



**AGENDA**

**MEETING OF THE  
INLAND EMPIRE UTILITIES AGENCY  
BOARD OF DIRECTORS**

**WEDNESDAY, JANUARY 4, 2017  
10:00 A.M.**

**INLAND EMPIRE UTILITIES AGENCY\*  
AGENCY HEADQUARTERS  
6075 KIMBALL AVENUE, BUILDING A  
CHINO, CALIFORNIA 91708**

**CALL TO ORDER  
OF THE INLAND EMPIRE UTILITIES AGENCY BOARD OF DIRECTORS MEETING**

**FLAG SALUTE**

**PUBLIC COMMENT**

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form which are available on the table in the Board Room. Comments will be limited to five minutes per speaker. Thank you.

**ADDITIONS TO THE AGENDA**

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

**1. ACTION ITEMS**

**A. ELECTION OF OFFICERS**

It is recommended that the Board elect by roll call vote a President, Vice President, and Secretary/Treasurer of the Inland Empire Utilities Agency Board of Directors.

**B. APPOINTMENT OF A DIRECTOR TO THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

It is recommended that the Board review and consider its appointment of a Director to serve on the Metropolitan Water District of Southern California Board by roll call vote.

**C. ADOPTION OF RESOLUTION NO. 2017-1-2, APPOINTING/RE-APPOINTING AGENCY REPRESENTATIVES TO THE SANTA ANA WATERSHED PROJECT AUTHORITY (SAWPA) COMMISSION**

It is recommended that the Board adopt by roll call vote Resolution No. 2017-1-2, appointing/re-appointing the Agency representatives to the Santa Ana Watershed Project Authority (SAWPA) Commission.

**D. ADOPTION OF RESOLUTION NO. 2017-1-1, FOR THE INTERIM APPOINTMENT OF A RETIRED ANNUITANT**

It is recommended that the Board adopt by roll call vote Resolution No. 2017-1-1, for exception to the 180-day wait period Government Code Sections 7522.56 and 21221(h); and for the interim appointment of Martha Davis, as a retired annuitant, to the position of Executive Manager of External Affairs and Policy Development/Assistant General Manager.

Materials related to an item on this agenda submitted to the Agency, after distribution of the agenda packet, are available for public inspection at the Agency's office located at 6075 Kimball Avenue, Chino, California during normal business hours.

**2. INFORMATION ITEM**

**A. IEUA BOARD OF DIRECTORS STANDING COMMITTEES**

**3. GENERAL MANAGER'S REPORT (WRITTEN)**

**4. BOARD OF DIRECTORS' REQUESTED FUTURE AGENDA ITEMS**

**5. DIRECTORS' COMMENTS**

**A. CONFERENCE REPORTS**

This is the time and place for the Members of the Board to report on prescheduled Committee/District Representative Assignment meetings, which were held since the last regular Board meeting, and/or any other items of interest.

**6. CLOSED SESSION**

**A. PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

1. Chino Basin Municipal Water District vs. City of Chino, Case No. RCV51010

2. Martin vs. IEUA, Case No. CIVRS 1000767

3. Mwembu vs. IEUA, Case No. CIVDS 1415762

**B. PURSUANT TO GOVERNMENT CODE SECTION 54956.8 –  
CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Supplemental Water Transfer/Purchase

Negotiating Party: General Manager P. Joseph Grindstaff

Under Negotiation: Price and Terms of Purchase

**C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION;  
INITIATION OF LITIGATION**

Two (2) Cases

**D. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PERSONNEL  
MATTERS – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Manager of Internal Audit

Board Secretary/Office Manager

**7. ADJOURN**

\*A Municipal Water District

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary (909) 993-1736, 48 hours prior to the scheduled meeting so that the Agency can make reasonable arrangements.

**Declaration of Posting**


Proofed by: df

I, April Woodruff, Board Secretary of the Inland Empire Utilities Agency\*, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, December 29, 2016.

  
\_\_\_\_\_  
April Woodruff

**ACTION  
ITEM**

**1A**

Date: January 4, 2016  
To: The Honorable Board of Directors  
From:  Jean Cihigoyenetché  
General Counsel  
Subject: Election of Officers

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### **RECOMMENDATION**

It is recommended that the Board of Directors elect by roll call vote a President, Vice President, and Secretary/Treasurer of the Inland Empire Utilities Agency Board of Directors.

