

REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE AGENDA

September 28, 2022; 8:30 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) 967-7692. 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.

Notice: The Board meeting will be held virtually.

Please join my meeting from your computer, tablet, or smartphone.

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United States: +1 669 900 6833

Meeting ID: 824 2981 9507 **Passcode:** 987267

1. CALL TO ORDER AND ROLL CALL

2. **PUBLIC COMMENT:** Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

3. CONSENT CALENDAR:

All items listed under the Consent Calendar are considered and acted upon by one motion. Committee members may request an item be removed for separate consideration.

3a. Authorize a Teleconference Meeting

3b. Minutes of the August 24, 2022 Executive Committee Meeting

Action: Approve Consent Calendar

4. CLOSED SESSION

4a. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code §§ 54954.5(e), 54957(b)(1)

Title: Executive Director

4b. CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATORS

Government Code §§ 54954.5(f), 54957.6

Agency designated representatives: Dan York and Tony Firenzi

Unrepresented employee: Executive Director

5. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Action: Consider Recommendation to Board of Directors for Adjustments to Executive Director Compensation

6. EMPLOYEE COMPENSATION SURVEY AND RECLASSIFICATION STUDY

Information and Presentation: Patty Howard, RGS Lead Advisor

Action: Approve the RGS Recommendations for the Reclassification Study

7. RWA POLICY 200.3 REVISIONS – PROCEDURES FOR THE SELECTION OF EXECUTIVE COMMITTEE MEMBERS

Discussion: Kerry Schmitz, Ad Hoc Committee Chair

Action: Consider Ad Hoc Committee Revisions and Make Recommendations on Revisions to Policy 200.3 to the RWA Board of Directors

8. AD HOC COMMITTEE UPDATES

Information: Jim Peifer, Executive Director

9. EXECUTIVE DIRECTOR'S REPORT

10. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Executive Committee Meeting: Wednesday, October 26, 2022, commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Regular Board Meetings: Thursday, September 29, 2022, and Thursday, November 10, 2022 commencing at 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/> to access and print the packet.

RWA Board of Directors
2022 Chair: Dan York
2022 Vice Chair: Tony Firenzi

S. Audie Foster, General Manager, California American Water

Evan Jacobs, Operations Manager, California American Water

Ron Greenwood, Board Member, Carmichael Water District

Cathy Lee, General Manager, Carmichael Water District

Caryl Sheehan, Director, Citrus Heights Water District

Raymond Riehle, Director, Citrus Heights Water District

Hilary Straus, General Manager, Citrus Heights Water District (alternate)

Rebecca Scott, Principal Operations Specialist (alternate)

Kerri Howell, Councilmember, City of Folsom

Marcus Yasutake, Environmental/Water Resources Director, City of Folsom

Chuck Poole, Water Facilities Supervisor, City of Lincoln

Paul Joiner, Mayor Pro Tem, City of Lincoln

Bruce Houdesheldt, Councilmember, City of Roseville

Sean Bigley, Assistant Environment Utilities Director, City of Roseville

Rich Plecker, Director of Utilities, City of Roseville (alternate)

Trevor Joseph, Hydrogeologist, City of Roseville (alternate)

Pauline Roccucci, Councilmember, City of Roseville (alternate)

Jeff S. Harris, Councilmember, City of Sacramento

Brett Ewart, Water Policy & Regional Planning Supervising Engineer, City of Sacramento

Michelle Carrey, Supervising Engineer, City of Sacramento (alternate)

Bill Busath, Director of Utilities, City of Sacramento (alternate)

Anne Sanger, Policy and Legislative Specialist, City of Sacramento (alternate)

Martha Guerrero, Council Member, City of West Sacramento

William Roberts, Director of Public Works and Operations, City of West Sacramento

Grace Espindola, Councilmember, City of Yuba City

Diana Langley, City Manager, City of Yuba City

Ryan Saunders, Board Member, Del Paso Manor Water District

Alan Gardner, General Manager, Del Paso Manor Water District

Pat Dwyer, Director/Board President, El Dorado Irrigation District

Jim Abercrombie, General Manager, El Dorado Irrigation District

Brian Mueller, Engineering Director, El Dorado Irrigation District (alternate)

Sophia Scherman, Board Chair, Elk Grove Water District

Bruce Kamilos, General Manager, Elk Grove Water District

* Names highlighted in red are Executive Committee members

<p>Randy Marx, Board Member, Fair Oaks Water District Tom Gray, General Manager, Fair Oaks Water District</p>
<p>Paul Schubert, General Manager, Golden State Water Company Ernie Gisler, Capital Program Manager, Golden State Water Company</p>
<p>Ricki Heck, Board Member, Nevada Irrigation District Karen Hull, Board Member, Nevada Irrigation District (alternate) Greg Jones, Assistant General Manager, Nevada Irrigation District (alternate) Jennifer Hanson, General Manager, Nevada Irrigation District (alternate)</p>
<p>Robert Hunter, Board Member, Orange Vale Water Company Joe Duran, General Manager, Orange Vale Water Company</p>
<p>Robert Dugan, Board Member, Placer County Water Agency Tony Firenzi, Director of Strategic Affairs, Placer County Water Agency, Vice Chair Andy Fecko, General Manager, Placer County Water Agency (alternate) Mike Lee, Board Member, Placer County Water Agency (alternate)</p>
<p>Tim Maybee, Director, Rancho Murieta Community Services District Tom Hennig, General Manager, Rancho Murieta Community Services District</p>
<p>Patrick Kennedy, Supervisor, Sacramento County Water Agency Kerry Schmitz, Division Chief, Water Supply, Sacramento County Water Agency</p>
<p>Dave Jones, Board Member, Sacramento Suburban Water District Dan York, General Manager, Sacramento Suburban Water District, Chair Kevin Thomas, Board Member, Sacramento Suburban Water District (alternate)</p>
<p>Dan Rich, Director, San Juan Water District Greg Zlotnick, Water Resources and Strategic Affairs, San Juan Water District Ted Costa, Board President, San Juan Water District (alternate)</p>

* Names highlighted in red are Executive Committee members

RWA ASSOCIATES

Organization	Representatives
El Dorado Water Agency	Lori Parlin , Chair Ken Payne , General Manager
Placer County	Ken Grehm , Director Public Works and Facilities Jared Deck , Manager Environmental Engineering
Sacramento Municipal Utility District (SMUD)	Arlen Orchard , General Manager/CEO Christopher Cole , Strategic Account Advisor Ansel Lundberg , Energy Commodity Contracts Specialist
Sacramento Regional County Sanitation District (Regional San)	Mike Huot , Director of Policy and Planning Terrie Mitchell , Manager Legislative and Regulatory Affairs David Ocenosak , Principal Civil Engineer Jose Ramirez , Senior Civil Engineer
Sacramento Area Flood Control Agency (SAFCA)	Richard Johnson , Executive Director
Yuba Water Agency	Adam Robin , Government Relations Manager Willie Whittlesey , General Manager

