



SCV
WATER



SCV WATER AGENCY TELECONFERENCE REGULAR BOARD MEETING

TUESDAY, SEPTEMBER 21, 2021
START TIME: 6:30 PM (PST)

Join the Board meeting from your
computer, tablet or smartphone:
<https://scvwa.zoomgov.com/j/1613983115>

-OR-

Listen in Toll Free by Phone
+1-(833)-568-8864
Webinar ID: 161 398 3115

To participate in public comment from your computer, tablet, or smartphone:

When the Board President announces the agenda item you wish to speak on, click the **“raise hand” feature in Zoom***. You will be notified when it is your turn to speak.

To participate in public comment via phone:

When the Board President announces the agenda item you wish to speak on, **dial *9 to raise your hand**. Phone participants will be called on by the **LAST TWO digits** of their phone number. **When it is your turn to speak, dial *6 to unmute**. When you are finished with your public comment dial ***6 to mute**.

Can't attend? If you wish to still have your comments/concerns addressed by the Board of Directors, all written public comments can be submitted by 4:30 PM the day of the meeting by either e-mail or mail.** Please send all written comments to the Board Secretary. Refer to the Board Agenda for more information.

*For more information on how to use Zoom go to support.zoom.us or for “raise hand” feature instructions, visit <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>

**All written comments received after 4:30 PM the day of the meeting will be posted to yourscvwater.com the next day. Public comments can also be heard the night of the meeting.

Disclaimer: Pursuant to the Executive Order N-08-21 issued by Governor Newsom, public may not attend meetings in person. Public may use the above methods to attend and participate in the public board meetings.

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

**SANTA CLARITA VALLEY WATER AGENCY
RIO VISTA WATER TREATMENT PLANT
27234 BOUQUET CANYON ROAD
SANTA CLARITA, CA 91350**

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TUESDAY, SEPTEMBER 21, 2021 AT 6:30 PM

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-08-21 issued by Governor Gavin Newsom on June 11, 2021, any Director may call into an Agency Board meeting using the Agency's **Call-In Number 1-(833)-568-8864, Webinar ID: 161 398 3115** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1613983115>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. 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. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to ajacobs@scvwa.org or mailed to April Jacobs, Board Secretary, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:30 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 4:30 PM the day of the meeting will be posted on the SCV Water website the following day.

OPEN SESSION BEGINS AT 6:30 PM

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.) Members of the public wishing to comment on items covered in Closed Session before they are considered by the Board must request to make comment at the commencement of the meeting at 6:30 PM.

4. APPROVAL OF THE AGENDA

5. CONSENT CALENDAR

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5.1 *	Approve Minutes of the September 7, 2021 Santa Clarita Valley Water Agency Regular Board of Directors Meeting	7
5.2 *	Approve a Three-Year Annual Service Contract for the Liquid Chromatography Tandem Mass Spectrometer	13

6. ACTION ITEMS FOR APPROVAL

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6.1 *	Approve the Decoro Drive Pavement Repair	15
6.2 *	Approve Employee Manual Policy No. 40 – Establishing a Flexible Workplace Program	17
6.3 *	Discuss and Approve an Extension to SB 95 – COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy	25
6.4 *	Discuss AB 361 and Determine if Continuation of Remote Meetings is in the Best Interest of the Board, Public and Staff as Described in AB 361	35

7. CONSIDERATION AND APPROVAL OF DIRECTOR REMOTE ATTENDANCE

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7.1 *	Consider and Approve Remote Attendance for Director Kelly for all Board and Committee Meetings for the Months of October and November of 2021	39
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8. GENERAL MANAGER’S REPORT ON ACTIVITIES, PROJECTS AND PROGRAMS

9. COMMITTEE MEETING RECAP REPORT FOR INFORMATIONAL PURPOSES ONLY

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10. PRESIDENT’S REPORT

11. AB 1234 WRITTEN AND VERBAL REPORTS

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11.1 *	September 8-9, 2021 Urban Water Institute 28 th Annual Conference and Board of Directors Meeting – President Martin	45
11.2 *	September 10, 2021 Delta Conveyance Design and Construction Authority Board Prep Meeting – President Martin	53
11.3 *	September 13, 2021 ACWA Business Development Committee – Director Kelly	55
11.4	Other AB 1234 Reports	

12. DIRECTOR REPORTS

13. CLOSED SESSION – SEPARATE DIAL-IN PHONE NUMBER WILL BE PROVIDED TO THE BOARD AND APPROPRIATE STAFF

- 13.1 Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9, Claim of Southern California Edison, Against Santa Clarita Valley Water Agency, Claim for Property Damage, Date of Claim August 12, 2021
- 13.2 Conference with Legal Counsel – Existing Litigation – Paragraph (1) of Subdivision (d) of Government Code Section 54956.9, Santa Clarita Valley Water Agency v. Whittaker Corporation, Case No: 2:18-cv-6825 SB (RAOx)

**OPEN SESSION CONTINUES WITH THE PHONE NUMBER LISTED
ON THE FIRST PAGE OF THIS AGENDA**

14. CLOSED SESSION ANNOUNCEMENTS

15. DIRECTOR REQUESTS FOR APPROVAL FOR EVENT ATTENDANCE

16. DIRECTOR REQUESTS FOR FUTURE AGENDA ITEMS

17. 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 September 15, 2021.

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Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – September 7, 2021

A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held via teleconference at 6:30 PM on Tuesday, September 7, 2021. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes.

DIRECTORS PRESENT: Kathye Armitage, B. J. Atkins, Ed Colley, William Cooper, Jeff Ford, Jerry Gladbach, R. J. Kelly, Gary Martin, Dan Mortensen, Piotr Orzechowski and Lynne Plambeck via teleconference.

DIRECTORS ABSENT: Beth Braunstein.

Also present via teleconference: General Manager Matthew Stone, General Counsel Tom Bunn, Board Secretary April Jacobs, Assistant General Manager Steve Cole, Chief Engineer Courtney Mael, Chief Financial and Administrative Officer Eric Campbell, Chief Operating Officer Keith Abercrombie, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Director of Water Resources Dirk Marks, Communications Manager Kathie Martin, Customer Service Manager Kathleen Willson, GIS Manager Jose Huerta, Environmental Health and Safety Supervisor Mark Passamani, Principal Engineers Brent Payne and Jason Yim, Associate Engineer Elizabeth Sobczak, Senior Management Analyst Kim Grass, Management Analyst II Susana Rave, Financial Analyst Darine Conner, Emergency Preparedness and Safety Coordinator Jose Diaz, Safety Specialist I Aaron Southard, Executive Assistant Leticia Quintero, Administrative Technician Terri Bell, Accounting Tech II Kyle Arnold, Best Best and Krieger Attorney’s Lutfi Kharuf and Nora O’Brien, Launch Development Finance Advisors Carter Froelich, Newport Pacific Land Michael Schlesinger; and members of the public.

President Martin called the meeting to order at 6:30 PM. A quorum was present.

Upon motion of Vice President Mortensen, seconded by Director Atkins and carried, the Board approved the Agenda by the following roll call votes (Item 4):

Director Armitage	Yes	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Yes	Director Plambeck	Yes

Upon motion of Director Atkins, seconded by Director Cooper and carried, the Board approved the Consent Calendar excluding Item 5.3, which was pulled for further discussion, by the following roll call votes (Item 5):

Director Armitage	Yes	Director Atkins	Not Present
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Yes	Director Plambeck	Yes

Upon motion of Director Cooper, seconded by Director Ford and carried, the Board approved Resolution No. SCV-231 amending the Conflict of Interest Code for the Santa Clarita Valley Water Agency pursuant to the Political Reform Act of 1974 by the following roll call votes (Item 5.3):

Director Armitage	Yes	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Yes	Director Plambeck	Yes

RESOLUTION NO. SCV- 231

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
ADOPTING AN AMENDED CONFLICT OF INTEREST CODE
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

<https://yourscvwater.com/wp-content/uploads/2021/09/SCV-Water-Approved-Resolution-090821-Resolution-SCV-231-Final.pdf>

Upon motion of Vice President Gladbach, seconded by Director Atkins and carried, the Board approved Resolution No. SCV-232 establishing a Community Facility District for the Spring Canyon Development by the following roll call votes (Item 6.1):

Director Armitage	No	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	No
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Yes	Director Plambeck	No

RESOLUTION NO. SCV-232

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
APPROVING AN ACQUISITION FUNDING AGREEMENT
AMONG THE SANTA CLARITA VALLEY WATER AGENCY,
THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY
AND SPRING CANYON RECOVERY ACQUISITION LLC
AND TAKING OTHER ACTIONS RELATING THERETO**

<https://yourscvwater.com/wp-content/uploads/2021/09/SCV-Water-Approved-Resolution-090821-Resolution-SCV-232.pdf>

Upon motion of Vice President Gladbach, seconded by Vice President Mortensen and by a

vote of 5 Ayes, 5 Noes, 1 Abstained and 1 Absent, this item relating to approving a resolution establishing a Community Facility District for the Highlands at Tesoro del Valle Project did not pass as shown by the following roll call votes (Item 6.2):

Director Armitage	No	Director Atkins	No
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	No
Vice President Gladbach	Yes	Director Kelly	No
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Abstained	Director Plambeck	No

Upon motion of Director Cooper, seconded by Director Ford and carried the Board set the Agency's contribution under the PERS Medical and Hospital Care Act with the Agency's contribution being 90% of the Anthem Traditional HMO rate for Region 3, approved Resolution No. SCV-234 adjusting employer's contribution for PERS medical insurance and approved Option 3 as shown below.