### **BACKGROUND**

In accordance with the Water Code Section 71273, Election of Officers, and the Agency's Bylaws:

- (a) The Board of Directors shall select officers as described in the Bylaws. Such officers shall be selected by a majority vote of the members of the Board of Directors present.
- (b) The President, Vice President, and the Secretary/Treasurer of the Board of Directors must be members of the Board of Directors.
- (c) Officer positions shall be considered and filled every two years at its first meeting in January in the odd number year.
- (d) Officer shall be rotated as deemed appropriate by the Board of Directors.
- (e) Nothing in these Bylaws shall prevent the Board of Directors from electing whomsoever they choose to any position should there be sufficient reason.

The current officers are as follows: President-Terry Catlin, Vice President-Michael Camacho, and Secretary/Treasurer-Steven J. Elie.

### **PRIOR BOARD ACTION**

On January 21, 2015, the Board elected Director Catlin as President, Director Camacho as Vice President, and Director Elie as Secretary/Treasurer.

**IMPACT ON BUDGET**

None.


JC:aw

**ACTION  
ITEM**

**1B**

Date: January 4, 2017

To: The Honorable Board of Directors

From:  Jean Cihigoyenetche  
General Counsel

Subject: Appointment of a Director to the Metropolitan Water District of Southern California

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### **RECOMMENDATION**

It is recommended that the Board of Directors review and consider its appointment of a Director to serve on the Metropolitan Water District of Southern California Board by roll call vote.

### **BACKGROUND**

Inland Empire Utilities Agency has one representative (Director) that serves on the Metropolitan Water District of Southern California Board. Some member agencies do impose, by policy, term limits or annual reappointment procedures, regarding their MWD Director appointment. The IEUA Board has a Board policy of reviewing, every two years, its appointment procedures to the MWD Board. Under State Law (MWD Act), an appointment to the MWD Board requires a majority (3) vote. The current MWD Director is Director Michael Camacho.

### **PRIOR BOARD ACTION**

On January 21, 2015, the Board approved the nomination of Director Michael Camacho as the IEUA Representative for the Metropolitan Water District of Southern California Board of Directors.

### **IMPACT ON BUDGET**

None.

JC:aw




**ACTION  
ITEM**

**1C**

Date: January 4, 2017

To: The Honorable Board of Directors

From:  Board President

Subject: Adoption of Resolution No. 2017-1-2, Appointing/Re-appointing Agency Representatives to the Santa Ana Watershed Project Authority (SAWPA) Commission

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### **RECOMMENDATION**

It is recommended that the Board of Directors adopt by roll call vote Resolution No. 2017-1-2, appointing/re-appointing the Agency representatives to the Santa Ana Watershed Project Authority (SAWPA) Commission.

### **BACKGROUND**

The SAWPA JPA requires the appointment of member agencies commissioners be done by resolution of the member agency's governing body. Resolution No. 2017-1-2, formalizes the requirements of the SAWPA Joint Powers Agreement. This appointment is determined by the Board President. The current SAWPA Commissioner is President Terry Catlin, with Director Jasmin A. Hall as Alternate Commissioner.

### **PRIOR BOARD ACTION**

On January 21, 2015, the Board adopted Resolution No. 2015-1-5, appointing Director Terry Catlin to serve as the Agency's Commissioner on the Commission for the Santa Ana Watershed Project Authority, with Director Jasmin A. Hall as Alternate Commissioner to the SAWPA Commission.

### **IMPACT ON BUDGET**

None.

**RESOLUTION 2017-1-2**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE INLAND EMPIRE UTILITIES AGENCY\*, SAN  
BERNARDINO COUNTY CALIFORNIA, APPOINTING/  
RE-APPOINTING COMMISSIONERS TO THE SANTA  
ANA WATERSHED PROJECT AUTHORITY  
COMMISSION**

**WHEREAS**, the Inland Empire Utilities Agency is a member agency of the Santa Ana Watershed Project Authority; and

**WHEREAS**, the Joint Powers Agreement creating the Santa Ana Watershed Project Authority, as amended, requires that each member agency designate three members of its governing body, or two members of its governing body and its General Manager, to act as its Commissioners of the Commission for the Santa Ana Watershed Project Authority.