* Names highlighted in red are Executive Committee members

RWA AFFILIATE MEMBERS

Organization	Representatives
Black & Veatch	<i>David Carlson</i> , Vice president
Brown & Caldwell	<i>Paul Selsky</i> , Water Supply Planning, Vice president <i>LaSandra Edwards</i> , Civil Engineer <i>May Huang</i> , Engineer <i>David Zuber</i> , Vice President
GEI Consultants	<i>John Woodling</i> , Vice President, Branch Manager <i>Chris Petersen</i> , Principal Hydrogeologist <i>Richard Shatz</i> , Principal Hydrogeologist
HDR, Inc.	<i>Jafar Faghieh</i> , Water Resources Engineer <i>Ed Winkler</i> , Client Development Lead
Sacramento Association of Realtors	<i>David Tanner</i> , Chief Executive Officer <i>Christopher Ly</i> , Chief Operations Officer
Stantec	<i>Kari Shively</i> , Vice President <i>Vanessa Nishikawa</i> , Principal Water Resources Engineer <i>Yung-Hsin Sun</i> , Principal Engineer <i>Rebecca Guo</i> , Senior Associate Water Resources Engineer <i>Ibrahim Khadam</i> , Principal Engineer
West Yost Associates	<i>Charles Duncan</i> , President <i>Abigail Madrone</i> , Business Development Director <i>Kelye McKinney</i> , Engineering Manager I <i>Jim Mulligan</i> , Principal Engineer
Woodard & Curran	<i>Ali Taghavi</i> , Principal <i>Jim Graydon</i> , Senior Client Service Manager

* Names highlighted in red are Executive Committee members

AGENDA ITEM 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.

AGENDA ITEM 3: CONSENT CALENDAR

All items listed under the Consent Calendar are considered and acted upon by one motion. Committee members may request an item be removed for separate consideration. The items to be considered and approved include:

3a. Authorize a Teleconference Meeting by Passing a Motion by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

3b. Approve the minutes of the August 24, 2022 Executive Committee Meeting

Action: Approve Consent Calendar

Attachments:

3b. Minutes of the August 24, 2022 Executive Committee Meeting

AGENDA ITEM 3a: AUTHORIZE A TELECONFERENCE MEETING

BACKGROUND:

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel corona virus, and the pandemic caused by the resulting disease COVID-19, the Committee should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Action: Pass a Motion to Authorize a Teleconference Meeting

AGENDA ITEM 3b: MINUTES OF THE August 24, 2022 EXECUTIVE COMMITTEE MEETING

Attachment:

Draft August 24, 2022 Minutes



1. CALL TO ORDER

Chair York called the meeting of the Executive Committee to order at 8:30 a.m. as a teleconference meeting. Individuals in attendance are listed below:

Executive Committee Members

Audie Foster, California American Water
Ron Greenwood, Carmichael Water District
Sean Bigley, City of Roseville
Brett Ewart, City of Sacramento
Grace Espindola, City of Yuba City
Kerry Schmitz, Sacramento County Water Agency
Dan York, Sacramento Suburban Water District

Staff Members

Jim Peifer, Ryan Ojakian, Rob Swartz, Monica Garcia, Josette Reina-Luken, Cecilia Partridge, Michelle Banonis, Raiyna Villasenor and Andrew Ramos, Legal Counsel

Others in Attendance

Paul Helliker, Brian Sanders, Jay Boatwright, John Woodling, Vanessa Nishikawa, David Fairman, Chuck Poole, Pam Tobin, Jessica Law, Darin Reintjes and Anne Sanger

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR:

- 3a. Authorize a Teleconference Meeting
- 3b. Minutes of the July 27, 2022, Executive Committee meeting
- 3c. Approve the Urban and Multibenefit Drought Relief Grant Program Agreement

Motion/Second/Carried (M/S/C) Mr. Ewart moved, with a second by Mr. Bigley, to approve the consent calendar items, authorize a Teleconference meeting, minutes of the July 27, 2022 Executive Committee meeting and approve the Urban and Multibenefit Drought Relief Grant Program Agreement. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. The motion passed.

4. CLOSED SESSION

4a. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code §§ 54954.5(e), 54957(b)(1)

Title: Executive Director

4b. CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATORS

Government Code §§ 54954.5(f), 54957.6

Agency designated representatives: Dan York and Tony Firenzi

Unrepresented employee: Executive Director

5. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This matter was not taken up at this time. The discussion will continue at the next Executive Committee meeting.

6. COMPENSATION SURVEY

Mr. Peifer said that in order for the compensation study to progress, the study will be split up to address reclassification for staff positions and the comparison of agencies.

Chair York said there is an opportunity to split the staff and Executive Director compensation studies into two different paths to concentrate on the staff portion. He recommended utilizing 14 agencies for consideration to proceed with the staff position comparisons and conduct the Executive Director portion separately.

M/S/C Ms. Espindola moved, with a second by Mr. Ewart, to provide direction to RGS on comparable agencies for the salary survey. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Grace Espindola, City of Yuba City, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. The motion passed.

7. RWA POLICY 400.4 REVISIONS – EXECUTIVE DIRECTOR PERFORMANCE REVIEW EVALUATION

Mr. Peifer said that setting priorities one meeting ahead of what the draft policy states would be preferred. He suggested that everything in parentheses under “Setting Priorities for the Following Year” be stricken from the policy.

M/S/C Mr. Ewart moved, with a second by Ms. Espindola, to consider Ad Hoc Committee revisions and make recommendations on revisions to Policy 400.4 to the RWA Board of Directors with the removal of all parentheses in the section “Setting Priorities for the Following Year” items 1 through 4. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Grace Espindola, City of Yuba City, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. The motion passed.

8. WATER EFFICIENCY RESERVE POLICY (DRAFT RWA POLICY 500.19)

Mr. Peifer said that the draft Water Efficiency Reserve Policy 500.19 was revised to include suggestions from Golden State Water Company.

M/S/C Ms. Espindola moved, with a second by Mr. Bigley, to recommend approval of draft RWA Policy 500.19 – Water Efficiency Reserve Policy to the RWA Board of Directors via Consent Calendar. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Grace Espindola, City of Yuba City, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. The motion passed.

9. MAJOR PROJECTS MANAGEMENT SERVICES SUBSCRIPTION PROGRAM UPDATE

Mr. Peifer said that the Board previously adopted this program to address the need for a coordinated effort within the region on the management of surface water and related regulations. He also provided information on the Biological Opinion Subscriptions Services agreement.

Ms. Banonis said that the program is intended to support member agencies to cooperatively participate in various regulatory and administrative processes including Voluntary Agreements, Biological Opinions, and likely Delta Conveyance. To ensure confidentiality, members of the Major Projects Management Services (MPMS) Subscription Program signed a Common Interest Agreement (CIA). Information shared for the MPMS program may not be available to members who are not a party to the CIA.

There was discussion on the benefits of working together with a common message. There is interaction at the state and federal level with sensitive topics and messages. It was discussed that the MPMS has some member challenges, but that it offers an important process to engage in statewide issues of regional importance through the support of the RWA. Mr. Peifer addressed the role of legal counsel with regards to the expenses incurred for this program.

It was suggested that additional work be done to consider restructuring the MPMS agreement into a different format to address various member needs and to allow more flexibility in program implementation.

