

AGENDA  
 IRVINE RANCH WATER DISTRICT  
 WATER RESOURCES POLICY AND COMMUNICATIONS COMMITTEE  
 WEDNESDAY, NOVEMBER 3, 2021

*This meeting will be held in person, but due to COVID-19, this meeting will also be conducted as a teleconference pursuant to the provisions of Government Code Section 54953(e).*

This meeting will be held in person at the District’s headquarters located at 15600 Sand Canyon Avenue, Irvine, California, but participation by members of the Committee may be from remote locations. Members of the public may attend in person or remotely.

Virtual attendees can attend the meeting via Webex and may submit comments via the “Chat” function. To virtually attend the meeting, please join online via Webex using the link and information below:

Via web:

<https://irwd.webex.com/irwd/j.php?MTID=md5415371cf4b5acc3ee0d95339dee679>

Meeting Number: 146 295 2778

Password: rFbweSC667

PLEASE NOTE: Webex observers of the meeting will be placed into the Webex lobby when the Committee enters closed session. Participants who remain in the “lobby” will automatically be returned to the open session of the Committee once the closed session has concluded. Observers joining the meeting while the Committee is in closed session will receive a notice that the meeting has been locked. They will be able to observe the meeting once the closed session has concluded.

CALL TO ORDER 3:00 p.m.

ATTENDANCE Committee Chair: Steven LaMar \_\_\_\_\_  
 Member: Karen McLaughlin \_\_\_\_\_

<u>ALSO PRESENT</u>	Paul Cook _____	Paul Weghorst _____
	Wendy Chambers _____	Cheryl Clary _____
	Fiona Sanchez _____	Jim Colston _____
	Christine Compton _____	Kellie Welch _____
	Mark Tettermer _____	Amy McNulty _____
	Jo Ann Corey _____	John Fabris _____
	_____ _____	_____ _____
	_____ _____	_____ _____

PUBLIC COMMENT NOTICE

If you wish to address the Committee on any item, please submit a request to speak via the “chat” feature available when joining the meeting virtually. Remarks are limited to three minutes per speaker on each subject. You may also submit a public comment in advance of the meeting by emailing [comments@irwd.com](mailto:comments@irwd.com) before noon on Wednesday, November 3, 2021.

*All votes shall be taken by a roll call vote if one or more Committee members participates remotely.*

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## COMMUNICATIONS

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1. Notes: Weghorst
2. Public Comments
3. Determine the need to discuss and/or take action on item(s) introduced that came to the attention of the District subsequent to the agenda being posted.
4. Determine which items may be approved without discussion.

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## INFORMATION

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| <ol style="list-style-type: none"><li>5. <u>WATER EFFICIENCY PROGRAMS UPDATE – GARCIA / MCNULTY / SANCHEZ / WEGHORST</u><br/><br/>Recommendation: Receive and file.</li><li>6. <u>2021 LEGISLATIVE AND REGULATORY UPDATE – COMPTON / COOK</u><br/><br/>Recommendation: Receive and file.</li></ol> |  |
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## ACTION

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| <ol style="list-style-type: none"><li>7. <u>IRWD COMMUNITY MEETING ROOMS PROGRAM UPDATE – JORDAN-ROMERO / FABRIS / COMPTON</u><br/><br/>Recommendation: That the Committee provide feedback on recommended changes to IRWD’s Community Meeting Rooms Program policies and procedures.</li><li>8. <u>ACWA 2021 MEMBERSHIP MEETING AND 2022-2023 ELECTION – COMPTON / COOK</u><br/><br/>Recommendation: That the Board designate Board President Douglas Reinhart as IRWD’s voting delegate and IRWD’s General Manager Paul Cook as his alternate at the Association of California Water Agencies’ general session membership meeting on December 1, 2021, and authorize the General Manager to sign and submit the “Consent to Electronic Transmission, Meetings &amp; Voting” form to ACWA designating Douglas Reinhart and Paul Cook as its initial authorized voting representatives for IRWD.</li></ol> |  |
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**OTHER BUSINESS**


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9. Directors' Comments

10. Adjourn

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Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the above-named Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are available for public inspection in the District's office, 15600 Sand Canyon Avenue, Irvine, California ("District Office"). If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available from the District Secretary of the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during, the meeting, they will be available electronically via the Webex meeting noted. Upon request, the District will provide for written agenda materials in appropriate alternative formats, and reasonable disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments at public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, or alternative format requested at least two days before the meeting. Requests should be emailed to [comments@irwd.com](mailto:comments@irwd.com). Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.  
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November 3, 2021  
Prepared by: J. Garcia / A. McNulty  
Submitted by: F. Sanchez / P. Weghorst  
Approved by: Paul A. Cook 

## WATER RESOURCES POLICY AND COMMUNICATIONS COMMITTEE

### WATER EFFICIENCY PROGRAMS UPDATE

#### SUMMARY:

Irvine Ranch Water District (IRWD) implements numerous water efficiency programs to assist customers with reducing water use. Programs are funded from over-allocation revenues and vary depending upon the needs of the various customer types served by the District. Programs address customer water use related behaviors and installation of water efficient devices through a combination of educational resources, device rebates and incentive programs. The following is an update on the District's water efficiency programs for calendar year 2019 through mid-October 2021.

#### BACKGROUND:

IRWD has implemented a variety of water efficiency programs over the past 30 years, beginning with the adoption of budget-based tiered rates in 1991. IRWD's budget-based rate structure provides customers with a unique water budget for each billing period. Over budget water usage is billed at a significantly higher rate that is based on cost of service. To support the rate structure, IRWD provides two types of water use efficiency programs: 1) outreach and resource programs to educate customers about water efficiency; and 2) device rebate and other incentive programs that result in long-term structural changes in water use. These programs help the District achieve its water efficiency goals. A description of key water efficiency programs and associated results is provided below.

#### Customer Outreach and Resource Programs:

The budget-based tiered rate structure is the foundation of IRWD's water efficiency program. Through their monthly bills, customers receive feedback on their water use habits compared with their water budgets. Customers with over-budget usage often contact staff for assistance. Staff use over-budget information to target program outreach efforts. Customers who exceed their budgets are offered assistance onsite or virtual assistance and are informed about District programs and resources to help reduce wasteful use. The District's customer assistance programs and resources include customer surveys, WaterSmart Reports, WaterSmart Leak Alerts, a WaterSmart Leak Check Training Module, a WaterStar Business and WaterStar Restaurant Recognition program, and various workshop events.