**NOW, THEREFORE**, that the Board of Directors of the Inland Empire Utilities Agency a Municipal Water District does hereby **RESOLVED, DETERMINE, AND ORDER** as follows:

Section 1. That Director \_\_\_\_\_ be designated and appointed/re-appointed to act as the Agency's Commissioner on the Commission for the Santa Ana Watershed Project Authority, with Director \_\_\_\_\_ as Alternate Commissioner to the SAWPA Commission, effective January 4, 2017.

Section 2. Upon the adoption of Resolution No. 2017-1-2, Resolution No. 2015-1-5 is repealed in its entirety.

Section 3. That the Secretary of the Board is hereby authorized and directed to transmit a certified copy of this resolution to the Santa Ana Watershed Project Authority.

ADOPTED this 4<sup>th</sup> day of January, 2017

\_\_\_\_\_  
President of the Inland Empire Utilities Agency\*  
and of the Board of Directors thereof.

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer of the Inland Empire  
Utilities Agency\* and the Board of Directors  
thereof.

STATE OF CALIFORNIA                    )  
  )  
COUNTY OF SAN BERNARDINO        )

I, \_\_\_\_\_, Secretary/Treasurer of the Inland Empire Utilities Agency\*,  
DO HEREBY CERTIFY that the foregoing Resolution being No. 2017-1-2, was adopted  
at a regular meeting on January 4, 2017, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Secretary /Treasurer of the Inland Empire  
Utilities Agency\* and the Board of Directors  
thereof

(SEAL)

\* A Municipal Water District

**ACTION  
ITEM**

**1D**

Date: January 4, 2017

To: The Honorable Board of Directors

From: P. Joseph Grindstaff  
General Manager

Submitted by: Christina Valencia  
Chief Financial Officer/Assistant General Manager

Sharmeen Bhojani  
Manager of Human Resources

Subject: Adoption of Resolution No. 2017-1-1 for the Interim Appointment of a Retired Annuitant

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### **RECOMMENDATION**

It is recommended that the Board of Directors adopt by roll call vote Resolution No. 2017-1-1, for exception to the 180-day wait period Government Code Sections 7522.56 and 21221(h); and for the interim appointment of Martha Davis, as a retired annuitant, to the position of Executive Manager of External Affairs and Policy Development/Assistant General Manager.

### **BACKGROUND**

Martha Davis retired as the Agency's Executive Manager of Policy Development/Assistant General Manager on December 31, 2016. Since then, the Agency added some additional duties to the position, reclassified it to Executive Manager of External Affairs and Policy Development/Assistant General Manager, and began an active recruitment process to permanently fill the vacated position. This is a critically needed position for the Agency and requires specialized experience and qualifications. It is imperative that the Agency fill this position on an interim basis while recruitment efforts are ongoing to select a qualified candidate. Government Code Section 21221(h) permits retired annuitants under the California Public Employees' Retirement System (CalPERS) to be employed without reinstatement from retirement upon appointment by a public agency's governing body to fill a vacant position on an interim basis during the recruitment process to permanently fill the position.

The Government Code requires the Agency to adopt a certification resolution when hiring a retiree before 180 days has passed since his or her retirement date. As such, a recommendation is being made to adopt this certification resolution, which allows the Agency to appoint Ms. Davis as the Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager.

Adoption of Resolution No. 2017-1-1 for the Interim Appointment of a Retired Annuitant  
January 4, 2017  
Page 2

**PRIOR BOARD ACTION**

None

**IMPACT ON BUDGET**

Any associated costs are supported in FY 2016/17 Administrative Services (GG) fund appropriation for employment costs.

## EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the Inland Empire Utilities Agency (“IEUA”), on the one hand, and Martha Davis (“EMPLOYEE”), on the other hand. IEUA and EMPLOYEE are sometimes referred to herein jointly as the Parties, or individually as Party.

