

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, CA 92223



SAN GORGONIO PASS
WATER AGENCY
A California State Water Project Contractor

(5-6 p.m. Pre-Board Meeting Refreshments)

Regular Meeting of the Board of Directors
December 16, 2024, at 6:00 p.m.

Agenda

*This meeting is being held virtually and in person.
Link and telephone option provided is available for the
convenience of the public.*

TO JOIN VIA ZOOM: [Zoom Link Board Meeting](#)

TO JOIN THE MEETING BY TELEPHONE

CALL: 669-900-6833 | MEETING ID: 926 3191 5535

Members of the public who wish to comment on any item within the jurisdiction of the Agency or any item on the agenda may submit comments by emailing mcabral@sgpwa.com or may do so during the meeting. Comments will become part of the Board meeting record.

****In order to reduce feedback, please mute your audio when you are not speaking.***

*Esta reunión se llevará a cabo virtualmente y en persona.
El enlace y la opción telefónica proporcionada
es para la comodidad del público.*

PARA UNIRSE VÍA ZOOM: [Zoom Link Board Meeting](#)
PARA UNIRSE A LA JUNTA CON LA OPCIÓN TELEFONICA
LLAMAR: 669-900-6833 | ID DE REUNIÓN: 926 3191 5535

Los miembros del público que deseen comentar sobre cualquier tema dentro de la jurisdicción de la Agencia o cualquier tema en la agenda pueden enviar comentarios por correo electrónico a mcabral@sgpwa.com o pueden hacerlo durante la reunión. Los comentarios pasarán a formar parte del registro de la reunión de la Junta.

****Para reducir los comentarios, silencia el audio cuando no estés hablando.***

- 1. Call to Order, Invocation, Pledge of Allegiance**
- 2. Roll Call**
- 3. Adjustment and Adoption of Agenda**
- 4. Public Comment:** Members of the public may address the Board at this time concerning items relating to any matter within the Agency's jurisdiction. There will be an opportunity to comment on specific agenda items, as the items are addressed. Speakers are requested to keep their comments to no more than five minutes. Under the Brown Act, no action or discussion shall take place on any item not appearing on the agenda, except that the Board or staff may briefly respond to statements made or questions posed for the purpose of directing statements or questions to staff for follow-up.

President
Mickey Valdivia

Vice President
Chander Letulle

Treasurer
Robert Ybarra

Secretary
Kevin Walton

Directors
Dr. Blair M Ball
Sarah Wargo
Larry Smith

General Manager
Lance Eckhart,
PG, CHG

Legal Counsel
Jeffrey Ferre

5. Consent Calendar:

If any board member requests that an item be removed from the Consent Calendar, it will be removed so that it may be acted upon separately.

- A. Approve Minutes of the December 2, 2024, Regular Meeting of the San Gorgonio Pass Water Agency, [\(pg. 3\)](#)

6. Reports – Staff

- A. General Manager's Report
- B. General Counsel's Report

7. Informational Presentations and Updates:

- A. 2024 Retrospective, [\(pg. 8\)](#)
- B. Water Conditions Report, [\(pg. 20\)](#)

8. New Business – Discussion and Possible Action:

- A. Review of Electronic Signature Policy, [\(pg. 30\)](#)
- B. Adopt Resolution No. 2024-16, Honoring Ron Duncan for 12 Years of Dedicated Service on the Board of Directors of the San Gorgonio Pass Water Agency, [\(pg. 40\)](#)

9. Reports – Directors and Committees

10. Topics for Future Agendas

11. Announcements

- A. Finance & Budget Committee Meeting, December 19, 2024 at 10:00 a.m.
- B. Office closed in observance of Christmas and New Year’s Holiday’s, December 23-January 1, 2025
- C. Regular Board Meeting, January 6, 2025 at 1:30 p.m.
- D. Office closed in observance of Martin Luther King, Jr. Day, January 20, 2025
- E. Regular Board Meeting, January 27, 2025 at 6:00 p.m.

12. Adjournment

Pending Agenda Items:

<i>Request</i>	<i>Requester</i>	<i>Date of Request</i>	<i>Status</i>
Potential Well Site w/BCVWD	Valdivia	2/26/2024	Working w/BCVWD
Bond Payoff w/DWR	Ball	5/20/2024	
Beautification Project	Walton	10/07/2024	

(1) Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Agency's office, during regular business hours. When practical, these public records will also be made available on the Agency's website, accessible at: www.sgpwa.com (2) Any person with a disability who requires accommodation in order to participate in this meeting should telephone the Agency at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, California 92223

Official Minutes
Board of Directors Regular Meeting
December 2, 2024

THIS MEETING WAS HELD IN PERSON,
WITH PUBLIC AVAILABILITY PROVIDED VIA ZOOM.

1. Call to Order, Invocation, and Pledge of Allegiance

The San Gorgonio Pass Water Agency Board of Directors meeting was called to order by President Valdivia at 6:00 p.m., Monday, December 2, 2024, at the office of the Agency. Director Duncan gave the invocation and President Valdivia led the Pledge of Allegiance.

2. Roll Call

President Valdivia requested a roll call.

Board Present:

Mickey Valdivia, President
Chander Letulle, Vice-President
Robert Ybarra, Treasurer
Kevin Walton, Secretary
Blair M Ball, Director
Ron Duncan, Director
Larry Smith, Director

Staff Present:

Lance Eckhart, General Manager
Thomas Todd, Jr., Chief Financial Officer
Maricela Cabral, Exec. Asst. /Clerk of the Board
Emmett Campbell, Sr. Water Resources Planner
Matt Howard, Operations Manager

Consultant Present:

Jeff Ferre, Legal Counsel

A quorum was present.

3. Adoption and Adjustment of Agenda

The agenda was adopted as published.

4. Public Comment

Joyce McIntyre, Board President of Yucaipa Valley Water District thanked and recognized Director Duncan for his years of dedicated service on the SGPWA Board and expressed gratitude and admiration for his support and kindness.

5. Consent Calendar

- A. Approve Minutes of the November 18, 2024, Regular Meeting of the San Geronio Pass Water Agency Board of Directors
- B. Approve the Finance and Budget Committee Meeting Report for November 2024

On a motion by Director Duncan, seconded by Vice President Letulle, the board approved the Consent Calendar as presented.

Approved by the following vote:

Ayes: Smith, Walton, Duncan, Ybarra, Letulle, Ball, Valdivia

Noes: None

Absent: None

Motion passed 7-0.

6. Reports

A. General Manager's Report

General Manager, Lance Eckhart reported on the following:

1. Will serve as a panelist at the Excellence in Innovation session during the ACWA Fall Conference, where SGPWA is a contender for the award.
2. The Department of Water Resources (DWR) announced a 5% allocation.
3. The State Water Resources Control Board, with support from CalRural, awarded a \$15 million grant to the Cabazon Water District.

B. Legal Counsel's Report

Counsel, Jeff Ferre provided an update on two Brown Act bills set to take effect on January 1, 2025:

1. AB 2715, which clarifies that threats to infrastructure encompass cybersecurity risks.
2. AB 2302, which restricts remote participation to two instances for just causes and five emergencies annually.

7. New Business – Discussion and Possible Action:

A. Authorize the General Manager to Execute a Contract with California Rural Water Systems Association to Assist with the Needs of Small Water Systems, including Economically Disadvantaged Communities, for a total amount not to exceed \$155,000

Operations Manager Matt Howard provided an overview of the small water systems program, highlighting its workflow and accomplishments, such as needs assessments, TMF reports, and preliminary engineering reports. He also outlined the proposed scope of work for the remainder of the fiscal year, which includes training and workshops, compliance and needs assessments, and grant application support.

The Board discussed the value of the program and the importance of compliance assessments, with Vice President Letulle highlighting the cost-effectiveness of the program compared to hiring consultants.

On a motion by Treasurer Ybarra, seconded by Vice President Letulle, the board authorized the General to execute a contract with California Rural Water Systems

Association to assist with the needs of small water systems, including economically disadvantaged communities, for a total amount not to exceed \$155,000.

Approved by the following roll call vote:

Ayes: Smith, Walton, Duncan, Ybarra, Letulle, Ball, Valdivia

Noes: None

Absent: None

Motion passed 7-0.

B. Approve Second Amendment to Agreement Providing GAP Funding to Cabazon Water District

Chief Financial Officer Thomas Todd, Jr. provided background on the second amendment extending the gap funding agreement with Cabazon Water District to June 30, 2025, to allow for the completion of grant reimbursements and additional grant funding.

Vice President Letulle recommends structuring future agreements as evergreen with a sunset provision, emphasizing the importance of establishing a firm deadline for reimbursement.

On a motion by Director Duncan, seconded by Treasurer Ybarra, the board approved the second amendment to the Agreement for Providing Gap Funding to Cabazon Water District to allow for the completion of grant reimbursements and additional grant funding.