Option 3 – 90% of Anthem Traditional HMO for Region 3

- \$ 842.01 – EE
- \$1,684.03 – EE+1
- \$2,189.23 – Family Level

Annual Employer Contribution	\$61,387	(\$247,813 below budget)
Annual Participant Contribution:	\$63,301	
Participants Contributing:	76	
Monthly Participant Contribution Range:	\$21.36 - \$429.31	

Approved by the following roll call votes (Item 6.3):

Director Armitage	Yes	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Not Present
Director Orzechowski	Yes	Director Plambeck	Yes

RESOLUTION NO. SCV-234

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CLARITA VALLEY WATER AGENCY
ADJUSTING EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
EFFECTIVE JANUARY 1, 2022**

<https://yourscvwater.com/wp-content/uploads/2021/09/SCV-Water-Approved-Resolution-090721-Resolution-SCV-234-RV.pdf>

Upon motion of Director Plambeck, seconded by Director Atkins and carried, the Board approved the following appointments for the ACWA 2022/2023 Committees.

President Martin – Groundwater Committee

Vice President Gladbach – Energy Committee, Business Development Committee and Federal Affairs Committee

Director Armitage – Local Government Committee, Water Management Committee, Communications Committee and Water Quality Committee

Director Cooper – Groundwater Committee and Water Quality Committee

Director Kelly – Business Development Committee and Finance Committee

Director Plambeck – Groundwater Committee and Water Quality Committee

Approved by the following roll call votes (Item 7.1):

Director Armitage	Yes	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Yes	Director Plambeck	Yes

Upon motion of Vice President Gladbach, seconded by Director Orzechowski and carried, the Board approved the appointment of California Advocate Consultant Dennis Albiani to the ACWA Legislative Committee for the ACWA 2022/2023 term by the following roll call votes (Item 7.2):

Director Armitage	Yes	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Yes
Director Orzechowski	Yes	Director Plambeck	Yes

Upon motion of Director Cooper, seconded by Director Atkins and carried, the Board approved the appointment of Lagerlof, LLP Attorney, SCV Water General Counsel Tom Bunn to the ACWA Groundwater Committee for the ACWA 2022/2023 term by the following roll call votes (Item 7.3):

Director Armitage	Yes	Director Atkins	Yes
Director Braunstein	Absent	Director Colley	Yes
Director Cooper	Yes	Director Ford	Yes
Vice President Gladbach	Yes	Director Kelly	Yes
President Martin	Yes	Vice President Mortensen	Not Present
Director Orzechowski	Yes	Director Plambeck	Yes

Environmental Health and Safety Supervisor Mark Passamani, Emergency Preparedness and Safety Coordinator Jose Diaz and Safety Specialist I Aaron Southard gave the Annual presentation on SCV Water's Safety Program (Item 8).

General Manager's Report on Activities, Projects and Programs (Item 9).

There was no General Manager Report.

Committee Meeting Recap Reports for Informational Purposes Only (Item 10).

Director Armitage appreciated the information that was shared in the Water Resources and Watershed Committee meeting regarding changes to the lawn replacement program.

There were no other comments on the recap reports.

Written Reports for Informational Purposes Only (Item 11).

There were no comments on the written reports.

President's Report (Item 12).

The President updated the Board on upcoming meetings, events and Board reminders.

AB 1234 Written and Verbal Reports (Item 13).

Written reports were submitted by Presidents Martin and Director Plambeck which were included in the Board packet.

There were no other AB 1234 Reports.

Director Reports (Item 14).

There were no Director reports.

The Board went into Closed Session at 11:44 PM (Item 15).

The Board was instructed to disconnect from the current call and redial in on a separate teleconference line that was provided to them. President Martin instructed the public members and staff who wanted to stay on the call, to stay on the current teleconference line and once Closed Session has ended, the Board will reconvene for Closed Session announcements and the conclusion of the meeting.

President Martin reconvened the Open Session at 12:01 AM.

Tom Bunn, Esq., reported that there were no actions taken in Closed Session that were reportable under the Ralph M. Brown Act (Item 16).

Director Requests for Approval for Event Attendance (Item 17).

There were no Director requests for event attendance.

Director Requests for Future Agenda Items (Item 18).

Director Armitage asked that we consider all religious holiday's when scheduling Board meetings and whenever possible try not to schedule a meeting on those days.

Director Atkins asked again that a report come back regarding Bouquet Creek.

There were no other requests for future Agenda items.

The meeting was adjourned at 12:04 AM (Item 19).

April Jacobs, Board Secretary

ATTEST:


President of the Board



BOARD MEMORANDUM

DATE: September 7, 2021

TO: Board of Directors

FROM: Mike Alvord 
Director of Operations & Maintenance

SUBJECT: Approve a Three-Year Annual Service Contract for the Liquid Chromatography Tandem Mass Spectrometer

SUMMARY

In July 2020, the Board of Directors authorized the purchase of an SCIEX Liquid Chromatography Tandem Mass Spectrometer (LCMSMS) in order to perform laboratory analysis for per- and polyfluoroalkyl substances (PFAS) in drinking water. Given the complexity of this equipment, an annual service contract is recommended.

DISCUSSION

Staff has been operating the SCIEX LCMSMS for approximately 8 months. In addition, the laboratory has completed the required audit and application process in order to receive state certification through the Environmental Laboratory Accreditation Program (ELAP). ELAP accreditation should be received within the next month. This will allow the SCV Water laboratory to process PFAS samples at a fraction of the cost and in less time than contract laboratories.

With this type of complex equipment, an annual service contract is recommended. The annual service contract includes:

- All LC components
- All software updates
- All parts and repairs
- One Preventative Maintenance service per year (includes calibration)

There are two options for an annual service contract

- One Year = \$45,934.10
- Three-Year = \$42,112.10 (per year) or \$126,336.30 (3-year total)

Contract laboratory costs are approximately \$350,000 per year. As additional PFAS treatment plants are completed costs will increase. Based on current contract laboratory costs, the Return on Investment (ROI), which includes the equipment costs, accreditation fees, laboratory supplies, staff time, and an annual service estimate of \$45,000 is approximately 1.5 years. Staff is recommending the three-year annual maintenance contract.

On September 2, 2021, the Engineering and Operations Committee considered staff's recommendation to approve authorizing the General Manager to enter into a three-year annual service contract for the LCMSMS instrument in the amount of \$126,336.30.

FINANCIAL CONSIDERATIONS

Funds for the annual service contract for the SCIEX 5500+ LCMSMS are included in the approved two-year (FY 21/22 and FY 22/23) operating expense budgets.


RECOMMENDATION

The Engineering and Operations Committee recommends that the Board of Directors authorize the General Manager to enter into a three-year annual service contract for the SCIEX 5500+ LCMSMS instrument in the amount of \$126,336.30.

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BOARD MEMORANDUM

DATE: September 9, 2021
TO: Board of Directors
FROM: Mike Alvord 
Director of Operations & Maintenance
SUBJECT: Approve the Decoro Drive Pavement Repair

SUMMARY

In September 2020, SCV Water Board of Directors authorized the installation of approximately 1,500 feet of new 14" diameter pipeline along Decoro Drive as part of SCV Water's Capital Pipeline Improvement Plan. SCV Water staff completed the pipeline installation portion and solicited competitive bids for asphalt paving.

DISCUSSION

SCV Water staff completed the pipeline installation portion of this project in June 2021. A Request for Proposal was prepared, and the paving project was publicly bid on Planet Bids in accordance with the Purchasing Policy.

On July 15, 2021, the following bids were received.

Contractor	Bid Amount
Rick Franklin Construction	\$179,363.00
R.C. Becker & Son	\$245,185.01

After the bids were submitted, staff received communication from the City of Santa Clarita stating night work is now required. Therefore, the received bids were no longer valid and the bids were rejected. The project was rebid through Planet Bids on August 8, 2021, and while 4 contractors participated in the pre bid job site walk-thru, only a single bid was received on September 8 2021, from R.C. Becker in the amount of \$300,866.31

On August 5, 2021, the Engineering and Operations Committee received a report on the initial bid results. However, due to the need to rebid the project to accommodate night work, staff is now bringing the updated bid to the full Board for consideration. Timing constraints having to do with temperatures needed for proper paving necessitate the need for Board approval so that the work can be completed in October.

FINANCIAL CONSIDERATIONS

Funds for this project are included in the FY 2021/22 Capital Pipeline Improvement Budget in the amount of \$806,000.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the General Manager to enter into a contract with R.C. Becker in the amount of \$301,000 for the Decoro Drive Pavement Repair project.

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BOARD MEMORANDUM

DATE: August 17, 2021

TO: Board of Directors *RP*

FROM: Rochelle Patterson
Director of Finance and Administration

SUBJECT: Approve Employee Manual Policy No. 40 – Establishing a Flexible Workplace Program

SUMMARY

To establish and define the requirements and procedures for the Santa Clarita Valley Water Agency (Agency) Flexible Workplace Program (FWP). Guidelines and processes were developed to ensure that flexible workplace options are available, monitored and applied consistently to eligible Agency employees. An FWP, also known as telecommuting, is the practice of working from an alternate location instead of commuting to an employee's designated work site.

DISCUSSION

In response to the COVID-19 pandemic, to be protective of the Agency's staff and the general public welfare and the California governor's subsequent orders to shelter in place, SCV Water moved to make emergency accommodations to allow certain staff positions the discretion to telecommute. The Board approved the Temporary Telecommuting Policy on July 7, 2020. The Temporary Telecommuting Policy formally established guidelines, which generally outlined appropriate behavior and protocol for utilizing Agency property and technology in an out-of-office environment.

During the COVID-19 pandemic, certain employees that could perform their job duties remotely were asked to do so to comply with the public health department recommendation to limit the number of employees in the workplace. The Agency made additional investments in computer equipment early in the pandemic in order to allow approximately 35% or 76 positions to work remotely. Agency business continued successfully and without interruption.

