



FINANCE AND ADMINISTRATION COMMITTEE MEETING

Monday, November 21, 2022
Meeting Begins at 5:30 PM

Members of the public may attend by the following options:

In Person

SCV Water
Rio Vista Water Treatment Plant
Board Room
27234 Bouquet Canyon Road
Santa Clarita, CA 91350

By Phone

Toll Free:
1-(833)-568-8864
Webinar ID: 160 917 5768

Remotely

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

<https://scvwa.zoomgov.com/j/1609175768>

Have a Public Comment?

Members of the public unable to attend this meeting may submit comments either in writing to edill@scvwa.org or by mail to **Erika Dill, Management Analyst II**, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 3:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 3:00 PM the day of the meeting will be made available at the meeting, if practicable, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety. (Public comments take place during Item 2 of the Agenda and before each Item is considered. Please see the Agenda for details.)

This meeting will be recorded and the audio recording for all Committee meetings will be posted to yourscvwater.com within 3 business days from the date of the Committee meeting.


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

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Date: November 14, 2022

To: **Finance and Administration Committee**
R.J. Kelly, Chair
Kathye Armitage
Beth Braunstein
Ed Colley
Maria Gutzeit
Ken Petersen

From: Rochelle Patterson 
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, November 21, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the **Board Room** and the **teleconference site listed below**. Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 160 917 5768 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1609175768>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

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

MEETING AGENDA

<u>ITEM</u>	<u>PAGE</u>
1. <u>PLEDGE OF ALLEGIANCE</u>	
2. * <u>PUBLIC COMMENTS</u> – 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.)	
3. * Recommend Approval of a Revised Employee Manual No. 40 – Flexible Workplace Program Policy	7
4. * Recommend Approval of a Revised Customer Service Policy	19
5. * Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support	35
6. * Recommend Approval of Employee Manual No. 42 – Internship Program	41
7. * Fleet and Warehouse Update	47
8. * Recommend Receiving and Filing of September 2022 Monthly and FY 2022/23 First Quarter Financial Report	57
<p>September 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/11/Check-Register-September-2022.pdf</p>	
9. * Committee Planning Calendar	133
10. Requests for Future Agenda Items	
11. General Report on Finance and Administration Activities	
12. Adjournment	
* Indicates attachments	
◆ To be distributed	

NOTICES:

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

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

Posted on November 15, 2022.

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COMMITTEE MEMORANDUM

DATE: November 14, 2022

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of a Revised Employee Manual Policy No. 40 – Flexible Workplace Program

SUMMARY

In September 2021, the Agency developed, adopted and implemented a Flexible Workplace Program (FWP). The FWP provided that staff in eligible positions could, with approval of supervisor, department head and General Manager, telecommute up to two days per week. At the time of the policy approval, staff were directed to report back on the success or failure of the FWP after one year. In September 2022, staff initiated a survey to eligible staff and supervisors to determine the program's effectiveness. Due to overwhelming positive response from both employees and supervisors, staff have drafted a revised FWP based on feedback and results from the participant's survey as well as input from the Finance and Administration Committee. The revisions include finetuning of the program, including specific definitions and clarification of terms, restrictions of certain technology due to security precautions, as well as expanding of the program by allowing additional days to be worked from an alternative worksite.

DISCUSSION

To accommodate the working challenges of the global pandemic, the SCV Water Board of Directors approved a Temporary Telecommuting Policy on July 7, 2020, which allowed certain staff positions the discretion to telecommute. This temporary policy formally established guidelines, generally outlining appropriate behavior and protocol for utilizing Agency property and technology in an out-of-office environment.

On the heels of the success of that temporary policy, staff developed, and the Board of Directors approved the Agency's Flexible Workplace Program in September 2021 and requested that staff update the Board in one year as to the effectiveness of the program. 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. This program established and defined the requirements and procedures for the Santa Clarita Valley Water Agency. Guidelines and processes were developed to ensure that flexible workplace options are available, monitored and applied consistently to eligible Agency employees.

As requested, staff presented a PowerPoint presentation at the September 19, 2022, regular Finance and Administration Committee meeting, demonstrating the overall success of the program via results of an employee and supervisor survey, as well as feedback from management. The Committee was pleased with the results of the program and asked that staff consider expanding the program, such as by allowing additional remote days from an alternate worksite. These revisions have been made, as well as some finetuning of the program.

The following redline changes have been made to the program, followed by a clarification in italics. The entire draft policy is attached.

40.1 Eligibility

- g) 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.

The above section was moved from Section 40.2 Policy to 40.1 Eligibility.

40.2 Policy

- e) FWP employees will work the equivalent of ~~a maximum of~~ two (2) days out of the work week from ~~an Alternate Worksite~~ their Agency worksite, ~~unless otherwise as~~ 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.~~

The above section now requires eligible employees to work two days per work week at the Agency worksite, rather than granting a maximum of only two remote days per week.

40.3 Acknowledgements

- d) Employees while on the FWP, may be required to attend all-staff meetings or other Agency events, regardless of their FWP work schedule.

The above addition articulates that an employee may not forgo attending required onsite meetings or events just because it falls on their normal alternate worksite day.

40.4 General Duties, Obligations and Responsibilities

- e) FWP employees may receive access to a virtual private network (“VPN”), as approved by the Information Technology Department. Printers connected to the Agency equipment via WIFI are prohibited. Printers connected via a printer cable that is connected to the printer and Agency equipment are allowed.

The above clause prohibits printing via WIFI, as it violates Agency cybersecurity practices. Using a cable eliminates the threat of exposing Agency equipment over unsecure (non-VPN) means.

No additional changes are proposed at this time.

FINANCIAL CONSIDERATIONS

None at this time.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve the attached revised Employee Manual Policy No. 40 – Flexible Workplace Program.

RP/ed

Attachment

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EMPLOYEE MANUAL	
Title: FLEXIBLE WORKPLACE PROGRAM	
Policy No.: 40.0	Section Nos. 40.0 – 40.4
Approval Date: September 28, 2021 <u>December 6, 2022</u>	Effective Date: September 28, 2021 <u>January 1, 2023</u>
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.



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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.

f)g) 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.

g)h) 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



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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.

- 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 will work the equivalent of ~~a maximum of~~ two (2) days out of the work week from ~~an Alternate Worksite~~ their Agency worksite, unless otherwise as 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.



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- 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.

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 while on the FWP, may be required to attend all-staff meetings or other Agency events, regardless of their FWP work schedule.
- e) Employees shall work their regular schedule (full-time or part-time basis), according to the Work Schedule.
- f) 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.
- g) 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.



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- 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.
- 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. Printers connected to the Agency equipment via WIFI are prohibited. Printers connected via a printer cable that is connected to the printer and Agency equipment are allowed.



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- 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.
- 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.



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- 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.

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COMMITTEE MEMORANDUM

DATE: November 14, 2022

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of a Revised Customer Service Policy

SUMMARY

Staff has updated the Agency's current Cross-Connection Control Plan (Plan) to establish a \$200 non-compliance fee to be charged to customers for each backflow device found to be in violation of the Plan. Thus, the Agency's Customer Service Policy needs to be updated to reflect this fee.

DISCUSSION

The Agency's Cross-Connection Control Plan was established in July 2019 as a best-practice implementation plan and procedural document in order to protect the Santa Clarita Valley's water supply from possible contamination or pollution that could backflow into the Agency's potable water distribution system. This is accomplished by elimination or control of undiscovered, unauthorized or potential cross-connections on the premise and within the water-user's internal water system, by utilizing an Agency-approved backflow prevention assembly.

To further enforce this Plan and thus protect the SCV's water supply, the Agency has established a fee for any backflow devices found to be in violation of the Plan. A cross-connection without a backflow device, or a backflow device that has not been annually tested, would be considered a violation. This fee will be \$200 per backflow device, per month during the non-compliance period. The fee was set at \$200 to recover the cost to prepare and mail non-compliance notices, and also includes the trip cost for disconnection and restoration of the service. Once the correction is made, this fee will no longer be charged to the customer. The language being added to the Plan is shown below in redline, as well as on page 10 of the Plan, which is attached in its entirety for reference (Attachment 1).

Cross-Connection Control Plan addition:

- (6) A non-compliance fee of \$200 per month will be charged to customers for each backflow device found to be in violation of the Cross-Connection Control Plan. Once a device is brought back into compliance, then the fee will no longer be charged.

To further communicate this fee to the customer, the Agency's Customer Service Policy needs to be updated to reflect this fee in Section 12.5 (Attachment 2) and Appendix A-12 (Attachment 3). These changes are reflected below in the following redline additions and in the attached pages of the Customer Service Policy.

Customer Service Policy additions:

12.5 Cross Connections

The Agency has a Cross-Connection Control Program (CCCP). The CCCP incorporates such a plan (see Appendix A-12 for Non-Compliance fee) and can be requested from the Agency.

AND

APPENDIX A-12 -POTABLE OR RECYCLED WATER SERVICE MISCELLANEOUS FEES

Table A-12 Fee Description	Amount
Cross-Connection / Backflow Non-Compliance Fee	\$200 per month

Due to the lengthy Customer Service Policy document, only the pages with the changes in the policy are attached to this report. No other material changes are being made to the Customer Service Policy at this time.

FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors approve a revised Customer Service Policy.

RP/ed

Attachments

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CROSS-CONNECTION CONTROL PLAN

SANTA CLARITA VALLEY WATER AGENCY

Newhall Water Division

Santa Clarita Water Division

Valencia Water Division



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1.0 Definitions

Air Gap Separation: A physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An approved air gap shall be at least twice the diameter of the supply pipe, measured vertically above the overflow rim of the receiving vessel, in no case less than 1 inch (2.54 cm).

Agency: Santa Clarita Valley Water Agency, also known as SCV Water.

Approved Backflow Prevention Assembly: Backflow prevention assemblies approved by the Foundation for Cross-Connection Control and Hydraulic Research at the University of Southern California.

Approved Water Supply: Any water supply on or available to the premises other than the potable water distribution system supply from SCV Water. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source such as well, spring, river, stream, harbor, etc. that may be objectionable and constitute an unacceptable water source.

Auxiliary Water Supply: Any water supply on or available to the premises other than the approved water supply.

Backflow: The undesirable reversal of flow of water or mixtures of water and other liquids, gases or other substance into the distribution pipes of the potable supply of water from any source or sources. Backsiphonage is one cause of backflow. Backpressure is the other cause.

Backpressure: Any elevation of pressure in the downstream piping system (by pump, elevation of piping, steam pressure, air pressure, etc.) above the supply pressure at the point of consideration, which would cause or tend to cause a reversal of the normal direction of flow.

Backsiphonage: A form of backflow due to a reduction in system pressure, which causes a sub-atmospheric pressure to exist in the water system.

Connection: The point of connection of a user's piping to the water supplier's facilities.

Contamination: A degradation of the quality of the potable water by any foreign substance which creates a hazard to public health, or which may impair the usefulness or quality of the water.

Cross-Connection: Any actual or potential connection or structural arrangement between a public or consumer's potable water system, and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied.

An **indirect cross-connection** is a cross-connection that is subject to backsiphonage only.

A **direct cross-connection** is a cross-connection that is subject to both backsiphonage and backpressure.

Double-check Valve Backflow Prevention Assembly: An assembly composed of two independently-acting, approved check valves including tightly closing resilient-seated shut-off valves attached at each end of the assembly and fitted with properly located resilient seated test cocks.

Health Agency: Los Angeles County Department of Public Health (LADPH), also known as LA County Health Department, or the local health agency with respect to a small water system.

Pollution: An impairment of the quality of the water to a degree, which does not create an actual hazard to the public health, but which adversely affects such waters for domestic use.

Potable: Water that is approved and safe for human consumption (drinking).

Non-Potable: A liquid or water that is not approved for safe drinking but may have other uses (i.e. landscape irrigation).

Potable Water Distribution System: Any publicly or privately owned water system operated as a public utility under a valid health permit to supply water for domestic purpose. This system will include all sources, facilities and appurtenances between the source and the point of delivery.

Premise: Any and all areas on a customer's property that are served or have the potential to be served by the public water system.

Reclaimed Water: Water which, as a result of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur. Reclaimed water is not safe for human consumption. Reclaimed water is also known as "**Recycled Water.**"

Reduced Pressure Principle Backflow Prevention Assembly: An assembly containing two independently-acting, approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves, and at the same time below the first check valve. The unit shall include properly located, resilient-seated test cocks and tightly closing, resilient-seated shutoff valves at each end of the assembly.

SCV Water: Santa Clarita Valley Water Agency, Santa Clarita's local water supplier.

Water Supplier: The Santa Clarita Valley Water Agency, aka SCV Water.

Water User: Any person obtaining water from an approved water supply system.

2.0 Purpose

In cooperation with the State Water Resources Control Board, the Santa Clarita Valley Water Agency's (Agency, or SCV Water) major goal is to ensure the distribution of a safe and potable water supply to all domestic water users. In order for the Agency to achieve this goal, a Cross-Connection Control Plan (CCCP) was developed. The Agency's CCCP was adopted pursuant to the requirements set forth in the State of California Administrative Code Title 17, Sections §7583 through §7605.

The purpose of the SCV Water's Cross-Connection Control Plan is to:

- (1) Protect the potable water distribution system from possible contamination or pollution that could backflow into the Agency's potable water distribution system. This is accomplished by elimination of or control of undiscovered, unauthorized or potential cross-connections on the premise and within the water user's internal water system.
- (2) Provide for maintenance of a continuing Cross-Connection Control Plan which will systematically and effectively prevent the contamination or pollution into the Agency's potable distribution system.

