central Groundwater Authority (SCGA) are considering if and how the RWA could provide staffing services to the SCGA. Regardless of the outcome of SCGA, both RWA and SGA will need to consider staffing expansion in the future based upon its business requirements. This is an opportune time to address the RWA staffing and structure while these related activities are occurring.

Fee Structure

Since its inception in 2001, RWA membership has expanded in number and scope (both in types of agencies and geography). The last time dues structure was considered was several years ago. The dues structure should be evaluated and updated to improve the equity among the members, if needed.

Organizational Efficiency

The RWA staff and the members of the RWA now have several years of experience in the strengths and weaknesses of the organization. The organization tends to be process heavy through a combination of governance, policies, law, and traditions. This results in less time available for staff to focus on work products.
While each of the areas above are inter-related, the process for addressing each will be unique. The Executive Director received input from the Executive Committee on October 28th on these broad topics of organizational sustainability and is seeking additional input from the board.

Discussion: Jim Peifer, Executive Director
AGENDA ITEM 9: SACRAMENTO CENTRAL GROUNDWATER AUTHORITY

BACKGROUND:

The purpose of this item is to provide updates on progress, discussions or noteworthy items relating to the potential for the RWA to provide staffing services to the SCGA, and to receive input from the board.

The 3x3 committee met October 9th and again and is meeting on November 9th to discuss potential staffing, preliminary staffing costs, and a preliminary schedule for the potential conversion of staffing from the County of Sacramento to the RWA.

Discussion: Jim Peifer, Executive Director
AGENDA ITEM 10: POTENTIAL RWA MATERIALS AND SERVICES PURCHASING PROGRAM

BACKGROUND:

Director Dan York suggested at a past board meeting the RWA consider a joint material purchasing program to pool the purchasing power of its members to potentially receive lower bids from vendors on commonly purchased materials. Chair Schmitz appointed an ad hoc committee to explore and direct the creation of a purchasing program that includes Director Dan York, Director Michelle Carrey, Director Brent Smith, Todd Eising (City of Folsom staff), and Tony Barela (San Juan Water District staff).

The RWA has facilitated a chemical purchasing program at the request of its members several years ago (the program was ultimately absorbed into the Bay Area Chemical Consortium). A material purchasing program would work in a similar fashion to the original RWA chemical purchasing program: The RWA would likely advertise a bid for a large collection of members that want to participate. The members would pay for and take delivery of the materials.

A survey was prepared and sent to RWA members to explore their interest in what types of materials and services would be of interest to their agencies. The survey responses indicated that RWA member agencies would be very likely or somewhat likely to jointly purchase fire hydrants, pipe, and meter boxes. Respondents would be very likely or somewhat likely to jointly acquire paving services, emergency repair services or training.

The committee has met twice, initially to discuss the types of materials and services could be commonly purchased and to provide advice on the development of a survey. The committee convened a second time to discuss the survey results and to consider the next steps. The committee recommended the following:

- The RWA develop a purchasing program for fire hydrants, service line materials and meter boxes.
- Make a short presentation to the Board of Directors on the results of the survey and to encourage the RWA members to participate in a material purchasing program.
- Form a group of member agency staff that is familiar with purchasing to direct and participate in the preparation of bid documents. Ideally, the agency participants will be purchasing managers or have a background in purchasing.

Information and Discussion: Jim Peifer, Executive Director
AGENDA ITEM 11: FEDERAL AFFAIRS STANDING COMMITTEE UPDATE

BACKGROUND:

The Federal Affairs Standing Committee met on October 21, 2020 to discuss a number of items including:

- A report from ENS Resources and The Ferguson Group on congressional activities
- Organizing the update to the RWA Federal Affairs Platform
- A discussion of potential transition in the Administration and Congress and how to educate new administration officials or members of Congress on the region’s needs
- Progress on a potential projects list that could qualify for COVID-19 funding
- A proposed U. S. Army Corps of Engineers (COE) Section 219 working group.

Section 219 is a COE program and a potential funding opportunity. ENS Resources (ENS) and The Ferguson Group (TFG) are both firms that provide federal advocacy services for a number of the RWA members. In order not to run afoul of the laws regulating federal advocates, both firms have registered as lobbyists for the RWA.