There are many advantages to an FWP:

- Many businesses that strictly denied work-from-home didn't plan for a situation where telecommuting would become necessary, but by developing a FWP as an option, employees can easily switch to working from home during pandemic-like crises and other emergencies.
- Telecommuting has a positive impact on employee productivity and employee experience.
- Remote workers have more flexibility and save on commuting expenses. They can optimize their workday to the fullest without worrying about travel to and from their work location.

- Expectations are changing as we recruit the next generation of SCV Water staff. FWP may assist in our recruitment and retention of staff. Supports employee work/life balance.
- Moving to a permanent FWP policy also enables the Agency to utilize the capital investment already made for technology and office equipment.

There are also disadvantages which also need to be considered:

- Not all eligible employees may have a distraction-free home working environment, or perceive it as a favorable work/life balance measure.
- Potential cybersecurity issues
- Potential negative effect on morale for some staff in positions that cannot work remotely due to their job responsibilities
- Need to ensure accountability and responsiveness to internal and external customers, regardless of working location.

Management believes that the advantages outweigh the disadvantages. Staff have proven that working remotely did not diminish their productivity during the safer-at-home timeframe. Most of the employees worked full-time remotely, and this FWP schedule limits the number of remote working days in a week to two (2). Positions and schedules must be approved before the FWP commences and is combined with days worked in an Agency office location.

The General Manager must approve all FWP applications. Participation and eligibility in the FWP are administrative and final, not subject to grievance or appeal, and is a privilege and not a right or entitlement.

Agency legal counsel assisted in the development of and our executive management team have been consulted and reviewed the attached proposed Flexible Workplace Program policy.

On August 16, 2021, the Finance and Administration Committee considered staff's recommendation to approve the attached Employee Manual Policy No. 40, establishing a Flexible Workplace Program.

FINANCIAL CONSIDERATIONS

None at this time.

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve the attached Employee Manual Policy No. 40, establishing a Flexible Workplace Program.

RP

Attachment

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EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
Policy No.: 40.0	Section Nos. 40.0 – 40.4
Approval Date: September 2021	Effective Date: September 2021
Approved By: Board of Directors	

40.0 PURPOSE

To establish and define the requirements and procedures for the Santa Clarita Valley Water Agency Flexible Workplace Program (“FWP”). This policy applies to all active employees regardless of full-time or part-time classification.

This policy excludes reasonable accommodation efforts for employees that may need accommodation due to a covered disability. The Agency will use the interactive process to reach a reasonable accommodation in those instances.

The FWP is intended to:

- Support employee work/life balance
- Reduce the workforce carbon footprint by allowing employees to reduce trips
- Decrease traffic congestion by allowing employees to travel during non-peak hours
- Increase employee job satisfaction
- Attract and retain employees
- Protect employee health and safety and reduce the risk of exposure to communicable disease and illness, when necessary
- Allow for continuity of Agency services in the event of an emergency
- Be approved on a case-by case basis depending on organizational priorities
- Not increase any already budgeted personnel costs

40.1 Eligibility

The FWP is not suitable for all employees and/or positions. The General Manager or his/her designee has the discretion, with input from an employee’s supervisor, Manager, and Department Director, to determine the positions eligible to participate in the FWP and the number of hours of participation on a weekly basis.

- a) Each position must be identified as FWP capable in the Flexible Workplace Position Eligibility List, which list will determine if the essential functions of the position are successfully achievable through the FWP.
- b) The decision of the General Manager as to eligibility is final and is not subject to grievance or appeal.
- c) Not every applicant for the FWP will be approved.
- d) The Agency has no obligation to allow one position to participate in the FWP merely because another position who performs similar job duties has been approved to participate in the FWP. The General Manager may override the Flexible Workplace Position Eligibility List on a case-by-case basis.
- e) The General Manager may or may not disclose the specific criteria used to determine Approval or Denial of an Application. Therefore, the employee should only expect to receive communication of an Approval or Denial by the General Manager.



EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
Policy No.: 40.0	Section Nos. 40.0 – 40.4
Approval Date: September 2021	Effective Date: September 2021
Approved By: Board of Directors	

- f) Positions chiefly focused on field work or that are directly customer facing may not be compatible with the FWP. However, efforts may be made to evaluate whether a portion of an employee’s work duties that are compatible to be done away from the designated work location can be scheduled as part of the FWP.
- g) The Department Director will consider the following criteria in determining whether to recommend approval of a specific FWP Application:
 - 1) The employee’s overall rating on their last performance evaluation;
 - 2) The employee is not eligible if the employee is on a performance improvement plan (PIP) or has had disciplinary action in the last twelve (12) months;
 - 3) Has or will have arranged for child/dependent care as necessary for the hours in which the employee works from the Alternate Worksite;
 - 4) Whether the employee’s job duties can be performed away from the Agency worksite and consideration of face-to-face interactions with other Agency employees and the public that the employee’s position requires;
 - 5) The ability to measure the employee’s work performance from a location separate from their worksite;
 - 6) Whether the employee can reliably provide alternative workspace;
 - 7) Whether the employee’s absence from the primary work site will disrupt the workflow of other employees and/or overall management of the Agency or diminish the quantity or quality of the work performed;
 - 8) Whether the employee has adequate technical skills, technology equipment such as monitors, printers, scanners, and other tools needed to perform the duties, and internet and telecommunications capabilities to perform job requirements;
 - 9) The employee’s supervisory responsibilities;
 - 10) The employee’s need for supervision;
 - 11) Other considerations deemed necessary and appropriate by the employee’s immediate supervisor, Department Director, the General Manager and his/her designee;
 - 12) Whether the employee’s participation in the FWP serves the stated intention and purpose of the FWP.

40.2 Policy

- a) The FWP will allow employees to voluntarily enter into an agreement to schedule portions of their work week away from their regular worksite. Participating employees will work a full workday, but the FWP will allow times and number of hours in the office to be scheduled differently between individual days of the week.



EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
Policy No.: 40.0	Section Nos. 40.0 – 40.4
Approval Date: September 2021	Effective Date: September 2021
Approved By: Board of Directors	

- b) The General Manager, or his/her designee, must approve all FWP Applications.
- c) A FWP schedule must be consistent, approved before it commences, and shall be combined with days and hours worked at the worksite.
- d) Under special circumstances or in the event of an emergency, employees who are able to work a majority or all of their scheduled hours remotely may be required to do so.
- e) FWP employees may work the equivalent of a maximum of two (2) days out of the work week from an Alternate Worksite, unless otherwise approved by the General Manager through the FWP application process. An Alternate Worksite is defined as a primary residence and does not include a commercial location that has a shared workspace or work done while on non-official travel.
- f) Participation in a FWP does not change or in any manner alter an employee's duties, obligations, responsibilities, or conditions of employment, or impact an employee's salary, retirement, benefits, and Agency insurance coverage.
- g) Expenses incurred as a result of participating in the FWP will not be reimbursed by the Agency unless they are normally reimbursable pursuant to Agency policies. Such non-reimbursable expenses include, but are not limited to, utility costs (including internet access), purchase of office equipment or furniture, home improvements, any construction, any alterations to real or personal property, and travel to and from the primary Agency worksite if required to be onsite.
- h) Employees remain obligated to comply with all State and Federal rules, policies, regulations, procedures, and practices.
- i) The FWP shall be entirely voluntary and the program as a whole and/or an employee's participation in the FWP may be suspended, canceled, amended or discontinued by the Agency at any time, at the Agency's sole discretion. An employee may cease participation in the FWP upon reasonable request. Termination of an employee's participation in the FWP by the Agency is administrative and final, not subject to grievance or appeal.
- j) The FWP shall be a cooperative effort between the employee and the Agency. Participation in the program is a privilege and not a right or an entitlement.



EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
Policy No.: 40.0	Section Nos. 40.0 – 40.4
Approval Date: September 2021	Effective Date: September 2021
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40.3 Acknowledgements

In order to participate in the FWP, employees will be required to acknowledge and agree to the following:

- a) The FWP and participation therein is subject to the discretion of the Agency, and participation in the program will be determined consistent with the eligibility criteria above.
- b) Non-exempt employees who are eligible for overtime shall document their work schedule in the Application, including rest and meal breaks (“Work Schedule”). Any deviation from the Work Schedule must be approved in advance, in writing, by management. Non-exempt employees must take meal and rest breaks while on the FWP, just as they would if they were reporting to work at their Agency worksite. Non-exempt employees may not work outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before working outside his or her normal work hours may face discipline in accordance with the Agency’s policy for working unauthorized overtime.
- c) FWP employees are required to be accessible in the same manner as if they are working at their Agency worksite during the established Work Schedule, regardless of the designated location for working, or Alternate Worksite. Employees must be accessible via telephone, email, and/or network access to their supervisor and other Agency employees while working off-site, as if working at their Agency worksite. Employees shall check their Agency-related business phone messages and emails on a consistent basis and respond accordingly, as if working at their Agency worksite. At the request of the Agency, Employees will need to be able return to the worksite within two hours.
- d) Employees shall work their regular schedule (full-time or part-time basis), according to the Work Schedule.
- e) Employees are required to maintain an accurate record of all hours worked and submit their hours in accordance with normal Agency procedures while working at the Alternate Worksite.
- f) While on the FWP, employees shall:
 - 1) Be available to the Agency via telephone and/or email during all designated work hours.
 - 2) Maintain their Alternate Worksite free from distractions.
 - 3) Have reliable and secure internet and/or wireless access.
 - 4) Obtain advance approval for all periods of unavailability from management in accordance with department policy and documented on the appropriate leave of absence notice.
 - 5) Ensure dependent care will not interfere with work responsibilities.



EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
Policy No.: 40.0	Section Nos. 40.0 – 40.4
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- 6) Notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- 7) Agency has provided Agency owned equipment and agree to follow the Agency's Use of Technology policy for the use of such equipment. Employees will immediately report to their supervisor any loss, damage, or unauthorized access to Agency owned equipment immediately upon discovery of such loss, damage, or unauthorized access.

40.4 General Duties, Obligations and Responsibilities

Employees are required, as a condition of initial approval and continued participation in the FWP to agree and adhere to the provisions and terms set forth herein, including the following:

- a) FWP employees are required to abide by all Agency policies and procedures, rules and regulations and all other official Agency documents and directives.
- b) FWP employees must meet the same standards of performance and professionalism expected of Agency employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other Agency employees and the public.
- c) FWP employees must ensure that all official Agency documents are retained and maintained according to the normal operating procedures in the same manner as if working at an Agency worksite.
- d) FWP employees will be completely responsible for costs associated with the use of their own cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (e.g., utilities associated with the employee's Alternate Worksite).
- e) FWP employees may receive access to a virtual private network ("VPN"), as approved by the Information Technology Department.
- f) FWP employees must continue to abide by practices, policies and procedures for requesting sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working at the Alternate Worksite, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to incapacitation.




EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
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- g) FWP employees will take precautions to ensure Agency devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the Agency’s network and must close or secure all connections to Agency desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the Agency (Employees will disconnect from VPN when not in use). Employees will not allow anyone else in the household to use Agency issued devices. Employees will adhere to Agency directed patching schedules whether equipment is at home or at work (Agency laptops must be kept powered up and online during patching/updates).
- h) FWP employees must exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the Agency’s records retention policies, especially as it pertains to the Public Records Act. Employees, as if they were at an Agency worksite, must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to Agency work they access from the Alternate Worksite or transport from their Agency worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling any sensitive and confidential information they access from the Alternate Worksite or transport from their Agency worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the Agency at the termination of the FWP Agreement or upon request by their supervisor, department Director or Human Resources Department.
- i) FWP employees’ wages and benefits will be the same as if they were continuing to work at an Agency worksite. Workers’ Compensation benefits will apply only to injuries occurring at an Alternate Worksite which arise out of and in the course of employment as defined by Workers’ Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The Agency shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.
- j) FWP employees’ existing supervisory relationships, lines of authority and supervisory practices remain in effect. Prior to the approval of participation in the FWP, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished by the employees. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.
- k) Any breach of the FWP Agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.



BOARD MEMORANDUM

DATE: September 14, 2021

TO: Board of Directors 

FROM: Rochelle Patterson
Director of Finance and Administration

SUBJECT: Discuss and Approve an Extension to SB 95 – COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy

SUMMARY

The purpose of Senate Bill 95 – COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy (Policy) was to comply with the COVID-19 Supplemental Paid Sick Leave (SPSL) created by Senate Bill 95 (SB 95) this year. The policy also provides Emergency Administrative Leave (EAL) to those employees needing childcare assistance (a provision not covered by SB 95).

Due to the expiration of SB 95 on September 30, 2021, and the current resurgence of COVID-19, staff is requesting that the Board of Directors extend the provision of the Policy through the latter of December 31, 2021, or any extended sunset of SB 95, should one be approved by the State. Since the legislative session ended on September 10, 2021, it is not clear that an extension will be enacted.

DISCUSSION

The rights and entitlements provided in this Policy currently sunset on September 30, 2021, unless otherwise extended by the state or by the Board of Directors. This recommended action is for the Board to extend the sunset through the latter of December 31, 2021, or an extension if any is enacted by the State. As set forth by the State of California and in the Board's current enacted Policy this provides a supplemental sick leave entitlement above and beyond an employee's normal sick leave entitlement. It shall be available first for the reasons set forth in the Policy. In addition, a provision for EAL was included in the policy for those employees needing childcare assistance. This Policy extension will be available for use beginning October 1, 2021.

No "refill" of hours already utilized by staff under this policy is proposed at this time. Staff with remaining hours would be able to utilize them between October 1, 2021 and the extended sunset date until they are exhausted. Should time be needed beyond that provided under SPS or EAL (as appropriate), the employee could use regular sick leave or vacation time.

The Policy is available to all eligible employees and will have up to 10 days of supplemental paid sick leave available to use for the qualifying reasons below:

1. The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the federal

Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace. If the covered employee is subject to more than one of the foregoing, the covered employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidelines that provides for the longest such minimum period.

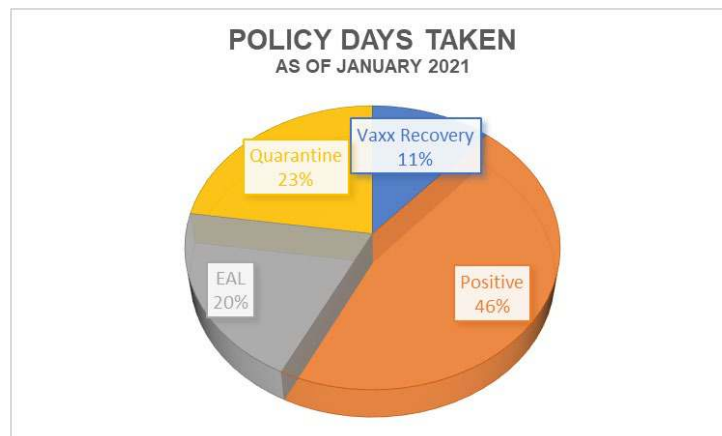
2. The covered employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The covered employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.
4. The covered employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.
5. The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. The covered employee is caring for a family member (minor or adult child, parent, spouse, domestic partner, grandparent, grandchild or sibling) who is subject to an order or guidelines described in Section 1.1.1 or who has been advised to self-quarantine, as described in Section 1.1.2.
7. The covered employee is caring for a child (regardless of age) whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

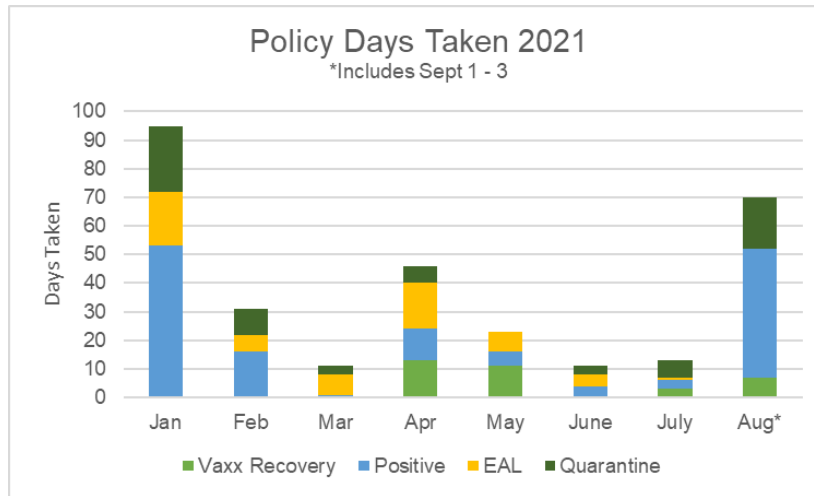
In addition to the eligibility reasons noted above to receive the Policy benefits, employees who are unable to work or telework because of the need to provide childcare for children whose school or daycare is impacted as a result of the COVID-19 pandemic may take up to a total of ten (10) days (two work weeks) of EAL.

There are, of course, limitations on the paid leaves that are available. Under SB95, the paid sick leave is capped at \$511 per day and \$5,110 in total. (See COVID-19 Supplemental Paid Sick Leave and Emergency Administrative Leave Policy, attached as [Exhibit A](#)).

Utilization of this Policy (January 1, 2021 – September 3, 2021)

A total of 300 days has been requested under this Policy since January 1, 2021, the effective date of this policy. This amounts to about 14% of the total eligible days for all staff (240 or 11% of eligible days of SB 95 Sick Leave have been used, and 60 or 3% of eligible EAL days have been used). The remaining potential days have not been used. Forty-six (46) employees have utilized the Policy for absences relating to quarantine, vaccine recovery or have tested positive for COVID-19. Ten (10) employees have utilized the EAL portion of the Policy for childcare.





FINANCIAL CONSIDERATIONS

The financial impact is impossible to predict without first knowing how many employees will need to utilize the leave. Since January 2021, approximately \$97,000 have been expensed under this Policy. Current trends would suggest direct COVID related (illness or quarantine) leave may continue to trend downward and since children have returned to school, the utilization of the EAL portion of the Policy has reduced.

RECOMMENDATION

The Board of Directors approve the Extension of the SB 95 COVID-19 Supplemental Paid Sick Leave and Emergency Administrative Leave Policy through the latter of December 31, 2021, or any extension of SB 95 by the State of California. This policy could also be further extended by the State or by the Board of Directors, as conditions warrant.

RP

Attachment

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EXHIBIT A



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
Approval Date: June 15, 2021	Effective Date: January 1, 2021
Approved By: Board of Directors	DMS #

COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy

On or about March 4, 2020, Governor Newsom Declared a State of Emergency in California and on March 12, 2020, signed Executive Order N-25-20 to formalize state actions to limit the spread and manage certain impacts of a Novel Coronavirus disease also known as COVID-19.

As events have unfolded, additional measures to contain and slow the spread of the virus have been ordered by federal, state or county health officials. The Santa Clarita Valley Water Agency (“Agency”) is continuing to monitor reports from federal, state, and county health organizations to receive the most current information and requirements and relay it to staff in a timely manner.