10. LEGISLATIVE/REGULATORY UPDATE

Mr. Ojakian summarized RWA's positions on the following bills: SB 1157, would lower the indoor water use efficiency standards in existing law, currently the RWA position is oppose unless amended; SB 1205, requiring the State Water Resources Control Board to consider climate change in water rights permits, RWA has a watch position; SB 2201, which would revise the well application permit process to require sign-off by

a GSA and a well-by-well analysis, as specified by the well permit applicant, RWA has a support position; and SB 222 establishing a low-income water rate assistance program upon appropriation in legislation, RWA has an oppose unless amended position. All bill positions remain unchanged. The legislative year ends at midnight on August 31st. There is an expectation that there will be funding in the budget for watershed resilience.

Mr. Peifer explained the Executive Director's authority and the process required if a bill position is taken or changed and an emergency action was required outside of the executive committee.

No motion was required; all RWA bill positions remain unchanged.

11. AD HOC COMMITTEE UPDATES

Mr. Peifer gave a status update on the current ad hoc committees. The 3X3 committee memorandum of understanding was rescinded by the SGA and will be presented to the RWA with the same recommendation. At that time, the item can be removed from the list. The RWA Policy 400.4 Ad Hoc Committee item can be removed from the list as the revisions have been approved. The RWA Policy 200.3 Ad Hoc Committee developed a proposal that presented conflicts with the RWA Joint Powers Agreement; the committee will revisit their effort. The Executive Director Performance Review Committee will disband. The remaining committees will be moving forward with updates to be presented at future meetings.

12. RWA SEPTEMBER BOARD MEETING AGENDAS

Mr. Peifer said that on the September 8, 2022 agenda, RWA Highlights has been added as a new item that will include a slide presentation showing what RWA is currently working on that is of value to members and recent accomplishments, with the intent of improved communication. Approval to revise the RWA Board meeting schedule will be on the September 8th consent calendar to add an RWA Regular Board meeting on September 29th to accommodate Chair York's schedule.

M/S/C Mr. Greenwood moved, with a second by Mr. Bigley, to approve the RWA September 8, 2022 and September 29, 2022 Board Meeting Agendas. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Grace Espindola, City of Yuba City, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. The motion passed.

13. EXECUTIVE DIRECTOR'S REPORT

Mr. Peifer commented on an award-winning publication by Ms. Debbie Arrington that was prepared for the RWA Water Use Efficiency Program. A recent Sacramento Bee drought article written by Dale Kasler mentioned the water bank.

Mr. Peifer reported that Mr. Swartz has announced his retirement. Mr. Swartz has had many successes with RWA and SGA. RWA is moving forward with recruiting a replacement.

14. DIRECTORS' COMMENTS

Mr. Ewart commented that we should find a way to formally recognize Mr. Swartz's contributions he has made to the organization as he retires. Ms. Schmitz concurred with the recommendation.

Chair York thanked the Executive Committee members and the public for their patience during the long meeting.

ADJOURNMENT

Chair York adjourned the meeting at 12:06 a.m.

By:

Chairperson

Attest:

Board Secretary

AGENDA ITEM 4: CLOSED SESSION

AGENDA ITEM 4a: CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code §§ 54954.5(e), 54957(b)(1)
Title: Executive Director

AGENDA ITEM 4b: CONFERENCE WITH LABOR NEGOTIATORS

Government Code §§ 54954.5(f), 54957.6

Agency designated representatives: Dan York and Tony Firenzi

Unrepresented employee: Executive Director

AGENDA ITEM 5: EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Action: Consider Recommendation to Board of Directors for Adjustments to Executive Director Compensation

AGENDA ITEM 6: EMPLOYEE COMPENSATION SURVEY AND RECLASSIFICATION STUDY

BACKGROUND:

This item is an ongoing update to the Executive Committee regarding progress on the RWA Employee Compensation Survey and Reclassification Study. For this meeting, Regional Government Services (RGS) will be presenting their findings and recommendations regarding the reclassification portion of the study.

Information and Presentation: Patty Howard, RGS Lead Advisor

Action: Approve the RGS Recommendations for the Reclassification Study

Attachments:

Regional Water Authority 2022 Classification Study Report
Proposed Draft Job Reclassification Specifications

REGIONAL WATER AUTHORITY 2022 CLASSIFICATION STUDY REPORT

Prepared for:



5620 Birdcage Street, Ste 180
Citrus Heights, CA 95610

Prepared By:



P.O. Box 1350
Carmel Valley, CA 93924

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ATTACHMENTS

- Job Specifications;
- Manager of Government Relations
- Project Research Assistant I/II

EXECUTIVE SUMMARY

The Regional Water Authority (RWA) engaged Regional Government Services (RGS) to conduct a classification study for three (3) specific classifications within the agency. These included:

- Finance and Administrative Services Manager
- Principal Project Manager (Government Relations)
- Project Research Assistant

The purpose of the study was to provide classification and salary recommendations for the study positions, which:

- Accurately reflect and recognize the level and scope of work performed by staff.
- Ensure job classification specifications reflect current programs, responsibilities, technology, and changes in regulatory requirements.
- Ensure a future classification and compensation structure that is viable and sustainable, and in keeping with the overall RWA classification plan.

METHODOLOGY

The methodology employed in conducting this study was as follows:

- Reviewed and analyzed the Position Description Questionnaires (PDQs), current classification specifications, and other related specifications and documents.
- Interviewed all incumbents to confirm and clarify all submitted documentation and review the positions' duties and responsibilities.
- Analyzed the scope and complexity of the responsibilities and tasks performed and the skills, knowledge, and abilities required,
- Developed options and recommendations based on the analysis of the above information.

BACKGROUND

The RWA was created in June 2001 to assist members in implementing the new Water Forum Agreement commitments to groundwater management, water conservation, and other elements. Since then, the RWA has evolved to meet member agency needs, including helping members secure grants that support increased water supply reliability for the region. The RWA has created water use efficiency programs and a state advocacy program that has positively influenced legislative outcomes and raised the region's profile.

Most staff also allocate a portion of their time in support of the Sacramento Groundwater Authority (SGA). The SGA is a joint powers authority created to collectively manage the groundwater basin underlying Sacramento County north of the American River. SGA's formation in 1998 was inspired by the Sacramento Area Water Forum, a nationally recognized collaborative process to reach consensus among 40 local utilities, business leaders, and the environmental community to preserve the lower American River and ensure a reliable water supply.

FINDINGS/ANALYSIS

FINANCE AND ADMINISTRATIVE SERVICES MANAGER I

The primary functions of the Finance and Administrative Services Manager I is to plan, organize, direct, manage and review the financial and accounting operations of the Authority; administer human resource functions; serve as Board Secretary and Treasurer; and ensure that general office administrative support is provided.

The incumbent, Josette Reina-Luken, was hired by the RWA in her current position in October 2019. Her time is allocated fifty percent (50%) to the RWA and fifty percent (50%) to the SGA.

Findings

The study found the incumbent spends approximately twenty-two percent (22%) of her time planning, coordinating, and preparing for the RWA and SGA annual audits. This includes year-end close, reconciliation, grant and program final entries, review of all accounting schedules requested by the accounting consultant for GASB compliance and agency auditor, providing requested documentation for sample audit, and compilation of audit report, including drafting the MD&A section of the ACFR.