Information and Discussion: Sean Bigley, Federal Affairs Standing Committee Chair
AGENDA ITEM 12: EXECUTIVE DIRECTOR’S REPORT

TO: RWA BOARD OF DIRECTORS

FROM: JIM PEIFER

RE: EXECUTIVE DIRECTOR’S REPORT

a. Sacramento Regional Water Bank – The Water Bank, Phase 1 Program Committee met on September 16th. The committee reviewed remaining Phase 1 work and discussed of a scope, budget, and funding for Phase 2 work. One of the known tasks for Phase 2 is to complete surface water operations modeling to avoid impacts to state and federal water operations when storage is occurring in the Water Bank. Regional Water Authority (RWA) secured funding for that analysis in 2019 through the Bureau of Reclamation’s Water Management Options Pilot (WMOP) funding program. RWA received the signed Memorandum of Agreement (MOA) with Reclamation on October 19th to accept the funding assistance. RWA staff is currently working on a Phase 2 Program Agreement as a new subscription-based RWA program.

b. RWA Outreach – Rob Swartz served on a panel for a webinar co-hosted by the Maven’s Notebook on the value of successful collaborations between Groundwater Sustainability Agencies (GSAs) implementing the Sustainable Groundwater Management Act and Regional Water Management Groups (RWMG) responsible for Integrated Regional Water Management Plans on September 23rd. Mr. Swartz was invited because of his unique experience representing an RWMG through his position at the RWA and a GSA through his position at the SGA.

Mr. Peifer has been participating with the California Department of Water Resources, Reclamation, and Northern California Water Association to discuss process improvements with Groundwater Substitution Transfers.

Mr. Peifer briefed the Sacramento Suburban Water District Board of Directors on the Sacramento Central Groundwater Authority (SCGA) request for the RWA to staff the SCGA.

Mr. Swartz briefed the SCGA Board on October 14th on the Water Bank and the 2020 Regional Pilot Groundwater Substitution Transfer.

c. Small and Medium RWA Agency Outreach – Chair Kerry Schmitz and Jim Peifer met with Cathy Lee, Tom Hennig and Joe Duran to discuss the needs to small and medium size agencies. Here is a summary of what we heard:

Create opportunities for networking for small and medium agency staff. Our listening sessions identified that small and medium size agencies are often encountering the same problems, and it would be helpful to staff of those
agencies to network and develop relationships with peers within the RWA members. If a small agency staff member has familiarity with several colleagues from different agencies, they will feel comfortable picking up the phone and asking questions and how to solve problems.

Create a mechanism that allows members of small and medium size agencies to ask questions to their colleagues and allow for their colleagues to easily provide an answer. It is not clear the best mechanism for this, but it potentially could be accomplished through email, blogs, message boards, etc.

**Purchasing Programs.** Work with small/medium agencies to identify programs that could provide cost savings if done as a partnership through RWA.

d. **Holiday Social** – Unfortunately, the COVID-19 pandemic has created unsafe conditions to hold the annual RWA Holiday Social. The Holiday Social will be canceled this year.

e. **Water Use Efficiency** – The Water Efficiency Program is launching its fall/winter campaign focused on indoor household leaks. Residents will have the opportunity to receive a free toilet leak detection kit mailed directly to their home. We are engaging customers through online and social media by asking for help to settle “the great debate” - which is the correct way to hang toilet paper - over or under?

Staff is preparing to implement several Proposition 1 grant funded programs and projects in 2021 (combined funding of $2.4 million) including various indoor and outdoor residential and commercial rebate programs, enhanced public outreach ad buys, focus group research, system leak detection and repair, indoor use/fixture saturation study and a landscape budget study.

Land IQ, managed through the Water Efficiency Program, is wrapping up work for several participating suppliers (Folsom, Yuba City, Sacramento County Water Agency, San Juan Water District, and West Sacramento) regarding the creation of landscape water budgets for a sample of parcels within each service area. The results from this analysis will help inform feedback to the state for their parallel landscape budget regulatory process over the next few years. RWA will also be hosting an associated training open to all suppliers’ staff. Details still to be determined due to COVID restrictions.