### RECITALS

**WHEREAS**, IEUA desires to employ the services of EMPLOYEE as the Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager while IEUA conducts its recruitment for a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager, and will terminate such services upon IEUA’s recruitment of a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager; and

**WHEREAS**, IEUA is actively conducting an open recruitment for a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager;

**WHEREAS**, Government Code Section 21221(h) permits retired annuitants under the California Public Employees’ Retirement System (CalPERS) to be employed without reinstatement from retirement upon appointment by a public agency’s governing body to fill a vacant position on an interim basis during the recruitment to permanently fill the position;

**WHEREAS**, EMPLOYEE desires to be employed as an at-will employee for services as an Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager in accordance with Government Code Sections 7522.56 & 21221(h), and the terms of this Agreement; and

**WHEREAS**, it is the desire of IEUA to provide compensation on an hourly basis, and establish certain conditions of employment for the position of Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, and for other good and sufficient consideration, the adequacy of which is hereby acknowledged, the parties agree as follows:

### TERMS

1. IEUA hereby appoints EMPLOYEE to the position of Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager. EMPLOYEE hereby accepts such appointment under the terms and conditions of this Agreement.

2. EMPLOYEE is an at-will employee who shall serve at the pleasure of the General Manager. Accordingly, the General Manager may terminate EMPLOYEE’s employment under this Agreement at any time, with or without cause. Nothing in this Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or



any due process right to a hearing before or after the decision to terminate her employment either for, or not for, good cause.

3. a. This Agreement will become effective upon the date of adoption by the Board of Directors. EMPLOYEE's first day of employment shall be January 5, 2017. This Agreement will expire on December 31, 2017 or at the time IEUA hires a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager, provided however, that there may be a brief period of overlap after IEUA hires a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager so that EMPLOYEE can assist in the transition of the permanent appointment. EMPLOYEE's employment is also subject to earlier termination.

b. EMPLOYEE shall provide 30 days' notice in the event of a voluntary resignation, unless IEUA agrees otherwise.

c. Following the expiration of this Agreement on December 31, 2017 or following IEUA's hire of a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager (whichever occurs earlier), or termination of employment, IEUA shall not again appoint EMPLOYEE to the position of Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager or Executive Manager of External Affairs and Policy Development/Assistant General Manager.

d. Retired annuitants appointed to an interim position without reinstatement are limited to a combined total of 960 hours for all employers each fiscal year, including concurrent appointments pursuant to Government Code sections 21221, 21224, and 21229. EMPLOYEE expressly certifies and warrants to IEUA that her anticipated work schedule of a maximum of 40 hours per week will not cause her to exceed 960 hours per fiscal year limit pursuant to Government Code Section 21221(h), including work for this or any other CalPERS employer during the current fiscal year.

4. EMPLOYEE shall perform the functions and duties set forth by IEUA's General Manager, as amended from time to time, to the best of her ability, and in an efficient and competent manner.

5. EMPLOYEE shall be paid at a rate of \$100.57 per hour for all approved hours worked. EMPLOYEE will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

6. IEUA shall defend, hold harmless, and indemnify said EMPLOYEE against any tort, professional liability claim, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of said EMPLOYEE's duties, consistent with the provisions of the California Government Code. IEUA may, in its discretion compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom.

7. The text herein shall constitute the entire Agreement between the parties, and shall supersede any/all other previous agreements between IEUA and EMPLOYEE related to employment.

8. All notices under this Employment Agreement shall be in writing and shall be delivered by personal services, or by certified or registered mail, postage prepaid, return receipt requested, to the parties. Any written notice to any of the parties required or permitted hereunder shall be deemed to have been duly given on the date of service if served personally or 72 hours after the mailing thereof. Rejection of other refusal to accept, or the inability to deliver because of changed address of which no notice was given as provided hereunder, shall be deemed to be receipt of the notice, demand or request sent. Notices to the parties shall be addressed as follows:

Employer: Inland Empire Utilities Agency  
6075 Kimball Ave  
Chino, CA 91708

Post Office Box 9020  
Chino Hills, CA 91709

Employee: Martha Davis  
Post Office Box 508  
Nicasio, CA 94946

By giving the other party at least 30 days' written notice thereof, the parties hereto shall have the right from time to time or at any time during the term hereof to change their respective addresses for notice.