#### *Customer Surveys:*

Staff provides on-site water efficiency surveys to assist residential, landscape, commercial, industrial, and public authority customers. Since March 2020, and due to the COVID-19 pandemic, water efficiency surveys have been offered as virtual audits. Surveys originate through a combination of proactive District outreach efforts targeted to customers who are over

budget, as well as customer-initiated requests in response to receiving a high water bill. Between January 2019 to February 2020, staff performed an average of 65 customer on-site surveys each month. From March 2020 to date, staff has performed an average of 58 virtual audits per month where staff has guided customers through IRWD's online self-help resources.

*WaterSmart Reports:*

The WaterSmart Program provides IRWD customers with personalized water use reports and an online portal, which is accessible to all customers. Approximately 60,000 customer water reports are sent each month to customers by email or delivered by the postal service. Between January 2019 and January 2020 over 3,800 new customers signed up to receive email reports. The integration of a single sign-on feature with the customer billing portal *Paymentus* and the WaterSmart Customer Dashboard significantly increased customer logins after January 2020. Since the integration with *Paymentus* and WaterSmart in February 2020, over 22,400 new WaterSmart customers have logged in to review their WaterSmart dashboard and water use. The WaterSmart program is an essential marketing tool for IRWD's water efficiency programs.

*WaterSmart Leak Alerts:*

A residential customer focused leak alert feature was added to the WaterSmart Program in June 2017. Since the program began, over 3,100 leak alerts have been sent to customers. Customers are encouraged to follow up with the District by providing information on the cause of the leak; or, if there is no leak, to explain the cause of the increased use. The leading causes of leaks reported by customers are problems with irrigation systems or toilets. Customers who reported that a leak was not the cause of high-water use, disclosed swimming pool filling as the primary cause for the increased use.

*WaterSmart Customer Initiated Leak Check Training Module:*

The WaterSmart Leak Check Training Module was launched on the District's website in 2017. The educational module provides a Do-It-Yourself process to check, identify and repair common indoor and outdoor leaks. Beginning in 2019, the training module was incorporated into the District's annual Fix a Leak campaign, which is held each spring. Since January 2019 the training module has been used by customers over 6,400 times.

*Workshops and Events:*

IRWD provides workshops and classes to educate customers and landscape maintenance professionals on water efficiency programs and resources. IRWD's landscape resource program, known as RightScope, offers educational workshops to customers. The workshops emphasize sustainable landscape practices while considering the use of the *Right Plants* for a drought tolerant landscape, creating the *Right Schedule* to apply the appropriate amount of water and the use of the *Right Equipment* for an efficient irrigation system. IRWD also hosts the Municipal Water District of Orange County (MWDOC) Qualified Water Efficient Landscaper Training Program, and partners on customer education programs with the University of California Cooperative Extension Center, Orange County Master Gardeners, and the California Native Plant Society. Due to the COVID-19 pandemic, in-person workshops transitioned to online

webinars where staff observed an increase in workshop attendance to an average of 80 to 150 customers per webinar. The total number of workshops and classes held since 2019 is 68.

Device and Incentive Based Programs:

IRWD participates in Metropolitan Water District's (Metropolitan) regional rebate program and directly administers several device-based programs. Metropolitan's rebate program provides financial incentives for water efficient devices such as toilets, clothes washers, food service equipment, irrigation equipment as well as the turf removal and spray to drip rebate programs which are administered through MWDOC. IRWD leverages Metropolitan's program by providing supplemental funding to further incentivize customers to adopt more water efficient devices. IRWD administered programs include the Commercial Landscape Irrigation Improvement Program (CLIIP Program), the Pressure Regulating Spray Body Program (PRS Program), the WaterStar Business Recognition Program, the Get Smart Water-Energy Program, the Smart Sprinkler Controller (SSC) Program, and the new Landscape Tune-up Program which launched in the spring of 2021. These IRWD programs are described below.

*Commercial Landscape Irrigation Improvement Program:*

The CLIIP Program provides incentives for commercial landscape customers to install hydrometers, master valves, flow sensors and pressure regulators to improve landscape irrigation system performance and efficiency. A rebate of up to \$2,000 per meter is provided for each meter landscape irrigation connection. Since 2019, 13 sites have been upgraded and four are awaiting post-installation inspections.

*Pressure Regulating Spray Body Program:*

The PRS Program, which launched in December 2020, is offered to residential and commercial customers. The program provides incentives for EPA WaterSense® approved pressure regulating spray sprinkler bodies. These sprinkler bodies help reduce the excessive flows and water waste that would otherwise occur at high pressures. This rebate program offers customers an incentive of half the cost of the sprinkler bodies before taxes. Since January 2021, IRWD has provided rebates for 1,833 spray bodies.

*WaterStar Business Recognition Program:*

The WaterStar Business Recognition Program, which was launched in 2017, helps business customers improve water use efficiency, save on water bills, and obtain financial incentives for efficiency improvements. Participating customers must meet criteria for plumbing fixture flow rates, irrigation equipment, other equipment and process water. The District offers program participants free faucet aerators and showerheads. A special WaterStar rebate on high efficiency toilets is also offered. In 2019, the WaterStar Business program was expanded to include the WaterStar Restaurant Recognition Program. Since 2019, staff has recognized nine local businesses as WaterStar Businesses with an additional seven in the queue. Three local restaurants also have been recognized as WaterStar Restaurants with an additional seven in the queue.

*Get Smart Water-Energy Program:*

In partnership with the local energy utilities, Southern California Edison (SCE) and Southern California Gas Company (SoCalGas), IRWD offered customers WaterSense labeled Rachio weather-based irrigation controllers through the Get Smart Water-Energy program. In addition to offering qualified customers a Rachio device, the energy utilities funded the installation of EnergyStar-labeled Nest thermostats. This program concluded in May 2019 after installing 1,053 weather-based irrigation controllers.

*Smart Sprinkler Controller Program:*

The Smart Sprinkler Controller Program for single-family homes offered eligible residential customers a free Rachio 3 smart sprinkler controller and discounted professional installation for only \$99. The professional installation fee was paid directly to the authorized contractor, Synergy Companies. This program concluded in May 2021 after installing 903 weather-based irrigation controllers.

