



Meeting: **Reservoir Committee Agenda Item 2.4**

January 16, 2026

Subject: **Annual Review of Policy and Delegation of Authority Matrix (DOAM) Revisions**

Requested Action:

Reservoir Committee and Authority Board consider approval of administrative changes to the adopted board policies and DOAM as follows:

Minor revisions to the existing Accounting, Accounts Payable Approval, Budget, Real Property and Reserve Policies to incorporate changes since prior adoption and/or administrative clarifications that better align the document with how the policy is being implemented.

Revisions to the Delegation of Authority Matrix to better align the document with how delegation is, or proposed to be, implemented.

Detailed Description/Background:

Authority policy is developed as the need arises for the Board to direct Staff in “what” it intends for Staff to implement within various facets of the Project. Staff implements the policies with the development of procedures and determines “how” the business of the agency is accomplished to align with the Board’s policy direction. Authority policies put in place to date mostly revolves around the financial and business functions of the Project. It is good business practice for the Authority to regularly review and confirm that its policies are effectively directing Staff work and reflects the needs of the agency. The proposed action constitutes the 2026 review of Board policies.

The Authority-adopted policies are posted on the Sites Authority SharePoint ([Policies](#)) and include:

- Accounting*
- Accounts Payable*
- Asset Management
- Budget*
- Construction Workforce
- Debt Management
- Funding Credit and Reimbursement (to be superseded by B&O Contract)
- Investment
- Procurement and Contract
- Real Property and Land Management*
- Records Management (including records retention schedule)
- Storage Principles (to be superseded by the B&O Contract)
- Water Infrastructure Finance and Innovation Act Reserve (proposed to be renamed Reserve Policy)*

*proposed for revision under this action

As the project continues to progress, law changes can occur and/or Staff applies it best judgment to interpret meaning behind the policy which can necessitate changes to previously approved policies. Currently, there are 5 policies staff recommend updating (attached) to address issues of this nature. In addition, staff recommends updates to the DOAM, also attached.

Staff is not recommending any additional policies at this time. However, Staff does expect that additional policies will be necessary as the project continues to make progress and continually monitors for the appropriate timing necessary so that Board and Staff stay aligned on project implementation.

Procedures are not Board adopted or even within the purview of the Board but do serve an important purpose of ensuring continuity and quality control in “how” Board policy gets implemented. They are mentioned here only to make sure the Board is fully aware of the infrastructure the Staff has developed and will continue to refine and maintain to ensure the Project delivery meets the Board’s expectations.

Prior Action:

January 2025 - Approved Minor revisions to the Accounting, Budget Policy, Accounts Payable Approval and Records Management Policies to incorporate law changes since prior adoption and/or administrative clarifications that better align the document with how the policy is being implemented.

Revisions to the Delegation of Authority Matrix to better align the document with how delegation is implemented and incorporate prior procurement and contract policy changes.

Fiscal Impact/Funding Source:

Board policy development and maintenance are Project Controls functions, and the FY26 Budget includes sufficient funds to support the ongoing need to keep up with policy and procedure documentation.

Staff Contact: Shayleen O’Connell


Primary Service Provider:

Brown and Caldwell

Attachments:

Attachment A: Board Policy Documents with suggested changes in redline strikeout.

Attachment B: Board adopted Delegation of Authority Matrix with suggested changes in redline strikeout.

	DOCUMENT TYPE	Policy
	DOCUMENT NO.	F05
	ADOPTED	7/26/2022
	LAST UPDATED	1/17/2025

SITES PROJECT AUTHORITY ACCOUNTING POLICY

1. Purpose:

This Accounting Policy describes the principles, practices, and conventions used by the Sites Project Authority (Authority) in preparing and presenting financial statements. ~~The Authority is a sole purpose entity responsible for the planning, design, and construction of the Sites Reservoir Project. As the project progresses, these accounting policies will be amended.~~

2. Definitions:

Fiscal Year: The Authority’s Fiscal Year aligns with the calendar year, beginning on January 1 and ending on December 31 each year.

Generally Accepted Accounting Principles (GAAP): The set of accounting standards and guidelines used in the United States to ensure consistency, transparency, and accuracy in financial reporting.

Governmental Accounting Standards Board (GASB): The GASB establishes accounting and financial reporting standards for U.S. state and local governments that follow generally accepted accounting principles (GAAP).

3. Policy:

Accounting: The Authority reports its operations using the accrual method of accounting. All accounting is performed in alignment with Generally Accepted Accounting Principles as promulgated by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board and the Securities and Exchange Commission.

The Authority allocates costs to programs using cost accounting efforts customary for a California public water agency, including reviews of cost acceptability and accuracy.

Revenues: The Authority receives revenues via payments and reimbursements under agreements with local, state, and federal agencies. The Authority also receives revenue from interest and grants. The Authority’s revenues are categorized as Authority Revenue and Reservoir Revenue. Revenues are collected as checks, automatic payments through an automated clearing house, and incoming wire transfers.

Invoicing and Accounts Receivable: The Authority provides invoices for payment and reimbursement.

- a. **The Authority Board approves the release of invoices associated with Authority Board Dues.**
- b. ~~The Authority Board Treasurer~~ **Finance Manager** ~~and or~~ Executive Director, **if Finance Manager is unavailable**, approves all invoices prior to issuance.
- c. An accounts receivable aging summary is generated and is reported to the Authority Board monthly.
- d. ~~Unbilled receivables will be accrued on an annual basis~~

Cash: The Authority operates on a non-cash basis. Cash in the form of hard currency is neither received nor expended by the Authority.

Bank Accounts: The Authority maintains the following bank accounts. In all cases the authorized signatory on the bank accounts includes the Authority Board Treasurer and an additional designated Authority Board member or alternate as approved by the Treasurer.

- a. **Checking Accounts:** Three separate checking accounts are maintained and designated as General, State Funds and Federal Funds.
- b. **Savings Accounts:** The Authority has one insured interest-bearing savings account. All interest earned is deposited into this account. The Authority has adopted an Investment Policy to address custodial risk associated with this account.
- c. **Reconciliation:** All bank accounts are reconciled at the conclusion of each month by the Authority authorized accountant.

Credit Cards: Credit cards may be used for purchases under \$2,000 per month for office supplies and office operating expenses. The Executive Director has the authority to authorize issuance of credit cards. Use and review of credit card purchases shall conform to the requirements of the Credit Card Use Procedure approved by the Authority Board Treasurer.