The Agency requires the installation of backflow prevention assemblies in all new commercial and industrial establishments, whether or not they currently store or use harmful contaminants. This is to protect the potable water distribution system from any future change within the premise.

Additionally, all existing establishments without previous backflow protection will be required to install backflow prevention assemblies at the service connection through a priority-based process set by the Agency. Establishments with automatic fire sprinkler systems currently utilizing problematic single-check detector assemblies will require an upgrade to an approved backflow prevention assembly.

3.0 Responsibility

SCV Water shall be responsible for the protection of the potable water distribution system from contamination or pollution that may result from backflow of contaminants or pollutants through the water service connection.

4.0 Scope

SCV Water shall protect the potable water distribution system from contamination by implementing a Cross-Connection Control Plan. For the purpose of satisfying the requirements of Title 17, §7584, the Agency operates the CCCP under the following guidelines:

- (1) The adoption of operating rules or ordinances to implement the Cross-Connection Control Plan
- (2) The conducting of annual surveys to identify water user premises where cross-connections are likely to occur
- (3) The provision of backflow protection by the water user at the user's connection
- (4) The provisions of at least one person trained in cross-connection control to carry out the CCCP
- (5) The establishment of a procedure or system for testing backflow preventers, and
- (6) The maintenance of records of locations, tests, and repairs of backflow preventers.

5.0 Evaluation of Hazard

SCV Water shall evaluate the degree of potential health hazard to the potable water distribution system, which may result from conditions existing on a water user's premises. The Agency, however, shall not be responsible for abatement of cross-connections, which may exist within a water user's premises. As a minimum, the evaluation should consider the existence of cross-connections, the nature of materials handled on the property, the probability of a backflow occurring, the degree of piping system complexity and the potential for piping system modification. Special consideration shall be given to the premises of the following types of water users:

- (1) Premises where substances harmful to health are handled under pressure in a manner that could permit their entry into the potable water distribution system. This includes chemical or biological process waters and water from potable water distribution system supplies that have deteriorated in sanitary quality.
- (2) Premises having an auxiliary water supply, unless the auxiliary water supply is accepted as an additional source by the Agency and is approved by the Los Angeles County Department of Public Health.
- (3) Premises that have internal cross-connections that are not abated to the satisfaction of the Agency or LADPH.
- (4) Premises where cross-connections are likely to occur and entry is restricted so that cross-connection inspections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist.
- (5) Premises having a repeated history of cross-connections being established or re-established.

6.0 Approval of Backflow Prevention Assemblies

SCV Water requires that backflow prevention assemblies shall have passed laboratory and field evaluation tests performed by a recognized testing organization such as the USC Foundation for Cross-Connection, which has demonstrated their competency to perform such tests. A list of backflow assemblies approved by USC and accepted by the Agency can be found at <https://fccchr.usc.edu/list>.

7.0 Construction of Backflow Prevention Assemblies

- (1) Air Gap Separation – An air gap separation (AG) shall be at least twice the diameter of the supply pipe, measured vertically above the overflow rim of the receiving vessel to the supply pipe; however, in no case shall this separation be less than 1 inch (2.54 cm).
- (2) Double-check Valve Assembly – A required double-check valve assembly (DC) shall, as a minimum, conform to the current AWWA Standard C506-78 (R83) adopted on January 28, 1978 for double-check valve type backflow preventive devices which is herein incorporated by reference.

- (3) Reduced Pressure Principle Backflow Prevention Device – A required reduced pressure principle backflow prevention device (RP) shall, as a minimum, conform to the current AWWA Standard C506-78 (R83) adopted on January 28, 1978 for Reduced Pressure Principle Type Backflow Prevention Device, which is herein incorporated by reference.

8.0 Location of Backflow Prevention Assemblies

- (1) Air Gap Separation – An air gap separation shall be located as close as practical to the water user’s connection and all piping between the water user’s connection, and the receiving tank shall be entirely visible unless otherwise approved in writing by the SCV Water and LADPH.
- (2) Double-check Valve Assembly – A double-check valve assembly shall be located as close as practical to the water user’s connection and shall be installed above grade, if possible, and in a manner where it is readily accessible for testing and maintenance.
- (3) Reduced Pressure Principle Backflow Prevention Device – A reduced pressure principle backflow prevention assembly shall be located as close as practical to the water user’s connection, and shall be installed a minimum of twelve inches (12”) above grade and not more than thirty-six inches (36”) above grade measured from the bottom of the assembly and with a minimum of twelve inches (12”) side clearance.

9.0 Type of Protection Required

The type of protection that shall be provided in order to prevent backflow into the potable water distribution system shall be commensurate with the degree of hazard that exists on the water user’s premise. The type of protective device that may be required (listed in an increasing level of protection includes:

Double-check valve assembly – (DC)

Reduced pressure principle backflow prevention device – (RP)

Air Gap separation – (AG)

Table 1 on the next page illustrates various degrees of hazard and the minimum type of backflow protection required. Situations not covered in Table 1 shall be evaluated on a case-by-case basis, and the appropriate backflow protection shall be determined by SCV Water. Water users may choose a higher level of protection than required by SCV Water.

10.0 TABLE 1 Degree of Hazard

TYPE OF BACKFLOW PROTECTION REQUIRED

AG – Air-gap separation

DC – Double-check valve assembly

RP – Reduced pressure principle backflow prevention device

Degree of Hazard	Minimum Type of Backflow Prevention
(A) Sewage and Hazardous Substances	
(1) Premises with wastewater pumping and/or treatment plants with no interconnection to the potable water system. This does not include single-family residences that have a sewage lift pump. An RP may be provided in lieu of an AG if approved by the Los Angeles County Department of Public Health (LADPH) and SCV Water.	AG
(2) Premises where hazardous substances are handled in any manner in which substances may enter the potable water system. This does not include single-family residences that have a sewage lift pump. An RP may be provided in lieu of an AG if approved by LADPH and SCV Water.	AG
(3) Premises where there are irrigation systems into which fertilizers, herbicides or pesticides are or can be injected.	RP
(B) Auxiliary Water Supplies	
(1) Premises where there is an unapproved auxiliary water supply that is interconnected with the public water system. An RP or DC may be provided in lieu of an AG if approved by LADPH and SCV Water.	AG
(2) Premises where there is an unapproved auxiliary water supply and there are no interconnections with the public water system. A DC may be provided in lieu of an RP if approved by the by LADPH and SCV Water.	RP
(C) Recycled Water	
(1) Premises where the potable water system is used to supplement the recycled water supply.	AG
(2) Premises where recycled water is used, other than as allowed in paragraph A-3, and there is no interconnection with the potable water system.	RP

Degree of Hazard – cont'd	Minimum Type of Backflow Prevention
<p>(3) Residences using recycled water for landscape irrigation as part of an approved dual-plumbed use area established pursuant to sections 60313 through 60316, unless the recycled water supplier obtains approval of SCV Water or LADPH. If the water supplier is also the supplier of the recycled water, it must utilize an alternative backflow protection plan that includes an annual inspection and annual shutdown test of the recycled water and potable water systems pursuant to subsection 60316(a).</p>	AG
(D) Fire Protection Systems	
<p>(1) Premises where the fire system is directly supplied from the potable water distribution system and there is an unapproved auxiliary water supply on or to the premises (not interconnected).</p>	DC
<p>(2) Premises where the fire system is supplied from the potable water distribution system and interconnected with an unapproved auxiliary water supply. An RP may be provided in lieu of an AG if approved by LADPH and SCV Water.</p>	AG
<p>(3) Premises where the fire system is supplied from the potable water distribution system and utilizes either elevated storage tanks or fire pumps that take suction from private reservoirs or tanks.</p>	DC
<p>(4) Premises where the fire system is supplied from the potable water distribution system and where recycled water is used in a separate piping system within the same building.</p>	DC
(E) Dockside Watering Points and Marine Facilities	
<p>(1) Pier hydrants for supplying water to vessels for any purpose.</p>	RP
<p>(2) Premises where there are marine facilities.</p>	RP
<p>(3) Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that they do not exist.</p>	RP
<p>(4) Premises where there is a repeated history of cross-connections being established or re-established.</p>	RP

11.0 Testing and Maintenance of Backflow Prevention Assemblies

- (1) SCV Water shall assure that adequate maintenance and periodic testing are provided by the water user to ensure their proper operation.
- (2) Backflow prevention assemblies shall be tested by persons who have demonstrated their competency to SCV Water and LADPH in testing of these assemblies.
- (3) Backflow prevention assemblies shall be tested at least annually or more frequently if determined to be necessary by SCV Water or LADPH. When devices are found to be defective, they shall be repaired or replaced in accordance with the provisions of this Chapter.
- (4) Backflow prevention assemblies shall be tested immediately after they are installed, relocated or repaired, and are not to be placed into service unless they are functioning as required.
- (5) Service of water to any premise(s) found to be in violation of this Cross-Connection Control Plan shall be discontinued by SCV Water after written notice of the violation. This complies with the California Code of Regulations Title 17 §7605.
- (6) A non-compliance fee of \$200 per month will be charged to customers for each backflow device found to be in violation of the Cross-Connection Control Plan. Once a device is brought back into compliance, then the fee will no longer be charged.
- ~~(6)~~(7) SCV Water shall notify the water user when testing is needed of backflow prevention assemblies. The notice shall contain the date when the test must be completed.
- ~~(7)~~(8) Reports of testing and maintenance shall be maintained by SCV Water for a minimum of three years.

ATTACHMENT 2



POLICIES, RULES AND REGULATIONS	
Title: CUSTOMER SERVICE POLICY	
Approval Date: September <u>December</u> 2022	Effective Date: September <u>December</u> 2022
Approved By: Board of Directors	DMS # <u>2959829966</u>

PART 12 – WATER EFFICIENCY AND CONSERVATION

12.1 General Provisions

Water efficiency and conservation are critical components in the Agency's comprehensive strategy for meeting current and future water needs to its Customers. Water use regulations effectively reduce waste and fulfill regulatory requirements of the Agency's applicable ordinances and the State of California as stated in EO-B-37.16, Making Water Conservation a California Way of Life. As a condition of service, Customers of the Agency must use water delivered through the Agency's system in a manner that promotes efficiency and avoids waste. See the Agency's Water Shortage Contingency Plan and Water Conservation and Water Shortage Ordinance for additional information.

12.2 Use of Water Saving Devices and Practices

Each Customer of the Agency is urged to install devices to reduce the quantity of water to flush toilets and to reduce the flow rate of showers. Each Customer is further urged to adopt such other water usage and re-usage practices and procedures as are feasible and reasonable.

12.3 Use of Recycled Water

Where recycled water is available and, where consistent with applicable law, the Customer shall use such recycled water for landscape irrigation and other non-potable applications. Separate facilities shall be utilized for the transportation and delivery of recycled water. See Part 18 for additional recycled water requirements.

12.4 Rules and Regulations

The Agency may adopt such rules and regulations imposing restrictions on the use and consumption of water as it may deem appropriate. Violation of Agency regulations governing water conservation may result in termination of service, as provided in Section 9.1. See the Agency's Water Shortage Contingency Plan and Water Conservation and Water Shortage Ordinance

12.5 Cross Connections

The Agency has a Cross-Connection Control Program (CCCP). The CCCP incorporates such a plan (see Appendix [EA-12 for Non-Compliance Fee](#)) and can be requested from the Agency.

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ATTACHMENT 3



POLICIES, RULES AND REGULATIONS	
Title: CUSTOMER SERVICE POLICY	
Approval Date: September <u>December</u> 2022	Effective Date: September <u>December</u> 2022
Approved By: Board of Directors	DMS # 29598 <u>29966</u>

APPENDIX A-12 -POTABLE OR RECYCLED WATER SERVICE MISCELLANEOUS FEES

Table A-12

Fee Description	Amount
Returned Payment Fee	\$ 35.00
Late Fee – Overdue Notice generated	\$ 10.00
Disconnection Fee	\$ 30.00
Out of Agency Fee	To Be Determined
AMI/AMR Opt-Out Set-up Fee	\$ 75.00
AMI/AMR Opt-Out Monthly Fee	\$ 30.00
AMI/AMR Opt-Out Re-Read Fee	\$ 30.00
Meter Test Fee*	\$ 112.00
Pulled Meter Fee	Actual cost to Agency
Turn off at Main	Actual cost to Agency
Property Damage	Actual cost to Agency plus 10% overhead
Unread Meter Fee	\$ 200.00
Water Waste Penalty Fee	\$50.00/day – Additional \$50.00/day for each subsequent violation up to a max of \$500.00
<u>Cross-Connection / Backflow Non-Compliance Fee</u>	<u>\$200 per month</u>

*No charge if meter is inaccurate

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COMMITTEE MEMORANDUM

DATE: November 14, 2022

TO: Finance and Administration Committee

FROM: Cris Pérez *C.P.*
Director of Technology Services

SUBJECT: Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support

SUMMARY

SCV Water currently utilizes the enQuesta v6 platform to manage its more than 78,000 residential, business, and industrial customer accounts. EnQuesta is a customer service system solution for mid-sized utilities created and supported by Systems & Software, Inc (S&S), with whom the Board approved a multi-year contract in December 2020 not only for the appropriate licenses, cloud-based web hosting service, but also for maintenance and support of the system. Now that the Agency is nearing the end of the support contract, staff recommends the Agency renew its contract for another year of seamless support and maintenance with S&S. This contract is a one-year agreement which includes the internal application used by the Agency, external customer interface, cloud hosting, upgraded security features, and integrations with 3rd party applications and reporting systems.