*Landscape Tune Up Program:*

The cost-shared residential landscape audit and “tune-up” pilot program was launched in May 2021. The authorized contractor, Conserv Inc., meets with program participants to evaluate the customers’ landscape and existing irrigation systems and make efficiency recommendations. Conserv educates customers on irrigation issues, water efficiency and reasons why irrigation components need to be repaired. Upon customer approval, the contractor will replace existing leaking and broken irrigation equipment. Since the program launched, 45 program applications have been received and four sites have been surveyed and completed repairs.

The results of all device-based and other incentive programs for calendar year 2019, 2020 and year to date for 2021 are shown in Exhibit “A”. This exhibit includes results for the Metropolitan rebate programs and the unique programs administered directly by IRWD.

2021 Drought Response:

Consistent with IRWD’s current Level Two Water Shortage Declaration, which was adopted by the IRWD Board by resolution in September 2021, the Governor’s July 8, 2021 executive order calling on all Californians to voluntarily reduce water use by 15% and the Governor’s October 19, 2021 proclamation of a drought related emergency in Orange County, staff will increase outreach to over-allocation customers and increase marketing efforts for programs that target discretionary uses. Specifically, staff will take immediate action to increase participation in the Landscape Tune-up and outdoor rebate programs such as Turf Removal and Spray to Drip programs and expand resources to provide more one-on-one customer support for the water efficiency hotline and customer survey program.

FISCAL IMPACTS:

None.



ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

Receive and file.

LIST OF EXHIBITS:

Exhibit "A" – Results of all Device-Based and Other Incentive Programs


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EXHIBIT “A”

**Results of All Device and Incentive-Based Programs**

<b>Water Efficient Devices or Program</b>	<b>Quantity 2019</b>	<b>Quantity 2020</b>	<b>Quantity 2021</b>
Toilets (Rebates, WaterStar)	165	32	26
Urinals	2	1	0
Showerheads (WaterStar)	26	12	0
Faucet Aerators (WaterStar)	23	35	0
Kitchen Pre-Rinse Spray Valves (WaterStar)	2	5	0
Clothes Washers	611	470	391
Weather-Based Irrigation Controllers (Rebates, Get Smart, SSC)	676	842	791
Hose Bib Irrigation Controller + add on	0	0	4
Water Efficiency Nozzles	256	6	16
Rain Barrels & Cisterns	23	11	12
Turf Removal	44,620 sq. ft.	48,114 sq. ft.	125,539 sq. ft.
Spray to Drip (Commercial & Residential)	21,488 sq. ft.	61,005 sq. ft.	86,184 sq. ft.
Pressure Regulating Spray Bodies (PRS Program)	0	0	1,833
Master Valves (CLIP)	3	0	0
Flow Sensors (CLIP)	3	0	0
Hydrometers (CLIP)	0	6	2
Pressure Reducing Valves (CLIP)	3	0	0
Wire Sharing Devices (CLIP)	0	6	2
Landscape Tune-up	0	0	45 participants

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November 3, 2021  
Prepared and  
submitted by: C. Compton  
Approved by: Paul A. Cook 

WATER RESOURCES POLICY AND COMMUNICATIONS COMMITTEE

2021 LEGISLATIVE AND REGULATORY UPDATE

SUMMARY:

This report provides an update on the 2021-2022 legislative session, regulatory issues, and IRWD priorities. As legislation and regulations develop, staff will provide updates and recommendations to the Water Resources Policy and Communications Committee and the Board, as appropriate. Staff recommends the Board receive and file this report.

BACKGROUND:

The California State Assembly and Senate are currently on their interim recess. The 2021-2022 Regular Legislative Session will resume on January 3, 2022.

Links to the bills discussed below are included within each discussion unless a separate exhibit is noted.

2021 Legislative Updated:

*Proposed California Constitutional Amendment Ballot Initiative – Water Infrastructure Funding Act of 2022:*

On August 26, the “[Water Infrastructure Funding Act of 2022](#),” a newly proposed ballot initiative, was submitted to the California Attorney General’s Office for title and summary. The proposed initiative was submitted by Edward Ring with the California Policy Center; Mesa Water District Vice President Shawn Dewane; Wayne Western, Jr. with the San Joaquin Valley Sun; Geoffrey Todd Vanden Heuvel, Owner of J&D Star Dairy; and OCWD Director Stephen Sheldon.

The proposed initiative, if qualified for the ballot and approved by the voters, would amend the California Constitution to require the annual transfer of two percent of the State’s General Fund Revenues to a newly created Water Supply Infrastructure Trust Account, and provides bonding authority against those revenues. The Water Supply Infrastructure Trust Account would be continuously appropriated to the California Water Commission for projects “that will help achieve the creation of a minimum of five million acre-feet (5,000,000 AF) of additional annual water supply capacity” within the state. The project categories eligible for funding from the Water Supply Infrastructure Trust Account are limited to:

- Development or expansion of groundwater aquifer storage, remediation, and recovery projects;
- Recycling, purification, and treatment of stormwater and wastewater to water reuse standards;

- Expansion, repair, or replacement of existing surface reservoirs, and construction of new surface reservoirs;
- Desalination plants;
- Water conveyance development, maintenance, or expansion;
- Other projects designed to increase the clean, safe and affordable supply of water to all Californians with emphasis on California's disadvantaged communities, and other projects designed to increase conservation; and
- Research and development of new technologies designed to increase the clean, safe and affordable supply of water to all Californians.

An applicant for funding from the Water Supply Infrastructure Trust Account must be a public agency, special district, joint powers authority, or a public-private partnership. The funding could be used for entitlement, design, construction and maintenance of a funded project.

The initiative would also amend the California Environmental Quality Act (CEQA) to create an alternative CEQA review process and would amend the Public Resources Code to provide the Secretary of the California Natural Resources Agency with new authority to review, approve, deny, and/or issue any Coastal Commission action or inaction for projects that are allocated funding and projects that are certified by the California Water Commission as a drought resiliency project. The initiative expressly states that a project is not required to be eligible for or receive funding provided pursuant to this measure in order to be certified as a drought resiliency project.

