



# SCV Water Agency Regular Board Meeting

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**Tuesday, March 19, 2024**

**Regular Board Meeting Begins at 6:00 PM**

**Members of the public may attend by the following options:**

## **IN PERSON**

### **TEMPORARY LOCATION CHANGE**

Santa Clarita Valley Water Agency  
Pine Street Location – Training Room  
23780 Pine Street  
Newhall, CA 91321

## **BY PHONE**

Toll Free: 1-(833)-568-8864  
Webinar ID: 161 830 8773

## **VIRTUALLY**

Please join the meeting from your computer,  
tablet or smartphone:

<https://scvwa.zoomgov.com/j/1618308773>

## **Have a Public Comment?**

Members of the public unable to attend this meeting may submit comments either in writing to [ajacobs@scvwa.org](mailto:ajacobs@scvwa.org) or by mail to April Jacobs, Board Secretary, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Board members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practicable, and posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety. (Public comments take place during Item 3 of the Agenda and before each Item is considered. Please see the Agenda for details.)

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This meeting will be recorded and the audio recording for all Board meetings will be posted to [yourSCVwater.com](http://yourSCVwater.com) within 3 business days from the date of the Board meeting.

Disclaimer: Attendees should be aware that while the Agency is following all applicable requirements and guidelines regarding COVID-19, the Agency cannot ensure the health of anyone attending a Board meeting. Attendees should therefore use their own judgment with respect to protecting themselves from exposure to COVID-19.

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**SANTA CLARITA VALLEY WATER AGENCY  
REGULAR BOARD MEETING AGENDA**

**TEMPORARY LOCATION CHANGE**

**SANTA CLARITA VALLEY WATER AGENCY  
PINE STREET LOCATION  
TRAINING ROOM  
23780 PINE STREET  
NEWHALL, CA 91321**

**TUESDAY, MARCH 19, 2024 AT 6:00 PM**

**IMPORTANT NOTICES**

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 161 830 8773 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1618308773>**. Any member of the public may listen to the meeting or make comments to the Board using the call-in number or Zoom Webinar link above.

However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

Attendees should be aware that while the Agency is following all applicable requirements and guidelines regarding COVID-19, the Agency cannot ensure the health of anyone attending a Board meeting. Attendees should therefore use their own judgment with respect to protecting themselves from exposure to COVID-19.

Members of the public unable to attend this meeting may submit comments either in writing to [ajacobs@scvwa.org](mailto:ajacobs@scvwa.org) or by mail to April Jacobs, Board Secretary, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Board members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practicable, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENTS** – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Board’s presiding officer, be limited to three minutes for each speaker.) To participate in public comment from your computer, tablet, or smartphone, click the “raise hand” feature in Zoom. You will be notified when it is your turn to speak, please unmute when requested. To participate in public comment via phone, dial \*9 to raise your hand. When it is your turn to speak, dial \*6 to unmute.

**4. APPROVAL OF THE AGENDA**

**5. CONSENT CALENDAR PAGE**

5.1 *	Approve Minutes of the March 5, 2024 Santa Clarita Valley Water Agency Regular Board of Directors Meeting	7
5.2 *	Approve a Revised Employee Manual No. 7.0 – Employment Status and Work Policy	13
5.3 *	Approve a Revised Employee Manual No. 9.0 – Pay Plan	21
5.4 *	Approve a Revised Employee Manual Policy No. 12.0 – Shift Work Policy	27
5.5 *	Approve Various Employee Manual Policy Changes	45
5.6 *	Approve Adopting a Resolution Authorizing the General Manager to Apply for Grant Funding Under the Federal Bureau of Reclamation FY 2024 WaterSmart Water Energy Efficiency Grant Program (WEEG) for an Automated Metering Infrastructure Project	71

**6. ACTION ITEMS FOR APPROVAL PAGE**

6.1 *	Approve a Proposed Employee Salary Adjustment (COLA) for FY 2024/25	83
6.2 *	Approve Receiving and Filing of December 2023 Monthly and Mid-Year Budget Review (FY 2023/24 Q2 Oct – Dec 2023) – <a href="#">December 2023 Check Register</a>	93

**7. GENERAL MANAGER’S REPORT ON ACTIVITIES, PROJECTS AND PROGRAMS**

**8. COMMITTEE MEETING RECAP REPORTS FOR INFORMATIONAL PURPOSES ONLY PAGE**

8.1 *	February 26, 2024 Rescheduled Finance and Administration Committee Meeting Recap Report	213
8.2 *	March 7, 2024 Engineering and Operations Committee Meeting Recap Report	219

**9. PRESIDENT’S REPORT**

**10. AB 1234 WRITTEN AND VERBAL REPORTS PAGE**

10.1	AB 1234 Reports	
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11. **DIRECTOR REPORTS**
12. **DIRECTOR REQUESTS FOR FUTURE AGENDA ITEMS**
13. **ADJOURNMENT**

\* Indicates Attachment

◆ Indicates Handout

**Note: The Board reserves the right to discuss or take action or both on all of the above Agenda items.**

### **NOTICES**

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning April Jacobs, Secretary to the Board of Directors, at (661) 297-1600, or in writing to Santa Clarita Valley Water Agency at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Santa Clarita Valley Water Agency, located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Website, accessible at <http://www.yourscvwater.com>.

Posted on March 13, 2024.

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Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – March 5, 2024

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A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held at Santa Clarita Valley Water Agency, 23780 Pine Street, Newhall, CA 91321 at 6:00 PM on Tuesday, March 5, 2024. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes. The meeting recording can be accessed by clicking on the following link: [Board Meeting Recording](#).

DIRECTORS PRESENT: Kathye Armitage, Beth Braunstein, William Cooper, Maria Gutzeit, Dirk Marks, Gary Martin, Piotr Orzechowski and Ken Petersen.

DIRECTORS ABSENT: Ed Colley.

Also present: Assistant General Manager Steve Cole, Board Secretary April Jacobs, Chief Financial and Administrative Officer Rochelle Patterson, Chief Operating Officer Keith Abercrombie, Communications Manager Kevin Strauss, Director of Technology Services Cris Perez, Director of Water Resources Ali Elhassan, General Counsel Joe Byrne, General Manager Matthew Stone, Information Technology Technician I Oliver Molina, Information Technology Technician II Jonathan Thomas, Water Resources Planner Ernesto Velazquez, as well as additional SCV Water Agency staff (Virtually), and members of the public (In Person and Virtually).

President Martin called the meeting to order at 6:02 PM. A quorum was present.

There were no changes to the March 5, 2024 Board Agenda and it was accepted as shown (Item 4).

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Upon motion of Vice President Orzechowski, seconded by Director Armitage and carried, the Board approved the Consent Calendar including the revised meeting minutes and Resolution Nos. SCV-410, SCV-411, SCV-412, SCV-413 and SCV-414 by the following roll call votes (Item 5):

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	Absent	Director Cooper	Yes
Vice President Gutzeit	Yes	Director Marks	Yes
President Martin	Yes	Vice President Orzechowski	Yes
Director Petersen	Yes		

**RESOLUTION NO. SCV-410**

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ACTING IN BEHALF OF LOS ANGELES COUNTY GENERAL FUND, LOS ANGELES COUNTY LIBRARY, LOS ANGELES COUNTY ROAD DISTRICT #5, LOS ANGELES COUNTY CONSOLIDATED FIRE PROTECTION DISTRICT, LOS ANGELES COUNTY FLOOD CONTROL, THE BOARD OF DIRECTORS OF SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY, AND THE GOVERNING BODIES OF**

**ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT, SANTA CLARITA VALLEY WATER AGENCY, GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT, CITY OF SANTA CLARITA, SANTA CLARITA LIBRARY, APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION TO SANTA CLARITA VALLEY SANITATION DISTRICT "ANNEXATION NO. 1116"**

**[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)**

**RESOLUTION NO. SCV-411**

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ACTING IN BEHALF OF LOS ANGELES COUNTY GENERAL FUND, LOS ANGELES COUNTY CONSOLIDATED FIRE PROTECTION DISTRICT, LOS ANGELES COUNTY FLOOD CONTROL, THE BOARD OF DIRECTORS OF SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY, AND THE GOVERNING BODIES OF GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT, ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT, CITY OF SANTA CLARITA, SANTA CLARITA LIBRARY, SANTA CLARITA VALLEY WATER AGENCY APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION TO SANTA CLARITA VALLEY SANITATION DISTRICT "ANNEXATION NO. 1130"**

**[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)**

**RESOLUTION NO. SCV-412**

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT AND THE BOARD OF DIRECTORS OF THE SANTA CLARITA VALLEY WATER AGENCY APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION OF L 038-2020 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

**[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)**

**RESOLUTION NO. SCV-413**

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT AND THE BOARD OF DIRECTORS OF THE SANTA CLARITA VALLEY WATER AGENCY APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION OF L 038-2020 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

**[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)**



**RESOLUTION NO. SCV-414**

**JOINT RESOLUTION OF  
THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES,  
THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY VECTOR  
CONTROL DISTRICT AND THE BOARD OF DIRECTORS OF THE SANTA CLARITA  
VALLEY WATER AGENCY APPROVING AND ACCEPTING THE  
NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES  
RESULTING FROM ANNEXATION OF L 038-2020  
TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

**FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE**

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Communications Manager Kevin Strauss presented the 2023 Communications Year in Review (Item 6).

Water Resources Planner Ernesto Velazquez presented the Water Recharge Feasibility Study Update (Item 7).

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**General Manager's Report on Activities, Projects and Programs (Item 8).**

The General Manager reported on the following:

He updated the Board on his recent vacation and his attendance at the International Folk Music Conference in Kansas City.

He advised the Board of Roger Hitchen's retirement and retirement luncheon held last week.

He mentioned the recent meeting that took place with the Whittaker-Bermite Ownership Group that focused on implementing the Saugus 1 and 2 Settlement Agreement.

He informed the Board of the complaints received by staff and staff's response to the Chiquita Canyon Landfill. Staff responded both verbally and by sampling the water in that area.

Lastly, he gave a quick updated on the Boardroom reconfiguration.

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**Committee Meeting Recap Report for Informational Purposes Only (Item 9).**

There were no comments on the recap report.

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**Written Reports for Informational Purposes Only (Item 10).**

Director Armitage had several comments on the Finance, Administration and Information Technology Services Section Report, the Treatment Distribution, Operations and Maintenance Section Report and the Water Resources and Outreach Section Report.

There were no other comments on the written reports.

To hear the full comment(s), please refer to the Board recording by clicking the meeting recording link on the first page of these minutes or visiting the SCV Water Website.

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**President's Report (Item 11).**

President Martin updated the Board on upcoming meetings and events.

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**AB 1234 Written and Verbal Reports (Item 12).**

A written report was submitted by Vice President Gutzeit which was included in the Board packet and is part of the record and one written report was submitted by President Martin which was emailed, posted to the website and is part of the record.

Vice President Orzechowski reported that he attended the SCV Chamber of Commerce February Business After Hours Mixer held at Tommy's in Castaic on February 21, 2024.

Director Braunstein reported that she attended the Special District North Los Angeles County Chapter General Membership luncheon held at The Centre on February 21, 2024.

Director Cooper reported that he attended the Special District North Los Angeles County Chapter General Membership luncheon held at The Centre on February 21, 2024.

Director Marks reported that he attended the Special District North Los Angeles County Chapter General Membership luncheon held at The Centre on February 21, 2024.

Director Armitage reported that she attended the Special District North Los Angeles County Chapter General Membership luncheon held at The Centre on February 21, 2024.

There were no other AB 1234 Reports.

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**Director Reports (Item 13).**

Director Armitage mentioned that CSDA and USC Price EXED Forum are hosting the virtual Special Districts Resilience Summit being held on April 12, 2024. It is free to CSDA members and will cover several topics of interest. She mentioned she could send the information if anyone should be interested.

Lastly, she thanked staff for all their hard work in moving the Board meetings to Pine Street while the RVWTP Boardroom is under reconfiguration/remodeling.

There were no other Director reports.

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**Director Requests for Approval for Event Attendance (Item 14).**

There were no requests for approval for event attendance.

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The meeting was adjourned at 7:42 PM (Item 15).

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April Jacobs, Board Secretary

ATTEST:

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President of the Board

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## BOARD MEMORANDUM

**DATE:** February 27, 2024  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer  
**SUBJECT:** Approve a Revised Employee Manual No. 7.0 – Employment Status and Work Policy

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### SUMMARY

Management recommends the revision of Employee Manual No. 7.0 – Employment Status and Work Policy, by making clarifying edits on classification changes, as well as expanding on the “Y-rated” section (7.14). Staff, with assistance from legal counsel reviewed this policy and determined for best practice that the language be updated and clarifying language was added. The proposed changes affect Sections 7.8, 7.13 and 7.14.

### DISCUSSION

As employees move throughout their course of employment at SCV Water, some employees have been promoted due to demonstrated merit, and others have taken advantage of open opportunities at the Agency by opting to change their current career paths. These opportunities usually result in a change of classification, and sometimes, salary. Staff has revised this section to more clearly define this situation, and to make a clear distinction between a Demotion versus a Y-rating, and how they are handled.

Revisions follow below. Redline struck language would be deleted, whereas red underlined language would be added. For easy reading, a clean copy of the proposed policy is attached as Attachment 1.

#### **7.8 Reclassification**

A reclassification is neither a promotion nor demotion, but usually a result of an Agency restructuring or Class and Compensation Study.

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his or her current salary rate unless the employee’s current salary rate is below the minimum within the new salary range. In that case, the employee will receive the beginning, or lowest, salary in the new range.

Except as otherwise provided by policy or law, if an employee is in a position that is reclassified to a lower salary range, he or she shall retain the same salary, until such time as the employee’s salary is within the new range, which will then be referred to as a “Y-step” (see section 7.14).

### 7.12 Promotion

"Promotion" is the appointment of an employee to a vacant position in a higher classification. Promotions are not automatic. Promotions are given when available, ~~applied for~~, and awarded because of demonstrated merit. The award of a promotion is at the sole discretion of the Agency. The Agency reserves the right to recruit and hire outside applicants if it is deemed to be in the Agency's best interest.

### 7.13 Demotion/~~"Y" Rated~~

#### ~~7.13.1 Demotion~~

Employees may be demoted in the event of a ~~personnel~~ reduction ~~in personnel~~ due to lack of work ~~or~~ funds, ~~in the case of~~ or an employee's inability to perform his or her required duties, or for disciplinary purposes, at the discretion of the General Manager.

#### ~~7.13.2~~

### 7.14 "Y" Step Rated

The term "Y" ~~step r~~Rated" or "Y-rated" refers to the Agency paying an employee above the maximum ~~of the~~ salary range assigned to that position's class. A ~~"Y"-step rating Rating~~ may be given to employees by the Agency ~~when in the case~~ they are classified downward ~~due to restructure, or~~ for considering an employee's ~~lack of merit, or lack thereof, or demotion.~~

~~A Y-step rating is typically assigned to an employee as a result of an Agency reorganization or restructure that reclassifies the employee's current position to a lower pay range (classification) than the employee's current range. In this case, the employee continues its current rate of pay, but would not be eligible for a merit increase until the employee moves to a higher classification (via promotion or future Agency restructure). When a position is reallocated to a class with a lower salary range, the Agency may consider the employee's salary to be "Y" Rated.~~

~~In the event an employee voluntarily accepts a position of a lower-level classification (such as when applying for a different job title), the salary of the employee shall be placed within the salary range of that new classification, which may result in a loss of salary. An employee who voluntarily accepts a lower position will not be eligible for the Y-step rate. In certain circumstances, the General Manager may override this and approve a Y-step rate.~~

~~A "Y" Rating may be given to employees by the Agency when they are classified downward, for considering an employee's merit, or lack thereof, or demotion. Employees, who are "Y" Rated, Y-rated employees, will continue to receive cost of living adjustments.~~

No other changes are proposed at this time.

On February 26, 2024, the Finance and Administration Committee considered staff's recommendation to approve the revised Employee Manual Policy No. 7.0 – Employment Status and Work Policy.

## STRATEGIC NEXUS

The revision of this policy helps support SCV Water's Strategic Plan Goal F – High Performance Team – Grow a culture of continuous improvement that fosters SCV Water's values, specifically Strategy F.2 – "Attract, train and retain quality staff" and Objective F.2.5 – "Update the SCV Water's Employee Handbook."

## **FINANCIAL CONSIDERATIONS**

None at this time.

## **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve revised Employee Manual No. 7.0 – Employment Status and Work Policy.

RP/ed

Attachment

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<b>EMPLOYEE MANUAL</b>	
Title: <b>EMPLOYMENT STATUS AND WORK POLICY</b>	
Policy No.: 7.0	Section Nos.: 7.0 – 7.14
Approval Date: March 2024	Effective Date: March 2024
Approved By: Board of Directors	

## 7.0 EMPLOYMENT STATUS AND WORK POLICY

### 7.1 Employment Status

Employment Status refers to the nature of the employment relationship and includes such categories as probationary, regular full-time and regular part-time, among others. Changes in employment status may result from reinstatement, transfer, promotion, demotion, or suspension.

### 7.2 Probationary

The first twelve (12) months of employment with the Agency are worked in a probationary status. Probation is an introductory period during which newly hired or reinstated employees can demonstrate that they can meet the requirements of their positions. This period may be extended upon written approval by the General Manager for up to an additional six (6) months. This probationary period will automatically extend during the period of any authorized leave for the period of the leave. In other words, the probationary period only counts down for actual time worked. During the probationary period, the employee's supervisor and management staff will review work habits, performance, and attendance in order to assess the employee's ability to meet job expectations.

During the probationary period, an employee may be dismissed at any time with or without cause by the General Manager without any requirement for notice, hearing, grievance, or any other form of due process set forth in the Personnel Rules, including Section 27 herein. With the exception of due process rights and procedures, a probationary employee is bound to uphold all other Agency Personnel Rules.

### 7.3 Regular Full-Time Employees

An employee who has completed probation and is regularly scheduled to work at least thirty (30) hours per week in an established position is normally considered a regular, full-time employee, unless otherwise expressly noted. Such an employee is eligible for health and other benefits at rates as may be determined from time to time by the Agency in its sole discretion.

### 7.4 Regular Part-Time Employees

An employee who has completed probation and is regularly scheduled to work fewer than thirty (30) hours per week in an established position is normally considered a regular, part-time employee, unless otherwise expressly noted. Part-time employees are not eligible for any benefits other than those mandated by law or as otherwise provided in this Manual.

### 7.5 Temporary Employees

A Temporary Employee is one who is hired for an expressly limited duration, or to work on a specific project. The job assignment, work schedule, compensation and duration of the employment will be determined on an individual basis, usually not to exceed six (6) months.



<b>EMPLOYEE MANUAL</b>	
Title: <b>EMPLOYMENT STATUS AND WORK POLICY</b>	
Policy No.: 7.0	Section Nos.: 7.0 – 7.14
Approval Date: March 2024	Effective Date: March 2024
Approved By: Board of Directors	

Temporary Employees are generally not eligible for benefits, except to the extent required by law or established by special agreement.

**7.6 At-Will & Limited Duration Employees**

In order to facilitate longer-term but still limited projects, the Agency has the authority to hire At-Will and Limited Duration Employees. An At-Will and Limited Duration Employee is one who is hired for a project or task that will necessarily exceed the duration allowed as a Temporary Employee. At-Will and Limited Duration Employees will be retained by letter agreement setting forth the project at issue, duties, and indicating a limited-term duration of no longer than two (2) years. At the discretion of the General Manager, and upon good cause demonstrating a need for the employee to continue work, the General Manager may extend the duration of employment for no longer than an additional one (1) year term. Employees are generally not eligible for benefits, except to the extent required by law or established by special agreement. The Agency acknowledges that, given the duration of employment, it may be required to comply with CalPERS contribution requirements.

**7.7 Reinstatement**

“Reinstatement” is the reappointment, with or without limited examination, of an employee who has resigned in good standing. The employee may be reinstated provided there is a vacancy and there is prior written approval of the General Manager.

**7.8 Reclassification**

A reclassification is neither a promotion nor demotion, but usually a result of an Agency restructuring or Class and Compensation Study.

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his or her current salary rate unless the employee’s current salary rate is below the minimum within the new salary range. In that case, the employee will receive the beginning, or lowest, salary in the new range.

Except as otherwise provided by policy or law, if an employee is in a position that is reclassified to a lower salary range, he or she shall retain the same salary, which will then be referred to as a “Y-step” (see section 7.14).

**7.9 Reduction in Personnel / Request of Employee**

Notwithstanding any other provision of these rules, nothing provided herein shall prohibit the Agency from layoffs or reductions in force for administrative, organizational, or economic reasons. Layoff or reduction in force is not disciplinary in nature and is not subject to disciplinary appeal. Where feasible, the Agency will provide thirty (30) working days of notice before the effective day of any regular or temporary reassignment or layoff. Upon the employee’s written request, an employee may be placed in a lower classification with a lower salary if possible.



<b>EMPLOYEE MANUAL</b>	
Title: <b>EMPLOYMENT STATUS AND WORK POLICY</b>	
Policy No.: 7.0	Section Nos.: 7.0 – 7.14
Approval Date: March 2024	Effective Date: March 2024
Approved By: Board of Directors	

**7.10 Acting Out-of-Class Assignment**

With the prior written approval of the General Manager, regular or probationary employees may be temporarily assigned to a higher level of classification where there is an actual or anticipated temporary vacancy of at least thirty (30) consecutive calendar days. The assignment must last for a minimum of thirty (30) consecutive calendar days to a maximum of six (6) consecutive months. The General Manager may approve extending the length of an assignment. Employees appointed to an Out-of-Class Assignment will be compensated by a five percent (5%) increase over their current salary. Benefits levels will remain unchanged for the duration of the Out-of-Class Assignment. Compensation changes will be effective with the first day of the Out-of-Class Assignment.

**7.11 Interim**

An interim assignment differs from acting Out-of-Class Assignments and will be governed by the rules for salary treatment for promotions. The interim designation indicates the Agency’s intent to continue to assess candidates for permanent assignment to the position.

**7.12 Promotion**

“Promotion” is the appointment of an employee to a vacant position in a higher classification. Promotions are not automatic. Promotions are given when available, applied for, or awarded because of demonstrated merit. The award of a promotion is at the sole discretion of the Agency. The Agency reserves the right to recruit and hire outside applicants if it is deemed to be in the Agency’s best interest.

A promoted employee is subject to a six (6) month probationary period during which he or she must demonstrate the ability to perform the duties of the new position. This time may be extended for an additional three (3) months by the General Manager. This time period will extend automatically during the period of any authorized leave. The employee will become regular in the promoted position upon successful completion of the probationary period. Any employee who fails satisfactorily to complete the probationary period following a promotion shall be reinstated to the regular position from which the employee was promoted.

**7.13 Demotion**

Employees may be demoted in the event of a personnel reduction due to lack of work or funds, or an employee's inability to perform his or her required duties, or for disciplinary purposes, at the discretion of the General Manager.

**7.14 Y Step Rated**

The term "Y step rated" or "Y-rated" refers to the Agency paying an employee above the maximum salary range assigned to that position's class. A Y-step rating may be given to



<b>EMPLOYEE MANUAL</b>	
Title: <b>EMPLOYMENT STATUS AND WORK POLICY</b>	
Policy No.: 7.0	Section Nos.: 7.0 – 7.14
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employees by the Agency in the case they are classified downward due to restructure, or for considering an employee's lack of merit.

A Y-step rating is typically assigned to an employee as a result of an Agency reorganization or restructure that reclassifies the employee's current position to a lower pay range (classification) than the employee's current range. In this case, the employee continues its current rate of pay, but would not be eligible for a merit increase until the employee moves to a higher classification (via promotion or future Agency restructure).

In the event an employee voluntarily accepts a position of a lower-level classification (such as when applying for a different job title), the salary of the employee shall be placed within the salary range of that new classification, which may result in a loss of salary. An employee who voluntarily accepts a lower position will not be eligible for the Y-step rate. In certain circumstances, the General Manager may override this and approve a Y-step rate.. Y-rated employees will continue to receive cost of living adjustments.

DRAFT



## BOARD MEMORANDUM

**DATE:** February 27, 2024  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer  
**SUBJECT:** Approve a Revised Employee Manual No. 9.0 – Pay Plan

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### SUMMARY

Management recommends the revision of Employee Manual No. 9.0 – Pay Plan, by adding section 9.8, which will allow for mid-year promotions and a few other minor clarifications throughout the policy.

### DISCUSSION

The addition of section 9.8 will provide opportunities for employees to earn salary promotions based on their own initiative and dedication to professional growth. Mid-year promotions will empower employees to take ownership of their careers and invest in their future success within the Agency.

#### **9.8 Mid-Year Promotion (Career Path Advancement)**

Mid-year promotions will only be considered and implemented during the month of January so long as the promotion meets the criteria established in section 9.7, and (a) the promotion is tied to achievable goals as detailed in the employee's performance evaluation, and (b) is planned and budgeted. An example of a mid-year promotion would be if the employee has achieved a certification and now meets the required education and experience criteria for the next position in their career path and (a) and (b) from above are met, a mid-year promotion may be granted.

Other policy revisions are included in the proposed policy as Attachment 1. Redline struck language would be deleted, whereas red underlined language would be added.

On February 26, 2024, the Finance and Administration Committee considered staff's recommendation to approve the revised Employee Manual Policy No. 9.0 – Pay Plan.

### STRATEGIC NEXUS

The revision of this policy helps support SCV Water's Strategic Plan Goal F – High Performance Team – Grow a culture of continuous improvement that fosters SCV Water's values, specifically Strategy F.2 – "Attract, train and retain quality staff;" and Objective F.2.5 – "Update the SCV Water's Employee Handbook."

## **FINANCIAL CONSIDERATIONS**

None at this time. Funding for mid-year promotions will be included and approved through the Agency's budget process.

## **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve revised Employee Manual No. 9.0 – Pay Plan.

RP/ed

Attachment

M65



<b>EMPLOYEE MANUAL</b>	
Title: <b>PAY PLAN</b>	
Policy No.: 9.0	Section Nos. 9.0 – 9.1 <del>0</del>
Approval Date: <del>April 2021</del> <u>March 2024</u>	Effective Date: <del>April 2021</del> <u>March 2024</u>
Approved By: Board of Directors	

## 9.0 PAY PLAN

The pay plan consists of monthly salary ranges of nine (9) pay steps each. There is a five percent (5%) salary differential between each monthly salary classification. There is a two and one-half percent (2-1/2%) salary differential between each of the nine (9) pay steps in each monthly salary classification. All classifications of employment, except the General Manager, shall be allocated to one (1) of the salary ranges of the pay plan. Temporary employees may be employed at hourly rates within the salary range of their classification.

The General Manager shall approve and grant all appointments and advancements under the pay plan.

### 9.1 Pay Day

Agency employees shall be paid ~~by check~~ every other Friday. The pay period closes at the conclusion of the Friday night shift preceding the payday, except for those employees assigned to a special shift schedule. Deductions from the salary paycheck shall be made for:

- State Income Tax
- Federal Income Tax
- State Disability Insurance
- Medicare Tax (for employees hired after March 31, 1986 and who were not hired while on unemployment)
- Social Security for employees not a member of PERS or not participating in the FICA-Substitute Retirement Plan Deferred Compensation Option
- Flexible Benefits Spending Plan
- Any other deduction required by law
- Voluntary deductions may be made for other programs approved by the Board of Directors or authorized in writing by the employee.

### 9.2 Computation of Pay Rates

The hourly rate of pay shall generally be an even amount determined by multiplying the monthly salary by 12 and dividing the product by 2080. Rates will be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round \$18.845 to \$18.85). The number 2080 represents the normal hours of employment in a year – i.e., 26 pay periods comprising 80 hours each. Individual classifications, such as water treatment plant operators may be calculated differently. Contact Human Resources for more information.

### 9.3 Job Class Descriptions

The Agency has adopted a Job Class Description for each position within the Agency, setting forth the duties and requirements of that position. A copy of the current Job Class Descriptions for the Agency may be obtained from the Human Resources Office.





<b>EMPLOYEE MANUAL</b>	
Title: <b>PAY PLAN</b>	
Policy No.: 9.0	Section Nos. 9.0 – 9.1 <del>0</del>
Approval Date: <del>April 2021</del> <u>March 2024</u>	Effective Date: <del>April 2021</del> <u>March 2024</u>
Approved By: Board of Directors	

#### **9.4 Initial Appointment**

The first step is the minimum rate and shall normally be the hiring rate for the classification.

In certain circumstances, the General Manager may authorize compensation at any step above the minimum salary rate. In general, hiring above the minimum step will be to address recruitment difficulties, to obtain an employee with special qualifications or other such business purposes. To hire someone above the minimum step, the Senior Manager must obtain written approval from the General Manager, in advance of the job and salary offer. The written request must demonstrate how the initial appointment above the minimum salary rate would benefit the Agency.

#### **9.5 Wage Rate Classifications**

The Board has established Wage Rate Classifications for each job class, which classifications establish a range of pay for job classes within the Agency. The Board may revise the Wage Rate Classifications at any time, with or without notice to the employees.

#### **9.6 Anniversary, Performance Review Dates and Salary Step Advancement**

An employee's appointment date is his/her anniversary and review date to determine permanent status. Promotions and other employment activity then may change the initial anniversary date to a new date.

The Agency ~~Personnel~~Employee Manual provides that after each year of service, the employee will receive a written performance evaluation. Based on the evaluation, the employee is eligible for salary step advancement, until the employee reaches the top step of the range.

Notwithstanding their anniversary date, employees will be reviewed in April/May of each year, recommendations for pay increases will be made in June, and merit increases will be effective the first complete pay period of July.

Notwithstanding any probationary period and without an employee completing probation, new employees hired between July 1 and December 31 of the year may be eligible for a two-step merit increase, accompanied by a performance evaluation, on July of the following year. New employees hired between January 1 and June 30 of the year may be considered for a one-step merit increase, accompanied by a performance review, on the first complete pay period of July of the same year. A performance evaluation will be completed for every new employee before the end of the probationary period.

Supervisors will recommend a two, one or no step increase, based upon the performance evaluation, for employees with one or more years of service.

The supervisor shall forward the completed performance evaluation and a recommended pay treatment to the Senior Manager for review and approval. The evaluation then is sent to the Human Resources Office for authorization. After the Human Resources





<b>EMPLOYEE MANUAL</b>	
Title: <b>PAY PLAN</b>	
Policy No.: 9.0	Section Nos. 9.0 – 9.1 <u>10</u>
Approval Date: <del>April 2021</del> <u>March 2024</u>	Effective Date: <del>April 2021</del> <u>March 2024</u>
Approved By: Board of Directors	

Office authorizes the pay treatment, the supervisor will be notified so he/she can share the recommendation with the employee.

### **9.7 Promotion**

A promotion is defined as the movement of an employee from one classification to another classification that is in a higher salary range. If an employee moves to a classification at the same salary range, this is a lateral transfer, not a promotion. An example of a lateral transfer would be the movement of an employee from one Department to another in the same classification. Another example would be the movement of an employee to an equivalent classification, where the title is different, and the salary range is the same.

A promotion is generally to a vacant position and must be approved by the General Manager in advance.

### **9.8 Mid-Year Promotion (Career Path Advancement)**

Mid-year promotions will only be considered and implemented during the month of January so long as the promotion meets the criteria established in section 9.7, and (a) the promotion is tied to achievable goals as detailed in the employee's performance evaluation, and (b) is planned and budgeted. An example of a mid-year promotion would be if the employee has achieved a certification and now meets the required education and experience criteria for the next position in their career path and (a) and (b) from above are met, a mid-year promotion may be granted.

### **9.89 Salary Treatment for Promotions**

When an employee is promoted, the employee will be placed into the salary range at the higher classification, at the first step that is approximately 5% greater (typically two-steps) than the current step or pay rate. Employees promoted between July 1 and December 31 would become eligible and may be considered for a two-step-for-a merit increase, accompanied by and subject to a performance review, ~~on-effective~~ the first complete pay period of July the following year. Employees promoted between January 1 and June 30 may be considered for a one-step merit increase, accompanied by and subject to a performance review, effective the first complete pay period of July of the same year. A performance evaluation will be completed for every promoted employee when he or she successfully passes the probationary period.

### **9.910 Cost of Living Adjustments and General Wage Increases**

Cost of living adjustments (COLA) and general wage increases are granted only at the discretion of the Board of Directors.



<b>EMPLOYEE MANUAL</b>	
Title: <b>PAY PLAN</b>	
Policy No.: 9.0	Section Nos. 9.0 – 9.1 <del>0</del>
Approval Date: <del>April 2021</del> <u>March 2024</u>	Effective Date: <del>April 2021</del> <u>March 2024</u>
Approved By: Board of Directors	

Past practice has been for the Board of Directors to grant a COLA effective the first pay period of each fiscal year. The Agency uses a program of periodic market surveys for general wages increases, with interim cost of living adjustments. The results of the market survey have been effective in July of each year.

At the time that the Board of Directors considers a COLA, staff will provide the Board for its consideration information on the Los Angeles – Riverside – Orange County area Consumer Price Index (CPI) and any other requested information that will assist in the decision making process.

Any general wage increase or COLA adjustment to the salaries, if any, will normally take effect the first complete pay period of the month for which it is granted.

**9.1011 Commercial Driver License – Class A Stipend**

To maintain safe and efficient operations of its heavy vehicles, the Agency needs certain field staff to hold Commercial A (Class A) Commercial Driver Licenses (CDL) in order to legally operate heavy vehicles. This type of license places a certain amount of personal burden and responsibility on the license holder, which should be recognized, and as such, fairly compensated.

The California Department of Motor Vehicles (CA DMV) defines a Class A type of driver’s license as one that allows the legal operation of “any legal combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more, provided the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds.”

Subject to the approval of an employee’s Senior Manager, employees that hold a valid CA DMV Class A license used in the course of their employment with the Agency shall be reimbursed for the actual CA DMV license fees and required medical exams, and receive a payroll stipend of \$80 per pay period. The number of employees eligible for the Class A stipend is limited to twenty-five (25). Adjustments to this stipend are not included in any COLA unless specifically authorized by the Board of Directors.



## BOARD MEMORANDUM

**DATE:** February 27, 2024  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer  
**SUBJECT:** Approve a Revised Employee Manual Policy No. 12.0 – Shift Work Policy

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### SUMMARY

Management recommends revising the current Employee Manual Policy No. 12.0 – Shift Work Policy to include a section on a 4/10 schedule for eligible positions.

### DISCUSSION

Most Agency staff work a 9/80 schedule which consists of working 80 hours over 9 days, with a rotating dark Friday. In September 2021, the Agency adopted a Flexible Workplace Program (FWP), which allowed certain positions the flexibility to work their 9/80 schedule remotely, a couple of days per week. Due to their roles, however, employees in certain departments cannot work remotely. These include most positions from the Operations Department and Customer Service Department.

During the Strategic Plan SWOT (strengths, weakness, opportunity, threats) meetings that the consultant had with employees, as well as from comments from the internal staff communications survey, there were several Agency employees who suggested that the Agency consider a 4/10 schedule for those employees who are unable to use the Flexible Workplace Program. In order to keep high employee morale and fair offerings to all employees, management considered additional workplace options, the most feasible being the opportunity to work a 4/10 schedule for eligible positions.

A 4/10 work schedule refers to working four days a week with each day consisting of 10 hours, rather than the Agency's current 9/80 shift. Eligible positions would work Monday through Thursday and be off every Friday, or Tuesday through Friday and off every Monday. This results in up to an additional 26 days off per year for those eligible positions. The precise weekdays for a 4/10 schedule will be determined by the Department Manager and may change as the Department needs change.

The 4/10 work schedule for eligible positions will have several potential benefits:

- **Extended Weekends:** One of the main advantages is having a three-day weekend every week. This can provide employees with more leisure time, reducing burnout and allowing for better work-life balance.
- **Reduced Commute:** Working fewer days means fewer commutes, which can save time and money. This can contribute to a decrease in stress associated with daily commuting.

- **Increased Productivity:** Some employees find that they are more productive during longer workdays as they have more extended periods of uninterrupted time to focus on tasks. This can lead to increased efficiency and concentration.
- **Employee Satisfaction:** Offering flexible work schedules, such as a 4/10 arrangement, can boost employee morale and job satisfaction. It provides employees with more control over their work hours, contributing to a positive work environment.
- **Recruitment and Retention:** Companies that offer alternative work schedules may find it easier to attract and retain talent. A 4/10 schedule can be an attractive perk for potential employees seeking a better work-life balance.

As a standard practice, staff also conducted a survey (Attachment 1) with its benchmark agencies and other sister entities to gauge shift work options offered to their employees. Most entities operate on a 9/80 schedule for office-related roles but allow field workers to work a 4/10 schedule and operators a 12-hour shift. The consensus was that when it comes to field work, a longer work shift allowed for further completion of projects in a day's work, rather than stopping a job and continuing the next day. Most entities that offer the 4/10 shift invariably have a rotating A team and B team to cover the ongoing workload. The Agency's Operations and Customer Service Departments do not have the number of staff needed to work a rotating schedule, but it will work for the Facilities Department.

Eligible positions in the Operations and Customer Service Departments will work the 4/10 schedule of Monday through Thursday and off every Friday. There will be some financial impact for on-call and standby staff to cover the additional Friday off. The impact is estimated to be approximately \$60,000, up to \$160,000 if crews need to be called in to repair mainline leaks/breaks.

The Customer Service lobby at Rockefeller will be closed every Friday but will extend the lobby hours to 6:00pm (currently 5:30pm) Monday through Thursday, adding an extra four (4) hours per week to offset the Friday closure. On average, there are approximately 11 customers who visit the Rockefeller lobby every other Friday and approximately 140 inbound phone calls are received. As with the current dark Friday, the Agency's answering service will answer the Friday calls and route to the appropriate on-call staff.

If the 4/10 schedule is approved, staff will begin working with the Agency's Communications Department to develop an outreach campaign notifying customers of the new lobby hours. This policy and shift work option would become effective at the beginning of the new fiscal year in July 2024.

Staff has worked with Agency legal counsel to develop section 12.2 of the Agency's Shift Work Policy (Attachment 2) to add the option of a 4/10 schedule as follows:

### **12.2 4/10 Schedules**

Additionally, due to the nature of their roles and in lieu of participation in the Agency's Flexible Workplace Program, certain positions in Departments such as Operations and Customer Care (see Human Resource office for position eligibility list) may be placed on a 4/10 shift work schedule. A 4/10 schedule is a schedule in which an employee works ten (10) hours per day for four (4) consecutive days each workweek. Certain Departments may work a rotating schedule to ensure adequate work coverage. For example, work schedules for various employees may be set as Monday through Thursday, while other employees may have work schedules from Tuesday through Friday.

The precise weekdays for a 4/10 schedule will be determined by the Department Manager and may change as the Department needs change. Additionally, the Department Manager, with the approval of the General Manager, has the right to change the schedule of an employee from 4/10 to 9/80 or some other schedule as required to meet the needs of the Department. To the extent that schedule changes are required by Agency operations, reasonable notice of the change will be provided to any impacted employees before the change is implemented.

For those employees on a 4/10 schedule who work a Monday through Thursday schedule, if an Agency holiday falls on a Friday, Thursday will be treated as the employee's holiday day off. For those employees on a 4/10 schedule who work a Tuesday through Friday schedule, if an Agency holiday falls on a Monday, Tuesday will be treated as the employee's holiday day off.

Other policy revisions are included in the proposed policy as Attachment 1. Redline struck language would be deleted, whereas red underlined language would be added.

On February 26, 2024, the Finance and Administration Committee considered staff's recommendation to approve the revised Employee Manual Policy No. 12.0 – Shift Work Policy.

### **STRATEGIC PLAN NEXUS**

The revision of this policy helps to support SCV Water's Strategic Plan Goal F: "High Performance Team – Grow a culture of continuous improvement that fosters SCV Water's values;" Strategy F.2 – "Attract, train, and retain quality staff," as well as Objective F.2.5 – "Update the SCV Water's Employee Handbook."

### **FINANCIAL CONSIDERATIONS**

It is estimated that the financial impact of implementing a 4/10 shift work schedule for eligible employees as defined in the position eligibility list will range from \$60,000 for on-call and standby staff and up to \$160,000 if employees need to be called in to fix a leak or make other facility repairs. This impact will be included in the revised FY 2024/25 Budget.

### **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve the revised Employee Manual Policy No. 12.0 – Shift Work Policy.

RP

Attachments

M65

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Work Shift Schedule - Benchmark Agencies Survey 2023

ATTACHMENT 1

Benchmark Agency	3/12 Schedule	4/10 Schedule	8/40 Schedule	9/80 Schedule	5/40 Schedule	Flex / Remote schedule	Approx # of Emp	Comments
Burbank Water and Power	X	X*		X		X	1500	<b>Normal hours:</b> 9/80 majority of sched (remote only at dept discretion); *4/10 in negotiations for field; 3/12 ops <b>Normal hours:</b> 9 hours and 8 hours 9/80: Office Staff 8/40: Office Staff (office staff can choose between 9/80 or 8-5 schedule) 9/80: Field Staff 3/12: Operators
Calleguas Municipal Water District	X		X	X				
Cucamonga Valley Water District	X	X		X			129	<b>Normal hours:</b> 10 hours 4/10 (Mon-Thurs.): Operations 9/80 office staff; NO remote work 3/12- rotating shifts: Operator Staff
Eastern Municipal Water District		X		X		X	640	<b>Normal hours:</b> 10 hours and 9 hours 4/10: Plant Staff 9/80: Office Staff Remote work available; 3 days in office.
Glendale Water and Power	X			X	X	X	2000	<b>Normal hours:</b> 5/40 hourly; 9/80 salaried; 3/12 DWP crews. No 4/10. Hybrid remote work.
Irvine Ranch Water District	X	X		X			383	<b>Normal hours:</b> Majority of staff is 9 hours and 10 hours. 9/80: Office Staff 4/10: All Field Staff M-Th or T-F 3/12 Shifts: Recycling Department
Las Virgenes Municipal Water District		X*		X		X	120	<b>Normal hours:</b> 9 hours 9/80 scheduled used for all office and field staff with staggered A/B team for Fridays. Office staff up to 2 remote days/week, per dept discretion. *4/10 schedule in negotiations to retain employees.
Los Angeles Department of Water & Power		X		X	X			<b>Normal hours:</b> 5/40; 9/80; 4/10 ~Early start options to help with commute

## Work Shift Schedule - Benchmark Agencies Survey 2023

Benchmark Agency	3/12 Schedule	4/10 Schedule	8/40 Schedule	9/80 Schedule	5/40 Schedule	Flex / Remote schedule	Approx # of Emp	Comments
Metropolitan Water District of SoCal		X		X	X			<b>Normal hours:</b> Did Not Hear Back 5/40; 9/80; 4/10 ~Holidays compensated at the actual number of regular hours scheduled
Torrance Municipal Water		X		X	X			<b>Normal hours:</b> Did Not Hear Back 5/40; 9/80; 4/10 ~Holidays compensated at the actual number of regular hours scheduled

### OTHER ENTITIES

City of Santa Clarita				X				<b>Normal hours:</b> 9/80 staggered A/B team. NO 4/10; NO remote work
Palmdale Water & Power		X				X	90	<b>Normal hours:</b> All 4/10 for 8+ years. No 9/80. Office staff have option to split 10 hours between 2 non-consecutive days. Tested office/CS hours over 3 years with no impact to customers. Labs and inspectors stagger M-Th and T-F.



## ATTACHMENT 2



EMPLOYEE MANUAL	
Title: <b>SHIFT WORK POLICY</b>	
Policy No.: 12.0	Section Nos.: 12.0 – 12. <del>45</del>
Approval Date: <del>January 2018</del> <u>March 19, 2024</u>	Effective Date: <del>January 2018</del> <u>July 1, 2024</u>
Approved By: Board of Directors	

### 12.0 SHIFT WORK POLICY

Employees may be assigned Shift Work to ensure coverage on critical Agency operations. Employees assigned Shift Work may be required to work Regular Schedules, 9/80 Schedules, 4/10 Schedules or Treatment Plant Schedules, as discussed below. Employees assigned Shift Work may also be required to work on a rotating assignment of shifts, including shifts with evening hours. No sleeping is permitted during Shift Work.

#### 12.1 Regular and 9/80 Schedules

In addition to a customary 5/40 schedule (five workdays constituting forty work hours), an employee on Shift Work may be placed on a 9/80 schedule (nine workdays constituting eighty work hours). A 9/80 schedule is a schedule in which four days per week an employee works nine (9) hours and on the fifth day (the “flex day”) that employee either works an eight (8) hour shift, which is split between workweeks (four hours in each workweek) or have the day off. The Fair Labor Standards Act (FLSA) workweek need not coincide with the calendar week nor will it necessarily align with Agency pay periods. The FLSA workweek may begin on any day and at any hour. During a 9/80 schedule, the FLSA workweek begins midway through the employee’s “flex day.” The result is forty (40) hours worked in each FLSA workweek while eighty (80) hours of work is compressed into nine (9) working days. However, the duration of any Shift Work shift may change as necessary for Agency operations.

For those employees on the 9/80 schedule, if the employees normal “Friday off” falls on an Agency holiday, Thursday will be treated as the “Friday off” and Agency facilities will be closed to the public, except for Laboratory activities.

#### 12.2 4/10 Schedules

Additionally, due to the nature of their roles and in lieu of participation in the Agency’s Flexible Workplace Program, certain positions in Departments such as Operations and Customer Care (see Human Resource office for position eligibility list) may be placed on a 4/10 shift work schedule. A 4/10 schedule is a schedule in which an employee works ten (10) hours per day for four (4) consecutive days each workweek. Certain Departments may work a rotating schedule to ensure adequate work coverage. For example, work schedules for various employees may be set as Monday through Thursday, while other employees may have work schedules from Tuesday through Friday. The precise weekdays for a 4/10 schedule will be determined by the Department Manager and may change as the Department needs change. Additionally, the Department Manager, with the approval of the General Manager, has the right to change the schedule of an employee from 4/10 to 9/80 or some other schedule as required to meet the needs of the Department. To the extent that schedule changes are required by Agency operations, reasonable notice of the change will be provided to any impacted employees before the change is implemented.

For those employees on a 4/10 schedule who work a Monday through Thursday schedule, if an Agency holiday falls on a Friday, Thursday will be treated as the employee’s



<b>EMPLOYEE MANUAL</b>	
Title: <b>SHIFT WORK POLICY</b>	
Policy No.: 12.0	Section Nos.: 12.0 – 12. <del>4</del> <b>5</b>
Approval Date: <del>January 2018</del> <b>March 19, 2024</b>	Effective Date: <del>January 2018</del> <b>July 1, 2024</b>
Approved By: Board of Directors	

holiday day off. For those employees on a 4/10 schedule who work a Tuesday through Friday schedule, if an Agency holiday falls on a Monday, Tuesday will be treated as the employee's holiday day off.

**12.23 Treatment Plant Schedules**

Employees assigned to Shift Work operating Treatment Plants will typically work alternating weeks. These employees will work twelve (12) hour shifts each day for seven (7) consecutive days and will be off duty for the following seven (7) consecutive days. While Treatment Plant Operators assigned to Shift Work do not receive time off for holidays, they are paid twelve (12) hours of holiday pay if they are assigned to work during a holiday and eight (8) hours of holiday pay if not assigned.

In all cases, non-exempt Agency employees on Shift Work are paid overtime consistent with the FLSA requirements.

**12.34 Shift Differential – Treatment Plant Operator**

A 5% shift differential is applied to the rate for employees performing the duties of Senior Treatment Plant Operator and Treatment Plant Operator assigned to shift work will be applied to straight time and overtime hours. If the Agency changes its shift work practice, the shift differential will be reviewed at that time.

**12.45 Shift Differential – Field Employees and Inspectors**

Periodically, the Operations field crew, inspectors or designated field employees may be scheduled to work the night shift. An employee working the night shift is entitled to lunch and breaks the same as for daytime work within their shift. Scheduled night shift hours will be worked in lieu of working the following day. An employee scheduled to work a night shift will receive an hourly shift differential pay of 10% added to the employee's regular pay rate; this shift differential pay is not applied to overtime rate.

**REVISED EMPLOYEE  
MANUAL POLICY NO. 12 –  
SHIFT WORK POLICY**

**Board of Directors Meeting  
March 19, 2024**



# CURRENT AGENCY STAFF WORK SCHEDULE

8/40 – Laboratory

7 days on/7 days off (12 hours shifts) – Treatment Plant Operators

9/80 – All Regular Fulltime Employees

- Flexible Workplace Program – Eligible Employees

# STRATEGIC PLAN (SWOT) & EMPLOYEE COMMUNICATIONS SURVEY

Proposed a 4/10 schedule for those not eligible for the FWP



Suggested shift for eligible positions:

Monday through Thursday and off every Friday

# WHAT IS 4/10 WORK SCHEDULE?





# BENEFITS OF THE 4/10 WORK SCHEDULE



**Extended  
Weekends**



**Reduced  
Commute**



**Increased  
Productivity**

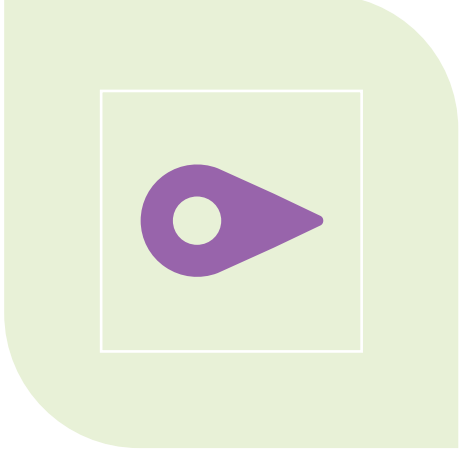
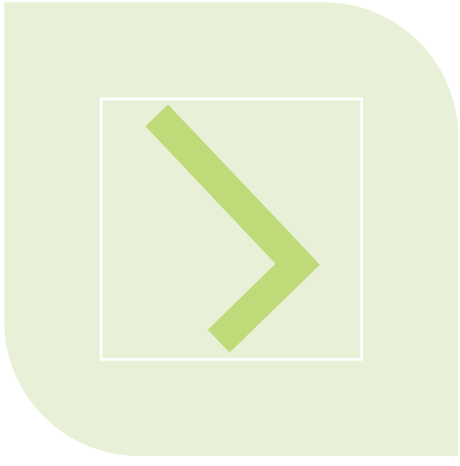


**Employee  
Satisfaction**



**Recruitment  
and  
Retention**

# **SURVEY (ATTACHMENT 1)**



**SURVEYED BENCHMARK AGENCIES      9 OF THE 12 AGENCIES  
SURVEYED OFFER A  
4/10 SCHEDULE**



# FINANCIAL IMPACT



Eligible positions in the Operations and Customer Service Departments will work the 4/10 schedule of Monday through Thursday and off every Friday.



Financial impact for on-call and standby staff to cover the additional Friday off.



The impact is estimated to be approximately \$60,000, up to \$160,000 if crews need to be called in to repair mainline leaks/breaks.

# **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve the revised Employee Manual Policy No. 12 – Shift Work Policy.


# QUESTIONS



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## BOARD MEMORANDUM

**DATE:** February 27, 2024  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson   
Chief Financial and Administrative Officer  
**SUBJECT:** Approve Various Employee Manual Policy Changes

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### SUMMARY

Staff periodically reviews Agency employee manual policies as employment laws and regulations change, and to reflect organizational changes. It is best practice to update policies to ensure that they accurately reflect current practices, which helps maintain consistency and clarity for employees.

### DISCUSSION

New legislation was passed to be effective in January 2024 and as a result the SCV Water Employee Manual (EM) needs to be updated to remain in compliance. Policy numbers 5, 6, 10 and 20 will have the following changes:

#### Legislative Changes

##### Policy No. 5 – Drug Free Workplace (AB 2188) (Attachment 1)

*EM Policy No. 5.4.3* – AB 2188 expands the protections by making it unlawful for an employer to discriminate against an individual while hiring, firing, setting a condition of employment, or penalizing employees at work due to the individual's use of cannabis off the job, or when an employer-required drug test finds non-psychoactive cannabis in the individual's system.

##### Policy No. 20 – Leave (non-vacation) (SB 616 and SB 848) (Attachment 2)

*EM Policy No. 20.2* – SB 616 amends California's paid sick leave law to expand mandatory paid sick leave from three days or twenty-four hours to five days or forty hours.