PURPOSE

On March 16, 2020, the Board of Directors adopted and implemented an Emergency Administrative Leave (EAL) COVID-19 Policy and on January 5, 2021 the policy was revised. The purpose of which was to grant discretionary access to up to ten (10) days (two work weeks) EAL to cover employee absences due to work unavailability because of the COVID-19 pandemic.

On March 19, 2021, Governor Newsom signed Senate Bill No. 95 which requires covered employers to provide a new bank of supplemental paid sick leave for certain COVID-19-related reasons.

This combined Supplemental Paid Sick Leave and Emergency Administrative Leave policy replaces and supersedes the Emergency Administrative Leave Policy – COVID-19, sets forth the Supplemental Paid Sick Leave benefits available to employees pursuant to Senate Bill 95, and provides additional benefits in the form of up to ten (10) days of EAL to cover employee absences from work resulting from the need to provide childcare for children whose school or daycare is impacted as a result of the COVID-19 pandemic.

This policy will be in effect from January 1, 2021 and will sunset as of September 30, 2021, or as otherwise extended by the State of California or by the Agency, at its discretion.

1.0 COVID-19 Supplemental Paid Sick Leave

COVID-19 Supplemental Paid Sick Leave is an entitlement above and beyond an employee’s normal sick leave entitlement. It shall be available first for the reasons set forth herein. As described below will be available for use beginning April 1, 2021 and will be retroactive to January 1, 2021 for any claims that could have arisen under the guidelines set forth below. For any employee claims that arose between the dates of January 1, 2021 to April 1, 2021, employees should contact Human Resources.



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
Approval Date: June 15, 2021	Effective Date: January 1, 2021
Approved By: Board of Directors	DMS #

1.1 Eligibility

All full-time and part-time employees unable to work (or telework) due to one of the following reasons will be eligible:

- 1.1.1 The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace. If the covered employee is subject to more than one of the foregoing, the covered employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidelines that provides for the longest such minimum period.
- 1.1.2 The covered employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 1.1.3 The covered employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.
- 1.1.4 The covered employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.
- 1.1.5 The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 1.1.6 The covered employee is caring for a family member (minor or adult child, parent, spouse, domestic partner, grandparent, grandchild or sibling) who is subject to an order or guidelines described in Section 1.1.1 or who has been advised to self-quarantine, as described in Section 1.1.2.
- 1.1.7 The covered employee is caring for a child (regardless of age) whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis (“as if” the employee was the parent).



POLICIES, RULES AND REGULATIONS	
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1.2 Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees will have the number of hours worked, on average, over a two-week period, of paid sick leave available to use for the qualifying reasons above.

For part-time employees with varying hours, to such an extent that the hours worked cannot be determined with certainty, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

1.3 Rate of Pay

COVID-19 Supplemental Paid Sick Leave will be paid at the employee's regular rate of pay, for leave taken for reasons 1.1.1 – 1.1.7 above.

Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken

1.4 Interaction with Other Paid Leave

The employee may use COVID-19 Supplemental Paid Sick Leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

2.0 EAL Eligibility in Addition to Supplemental Paid Sick Leave

In addition to the eligibility reasons contained in section 1.1 to receive COVID-19 Supplemental Paid Sick Leave, employees who are unable to work or telework because of the need to provide childcare for children whose school or daycare is closed as a result of the COVID-19 pandemic may, at the discretion of the General Manager considering operational needs at the time of the request, be provided with up to a total of ten (10) days (two work weeks) of EAL, offset by any EAL taken under the "Emergency



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
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Administrative Leave Policy – COVID-19” between January 1, 2021 and the effective date of this policy.

- 2.1 Understanding that the provision of some basic services may require some level of skeletal or flex staffing, the General Manager is authorized to provide EAL on an intermittent or staggered basis.
- 2.2 EAL is not available for employees who are unable to work or telework because their children are required by a federal, state or local regulation to quarantine after engaging in non-essential travel. Non-essential travel includes vacation travel or other discretionary travel. Employees should consult with Human Resources prior to engaging in travel to determine whether the travel is considered to be non-essential.

3.0 Procedure for Requesting Emergency Paid Sick Leave or EAL

Employees must notify their department manager or Human Resources of the need and specific reason for leave under this policy. Human Resources will provide a form to employees to complete to certify a leave request, and employees may be requested to provide medical certification, a medical note, or other documentation supporting the need for leave under appropriate circumstances and when practicable to obtain. Verbal notification will be accepted until practicable to provide written notice.

Once COVID-19 Supplemental Paid Sick Leave or EAL has begun, the employee and their manager must determine reasonable procedures for the employee to report periodically on the employee’s status and intent to continue to receive paid sick time.

4.0 Carryover

COVID-19 Supplemental Paid Sick Leave under this policy will not be provided beyond September 30, 2021 unless extended by the legislature. Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

EAL under this policy will not be provided beyond September 30, 2021, unless otherwise extended by the Board of Directors. Any unused EAL will not carry over or be paid out to employees.

If the legislature extends COVID-19 Supplemental Paid Sick Leave beyond September 30, 2021, and/or if the Board of Directors extends EAL beyond September 30, 2021, this policy will automatically be extended without the need for further action by the Board of Directors, but only for the leave type(s) that were extended.



POLICIES, RULES AND REGULATIONS	
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5.0 Job Protections

No employee who appropriately utilizes COVID-19 Supplemental Paid Sick Leave or EAL under this policy will be discharged, disciplined or discriminated against for use of leave under the policy or any request to use leave under this policy.

Please contact the Human Resources department with any questions.

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BOARD MEMORANDUM

DATE: September 21, 2021

TO: Board of Directors

FROM: Joseph Byrne and Thomas Bunn
General Counsel

SUBJECT: Discuss AB 361 and Determine if Continuation of Remote Meetings is in the Best Interest of the Board, Public and Staff as Described in AB 361

SUMMARY

On August 3, 2021, the Board decided to go back to in-person Board and standing Committee meetings, starting October 5, 2021. This was based in part on the expected expiration on September 30, 2021 of the Governor's Executive Order, permitting meetings to be conducted remotely during the pandemic.

The situation has now changed. AB 361, if signed by the governor, will allow continuation of remote Board/standing Committee meetings for the duration of the proclaimed state of emergency for COVID-19.

DISCUSSION

On Friday, September 10, 2021, the legislature passed AB 361, which would allow remote meetings during a proclaimed state of emergency if certain conditions are met. This bill has been pending for some time, but only recently had an urgency clause added, so it will go into effect as soon as the Governor signs it. The Governor has until October 10, 2021 to sign the bill.

The relevant portion of the new proposed law is attached. It allows (but does not require) remote meetings during a proclaimed state of emergency if either: (1) state or local officials have imposed or recommended measures to promote social distancing, or (2) the Board by majority vote at a public meeting determines that as a result of the proclaimed emergency, meeting in person would present "imminent risks to the health and safety of attendees." Currently, there is still a proclaimed state of emergency, which will continue until the Governor (or the next Governor) cancels it. There is also an LA County Health Order in place that promotes social distancing, so condition (1) appears to be met.

We believe the Governor will sign AB 361, but it is not clear if he will do so by the next Board meeting on October 5, 2021. The Board therefore has two options:

1. If the Board does nothing, its previous decision will go into effect and the Agency will resume in-person meetings on October 5, 2021.
2. The Board could vote to continue remote meetings, when and if the Governor either signs AB 361 or extends his previous Executive Order. Until the Governor does one of those things, the Agency will have to meet in person.

If the Board chooses option 2, we recommend that the Board find both that Los Angeles County officials have imposed or recommended measures to promote social distancing, and that as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. The Board will have to reaffirm one or both of those findings within 30 days after the first remote meeting under the new law, and every 30 days thereafter. The easiest way to do this is to have it on the consent calendar for each meeting.

If the Board chooses option 2, the agenda package for the October 5, 2021 meeting will specify that the meeting will be in person unless the Governor signs AB 361 or extends the Executive Order before the meeting. If he does, an amended agenda will be posted with Zoom information.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

Board discretion.

Attachment

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Relevant portion of Government Code section 54953, as proposed to be amended by AB 361

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body,

that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

September 9, 2021

From: RJ Kelly – Director

To: Gary Martin – President

Re: Remote attendance at SCVWA board meetings, special meeting, committee meeting and any additional meeting that may be scheduled in my absence.

Mr. Martin,

I am requesting the above referenced remote attendance since I will not be able to attend the meetings in person for personal reasons. The time requested is 09/15/21 through 11/30/21.

In the past myself and other directors have requested and been approved for remote attendance, so I am requesting a continuance of this practice. I will as in the past abide by all Brown Act requirements and communicate with the Board Secretary as require.

I know the Brown Act allows for this to happen, but I need to get permission from the SCVWA board based on our policy.

The board and other meeting have been successfully held remotely via Zoom and Team for over a year. I know this will probably be teleconference as in the past.

I also have a responsibility to my constituents who elected me to office and attending remotely will fulfil my responsibilities.

The agency just committed to a work remotely from home policy for agency employees.

My attendance may also ensure a quorum if needed.

Finally, I have a responsibility to the board and the agency to acquire as much knowledge to be able to vote for agenda items that will be in the best interest of the agency.

RJ Kelly

Director

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BOARD MEMORANDUM

DATE: September 3, 2021
TO: Board of Directors
FROM: Courtney Mael, P.E., Chief Engineer *CM*
Keith Abercrombie, Chief Operating Officer *KA*
SUBJECT: September 2, 2021 Engineering and Operations Committee Meeting Report

The Engineering and Operations Committee met at 5:30 PM on Thursday, September 2, 2021 via teleconference. In attendance were Chairman William Cooper, Directors Jeff Ford, Gary Martin, Piotr Orzechowski and Lynne Plambeck. Staff members present were General Manager Matt Stone; Assistant General Manager Steve Cole; Chief Engineer Courtney Mael; Chief Operating Officer Keith Abercrombie; Director of Operations and Maintenance Mike Alvord; Executive Assistant Leticia Quintero; Executive Assistant Elizabeth Adler; Principal Engineer Jason Yim; Senior Engineer Jim Leserman and Engineering Technician II Jim Moreno. Two members of the public were present on the call. A copy of the agenda is attached.