Proponents will need to obtain 997,139 valid signatures to qualify the proposed initiative for inclusion on the 2022 Statewide General Election ballot. The Attorney General's title and summary for the proposed initiative are expected by November 1, 2021. After receiving the title and summary proponents would be authorized to begin gathering signatures. Proponents will have until April 26, 2022, to gather and present signatures to county elections officials.

*LAO Analysis of the Water Infrastructure Funding Act of 2022:*

As state law requires, within 50 days of the date the Attorney General receives a proposed initiative, the Legislative Analyst's Office (LAO) produced its [analysis of the Water Infrastructure Funding Act of 2022](#). According to the LAO's analysis, five million additional acre-feet of water per year equates to approximately 13 percent of current annual water use. The LAO analysis also estimates that the cost to develop the proposed five million acre-feet of new water supply would be "several tens of billions of dollars, potentially totaling more than \$100 billion," and that the exact cost would depend on several factors, most importantly what types of projects would be funded since costs between different types of projects "can vary considerably." The LAO estimates that, if this proposed initiative were approved, it would dedicate between \$2.5 billion and \$4 billion per year for water supply projects over the next few decades. According to the LAO, the proposed changes to the environmental permitting process could shorten project timelines and thereby "likely would reduce the costs" of projects.

Finally, the LAO observes that this ballot measure would likely decrease local government costs for water projects, and thus could result in water customers' bills being lower than they otherwise would be in the absence of this measure.

Staff will discuss this proposed ballot initiative with the Committee.

#### 2022 State Legislative Proposals and Planning:

Staff will also provide an oral update to the Committee on any new developments related to the following:

- The 2022 legislative session and 2022 legislative planning efforts, and
- Other legislation matters of interest to the District.

#### 2021 State and Regional Regulatory Update:

The following is a list of some of the State regulations and agency reports staff is monitoring, tracking, or planning to engage in over the next three to 12 months. As the next drafts of the regulations or reports are released for public review and comment, staff will engage, as appropriate. Staff will also provide an oral update to the Committee on any new developments related to these regulations. The pending regulations, administrative actions and reports actively being tracked include the:

- Executive and Regulatory Actions on COVID-19;
- Executive and Regulatory Actions related to the drought;
- California Air Resources Board's (CARB) [AB 32 Climate Change Scoping Plan Update](#);
- CARB's [Proposed Advanced Clean Fleets Regulation](#);
- CARB's [In-use Off-road Diesel-Fueled Fleets Regulation Amendments](#);
- California Fish and Wildlife California Endanger Species Act Petition for the Steelhead;
- California Natural Resources Agency [2021 State Adaptation Strategy Update](#);
- California Water Commission's [Groundwater Trading Programs Policy Paper](#);
- Department of Water Resources' (DWR) [Draft Groundwater Management Principles and Strategies to Monitor, Analyze and Minimize Impacts to Drinking Water Wells](#);
- DWR's [Plumbing Code Changes](#);
- DWR and the State Board's implementation of the "[Making Water Conservation a California Way of Life](#)" legislation;
  - DWR and the State Board's [Indoor Water Use Study and Indoor Water Use Standard Recommendations](#);
  - DWR's [Outdoor Standard Recommendations](#);

- DWR's Work Group on Commercial, Industrial, and Institutional (CII) performance measures; and
- State Board's [Water Loss Performance Standards Regulations](#);
- Implementation of Executive Order [N-82-2020](#) requiring 30 percent of the State's land and coastal waters to be conserved by 2030;
- [Implementation of the Governor's Water Resiliency Portfolio](#);
- State Board's development of a "Cross Connection Policy Handbook;"
- State Board's Direct Potable Reuse Regulations;
- State Board's drought monitoring and emergency actions;
- State Board's Electronic Annual Report;
- State Board's actions on lead service lines; and
- State Board's [Safe and Affordable Funding for Equity and Resilience \(SAFER\) Drinking Water Program](#).

Staff will also provide the Committee with an update on other regulatory matters of interest to the District.

#### 2021 Federal Legislative and Regulatory Update:

IRWD's federal advocacy efforts in 2021 continue to largely focus on seeking federal funding for the Kern Fan Groundwater Storage Project and advocating for an increased funding authorization for the federal Water Storage Program. Staff will update the Committee on these efforts and the ongoing efforts related to positioning the Kern Fan Groundwater Storage Project for federal funding, and other federal proposals of interest to the District.

#### *PFAS Strategic Roadmap:*

On October 18, 2021, the Environmental Protection Agency (EPA) released a comprehensive strategic roadmap to address PFAS contamination- [the PFAS Strategic Roadmap](#). As part of the Roadmap, EPA will be launching a new national testing strategy that will require PFAS manufacturers to provide EPA with toxicity data and information on categories of PFAS chemicals. EPA will also be:

- Setting enforceable drinking water limits for two PFAS, Perfluorooctanoic acid (PFOA) and Perfluorooctane sulfonic acid (PFOS), under the Safe Drinking Water Act;
- Designating certain PFAS as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act;
- Establishing timelines for action on PFAS effluent guideline limitations under the Clean Water Act;
- Conducting a review of actions on PFAS under the Toxic Substances Control Act;



- Increasing PFAS monitoring, data collection and research;
- Issuing a final toxicity assessment for what are known as GenX chemicals, including PFAS; and
- Continuing work to build up a technical foundation to inform future actions on PFAS air emissions under the Clean Air Act.

Following the Roadmap's release, on October 25, the EPA released a final human health toxicity assessment for GenX chemicals. GenX is a trade name for PFAS chemicals that were introduced to replace PFOA. The final assessment is a key step toward establishing a national drinking water health advisory for GenX chemicals. The final assessment's reference dose is 3 ng/kg/day, which is 26 times lower than the 80/ng/kg/day reference dose that the EPA presented in its 2018 draft assessment of the GenX chemicals. The PFAS Strategic Roadmap commits to publishing a national drinking water health advisory for GenX chemicals in Spring 2022.

Staff will discuss Roadmap and other federal actions on PFAS with the Committee.

FISCAL IMPACTS:

Not applicable.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

Receive and file.

LIST OF EXHIBITS:

None.