*EM Policy No. 20.4* – SB 848 will require employers with five or more employees to grant eligible employees up to five days of leave following a reproductive loss, including failed adoption, surrogacy, or assisted reproduction. The leave is unpaid, although the employee may choose to use other compensated time off, such as vacation or sick leave.

## **General Policy Updates**

### **Policy No. 6 – Recruitment and Hiring (Attachment 3)**

*EM Policy No. 6.10* – Government Code Section 3100 establishes the framework for the role and responsibilities of disaster service workers in California during times of emergency or disaster, outlining their powers, duties, and entitlements. This policy revision more clearly defines the roles and responsibilities of a disaster service worker.

### **Policy No. 10 – Overtime (Attachment 4)**

*EM Policy No. 10.3* – In December 2023, the Board approved EM Policy No. 10.0, which added a section (10.3) to the policy that allows non-exempt employees to earn compensatory time off (CTO) in lieu of overtime/double time pay. After implementation of this policy in January 2024, a couple of changes needed to be made to adjust for the practical application of the policy.

The Agency's legal counsel has reviewed the recommended changes.

On February 26, 2024, the Finance and Administration Committee considered staff's recommendation to approve various Employee Manual policy changes.

## **STRATEGIC PLAN NEXUS**

The revision of these policies helps to support SCV Water's Strategic Plan Goal F: "High Performance Team – Grow a culture of continuous improvement that fosters SCV Water's values;" Strategy F.2 – "Attract, train, and retain quality staff," as well as Objective F.2.5 – "Update the SCV Water's Employee Handbook."

## **FINANCIAL CONSIDERATIONS**

None.

## **RECOMMENDATION**

The Finance and Administration Committee recommends the Board of Directors approve changes in the sections of the attached Employee Manual Policy numbers 5.0, 6.0, 10.0 and 20.0.

RP

Attachments

M65



<b>EMPLOYEE MANUAL</b>	
Title: <b>DRUG-FREE WORKPLACE POLICY</b>	
Policy No.: 5.0	Section Nos. : 5.0 – 5.9
Approval Date: <del>January 2018</del> <u>March 2024</u>	Effective Date: January <del>2018</del> <u>2024</u>
Approved By: Board of Directors	

**5.0 DRUG-FREE WORKPLACE POLICY**

It is the policy of The Agency to create a drug free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. Being under the influence or impaired by ~~The use of~~ alcohol, marijuana, and/or controlled substances in the workplace is inconsistent with the behavior expected of Agency employees and subjects all employees, residents and visitors to unacceptable safety risks, and undermines the Agency's ability to operate effectively and efficiently.

The Agency has established this Substance Abuse Policy to provide the greatest degree of protection possible to the public and to Agency employees. The purpose of this policy is to ensure worker fitness for duty and protect our employees and the public from risks posed by the use of alcohol and controlled substances, to ensure the safe and efficient performance of employee duties, to reduce absenteeism and tardiness, to promote productivity, and to cooperate with the rehabilitation of those employees who seek such help. The Agency recognizes that drug, alcohol and other controlled substance abuse of employees in the workplace is a serious and growing problem of nationwide proportions. The Agency is taking this opportunity to reaffirm its commitment to a drug and alcohol-free workplace.

This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Department of Transportation Omnibus Transportation Act of 1991 mandates pre-employment, random, reasonable suspicion, post-accident, and follow-up/return to duty alcohol and drug testing of employees performing safety-sensitive functions. A copy of the Department of Transportation Guidelines is available in the Agency office.

**5.1 Applicability**

As a condition of employment, all employees are required to comply with all applicable personnel policies and rules.

1. This substance abuse policy applies to all Agency employees.
2. This policy applies at all times while Agency employees are on Santa Clarita Valley Water Agency premises, or off-Agency premises but engaged in an activity that is related to or may affect the Agency's business, reputation or public relations, including, but not limited to, the following: activities during work hours, including lunch and other breaks; attendance at seminars as a participant or speaker; and travel on behalf of the Agency. This policy applies to any Agency employee on stand-by duty during the entire period that employee is on stand-by duty.
3. This policy applies to Agency employees while off-duty and off-premises, to the extent that such employees engage in conduct prohibited by this policy and such conduct tends to create a risk to persons or property, or to Agency efficiency upon the employee's return to work.





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4. A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial driver's license, or any position involving the transport of hazardous materials and requiring a hazardous materials endorsement on their driver's license. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety sensitive functions.

## **5.2 Prohibited Substances**

As used in this policy, "prohibited substances" include, but are not limited to, the following:

### **5.2.1 Drugs**

Recreational ~~and medical marijuana (regardless of legal status in California),~~ legal, and legally prescribed drugs to the extent they are abused, amphetamines, cocaine, opioids, and phencyclidine.

### **5.2.2 Alcohol**

The use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated below while actually performing, ready to perform, or immediately available to perform any Agency business, is prohibited. "Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

## **5.3 Prohibited Conduct**

### **5.3.1 Possession, Use, Manufacture and Trafficking**

No employee shall engage in the unlawful manufacture, distribution, dispensing, possession, receipt, sale, purchase or use of a ~~controlled~~ prohibited substances ~~or alcohol~~ on Agency premises, in Agency vehicles, or while conducting Agency business off the premises.

### **5.3.2 Drug Paraphernalia**

No employee shall engage in the possession, distribution, sale, manufacture or use of paraphernalia normally used for consumption or use of ~~controlled prohibited~~ substances ~~or alcohol~~ on Agency premises, in Agency vehicles, or while conducting Agency business off the premises.

### **5.3.3 Impairment**





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All employees are prohibited from being under the influence of alcohol, marijuana, ~~\_(regardless of whether prescribed or legally obtained),~~ or other prohibited substances during working hours. Any person other than the person for whom they are prescribed is prohibited from using such prescription drugs in the workplace. Such drugs will be used only in the manner, combination and quantity prescribed, and the employee shall advise their supervisor prior to operating machinery, vehicles or equipment that they are taking such medication. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or otherwise not fit for duty due to substance abuse shall be removed from their duties and be required to undergo a reasonable suspicion-controlled substance or alcohol test, as hereinafter provided. Employees should be advised that the Agency has zero tolerance for any positive test indicating prior use of controlled substances, or a positive test for the presence of the psychoactive chemical compounds of including marijuana. A positive test for controlled substances shall be grounds for termination, regardless of the level of impairment.

#### **5.3.4 Alcohol**

No employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol or when his or her breath alcohol concentration is 0.04% or greater. No employee shall use alcohol while on duty or while performing safety sensitive functions. No safety sensitive employee shall use alcohol within four hours of reporting either for duty or during hours that he/she is on standby. Violation of this provision is prohibited and will subject the employee to removal from safety sensitive duty and referral to a Substance Abuse Professional ("SAP").

### **5.4 Testing for Prohibited Substances**

#### **5.4.1 Testing Procedures**

Analytical urine-controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation Guidelines. All employees shall be subject to testing prior to employment (drug testing only), based on reasonable suspicion, and following an accident, consistent with the Department of Transportation Guidelines. All employees will also be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests as determined by a SAP. Safety-sensitive employees who perform safety-sensitive functions shall also be subject to testing on a randomly selected, unannounced basis, in addition to the testing outlined above.



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Testing shall be conducted in a manner designed to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which meet all applicable standards. All testing will be conducted consistent with established procedures, including those in the Department of Transportation ("DOT") guidelines.

The ~~controlled~~ prohibited substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). The Agency may add additional controlled substances for testing consistent with DOT guidelines as they may change from time to time. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory gas chromatography/mass spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for marijuana will be consistent with state law and will include impairment testing and alternative drug tests which use methods that test psychoactive components of marijuana and not for the non-psychoactive cannabis metabolites.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). If the initial test for safety-sensitive employees indicates an alcohol concentration of 0.02% or greater, a confirmation test will be performed to confirm the results of the initial test. An employee who has a confirmed alcohol concentration of 0.02%, but less than 0.04%, will be removed from his or her position for at least twenty-four hours unless a re-test results in an alcohol concentration of 0.02% or less. However, unless the alcohol concentration is 0.04% or greater, the fact that an employee was removed from duty in the interests of safety shall not form the basis for any discipline. An alcohol concentration of 0.04% or greater will be considered a positive alcohol test and in violation of this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his or her position, informed of education and rehabilitation programs available, and evaluated by a SAP. The Agency will make every effort to, and affirms the need to, provide individual employees with dignity, privacy, and confidentiality throughout the testing process.

#### **5.4.2 Pre-employment Screening**

The Agency does not test for or discriminate based on off-duty use of cannabis. The Agency is currently not requiring testing an employment candidate to determine the presence or use of non-psychoactive cannabis metabolites. In addition, the Agency will not be requesting information from an employment



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applicant relating to the applicant's prior use of cannabis. Use of an applicant's or employee's criminal history related to prior cannabis use is prohibited in hiring, separation, or any term or condition of employment.

### **5.4.3 Reasonable Suspicion Testing**

All employees shall be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made based on documented, objective facts and circumstances, which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- a. Adequate documentation of unsatisfactory work performance or on the job behavior.
- b. Physical signs and symptoms consistent with prohibited substance abuse.
- c. The occurrence of a serious or potentially serious accident caused by human error.
- d. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and abuse and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to prohibited substance abuse or misuse.

### **5.4.4 Post-accident testing**

All employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with an Agency vehicle or with Agency equipment that results in serious bodily injury requiring transportation to a medical treatment facility, death, or when one or more vehicles incurs disabling damage that requires towing from the site and there is reasonable suspicion that drug and/or alcohol use contributed to the accident. Employees will also be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident involving damage to Agency property estimated at greater than \$10,000.00, or constituting a threat to the public safety and health and there is reasonable suspicion that drug and/or alcohol use contributed to the accident.



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Following an accident where reasonable suspicion has been determined to exist, the employee will be tested as soon as possible, but not to exceed eight hours after the accident for alcohol testing, and 32 hours after the accident for ~~controlled~~prohibited substances testing. An employee involved in an accident shall not consume alcohol until they have undergone testing for alcohol. Any employee who leaves the scene of the accident without the appropriate authorization without submitting to ~~controlled~~prohibited substance or alcohol testing will be considered to have refused the test and subject to disciplinary action, up to and including termination. Post-accident testing will include not only the affecting employee, but also any other employees whose performance could have contributed to the accident.

#### **5.4.5 Random Testing**

Those employees working in safety-sensitive classifications will be subject to randomly selected, unannounced testing, in accordance with Department of Transportation standards for safety-sensitive employees. The random selection will be performed using a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety sensitive employee has ceased performing his or her duty.

#### **5.4.6 Return-to-Duty Testing**

All employees who previously tested positive ~~on~~for a ~~controlled~~prohibited substance or alcohol test must test negative and be evaluated and released for duty by the SAP before being allowed to return to their jobs. Employees will be required to undergo unannounced follow-up-controlled substance and/or alcohol breath testing following return to duty, as determined by the SAP. The duration of the period during which the employee is subject to such testing, and the frequency of such testing, will be as determined by the SAP. However, it shall not be less than six tests during the first 12 months following return to duty, nor longer than 60 months total, following return to duty.

#### **5.4.7 Employee Requested Testing**

Any employee who questions the result of a controlled substance abuse test may request that an additional test be conducted. The additional test may be conducted at the same laboratory or at a different certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee, unless the second test invalidates the original test, in which event, the Agency will pay



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the cost of testing. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines.

The employee's request for a re-test must be made to the doctor responsible for analyzing the original laboratory results within 72 hours of receiving notice of the initial test result. Requests after 72 hours will be accommodated only where the employee can establish that the delay was due to circumstances beyond the control of the employee.

### **5.5 Employee Assessment**

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum threshold set forth in this policy, will be assessed by a Substance Abuse Professional (SAP). An SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge and clinically experienced in the diagnosis and treatment of alcohol and substance abuse related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

Employees will be given only one chance for rehabilitation under this policy. The affected employee will be immediately terminated on the occurrence of a second verified positive test result.

### **5.6 Compliance with Testing Requirements**

All employees are subject to ~~controlled~~prohibited substance testing and breath alcohol testing in accordance with this policy. Any employee who refuses to comply with a request for testing, who provides false information in connection with the test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid, medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Failure to comply with testing requirements or failure to comply with a referral to a SAP will result in immediate termination.





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## **5.7 Employee Assistance Program**

The Agency encourages any employee who may have a substance abuse problem to seek confidential counseling and assistance of a qualified program or professional, or through the Agency's Employee Assistance Program. The Agency intends to support those employees who voluntarily seek such assistance, but also intends to promptly and firmly identify and discipline those employees who engage in substance abuse, which has a negative effect on job performance. An employee with a ~~controlled~~prohibited substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

### **5.7.1. Positive ~~controlled~~prohibited substance and/or alcohol test**

A rehabilitation program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be immediately terminated on the occurrence of a second verified positive test result. The employee will pay program costs and subsequent controlled substance and/or alcohol-testing costs. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and/or complete a prescribed program will result in termination from employment.

Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

### **5.7.2 Voluntary admittance**

Employees who feel they have a problem with ~~controlled~~prohibited substances, ~~including –and/or– alcohol,~~ may request voluntary admission to a rehabilitation program as long as the problem has not affected their job performance. An employee who tests positive for a ~~controlled substance and/or alcohol~~prohibited substance, including alcohol, before requesting voluntary admittance to a rehabilitation program will be disciplined in accordance with the applicable provisions of this policy. The Agency will approve entry into a voluntary program at the sole discretion of the General Manager. The employee will pay program costs and subsequent controlled substance and/or alcohol-testing costs. An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on a return-to-test or on the unannounced follow-up test within a 36-month period will result in



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termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

### **5.8 Notifying the Agency of Criminal Conviction**

Any employee convicted of a crime involving the manufacture, distribution, possession, or use of a ~~controlled~~**prohibited** substance or convicted of driving under the influence of alcohol or drugs, shall notify the Agency of such conviction not later than five (5) days after such conviction. A plea of no contest shall constitute a conviction for purposes of this rule, and for purposes of imposing discipline under Agency rules and regulations governing employee conduct. Upon conviction of a crime involving alcohol or drugs as specified above, the employee shall be referred to a SAP for rehabilitation assessment. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree and sign a Return-To-Duty Agreement, pass a return-to-duty ~~controlled~~**prohibited** substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of 36 months. The cost of any rehabilitation and subsequent ~~controlled~~**prohibited** substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation, and floating holidays, if any, to participate in a prescribed rehabilitation program.

### **5.9 Alcohol at Agency Sponsored Events**

At Agency sponsored social events where alcohol is present, ~~at of~~ age employees may consume moderate and responsible amounts of alcohol at their own risk. Any employee misconduct as a result of the consumption of alcohol is subject to disciplinary action. All employees are responsible for maintaining professional and courteous conduct standards consistent with Agency policy regardless of any consumption of alcohol.

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## ATTACHMENT 2



EMPLOYEE MANUAL	
Title: <b>LEAVE (NON-VACATION)</b>	
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### 20.0 LEAVE (NON-VACATION)

#### 20.1 Sick Leave

Paid sick leave is granted as a benefit to full-time employees to be used for illness or injury. Sick leave is not considered vacation and abuse of sick leave will not be tolerated. Sick leave pay is issued from the employee’s bank of accrued sick leave hours.

Permitted Uses of Sick Leave. Sick leave may be applied to the following:

(1) the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee’s family member; or (2) to attend legal proceedings, or to obtain medical treatment, counseling or other victims’ services for domestic violence, sexual assault, or stalking.

A “family member” for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling. Additionally, paid sick leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

Method of Accrual: Commencing upon employment, full-time employees who are regularly scheduled to work forty (40) hours per shall accrue 3.70 hours of sick leave with pay for each biweekly pay period (equivalent to twelve (12) working days per year or ninety-six (96) hours total). Employees working at least thirty-two (32) but fewer than forty (40) hours per week shall accrue sick leave on a prorated basis. Employees working less than sixty-four (64) hours in any pay period (or on average less than thirty-two (32) hours a week) shall also accrue sick leave on a prorated basis. An employee on leave of absence without pay shall earn no sick leave credit.

Non-Discretionary Sick Leave Pay Out/ Bonus. In the event that an employee has a sick leave accrual of more than four hundred and eighty (480) hours of sick leave in any calendar year, the Agency will pay the employee fifty percent (50%) of the value of any unused sick leave in excess of four hundred and eighty (480) hours as a cash bonus. This bonus shall be based on leave balances on December 31 of a year and is typically paid within three (3) months of that date. The employee’s sick leave balance will thereafter be reduced to four hundred and eighty (480) hours of sick leave following the payout at the beginning of the new calendar year.



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Requests for Sick Leave. If the need for paid sick leave is foreseeable (e.g., scheduled routine medical appointments), employees must provide reasonable advance notice. If the leave is not foreseeable, employees must provide notice of the leave as soon as practicable. When requesting sick leave, employees should not disclose any private medical information or any other confidential personal information.

Employees with a sick leave accrual of less-than four hundred and eighty (480) hours may also elect to receive a non-discretionary payout bonus of a maximum of 96 hours of unused sick leave earned during the calendar year so long as (1) the employee maintains a minimum amount of sick leave to cover the employee’s salary until long-term disability insurance programs provide coverage and (2) if the employee irrevocably elects, in writing, to do so in the year prior. This bonus shall be paid at a rate of fifty percent of the value of the sick leave. This bonus shall be based on leave balances on December 31 of a year and is typically paid within three (3) months of that date. The employee’s sick leave balance will thereafter be reduced by the number of hours of sick leave paid out at the beginning of the new calendar year.

## **20.2 Minimum Paid Sick Leave for Part Time Employees**

Eligibility. Any employee not otherwise provided paid leave sufficient to cover at least ~~twenty-four (24)~~ forty (40) hours of absence on an annual basis for the reasons set forth in this policy (e.g., sick leave or paid time off) shall be eligible for this Minimum Paid Sick Leave. An employee who, on or after ~~July 1, 2015~~ January 1, 2024, works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave. This policy is intended to comply with the requirements of ~~the SB 616 which amends the~~ Healthy Workplaces, Healthy Families Act of 2014 at Labor Code Section 246(e)(2) and should be interpreted consistently.

Annual Grant of 40 24-hours of Minimum Paid Sick Leave. Employees who are eligible as of ~~January 1, 2024~~ July 1, 2015, will be granted ~~twenty-four (24)~~ forty (40) hours Minimum Paid Sick Leave on ~~July 1, 2015~~ January 1, 2024, for use during the remainder of that calendar year. Employees who are hired after ~~July 1, 2015~~ January 1, 2024, shall be granted ~~twenty-four (24)~~ forty (40) hours Minimum Paid Sick Leave upon hire for use during the calendar year of their hire. Every year thereafter, on January 1st, each covered employee shall receive an annual grant of ~~twenty-four (24)~~ forty (40) hours of Minimum Paid Sick Leave for use during that calendar year. This annual grant does not roll over to the next calendar year and



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is not paid out upon termination of employment. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee's regular pay stubs.

Use of Minimum Paid Sick Leave. Leave may be used for any purpose; sick leave is otherwise typically used pursuant to policy and consistent with those uses set forth in the original Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). These uses include, but are not limited to, use by a covered employee for preventative care or diagnosis, care, or treatment of an existing health condition for the covered employee or his or her family member; and use by a covered employee who is a victim of domestic violence, sexual assault, or stalking. A covered employee may not be required to find a replacement worker to utilize Minimum Paid Sick Leave.

Procedural Requirements. Procedural requirements, including those requirements related to notice, request of use, acceptable uses, and prohibited uses are the same as referenced for full-time employees.

### **20.3 Bereavement Leave**

In the event of death of a member of an employee's immediate family, full-time employees are eligible to take up to a total of five (5) days with pay to deal with bereavement-related matters. The immediate family is defined as parent, stepparent, spouse, child, grandchild, grandparent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepchild, or adopted child. Requests for bereavement leave not covered above must be approved by the General Manager. Employees must be employed for at least 30 days prior to the commencement of bereavement leave. The leave does not need to be consecutive but must be completed within three (3) months of the event of the loss.

### **20.4 Reproductive Leave**

In addition, employees are entitled to five (5) days of reproductive loss leave following a Reproductive Loss Event to comply with the requirements of SB 848, which adds section 12945.6 to the Government Code. A Reproductive Loss Event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. This is limited to a maximum of 20 days within a 12-month period in cases where an employee experiences more than one Reproductive Loss Event. Similar to the bereavement leave, employees must be at least 30 days employed by the Agency and has up to three (3) months to complete the Reproductive Loss Event.



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**20.45 Jury or Witness Duty Leave**

Full-time employees required to serve as jurors are granted unlimited jury duty leave with pay. This benefit is effective immediately upon employment. An employee serving jury duty must obtain an attendance slip from the court to be submitted to accounting with the affected timesheet in order to be eligible for pay for those hours.

An employee should notify his or her supervisor immediately upon notice of jury duty or being subpoenaed to testify as a witness on non-Agency business. Although an employee will be granted leave to serve as a court witness, this leave shall be unpaid.

**20.56 Military Leave**

Under the California Family Military Leave Act, employees whose spouses or domestic partners are deployed servicemen or servicewomen may take up to ten (10) days of unpaid leave when the military spouse or domestic partner is on leave from deployment during a time of military conflict.

To be eligible for this leave, the employee must provide the Agency with (i) notice of intention to take family military leave within two (2) business days of receiving official notice the employee’s military spouse or domestic partner will be on leave from deployment, and (ii) documentation certifying the employee’s military spouse or domestic partner will be on leave during the time the employee requests leave. The leave afforded under this policy is in addition to any other leave provided by law or this Manual. Employees may use any accrued vacation leave to receive pay while on family military leave. Military leave shall be granted in accordance with State and Federal law.

**20.67 Personal Leave of Absence without Pay**

Upon written request, approved by the General Manager, a full-time employee may be granted a personal leave of absence without pay not to exceed 90 days. The Board of Directors must approve requests for personal leaves of absence longer than 90 consecutive days’ duration. The General Manager, based on the Agency’s needs and requirements, shall determine the conditions of such leave of absence.

No sick leave or vacation will be accrued during any pay period in which the employee is on non-paid status for the entire pay period. No vacation credit will be earned during any pay period if an employee is absent without pay in excess of five consecutive full working days.

The Agency will continue to pay its share of the premiums for disability, medical, dental, vision, and life insurance for employees on authorized personal leave of absence without pay for up to 30 days on such leave. Should coverage be terminated under the Agency’s long-term disability plan, coverage may be converted to an individual plan at the expense of the employee. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.



<b>EMPLOYEE MANUAL</b>	
Title: <b>LEAVE (NON-VACATION)</b>	
Policy No.: 20.0	Section Nos.: 20.0 – 20. <del>7</del> <b>6</b>
Approval Date: <del>June 2020</del> <u>March 2024</u>	Effective Date: <del>June 2020</del> <u>January 2024</u>
Approved By: Board of Directors	

An employee on leave without pay from the Agency will not be eligible to accrue vacation or sick leave and shall not be eligible for any paid leave or pension plan contributions.

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## ATTACHMENT 3



EMPLOYEE MANUAL	
Policy Title: <b>RECRUITMENT AND HIRING</b>	
Policy No.: 6.0	Section Nos.: 6.0 – 6.10
Approval Date: <u>March 2024</u>	Effective Date: <del>January 2018</del> <u>March 2024</u>
Approved By: Board of Directors	

### 6.0 RECRUITMENT AND HIRING

#### 6.1 Appointment

When a person has been offered and has accepted a position, his/her hiring is referred to as an "appointment" to the position and classification. The date of that appointment is referred to as the appointment date or anniversary date.

#### 6.2 Vacant Positions

Vacant positions may be filled by the General Manager or his/her designee by following any of the following procedures:

- 6.2.1 Appointment of qualified present (or laid off) employees of the Agency without announcement or examination.
- 6.2.2 Appointment of present employees of the Agency following announcement and internal process.
- 6.2.3 Appointment following announcement and open/competitive process.

#### 6.3 Open/Competitive Process

The process is open to any person, employee or non-employee, who meets the minimum qualifications for the classification.

Applications will be solicited by public announcement posted in a manner and at locations to be determined by the General Manager. Such announcement shall specify the vacant position by title, job description, compensation range, required and desirable qualifications, deadlines and procedures for applying, any examinations required, and any other applicable information. The selection techniques used in this process will be impartial and relate to those subjects which fairly measure the relative capacities of the persons to execute the duties and responsibilities of the job to which they seek to be appointed. The process may include, but is not necessarily limited to achievement and aptitude tests, other written tests, personal interview, performance tests, evaluation of daily work performance, work samples, successful completion of prescribed training, or other techniques as determined by the Agency.

#### 6.4 Internal Process

The internal process is open for present qualified employees of the Agency and announcements are disseminated internally.

#### 6.5 Temporary Employment

This section applies to all Agency employees except for those hired on a temporary or intermittent basis. In cases of temporary employment or emergency employment, the General Manager is authorized to use simplified procedures for filling





<b>EMPLOYEE MANUAL</b>	
Policy Title: <b>RECRUITMENT AND HIRING</b>	
Policy No.: 6.0	Section Nos.: 6.0 – 6.10
Approval Date: <u>March 2024</u>	Effective Date: <del>January 2018</del> <u>March 2024</u>
Approved By: Board of Directors	

vacancies for specific job duties for a limited period of time, as he or she deems appropriate under the given circumstances.

**6.6 Eligibility to Work in the United States**

As a prerequisite to being hired by the Agency and in compliance with the Immigration Reform and Control Act of 1986, each potential employee is required to present the Agency with a completed Employment Eligibility Verification Form I-9 and proper documentation, which establish the employee's identity as well as the employee's eligibility to work in the United States in accordance with all applicable laws, and be ready to have such information submitted to the federal E-Verify program.

Employees with general questions or seeking general information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or good faith complaints about immigration law compliance without fear of reprisal.

**6.7 Equal Employment Opportunity**

The Agency provides equal employment opportunity for all applicants and employees regardless of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

This is reflected in the entire Agency's practices and policies regarding recruitment, hiring, training, promotions, transfers, and rates of pay, layoff, and other forms of compensation. It is the responsibility of every manager, supervisor and employee to conscientiously follow this policy, and the Agency's policy regarding harassment and discrimination, as set forth in Section 3 (Equal Employment Opportunity) of this Manual and the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy.

**6.8 Pre-Employment Investigation**

As part of the selection process, the Agency may conduct investigations of candidates including, but not limited to, reference checks, general background checks, and employment checks, as well as evaluations of experience, personal traits, and character. All applicants for employment may be required to undergo physical and/or medical examinations. Applicants in safety sensitive appointed positions shall include testing for drugs and/or alcohol. In accordance with California law, the Agency will not inquire into an applicant's conviction history or conduct physical and/or medical





<b>EMPLOYEE MANUAL</b>	
Policy Title: <b>RECRUITMENT AND HIRING</b>	
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Approved By: Board of Directors	

examinations of an applicant until after a conditional offer of employment has been made to the applicant.

### **6.9 Orientation**

During an employee's first week of employment, the employee will participate in an orientation program conducted by the employee's supervisor and Human Resources, during which the employee will receive important information regarding the performance expected and required of the employee, basic Agency policies, compensation and benefit programs, as well as other information necessary to acquaint the employee with Agency policies, including the Agency's Injury and Illness Prevention Program and safety training.

The employee may be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, appropriate Federal, State and local tax forms, and other necessary administrative forms.

The Agency strongly encourages new employees to ask any and all questions you may have during the orientation program so that you will understand all guidelines that affect and govern your employment relationship with the Agency.

### **6.10 Disaster Service Workers**

Pursuant to California Government Code § 3100, every Agency employee is considered a Disaster Service Worker ("DSW"). As such, all employees must render assistance as may be necessary in times of emergency, as declared by the Governor or his or her designee. The Agency has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when Employees must perform them. When you receive a notice to report to an assignment as a DSW, you are required by law to report and serve.

Each employee must complete an Oath or Affirmation as a condition of their employment and a Disaster Service Worker Registration. The Oath or Affirmation is prescribed by Section 3, of Article XX of the California Constitution. The Oath will be taken by the employee upon hire and a copy of the signed and witnessed Oath will be filed in the employee's personnel folder.

Examples of DSW responsibilities include, but are not limited to:

- Registering people at a shelter or mass prophylaxis clinic.
- Translating for non-English speaking individuals.
- Acting as a messenger at a designated site.
- Serving food to emergency staff or to vulnerable populations.
- Answering phones.



<b>EMPLOYEE MANUAL</b>	
Policy Title: <b>RECRUITMENT AND HIRING</b>	
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Approved By: Board of Directors	

Public employees acting as DSWs can get paid and reimbursed for expenses only if they have taken and subscribed to the oath or affirmation prior to serving as a disaster service worker. (CA Labor Code § 3107).

The Agency will issue all employees an identification card which will include a photograph of the employee and identify the employee as a DSW. Only authorized individuals with their identification cards will be allowed access to restricted Agency areas following a natural disaster or other emergencies.

~~Those employees who are trained under the California Emergency Services Act, are considered Disaster Service Worker Volunteers, and must render such assistance as may be necessary in times of emergency, as declared by the Governor or his or her designee. The Agency has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when employees must perform them. Employees must complete the Disaster Service Worker Registration, including the loyalty oath, at the back of this Manual to effectuate this policy. Employees will be compensated for all work performed pursuant to this policy.~~

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<b>EMPLOYEE MANUAL</b>	
Policy Title: <b>OVERTIME POLICY</b>	
Policy No.: 10.0	Section Nos.: 10.0 – 10.4
Approval Date: <del>December 2023</del> <u>March 2024</u>	Effective Date: January 2024
Approved By: Board of Directors	

**10.0 OVERTIME POLICY**

The overtime policy shall be in compliance with the requirements of the Fair Labor Standards Act (FLSA) as those may be revised from time-to-time and with Board adopted policy and shall be applied to all employees. Because the Agency is a public entity, it is not subject to the California state overtime rules and laws.

Any employee may be requested to work in excess of the regular workday by its supervisor or the General Manager. The Agency will pay all non-exempt employees at the rate of one-and-a-half times the regular rate of pay for all hours in excess of 40 in a workweek, except as otherwise provided by FLSA. Paid leave hours (vacation, holiday, sick leave, bereavement leave, jury duty, military leave, etc.) will be included in the calculation for determination of a 40-hour workweek.

In addition, the Agency pays time-and-a-half overtime for the first 4 hours of daily overtime and 2.0 times the base hourly salary for all consecutive overtime hours worked in excess of 4 hours, even when spanning more than one workday. Daily overtime is hours worked in excess of the normal workday (generally an 8-hour shift).

It will be the employee’s immediate supervisor’s responsibility to determine if an employee should work his or her regularly scheduled work shift after working overtime. Employees are not permitted to work overtime without the express prior approval of their supervisor. Employees in violation of this policy will be subject to discipline, up to and including termination. Nonetheless, the Agency will pay employees for all hours actually worked in a given workweek in accordance with applicable federal law. Paid holidays, as an example, do not count as “hours worked” for purposes of overtime calculations unless an employee actually worked on the holiday.

**10.1 Scheduled Overtime**

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. Employees that need to be excused from performing scheduled overtime should speak with their supervisor, who will consider each situation and the requirements of the department or operation in deciding whether an employee may be excused from performing the scheduled overtime.

**10.2 Incidental Overtime**

Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances, such as responding to service calls or other problems that may arise in the evenings or on holidays or weekends. Extra time may be needed to complete work normally completed during regular hours. Incidental overtime may also become necessary when an illness or emergency keeps co-workers from being at



<b>EMPLOYEE MANUAL</b>	
Policy Title: <b>OVERTIME POLICY</b>	
Policy No.: 10.0	Section Nos.: 10.0 – 10.4
Approval Date: <del>December 2023</del> <u>March 2024</u>	Effective Date: January 2024
Approved By: Board of Directors	

work as anticipated. It may require that an employee return to the workplace for emergency work. The opportunity to work incidental overtime will be given first to the employee who normally performs the task. If that employee cannot work overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work. In the event that no employee voluntarily agrees to work the necessary incidental overtime, the Agency may require an employee to work incidental overtime regardless of whether the employee volunteered. An employee's refusal to work mandatory overtime will subject an employee to discipline, up to and including termination.

### **10.3 Compensatory Time Off**

Compensatory time off, also referred to as comp time or CTO, is paid time off given to an employee in lieu of overtime/double-time pay. Accumulated CTO has a rotating cap of 40 hours. When an employee utilizes their CTO hours and reduces their bank balance below 40, the employee may once again earn CTO hours until it reaches the 40-hour cap. CTO may be used with pre-approval of the employee's supervisor. CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year.

#### **10.3.1 CTO for Non-Exempt Employees**

- If an employee is authorized to work overtime/double-time, the employee may choose to be compensated by pay or compensatory time off (CTO). If an employee chooses CTO, it shall be for the amount of time equivalent to the extra hours worked in excess of their regular schedule, i.e., if an employee works one hour of OT, the employee will receive one- and one-half hours of CTO.
- Employees can only convert overtime/double-time into CTO in increments of 30-minutes. For example, if an employee works 70 minutes of overtime, they can convert 60 minutes into CTO and will be paid overtime for 10 minutes.
- Because CTO is in lieu of overtime/double-time pay, CTO hours will not factor into the calculation of an employee's regular rate of pay.
- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for future overtime/double time worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee's supervisor.
- A maximum of 20 CTO hours may be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December, of any year, any hours in excess of 20 remaining CTO hours will be paid out.



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- Additions to CTO will not be allowed for hours that are considered “billable” to outside sources, i.e., developer-funded projects.
- Upon termination of employment, employees shall be entitled to cash payment for unused CTO accumulated prior to their separation date.

**10.4 Holiday Compensation**

Full-time non-exempt employees who work on an Agency holiday will be paid for the holiday at two times their normal hourly rate for each hour actually worked on the holiday, in accordance with Policy 13.4.

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## BOARD MEMORANDUM

**DATE:** March 11, 2024

**TO:** Board of Directors

**FROM:** Keith Abercrombie *KA*  
Chief Operating Officer

**SUBJECT:** Approve Adopting a Resolution Authorizing the General Manager to Apply for Grant Funding Under the Federal Bureau of Reclamation FY 2024 WaterSmart Water Energy Efficiency Grant Program (WEEG) for an Automated Metering Infrastructure Project

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### SUMMARY

Consistent with Board direction to pursue grant opportunities, in February 2024, staff submitted an application for the Bureau of Reclamation's WaterSMART (Sustain and Manage America's Resources for Tomorrow) Water Energy Efficiency Grant Program to fund a portion of the Automated Meter Infrastructure (AMI) Replacement Project – Phase 2. The application procedures require that by March 22, 2024, the Board adopt a resolution authorizing the General Manager to apply for the grant, execute a grant agreement, and commit to providing a funding match of at least 50%.

### DISCUSSION

In November 2021, staff successfully applied for \$2,000,000 in grant funding for Phase 1 of its AMI Replacement Program under the FY 2022 Federal Bureau of Reclamation (BOR) WaterSMART Water and Energy Efficiency Grant (WEEG) Program. The AMI Phase 1 Project consists of the replacement of 21,163 meters and the conversion of 10,000 meters to AMI technology. In addition, a customer engagement portal will be created to allow customers real-time access to their water usage information. This AMI Phase 1 Project is on schedule to be completed by June 30, 2025, and the Agency has received \$1,089,097 in reimbursement to date.

In November 2023, BOR issued a notification of availability of funding under the FY 2024 WaterSMART WEEG Program. Eligible projects under this grant program include installation of water meters that result in measurable water savings. This grant program provides up to \$5,000,000 in funding (increased from \$2,000,000 in the FY 2022 funding round) for projects up to 3 years in length and requires that the Agency commit at least 50% in matching funds, and up to the balance of funds necessary to complete the project.

Under this opportunity, in February 2024, staff applied for grant funding for SCV Water's AMI Phase 2 Project, which consists of replacement of approximately 15,599 meters over 3 years. AMI Phase 2 Project costs are estimated at \$7,500,000, with a grant request of approximately \$3,700,000. The AMI Phase 2 Project is anticipated to begin in July 2025.

The Agency is committed to AMI technology and is scheduled to have all service connections (~75,000) converted by 2028. AMI meters have the capability to communicate via radio or similar technology and enable the Agency to implement technological enhancements such as

automated meter reads, usage notifications and interactive customer portals on a real time basis. Case studies have shown that communities that upgrade to AMI systems can achieve water consumption savings of up to 15 percent by supplying customers with on-demand, real time water consumption data enabling them to make more informed decisions about their water use.

On March 7, 2024, the Engineering and Operations Committee considered staff's recommendation to approve a resolution authorizing the General Manger to apply for grant funding under the Federal Bureau of Reclamation FY 2024 WaterSmart Water Energy Efficiency Grant Program (WEEG) for an Automated Metering Infrastructure Project.

### **NEXUS TO STRAGEGIC PLAN**

This project supports SCV Water's Strategic Plan Goal B.2 – Plan and budget for long-term replacements and improvements and Goal C: Water Supply and Resource Sustainability – Implement programs to ensure the service area has reliable and sustainable supplies of water.

### **FINANCIAL CONSIDERATIONS**

Funding for the current AMI Project is included in the Fiscal Year 2022/23 and 2024/25 Capital Improvement Budget. Staff has already projected an ongoing plan to budget approximately \$2,000,000 per year for the replacement of approximately 5,000 meters per year, which is consistent with American Water Works Association (AWWA) meter life cycle estimates.

### **RECOMMENDATION**

The Engineering and Operations Committee recommends that the Board of Directors adopt a resolution authorizing the General Manager to (1) apply for funding under the Bureau of Reclamation's WaterSMART FY2024 Water Energy Efficiency Grant Program; (2) execute a grant agreement and carry out responsibilities under any future grant agreement; and (3) commit to providing funding match of at least 50% and up to the balance of funds necessary to complete the project.

Attachment

M65



**RESOLUTION NO. XXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CLARITA VALLEY WATER AGENCY AUTHORIZING  
AN APPLICATION FOR GRANT FUNDING BY THE BUREAU  
OF RECLAMATION'S FY 2024 WATERSMART WATER  
ENERGY EFFICIENCY GRANT PROGRAM FOR THE  
AUTOMATED METER INFRASTRUCTURE  
IMPROVEMENT PROJECT – PHASE 2**

**WHEREAS**, the Santa Clarita Valley Water Agency (Agency) provides potable water for the businesses and residents in its service area and collects water usage data on a monthly frequency; and

**WHEREAS**, the Agency is in the planning stages of an Automated Meter Infrastructure (AMI) Project (AMI Replacement Project) to replace existing meters with new smart meters that have the capability to communicate via radio or similar technology and enable the Agency to implement technological enhancements such as automated meter reads, usage notifications and interactive customer portals on a real time frequency; and

**WHEREAS**, case studies have shown that communities that upgrade to AMI systems can achieve water consumption savings of up to 15 percent by supplying customers with on-demand, real time water consumption data enabling them to make more informed decisions about their water use; and

**WHEREAS**, The United States Department of the Interior offers financial assistance in the form of grant funding through its Bureau of Reclamation's WaterSMART (Sustain and Manage America's Resources for Tomorrow) Water Energy Efficiency Grant Program (WEEG) for this type of project. The FY 2024 WaterSMART WEEG program provides funding up to a maximum of \$5,000,000 for projects up to 3 years, but not to exceed 50% of the total project cost; and

**WHEREAS**, the Agency desires to fund part of the cost of the AMI Replacement Project with grant funding from the WaterSMART WEEG program.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the Santa Clarita Valley Water Agency hereby finds, determines, declares and resolves as follows:

1. The Board hereby supports a grant application to the WaterSMART WEEG Program for the AMI Improvement Project – Phase 2.
2. The Board hereby authorizes and directs the General Manager, or his or her designee, to complete, review, sign and submit, for and on behalf of the Agency, a grant application to the Bureau of Reclamation's WaterSMART WEEG Program for the AMI Replacement Project Phase 2.
3. The General Manager, or his or her designee, is authorized and designated to provide the assurances, certifications, and commitments required for the grant application, including executing a financial assistance or similar agreement with the Bureau of Reclamation within established deadlines and any amendments or changes thereto.

4. The General Manager, or his or her designee, is authorized and designated to represent the Agency in carrying out the Agency's responsibilities under any grant future agreement, including certifying disbursement requests on behalf of the Agency and compliance with applicable state and federal laws.
5. If a grant award is made to the Agency by the Bureau of Reclamation, the Agency commits, pending Board compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and approval of the AMI Replacement Project – Phase 2, to providing a minimum of 50% in matching funds for the AMI Replacement Project, and up to the balance of funds needed to complete the AMI Replacement Project – Phase 2.
6. This Resolution shall take effect immediately.

**RESOLVED FURTHER** that the Agency's Board of Directors does authorize the Agency's General Manager or its Chief Operating Officer to (1) apply for funding under the Bureau of Reclamation's WaterSMART FY 2024 Water Energy Efficiency Grant Program; (2) execute a grant agreement and carry out responsibilities under any future grant agreement; (3) and commit to providing funding match of at least 50% and up to the balance of funds necessary to complete the project.

# **2024 BUREAU OF RECLAMATION (BOR) WATER SMART GRANT APPLICATION**

**REGULAR BOARD MEETING  
MARCH 19, 2024**

Steve Patterson  
Field Services Supervisor

# AMI PROJECT

- The Agency is committed converting all service connections to AMI technology by 2028
- AMI meters have the capability to communicate using real time data
- AMI systems can achieve water consumption savings of up to 15 percent
- Customers will see real time data enabling them to make more informed decisions about their water use (WaterSMART)

# BACKGROUND

- November 2021 - \$2 million grant funding for AMI Program (completion 2025) – Phase 1
  - 21,163 New AMI Meters
  - Conversion of 10,000 meters to AMI
  - Required Customer Engagement Portal (WaterSMART, in progress, completion expected mid-2024)
  - \$1.1 million reimbursements to date

# AMI PHASE 2 PROJECT

- BOR WaterSMART Water Energy Efficiency Grant Program – Phase 2 application - February 2024
- Up to \$5 million of matching funds
  - Matches up to 50% of project costs, maximum of \$5 million
- Replaces approximately 15,000 meters to AMI
- Project completion June 2028

# STRATEGIC PLAN NEXUS

- This project supports SCV Water’s Strategic Plan Goal B.2 – Plan and budget for long-term replacements and improvements and Goal C: Water Supply and Resource Sustainability – Implement programs to ensure the service area has reliable and sustainable supplies of water.

# FINANCIAL CONSIDERATION

- AMI Projects costs will be included in the FY 2025/26 through FY 2027/28 budget
- Project costs estimated at \$2 million per fiscal year
- 50% of Project costs will be recovered from the grant, up to \$5 million



# RECOMMENDATION

- The Engineering and Operations Committee recommends that the Board of Directors authorize (1) a resolution authorizing the General Manager to apply for funding under the Bureau of Reclamation's WaterSMART Water Energy Efficiency Grant Program Phase 2; (2) execute a grant agreement and carry out responsibilities under any future grant agreement; and (3) commit to providing funding match of at least 50% and up to the balance of funds necessary to complete the project.

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## BOARD MEMORANDUM

**DATE:** February 27, 2024  
**TO:** Board of Directors  
**FROM:** Matthew G. Stone *MGS*  
General Manager  
**SUBJECT:** Approve a Proposed Employee Salary Adjustment (COLA) for FY 2024/25

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### SUMMARY

It is the Agency's practice to perform salary surveys every three to five years (last completed in January 2021) and administer a cost-of-living adjustment (COLA) increase every year to maintain salaries within the market.

### DISCUSSION

Historically, the Agency has considered a COLA adjustment to salaries based on the change in the Consumer Price Index (CPI) from December to December, which is then factored into the following year's budget. However, at the March 21, 2022, Finance and Administration (F&A) Committee meeting, a Committee member requested that staff review an alternative metric, Employer Cost Index (ECI) for consideration of the annual COLA.

CPI measures the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. ECI is a survey of employer payrolls conducted that measures the change in total employee compensation each quarter. There are other measures of inflation that people may hear about, like Core Inflation, which excludes food and energy. CPI is generally used when determining wage adjustments, but the Agency will continue look at CPI and ECI annually when establishing the general wage adjustment.

Attachment 1 shows the recent history of Agency general wage adjustments. Attachment 2 reflects CPI data from 2018 and ECI data from 2020 until present, illustrating the percentage change for each month from the same month in the prior year.

For the year 2023, the CPI year-over-year change in December was 3.03%. ECI data has a year-over-year change of 5% for the same period of 2023.

The FY 2024/25 conditionally approved Budget includes a 3% general wage adjustment. Agency staff performed a budget impact analysis, which calculated the additional impact to FY 2024/25 salaries and benefits to include additional staffing, promotions and merit increases, as well as a 5% option (ECI data) and a 4% option (average of CPI and ECI).

COLA %	Total COLA Adjustment to Salaries	Total COLA Adjustment to Benefits	Impact to Budget	Estimated Salaries & Benefits
3.0%	\$17,697	\$3,009	\$20,706	\$37,751,607
4.0%	\$280,047	\$48,583	\$328,630	\$38,059,532
5.0%	\$545,026	\$94,741	\$639,767	\$38,370,669

Management recommends adjusting the compensation structure to compensate Agency employees based on:

- Striving to maintain Agency salaries in a competitive labor market
- Recognizing the Agency’s excellent workforce

The recommendation for a general wage adjustment would be implemented with the first full pay period in July 2024. That is, all salary ranges would be increased by the approved COLA amount, except for the General Manager. Individual compensation adjustments within the salary range would be made in accordance with the appropriate personnel policies. Based on the Finance and Administration Committee’s recommendation, attached is the revised Agency Classification Plan (Attachment 3) showing the 4% COLA adjustment.

On February 26, 2024, the Finance and Administration Committee considered staff’s recommendation to review the COLA data presented above and select a percentage to recommend for approval by the Board of Directors, for a cost-of-living adjustment for FY 2024/25 for all employees except the General Manager. After some discussion, the Committee unanimously agreed to recommend to the Board of Directors that a 4% COLA salary adjustment be made for FY 2024/25.

**STRATEGIC PLAN NEXUS**

This action helps meet SCV Water’s Strategic Plan Objective F.2: “Attract, train and retain quality staff.”

**FINANCIAL CONSIDERATIONS**

A general wage adjustment for COLA of 4% (using the average of CPI and ECI) would have an additional budget impact of \$328,630. A 5% COLA adjustment (using the ECI) would have an additional budget impact of \$639,767. The recommended change will be included in the SCV Water Revised Budget for FY 2024/25.

**RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve a 4% cost-of-living adjustment for FY 2024/25 for all employees except the General Manager.