Item 1: Public Comments – There was no public comment.

Item 2: Recommend Approval of a Three-Year Annual Service Contract for the Liquid Chromatography Tandem Mass Spectrometer (LCMSMS) – Recommended actions for this item are included in a separate report being submitted at the October 5, 2021 regular Board meeting.

Item 3: Monthly Operations and Production Report – Staff and the Committee reviewed the Operations and Production Report.

Item 4: Capital Improvement Projects Construction Status Report – Staff and the Committee reviewed the Capital Improvement Projects Construction Status Report.

Item 5: Committee Planning Calendar – Staff and the Committee reviewed the FY 2021/22 Committee Planning Calendar.

Item 6: General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities – Keith Abercrombie shared with the Committee a map of the Agency's booster stations and discussed the recent discovery of quagga mussels in Castaic Lake.

Item 7: General Report on Engineering Services Section Activities – Courtney Mael shared with the Committee an overview of the numerous projects that will be coming to the Committee in future months and that review for the first drafts of the Construction Manual Plans and Specs and the CAD Standards is underway.

Item 8: Adjournment – The meeting adjourned at 6:28 PM.

CM/MA
Attachment

M65

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Date: August 25, 2021

To: **Engineering and Operations Committee**
William Cooper, Chair
Jeff Ford
Gary Martin
Piotr Orzechowski
Lynne Plambeck

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

The **Engineering and Operations Committee** is scheduled to meet via teleconference on **Thursday, September 2, 2021 at 5:30 PM**, dial in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-08-21 issued by Governor Gavin Newsom on June 11, 2021, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number 1-833-568-8864, Access Code 160 610 7557** **or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1616107557>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. 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. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to **eadler@scvwa.org** or mailed to **Elizabeth Adler, Executive Assistant**, Santa Clarita Valley Water Agency, 26515 Summit Circle, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	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.)	
2. *	Recommend Approval of a Three-Year Annual Service Contract for the Liquid Chromatography Tandem Mass Spectrometer (LCMSMS)	1
3. *	Monthly Operations and Production Report	3
4. *	Capital Improvement Projects Construction Status Report	109
5. *	Committee Planning Calendar	111
6. *	General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities	115
7.	General Report on Engineering Services Section Activities	
8.	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 Elizabeth Adler, Executive Assistant, 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 August 26, 2021.

MBS

Director name: Gary Martin

Meeting attended: Urban Water Institute Annual Conference and Board of Directors Meeting

Dates of meeting: September 8-9, 2021

Location: Westin South Coast Plaza, Costa Mesa, CA

SCV Water Board meeting to be presented at: September 21, 2021

On September 8 & 9, 2021, I attended the Urban Water Institute 28th Annual and Board of Directors Meeting. The agendas for the board meeting and conference are attached. The points of interest are as follows:

Points of interest:

UWI Board Meeting

- Welcome and introductions by Chair John Rossi, approve agenda and minutes of March 11, 2021 meeting.
- Strategic Plan report update by Steve Bucknan.
- Financial report by John Thornton and Stacy Davis (Board approved accept and file)
- Update on current Board Members by John Rossi and Ane Deister
- New business discussion of February 2022 conference in Palm Springs
- Chairman's report by John Rossi
- Next board meeting to be February 16, 2022

UWI Conference Day 1; 1:00 PM Program – Colorado River – Is it Running Dry?

- 2000-2021 was the driest 22-year period on record
- Record low levels in Lake Mead and Lake Powell (31% of capacity)
- Lake Mead and Powell levels will drop further over the next two years even with normal rainfall
- We must adapt to a drier future!

UWI Conference Day 1; 1:55 PM Program – Weathering the Drought – Local Perspective

- Agriculture and Urban voices were heard
- Both are doing what they can to navigate the drought
- More outreach is needed and possible restrictions

UWI Conference Day 1; 2:40 PM Program – Statewide Drought Proofing (Sites Reservoir)

- Presenters: Jerry Brown, Executive Director, Sites Project Authority, Jeff Davis, Chairman, Reservoir Committee, Sites Reservoir
- The Sites Reservoir was discussed as a viable solution to help offset the effects of this and future droughts
- If Sites was already built we would have 1 million acre-feet in storage to lessen the 2021 drought impacts
- The strength of the project is broad statewide participation
- Right-sizing of the project cut \$2 billion in costs
- Sites is a storm water capture project that will perform well in the era of climate change
- Sites is scheduled to be fully operable by 2030

UWI Conference Day 1; 3:30 PM Program – Road to Achieving Cybersecurity in Water Agencies

- Frank Ury, Board Member of Santa Margarita Water District made a very interesting and compelling presentation on the need for 15% of IT budget committed to cybersecurity. Mr. Ury was supported by the other panel members.

UWI Conference Day 1, 4:30 PM Program – Returning Operations to Normality or Hybrid?

- Panelist Ron Williams, Sr. VP of Jacobs reported that when surveyed, only 25% of respondents from his company wanted to return to an in-person work format.
- Panelist Shana Epstein, Director of Public Works, City of Beverly Hills, reported that he department has adopted to a broad work-from-home format with good effectiveness.
- The consensus seemed to be that some level of remote work is here to stay.

UWI Conference Day 1; 5:15 Program – Us Too – Diversity, Equity, and Inclusion in the Water Industry

- Panelists Joone Lopez, GM, Moulton Nigel Water District, Rick Callender, CEO, Santa Clara Valley Water District (Valley Water), and Moderator Lisa Ohland, Principal, Ohlund Management & Technical Services all voiced their strong support of diversity, equity and inclusion in the water industry.
- Each speaker provided their own experiences as the basis for their respective positions.

UWI Conference Day 2; 9:00 AM Program – Keynote Speaker Adel Hagekhalil, GM, MWD

- The newly appointed General Manager of MWD was introduced by UWI Chair John Rossi. (Mr. Hagekhalil also circulated during the 8:30 breakfast period and was introduced to each attend by Rich Nagel)
- I found Mr. Hagekhalil to an engaging and inspirational speaker, committed to working with the greater water community to address the critical need to build on our diversified water supply portfolio to meet our challenges going forward.
- Mr. Hagekhalil described his position as an “opportunity of a lifetime, and a responsibility of a lifetime,”
- MWD’s “One Water” program was emphasized
- In response to a question about desal, Mr. Hagekhalil stated that “everything is on the table.”

UWI Conference Day 2; 9:30 Program – Washington Legislative Report

- Eric Sapirstein provide a fast-paced update of things happening in DC that will possible benefit the water industry.
- I found Mr. Sapirstein’s presentation to be interesting and informative.

UWI Conference Day 2; 10:00 AM Program – Sacramento Legislative Report

- Two speakers from Townsend Public Affairs provided another quick-paced report on happenings in Sacramento.
- September 10 was the last day for bills to be passed and sent on to the Governor for signature.
- One bill that caught my attention was AB 361 that would provide local governing boards the ability to meet in a hybrid format during a publicly declared emergency, such as the COVID-19 pandemic with relaxed Brown Act requirements similar to the Governor’s executive order.

I found the conference interesting and informative and I appreciate being able to attend.



Board of Directors Meeting Agenda

September 8, 2021

10:00 AM – 12:00 PM

The Westin South Coast Plaza (Balboa Room)

- I. Welcome and introductions – John Rossi**
 - a) Roll call Minimum quorum 30% of active board members or 13 board members of the 42 active Board members. Declare a quorum
 - b) Introduce New Board Members
 - i) Richard Bell, East Orange County Water District
 - c) Overview of September Conference
 - d) Accept, modify agenda and approve agenda

- II. Minutes – Andree Johnson, Stacy Davis and Board**
 - a) Review and approve minutes from March 11, 2021 Board Meeting

- III. Strategic Plan Update – Steve Bucknam**
 - a) Plans for the next year

- IV. Financial report – John Thornton & Stacy Davis**
 - a) Discuss current and pass financials
 - b) Budget
 - c) Accept and file financial report
 - d) Update on Memberships and Sponsorships

- V. Update on current Board Members – John Rossi & Ane Deister**
 - a) Review board member list:
 - i) Are there changes in individuals representing certain agencies – ACTION ITEM
 - (1) Kevin Hunt – UWI (Central Basin Municipal Water District)
 - (2) Mary Ailcen Mathcis – UWI (Irvine Ranch Water District)
 - (3) Lisa Ohlund - Ohlund Management & Technical Services (East Orange County Water District)
 - (4) Bob Siemak- RCS Management Group
 - ii) New members not captured on our list – ACTION ITEM
 - (1) Richard Bell, East Orange County Water District
 - (2) Adam Zacheis, Brown and Caldwell (replacing Katie Porter)
 - iii) Removal – ACTION ITEM
 - (1) Dick Ackerman
 - (2) John Kingsbury (hoping to regain a Mountain Counties Water Resources Association member when the new Executive Director is named)

- (3) Ed Means
- (4) Katie Porter
- (5) Tony Solorzano (need to follow up with Rob Carlson to find a Discovery Cube replacement)
- iv) Other information

VI. New Business – Ane Deister, John Rossi, John Thornton

- a) Discuss February 2022 Conference
 - i) Tentative Palm Springs dates are February 16-18th
 - (1) Contract status regarding Palm Springs hotel
 - (2) Confirm Awards
 - ii) Seek input from Board members regarding theme(s), general topics and speakers
 - (a) Set date for first planning meeting

VII. Chairman's Report – John Rossi

- a) Chairman's general remarks.
- b) Recognitions
- c) Discuss Executive Committee Appointments- ACTION ITEM
- d) Newsletters

VIII. Set Next Board Meeting

- a) Tentative date: February 16th 10:00 am



Wednesday, September 8, 2021

1:00 p.m. Opening Remarks & Introduction

- John Rossi, Chairman, Urban Water Institute

1:05 p.m. Colorado River—Is it Running Dry?