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November 3, 2021

Prepared by: D. Jordan-Romero / J. Fabris

Submitted by: C. Compton

Approved by: Paul A. Cook



## WATER RESOURCES POLICY AND COMMUNICATIONS COMMITTEE

### IRWD COMMUNITY MEETING ROOMS PROGRAM UPDATE

#### SUMMARY:

In March 2020, IRWD closed the Duck Club and Community Room meeting rooms due to COVID-19. Staff plans to relaunch IRWD's Community Meeting Rooms Program and reopen the meeting rooms for customer and community reservations on November 15, 2021, for events in December. To prepare for the reopening, staff reviewed and updated the District's room reservation and use policies, reservation process, and room guidelines, and implemented a new access system for the rooms to more easily enable user access. At the Committee meeting, staff will present the significant changes to IRWD's Community Meeting Rooms policies and procedures, and outline the Splan access system, for the Committee's feedback on the proposed changes.

#### BACKGROUND:

For nearly 25 years, as a public service to its customers, IRWD has offered the use of two versatile public meeting facilities to nonprofit organizations and residents within IRWD's service area. The Duck Club on the San Joaquin Marsh Campus and the Community Room on the Sand Canyon Campus have been available to nonprofit organizations, clubs and individuals for meetings, weddings, private parties, and other types of events. Over the years, demand for the meeting rooms has grown and the rooms have become very popular. Prior to being closed due to COVID-19, the rooms were booked almost every day, with a long waiting list and intense competition for prime dates and times. IRWD had also given priority access to long-time users – including some users residing outside of IRWD's service area – granting them priority to their traditional meeting dates and times year after year. As a result, it became increasingly difficult for new local groups and customers to obtain access to the rooms for their uses.

In March 2020, IRWD closed the rooms to the public due to COVID-19. Several months ago, staff was preparing to reopen the rooms to the public when the Delta variant hit California. During this delay, staff reviewed and updated the room reservation and use policies, reservation process, and room guidelines. Staff also completed the installation of a new Splan access system, which provides users access to the rooms using a QR code that can be emailed to users. The Splan system replaces the keycard system previously used, which required users to collect a keycard from the District prior to their reservation and return it after their use.

IRWD plans to reopen the Duck Club and the Community Room for community reservations beginning on November 15, 2021. Benefits to the revised policies and procedures and Splan access system include:

- Improved access and fairness for customers and groups in IRWD's service area requesting to use the rooms;

- Minimized COVID-19 risks and possible exposures through a temporary reduction in the maximum room capacities; and
- Streamlined management and administration of the Community Meeting Rooms Program.

At the Committee meeting, staff will present the significant changes to IRWD's community meeting rooms policies and procedures, and outline the Splan access system, for the Committee's feedback on the proposed changes.

FISCAL IMPACTS:

Not applicable.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

That the Committee provide feedback on recommended changes to IRWD's Community Meeting Rooms policies and procedures.

LIST OF EXHIBITS:

Exhibit "A" – IRWD Community Meeting Rooms Update Presentation



# MEETING ROOM UPDATE


WATER RESOURCES POLICY AND COMMUNICATIONS COMMITTEE

Nov. 3, 2021

1

## AGENDA:

- Background
- Updated policies and procedures
  - Reservation fairness
  - COVID-19 protocols
  - Room access and reservations
- Current status
- Target reopening dates
- Comments & questions



2

2

## BACKGROUND

- Almost 25 years of complimentary service to nonprofit organizations and residents of IRWD service area
- Duck Club
- Community Meeting Room



3

## BACKGROUND

- Increased popularity of daily reservations — long waiting list
- March 2020, rooms closed due to COVID-19 pandemic
- District is starting to reopen rooms — with new health-safety and fairness policies in place



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## UPDATED POLICIES & PROCEDURES: RESERVATION FAIRNESS

- First, reservations available for IRWD meetings
- No priority access: Reservations open to all community applicants at once
- Requester must live in service area



5

## UPDATED POLICIES & PROCEDURES: COVID-19 PROTOCOLS

- Meeting room capacities reduced to 50%
- Unvaccinated? Mask up
- Two-hour gap for cleaning
- Signature required on updated facility use agreement
- New COVID-19 signs at entrances



6

6

## UPDATED POLICIES & PROCEDURES: ACCESS AND RESERVATIONS

- New touchless Splan entry system with QR coding
- Applications submitted two weeks in advance
- Updated online calendar with link to PDF application and use agreement



7

## CURRENT STATUS

- QR code access tested
  - Instructions being written
- Webpages updated
- Longtime users informed
- Room reservation notification list totaling 100
- Open to affiliated organizations
  - Sea & Sage Audubon
  - Discovery Cube Orange County
  - Leadership Tomorrow



8



## TARGET REOPENING DATES

- **Monday, Nov. 1 at 8 a.m.:** IRWD staff invited to request reservations for District meetings and events
- **Monday, Nov. 15 at 8 a.m.:** Staff will begin accepting reservation requests from customers for dates from Dec. 1, 2021 through December 2022




9



## COMMENTS? QUESTIONS?

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November 3, 2021  
Prepared and  
Submitted by: C. Compton  
Approved by: Paul A. Cook 

WATER RESOURCES POLICY AND COMMUNICATIONS COMMITTEE

ACWA 2021 MEMBERSHIP MEETING AND 2022-2023 ELECTION

SUMMARY:

The Association of California Water Agencies (ACWA) will hold a general session membership meeting at the ACWA Fall Conference on December 1, 2021. At the meeting, ACWA members will elect the 2022-2023 ACWA President and Vice President. In order to participate in the membership meeting, each ACWA member must designate a voting delegate on the proxy designation form – a form ACWA has requested be returned to the association as soon as possible.

Additionally, ACWA has requested that members sign and return a “Consent to Electronic Transmissions, Meetings & Voting.” This document allows ACWA to send member meeting notices, conduct member meetings and allow for voting at member meetings electronically. The form also asks members to provide the name of the member’s initial authorized representatives who will participate in and vote for the member at ACWA member meetings.

Staff recommends the Board designate President Douglas Reinhart as IRWD’s voting delegate and Paul Cook, IRWD’s General Manager as his alternate, for the membership meeting on December 1, 2021 and authorize the General Manager to sign and submit the “Consent to Electronic Transmission, Meetings & Voting” form to ACWA designating President Douglas Reinhart and Paul Cook as its initial authorized voting representatives for the District.

BACKGROUND:

Every two years ACWA holds a membership meeting at its Fall Conference so that the association’s membership can elect the ACWA President and Vice President who will serve for the next two years. In addition to the election of officers, the membership meeting is the time when ACWA’s members are asked to vote on proposed amendments to the association’s bylaws, if there are any proposed. This year’s membership meeting will be held on December 1, 2021.