DISCUSSION

Over the last five years the Agency has worked to consolidate from three separate customer service systems into one. To maximize operational efficiencies and minimize downtime, the three legacy systems were evaluated as potential solutions to service the entire Agency. The chosen solution was enQuesta due to its scalability and operational maximization to service mid-sized agencies (55,000-125,000 accounts). In December 2020, the Board of Directors approved a statement of work and hosting agreement to both upgrade to the latest version of enQuesta, (which was a cloud-hosted solution), as well as convert the Santa Clarita Division (SCWD) services. This multi-year project was completed on May 31, 2022, when the customer service system went live, allowing management of all Agency customers into one system.

As compared to the previous iterations and various customer service systems, the maintenance and support of the new system involves many aspects, as opposed to just support. The customer service system is now an enterprise solution with cross-platform integrations, and these costs have been broken down into the following categories as reflected in the chart on the next page: Support, Hosting & Oracle, Security, 3rd Party, Mobile Workorder, and Customer Portal.

The following is the categorical breakdown of the maintenance and support renewal.

One-year Maintenance and Support Renewal	
Support	\$136,882
Hosting & Oracle	\$115,437
Security	\$22,573
3rd Party	\$37,481
Mobile Workorder	\$37,498
Customer Portal	\$34,491
Total	\$384,363

Support is the traditional support of the application and its reporting structure and systems operation. This includes custom reports that the Agency depends on for financial forecasting, analysis, and information intelligence (conservation, rates, etc). Support is structured based on the number of accounts serviced.

Hosting & Oracle is the combination of both the cloud-hosting of the application on S&S managed servers, and the Oracle licenses necessary to host the systems data. The Oracle environment includes licenses for the application production environment, the application test environment, and operational redundancies. Cloud-hosting allows for operational efficiencies, scalability, and improved security.

Security includes advanced licensing for data security of the Oracle database. This additional security provides encryption and Oracle-specific data recovery through a proprietary solution.

The **3rd Party** category includes the support of integrations with other Agency application solutions. This includes conservation application, customer bill pay system, Cognos report writer, and other solutions that will be coming online later in the year.

Mobile Workorder is the enQuesta Link application that allows direct work order assignments from the office to the field. The Agency has gained operational efficiencies from what was once a manual process that at times took days for communication and scheduling, to instant work queues that are managed from office to field with a few clicks. This has led to quicker customer responses and more efficient use of field resources, such as truck trips and scheduling.

Finally, the **Customer Portal** is the branded Capricorn customer interface. This is the online space in which the customer can manage his/her account, view and pay bills, set notifications and alerts at any time from any device. Further, the Agency has recently started work on a meter management system that will integrate with this portal in a future phase, which will allow for real-time usage monitoring for customers with AMI (Advanced Metering Infrastructure).

FINANCIAL CONSIDERATIONS

The maintenance and support contract for the one-year agreement totals \$384,363 as reflected in the chart above and in the attached quote from S&S. Funds for this renewal were anticipated and are included in the FY 2022/23 Tech Services Expense Budget.

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors authorize the General Manager to enter into a one-year maintenance and support agreement with S&S in the amount of \$384,363.

CP

Attachment

M65

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September 21st, 2022

Santa Clarita Valley Water Agency

24631 Avenue Rockefeller

Valencia, CA 91355

Attn: Kathleen Willson

Re: 2023 Maintenance Quote – enQuesta

Dear Kathleen,

Thank you for your business. Over the past year, S&S has introduced various product and service improvements. Our product enhancements often result from client feedback, as S&S strives to help you serve your customers well. S&S will resume the Product Advisory Committee process this year, and we expect lots of excellent suggestions from our clients. We're looking forward to resuming HCTC in person as well.

Your annual maintenance ensures that you have access to support staff to answer questions and address issues every weekday from 8:00am to 6:00pm, eastern time, and after-hours pager support. S&S also provides defined support levels to prioritize your business needs, access to training sessions, our annual HCTC conference, and regular updates on functionality. We've worked closely with you in the past year to migrate from IE to Edge. S&S continually focuses on system stability, including ongoing operating system maintenance, database drivers, JDBC configurations, visual COBOL (v3 to v6) WAF setup, and addressing backup issues. As a result of these investments, you have a more stable environment, increased performance, and a more efficient model for applying security patches.

Additional product improvements that are available in enQuesta v6 include:

- Expanded Billing Validator functionality to reduce the time needed to process billing and increase its accuracy;
- Updated screen pop functionality enables your teammates to quickly access customer data while answering live phone calls;
- Enhanced data access options, including advanced search, and phonetic search, which allow your teammates to more efficiently locate and report on customer data;
- Expanded address auto-complete functionality, which helps reduce return mail;
- Session management performance improvements to decrease employee access issues; and
- Improved installment functionality, including customer self-service enrollment;

S&S has also invested in new humans and processes to support your needs better. Our new Customer Success Manager model ensures that you have a defined person to advocate on your behalf. You will also continue to work with your Account Executive to connect with you about strategic priorities and any additional service enhancements you'd like to offer your customers. Our success is based on your ability to serve your customers effectively. S&S appreciates the opportunity to help you grow.

The following table outlines your 2023 Maintenance obligation. This agreement covers your support service from January 1st, 2023, through December 31st, 2023. Please execute and return a signed quote, and your invoice will be sent to you in October. Payment is due in full before January 1st, 2023.



enQuesta Extended Functionality:


DESCRIPTION	FROM	TO	AMOUNT
enQuesta Support	1/01/23	12/31/23	\$95,489.52
Third Party Maintenance	1/01/23	12/31/23	\$33,346.82
TLS 1.2 Support	1/01/23	12/31/23	\$2,498.27
Cognos report CQ-148	1/01/23	12/31/23	\$756.76
New Meter Reading Upload/DL for Newhall Sensus system CQ-262	1/01/23	12/31/23	\$3,377.64
IC Biff File creation CQ 363	1/01/23	12/31/23	\$1,032.06
Newhall (9,800) Additional Accounts CQ-38201	1/01/23	12/31/23	\$3,842.52
SCV (40,000) Additional Accounts	1/01/23	12/31/23	\$35,516.25
Capricorn Self Service portal support	1/01/23	12/31/23	\$34,490.79
Oracle (5) Licenses maintenance	1/01/23	12/31/23	\$22,306.90
Oracle Advanced Security License maintenance	1/01/23	12/31/23	\$8,922.10
Hosting	1/01/23	12/31/23	\$93,130.40
Dataguard Disaster Recovery	1/01/23	12/31/23	\$11,152.90
enQuestaLink Support Additional users	1/01/23	12/31/23	\$19,635.00
enQuestaLink Maintenance (CO-01)	1/01/23	12/31/23	\$17,863.47
Meter Reading, Rate Changes and Cognos Report 24 (CO-03)	1/01/23	12/31/23	\$1,001.55
Total			\$384,362.94

S&S Terms & Conditions:

1. This quote is valid for all current services as of January 1st 2023, through to December 31st 2023, and subject to change based on future services or change orders offered after the effective date
2. Except as otherwise set forth herein, this maintenance renewal will be subject to the terms and conditions of the existing support and maintenance agreement between you and S&S. Any changes to support maintenance will be contained in separate quotes related to modifications or enhancements that you request.
3. Please provide an authorized signature indicating your acceptance of this quote for 2023 Maintenance Services.

Systems & Software appreciates the opportunity to be of continued service and values your business. If there are any questions about this quote, please do not hesitate to reach out to your Customer Success Manager. **IN WITNESS WHEREOF**, the undersigned have executed this AGREEMENT on the dates listed below. Customer/Organization: Santa Clarita Valley Water Agency

Date: 10/19/22



Santa Clarita Valley Water Agency

Date: 2022-09-19



Julie Hextell, Vice President, Operations, Systems & Software


Each individual signing this agreement directly and expressly warrants that they have been given and has received and accepted authority to sign and execute the agreement on behalf of the party for whom it is indicated. They have further been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party concerning the matters contained herein and as stated herein.



COMMITTEE MEMORANDUM

DATE: November 14, 2022

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of Employee Manual Policy No. 42 – Internship Program

SUMMARY

The addition of an internship program was identified during the 2019 Strategic Plan process (Strategy F.2 – Attract, train and retain quality staff; *F.2.14 – Develop an internship program*). Research had been completed, but then the pandemic began in early 2020. Staff was reacting to the pandemic impacts and determined that bringing in additional personnel to the office and/or field environment was not prudent at that time. Now, a draft of Employee Manual Policy No. 42 – Internship Program is attached for the Finance and Administration Committee’s consideration.

Additionally, with the untimely passing of Director E.G. “Jerry” Gladbach and recognizing his accomplishments to the water community, staff feels that branding the Internship Program as the E.G. “Jerry” Gladbach Internship Program would be an excellent way to honor the late Vice President.

DISCUSSION

An internship offers practical education that combines classroom knowledge and theory with real-world application and the development of skills in a business environment. Internships offer students the chance to develop important professional connections and experience in sectors they are interested in, while also giving businesses the chance to mentor and assess talent.

Staff sees many benefits from providing internship programs. Interns bring fresh ideas and up-to-date expertise to the workplace. The Agency can also gain from a better standing on college campuses. A successful internship can pave the way for a future full-time hire who needs little training, can assume more immediate responsibilities, and stays longer with the organization.

Internships can occur at any time during the year, as the need arises. The Agency has partnered with local area colleges and school districts to aid in the promotion of internship vacancies. The internship will last between 60 days or a maximum of less than 1,000 hours (CalPERS limit). While some internships are full-time, most range from 10 - 30 hours per week. Internships can be paid or unpaid, for credit or not for credit, or any combination of these. The U.S. Department of Labor’s Fact Sheet #14A: Non-Profit Organizations and the Fair Labor Standards Act provides guidance for unpaid interns (volunteer not an employee). For a paid intern assignment, the intern will be paid on an hourly basis according to the State of California, Los Angeles County minimum wage. The General Manager or his/her designee can approve a

higher salary rate based on the Agency's approved classification plan for the position or similar position.

The Agency's legal counsel has reviewed Employee Manual Policy No. 42 – Internship Program to ensure the policy complies with current laws and regulations. Once approved, Human Resources would be working with departments to identify needs, make sure there is supervision and mentorship, and move forward as a department is determined to be ready.

FINANCIAL CONSIDERATIONS

The quantity and capacity of the required interns are unknown. If there are budget funds available, each request would need to be assessed and verified. Each department budgets for Temporary workers. This budget can be utilized in the current fiscal year.

For example (Agency costs):

A part-time intern working 30 hours per week at a rate of \$15.00 per hour

30 hours per week x \$15.00 per hour	= \$	450.00
Employer paid payroll taxes @ 7.65%	= \$	34.43
Workers' Compensation @ .77%	= \$	3.47 (Clerical Rate)
Weekly Impact	\$	487.90
60-day Impact (approx. 10 weeks)	\$	4,879.00

A full-time intern working 40 hours per week at a Utility Worker I rate of \$28.82 per hour

40 hours per week x \$28.82 per hour	= \$	1,152.80
Employer paid payroll taxes @ 7.65%	= \$	88.19
Workers' Compensation @ 4.06%	= \$	46.80 (Water Worker Rate)
Weekly Impact	\$	1,287.79
60-day Impact (approx. 10 weeks)	\$	10,877.90

The Agency cost for an unpaid intern will be the associated Workers' Compensation rate for the type of work performed, multiplied by the number of hours worked.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve the Employee Manual Policy No 42 – Internship Program.

RP/am

Attachment

M65



EMPLOYEE MANUAL	
Title: INTERNSHIP PROGRAM	
Policy No.: 42.0	Section Nos.: 42.0 – 42.5
Approval Date: December 2022	Effective Date: January 2023
Approved By: Board of Directors	

42.0 PURPOSE

The Agency designed an internship program to provide high school students, college, university, recent graduates an opportunity to work on projects and assignments that create meaningful and hands-on work experience for the interns, while providing useful services to the Agency. The program may also provide college credit for courses that require work experience.

The program’s goal is to offer candidates entry-level employment to develop their knowledge and skills needed to successfully transition into a career, while providing interesting, meaningful, and rewarding experiences.

The Agency believes internships are an important part of the public sector and the water industry that will assist in meeting the Agency’s needs of today, while preparing the workforce of the future.

The Agency has partnered with College of the Canyons (COC) and California State University, Northridge (CSUN) and local school districts to select qualified candidates to go through the Agency’s selection and recruitment process. Candidates from other colleges, universities, and high schools are also eligible to apply for internships within the Agency.

42.1 Type of Internship

The Agency is providing paid internships unless an intern waives payment. Internships will be paid on an hourly basis whether the students earn units of credit authorized by the educational institution of attendance, or whether the intern is seeking hands-on work experience.

Candidates for a paid internship will be required to apply online for a specific opportunity that is available with the Agency. The Agency’s ability to use paid interns will be based on internal budgets and funding availability to the department to which interns will be assigned.

42.2 Policy

The Internship program is designed as follows:

- (a) Internship assignments will not exceed 1,000 hours within a single fiscal year for any intern.
- (b) All Agency interns are considered “at will” temporary and seasonal employees and are subject to release at any time with or without cause prior to the planned expiration of the internship, as best fit for the business needs of the Agency.
- (c) For a paid internship, the Agency requires and expects at least sixty (60) days of the intern’s commitment to the work assignment.
- (d) Internships are not eligible for employee benefits (except those mandated by law), paid time off, or holiday pay, or other rights and privileges accorded to regular Agency employees.