Assets and Asset Valuation:

- a. **Prepaid Expenses:** Prepaid expenses are amounts paid by the Authority that provide benefit in future periods. **The Authority threshold for prepaid expenses is \$1,000.**
- b. **Capitalization:** The Authority defines capital assets as additions or betterments such as property, plant, equipment, and infrastructure assets with an initial individual cost of ~~\$5~~**10,000** or more and a useful life of three years or more. **Groups of assets with an aggregate value of \$25,000 or more and a useful life of three years or more will also be capitalized.**
- c. **Cash and Investments:** The Authority may invest its funds in cash and cash equivalents, treasuries, and federal agency securities. Such investments will be recorded at ~~market~~ **fair** value at the end of the accounting period, consistent with GAAP.

Liabilities: The Authority's liabilities generally may consist of **outstanding accounts payable and accrued liabilities**, ~~payments for goods and services and liabilities associated with agreement terms~~ agreements related to reimbursements for past project costs, **and liabilities required to be recorded by the GASB.**

- a. **Accounts Payable:** All invoices for goods and services are received and processed consistently with the Accounts Payable **Approval** Policy and **related** procedures. An accounts payable summary and accounts payable aging summary is provided in monthly reports.
- b. **Leases:** Lease agreements are identified and recorded in accordance with the requirements of GASB Statement No. 87.
- c. **Subscription Based IT Arrangements (SBITAs):** Subscription-based information technology arrangements are identified and recorded in accordance with the requirements of GASB Statement No. 96. ~~All leases will be recorded and reported consistently with the guidance in the general governing regulations of GASB.~~
- d. **Long-Term Liabilities:** Will be **identified and recorded** consistently with the Authority's adopted Debt Management Policy.
- ~~d. **Accrued Liabilities:** A summary of accrued liabilities will be prepared on a monthly basis.~~

General Ledger: The General Ledger shall be developed and maintained by the Authority authorized accountant.

Audit Practices: An external audit shall be conducted after the conclusion of each fiscal year. The external audit process fulfills all audit requirements, including those specified in funding agreements.

4. Process:

All accounting is performed by ~~independent~~ consultants under contract with the Authority and under the oversight of the Authority's Finance Manager. The accounting performed by the consultants is in alignment with ~~the respective consultants' accounting procedures and~~ the Authority adopted policies and procedures stipulated in Authority's contract with the consultants.

5. Policy Term:


This Policy will be reviewed as needed and any changes shall occur by way of a resolution adopted by the Authority Board.

6. Reporting:

All audited annual financial reports are provided to the Authority Board for approval.

All annual financial reports are prepared under the direction of the Executive Director and shall be made publicly available on the Authority's website at www.sitesproject.org.

The Sites Project Authority is a non-profit Joint Powers Authority following Internal Revenue Code subsection 501(c). The Authority's ~~Treasurer~~ **auditor or contract accountant will** file the Special Districts Annual Report and other necessary materials to the California State Controller's Office after Authority approval of the annual financial report.

	DOCUMENT TYPE	Policy
	DOCUMENT NO.	F01
	ADOPTED	3/24/2021
	LAST UPDATED	1/17/2025

SITES PROJECT AUTHORITY ACCOUNTS PAYABLE APPROVAL POLICY

1. Purpose:

To ensure the timely and efficient **processing of authorized** payments ~~of to~~ vendors and service providers as prescribed by the Authority.¹

2. Definitions:

Payment of Claims: The monthly ~~inventory reporting of accounts payable warrants~~ to each **vendor, contractor, or provider of goods and/or services.** ~~consultant vendor and government provider of services.~~

Warrant: An authorized payment instrument issued by the Authority that directs the finance department to disburse funds.

3. Policy:

Approval of the Payment of Claims ~~and Warrants~~ to be Drawn for the Payment of Claims will be documented by the approved minutes of the monthly Authority meetings.

Invoice Processing: ~~When Vendor invoices are determined by the Executive Director as being ready for payment following~~ **will follow** the administrative procedures for **approval.** ~~the Executive Director and Treasurer have the following authority:~~²

- a. A list of claims will be generated twice a month by the Finance Manager and/or **Authority accountant and provided** to the Executive Director and Treasurer for approval to process payments. ~~Both~~ **The Executive Director and Treasurer** will respond within two business days. **Where the Executive Director or Board Treasurer is unavailable, their designated backup may provide approval.**
- b. Upon approval, the Authority accountant ~~makes~~ **will initiate** payments using 1 of 3 payment ~~processes~~ **methods:**
 - ~~Printed checks~~ **Physical Checks**
 - ~~Electronic payments through an~~ Automated Clearing House (ACH) **Payments**
 - ~~Wired payments~~ **Transfers**

¹ Authority refers to Governing Boards.

- a. **Advanced Payment Approval:** When an ~~urgent need occurs requiring the timely payment of an invoice~~ expedited payment is required prior to the next regularly scheduled payment process, the Executive Director is authorized to approve the following payments: Recurring expenses such as, but not limited to, rents and utilities: The delegated authority not to exceed amount of \$100,000 for each occurrence.
- b. Non-routine payments: The delegated authority not to exceed amount of \$500,000 for each occurrence.
- c. All other off-cycle payments may be processed with advanced approval by the Executive Director and Authority Board Treasurer.

4. **Process:**

For each of the categories described in Section 3, the expense must have been included in the current approved Budget and Work Plan. If not, approval must be received from the Reservoir Committee & Authority Board.

Checks require two signatures and any of the following Authority Board positions are authorized signatories:

Board Chair
Vice Chair
Secretary
Treasurer

ACH payments will be initiated by the Authority accountant upon receiving approval for payment.


Each wire payment will be initiated by the Authority accountant and released by the Finance Manager and/or Board Treasurer upon approval.

5. **Policy Term:**

This Policy will be reviewed as needed and any required changes will be approved by the Authority Board.

6. **Reporting:**

All payments of claims will be reported monthly to the Budget and Finance Committee as an information item and approved by the Reservoir Committee and Authority Board.

	DOCUMENT TYPE	Policy
	DOCUMENT NO.	F04
	ADOPTED	7/21/2021
	LAST UPDATED	1/17/2025

SITES PROJECT AUTHORITY BUDGET POLICY

1. Purpose:

The Budget Policy is intended to provide budget approval requirements for the Sites Reservoir Project (Project) consistent with its governing board’s expectations. This policy provides necessary flexibility to make budget transfers or assign contingency expediently to support expected Project progress while maintaining rigorous accounting controls, ensuring internal and external transparency of operations, and in alignment with the Authority Board (Board) approved limitations set forth in the Delegation of Authority.