On October 4, ACWA sent a memorandum to each of its members regarding this year’s membership meeting. The General Session Membership Meeting Memorandum is provided as Exhibit “A”. The memorandum discusses the ACWA member meeting voting process.

*ACWA Voting Process:*

Each ACWA member wishing to participate in a membership meeting must designate a voting representative and submit a proxy designation form identifying that individual as its representative prior to the membership meeting. The designated voting representative is then required to register, sign in as the proxy holder, and obtain a proxy card prior to the membership meeting. This year designated representatives must register and obtain their proxy cards, which

are required for voting, on Wednesday, December 1, between 10:30 a.m. and 11:45 a.m. at the ACWA General Session Desk.

To help expedite the sign-in process, ACWA has requested that its members indicate their voting delegate on the proxy designation form enclosed in the General Session Membership Meeting Memorandum. ACWA has requested that the proxy designation form be return to the association as soon as possible.

Staff recommends the Board designate President Douglas Reinhart as IRWD's voting delegate at the December 1 membership meeting and Paul Cook, as his alternate. Following the Board's designation, staff will submit the voter designation form required by ACWA.

*Consent to Electronic Transmissions, Meetings and Voting:*

Additionally, ACWA has requested members sign and return a "Consent to Electronic Transmissions, Meetings & Voting," which was included in the General Session Membership Meeting Memorandum. The document, if signed by an ACWA member, would permit ACWA to:

- Send meeting notices, annual reports, and all other materials to the member by (a) electronic transmission to the Member's facsimile number or email address; (b) posting on an electronic message board or network which ACWA has designated for those communications, together with separate notice to the Member of the posting; or (c) other means of electronic communication;
- Conduct meetings of the members by electronic transmission or electronic video screen communication;
- Rely on communications sent by the member to ACWA by (a) electronic transmission from the Member's facsimile number or email address; (b) posting on an electronic message board or network which ACWA has designated for those communications; or (c) other means of electronic communication; and
- Rely on electronic votes (including votes to approve or reject actions) submitted by an authorized representative of the member to ACWA during meetings.

The form also asks members to provide the name of the member's initial authorized representatives who will participate in and vote for the member at ACWA member meetings.

Staff recommends the Board authorize the General Manager to sign and submit the "Consent to Electronic Transmissions, Meetings & Voting," and that the form designate President Douglas Reinhart and Paul Cook, the District's General Manager, as its initial authorized voting representatives.

FISCAL IMPACTS:

None.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

That the Board designate Board President Douglas Reinhart as IRWD's voting delegate and IRWD's General Manager Paul Cook as his alternate at the Association of California Water Agencies' general session membership meeting on December 1, 2021, and authorize the General Manager to sign and submit the "Consent to Electronic Transmission, Meetings & Voting" form to ACWA designating Douglas Reinhart and Paul Cook as its initial authorized voting representatives for IRWD.

LIST OF EXHIBITS:

Exhibit "A" – ACWA General Session Membership Meeting Memorandum

Note: This page is intentionally left blank.



# MEMORANDUM

Via U.S. Mail and Electronic Mail

**TO:** ACWA Member Agency Board Presidents and General Managers  
**CC:** ACWA Board of Director  
**FROM:** Dave Eggerton, ACWA Executive Director  
**DATE:** October 4, 2021  
**SUBJECT:** Notice of General Session Membership Meeting — December 1, 2021

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There will be a General Session Membership Meeting on **December 1, 2021, at 12:00 p.m.** The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2022-2023 term. At its meeting on September 24, 2021, the ACWA Board of Directors approved procedures whereby ACWA members will be able to participate and vote in the upcoming membership meeting and election in person or virtually. These procedures are in accordance with California Corporations Code Sections 20, 21, 5079 and subsections (a) and (f) of Section 7510, as well as Article 9 of ACWA's Bylaws. The in-person meeting will be held in Ballroom D-H of the Pasadena Convention Center. Virtual voting delegates will participate via Zoom. Staff will provide the Zoom access information to the virtual voting delegates upon receipt of the Voter Designation & Information Form and the member agency's Consent to Electronic Transmissions, Meetings & Voting Form. Members who wish to attend the membership meeting virtually as a non-voting participant can obtain the registration link by contacting Clerk of the Board Donna Pangborn at [donna@acwa.com](mailto:donna@acwa.com) or 916-441-4545 to confirm their member agency has submitted the requisite Consent to Electronic Transmissions, Meetings & Voting Form.

## Election/Voting Process

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The ACWA Nominating Committee has announced a 2022-2023 slate that recommends current **Vice President Pamela Tobin for ACWA President** and current **Region 10 Vice Chair Cathy Green for ACWA Vice President**. The Nominating Committee's 2022-2023 slate will be presented for the members' consideration and vote at the membership meeting on December 1.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote on the Nominating Committee's slate. The Bylaws require that floor nominations and seconds be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves must submit a resolution of support if they are not the agency making the floor nomination or second. The resolutions to facilitate floor nominations must be submitted to the Clerk of the Board Donna Pangborn at [donna@acwa.com](mailto:donna@acwa.com) by **COB Wednesday, November 24, 2021**.

➤ **See attachment for detailed Membership Meeting & Election Procedures.**

ACWA will be using a voting system called Live-Tally, which will allow voters to vote using a handheld keypad OR online keypad (which can be accessed through any modern web browser on a computer, tablet or smart phone). **Voters must be present at the membership meeting, either in person or virtually, to vote.**

Consistent with ACWA's Bylaws, Article 9, Section 5, "each member of the Association shall be entitled to one vote that shall be cast by its authorized representative."

- Member agencies must indicate their voting representative and alternate on the attached Voter Designation & Information Form.
- Member agencies must indicate if their voting representative/alternate is attending in person or virtually as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

**Members who desire to participate in the membership meeting virtually and vote electronically are required to sign and return the attached Consent to Electronic Transmissions, Meetings & Voting Form by November 24, 2021, consistent with the California Corporations Code.**

## Deadline & Changes

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The deadline for submitting the Voter Designation & Information Form is **Wednesday, November 24, 2021**. While this form identifies both a voting delegate and an alternate voting delegate for the ACWA member agency, if for any reason the member agency desires for the alternate voting delegate to vote at the election in place of its designated voting delegate, the member agency must notify ACWA in advance of its exchange of voting delegates by contacting the Clerk of the Board Donna Pangborn at [donnap@acwa.com](mailto:donnap@acwa.com) or 916-441-4545 **no later than Monday, November 29, 2021**. Staff will then provide the member agency's alternate voter with the Zoom and Live-Tally access/participant information if the voter is participating virtually.