EMPLOYEE MANUAL	
Title: INTERNSHIP PROGRAM	
Policy No.: 42.0	Section Nos.: 42.0 – 42.5
Approval Date: December 2022	Effective Date: January 2023
Approved By: Board of Directors	

- (e) There is no right to long-term employment or appointment to a regular position at the Agency as a result of serving as an intern.
- (f) All candidates must complete a pre-employment background check which includes a physical examination, drug and alcohol screening, criminal background, and reference check prior to beginning work. Interns who will be required to drive a motor vehicle to conduct Agency business as part of their internship, will also be required to possess a valid California Driver's License and maintain a satisfactory driving record. A copy of the intern's DMV record is required as part of the pre-employment screening.
- (g) Retention of the intern will be based on satisfactory performance, scholastic achievements, attendance, and dependability.
- (h) Candidates can apply year-round to available internship opportunities.
- (i) Relatives of current employees are eligible to apply and subject to the Agency's Nepotism Policy.
- (j) Managers and Supervisors and whoever will be designated to oversee the intern are responsible for completing any necessary forms to evaluate the intern and communicate with the school institution for interns who are required to receive college credit at the end of their internship.
- (k) The designated intern's supervisor is responsible for the day-to-day training, supervision, and evaluation of the intern.
- (l) Human Resources is responsible for recruiting and monitoring compliance with the internship program.

42.3 Eligibility

In order to qualify for any of the Agency's Internship Program, the candidate needs to meet the following criteria:

- a) All candidates must be students currently enrolled in a high school, community college, undergraduate, or graduate degree program, or a graduate of any of these schools/programs within one year, to be eligible for an internship. A high school student must have a valid high school work permit (or be able to obtain one) or must be at least 18 years of age at the time of application.
- b) Must have a current cumulative overall GPA of 2.5 or higher on a 4.0 scale.
- c) Must be able to be lawfully employed in United States.
- d) Must apply for a specific available internship opportunity.
- e) Able to be interviewed and accepted by SCV Water.
- f) Able to pass the necessary pre-employment background checks.
- g) Able to commit to an assignment for no less than 60 days.
- h) Able to meet the specific job requirements related to working schedule, location, transportation, and dress code.



EMPLOYEE MANUAL	
Title: INTERNSHIP PROGRAM	
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- i) Able to successfully complete new hire onboarding and safety training.
- j) Must be willing to adhere to the Agency’s policies and procedures, departmental rules and regulations, and all safety rules and regulations.

42.4 Compensation

Candidates selected for assignment will be paid on an hourly basis according to the State of California, Los Angeles County minimum wage. The General Manager or his/her designee can approve a higher salary rate based on the Agency’s approved classification plan for the position or similar position. Interns will only be paid for actual hours worked and according to the laws and regulations.

42.5 Procedures

- a) Human Resources will be responsible for advertising internship opportunities and will post on the Agency’s website, with college, university, high school placement and counseling career offices, and any other recognized intern program (student associations, academic departments, career/job fairs).
- b) Candidates interested in internships with the Agency must apply online and provide 1) a complete Agency employment application; 2) a cover letter and recent resume; 3) their most current unofficial transcripts with a minimum of 2.5 GPA; 4) references whom staff can contact regarding the applicant’s skills, knowledge, and work abilities. Letters of recommendation from instructors from which the educational institute’s candidate is currently enrolled will be accepted as references.
- c) The selection process will be conducted jointly by Human Resource staff and the supervisor/manager of the applicable department. The process will include an opportunity for open and competitive recruitment. Human Resources will reach out to the candidates whose education and experience matches the internship opportunity.
- d) Supervisor requests to fill intern assignments must be approved by the General Manager or his/her designee, and Human Resources like any other type of recruitment with the Agency.
- e) Student interns completing their education or who wish to transition to a specific Agency position will need to participate in the Agency’s recruitment process.
- f) If Personal Protective Equipment (PPE) is needed for the work, it will be provided to ensure safety.

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ITEM NO.
7

SCV WATER



Fleet Maintenance and Staffing Overview

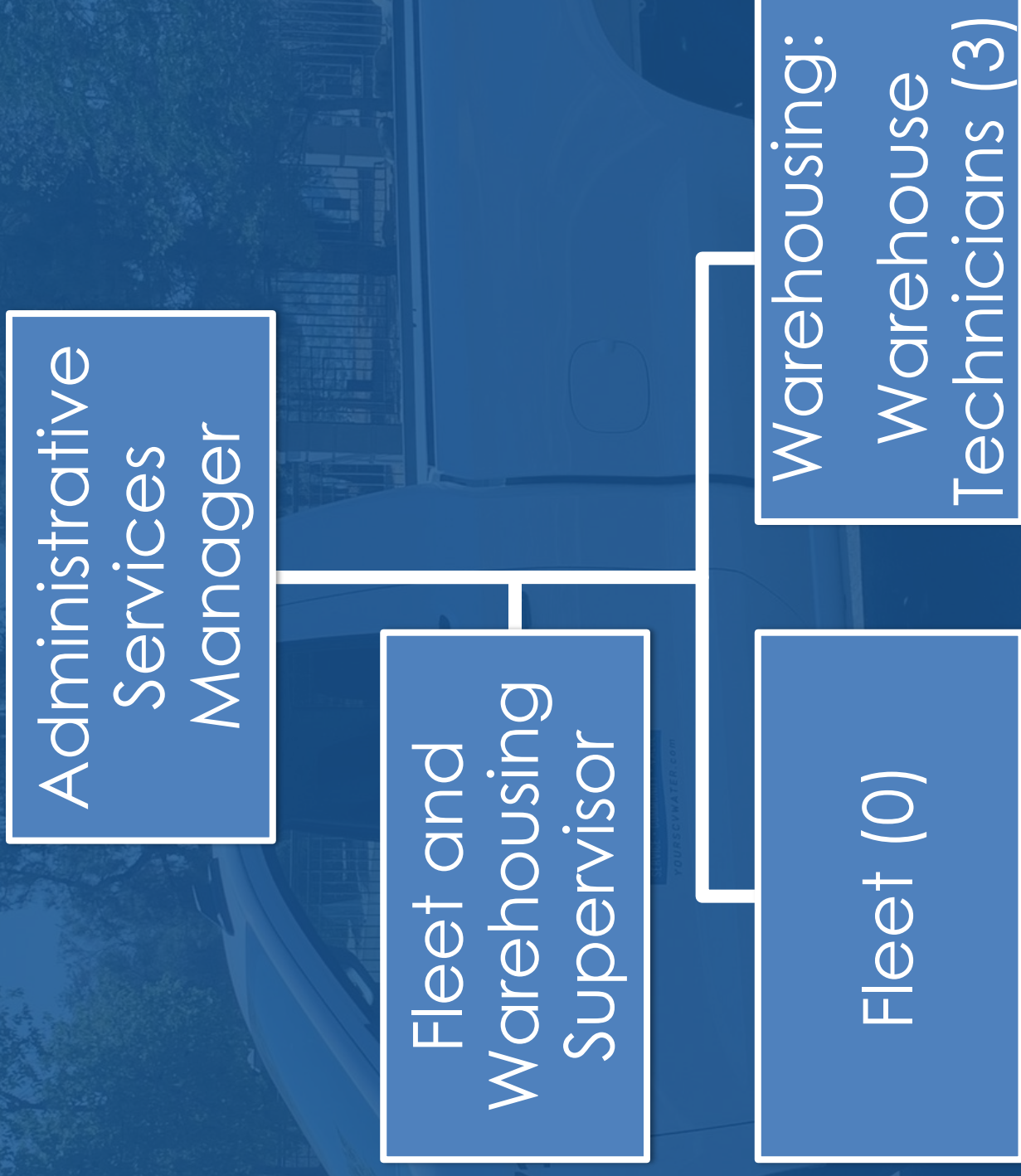
Finance and Administration Committee
November 21, 2022

Overview of SCV Water Fleet

Equipment Type	Count
Sedan	3
Van	6
Forklift	7
Backhoe	13
Large Commercial Truck	14
SUV	19
Large Generator	23
Utility Truck	46
Pickup Truck	50
Trailer & Miscellaneous Equipment	70
Total	250+

- 250+ vehicles and equipment
- 50+ miscellaneous small equipment (small generators, compressors, chain saws, etc.)

Staffing Overview












Peer Comparison

	Las Virgenes Municipal Water District	Cucamonga Valley Water District	Burbank Water and Power	City of Santa Clarita	Irvine Ranch Water District	Glendale Water and Power	Eastern Municipal Water District	Metropolitan Water District of SoCal	Los Angeles Department of Water & Power
Fleet Size	?	100+	240	325	300	1,000 (City) ? W&P	550	900+	8,000+
Staffing	1 Fleet Technician	-1 Senior Mechanic -1 Mechanic	-1 Manager -1 HD Senior Mechanic -1 LD Senior Mechanic -4 HD Mechanics -2 LD Mechanics	- Supervisor -3 mechanics -1 technician	-Supervisor -Senior Mechanic -Mechanics	-Supervisor -1 Senior Mechanic -3 Equip. Mechanics -4 Mechanics -1 temp 25-35 (City)	-Manager -1 Admin -1 Supervisor -1 Senior Technician -6 Technicians -2 Mechanics	?	250+
Estimated Ratio	?	50	30	80	?	30-40	60	?	30-40

Why are mechanic-to-asset ratios so different from fleet to fleet?

*Calleguas Municipal Water District was not included because information was not readily available

Calculating Fleet Staffing Requirements

Asset Type	Vehicle Equivalent Unit (VEU)	Asset Count	VEUs
	Trailer Mounted: .75	70	52.5
	Sedan/SUV: 1	22	22
	Van/Pickup: 2	56	112
	Utility Truck: 3	46	138
	Police B&W: 3	0	0
	Backhoe: 5	13	65
	Dump Truck: 8	14	112
	Generator: 8	23	184
	Fire Engine: 10	0	0
			685.5

Estimated Workload and Technicians Required	
Total VEUs	685.5
Hours per VEU*	11
Estimated Workload Hours	7,540.5
Available hours per technician (70% direct hours)**	1,500
Estimated number of technicians @1,500 hours per year (70% direct hours)	5.027

*Electric vehicles: 40% less parts

*1 VEU = 10-15 maintenance hours

**Average number of available hours
2,080 hours (52 weeks X 40 hours per week) – (holidays, vacation, sick time, leaves, training, etc.)
1456 hours per year (70%)

Fleet Maintenance Overview

- **#1 Goal: Reduce vehicle downtime and increase productivity**
- **Work smarter; not harder**
 - Implement an asset management system: Fleetio
 - On-site mobile services with Galpin Ford (Fridays & Saturdays)
 - Purchase equipment including mobile lifts
 - Leverage purchasing power and consolidate number of vendors
 - Have vendors pick up and drop off vehicles; increase staff productivity
 - Use ridesharing services to pickup vehicles: 1-2 hours of staff time to pickup/drop off

In progress:

- Develop an internship program COC
- Use telematics to collect asset data
- Develop a pilot with Goodyear for tire management
- *Analysis of mechanic series with consultant



Fleet Maintenance Challenges

- Specialty equipment
- Access to vehicles
- Competing with other customers for service
- Breakdowns/Road calls
- Lack of qualified mechanics
- Access to facilities

Downside of Outsourcing:

Emergency unpreparedness, lack of control, longer repair times, and delaying maintenance

Cost: Mechanic \$50-100/hour; Senior Mechanic \$150/hour

Fleet Maintenance Future Considerations

- 1) Continue with the status quo
- 2) Hire in-house mechanics to work on high priority assets (~budget neutral*)
 - Senior Mechanic: work on backhoes, generators, and heavy duty trucks
 - Mechanic: work on truck repairs and tires
 - Automotive intern: work on basic tasks including picking up/dropping off vehicles
 - *Based on current cost analysis and operational needs, staff is expecting future recommendation of in-house mechanics.*
- 3) Sign a service contract with a maintenance company
($\$150$ per hour *2,000 hours)

Questions

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COMMITTEE MEMORANDUM

DATE: November 14, 2022

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Receiving and Filing of September 2022 Monthly and FY 2022/23 First Quarter Financial Report (July – September 2022)

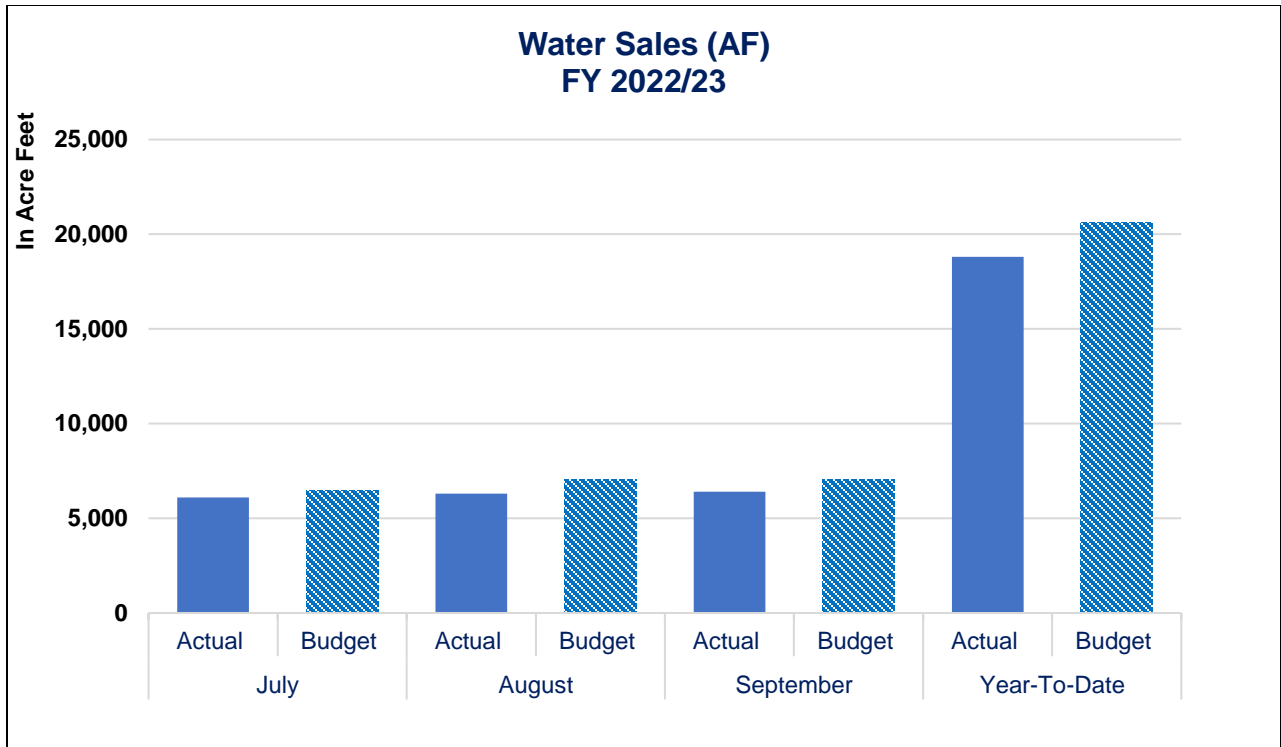
Below is the September 2022 Monthly and FY 2022/23 First Quarter Financial Summary, unaudited (July – September 2022) and actual audit results may vary. This report reviews the financing activities for the quarter and compares the FY 2022/23 Budget to actual revenues and expenditures for the operating and capital budgets currently recorded.