2. Definitions:

Accounting method: For budgeting purposes, the Sites Reservoir Project uses the modified accrual accounting method.

Budget Transfer: A reallocation of unspent ~~subject area~~ project budget within or between the ~~subject area or to another subject area budget within the approved~~ project budgets. This also includes the transferring of funds in or out of the approved unrestricted contingency budget

Fiscal Year: The Sites Reservoir Project’s fiscal year corresponds to the calendar year. Any mention of “annual” refers to the fiscal year.

Project Agreement: The Third Amendment to 2019 Reservoir Project Agreement By and Among Sites Project Authority and the Project Agreement Members Listed Herein Dated as of January 1, 2022.

Minimum Cash Operating Unrestricted Reserve: A minimum threshold of cash sufficient to cover approximately three months of critical activities to maintain project progress, and is the minimum ~~fund~~ cash balance retained by the Authority.

Unrestricted Contingency: Budgeted amount intended to cover unanticipated project expenses, including additional scope of work.

Work Plan: Document developed for a specific phase of the Project that includes scope, budget, and schedule by ~~subject area~~ project-level, deliverable, and year of the Project Phase.

3. Policy:

Work Plan: Total expenditures will be estimated by staff and will be approved for a specific period of performance or Work Plan (presumedly multi-year efforts) by the Reservoir Committee and Authority Board and be reflected in Project Agreements.

Annual Budget: Annual budgets are based on the estimated fiscal year expenditures and are apportionments of the approved Work Plan. Annual budgets are intended to satisfy the requirements of annual financial audits and will be used for tracking and reporting purposes. Each annual budget will be prepared and presented at the ~~subject-area~~ project level and be approved by the Reservoir Committee and Authority Board. Staff will manage project expenditures to the annual budget. The annual budget will include uses and sources of funds.

Source of Funds:

- **Sites Project Authority Dues:** Separate budgets are established for the Authority Board and Reservoir Committee. The Authority Board budget will be based on revenues from annual Authority Board membership dues.
- **Contributed Project Funds:** The Reservoir Committee budget will be based on revenues from project participation, state and federal funding sources, and accrued interest. Project expenses are allocated per ~~subject-area~~ project consistent with the Sites Project Authority Reservoir Project Agreement.
- **Unused and unaccrued funds:** Any remaining amounts in unrestricted contingency or unspent project budgets at the end of the fiscal year will be considered as a source of funds for the subsequent budget.

Minimum Cash Operating Unrestricted Reserve Threshold: The Authority will maintain a Minimum Cash Operating Reserve as defined in Section 2. If the reserve level falls below the minimum cash operating reserve, the Reservoir Committee and Authority Board must be notified.

Contingency Assignment: The Authority will maintain an unrestricted contingency as defined in Section 2.

When it is necessary to utilize unrestricted contingency, the Executive Director has authority to assign unrestricted contingency of no more than \$100,000 per occurrence to account for unanticipated project expenses, including additional scope of work. The maximum aggregate authorized amount in a single month is \$500,000 unless otherwise approved in advance by the Authority Board Treasurer.

Approval by the Reservoir Committee and Authority Board is required to execute unrestricted contingency assignments greater than \$100,000 per occurrence. Unrestricted contingency may be utilized until the budgeted unrestricted contingency amount has been exhausted. Assignment of unrestricted contingency will be reported quarterly in budget updates along with justification for the assignment.

Budget Transfers: The Executive Director has authority to approve budget transfers of no more than \$500,000 per occurrence. ~~The maximum aggregate authorized amount in a single month of budget transfers between projects for each occurrence of is \$500~~ **2,500,000 unless otherwise approved in advance by the Authority Board Chair Treasurer.** Budget transfers will be reported quarterly in budget updates along with justification for the transfer. Approval of the Reservoir Committee and Authority Board is required to execute budget transfers greater than ~~\$100~~ **500,000** per occurrence.

4. Process:

Budgets will be prepared by staff. Budgets will be approved by the Reservoir Committee and Authority Board at the appropriate Board meeting.

~~If necessary, the Executive Director may initiate a budget transfer or unrestricted contingency assignment in accordance with the administrative procedures.~~

5. Policy Term:


This policy will be reviewed as necessary to support effective implementation of the project.

6. Reporting:

All budget transfers and assignments of unrestricted contingency will be reported to the Joint Budget and Finance Committee. Staff will provide notice to the Reservoir Committee and the Authority Board in the Quarterly Financial Report when unrestricted contingency is assigned. Quarterly reports comparing actual to estimated expenditures in the approved budget will be reported to the Reservoir Committee and Authority Board.

As provided in Section 3 above, the following will be documented in the approved minutes of the appropriate Reservoir Committee and Authority Board meeting(s):

- Budget approvals
- Board approval of budget transfers
- Board approval of unrestricted contingency assignments
- **Notification of falling below the minimum cash operating unrestricted reserve threshold**
- Notifications of budget transfers
- Notifications of unrestricted contingency assignments

	DOCUMENT TYPE	Policy
	DOCUMENT NO.	R01
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	LAST UPDATED	5/25/2022

**SITES PROJECT AUTHORITY
REAL PROPERTY AND LAND MANAGEMENT POLICY**

1. Purpose:

Define the Sites Project Authority (Authority)’s policy to acquire, manage, and dispose of real property, grant real property interests to public entities, public utilities, private persons and private entities, and sell or lease real property.

2. Definitions:

Appraisal: A written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Waiver valuation: The valuation process used and the product produced when the Agency determines that an appraisal is not required, pursuant to 49 CFR 24.102(c)(2) appraisal waiver provisions.

Person: Any individual, family, partnership, corporation, or association.