The incumbent spends twelve percent (12%) of her time developing the annual budget, including annual budget development, compilation of dues or fees schedule, multiple presentations to the BOD, and review of all subscription program budgets (WEP, Strategic Affairs, RWA projects, and grants). This item also includes a quarterly review of the budget with the Executive Director and budget reports provided as part of government-required financial disclosures, budget policy review, and elections of treasury and investments.

The incumbent spends approximately twenty-nine percent (29%) of her time performing accounting and payroll oversight and processing duties. This includes the weekly A/P, A/R, bank deposits, bi-weekly payroll production, and payment, including PERS reporting for RWA and SGA, 457 for RWA, and leave accruals, including stipend payments and retiree health payments.

The incumbent spends approximately twenty-one percent (21%) of her time supporting the RWA and SGA Board of Directors. This includes the organization, preparation, and review of RWA and SGA regular and special board meeting agendas, packets, resolutions, and minutes, and coordination of all staff report inputs and attachments. The incumbent also ensures that the website is updated with board-approved information and serves as Secretary to the Board for all board and executive committee meetings.

In addition to these functions, the incumbent is responsible for overseeing and performing Human Resources duties (approximately 4%), including recruitment and onboarding, preparation of performance evaluations, changes in payroll, open enrollment, benefits administration, and policy development; I.T. and facility coordination duties (approximately 8%) including coordinating I.T. upgrades, ordering required hardware and software; hiring and oversight of building contractors, communication with the building owner, handling insurance claims and real estate coordination for remote and primary office locations; and general administrative duties (approximately 3%) including filing, making copies, and records retention.

Analysis

A review of the job specification for Finance and Administration Manager I and the interview with the incumbent found that the duties performed by the incumbent are reflected in the current job specification. As there is little difference between the duties performed by the incumbent and those outlined in the job specification, a reclassification is not warranted. However, there are classification modifications that are recommended.

The duties outlined in the current job specification include high-level, complex, analytical duties (i.e., audit, budget), technical (payroll, benefits administration), and clerical (filing, copying). These varied job duties are too broad for a single classification. This has created a nearly unmanageable workload for the incumbent. Therefore, RGS recommends the Authority consider the creation of a lower-level classification of Administrative Technician. This position could be responsible for payroll processing, various H.R. duties, and Board support duties. In addition, this position could provide administrative support to the Finance and Administrative Manager I for various analytical projects and functions.

Upon review of the Finance and Administration Manager class series (I/II), it was found the only difference between the I and the II level of this class series is that the II requires the incumbent be a Certified Public Accountant (CPA). As the duties and responsibilities are the same at both levels, it is recommended the Authority consider establishing a single classification of Finance and Administration Manager. The Authority could then consider a monetary stipend for incumbents that possess a CPA.

PRINCIPAL PROJECT MANAGER (GOVERNMENT RELATIONS)

The primary functions of the Principal Project Manager (Government Relations) are to plan, organize, direct and manage Regional Water Authority and Sacramento Groundwater Authority state legislative and regulatory policy activities to advance the interests of the Authorities and their members; to coordinate activities with member agencies; and to provide highly complex staff assistance to the Executive Director.

The incumbent, Ryan Ojakian, was hired by the RWA in his current position in November 2018. His time is allocated ninety percent (90%) to the RWA and ten percent (10%) to the SGA.

Findings

The study found the incumbent spends approximately twenty percent (20%) of his time analyzing new legislative and policy proposals. This includes recommending legislative and policy solutions that are consistent with the RWA mission and have the prospects of success in the legislative and policy arena. Discuss and assess solutions with the Executive Director, Executive Committee, and the Board of Directors as necessary.

The incumbent spends approximately twenty percent (20%) of his time coordinating strategies to mitigate the impacts of new legislative and policy proposals. This includes working internally with membership on crafted solutions and working externally with statewide associations and other agencies and interest groups to advance beneficial legislation and policies and stop or decrease the impact of harmful legislation and policies.

2022 CLASSIFICATION REPORT

The incumbent spends approximately fifteen percent (15%) of his time developing messaging and communications for the Authority. This includes participating in developing talking points, press releases, media interviews, informational flyers, and member updates.

The incumbent spends approximately ten percent (10%) of his time building, maintaining, and enhancing relationships with non-governmental entities in the region, including participating in the Capital Region Climate Readiness Collaborative and regional discussions on state funding for community-based climate adaptation funding.

The incumbent spends approximately ten percent (10%) of his time preparing and delivering presentations in various settings and audiences to improve understanding of how water supply reliability can be maintained in the region and changes in hydrology.

In addition, the incumbent spends approximately five percent (5%) of his time on each of the following duties:

Developing legislative policy with direction from the Executive Director and Executive Committee for adoption by the RWA board.

Advocating for or against legislation in the Legislature, including testifying in committee on bills. Meeting with Legislators, Committee staff, and Legislative staff to present and develop positions on bills, crafting position letters on bills and budget.

Interacting with and building positive working relationships with Legislators, Legislative staff, state agencies and department heads, and department staff to advance water supply reliability in the region while maintaining the affordability of water. In this role, the incumbent also provides educational tours for Legislators and Legislative staff.

Building, maintaining, and enhancing relationships with other regional government entities, conducting regional government advocate meetings, and building partnerships with regional entities of common interests.

Engaging in the state budget providing funding for the RWA mission, including interacting with the local delegation on direct funding for projects that advance regional conjunctive use and funding for competitive statewide grants for multi-benefit projects and groundwater recharge.

Analysis

A review of the current job specification for the Principal Program Manager (Government Relations) found that the fundamental duties are outlined. However, the job specification fails to reflect the leadership role of the incumbent or the level of complexity, the consequence of error, the expectation of outcomes, and the external contacts required for the position.

To better reflect the above classification factors, the job specification for Manager of Government Relations should be considered (draft job specification attached). This title creates consistency with other RWA management team classifications.

2022 CLASSIFICATION STUDY REPORT

It is recommended the job specification better reflect the complex nature of the work performed and the responsibility the incumbent has for the final outcome of their efforts. The incumbent must have a sophisticated understanding and skill to coordinate legislative strategies with other interested parties and advocacy groups such as member agencies, community, industry groups, and the media.

The incumbent must also have advanced communication skills to effectively lobby, inform, persuade, influence, negotiate and participate in legislative and policy decision-making. They must advocate the RWA interests with various government officials and develop, recommend, and implement strategies to protect and promote the RWA and its member agencies.

Additionally, as the incumbent must work with stakeholders from various agencies and levels of government, the job specification and title should be recognizable to those with whom they work. This change not only creates consistency between RWA and other agencies but provides the incumbent with additional credibility and like standing among those with whom they work.

No salary adjustment for the Manager of Government Relations is recommended at this time. As the RWA is about to conduct an agency-wide compensation study, it is recommended that any salary adjustment result from that study.

PROJECT RESEARCH ASSISTANT

The major functions of the Project Research Assistant are to perform a variety of technical and professional duties in support of project managers related to the implementation of activities associated with Regional Water Authority's core and subscription-based programs and Sacramento Groundwater Authority activities; to provide support for Authority grants; and to provide staff assistance to the Executive Director, member agencies, and higher-level staff.