Quarterly Finance Highlights

- The Agency was awarded the Certificate of Achievement for Excellence in Financial Reporting from GFOA (Government Finance Officers Association) for its FY 2020/21 Annual Comprehensive Financial Report (ACFR). This is the second submittal and second consecutive year the Agency has received the award.
- Staff was authorized to complete a Letter of Interest for the Water Infrastructure Finance and Innovation Act (WIFIA) program that is administered by the Environmental Protection Agency (EPA).
- An Agreement was signed with Chandler Asset Management for Investment Advisory Services.
- Staff completed the interim audit work with our outside CPA (Certified Public Accountant) firm, LSL (Lance, Soll & Lunghard, LLP). The auditors will be completing the audit at the end of October 2022 and the first week of November 2022.

Water Production and Sales

Total water produced for retail consumption from July – September 2022 was 19,341 acre-feet (AF), comprised of 6,782 AF of groundwater and 12,559 AF of surface water. Total water sales were 18,806 AF (based on billing date), which is a decrease of 9% from the budgeted projection of 20,629 AF for the quarter.



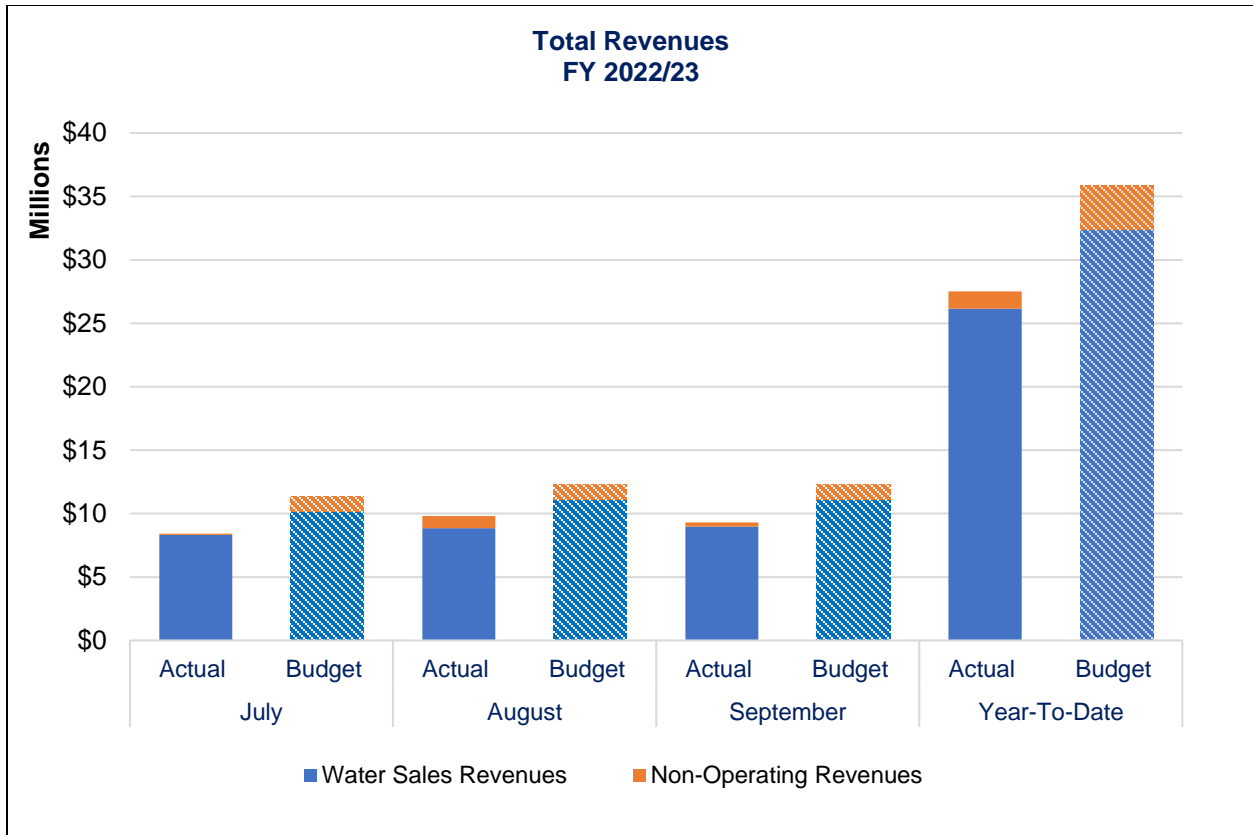
Revenues

Total water sales for the quarter were \$26.1 million, which was a reduction of 19% compared to the quarterly budget of \$32.4 million. Actual water sales are lower than budgeted based on conservation efforts.

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

Revenues

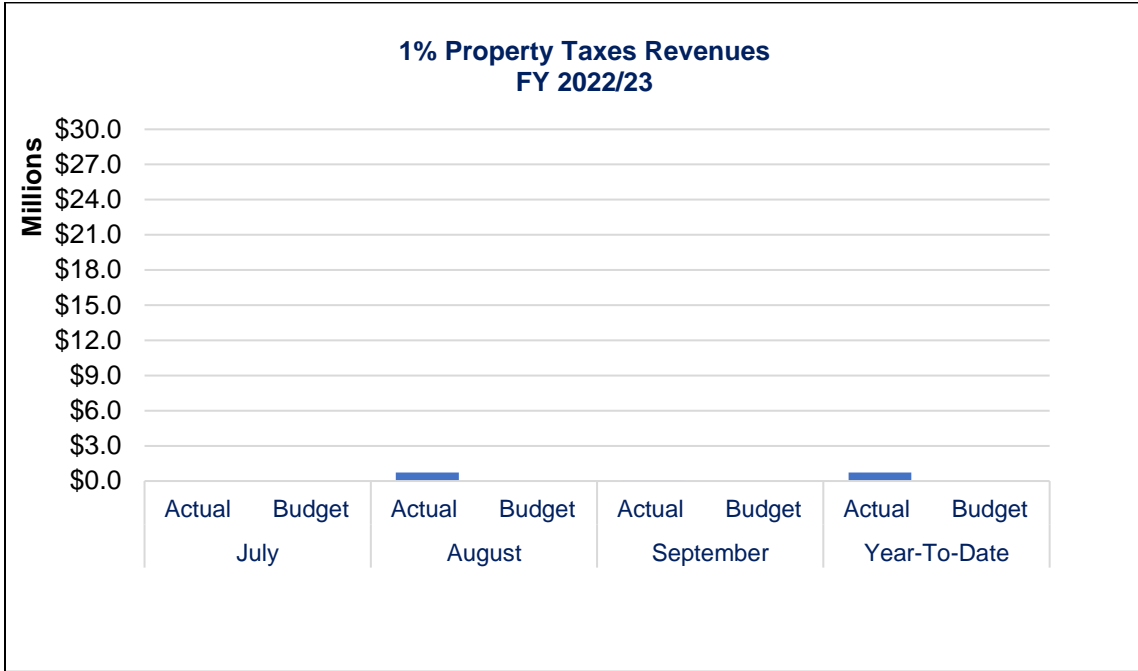
Overall, FY 2022/23 total revenues (operating and non-operating) of \$27,518,611 were 23.3% (\$8,373,424) under the budget of \$35,892,035.



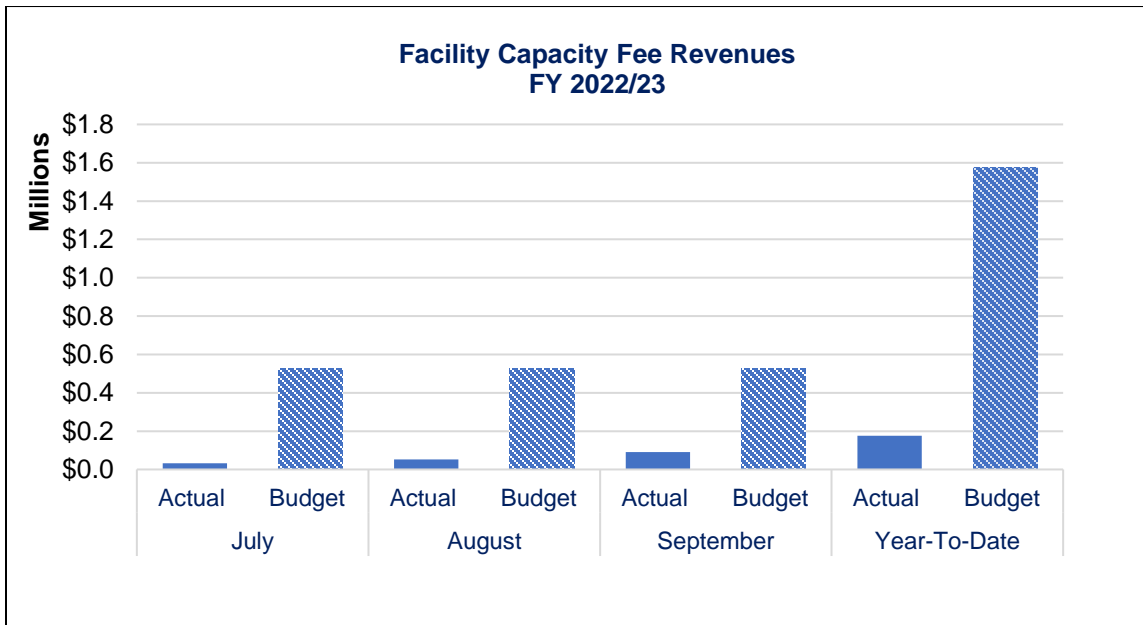
Significant year-to-date changes from the Budget are as follows:

- Water sales are under budget by 19% which consists of the following:
 - Residential water sales under budget by 17% (-\$3,135,379)
 - Commercial water sales under budget by 1% (-\$24,139)
 - Landscaping/Irrigation water sales were under budget by 24% (-\$1,758,030)
 - All other water sales were under budget by 25% (-\$35,511)
 - The total number of billing connections added through September 2022 for FY 2022/23, was 460 out of the 1,550 projected for the year.

- Property tax (1%) received in the 1st quarter was \$722,702.



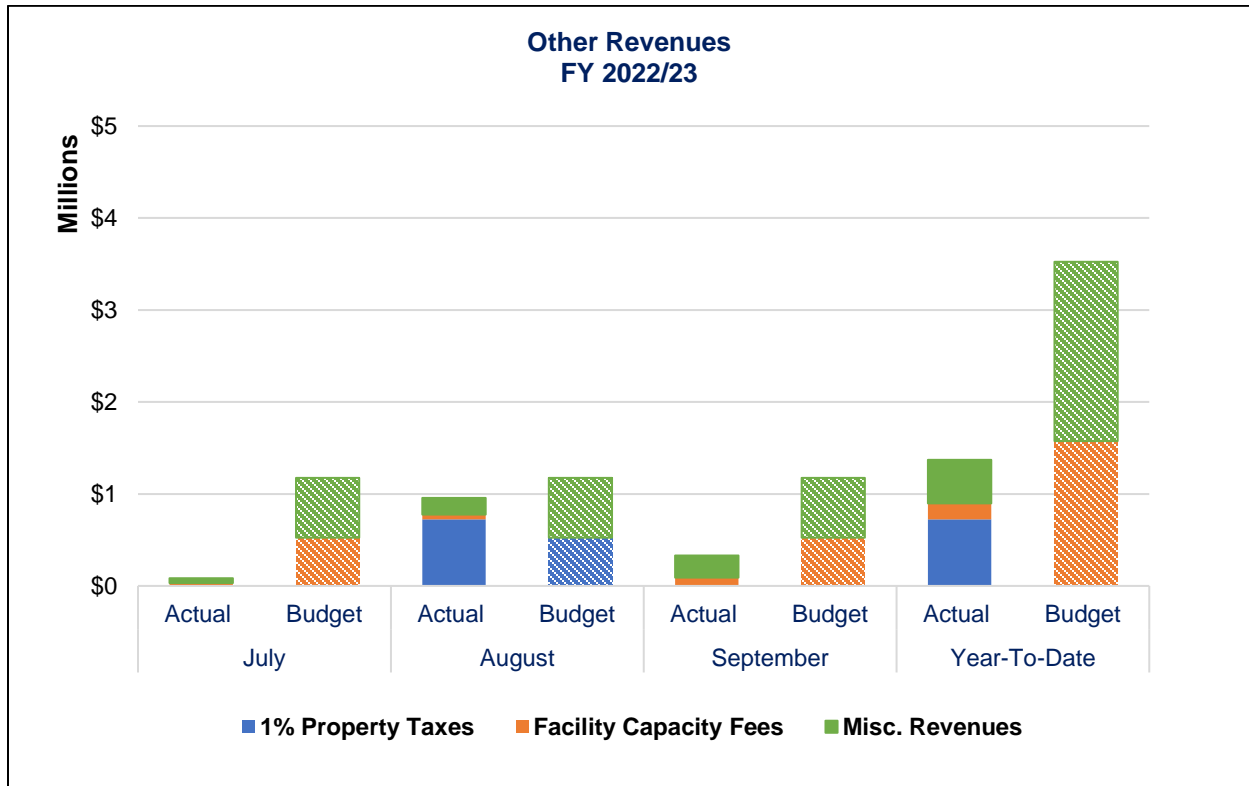
- Facility/Retail Capacity Fees received in the 1st quarter were \$175,430. Regional Facility Capacity Fees collected were \$156,737 and \$18,693 in Retail Capacity Fees out of a budget of \$1,575,000.