The Powerhouse Science Center has been rebranded as the SMUD Museum of Science and Curiosity (MOSAC) as of September 2020 (https://visitmosac.org/). The rebranding will not impact RWA’s sponsored exhibits: Home Water Detectives (indoor/outdoor water efficiency focused) and Water Champions (current water success stories to inspire future water champions). RWA continues to meet with MOSAC’s design team, West Office and RLMG, to finalize exhibit audio, visual and educational content. We expect exhibit production and installation to start in early 2021 with the official public opening by late 2021.
f. **Legislative Update** – The legislative session concluded on August 31st. The legislature sent approximately 300 bills to the Governor that were acted on by September 30th. This was approximately one quarter of the number of bills that typically make it to the Governor. This session was most notable for what did not occur as opposed to what did occur, with COVID-19 shifting legislative focus away from most water related legislation. The Governor signed eight of the nine bills that RWA was tracking that made it to his desk. Of the eight bills signed into law RWA supported four. Two of the bills (SB 1159 and AB 685) that were signed, which RWA did not support, make changes to workers comp and reporting in relationship to COVID cases. The new legislative session begins December 7th. Economic stimulus, wildfire, and water affordability are likely to be topics deliberated in the new session.

g. **Regulatory Update**

**Water Loss** – An updated version of the water loss regulation and associated economic model is set to be released in late November/early December marking the start of the State Water Resources Control Board (SWRCB)’s formal rulemaking process which includes an initial 45-day comment period. SWRCB staff will also initiate an independent 3rd party review focused on the economic model at the same time, which is in line with the water loss coalition’s (ACWA, CMUA, and RWA) request. Furthermore, SWRCB staff will incorporate the coalition’s peer review priority recommendations into the formal peer review scope where possible. Lastly RWA has secured a limited consulting contract David Mitchell, M Cubed., to complete an economic analysis of the soon to be released economic model to assist suppliers with feedback to the SWRCB during the comment period.

**Shut Offs and Affordability** – The Governor’s Executive Order (EO) N-42-20 that prohibits water system shut offs for residents remains in place. The EO specifies that “nothing in this Order eliminates the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.” However, there is concern from Water Board members and Environmental Justice (EJ) Groups that there is a large number of people that will see their water shut off shortly after the EO is lifted due to large accumulation of debt and an inability of those customers to pay. The first action the Water Board took on this issue was to send out a voluntary survey on the financial impacts of COVID over the summer. The Water Board has felt like response to that voluntary survey was insufficient and is moving toward mandatory reporting on a new survey. There has been no formal action, but the Water Board has been developing questions related to residential customer debt. At this time it is expected that the Water Board will be asking agencies to answer the new survey beginning in November (it is not clear if it will be mandatory). Additionally, the PUC has been asking the IOUs a similar (but different) set of questions for several months and the Water Board will also be asking small systems serving disadvantaged communities a set of question related to their financial stability. Lastly, there is reason to believe that EJ groups are actively working to put
forward a legislative proposal to relieve/eliminate customer water debt and or create a water affordability assistance program in the coming state legislative session.

h. **Urban Water Management Plans** - RWA staff hosted three coordination calls in October regarding DWR’s recently released Urban Water Management Plan (UWMP) guidance document. Each call focused on one of the three selected topics: Five Consecutive Dry-Year Water Reliability Assessment, Climate Change Considerations, and Water Shortage Contingency Plans. The purpose of each call was to provide general background on each requirement, share how individual suppliers intend on meeting the state’s requirements in each respective area and to coordinate, where possible, for regional consistency among the region’s UWMPs. RWA staff and supplier staff volunteers have committed to follow up with additional information to aid in coordination over the next few months. UWMPs are due to the state by July 1, 2021.

i. **Office Phone Upgrade** – The RWA office has an outdated phone system that has been in place since 2004 and is not Voice over Internet Protocol (VOIP) enabled. The newly selected phone system, One Voice, which is offered and supported by Group One (RWA’s IT support company), will go-live on November 10, 2020. This new system will provide an increased level of staff communications by receiving voicemails through email and allow staff greater connectivity to the office while working remotely. The monthly cost for the new system is significantly lower than RWA’s current provider (AT&T). Initial monthly savings will be used to offset the cost of new hardware needed with an approximate payback time of less than one year.

