



**Finance and Administration Committee  
AGENDA**

**Monday, January 6, 2025**

**4:00 p.m.**

**Sweetwater Authority**

**505 Garrett Avenue**

**Chula Vista, CA 91910**

Notice: This meeting will be held at the above date, time, and location, and Sweetwater Authority Board members and members of the public may attend in person. Some Sweetwater Authority Board members may attend and participate in the meeting virtually pursuant to the Brown Act (Gov. Code § 54953). As a convenience to the public, the Sweetwater Authority provides a call-in option and internet-based option for members of the public to virtually observe and provide public comments at its meetings. Additional details on in-person and virtual public participation are below. Please note that, in the event of a disruption in the call-in option or internet-based option, the meeting will continue unless otherwise required by law, such as when a Director is attending the meeting virtually pursuant to certain provisions of the Brown Act.

**To join via Zoom Webinar from a computer, tablet, or smartphone, click on the link below:**

**<https://zoom.us/j/91458023440>**

**To join this meeting via telephone, please dial:**

**1-669-900-6833 or 1-253-215-8782**

**Meeting ID: 914 5802 3440**

*The Zoom Webinar link and telephone number will be active approximately 15 minutes prior to the meeting start time.*

If you are unable to access the meeting using this call-in information, please contact the Assistant Board Secretary at (619) 409-6704 for assistance.

**INSTRUCTIONS FOR PUBLIC COMMENT**

Members of the public may address the Board regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Governing Board, and on agenda items. Speakers are asked to state name, address, and topic, and to observe a time limit of three (3) minutes each. Public comment on a single topic is limited to twenty (20) minutes. (Note: Written comments will no longer be read aloud during the meeting.)

**Making Public Comment for Those Attending In-Person:**

Anyone desiring to address the Governing Board regarding non-agenda items or an item listed on the agenda is asked to fill out a speaker's slip and present it to the Board Chair or the Secretary. Request to Speak forms are available at the Speaker's podium and at [www.sweetwater.org/speakerform](http://www.sweetwater.org/speakerform).

Making Public Comment for Those Not Attending In-Person:

The Chair will inquire if there are any comments from the public regarding non-agenda items and any items listed on the agenda prior to Board discussion. Members of the public may request to speak and make comments as follows:

- Via Zoom Webinar, click on “Raise Hand” button. This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing \*9 to notify the moderator that you wish to speak during the current item.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

**UNDERSTANDING THE MEETING AGENDA**

**Opportunity for Public Comment** Opportunity for members of the public to address the Board on items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Governing Board (Government Code Section 54954.6)

**Action Agenda** Items on the Action Agenda call for discussion and action by the Board. All items are placed on the Agenda so that the Board may discuss and take action on the item if the Board is so inclined, including items listed for information.

**Directors’ Comments** Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Board. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

**Closed Session** At any time during the regular session, the Governing Board may adjourn to closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. (Government Code Section 54954.5.)

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Pages

1. Call Meeting to Order and Roll Call

ACTION CALENDAR AGENDA

2. Items to be Added, Withdrawn, or Reordered on the Agenda

3. Opportunity for Public Comment

4. Action Agenda

4.1	FY 2025-26 Budget Calendar (Information Item)	4
4.2	Consideration to Approve a One-time Adjustment for the account of Jamabed LP	5
4.3	Consideration to Approve Changes to the One-time Adjustments to Customer's Water Bills Policy	8
4.4	Review of Board Policies and Procedures (Policies 501 through 509)	23

**4.5 Consideration to Approve the FY 2024-25 ACWA/JPIA Auto and General Liability Program Insurance Premium**

- 5. Directors' Comments**
- 6. Next Meeting Date: February 3, 2025**
- 7. Adjournment**

*This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority's office and it is also posted on the Authority's website at [www.sweetwater.org](http://www.sweetwater.org). No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.*

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