MS

Attachments

# ATTACHMENT 1

## RECENT COST OF LIVING ADJUSTMENT HISTORY

<u>Effective Date</u>	<u>Change in CPI</u> <u>Dec to Dec</u>	<u>Change in ECI</u> <u>Dec to Dec</u>	<u>Effective</u> <u>COLA</u>
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### SCV WATER

<b>July 1, 2024</b>	<b>3.03%</b>	<b>5.00%</b>		
July 1, 2023	4.62%	5.90%	6.0%	
July 1, 2022	6.94%	5.50%	5.5%	1.44% below CPI
July 1, 2021	1.46%		1.5%	
July 1, 2020	3.17%		3.0%	Proposed and Delayed - COLA approved Jan 2020
July 1, 2019	3.30%		3.0%	
July 1, 2018	3.74%		3.0%	

### CLWA

July 1, 2017	1.97%		2.0%	
July 1, 2016	2.03%		2.0%	
July 1, 2015	0.73%		0.0%	

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# ATTACHMENT 2

CONSUMER PRICE INDEX AND EMPLOYMENT COST INDEX  
U.S. DEPARTMENT OF LABOR  
BUREAU OF LABOR STATISTICS

## CONSUMER PRICE INDEX

### Los Angeles-Long Beach-Anaheim

#### All Urban Wage Earner and Clerical Workers

MONTH	INDEX	% Change	INDEX	% Change	INDEX	% Change	INDEX	% Change	INDEX	% Change	INDEX	% Change
	2018	from 2017	2019	from 2018	2020	from 2019	2021	from 2020	2022	from 2021	2023	from 2022
January	251.785	3.73%	259.182	2.94%	268.127	3.45%	271.129	1.12%	291.852	7.64%	307.694	5.43%
February	253.243	3.68%	259.734	2.56%	268.938	3.54%	272.816	1.44%	292.690	7.28%	306.444	4.70%
March	254.451	3.89%	261.278	2.68%	266.964	2.18%	274.097	2.67%	297.870	8.67%	306.331	2.84%
April	255.379	4.06%	264.469	3.56%	265.930	0.55%	277.126	4.21%	299.436	8.05%	308.474	3.02%
May	256.652	4.27%	265.283	3.36%	267.007	0.65%	279.139	4.54%	301.960	8.18%	309.096	2.36%
June	256.208	4.19%	264.640	3.29%	268.118	1.31%	280.687	4.69%	305.577	8.87%	310.540	1.62%
July	256.632	4.03%	265.012	3.27%	270.012	1.89%	282.271	4.54%	304.441	7.85%	310.595	2.02%
August	257.318	4.07%	264.687	2.86%	270.563	2.22%	282.691	4.48%	304.137	7.59%	312.407	2.72%
September	258.246	3.90%	266.517	3.20%	270.257	1.40%	283.191	4.79%	305.414	7.85%	313.451	2.63%
October	259.899	4.28%	269.314	3.62%	270.864	0.58%	285.973	5.58%	307.720	7.60%	313.122	1.76%
November	259.064	3.76%	268.041	3.47%	270.695	0.99%	287.940	6.37%	304.902	5.89%	311.684	2.22%
December	258.100	3.30%	266.274	3.17%	270.167	1.46%	288.910	6.94%	302.271	4.62%	311.427	3.03%

## EMPLOYMENT COST INDEX

Table 13 - ECI for total compensation, and wages and salaries (not seasonally adjusted)

	12-Month Percent Changes		
	Wages and Salaries		
	Dec-20	Sep-21	Dec-21
West - Los Angeles	4.50%	6.50%	5.50%
	Dec-21	Sep-22	Dec-22
West - Los Angeles	5.50%	6.10%	5.90%
	Dec-22	Sep-23	Dec-23
West - Los Angeles	5.90%	4.90%	5.00%

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# ATTACHMENT 3

## SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION PLAN EFFECTIVE JULY 2024 (first full pay period)

Position	Range	Monthly Bottom	Monthly Top
General Manager	n/a	-	29,999
Assistant General Manager	50	21,944	26,738
Chief Financial and Administrative Officer	48	19,878	24,223
Chief Operating Officer	48	19,878	24,223
Chief Engineer	47	18,921	23,057
Director of Finance and Administration	46	18,009	21,944
Director of Operations and Maintenance	46	18,009	21,944
Director of Technology Services	46	18,009	21,944
Director of Water Resources	46	18,009	21,944
Controller	43	15,529	18,921
Human Resources Manager	43	15,529	18,921
Principal Engineer	42	14,782	18,009
Principal Water Resources Planner	42	14,782	18,009
Administrative Services Manager	40	13,392	16,316
Communications Manager	40	13,392	16,316
Customer Service Manager	40	13,392	16,316
Finance Manager	40	13,392	16,316
GIS Manager	40	13,392	16,316
Sustainability Manager	40	13,392	16,316
Water Distribution Manager	40	13,392	16,316
Water Quality Laboratory Manager	40	13,392	16,316
Water Treatment Manager	40	13,392	16,316
Senior Engineer	39	12,745	15,529
Senior Water Resources and Data Scientist	39	12,745	15,529
Senior Water Resources Planner	39	12,745	15,529
Engineer	37	11,547	14,069
Water Conservation Supervisor	37	11,547	14,069
Water Resources Planner	37	11,547	14,069
Inspector Supervisor	36	10,989	13,392
SCADA Supervisor	36	10,989	13,392
Senior Management Analyst	36	10,989	13,392
Treatment Plant Operator Supervisor	36	10,989	13,392
Associate Engineer	35	10,461	12,745
Associate Water Resources Planner	35	10,461	12,745
Board Secretary/Executive Assistant	35	10,461	12,745
Electrical/Instrumentation Supervisor	35	10,461	12,745
Field Services Supervisor	35	10,461	12,745

Position	Range	Monthly Bottom	Monthly Top
Government Affairs Analyst	35	10,461	12,745
Senior Financial Analyst	35	10,461	12,745
Information Technology Supervisor	35	10,461	12,745
Senior Water Conservation Specialist	35	10,461	12,745
Utility Supervisor	35	10,461	12,745
Water Quality Supervisor	35	10,461	12,745
Water Systems Supervisor	35	10,461	12,745
QA/QC Laboratory Supervisor	35	10,461	12,745
Accounting Supervisor	34	9,955	12,132
SCADA Analyst	34	9,955	12,132
Senior Inspector	34	9,955	12,132
Senior Public Affairs Specialist	34	9,955	12,132
Environmental Health & Safety Supervisor	33	9,476	11,547
Facilities Supervisor	33	9,476	11,547
Fleet and Warehousing Supervisor	33	9,476	11,547
Lead Electrical/Instrumentation Technician	33	9,476	11,547
Lead Utility Operations Technician	33	9,476	11,547
Lead Water Systems Technician	33	9,476	11,547
Management Analyst II	33	9,476	11,547
SCADA Technician II	33	9,476	11,547
Treatment Plant Operator III - 80 hour shift	33	9,476	11,547
Senior Treatment Plant Operator III - 84 hour shift	33	9,950	12,125
Assistant Engineer	32	9,019	10,989
Customer Service Supervisor	32	9,019	10,989
Executive Assistant	32	9,019	10,989
Financial Analyst	32	9,019	10,989
Information Technology Specialist	32	9,019	10,989
Security Specialist	32	9,019	10,989
Water Conservation Specialist II	32	9,019	10,989
Water Quality Scientist II	32	9,019	10,989
Water Quality Specialist	32	9,019	10,989
Buyer	31	8,585	10,461
GIS Analyst	31	8,585	10,461
Human Resources Analyst	31	8,585	10,461
Public Affairs Specialist II	31	8,585	10,461
SCADA Technician I	31	8,585	10,461
Senior Accountant	31	8,585	10,461
Senior Electrical Technician	31	8,585	10,461
Senior Instrumentation Technician	31	8,585	10,461
Senior Recycled Water Coordinator	31	8,585	10,461
Senior Utility Operations Technician	31	8,585	10,461
Senior Water Systems Technician	31	8,585	10,461

Position	Range	Monthly Bottom	Monthly Top
Treatment Plant Operator II - 80 hour shift	31	8,585	10,461
Treatment Plant Operator II - 84 hour shift	31	9,014	10,984
Assistant Customer Service Supervisor	30	8,171	9,955
Management Analyst I	30	8,171	9,955
Right of Way Agent	30	8,171	9,955
Senior Engineering Technician	30	8,171	9,955
Senior Information Technology Technician	30	8,171	9,955
Water Education Supervisor±	30	8,171	9,955
Accountant II	29	7,777	9,476
GIS Technician II	29	7,777	9,476
Inspector II	29	7,777	9,476
Senior Fleet Mechanic	29	7,777	9,476
Water Conservation Specialist I	29	7,777	9,476
Water Quality Scientist I	29	7,777	9,476
Accountant I	28	7,403	9,019
Electrical/Instrumentation Technician	28	7,403	9,019
Emergency Preparedness and Safety Coordinator	28	7,403	9,019
Information Technology Technician II	28	7,403	9,019
Inspector I	28	7,403	9,019
Public Affairs Specialist I	28	7,403	9,019
Recycled Water Coordinator II	28	7,403	9,019
Senior Field Services Worker	28	7,403	9,019
Senior Water Quality Technician	28	7,403	9,019
Treatment Plant Operator I - 80 hour shift	28	7,403	9,019
Treatment Plant Operator I - 84 hour shift	28	7,773	9,469
Utility Operations Technician III	28	7,403	9,019
Water Education Instructor±	28	7,403	9,019
Water Systems Technician II	28	7,403	9,019
Engineering Technician II	27	7,046	8,585
Human Resources Specialist	27	7,046	8,585
Information Technology Technician I	27	7,046	8,585
Payroll Specialist	27	7,046	8,585
Senior Administrative Technician	27	7,046	8,585
Senior Customer Service Representative	27	7,046	8,585
Senior Facilities Maintenance Technician	27	7,046	8,585
Senior Purchasing and Warehouse Technician	27	7,046	8,585
Event Coordinator	26	6,706	8,171
Fleet Mechanic II	26	6,706	8,171
GIS Technician I	26	6,706	8,171
Purchasing Coordinator	26	6,706	8,171
Senior Accounting Technician	26	6,706	8,171
Administrative Technician	25	6,384	7,777

Position	Range	Monthly Bottom	Monthly Top
Field Services Worker II	25	6,384	7,777
Recycled Water Coordinator I	25	6,384	7,777
Safety Specialist II	25	6,384	7,777
Utility Operations Technician II	25	6,384	7,777
Water Quality Technician II	25	6,384	7,777
Water Systems Technician I	25	6,384	7,777
Customer Service Representative II	24	6,077	7,403
Engineering Technician I	24	6,077	7,403
Facilities Maintenance Technician II	24	6,077	7,403
Purchasing and Warehouse Technician II	24	6,077	7,403
Accounting Technician II	23	5,784	7,046
Fleet Mechanic I	23	5,784	7,046
Safety Specialist I	23	5,784	7,046
Senior Office Assistant II	23	5,784	7,046
Water Quality Technician I	23	5,784	7,046
Field Services Worker I	22	5,505	6,706
Utility Operations Technician I	22	5,505	6,706
Accounting Technician I	21	5,242	6,384
Customer Service Representative I	21	5,242	6,384
Facilities Maintenance Technician I	21	5,242	6,384
Office Assistant II	21	5,242	6,384
Purchasing and Warehouse Technician I	21	5,242	6,384
Office Assistant I	18	4,519	5,505

*\*Class and Comp Study required prior to placement*

*±May be classified as part-time positions and paid at the hourly rate*

*Note: Minimal revisions made to Classifications for step alignment. Rounded for ease of reading - not an additional entitlement*

Directors

\$255 per meeting, up to 10 meetings per month

Shift Differential 5% or 10%

Shift Differential 5% or 10% (field employees) of compensation is applied to the rate for employees who are routinely and consistently scheduled to work other than a standard "daytime" shift, e.g. graveyard shift, swing shift, shift change, rotating shift, split shift, or weekends.

On Call/Standby Pay

\$198 per day



## BOARD MEMORANDUM

**DATE:** February 27, 2024

**TO:** Board of Directors

**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer

**SUBJECT:** Approve Receiving and Filing of December 2023 Monthly and Mid-Year Budget Review (FY 2023/24 Q2 Oct – Dec 2023)

---

Below is the December 2023 Monthly and FY 2023/24 Second Quarter Financial Summary, unaudited (October – December 2023) as actual audit results may vary. This report reviews the financing activities for the quarter and compares the FY 2023/24 Budget to actual revenues and expenditures for the operating and capital budgets currently recorded.

### **FY2023/24 Second Quarter Highlights**

- Staff completed the FY2022/23 audit work with our outside CPA (Certified Public Accountant) firm, LSL (Lance, Soll & Lunghard, LLP).
- Received and Filed the SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2023.
- Filed and Published the SCV Water Popular Annual Financial Report ended June 30, 2023.
- Approved HCM Implementation Contract with Apps Associates.
- Approved the Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support.
- Approved a Purchase Order for Fleet Replacement Vehicles.
- Approved the Revised Employee Manual Section No. 10 – Overtime.
- Reviewed Facility Capacity Fee (FCF) Revenues and Study Components.
- Staff submitted the application for the Water Infrastructure Finance and Innovation Act (WIFIA) program that is administered by the Environmental Protection Agency (EPA).

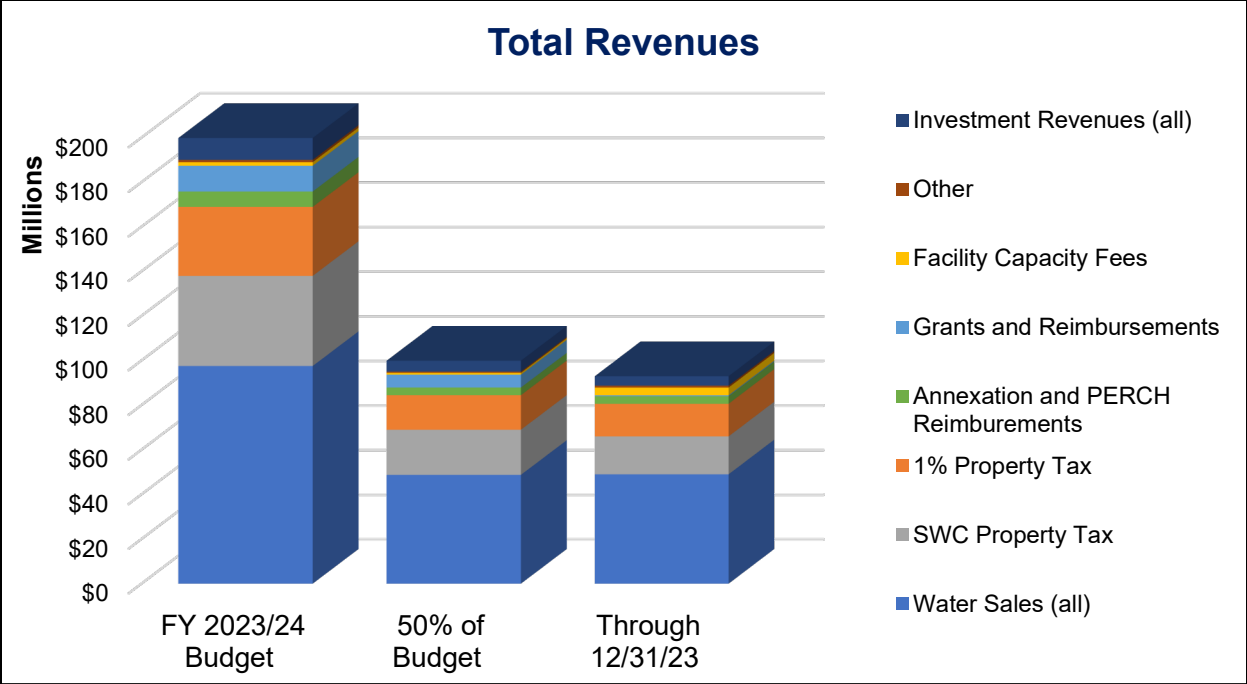
### **FY 2023/24 Mid-Year Budget Review**

#### FY 2023/24 Mid-Year Revenues Summary:

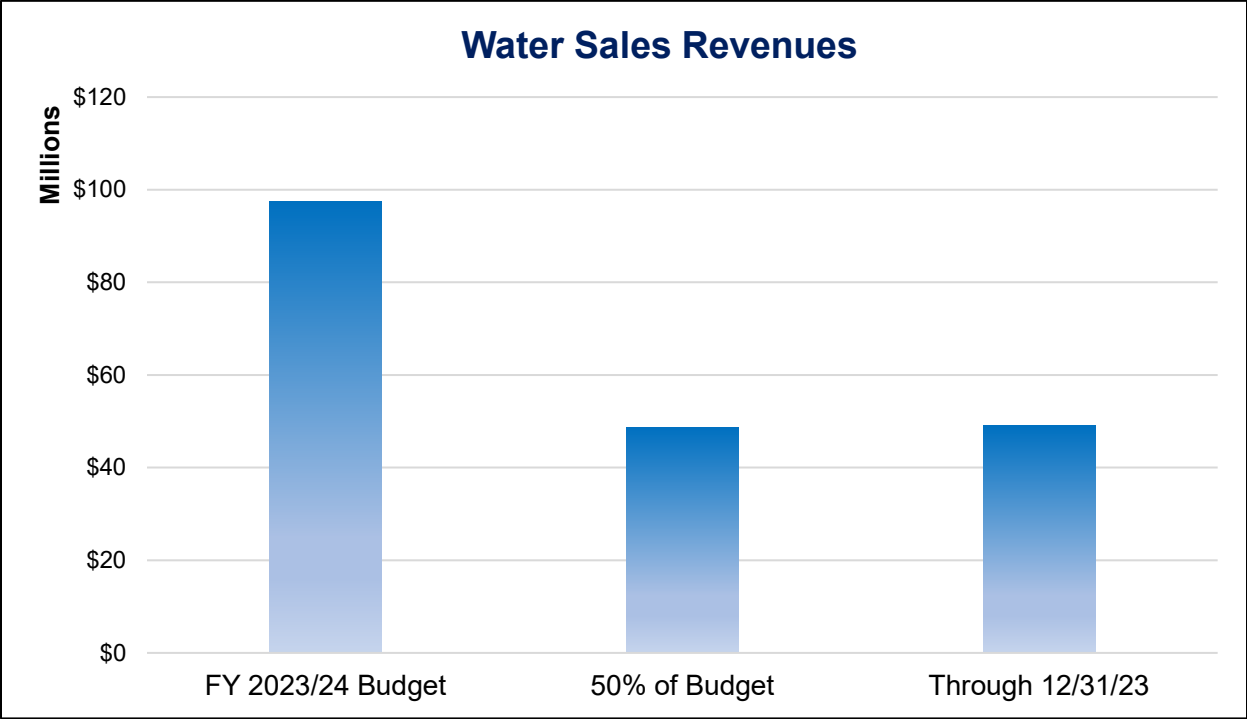
- Total water sales were \$49 million, which was a reduction of 18% compared to the budget of \$59.4 million. Actual water sales are lower than budgeted based on weather and conservation efforts. Revenues from residential accounts saw one of the largest decreases of \$4 million (mid-year).
- Property tax (1%) received was \$14,609,777 of \$12,195,192 budget.
- Facility/Retail Capacity Fees received were \$3,458,688. The first half of the year started strong. Development has significantly increased since the COVID-19 pandemic-related delays have subsided.
- Perch Reimbursements O&M & CIP actual is higher than budget based on the disbursement for replacement Well/ Distribution Pipeline Capital costs and Whittaker Project O&M costs.

**REVENUES**  
**FY 2023/24 Midyear Budget Report**

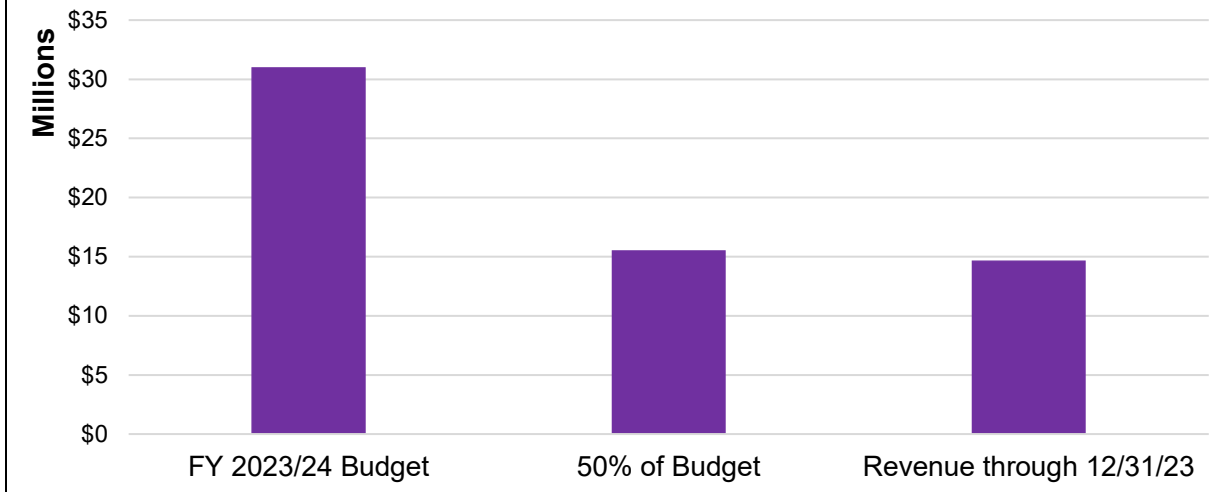
<b><u>Operating Revenues</u></b>	<b>FY 2023/24 Budget</b>	<b>Through 12/31/23</b>	<b>% of Budget</b>
Water Sales - Residential	\$ 54,993,689	\$ 29,278,865	53%
Water Sales - Commercial	5,275,848	3,531,992	67%
Water Sales - Industrial	1,729,786	810,996	47%
Water Sales - Irrigation	20,670,945	8,589,746	42%
Water Sales - Construction	-	449,099	100%
Water Sales - Public Authority & Other	3,719,040	1,108,941	30%
Water Sales - Fire	722,743	332,181	46%
Legacy Debt Revenue - VWD	3,630,349	1,792,785	49%
Legacy Debt Revenue - SCWD	5,999,173	2,725,674	45%
Water Sales - WWR	306,698	150,552	49%
Water Sales - Recycled	487,198	242,668	50%
Misc Fees and Charges	500,000	472,982	95%
Lab Revenues	23,230	11,045	48%
Communication & Rental	530,273	366,662	69%
Property Tax 1%	30,952,265	14,609,777	47%
Annexation Reimbursements	2,691,987	-	0%
Interest Income	5,893,996	2,560,222	43%
PERCH Reimbursements - O&M & CIP	4,207,000	3,398,400	81%
Grants & Reimbursements	11,566,840	417,254	4%
Facility Capacity/Connection Fees	1,577,800	3,458,688	219%
<b>Total Operating Revenues</b>	<b>\$155,478,860</b>	<b>\$74,308,528</b>	<b>48%</b>
<b><u>State Water Contract</u></b>			
Agency-Set Property Tax Revenues	\$ 40,424,280	\$ 16,986,834	42%
Investment Revenue	3,932,500	1,678,528	43%
<b>Total State Water Contract Revenues</b>	<b>\$44,356,780</b>	<b>\$18,665,362</b>	<b>42%</b>
<b>Total Revenues</b>			
	<b>\$199,835,640</b>	<b>\$92,973,890</b>	<b>47%</b>



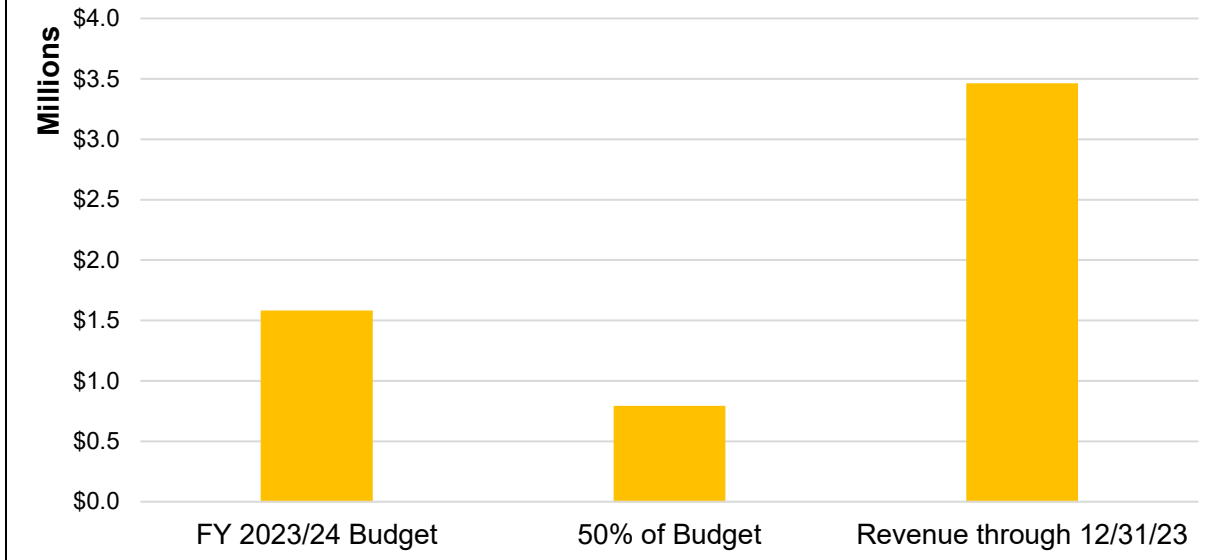
### REVENUES BY TYPE FY 2023/24 Midyear Budget Report



### One Percent Property Tax Revenue

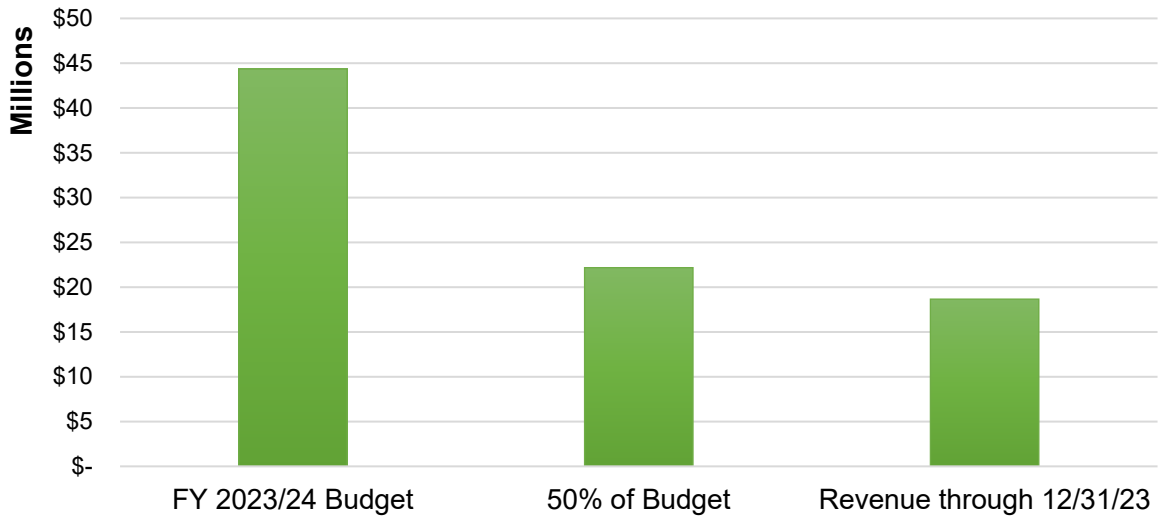


### Facility Capacity Fee Revenue



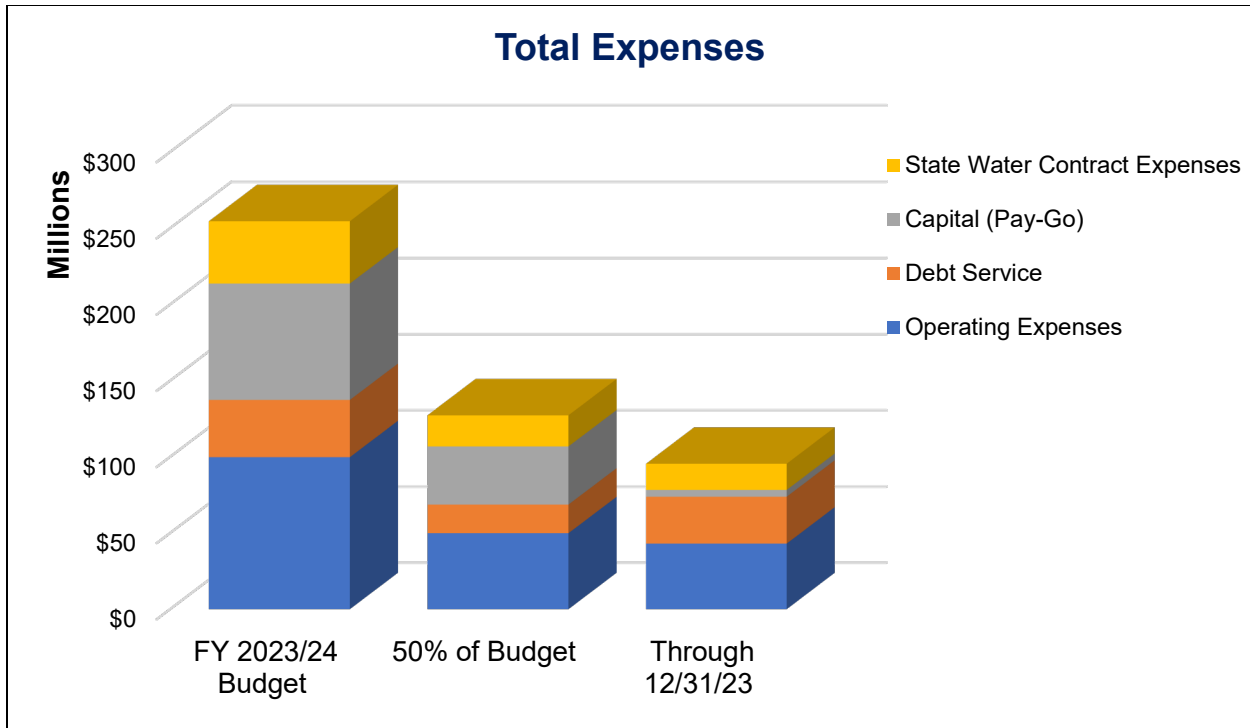


### State Water Contract Property Tax Revenues



**EXPENSES**  
**FY 2023/24 Midyear Budget Report**

	FY 2023/24 Budget	Through 12/31/23	% of Budget
<b><u>Operating Expenses</u></b>			
Management	\$ 3,094,046	\$ 1,086,980	35%
Finance, Administration & IT	23,997,379	10,715,796	45%
Customer Care	3,068,214	1,468,961	48%
Transmission & Distribution	11,151,577	5,449,736	49%
Pumping Wells & Storage	17,540,767	7,102,403	40%
Water Resources	11,260,616	3,419,439	30%
Source of Supply	11,108,816	4,394,392	40%
Water Quality, Treatment & Maintenance	14,093,165	7,289,983	52%
Engineering Services	4,484,004	2,154,058	48%
Debt Service	37,580,749	30,784,198	82%
Capital (Pay-go)	76,346,140	11,247,061	15%
Transfer from Reserves (carryover from previous year)	(58,246,612)	(6,812,610)	12%
<b>Total Operating Expenses</b>	<b>\$ 155,478,860</b>	<b>\$ 55,869,691</b>	<b>36%</b>
<b><u>State Water Contract Expenses</u></b>			
DWR Variable Charge	\$ 11,550,000	\$ 5,183,377	45%
State Water Contract Payments	29,324,000	12,769,351	44%
Legal Consulting	10,000	-	0%
State Water Contractors/SWPCA Dues	260,000	-	0%
SWC Audit Finance Commit.	34,000	34,015	100%
Refund of Excess SWC Fixed Charges	(2,500,000)	(810,544)	32%
Delta Conveyance	28,000	4,243	15%
Miscellaneous & Admin expenses	136,548	21,734	16%
Contingencies	2,000,000	-	
<b>Total State Water Contract Expenses</b>	<b>\$ 40,842,548</b>	<b>\$ 17,202,176</b>	<b>42%</b>
<b>Total Expenses</b>	<b>\$ 196,321,408</b>	<b>\$ 73,071,867</b>	<b>37%</b>



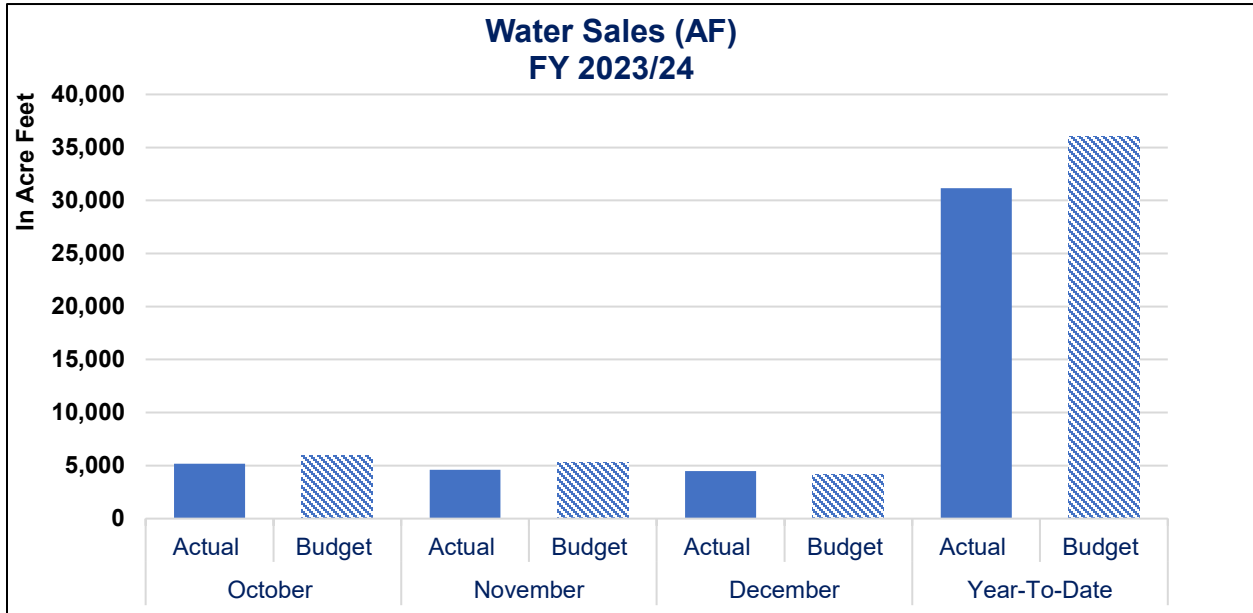
**FY 2023/24 Mid-Year Expenses Summary:**

- Management expenses are lower due to the timing of legal invoices, and Perchlorate Litigation and Legal expenses are lower than anticipated.
- Pumping Wells and Storage expenses lower than anticipated due to professional services billing delays.
- Water resources expenses are lower than projected as a result of lower conservation engagement.
- Source of Supply is lower than budgeted given that the wet year resulted in lower firming banking program costs.
- The principal debt outstanding as of December 31, 2023, is \$303,948,226. (Excluding the Valencia Water Division – VWD acquisition interfund loan and 1999A accreted interest). Principal payments are typically made in August and Interest payments in February.
- Capital Project expenditures are lower due to delays in timing (permits, contracts, and acquisition of materials).
- Water Quality, Treatment & Maintenance is overbudget due to the timing of SCE invoices and the reduction in solar credits as the solar fields are not operating at capacity.
- All other department expenses are within budget.

## Quarterly Finance Highlights

### Water Production and Sales

Total water produced for retail consumption from October – December 2023 was 13,092 acre-feet (AF), comprised of 3,090 AF of groundwater and 10,002 AF of surface water. Total water sales were 14,299 AF (based on billing date), which is a decrease of 7% from the budgeted projection of 15,359 AF for the quarter. Year-to-date total water consumption was 31,152 AF as compared to the budget projection of 36,034 AF.



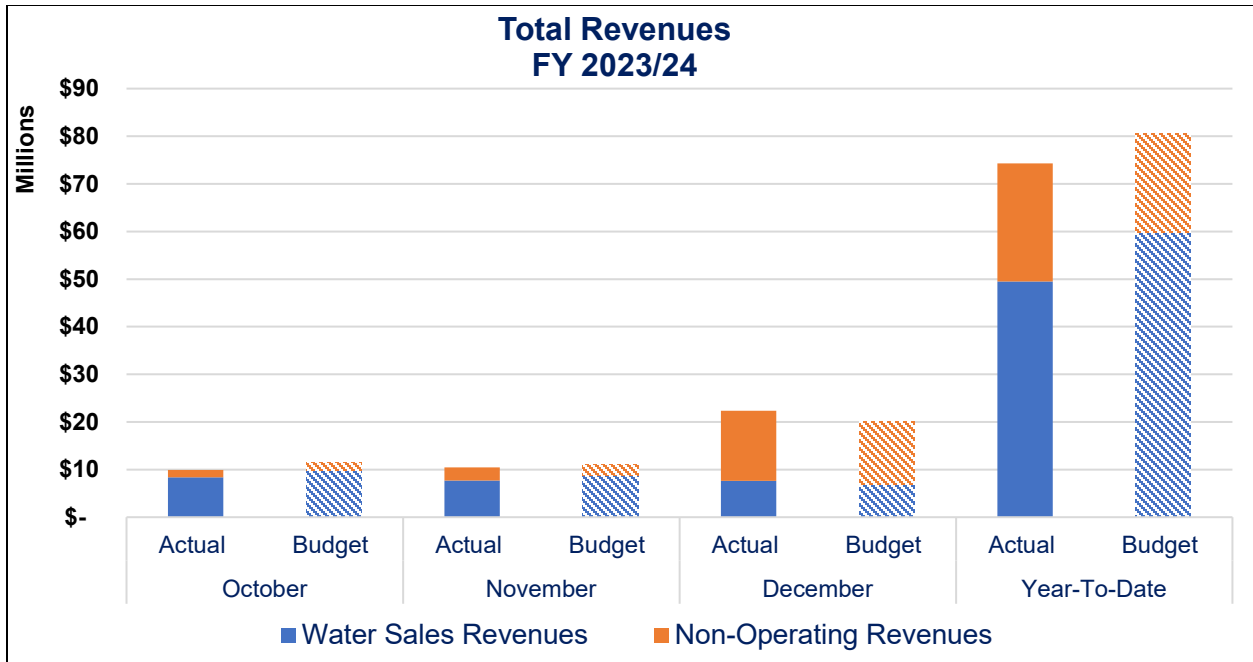
### Revenues

Total water sales were \$49 million, which was a reduction of 18% compared to the budget of \$59.4 million. Actual water sales are lower than budgeted based on weather and conservation efforts.

Certain revenues and expenses are budgeted based on seasonal trends or expectations. Water sales revenues and chemicals were budgeted based on seasonal demand and production history, whereas purchased power is budgeted based on a 10-year trend. Typically, a higher percentage of revenues are received in the summer months than in the winter months. Revenues such as Property Taxes are budgeted in specific months, based on expectation of when taxes are due. A majority of taxes are received in December and April of each year.

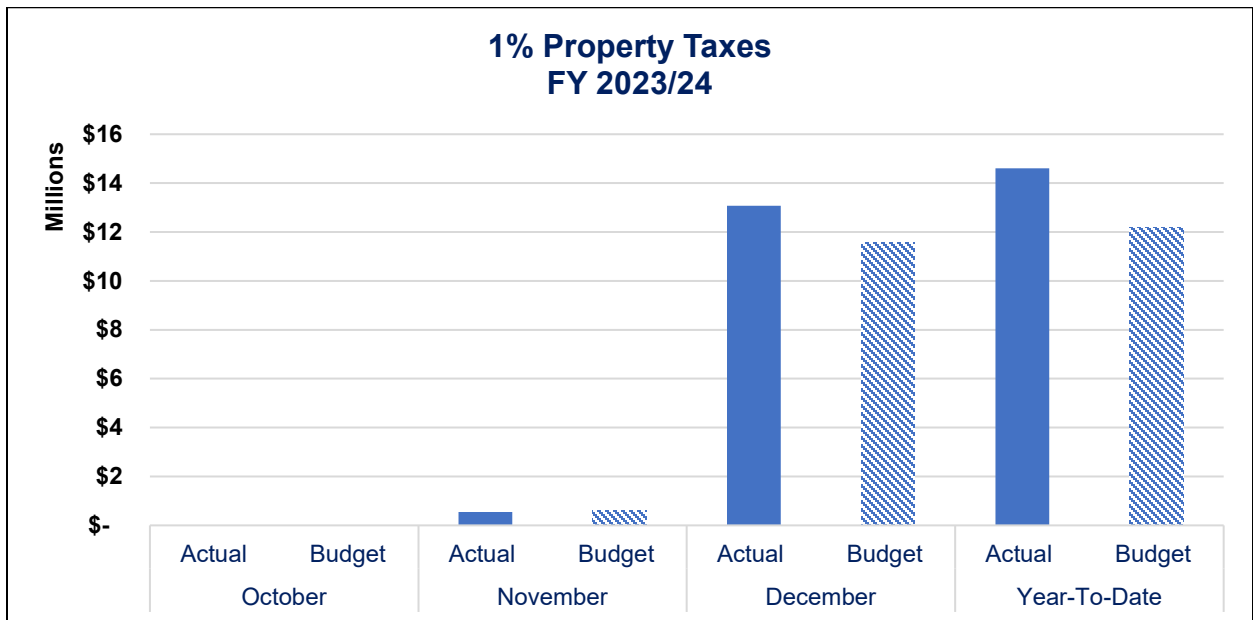
#### Revenues

Overall, FY 2023/24 total revenues (operating and non-operating) of \$74,308,528 were 8% (\$6,354,248) under the budget of \$80,662,777.

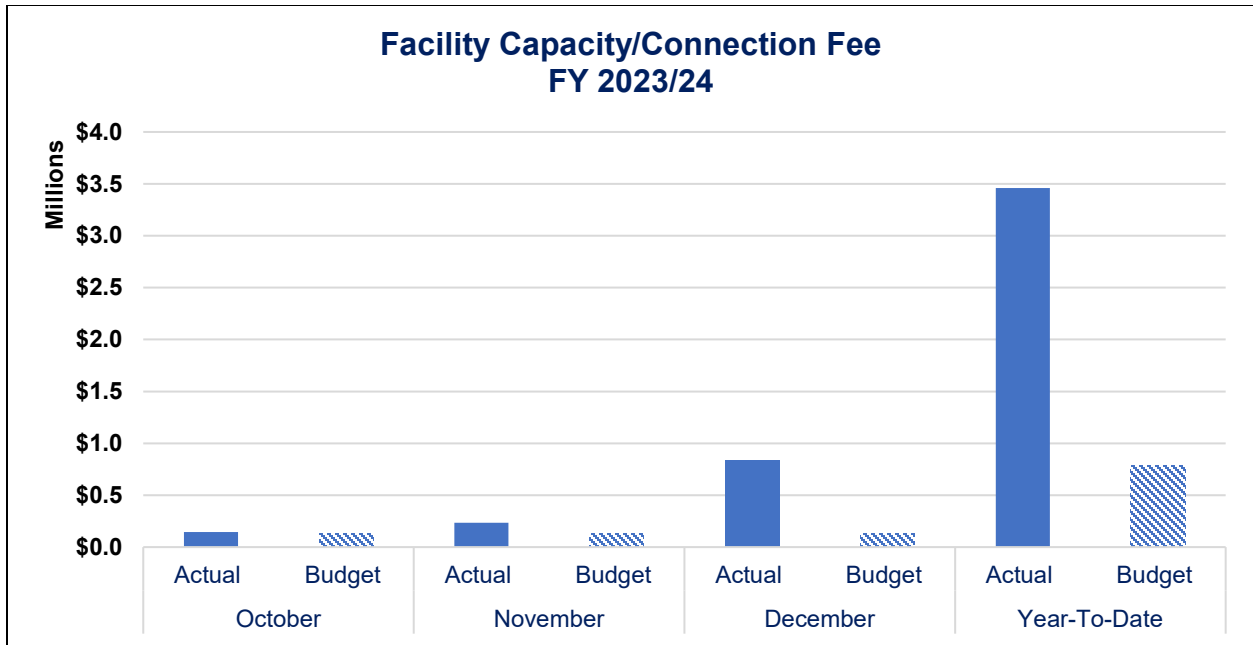


Significant year-to-date changes from the Budget are as follows:

- Water sales are under budget by 18% which consists of the following:
  - Residential water sales under budget by 13% (-\$4,267,285)
  - Commercial water sales over budget by 10% (\$313,725)
  - Landscaping/Irrigation water sales were under budget by 32% (-\$4,019,531)
  - All other water sales were under budget by 25% (-\$2,418,988)



- Property tax (1%) received was \$14,609,777 of \$12,195,192 budget.

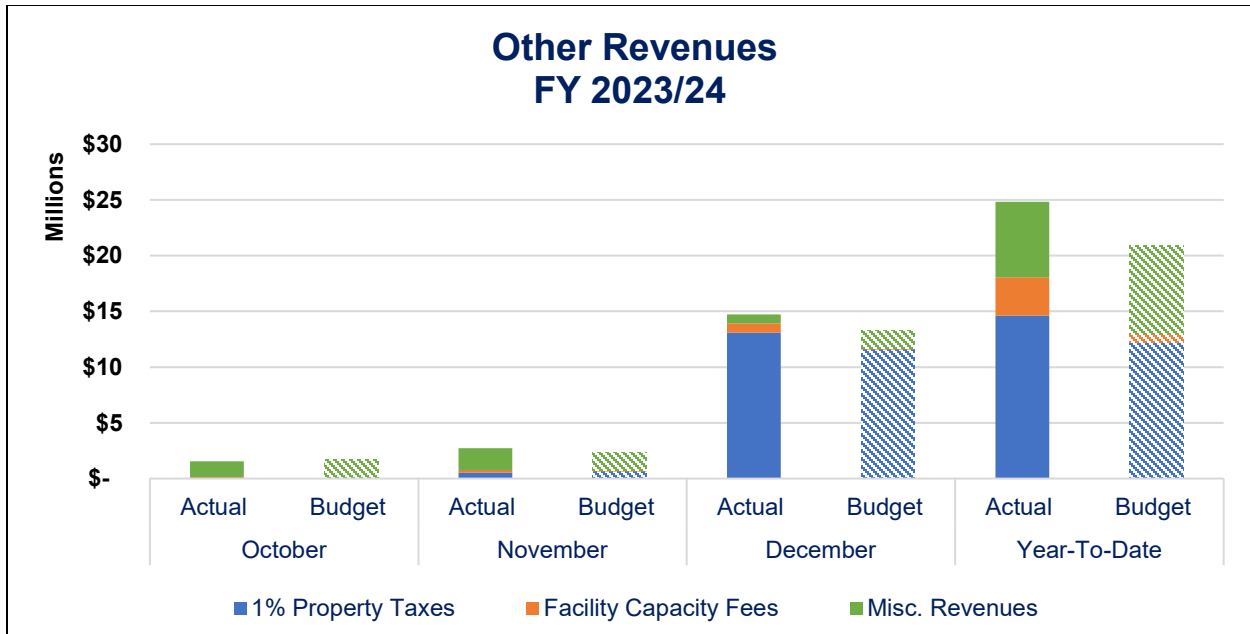


- Facility/Retail Capacity Fees received were \$3,458,688. Regional Facility Capacity Fees collected were \$3,191,121 and \$267,567 in Retail Capacity Fees out of a budget of \$788,900.

### Fees Received

Developers	2nd Quarter		Year to Date	
	Total	#FCF	Total	#FCF
Lennar Homes	\$ 168,350	26	\$ 1,680,495	125
KB Homes	\$ 9,030	1	\$ 9,030	1
Tri Pointe Homes	\$ 78,248	8	\$ 386,542	34
Newhall Land and Farming	\$ -	0	\$ -	0
Toll Brothers, Inc	\$ -	0	\$ 5,418	1
Richmond American Homes	\$ 36,122	2	\$ 166,160	8
Williams Homes	\$ -	0	\$ -	0
Other	\$ 756,469	28	\$ 943,476	38
<b>Total</b>	<b>\$ 1,048,219</b>	<b>65</b>	<b>\$ 3,191,121</b>	<b>207</b>

**Other Miscellaneous revenues** (grants, reimbursements, cell leases/rental income and investment revenues) received were \$6,753,582; approximately 15% under the budget of \$7,966,644.



### Investment Portfolio Summary as of December 31, 2023

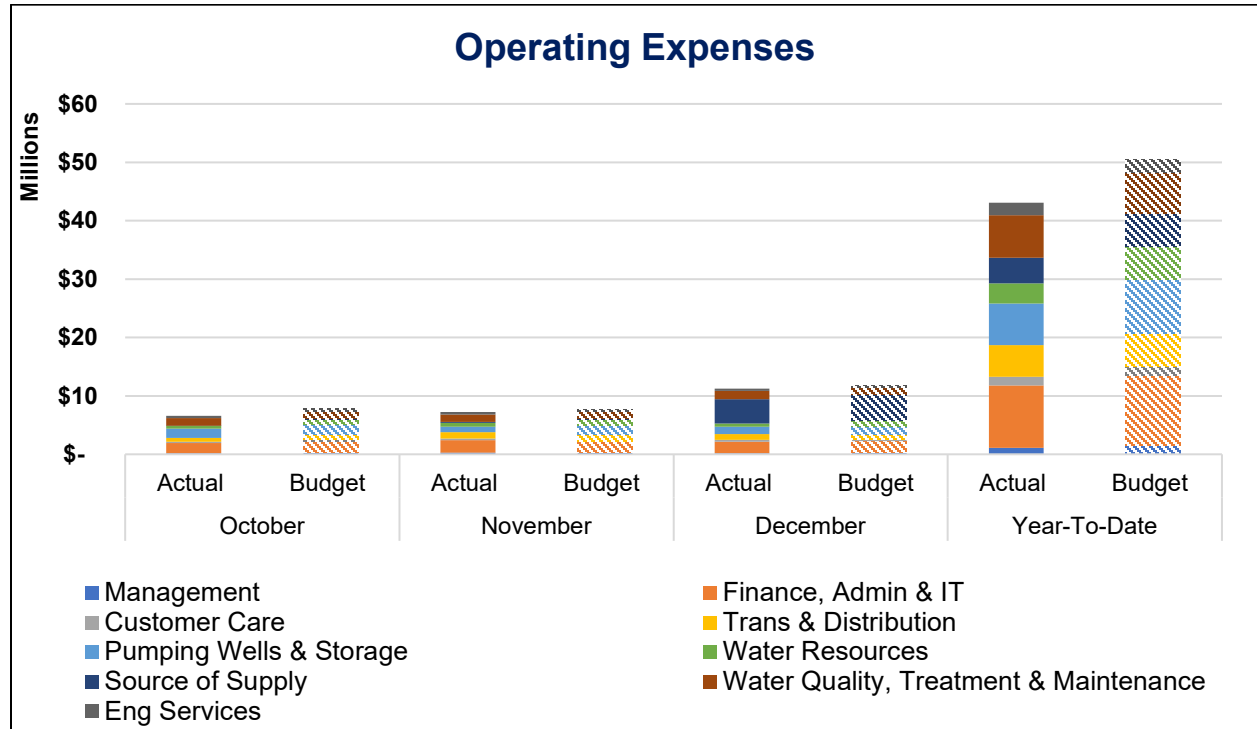
As of December 31, 2023, the Agency has \$327,723,700 in short and long-term investments. The Agency’s Investment Advisor has been investing a portion of the liquid investments, as well as reinvesting when existing investments mature.

The Agency’s average market yield to maturity is 4.61%. As of December 2023, the Agency has 23.3% in the US Bancorp, 19.5% invested in the Government of United States and 10.4% in Wells Fargo Bank Operating. The remaining 46.8% is invested in Local Agency Investment Fund (LAIF), Federal Home Loan Bank, Federal Home Loan Mortgage Corporation, Federal Farm Credit Bank, State of California, and a variety of certificates of deposits.

Santa Clarita Valley Consolidated		Portfolio Summary			
Account #11008		As of December 31, 2023			
PORTFOLIO CHARACTERISTICS		ACCOUNT SUMMARY			TOP ISSUERS
Average Modified Duration	1.59		<b>Beg. Values as of 11/30/23</b>	<b>End Values as of 12/31/23</b>	US Bancorp 23.3%
Average Coupon	2.30%	Market Value	300,894,404	325,978,516	Government of United States 19.5%
Average Purchase YTM	4.05%	Accrued Interest	1,714,530	1,745,184	Wells Fargo Bank Operating 10.4%
Average Market YTM	4.61%	Total Market Value	<b>302,608,934</b>	<b>327,723,700</b>	Local Agency Investment Fund 7.7%
Average S&P/Moody Rating	AA/Aa1	Income Earned	1,024,157	697,181	Federal Home Loan Bank 7.3%
Average Final Maturity	1.88 yrs	Cont/WD			Federal Home Loan Mortgage Corp 4.2%
Average Life	1.78 yrs	Par	306,276,501	328,706,582	Federal Farm Credit Bank 3.6%
		Book Value	305,046,125	327,533,170	State of California 1.8%
		Cost Value	304,883,300	327,456,179	<b>Total 77.8%</b>

## Operating Expenditures

FY 2023/24 Operating Expenditures of \$43,081,748 were under budget by 15% (\$7,363,994) of the \$50,445,741 budget.



## Significant Activities

- Water resources – Under budget by 39% (\$2,210,869) due to conservation program expenses being less than expected due to lower program participation.
- Pumping Wells and Storage – Under budget by 24% (\$2,215,181) due to professional services billing delays.
- Source of Supply – Under budget by 21% (\$1,160,016) given that the wet year resulted in lower firming banking program costs.
- Management – Under budget by 30% (\$460,042) primarily due to the timing of legal invoicing, and Perchlorate Litigation and Legal expenses being less than anticipated.

## Debt Service

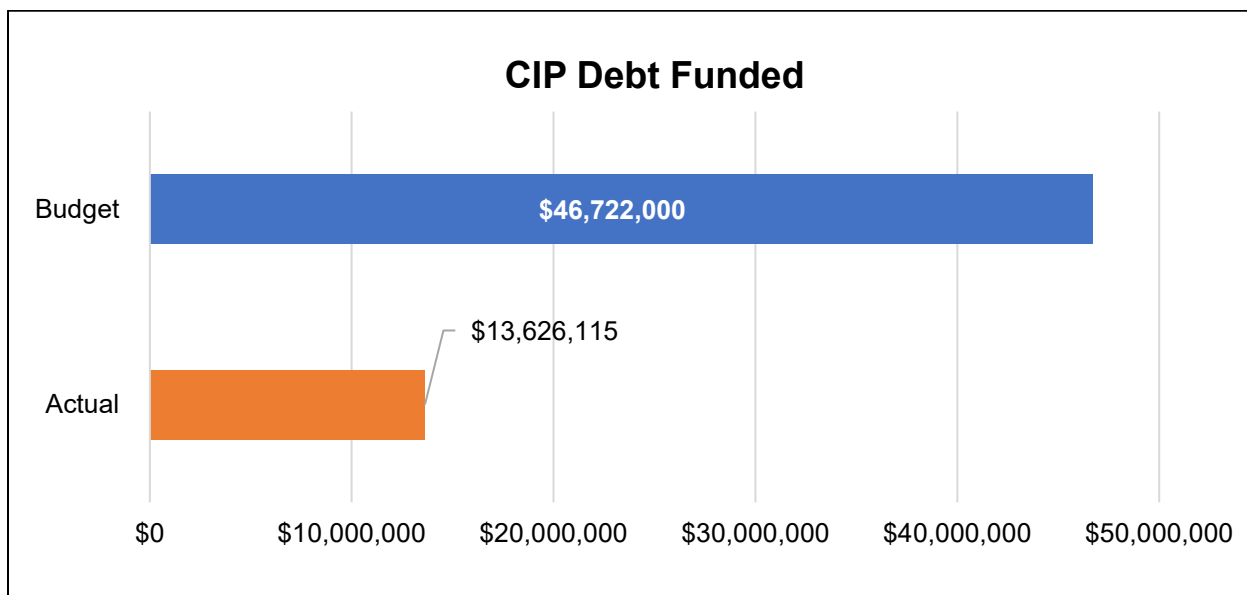
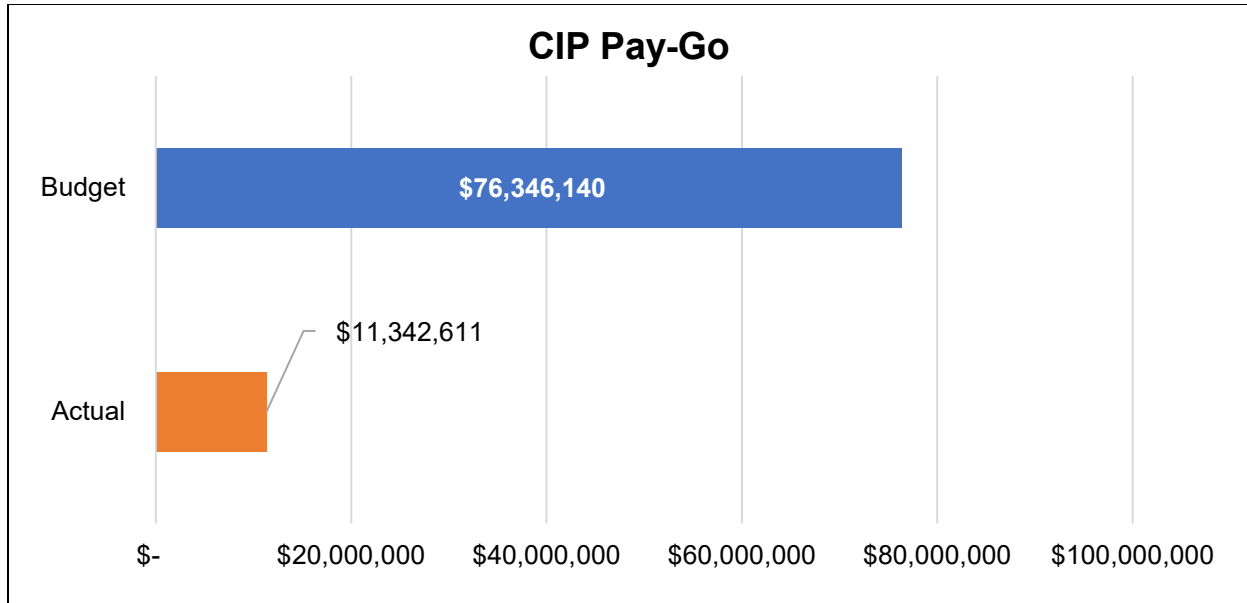
The payment of \$30,768,269 was made in the first half of FY2023/24. The principal debt outstanding as of December 31, 2023, is \$303,948,226. (Excluding the Valencia Water Division – VWD) acquisition interfund loan and 1999A accreted interest)



### Capital Improvement Program (Pay-go and Debt-Funded Projects)

In general, expenditures for CIP projects depend on bid timing and contract awards, coordination with other agencies, coordination with other projects, staffing levels and other such factors.