Approved by the following roll call vote:

Ayes: Smith, Walton, Duncan, Ybarra, Letulle, Ball, Valdivia

Noes: None

Absent: None

Motion passed 7-0.

C. Review of Director's Technology Policy

Chief Financial Officer Thomas Todd, Jr. provided background on the current Director's Technology Policy outlining the guidelines for device use, cellular plans, applications, security, and support. The Board discussed the current policy and deliberated on whether any revisions were necessary. The Board provided feedback and suggestions on revisions to the policy and decided to table the item and bring the updated policy back for further review.

8. Reports - Directors and Committee Report

Director Smith expressed appreciation to General Manager Eckhart for his decision to have the agency join Urban Water Institute. General Manager Eckhart explained the benefits of participating in such organizations, including networking, name recognition, and access to valuable programs and initiatives.

Director Walton announced recent changes in the Budget and Finance Committee, suggesting a new approach to the committee's purpose as a screening and more thorough review process before bringing recommendations to the full board.

Treasurer Ybarra announced the City of Banning's Christmas Parade will be held on December 7, 2024, at 5:30 p.m. and mentioned his role in escorting Santa Claus. He also thanked Director Duncan for being a mentor and wished him luck in his future endeavors.

Vice President Letulle announced he will be attending the GOV AI Symposium, focusing on AI policy for districts and cities.

Director Ball reported he attended the November 21, 2024, Beaumont Cherry Valley Water District Special Meeting of the Board of Directors – Engineering Workshop. Director Ball mentioned he will be attending the upcoming Handbook Committee meeting. He also expressed appreciation and gratitude to Director Duncan for his 12 years of service on the Board and as a past President.

President Valdivia reported he will be attending the upcoming ACWA Fall Conference and will unfortunately miss General Manager Eckhart's session due to his commitment to attend the Riverside County Flood Control meeting on December 5, 2024.

President Valdivia apologized for not announcing the agency's closure during the previous meeting and expressed support for remote work during the holiday season. Clerk Cabral provided an overview of the closure and remote work schedule for the upcoming holidays, including specific dates for vacation and office closures. President Valdivia emphasized the importance of adhering to the established closure protocols.

President Valdivia acknowledge Director Duncan's long-term involvement, commitment and depth of knowledge which has been invaluable. Insights provided especially on financial commitments and critical projects like DCP and Sites Reservoir which have been instrumental in helping navigate complex decisions. On behalf of his fellow colleagues, he echoed Director Ball's sentiments in wishing him and Suzanne health, happiness, and success in their future endeavors.

Director Duncan reflected on his tenure with the SGPWA Board, expressing gratitude for the friendships and support he has experienced during his service. He extended his appreciation to his colleagues for their guidance and collaboration over the years.

Director Duncan shared his decision to step down from his position, emphasizing his commitment to family and community by supporting Sarah Wargo as his successor. He acknowledged Director Walton for his significant contributions, expressing heartfelt gratitude for his support and friendship.

In closing, Director Duncan extended his thanks to General Manager Eckhart, agency staff, and emphasized the importance of holding onto key team members. Lastly, he thanked external partners, recognizing their efforts, dedication and expressed confidence in the future of the agency under new leadership.

9. Topics for Future Agendas

No topics were discussed.

10. Announcements

President Valdivia reviewed the following announcements:

- A. Winter Wonderland Health and Safety Fair, December 14, 2024 at 10:00 a.m.
(IERCD will be hosting a booth on behalf of SGPWA)
- B. Regular Board Meeting, December 16, 2024 at 6:00 p.m.
- C. Finance & Budget Committee Meeting, December 19, 2024 at 10:00 a.m.
- D. Office closed in observance of Christmas and New Year's Holiday's, December 23-Janury 1, 2025.

11. Adjournment

There being no further business to discuss, President Valdivia adjourned the meeting at 2:51 p.m. The next regularly scheduled meeting is Monday, December 16, 2024, at 6:00 p.m.

Kevin Walton, Secretary of the Board

mvc

DRAFT

The background of the slide is a large, semi-transparent seal of the Georgia Water Resources Association. The seal is circular and features a central water drop, a mountain range, and a sun. The text "GEORGIA WATER RESOURCES ASSOCIATION" is written around the perimeter of the seal.

2024 Retrospective

Board of Directors

December 16, 2024



Brief Accounting of Accomplishments & Initiatives 2024

Broken Into 4 major Categories:

Operations & Agency Business

Agency Initiatives

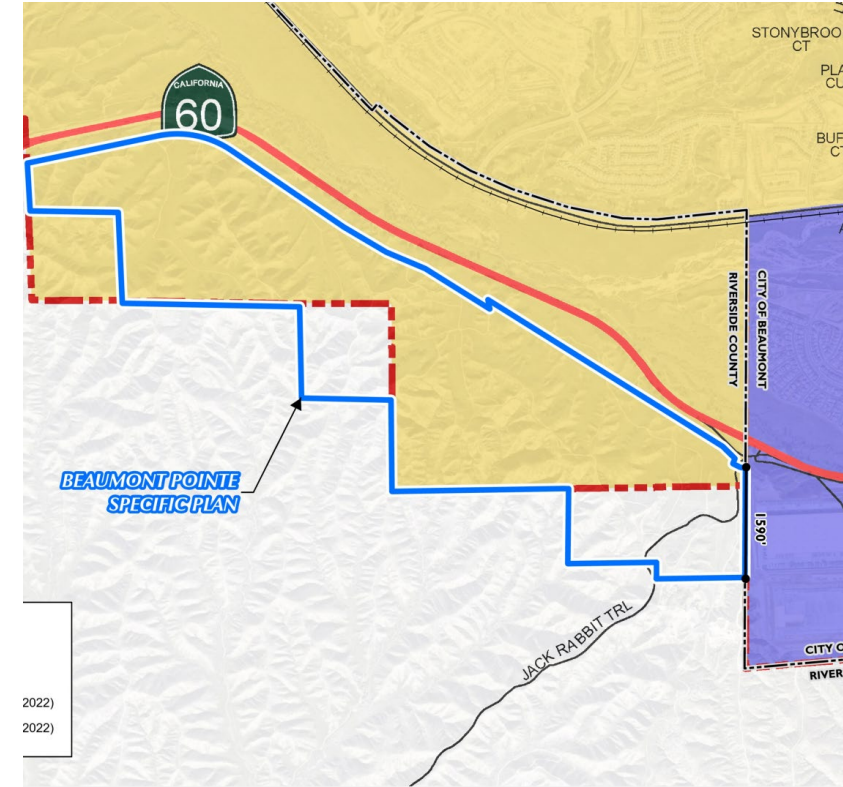
Local Engagement

Partnerships



Operations & Agency Business

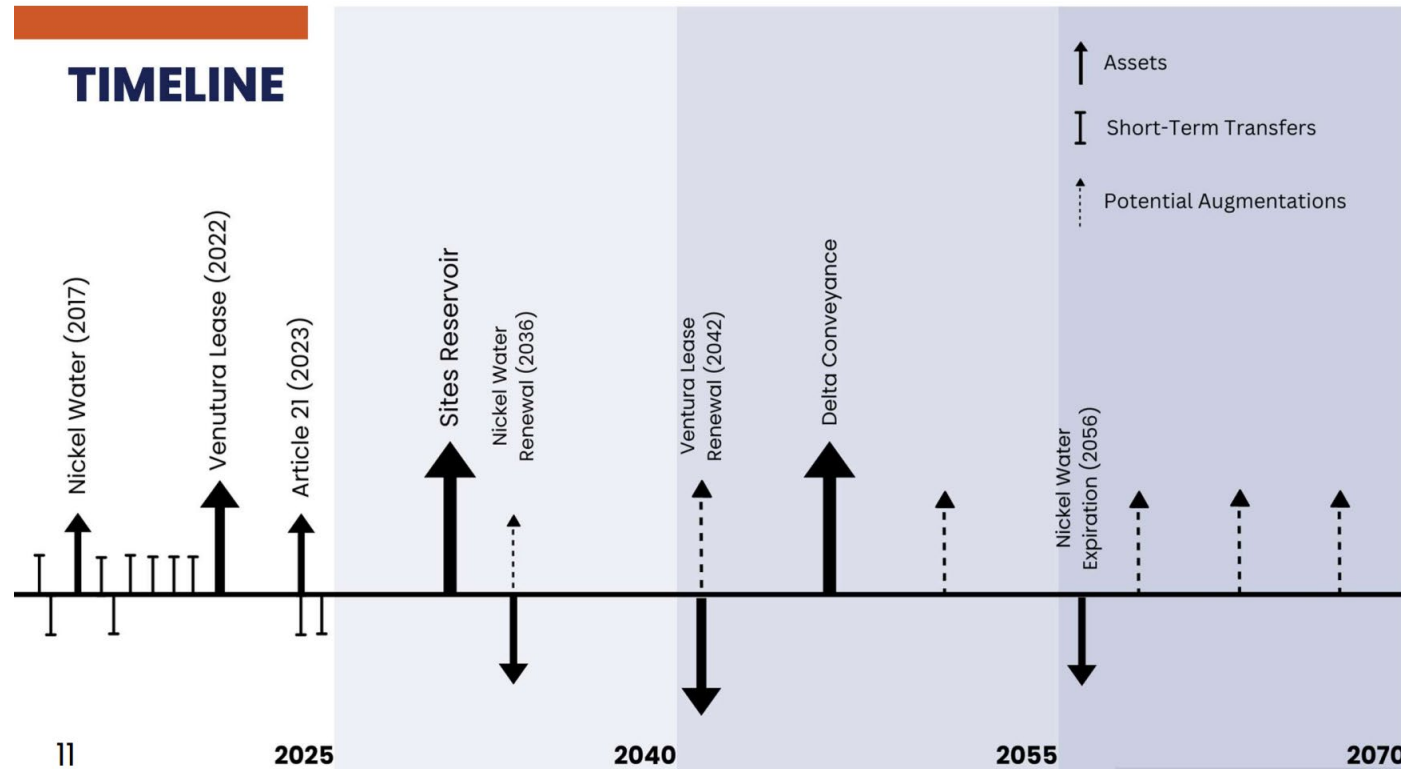
- New Budget format
- Over 18,000 AF recharged in 2024
- 6,000 AF Transferred (Westside)
- EarthCam installation
- Boundary expansion