3. Policy:

Real Property and Real Property Interest Acquisition

a. **Authorization from Sites Project Authority:** The Authority appoints the Executive Director as its authorized agent to acquire, manage, and dispose of real property on behalf of the Authority in accordance with the following general policies:

- **The Authority’s acquisition of real property and/or real property interests shall be in compliance with all applicable state and federal laws.**
- The Executive Director is authorized to acquire real property and/or real property interests which the Authority determines to be required for the Authority’s purposes, subject to the terms of this policy.
- The Executive Director is authorized to implement the Authority’s real property policy by developing any procedures he deems necessary and appropriate, provided such procedures are consistent with this Policy.
- The Executive Director is authorized to acquire real property and/or real property interests using funds made available for such purposes as authorized in the Authority’s approved budgets and work plans.
- The Executive Director may delegate authority, in whole or in part, as outlined in this policy to appropriate Authority staff and consultants, as necessary.
- The Sites Project Authority’s Real Property Policy is subject to the approved Sites Project Authority Participation Agreement, including any future amendments. In the

event of a discrepancy between this Policy and the Agreement, the Agreement shall prevail.

b. **Acquisition of Real Property or Real Property Interest:** The Executive Director is authorized to acquire any real property and/or real property interests at the direction of the Authority as provided herein:

1. By Waiver Valuation pursuant to 49 CFR Section 24.102:

- The Authority determines that an appraisal is unnecessary because the valuation determination is uncomplicated and the anticipated value of the proposed acquisition is estimated at \$10,000 or less, based on a review of available data.
- When an appraisal is determined to be unnecessary, the Authority shall prepare a waiver valuation.
- The person performing the waiver valuation must have sufficient understanding of the local real estate market to be qualified to make the waiver valuation.
- If federal funding is involved, the federal agency funding the project may approve exceeding the \$10,000 threshold, up to a maximum of \$25,000, if the Authority acquiring the real property offers the property owner the option of having the Authority appraise the property. If the property owner elects to have the Authority appraise the property, the Executive Director shall obtain an appraisal.

2. Appraisal and Negotiations:

- If the acquisition price, including any option price paid, or annual payment is \$25,000 or more but less than \$500,000, the real property shall have been appraised by a single qualified appraiser prior to acquisition.
- If the acquisition price for any real property is \$500,000 or more, the real property shall have been appraised prior to acquisition by a qualified appraiser and if deemed appropriate by the Authority, by a second qualified appraiser.
- The initial offer to acquire any real property and/or real property interest(s) by the Authority shall be at the appraised value of the property established by the **approved** single appraisal if only one appraisal is obtained, or by the higher of the two **approved** appraisals if two appraisals are obtained. The Authority Board of Directors, at its discretion, may determine that there exist other considerations to the appraised value that the Authority deems appropriate to compensate the owner for in addition to the Appraised value.
- In addition, if an action has been filed by the Authority to acquire the property by eminent domain, then either the Executive Director, by contract to purchase the property upon payment of the acquisition price as provided above, or the General Counsel, by stipulated judgment in an action to acquire the property upon such payment, may pay an amount equal to the amount that would be required to be paid if the property were otherwise acquired by judgment in condemnation under the California Eminent Domain Law.

3. By Eminent Domain Law:

- The Executive Director shall give the notice, and the Authority Board of Directors shall hold the hearing required by California Code of Civil Procedure Section

1245.235(c) for a Resolution of Necessity, and the hearing shall be attended by not less than a two-thirds majority of the Board.

- If the Executive Director recommends adoption by the Board of a resolution of necessity to acquire real property by eminent domain, the ~~Executive Director~~ Authority shall first have made the offer required by law to purchase the real property and shall have negotiated in good faith for a reasonable period of time. Such offer to purchase shall be made for a price not less than the highest appraised value established by appraisal(s) prepared for, and approved by, the Executive Director in alignment with the California Code of Civil Procedure Section 1245.235(c).
 - In any action in eminent domain filed by the Authority, or any inverse condemnation action filed against the Authority alleging a taking of real property, the General Counsel is authorized to acquire the property by stipulated judgment providing for payment of not more than the appraised value established by the Authority's appraiser together with interest thereon as provided in policy section 3. Real Property and Property Acquisition b.2. paragraph 4 unless otherwise authorized by the Board.
4. The Executive Director, and the General Counsel in the event of litigation, are authorized to acquire any remainder, or portion of a remainder, in connection with acquisition of real property for Authority purposes whenever any appraisal obtained by the Authority of the required property establishes that the remainder or portion thereof will be left in such size, shape or condition as to be of little market value **or otherwise be considered an uneconomic remnant**. The acquisition price of the real property, including the remainder, shall not exceed the limit set forth in policy section 3. Real Property and Property Acquisition b.2. paragraph 4 without prior approval by the Authority.
 5. The Executive Director shall be authorized to accept deeds or grants of any real property acquired and cause the same to be recorded on behalf of the Authority, upon resolution adopted by the Authority, as set forth in California Government Code Section 27281.
- c. **Terms and Conditions of Acquisition Documents:** The documents by which any real property is acquired for Authority purposes shall contain such terms and conditions as the Authority deems to be reasonable and proper.
- d. **Payment of Expenses for Acquisitions:** The Executive Director is authorized to pay the following expenses, where applicable, **appropriate**, or as directed by the Authority:
- Preliminary Title Report Fees and related documents and records research
 - Land Survey Fees
 - Appraisal Fees both original and ~~owner~~ **review, and by the property owner**
 - Escrow fees
 - Reconveyance Fees
 - Title Insurance Policy Fees
 - Litigation Guarantee Fees
 - Documentary Tax Fees

- Recordation Fees
 - ~~Property Owners Attorney Fees~~
 - ~~Any other expenses required to eliminate or minimize potential risks or liabilities to the Authority.~~
- e. **Authority to Procure Options:** The Executive Director is authorized to procure options for the purchase of any real property which the Authority determines to be required for project purposes. The terms and conditions of options procurements shall be established by the Authority Board of Directors.
- f. **Relocation Assistance Programs:** The Executive Director is authorized to implement a relocation assistance program, including a relocation assistance appeals procedure where required, in connection with the acquisition of real property in alignment with California Government Code Section 7260 et seq., and California Code of Regulations, Title 25, Division 1, Chapter 6, Subchapter 1, Articles 1 Section 6000, et seq. and 5 Section 6150, et seq.
- g. **Recordation of Acquisition Documents:** The Executive Director is authorized to cause to be recorded in the Office of the County Recorder of the County in which the real property is located those document(s) which convey rights to or from the Authority.