## ACWA General Session Desk

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ACWA staff will be available at the **ACWA General Session Desk**, located in the Ballroom Lobby of the Pasadena Convention Center, on **Wednesday, December 1**, between **9:00 a.m. and 11:45 a.m.** to answer questions about the membership meeting and election process.

**In-person voters need to check in at the ACWA General Session Desk on Wednesday, December 1, between 10:30 and 11:45 a.m. to pick up handheld keypads.**

If you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at 916-441-4545 or [donnap@acwa.com](mailto:donnap@acwa.com).

dgp

Attachments:

1. Membership Meeting & Election Procedures
2. Voter Designation & Information Form
3. Consent to Electronic Transmission, Meetings & Voting Form



The following information is provided to inform the ACWA member agency voting delegates of the meeting and election procedures to be used in the upcoming General Session Membership Meeting scheduled for December 1, 2021 at 12:00 p.m. The purpose of the meeting is to formally nominate and elect ACWA's President and Vice President for the 2022-2023 term. The in-person meeting will be held in Ballroom D-H of the Pasadena Convention Center. Virtual voting delegates will participate via Zoom. Staff will provide the Zoom access information to the virtual voting delegates upon receipt of the Voter Designation & Information Form and the member agency's Consent to Electronic Transmissions, Meetings & Voting Form. Members who wish to attend the membership meeting virtually as a non-voting participant can obtain the registration link by contacting Clerk of the Board Donna Pangborn at [donnap@acwa.com](mailto:donnap@acwa.com) or 916-441-4545 to confirm their member agency has submitted the requisite Consent to Electronic Transmissions, Meetings & Voting Form.

## ELECTION / VOTING PROCESS

ACWA will be using a voting system called Live-Tally, which will allow voters to vote either in person using a handheld keypad OR virtually through an online keypad (which uses any modern web browser on a computer, tablet or smart phone). **Voters must be present at the membership meeting, either in person or virtually, to vote.**

Consistent with ACWA's Bylaws, Article 9, Section 5, "each member of the Association shall be entitled to one vote that shall be cast by its authorized representative."

- Member agencies must indicate their voting representative and alternate on the Voter Designation & Information Form.
- Member agencies must indicate if their voting representative/alternate is attending in person or virtually as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

**Members who desire to participate in the membership meeting virtually and vote electronically are required to sign and return the Consent to Electronic Transmissions, Meetings & Voting Form by November 24, 2021, consistent with the California Corporations Code.**

### VIRTUAL ATTENDEES

Virtual attendees need to take the following steps after the member agency has completed and returned the Voter Designation & Information Form and requisite Consent to Electronic Transmissions, Meetings & Voting Form.

1. Voting delegates need to **save the Zoom access/login information** ACWA staff will provide to you. Save the information for the day of the meeting. **Use that information to login to the virtual meeting**, which is how ACWA will identify you as a participant.
2. Voting delegates need to **save the Live-Tally Participant ID information** ACWA staff will provide to you, which is how Live-Tally will identify you as the member agency voter.

### IN-PERSON ATTENDEES

In-person attendees need to take the following steps after completing and returning the Voter Designation & Information Form:

1. Check in at the ACWA General Session Desk, located in the Ballroom Lobby of the Pasadena Convention Center, on **Wednesday, December 1**, between **10:30 and 11:45 a.m.** to pick up handheld keypads.
2. Voting delegates **must be present to vote** and **MUST** have the handheld keypad prior to the start of the membership meeting.

### DEADLINE & CHANGES

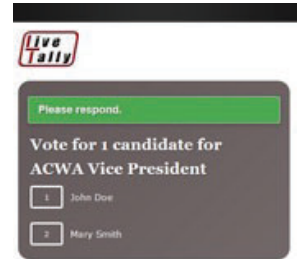
The deadline for submitting the **Voter Designation & Information Form** is Wednesday, **November 24, 2021**. If there is any change of your agency's voting delegate with its designated alternate, you must contact ACWA's Clerk of the Board Donna Pangborn at [donnap@acwa.com](mailto:donnap@acwa.com) or 916-441-4545 no later than Monday, November 29, 2021. Staff will provide the alternate voter with the Zoom and Live-Tally access/participant information if the voter is participating virtually.

1. The General Session Membership Meeting will be called to order at 12:00 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. An overview of the Zoom platform will be provided, including demonstration of how the virtual meeting participants can interact throughout the meeting.
3. An overview of the Live-Tally voting system will be provided and a test vote will be conducted.
4. Legal Affairs Committee Chair Jennifer Buckman will provide an overview of the agenda and election procedures.
5. Nominating Committee Chair Brent Hasteley will present the Committee's report and announce the candidate for ACWA President.
6. President Steven LaMar will call for floor nominations for ACWA President.
7. If there are no floor nominations for ACWA President, the election will proceed. President LaMar will close the nominations and delegates will vote following motion/second to elect the Nominating Committee's recommendation using Live-Tally.
8. If there are floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating that floor nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.
  - a. **Resolutions to facilitate floor nominations must be submitted to the Clerk of the Board Donna Pangborn at [donna@acwa.com](mailto:donna@acwa.com) by COB Wednesday, November 24, 2021.**
  - b. Candidates will be given three minutes to address the membership.
  - c. Staff will create a ballot in the Live-Tally system and then display for the voters' action.
  - d. Voting delegates will vote on one (1) candidate of the candidate options displayed on the screen using the handheld OR online keypad in the Live-Tally voting system. Results will be displayed in real time.
  - e. President LaMar will announce the results of the vote.
9. Nominating Committee Chair Brent Hasteley will announce the candidate for ACWA Vice President.
10. President Steven LaMar will call for floor nominations for ACWA Vice President.
11. If there are no floor nominations for ACWA Vice President, the election will proceed. President LaMar will close the nominations and delegates will vote following motion/second to elect the Nominating Committee's recommendation using Live-Tally.
12. If there are floor nominations for ACWA Vice President, the nominations will follow the procedures described in item 6 above, and the election will proceed according to the steps outlined in 6.a. through 6.e.
13. The ACWA Board of Directors appointed LAC Chair Jennifer Buckman to serve as an election inspector to resolve any challenges or questions in connection with the election consistent with California Corporations Code 7614.