- The FY 2023/24 Pay-go Budget for Capital Improvement Program (CIP) expenditures was \$76,346,140. Of that amount, 11% or \$11,342,611 in funds have been expended.
- The FY 2023/24 Debt-Funded Budget for CIP expenditures was \$46,722,000. Of that amount, 29.2% or \$13,626,115 in funds have been expended.



## Capital Improvement Projects: Pay-Go Project List

Capital Pay-Go Projects		Project Numbers	FY 2023/24 Budget	FY 2023/24 Actual	%	Committed Cost
1	Abdale Street, Maplebay Court & Beachgrove Court Water Line Improvements	2402086	850,000	26,324	3%	14,564
2	Appurtenance Improvements & Replacements	2401072	410,000	253,871	62%	-
3	Asset Management	2402014	100,000	7,126	7%	-
4	Battery Energy Storage Project - SGIP	2403008	3,250,000	27,093	1%	120,163
		2401055, 2403084,				
5	Booster Station / Turnout Improvements Agency-wide	2403085	600,000	72,511	12%	65,142
6	Bridgeport Pocket Park	2400190	105,000	87,191	83%	8,348
7	BVRRB Storage and Recovery Program	2400191	3,250,000	1,528,029	47%	-
8	Catala Pump Station Pipelines (Bouquet & Central Park)	2402015	333,000	32,296	10%	112,761
9	Catala Pump Station	2402013	247,000	-	0%	-
10	Deane Pump Station at Sand Canyon Plaza	2400068	2,750,000	22,328	1%	60,844
11	Deane Pump Station at Skyline Ranch	2400022	350,000	11,437	3%	51,769
12	Deep Monitoring Wells (GSA)	2403009	25,000	1,095	4%	-
13	Devil's Den Property Solar	2400218	100,000	30,297	30%	27,952
14	Dickason Pipeline Replacement	2401158	2,500,000	736,904	29%	202,063
		2401046, 2403013,				
15	Disinfection System Improvements and Replacements	2403014	1,100,000	149,699	14%	22,138
16	Dockweiler-Sierra Hwy Pipeline	2400897	75,000	-	0%	-
17	Equipment and Vehicle Improvements and Replacements	2401044	1,900,000	820,943	43%	507,188
18	ESFP Improvements and Replacements	2401073	1,755,000	119,883	7%	22,911
19	ESFP Two 5 MG Tanks Improvements	2401019	1,000	-	0%	-
20	ESIPS Improvements & Replacements	2401076	100,000	-	0%	-
21	External Agency Mandates - Pipeline Relocations	2403004	1,000,000	-	0%	-
22	Foothill Feeder Service Connection CLWA-0101T and CLWA-01 Pipe Repair	2402070	55,000	-	0%	-
23	Friendly Valley Booster Station (Crossroads)	2401025	100,000	-	0%	-
24	Friendly Valley Pipeline @ Via Princessa (Crossroads)	2401020	50,000	-	0%	-
25	Friendly Valley Tank (3.25 MG) @ Crossroads	2401026	100,000	-	0%	-
26	Golden Valley Pipeline @ Via Princessa (Crossroads)	2401021	50,000	-	0%	-
27	Golden Valley Road Bore and Jack	2402020	350,000	837	0%	-
28	Golden Valley Tank (1.6 MG) at Crossroads	2401027	75,000	212	0%	-
29	HCM Implementation - Phase 1	2403098	675,000	-	0%	-
30	Honby Pipeline Bottleneck	2400352	460,000	26,081	6%	16,554
31	Invasive Species Management	2401079	265,000	12,601	5%	1,367
32	Laboratory Improvements & Replacements	2401048	75,000	-	0%	-
33	McBean/Orchard Village Pipeline Replacement	2403003	250,000	20,429	8%	17,911
34	Meter & Meter Infrastructure Improvements & Replacements	2401043, 2401221	2,775,000	1,399,406	50%	121,367
35	MMP Inspection Access Modifications	2402085	425,000	39,060	9%	68
36	MM Pkwy and The Old Rd Recycled Water Relocation	2402081	250,000	54,951	22%	45,733
37	Newhall Tank 4 (1.5 MG Tank @ Wiley Canyon)	2403007	150,000	-	0%	-
38	Newhall Zone 1 Tank (3 MG) (ShadowBox Studios)	2403005	150,000	-	0%	131,009
39	Newhall Zone 4 Pump Station Revamp (Wiley Canyon)	2403006	200,000	14,801	7%	4,862
40	Nimbus Deane Tank 1 (One 2.08 MG Tank) for Skyline Ranch	2400010	3,500,000	38,832	1%	36,418
41	Nimbus Deane Tank 2 (One 2.08 MG Tank) for Sand Canyon Plaza	2400097	4,750,000	76,329	2%	56,067
42	N Wells Drainage Improvements	2402050	248,000	58,718	24%	62,913
43	Office Improvements - Various	2401013	1,250,000	655,949	52%	385,925
44	Pipeline Relocations and Modifications	2400060	1,000,000	16,206	2%	126,314

## Capital Improvement Projects: Pay-Go Project List – continued

Capital Pay-Go Projects		Project Numbers	FY 2023/24 Budget	FY 2023/24 Actual	%	Committed Cost
		2401038, 2401039, 2401041, 2401050, 2402017, 2403015,				
45	Pipelines & Pipeline Improvements & Replacements	2403034	2,165,000	181,778	8%	13,035
46	Pitchess Pipeline Modifications	2401156	236,000	13,626	6%	-
47	Recycled Water Program Phase II, 2B - Vista Cyn Customer Conversion	2401034	250,000	1,542	1%	-
48	Recycled Water Program Phase II, 2D - West Ranch Customer Conversion	2401035	600,000	776	0%	36,697
49	Resiliency Water Master Plan	2400487	1,175,000	102,201	9%	223,640
50	Rio Vista - Paving Rear Access Road	2403062	300,000	2,332	1%	-
51	Rosedale Phase 2 Wells	2403012	1,061,800	688	0%	-
52	RVIPS Improvements & Replacements	2401075	540,000	-	0%	-
53	RVTP Improvements & Replacements (includes Access Gate Improvements)	2401074	2,495,000	60,978	2%	94,948
54	RWWTP Sewer Line	2401204	173,000	28,902	17%	53,744
55	RWWTP Turbidity Improvements	2403026	800,000	34,221	4%	522,347
56	RWWTP Underground Storage Tank Replacement	2400563	1,583,000	120,232	8%	513,787
57	Sand Canyon Sewer Line Relocation	2402028	212,000	35,547	17%	111,081
58	Saugus 3 & 4 Replacement Wells (Complete by 7/1/25)	2400080	12,330,000	2,396,074	19%	896,295
59	SCADA Improvements & Replacements	2401049	200,000	21,485	11%	-
60	Sierra Highway Bridge Expansion Water Pipelines Protection	2401155	262,000	103,225	39%	131,951
61	Smyth Drive Water Line Improvements	2402060	1,000,000	70,780	7%	38,877
62	Solar Array Improvements & Replacements	2402084	150,000	-	0%	-
		2401047, 2403016, 2403017, 2403018				
63	Tanks & Storage Facility Improvements & Replacements	2403017, 2403018	1,700,000	99,200	6%	41,215
64	Technology Improvements and Replacements	2401033	3,035,000	1,168,882	39%	269,316
65	Update Water Conservation and Education Garden	2400571	1,920,000	18,336	1%	-
66	Valencia Marketplace Pipeline Replacement	2401029	2,050,000	48,214	2%	68,198
67	Water Demand Factor Software Development	2403010	50,000	-	0%	-
68	WaterSMART Targets Software Development	2403011	100,000	-	0%	-
		2401045, 2401053, 2402135, 2403020,				
69	Wells & Well Facility Improvements	2403074	2,800,000	492,155	18%	1,334,518
70	Yuba Accord Water	2400679	1,154,340	-	0%	-
<b>Total CIP - Pay Go Projects</b>			<b>76,346,140</b>	<b>\$11,342,611</b>	<b>15%</b>	<b>\$6,571,997</b>

## Capital Improvement Projects: Debt Funded Project List

Debt Funded Capital Projects		Project Numbers	FY 2023/24 Budget	FY 2023/24 Actual	%	Committed Cost
1	Additional Wells (T7, U4, U6) (includes S1&S2 Wells VOC Treatment & Flexend)	2400420	7,200,000	\$ 330,123	5%	132,230
2	As-Needed Regulatory Support for Non-Potable Recycled Water Permitting	2401147	100,000	14,859	15%	58,486
3	Backcountry (fka Magic Mountain) Pump Station	2402080	860,000	246,557	29%	467,269
4	Backcountry (fka Magic Mountain) Reservoir	2400395	1,560,000	584,037	37%	953,112
5	Castaic Conduit	2400016	370,000	25,086	7%	138,636
6	Clark Well Groundwater Treatment Improvements - PFAS	2402092	200,000	21,817	11%	113,072
7	E Wells (E-14, E-15, E-16, E-17)	2400422	1,550,000	35,703	2%	56,860
8	ESFP Sludge Collection System	2400251	8,510,000	5,142,678	60%	291,374
9	Honby Parallel	2400346	225,000	4,153	2%	-
10	LARC Pipeline	2400036	1,500,000	30,764	2%	79,537
11	Lost Canyon 2/2A, Sand Canyon, and Mitchell 5B Groundwater Treatment Improvements	2402095	400,000	15,303	4%	307,370
12	Magic Mountain Pipeline No. 4	2400389	216,000	11,261	5%	406
13	Magic Mountain Pipeline No. 5	2400045	198,000	13,666	7%	164
14	Magic Mountain Pipeline No. 6	2400051	908,000	120,367	13%	28,506
15	New Water Banking Program (AVEK/Mid Valley/Rosedale)	2401081	500,000	-	-	-
16	Newhall (fka Saugus) Wells (N11, N12, N13) Groundwater Treatment Improvements	2402045	1,655,000	1,385,607	84%	97,472
17	Recycled Water Fill Station	2401080	225,000	12,298	5%	9,846
18	Recycled Water Program Phase II, 2A - Central Park	2400468	1,000	-	-	-
19	Recycled Water Program Phase II, 2B - Vista Canyon Backbone	2400474	250,000	74,378	30%	119,058
20	Recycled Water Program Phase II, 2C - South End Backbone Reach 1	2400480	2,000,000	170,952	9%	16,162
21	Recycled Water Pump Station PS-1 Upgrades	2403000	450,000	4,780	1%	147,900
22	S Wells (S6, S7 and S8)	2400437	1,950,000	85,590	4%	1,388,673
23	Sand Canyon Reservoir Expansion	2402049	810,000	153,571	19%	109,327
24	Santa Clara and Honby Wells	2400434	6,014,000	2,888,065	48%	493,769
25	Saugus Dry Year Reliability Wells 5 & 6	2400493	5,000	2,905	58%	-
26	Sierra and North Oaks Wells Groundwater Treatment Improvements - PFAS	2402094	250,000	20,378	8%	179,766
27	Sites Reservoir	2400598	800,000	-	-	-
28	Well 201 VOC Groundwater Treatment Improvements	2401146	5,615,000	2,058,270	37%	591,915
29	Well 205 (Perchlorate)	2400417	600,000	75,638	13%	27,093
30	Well 207 Groundwater Treatment Improvements	2402093	650,000	427	0%	-
31	Well D Groundwater Treatment Improvements - PFAS	2402098	200,000	73,990	37%	23,544
32	Well E-14 Site Improvements	2403001	250,000	-	-	-
33	Well E-16 Site Improvements	2403002	250,000	-	-	-
34	Well W10 Groundwater Treatment Improvements - PFAS	2402097	200,000	11,396	6%	92,493
35	Well W9 Groundwater Treatment Improvements - PFAS	2402096	250,000	11,497	5%	100,173
<b>Total Debt Funded Capital Projects</b>			<b>\$ 46,722,000</b>	<b>\$ 13,626,115</b>	<b>29.2%</b>	<b>\$ 6,024,211</b>

On February 26, 2024, the Finance and Administration Committee considered staff's recommendation to approve receiving and filing of the December 2023 Monthly and Mid-Year Budget Review (FY 2023/24 Q2 Oct – Dec 2023).

### STRATEGIC PLAN NEXUS

The preparation and review of this report helps meet SCV Water's Strategic Plan Strategy E.1: "Increase focus on forward looking financial information," Strategy E.3: "Improve treasury and cash management practices," and Strategy E.4: "Expand Financial & Performance Reporting."

### FINANCIAL CONSIDERATIONS

None.

### RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors receive and file the December 2023 Monthly and Mid-Year Budget Review (FY 2023/24 Q2 Oct – Dec 2023).

RP

M65



# Monthly Financial And Quarterly Report With Mid-Year Budget Review

DECEMBER 2023

Q2 FY 2023/24

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# Statement of Revenues and Expenses

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SCV Water  
Statement of Revenues and Expenses  
For the 6th Period Ending 12.31.23 - Unaudited

	(A)	(B)	(C)	(D)	Current Period			Year-to-Date			(H)		
					Actual	Budget	Variance	Percent	Actual	Budget		Variance	Percent
(1)	\$ 7,453,131	\$ 6,771,910	\$ 681,221	10%	Operating Revenues	\$ 48,620,280	\$ 59,012,359	\$ (10,392,080)	(18%)	(1)			
(2)	25,092	25,180	(88)	(0%)	Water Sales	150,552	151,082	(530)	(0%)	(2)			
(3)	38,704	40,600	(1,896)	(5%)	Water Sales - WWR	242,668	243,599	(931)	(0%)	(3)			
(4)	88,522	35,000	53,522	153%	Water Sales - Recycled	472,982	305,000	167,982	55%	(4)			
(5)	\$ 7,605,450	\$ 6,872,690	\$ 732,759	11%	Misc Fees and Charges	\$ 49,486,482	\$ 59,712,040	\$ (10,225,559)	(17%)	(5)			
					<b>Total Operating Revenues</b>								
					Operating Expenses	\$ 1,086,980	\$ 1,547,023	\$ (460,042)	(30%)	(6)			
(6)	\$ 170,668	\$ 257,837	\$ (87,169)	(34%)	Management	10,715,796	12,013,690	(1,297,893)	(11%)	(7)			
(7)	1,989,311	1,882,823	106,487	6%	Finance, Admin & IT	1,468,961	1,534,107	(65,146)	(4%)	(8)			
(8)	306,922	255,685	51,237	20%	Customer Care	5,449,736	5,578,789	(129,053)	(2%)	(9)			
(9)	984,494	928,631	55,862	6%	Trans & Distribution	7,102,403	9,317,583	(2,215,181)	(24%)	(10)			
(10)	1,251,610	1,340,131	(88,520)	(7%)	Pumping Wells & Storage	3,419,439	5,630,308	(2,210,869)	(39%)	(11)			
(11)	571,812	938,385	(366,572)	(39%)	Water Resources	4,394,392	5,554,408	(1,160,016)	(21%)	(12)			
(12)	4,156,749	4,509,068	(352,319)	(8%)	Source of Supply	7,289,983	7,027,832	262,151	4%	(13)			
(13)	1,442,998	1,152,347	290,651	25%	Water Quality, Treatment & Maintenance	2,154,058	2,242,002	(87,944)	(4%)	(14)			
(14)	390,167	373,667	16,500	4%	Engineering Services	\$ 43,081,748	\$ 50,445,741	\$ (7,363,994)	(15%)	(15)			
(15)	\$ 11,284,732	\$ 11,638,574	\$ (373,842)	(3%)	<b>Total Operating Expenses</b>	\$ 6,404,734	\$ 9,266,299	\$ (2,861,565)	(31%)	(16)			
(16)	\$ (3,659,282)	\$ (4,765,883)	\$ 1,106,601	(23%)	<b>Net Operating Revenues (Expenses)</b>								
					Non-Operating Revenues and (Expenses)	\$ 24,822,047	\$ 20,950,736	\$ 3,871,310	19%	(17)			
(17)	\$ 14,718,498	\$ 13,300,201	\$ 1,418,297	11%	Non-Operating Revenues <sup>1</sup>	(11,342,611)	(38,173,070)	26,830,459	(70%)	(18)			
(18)	(3,630,600)	(6,362,178)	2,731,578	(43%)	Capital Improvement Projects - Pay Go	(30,768,269)	(20,000)	4,071	(20%)	(20)			
(19)	-	-	-	0%	Debt Service	(15,929)			(64%)	(21)			
(20)	(2,759)	(3,333)	575	(17%)	Leases and SBITA Interest Expenses	\$ (17,304,762)	\$ (48,010,603)	\$ 30,705,841	(72%)	(22)			
(21)	\$ 11,085,139	\$ 6,934,689	\$ 4,150,450	60%	<b>Net Non-Operating Revenues and (Expenses)</b>	\$ (10,900,028)	\$ (38,744,304)	\$ 27,844,276					
(22)	\$ 7,425,857	\$ 2,168,806	\$ 5,257,051	242%	<b>Increase (Decrease) in Net Position</b>								

Monthly Changes of more than 10% and \$20,000

- (a) Overall consumption was lower than anticipated due to weather and conservation. YTD under budget 18% (\$10.4 million).
- (b) Misc. Fees and Charges vary from month to month. YTD over budget 55% (\$167,982)
- (c) Perchlorate Litigation and Legal expenses lower than anticipated. YTD under budget 30% (\$460,042) due to a reduction in outside services.
- (d) Outside services are over budget due to the billing services. YTD under budget 4% (\$65,146) due to a reduction in outside services.
- (e) Professional consultant services lower than budgeted. YTD under budget 39% (\$2.2 million) due to a reduction in outside services.
- (f) Outside services are over budget due to the timing of the Regulatory Fees. YTD over budget 4% (\$262,151) as a result of purchased power exceeding budget due to a reduced solar offset (solar working at around 85%).
- (g) Non-Operating Revenues are higher than budgeted due to higher Facility Capacity Fees receipts and Property Tax. YTD over budget 19% (\$3.9 million).
- (h) Timing of capital projects vary from month to month.

<sup>1</sup> Non-Operating Revenues include: Grants & Reimbursements, 1% Property Tax, Cell Sites, FCF, Lab Revenues, Interest Income, Annexation Reimb.

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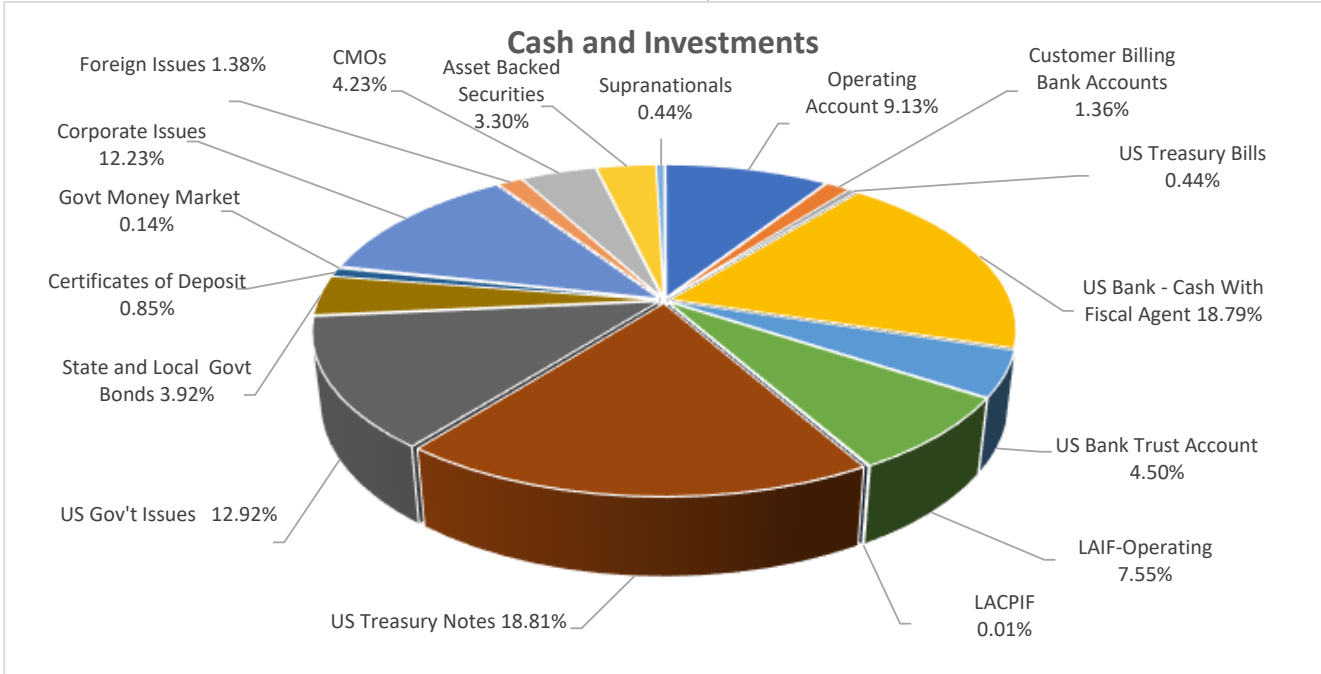
# Investment Report

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**Santa Clarita Valley Water Agency**

**Cash and Investment Summary**

December 31, 2023



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	29,920,384	9.13%
Customer Billing Bank Accounts	101-10105		4,465,159	1.36%
US Treasury Bills (Cash Equivalent)	101-10104		1,456,711	0.44%
US Bank - Cash with Fiscal Agent	101-102XX		61,565,355	18.79%
US Bank Trust Account (1% Prop Tax)	101-10202		14,740,882	4.50%
LAIF - Operating	101-11061		24,744,647	7.55%
LAC Pooled Investment Fund	101-11062		26,859	0.01%
US Treasury Notes	101-11063		61,628,508	18.81%
US Gov't Issues (excl T-Bills & T-Notes)	101-11064		42,343,469	12.92%
State and Local Government Bonds	101-11065		12,847,151	3.92%
Certificates of Deposit	101-11066		2,773,230	0.85%
Government Money Mkt Fund	101-11067		446,579	0.14%
Corporate Issues	101-11068		40,062,259	12.23%
Foreign Issues	101-11069		4,511,205	1.38%
CMOs	101-11070		13,854,753	4.23%
Asset Backed Securities	101-11071		10,821,565	3.30%
Supranationals	101-11072		1,438,891	0.44%
		\$	<b>327,647,607</b>	<b>100.00%</b>

**Estimated Refundable Developer Deposits:**

**\$ 7,451,606** in totals above

**Portfolio-wide Investments:**

Weighted Average Yield 4.174%

Rochelle Patterson, MPA  
Treasurer/Chief Financial & Administrative Officer

Amy Aguer, CPA  
Controller

All investment actions executed since the last report have been made in full compliance with the Investment Policy, and the Agency will meet its expenditure obligations for the next six months as required by Government Code Section 53646(b)(2) and (3), respectively.

**SCV Water**  
**Consolidated Cash & Investment Summary**  
**12/31/2023**

	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
<b><u>AGENCY FUNDS</u></b>					
<b>Cash &amp; Sweep Accounts</b>					
WF Operating Account-Incl FCF's, SWP & CIP		101/202/204/223-10101	\$ 29,920,384		
Less: WF Restricted Cash (FCFs, SWP & CIP)	1	202/224/223-10101	(11,848,206)		
US Treasury Bills - CAM		101-10104	1,456,711		
Customer Billing - Northstar Account		101-10105	766,985		
Commercial Paper		101-10106	-		
Customer Billing - enQuesta Account		101-10107	3,698,174		
US Bank - Cash with Fiscal Agent		101/204/223-102XX	61,565,355		
Less: Restricted Cash US Bank 2023A Bonds	1	223-10223	(61,540,422)		
US Bank Trust Account (1% Prop Tax)		101/204-10202	14,740,882		
Less: Restricted Cash US Bank 1% Prop Tax	2	101/204-10202	(14,740,882)		
			-		
<b>Subtotal - Cash &amp; Sweep Accounts Unrestricted</b>			<b>\$</b>	<b>24,018,981</b>	<b>7.33%</b>
<b>Investments - Unrestricted</b>					
Local Agency Investment Fund		101/202/204-11061	\$ 24,744,647		
LAC Pooled Investment Fund		101-11062	26,859		
US Treasury Notes - US Bank		101-11063	61,628,508		
US Govt Issues (excl T-Notes & T-Bills)		101/204-11064	42,343,469		
Taxable Municipal Issues (State & Local)		101-11065	12,847,151		
Certificates of Deposit		101-11066	2,773,230		
Government Money Mkt Fund		101/204-11067	446,579		
Corporate Issues		101-11068	40,062,259		
Foreign Issues		101-11069	4,511,205		
CMOs-Collateralized Mortgage Obligations		101-11070	13,854,753		
Asset Backed Securities		101-11071	10,821,565		
Supranationals		101-11072	1,438,891		
Less: Restricted Investments - FCF	3	202-11061	(9,575,131)		
Less: Restricted Investments - SWP	4	204-11061-11067	(88,986,484)		
<b>Subtotal - Investments Unrestricted</b>			<b>\$</b>	<b>116,937,502</b>	<b>35.69%</b>
<b>Cash and Investments - Restricted</b>					
Facility Capacity Fee Fund - Cash	5	202-10101	\$ -		
Facility Capacity Fee Fund - Investments	3	202-11061	9,575,131		
US Bank Trust Account (1% Prop Tax)	2	101/204-10202	14,740,882		
State Water Project - Cash (WF & US Bank)	6	204-10101	8,406,713		
State Water Project - Investments	4	204-11061/11063/11064	88,986,484		
<b>Subtotal - Cash &amp; Investments Restricted</b>				<b>121,709,209</b>	<b>37.15%</b>
<b>TOTAL AGENCY CASH &amp; INVESTMENTS</b>			<b>\$</b>	<b>262,665,691</b>	
<b><u>CAPITAL IMPROVEMENT PROJECT FUNDS</u></b>					
Cash & Sweep Accounts - Wells Fargo Pooled Cash	7	223-10101	\$ 3,441,493		
US Bank Trust Account - 2023 Bond Proceeds		223-102XX	61,540,422		
			-		
<b>TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS</b>			<b>\$</b>	<b>64,981,916</b>	<b>19.83%</b>
<b>TOTAL CASH AND INVESTMENTS</b>			<b>\$</b>	<b>327,647,607</b>	<b>100.00%</b>

**Notes**

- 1 Restricted Cash - FCF's, SWP & CIP
- 2 Restricted Cash - US Bank 1% Property Taxes
- 3 Restricted Investments - FCF's Legacy SCWD
- 4 Restricted Investments - State Water Project
- 5 Restricted Cash - FCF's (Txfr'd to cover Debt Svc)
- 6 Restricted Cash - SWP (State Water Project)
- 7 Restricted Cash - CIP 2023A Bond Proceeds

12/31/2023

## Per Chandler Asset Management and US Bank Custody Trust Statements

**Agency-wide General Funds Invested:**

<b><u>Cash &amp; Cash-Equivalents</u></b>	<b><u>Cost</u></b>	<b><u>Yield</u></b>	<b><u>Purchase Date</u></b>	<b><u>Maturity Date</u></b>	<b><u>Est'd Yield</u></b>
Wells Fargo Pooled Operating Cash	\$ 29,920,384	5.226%	Various	Liquid	\$ 1,563,582
Less: CIP 2023A Pooled Cash	(3,441,493)	5.226%	Various	Liquid	(179,846)
Wells Fargo Customer Care Accounts	4,465,159	5.226%	Various	Liquid	233,341
US Bank DS Accounts	61,565,355	4.830%	Various	Liquid	2,973,607
Less: CIP 2023A US Bank Bond Proceeds	(61,540,422)	4.820%	Various	Liquid	(2,966,248)
US Bank 1% Property Tax Trust Account	14,740,882	3.820%	Various	08/15/24	563,102
US T-Bills (Cash Equiv) - CAM	1,456,711	5.178%	Various	Liquid	75,431
First American Govt MM (Cash Equiv)-CAM	446,579	4.990%	Various	Liquid	22,284
<b>Total Cash &amp; Cash-Equivalents</b>	<b>\$ 47,613,154</b>	<b>4.800%</b>	<b>Weighted Avg Yield</b>		<b>\$ 2,285,253</b>

**Investments External to US Bank / Chandler Asset Management**

Local Agency Investment Fund (LAIF)	\$ 24,744,647	3.929%	Various	Liquid	972,217
LA County Pooled Investment Fund	26,859	4.020%	Various	Liquid	1,080

**Investments per US Bank / Chandler Asset Management Statements (excluding Cash Equivalents)**

Asset-Backed Securities - CAM	10,821,565	4.801%	Various	Various	\$ 519,532
Federal Agencies - CAM	42,343,471	4.717%	Various	Various	1,997,443
CMO's - Collateralized Mortgages - CAM	13,854,753	4.430%	Various	Various	613,759
Corporate Issues	40,062,259	4.725%	Various	Various	1,892,904
Municipal Bonds (State/Local Gov'ts) CAM	12,847,151	4.865%	Various	Various	624,999
Negotiable Certificates of Deposit - CAM	2,773,230	5.134%	Various	Various	142,373
US Treasury Notes - US Bank	61,628,508	4.230%	Various	Various	2,606,745
Foreign Issues & SupraNationals	5,950,096	4.704%	Various	Various	279,893
<b>Total Investments</b>	<b>\$ 215,052,540</b>	<b>4.035%</b>	<b>Weighted Avg Yield</b>		<b>\$ 8,677,647</b>

<b>Cash &amp; Investments Non-CIP</b>	<b>\$ 262,665,693</b>	<b>4.174%</b>	<b>Portfolio Weighted Avg Yield</b>		<b>\$ 10,962,900</b>
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# **Santa Clarita Valley Consolidated - Account #11008**

## **MONTHLY ACCOUNT STATEMENT**

**DECEMBER 1, 2023 THROUGH DECEMBER 31, 2023**

**Chandler Team:**

For questions about your account, please call (800) 317-4747,  
or contact [operations@chandlerasset.com](mailto:operations@chandlerasset.com)

**CHANDLER ASSET MANAGEMENT**  
[chandlerasset.com](http://chandlerasset.com)

*Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.*



**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	1.59
Average Coupon	2.30%
Average Purchase YTM	4.05%
Average Market YTM	4.61%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	1.88 yrs
Average Life	1.78 yrs

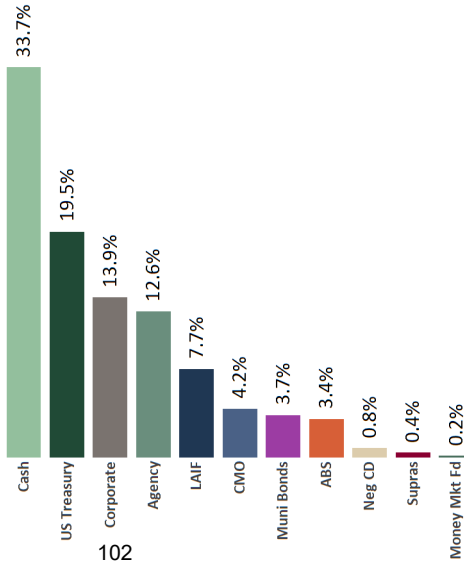
**ACCOUNT SUMMARY**

	Beg. Values as of 11/30/23	End Values as of 12/31/23
Market Value	300,894,404	325,978,516
Accrued Interest	1,714,530	1,745,184
<b>Total Market Value</b>	<b>302,608,934</b>	<b>327,723,700</b>
Income Earned	1,024,157	697,181
Cont/WD		
Par	306,276,501	328,706,582
Book Value	305,046,125	327,533,170
Cost Value	304,883,300	327,456,179

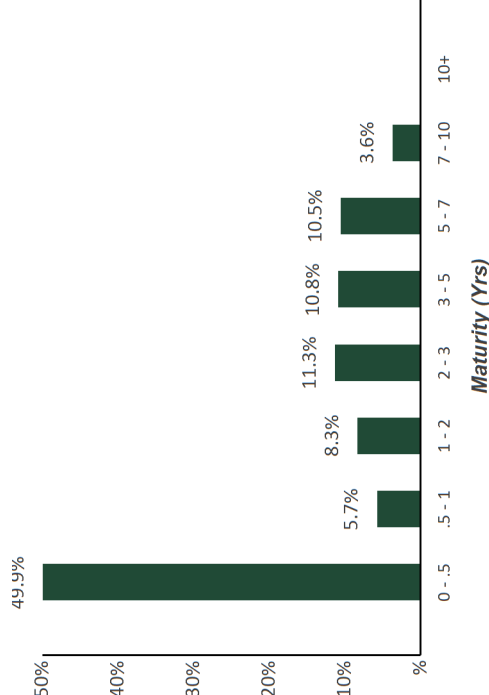
**TOP ISSUERS**

US Bancorp	23.3%
Government of United States	19.5%
Wells Fargo Bank Operating	10.4%
Local Agency Investment Fund	7.7%
Federal Home Loan Bank	7.3%
Federal Home Loan Mortgage Corp	4.2%
Federal Farm Credit Bank	3.6%
State of California	1.8%
<b>Total</b>	<b>77.8%</b>

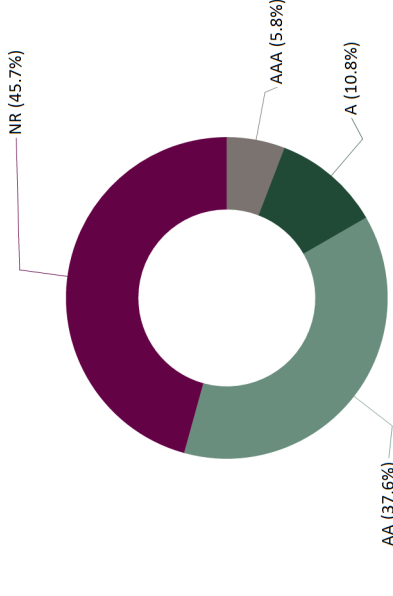
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**





CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	426,514.00	01/18/2023 4.53%	406,304.57 415,212.17	97.29 5.63%	414,962.72 98.57	0.13% (249.45)	Aaa / NR AAA	2.21 0.53
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	634,337.37	01/12/2023 5.02%	605,346.17 617,263.64	97.33 5.61%	617,413.88 530.02	0.19% 150.24	Aaa / AAA NR	2.37 0.71
44935FAD6	Hyundai Auto Receivables Trust 2021-C A3 0.74% Due 5/15/2026	348,709.61	01/30/2023 5.43%	330,606.68 339,075.00	97.28 5.70%	339,241.44 114.69	0.10% 166.44	NR / AAA AAA	2.37 0.55
05602RAD3	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	634,586.38	01/11/2023 5.27%	619,316.65 625,345.97	98.59 5.24%	625,628.56 339.50	0.19% 282.59	Aaa / AAA NR	2.65 0.70
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	562,000.00	01/13/2023 4.82%	545,491.25 551,811.43	98.01 5.47%	550,793.16 731.85	0.17% (1,018.27)	Aaa / AAA NR	2.71 0.79
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	650,000.00	01/18/2023 4.37%	636,568.36 642,061.68	97.95 4.99%	636,700.35 979.33	0.19% (5,361.33)	NR / AAA AAA	3.38 1.30
92348KAA1	Verizon Master Trust 2021-1 A 0.5% Due 5/20/2027	650,000.00	01/11/2023 4.01%	612,371.09 629,644.18	98.02 2.82%	637,126.10 99.31	0.19% 7,481.92	Aaa / AAA AAA	3.39 0.86
16157IHS6	Chase Issuance Trust 22-A1 A 3.97% Due 9/15/2027	850,000.00	Various 4.92%	833,371.10 837,610.26	98.65 4.85%	838,534.35 1,499.78	0.26% 924.09	NR / AAA AAA	3.71 1.60
58770AAC7	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	145,000.00	01/18/2023 4.56%	144,982.60 144,987.28	99.36 5.02%	144,073.31 290.64	0.04% (913.97)	NR / AAA AAA	3.88 1.38
47800CAC0	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	195,000.00	02/22/2023 5.07%	194,964.47 194,970.77	100.19 4.95%	195,369.16 434.20	0.06% 398.39	Aaa / NR AAA	3.88 1.66
437927AC0	Honda Auto Receivables Owner 2023-2 A3 4.93% Due 11/15/2027	750,000.00	08/22/2023 5.44%	742,412.11 743,248.77	100.47 4.74%	753,513.00 1,643.33	0.23% 10,264.23	Aaa / AAA NR	3.88 1.95
477920AC6	John Deere Owner Trust 2023-B A3 5.18% Due 3/15/2028	250,000.00	06/21/2023 5.24%	249,958.30 249,964.17	100.87 4.79%	252,178.50 575.56	0.08% 2,214.33	Aaa / NR AAA	4.21 1.96
05522RDF2	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	500,000.00	04/18/2023 4.59%	505,468.75 503,979.39	100.58 4.72%	502,885.00 1,111.11	0.15% (1,094.39)	Aaa / AAA NR	4.29 1.74
92348KAD5	Verizon Master Trust 2021-2 A 0.99% Due 4/20/2028	350,000.00	06/16/2023 4.49%	329,697.27 334,676.70	96.59 3.84%	338,068.85 105.88	0.10% 3,392.15	NR / AAA AAA	4.31 1.21



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
47787CAC7	John Deere Owner Trust 2023-C A3 5.48% Due 5/15/2028	580,000.00	09/12/2023 5.55%	579,960.15 579,963.33	101.55 4.78%	589,002.76 1,412.62	0.18% 9,039.43	Aaa / NR AAA	4.38 2.03
36267KAD9	GM Financial Securitized Term 2023-3 A3 5.45% Due 6/16/2028	1,000,000.00	09/08/2023 5.41%	1,002,734.38 1,002,486.00	101.52 4.75%	1,015,174.00 2,270.83	0.31% 12,688.00	Aaa / AAA NR	4.46 1.97
161571HT4	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	1,250,000.00	09/07/2023 5.23%	1,249,653.50 1,249,687.64	101.55 4.59%	1,269,332.50 2,866.67	0.39% 19,644.86	NR / AAA AAA	4.71 2.46
02582JKD1	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	635,000.00	09/12/2023 5.29%	634,971.62 634,974.32	101.62 4.64%	645,261.60 1,476.02	0.20% 10,287.28	NR / AAA AAA	4.71 2.46
58769FAC9	Mercedes-Benz Auto Receivables 2023- 2 A3 5.95% Due 11/15/2028	585,000.00	11/29/2023 3.88%	597,385.55 596,689.17	102.82 4.68%	601,525.08 1,547.00	0.18% 4,835.91	NR / AAA AAA	4.88 2.08
<b>Total ABS</b>		<b>10,996,147.36</b>	<b>4.95%</b>	<b>10,821,564.57</b> <b>10,893,651.87</b>	<b>4.79%</b>	<b>10,966,784.32</b> <b>18,126.91</b>	<b>3.35%</b> <b>73,132.45</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>3.81</b> <b>1.58</b>
<b>AGENCY</b>									
3130ATUQ8	FHLB Note 4.75% Due 3/8/2024	1,000,000.00	01/09/2023 4.72%	1,000,340.00 1,000,053.85	99.89 5.29%	998,859.00 14,909.72	0.31% (1,194.85)	Aaa / AA+ NR	0.19 0.18
3130AQZX4	FHLB Callable Note Qtr 6/14/2022 1.875% Due 3/14/2024	2,000,000.00	02/15/2022 1.88%	2,000,000.00 2,000,000.00	99.30 5.34%	1,985,988.00 11,145.83	0.61% (14,012.00)	Aaa / AA+ NR	0.20 0.20
3133EMLV2	FFCB Callable Note Cont 4/5/2021 0.27% Due 4/5/2024	5,000,000.00	01/05/2021 0.27%	5,000,000.00 5,000,000.00	98.65 5.52%	4,932,425.00 3,225.00	1.51% (67,575.00)	Aaa / AA+ AA+	0.26 0.26
3130APQ32	FHLB Callable Note Qtrly 2/24/2022 0.75% Due 5/24/2024	200,000.00	11/01/2021 0.91%	200,003.47 200,000.53	98.19 5.39%	196,389.20 154.17	0.06% (3,611.33)	Aaa / AA+ NR	0.40 0.39
3130AQU43	FHLB Callable Note Qtrly 5/24/2022 1.35% Due 5/24/2024	235,000.00	02/02/2022 1.31%	235,003.86 235,000.66	98.47 5.25%	231,406.85 1,119.19	0.07% (3,593.81)	Aaa / AA+ NR	0.40 0.39
3130ATVC8	FHLB Note 4.875% Due 6/14/2024	1,000,000.00	01/09/2023 4.63%	1,003,192.77 1,001,011.15	99.85 5.21%	998,458.00 2,302.08	0.31% (2,553.15)	Aaa / AA+ NR	0.45 0.44
3130AMTP7	FHLB Callable Note Qtrly 9/29/2021 0.4% Due 8/29/2024	4,500,000.00	06/08/2021 0.39%	4,500,000.00 4,500,000.00	96.98 5.09%	4,363,942.50 100.00	1.33% (136,057.50)	Aaa / AA+ NR	0.66 0.65
3130A2UW4	FHLB Note 2.875% Due 9/13/2024	1,000,000.00	01/13/2023 4.46%	974,890.00 989,374.94	98.60 4.93%	985,962.00 8,625.00	0.30% (3,412.94)	Aaa / AA+ NR	0.70 0.68

Holdings Report

As of December 31, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody/S&P	Maturity
AGENCY			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	Fitch	Duration
3133ENEJ5	FFCB Note 0.875% Due 11/18/2024	2,000,000.00	11/18/2021 0.91%	1,997,700.00 1,999,324.27	96.55 4.92%	1,931,058.00 2,090.28	0.59% (68,266.27)	Aaa / AA+ AA+	0.88 0.86
3133ENZ94	FFCB Note 4.5% Due 11/18/2024	1,000,000.00	01/17/2023 4.31%	1,003,209.00 1,001,542.24	99.63 4.93%	996,321.00 5,375.00	0.31% (5,221.24)	Aaa / AA+ AA+	0.88 0.85
3130ALF25	FHLB Callable Note Qtr 8/26/2021 0.4% Due 11/26/2024	2,000,000.00	12/26/2021 0.40%	2,000,000.00 2,000,000.00	96.00 4.97%	1,920,018.00 2,777.78	0.59% (79,982.00)	Aaa / AA+ NR	0.91 0.88
3130ATUR6	FHLB Note 4.625% Due 12/13/2024	1,000,000.00	01/24/2023 4.43%	1,003,380.00 1,001,704.74	99.78 4.86%	997,820.00 2,312.50	0.31% (3,884.74)	Aaa / AA+ NR	0.95 0.92
3130AQGT4	FHLB Callable Note 2X 1/13/2023 1.1% Due 1/13/2025	1,000,000.00	01/03/2022 1.45%	996,470.00 998,793.54	96.76 4.34%	967,605.00 5,133.33	0.30% (31,188.54)	Aaa / AA+ NR	1.04 1.00
3130AWER7	FHLB Note 4.625% Due 6/6/2025	2,000,000.00	06/16/2023 4.81%	1,993,100.00 1,994,976.57	100.56 4.22%	2,011,160.00 6,423.61	0.62% 16,183.43	Aaa / AA+ NR	1.43 1.37
3130AMMT6	FHLB Callable Note Qtrly 6/10/2022 0.69% Due 6/10/2025	2,000,000.00	06/10/2021 0.69%	2,000,000.00 2,000,000.00	94.87 4.40%	1,897,392.00 805.00	0.58% (102,608.00)	Aaa / AA+ NR	1.44 1.41
3135G06G3	FNMA Note 0.5% Due 11/7/2025	6,000,000.00	11/12/2020 0.57%	5,978,520.00 5,992,026.10	93.15 4.40%	5,588,706.00 4,500.00	1.71% (403,320.10)	Aaa / AA+ AA+	1.85 1.80
3133EPMB8	FFCB Note 4.125% Due 12/8/2025	1,500,000.00	06/14/2023 4.50%	1,486,950.00 1,489,827.62	99.60 4.34%	1,494,021.00 3,953.13	0.46% 4,193.38	Aaa / AA+ AA+	1.94 1.84
3133EPCR4	FFCB Note 4.75% Due 3/9/2026	450,000.00	03/27/2023 3.96%	459,814.50 457,272.03	101.18 4.18%	455,308.65 6,650.00	0.14% (1,963.38)	Aaa / AA+ AA+	2.19 2.03
3130ALZA5	FHLB Callable Note Qtrly 7/29/2021 1% Due 4/29/2026	280,000.00	04/15/2021 1.42%	280,000.00 280,000.00	95.46 4.33%	267,282.12 482.22	0.08% (12,717.88)	Aaa / AA+ NR	2.33 2.24
3133EPNG6	FFCB Note 4.375% Due 6/23/2026	2,000,000.00	06/20/2023 4.39%	1,998,940.00 1,999,125.69	100.44 4.18%	2,008,884.00 1,944.44	0.61% 9,758.31	Aaa / AA+ AA+	2.48 2.32
3130AMTX0	FHLB Callable Note Qtrly 9/30/2021 0.75% Due 6/30/2026	3,000,000.00	06/08/2021 1.10%	3,000,000.00 3,000,000.00	93.63 4.34%	2,808,756.00 62.50	0.86% (191,244.00)	Aaa / AA+ NR	2.50 2.42
3130AMUB6	FHLB Callable Note Qtrly 9/30/2021 0.75% Due 6/30/2026	1,500,000.00	06/09/2021 1.03%	1,500,000.00 1,500,000.00	93.28 4.34%	1,399,176.00 31.25	0.43% (100,824.00)	Aaa / AA+ NR	2.50 2.42
3130AWTQ3	FHLB Note 4.625% Due 9/11/2026	1,750,000.00	10/24/2023 5.01%	1,731,957.50 1,733,123.75	101.29 4.11%	1,772,657.25 33,049.48	0.55% 39,533.50	Aaa / AA+ NR	2.70 2.47
<b>Total Agency</b>		<b>42,415,000.00</b>	<b>1.88%</b>	<b>42,343,471.10</b> <b>42,373,157.68</b>	<b>4.75%</b>	<b>41,209,595.57</b> <b>117,171.51</b>	<b>12.61%</b> <b>(1,163,562.11)</b>	<b>Aaa / AA+</b> <b>AA+</b>	<b>1.29</b> <b>1.24</b>

Holdings Report

As of December 31, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody/s&P	Maturity
			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	Fitch	Duration
PP2112\$01	US Bank Trust USB Trust	14,740,881.97	Various	14,740,881.97	1.00	14,740,881.97	4.50%	NR / NR	0.00
			3.82%	14,740,881.97	3.82%	0.00	0.00	NR	0.00
PP2112\$02	US Bank Trust USB Bank Rev Bonds	61,540,422.40	Various	61,540,422.40	1.00	61,540,422.40	18.78%	NR / NR	0.00
			4.82%	61,540,422.40	4.82%	0.00	0.00	NR	0.00
PP3118\$01	Wells Fargo Bank WFB Operating	34,170,384.00	Various	34,170,384.00	1.00	34,170,384.00	10.43%	NR / NR	0.00
			5.23%	34,170,384.00	5.23%	0.00	0.00	NR	0.00
<b>Total Cash</b>		<b>110,451,688.37</b>	<b>4.81%</b>	<b>110,451,688.37</b>	<b>4.81%</b>	<b>110,451,688.37</b>	<b>33.70%</b>	<b>NR / NR</b>	<b>0.00</b>

CMO	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody/s&P	Maturity
			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	Fitch	Duration
3137FLW0	FHLMC K092 A2	2,000,000.00	02/06/2023	1,910,468.75	95.09	1,901,792.00	0.58%	NR / NR	5.32
	3.298% Due 4/25/2029		4.14%	1,923,343.56	4.34%	5,496.67	(21,551.56)	AAA	4.71
3137FMTY8	FHLMC K094 A2	2,000,000.00	03/16/2023	1,853,515.63	93.03	1,860,548.00	0.57%	Aaa / NR	5.49
	2.903% Due 6/25/2029		4.25%	1,871,826.18	4.35%	4,838.33	(11,278.18)	NR	4.88
3137FNB82	FHLMC K096 A2	2,000,000.00	02/28/2023	1,777,421.87	91.05	1,821,040.00	0.56%	NR / AAA	5.57
	2.519% Due 7/25/2029		4.60%	1,806,387.52	4.37%	4,198.33	14,652.48	NR	4.99
3137FPJG1	FHLMC K099 A2	1,600,000.00	03/29/2023	1,457,249.92	91.19	1,459,088.00	0.45%	NR / NR	5.74
	2.595% Due 9/25/2029		4.23%	1,473,714.12	4.37%	3,460.00	(14,626.12)	AAA	5.11
3137HA4B9	FHLMC K751 A2	2,000,000.00	05/03/2023	2,027,472.00	99.98	1,999,648.00	0.61%	NR / NR	6.24
	4.412% Due 3/25/2030		4.15%	2,024,899.92	4.40%	7,353.33	(25,251.92)	NR	5.08
3137FIY60	FHLMC K158 A2	2,000,000.00	02/14/2023	1,947,187.50	95.95	1,918,978.00	0.59%	NR / NR	6.99
	3.9% Due 12/25/2030		4.30%	1,953,043.28	4.60%	6,500.00	(34,065.28)	NR	5.81
3137H8U90	FHLMC K148 A2	2,000,000.00	01/30/2023	1,912,656.25	93.34	1,866,800.00	0.57%	Aaa / AA+	8.57
	3.5% Due 7/25/2032		4.08%	1,921,060.03	4.45%	5,833.33	(54,260.03)	AAA	7.17
3137H9UD9	FHLMC K154 A2	965,000.00	03/20/2023	968,780.87	99.22	957,440.19	0.29%	NR / NR	9.08
	4.35% Due 1/25/2033		4.34%	968,488.09	4.46%	3,498.13	(11,047.90)	AAA	7.31
<b>Total CMO</b>		<b>14,565,000.00</b>	<b>4.25%</b>	<b>13,854,752.79</b>	<b>4.41%</b>	<b>13,785,334.19</b>	<b>4.22%</b>	<b>Aaa / AAA</b>	<b>6.49</b>
				<b>13,942,762.70</b>		<b>41,178.12</b>	<b>(157,428.51)</b>	<b>AAA</b>	<b>5.53</b>

CORPORATE	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody/s&P	Maturity
			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	Fitch	Duration
48133DF47	JPMorgan Chase Financial Callable Note	3,000,000.00	05/13/2022	3,000,000.00	99.09	2,972,592.00	0.91%	A1 / A-	0.37
	Qrty 5/13/2023		3.13%	3,000,000.00	5.64%	12,500.00	(27,408.00)	AA-	0.36
	3.125% Due 5/13/2024								