Fees Received

Developers	1st Quarter		Year to Date	
	Total	#Connections	Total	#Connections
Lennar Homes	\$ -	0	\$ -	0
KB Homes	\$ -	0	\$ -	0
Tri Pointe Homes	\$ 63,304	2	\$ 63,304	2
Newhall Land and Farming	\$ -	0	\$ -	0
Toll Brothers, Inc	\$ 31,560	6	\$ 31,560	6
Richmond American Homes	\$ -	0	\$ -	0
Williams Homes	\$ 41,901	3	\$ 41,901	3
Other	\$ 19,972	1	\$ 19,972	1
Total	\$ 156,737	12	\$ 156,737	12

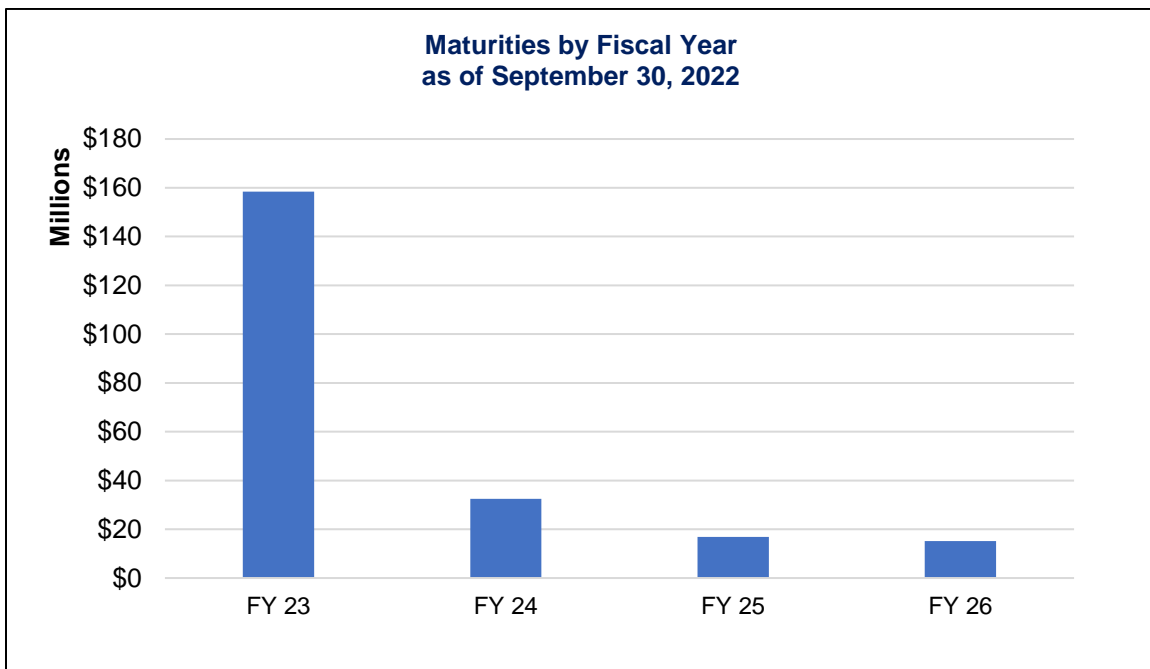
Other Miscellaneous revenues (grants, reimbursements, cell leases/rental income and investment revenues) received in the quarter were \$472,403; approximately 24% of the budget of \$1,949,206.



Investment Maturities by Fiscal Year

As of September 30, 2022, the Agency has \$223,013,162 in short and long-term investments. A significant amount (\$158.4 million) of the Agency's investments is held in liquid accounts, such as the Local Agency Investment Fund (LAIF), LA County Pooled Investment Funds (LACPIF), US Bank, and Wells Fargo Government Money Market Fund. Long-term investments (\$64.6 million) are held in Federal Home Loan Bank (FHLB) bonds, Federal National Mortgage Association (FNMA or Fannie Mae) and Certificates of Deposit (CD). Over the past couple of years, the Agency has invested in long-term investments in an effort to maximize its returns. Staff and the Agency's Investment Advisor will be looking for additional investment opportunities in order to maximize the Agency's investment returns.

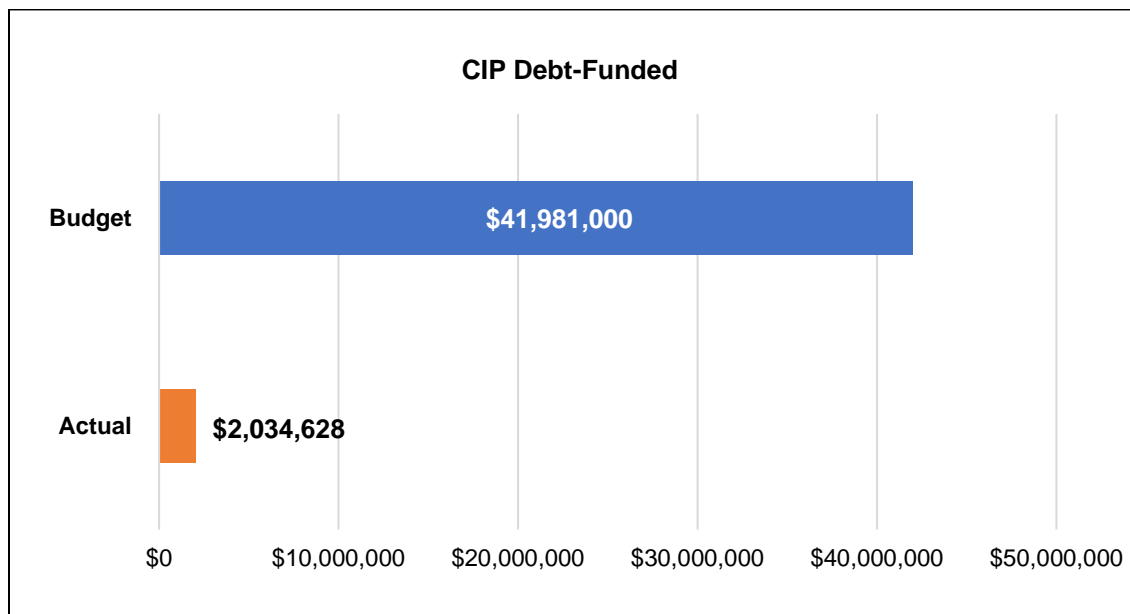
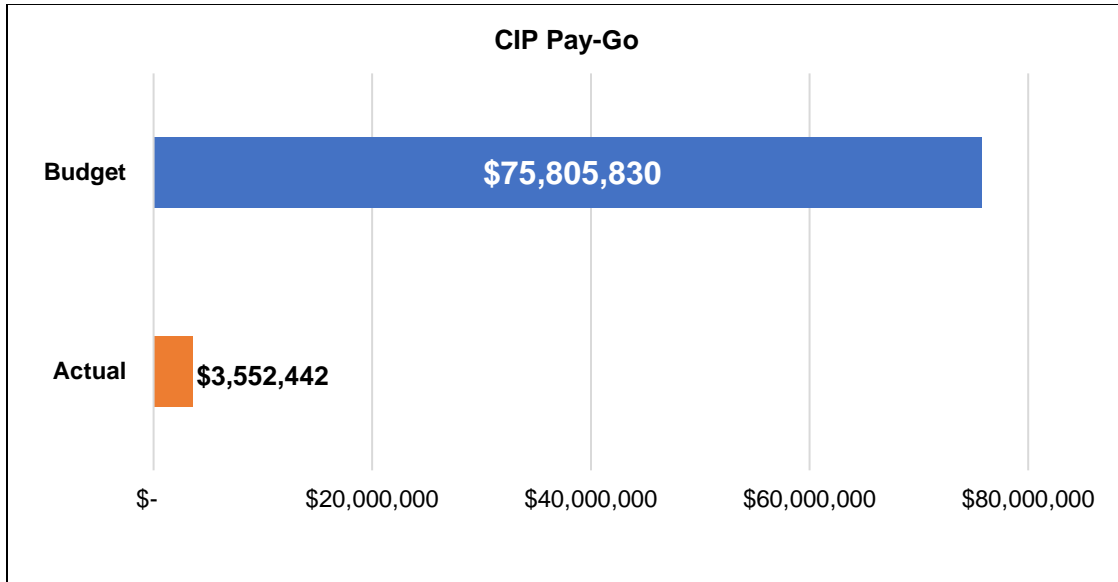
The Agency's average annual yield is 1.381%, as a majority of the Agency's investments is held in liquid accounts (71%).



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

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

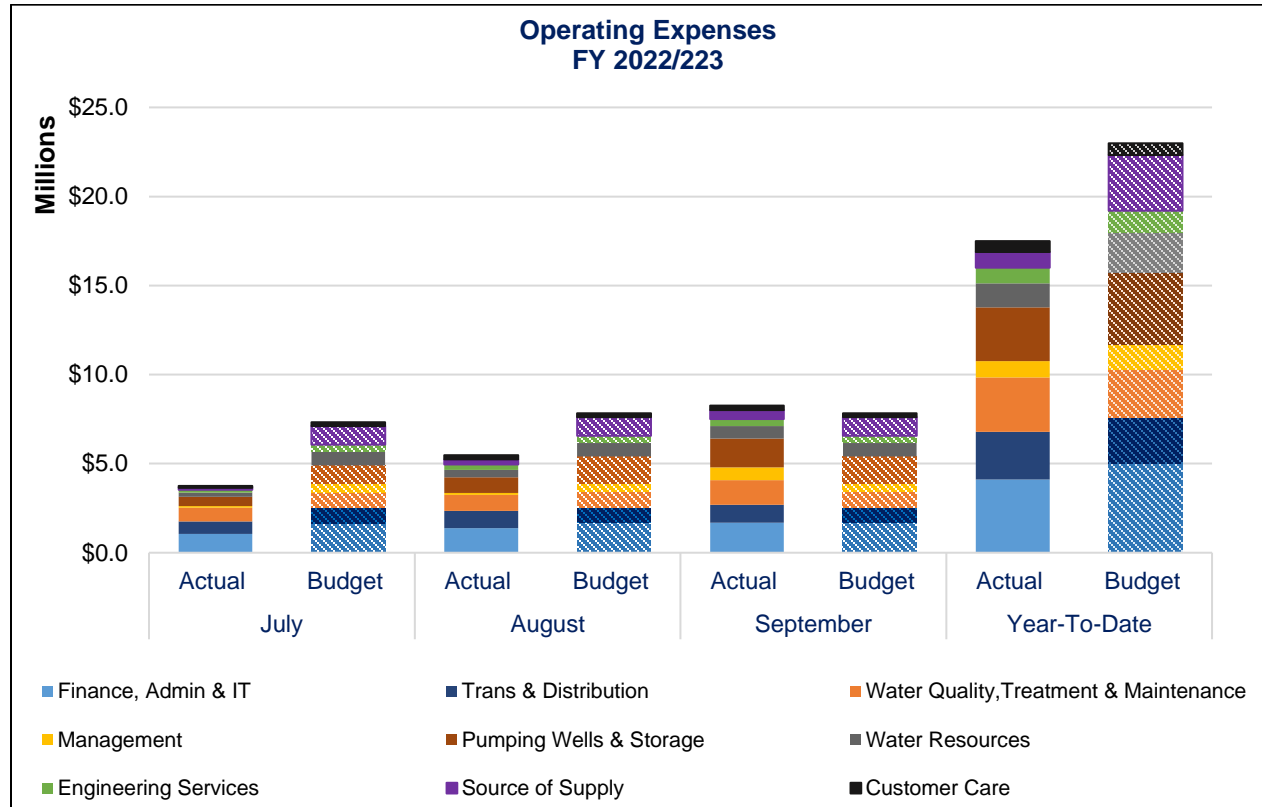
- The FY 2022/23 Pay-go Budget for Capital Improvement Program (CIP) expenditures was \$75,805,830. Of that amount, 5% or \$3,552,442 in funds have been expended.
- The FY 2022/23 Debt-Funded Budget for CIP expenditures was \$41,981,000. Of that amount, 4.8% or \$2,034,628 in funds have been expended.