The incumbent, Monica Garcia, was hired by the RWA as a student intern in 2006. She was promoted to her current position in 2011. Her time is allocated eighty percent (80%) to the RWA and twenty percent (20%) to the SGA.

Findings

The study found the incumbent spends approximately thirty-six percent (36%) of her time managing various grants. She assists the Executive Director by maintaining a record of all grants received by the agency and the members. She also works on the project agreements, including coordinating with all participants, managing the budget, writing grant reports, and coordinating with the grant agency.

The incumbent spends approximately sixteen (16%) of her time monitoring wells in the region, compiling hydrographs, and collecting and organizing pumping data for the SGA model.

The incumbent spends approximately fifteen percent (15%) of her time in public outreach, including participating in all Water Efficiency Public Outreach Meetings, coordinating with the contractor, and using the editorial calendar to post items to the websites, Facebook, Twitter, and

Instagram. She also maintains the agency website, which includes posting updated information and the MailChimp distribution list.

The incumbent spends approximately twelve percent (12%) of her time supporting the Program Manager (Water Efficiency). This includes taking notes at meetings, responding to member inquiries, updating the drought map and rebate table, reviewing invoices, and creating flyers for events.

The incumbent spends approximately nine percent (9%) of her time organizing landscaper trainings. This includes Qualified Water Efficient Landscaper (QWEL), irrigation trainings, and online training for professionals and the public. The incumbent finds site locations, advertises the event, coordinates with instructors, and completes all administrative tasks to ensure a successful event.

The incumbent spends approximately seven percent (7%) of her time maintaining a map of members, preparing maps for analysis, preparing maps for grant applications, and maintaining the online maps for the public

The incumbent spends the remainder of her time providing administrative support in the budget process, organizing meetings for the Water Quality Group, and coordinating the newly created purchasing program.

Analysis

Several of the duties described by the incumbent are outlined in the current job specification. However, the Project Research Assistant is described as an entry-level class. At the entry level, incumbents work under close supervision and perform more routine duties while learning Agency policies and procedures and becoming familiar with various systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision.

Alternatively, at the journey level, incumbents are fully competent to independently perform the full range of the duties outlined in the job specification. Successful performance requires a thorough knowledge of agency procedures, the ability to exercise sound independent judgment within established guidelines, and skill in directing the work of others.

As the incumbent has held the position for over nine (9) years, she is no longer performing at the entry level. She works with limited supervision and performs the full range and most complex work described within the job specification. Therefore, it is recommended the Authority establish an alternatively staffed classification of Project Research Assistant I/II and reclassify the position and incumbent to the Project Research Assistant II classification.

Salary Recommendation

RGS applies specific standards common in the industry when analyzing internal salary alignment and equity. Classifications related to each other by discipline, duties, or responsibilities but separated by level of complexity or authority (entry, journey) should be separated by

2022 CLASSIFICATION STUDY REPORT

approximately 10-15%. Salary compaction occurs when the salary differential is five percent (5%) or less.

Based on the current compensation plan, it is recommended that the salary for Project Research II be set fifteen percent (15%) above the Project Research Assistant I at \$7,129/month. This salary would also establish a fifteen percent (15%) salary differential between the Project Research Assistant II and the Associate Project Manager.

SUMMARY OF RECOMMENDATIONS

- Retitle the Finance and Administration Manager I to Finance and Administrative Manager.
- Replace the Principal Project Manager (Government Relations) classification with the proposed Manager of Government Relations classification.
- Consider the addition of an Administrative Technician classification to alleviate the workload of the Finance and Administrative Manager.
- Approve the updated job classification specifications of Project Research Assistant I/II.
- Set the salary for Project Research Assistant II 15% above the Project Research Assistant I at \$7,129/month (top step).
- Reclassify the position and incumbent currently filling the Project Research Assistant to Project Research Assistant II and set the specific salary for the incumbent in accordance with the RWA rules on compensation.

REGIONAL WATER AUTHORITY

Manager of Government Relations

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 THE JOB:

To provides leadership on local, state, and federal government relations, including with cities, counties, the State Legislature, Congress and across all agencies; leads the design, development and implementation of government relations strategies and specific actions to advance the RWA's initiatives to the benefit of its member agencies; oversee policy analysis, guidance and recommendations on legislation, regulation and stakeholder engagement that may affect the RWA, its mission, initiatives or the RWA member agencies and contract agencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

The Manager of Government Relations is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects

ESSENTIAL JOB FUNCTIONS:

- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures in the area of government relations.
- As part of the Authority's management team, assists in the development and implementation of the mission and vision of the Authority.
- Monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Acts as the primary liaison between the RWA and other governmental agencies, public entities, or key stakeholders on issues of governmental relations.
- Successfully lobby, influence, persuade, and advocate RWA interests at the local, state, and federal levels.
- Provides frequent updates to the Agency's Executive Director, RWA and SGA staff, RWA Executive Committee, the RWA board of directors, and key stakeholders.
- Establishes and maintains constructive relationships with elected and appointed officials on a federal, state, and local level and invests considerable time and energy in prioritized networking activity.
- Apprises the Executive Director of pertinent legislative issues, external factors, and policy proposals and actions that could impact the RWA, its member agencies and contract agencies.
- Understands, communicates, and advocates for RWA priorities to governmental officials, local, statewide, and national organizations, and other government entities on key legislative issues.

- Coordinate with communications consultants on the development and placement of messages to advance the RWA advocacy interests and goals, including website content, social media content, op-ed materials. Develop and coordinate media pitches.
- Serves as a key representative for the RWA at legislative sessions, before state bodies, and federal agencies in support of goals and objectives.
- Shapes and influences legislative programs and other critical business issues in alignment with RWA policies, goals, and objectives.
- Works with lobbyists and legislators in establishing and implementing a lobbying strategy, both proactive and responsive.
- Prepares communications to and for key stakeholders regarding pertinent issues on legislative changes; directs and oversees the development of materials in support of the government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
- Assists the Board of Directors, the Executive Committee and the Executive Director on policy development and problem resolution.
- 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 leadership, mentoring, and training.
- Federal and state laws, rules policies, regulations, and legislation of concern to member agencies.
- California Water Resources issues, including conjunctive use, integrated planning, water reuse, and demand management.
- Procedures, operations, and functions of legislative and regulatory agencies at the state and federal levels.
- Legislative and regulatory research methods and procedures.
- Principles and practices of group facilitation and interest-based negotiations.
- Advanced analytical methods and procedures.
- Principles and practices of public policy administration.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances, and rules related to water.
- Board meeting protocol and procedures.
- English usage, spelling, grammar, and punctuation.
- Technical report writing.
- Modern office methods, procedures, and equipment.
- Computers and word processing, spreadsheets, and database software applications.