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
<b>CORPORATE</b>									
05531FBH5	Truist Financial Corporation Callable Note Cont 7/1/2024 2.5% Due 8/1/2024	500,000.00	01/31/2023 4.78%	483,680.00 493,633.41	98.11 5.84%	490,545.50 5,208.33	0.15% (3,087.91)	A3 / A- A	0.59 0.56
89115A2J0	Toronto-Dominion Bank Note 4.285% Due 9/13/2024	500,000.00	01/09/2023 4.79%	495,945.00 498,301.01	99.18 5.49%	495,875.00 6,427.50	0.15% (2,426.01)	A1 / A AA-	0.70 0.67
06368LGU4	Bank of Montreal Note 5.2% Due 12/12/2024	500,000.00	01/09/2023 4.96%	502,190.00 501,082.49	99.88 5.33%	499,410.00 1,372.22	0.15% (1,672.49)	A2 / A- AA-	0.95 0.91
89236TKN4	Toyota Motor Credit Corp Note 4.8% Due 1/10/2025	500,000.00	01/10/2023 4.86%	499,445.00 499,714.51	100.02 4.78%	500,115.00 11,400.00	0.16% 400.49	A1 / A+ A+	1.03 0.97
747525AF0	Qualcomm Inc Callable Note Cont 2/20/2025 3.45% Due 5/20/2025	500,000.00	01/24/2023 4.43%	489,345.00 493,632.22	98.18 4.82%	490,905.50 1,964.58	0.15% (2,726.72)	A2 / A NR	1.39 1.33
668151LJ7	Northwestern Mutual Gbl Note 4% Due 7/1/2025	500,000.00	01/09/2023 4.68%	492,190.00 495,263.78	99.09 4.64%	495,432.00 10,000.00	0.15% 168.22	Aaa / AA+ AAA	1.50 1.41
907818ES3	Union Pacific Corp Callable Note Cont 5/15/2025 3.75% Due 7/15/2025	500,000.00	01/10/2023 4.61%	489,970.00 493,850.46	98.48 4.78%	492,406.50 8,645.83	0.15% (1,443.96)	A3 / A- A-	1.54 1.45
713448CY2	Pepsico Inc. Callable Note Cont 4/17/2025 3.5% Due 7/17/2025	500,000.00	01/19/2023 4.37%	489,855.00 493,695.77	98.37 4.60%	491,872.00 7,972.22	0.15% (1,823.77)	A1 / A+ NR	1.55 1.46
64952WEU3	New York Life Global Note 3.6% Due 8/5/2025	500,000.00	01/09/2023 4.72%	486,565.00 491,655.10	98.33 4.70%	491,649.00 7,300.00	0.15% (6.10)	Aaa / AA+ AAA	1.60 1.51
59217GFC8	Metlife Note 4.05% Due 8/25/2025	500,000.00	01/09/2023 4.65%	492,690.00 495,401.65	98.55 4.97%	492,761.50 7,087.50	0.15% (2,640.15)	Aa3 / AA- AA-	1.65 1.55
74153WCR8	Pricoa Global Funding Note 4.2% Due 8/28/2025	500,000.00	01/19/2023 4.62%	494,945.00 496,773.97	98.94 4.87%	494,698.00 7,175.00	0.15% (2,075.97)	Aa3 / AA- AA-	1.66 1.56
756109BE3	Realty Income Corp Callable Note Cont 9/1/2025 4.625% Due 11/1/2025	500,000.00	01/09/2023 4.74%	498,525.00 499,035.85	99.35 5.00%	496,759.00 3,854.17	0.15% (2,276.85)	A3 / A- NR	1.84 1.72
594918BJ2	Microsoft Callable Note Cont 8/3/2025 3.125% Due 11/3/2025	500,000.00	01/11/2023 4.38%	483,530.00 489,202.11	97.61 4.49%	488,042.00 2,517.36	0.15% (1,160.11)	Aaa / AAA NR	1.84 1.75
18113R3B1	Caterpillar Financial Service Note 4.8% Due 1/6/2026	500,000.00	01/09/2023 4.49%	504,255.00 502,870.47	100.57 4.50%	502,856.50 11,666.67	0.16% (13.97)	A2 / A A+	2.02 1.86





CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
<b>CORPORATE</b>									
24422EWPO	John Deere Capital Corp Note 4.8% Due 1/9/2026	500,000.00	01/09/2023 4.50%	504,170.00 502,816.85	100.53 4.52%	502,655.50 11,466.67	0.16% (161.35)	A2 / A A+	2.03 1.87
89115A2K7	Toronto-Dominion Bank Note 5.103% Due 1/9/2026	500,000.00	06/16/2023 5.23%	498,474.99 498,792.09	100.69 4.74%	503,446.00 12,190.50	0.16% 4,653.91	A1 / A AA-	2.03 1.86
78016FZT4	Royal Bank of Canada Note 4.875% Due 1/12/2026	1,000,000.00	Various 5.09%	994,685.00 995,875.72	100.25 4.75%	1,002,455.00 22,885.42	0.31% 6,579.28	A1 / A AA-	2.04 1.87
91324PCV2	United Health Group Inc Note 3.1% Due 3/15/2026	500,000.00	01/09/2023 4.31%	482,180.00 487,638.24	97.08 4.50%	485,424.00 4,563.89	0.15% (2,214.24)	A2 / A+ A	2.21 2.08
69371RS49	Paccar Financial Corp Note 4.45% Due 3/30/2026	600,000.00	03/28/2023 4.47%	599,634.00 599,726.50	99.82 4.53%	598,903.80 6,749.17	0.18% (822.70)	A1 / A+ NR	2.25 2.10
64952WFB4	New York Life Global Note 4.7% Due 4/2/2026	500,000.00	06/15/2023 5.08%	495,030.00 495,982.95	99.99 4.70%	499,947.50 5,809.72	0.15% 3,964.55	Aaa / AA+ AAA	2.25 2.09
66815L2L2	Northwestern Mutual Glbl Note 4.7% Due 4/6/2026	500,000.00	06/15/2023 5.00%	496,085.00 496,832.72	99.65 4.86%	498,253.50 5,548.61	0.15% 1,420.78	Aaa / AA+ AAA	2.27 2.10
46647PCZ7	JP Morgan Chase & Co Callable Note Cont 4/26/2025 4.08% Due 4/26/2026	1,000,000.00	Various 5.76%	977,520.00 982,681.40	98.37 5.36%	983,730.00 7,366.66	0.30% 1,048.60	A1 / A- AA-	2.32 1.26
341081GR2	Florida Power and Light Callable Note Cont 4/15/2026 4.45% Due 5/15/2026	500,000.00	05/19/2023 4.73%	496,165.00 496,951.03	100.09 4.40%	500,430.50 2,843.06	0.15% 3,479.47	A1 / A A+	2.37 2.15
24422EWX3	John Deere Capital Corp Note 4.75% Due 6/8/2026	500,000.00	06/16/2023 4.82%	499,005.00 499,183.24	100.67 4.45%	503,355.50 1,517.36	0.15% 4,172.26	A2 / A A+	2.44 2.27
74340XB4	Prologis LP Callable Note Cont 3/30/2026 3.25% Due 6/30/2026	500,000.00	06/15/2023 4.86%	477,570.00 481,524.66	96.65 4.69%	483,254.00 45.14	0.15% 1,729.34	A3 / A NR	2.50 2.36
06051GLA5	Bank of America Corp Callable Note Cont 7/22/2025 4.827% Due 7/22/2026	1,000,000.00	Various 5.81%	991,845.00 993,364.07	99.23 5.34%	992,284.00 21,319.26	0.31% (1,080.07)	A1 / A- AA-	2.56 1.45
89236TKX2	Toyota Motor Credit Corp Note 5% Due 8/14/2026	500,000.00	10/24/2023 5.48%	493,860.00 494,262.13	101.20 4.51%	505,984.50 9,513.89	0.16% 11,722.37	A1 / A+ A+	2.62 2.39
74153WCT4	Pricoa Global Funding Note 5.55% Due 8/28/2026	500,000.00	10/24/2023 5.70%	498,015.00 498,143.25	102.06 4.71%	510,284.00 9,481.25	0.16% 12,140.75	Aa3 / AA- AA-	2.66 2.41





CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
<b>CORPORATE</b>									
437076CV2	Home Depot Callable Note Cont 8/30/2026 4.95% Due 9/30/2026	750,000.00	11/29/2023 4.81%	752,722.50 752,648.56	101.43 4.38%	760,743.00 2,784.38	0.23% 8,094.44	A2 / A A	2.75 2.47
69371RS72	Paccar Financial Corp Note 5.2% Due 11/9/2026	500,000.00	11/07/2023 5.28%	498,890.00 498,943.68	102.13 4.39%	510,665.50 3,755.56	0.16% 11,721.82	A1 / A+ NR	2.86 2.62
63743HFK3	National Rural Utilities Callable Note 10/13/2026 5.6% Due 11/13/2026	1,000,000.00	11/14/2023 5.25%	1,009,400.00 1,009,004.39	102.62 4.58%	1,026,158.00 9,177.78	0.32% 17,153.61	A2 / A- A	2.87 2.54
26442CAS3	Duke Energy Carolinas Callable Note Cont 9/1/2026 2.95% Due 12/1/2026	500,000.00	04/10/2023 4.43%	475,365.00 480,258.63	96.53 4.23%	482,644.00 1,229.17	0.15% 2,385.37	Aa3 / A NR	2.92 2.75
61747YEZ4	Morgan Stanley Callable Note 1X 1/28/2026 5.05% Due 1/28/2027	1,000,000.00	Various 5.52%	998,785.90 998,879.63	100.10 4.99%	1,000,965.00 21,462.51	0.31% 2,085.37	A1 / A- A+	3.08 1.91
060406RBO9	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	1,000,000.00	04/19/2023 5.27%	1,001,420.00 1,001,177.02	100.03 4.92%	1,000,298.00 8,932.08	0.31% (879.02)	A1 / A AA-	3.32 2.15
06406RBO9	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	1,000,000.00	Various 5.47%	994,880.00 995,564.71	100.03 4.92%	1,000,298.00 8,932.08	0.31% 4,733.29	A1 / A AA-	3.32 2.15
023135CP9	Amazon.com Inc Callable Note Cont 11/1/2027 4.55% Due 12/1/2027	1,000,000.00	02/06/2023 4.43%	1,005,210.00 1,004,240.35	101.53 4.11%	1,015,303.00 3,791.67	0.31% 11,062.65	A1 / AA AA-	3.92 3.48
57629WDL1	Mass Mutual Global funding Note 5.05% Due 12/7/2027	1,140,000.00	03/30/2023 4.73%	1,155,116.40 1,152,701.67	101.16 4.72%	1,153,209.18 3,838.00	0.35% 507.51	Aa3 / AA+ AA+	3.94 3.52
74340XBV2	Prologis LP Callable Note Cont 09/15/2027 3.375% Due 12/15/2027	1,000,000.00	04/19/2023 4.50%	953,110.00 960,147.64	95.47 4.64%	954,691.00 1,500.00	0.29% (5,456.64)	A3 / A NR	3.96 3.64
592179KF1	MET LIFE GLOB FUNDING I Note 5.05% Due 1/6/2028	1,000,000.00	01/30/2023 4.69%	1,015,690.00 1,012,778.63	100.99 4.77%	1,009,941.00 24,548.61	0.32% (2,837.63)	Aa3 / AA- AA-	4.02 3.51
64952WEY5	New York Life Global Note 4.85% Due 1/9/2028	1,000,000.00	01/30/2023 4.53%	1,014,040.00 1,011,439.13	100.59 4.69%	1,005,910.00 23,172.22	0.31% (5,529.13)	Aaa / AA+ AAA	4.03 3.54
89115A2M3	Toronto-Dominion Bank Note 5.156% Due 1/10/2028	1,000,000.00	02/06/2023 4.81%	1,015,010.00 1,012,278.63	101.51 4.74%	1,015,083.00 24,491.00	0.32% 2,804.37	A1 / A AA-	4.03 3.52



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>CORPORATE</b>									
89236TKQ7	Toyota Motor Credit Corp Note 4.625% Due 1/12/2028	1,000,000.00	01/30/2023 4.47%	1,006,790.00 1,005,534.26	101.28 4.28%	1,012,802.00 21,711.81	0.32% 7,267.74	A1 / A+ A+	4.04 3.57
78016FZW7	Royal Bank of Canada Note 4.9% Due 1/12/2028	1,000,000.00	01/30/2023 4.79%	1,004,900.00 1,003,993.80	101.08 4.60%	1,010,766.00 23,002.78	0.32% 6,772.20	A1 / A AA-	4.04 3.54
756109AU8	Realty Income Corp Callable Note Cont 10/15/2027 3.65% Due 1/15/2028	1,000,000.00	Various 4.65%	956,445.09 964,407.71	95.88 4.78%	958,817.00 16,830.55	0.30% (5,590.71)	A3 / A- NR	4.04 3.63
24422EWR6	John Deere Capital Corp Note 4.75% Due 1/20/2028	1,000,000.00	02/07/2023 4.46%	1,012,740.00 1,010,440.31	101.65 4.30%	1,016,548.00 21,243.06	0.32% 6,107.69	A2 / A A+	4.06 3.58
06051GGF0	Bank of America Corp Callable Note 1/20/2027 3.824% Due 1/20/2028	1,200,000.00	04/18/2023 5.60%	1,144,836.00 1,152,970.78	96.08 5.22%	1,152,938.40 20,522.13	0.36% (32.38)	A1 / A- AA-	4.06 2.79
91324PEP3	United Health Group Inc Callable Note Cont 1/15/2028 5.25% Due 2/15/2028	1,000,000.00	02/14/2023 4.70%	1,024,270.00 1,020,027.74	103.41 4.32%	1,034,070.00 19,833.33	0.32% 14,042.26	A2 / A+ A	4.13 3.56
438516CJ3	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 2/15/2028	1,000,000.00	02/14/2023 4.52%	1,018,960.00 1,015,645.90	102.91 4.16%	1,029,141.00 18,700.00	0.32% 13,495.10	A2 / A A	4.13 3.58
713448FL7	Pepsico Inc. Callable Note Cont 1/18/2028 3.6% Due 2/18/2028	1,000,000.00	03/16/2023 4.27%	970,610.00 975,306.51	97.89 4.16%	978,907.00 13,300.00	0.30% 3,600.49	A1 / A+ NR	4.14 3.74
57636QAW4	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 3/9/2028	1,000,000.00	Various 4.88%	999,574.50 999,643.91	103.07 4.05%	1,030,725.01 15,166.66	0.32% 31,081.10	Aa3 / A+ NR	4.19 3.65
61747YER2	Morgan Stanley Callable Note Cont 4/20/2027 4.21% Due 4/20/2028	1,150,000.00	04/17/2023 5.13%	1,115,603.50 1,120,423.15	97.74 4.95%	1,124,030.70 9,548.51	0.35% 3,607.55	A1 / A- A+	4.31 3.02
341081GN1	Florida Power and Light Callable Note Cont 3/15/2028 4.4% Due 5/15/2028	1,000,000.00	05/17/2023 4.46%	997,480.00 997,793.79	100.16 4.35%	1,001,599.00 5,622.22	0.31% 3,805.21	Aa2 / A+ AA-	4.38 3.78
6681512M0	Northwestern Mutual Gbl Note 4.9% Due 6/12/2028	1,000,000.00	06/06/2023 4.84%	1,002,680.00 1,002,382.22	100.37 4.81%	1,003,659.00 2,586.11	0.31% 1,276.78	Aaa / AA+ AAA	4.45 3.95
74340XCG4	Prologis LP Callable Note Cont 5/15/2028 4.875% Due 6/15/2028	500,000.00	08/07/2023 4.97%	497,935.00 498,103.98	101.27 4.55%	506,364.50 1,083.33	0.15% 8,260.52	A3 / A NR	4.46 3.90



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
<b>CORPORATE</b>									
40139LBH5	Guardian Life Glob Fun Note 5.737% Due 10/2/2028	600,000.00	11/27/2023 5.19%	613,752.00 613,510.74	104.91 4.57%	629,436.60 8,509.88	0.19% 15,925.86	Aa1 / AA+	4.76 4.09
26442CAX2	Duke Energy Carolinas Callable Note Cont 8/15/2028 3.95% Due 11/15/2028	962,000.00	11/27/2023 5.20%	909,878.84 910,771.03	98.43 4.31%	946,879.28 4,855.43	0.29% 36,108.25	Aa3 / A	4.88 4.36
<b>Total Corporate</b>		<b>44,902,000.00</b>	<b>4.76%</b>	<b>44,573,463.72</b> <b>44,648,906.15</b>	<b>4.74%</b>	<b>44,838,919.47</b> <b>566,522.84</b>	<b>13.85%</b> <b>190,013.32</b>	<b>A1 / A+</b> <b>AA-</b>	<b>2.99</b> <b>2.55</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	24,744,647.43	Various 3.95%	24,744,647.43 24,744,647.43	1.00 3.95%	24,744,647.43 331,091.48	7.65% 0.00	NR / NR	0.00 0.00
<b>Total LAIF</b>		<b>24,744,647.43</b>	<b>3.95%</b>	<b>24,744,647.43</b> <b>24,744,647.43</b>	<b>3.95%</b>	<b>24,744,647.43</b> <b>331,091.48</b>	<b>7.65%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>MONEY MARKET FUND</b>									
31846V203	First American Govt Obligation Fund Class Y	404,453.33	Various 4.98%	404,453.33 404,453.33	1.00 4.98%	404,453.33 0.00	0.12% 0.00	Aaa / AAA	0.00 0.00
31846V203	First American Govt Obligation Fund Class Y	117,645.88	Various 4.98%	117,645.88 117,645.88	1.00 4.98%	117,645.88 0.00	0.04% 0.00	Aaa / AAA	0.00 0.00
<b>Total Money Market Fund</b>		<b>522,099.21</b>	<b>4.98%</b>	<b>522,099.21</b> <b>522,099.21</b>	<b>4.98%</b>	<b>522,099.21</b> <b>0.00</b>	<b>0.16%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>MUNICIPAL BONDS</b>									
13063DLZ9	California State STE-GO 3% Due 4/1/2024	3,000,000.00	11/30/2022 0.54%	3,098,130.00 3,018,298.83	99.40 5.41%	2,981,898.00 22,500.00	0.92% (36,400.83)	Aa2 / AA-	0.25 0.25
79730WBM1	San Diego Redevelopment Agcy STE-TA 3% Due 9/1/2024	1,100,000.00	10/23/2019 2.05%	1,147,938.00 1,106,589.79	98.55 5.23%	1,084,077.50 11,000.00	0.33% (22,512.29)	NR / AA	0.67 0.64
5447122K7	Los Angeles Metro Transit Auth TE-REV 5.13% Due 6/1/2025	2,800,000.00	12/29/2021 1.28%	3,159,800.00 2,948,813.28	100.39 4.84%	2,810,810.80 11,970.00	0.86% (138,002.48)	Aa1 / AAA	1.42 1.35
91712GU94	Univ of California CA Revenues TE-REV 3.063% Due 7/1/2025	1,195,000.00	12/29/2021 1.21%	1,270,703.25 1,227,351.31	97.58 4.75%	1,166,095.34 18,301.43	0.36% (61,255.97)	Aa2 / AA	1.50 1.42



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>MUNICIPAL BONDS</b>									
13063DMA3	California State TE-GO 2.65% Due 4/1/2026	3,000,000.00	12/29/2021 1.25%	3,173,520.00 3,091,673.05	96.03 4.52%	2,880,858.00 19,875.00	0.89% (210,815.05)	Aa2 / AA- AA	2.25 2.14
882724WW3	Texas State TE-GO 4% Due 10/1/2029	1,000,000.00	05/02/2023 4.05%	997,060.00 997,363.79	98.72 4.25%	987,187.00 10,000.00	0.30% (10,176.79)	NR / AAA AAA	5.76 5.03
<b>Total Municipal Bonds</b>		<b>12,095,000.00</b>	<b>1.38%</b>	<b>12,847,151.25</b> <b>12,390,090.05</b>	<b>4.88%</b>	<b>11,910,926.64</b> <b>93,646.43</b>	<b>3.66%</b> <b>(479,163.41)</b>	<b>Aa2 / AA</b> <b>AA</b>	<b>1.63</b> <b>1.51</b>
<b>NEGOTIABLE CD</b>									
07371CXM6	Beal Bank USA Negotiable CD 0.6% Due 1/3/2024	250,000.00	11/30/2022 0.60%	250,000.00 250,000.00	99.94 8.21%	249,846.50 739.73	0.08% (153.50)	NR / NR NR	0.01 0.01
33648GBG7	First State Bank Negotiable CD 0.5% Due 1/12/2024	250,000.00	01/12/2022 0.50%	250,000.00 250,000.00	99.82 5.96%	249,552.25 68.49	0.08% (447.75)	NR / NR NR	0.03 0.03
82720LDV2	TIAA FSB Negotiable CD 0.4% Due 4/9/2024	200,000.00	01/05/2021 0.40%	200,000.00 200,000.00	98.66 5.30%	197,315.40 186.67	0.06% (2,684.60)	NR / NR NR	0.27 0.27
02772JCZ1	American National Bank Negotiable CD 0.25% Due 5/21/2024	245,000.00	06/08/2021 0.34%	244,387.50 244,919.89	98.09 5.23%	240,308.50 18.46	0.07% (4,611.39)	NR / NR NR	0.39 0.39
52168UHT2	Leader Bank NA Negotiable CD 0.25% Due 6/3/2024	245,000.00	06/08/2021 0.34%	244,372.80 244,911.47	97.93 5.22%	239,938.06 48.66	0.07% (4,973.41)	NR / NR NR	0.42 0.42
649447UP2	New York Community Bank Negotiable CD 0.35% Due 6/3/2024	245,000.00	06/08/2021 0.35%	245,000.00 245,000.00	97.97 5.23%	240,035.08 68.13	0.07% (4,964.92)	NR / NR NR	0.42 0.42
39573LBJ6	Greenstate Credit Union Negotiable CD 0.45% Due 6/17/2024	245,000.00	06/08/2021 0.45%	245,000.00 245,000.00	97.86 5.19%	239,757.49 93.64	0.07% (5,242.51)	NR / NR NR	0.46 0.45
549104VA2	Luana Savings Bank Negotiable CD 0.25% Due 7/1/2024	250,000.00	12/30/2020 0.25%	250,000.00 250,000.00	97.63 5.09%	244,080.50 3.42	0.07% (5,919.50)	NR / NR NR	0.50 0.49
88241TLS7	Texas Exchange Bank SSB Negotiable CD 0.5% Due 7/30/2024	200,000.00	07/22/2021 0.50%	200,000.00 200,000.00	97.37 5.11%	194,734.00 5.48	0.06% (5,266.00)	NR / NR NR	0.58 0.58
90348IV31	UBS Bank USA Negotiable CD 0.7% Due 10/28/2024	200,000.00	10/19/2021 0.70%	200,000.00 200,000.00	96.40 5.21%	192,803.60 19.18	0.06% (7,196.40)	NR / NR NR	0.83 0.80
7954505R2	Sallie Mae Bank Negotiable CD 1.95% Due 11/20/2024	200,000.00	11/22/2019 2.01%	199,470.00 199,905.91	97.23 5.12%	194,466.00 455.00	0.06% (5,439.91)	NR / NR NR	0.89 0.88



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
<b>NEGOTIABLE CD</b>									
61768EBL6	Morgan Stanley Private Bank Negotiable CD 1.7% Due 3/5/2025	245,000.00	04/01/2022 1.70%	245,000.00 245,000.00	96.14 5.11%	235,553.54 1,346.49	0.07% (9,446.46)	NR / NR NR	1.18 1.14
<b>Total Negotiable CD</b>		<b>2,775,000.00</b>	<b>0.66%</b>	<b>2,773,230.30</b> <b>2,774,737.27</b>	<b>5.53%</b>	<b>2,718,390.92</b> <b>3,053.35</b>	<b>0.83%</b> <b>(56,346.35)</b>	<b>NR / NR</b> <b>NR</b>	<b>0.49</b> <b>0.47</b>
<b>SUPRANATIONAL</b>									
4581X0EK0	Inter-American Dev Bank Note 4.5% Due 5/15/2026	1,440,000.00	06/27/2023 4.53%	1,438,891.20 1,439,081.31	100.62 4.22%	1,448,974.08 8,280.00	0.44% 9,892.77	Aaa / AAA AAA	2.37 2.22
<b>Total Supranational</b>		<b>1,440,000.00</b>	<b>4.53%</b>	<b>1,438,891.20</b> <b>1,439,081.31</b>	<b>4.22%</b>	<b>1,448,974.08</b> <b>8,280.00</b>	<b>0.44%</b> <b>9,892.77</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.37</b> <b>2.22</b>
<b>US TREASURY</b>									
912796ZY8	US Treasury Bill 4.976% Due 1/25/2024	1,500,000.00	Various 5.18%	1,456,711.25 1,495,024.00	99.66 5.18%	1,495,024.00 0.00	0.46% 0.00	P-1 / A-1+ F-1+	0.07 0.07
9128285Z9	US Treasury Note 2.5% Due 1/31/2024	1,000,000.00	01/10/2023 4.69%	977,695.31 998,261.97	99.77 5.18%	997,703.00 10,461.96	0.31% (558.97)	Aaa / AA+ AA+	0.08 0.08
9128286G0	US Treasury Note 2.375% Due 2/29/2024	1,000,000.00	01/24/2023 4.68%	975,703.13 996,416.21	99.53 5.22%	995,290.00 8,025.41	0.31% (1,126.21)	Aaa / AA+ AA+	0.16 0.16
91282CEG2	US Treasury Note 2.25% Due 3/31/2024	2,000,000.00	Various 5.06%	1,949,726.56 1,986,639.95	99.25 5.26%	1,985,078.00 11,434.42	0.61% (1,561.95)	Aaa / AA+ AA+	0.25 0.25
91282CEK3	US Treasury Note 2.5% Due 4/30/2024	2,000,000.00	Various 4.95%	1,952,773.44 1,984,428.03	99.09 5.28%	1,981,718.00 8,516.48	0.61% (2,710.03)	Aaa / AA+ AA+	0.33 0.33
912828WJ5	US Treasury Note 2.5% Due 5/15/2024	1,000,000.00	01/24/2023 4.65%	973,085.94 992,366.81	99.02 5.15%	990,234.00 3,228.02	0.30% (2,132.81)	Aaa / AA+ AA+	0.37 0.37
91282CEX5	US Treasury Note 3% Due 6/30/2024	2,000,000.00	Various 4.83%	1,957,812.50 1,982,562.67	98.95 5.15%	1,979,062.00 164.84	0.60% (3,500.67)	Aaa / AA+ AA+	0.50 0.49
91282CFA4	US Treasury Note 3% Due 7/31/2024	1,000,000.00	01/10/2023 4.46%	978,281.25 991,879.41	98.82 5.07%	988,203.00 12,554.35	0.31% (3,676.41)	Aaa / AA+ AA+	0.58 0.56



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US TREASURY</b>									
91282CFN6	US Treasury Note 4.25% Due 9/30/2024	1,000,000.00	01/12/2023 4.30%	999,179.69 999,642.26	99.49 4.95%	994,883.00 10,799.18	0.31% (4,759.26)	Aaa / AA+ AA+	0.75 0.72
91282CFQ9	US Treasury Note 4.375% Due 10/31/2024	2,000,000.00	Various 4.70%	1,991,406.25 1,994,778.22	99.57 4.90%	1,991,484.00 14,903.84	0.61% (3,294.22)	Aaa / AA+ AA+	0.84 0.80
91282CGD7	US Treasury Note 4.25% Due 12/31/2024	1,000,000.00	01/09/2023 4.21%	1,000,703.13 1,000,355.95	99.47 4.80%	994,663.00 116.76	0.30% (5,692.95)	Aaa / AA+ AA+	1.00 0.97
91282CEY3	US Treasury Note 3% Due 7/15/2025	2,000,000.00	Various 4.34%	1,943,125.00 1,961,253.38	97.82 4.48%	1,956,328.00 27,717.40	0.61% (4,925.38)	Aaa / AA+ AA+	1.54 1.46
9128285J5	US Treasury Note 3% Due 10/31/2025	2,000,000.00	Various 4.25%	1,939,882.82 1,956,921.93	97.67 4.33%	1,953,438.00 10,219.78	0.60% (3,483.93)	Aaa / AA+ AA+	1.84 1.75
91282CGA3	US Treasury Note 4% Due 12/15/2025	1,000,000.00	01/09/2023 3.96%	1,001,171.88 1,000,781.98	99.46 4.29%	994,648.00 1,857.92	0.30% (6,133.98)	Aaa / AA+ AA+	1.96 1.86
91282CHH7	US Treasury Note 4.125% Due 6/15/2026	2,000,000.00	06/15/2023 4.23%	1,994,375.00 1,995,397.26	99.98 4.13%	1,999,532.00 3,831.97	0.61% 4,134.74	Aaa / AA+ AA+	2.46 2.31
91282CHM6	US Treasury Note 4.5% Due 7/15/2026	1,300,000.00	08/07/2023 4.47%	1,301,167.97 1,301,010.79	100.93 4.11%	1,312,086.10 27,024.46	0.41% 11,075.31	Aaa / AA+ AA+	2.54 2.33
91282CHU8	US Treasury Note 4.375% Due 8/15/2026	1,000,000.00	09/08/2023 4.63%	992,968.75 993,705.42	100.67 4.10%	1,006,719.00 16,525.14	0.31% 13,013.58	Aaa / AA+ AA+	2.62 2.42
91282CIC6	US Treasury Note 4.625% Due 10/15/2026	1,500,000.00	11/06/2023 4.71%	1,496,367.19 1,496,553.40	101.48 4.05%	1,522,266.00 14,784.84	0.47% 25,712.60	Aaa / AA+ AA+	2.79 2.57
91282CJP7	US Treasury Note 4.375% Due 12/15/2026	3,300,000.00	Various 4.05%	3,329,828.13 3,329,682.93	100.98 4.02%	3,332,227.80 6,705.94	1.02% 2,544.87	Aaa / AA+ AA+	2.96 2.75
91282CGH8	US Treasury Note 3.5% Due 1/31/2028	3,000,000.00	02/03/2023 3.61%	2,984,414.06 2,987,231.52	98.42 3.92%	2,952,657.00 43,940.22	0.91% (34,574.52)	Aaa / AA+ AA+	4.09 3.71
91282CFJ5	US Treasury Note 3.125% Due 8/31/2029	3,000,000.00	03/14/2023 3.85%	2,876,484.38 2,891,760.35	96.04 3.91%	2,881,290.00 31,679.26	0.89% (10,470.35)	Aaa / AA+ AA+	5.67 5.07
91282CFT3	US Treasury Note 4% Due 10/31/2029	3,000,000.00	02/21/2023 4.08%	2,985,117.19 2,987,023.99	100.46 3.91%	3,013,944.00 20,439.56	0.93% 26,920.01	Aaa / AA+ AA+	5.84 5.13
91282CFY2	US Treasury Note 3.875% Due 11/30/2029	3,000,000.00	02/08/2023 3.77%	3,019,335.94 3,016,800.33	99.81 3.91%	2,994,258.00 10,163.93	0.92% (22,542.33)	Aaa / AA+ AA+	5.92 5.22
91282CGI4	US Treasury Note 3.5% Due 1/31/2030	3,000,000.00	01/30/2023 3.62%	2,977,265.63 2,980,244.13	97.80 3.91%	2,934,024.00 43,940.22	0.91% (46,220.13)	Aaa / AA+ AA+	6.09 5.34



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US TREASURY</b>									
91282CGQ8	US Treasury Note 4% Due 2/28/2030	3,000,000.00	Various 3.72%	3,050,546.88 3,044,956.34	100.47 3.91%	3,014,181.00 40,549.44	0.93% (30,775.34)	Aaa / AA+ AA+	6.17 5.35
91282CGS4	US Treasury Note 3.625% Due 3/31/2030	4,000,000.00	Various 3.60%	4,005,195.32 4,004,666.96	98.45 3.91%	3,937,968.00 36,844.27	1.21% (66,698.96)	Aaa / AA+ AA+	6.25 5.48
91282CHR5	US Treasury Note 4% Due 7/31/2030	2,000,000.00	08/17/2023 4.37%	1,955,937.50 1,958,248.35	100.55 3.90%	2,010,938.00 33,478.26	0.62% 52,689.65	Aaa / AA+ AA+	6.59 5.65
91282CHW4	US Treasury Note 4.125% Due 8/31/2030	1,300,000.00	09/11/2023 4.37%	1,281,160.16 1,281,981.86	101.25 3.91%	1,316,300.70 18,120.54	0.41% 34,318.84	Aaa / AA+ AA+	6.67 5.71
91282CFV8	US Treasury Note 4.125% Due 11/15/2032	3,000,000.00	Various 3.97%	3,036,445.31 3,033,264.27	101.65 3.90%	3,049,452.00 15,978.70	0.94% 16,187.73	Aaa / AA+ AA+	8.88 7.35
91282CGM7	US Treasury Note 3.5% Due 2/15/2033	3,000,000.00	Various 3.67%	2,956,875.00 2,960,652.72	96.97 3.90%	2,909,181.00 39,660.32	0.90% (51,471.72)	Aaa / AA+ AA+	9.13 7.61
91282CHT1	US Treasury Note 3.875% Due 8/15/2033	2,900,000.00	Various 4.55%	2,744,476.57 2,747,854.45	99.88 3.89%	2,896,375.00 42,445.99	0.90% 148,520.55	Aaa / AA+ AA+	9.63 7.85
<b>Total US Treasury</b>		<b>63,800,000.00</b>	<b>4.19%</b>	<b>63,085,219.13</b> <b>63,352,347.84</b>	<b>4.26%</b>	<b>63,381,155.60</b> <b>566,113.42</b>	<b>19.51%</b> <b>28,807.76</b>	<b>Aaa / AA+</b> <b>AA+</b>	<b>4.25</b> <b>3.70</b>
<b>TOTAL PORTFOLIO</b>		<b>328,706,582.37</b>	<b>4.05%</b>	<b>327,456,179.07</b> <b>327,533,169.88</b>	<b>4.61%</b>	<b>325,978,515.80</b> <b>1,745,184.06</b>	<b>100.00%</b> <b>(1,554,654.08)</b>	<b>Aa1 / AA</b> <b>AA+</b>	<b>1.88</b> <b>1.59</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>327,723,699.86</b>			

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# 3-Month Cashflow

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**SANTA CLARITA VALLEY WATER AGENCY**  
**3 - Month Cash Flow Projection**

**Cash Flow for February FY24 to April FY24**

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
<b>Beginning Balance (estimated):</b>	\$ 42,562,000	\$ 117,483,000	\$ 62,219,000	\$ 101,996,000	\$ 9,684,000
<b>February</b>					
Cash Provided from:					
Water Sales	4,863,015	-	-	-	-
Water Sales Misc <sup>1</sup>	25,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	1,733,327	-	-	2,263,738	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	3,123,047	-	-	-	-
Reimbursements <sup>2</sup>	771,242	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other <sup>3</sup>	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,079,011)	-	-	(12,212)	-
DWR Payments	-	-	-	(577,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,942,333)	-
Debt Service	(4,507,283)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from	-	-	-	-	-
<b>Projected Ending Balance Feb</b>	\$ 35,695,383	\$ 117,483,000	\$ 58,467,688	\$ 102,055,401	\$ 9,815,483
<b>March</b>					
Cash Provided from:					
Water Sales	4,863,015	-	-	-	-
Water Sales Misc <sup>1</sup>	2,725,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	123,809	-	-	161,719	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	3,123,047	-	-	-	-
Reimbursements <sup>2</sup>	771,242	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other <sup>3</sup>	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,157,761)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,039,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,942,333)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
<b>Projected Ending Balance. Mar</b>	\$ 34,344,447	\$ 117,483,000	\$ 54,716,375	\$ 99,550,782	\$ 9,946,967

**SANTA CLARITA VALLEY WATER AGENCY**  
**3 - Month Cash Flow Projection**

**Cash Flow for February FY24 to April FY24**

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
<b>Beginning Balance (estimated):</b>	\$ 42,562,000	\$ 117,483,000	\$ 62,219,000	\$ 101,996,000	\$ 9,684,000
<b>April</b>					
Cash Provided from:					
Water Sales	5,830,430	-	-	-	-
Water Sales Misc <sup>1</sup>	30,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	8,604,730	-	-	10,833,750	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	80,968	-	-	-	-
Reimbursements <sup>2</sup>	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other <sup>3</sup>	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,261,961)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,155,000)	-
Misc. Water Purchases	(11,667)	-	-	(1,317,333)	-
Debt Service	2,235,198	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
<b>Projected Ending Balance Apr</b>	<b>\$ 38,952,689</b>	<b>\$ 117,483,000</b>	<b>\$ 50,965,063</b>	<b>\$ 108,227,695</b>	<b>\$ 10,078,450</b>

**Notes:**

<sup>1</sup> Water Sales Misc. includes Late Charges, Misc. Retail Charges, Rebates, and Water Sales-One time

<sup>2</sup> Reimbursements include Annexation and PERCH Reimbursements - O&M & CIP

<sup>3</sup> Other includes Laboratory Revenues and Other Non-Operating Revenue

# Debt & Cash Position

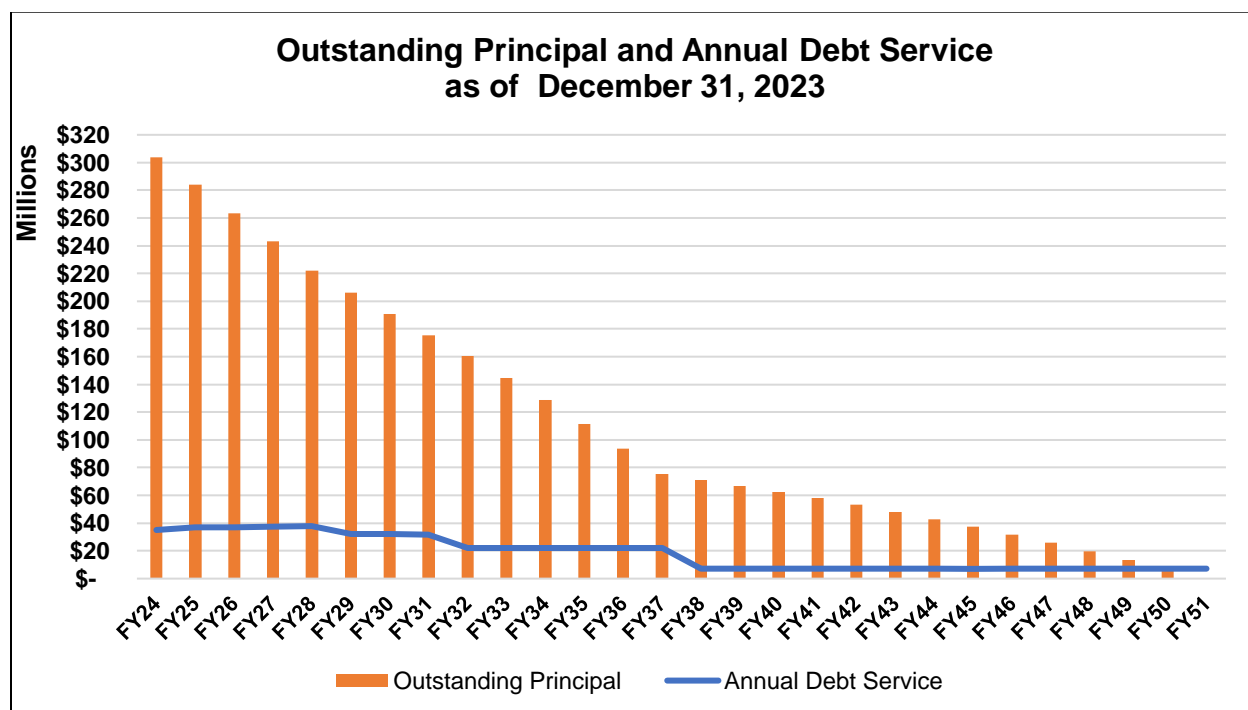
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This report reviews the Agency’s outstanding principal and debt service on an annual basis, and cash balances of unrestricted, restricted, and reserve funds as of December 31, 2023.

## DEBT SERVICE

The outstanding principal debt as of December 31, 2023, is \$303,948,226\* with an annual debt service of \$35,272,219. The debt payments are due in August and February of each fiscal year.

The outstanding principal and annual debt service payments shown in the graph below consists of the current outstanding debt and associated payments. It does not include potential future debt which may be approved and issued to fund construction projects.



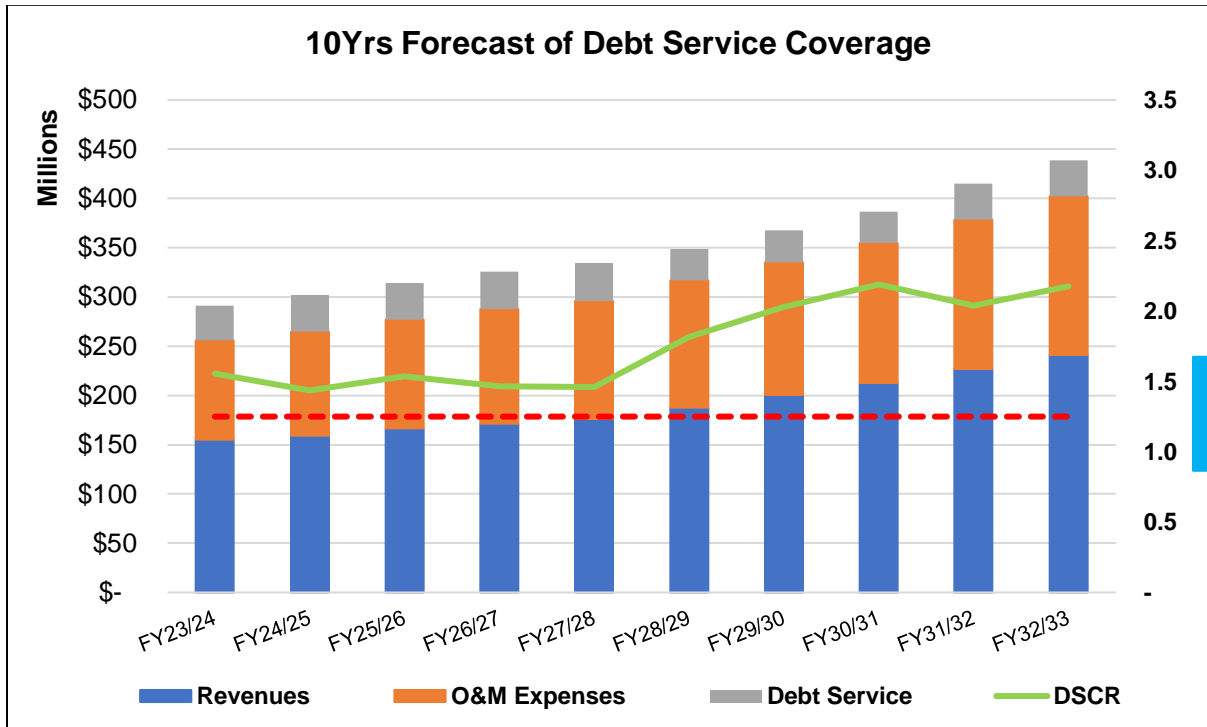
\*The outstanding principal of VWD (Valencia Water Division) Acquisition Interfund Loan of \$63,501,777 and accreted interest from the 1999 CAB is excluded from the outstanding principal balances.

## DEBT SERVICE COVERAGE RATIO

The debt-service coverage ratio (DSCR) is a measurement of the Agency's available cash flow to pay current debt obligations. The formula for the DSCR is:

$$DSCR = \text{Net Operating Income} \div \text{Total Debt Service}$$

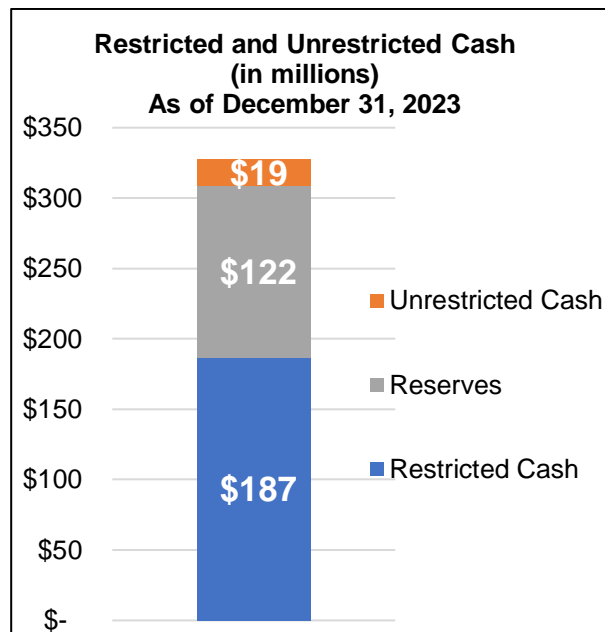
A DSCR of less than 1 indicates negative cash flow, typically signifies that an agency will have to take on additional debt in order to satisfy current obligations. The Agency’s Debt Management Policy prohibits this action. Most businesses use a minimum DSCR ratio of 1.25 as a benchmark, which indicates that the borrower will be able to pay back the loan with some added cushion. The current bond covenants require a DSCR of 1.20.



### CASH POSITION

As of December 31, 2023, the Agency has:

- A fully funded reserve balance of \$121,830,504 as per Agency policy, and
- Restricted cash of \$186,691,124 which includes the Facility/Retail Capacity Fee Funds, State Water Project Fund, and remaining Bond Proceeds, and
- Unrestricted cash of \$19,125,978 to meet the Agency's payment obligations such as operating expenses (including debt service), payroll expenses, insurance, CIP Pay-Go, etc.