CIP project details are included at the end of this report.

Operating Expenditures

FY 2022/23 Operating Expenditures of \$17,913,316 were under budget by 24% (\$5,493,159) of the \$22,986,246 budget.



Significant Activities

- Water Quality, Treatment & Maintenance – Over budget by 12% (\$335,697) primarily due to treatment plant power costs
- Water Resources – Under budget by 41% (\$938,754) primarily due to conservation program expenses being less than expected due to lower program participation
- Source of Supply – Under budget by 72% (\$2,247,780) due to core water supply payments (BV/RRB – Buena Vista and Rosedale-Rio Bravo Water Districts) paid twice a year in December and June
- Pumping, Wells and Storage – Under budget by 25% (\$989,734) primarily due to the timing of PFAS resin changeouts and SCE (Southern California Edison) invoices

Debt Service

In the 1st quarter of FY 2022/23, the payment of \$20,290,017 was made. The principal debt outstanding as of September 30th, 2022 is \$261,195,489. (Excluding the Valencia Water Division – VWD) acquisition interfund loan and 1999A accreted interest)

Capital Improvement Projects: Pay-Go Project List

Capital Pay-Go Projects		FY 2022/23 Budget	FY 2022/23 Actual	%	Committed Cost
1	Additional Wells (T7, U4, U6) (includes S1&S2 Wells VOC Treatment & Flexend)	\$ 1,400,000	\$ 375,317	27%	\$ 502,156
2	Appurtenance Improvements & Replacements	410,000	54,407	13%	-
3	Asset Management	200,000	-	0%	-
4	Battery Energy Storage and Solar Project - ESFP	1,892,652	7,889	0%	11,399
5	Battery Energy Storage Project - RWTP	1,166,446	42,560	4%	166,695
6	Booster Station/Turnout Improvements & Replacements	1,050,000	83,058	8%	83,342
7	Bridgeport Pocket Park	230,000	34,062	15%	23
8	BVRRB Storage and Recovery Program	2,937,832	-	0%	-
9	Catala PS Pipelines (Bouquet & Central Park)	150,000	9,799	7%	-
10	Catala Pump Station	150,000	14,269	10%	-
11	CIS Software Integration & Upgrade	-	-	0%	-
12	Deane Pump Station @ Sand Canyon Plaza*	2,400,000	357	0%	-
13	Deane Pump Station @ Skyline Ranch*	750,000	18,394	2%	83,107
14	Deane SC-6 Pump Station	50,000	-	0%	-
15	Deane SC-6 Soledad Pipeline	50,000	-	0%	-
16	Deane Tank (One 2.08 MG Tank) @ Skyline Ranch*	3,500,000	10,944	0%	-
17	Deane Tank (Second 2.08 MG) @ Skyline Ranch	-	-	0%	-
18	Deane Tank Site (Existing) Improvements	275,000	-	0%	-
19	Deane Tanks - One 1.5 MG Tank @ Sand Canyon Plaza*	1,750,000	29,024	2%	-
20	Deane Zone Disinfection @ Skyline Ranch*	100,000	-	0%	-
21	Devil's Den Property Solar Project	100,000	-	0%	-
22	Dickason Pipeline Replacement	2,300,000	3,869	0%	12,120
23	Disinfection System Improvements & Replacements	775,000	136,876	18%	12,921
24	Dockweiler-Sierra Hwy Pipeline*	150,000	-	0%	-
25	E Wells (E-14, E-15, E-16, E-17)	975,000	4,759	0%	-
26	Equipment and Vehicle Improvements & Replacements	1,575,000	168,517	11%	477,223
27	ERP Software (Finance & Accounting)	-	-	0%	-
28	ESFP Access Road Automatic Gate	-	-	0%	-
29	ESFP Improvements & Replacements	450,000	23,224	5%	3,115
30	ESFP Standby Generator	10,000	1,051	11%	-
31	ESFP Two 5 MG Tanks Improvements	50,000	473	1%	1,688
32	ESIPS Improvements & Replacements	100,000	-	0%	-
33	Feasibility Study and Environmental Docs GSP	150,000	-	0%	-
34	Friendly Valley Booster Station (Crossroads)	75,000	-	0%	-
35	Friendly Valley Pipeline @ Via Princessa (Crossroads)	50,000	-	0%	-
36	Friendly Valley Tank (3.25 MG) @ Crossroads	150,000	-	0%	-
37	Golden Valley Pipeline @ Via Princessa (Crossroads)	50,000	-	0%	-
38	Golden Valley Road Bore & Jack	100,000	-	0%	-
39	Golden Valley Tank (1.6 MG) @ Crossroads	50,000	-	0%	-
40	Honby Pipeline Bottleneck	500,000	5,420	1%	8,728
41	Invasive Species Management	250,000	-	0%	-
42	Laboratory Improvements & Replacements	400,000	24,442	6%	-
43	Market Street Pump Station	-	-	0%	-
44	Market Street/Shadeland/Maple Street Pipeline	-	-	0%	-

Capital Improvement Projects: Pay-Go Project List – continued

Capital Pay-Go Projects		FY 2022/23 Budget	FY 2022/23 Actual	%	Committed Cost
45	Meter & Meter Infrastructure Improvements & Replacements	2,075,000	164,172	8%	75,471
46	Newhall Tanks 1 and 1A - Tank Upgrades	700,000	20,724	3%	6,050
47	N Wells Drainage Improvements Project	250,000	-	0%	-
48	Office Furniture - General	30,000	-	0%	-
49	Office Improvements - Various	850,000	34,670	4%	-
50	Pipeline Inspection Facility Modifications	-	-	0%	-
51	Pipeline Relocations/Modifications	3,384,900	8,669	0%	9,685
52	Pipelines & Pipeline Improvements & Replacements	2,100,000	56,667	3%	119,226
53	Pitches Pipeline Modifications Project	9,000	230	3%	-
54	Placerita Tanks (Two 1.6 MG Tanks)	-	-	0%	-
55	Recycled Water Program Phase II, 2B - Vista Cyn Customer Conversion	295,000	6,832	2%	-
56	Recycled Water Program Phase II, 2B - Vista Cyn Distribution	200,000	-	0%	-
57	Recycled Water Program Phase II, 2C - South End Cust	-	-	0%	-
58	Recycled Water Program Phase II, 2C - South End Distribution	50,000	-	0%	-
59	Recycled Water Program Phase II, 2D - West Ranch Customer Conversion	800,000	6,017	1%	16,062
60	Resiliency Water Master Plan	1,500,000	101,328	7%	728,825
61	RVIPS Improvements & Replacements	100,000	13,060	13%	77,181
62	RVTP Improvements & Replacements (includes Access Gate Improvements)	700,000	67,829	10%	65,177
63	RVWTP Sewer Line	200,000	2,922	1%	84,528
64	RVWTP Underground Storage Tank Replm t	175,000	5,131	3%	21,400
65	S Wells (S6, S7 and S8)	750,000	107,629	14%	62,537
66	Sand Canyon Reservoir Expansion	250,000	-	0%	-
67	Sand Canyon Sewer Line Relocation	750,000	649	0%	-
68	Santa Clara and Honby Wells	6,400,000	124,784	2%	1,150,167
69	Saugus 3 & 4 Replacement Wells (Complete by 7/1/25)	14,200,000	113,152	1%	1,980,410
70	Saugus Wells (N11, N12, N13) Groundwater Treatment Improvements	250,000	-	0%	-
71	SC-12 Warmuth Pipeline	-	-	0%	-
72	SCADA Improvements & Replacements	300,000	137,825	46%	51,010
73	Sierra Hwy Bridge Expansion Water Pipelines Protection	84,000	3,530	4%	-
74	Stair/Ladder Safety Improvements	100,000	2,948	3%	17,200
75	System Hydraulic Model	-	-	0%	-
76	Tank 4 (1.5 MG Tank @Wiley Canyon)	-	-	0%	-
77	Tanks & Storage Facility Improvements & Replacements	840,000	96,149	11%	9,125
78	Technology Improvements and Replacements	2,261,000	236,235	10%	29,100
79	Update Water Conservation and Education Garden	2,000,000	29,996	1%	22,463
80	V-9 Improvements	100,000	-	0%	-
81	Valencia Marketplace Pipeline Replacement	2,600,000	31,832	1%	45,704
82	Valley Center Well	1,100,000	484,359	44%	323,013
83	Vista Cyn Bridge Piping at Soledad/Lost Canyon	150,000	-	0%	-
84	Warehouse & Surface Improvements & Replacements	850,000	4,881	1%	-
85	Well 205 (Perchlorate)	615,000	11,484	2%	452,286
86	Well Q2 (Perchlorate)	-	-	0%	-
87	Wells & Well Facility Improvements	976,000	12,111	1%	15,874
88	Yuba Accord Water	1,089,000	617,918	57%	-
Total CIP - Pay Go Projects		\$ 75,805,830	\$ 3,552,442	5%	\$ 6,725,012

Capital Improvement Projects: Debt Funded Project List

Debt Funded Capital Projects		FY 2022/23 Budget	FY 2022/23 Actual	%	Committed Cost
1	Additional Wells (T7, U4, U6) (includes S1&S2 Wells VOC Treatment & Flexend)	\$ -	\$ -	0%	
2	As-Needed Regulatory Support for Non-Potable Recycled Water Permitting	100,000	1,623	2%	97,368
3	Castaic Conduit	2,200,000	27,574	1%	25,712
4	E Wells (E-14, E-15, E-16, E-17)	-	-	0%	
5	ESFP Sludge Collection System	15,000,000	1,224,988	8%	1,576,948
6	Honby Parallel	100,000	6,244	6%	19,477
7	LARC Pipeline*	1,500,000	39,546	3%	62,300
8	Magic Mountain Pipeline No. 4	250,000	42,298	17%	14,332
9	Magic Mountain Pipeline No. 5	250,000	22,502	9%	5,514
10	Magic Mountain Pipeline No. 6	3,400,000	48,666	1%	47,758
11	Magic Mountain Reservoir	3,000,000	7,621	0%	34,706
12	Magic Mountain Reservoir 2	-	-	0%	
13	Mitchell 5A Replacement	150,000	-	0%	
14	New Water Banking Program (AVEK/Mid Valley/Rosedale)(Could possibly go to Lrg CAP)	2,300,000	-	0%	
15	Newhall Ave Railroad Crossing	-	-	0%	
16	Recycled Water Fill Station	1,000,000	8,984	1%	42,672
17	Recycled Water Program Phase II, 2A - Central Park	1,000	-	0%	
18	Recycled Water Program Phase II, 2B - Vista Canyon Backbone	2,200,000	385,409	18%	160,679
19	Recycled Water Program Phase II, 2C - South End Backbone (Grant deadline: April 30, 2025)	5,975,000	72,292	1%	258,746
20	S Wells (S6, S7 and S8)	-	-	0%	
21	Sand Canyon Reservoir Expansion	-	-	0%	
22	Santa Clara and Honby Wells	-	-	0%	
23	Saugus Dry Year Reliability Wells 5 & 6	230,000	-	0%	
24	Saugus WRP Recycled Water Fill Station	25,000	1,103	4%	15,000
25	Sites Reservoir	1,000,000	-	0%	
26	Southern Service Area Reservoir	-	-	0%	
27	Valley Center Well	-	-	0%	
28	Well 201 VOC Groundwater Treatment Improvements	3,300,000	145,779	4%	45,301
29	Well E-14 Site Improvements	-	-	0%	
30	Well E-16 Site Improvements	-	-	0%	
Total Debt Funded Capital Projects		\$ 41,981,000	\$ 2,034,628	4.8%	\$2,406,513

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors receive and file the September 2022 Monthly and FY 2022/23 First Quarter Financial Report.

