

**STATE WATER RESOURCES CONTROL BOARD  
BOARD MEETING SESSION – DIVISION OF DRINKING WATER  
SEPTEMBER 6, 2023**

**ITEM 2**

**SUBJECT**

CONSIDERATION OF PROPOSED CHANGES TO THE ADMINISTRATOR POLICY HANDBOOK UNDER THE SAFE AND AFFORDABLE FUND FOR EQUITY AND RESILIENCE PROGRAM.

**DISCUSSION**

In September 2018, Assembly Bill 2501 (AB 2501) amended Health and Safety Code section 116686 to require the State Water Board to develop an Administrator Policy. The Policy was first adopted in September 2019 and was revised in March 2023. The Policy provides standards, terms, and procedures that apply to the selection and duties of appointed administrators for designated water systems and incorporates revisions associated with Senate Bill 1254 (2022). This includes:

- Ensuring compliance with subdivision (f) of CHSC Section 116686,
- Providing opportunity for public comment on selection of an administrator and the services to be provided,
- Providing public access to budgets, financial information, and other documents and records related to the provision of water service to the designated water system or affected residences and to the management of the designated water system by the administrator,
- Providing regular public meetings, notifications, opportunities for public comment, and other forms of engagement with customers of the designated water system for significant decisions or actions made on behalf of the designated water system, including, but not limited to, establishing operating budgets, altering water rates, adopting system policies, entering long term contracts or financing commitments, and developing system projects or plans,
- Formal requests to the State Water Board to reverse or modify a decision of an administrator or to request substitution of an administrator, and
- Ensuring the administrator acts in the best interests of the community served,
- Development and approval of a post-administrator drinking water service plan to ensure compliance with CHSC Section 116686 subdivision (g). Development of the plan shall include, but is not limited to, an evaluation of long-term public governance or community ownership options.

Appointed administrators may be individual persons, businesses, non-profit organizations, local agencies, and other entities. Some of the duties assigned to appointed administrators may include overseeing all activities of a designated water system, acting as its general manager, developing and implementing a Community Accountability and Engagement Plan, establishing a long-term governance structure, and/or managing an infrastructure project on behalf of the designated water system.

The purpose of updating the Administrator Policy Handbook (Policy) is to clarify and improve expectations of appointed regional administrators to bring water systems to compliance with drinking water regulations, facilitate projects, and provide an adequate supply of safe and affordable drinking water to disadvantaged communities experiencing Technical, Managerial, and/or Financial (TMF) issues.

### **POLICY ISSUE**

Should the State Water Board adopt the revised Administrator Policy Handbook (revised May 2023)?

### **FISCAL IMPACT**

None.

### **REGIONAL BOARD IMPACT**

None.

### **STAFF RECOMMENDATION**

The State Water Board should adopt the changes to the Administrator Policy Handbook (revised May 2023).