Operations & Agency Business



- New Board Member
- New Staff Member
- Public Agency Retirement Services
- Water Portfolio Strategic Program
- San Geronio Pass Foundation



Review of Funds

“The Bucket List”

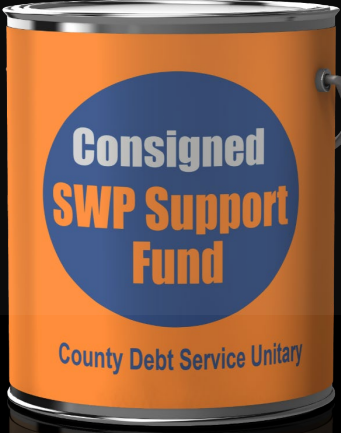
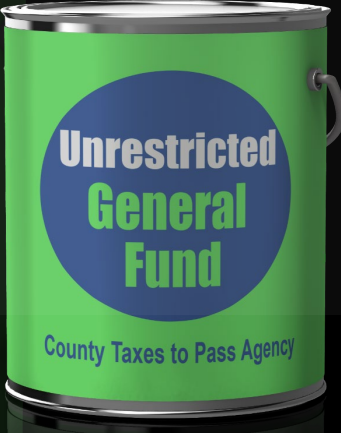
Other Funds

Unrestricted
Unitary Tax

Debt Service

SGPWA Special Tax
17.5 Cents/\$100 Assessed Value

We Control Income
We DON'T Control Income
We DON'T Control Income





Agency Initiatives

- Cloud seeding program (via SAWPA)
- PPIC talk
- ARPA Funding
 - County Line Recharge
 - Regional Heli-Hydrant Program
- Public information push
- Sites Reservoir

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Water

Water leaders partner on new firefighting system

Remote water storage system frees up first responders by allowing helicopter crews to refill remotely, without the assistance of ground crews.

San Geronimo Pass Water Agency (SGPWA) will coordinate a Heli-Hydrant project alongside several local water districts to bolster firefighting efforts in a challenging fire-risk region.

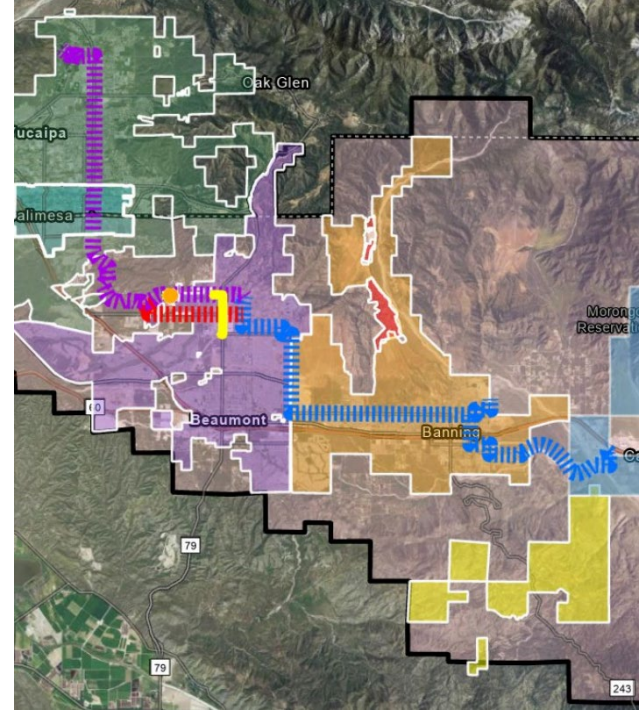
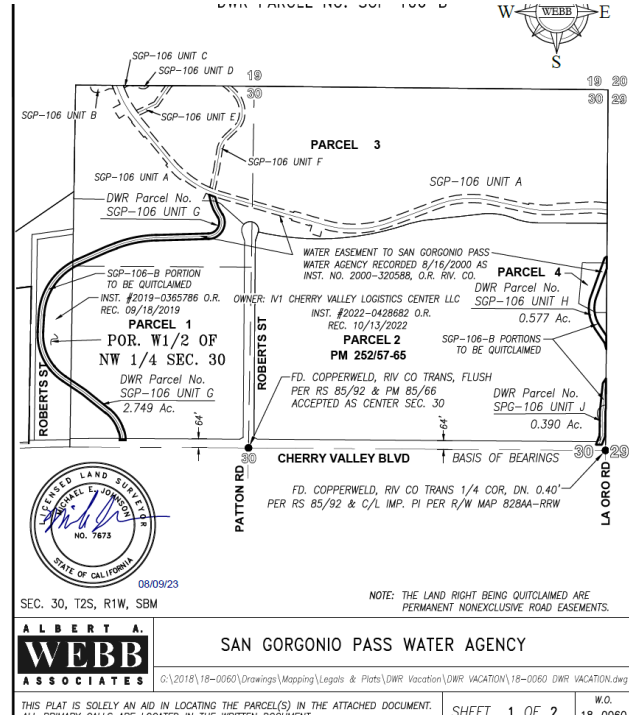
Heli-Hydrants allow firefighting helicopters to refill water from strategically located water tanks. This life-saving investment enables firefighters to control blazes faster in catastrophic fire situations.

The San Geronimo Pass Area has a history of significant fires, sometimes resulting in tragic loss of life and disasters. Firefighting helicopters currently lack access to many nearby water sources. The Heli-Hydrants offer a vital solution, increasing water availability close to support crews. This frees up firefighters to focus on the initial attack. Due to Fifth District Supervisor Yestian Gutierrez' leadership, the Riverside County Board of Supervisors approved \$1.8 million in American Rescue Plan Act (ARPA) funds to install six Heli-Hydrant locations covering both sides of Interstate 10.

"In recent years, devastating wildfires have threatened the safety of our community," said Fifth District Riverside County Supervisor Yestian Gutierrez. "We have a responsibility to protect our residents and find innovative solutions to combat these growing threats. By collaborating with key agencies, we are enhancing our firefighting capabilities and ensuring our community's safety."

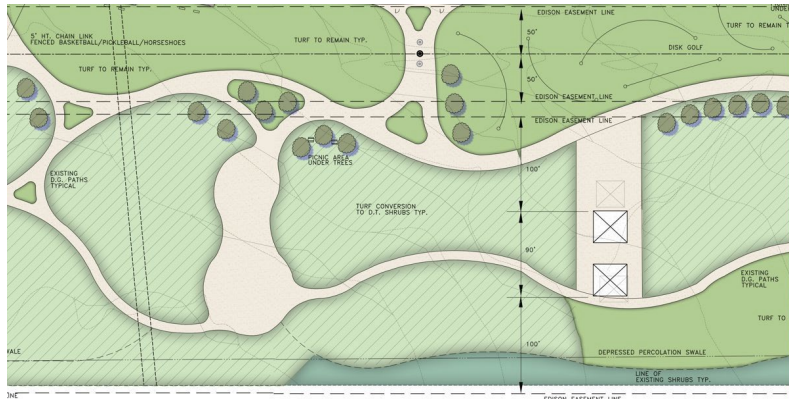
SGPWA will oversee the Heli-Hydrant endeavor, including funding administration and project delivery. SGPWA will partner with local water entities and the county's fire department, which approves specific loca-

Image by Steve Whiting, courtesy of Whiting Fire Line Equipment. A Heli-Hydrant allows pilots of firefighting helicopters to remotely fill their helicopters with water from the local water district.