The Colorado River basin is in a severe drought. This panel will discuss the current Colorado River drought, projected near-term reservoir operations, and the implications of a Lower Basin shortage condition and the river operations in 2022. Also, to be discussed are the uncertainty of predictions and of related research efforts and the impacts of climate and drought on streamflow, and longer term outlook for reservoir conditions and how all this will impact the water supply to Southern California.

- Michael Bernardo, River Operations, United States Bureau of Reclamation & Manager, Lower Colorado Basin Region
- Rebecca Smith, Ph.D., Hydrologic Engineer, United States Bureau of Reclamation
- Bill Hasencamp, Manager of Colorado River Resources, Metropolitan Water District of Southern California
- John Thornton, Partner, Water Resource Consultant, Hunt Thornton Resource Strategies, Moderator

1:55 p.m. Weathering the Drought— Local Perspectives

Hear from two perspectives - Central Valley agriculture and Bay Area urban - on how each is being impacted by the current drought, how they're applying lessons learned from past ones, and what's being done to prepare for another potential dry year.

- Cannon Michael, President/CEO, Bowles Farming Company
- Ben Horenstein, General Manager, Marin Municipal Water District
- Andree Hunt-Johnson, Project Manager, Woodard & Curran, Moderator

2:40 p.m. Statewide Drought Proofing

Sites is a viable option for agencies to mitigate the challenges of drought - throughout the state. The project is designed to augment supplies, provide storage, meet environmental compliance, manage with an innovative governance structure, to create flexible, enhanced water management opportunities for agricultural and urban users. If the Sites reservoir was already built we would have had 1 MAF in storage to lessen the drought impacts for 2021. Brown and Davis will update us on this unique and timely project that is needed now more than ever.

- Jerry Brown, Executive Director, Sites Project Authority
- Jeff Davis, Chairman, Reservoir Committee, Sites Reservoir
- John Rossi, Chairman, Urban Water Institute, Moderator

3:15 p.m. Networking Break (Costa Mesa) — Sponsored by Mesa Water District

3:30 p.m. Road to Achieving Cybersecurity in Water Agencies

The Cybersecurity Panel will address current mythologies to thwart system hacking and ransomware attacks in a Public Agency and Private Firms.

- Frank Ury, Board Member, Santa Margarita Water District ;
- Raluca Constantinescu, PE, PMP, Associate Vice President, Arcadis U.S.
- Steve Bucknam, President, Bucknam & Associates, Inc., Moderator

4:30 p.m. Post COVID — Returning Operations to Normality or Hybrid?

A discussion of alternative organizational forms Post COVID, for a Public Water Agency and a Consulting firm serving the water utility business, will be presented by our panel.

- Ron Williams, Senior Vice President, Jacobs
- Shana Epstein, Director of Public Works, City of Beverly Hills
- Steve Bucknam, President, Bucknam & Associates, Inc., Moderator

5:15 p.m. Us Too - Diversity, Equity and Inclusion in the Water Industry

After a year in which COVID-19 had us acknowledging that we are "all in this together," how do we translate that awareness into diversity, equity and inclusion in our workplaces? Please join panelists Rick Callender, and Joone Lopez in a conversation highlighting their successful DEI effort and how to incorporate them industry-wide.

- Joone Lopez, General Manager, Moulton Nigel Water District
- Rick Callender, Chief Executive Officer, Valley Water (Santa Clara Valley Water District)
- Lisa Ohlund, Principal, Ohlund Management & Technical Services, Moderator

6:00 p.m. — 7:30 p.m.

Welcome Reception (Lido and Waterfall Terrace) — Sponsored by Dudek



Don't miss out on your opportunity to win an Apple iPad. Please pick up your raffle ticket at the registration desk!

Thursday, September 9, 2021

8:30 a.m. Buffet Breakfast (Costa Mesa) —
Sponsored by Western Municipal Water District

9:00 a.m. Keynote Speaker: Adel Hagekhalil, General Manager, Metropolitan Water District of Southern California

- Introduction by John Rossi, Chairman, Urban Water Institute

9:30 a.m. Washington Legislative Report

Report from Capitol Hill/ Funding from Washington DC is linked with programs and projects for sustainability in the water industry. Eric will report on the legislative programs, policies and funding that may affect California and Western United States water operations.

- Eric Sapirstein, ENS, Washington DC
- Introduction by John Rossi, Chairman, Urban Water Institute

10:00 a.m. Sacramento Legislative Report

The Sacramento Report/The California legislature is committed to pro-actively addressing climate change. Cori and Eric will share the latest bills, funding proposals including bond measures that will shed light on the opportunities for water utilities going forward.

- Cori Takkinen, Vice President, Townsend Public Affairs
- Eric O'Donnell, Senior Associate, Townsend Public Affairs
- Introduction by John Rossi, Chairman, Urban Water Institute

10:30 a.m. Drought Preparedness, San Diego Style

San Diego County Water Authority General Manager Sandy Kerl closes out our 2021 conference with a discussion on the steps the San Diego region has taken over the past 30 years to confront what seems to be the "new normal" - repeated, extended, and deep droughts in California and the West. Situated in a water cul-de-sac, the region has aggressively pursued desalination, wastewater recycling, and storage, among other solutions to dry conditions. But when a region implements these solutions, what does that mean for broad drought restrictions? Sandy will share the story of San Diego's pursuit of a drought-safe water portfolio and offer a glimpse into our one water future.

- Sandy Kerl, General Manager, San Diego County Water Authority
- Introduction by Dr. Greg Quist, Board Vice President, Rincon del Diablo Municipal Water District

Chairman's Raffle Drawing!

**Conference Adjourns
Thank You For Joining Us!**



Board of Directors

Board Chair: John Rossi, Rancho California Water District

Board Vice Chair: Rich Nagel, Jacobs

Executive Director: Ane Deister, Urban Water Institute

Treasurer: John Thornton, Hunt Thornton Resource Strategies

Secretary: Andree Johnson, Woodard & Curran

Founder: Wayne Clark, Urban Water Institute (1928-2018)

- Jim Atkinson** - Mesa Water District
- Richard Bell** - East Orange County Water District
- Alan Boyce** - Materra Farming Company
- Steve Bucknam** - Bucknam & Associates
- Darcy Burke** - Elsinore Valley Municipal Water District
- Shivaji Deshmukh** - Inland Empire Utilities Agency
- Larry Dick** - Metropolitan Water District of Southern California
- Randy Duncan** - Mission Springs Water District
- Michael Engelbrecht** - Wells Fargo
- Sean Fitzgerald** - Agendum Ventures
- Kathleen Hedberg** - Helix Water District
- Kevin Hunt** - Urban Water Institute
- Rob Katherman** - Water Replenishment District of Southern California
- Art Levine** - Long Beach Board of Water Commissioners
- Gary Martin** - Santa Clarita Valley Water Agency
- Mary Aileen Matheis** - Urban Water Institute
- Malissa McKeith** - Citizens United for Resources & the Environment
- Craig Miller** - Western Municipal Water District
- Greg Newmark** - Meyers Nave
- Jim Noyes** - Urban Water Institute
- Lisa Ohlund** - Ohlund Management & Technical Services
- Fernando Paludi** - Trabuco Canyon Water District
- David Pedersen** - Las Virgenes Municipal Water District
- Mark Pestrella** - Los Angeles Department of Public Works
- David Pettijohn** - Los Angeles Department of Water & Power
- Jason Phillips** - Friant Water Authority
- Patrick Shields** - West Basin Municipal Water District
- Tina Shields** - Imperial Irrigation District
- Bob Siemak** - RCS Management Group
- Shelley Sorsabal** - Antelope Valley East Kern Water Agency
- Matt Stone** - Santa Clarita Valley Water Agency
- Ray Tremblay** - Sanitation Districts of Los Angeles County
- Charles Trevino** - Upper San Gabriel Valley Municipal Water District
- Julie Wilcox** - Southern Nevada Water Authority
- Adam Zacheis** - Brown & Caldwell

The Urban Water Institute is governed by a volunteer board of directors drawn from hands-on policy makers, elected officials & industry leaders who are active in the water resources industry.

Ane Deister
Executive Director
ane.deister@yahoo.com

Joyce Gwidt
Conference Arrangements Director
gwidt@cox.net

Stacy Davis
Director of Administration
stacy@urbanwater.com

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Director name: Gary Martin

Meeting attended: Delta Conveyance Design & Construction Authority (DCA) Board Prep meeting on September 10, 2021.

Dates of meeting: September 10, 2021

Location: Virtual

SCV Water Board meeting to be presented at: September 21, 2021

On September 10, 2021, I attended the DCA Board Prep meeting conducted virtually on the RingCentral platform. The meeting was conducted with DCA staff and 3 of the 7 DCA Directors. This meeting was conducted in preparation for the September 16 DCA board meeting. The following are the key points of interest from the meeting and draft monthly report:

- The draft agenda was presented which included most of the regular discussion items and staff reports announcements, including the DCA monthly report.
- Carrie Buckman, DWR Environmental Manager, provided a brief update on the environmental work. Work continues and the draft EIR, which is expected to be released in mid-2022.
- Engineering continues to focus primarily on coordination and support of the environmental team and the environmental impact analyses and responding to questions and requests for information from the DCO environmental team.
- Field work will continue as well as documentation of the 2021 subsurface exploration program.
- A budget and schedule update was provided.
- The next Stakeholder Engagement Committee (SEC) meeting will be held on Wednesday, September 22, 2021 and will include updates on DCA design changes, the DWR community benefits program and subsurface investigations.