INLAND EMPIRE UTILITIES AGENCY  
A Municipal Water District

January \_\_, 2017

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**MARTHA DAVIS**

January \_\_, 2017

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**P. JOSEPH GRINDSTAFF, General Manager  
Inland Empire Utilities Agency**

**RESOLUTION NO. 2017-1-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT CODE SECTIONS 7522.56 & 21221(h)**

**WHEREAS**, in compliance with Government Code section 7522.56 the Inland Empire Utilities Agency must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date,

**WHEREAS**, Martha Davis, CalPERS ID 3048335791 retired from Inland Empire Utilities Agency in the position of Executive Manager of Policy Development/Assistant General Manager, effective December 31, 2016,

**WHEREAS**, since then the Agency has added additional responsibilities to the position of Executive Manager of Policy Development/Assistant General Manager, and has reclassified the position to Executive Manager of External Affairs and Policy Development,

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 31, 2017, without this certification resolution,

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive,

**WHEREAS**, the Board of Directors, the Inland Empire Utilities Agency and Martha Davis certify that Martha Davis has not and will not receive a Golden Handshake or any other retirement-related incentive,

**WHEREAS**, the Board of Directors hereby appoints Martha Davis as an interim appointment retired annuitant to the vacant position of Executive Manager of External Affairs and Policy Development/Assistant General Manager for the Inland Empire Utilities Agency under Government Code section 21221(h), effective January 5, 2017,

**WHEREAS**, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement,

**WHEREAS**, the current status of this recruitment is ongoing and the Agency is actively accepting applications for the position,

**WHEREAS**, this section 21221(h) appointment shall only be made once and therefore will end on December 31, 2017,

**WHEREAS**, the entire employment agreement between Martha Davis and the Inland Empire Utilities Agency has been reviewed by this body and is attached herein,

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar,

**WHEREAS**, the hourly rate paid to Martha Davis will be \$100.57, and

**WHEREAS**, Martha Davis has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

**NOW, THEREFORE**, the Board of Directors of the Inland Empire Utilities Agency\* does hereby RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1: The Board of Directors hereby certifies the nature of the appointment of Martha Davis as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Executive Manager of External Affairs and Policy Development/Assistant General Manager on an interim basis for the Inland Empire Utilities Agency by January 5, 2017 because the position has been vacant for approximately one week and the Agency has begun an active recruitment process to hire a permanent Executive Manager of External Affairs and Policy Development/Assistant General Manager. Martha Davis possesses the specialized skills and experience such as managing policy, legislation, government relations, public relations, outreach, and education, all of which are necessary to perform the duties of Interim Executive Manager of External Affairs and Policy Development/Assistant General Manager.

**ADOPTED** the 4<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Vice-President of the Inland Empire  
Utilities Agency\* and of the  
Board of Directors thereof

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer of the Inland Empire  
Utilities Agency\* and of the  
Board of Directors thereof

\*A Municipal Water District

STATE OF CALIFORNIA )  
COUNTY OF ) SS  
SAN BERNARDINO )

I, Steven J. Elie, Secretary/Treasurer of the Inland Empire Utilities Agency\*, DO  
HEREBY CERTIFY that the foregoing Resolution being No. 2017-1-1, was adopted at a regular  
Board Meeting on January 4, 2017, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Secretary/Treasurer of the Inland Empire  
Utilities Agency\* and of the Board of  
Directors thereof

\*A Municipal Water District

**INFORMATION  
ITEM**

**2A**

# IEUA Board of Directors Standing Committees

January 2017  
Board Meeting

# Project Background

Determine the functions of the standing committees of the Board.