Agency Initiatives

- Agency history project
- Easement clean-up
- Backbone Pipeline
- Mitigated Neg Dec County Line Recharge



Local Engagement

- Inland Solar Challenge
- IERCD programs
- George Jorritsma Memorial
- Turf replacement grant
- Gap Funding



Partnerships



Partnerships







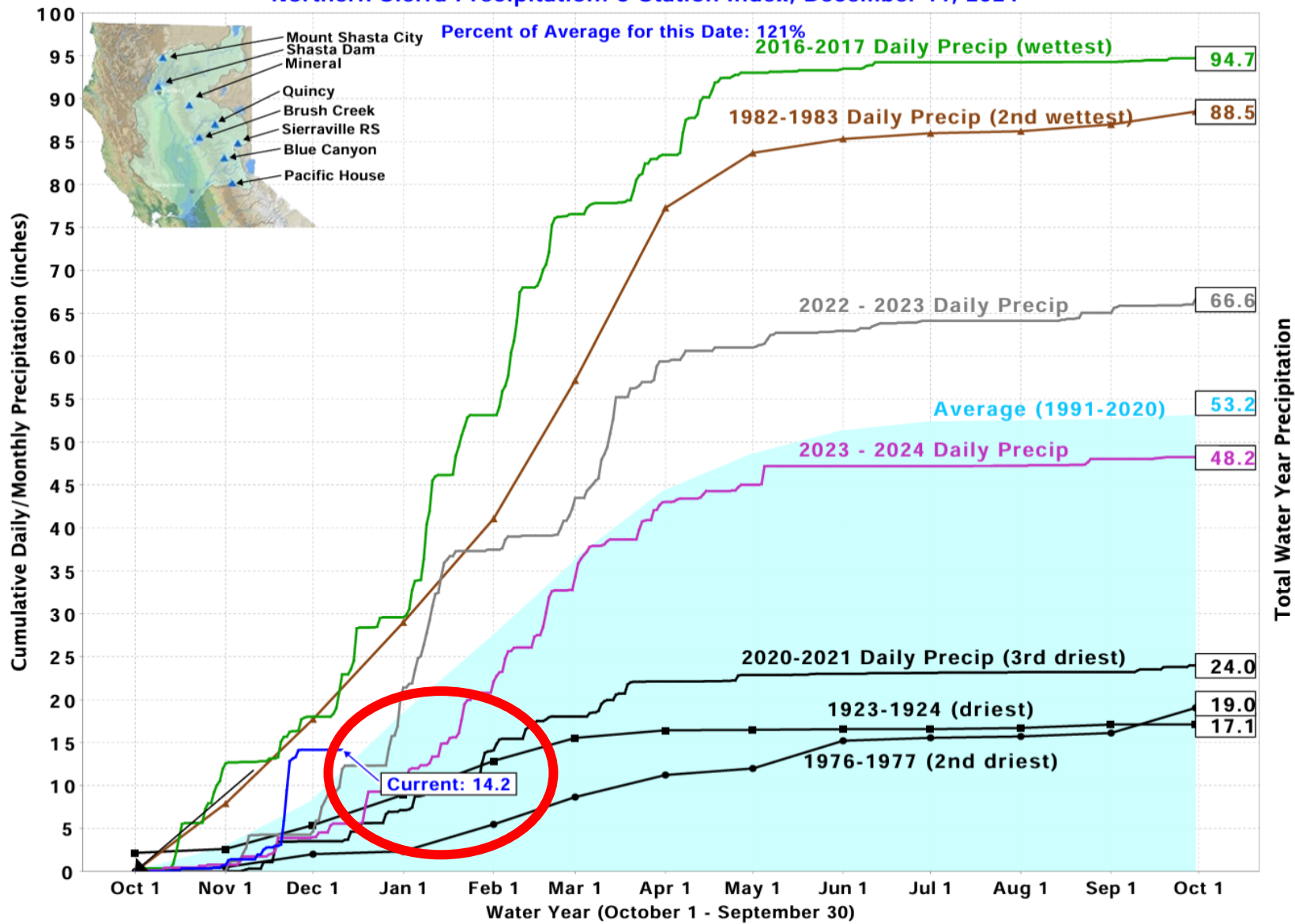
Discussion

Water Conditions Report

Board of Directors Meeting
December 16, 2024



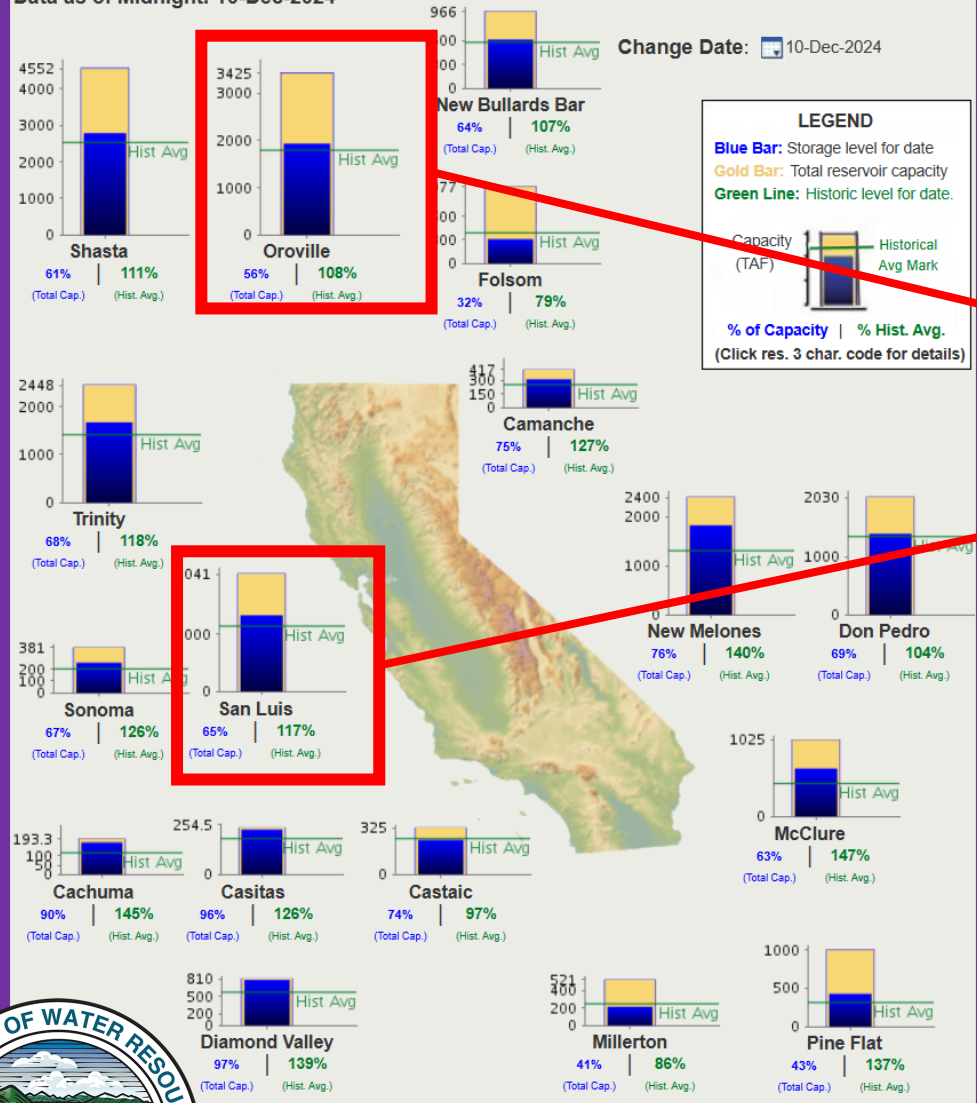
Northern Sierra Precipitation: 8-Station Index, December 11, 2024