Ability to:

- Organize, implement, and direct highly complex legislative and regulatory activities.
- Analyze and interpret state legislation, regulations, and policies and prepare recommendations.
- Lobby, influence, persuade, and advocate RWA interests at the local, state, and federal levels.
- 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.
- 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.
- Prepare policy position papers, legislative platforms, and legislative correspondence.
- Develop and place of messages to advance the RWA advocacy interests and goals, including website content, social media content, op-ed materials.
- Act as a spokesperson for the RWA and responding to press and media inquiries.
- Interpret and explain pertinent Authority policies and procedures.
- Assist in the development and monitoring of assigned program budget.
- Analyze and prepare clear, concise, and comprehensive reports.
- Identify problems, alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gather, summarize, and distribute a variety of technical legislative and regulatory policy information.
- Set priorities and organize work, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Handle multiple projects simultaneously and prioritize work effectively.
- Proactively resolve problems and situations in the workplace.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Maintain sensitive and confidential information in the course of supporting RWA business.
- Manage and administer contract budgets and schedules.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Communicate effectively, orally and in writing.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the Executive Director.
- Establish and maintain effective working relationships with those contacted in the course of work.

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:

Eight (8) years of increasingly responsible experience in state legislative and regulatory analysis. Specialized experience in water, environmental, local government, and finance policy preferred.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in government relations, political science, law, or a related field. A Master's degree and background in water resources management or public administration or a related field is desirable.

LICENSE AND CERTIFICATE:

- Possession of a valid California Class C Driver License may be required at the time of appointment.
- Registration as a lobbyist with the California Secretary of State.

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.

REGIONAL WATER AUTHORITY

Project Research Assistant I/II

The information and descriptions herein reflect general details describing the principal functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To perform a variety of technical and professional duties in support of project managers related to the implementation of activities associated with Regional Water Authority's core and subscription-based programs and Sacramento Groundwater Authority activities; to provide support for Authority grants; and to provide staff assistance to the Executive Director, member agencies, and higher-level staff.

DISTINGUISHING CHARACTERISTICS:

Project Research Assistant I is the entry-level class of this class series. Initially, under close supervision, incumbents perform more routine duties while learning Agency policies and procedures and becoming familiar with the variety of systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with the Project Research Assistant II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

Project Research Assistant II is the journey level class in this series, fully competent to independently perform the full range of duties. Successful performance requires a thorough knowledge of procedures, the ability to exercise sound independent judgment within established guidelines, and skill in directing the work of others. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies related to the work assigned.

SUPERVISION RECEIVED AND EXERCISED:

The Project Research Assistant I/II receives general supervision from the assigned Manager. While the Project Research Assistant I exercises no supervision of staff, the Project Research Assistant II may provide training and day-to-day oversight over less experienced staff.

ESSENTIAL JOB FUNCTIONS:

- Monitors and administers grants; supports grantees in meeting grant requirements; collects and compiles data and prepares grant invoices; prepares required reports.
- Provides technical support for a variety of RWA and/or SGA programs including marketing, website maintenance, budget monitoring.
- Aids in the development of annual program business plans as needed.

- Oversees routine aspects of contracts with consultants, local, State and Federal governments. Implements partnerships with water, wastewater, energy, stormwater and other resource management entities for program support and marketing.
- Provides liaison with member agencies, Federal, State, and local agencies, and the public.
- Assists in the coordination of activities with and among member agencies; schedules and attends meetings and takes and produces meeting notes.
- Under direction, investigates, analyzes, develops, and supports special studies or projects and drafts corresponding documentation and technical reports.
- Works with consultants, water suppliers and others to implement grant awards.
- Conducts literature research, collects data, evaluates data using a variety of tools, and prepares reports.
- Tracks and compiles a variety of program data.
- Answers questions and provides information to member agency staff and the public.
- Conducts periodic field work.
- Assists with the preparation of items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors, as assigned.
- Builds and maintains positive working relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- California Water Resources issues, including water management planning, water efficiency, and groundwater management.
- Basic principles and practices of project budget monitoring.
- Principles and practices of grant administration.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures and equipment.
- Computer and word processing, spreadsheets, GIS, web design and maintenance, and database software applications.
- Basic knowledge of statistics, methods of data collection and analysis, and scientific research.

Ability to:

- Exercise discretion and independent judgment.
- On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical procedures.
- 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 20 pounds or less. Graphically present technical information to broad audiences.

- Manage multiple tasks and activities.
- Coordinate work with staff/managers from other Federal, State, and local agencies.
- Track program budgets and schedules.
- Research, analyze and report on technical program issues.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support RWA and SGA programs and Project Managers, including the Executive Director.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

REQUIRED EXPERIENCE:

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:

Project Research Assistance I

Experience:

One year of experience in water resource planning and management or a closely related field. Professional interaction with state, local, and national water organizations is desirable.

Training:

Equivalent to an associate degree from an accredited college with major course work in water resources, natural sciences, or a related field.

Project Research Assistant II

Experience:

Two (2) years of experience performing duties comparable to a Project Research Assistant I.

Training:

No additional training is required. However, a bachelor's degree from an accredited college with major course work in water resources, natural sciences, or a related field is desirable.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver's 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.

AGENDA ITEM 7: RWA POLICY 200.3 REVISIONS – PROCEDURES FOR THE SELECTION OF EXECUTIVE COMMITTEE MEMBERS

BACKGROUND:

A number of the members of the Board of Directors would like to reduce the time to conduct elections to the Executive Committee, and potentially diversify the Executive Committee. Chair York formed an ad hoc committee to recommend changes to Policy 200.3 to the Executive Committee and the Board of Directors to address these concerns. The ad hoc committee has met several times to develop proposed revisions to the current policy.

Attached is a draft policy that addresses the concerns that have been discussed in the ad hoc committee. At the time of the preparation of this staff report and due to schedule constraints, the ad hoc committee has not weighed in on the most recent version of the draft policy.

Discussion: Kerry Schmitz, Ad Hoc Committee Chair

Action: Consider Ad Hoc Committee Revisions and Make Recommendations on Revisions to Policy 200.3 to the RWA Board of Directors

Attachment:

Draft Policy 200.3

**REGIONAL WATER AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Policy Type : Board of Directors
Policy Title : Procedures for Selection of the Executive Committee
Policy Number : 200.3
Date Adopted : November 19, 2001
Date Amended : March 10, 2005
Date Amended : November 13, 2014
Date Amended : _____, 2022

**REGIONAL WATER AUTHORITY PROCEDURES FOR SELECTION OF THE
EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS AND THE CHAIR AND
VICE-CHAIR OF THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS**

Background

The Joint Exercise of Powers Agreement (“JPA”) under which the Regional Water Authority (“RWA”) was formed and operates provides for the selection of (1) the members of the Executive Committee of the Board of Directors, and (2) the Chair and Vice-Chair of the Board of Directors. (See Articles 10 and 18, respectively, of the JPA.) The Board of Directors will follow the procedures set forth in this document for the nomination and election of the members of the Executive Committee and the Chair and Vice-Chair. This document may be amended at any time by the Board of Directors.

In accordance with Article 8 of the JPA, each Member and Contracting Entity (as defined in Article 3 of the JPA) have two representatives on the Board of Directors, either of whom may cast a single vote on behalf of his or her Member or Contracting Entity. It will be the responsibility of a Member and Contracting Entity to notify RWA in writing from time to time of (1) its designated representatives to the Board of Directors, including alternates who may act in the absence of a representative, and (2) the priority for voting of its representatives to the Board of Directors of RWA. In the absence of such written notification, the Secretary of RWA will determine that an elected representative of a Member will have voting priority over the Member’s non-elected representative to the Board of Directors, and a Member or Contracting Entity’s senior management staff will have priority over the Member or Contracting Entity’s junior management staff, in the event that the Member or Contracting Entity’s two representatives disagree as to who should cast a vote on behalf of the Member or Contracting Entity concerning a particular matter. These rules shall also apply in the case of nominations under this Policy.