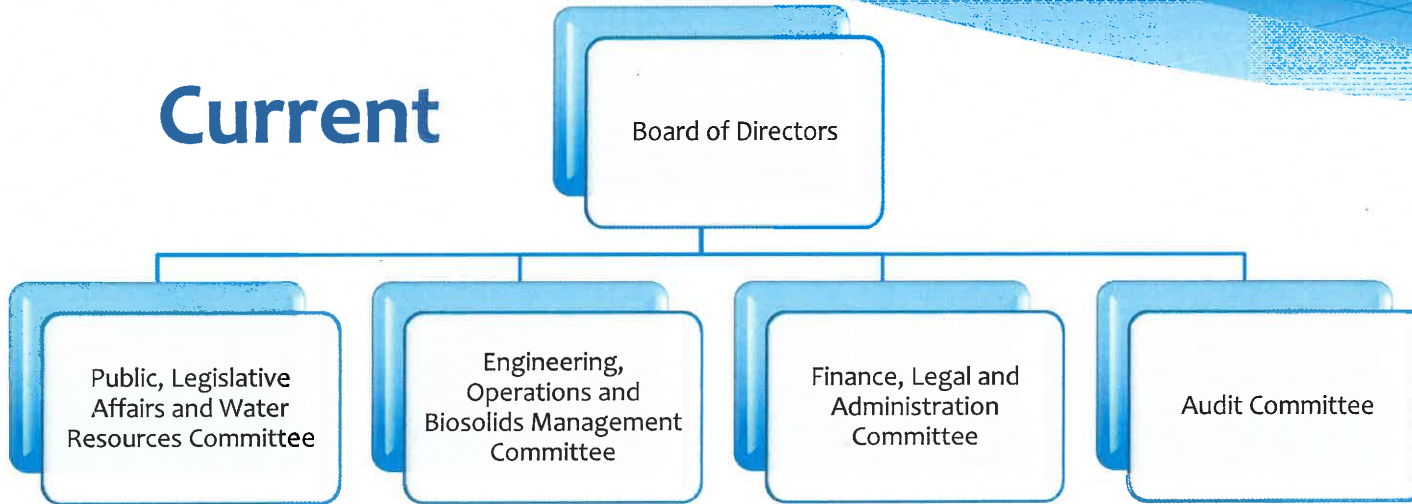
Define which items should be taken through each committee.

Develop written guidelines for the standing committees.

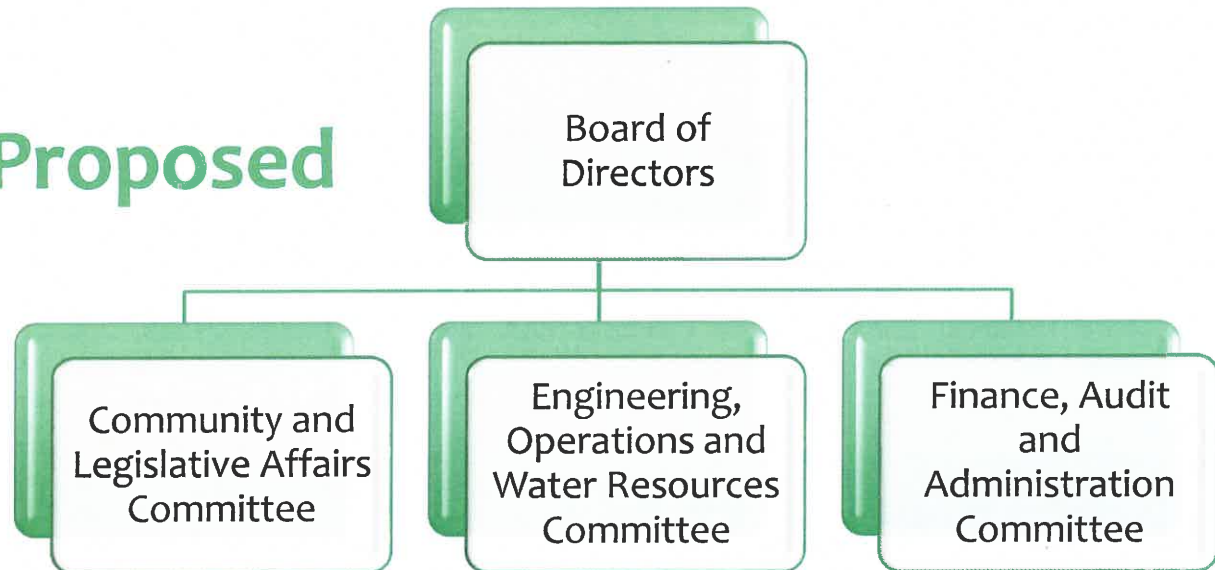


# Committee Structure

## Current



## Proposed



# Proposed Committee Charges

## Engineering, Operations and Water Resources

- The Engineering, Operations and Water Resources Committee is a standing committee of the Board of Directors, established to advise the Board concerning renewable energy and the planning, construction, operations and maintenance necessary for the treatment, storage, and distribution of wastewater (including biosolids and waste products), potable water and recycled water.