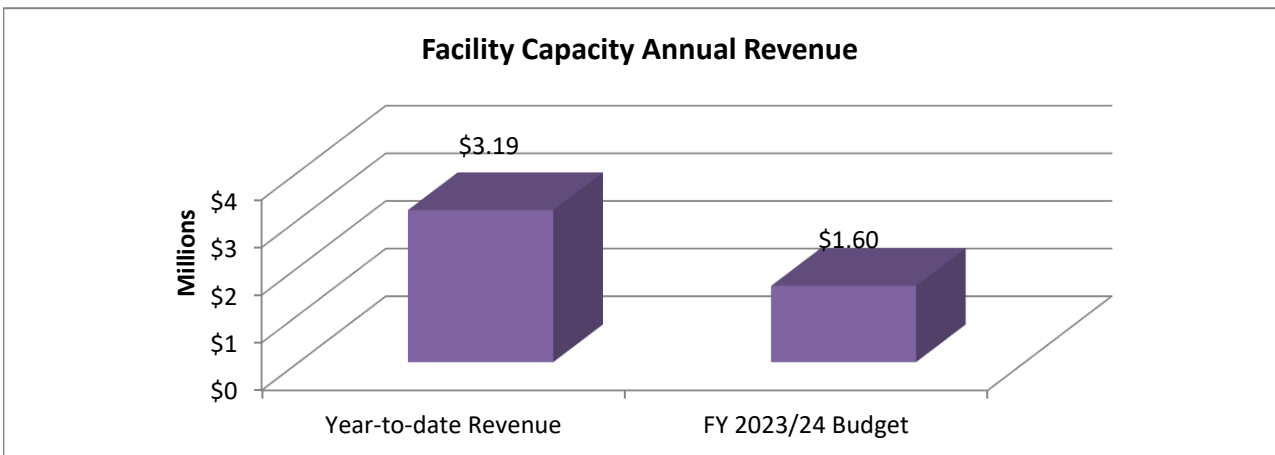
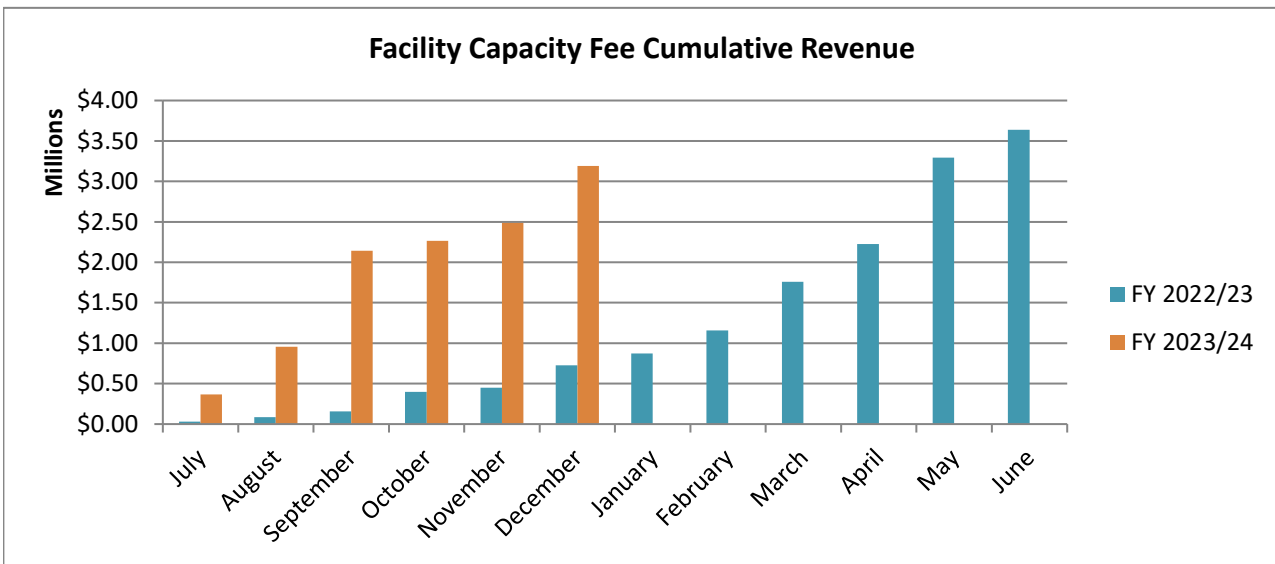
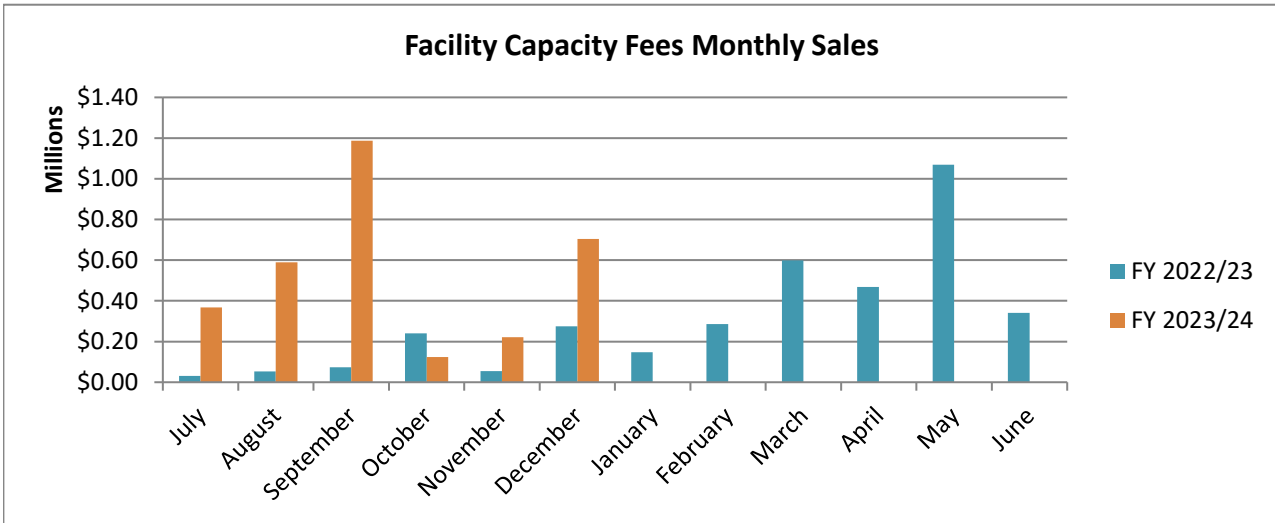




# Facility Capacity Fee Revenues

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## SCV WATER FACILITY CAPACITY FEE REVENUES FY 2023/24 as of December 31, 2023



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# Ten Largest Disbursements Check Register

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**SCV Water**  
**Ten Largest Disbursements**  
December 1, 2023 to December 31, 2023

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
1	12-20-2023	58114	Department of Water Resources	Water Variable October 2023	1,050,464.00
			<b>Department of Water Resources</b>		<b>1,050,464.00</b>
2	12-13-2023	17509	Zim Industries, Inc.	Replacement (Saugus 3 & 4) Wells Construction Project, Progress Payment through 10/31/23	692,744.75
			<b>Zim Industries, Inc.</b>		<b>692,744.75</b>
3	12-20-2023	17571	Systems And Software Inc.	enQuesta Support: 1/1/24-12/31/24	537,322.75
				Initial Data Sync and AMI Integration - Rockefeller	106,598.00
			<b>Systems And Software Inc.</b>		<b>643,920.75</b>
4	12-20-2023	17582	Pacific Tank & Construction, Inc.	Retention Release for Recycled Water at Cherry Willow Project	17,200.70
				Retention Release for Recycled Water at Cherry Willow Project	181,481.98
			<b>Pacific Tank &amp; Construction, Inc.</b>		<b>198,682.68</b>
4	12-21-2023	17601	So. California Edison Co.	LK Hughes E/S Dam 10/26/23-11/27/23	1,075.73
				25849 1/2 Railroad Ave 10/26/23-11/27/23	1,373.11
				32700 Lake Hughes Road 10/26/23-11/27/23	29.80
				27234 Bouquet Canyon Rd 10/26/23-11/27/23	89.81
				25401 Bouquet Canyon 10/25/23-11/26/23	47,071.08
				23308 Magic Mountain 10/9/23-11/6/23	2,879.47
				23498 Newhall Ranch Rd 10/26/23-11/27/23	18.92
				28185 The Old Rd 10/26/23-11/27/23	7,919.47
				26503 Mcbean Pkwy 10/26/23-11/27/23	18.26
				32700 Lake Hughes Rd W 10/26/23-11/27/23	19,848.86
				27930 1/2 Lost Canyon Rd 10/26/23-11/27/23	145.33
				27171 1/2 Camp Plenty 10/26/23-11/27/23	38.30
				20545 Santa Clara St 10/26/23-11/27/23	96,487.87
				27295 Rolling Hills Ave 10/26/23-11/27/23	360.40

**SCV Water**  
**Ten Largest Disbursements**  
December 1, 2023 to December 31, 2023

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
				17213 Medley Ridge Dr 10/26/23-11/27/23	32.85
				27434 1/2 Bouquet Canyon Rd 10/26/23-11/27/23	111.15
				27475 1/2 Canyon View Dr 10/11/23-11/8/23	86.37
				26501 Summit Cir 10/20/23-11/20/23	613.78
				27139 Honby Ave PED 10/19/23-11/19/23	38.55
				26979 Westridge 10/26/23-11/27/23	32.93
5			<b>So. California Edison Co.</b>		<b>178,272.04</b>
	12-13-2023	17533	Consolidated Electrical Distributors, Inc.	N7 & N8 Well 2- Project: One Lot Milestone Billing, 20% Due	172,791.00
				Parts/Supplies	381.72
				1/2 90D L/T FLEX CONN (25), 1/2 STR L/T FLEX CONN (25)	500.78
6			<b>Consolidated Electrical Distributors, Inc.</b>		<b>173,673.50</b>
	12-06-2023	17488	Hazen and Sawyer, D.P.C.	Water Master Plan Services - October 2023	44,827.87
				S-Well Design Services - September 2023	28,325.00
				Honby PFAs Wells Treatment - October 2023	16,242.50
				Newhall Wells Planning Services (N11 N12 N13) - August to October 2023	4,154.00
				T&U Wells PFAs Treatment Wells - September 2023	78,510.00
7			<b>Hazen and Sawyer, D.P.C.</b>		<b>172,059.37</b>
	12-21-2023	17608	So. California Edison Co.	28410 Hillcrest Pkwy 10/25/23-11/26/23	3,600.01
				30400 Vineyard Ln PED 10/25/23-11/26/23	190.86
				23416 Magic Mountain Pkwy V5 11/7/23-12/7/23	2,520.92
				Avenidavelarte V6 11/7/23-12/7/23	99.17
				23503 Valencia Blvd N68 11/13/23-12/12/23	12,457.05
				24526 Sage crest Cir LAR 11/8/23-12/10/23	6,254.54
				23600 Decoro Drive 10/20/23-11/20/23	5,917.98



# SCV Water

## Ten Largest Disbursements

December 1, 2023 to December 31, 2023

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
				24050 Valencia Blvd 10/20/23-11/20/23	153.18
				21363 Soledad Canyon Rd 10/20/23-11/20/23	92.47
				26477 Bouquet Canyon Rd 10/20/23-11/20/23	15,168.52
				25115 Rye Canyon Loop 10/20/23-11/20/23	23.46
				25234 Valencia 10/20/23-11/20/23	8,515.23
				25841 Tournament Rd 10/20/23-11/20/23	22.84
				27700 Golden St 10/20/23-11/20/23	118.73
				28400 Copper Hill Dr PED 10/20/23-11/20/23	498.63
				25197 Aurora Dr 10/20/23-11/20/23	3,157.85
				28531 Farrier Dr PED 10/20/23-11/20/23	18.46
				23816 Auto Center N7 10/20/23-11/20/23	24,138.48
				23817 Auto Center N8 10/20/23-11/20/23	14,532.98
				27508 Newhall Ranch Rd 10/20/23-11/20/23	72.69
				24439 Valencia 10/20/23-11/20/23	219.71
				29238 Black Pine Way U 10/20/23-11/20/23	21.30
				24341 Valencia Blvd 10/20/23-11/20/23	8,331.74
				28820 Bellows Ct 10/20/23-11/20/23	1,351.00
				23900 Bridgeport S6 10/20/23-11/20/23	1,566.40
				25600 Hwy 99/159EMG PMP 10/20/23-11/20/23	1,247.79
				28830 Hancock Pkwy U 10/30/23-11/29/23	3,204.42
				28201 1/2 River Trail Ln Well 11/01/23-12/03/23	2,310.85
				26629 Bouquet Canyon Rd 11/16/23-12/17/23	2,646.75
				22555 Brightwood Pl 11/16/23-12/17/23	118.14
				Firebrand 11/13/23-12/12/23	1,823.09

**SCV Water**  
 Ten Largest Disbursements  
 December 1, 2023 to December 31, 2023

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
				28424 Tamarack Ln 11/15/23-12/14/23	4,455.25
				26975 Westridge Pkwy 11/13/23-12/12/23	6,563.37
				28139 Blacksmith Dr 11/15/23-12/14/23	32.60
				23850 Bridgeport S7 11/15/23-12/14/23	113.04
				25001 Decoro Pump 11/15/23-12/14/23	119.32
				27118 Vista Delgado Dr B 11/14/23-12/13/23	5,197.21
				26024 Kavenagh Ln 11/9/23-12/11/23	5,879.99
				27502 Hasley Canyon Rd D 10/17/23-11/15/23	75.96
				28053 Carnegie Ave CAR 10/19/23-11/19/23	3,054.68
				26280 1/2 Gladding 10/19/23-11/19/23	114.15
				26908 Feedmill Rd U 10/20/23-11/20/23	478.00
				25101 Sagecrest Cir 10/20/23-11/20/23	228.76
				26290 Shakespeare Ln 10/20/23-11/20/23	17.43
				26748 Sandburn PI PED 10/20/23-11/20/23	39.82
				28202 Cascade Rd PED 10/20/23-11/20/23	17.42
				28318 Witherspoon Pkwy PED 10/20/23-11/20/23	17.44
				29646 The Old Rd U 10/20/23-11/20/23	24.80
				30016 Hamlet Way TPP 10/20/23-11/20/23	23.58
				25774 Oak Meadow Dr 10/20/23-11/20/23	27.09
				26608 Feedmill Rd U 10/20/23-11/20/23	491.78
				25507 Oak Meadow 10/20/23-11/20/23	17.35
				26797 Westridge 10/20/23-11/20/23	16.64
				26994 Willowbrook Ln U 10/20/23-11/20/23	34.69

**SCV Water**  
**Ten Largest Disbursements**  
December 1, 2023 to December 31, 2023

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
				23100 Lowrdige Pl U 10/20/23-11/20/23	17.97
				30149 Galbreth Ct 10/20/23-11/20/23	15.65
				29909 Bancroft Pl 10/20/23-11/20/23	17.44
				28636 Livingston Ave 10/20/23-11/20/23	364.87
				25901 Tournament Rd 11/8/23-12/10/23	6,262.65
				26353 Mcbean Pkwy 11/9/23-12/11/23	4,194.34
<b>8</b>			<b>So. California Edison Co.</b>		<b>158,308.53</b>
	12-06-2023	17436	Cannon Corporation	Skyline Ranch Pump Services - September 2023	10,785.00
				Reservoir Plan and Design Checklist - October 2023 Services	1,845.75
				Deane Pump Station Construction Support Services - October 2023	11,255.02
				Nimbus Deane Tank Construction Support Services - August to October 2023	15,187.67
				Back Country Pump Station Project - October 2023	61,708.59
				Disinfection Building Skyline Ranch - October 2023	51,057.58
<b>9</b>			<b>Cannon Corporation</b>		<b>151,839.61</b>
	12-06-2023	17482	Core & Main LP	MJ Sleeves (30)	53,829.41
				3/4" Meter Coupling	1,036.42
				Rotary Cutter	4,116.65
				3/4 Couplings (30)	1,001.59
				3/4 Couplings (100)	3,338.65
				Water Gate Cap (50)	2,121.01
				Pipe Shut Off Tool (2)	782.16
				1" Couplings (20)	1,119.75
				3/8 Nipples (100)	282.52
				1" Couplings (10)	599.08
				3" HYMAX Flange Adapter	3,072.92
				6x48" 6-Hole and 8-Hole Bury (4)	5,880.98
				6x6" Hole Dip Fire Hydrant (4), 3/4" Meter Stop	16,991.58
				14" HYMAX Flange Adapter	12,783.42

**SCV Water**  
 Ten Largest Disbursements  
 December 1, 2023 to December 31, 2023

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
10				1" Couplings (188)	5,949.13
				8" Pipe Gaskets (36)	1,454.20
				3/4" Brass Meter Couplings (50)	774.17
				<b>Core &amp; Main LP</b>	<b>115,133.64</b>

**Total 3,535,098.87**

**Total-All Disbursements Issued During December 2023 6,202,642.68**

**Largest Ten Vendor Payments as Compared to Total 57%**

# Credit Card Register

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**SCV Water - Credit Card Charges  
Paid October to December 2023**

Row Labels	Sum of Transaction Distribution Amount
<b>(PC) 8870 ROYAL</b>	<b>108.90</b>
Indicator Lamps	7.49
Rod Couplings	5.05
UV Cable Tie Wraps	96.36
<b>7-ELEVEN 26945</b>	<b>4.49</b>
After Hours dinner for leak crew	4.49
<b>99 CENTS ONLY STORES #330</b>	<b>53.54</b>
Halloween - Decor for Emp-Act	49.16
Holiday Party - Centerpieces	4.38
<b>ADOBE *ACROPRO SUBS</b>	<b>(2,390.26)</b>
Credit from Adobe	(2,390.26)
<b>ADOBE ACROPRO SUBS</b>	<b>747.56</b>
Adobe Acrobat license	747.56
<b>ALBERTSONS #1360</b>	<b>10.50</b>
Board Supplies	3.67
Vending Machine Supplies	6.83
<b>ALBERTSONS #3301</b>	<b>96.53</b>
Soda for All Employee Meeting	39.81
WPAW - Taco Tour Employees Beverages/cookies	29.66
WPAW -Taco Tour - Cookies	27.06
<b>ALL AMERICAN BAR</b>	<b>35.32</b>
Dinner for Conference	35.32
<b>AMAZON.COM*E37IX7F33</b>	<b>23.09</b>
2024 Daily / Monthly Calendar	23.09
<b>AMAZON.COM*TP8PI4W50</b>	<b>15.68</b>
Holiday Party - Invitation Envelopes	15.68
<b>AMAZON.COM*UP5R749B3</b>	<b>11,900.00</b>
\$50 Amazon gift cards for Thanksgiving Staff Appreciation (238)	11,900.00
<b>AMAZON.COM*WU7LO7AZ3</b>	<b>190.61</b>
High Impact Gloves for JackHammer and Power Tools	190.61
<b>AMECI PIZZA AND PASSTA</b>	<b>88.65</b>
Dinner for Crew	88.65
<b>AMERICAN AIR</b>	<b>602.80</b>
Air Travel for NGMA Conf	572.80
American Airlines Baggage Fees	30.00
<b>AMERICAN HEART SHOPCPR</b>	<b>361.71</b>
CPR Training Materials	361.71
<b>AMERICAN WATER COLLEGE</b>	<b>999.97</b>
Kevin Whitney, Water Transmission and Distribution II Course with Distribution Exam Prep Grade 4	649.98
Water Distribution Training J Martinez	349.99
<b>AMZN MKTP US</b>	<b>905.18</b>
24 volt power over ethernet adapters for SCADA radios.	334.72
5-Point Socket Set & Additional Socket	66.80
Antenna adapters and cables for SCADA radios	160.94
Cell Phone Charger - Returned	(10.94)
Clipboards for Genesis Construction AMI Meter Change out Program	35.02
Holiday Party - Centerpieces	15.32
Holiday Party - Invitation Envelopes	49.11
Holiday Party - Raffle Prizes	172.76
Lanyards for Genesis Construction AMI meter change out Program	18.70
Noise Cancelling Earmuffs for Jack Hammer	51.81
Phone Charger - TO BE RETURNED	10.94
<b>APPLE.COM/BILL</b>	<b>50.95</b>
Bluebeam Revu for C. Saenz' iPhone and iPad.	19.98
Jump app for A. Vital's iPhone.	14.99
Jump app for N. Pipitharut's iPad.	14.99

**SCV Water - Credit Card Charges  
Paid October to December 2023**

Memory for agency phone	0.99
<b>AQUA-FLO SUPPLY INC #3</b>	<b>363.06</b>
1/4 inch barb, PVC union 2" blade.	363.06
<b>ARCO#83059GREEN DESERT O</b>	<b>19.75</b>
Sites Meeting Sacramento	19.75
<b>ASCE PURCHASING</b>	<b>185.50</b>
ASCE Membership Renewal	185.50
<b>ASSOCIATION OF CALIFORNI</b>	<b>220.00</b>
ACWA AI-Driven Communications for Water Agencies - 10/24/23 - Registration - K. Strauss	50.00
ACWA Regions 6 & 7 Tour - 10/12-10/13/23 - Registration - A. Elhassan	120.00
ACWA Webinar (A Conversation on AI-Driven Communications for Water Agencies), 10/24/23, O. N	50.00
<b>ATL PIEDMONT PARK TRAV</b>	<b>14.76</b>
Water/Snack at the airport 10/10/2023	14.76
<b>ATLANTA BREAD C ATL</b>	<b>23.39</b>
Breakfast on 10/14/23 Atlanta Airport	23.39
<b>AU 2023AU2023 PAYMENT</b>	<b>2,150.00</b>
R. Chan's Autodesk 2023 Conference Registration	2,150.00
<b>AUTOMATED GATE SUPPLY IN</b>	<b>525.56</b>
Photo Eye for Electrical Gate	268.28
Photo Eye for Gates	257.28
<b>AVTECH SOFTWARE INC</b>	<b>699.95</b>
Annual Room Alert subscription	699.95
<b>AWWA.ORG</b>	<b>106.00</b>
AWWA membership	106.00
<b>BESTBUYCOM806792452675</b>	<b>605.98</b>
Chargers and iPad pencils	605.98
<b>BITLY.COM</b>	<b>348.00</b>
Annual BITLY cost. URL shortening tool.	348.00
<b>BJS RESTAURANTS 414</b>	<b>101.85</b>
Department working lunch	101.85
<b>BLAZING KING BBQ AND HOTP</b>	<b>246.61</b>
Dinner while at MISAC Conference - S. Pyle , E. Adinkra, and C. Perez	149.99
Dinner. Conference at Palm Springs.	96.62
<b>BOB HOPE AIRPORT</b>	<b>399.00</b>
Airport Parking	54.00
Airport Parking - Delta Conveyance Session Sacramento	34.00
Airport Parking - Sacramento Sites Meeting	39.00
Airport Parking SWC's Meeting	27.00
CADC Parking	108.00
Parking for Conference	103.00
Parking Sites Meeting Sacramento	34.00
<b>BOX, INC.</b>	<b>1,800.00</b>
Engineering fileshare subscription	600.00
File share subscription	1,200.00
<b>BROTHERS BURGERS</b>	<b>680.11</b>
Bimonthly meeting with Seniors and Supervisor	102.63
RVWTP Fire Extinguisher Training Breakfast	227.30
Team Building Breakfast Water Treatment Department	350.18
<b>BROWN AND CALDWELL</b>	<b>200.00</b>
Recruitment-Job Posting	200.00
<b>BUCA DI BEPPO #523 - VAL</b>	<b>467.03</b>
SmartWorks Process and Systems Review Lunch	417.03
SmartWorks Process and Systems Review Lunch - Gratuity	50.00
<b>BUDGET RENT A CAR</b>	<b>101.20</b>
Car Rental Sites Meeting Sacramento	184.14
Sites Meeting Sacramento adjustment of rental car usage	(82.94)
<b>BUILDER'S BOOK, INC.</b>	<b>274.05</b>



**SCV Water - Credit Card Charges  
Paid October to December 2023**

LACO Plumbing Code Guide Book	274.05
<b>BURBANK AIRPORT FOOD &amp; BE</b>	<b>127.15</b>
Breakfast on 10/10/23	34.49
CADC Lunch - Willson/Lozano	64.93
Lunch Sites Meeting Sacramento	27.73
<b>CAESERS BACCHANAL BUFFET</b>	<b>86.69</b>
Personal Expense. This will be paid and deducted from the final reimbursement.	86.69
<b>CALI PIZZA KITC INC #260</b>	<b>302.79</b>
Accounting Dept staff Appreciation/Development Lunch	302.79
<b>CALIFORNIA ASSOCIATION OF</b>	<b>60.00</b>
CAPPO Seminar - Oct 4	60.00
<b>CALPERS CVENT</b>	<b>449.00</b>
CalPERS Educational Forum 2023 - Y. Johnson	449.00
<b>CA-NV SECTION, AWWA</b>	<b>659.00</b>
AWWA conference	659.00
<b>CANVA* I03894-66955541</b>	<b>36.80</b>
Canva - online graphics editing program. Added user.	36.80
<b>CANVA* I03908-52724589</b>	<b>45.04</b>
Canva Subscription	45.04
<b>CANVA* I03909-69679963</b>	<b>16.00</b>
Emergency business cards	16.00
<b>CANVA* I03925-51466800</b>	<b>1,019.90</b>
Annual renewal for Agency-wide Canva account. Used for graphic design related projects and comr	1,019.90
<b>CANVA* I03936-73610058</b>	<b>140.00</b>
Custom mousepads for cybersecurity campaign	140.00
<b>CANVA* I03957-43002667</b>	<b>510.00</b>
Canva materials for cybersecurity education	510.00
<b>CANYON RANCH CAFE</b>	<b>31.33</b>
Oracle CloudWorld Conference - Breakfast	31.33
<b>CARLS JR 90</b>	<b>19.91</b>
Bought Crew Breakfast	19.91
<b>CASA LUPITA</b>	<b>118.42</b>
After Hours dinner for leak crew	118.42
<b>CASA PASILLA MEXICAN K</b>	<b>171.11</b>
Bought Crew Dinner working on Service Leak	171.11
<b>CHARMAINES* CHARMAINES</b>	<b>107.04</b>
Get Well Flowers for L. Medina	107.04
<b>CHEVRON 0092133</b>	<b>-</b>
Personal Fuel Charge	-
<b>CHEVRON 0380214</b>	<b>-</b>
Personal Fuel Charge	-
<b>CHI CHIS PIZZA</b>	<b>326.53</b>
GIS Department Lunch Meeting	212.82
Quarterly HR Dept Staff Appreciation/Development Lunch	113.71
<b>CHILI'S GOLDEN VALLEY RN</b>	<b>74.10</b>
Welcome New Hire Lunch ( E. Adler, V. Streb, R. Hembree)	74.10
<b>CLICKSEND.COM RECHARGE</b>	<b>60.00</b>
ADSS Alert	20.00
ADSS SMS Alert	40.00
<b>CLOUDWAYS LTD</b>	<b>112.11</b>
CLOUDWAYS LTD	56.04
Hosting For yourscevwater.com	56.07
<b>CMT SACRAMENTO27680016</b>	<b>194.75</b>
Cab - Delta Conveyance Session Sacramento	75.00
Cab - Sacramento Sites Meeting	44.75
Taxi: Hotel and Airport	75.00
<b>COFFEE BEAN &amp; TEA</b>	<b>3.30</b>

**SCV Water - Credit Card Charges  
Paid October to December 2023**

Coffee for Conference	3.30
<b>CONTRACTOR'S WH #728</b>	<b>136.81</b>
Ceiling tiles to replaced damaged tiles at Rockefeller.	136.81
<b>CORNER BAKERY 0208</b>	<b>511.85</b>
WR & Education Dept Staff Meeting	511.85
<b>COSTCO DELIVERY 653</b>	<b>6,038.69</b>
Credit for Item Not Received - 27Gal. Bin.	(13.39)
Office Supplies	277.75
Office Supplies	2,249.46
Office Supplies - 10/09/23	269.69
Office Supplies - 10/11/23	285.35
Office Supplies - 10/19/23	729.51
Office Supplies - September - Rio	1,958.84
Office Supplies - September - Rockefeller	305.13
Office Supplies Credit - Batteries not received in order	(23.65)
<b>COSTCO WHSE #0447</b>	<b>279.92</b>
Board Meeting Supplies	16.74
Board Supplies	4.55
Thanksgiving Lunch Desserts	155.73
Vending Machine Supplies	102.90
<b>COSTCO WHSE #0762</b>	<b>263.83</b>
2023 Holiday Party - Gift Basket Raffle	303.82
Return - Holiday Party - Gift Basket Raffle	(39.99)
<b>COSTCO WHSE #653</b>	<b>28.58</b>
Vending Machine Supplies	28.58
<b>COURTYARD SAN DIEGO</b>	<b>855.29</b>
Breakfast for Conference	52.63
Dinner for Conference	58.28
Hotel Parking for Conference	48.00
Hotel Room for Conference	641.23
Lunch at Conference	22.94
Misc. Food Charge	0.01
<b>CROWN TROPHY</b>	<b>307.70</b>
Four employee name plates and name badges for new hires	162.06
Name plates (4) and magnetic name badges (3) for new hires	145.64
<b>CSDS INC.</b>	<b>837.68</b>
Rechargeable Battery for Trimble	837.68
<b>CSMFO</b>	<b>2,310.00</b>
2024 CSMFO Wednesday Night Event	35.00
CSMFO - Conference event	35.00
CSMFO Award Application Fee for FY 23/24 & 24/25 Budget	150.00
CSMFO Conference Registration - Jan 29 - Feb 2 2024	515.00
CSMFO Registration 2024 Conf	515.00
CSMFO Seminar Registration 12/7/23 T. Swire and K. Herrera	345.00
Investment Accounting Seminar - J. Miramontes	200.00
Registration for 2024 CSMFO Conference	515.00
<b>CURRENCY CONVERSION FEE</b>	<b>4.20</b>
Click Send	0.20
Clicksend	2.48
CURRENCY CONVERSION FEE	1.52
<b>CVS/PHARMACY #09636</b>	<b>183.88</b>
COVID test kits	183.88
<b>CVS/PHARMACY #09699</b>	<b>3.99</b>
Halloween - Spooky Bag Supplies	3.99
<b>DAPPER DANS CARWASH</b>	<b>161.70</b>
Car Wash	71.85
Monthly Car Wash Pass	59.90

**SCV Water - Credit Card Charges  
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Monthly wash pass	29.95
<b>DELTA AIR</b>	<b>60.00</b>
Checked baggage fee	30.00
Checked luggage fee	30.00
<b>DESERT INDUSTRIAL SUPP</b>	<b>90.26</b>
Large pliers	90.26
<b>DIGITALOCEAN, LLC</b>	<b>59.22</b>
Purchase of domain/hosting for facilitating Smartworks Asana usage by customer care	59.22
<b>DISPUTE-WPY*SOUTHERN CALI</b>	<b>(111.75)</b>
Lunch Tickets for SCWUA 2023 Vendors Fair	(111.75)
<b>DKS 2112</b>	<b>107.70</b>
Access service and Cellular for lower gate at ESFP	107.70
<b>DLR RESORT RES CRO</b>	<b>769.86</b>
1st night hotel - CSMFO Conference - Jan 29 - Feb 2	384.93
Hotel reservation for 2024 CSMFO Conference	384.93
<b>DNH*DOMAIN HOSTING SRVCS</b>	<b>601.28</b>
Quarterly billing for hosted server.scvwawebhost.scvwa	542.94
Two year renewal of domain clwa.info	58.34
<b>DNH*DOMAIN NAME/HOSTING</b>	<b>135.98</b>
Asana Domain Name Purchase with SSL	135.98
<b>DNH*DOMAIN/HOSTING</b>	<b>67.99</b>
SSL annual renewal for scvwatereducation.com	67.99
<b>DNH*GODADDY.COM</b>	<b>167.88</b>
Annual GoDaddy renewal for valenciawater.com domain.	167.88
<b>DOLLAR TREE</b>	<b>5.48</b>
Holiday Party - Centerpieces	5.48
<b>DOLLARTREE</b>	<b>34.23</b>
Board Meeting Supplies - Table Cloths	4.11
Holiday Party - Centerpieces	30.12
<b>DROPBOX SIGN/HELLOSIGN</b>	<b>480.00</b>
Dropbox/HelloSign Annual Renewal	480.00
<b>DUNKIN #357241</b>	<b>129.93</b>
Garden Class - Donuts and Coffee for 10/7/23	129.93
<b>DUNN-EDWARDS CORP #73</b>	<b>166.72</b>
Paint for Doors at ESFP	166.72
<b>EB 2023 PRISM AWARDS</b>	<b>135.23</b>
PRism Awards Ticket	135.23
<b>EB SCV MAYORS COMMITT</b>	<b>142.60</b>
SCV Mayors Committee Lunch HR Department Attended	142.60
<b>EB THE WATER EDUCATIO</b>	<b>770.00</b>
Water Ed Foundation 2023 Water Summit - A. Elhassan and S. Fleury	770.00
<b>EIG</b>	<b>1,515.00</b>
Constant Contact Email Marketing	1,010.00
Email Marketing Services	505.00
<b>EL CUBANO RESTAURANT</b>	<b>227.96</b>
Engineering CIP Group Meeting	227.96
<b>EL PATO</b>	<b>313.36</b>
After Hours dinner for leak crew	194.03
Dinner for Overnight/On Call Crew	119.33
<b>EL TACO DE MEXICO</b>	<b>115.35</b>
Food for Training	115.35
<b>EL TROCADERO</b>	<b>53.54</b>
Staff lunch for Light Up Main Street 11/18/23	53.54
<b>EMBASSY SUITES VALENCIA</b>	<b>122.89</b>
Strategic Planning Workshop - Final Payment - 09/08/23 - Special Board Meeting	122.89
<b>ENTERPRISE RENT-A-CAR</b>	<b>329.46</b>
CADC Car Rental	329.46

**SCV Water - Credit Card Charges  
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<b>EPIC-LA</b>	<b>7,764.00</b>
24770 Sagecrest County Permit	647.00
25456 Chisom County Permit	647.00
25637 Lewis Way County Permit	647.00
25738 Lewis Way County Permit	647.00
25744 Stafford County Permit	647.00
26105 Forster County Permit	647.00
26860 Canyon End County Permit	647.00
27723 Quincy County Permit	647.00
28271 Cascade County Permit	647.00
28455 Monterey County Permit	647.00
31744 Castaic Road County Permit	647.00
County Permit for 25521 Fitzgerald	647.00
<b>EVEREST BURGERS</b>	<b>844.88</b>
Breakfast for Fire Extinguisher Training	421.03
Breakfast for Heavy Equipment Training	423.85
<b>FACEBK *NUUJWVK4V2</b>	<b>142.89</b>
Testing AI integration with Asana via Facebook tool.	142.89
<b>FAIRFIELD INN &amp; SUITES</b>	<b>513.66</b>
credit	(0.09)
Hotel stay for I. Rosas	171.25
Hotel stay for R.Quorp	171.25
Hotel Stay for S. Lopez	171.25
<b>FATBURGER - 1076</b>	<b>175.61</b>
After Hours dinner for leak crew	175.61
<b>FLUID CONSERVATION</b>	<b>476.00</b>
Sensor Cable and Assembly - For Field Services; invoice was overdue paid with Pcard for S. Patterso	476.00
<b>FOOD AT LASDELICIAS</b>	<b>38.52</b>
Comms Quarterly Staff Meeting Breakfast November 10, 2023	38.52
<b>FS *PURGEIE</b>	<b>31.95</b>
File Utility App	31.95
<b>FSP*PUBLIC RELATIONS SOCI</b>	<b>195.00</b>
DEI Summit - OC PRSA Training	195.00
<b>GDP*THE HAZ-MAT LLC</b>	<b>172.81</b>
All Weather Mat	172.81
<b>GIH*GLOBALINDUSTRIALEQ</b>	<b>1,406.38</b>
9x Plastic Stack and Hang Bins	297.34
Industrial shelving for SCADA storage room.	872.59
SPILL DIAPER (87" X 57") BLACK / BLUE	236.45
<b>GLICKS RIB SHACK</b>	<b>16.80</b>
9/14 Lunch	16.80
<b>GOVERNMENT FINANCE OFFIC</b>	<b>784.09</b>
Accounting for Capital Assets Second Edition (2) T. Swire, K. Herrera	154.09
GFOA Award Application Fee for FY 23/24 & 24/25 Budget	445.00
GFOA Membership Fee E. Dill	150.00
Training - Effectively Communicating Numbers and Budget Information	35.00
<b>GRAC.ORG</b>	<b>944.00</b>
GRA Conference N. Pitois	744.00
Groundwater Resources Association registration - Najwa Pitois.	100.00
Groundwater Resources Association Webinar - R. Viergutz	100.00
<b>GRAINGER</b>	<b>277.52</b>
Pipe Conduit and Pry Bars	277.52
<b>GRAND LUX CAFE PALAZZO</b>	<b>91.00</b>
Meal Oracle Conference - K. Grass	30.33
Meal Oracle Conference - M. Wassef	30.33
Meal Oracle Conference - R. Patterson	30.34
<b>GRANZELLAS</b>	<b>29.18</b>

**SCV Water - Credit Card Charges  
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Breakfast Sites Meeting Sacramento	29.18
<b>GRAYBAR ELECTRIC COMPANY</b>	<b>500.29</b>
Exothermic Weld Components, 4/0 Bare Wire.	500.29
<b>GREAT GREEK SAN DIEGO</b>	<b>39.42</b>
Dinner for Conference	26.60
Lunch for Conference	12.82
<b>GREEN ACRES FARM MARKET</b>	<b>6.45</b>
Food for Training	6.45
<b>GUY FIERI'S EL BURRO</b>	<b>16.25</b>
Dinner for Conference	16.25
<b>GYROMANIA</b>	<b>72.26</b>
Engineering CIP Group Meeting	72.26
<b>HARBOR FREIGHT TOOLS 459</b>	<b>331.54</b>
Materials/Supplies	19.70
Parts for B&G	155.45
Tools for truck	96.77
Tools for Truck 88	59.62
<b>HATVILLE DELI 2</b>	<b>14.69</b>
9/11 Lunch	14.69
<b>HILTON HOTELS</b>	<b>593.93</b>
One night stay during ACWA	158.93
UWI Spring Water Conference - 02/21-23/2024 - Hotel (1 Night Deposit) - Director Gutzeit	217.50
UWI Spring Water Conference - 02/21-23/2024 - Hotel (1 Night Deposit) - Director Martin	217.50
<b>HILTON INTERNATIONALS</b>	<b>223.78</b>
Hotel - 1st Night Deposit	223.78
<b>HILTON SAN FRANCISCO</b>	<b>2,132.34</b>
AVEVA World 2023 - Hotel stay deposit.	816.31
Breakfast 10/24	57.47
Dinner 10/22	32.34
Dinner 10/24	30.80
Dinner 10/26	24.98
Hotel stay	1,170.44
Personal Charge, mistakenly charged to room. Reimbursed agency.	-
<b>HIRSCH PIPE &amp; SUPPLY 013</b>	<b>382.56</b>
10' s of copper pipe 1-1/4" - 1-1/4" brass union for ESFP eye wash station	275.11
Parts for toilet in woman's bathroom at Rockefeller	107.45
<b>HOBBY-LOBBY #716</b>	<b>190.19</b>
2023 Holiday Party - Hobby Lobby Decorations	45.86
Holiday Party Decor/Supplies	18.78
Trees for Holiday Party	125.55
<b>HOLIDAY INN EXPRESS &amp; SU</b>	<b>807.84</b>
K Whitney - Crane Training	807.84
<b>HOMEDEPOT.COM</b>	<b>1,655.12</b>
Blue Spray Paint for Marking Valve Lids	170.29
Dewalt Batteries for tools for Unit N-89	611.01
Job Box for Pump Trailer	436.91
Sprayer	436.91
<b>HOOK BURGER - VALENCIA</b>	<b>119.50</b>
After Hours dinner for leak crew	119.50
<b>HTTPS STORE SSL2BUY COM</b>	<b>105.00</b>
SSL Certificate	105.00
<b>HYATT CENTRIC MOUNTAIN V</b>	<b>1,428.83</b>
CADC Hotel - Lozano	599.42
CADC Hotel - Willson	559.42
Hotel for Conference	269.99
<b>HYATT REG INDN WLLS F&amp;B</b>	<b>8.34</b>
Lunch ACWA Fall Conference	8.34

**SCV Water - Credit Card Charges  
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<b>HYATT REGENCY INDIAN WEL</b>	<b>838.70</b>
Breakfast at Hotel, portion was paid for my wife's meal (meal charged to the room). I'm reimbursin	809.73
Breakfast for Water Use Conference	28.97
<b>HYATT REGENCY SACRAMENTO</b>	<b>540.33</b>
Hotel for SCW's Meeting 11/15/23	180.10
Hotel for SWC's Meeting September 2023	360.23
<b>ID WHOLESALER</b>	<b>239.88</b>
Badge ID software license	239.88
<b>IHOP #3148</b>	<b>25.53</b>
Breakfast 9/29	25.53
<b>IL FORNAIO</b>	<b>112.54</b>
CADC Dinner - Willson/McLaughlan/Lozano	112.54
<b>ILLY CAFFE</b>	<b>31.02</b>
Lunch at OracleWorld	16.13
Meal Oracle Conference	14.89
<b>IMS SUPPLY</b>	<b>396.16</b>
Tubing Bender - Swagelok	396.16
<b>IN *SKJ MANAGEMENT LLC</b>	<b>1,157.55</b>
Chair Massages - 2023 SCV Water Health Fair	1,157.55
<b>IN *THE HART MUSIC BOOSTE</b>	<b>500.00</b>
Advertisements in 2023 Hart Rampage Event Program (event sponsorship)	500.00
<b>IN N OUT BURGER 381</b>	<b>88.70</b>
After Hours dinner for leak crew	88.70
<b>INDIAN KITCHEN</b>	<b>47.23</b>
Dinner ACWA Conference	47.23
<b>INN AT HARRIS RANCH</b>	<b>169.00</b>
ACWA Regions 6 & 7 Tour - 10/12-13/23 - Hotel - A. Elhassan	219.00
ACWA Regions 6 & 7 Tour - 10/12-13/23 -Hotel - A. Elhassan	(50.00)
<b>IN-N-OUT PALMDALE</b>	<b>10.00</b>
Emp-Act Committee - Mico Activity	10.00
<b>IN-N-OUT SANTA CLARITA</b>	<b>163.49</b>
Bought Crew Dinner at Main Break	55.41
Dinner for Crew	108.08
<b>INTERNATIONAL PUBLIC MAN</b>	<b>3,000.00</b>
PSHRA Conference Registration for A. Mantis	1,500.00
PSHRA Conference Registration for J. Joo	1,500.00
<b>INTERNATIONAL RIGHT OF WA</b>	<b>270.00</b>
International Right of Way Association Membership Renewal	270.00
<b>INTERSTATE ALL BATTERY</b>	<b>180.68</b>
Charger Pack for Battery	180.68
<b>IRON HILL BREWERY &amp; REST</b>	<b>23.39</b>
9/13 Lunch	23.39
<b>ISSUU</b>	<b>528.00</b>
Newsletter platform	528.00
<b>JACK DUGGAN S PUB</b>	<b>24.41</b>
9/15 Lunch	24.41
<b>JAVIER'S</b>	<b>138.53</b>
Lunch for Staff attending OCPRSA Summit	138.53
<b>JERSEY MIKES 20359</b>	<b>295.00</b>
Board Meeting Meal - 09/19/23	295.00
<b>JERSEY MIKES 20364</b>	<b>597.00</b>
Water Academy Dinner for participants 11/9/23	597.00
<b>JERSEY MIKES 20365</b>	<b>2,967.27</b>
Health Fair Lunch	2,967.27
<b>JIMMY DEANS BURGER</b>	<b>237.10</b>
Breakfast for River Rally Volunteers	150.58
Pow Wow Event - Lunch for staff	52.72

**SCV Water - Credit Card Charges  
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Pow Wow Event - Lunch for staff working	33.80
<b>JOHNSTONE SUPPLY NORTHRID</b>	<b>268.67</b>
Motor and Fan for Minisplit Unit at Pine St	268.67
<b>JOHNSTONE SUPPLY VALENCIA</b>	<b>130.50</b>
A/C Parts	27.12
Ice Machine Cleaner	103.38
<b>JOINT POWERS INSURANCE AU</b>	<b>(225.00)</b>
Refund - Fall JPIA Training J. Lozano	(225.00)
<b>JTECH TRAINING</b>	<b>489.65</b>
CAT Online Training for D. Bush	69.95
CAT Online Training for J. Eppenbaugh	69.95
CAT Online Training for J. Montano	69.95
CAT Online Training for J. Ramirez	139.90
CAT Online Training for M. Grunbok	69.95
CAT Online Training for R. Huish	69.95
<b>KHANS CAVE GRILL AND TAVE</b>	<b>16.23</b>
Dinner at Conference	16.23
<b>LANGUAGE LINE, INC.</b>	<b>545.10</b>
Personal Interpreter - Armenian	23.70
Personal Interpreter - Mandarin	63.20
Personal Interpreter - Spanish	430.55
Personal Interpreter - Vietnamese	27.65
<b>LAX SMARTPARKING RES</b>	<b>113.99</b>
Parking HCTC - McLaughlan	99.99
Parking HCTC - McLaughlan - Reversal for duplicate charge	(99.99)
Parking LAX	113.99
<b>LAZY DOG RESTAURANT 23</b>	<b>32.59</b>
Dinner 9/24	32.59
<b>LAZY DOG RESTAURANT 5</b>	<b>173.58</b>
After Hours dinner for leak crew	127.20
Meeting w City of Santa Clarita IT Manager	46.38
<b>LESLIES POOL SPLY</b>	<b>179.55</b>
Leaf Rakes and Telepole	179.55
<b>LORMAN BUSINESS CENTER</b>	<b>594.15</b>
Educational Service - J. Yim	594.15
<b>LOWES #00791</b>	<b>245.80</b>
Batteries, tools, and Drill Bits for door repair	245.80
<b>LOWES #00907</b>	<b>976.70</b>
A/C for Shed	874.91
Heater for Public outreach events	87.58
Propane for Outreach heater	14.21
<b>LOWES #01510</b>	<b>5,112.75</b>
1/4 fittings	33.86
2 Ply Wood Caution Tape	96.00
2" LB PVC Red Crayons	34.91
3/4 and 1/2 Offset EMT	31.83
5Ah battery charger	556.26
Batteries	38.06
Battery Replacements for Tools	305.51
Blinds for Engineering Office at Summit	74.39
Blinds for Rio Lobby	345.93
Cleaning Supplies	169.88
Concrete and Supplies for Electrical outlet at Pine for E-Vehicle	47.48
D Batteries for Paper Towel Dispensers at Pine Street	39.38
Duct Tape	28.43
Electrical Parts for lighting in Board at Gate	10.21
Electrical Tools and Supplies for Pine St. E-Vehicle Charging Locations.	543.07

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EMT Bender and tools and supplies to repair gate at ESFP	250.77
Hose Valve Key, Pressure Regulator, Brass for Water Hose	80.50
Hoses (2)	164.18
Ladder and scaffolding for B&G	526.70
Materials/Supplies	32.78
Materials/Supplies	10.49
Materials/Tools - Rockefeller	84.58
Mouse Traps	22.93
Number 88 Heavy duty tape	13.10
Outlet Cover, Wire for GT Trailer	37.78
Padlock for Basement Supply Cage	38.83
Painting and Drywall Supplies for Water Resources Drywall Job	73.52
Painting Supplies for Summit Bullpen	79.44
Parts - Install new Sign at Rio	90.14
Parts for Truck Mount	7.74
Parts for Wall in Shed	26.24
Parts/Supplies - Summit	40.50
PEX Tubing, Instrument Screwdriver	25.91
Pliers and Water Cooler	60.75
PVC conduit fittings	75.68
Q2 DDA chemical pumps parts for plumbing	63.78
Red Pointer Light	87.56
Saws and Blades	195.98
SCH40 Pipe, PEX Tube, File	19.68
Spray can paint for filter deck lighting	42.57
Tapcon bits drop in anchors	267.03
Tie Down Straps	25.16
Tools for Truck 88	134.42
Torque Wrench	71.15
Two Sided Mounting Tape	25.16
Utility Storage Bag	54.73
Washers for Gate at Pump Station	27.77
<b>LOWES #01972</b>	<b>222.56</b>
<hr/>	
Anchors for Signs	22.97
B&G parts	47.59
Electrical Tape	26.21
Tools	87.53
Tools for #122	38.26
<b>LUCILLESSMOKEHOUSEBAR-</b>	<b>62.98</b>
<hr/>	
Meeting lunch	62.98
<b>LUX-DIABLOS</b>	<b>460.98</b>
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Meal at Oracle Conference - D. Conner	105.05
Meal Oracle Conference - J. Herbert	105.05
Meal Oracle Conference - K. Grass	105.05
Meal Oracle Conference - M. Wassef	40.80
Meal Oracle Conference - R. Patterson	105.03
<b>LYFT *INCREASE TIP</b>	<b>3.00</b>
<hr/>	
Accidental Personal Purchase - Reimbursed Agency	3.00
<b>LYFT *RIDE SAT 11PM</b>	<b>17.86</b>
<hr/>	
Accidental Personal Purchase - Reimbursed Agency	17.86
<b>LYFT RIDE MON 10AM</b>	<b>35.99</b>
<hr/>	
Lift From Airport	35.99
<b>LYFT RIDE MON 12PM</b>	<b>23.99</b>
<hr/>	
Vehicle pickup	23.99
<b>LYFT RIDE MON 1PM</b>	<b>35.96</b>
<hr/>	
Vehicle pickup	35.96
<b>LYFT RIDE SAT 3PM</b>	<b>14.78</b>
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**SCV Water - Credit Card Charges  
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Vehicle drop-off	14.78
<b>LYFT RIDE SAT 6PM</b>	<b>36.08</b>
Vehicle pickup	36.08
<b>LYFT RIDE SAT 7PM</b>	<b>18.74</b>
Vehicle pickup	18.74
<b>LYFT RIDE SAT 8PM</b>	<b>19.81</b>
Vehicle pickup	19.81
<b>LYFT RIDE SAT 9AM</b>	<b>10.08</b>
Vehicle drop-off	10.08
<b>LYFT RIDE SUN 9AM</b>	<b>50.99</b>
NAFA Regional Conference Uber Ride to Airport	50.99
<b>LYFT RIDE THU 6PM</b>	<b>45.99</b>
NAFA Regional Conference Uber Ride back form Airport	45.99
<b>LYFT RIDE THU 8AM</b>	<b>21.43</b>
Ride to Airport	21.43
<b>MAILGUN TECHNOLOGIES,</b>	<b>35.00</b>
Website Email Service	35.00
<b>MCDONALD'S F8047</b>	<b>63.25</b>
Breakfast for Staff Meeting with Facilities B&G team	63.25
<b>MCMASTER-CARR</b>	<b>1,928.63</b>
1 1/8" tap	78.38
Adel Cushion Clamps	34.69
Center Punch and Tips	62.40
Fire hoses	484.30
Gore Gaskets	82.89
Lighting Fixture - TRMS	322.96
MCC Indicator Lamps	123.91
Penta Sockets, Heavy Duty Hook	149.97
Plastic cams and gaskets	193.67
Saw Blades SS	360.09
SS.washers for 1 1/8" bolt	35.37
<b>MCNICHOLS COMPANY</b>	<b>250.21</b>
Screen material for pump heads	250.21
<b>MEDITERRANEAN ISLAND RES</b>	<b>84.50</b>
Group lunch. Conference. Las Vegas.	84.50
<b>MICHAELS #9490</b>	<b>13.01</b>
Supplies for Halloween Party activities - blank poster boards for tic-tac-toe	13.01
<b>MIRAGE ADVANCE DEPOSIT</b>	<b>2,283.46</b>
Hotel for A. Kajgenic for Autodesk 2023 Conference	1,141.73
Hotel for R. Chan at Autodesk Conference 2023	1,141.73
<b>MISAC</b>	<b>1,000.00</b>
Annual Agency MISAC Membership	1,000.00
<b>MOM CAN COOK THAI KITCHEN</b>	<b>32.86</b>
New employee lunch	32.86
<b>MOUNTAIN MIKES PIZZA</b>	<b>33.82</b>
Dinner 9/26	33.82
<b>MR DRAGON NOODLE HOUSE</b>	<b>82.64</b>
Lunch at IM GIS Conference C. Perez and J. Huerta	82.64
<b>MSFT * E0800P52U8,E0800PJ</b>	<b>206.71</b>
Microsoft Sandbox Domain	206.71
<b>MSFT * E0800PX43F</b>	<b>62.71</b>
scvwa.site Microsoft License.	62.71
<b>NACHO'S ORNAMENTAL, INC</b>	<b>97.20</b>
Material for Entrance Gate - Golden Triangle	97.20
<b>NAFA FLEET MGMT ASSOC</b>	<b>65.00</b>
NAFA Annual LA Meeting	65.00
<b>NEWARK CORPORATION</b>	<b>186.20</b>

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Current Transformers	151.77
Terminal Fuse Block	34.43
<b>NEWHALL VALENCIA LOCK AN</b>	<b>41.07</b>
5 - keys	15.06
Double-Sided Keys (5)	26.01
<b>NGMA</b>	<b>969.00</b>
February Conference Registration	969.00
<b>NUMERO UNO PIZZA</b>	<b>204.30</b>
After Hours dinner for leak crew	204.30
<b>OAK PYRAMID T2 6621305</b>	<b>22.85</b>
Lunch on 10/14/23 Oakland Airport	22.85
<b>OFFICE DEPOT #2263</b>	<b>108.90</b>
Adapter Cable for Computer	50.35
Mouse pad, screen cleaners	58.55
<b>OHSO BREWERY</b>	<b>26.64</b>
9/15 Dinner	26.64
<b>OLIVE GARDEN 0021713</b>	<b>27.24</b>
Dinner 9/25	27.24
<b>OLIVE TERRACE CAFE</b>	<b>122.93</b>
New Employee Lunch - D. Bush, J. Ramirez, K. Grass	122.93
<b>ONEUP-SOCIALMEDIATOOL</b>	<b>144.00</b>
SM Tool to sandbox with Asana	144.00
<b>PADDLE.NET* PRINTBLCAL</b>	<b>129.95</b>
PrintableCal license renewal for A. Jacobs.	129.95
<b>PALM DESERT CAFISHGRILL</b>	<b>57.75</b>
Lunch at WaterUse Conference	57.75
<b>PANERA BREAD #204228 O</b>	<b>1,002.77</b>
Breakfast for SCV Water Academy	532.40
New Equipment Training Refreshments	93.36
WR & Education Staff Meeting	377.01
<b>PANERA BREAD #204229 O</b>	<b>5,829.78</b>
Chloramine Chemistry class refreshments	555.00
Dinner - Water Academy November 1, 2023	593.35
Executive Staff Meeting	1,340.35
Lunch Meeting; Safety Training	793.60
Safety Committee Meeting	263.00
Safety Training	2,284.48
<b>PANERA BREAD #204873 P</b>	<b>49.94</b>
Lunch at Conference	22.68
Lunch for Conference	27.26
<b>PANERA BREAD 203142 P</b>	<b>19.95</b>
Lunch on 10/10/2023	19.95
<b>PARTY CITY 1517</b>	<b>72.27</b>
All Staff - Tablecloths	72.27
<b>PARTY CITY BOPIS</b>	<b>63.52</b>
Plastic table cloths for Thanksgiving Lunch	63.52
<b>PATRON MEXICAN VALENCIA</b>	<b>596.18</b>
Finance and Administration Staff Appreciation Lunch	278.99
Lunch meeting B&G	43.11
Staff Appreciation Lunch	274.08
<b>PAYBEE* WATERSHED_LA</b>	<b>190.44</b>
2023 State of the Watershed - 09/19/23 - Registration - Director Marks	190.44
<b>PAYPAL</b>	<b>2,043.00</b>
AWA/CCWUC Annual Update - 10/25/23 - Registration - K. Strauss	33.00
AWA/CCWUC Educational Webinar for J. Anderson and D. Takashima	66.00
AWA/CCWUC Educational Webinar for R. Bye	33.00
CyberRisk Alliance Conference	195.00

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DocuSign Renewal Fee	300.00
UWI Spring Water Conference - 02/21-23/2024 - Registration - Director Gutzeit	595.00
UWI Spring Water Conference - 02/21-23/2024 - Registration - Director Martin	595.00
Water Summit Ticket	150.00
Webinar Conference - S. Bader	33.00
Webinar Conference W. Lee	43.00
<b>PICCOLA OSTERIA</b>	<b>1,925.02</b>
Special Board Meeting Meal - 09/07/23	1,925.02
<b>PIHRA</b>	<b>600.00</b>
PIHRA Renewal for Ari Mantis	150.00
PIHRA Renewal for JoAnna Brison	150.00
PIHRA Renewal Membership for J. Joo.	150.00
PIHRA Renewal Membership for L. Pointer.	150.00
<b>PIHRA* REG10U2H44W</b>	<b>179.00</b>
PIHRA CA Employment Law Update 2023. Streaming Conference, A. Mantis	179.00
<b>PIHRA* REG9TFIHP87</b>	<b>179.00</b>
PIHRA CA Employment Law Update 2023. Streaming Conference, M. Aragon	179.00
<b>PIHRA* REG9TUV83A4</b>	<b>179.00</b>
PIHRA CA Employment Law Update 2023. Streaming Conference, J. Brison	179.00
<b>PIHRA* REGW2DSG4AQ</b>	<b>249.00</b>
PIHRA CA Employment Law Update 2023. In person conference, J. Joo	249.00
<b>PORTOLA HOTEL AND SPA</b>	<b>807.02</b>
Conference Hotel	807.02
<b>POSIT SOFTWARE, PBC</b>	<b>147.00</b>
Online Customer Rate Calculator	98.00
<b>PRO STANCHIONS</b>	<b>216.00</b>
Safety Cone Barricade	216.00
<b>QUEST SOFTWARE INC</b>	<b>1,492.32</b>
Fileserver Consolidation license for CLWASERVEIT2 Server	746.16
Software License for Fileserver Migration Tasks	746.16
<b>RALPHS #0147</b>	<b>109.65</b>
Board Meeting Meal - 11/21/23	12.08
Special Board Meeting Snacks	5.99
Vending Machine Supplies	62.41
WPAW - Taco Tour - Cookies	29.17
<b>RALPHS #0726</b>	<b>8.99</b>
Birthday and Anniversary Celebration - October 2023	8.99
<b>RATTLERS BAR B QUE - 1</b>	<b>85.32</b>
Lunch Meeting w/ D. Forrand and City of Santa Clarita	85.32
<b>RATTLERS BAR-B-QUE - S</b>	<b>66.66</b>
Supervisor Lunch Meeting	66.66
<b>RATTLERS BBQ - 1 - CATERI</b>	<b>530.70</b>
Board Meeting Meal - 10/17/23	530.70
<b>RENAISSANCE HOTELS F/B</b>	<b>25.55</b>
Lunch at ACWA Conference	25.55
<b>REPUBLIC SERVICES TRASH</b>	<b>4,323.69</b>
27234 Bouquet Cyn Rd 20 Cu Yd 10/1/23-10/31/23	886.75
27234 Bouquet Cyn Rd 20 Cu Yd 8/1/23-8/31/23	135.91
27234 Bouquet Cyn Rd 20 Cu Yd 9/1/23-9/30/23	135.91
27234 Bouquet Cyn Rd 40 Cu Yd 10/1/23-10/31/23	1,269.39
27234 Bouquet Cyn Rd 40 Cu Yd 8/1/23-8/31/23	1,347.33
27234 Bouquet Cyn Rd 40 Cu Yd 9/1/23-9/30/23	548.40
<b>RESIDENCE INN FOLSOM</b>	<b>870.64</b>
4 night stay Folsom CA 9/25-9/29	870.64
<b>REX PIZZA</b>	<b>16.50</b>
9/10 Dinner	16.50
<b>S&amp;S DONUTS BAKE SHOP IN</b>	<b>54.00</b>