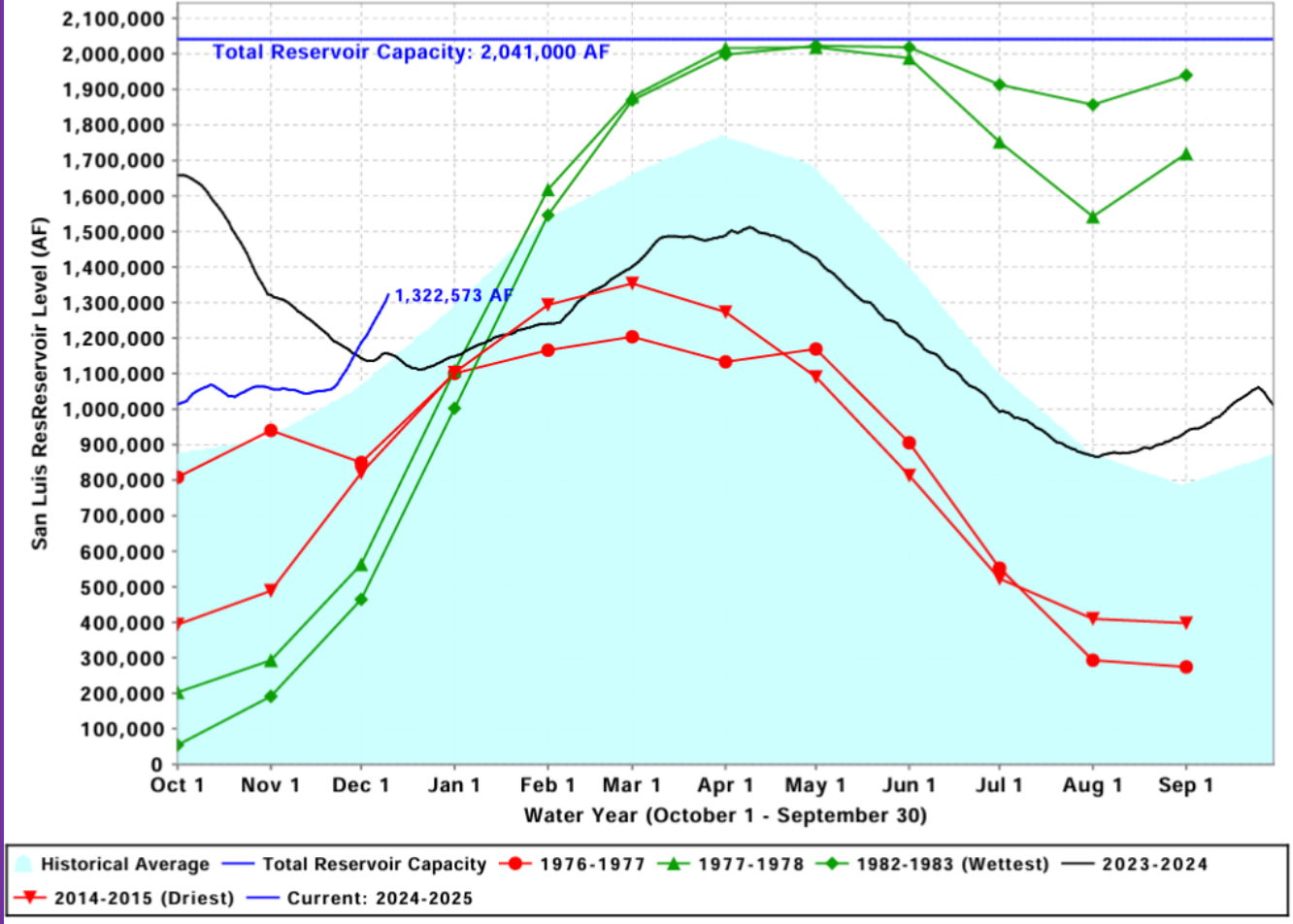
State Precipitation Stations – North Sierra

CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:10-DEC-2024

Data as of Midnight: 10-Dec-2024



San Luis Res Levels: Various Past Water Years and Current Water Year, Ending At Midnight December 10, 2024



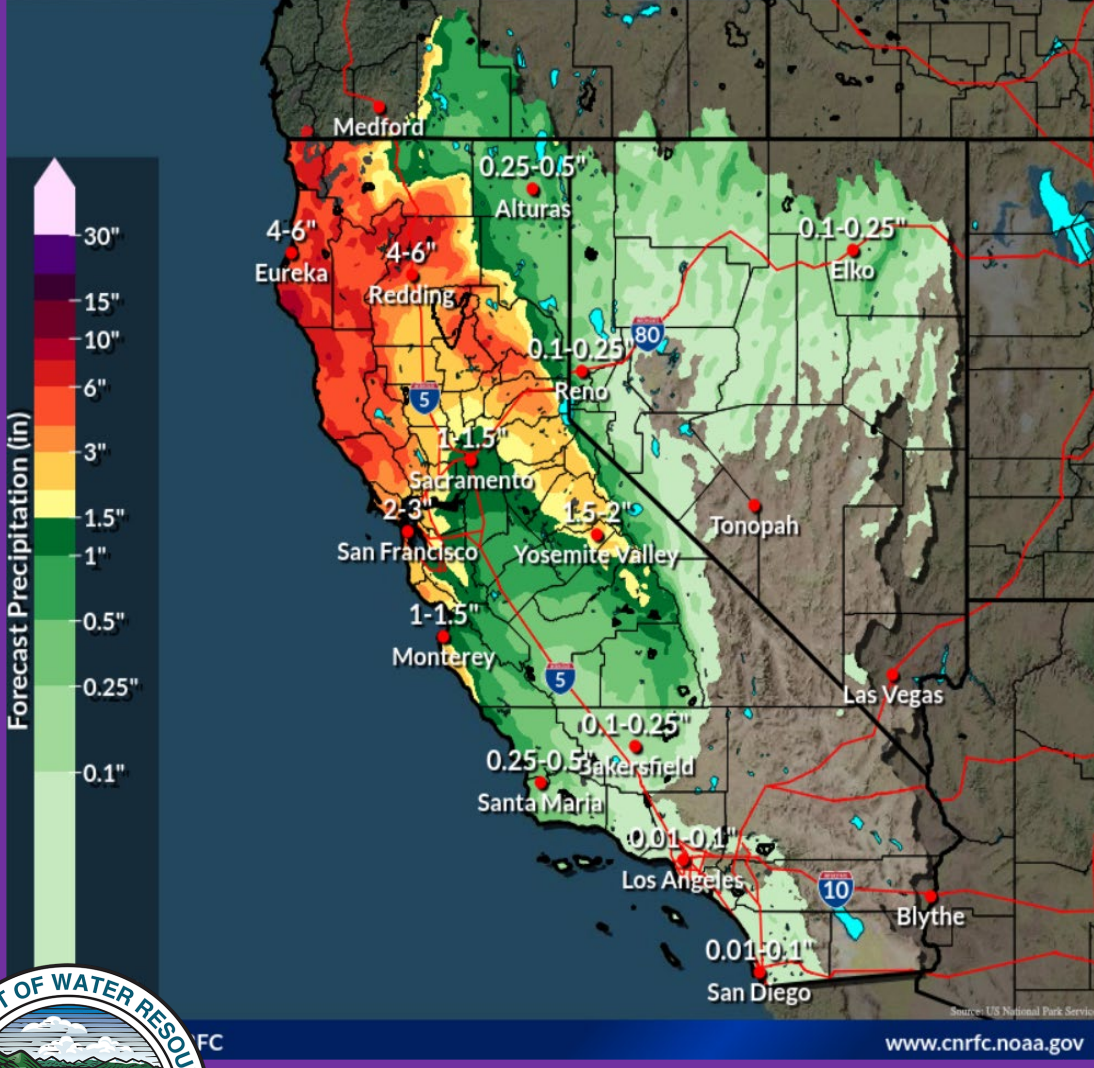
Current Reservoir Conditions

6-Day Forecast Precipitation

River Forecast Center
Sacramento, CA



Wed Dec 11, 2024 4 AM PST to Tue Dec 17, 2024 4 AM PST Issued Dec 11, 2024 12:30 PM PST