Reference in this document to a majority vote of the Board of Directors will refer to the affirmative vote of a majority of the representatives (one for each Member and Contracting Entity) on the Board of Directors who are entitled to vote on a matter and

who are present at the Board meeting during the vote. A seat on the Board of Directors of RWA will become vacant when a representative of a Member or Contracting Entity no longer meets the qualifications set forth in Article 8 of the JPA, or upon the happening of any of the events set forth in Government Code section 1770.

The Executive Committee will be a standing committee of the Board of Directors of RWA and will be selected as individuals from the membership of the Board of Directors, except that, no Member or Contracting Entity of RWA will have more than one representative on the Executive Committee.

Executive Committee meetings will be open to the public (except for authorized closed sessions), noticed and conducted in accordance with applicable law. A majority of all of the members of the Executive Committee (i.e., five members on a nine-member Executive Committee) will (a) constitute a quorum for the purpose of transacting business, and (b) be required for an affirmative vote to take action.

Members of the RWA Board of Directors who are not members of the Executive Committee may attend an Executive Committee meeting only as observers, and they will not participate in the committee meeting, ask questions, or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2 and 81 Ops.Cal.Atty.Gen. 156 (1998).)

In accordance with the Brown Act (Government Code section 54952), the Executive Committee will comprise less than a quorum of the number of members of the Board of Directors. The Executive Committee of RWA will consist of nine members, subject to the Board of Directors approving a smaller odd number of members of the Executive Committee to avoid a violation of the Brown Act. These procedures assume that the Executive Committee will comprise nine members.

The election of the Chair, Vice-Chair, and members of the Executive Committee will generally follow the three-step process described in this Policy: (a) election of a new Chair at a meeting held near the end of the calendar year; (b) receipt of nominations for Vice-Chair and members of the Executive Committee; and (c) election of a slate of nominees for Vice-Chair and members of the Executive Committee.

I. **Election of the Incoming Chair and Identification of Candidates for Vice-Chair and the Executive Committee**

1. At a meeting held prior to December 31 of each year, the Board of Directors will elect the Incoming Chair for the next year. The current Chair shall conduct the election. The Incoming Chair's term will commence on the January 1 following the Board meeting.

Commented [AR1]: Consider moving to another policy, such as 200.2, when that policy is updated because these rules are not germane to the elections.

2. To elect the Incoming Chair, the Board of Directors will vote on the question, "Shall the current Vice-Chair of the Board of Directors be elected Chair?" If the current Vice-Chair is unable to serve, or if the Vice-Chair is not elected as Incoming Chair by a majority of the Board of Directors, then another Incoming Chair shall be nominated by motion and elected by at least a majority vote.
3. The Chair or the Chair's designee will then conduct a roll call of Directors to state their candidacy for Vice-Chair and the Executive Committee. Each Director may make an oral presentation of not more than two minutes concerning the Director's qualifications to serve as Vice-Chair or as a member of the Executive Committee. A Director who is not present may not be included as a candidate unless the Director or the RWA entity that he or she represents has notified the current Chair that the Director wishes to be included as a candidate.

II. Nomination of Candidates for Vice-Chair and the Executive Committee

1. If only one candidate was identified for Vice-Chair, then that candidate shall be deemed the nominee for Vice-Chair. If there were only three candidates identified for members of the Executive Committee, then those three candidates shall be deemed the nominees for those offices. If the nominees for Vice-Chair or Executive Committee are not determined under this step, then the Executive Director or designee shall conduct the nomination of candidates for the unfilled office or offices as described below.
2. The Executive Director shall prepare and distribute to each RWA Member or Contracting Entity a written nomination form listing the Directors who were previously identified as candidates. The nomination form shall request that each RWA Member or Contracting Entity nominate a Vice-Chair and three members of the Executive Committee by ranking as candidates as they wish in order of preference. Candidates for Vice-Chair shall also be listed as candidates for the Executive Committee on the nomination form.

*Example Nomination Form:*¹

Nomination Form

Name of RWA Member of Contracting Entity: _____

¹ The examples presented in this policy are illustrative and not binding.

Please rank each of the candidates below in order of preference from highest to lowest and return this form to the RWA Executive Director no later than _____ (date).

Candidates for Vice-Chair	1st	2nd	3rd
Candidate A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidates for Executive Committee	1st	2nd	3rd	4th	5th	6th	7th
Candidate A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Agency Representative: _____
 Signature of Agency Representative: _____

3. Nomination forms shall be completed, signed, and returned to the Executive Director or designee no later than the date stated on the form. Only one form may be submitted by each Member or Contracting Entity. No Director may discuss or deliberate with any Director of another RWA Member or Contracting Entity concerning the responses to the nomination forms. RWA staff and representatives shall not discuss with any Director the results of any nominations until after the nominees are publicly identified as provided in this Policy.

4. To determine the nominee for Vice-Chair, the Executive Director or designee shall tally the nomination forms in rounds until a candidate has a majority of votes. In each round, if no candidate has a majority of nominations, the candidate with the fewest number of nominations is eliminated. The eliminated candidate's nominations are then redistributed based on the nominator's next preference to the remaining candidates until one candidate has a majority of votes and is nominated Vice-Chair.² If two or more candidates are tied for the fewest number of nominations in any round, the candidates are eliminated and nominations redistributed as provided above. If two or more candidates are tied in the final round of nominations, then the candidate with more first round nominations shall be

² Reference is made to the "Instant Runoff" form of preferential voting.

declared the nominee, and, if the candidates are tied for the most first round nominations, then the prevailing candidate shall be the one with the most second round nominations, and so on.

Illustrative Example:

Candidates A, B, and C are candidates for Vice-Chair. Of 11 nominations made, Candidate A receives 3 nominations (27%), Candidate B receives 4 nominations (36%), and Candidate C receives 4 nominations (36%). Candidate A is eliminated, and the 3 nominators who chose Candidate A as their first choice have their second-choice nominations counted in the next round. Candidate B gained two second-choice nominations (6 total, 46%) and Candidate C gained three second-choice nominations (7 total, 54%), making Candidate C the successful nominee with a majority of nominations.

5. To determine the nominees for members of the Executive Committee, the Executive Director or designee shall tally the nomination forms in rounds until three candidates have reached a "Nomination Threshold." The Nomination Threshold is defined as the total number of nominations received divided by 4, with the result rounded up to the nearest 1.³ In the first round, the successful nominee for Vice-Chair shall be eliminated and that candidate's nominations are then redistributed based on the nominator's next preference to the remaining candidates. In subsequent rounds, the candidate with the fewest number of nominations is eliminated and the nominations distributed on the basis of preferences to the remaining candidates until three candidates reach the Nomination Threshold. No nominated candidates can receive any more nominations after they have met the Nomination Threshold. If two or more candidates are tied in the final round of nominations, then the candidate with more first round nominations shall be declared the nominee, and, if the candidates are tied for the most first round nominations, then the prevailing candidate shall be the one with the most second round nominations, and so on.