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Admin Brand Guidelines Meeting -Treats	54.00
<b>SAGE SOFTWARE INC</b>	<b>2,268.87</b>
Sage 300c Subscription Renewal	2,268.87
<b>SAMS CLUB #4824</b>	<b>511.44</b>
Board Meeting Supplies	148.45
Membership Renewal - K. Grass, C. Gordon	49.28
Summit Committee Snacks	18.48
Vending Machine Supplies	295.23
<b>SAMS CLUB#4824</b>	<b>455.09</b>
Board Meeting Supplies	132.22
Dessert for health fair	39.96
Vending Machine Supplies	282.91
<b>SAMS FLAMING GRILL CANYON</b>	<b>444.84</b>
After Hours dinner for leak crew	130.41
Bought Crew Dinner working on 18579 Soledad Canyon replace 3" meter	86.24
Bought Crew Dinner working on McBean Leak	75.12
Dinner for Crew Working	153.07
<b>SAMSCLUB #4824</b>	<b>812.46</b>
Health Fair food and drinks	369.03
Holiday Party - Raffle Prizes	147.85
Vending Machine Supplies	42.44
WPAW - Taco Tour Drinks 202.19/Halloween Bash Snacks 50.95	253.14
<b>SAMSCLUB.COM</b>	<b>674.62</b>
Halloween - Spooky Bag Supplies	674.62
<b>SAN JOAQUIN CO* EDJOIN</b>	<b>250.00</b>
Recruitment-Job Posting for Water Education Instructor	250.00
<b>SANTA CLARITA LANES</b>	<b>120.41</b>
On-Call Lunch Meeting at GT	120.41
<b>SANTA CLARITA VALLEY CHAM</b>	<b>70.00</b>
J. Joo and A. Mantis attending InfluenceHER Conference	70.00
<b>SC AUTO AIR</b>	<b>354.44</b>
New battery for truck #N73	354.44
<b>SCHOOLSIN</b>	<b>1,003.36</b>
Outdoor bulletin board to replace damaged board at Rio Vista main entrance.	1,003.36
<b>SHELL SERVICE STATION</b>	<b>91.50</b>
Ford Explorer Vehicle Gas #N79	91.50
<b>SHERATON PHILADELPHIA DO</b>	<b>1,651.95</b>
9/11 Breakfast	12.00
9/12 Breakfast	18.40
9/13 Breakfast	18.40
9/14 Breakfast	19.40
Hotel for Conference	1,583.75
<b>SINCH MAILGUN</b>	<b>70.00</b>
MailGun - Website Email Delivery Service	35.00
Mailgun Website Email Delivery Service	35.00
<b>SLATERS 50/50</b>	<b>518.16</b>
Quarterly Tech Services Entire Dept Update meeting - GIS, IT, Cybersecurity, SCADA/OT	518.16
<b>SMART AND FINAL 468</b>	<b>165.71</b>
August Birthday and Anniversary celebrations	67.10
Creamer/table cloths, Chloramine training session	27.10
Office Supplies	71.51
<b>SMART AND FINAL 483</b>	<b>618.31</b>
Halloween Employee Treats	85.77
Vending Machine Supplies for Rockefeller	532.54
<b>SMARTDRAW SOFTWARE LLC</b>	<b>495.00</b>
SmartDraw for HR	495.00
<b>SMASHBURGER #1552</b>	<b>22.64</b>

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Lunch for Conference	22.64
<b>SMF CAFETERIA 15L 6401122</b>	<b>23.43</b>
Breakfast Delta Conveyance Session - Sacramento	23.43
<b>SMF URBAN CRAVE 6405413</b>	<b>21.21</b>
Lunch Sites Meeting Sacramento	21.21
<b>SMT2GO* SMT2GO EMAIL</b>	<b>30.00</b>
Email Services	10.00
SMT2GO Service	10.00
SMT2GO* SMT2GO EMAIL	10.00
<b>SOUTHWES</b>	<b>2,213.30</b>
12/14/23 - Airfare - Director Martin	347.96
Airfare Delta partnering Session Meeting	799.95
Airfare for Conference	255.95
Airfare Site Meeting - Sacramento	514.96
Delta Conveyance Session Sacramento - cancel flight	(457.95)
Flight Change	79.46
Flight Change for Nov 17 Sites Meeting - Sacramento	(26.99)
Roundtrip Flight: Sacramento for SWC's Monthly Meeting 11/15-16, 2023	699.96
<b>SP CYBERWELD</b>	<b>63.01</b>
Tig welder hose	63.01
<b>SP FASTGROWINGTREES</b>	<b>271.69</b>
Trees for Lobby and Rockefeller Conference Room	271.69
<b>SP FIREHOSEDIRECTCOM</b>	<b>1,004.32</b>
Layflat discharges hoses for RV Maintenance; requested by A.Rodriguez.	1,004.32
<b>SP FTD.COM</b>	<b>292.22</b>
Flower sent to R. Vasilopoulos	154.42
Flowers sent to J. Anderson	137.80
<b>SP PASSION PLANNER</b>	<b>56.25</b>
Planner for K. Jacob	56.25
Refund for Planner for K. Jacob	(56.25)
Re-order for Planner - K. Jacob	56.25
<b>SPROUTS FARMERS MAR</b>	<b>100.00</b>
Gift cards for Health Fair	100.00
<b>SPUDNUTS DONUTS</b>	<b>192.89</b>
Donuts for Customer Service Tour of Rio Vista	41.39
Golden Triangle - Safety Meeting Snacks	39.62
Rock FCSR Safety Tailgate Snacks	31.08
Rockefeller - Safety Meeting Snacks	18.87
Snacks - Safety Tailgate	61.93
<b>SQ *ABPA SOUTHERN CALIFOR</b>	<b>153.75</b>
ABPA So Cal Chapter Annual Conference - G. Eekhout	153.75
<b>SQ *CAFE HUE</b>	<b>37.26</b>
Dinner for Conference	18.19
Lunch for Conference	19.07
<b>SQ *CAPTURE IT NOW PHOTO</b>	<b>275.00</b>
Holiday Party - Photo Booth	275.00
<b>SQ *CHOP CHOP CHICKEN</b>	<b>36.17</b>
Lunch for J. Diaz and R. Lustig Emergency Training.	36.17
<b>SQ *DONUT QUEEN</b>	<b>42.35</b>
Safety Tailgate Snacks	42.35
<b>SQ *EASTSIDE DONUTS</b>	<b>102.30</b>
Donuts for Tailgate Training	38.65
Food for Training	63.65
<b>SQ *EAT REAL CAFE</b>	<b>99.51</b>
Lunch for Interviewers for Water Systems	59.09
Lunch with J. Koelewyn	40.42
<b>SQ *KUPCAKE KITCHEN</b>	<b>1,005.00</b>

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Birthday and Anniversary - November (Rio, Summit, WR)	502.50
Birthday and Anniversary Celebration - November 2023	180.00
Birthday and Anniversary Treats November 2023	180.00
Birthday/Anniversary celebration	142.50
<b>SQ *SOFREH</b>	<b>39.69</b>
Lunch for J. Diaz and R. Lustig Emergency Training.	39.69
<b>SQ *WATERWISEPRO TRAINING</b>	<b>900.00</b>
WaterWise Pro Expo	900.00
<b>STANFORD PRK PRMT ONLINE</b>	<b>5.45</b>
CADC Campus Parking Permit - Stanford University - confirmed via text, no hardcopy or receipt.	5.45
<b>STAPLES INC</b>	<b>428.35</b>
Materials for Water Academy	370.04
Supplies for the Water Academy	58.31
<b>STARBUCKS - CONVENTION</b>	<b>14.68</b>
Breakfast for Conference	14.68
<b>STARBUCKS II</b>	<b>30.21</b>
Breakfast at OracleWorld	30.21
<b>STARBUCKS STORE 05942</b>	<b>25.00</b>
Halloween - Spooky Bag Gift Cards	25.00
<b>STARBUCKS STORE 06572</b>	<b>45.00</b>
Gift cards for Water Academy	25.00
Raffle gift card for water academy	20.00
<b>STARBUCKS STORE 13220</b>	<b>40.00</b>
Gift cards for The Pipeline Newsletter readers giveaway.	40.00
<b>STARBUCKS STORE 16079</b>	<b>10.00</b>
Conference Meal - Breakfast	10.00
<b>STARBUCKS STORE 20227</b>	<b>25.50</b>
Communication Department Meeting	25.50
<b>STARLINK INTERNET</b>	<b>4,606.22</b>
Mounting bracket	106.22
Satellite internet	3,000.00
Starlink subscription	1,500.00
<b>STONEFIRE GRILL - 1 - CAT</b>	<b>1,178.27</b>
Local PIO Lunch	590.97
SmartWorks Process and Systems Review Lunch	547.30
Tip/Gratuity for delivery and set up of the lunch for PIOs	40.00
<b>SUMP PUMPS DIRECT</b>	<b>574.06</b>
Sump Pump 1/2 HP	343.28
Sump Pump 1/3 HP	230.78
<b>SUSHI NEKO</b>	<b>63.25</b>
Group meal. Conference. Las Vegas.	63.25
<b>TADS STEAK HOUSE</b>	<b>46.24</b>
AVEVA World 2023 - Dinner 10/23	23.27
AVEVA World 2023 - Lunch 10/25	22.97
<b>TELEFLORACOM PICKS RCV</b>	<b>79.63</b>
Get well flowers from Ops to J. Woodworth	79.63
<b>TELLYS CHARBURGERS</b>	<b>48.54</b>
Breakfast for Touch a Truck Event	48.54
<b>TGI FRIDAYS #0856</b>	<b>19.09</b>
9/10 Lunch	19.09
<b>THAI PARADISE</b>	<b>30.97</b>
Lunch 9/28	30.97
<b>THE D.W. COOKIE CO.</b>	<b>655.25</b>
Birthday and Anniversary - October Treats for Rio, Summit & WR	280.25
Birthday and Anniversary Celebration - October 2023	158.00
Birthday and Anniversary Treats - October 2023	79.00
Birthday/Anniversary celebration	138.00

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<b>THE DANDELION</b>	<b>29.84</b>
9/13 Dinner	29.84
<b>THE DONUT CAFE</b>	<b>60.63</b>
Safety Tailgate Snacks	37.00
Tailgate snacks	23.63
<b>THE HALAL GUYS - SAN FRAN</b>	<b>23.93</b>
AVEVA World 2023 - Dinner 10/25	23.93
<b>THE HAT 02</b>	<b>24.98</b>
Lunch for J. Diaz and R. Lustig Emergency Training.	24.98
<b>THE HOME DEPOT #0653</b>	<b>1,300.52</b>
B&G shop material	65.33
Drive Impact Joints	109.37
Electrical outlet and flashlight	47.77
Fuses for Pole Lights	25.03
Hole Saw	21.87
Hole Saw and Parts for Table	66.70
Light Bulbs - Pine St	134.66
Light Switches for Summit Circle	36.14
Mice Traps for Vehicles	29.73
Misc. Tools for Backflow Test Kits	61.77
Painting and Drywall Supplies for Water Resources Building	64.17
Parts for Board at Main Gate	47.95
Parts for Tin Work	43.70
Parts/Supplies	21.83
Parts/Supplies	111.56
Parts/Tools for B&G	61.92
Plastic Sheets - Summit	23.96
Rockefeller window tinting	21.18
Supplies to patch holes after demo of front counter at Summit Circle old customer service building.	76.56
Tools for Backflow Test Kits	138.46
Tools for Concrete Repairs	36.18
Tools for Crimping	54.68
<b>THE HOME DEPOT #1055</b>	<b>6,799.27</b>
3/8 All Thread Rod	62.22
3m Large hole repair kit, drydex	34.23
7/8 TPI Bi Metal bit	30.63
B&G parts	58.00
B&G parts and consumables	208.00
B&G Tools and Supplies	25.15
Cantex box, blue tape, duck tape, 1' MA, 1" conduit body, dynaflex, masonry grinding wheel, caulki	118.96
Circuit breakers	110.39
Cutting Tools to repair Golden Triangle and ESFP Gate	1,214.04
Deena Booster Chlorinator	188.96
Drill bits and items for Ram mount for truck iPad stand	41.01
Dry Wall Patch, Sand Paper, Paint	39.11
Drywall Repair Tools and Supplies	45.51
Drywall Texture and Spray Paint	53.57
Earl Schmidt parts for new water heater	63.23
Files to shave ends of nuts	26.21
Filter Deck Lighting Safety Straps	107.81
Foam Cement coloring plc. cutter	68.39
Glue for ceiling tile at Rio Vista	39.35
Impact Tap Set	40.37
Klien insulated screwdriver, Ugly's Code Book	77.27
Light bulbs for bathrooms - Pine St.	141.92
Materials and Supplies for Rye Canyon Tank	101.71
Parts for Bollard Light - Rio Vista	24.05

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Parts for new AC in Shed	42.38
Parts for New Fan - Rockefeller	58.01
Parts for Radio at LA-1	79.76
Parts for water heater at Earl Schmidt	193.55
Parts/Supplies	204.21
Parts/Supplies - Light Can	191.46
Parts/Tools	110.76
Plyers for truck 67	107.64
Purchase of light sets to replace old lights at Rio Vista.	193.61
Returned item and no receipt	(37.16)
Rockefeller bathroom lights	177.15
Small Parts for Repairs	28.59
Small tools for guys	134.55
Step Ladder	109.47
Tesoro Electrical Junction Box	44.98
Tools	103.89
Tools and Supplies for repairs and sanding of ESFP Doors	44.23
Tools for #122	129.79
Tube, Barbs, Hose Clamps	147.76
Upper Bellows Tank	8.52
Wall plate, 2 10pk outlets	77.02
Water tank heater for ESFP control room, kitchen and bathrooms.	1,729.01
<b>THE HOME DEPOT 1055</b>	<b>9,920.09</b>
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50:1 Fuel Plywood	82.83
Ban Saw Tools for Trucks 67 & 257	388.63
Bathroom Hall Change to LED	100.87
Batteries for Cordless Drills	217.91
Cantex box, plc. fittings, plc. glue and primer suds bits	311.21
Cleaning Supplies for ESFP UPS Rm SCADA Basement	272.70
Conduit, Terminal Adapter, 2 Single Gang Box, Covers, Outdoor Flood Light	383.64
Earl Schmidt water drains	301.95
Electrical Connectors and Tools for Rock Lighting Job	222.06
Electrical Tools and Connectors for Gate at ESFP	95.83
Filer deck new lighting tools and parts	259.42
Flashlights (8)	258.29
Hole Saw Kits	216.81
light fixture and parts for Rio Vista flag pole light	272.98
New water heater parts for Earl Schmidt	92.70
Parts and tools for filter deck new lighting	351.87
Pipe gallery burned out light fixture parts	233.38
Safety Cones for Facilities Team	425.60
Shelf Rack and Totes (2)	328.46
Shop Supplies	213.46
Spray Paint, Bolts, Brackets, Screws for Shelving at Rockefeller	85.38
Summit Gate Parts	86.58
Teachers trailer mini wall packs new light fixtures	285.69
Tool Batteries	326.30
Tools and Material Lighting at Rock	313.44
Tools and Materials	305.47
Tools and Parts for utility truck	231.95
Tools and supplies to fix paper towel dispensers at various SCVWA locations	225.87
Tools for Concrete Repairs	399.06
Tools for Crew	597.80
Tools for Field Service Workers	345.65
Tools for unit 7	939.21
Tools to repair and install emergency eyewash stations	478.10
Tote Tubs and Rat Traps	268.99



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<b>THE HOME DEPOT 653</b>	<b>6,657.93</b>
(2) Racks of shelving for Water Resources	545.30
Action Center Lighting	547.66
Action center pole lighting repair	542.21
Air Wedge	88.62
B&G consumables and parts	249.35
Battery, Rotary Hammer, Grinder	546.41
Filter deck lighting parts and tools	422.29
inspection camera to find leak at earl Schmidt	520.06
Inspection Tools	96.23
Ladders for New Temps	475.04
Material/Supplies - Golden Triangle	96.38
Miscellaneous tool storage bag and hand tools to keep in assigned agency vehicle.	95.13
Part/Supplies - Pine St.	229.77
Parts/Supplies	170.29
Parts/Supplies - Summit	383.18
Rio Vista Drive Way New Lighting	415.01
Rotary Hammer	475.20
Tools for Field Service Workers	321.90
Tools, Materials, 18V Batteries	437.90
<b>THE LOCAL PUB &amp; GRILL INC</b>	<b>100.63</b>
Team Birthday Celebrations	100.63
<b>THE SANDWICH SPOT</b>	<b>59.68</b>
HAZWOPER Offsite Training Lunch (D. Bush, A. Southard, R. Vittalto, J. Diaz)	59.68
<b>THE STAND - VALENCIA</b>	<b>239.26</b>
Department Lunch - Fleet Warehousing & Procurement	89.76
<b>THE STAND VALENCIA SANTA</b>	<b>97.22</b>
Recruitment Panel Financial Analyst Lunch: R. Patterson, D. Conner, B. Houston, J. Brison , V. Leopc	97.22
<b>THE TOLL ROADS OF OC</b>	<b>103.97</b>
Toll Road Violation #I63	103.97
<b>THREE BRIDGES BAR</b>	<b>40.46</b>
Dinner - 40.46	40.46
<b>TOPPERS PIZZA PLACE VALEN</b>	<b>268.00</b>
Bought Crew Dinner working on Leak	125.87
Lunch for B&G staff meeting	142.13
<b>TRACTOR SUPPLY #2264</b>	<b>328.49</b>
Fan	328.49
<b>TRADER JOE S #013</b>	<b>100.00</b>
Gift cards for Health Fair	100.00
<b>TRAFFIC MANAGE PROD HQ</b>	<b>257.33</b>
Video Surveillance Signs for Rockefeller (5)	257.33
<b>TRAFFIC MANAGEMENT - NEW</b>	<b>474.92</b>
(2) Signs for front gate at ESFP	113.00
Sign for Access and Maintenance Road	361.92
<b>TRATTORIA REGGIANO VEN</b>	<b>484.43</b>
Meal Oracle Conference - D. Conner	105.05
Meal Oracle Conference - J. Herbert	105.05
Meal Oracle Conference - K. Grass	105.05
Meal Oracle Conference - M. Wassef	64.25
Meal Oracle Conference - R. Patterson	105.03
<b>TST* BUCKHORN GRILL - MET</b>	<b>17.28</b>
AVEVA World 2023 - Lunch 10/23	17.28
<b>TST* CON MURPHY'S IRISH P</b>	<b>58.60</b>
9/12 Dinner	58.60
<b>TST* EAT REAL CAFE</b>	<b>158.31</b>
Safety Lunch	158.31
<b>TST* IT'S A DELI</b>	<b>17.82</b>

**SCV Water - Credit Card Charges  
Paid October to December 2023**

Lunch ACWA Fall Conference	17.82
<b>TST* JAMBA JUICE - 1507 -</b>	<b>9.29</b>
ICS-Training Lunch	9.29
<b>TST* KABUKI - VALENCIA</b>	<b>297.73</b>
Lunch B&G Staff for Tail Gate Meeting	297.73
<b>TST* MAGINN'S PUB</b>	<b>83.10</b>
Team Lunch - Boss' Day 10/16	83.10
<b>TST* MERCATO DELLA PECHER</b>	<b>117.96</b>
Group Dinner. Conference. Las Vegas.	117.96
<b>TST* NOTHING BUNDT CAKES</b>	<b>703.00</b>
Birthday/Anniversary - September Treats	210.00
Birthday/Anniversary September	126.50
Monthly Birthday and Anniversary Celebration - September 2023	120.00
September Birthday and Anniversary	150.00
September Birthday and Anniversary Celebrations	96.50
<b>TST* PACIFIC BOWLS &amp; ROLL</b>	<b>27.32</b>
Conference Meal - Lunch	27.32
<b>TST* PACIFIC CATCH - MOUN</b>	<b>66.21</b>
CADC Dinner - Willson/McLaughlan/Lozano	66.21
<b>TST* ROSINES RESTAURANT</b>	<b>59.32</b>
Conference Meal - Dinner	59.32
<b>TST* SABRINAS CAFE- CALL</b>	<b>33.49</b>
9/15 Breakfast	33.49
<b>TST* SEN NOODLE HOUSE</b>	<b>47.02</b>
Lunch Meeting with R. Hitchen and J. Jenkins	47.02
<b>TST* SMOKE AND FIRE SOCIA</b>	<b>162.81</b>
Lunch at MISAC Conference - S. Pyle, E. Adinkra, C. Perez	162.81
<b>TST* TEQUILA MUSEO MAYAHU</b>	<b>18.70</b>
Lunch - Sacramento Sites Meeting	18.70
<b>TST* VICTORY BREWING PHIL</b>	<b>19.20</b>
9/12 Lunch	19.20
<b>TST* VINCENZOS</b>	<b>1,083.24</b>
Food for water academy	457.74
On Call Meeting	625.50
<b>TURNERS OUTDOORSMAN 28</b>	<b>262.77</b>
Noise Cancellation Ear Muffs for Crew	262.77
<b>UBER TRIP</b>	<b>256.26</b>
AVEVA World 2023 - Uber to airport tip charge.	9.51
AVEVA World 2023 - Uber to airport.	63.43
AVEVA World 2023 - Uber to hotel tip charge.	17.18
AVEVA World 2023 - Uber to hotel.	85.92
Uber ACWA Fall Conference	80.22
<b>UNITED</b>	<b>35.00</b>
AVEVA World 2023 - Checked bag fee flight to San Francisco.	35.00
<b>UPTOWN BEER GARDEN</b>	<b>20.80</b>
9/14 Dinner	20.80
<b>USA CD VALENCIA 24</b>	<b>293.47</b>
A/C Cleaning Supplies	212.70
Condenser Pump	80.77
<b>USPS KIOSK 0569509551</b>	<b>9.55</b>
Mailing Notice of Award: Olympian Tanks Coating Project	9.55
<b>USPS PO 0569500155</b>	<b>130.90</b>
Postage	130.90
<b>USPS PO 0569640150</b>	<b>25.20</b>
USPS Filing NOE to Ventura County	6.66
USPS. NOE filing for LA and Ventura county on the Saugus Wells 3 and 4 project	11.88
USPS. NOE filing for Ventura County, Certified mail.	6.66

**SCV Water - Credit Card Charges  
Paid October to December 2023**

<b>VALLEY INDUSTRIAL ASSOC</b>	<b>110.00</b>
Monthly VIA Luncheon - 10/09/23 - Registration - Darine Conner	55.00
Monthly VIA Luncheon - 10/09/23 - Registration - Director Marks	55.00
<b>VALPAK FRANCHISE OPERATI</b>	<b>5,866.56</b>
Outreach Mailer	3,911.04
Outreach Publication	1,955.52
<b>VENETIAN/PALAZZO FRT DES</b>	<b>4,347.96</b>
Lodging for Oracle Conference - D. Conner	799.32
Lodging for Oracle Conference - K. Grass	858.60
Lodging for Oracle Conference - M. Wassef	799.32
Lodging for Oracle Conference - R. Patterson	1,091.40
Room at OracleWorld	799.32
<b>VERIZONWRLSS</b>	<b>71,839.58</b>
CIMIS 10/11/23-11/10/23	38.01
CIMIS 8/11/23-9/10/23	38.01
CIMIS 9/11/23-10/10/23	38.01
Equipment 10/11/23-11/10/23	8,337.99
Equipment 8/11/23-9/10/23	5,125.49
Equipment 9/11/23-10/10/23	4,148.23
Services 10/11/23-11/10/23	18,289.46
Services 8/11/23-9/10/23	18,069.55
Services 9/11/23-10/10/23	17,622.51
Telemetry 8/24/23-9/23/23 Invoice #9945223478	65.69
Telemetry 9/24/23-10/23/23 Invoice #9947659631	66.63
<b>VONS #2111</b>	<b>56.40</b>
Monthly Birthday and Anniversary Celebration - August 2023	56.40
<b>VONS #3325</b>	<b>115.67</b>
Distilled Water for RVIPS UPS	2.78
New Equipment Training Refreshments	54.17
Vending Machine Supplies	43.75
Vons - Cookies for PIO Group Meeting	14.97
<b>VWR INTERNATIONAL INC</b>	<b>23.11</b>
Lab Plates	23.11
<b>VZWRLSS*IVR VB</b>	<b>65.69</b>
Telemetry 7/24/23-8/23/23 Invoice #9942816231	65.69
<b>WALGREENS #9641</b>	<b>25.41</b>
Meal at MISAC Conference	25.41
<b>WAL-MART #3523</b>	<b>241.93</b>
Drinks for on call meeting	67.96
Event Supplies for Light Up Main Street 11/18/23; hand cart for comms team	173.97
<b>WAL-MART #5162</b>	<b>78.77</b>
Health Fair Supplies	78.77
<b>WALMART.COM 8009666546</b>	<b>67.89</b>
Halloween - October Mini Film for costume contest	67.89
<b>WALTERS WHOLE ELEC#40</b>	<b>41.28</b>
Hex Set	41.28
<b>WANA IGUANA</b>	<b>363.68</b>
Board Meeting Meal - 11/21/23	363.68
<b>WATER EDUCATION FOUNDA</b>	<b>227.10</b>
Materials for Water Academy	227.10
<b>WATER EDUCATION FOUNDATIO</b>	<b>35.00</b>
Fee for water leaders application	35.00
<b>WATER INFORMATION SHARI</b>	<b>100.00</b>
H2OSecCon by WaterISAC	100.00
<b>WATEREUSE ASSOCIATION</b>	<b>675.00</b>
G. Van Eekhout Training WRCA Conference	675.00
<b>WENDYS #651</b>	<b>9.30</b>

**SCV Water - Credit Card Charges  
Paid October to December 2023**

Lunch for Conference	9.30
<b>WESTERN BAGEL TOO #4</b>	<b>452.90</b>
GT OPS Safety Tailgate Snacks	98.00
Pine St. - Safety Meeting Snacks	79.45
Pine Street Safety Meeting Snacks	79.45
Pine WS Safety Meeting snacks	98.00
Pine WS Safety Tailgate snacks	98.00
<b>WESTIN (WESTIN HOTELS)</b>	<b>543.63</b>
MISAC conference hotel 9/24-9/27	543.63
<b>WHOLEFDS VAL 10178</b>	<b>100.00</b>
Gift cards for Health Fair	100.00
<b>WM SUPERCENTER #3523</b>	<b>193.68</b>
Adhesive & Poster Board	11.65
Halloween - Decor for Emp-Act	104.84
Halloween Employees Treats	77.19
<b>WM SUPERCENTER #5162</b>	<b>48.09</b>
2023 Holiday Party- Green Bins for Holiday Storage	48.09
<b>WOLF CREEK RESTAURANT &amp; B</b>	<b>7,538.55</b>
Agency Thanksgiving Lunch	6,182.47
Board Meeting Meal - 09/05/23	452.63
Board Meeting Meal - 10/03/23	406.38
Board Meeting Meal - 11/07/23	272.98
Lunch Meeting	52.90
Photoshoot day for Comms with consultant of the Agency (all day event)	171.19
<b>WPONCALL.COM</b>	<b>147.00</b>
SCV GSA Web Maintenance	147.00
<b>WPY*SOUTHERN CALIFORNIA W</b>	<b>186.25</b>
SCWUA Vendor Fair lunch tickets	186.25
<b>WRIGHT S SUPPLY INC</b>	<b>9.32</b>
Fan Belt	9.32
<b>WWW COSTCO COM</b>	<b>244.84</b>
Committee Meetings	86.94
Meeting - Committee Snacks	157.90
<b>YARD HOUSE 0108319</b>	<b>106.00</b>
Meal Oracle Conference - D. Conner	26.50
Meal Oracle Conference - K. Grass	26.50
Meal Oracle Conference - M. Wassef	26.50
Meal Oracle Conference - R. Patterson	26.50
<b>ZOHO CORPORATION</b>	<b>695.00</b>
Zoho ManageEngine ticketing system license. Additional user	400.00
ZOHO MANAGENINE	295.00
<b>Grand Total</b>	<b>273,107.47</b>

# Director Stipends

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# Director Reimbursements

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**CA Govt. Code Section 53065.5**

**List of Reimbursement for "Individual Charges" = \$100 or more**

**Annual Disclosure for Fiscal Year 23/24** **AP Transactions Updated as of: 12/31/2023**

**DIRECTORS**

**P-Card (VISA) Transactions Updated as of: 12/31/23 \*December PCard transactions affect January cash.**

<b>Date</b>	<b>Recipient of Reimbursement</b>	<b>Reason for Reimbursement</b>	<b>Amount</b>
12/01/23	Marks, Dirk	<b>P-CARD (VISA)</b> - CSDA Special District Leadership Academy Conference Sacramento, CA 10/22/23-10/25/23 Travel Expense (Airfare)	381.96
12/01/23	Gutzeit, Maria	<b>P-CARD (VISA)</b> - UWI Spring Water Conference Palm Springs, CA 2/21/24 Expense (Lodging)	217.50
12/01/23	Martin, Gary	<b>P-CARD (VISA)</b> - UWI Spring Water Conference Palm Springs, CA 2/21/24 Expense (Lodging)	217.50
12/01/23	Marks, Dirk	ACWA Fall Conference Indian Hills, CA 12/28/23-12/30/23 Expense (Lodging)	482.56
12/01/23	Marks, Dirk	ACWA Fall Conference Indian Hills, CA 12/28/23-12/30/23 Travel Expense (Mileage)	178.16
12/01/23	Armitage, Kathye	<b>P-CARD (VISA)</b> - ACWA 2023 Fall Conference 11/28/23-11/30/23 - Registration	815.00
12/01/23	Braunstein, Beth	<b>P-CARD (VISA)</b> - ACWA 2023 Fall Conference 11/28/23-11/30/23 - Registration	815.00
12/01/23	Cooper, William	<b>P-CARD (VISA)</b> - ACWA 2023 Fall Conference 11/28/23-11/30/23 - Registration	815.00
12/01/23	Gutzeit, Maria	<b>P-CARD (VISA)</b> - ACWA 2023 Fall Conference 11/28/23-11/30/23 - Registration	815.00
12/01/23	Marks, Dirk	<b>P-CARD (VISA)</b> - ACWA 2023 Fall Conference 11/28/23-11/30/23 - Registration	815.00
12/01/23	Martin, Gary	<b>P-CARD (VISA)</b> - ACWA 2023 Fall Conference 11/28/23-11/30/23 - Registration	815.00
12/01/23	Orzechowski, Piotr	<b>P-CARD (VISA)</b> - ACWA Regions 6 & 7 & Water Forum 2023 10/12/23-13/2023 - Registration	120.00
12/01/23	Marks, Dirk	<b>P-CARD (VISA)</b> - CSDA's 2023 Special District Leadership Academy Conference 10/22/23-10/25/2023 - Registration	625.00
12/01/23	Marks, Dirk	<b>P-CARD (VISA)</b> - 2023 State of the Watershed - 09/19/23 - Registration	190.44
12/01/23	Gutzeit, Maria	<b>P-CARD (VISA)</b> - UWI Spring Water Conference - 02/21/23-02/23/2024 - Registration	595.00
12/01/23	Martin, Gary	<b>P-CARD (VISA)</b> - UWI Spring Water Conference - 02/21/23-02/23/2024 - Registration	595.00
12/14/23	Martin, Gary	<b>P-CARD (VISA)</b> - DCA Board Meeting Sacramento, CA 12/14/23 Travel Expense (Airfare)	347.96
12/14/23	Martin, Gary	DCA Board Meeting Sacramento, CA 12/14/23 Travel Expense (Parking, Mileage, Ground Transportation-Uber)	101.79
12/21/23	Martin, Gary	Urban Water Strategic Planning Workshop San Diego, CA 12/20/23-12/21/23 Expense (Lodging, Meals)	225.81
12/21/23	Martin, Gary	Urban Water Strategic Planning Workshop San Diego, CA 12/20/23-12/21/23 Travel Expense (Mileage, Parking)	247.04
			<b>9,415.72</b>

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**FY 2023/24  
MID-YEAR BUDGET REVIEW  
(SECOND QUARTER FINANCIAL REPORT)  
(OCTOBER - DECEMBER 2023)**

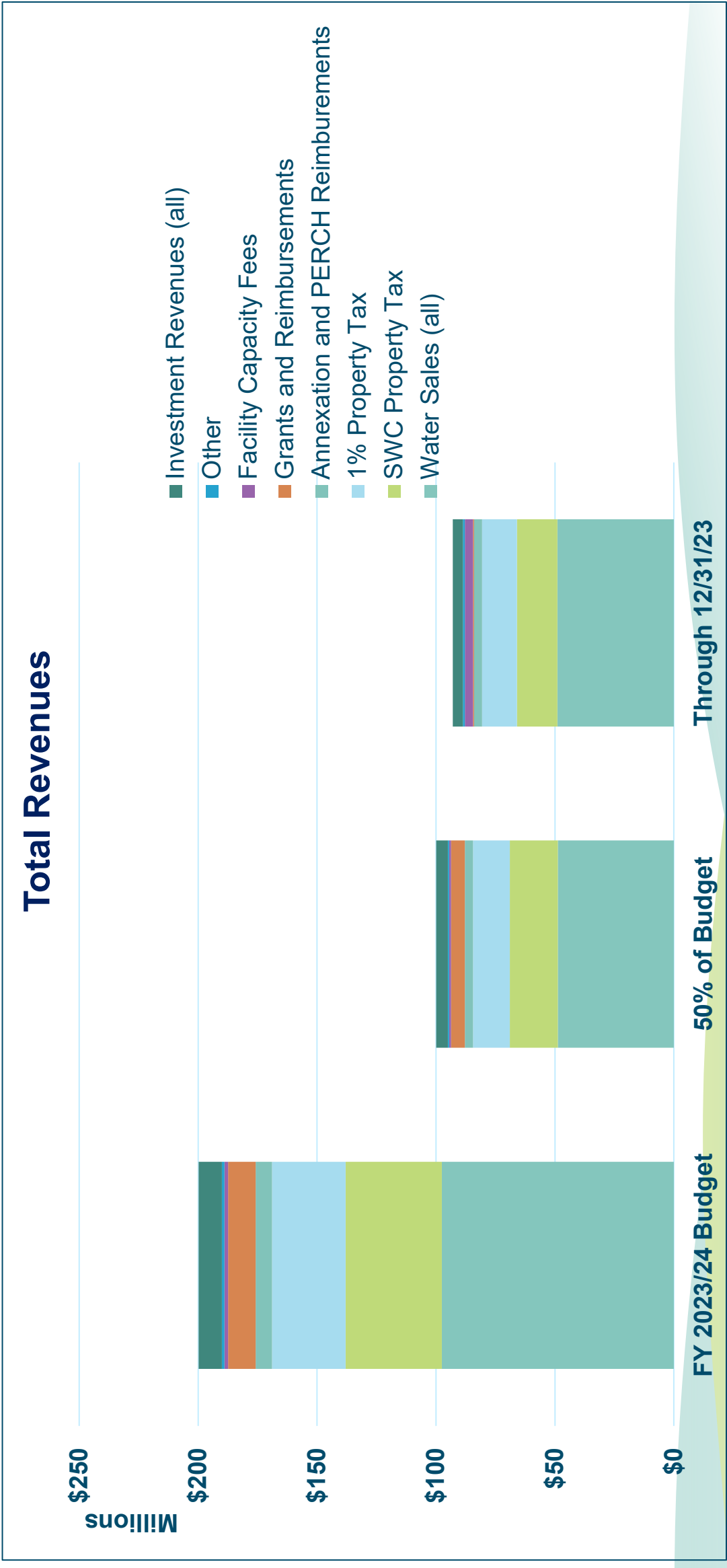
**Board of Directors Meeting  
March 19, 2024**



# FY2023/24 SECOND QUARTER HIGHLIGHTS

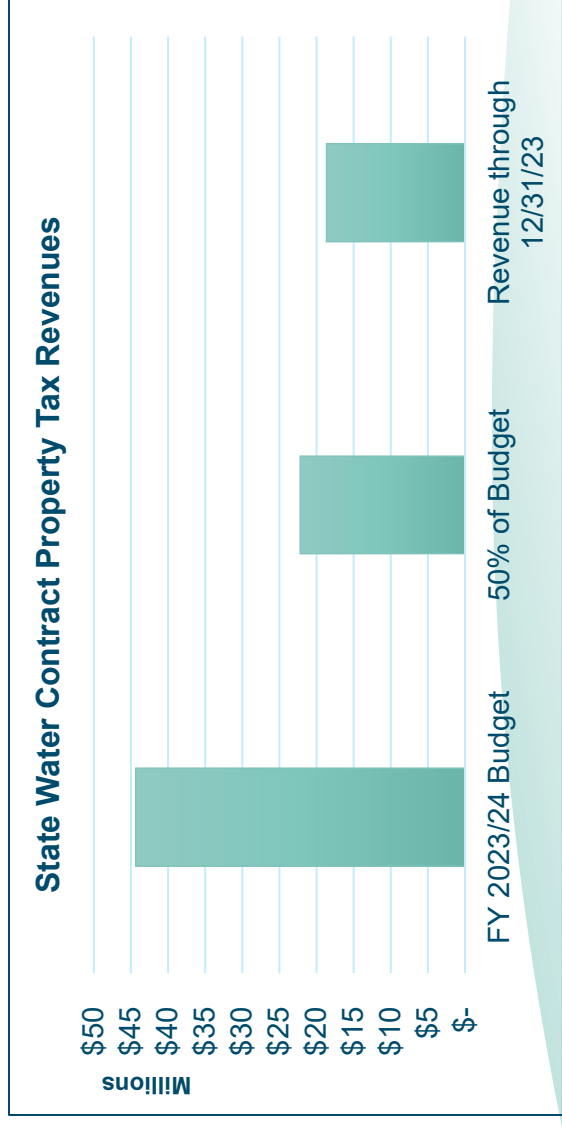
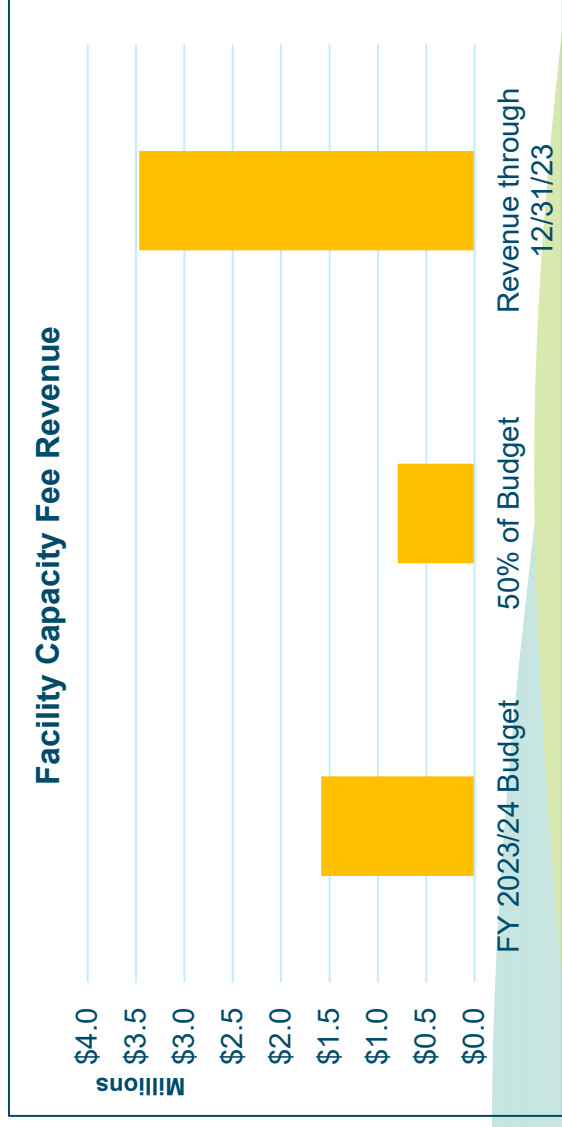
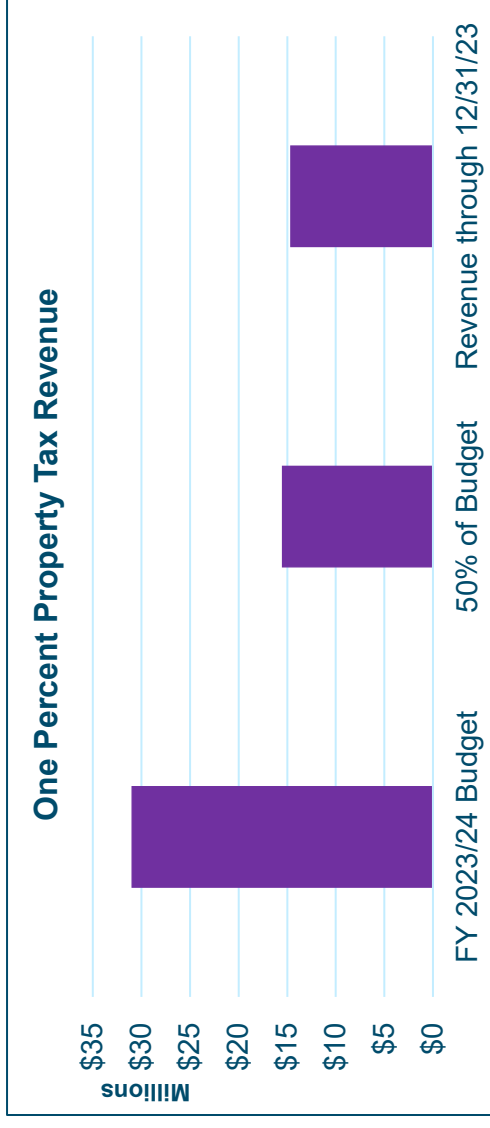
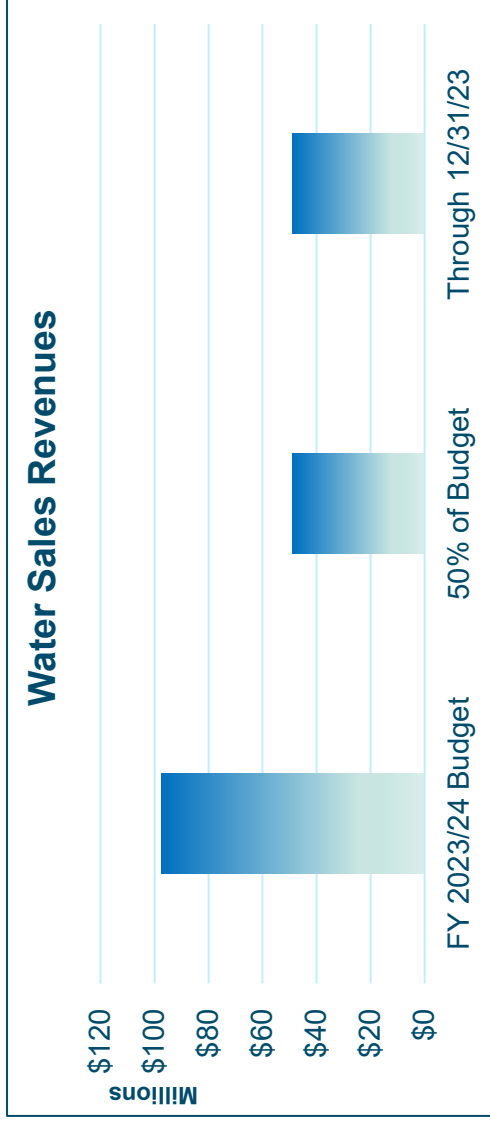
- Staff completed the FY2022/23 audit work with our outside CPA.
- Received and Filled the SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2023.
- Filled and Published the SCV Water Popular Annual Financial Report ended June 30, 2023.
- Approved HCM Implementation Contract with Apps Associates.
- Approved the Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support.
- Approved a Purchase Order for Fleet Replacement Vehicles.
- Approved the Revised Employee Manual Section No. 10 – Overtime.
- Reviewed Facility Capacity Fee (FCF) Revenues and Study Components.
- Staff submitted the application for the Water Infrastructure Finance and Innovation Act (WIFIA) program that is administered by the Environmental Protection Agency (EPA).

# FY 2023/24 MID-YEAR BUDGET REVIEW



# FY 2023/24 MID-YEAR BUDGET REVIEW

## REVENUES BY TYPE





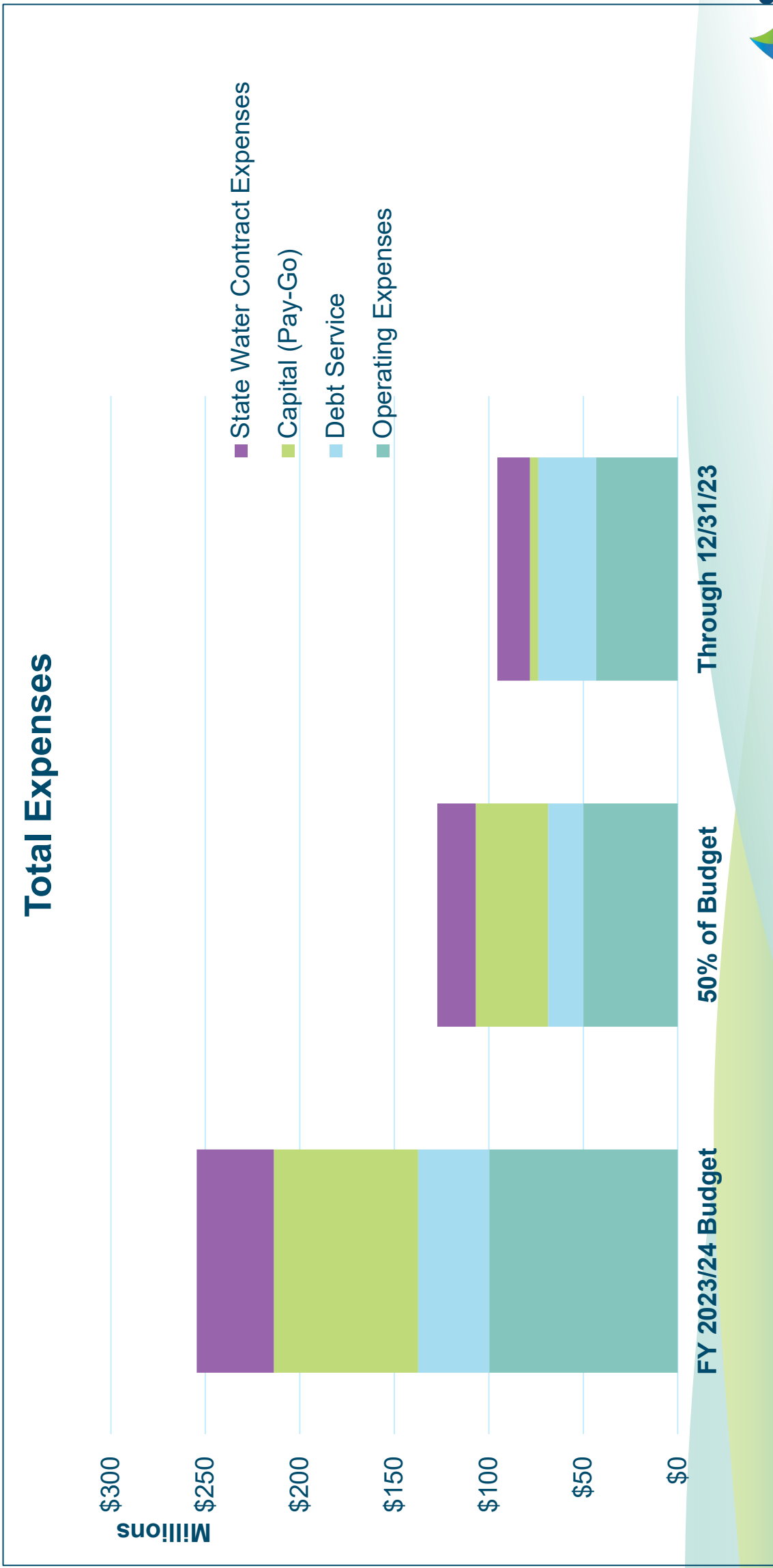
# FY 2023/24 MID-YEAR REVENUES SUMMARY

<u>Operating Revenues</u>	FY 2023/24 Budget	Through 12/31/23	% of Budget
Water Sales - Residential	\$ 54,993,689	\$ 29,278,865	53%
Water Sales - Commercial	5,275,848	3,531,992	67%
Water Sales - Industrial	1,729,786	810,996	47%
Water Sales - Irrigation	20,670,945	8,589,746	42%
Water Sales - Construction	-	449,099	100%
Water Sales - Public Authority & Other	3,719,040	1,108,941	30%
Water Sales - Fire	722,743	332,181	46%
Legacy Debt Revenue - VWD	3,630,349	1,792,785	49%
Legacy Debt Revenue - SCWD	5,999,173	2,725,674	45%
Water Sales - WWR	306,698	150,552	49%
Water Sales - Recycled	487,198	242,668	50%
Misc. Fees and Charges	500,000	472,982	95%
Lab Revenues	23,230	11,045	48%
Communication & Rental	530,273	366,662	69%
Property Tax 1%	30,952,265	14,609,777	47%
Annexation Reimbursements	2,691,987	-	0%
Interest Income	5,893,996	2,560,222	43%
PERCH Reimbursements - O&M & CIP	4,207,000	3,398,400	81%
Grants & Reimbursements	11,566,840	417,254	4%
Facility Capacity/Connection Fees	1,577,800	3,458,688	219%
<b>Total Operating Revenues</b>	<b>\$ 155,478,860</b>	<b>\$ 74,308,528</b>	<b>48%</b>

# FY 2023/24 MID-YEAR SWC REVENUE SUMMARY

	FY 2023/24 Budget	Through 12/31/23	% of Budget
<b><u>State Water Contract</u></b>			
Agency-Set Property Tax Revenues	\$ 40,424,280	\$ 16,986,834	42%
Investment Revenue	3,932,500	1,678,528	43%
<b>Total State Water Contract Revenues</b>	<b>\$ 44,356,780</b>	<b>\$ 18,665,362</b>	<b>42%</b>