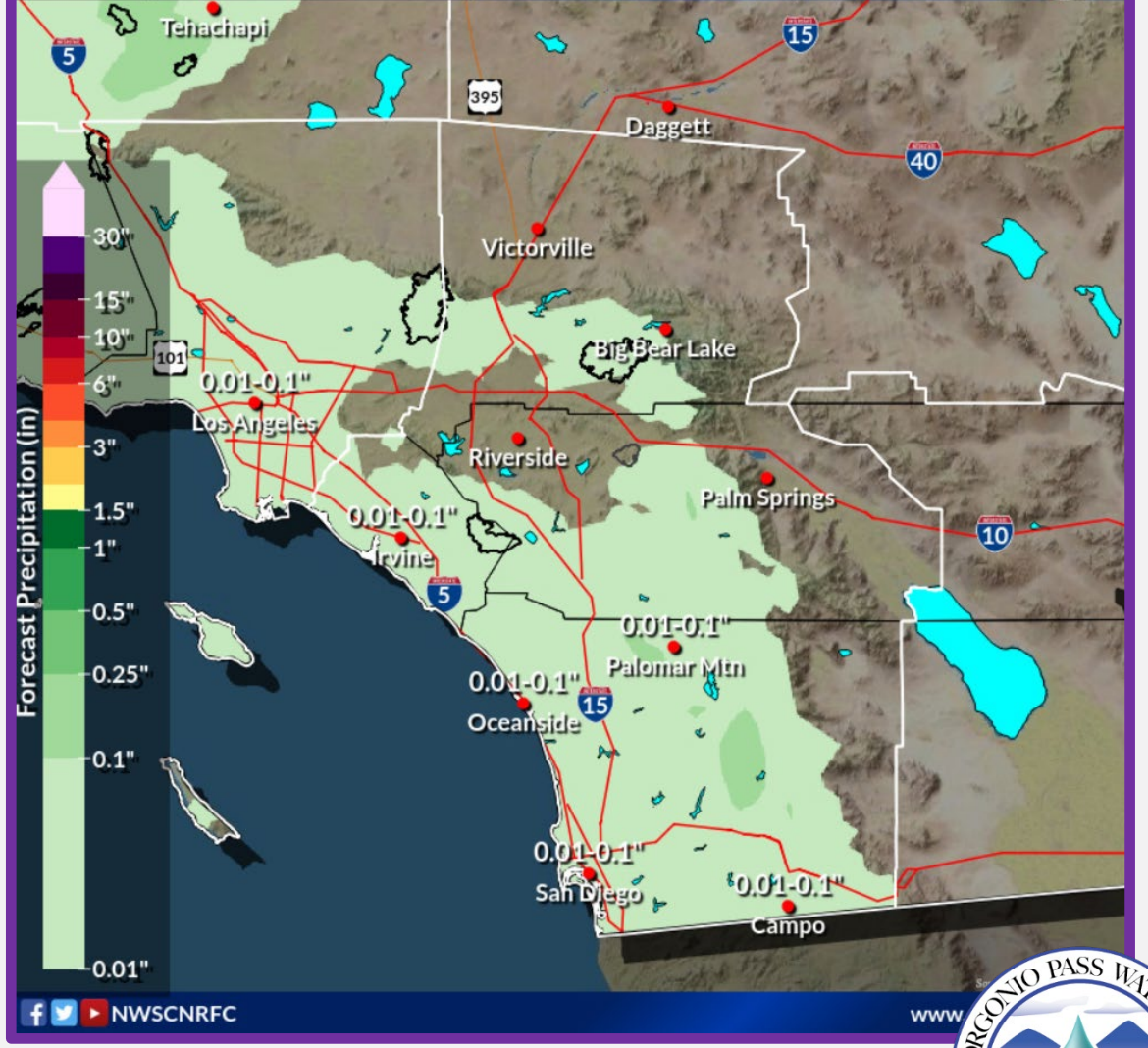


6-Day Forecast Precipitation

River Forecast Center
Sacramento, CA



Wed Dec 11, 2024 4 AM PST to Tue Dec 17, 2024 4 AM PST Issued Dec 11, 2024 12:31 PM PST



Forecasted Hydrologic Conditions



CURRENT REGIONAL SNOWPACK FROM AUTOMATED SNOW SENSORS

% of April 1 Average / % of Normal for This Date



Statewide Average: 19% / 106%

NORTH	
Data as of December 11, 2024	
Number of Stations Reporting	33
Average snow water equivalent (Inches)	7.6
Percent of April 1 Average (%)	27
Percent of normal for this date (%)	158

CENTRAL	
Data as of December 11, 2024	
Number of Stations Reporting	53
Average snow water equivalent (Inches)	3.9
Percent of April 1 Average (%)	14
Percent of normal for this date (%)	73

SOUTH	
Data as of December 11, 2024	
Number of Stations Reporting	27
Average snow water equivalent (Inches)	4.3
Percent of April 1 Average (%)	19
Percent of normal for this date (%)	109

STATE	
Data as of December 11, 2024	
Number of Stations Reporting	113
Average snow water equivalent (Inches)	5.1
Percent of April 1 Average (%)	19
Percent of normal for this date (%)	106

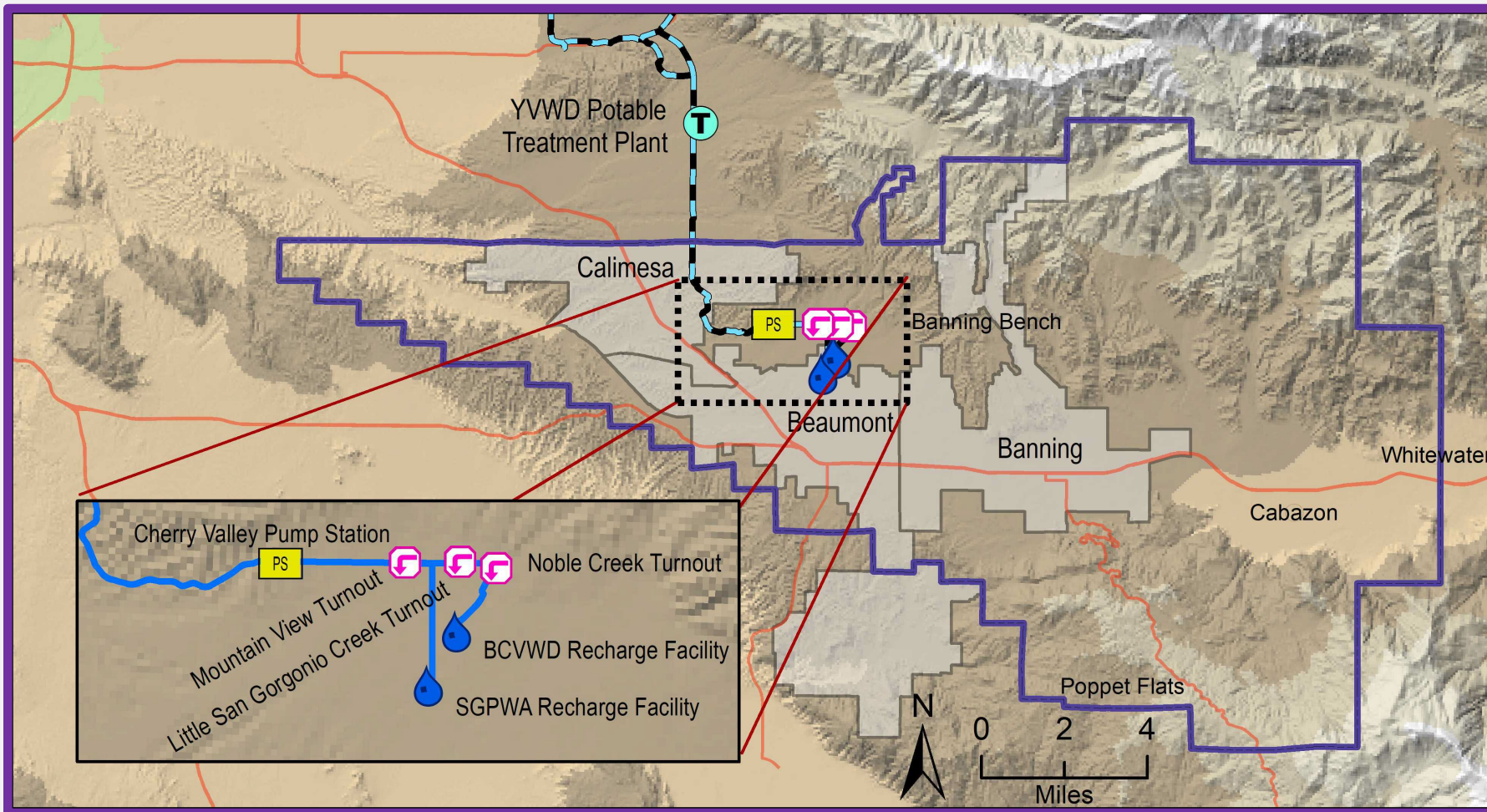


Snowpack Report

SGPWA Portfolio @ 40%	
Source	TOTAL (AF)
SWP – Carryover SGPWA	8,650
SWP – Carryover Ventura	4,178
SWP – Table A	6,920
SWP – Ventura	4,000
Non-SWP - Nickel Water	1,700
Subtotal Supply	25,448
Westside Transfer	(6,000)
Total Supply	19,448



2024 SWP Allocation & Portfolio Update



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Recharge	717	906	2,030	1,840	1,389	1,304	1,361	1,896	1,717	1,506	1,536	1,800	18,002
Direct	13	6	0	0	0	0	0	0	0	0	0	0	19

**Estimated*
**From Local Storage*



Local Deliveries 2024 (acre-feet)

Subject to Final Verification





Brookside East Recharge Facility



BCVWD Recharge Facilities



December Recharge Activities





UPDATE: SGPWA Policies Review



Board of Directors
December 16, 2024

Policies

“rule or principle that guides decisions”

Personnel Policy Manual Approved	Capitalization Policy – inform Reviewed	Credit Card Policy – inform Reviewed	Investment Policy – inform Reviewed	Invocation Policy – inform Reviewed
Medical Reimbursement – inform/review	Procurement Policy - update Approved	Records Retention – inform/review	Reserves Policy – inform/review	Social Media Policy – inform/review
Director’s Travel Policy – review	Director’s Technology Policy – in Process	Staff Travel Policy - review	Computer Security Policy - inform	Vandalism Policy - new
Vehicle Use Policy Approved	Workplace Violence Prevention Policy Approved	Election of Board Members Policy – review	Inspection of Public Records - review	Electronic Signature Policy- review – in Process

Purple Boxes - Operations Policies

Green Boxes - Financial Policies

Black Boxes - Board Policies

San Geronio Pass Water Agency

DATE: December 16, 2024
TO: Board of Directors
FROM: Lance Eckhart, General Manager
BY: Tom Todd, Jr., Chief Financial Officer
SUBJECT: REVIEW OF ELECTRONIC SIGNATURE POLICY

RECOMMENDATION

Complete the review of the Electronic Signature Policy.