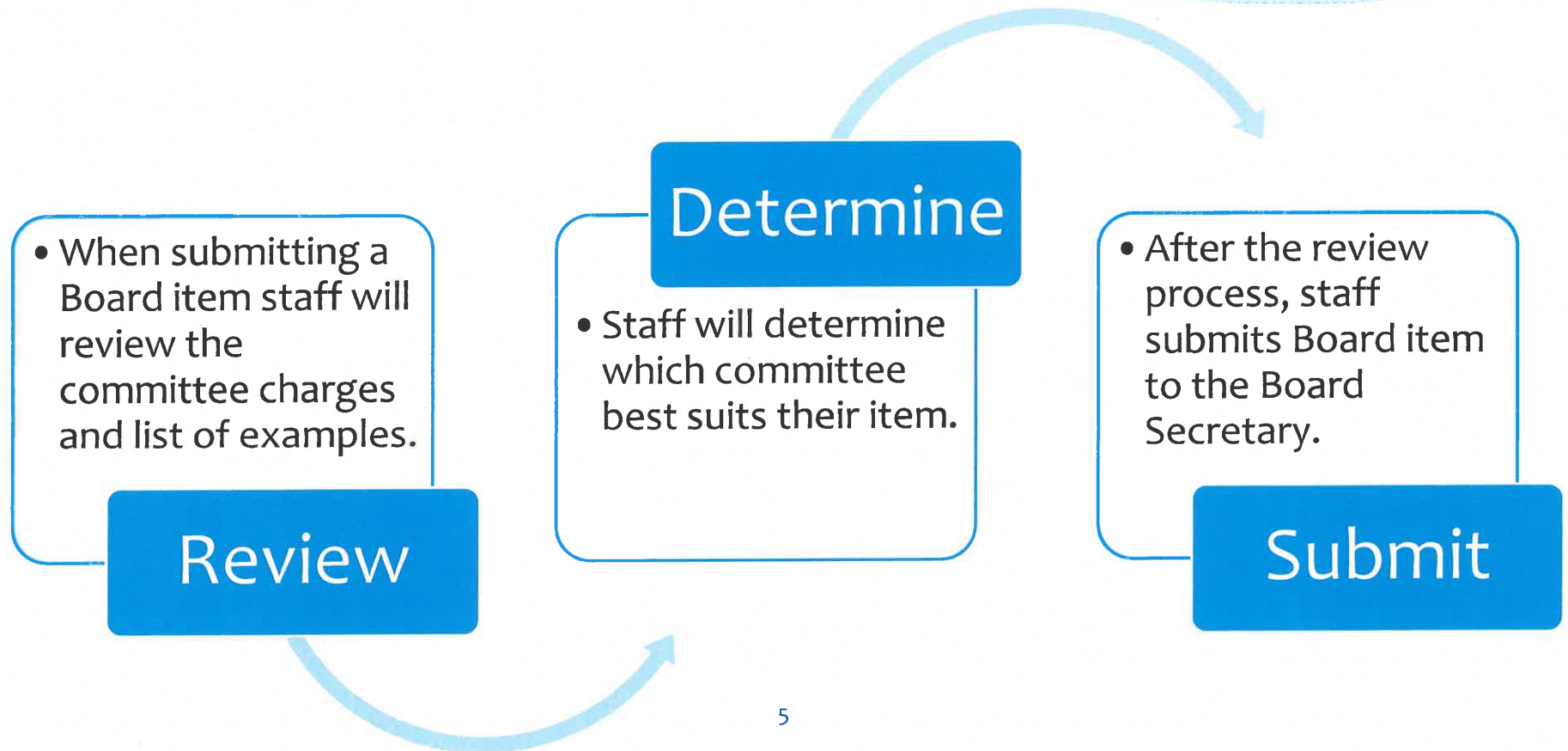
## Community and Legislative Affairs

- The Community and Legislative Affairs Committee is a standing committee of the Board of Directors, established to advise the Board concerning legislation and internal and external communication. The committee shall review items related to community outreach, education and conservation programs, as well as state and federal legislation.