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09/13/21

Zoom meeting 9-11am

ACWA Business Development Committee

1. ACE Program Work Group Update: How do we qualify individuals. Members and nonmembers. How do different groups feel the questions and qualifications should be listed? Jerry G. asked about different sizes of agencies qualifying. The committee will continue meeting on the subject monthly to smooth the process. Explore a possibility of a discount program with participation.
2. ACWA Conference: So far so good. Attendees 1000 expected. We have sponsors. All safety procedures will be in place based on hotel and state requirements. Pasadena. Everything is looking good. More updates at the next meeting.
3. ACWA APP Program: Preferred Provider Program. Conference sponsors approximately \$70K and other nonmembers income approximately \$97K. We have a new energy provider sponsor. Terra Verde. A new logo for the APP program has been created. How do we market our APP program participants?

RJ Kelly

Director

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Business Development Committee	
Monday September 13, 2021 9:00 am – 11:00 a.m.	Via Zoom
Join via Zoom https://acwa.zoom.us/j/98005823173 Meeting ID: 980 0582 3173	

- | | |
|---|---|
| ✓ 1. Welcome & Call to Order | Larry McKenney, Chair |
| ✓ 2. A.C.E. Program Work Group Update | Stacy Taylor, Vice Chair |
| ✓ 3. ACWA Fall Conference Updates | Melanie Medina, ACWA Events Manager |
| ✓ 4. ACWA APP Program | Tiffany Giammona, ACWA Senior Director of Operations & Member Engagement |
| <ul style="list-style-type: none"> ✓ a. New Energy Provider – Terra Verde <ul style="list-style-type: none"> i. Introductory webinar 9/21 @ 10 a.m. ✓ b. New APP Logo (see handout) | |
| ✓ 5. Non-dues Revenue Update | Dan Gumpert, ACWA Controller |
| 6. Next Meeting | Larry McKenney, Chair |
| 7. Other Business | Larry McKenney, Chair |
| 8. Adjourn | Larry McKenney, Chair |

Handouts:

- 2020-2021 Committee Roster
- A.C.E. Criteria Planning Matrix
- APP Program New Logo Options
- APP Flyer
- 2021 Committee Work Plan
- Committee Appointment Process Timeline

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A.C.E Certificate Criteria Matrix

(For Program Development Purposes Only)

Last Updated: August 23, 2021

District in Good Standing Category

CATEGORY	CRITERIA	IMPLEMENTATION/APPLICATION	NOTES
Complies with all State & Federal legislation and regulations	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Self-Certification • Annual re-certification • Consider a point system 	<ul style="list-style-type: none"> • Define "all" • Ensure criteria is applicable to all ACWA membership
Best Management Practices	<ul style="list-style-type: none"> • Budget • Planning • UWMP's • System Maintenance 		<ul style="list-style-type: none"> • How do we measure each category?
Human Resources	<ul style="list-style-type: none"> • Beyond minimum legal requirements • Ability to represent a diverse workforce 		
Innovation & Technology			
Community Outreach & Partnerships			
ACWA Program Participation	<ul style="list-style-type: none"> • ACWA's Outreach Program • ACWA Event Attendance • CEU's/ Op-Certs • Webinars 	<ul style="list-style-type: none"> • Consider a point system for this criteria 	<ul style="list-style-type: none"> • Consider for only the highest ACE category
CSDA/ JPIA Participation	<ul style="list-style-type: none"> • 		

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2



ACWA Preferred Provider



ACWA JPIA

ACWA JPIA is a partnership of water agencies working together to share the risks associated with purveying water. The risk-sharing programs of the JPIA are a cost-effective form of risk management available only to public entities, allowing them to bypass the high cost of commercial insurance. The JPIA offers its members Liability, Property, Workers' Compensation, and Employee Benefits coverage.



RMJ Technologies

Founded in 2006, RMJ Technologies is a bilingual fleet optimization company specializing in vehicle telematics systems, in-cab camera solutions, and behavior-based automated driver training for both private and public entities. RMJ excels in improving workforce productivity, increasing safe driving behaviors, optimizing fleet operations, ensuring regulatory compliance, and reducing fleet liability and risk through collaborative teamwork, creativity, and innovation. ACWA members receive complimentary Tech Fleet Analysis.



Shell Energy North America

Shell Energy

ACWA members that use large amounts of natural gas can reduce their costs by buying through Shell Energy North America. This proven program gives members greater access and lower pricing through group purchases since 1997.



TerraVerde

TerraVerde Energy is a leading independent energy consulting firm supporting California public agencies with evaluation, design and implementation of intelligent energy projects and programs. Over the past 12 years, TerraVerde has supported the successful implementation of nearly \$500 million in solar PV, battery energy storage, and energy resiliency projects. TerraVerde also assists its clients in developing and implementing fleet electrification strategies and plans. To date, TerraVerde has delivered over \$50 million in energy cost savings for their clients. TerraVerde Energy will provide member agencies with a 10% discount on the level of effort associated with their consulting services. For more information, please visit www.terraverde.energy or email us at hello@terraverde.energy.



waterTALENT

waterTALENT has over 550 licensed and qualified water and wastewater operators across 39 states. Their Operators are covered by the highest insurance coverage in the industry including: general, professional, auto, employment practices liability, workers' compensation. Let waterTALENT help you with your Operator staffing needs. ACWA Members will receive special pricing when you mention you're an ACWA Member.

For ACWA Preferred Provider (APP) information, click on "APP" button at www.acwa.com/my-acwa

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DRAFT - Business Development Committee	
2021 Work Plan	<i>Adopted:</i>

The overall mission of ACWA’s Business Development Committee duty is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to member agencies. The Business Development Committee will also assist with advancing the goals and objectives identified in ACWA’s five year Strategic Plan.

2021 Goals & Objectives

- Identify and assist ACWA staff with development of non-dues revenue opportunities and programs
 - Evaluate and scope the A.C.E. program to identify need for implementation and resources in relation to ROI opportunity.
 - Explore a Premier Vendor program to create non-dues specific revenue agreements for mutual benefit to ACWA members and the Association.

- Continue to Grow Existing Non-Dues Revenue Programs & Activities
 - Continue to promote ACWA’s Associate partners and grow involvement.
 - Promote ACWA’s annual Sponsorship Program and increase awareness.
 - Maintain ACWA’s advertisements capability for ACWA News, acwa.com, classified and webinars.
 - Continue to provide education products and publications for enhance member value and increase revenue.

- Evaluate and enhance ACWA’s Preferred Provider Program
 - Create a sub-committee to review APP program and ensure continued value to members and the Association.
 - Review program policies and procedures to remain up-to-date.
 - Work with Communications Committee to augment marketing opportunities to increase awareness for program.

- Enhance Member Experience
 - Work to continually promote programs to members that will be cost saving and increase value.
 - Develop a mechanism for members to provide business development ideas.
 - Maintain the integrity of ACWA’s Section 115 status.

- Seek opportunities to hold regular meetings and collaborate with other ACWA Committees to coordinate membership efforts, with the following committees:
 - Finance Committee
 - Membership Committee
 - Communications Committee

- Explore options to partner with other water community organizations or partners to maximize opportunities.

Last updated: February 3, 2021

DRAFT

2021 ACWA Committee Appointment Process Timeline 2022-2023 Term

- July 13:** **COMMITTEE CONSIDERATION FORMS EMAILED**
- Email Agency General Managers and Board Presidents:
 - List of agency staff and directors who currently serve on an ACWA Committee
 - Committee Composition
 - Committee Consideration Form
 - 2021 Committee Timeline
- July 20:** **EMAIL NOTIFICATION TO CURRENT COMMITTEE MEMBERS**
- Current committee members notified that committee process has began
 - All current committee members **MUST** submit a Committee Consideration Form to be considered for reappointment
- September 30:** **COMPLETED CONSIDERATION FORM DEADLINE**
- All committee consideration forms **due by September 30**
 - Any consideration forms submitted after September 30 will be added to the waiting list and considered after ACWA President makes the initial committee appointments for the term
- October 25:** **ACWA REGION CHAIR AND VICE CHAIR CONFERENCE CALL**
- ACWA staff will hold a conference call with newly elected Region Chair and Vice Chairs to review 2022-2023 Committee recommendation process
 - Consideration forms will be compiled and submitted to incoming Region Chair and Vice Chair
- November 18:** **CHAIR AND VICE CHAIRS RECOMMENDATION DEADLINE**
- No Region recommendations will be accepted after November 18
- December 2:** **RECOMMENDATIONS GIVEN TO ACWA PRESIDENT**
- Incoming ACWA President will receive Region Chair and Vice Chairs recommendations along with all consideration forms at ACWA Fall Conference
- December 13:** **ACWA PRESIDENT APPOINTS MEMBERS OF COMMITTEES**
- Incoming ACWA President submits all appointments to ACWA Staff
- December 31:** **ACWA WILL NOTIFY COMMITTEE MEMBERS OF APPOINTMENTS**
- Letters emailed to members who have been appointed to serve on a committee for the 2022-2023 term
 - Letters emailed notifying those who were not appointed to a committee

For full purpose and responsibility of committees please see ACWA bylaws at www.acwa.com
 Questions: Please contact Member Engagement Specialist, Ana Javaid at anaj@acwa.com

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