j. **Water Forum Negotiations** – Several presentations have been made to educate the Water Forum participants, including presentations on Groundwater by Rob Swartz, Fisheries, Climate Change, Water Use Efficiency and Urban Water Management Planning. Work is currently centered around defining the problems. Two workgroups have been established: Habitat and Public Caucus. The Public Caucus workgroup is focusing on diversifying representation in the Public Caucus.

k. **Check Signing Policy (Policy 500.6)** – As members may remember, the Executive Director disclosed to the Board that the Financial and Administrative Manager will prepare and sign checks as a temporary adaption measure to the COVID-19 crisis and the Executive Director and the Chair would authorize the issuance of the checks by email. Staff has discontinued that temporary practice and has returned to the practice defined by RWA Policy 500.6.

l. **RWA Newsletter** – The September RWA newsletter is attached.

**Attachment:**
RWA September Newsletter
RWA Awarded $8.74 Million for Climate Resiliency Projects

The Regional Water Authority has been awarded $8.74 million in state grants to advance 11 projects to build water reliability in the Sacramento region, the California Department of Water Resources (DWR) has announced.

Part of DWR’s Proposition 1 Integrated Regional Water Management Implementation Grant Program, funding will be used for conjunctive use facilities such as groundwater wells, transmission mains, and pumping facilities, as well as water use efficiency measures such as home leak detection and repair programs, residential irrigation and landscape rebates, and expanded public outreach efforts.

“We appreciate DWR’s partnership in helping to advance water resiliency in the Sacramento region,” said Jim Peifer, executive director for the Regional Water Authority and Sacramento Groundwater Authority. “Our portfolio of climate resiliency projects re-imagines how water should be managed from its mountain origins to the groundwater basin below the region’s urban core. With a holistic approach, and working in partnership as a region and with the state, climate challenges can be solved.”
The U.S. Department of the Interior (DOI) is recommending that Congress allocate up to $870,000 in fiscal year 2021 funding to advance one of RWA’s top priorities, the Sacramento Regional Water Bank. The federal contribution covers 25 percent of a cost share with the region.

In a letter submitted to Congress in June, DOI recommended that Congress invest in the Water Bank through the Water Infrastructure Investment for the Nation Act (WIIN Act), passed by Congress and signed into law by President Obama in 2016. The act provides federal grant funding for projects that promote water storage and supply, improve waterways, and advance drinking water infrastructure.

DOI’s funding recommendation is currently included in the FY21 budget passed the U.S. House of Representatives, and is awaiting action in the Senate. Each year, Congress is required to pass a budget by October 1 for the next fiscal year. However, it is widely anticipated that Congress will delay this task until after the November election this year, instead passing a continuing resolution to continue federal government funding at current levels.

The RWA is continuing to monitor developments closely and advocate for WIIN Act funding for the Water Bank in the FY21 budget process as the legislation moves forward.

RWA Hosts Third COVID-19 Response Briefing

The RWA in August hosted the third in a series of meetings intended to assist local water providers in responding to the COVID-19 emergency. Since March, the RWA has hosted three briefings for members to facilitate the sharing of best practices and to help troubleshoot real and emerging challenges with the COVID-19 response.

The first briefing, a roundtable discussion in late March, explored how each water provider was responding to the emergency. During RWA’s second briefing in early June, as statewide COVID-19 cases began to subside, members discussed triggers and plans for safely bringing employees back into the office, as well as guidance for reopening local office buildings that had been closed because of the stay-at-home order.

RWA’s most recent briefing in August, explored the potential road ahead, including the outlook for continued COVID-19 operations into the winter months; avenues for COVID-19 testing for employees; and best practices for communication with employees and customers. To this end, the RWA also initiated and is analyzing results of a new member survey to help uncover and quantify the impacts of the emergency on local water providers as a way to identify regional trends and prepare to advocate for needed financial or other assistance.
Local water providers are conducting a pilot project to test the region’s ability to make water available in a way that benefits both local ratepayers and the environment. The current transfer is providing much-needed water to farmers in the Central Valley.