Illustrative Example:

Candidates A through G are candidates for membership on the Executive Committee. With 11 nominations submitted, the Nomination Threshold is 3 (11 divided by 4 is 2.75, rounded up to 3). The Candidates receive the following first round nominations:

Candidate	First Round Nominations
Candidate A	2

³ Four is the sum of the number of Executive Committee nominees (four) plus one.

Candidate	First Round Nominations
Candidate B	2
Candidate C	1
Candidate D	2
Candidate E	2
Candidate F	2
Candidate G	0
Total	11

No candidate met the Nomination Threshold by receiving 3 or more nominations. Candidate G is eliminated with zero nominations. Because Candidate G was not any nominator's first choice, none of her nominations are redistributed in the next round. Candidate C is eliminated because Candidate C was the successful nominee for Vice-Chair in the prior step. Candidate C's one nomination is redistributed to the nominator's second choice, Candidate A. The second round of nominations is now:

Candidate	Second Round Nominations
Candidate A	3 (Nominated to Executive Committee)
Candidate B	2
Candidate C	0 (Eliminated as Vice-Chair Nominee)
Candidate D	2
Candidate E	2
Candidate F	2
Candidate G	0 (Eliminated in First Round)
Total	11

Candidate A met the Nomination Threshold with 3 nominations and is nominated to membership on the Executive Committee. The remaining candidates are tied with 2 nominations each. Under the tiebreaking rules described above, the nominees with the highest first round nominations shall be nominated. Because the candidates remain tied, the nomination forms are reviewed to determine which of the remaining candidates had the highest number of second choice nominations. Candidates E and F had the fewest number of second choice nominations, so they are eliminated. Candidates A, B, and D are the successful nominees for membership on the Executive Committee.

6. After the date set for return of nomination forms, the Executive Director or designee shall tally the nominations according to this Policy and make publicly available a list of the proposed nominees for Vice-Chair and the four nominees for members of the Executive Committee. Any documents showing how the Executive Director or designee tallied the nominations,

as well as all completed nomination forms, shall be retained by RWA and available for public review in the same manner as other public records. The Executive Director in consultation with RWA counsel is directed and empowered to interpret these rules as necessary to ensure the fair and timely completion of the nomination tally process.

III. Election of the Vice-Chair and the Executive Committee

1. At a meeting held after January 1 of each year, the Board of Directors will elect the Vice-Chair and the Executive Committee. At or prior to the meeting, the Incoming Chair shall take office and shall conduct the election as Chair.
2. The proposed slate of nominees presented for election by the Board of Directors shall be as follows:
 - a. The Vice-Chair nominee determined above under this Policy.
 - b. The three nominees for members of the Executive Committee determined above under this Policy.
 - c. A Director nominated by the Contracting Entities of RWA (as defined in Article 3(d) of the JPA), which nomination shall be sent to the Executive Director or designee in writing prior to the meeting.
 - d. A Director nominated by the current Chair of the Sacramento Groundwater Authority (SGA) (regardless of whether the current Chair is a Director on the RWA Board of Directors), which nomination shall be sent to the Executive Director or designee in writing prior to the meeting.
 - e. Two Directors nominated by the Chair. In making these nominations, the Chair shall evaluate and consider the makeup of the other nominees to the Executive Committee based on the following RWA member characteristics:
 - i. Size of Member agency service area and customer base;
 - ii. Water supplies;
 - iii. Geography;
 - iv. Demographics;
 - v. Prior representation on the Executive Committee; and
 - vi. Any other factors necessary to ensure diverse representation of RWA members on the Executive Committee.

To ensure that at least two of the members of the Executive Committee (inclusive of the Chair and Vice Vice-Chair) shall be members of a governing board of a Member of RWA (as defined in Articles 2 and 3(i) of the JPA), then the Chair shall ensure this requirement is met through the Chair's nominations if it has not otherwise been met.

3. The Board of Directors will then vote in a single election on the question, "Shall the proposed nominees for Vice-Chair and members of the Executive Committee be elected?" If any of the proposed nominees are unable to serve, or are not elected by a majority of the Board of Directors, then one or more alternative nominees shall be nominated by motion and elected by at least a majority vote.

IV. Procedures for Filling a Post-Election Vacancy on the Executive Committee

1. In the event that a vacancy occurs on the Executive Committee the Member or Contracting Entity whose representative held the Executive Committee seat that was vacated may recommend a replacement by sending the Chair of the Board of Directors a letter making that recommendation.
2. The recommended Executive Committee replacement must be one of the two identified representatives on the Board of Directors for that Member or Contracting Entity, provided the nomination is consistent with the RWA JPA and the Executive Committee Election Policy.
3. The recommended replacement to the Executive Committee may begin to serve immediately but must be approved by a majority vote of the Board of Directors at its next regularly scheduled meeting.
4. In the event that a recommended replacement is not identified or not approved, then another Director shall be nominated by motion and elected by at least a majority vote.

AGENDA ITEM 8: AD HOC COMMITTEE UPDATES

BACKGROUND:

A brief update on the work of ad hoc and standing committees will occur at each Executive Committee meeting.

Ad Hoc Committees:

- Revisions to [RWA Policy 200.2 Ad Hoc Committee](#) (Authority Delegated to the Executive Committee) – Members: G. Zlotnick (Chair), P. Selsky, A Foster/E. Jacobs, T. Firenzi, B. Kamilos, D York
- Revisions to [RWA Policy 200.3 Ad Hoc Committee](#) (Election Procedures) – Members: K. Schmitz (Chair), D. York, C. Sheehan, T. Firenzi, A. Foster, M. Yasutake
- Revisions to [RWA Policy 400.4 Ad Hoc Committee](#) (Executive Director Performance Evaluation Procedure) – Members: R. Dugan (Chair), B. Ewart, C. Sheehan, M. Yasutake, D. York, S. Bigley
- Employee Compensation Survey Oversight Ad Hoc Committee – Members: D. York (Chair), G. Espindola, R. Greenwood, C. Sheehan, R. Dugan
- Space Planning Ad Hoc Committee – Members: D. York (Chair), R. Greenwood, T. Firenzi, Audie Foster
- Purchasing Ad Hoc Committee – Members: R. Scott (Chair), D. York, B. Smith, M. Carrey, T. Barela, T. Eising
- Awards Committee – Members: K. Schmitz (Chair), Paul Schubert, and Paul Selsky

Standing Committees

- Federal Affairs
- Water Quality

Information: Jim Peifer, Executive Director

AGENDA ITEM 9: EXECUTIVE DIRECTOR'S REPORT

An oral report will be provided.

Attachment:

Announcement of casual retirement event for Rob Swartz

We are inviting you for a

Retirement Party

Honoring

Rob Swartz



Thursday, October 13, 2022

5:30 p.m. to 8:00 p.m.

University of Beer - Folsom

1009 E. Bidwell Street

Folsom, CA 95630

no-host bar - appetizer buffet at 6:00 p.m.

RSVP by September 30, 2022 to Cecilia Partridge at Cecilia@rwah2o.org

AGENDA ITEM 10: DIRECTORS' COMMENTS