Real Property Management

- a. **Grants of Real Property Interests:** The Authority ~~may~~ ~~authorized to~~ ~~grants~~ to public entities, public utilities, private persons and private entities, any real property interests in the Authority's real property that will not interfere with the Authority's operations as follows:
- Prior to granting any authorization to use the Authority's real property, the Executive Director shall determine that the proposed use will not damage, delay, hinder, interfere, or otherwise obstruct, the safe and effective use, operation, or maintenance of the Authority's current rights of way, facilities or system.
 - The Executive Director shall further determine that the proposed use will be compatible with the Authority's existing and planned operations, and the Authority's objectives related to sustainability, and stewardship of publicly owned property, rights-of-way, and facilities.
 - The following real property transactions shall require Authority approval:
 - purchase or sale
 - grant of any interest or partial interest having a duration greater than 5 years
 - all term extensions having a duration greater than 5 years.
- b. **Appraisals of Real Property Interests:** The Executive Director shall have any real property interest proposed to be granted to the Authority appraised as follows:
- When the value of the property to be granted is less than \$25,000, a wavier valuation may be utilized in accordance with policy section 3. Real Property and Property Acquisition b.1.
 - When the value of the property to be granted is greater than \$25,000, but less than \$250,000, the fair market value of the property shall have been appraised by a single qualified appraiser.

- When the value of the property to be granted is greater than \$250,000, the fair market value of the property shall have been appraised by a qualified appraiser and if deemed appropriate by the Authority, by a second qualified appraiser. The grant of any real property interest exceeding \$250,000 in fair market value shall require approval of the Board.
 - The grant of any real property interest by the Authority shall be at fair market value, as determined by the appraisal, unless the Executive Director determines that the grant will directly benefit or enhance the Authority's interests, operations, facilities, or property. Direct benefit or enhancement is defined as a benefit that increases the value of, or reduces the cost to maintain or operate, the Authority's real property, water storage, conveyance, and distribution systems, the Authority's transmission and electrical systems, the Authority's environmental reserves and mitigation properties, or other interests or activities related to the purposes of the Authority.
- c. **Terms and Conditions of Management Documents:** Documents conveying real property interests which the Authority has authorized to grant shall contain such terms and conditions, as the Executive Director deems to be reasonable and proper, but shall include, as a minimum, the following:
- Any lease, permit or license to use Authority real property, other than a lease to a public entity or a public utility or for telecommunication purposes, shall be subject to cancellation upon order of either the Authority Board upon no more than one year's written notice to the lessee, permittee or licensee.
 - Any lease, permit or license to use Authority real property shall contain insurance and indemnification, defense, and hold harmless provisions protecting the Authority against liability arising from use of such property thereunder.
 - Any lease, permit or license to use Authority real property shall contain specifications as to responsibility for property maintenance requirements such as weed abatement, removal of unlawful dumping materials, trash collection and disposal, **limitation on use of hazardous materials**, and other specifications as determined by the Authority.
 - The Authority may charge reasonable fees, including recovery of administrative and operational costs associated with the processing of documents conveying real property interests.
- d. **Consent to Subdivision:** The Executive Director is authorized to consent, on behalf of the Authority, to the subdivision of real property in accordance with the Subdivision Map Act owned by a subdivider, subject to any easement owned by the Authority, and to consent to recordation of the subdivision map provided that the certification expressing such consent shall reserve to the Authority any such easement in the property so subdivided.
- e. **Authority for the Sites Project Authority to Sell or Lease Surplus Real Property:** The Executive Director shall establish a procedure for the continuous review of real property owned by the Authority for the purpose of determining which, if any, of such property, is surplus to the Authority's needs.
- When the Executive Director determines that property is surplus, the Executive Director shall notify the Authority Board of that determination and:

- Cause the property to be appraised by one or more qualified appraisers based on the above established values.
- Determine if the subject property is subject to a Right of First Refusal from the original Grantor.
 - If so, then the Executive Director is to determine the desire of the Grantor to exercise said right.
 - If the Grantor desires to exercise said right, then the Executive Director is to offer the surplus property to the Grantor at fair market value of said property as determined by the appraisal.
 - If Grantor chooses not to exercise said right, then the Executive Director shall recommend an appropriate marketing procedure and may then sell the surplus property upon approval of the Authority.
- f. **Quitclaims:** The Executive Director is authorized to quitclaim, in form approved by the Project's General Counsel, any temporary easement or lease to which the Authority is a party, and which has expired by its own terms. The Executive Director is authorized to quitclaim, in form approved by the General Counsel, any temporary easement or lease prior to its expiration upon the recording of a Notice of Completion of the construction contract for which the easement or lease was acquired; or if no such notice has been recorded, then upon the release of the temporary easement area by the contractor in form approved by the General Counsel. The Executive Director is authorized to quitclaim, in form approved by the General Counsel, any easement for access to an Authority facility over adjoining lands at such times as the General Manager may determine that adequate access there to from a dedicated public street or other available easement for access is available.
- g. **Disposal of Unnecessary Improvements:** The Executive Director is authorized to dispose of, in the manner the Authority deems to be in the best interest of the Authority any improvements that must be removed to make land acquired for Authority operations suitable for Authority use.

4. Policy Term:

This Policy will be reviewed at least every three years ~~and confirmed by way of a resolution adopted~~ at the appropriate Authority Board meeting.

5. Reporting:

All real property and real property interest acquisition and/or real property management activities will be reported to the Reservoir Committee and Authority Board at the appropriate monthly meeting(s) in the form of a staff report or verbal report.

6. Reference:

[49 CFR Section 24.102](#)

[California Eminent Domain Law](#)


[California Code of Civil Procedure Section 1245.235\(c\)](#)

[California Government Code Section 27281](#)

[California Government Code Section 7260 et seq.](#)

[California Code of Regulations, Title 25, Division 1, Chapter 6, Subchapter 1, Article 1 Section 6000, et seq.](#)

[California Code of Regulations, Title 25, Division 1, Chapter 6, Subchapter 1, Article 5 Section 6150, et seq.](#)

	DOCUMENT TYPE	Policy
	DOCUMENT NO.	F06
	ADOPTED	11/21/2022
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SITES PROJECT AUTHORITY Reserve Policy

1. Purpose:

The Sites Project Authority (the “Sites Authority”) is a joint exercise of powers authority responsible for the planning, design, and construction of the Sites Reservoir Project (the “Project”). Public agencies have entered into certain agreements with the Sites Authority that establish membership in the Sites Authority and participation in the Project, such agreements also include terms outlining the costs to participate in, and receive benefits from, the Project.