Water transfers occur in dry years across the state between willing sellers who have legal rights to a supply of water to an interested buyer in need. They are viewed as key to meeting the state’s water needs during drought because of their potential to move water to places of critical need. In the Sacramento region, water transfers are one part of a long-term plan and portfolio of projects designed to increase the reliability of our water supplies, protect our local environment and address the projected impacts of climate change.

The 2020 pilot transfer is utilizing 68 groundwater wells and three interties among six participating water providers. Instead of drawing surface water from lakes and rivers, participating water providers are using more groundwater for a brief period of time. This frees up surface water to flow from our region into the Delta and to transfer recipients. The 2020 pilot transfer is slated to occur through September with an option to add October and November. RWA is monitoring groundwater levels at participating wells on a weekly basis through March 2021 to ensure the transfer is sustainable and does not negatively impact the basin.

Pilot transfer participants include Golden State Water Company, Carmichael Water District, Fair Oaks Water District, the City of Sacramento, Sacramento Suburban Water District, and Sacramento County Water Agency.

RWA in August finalized its work to update Strategic Plan 2025+ to guide the organization over the next five years. During virtual workshops in June, July and August, Board members solidified and adopted RWA’s mission, vision, values, and goals and identified specific objectives to pursue through the year 2025.

A greater emphasis on communications emerged as a key goal within the plan with objectives focused on three main areas: providing a forum for education, discussion, and outreach on water issues affecting the region; with one voice, raising RWA’s profile and credibility through outreach efforts to targeted audiences; and developing and maintaining strategic partnerships to advance RWA interests.

Other goals in the plan aim to continuously improve regional water management planning that is comprehensive in scope and guides effective water resources management in the region; lead successful water management strategies and related programs on behalf of the region; and represent regional needs and member concerns to positively influence legislative and regulatory policies and actions.
RWA and Sacramento Central Groundwater Authority Collaboration Discussions Move to Next Phase

The RWA and Sacramento Central Groundwater Authority (SCGA) are moving into the next phase of discussions focused on the potential benefits of having SCGA move under the administrative management of the RWA in an arrangement that would be similar to the Sacramento Groundwater Authority’s (SGA) staffing.

SCGA, which is currently administered by Sacramento County, is charged with overseeing the sustainability of the South American Subbasin, located south of the lower American River in the Central portion of Sacramento County. The subbasin includes portions of the cities of Sacramento, Rancho Cordova, Elk Grove, and Folsom. The SCGA Board includes several water providers that are also members of the RWA and SGA. These include California American Water, cities of Folsom and Sacramento, Golden State Water Company, and Sacramento County Water Agency.

The three organizations recently agreed to move forward with discussions via a new committee that includes representatives from RWA, SGA and SCGA. Guided by a nonbinding memorandum of understanding, committee members are exploring the potential benefits from collaboration for all three organizations, as well as costs involved, needed staff support, and governance changes necessary for success.

Water Providers Consider New Meter Collaborative

Local water providers are considering opportunities to maximize their purchase power and information sharing in a new “Meter Consortium and Planning Study,” spearheaded by Citrus Heights Water District.

The study explores potential economies of scale, cost savings and other benefits for agencies and ratepayers through collectively planning and purchasing water meter technology; sharing information about meter performance; joint contracting meter installation; developing consistent meter testing protocols and other actions. Ultimately, the study could lead to a new RWA Meter Collaborative subscription program.

Study participants include the cities of Folsom and Sacramento, Golden State Water Company, Placer County Water Agency, Sacramento County Water Agency, Sacramento Suburban Water District, Carmichael Water District, Orange Vale Water Company, RWA, Fair Oaks Water District, Citrus Heights Water District, and San Juan Water District.

Region Welcomes Two New General Managers

Cathy Lee, Carmichael Water District: Lee has 20 years of experience in utility operations for municipal and agricultural water suppliers. Her roles have included engineering, regulatory compliance, operation and maintenance, safety, and fiscal planning. Her background includes long-range water supply planning, groundwater management, water distribution owner/operator, and wastewater treatment plant operations. Lee holds a master’s degree in civil engineering and is a California registered civil engineer.