PREVIOUS CONSIDERATION

- Board of Directors – February 13, 2023: After review and discussion, the Board approved the Electronic Signature Policy.

ANALYSIS

The Board has chosen to review all Agency policies in order to make sure they are appropriate for the Agency, up-to-date, and legal. The Electronic Signature Policy is one of the policies that guide Agency conduct.

Signatures are a regular requirement for conducting business and electronic signatures have been increasingly common in today’s administrative environment. While wet-ink signatures are required in some instances, electronic signatures are often the preferred way to authorize and memorialize business transactions.

Legal counsel provided the current policy and reviewed the policy in preparation for this presentation. At this time, legal counsel has approved the policy as written.

STRATEGIC PLAN NEXUS

In the Finance and Administration section, objective #8: Assess and update policies and ordinances to align with the Agency’s mission, vision, and values.

FISCAL IMPACT

The use of electronic signatures could result in cost efficiencies by reducing Staff time to formalize various documents and agreements. Other than this potential, there is no other budgetary impact for the implementation of this policy.

ACTION

Complete the review of the Electronic Signature Policy.

ATTACHMENTS

Electronic Signature Policy

RESOLUTION NO. 2023-03

A RESOLUTION OF THE SAN GORGONIO PASS WATER AGENCY ENACTING AN ELECTRONIC SIGNATURE USE POLICY

WHEREAS, the San Gorgonio Pass Water Agency (“Agency”) is a wholesale water agency formed under the San Gorgonio Pass Water Agency Law set forth in Water Code Appendix 101 (“Law”); and

WHEREAS, the use of electronic signatures is allowed by California’s Uniform Electronic Transactions Act (Civ. Code, §§ 1633.1 *et seq.*) and Government Code section 16.5 in the place of wet-ink signatures for official public agency documents, with limited exceptions; and

WHEREAS, the Board recently designated a Board member as the Secretary of the Board and that position requires the execution of a number of documents on a regular basis. The use of an electronic signature will help expedite the execution of official documents without the need for the Board Secretary to make frequent visits to the Agency offices; and

WHEREAS, the use of electronic signatures will be more convenient for the public and reduce in-person contact in those situations where social distancing, or other restrictions, may be in effect in the future; and

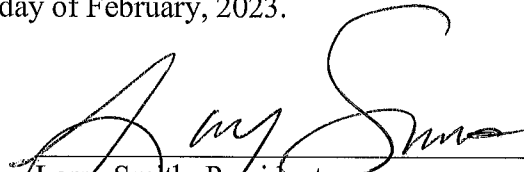
WHEREAS, electronic signatures can improve efficiency by streamlining document review, removing the need to scan documents and reducing Staff time required to transfer, store, and archive physical documents; and .

WHEREAS, the use of electronic signatures is also in the public interest as it will reduce the unnecessary use of paper and ink, streamline document review, and reduce the inefficient transfer of physical documents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN GORGONIO PASS WATER AGENCY AS FOLLOWS:

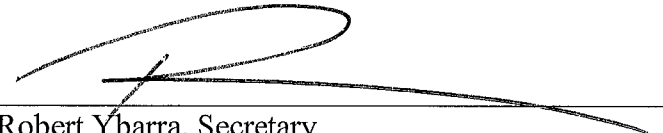
1. Incorporation Of Recitals The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
2. Adoption of Policy The Board of Directors hereby adopts the Electronic Signature Use Policy attached hereto as Attachment A and incorporated herein by reference.
3. Effective Date The President of the Board shall sign this Resolution and the Secretary of the Board shall attest thereto, and this Resolution shall be in full force and effect immediately upon adoption.
4. Severability If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

ADOPTED AND APPROVED this 13th day of February, 2023.



Larry Smith, President
San Geronio Pass Water Agency

ATTEST:



Robert Ybarra, Secretary
San Geronio Pass Water Agency

ATTACHMENT A

ELECTRONIC SIGNATURE USE POLICY

(attached behind this page)

SAN GORGONIO PASS WATER AGENCY

ELECTRONIC SIGNATURE USE POLICY

Adopted February 13, 2023

I. Purpose

By adopting this Electronic Signature Use Policy (“Policy”), the San Gorgonio Pass Water Agency (“Agency”) seeks to implement guidelines for the use and acceptance of electronic signatures to conduct official Agency business. This Policy allows the use of electronic signatures in lieu of manual signatures, when permitted by law, and establishes when an electronic signature may replace a manual signature.

II. Legal Background

California has adopted statutes regulating the use of electronic signatures including the Uniform Electronic Transactions Act (“UETA”) (Cal. Civil Code § 1633.1 *et seq.*) and California Government Code section 16.5. This Policy is intended to comply with all applicable laws and regulations including, without limitation, the aforementioned statutes. To the extent that any procedure or guideline under this Policy conflicts with applicable law, all persons subject to this Policy are required to comply with the requirements of the applicable law(s).

III. Definitions

A. **“APPROVED LIST OF DIGITAL SIGNATURE CERTIFICATION AUTHORITIES” MEANS THE LIST OF CERTIFICATION AUTHORITIES APPROVED BY THE CALIFORNIA SECRETARY OF STATE TO ISSUE CERTIFICATION FOR DIGITAL SIGNATURE TRANSACTIONS INVOLVING PUBLIC ENTITIES IN CALIFORNIA.**

B. **“DIGITAL SIGNATURE” MEANS AN ELECTRONIC IDENTIFIER, CREATED BY COMPUTER, INTENDED BY THE PARTY USING IT TO HAVE THE SAME FORCE AND EFFECT AS THE USE OF A MANUAL SIGNATURE. A DIGITAL SIGNATURE IS A TYPE OF “ELECTRONIC SIGNATURE.”**

C. **“ELECTRONIC RECORD” MEANS A RECORD, FILE, OR DOCUMENT CREATED, GENERATED, SENT, COMMUNICATED, RECEIVED, OR STORED BY ELECTRONIC MEANS. AN ELECTRONIC RECORD GENERALLY CONTAINS INFORMATION OR A DATA FILE THAT WAS CREATED AND STORED IN DIGITIZED FORM THROUGH THE USE OF COMPUTERS, MACHINES, AND SOFTWARE APPLICATIONS.**

D. **“ELECTRONIC SIGNATURE” MEANS AN ELECTRONIC SOUND, SYMBOL, OR PROCESS, ATTACHED TO OR LOGICALLY ASSOCIATED WITH AN ELECTRONIC RECORD AND EXECUTED OR ADOPTED BY A PERSON WITH THE INTENT TO SIGN THE ELECTRONIC RECORD. FOR PURPOSES OF THIS POLICY, A DIGITAL SIGNATURE IS A TYPE OF ELECTRONIC SIGNATURE.**

E. **“EXTERNAL DOCUMENT” MEANS ANY DOCUMENT GENERATED BY OR REQUIRED TO BE SIGNED BY PERSONS OTHER THAN THE AGENCY.**

EXAMPLES OF EXTERNAL DOCUMENTS INCLUDE CONTRACTS TO WHICH THE AGENCY IS A PARTY THAT MUST BE SIGNED BY A NON-AGENCY PARTY OR APPLICATIONS COMPLETED BY THE MEMBERS OF THE PUBLIC AND SUBMITTED TO THE AGENCY.

F. "INTERNAL DOCUMENT" MEANS A FORM OR DOCUMENT CREATED BY THE AGENCY AND FOR USE EXCLUSIVELY BY THE AGENCY IN WHICH A SIGNATURE IS REQUIRED OR USED.

G. "MANUAL SIGNATURE" MEANS AN ORIGINAL WET SIGNATURE APPLIED TO A DOCUMENT.

H. "TRANSACTION" MEANS AN ACTION OR SET OF ACTIONS OCCURRING BETWEEN TWO OR MORE PERSONS RELATING TO THE CONDUCT OF BUSINESS, COMMERCIAL, OR GOVERNMENTAL AFFAIRS.

IV. General Policy Rules

The Agency encourages the use and acceptance of electronic signatures in internal and external activities, documents, and transactions when it is operationally feasible, where technology permits, and permitted by law.

A. COMPLIANCE WITH LAW, POLICY TO THE EXTENT PERMITTED BY LAW AND THIS POLICY, THE AGENCY ACCEPTS ELECTRONIC SIGNATURES AS LEGALLY BINDING.

B. USE OPTIONAL THE USE OR ACCEPTANCE OF ELECTRONIC SIGNATURES SHALL BE AT THE OPTION OF BOTH THE AGENCY AND NON-AGENCY SIGNATORIES. NOTHING IN THIS POLICY SHALL REQUIRE THE AGENCY TO USE OR PERMIT THE USE OF ELECTRONIC SIGNATURES.