The Sites Authority currently follows the work plan outlined under the Third Amendment to 2019 Reservoir Project Agreement (“Amendment 3”). The Amendment 3 work plan involves, **among other things**, securing **the agreements necessary to obtain** Project financing. ~~and the~~The Sites Authority has been invited by the United States Environmental Protection Agency (the “EPA”) to apply for a federal loan through the Water Infrastructure Finance and Innovation Act (“WIFIA”) to partially finance the Project. The EPA requires the assignment of an investment grade credit rating from a **Nationally Recognized Statistical Rating Organization such as Standard & Poor’s or Moody’s in order to execute** ~~rating organization for the execution of~~ a WIFIA loan. A credit rating is a forward-looking opinion about an entity’s relative creditworthiness, and a minimum level investment grade credit rating indicates an entity has adequate capacity for payment of financial commitments. **Investment grade credit ratings will also enable Sites to pay lower interest rates on notes and revenue bonds issued in the capital market.**

Maintaining adequate cash reserves is viewed by the rating agencies as an essential component of sound financial management as **reserves** ~~they~~ help ensure an entity’s ability to meet its financial obligations. ~~This A financial~~ reserve policy will support the Sites Authority’s fiscal discipline and will demonstrate to the rating agencies that the Sites Authority is committed to prudent financial practices.

This ~~WIFIA~~ Reserve Policy establishes and defines certain financial reserves that are intended to ensure that the Sites Authority ~~always~~ has sufficient funds on hand to pay its operating, capital and debt service cost obligations on time, which is integral to achieving an investment grade credit rating for the WIFIA loan. The reserves outlined in this policy are structured based on the Amendment 3 Participants and are subject to change should there be a change in the Participant mix and respective participation amounts presented to the rating agencies as part of the WIFIA loan rating package **(and subsequent debt issuances)**. This policy recognizes that the Sites Authority intends to enter into certain agreements with

the State of California and the federal government for funding a portion of the Project in exchange for agreed upon Project benefits.

These separate agreements will define the allocation of costs, risks, obligations, and benefits between the Sites Authority and State and federal agencies. Accordingly, the State and federal government are not considered Participants for the purpose of this Reserve Policy and therefore, are not subject to the requirements/reserve contributions described in this Reserve Policy, nor can these entities avail themselves of the reserves described herein.

Separately, the provisions outlined below assume that Project Participants enter into Benefits and Obligations Contracts with the Sites Authority as contemplated by the Sites Reservoir Benefits and Obligations Contract Guiding Principles and Preliminary Terms, and that a Master Resolution is adopted by the Sites Authority, which would govern Sites Authority debt, including the WIFIA loan.

2. **Definitions:**

Amendment 3: The Third Amendment to 2019 Reservoir Project Agreement dated as of January 1, 2022, by and among the Sites Authority and the Amendment 3 Participants.

Master Resolution: The resolution adopted by the Board of Directors of the Sites Authority on November 21, 2022, relating to, among other things, the security provisions of the WIFIA Loan and other Sites Authority debt.

Participants: Entities listed in Exhibit A of Amendment 3, that pay to participate and receive benefits in the Sites Reservoir Project including certain Sites Authority members and other municipal entities and special districts. For purposes of this policy, the term Participants does not include State and federal agencies.

Partner Facilities: Existing conveyance facilities owned and operated by other entities that have excess capacity that can be used by Participants to access benefits of the Project.

Project or Sites Reservoir Project: The entire physical infrastructure and capital improvements to be designed, constructed, commissioned, and completed by the Sites Authority.

Sites Authority: The Sites Project Authority, an independent joint powers authority established pursuant to the Joint Exercise of Powers Agreement to exercise powers common to the authority members to, among other things, effectively study, promote, develop, design, finance, acquire, construct, manage, and operate Sites Reservoir and related facilities such as recreation and power generation.

Capitalized terms used herein and not otherwise defined herein shall have the respective

meanings ascribed to such terms in the Master Resolution.

3. **Policy:**

As stated, the Sites Authority was formed to act as developer and operator of the Project and Participants are the entities that pay to participate and receive benefits in the Project. Participants have executed, or will execute, certain agreements with the Sites Authority to provide funding for their share of the construction and operation costs of the Project (minus those costs covered by State agencies and the federal government under separate agreements) in exchange for a proportionate percentage of the annual water diversions and storage space in the Project. Project costs are to be apportioned to each of the Participants based on a requested annualized acre-foot of storage space in the Project. For clarity, this means that a Participant receiving benefits from the Project (or from a Partner Facility) agrees to pay a pro-rated share of fixed and variable Project costs as set forth below:

- **Financing Obligations** ~~Fixed Project Costs~~: **Financing Obligations** represent the Participant's share of principal and interest to be paid by Sites for any financing used to fund the Project, including a WIFIA loan. Each Participant will agree to pay the Sites Authority semi- annually one year in advance 100% of the projected ~~Fixed Project Costs~~ **Financing Obligations** allocated to such Participant (e.g., payments made on January 1 will be for **Financing Obligations** Fixed Project Costs budgeted for the six-month period beginning on January 1 of the following year).
- **Fixed Project Costs**: **Fixed Project Costs** include capital costs and replacement costs that are not funded with a Sites financing. Each Participant will agree to pay the Sites Authority semi-annually one year in advance 100% of the projected **Fixed Project Costs** allocated to such Participant (e.g., payment made on January 1 will be for **Fixed Project Costs** budgeted for the six-month period beginning on January 1 of following year.)
- **Fixed Operation and Maintenance Costs**: Each Participant will agree to pay the Sites Authority semi-annually one year in advance 100% of the projected **Fixed Operation and Maintenance Costs** allocated to such Participant (e.g., payments made on January 1 will be for **Fixed Operation and Maintenance Costs** budgeted for the six-month period beginning on January 1 of the following year).
- **Variable Operation and Maintenance Costs**: Each Participant will agree to pay the Sites Authority the projected **Variable Operation and Maintenance Costs** allocated to such Participant semi-annually six months in advance (e.g., payments made on January 1 will be for **Variable Operation and Maintenance Costs** budgeted for the six-month period beginning on July 1 of the same year).

All charges outlined above will be billed to Participants no less than 30 days in advance of their due date.

The payment schedules outlined above only relate to those payments to be made by Participants. The allocation and payment schedule of costs assigned to State and federal agencies, as well as any possible remedial or enforcement actions for non-payment by these entities, will be defined in separate agreements with those entities.