# FY 2023/24 MID-YEAR EXPENSE SUMMARY



# FY 2023/24 MID-YEAR EXPENSES SUMMARY

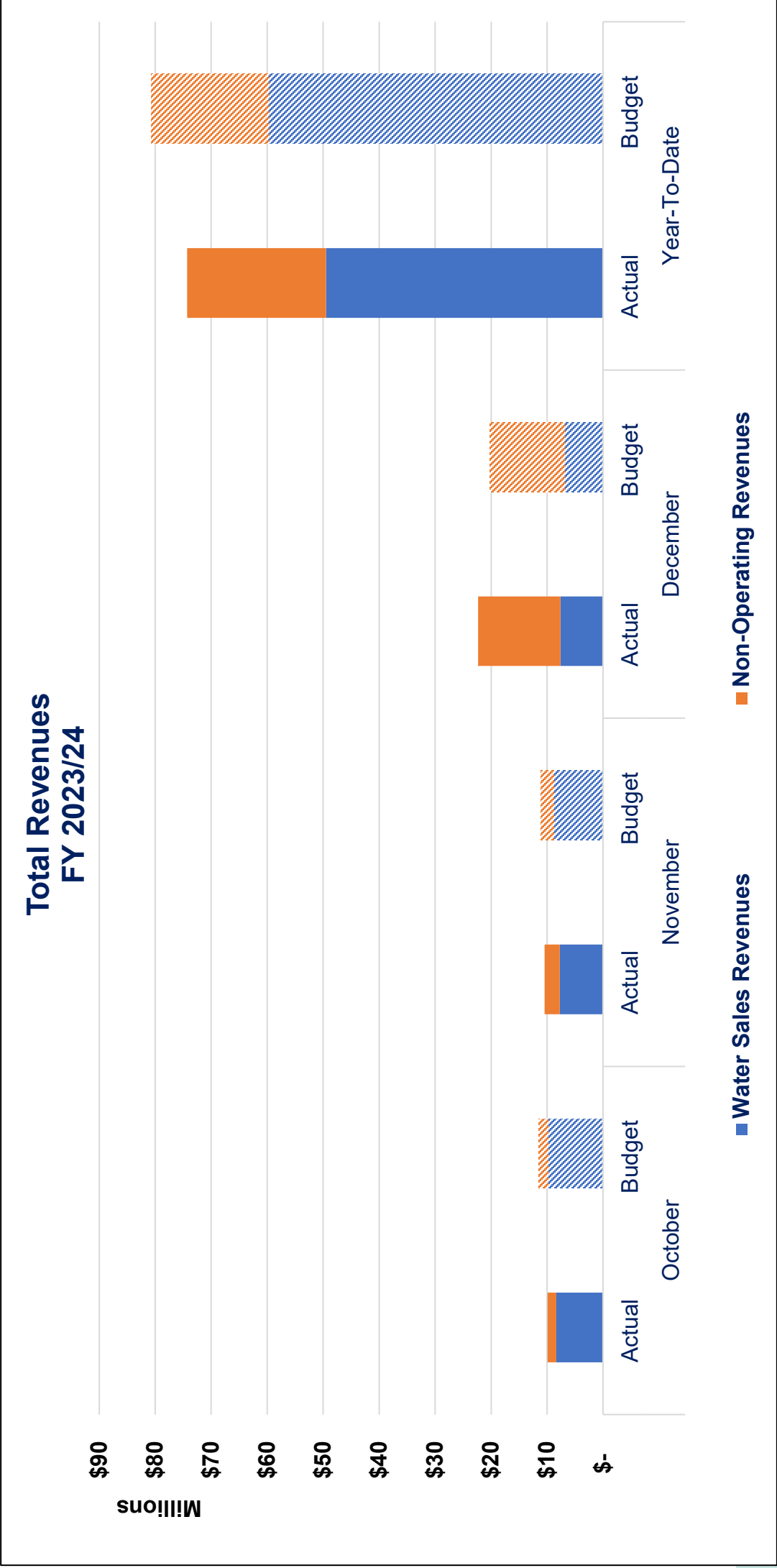
<u>Operating Expenses</u>	FY 2023/24 Budget	Through 12/31/23	% of Budget
Management	\$ 3,094,046	\$ 1,086,980	35%
Finance, Administration & IT	23,997,379	10,715,796	45%
Customer Care	3,068,214	1,468,961	48%
Transmission & Distribution	11,151,577	5,449,736	49%
Pumping Wells & Storage	17,540,767	7,102,403	40%
Water Resources	11,260,616	3,419,439	30%
Source of Supply	11,108,816	4,394,392	40%
Water Quality, Treatment & Maintenance	14,093,165	7,289,983	52%
Engineering Services	4,484,004	2,154,058	48%
Debt Service	37,580,749	30,784,198	82%
Capital (Pay-go)	76,346,140	11,247,061	15%
Transfer from Reserves (carryover from previous year)	(58,246,612)	(6,812,610)	12%
<b>Total Operating Expenses</b>	<b>\$ 155,478,860</b>	<b>\$ 55,869,691</b>	<b>36%</b>

# FY 2023/24 MID-YEAR SWC EXPENSES SUMMARY

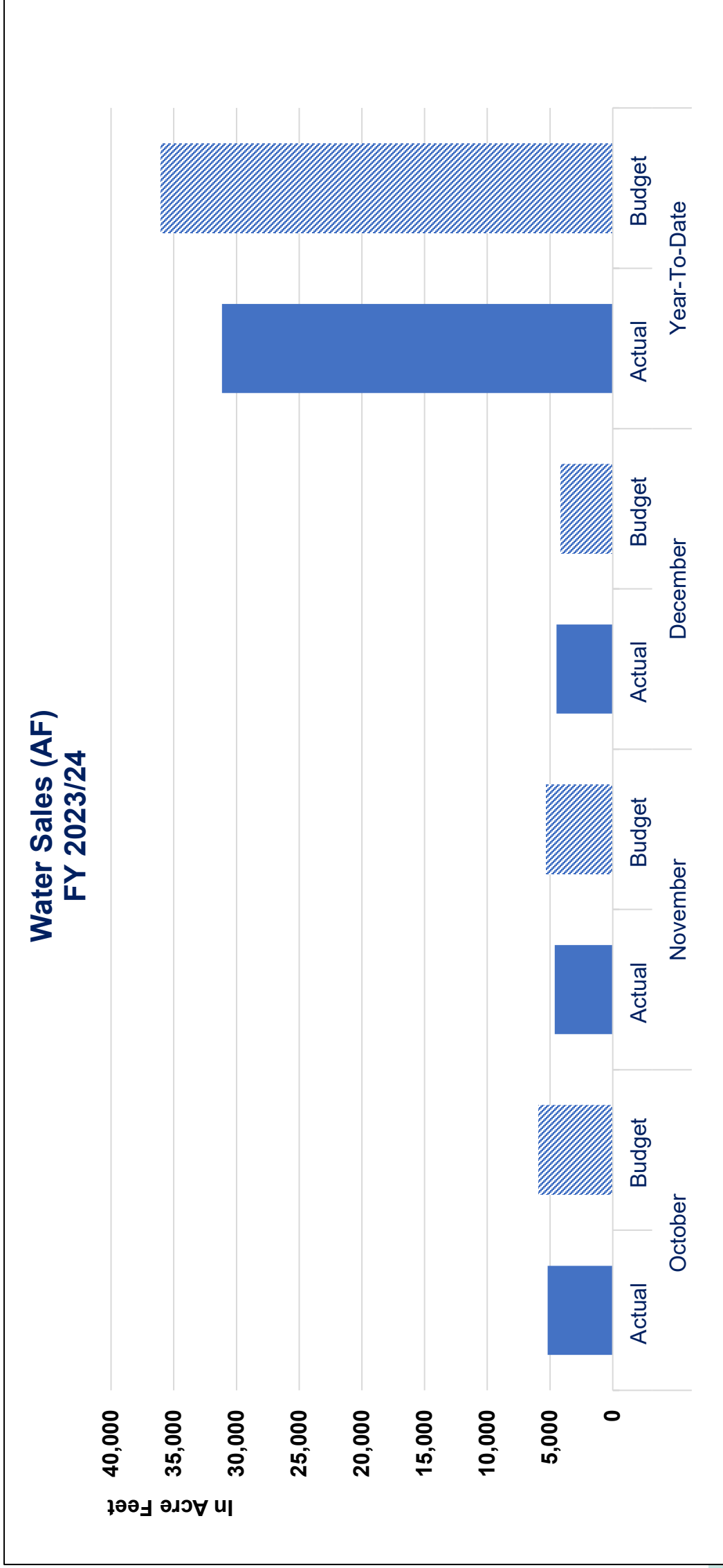
<b>State Water Contract Expenses</b>	<b>FY 2023/24 Budget</b>	<b>Through 12/31/23</b>	<b>% of Budget</b>
DWR Variable Charge	\$ 11,550,000	\$ 5,183,377	45%
State Water Contract Payments	29,324,000	12,769,351	44%
Legal Consulting	10,000	-	0%
State Water Contractors/SWPCA Dues	260,000	-	0%
SWC Audit Finance Commit.	34,000	34,015	100%
Refund of Excess SWC Fixed Charges	(2,500,000)	(810,544)	32%
Delta Conveyance	28,000	4,243	15%
Miscellaneous & Admin expenses	136,548	21,734	16%
Contingencies	2,000,000	-	
<b>Total State Water Contract Expenses</b>	<b>\$ 40,842,548</b>	<b>\$ 17,202,176</b>	<b>42%</b>



# REVENUES (2ND QUARTER)

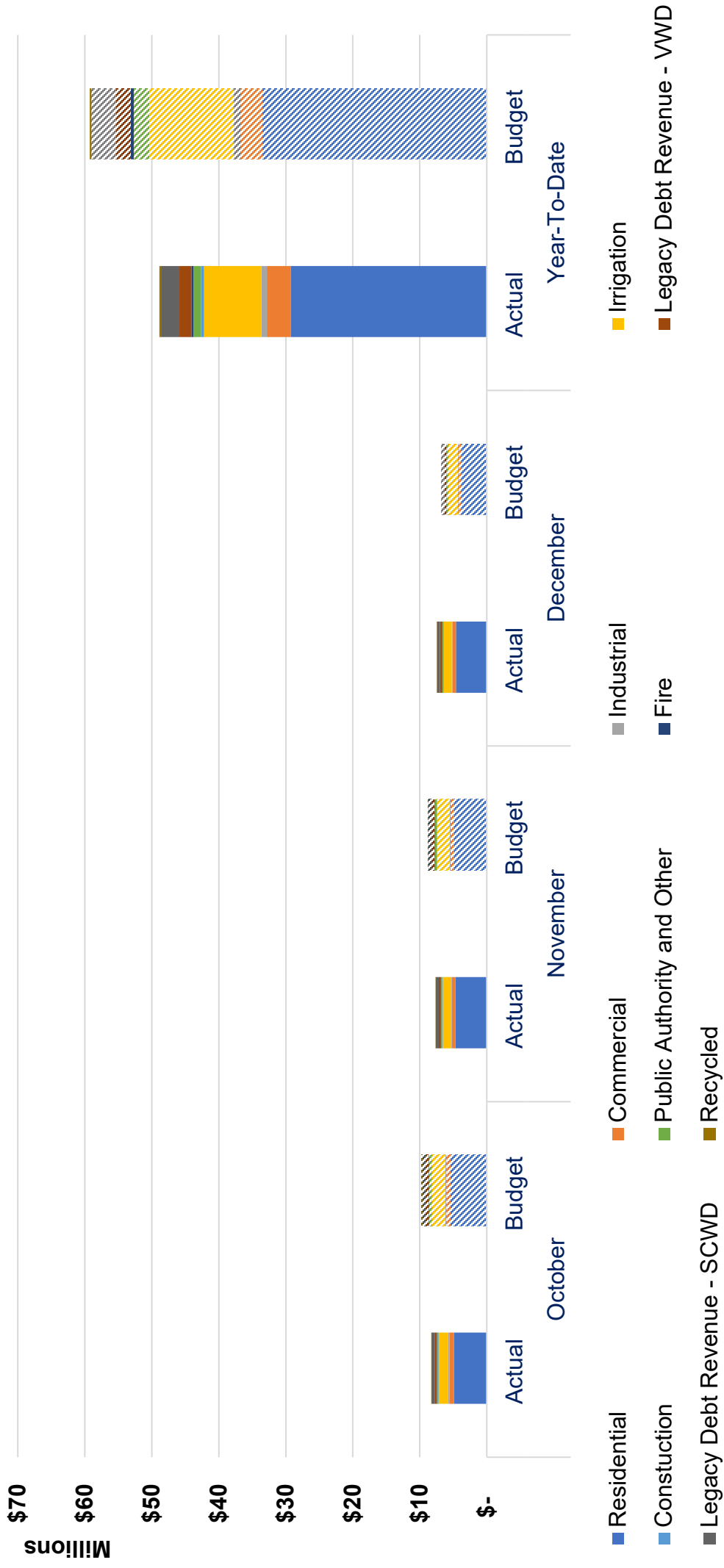


# WATER SALES (AF)



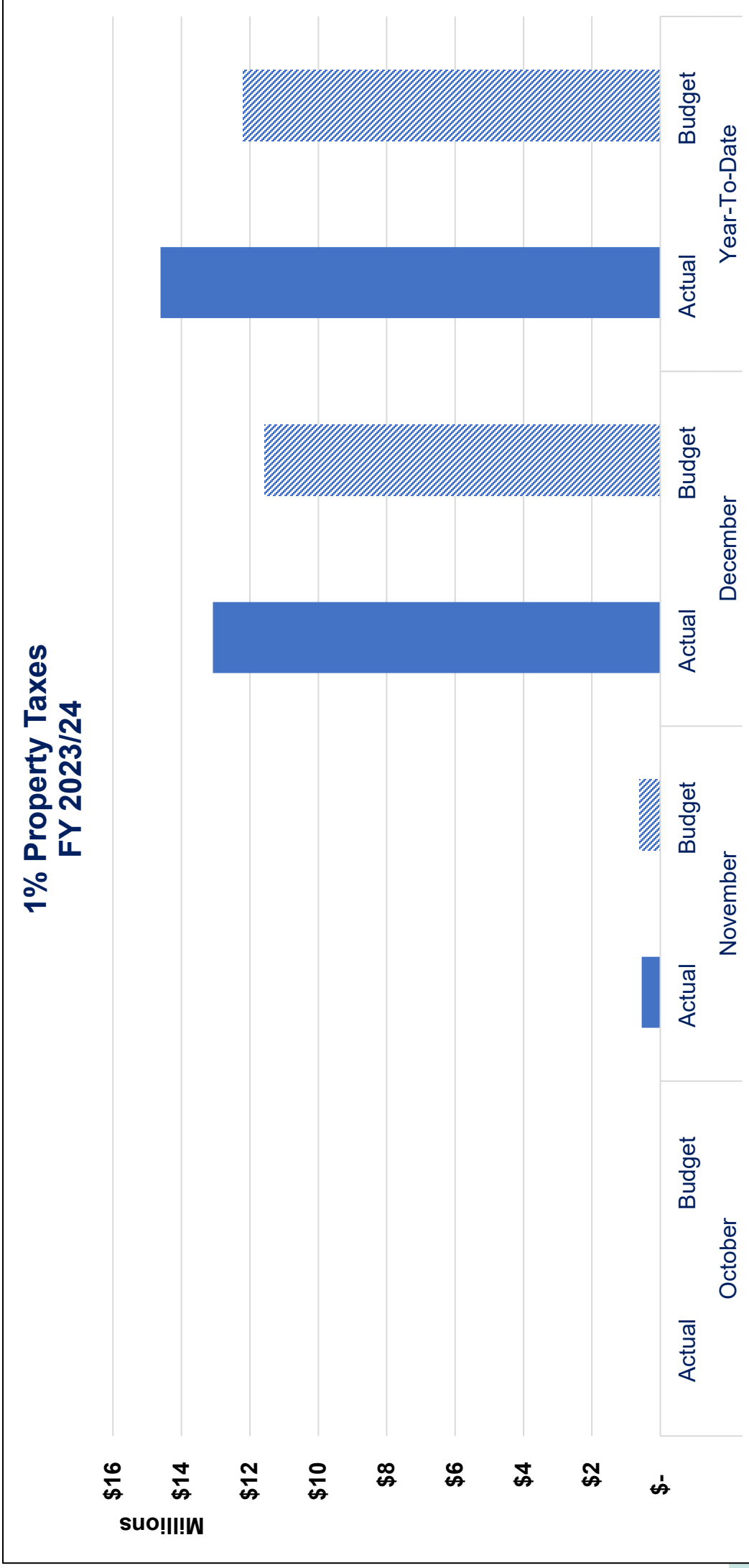
# WATER SALES REVENUE

Water Sale Revenues  
by Customer Class



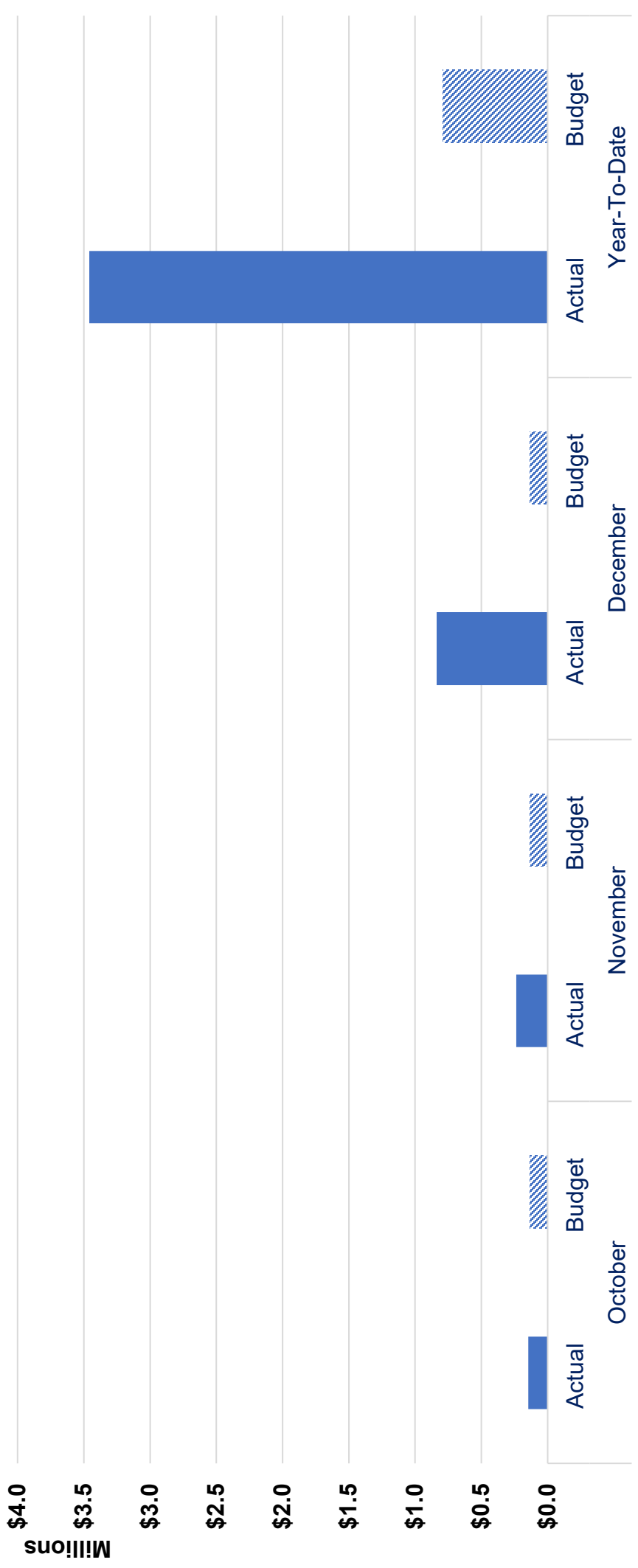


# 1% PROPERTY TAX REVENUES



# FACILITY/RETAIL CAPACITY FEES

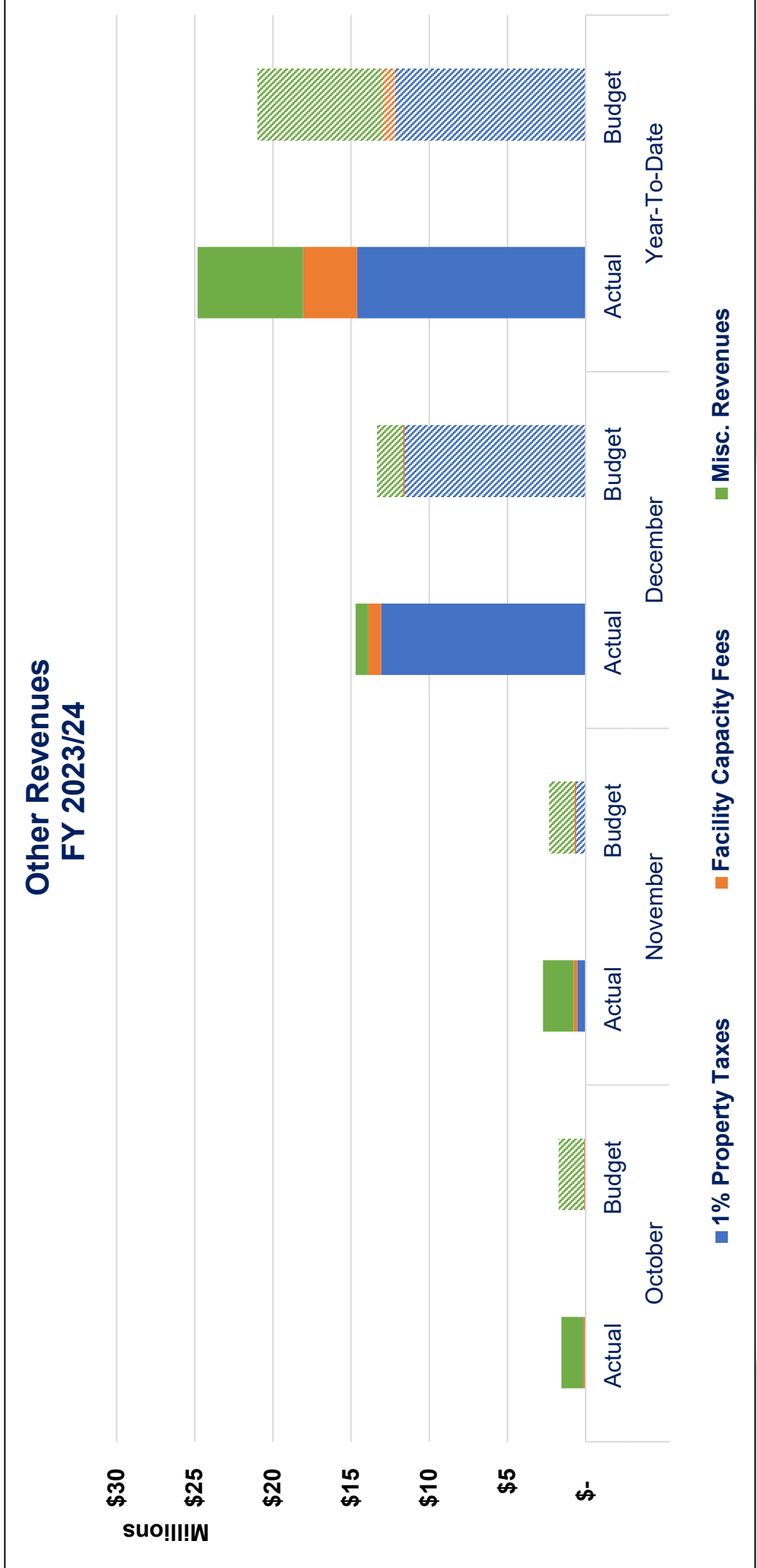
Facility Capacity/Connection Fee  
FY 2023/24



# FEEES RECEIVED

Developers	2nd Quarter		Year to Date	
	Total	#FCF	Total	#FCF
Lennar Homes	\$ 168,350	26	\$ 1,680,495	125
KB Homes	\$ 9,030	1	\$ 9,030	1
Tri Pointe Homes	\$ 78,248	8	\$ 386,542	34
Newhall Land and Farming	\$ -	0	\$ -	0
Toll Brothers, Inc	\$ -	0	\$ 5,418	1
Richmond American Homes	\$ 36,122	2	\$ 166,160	8
Williams Homes	\$ -	0	\$ -	0
Other	\$ 756,469	28	\$ 943,476	38
<b>Total</b>	<b>\$ 1,048,219</b>	<b>65</b>	<b>\$ 3,191,121</b>	<b>207</b>

# OTHER REVENUES



# INVESTMENT PORTFOLIO SUMMARY

Santa Clarita Valley Consolidated

Account #111008

## Portfolio Summary

As of December 31, 2023



### PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.59
Average Coupon	2.30%
Average Purchase YTM	4.05%
Average Market YTM	4.61%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	1.88 yrs
Average Life	1.78 yrs

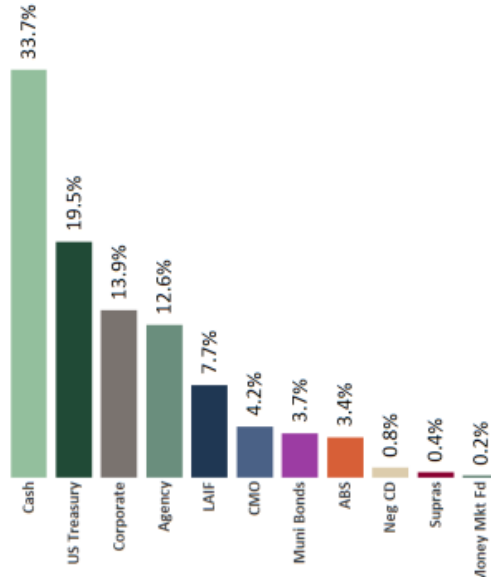
### ACCOUNT SUMMARY

	Beg. Values as of 11/30/23	End Values as of 12/31/23
Market Value	300,894,404	325,978,516
Accrued Interest	1,714,530	1,745,184
<b>Total Market Value</b>	<b>302,608,934</b>	<b>327,723,700</b>
Income Earned	1,024,157	697,181
Cont/Wd		
Par	306,276,501	328,706,582
Book Value	305,046,125	327,533,170
Cost Value	304,883,300	327,456,179

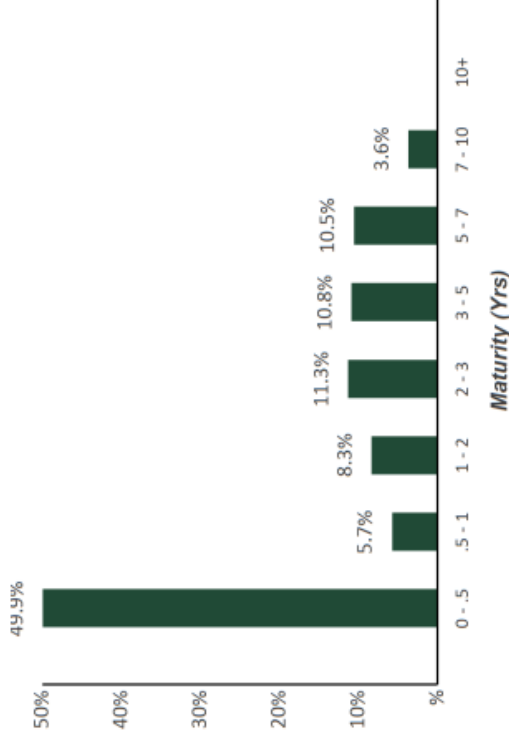
### TOP ISSUERS

US Bancorp	23.3%
Government of United States	19.5%
Wells Fargo Bank Operating	10.4%
Local Agency Investment Fund	7.7%
Federal Home Loan Bank	7.3%
Federal Home Loan Mortgage Corp	4.2%
Federal Farm Credit Bank	3.6%
State of California	1.8%
<b>Total</b>	<b>77.8%</b>

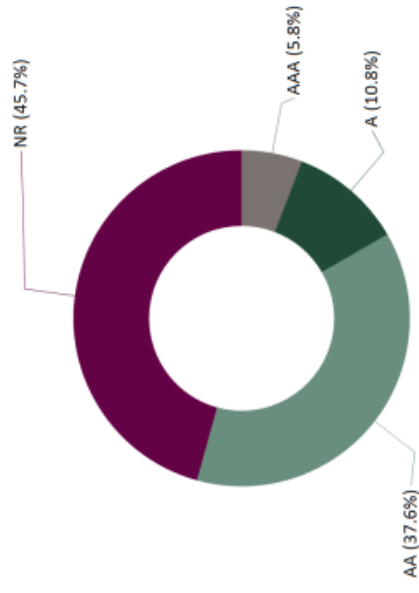
### SECTOR ALLOCATION



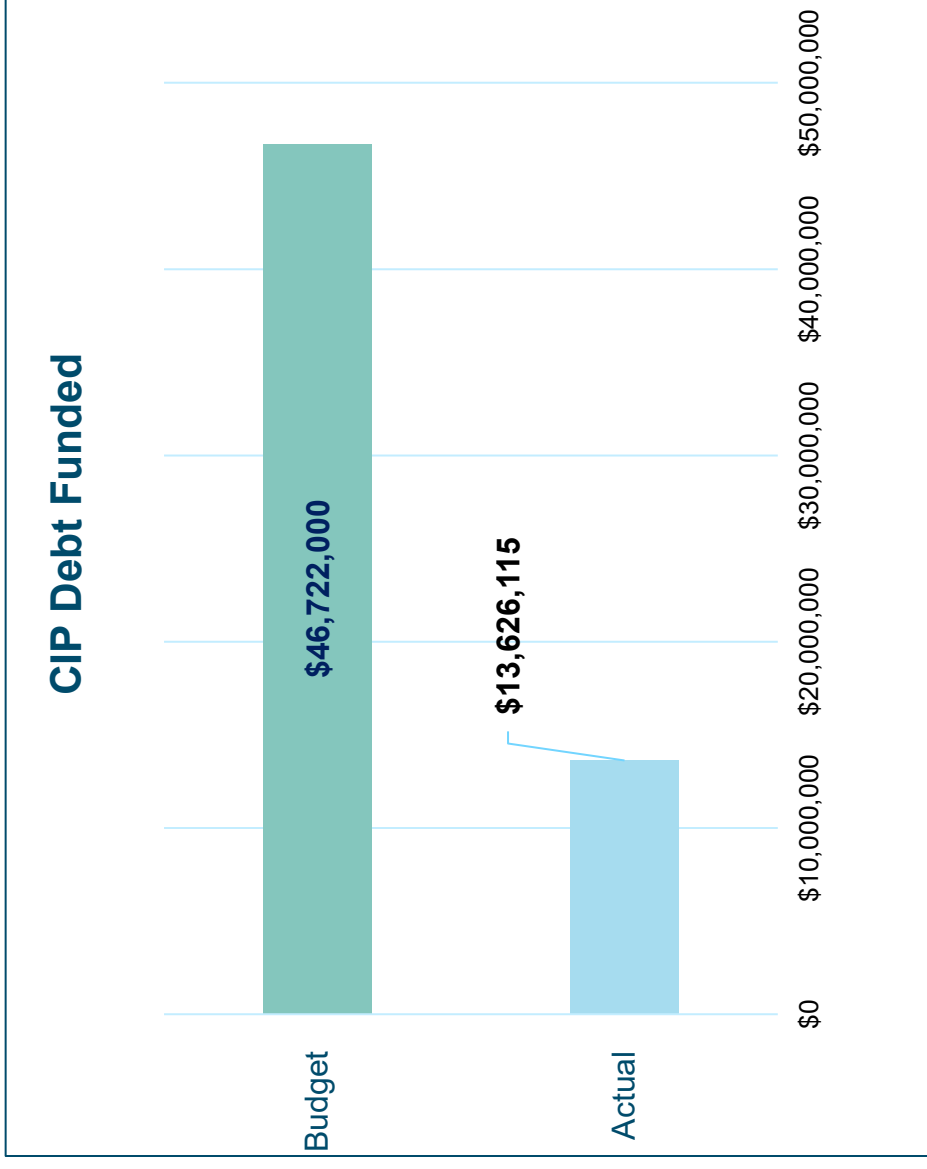
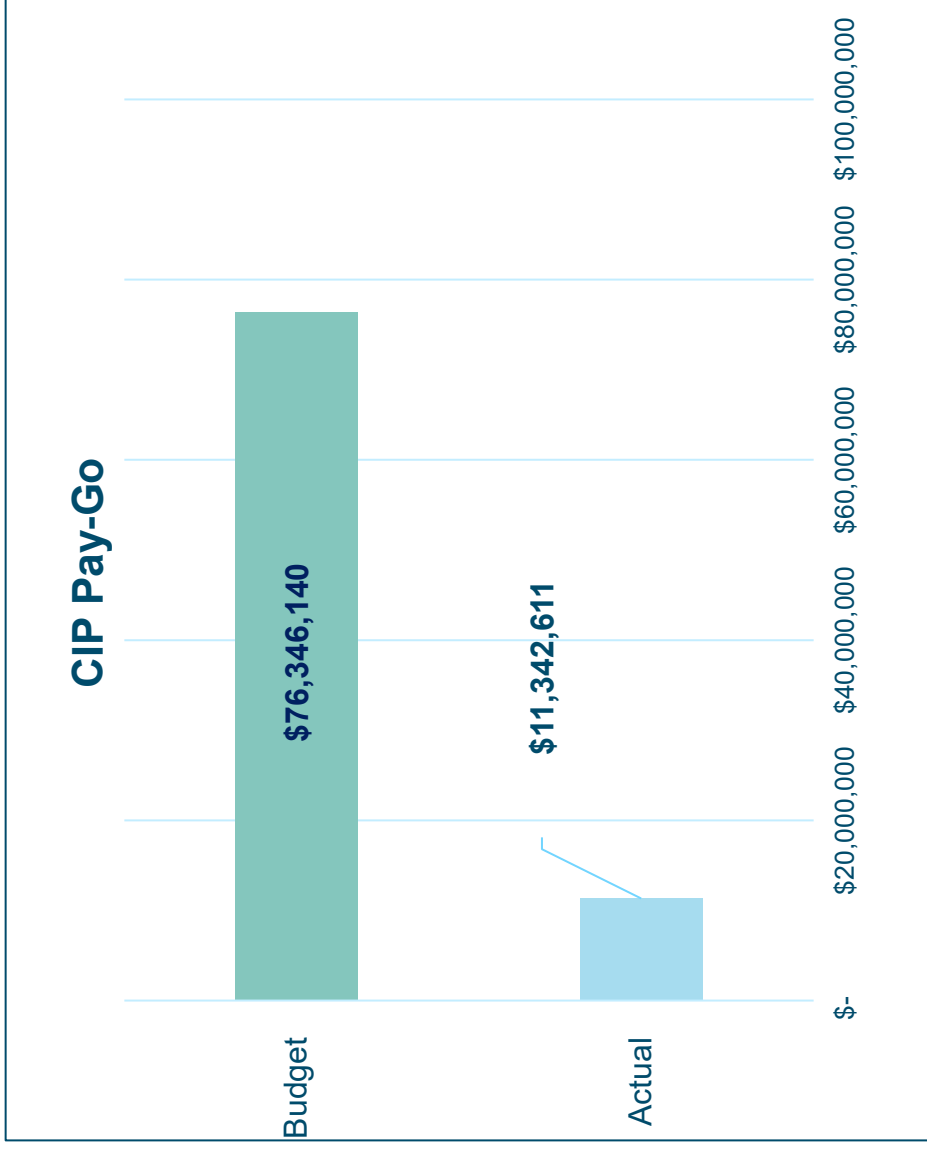
### MATURITY DISTRIBUTION



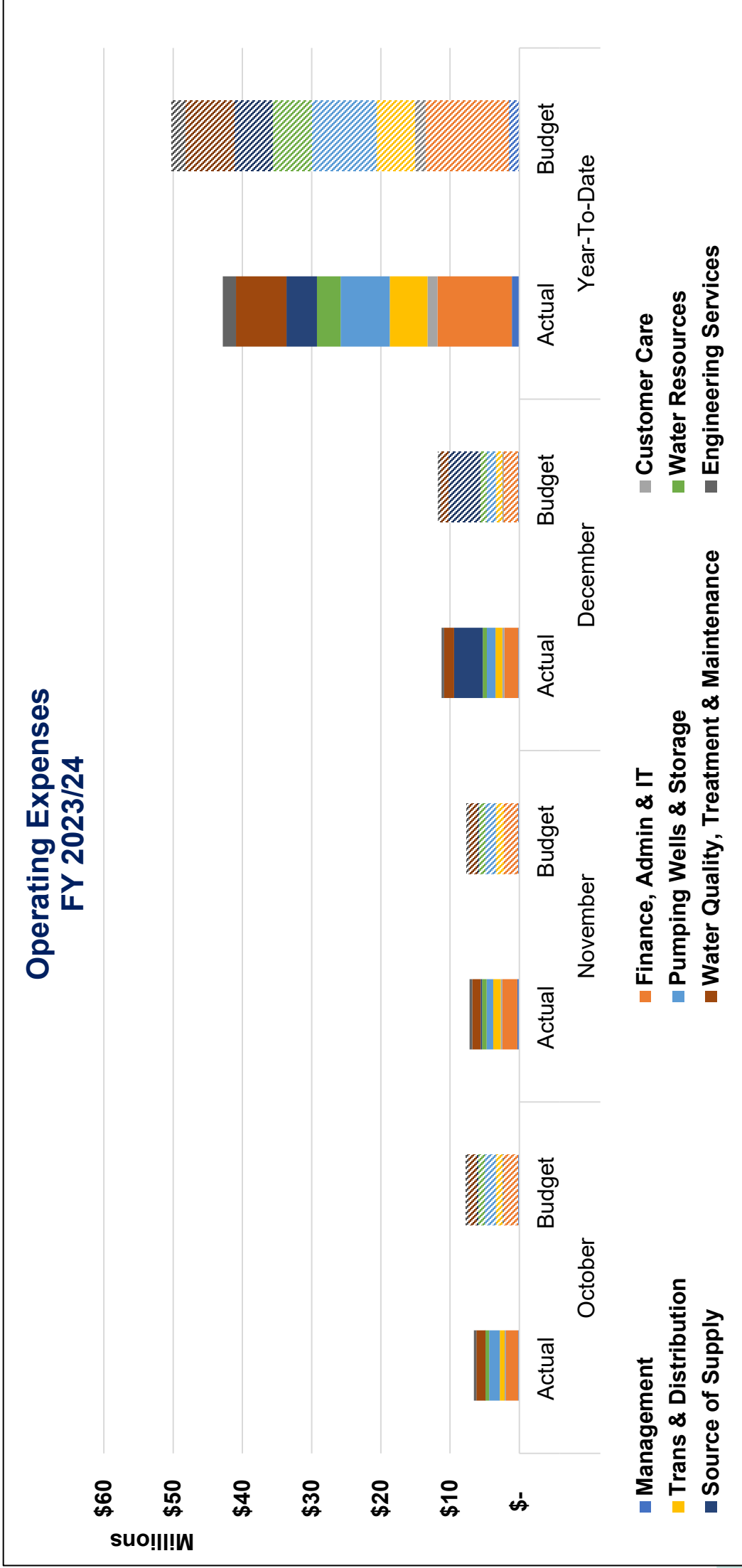
### CREDIT QUALITY (S&P)



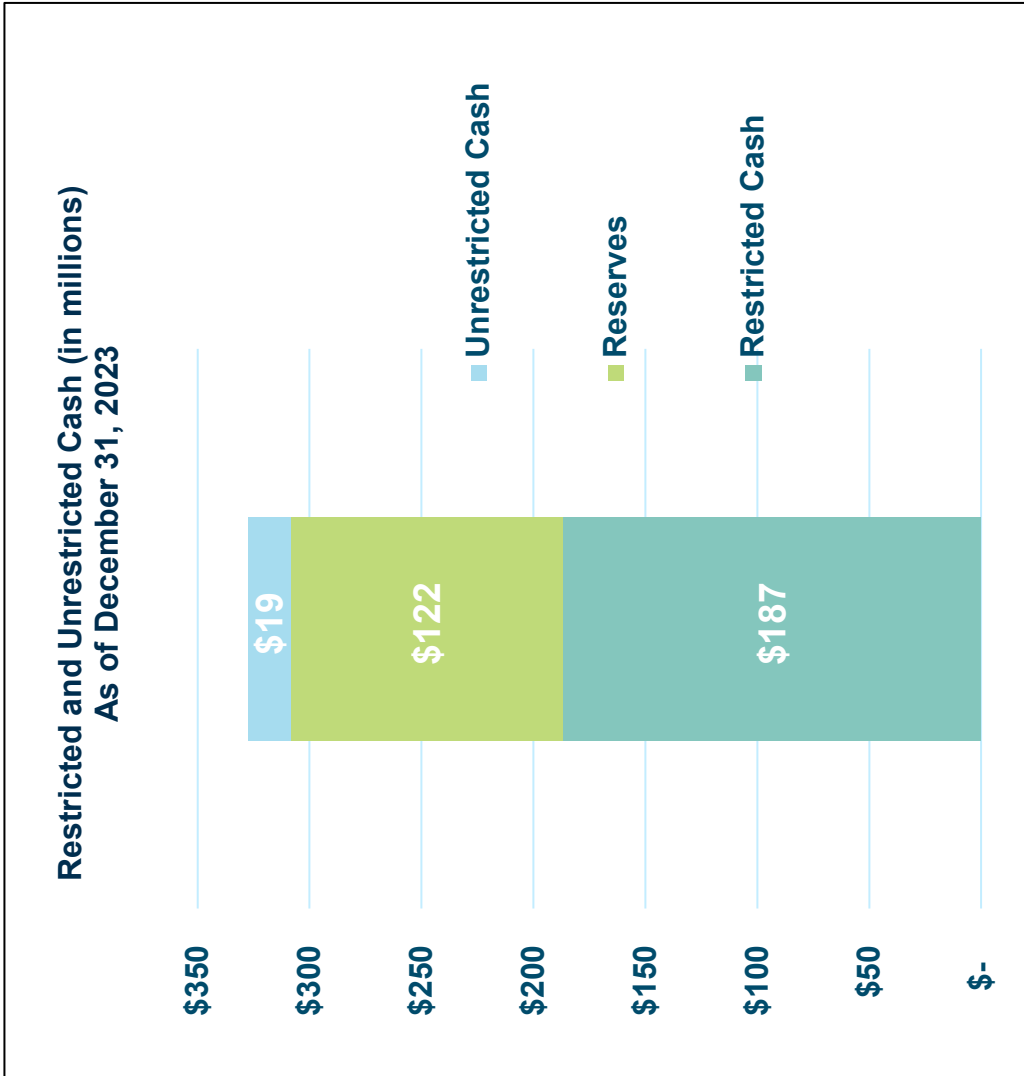
# CAPITAL IMPROVEMENT PROGRAM



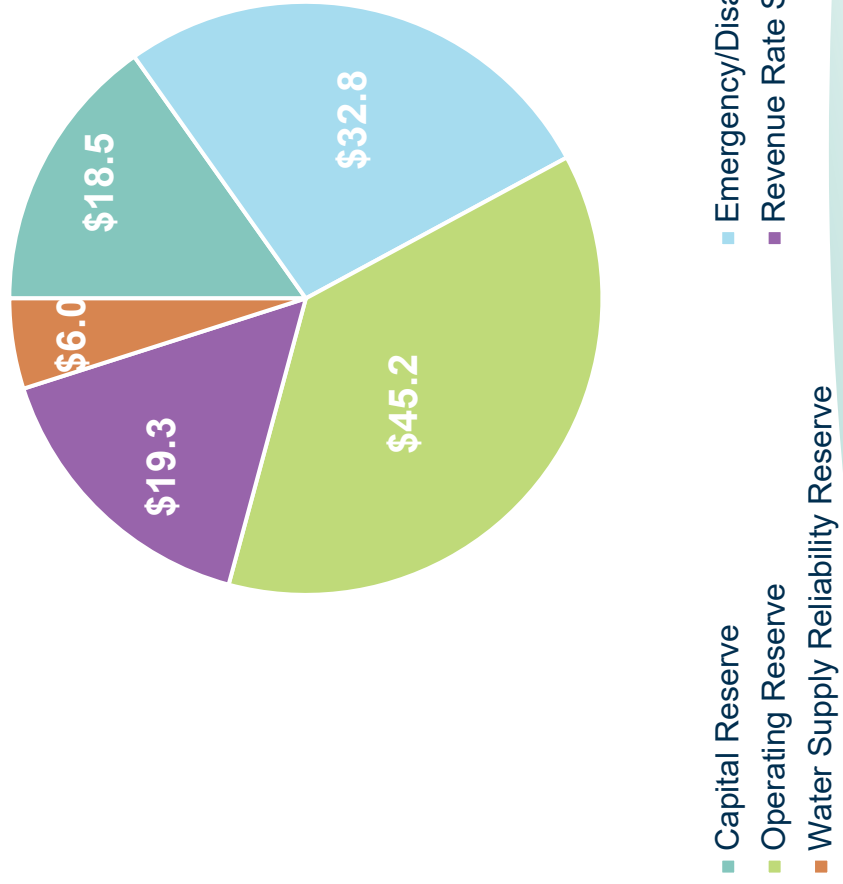
# OPERATING EXPENDITURES



# CASH POSITION



Reserves Funding (in millions)  
FY 2023/24





# OTHER ITEMS

- Statement of Revenues and Expenses for the month of December, and YTD
- Investment Report
- 3 - Month Cashflow
- Debt & Cash Position
- Facility Capacity Fee Revenues
- Ten Largest Disbursements – Check Register
- Credit Card Register
- Director Stipends
- Director Reimbursements

# **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors receive and file the December 2023 Monthly and FY 2023/24 Mid-Year Budget Review (Second Quarter Financial Report).

# QUESTIONS



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## BOARD MEMORANDUM

**DATE:** February 27, 2024

**TO:** Board of Directors

**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer

**SUBJECT:** February 26, 2024 Rescheduled Finance and Administration Committee Meeting Recap Report

---

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, February 26, 2024, in the Engineering Services Section Boardroom at the Summit Circle location. In attendance were Chair Ken Petersen and Directors Kathy Armitage and Maria Gutzeit. Staff members in attendance included: Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician II Jonathan Thomas and myself. Additional SCV Water staff and members of the public were present. Matt Zerega of Terra Verde also presented. A copy of the Agenda is attached.

**Item 1: Pledge of Allegiance**

**Item 2: Public Comment** – There was public comment.

**Item 3: Recommend Approval of a Revised Employee Manual No. 7: Employment Status Policy** – Staff presented this item and the Committee unanimously agreed to place the item on the Consent Calendar for the March 19, 2024 regular Board meeting

**Item 4: Recommend Approval of a Revised Employee Manual No. 9: Pay Plan** – Staff presented this item and the Committee unanimously agreed to place it on the Consent Calendar for the March 19, 2024 regular Board meeting.

**Item 5: Recommend Approval of a Revised Employee Manual No. 12: Shift Work Policy** – Staff presented this item and discussed it with the Committee, who unanimously agreed to place it on the Consent Calendar for the March 19, 2024 regular Board meeting.

**Item 6: Recommend Approval of Various Revised Employee Policies** – Staff presented this item which included legislative updates to policies 5.0, 6.0, 10.0 and 20.0, and the Committee unanimously agreed to place it on the Consent Calendar for the March 19, 2024 regular Board meeting.

**Item 7: Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2024/25** – The General Manager presented this item. The Committee members discussed it and unanimously selected a 4% COLA salary adjustment to recommend to the Board of Directors, and agreed to place it as an action item for the March 19, 2024 regular Board meeting.

**Item 8: Review Budget Calendar** – Staff presented this item and reviewed it with the Committee.

**Item 9: Fleet and Warehouse Update** – Staff presented this item and an informational presentation was given by Terra Verde representative Matt Zerega.

**Item 10: Recommend Receiving and Filing of December 2023 Monthly / FY 2023/24 Second Quarter Financial Report, and Mid-Year Budget Review** – Staff presented this item and the Committee unanimously agreed to have it placed as an action item for the March 19, 2024 regular Board meeting.

**Item 11: Committee Planning Calendar** – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

**Item 12: Requests for Future Agenda Items** – No requests at this time.

**Item 13: General Report on Finance and Administration Activities** – Staff gave a PowerPoint presentation of current career path scenarios for each department. This illustrated the need for the Agency to consider adding new classifications to the current classification plan in order to straddle large gaps between current positions, creating a clear way for employees to achieve growth by climbing the career ladder.

**Item 10: Adjournment** – The meeting was adjourned at 7:05 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link: [Rescheduled F&A Meeting Recording](#)

RP

Attachment

M65



**Date:** February 20, 2024

**To:** **Finance and Administration Committee**  
Ken Petersen, Chair  
Kathye Armitage  
Ed Colley  
Maria Gutzeit

**From:** Rochelle Patterson  
Chief Financial and Administrative Officer

The **Rescheduled Finance and Administration Committee** is scheduled for **Monday, February 26, 2024 at 5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350** in the **Engineering Services Section Board Room** and the **teleconference site listed below**. Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

### IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 161 465 8688** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614658688>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

Attendees should be aware that while the Agency is following all applicable requirements and guidelines regarding COVID-19, the Agency cannot ensure the health of anyone attending a Committee meeting. Attendees should therefore use their own judgment with respect to protecting themselves from exposure to COVID-19.

Members of the public unable to attend this meeting may submit comments either in writing to [edill@scvwa.org](mailto:edill@scvwa.org) or by mail to Erika Dill, Management Analyst II, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 3:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water website prior to the start of the meeting. Anything received after 3:00 PM the day of the meeting will be made available at the meeting, if practical, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

**MEETING AGENDA**

1. **PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENTS** – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.) To participate in public comment from your computer, tablet, or smartphone, click the “raise hand” feature in Zoom. You will be notified when it is your turn to speak, please unmute when requested. To participate in public comment via phone, dial \*9 to raise your hand. When it is your turn to speak, dial \*6 to unmute.

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10. * Recommend Receiving and Filing of December 2023 Monthly / FY 2023/24 Second Quarter Financial Report, and Mid-Year Budget Review	73
December 2023 Check Register Link: <a href="https://yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-December-2023_0.pdf">https://yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-December-2023_0.pdf</a>	
11. * Committee Planning Calendar	193
12. Requests for Future Agenda Items	
13. General Report on Finance and Administration Activities	
14. Adjournment	

- \* Indicates attachments
- ◆ To be distributed



**NOTICES:**

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning **Erika Dill, Management Analyst II** at (661) 297-1600, or writing to SCV Water at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available for public inspection at SCV Water, located at 27234 Bouquet Canyon Road, Santa Clarita, California 91350, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Website, accessible at <http://www.yourscvwater.com>.

Posted on February 20, 2024.

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## BOARD MEMORANDUM

**DATE:** March 11, 2024  
**TO:** Board of Directors  
**FROM:** Courtney Mael, P.E., Chief Engineer *CM*  
Keith Abercrombie, Chief Operating Officer *KA*  
**SUBJECT:** March 7, 2024 Engineering and Operations Committee Meeting Recap Report

---

The Engineering and Operations Committee met at 5:30 PM on Thursday, March 7, 2024 in the Summit Circle Engineering Services Section Boardroom located at 26521 Summit Circle. In attendance were Committee Chair William Cooper and Directors Gary Martin, Piotr Orzechowski and Kenneth Petersen. Staff members present were Chief Engineer Courtney Mael, Chief Operating Officer Keith Abercrombie, Executive Assistants Elizabeth Adler and Leticia Quintero, Field Services Supervisor Steve Patterson, Right of Way Agent Kristina Jacob, Hazen and Sawyer Consultant Tori Yokoyama, and two members of the public were present. A copy of the agenda is attached.

**Item 1: Pledge of Allegiance** – Chairman Cooper led the Committee in the Pledge of Allegiance.

**Item 2: Public Comments** – There was no public comment.

**Item 3: SCV Water Master Plan Presentation** – Hazen and Sawyer Consultant Tori Yokoyama provided an update on the SCV Water Master Plan and there was brief discussion around the presentation.

**Item 4: Real Property Activity Report** – Staff and the Committee reviewed the Real Property Activity Report and presentation.

**Item 5: Recommend Approval of a Resolution Authorizing the General Manager to Apply for Grant Funding Under the Federal Bureau of Reclamation FY2024 WaterSmart Water Energy Efficiency Grant Program (WEEG) for an Automated Metering Infrastructure Project** – The Committee briefly inquired about the grant funding availability and recommended the item be placed on the Consent Calendar at the March 19, 2024 regular Board meeting.

**Item 6: Monthly Operations and Production Report** – Staff and the Committee reviewed the Operations and Production Report.

**Item 7: Capital Improvement Projects Construction Status Report** – Staff and the Committee reviewed the Capital Improvement Projects Construction Status Report.

**Item 8: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2023/24 Committee Planning Calendar.

**Item 9: General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities** – Keith Abercrombie gave a brief overview of how the Agency is handling the recent staffing changes within the TDOMS Department. Keith also provided an update on Phase 1 of the AMI Replacement Grant Project, the ongoing testing of four (4) different types of

media at the N Wells, and shared that Water Quality has been preparing the Final Tech Report for the Santa Clara/Honby Well Project.

**Item 10: General Report on Engineering Services Section Activities** – Courtney Mael shared with the Committee that they are currently reviewing numerous Statement of Qualification documents for the Agency’s on-call list that will be presented at the April 4, 2024 Engineering and Operations Committee meeting. Courtney also shared that the Inspection Department is currently recruiting for a Senior Inspector, and that the Agency recently hired both a temporary employee and an intern within the Engineering Services Section.

**Item 11: Adjournment** – The meeting adjourned at 6:46 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link: [Engineering and Operations Committee Meeting Recording.](#)

CM/KA

Attachment

MBS



**Date:** February 27, 2024

**To:** **Engineering and Operations Committee**  
William Cooper, Chair  
Gary Martin  
Piotr Orzechowski  
Kenneth Petersen

**From:** Courtney Mael, Chief Engineer  
Keith Abercrombie, Chief Operating Officer

The **Engineering and Operations Committee** meeting is scheduled on **Thursday, March 7, 2024 at 5:30 PM at 26521 Summit Circle, Santa Clarita, CA 91350 in the Engineering Services Section (ESS) Boardroom**. Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

### **IMPORTANT NOTICES**

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 161 936 5138 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1619365138>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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**MEETING AGENDA**

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9. General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities	
10. General Report on Engineering Services Section Activities	
11. Adjournment	
* Indicates Attachment	
• Indicates Handout	

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February 27, 2024

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Posted on February 29, 2024

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