California Corporations Code requires ACWA to maintain a voting record of its membership meetings.

When the members are ready to vote, the President will announce that it is time to vote (instructions will appear on the projection screen).

- **How do I submit my vote?** Press 1, 2, or 3 to cast your vote; then press SEND.
- **What happens if I make a mistake?** Re-submit your vote by pressing 1, 2, or 3 and send before the voting window ends.
- **What if I arrive late?** Your vote will be cast from the time you arrive at the meeting; prior to that your vote will register as "absent."
- **What happens if I am out of the room or have to leave early?** Your vote will be recorded as "absent" for that vote.



**Test voting will be conducted at the beginning of the Membership Meeting.**



**VIRTUAL VOTING**

Each voting delegate will be provided access to voting through Live-Tally's voting system. If you are attending the meeting virtually, follow the instructions listed below.

1. Use any modern web browser on a computer, tablet or smart phone to navigate to <https://MyBallot.app>
2. Enter the meeting ID "ACWA" and click the "Connect" button.
3. When prompted, enter the specific voting participant ID that was provided to you.
4. Voting questions will appear on this "virtual keypad" as they are presented.
  - Simply click the numbered button that corresponds to your choice.
  - **To change your vote**, make a different selection before the voting window ends.
5. Hit refresh if your browser or virtual keypad goes to "sleep."



**IN-PERSON VOTING**

If you are attending the meeting in person, you will be given a handheld keypad. Each handheld keypad is numbered on the back, and that number will be assigned to you as you check in at the ACWA General Session Desk on **Wednesday, December 1 between 10:30 and 11:45 a.m.**

- **Check your device to make sure that it is working properly.** Press any button and it will light up. All devices were tested prior to the meeting.
- **If it does not light up.** Take it back to the ACWA General Session Desk and ask for another keypad and make sure that they make a note of the numeric change.



**Return your keypad to the ACWA General Session Desk.**

**To:** Donna Pangborn, Clerk of the Board

**Email:** donnap@acwa.com

**Fax:** 916-669-2425

The person designated below will be attending the ACWA General Session Membership Meeting(s) on Wednesday, December 1, 2021 (and December 2, 2021 if necessary) as our voting delegate. Please designate an alternate voting delegate to facilitate any change to your voting representation at the meeting. To change your alternate, however, you must notify Donna Pangborn of the change no later than COB Monday, November 29, 2021.

Member Agency's Name

Agency's Phone No.

Print Member Agency's Authorized Signatory Name

Authorized Signatory Signature

**I have signed and returned the Consent to Electronic Transmission, Meetings & Voting Form.**

Voting Delegate's Name	How Will Delegate Attend? <input type="checkbox"/> Will attend the meeting in person in Pasadena. <input type="checkbox"/> Will attend the meeting virtually.
Voting Delegate's Email	Voting Delegates' Phone No.
Alternate Voting Delegate's Name	How Will Alternate Delegate Attend? <input type="checkbox"/> Will attend the meeting in person in Pasadena. <input type="checkbox"/> Will attend the meeting virtually.
Alternate Voting Delegate's Email	Alternate Voting Delegates' Phone No.
Voting Delegate's Affiliation (if different from assigning agency)*	Date

\*If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above.

In accordance with California Corporations Code Sections 20, 21, 5079 and subsections (a) and (f) of Section 7510, and Article 9 of the Bylaws of the Association of California Water Agencies, a California nonprofit mutual benefit corporation ("ACWA"), the undersigned member of ACWA (the "Member") hereby consents and agrees as follows:

1. ACWA may send meeting notices, annual reports, and all other materials to the Member by (a) electronic transmission to the Member's facsimile number or email address; (b) posting on an electronic message board or network which ACWA has designated for those communications, together with separate notice to the Member of the posting; or (c) other means of electronic communication. The Member's initial facsimile number and email address for receiving such notices, annual reports and other materials are listed below.
2. ACWA may conduct meetings of the members by electronic transmission or electronic video screen communication; provided, however, that if fewer than all members of ACWA consent to conduct such meetings by electronic transmission or electronic video screen communication, then such meetings shall be held at a physical location, and the authorized representative(s) of any member that has so consented (and not withdrawn its consent) may participate in such meetings by electronic transmission or electronic video screen communication, be deemed present in person and vote at such meetings.
3. ACWA may rely on communications sent by the Member to ACWA by (a) electronic transmission from the Member's facsimile number or email address; (b) posting on an electronic message board or network which ACWA has designated for those communications; or (c) other means of electronic communication. ACWA may reasonably conclude that the Member is the sender of any electronic transmission that (i) is received from such facsimile number or email address or (ii) is submitted by an authorized representative of the Member with valid registration/login credentials.
4. ACWA may rely on electronic votes (including votes to approve or reject actions) submitted by an authorized representative of the Member to ACWA during meetings conducted in whole or in part by electronic transmission or electronic video screen communication. ACWA may reasonably conclude that the authorized representative of the Member is the sender of any electronic votes submitted pursuant to such authorized representative's meeting participant ID. The Member's initial authorized representative(s) is listed below.

ACWA shall maintain paper records of all communications sent by ACWA to the members and all votes or actions taken at any member meeting. The Member may (i) access such records at ACWA's headquarters during normal business hours or (ii) request in writing for ACWA to send copies of such records to the Member via U.S. Mail or email.

This consent shall remain in full force and effect until the Member revokes it in writing and so notifies ACWA.

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Print Member Name Print Representative Name

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Representative Title Representative Signature Date

Please provide the facsimile number and email address to which the Member authorizes ACWA to send the electronic communications described above. The Member may change its designated facsimile number and email address at any time by written notice to ACWA.

Please provide the name of the Member's initial authorized representative(s) who will participate in and vote in connection with member meetings. The Member may change its authorized representative(s) at any time by written notice to ACWA.

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Facsimile Number

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Authorized Representative No. 1

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Email

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Authorized Representative No. 2

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