The accounting for all categories of Project Costs will be subject to periodic true-ups as needed.

Sites Authority will establish the following reserve accounts to ensure the timely payment of obligations.

Liquidity Reserve

The Sites Authority does not expect that Participants will have difficulties making their obligated payments. However, to mitigate risks, the Sites Authority will collect **Finance Obligations**, Fixed Project Costs and Fixed Operation and Maintenance Costs semi-annually in advance as described above to provide ample time to address unforeseen complications and has further established certain remedial and enforcement actions which can be taken to remedy an insufficiency in funds available.

Further, the Sites Authority has established (or will establish) a restricted Liquidity Reserve under its Master Resolution that can be drawn upon as a last resort to cover an insufficiency in funds available to pay **Financing Obligations**, Fixed Project and Fixed Operation and Maintenance Costs previously allocated to Participants. The Liquidity Reserve is established in an amount not in excess of 10% of current annual Participant ~~Fixed Project Costs~~ **Finance Obligations** plus an amount not in excess of 10% of ~~the~~ current annual Participant Fixed Operation and Maintenance Costs. Additional details on the Liquidity Reserve **are as stated** in the Master Resolution.

The Liquidity Reserve will not be governed by this ~~WIFA~~ Reserve Policy but instead will be subject to the terms of the Master Resolution.

Variable Operation and Maintenance Costs Reserve

Given that payments for Variable Operation and Maintenance Costs are structured differently than **Financing Obligations**, Fixed Project and Fixed Operation and Maintenance Costs (i.e., only due semi-annually six months in advance vs. annually in advance), the Sites Authority has established an unrestricted Variable Operation and Maintenance Costs Reserve under this policy to mitigate the risk of revenue shortfall as a result of a Participant's inability to meet their allocated Variable Operation and Maintenance Cost obligation **or any other**

shortfall in Sites ability to meet Variable Operation and Maintenance costs.

The Variable Operation and Maintenance Costs Reserve target amount is set on the basis of the projected Variable Operation and Maintenance Costs associated with filling the Sites Reservoir (i.e., pumping and wheeling) in a wet year following a critically dry year. Based on the Sites Authority's current projections, it is expected that the reservoir will be filled for the first time in [20--] with estimated annual Variable Operation and Maintenance Costs of approximately \$50 million for [20--] (in [20--] dollars).

It is unlikely that all Participants in [20--] will be unable to make their allocated Variable Operation and Maintenance Costs payments as these costs are expected to comprise about 5-10% of the total payments to the Authority. Accordingly, to minimize the amount of Participant-generated reserves at the Sites Authority level and to more accurately reflect the potential risk of non-payment by Participants, the Variable Operation and Maintenance Costs Reserve is established as:

Target Balance: A minimum target balance of \$12.5 million (in [20--] dollars), representing 25% (approximating the participation of smaller, harder to evaluate Participant credits) of projected Variable Operation and Maintenance Costs of approximately \$50 million in [20--].

Source of Funds: The Sites Authority aims to have the minimum target balance of \$12.5 million (in [20--] dollars) in this reserve by substantial Project completion in [20--]. Required contributions to this reserve shall be assessed semi-annually to each Participant based on its Variable Operation and Maintenance Costs allocation and will be contributed in addition to and at the same time as the Participant's semi-annual **Financing Obligations**, Fixed Project and Fixed Operation and Maintenance payments are due, in order to be fully funded by substantial Project completion.

Usage: This reserve is established to have sufficient funds on hand to mitigate risk of non-payment on the Sites Authority's Variable Operation and Maintenance obligations due to a Participant (which for purposes of this policy does not include State or federal agencies) failing to make its allocated payment. If the reserve is used, it will be replenished through the normal annual budget process.

Insurance Reserve

Sites Authority will be acquiring appropriate insurance policies to cover its liability during construction and operation of the Project. Sites may elect to provide general liability coverage for all contractors to more effectively manage the risks associated with construction and will need to ensure sufficient funds are available to meet deductibles and other costs of such insurance. Sites will establish a reserve and fund such reserve in an amount to ensure that insurance can be acquired in a cost-effective manner. The amount required will be determined as part of the insurance procurement process. Sites will also evaluate other insurance to manage risk, including self-insurance, which will affect the

amount needed to be placed in the insurance reserve.

4. Policy Term:

This Policy will be reviewed as needed in connection with the development and execution of the WIFIA loan and any future Sites financing, and any changes shall occur by way of a resolution adopted by the Authority Board.

5. Reporting:

The Variable Operation and Maintenance Costs Reserve shall be accounted for separately in the Sites Authority's accounting records, including recording in sufficient detail to delineate the sources of funds on a per Participant basis, in addition to tracking of the uses of such reserves. Advances of cash from Participants will be tracked separately to allow proper crediting to the total contributions due from each Participant. Reporting to the Authority Board and the Reservoir Committee on the status of the reserves shall be made no less frequently than annually and will typically be included in the analysis provided during the budget review and approval process.

CATEGORY / DOCUMENT		Needs a Policy and Procedure	Legal	Designated Staff	Managers*	Executive Director*	Budget and Finance Committee	Reservoir Committee
A = Approval R = Recommended By I = Information Only P = Pre-Approval/Concurrence *= Or Designate								
A. JEPA Agreement, Reservoir Project Agreements, Bylaws								
1	Fourth Amended and Restated Joint Exercise of Powers Agreement		R			R		
2	JEPA Amendments		R			R		R
3	JEPA Admission of a new member		R			R		R
4	Calendaring for Board Agenda				R	A		
B. Work Plans, Budget, Grants, Loans and MOUs								
1	Work Plan				R	R	R	A
2	Work Plan Budget				R	R	R	A
3	Budget Transfers							
a.	Transfers up to \$500,000 between projects and no increase in approved total FY budget				R	A	I	I
b.	Transfers over \$500,000 or exceeding total FY budget				R	R	R	A
c.	Use of Contingency up to \$100,000				R	A	I	I
d.	Use of contingency over \$100,000				R	R	R	A
4	Grants & Loans							
a.	Application				R	R	R	A
b.	Execution and submittal of grant/loan application				R	A	I	I
c.	Execution of grant agreements		R		R	A	I	I
d.	Execution of loan agreements		R		R	R	R	A

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e.	Management of grant agreements				A	I		
f.	Acceptance and management of loan funds				A	I		I