## Finance, Audit and Administration

- The Finance, Audit and Administration Committee is a standing committee of the Board of Directors established to advise the Board on items concerning financial, budgetary, investment, debt management, administration and audit matters.

# How will staff use this new process?



# Next Steps

Incorporate Board  
comments and  
recommendations

**Board adoption**  
**January 18, 2016**

**Implementation**  
**February 2017**

**Current Committee Structure**

Public, Legislative Affairs and Water Resources (monthly)	Engineering, Operations and Biosolids Management (monthly)	Finance, Legal and Administration (monthly)	Audit (quarterly)
Legislative updates	Design and construction updates and contract awards	Design and construction updates and contract awards	Internal Audit reports
Support or opposition of legislation	Repair and replacement updates and contract awards	Repair and replacement updates and contract awards	External audit contract selection
Legislative priorities/initiatives	Ten Year Capital Improvement Plan (TYCIP)	TYCIP	Dept. Updates
Outreach updates	Grants/SRF loan	Comprehensive Annual Financial Report (CAFR)	CAFR
Educational programs	Agency memberships	Administrative contract awards	
Endorsements of elected positions	Agreements	Financial policies	
Special recognitions	Recycled water updates	Insurance updates and contracts	
Media communications/public relations	Dept. Updates	Budget – updates and adoption (i.e. - bi-annual budget adoption, budget variance, carry forwards)	
External Affairs department updates	Regulatory and environmental resource update	IERCA budget adoption	
Agency memberships		Financial reports (i.e. - financial affairs, general disbursements)	
Agreements		Grants/SRF loan	
Environmental documents – (i.e. - CEQA, AQMD)		Agency memberships	
Planning documents – management plans, initiatives, IRP		Agreements	
Dept. Updates			
Annual reports (energy, water use)			

**Proposed Committee Structure**

Community and Legislative Affairs	Engineering, Operations and Water Resources	Finance and Administration
Federal legislative updates	Design and construction updates and contract awards*	Administrative contract awards (i.e. - insurance, security, external auditor)*
State legislative updates	Repair and replacement updates and contract awards*	Budget – updates and adoption (bi-annual budget adoption, annual updates, budget variance, carry forwards)
Local/regional outreach	Ten Year Capital Improvement Plan (TYCIP)	Financial reports (i.e. - financial affairs, general disbursements)
Media communication/public relations – (i.e. - new advertisements, bill inserts)	Agreements relating to engineering, operations, or water resources (i.e. - MOU's, energy agreements, master agreements)	Agreements relating to administration, finance (i.e. - MOU's, compensation agreements)
Legislative priorities/initiatives	Regulatory and Environmental documents (i.e. - CEQA, AQMD) adoptions	Design and construction updates and contract awards (as needed**)
Outreach updates	Annual reports (i.e. - energy, water use)	Repair and replacement updates and contract awards (as needed**)
Educational programs	Water conservation program – updates and adoptions	Comprehensive Annual Financial Report (CAFR)
Endorsements of elected positions	IERCA project updates and awards	Long range plan of finance (annually)
Special recognitions	Engineering and Operations division department updates	Fiscal policies (includes investment policy)
Support or opposition of legislation	Planning documents (i.e. - IRP, TMP, RWMP) – updates and adoption	Rates
External Affairs department updates		Grant funding/SRF loans
Local Agency Formation Commission (LAFCO)		Finance division departments and Internal Audit department updates (as needed)
Agency memberships and affiliations		Budget amendments
Community and legislative contract awards*		Risk management
Annual education report – field trips, GIES, solar cup		Personnel hearings/employee appeals
Events		IERCA budget adoption
WUE programs and outreach		Ten Year Capital Improvement Plan (TYCIP)
Grant funding, applications and/or resolutions		Internal Audit reports
Relations with public agencies in the IEUA service area		

\* Only contracts over \$100,000 per the IEUA procurement ordinance are taken to the Board for approval.

\*\*Only contracts over \$2 million and/or resulting in a budget amendment or significant change in scope would also be presented to the Finance and Administration Committee. The \$2 million threshold is consistent with Regional Committees approval limit established by the Regional Sewage Service Contract.