

**SOUTH BAY WATER  
MINUTES OF THE SPECIAL MEETING**

**January 22, 2025, 4:00 p.m.  
Sweetwater Authority  
505 Garrett Avenue  
Chula Vista, CA 91910**

Directors Present: \* Steve Castaneda (4:22 p.m.), Elizabeth Cox, Manny Delgado, and Hector Martinez

Directors Absent: Paulina Martinez-Perez

Staff Present: General Manager Carlos Quintero, Assistant General Manager Roberto Yano, Legal Counsel Nicholas Norvell, Board Secretary Ligia Hoffman, and Director of Finance Rich Stevenson

---

**1. Call Meeting to Order and Roll Call**

Vice President Cox called the meeting to order at 4:15 p.m.

**2. Pledge of Allegiance to the Flag**

**3. Opportunity for Public Comment**

There was none.

**4. President's Presentation**

There was none.

**ACTION AGENDA**

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 Items to be Added, Withdrawn, or Reordered on the Agenda**

**6. Approval of Minutes - Regular Meeting of December 10, 2024**

**Motion by:** Director Delgado

**Seconded by:** Director Martinez

that the Board of Directors approve the Minutes of the Regular Meeting of December 10, 2024.

Ayes (3): Director Cox, Director Delgado, and Director Martinez

Absent (2): Director Castaneda, and Director Martinez-Perez

**Motion Carried (3 to 0)**

**7. Approval of Demands and Warrants - November 2024**

**Motion by:** Director Martinez

**Seconded by:** Director Delgado

that the Board of Directors approve Demands and Warrants 12211 through 12220.

Ayes (3): Director Cox, Director Delgado, and Director Martinez

Absent (2): Director Castaneda, and Director Martinez-Perez

**Motion Carried (3 to 0)**

**8. New Business**

**8.1 Consideration to Change the South Bay Water Board Meetings to the Second Wednesday of the Month at 4:00 p.m. and Adopt Resolution 663, Reestablishing the Regular Meeting Date and Time of the Board of Directors and Authorizing Amendments to Policy 201 of the Policies & Procedures for the Board of Directors**

*(Note: Director Castaneda entered the meeting at 4:22 p.m.)*

**Motion by:** Director Martinez

**Seconded by:** Director Delgado

that the Board of Directors approve to change its regular monthly meeting to the second Wednesday of the month at 4:30 p.m.; and adopt Resolution 663, Rescinding Resolution 656 Re-establishing the Regular Meeting Date and Time of the Board of Directors and Authorizing Amendments to Policy 201 of the Policies & Procedures for the Board of Directors.

Ayes (4): Director Castaneda, Director Cox, Director Delgado, and Director Martinez

Absent (1): Director Martinez-Perez

**Motion Carried (4 to 0)**

**8.2 Review of Board Policies and Procedures (Policies 101 through 110)**

**Motion by:** Director Martinez

**Seconded by:** Director Delgado

that the Board of Directors approve Board Policies 101 through 110 as presented.

Ayes (4): Director Castaneda, Director Cox, Director Delgado, and Director Martinez

Absent (1): Director Martinez-Perez

**Motion Carried (4 to 0)**

**9. Approval of Directors' Attendance at Meetings and Future Agenda Items**

**9.1 Per diem approval for Director Castaneda's attendance at the East/South County CWA Caucus Meeting – November 20, 2024**

**Motion by:** Director Martinez

**Seconded by:** Director Delgado

that the Board of Directors approve per diem for Director Castaneda's attendance at the East/South County CWA Caucus Meeting – November 20, 2024.

Ayes (4): Director Castaneda, Director Cox, Director Delgado, and Director Martinez

Absent (1): Director Martinez-Perez

**Motion Carried (4 to 0)**

**10. Financial Report - November 2024**

**11. Reports by Directors on Events Attended**

**11.1 East/South County CWA Caucus Meeting – November 20, 2024**

*(Note pending per diem approval)*

Director Castaneda provided a report.

**11.2 Other Events Attended**

**12. Report of Management**

There was none.

**13. Report of Legal Counsel**

There was none.

**14. Directors' Comments**

Director Cox expressed her gratitude to the board for their welcoming nature as she concluded her first month as part of the board.

**15. Adjournment**

With no further business before the Board, President Castaneda adjourned the meeting at 4:46 p.m.

---

Steve Castaneda, President

---

Ligia Hoffman, Board Secretary