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5	Loans								
a.	Application				R	R	R	A	A
b.	Execution and submittal of loan application				R	A	I	I	I
c.	Execution of loan agreements		R		R	R	R	A	A
d.	Acceptance and management of loan funds				R	A	I	I	I
6	MOUs with Federal, State, Local Govts, Native American, Utilities								
a.	MOU/Agreement Execution		R		R	R		A	A
b.	MOU/Agreement Management and reporting				A	I		I	I
C.	Environmental Review and Permitting								
1	CA Environmental Quality Act (CEQA) Authority								A
a.	Staff determines if a proposed action requires CEQA compliance document.								
i.	If no then prepare Exemption(s) if needed and CEQA Determination		R	R	R	R		R	A
ii.	If yes and not covered by existing CEQA document, prepare an Initial Study and appropriate CEQA compliance documentation		R	R	R	R		R	A
b.	Board takes lead CEQA agency role				R	R		R	A
i.	Makes and Adopts Findings and Determinations		R		R	R		R	A

	ii.	Adopts project and mitigation measures		R		R	R		R	A
2		Permit Applications (water rights, 404, 401, Biological Assessments, etc.) that commit the project to financial or legal/regulatory risk.		R		R	R		R	A
3		Permit Applications that do not commit the project to financial or legal/regulatory risk.		R		R	A		I	I
4		Local Agency permits, land division & GP Amendments that include financial or legal/regulatory risk.		R		R	R		R	A
5		Local Agency permits, land division & GP Amendments that do not include financial or legal/regulatory risk.		R		R	A		I	I

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D.	Administrative									
1	Purchases (equipment, materials, as defined in the Procurement and Contract Policy)									
	a.	Up to \$100,000				R	A	I	I	I
	b.	Greater than \$100,000				R	R	R	A	A
2	Administrative Procedures that include financial commitments or legal/regulatory risk.			R		R	R	R	A	A
3	Administrative Procedures that do not include financial commitments or legal/regulatory risk.			R		A	I			
4	Agenda Item Submittal									
	a.	Recommendation to BOD - Action/Info. & Discuss		R		R	R	R	A	A
	b.	Recommendation to BOD - Consent		R		R	R	R	A	A
5	Petty Cash - The Authority operates on a non-cash cash basis. Cash in the form of hard currency is neither received or expended by the Authority.									

6	Procurement Card - ED has authority to authorize issuance of credit cards. Credit cards may be used for purchases under \$3,000 per month for office supplies and office operating expenses. The cardholder and Finance Manager approves the monthly credit card bills.				A	I	I	I	I
7	Response to Public Records Request		R		R	A		I	I
8	Liability Insurance Claim Settlements & Workers Comp Claims								
9	Travel Authorization Out of State	Yes			A	I		I	I
10	Travel Authorization Within State	Yes			A	I			

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E. Professional Service and General Service Contracts									
1	Decision to use outside consultants				R	A	I	I	I
2	Request for Qualifications				R	A	I	I	I
3	Request for Proposals				R	A	I	I	I
4	Sole Source Professional Services or General Services up to \$500,000 within approved budget except legal services		R		R	A	I	I	I
5	Sole Source Professional Services or General Services above \$500,000 and all legal services		R		R	R	R	A	A
6	Authority to Negotiate Professional Service or General Service Contracts								
a	Approve Master Service Agreements with terms but no scope or cost except legal services		R		R	A	I	I	I
7	Professional Services or General Services Agreement								

a.	Up to \$500,000 within the approved budget except legal services		R	R	R	A	I	I	I
b.	Up to \$500,000 NOT WITHIN budget with cost offset except legal services		R		R	A	I	I	I
c.	Greater than \$500,000 and all legal services		R		R	R	R	A	A
d.	Construction services up to and including threshold for simplified acquisition procedure and within approved budget		R		R	A	↓	↓	↓

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8	Professional Services or General Services Amendment, including Legal Services								
a.	Contract/Task Order within approved Project budget amount up to \$500,000				R	A	I	I	I
b.	Reallocation of Task Budgets Within Contract/Task Order				A	I	I		
c.	Exceeds remaining Contract/Task Order amount over \$500,000				R	R	R	A	A
d.	Adding Task Order to Initiate Litigation				R	R	R	A	A
9	Notice to Proceed								
a.	Professional Services or General Services				R	A		I	I
b.	Notices to proceed for existing contracts				A	I		I	I
10	Progress Payments								
a.	Invoice approval for payment Invoice approval to process payment by Board Treasurer and ED				A	A	I	I	I
b.	Preparation Approval of Payment of Claims				R	A	A*	I	I
c.	Check, ACH and Bank Wire Transfer Issuance Authorization by Board Treasurer and ED				A	A	A		A

	d.	Electronic Signatures and Release of Checks, ACHs, and wires. Authority accountant prepares and Finance Manager or ED releases checks and processes ACHs based on Authority Treasurer and ED signed payment of claims document. Bank wire transfers require Authority Treasurer involvement.				R	R			
11	Service Completion (closeouts) and progress reports					A	I	I	I	I
12	Legal Services Agreements					R	R		A	A
	a.	Legal Services with General Counsel					R		R	A
	b.	Legal Services with Subconsultants		R			R		R	A

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13	Significant Schedule Changes (when within sole control of the Project)				R	R	R	A	A
F. Construction Contracts (to be refined established as project nears-construction)									
	1 Negotiate CMAR Construction Contract				R	A		I	I
	2 Execute CMAR Construction Contract				R	R		A	A
	3 CMAR Construction Contract Progress Payment (process the same as E.10)								
	4 Amend CMAR Construction Contract within approved Project budget amount up to \$500,000				R	A	I	I	I
	5 All other Non-CMAR Construction Contracts follow sections 7 and 8 (above)								
G. Land Easements and Leases									
1	Temporary Right of Entry (TROE)/Land Access Agreements								
	a. TROE/Land Access Agreement with Landowner		R		R	A		I	I
	b. Payment for TROE/Land Access Compensation				R	A	I	I	I
H.	Personnel Issues TBD if Sites has employees								

I.	Access to Sites Maxwell and Satellite Project Offices								
1	Electronic Access Cards No electronic cards currently needed								
	a. Initial Request for Card and Site Access				A				
	b. Replacement of Lost Card				A				
2	Mechanical Keys								
	a. Initial Request for Key(s) by Manager in charge of the Maxwell Office				A				
	b. Replacement of Lost Key(s) by the Manager in charge of the Maxwell Office				A				