Tom Hennig, Rancho Murrieta Community Services District: Hennig served as Rancho Murrieta CSD’s Director of Finance since November 2018, guiding the District to more robust financial systems and enhanced cybersecurity, before becoming General Manager in June 2020. He is a dedicated public servant, who has had a diverse career, leading departments at San Joaquin County and the City of Stockton.
Stakeholder and Public Outreach

ACWA Virtual Conference Presentations
Local water providers were featured during two sessions during ACWA’s virtual conference July 29-30.

- Adapting to Flood, Fire and Drought: A Case Study of the American River Basin explored the experience of the American River region in evaluating climate impacts on their watershed in a new cutting-edge study and the comprehensive suite of projects designed to address increasing threats from more frequent and intense floods, fires, and droughts. RWA Executive Director Jim Peifer moderated the panel, which featured Gary Bardini of the Sacramento Area Flood Control District, Eli Ilano of the U.S. Forest Service, Tony Firenzi of Placer County Water Agency, and Tom Gohring of the Water Forum. A link to a session summary is available at rwah2o.org.

- Choosing Our Delta Destiny explored the opportunities presented by the Voluntary Agreements in protecting fish and wildlife in the Delta and its key tributary watersheds while ensuring water reliability, as well as what’s at stake if parties are not able to move past old water binaries. Moderated by PCWA General Manager Andy Fecko, the panel included Ernest Conant of the U.S. Bureau of Reclamation, Richard Roos-Collins of the Water and Power Law Group, Maurice Hall of the Environmental Defense Fund, and David Guy of the Northern California Water Association.

Keeping the Water Flowing
Comstock’s Article, Digital Advertising Demonstrate the Essential Work of Local Water Providers

RWA in May and June launched a short-term outreach campaign focused on promoting how water providers are “Keeping the Water Flowing” during the coronavirus emergency. The program included:

- Viewpoints article by Fair Oaks Water District General Manager Tom Gray published in Comstock’s Magazine: The article shares Gray’s experience with providing an essential public service during the emergency, illustrating the risks and rewards from serving customers and communities during these uncertain times while also discussing the potential financial hardships facing water providers. You can read Gray’s article at https://www.comstocksmag.com/commentary/keeping-water-flowing

- Digital advertising on Facebook and online news sites through the Google Display Network: Ads featured the images of local water providers working during the emergency with the text, “Local water providers are on the job here to ensure safe, reliable water is there for you.” The month-long campaign earned 2,800 clicks and nearly 1.2 million impressions and numerous likes, hearts, and emojis with many “thank yous” posted as comments to the ads.

Thank you to the City of Roseville and Sacramento Suburban Water District for partnering with RWA on the digital ad campaign by lending images of their employees for the advertising. The design files are available to all RWA members to customize and use in their outreach. You can find them in the RWA COVID-19 Tool Kit on drop box or by contacting RWA Outreach Coordinator Christine Kohn at Christine@INprOnline.com.
RWA Advocates for Federal Investment in Water Infrastructure

RWA in June held a series of meetings with local Congressional staff members to urge support for water infrastructure funding in the next round of federal economic recovery spending.

During virtual briefings with Congressional staff, members of RWA’s Federal Affairs Committee made several key points, noting that water is essential to fighting COVID-19; the current emergency is threatening the financial stability of water suppliers; and federal investment in the water sector, which has been underfunded for decades, would provide high-quality jobs that are accessible to displaced workers.

RWA members have identified more than 150 construction-ready projects with the potential to deliver both immediate and long-term economic benefits to the region. Projects are estimated to create about 20,000 high-quality jobs and bring $1.2 billion in local investment to the Sacramento region.

A fact sheet about the urgent need to invest in water infrastructure and link to interactive map of proposed projects is available on RWA’s website at https://rwah2o.org/federal-stimulus-funding/.

Funding for Safe Drinking Water, Economic Stimulus Emerge as Priority Topics During the Final Days of the 2020 Legislative Session

As 2020’s legislative session winds down, RWA is continuing to take positions on legislation important to local water providers.

Typically, the end of session has only fiscal committee and floor actions. This year’s end of session is unique in that it will have policy committee hearings. All bills must have final action by August 31st.