C. CONSENT ALL PARTIES THAT WISH TO USE ELECTRONIC SIGNATURES SHALL AGREE TO FOLLOW THIS POLICY AND SHALL PROVIDE WRITTEN OR ELECTRONIC CONSENT AS TO THE USE OF ELECTRONIC SIGNATURES.

D. SIGNATURE USE THE GENERAL MANAGER OR DESIGNEE MAY REQUIRE THE USE OF MANUAL, ELECTRONIC, OR DIGITAL SIGNATURES AT HIS/HER DISCRETION.

E. INTERNAL AGENCY BUSINESS THE AGENCY REQUIRES THAT VARIOUS INTERNAL DOCUMENTS BE APPROVED BY AN EMPLOYEE, SUPERVISOR, DEPARTMENT HEAD, OR OTHER AGENCY STAFF AND APPROVALS FOR INTERNAL DOCUMENTS MAY BE SIGNIFIED BY ELECTRONIC MEANS AS A REPLACEMENT FOR A MANUAL SIGNATURE.

F. EXTERNAL DOCUMENTS AND TRANSACTIONS IF AN ELECTRONIC SIGNATURE IS USED FOR AN EXTERNAL DOCUMENT INVOLVING A TRANSACTION WITH THE AGENCY THAT CREATES OR IMPOSES A LEGAL DUTY, THE GENERAL MANAGER MAY AUTHORIZE OR REQUIRE THE USE OF A DIGITAL SIGNATURE.

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G. DOCUMENTS FOR WHICH ELECTRONIC SIGNATURES ARE PROHIBITED

1. Documents that are intended to be recorded with the county, unless otherwise allowed by law.
2. Signatures that must be made in the presence of a notary public, except as set forth in Civil Code section 1633.11(a).
3. Civil Code section 1633.3 contains a list of other transactions for which electronic signatures are unavailable.

H. VALID ELECTRONIC SIGNATURES WHEN A SIGNATURE IS REQUIRED, THE PARTIES MAY AGREE THAT AN ELECTRONIC SIGNATURE SATISFIES THAT REQUIREMENT IF:

1. For digital signatures, the signature is in accordance with the requirements of the UETA and this Policy;
2. For other electronic signatures, the signature is created using an electronic signature technology that has been approved by the General Manager and is in accordance with the requirements of applicable law and this Policy; or
3. The signature is in accordance with any and all other applicable laws and regulations.

I. VALID DIGITAL SIGNATURES

1. Digital signatures used in compliance with this Policy shall have the same force and effect as the use of a manual signature provided that the digital signature has all of the following attributes:
 - a. It is unique to the person using it;
 - b. It is capable of verification;
 - c. It is under the sole control of the person using it;
 - d. It is linked to data in such a manner that if the data is changed, the digital signature is invalidated; and
 - e. It conforms to the regulations adopted by the California Secretary of State including, but not limited to, the acceptable technology requirements set forth under the California Code of Regulations, title 2, section 22003.
2. The certification authority issuing the certification for the digital signature transaction must appear on the "Approved List of Digital Signature Certification Authorities" authorized by the California Secretary of State.
3. Prior to accepting a digital signature, Agency staff shall ensure that the level of security used to identify the signer of a document is sufficient for the transaction being conducted, that the level of security used to transmit the signature is sufficient for the

transaction being conducted, and that the certificate format used by the signer is sufficient for the security and interoperability needs of the Agency.

J. MINIMUM STANDARDS THESE ARE MINIMUM STANDARDS. ANY TRANSACTION MUST BE ANALYZED UNDER THE FACTS AND CIRCUMSTANCES EXISTING AT THE TIME A TRANSACTION HAS BEEN EXECUTED. DEPENDING UPON THE CIRCUMSTANCES, THE AGENCY MAY REQUIRE A HIGHER LEVEL OF SIGNATURE VERIFICATION (I.E. OUT-OF-STATE SIGNATORY). NOTHING IN THIS POLICY PROHIBITS AGENCY STAFF, WITH THE CONSENT FROM THE GENERAL MANAGER, FROM REQUIRING A WET SIGNATURE OR HIGHER FORM OF SECURE ELECTRONIC SIGNATURE IF HE OR SHE BELIEVES IT IS PRUDENT OR NECESSARY.

K. ACCEPTABLE ELECTRONIC SIGNATURE TECHNOLOGIES THE GENERAL MANAGER OR DESIGNEE SHALL IDENTIFY THE LEVEL OF SECURITY PROCEDURES REQUIRED FOR PARTICULAR DOCUMENTS. THE GENERAL MANAGER OR DESIGNEE SHALL ALSO IDENTIFY VENDORS AND TECHNOLOGY TO EXECUTE THOSE SECURITY PROCEDURES USING INDUSTRY BEST PRACTICES.

L. FURTHER ACTS NOTHING IN THIS POLICY SHALL PREVENT THE GENERAL MANAGER OR DESIGNEE FROM ADOPTING ADDITIONAL GUIDELINES OR TAKING FURTHER ACTIONS TO IMPLEMENT THIS POLICY OR TO ADD OTHER PERMISSIBLE FORMS OF ELECTRONIC SIGNATURES TO THIS POLICY.

San Gorgonio Pass Water Agency

DATE: December 16, 2024
TO: Board of Directors
FROM: Lance Eckhart, General Manager
BY: Maricela Cabral, Exec. Asst./Clerk of the Board
SUBJECT: Adopt Resolution No. 2024-16, Honoring Ron Duncan for 12 Years of Dedicated Service on the Board of Directors of the San Gorgonio Pass Water Agency

RECOMMENDATION

Adopt Resolution No. 2024-16, honoring Ron Duncan for 12 years of dedicated service on the Board of Directors of the San Gorgonio Pass Water Agency.

BACKGROUND

Ron Duncan served with distinction on the Board of Directors of the San Gorgonio Pass Water Agency from April 2012 to December 2024, representing Division 1 for a total of twelve years. The Board of Directors extends its sincere gratitude to Director Duncan for his dedicated service, thoughtful counsel, and significant contributions to the agency and the community.

ANALYSIS

N/A.

FISCAL IMPACT

There is no fiscal impact for this action.

ACTION

Adopt Resolution No. 2024-16, honoring Ron Duncan for 12 years of dedicated service on the Board of Directors of the San Gorgonio Pass Water Agency.

ATTACHMENTS

Resolution No.2024-16

RESOLUTION NO. 2024-16

HONORING RON DUNCAN ON HIS 12 YEARS OF DEDICATED SERVICE ON THE BOARD OF DIRECTORS OF THE SAN GORGONIO PASS WATER AGENCY

WHEREAS, Director Ron Duncan has served continuously as a member of the Board of Directors of the San Gorgonio Pass Water Agency from April 2012 through December 2024 representing Division 1; and

WHEREAS, Director Duncan has been an invaluable contributor to the Board of Directors, serving in various leadership capacities for the Board such as Chair of the Water Conservation and Education Committee; and

WHEREAS, throughout his twelve years with the District, Director Duncan has distinguished himself with his deep commitment to the community, his drive to make sustainable water usage accessible to residents of the Pass area and beyond, as well as his dedication to facilitating regional collaboration and partnerships that have been invaluable to the District during his tenure as Director; and

WHEREAS, Director Duncan has also provided sound guidance and dedicated service in the pursuit of regional groundwater sustainability; and

WHEREAS, Director Duncan has been instrumental in supporting the ACWA JPIA Board of Directors by serving on the Risk Management Committee and representing San Gorgonio Pass Water Agency; and

WHEREAS, the members of the Board of Directors wish to thank Director Duncan for his many contributions to the Board of Directors and to the District overall; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby expresses its gratitude to Director Duncan for his service on the Board of Directors, for his sound and valued counsel, and for all that he has contributed to the Board of Directors and the District; and

BE IT FURTHER RESOLVED, that the Board of Directors wishes Director Duncan continued success in all his endeavors and expresses its hope for his continued health, happiness, and prosperity; and

BE IT FURTHER RESOLVED, that a copy of this proclamation be presented to Director Duncan as a token of the Board's appreciation and respect.

IN WITNESS WHEREOF, we have hereunto set our hand and caused the seal of the San Gorgonio Pass Water Agency to be affixed this 16th day of December, 2024.

This Resolution shall be effective as of the date of adoption.

ADOPTED AND APPROVED this 16th day of December 2024.

Mickey Valdivia, Board President
San Geronio Pass Water Agency

ATTEST:

Kevin Walton, Secretary
San Geronio Pass Water Agency

DRAFT

PASSED AND ADOPTED by the San Geronio Pass Water Agency Board of Directors at a regular meeting of said Board held on the 16th day of December 2024, by the following vote:

AYES:

NOES:

ABSENT:

Kevin Walton, Secretary
San Geronio Pass Water Agency

DRAFT