While there are still a handful of bills live, generally the legislature is limiting actions to only those bills that deal with COVID-19, wildfire, or housing/homelessness. These limitations have significantly reduced the number of bills that could affect RWA. That said, RWA remains engaged on several bills related to refinements to the California Environmental Quality Act (CEQA), employer responsibilities related to COVID-19, and small water system consolidation. Among those bills are:

- **SB 414**—Would create new pathways for small water system consolidation. The RWA successfully secured amendments to clarify that the bill does not allow for forced consolidation among RWA members.

- **SB 1159, AB 196, and AB 685**—All of which would change workplace rules and employer responsibilities amid COVID-19.

- **AB 3279, AB 609, and SB 55**—Which would make changes related to CEQA.

In addition, the Legislature is expected to act on budget refinements, including funding for safe drinking water. While a climate resiliency bond did not make it onto the November ballot this year, legislators have unveiled a joint $100 billion economic stimulus plan intended to boost the economy and spur job creation. The plan includes funding for infrastructure projects that can ramp up quickly, and the RWA worked with its members to submit a list of local projects that meet that criteria. Action on economic stimulus may continue past the August 31st end of the legislative session.

For the latest information as the issues continue to evolve, visit RWA’s website at rwah2o.org/advocacy or contact RWA Legislative and Regulatory Affairs Program Manager Ryan Ojakian at (916) 967-7692 or at rojakian@rwa.org.
**RWA Summer Water Efficiency Advertising in Full Swing**

RWA is continuing its summer advertising campaign on local radio and digital outlets to encourage residents to “Check the Soil & Save”—use a moisture meter or screwdriver to check soil moisture before turning on sprinklers.

In the Sacramento region, most household water use occurs outdoors. The Check & Save campaign tackles the problem of landscape overwatering by helping residential water customers (homeowners, in particular) solve a problem—the mystery of knowing how much water their landscape really needs to be healthy.

Messages can be heard and found on Capital Public Radio, local radio stations in conjunction with weather and traffic reports, and online on the Google Display Network and on English and Spanish Facebook. In addition to Check & Save, advertising also promotes RWA’s continuing regional rebate program for Rachio 3 Smart Sprinkler Controllers and the installation of high-efficiency rotator sprinklers.

**Tools Available for Promoting Regional Rebate Program for Smart Sprinkler Controllers**

Thank you to the many RWA Water Efficiency Program participants that have been actively promoting the regional rebate program for the Rachio 3 Smart Sprinkler Controllers.

For agencies without an existing rebate program for weather-based sprinkler controllers, the rebate program offers customers with an opportunity to purchase these high-tech, wifi-enabled controllers for only $75 plus tax (65 percent off the retail price). For agencies with existing rebate programs, customers can potentially acquire the Rachio 3 at no cost by utilizing both the RWA and local water provider rebate programs.

In both cases, customers benefit by upgrading their sprinkler systems with the latest technology that not only saves water, but also promotes healthy plants.

RWA has developed several tools to help WEP participants promote the Rachio 3 rebate program to their customers. They are available in the Be Water Smart Tool Kit on drop box or by contacting WEP Program Manager Amy Talbot at atalbot@rwah2o.org.

The Rachio 3 regional rebate program is funded by a $150,000 grant from the California Department of Water Resources and is offered in partnership with the Bay Area Water Supply and Conservation Agency (BAWSCA) and its 26 member agencies for economies-of-scale pricing, coordinated program management, and marketing benefits.

**2019 Water Efficiency Program Annual Report Available**

The 2019 Annual Report for the Water Efficiency Program is now available online. The report describes trends in the region’s per-capita water use; rebate programs and partnerships with local and state agencies; results from advertising and public service announcements; tools produced to help water providers communicate a consistent regional message; results from new research to evaluate the program; and more. You can find the report on RWA’s website at https://rwah2o.org/programs/wep/.

**RWA Water Efficiency Campaign Earns Top Award from CAPIO**

RWA’s Check the Soil and Save outreach program was honored with a 2020 EPIC Award from CAPIO, a statewide association of public sector communicators, which recognizes “the most creative and effective efforts” in communication campaigns.
AGENDA ITEM 13: DIRECTORS’ COMMENTS