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Monthly Financial And Quarterly Report

SEPTEMBER 2022

Q1 FY 2022/23

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Statement of Revenues and Expenses

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SCV Water
Statement of Revenues and Expenses
For the 3rd Period Ending 9.30.22

	(A)		(B)		(C)		(D)		(E)	(F)		(G)		(H)
	Actual	Budget	Budget	Variance	Budget	Variance	Actual	Budget		Budget	Variance	Percent		
(1)	\$ 8,860,543	\$ 10,909,829	\$ (2,049,285)	(19%)	a	Water Sales	\$ 25,789,306	\$ 31,820,334	\$ (6,031,028)	(19%)	(1)			
(2)	24,362	24,447	(85)	(0%)		Water Sales - WWR	73,086	73,342	(256)	(0%)	(2)			
(3)	43,809	39,051	4,758	12%		Water Sales - Recycled	128,803	117,153	11,650	10%	(3)			
(4)	44,620	122,400	(77,780)	(64%)	b	Misc Fees and Charges	156,880	357,000	(200,120)	(56%)	(4)			
(5)	\$ 8,973,335	\$ 11,095,727	\$ (2,122,393)	(19%)		Total Operating Revenues	\$ 26,148,075	\$ 32,367,829	\$ (6,219,754)	(19%)	(5)			
(6)	\$ 723,835	\$ 469,867	\$ 253,968	54%	c	Management	\$ 922,853	\$ 1,409,601	\$ (486,748)	(35%)	(6)			
(7)	1,680,084	1,670,211	9,873	1%		Finance, Admin & IT	4,112,148	4,995,233	(883,086)	(18%)	(7)			
(8)	252,878	219,192	33,685	15%	d	Customer Care	610,158	657,577	(47,419)	(7%)	(8)			
(9)	1,008,415	862,015	146,400	17%	e	Trans & Distribution	2,679,254	2,585,746	93,508	4%	(9)			
(10)	1,609,508	1,488,935	120,573	8%		Pumping Wells & Storage	3,021,670	4,011,404	(989,734)	(25%)	(10)			
(11)	712,840	763,662	(50,822)	(7%)		Water Resources	1,351,232	2,289,986	(938,754)	(41%)	(11)			
(12)	495,642	1,043,467	(547,825)	(53%)	f	Source of Supply	879,270	3,127,050	(2,247,780)	(72%)	(12)			
(13)	1,381,910	910,850	471,061	52%	g	Water Quality, Treatment & Maintenance	3,043,358	2,707,661	335,697	12%	(13)			
(14)	392,986	400,662	(7,676)	(2%)		Engineering Services	873,143	1,201,987	(328,844)	(27%)	(14)			
(15)	\$ 8,258,098	\$ 7,828,861	\$ 429,237	6%		Total Operating Expenses	\$ 17,493,086	\$ 22,986,246	\$ (5,493,159)	(24%)	(15)			
(16)	\$ 715,236	\$ 3,266,866	\$ (2,551,630)	(78%)		Net Operating Revenues (Expenses)	\$ 8,654,989	\$ 9,381,583	\$ (726,595)	(8%)	(16)			
(17)	\$ 330,593	\$ 1,174,735	\$ (844,142)	(72%)	h	Non-Operating Revenues ¹	\$ 1,370,536	\$ 3,524,206	\$ (2,153,670)	(61%)	(17)			
(18)	(1,869,809)	(6,317,153)	4,447,344	(70%)	i	Capital Improvement Projects - Pay Go	(3,552,442)	(18,951,458)	15,399,016	(81%)	(18)			
(19)	(989)	-	(989)	0%	j	Debt Service	(20,290,017)	(29,909,652)	9,619,635	(32%)	(19)			
(20)	\$ (1,540,204)	\$ (5,142,417)	\$ 3,602,213	(70%)		Net Non-Operating Revenues and (Expenses)	\$ (22,471,923)	\$ (45,336,903)	\$ 22,864,980	(50%)	(20)			
(21)	\$ (824,968)	\$ (1,875,551)	\$ 1,050,584	(56%)		Increase (Decrease) in Net Position	\$ (13,816,934)	\$ (35,955,320)	\$ 22,138,386	(62%)	(21)			

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

- (a) Overall consumption was lower than anticipated due to conservation mandates (offset by lower expenses)
- (b) Late Fees/Disconnects are lower than budgeted
- (c) Legal expenses higher than budgeted (Perchlorate Litigation)
- (d) Payroll higher than budgeted
- (e) Payroll higher than budgeted
- (f) Core Water Supplies paid in December and June of each year
- (g) Purchased power higher than budgeted (Solar panels operating at 75%-80%. Supply chain delays on needed parts)
- (h) Perch reimbursements and Facility Capacity Fee are lower than anticipated
- (i) Timing of capital projects vary from month to month

¹ Non-Operating Revenues include: Grants & Reimbursements, 1% Property Tax, Cell Sites, FCF, Lab Revenues, Interest Income,

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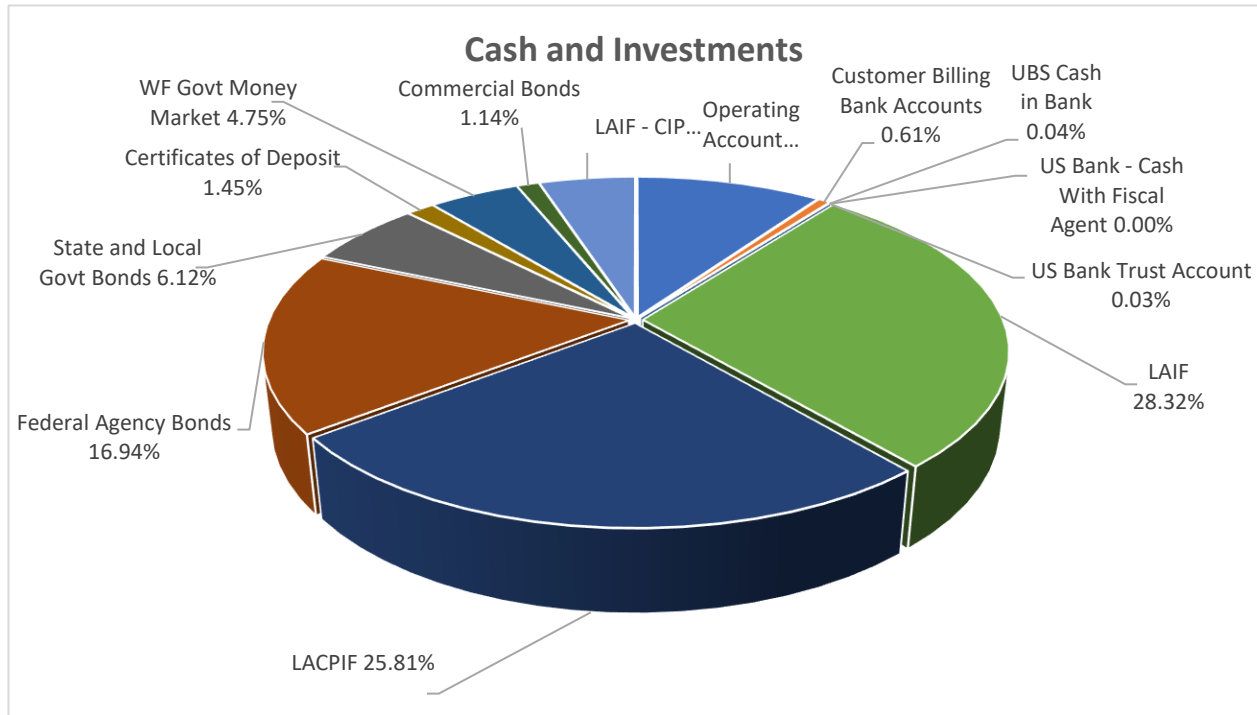
Investment Report

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Santa Clarita Valley Water Agency

Cash and Investment Summary

9/30/22



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	25,695,629	9.74%
Customer Billing Bank Accounts	101-10105		1,606,674	0.61%
UBS Cash in Bank	101-10109		94,950	0.04%
US Bank - Cash with Fiscal Agent	101-102XX		4,764	0.00%
US Bank Trust Account (1% Prop Tax)	101-10202		73,287	0.03%
LAIF - Operating	101-11061		74,727,355	28.32%
LAC Pooled Investment Fund	101-11062		68,100,639	25.81%
Federal Agency Bonds	101-11064		44,684,835	16.94%
State and Local Government Bonds	101-11065		16,148,995	6.12%
Certificates of Deposit	101-11066		3,823,760	1.45%
WF Government Money Mkt Fund	101-11067		12,527,577	4.75%
Commercial Bonds	101-11068		3,000,000	1.14%
LAIF - CIP	220-11002		13,308,750	5.05%
		\$	263,797,216	100.00%

Estimated Refundable Developer Deposits:

\$ 6,248,791 in totals above

Portfolio-wide Investments:

Average Yield

1.381%

Rochelle Patterson
Treasurer/Director of Finance & Administration

Amy Aguer
Controller

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

SCV Water
Consolidated Cash & Investment Summary
9/30/2022

	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
<u>AGENCY FUNDS</u>					
Cash & Sweep Accounts					
Operating Account-Incl FCF's, SWP & CIP		XXX-10101	25,695,629		
Less: Restricted Cash (FCFs, SWP & CIP)	1	2XX-10101	(3,195,084)		
Customer Billing - Northstar Account		101-10105	362,247		
Customer Billing - enQuesta Account		101-10107	1,244,427		
US Bank - Cash with Fiscal Agent		101-102XX	4,764		
US Bank Trust Account (1% Prop Tax)		101/204-10202	73,287		
UBS Bank Cash		101-10109	94,950		
Less: Restricted Cash US Bank Accts -SWP	1	204-10202	-		
Subtotal - Cash & Sweep Accounts Unrestricted			<u> </u>	\$ 24,280,220	9.20%
Investments - Unrestricted					
Local Agency Investment Fund		101/202/204-11061	\$ 74,727,355		
LAC Pooled Investment Fund		101/204-11062	68,100,639		
Federal Agency Bonds		101-11064	44,684,835		
State and Local Government Bonds		101-11065	16,148,995		
Certificates of Deposit		101-11066	3,823,760		
WF Government Money Mkt Fund		101-11067	12,527,577		
Commercial Bonds		101-11068	3,000,000		
Less: Restricted Investments - FCF	2	202-11061	(9,811,501)		
Less: Restricted Investments - SWP	3	204-11061/11062	(80,185,363)		
Subtotal - Investments Unrestricted			<u> </u>	\$ 133,016,298	50.42%
Cash and Investments - Restricted					
Facility Capacity Fee Fund - Cash	4	202-10101	\$ 1,075		
Facility Capacity Fee Fund - Investments	5	202-11061	9,811,501		
State Water Project - Cash (WF & US Bank)	6	204-10XXX	43		
State Water Project - Investments	7	204-11061/11062	80,185,363		
Subtotal - Investments Restricted			<u> </u>	89,997,982	34.12%
TOTAL AGENCY CASH & INVESTMENTS			<u> </u>	\$ 247,294,500	
<u>CAPITAL IMPROVEMENT PROJECT FUNDS</u>					
Cash & Sweep Accounts	8	220-10101	\$ 3,193,966		
Local Agency Investment Fund - Restricted		220-11061	13,308,750		
TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS			<u> </u>	\$ 16,502,716	6.26%
TOTAL CASH AND INVESTMENTS			<u> </u>	\$ 263,797,216	100.00%

Notes

- 1 Less: Restricted Cash - FCF's, SWP & CIP
- 2 Less: Restricted Investments - FCF's Legacy SCWD
- 3 Less: Restricted Investments - State Water Project
- 4 Restricted Cash - FCF's (Regional Legacy)
- 5 Restricted Investments - FCF's (SCWD Legacy)
- 6 Restricted Cash - SWP (State Water Project)
- 7 Restricted Investments - SWP (State Water Project)
- 8 Restricted Cash - CIP 2020A Bond Proceeds

9/30/22

Agency-wide General Funds Invested:

Description	Cost	Rate	Yield	Purchase Date	Maturity Date	Life Days	Rem. Days	Average Interest
1 Local Agency Investment Fund (LAIF)	74,727,355	1.513%	1.513%	Various	Liquid	N/A	N/A	94,219
1 LA County Pooled Invest Fund (LACPIF)	68,100,639	1.950%	1.950%	Various	Liquid	N/A	N/A	110,664
1 Wells Fargo Gov't Money Market	12,527,577	2.230%	2.230%	Various	Liquid	N/A	N/A	23,280
3	<u>\$ 155,355,572</u>		<u>0.147%</u>					<u>228,163</u>

**State and Local Agency Investment Portfolio
Wells Fargo records these at Par value**

1 San Bernardino Com College Dist Bonds	1,050,078.70	1.964%	1.964%	03/22/22	08/01/23	497	305	20,624
1 State of California GO Bonds	1,946,780	2.250%	2.862%	01/25/19	10/01/23	1710	366	43,803
1 Semitropic Improvement District	1,302,045	2.262%	2.262%	10/30/19	12/01/23	1493	427	29,452
1 State of California GO Bonds	3,098,130	3.000%	3.000%	05/28/19	04/01/24	1770	549	92,944
1 San Diego Successor Agency	1,147,938	3.000%	2.052%	10/23/19	09/01/24	1775	702	34,438
1 L.A. Cnty MET Transp BA Bonds	3,159,800.00	5.130%	5.130%	12/29/21	06/01/25	1,250	975	162,098
1 Univ of Cal Ca Revenues Txbl-Relief	1,270,703.25	3.063%	3.063%	12/29/21	07/01/25	1,280	1005	38,922
1 Cal St Txbl-Various Purpose-Bid group	3,173,520.00	2.650%	2.650%	12/29/21	04/01/26	1,554	1279	84,098
8	<u>\$ 16,148,995</u>		<u>3.142%</u>				<u>5,608</u>	<u>506,378</u>

Avg Remaining Life 701 Days

Certificates of Deposit

1 Goldman Sachs Bank - UBS CD	200,000	2.290%	2.290%	10/24/17	11/01/22	1834	32	4,580
1 UBS Bank USA Salt LA UT- UBS CD	200,000	0.150%	0.150%	11/13/20	11/21/22	738	52	300
1 WEBBANK - WF CD	250,000	0.100%	0.100%	12/28/20	12/28/22	730	89	250
1 SYNCHRONY Bank - UBS CD	200,000	1.280%	1.280%	04/13/20	04/17/23	1099	199	2,560
1 BMW Bank North AME - UBS CD	200,000	0.250%	0.250%	11/13/20	05/22/23	920	234	500
1 Beal Bank USA - WF CD	250,000	0.600%	0.600%	01/05/22	01/03/24	728	460	1,500
1 First State Bank/NE - WF CD	250,000	0.500%	0.500%	01/12/22	01/12/24	730	469	1,250
1 TIAA FSB Florida - UBS CD	200,000	0.400%	0.400%	03/31/21	04/09/24	1105	557	800
1 American National Bk - UBS CD	244,388	0.250%	0.250%	06/08/21	05/21/24	1078	599	611
1 New York Cmnty Bk - UBS CD	245,000	0.350%	0.350%	06/08/21	06/03/24	1091	612	858
1 Leader Bank NA MA - UBS CD	244,373	0.250%	0.250%	06/08/21	06/03/24	1091	612	611
1 Greenstate Credit AI US - UBS CD	245,000	0.450%	0.450%	06/08/21	06/17/24	1105	626	1,103
1 LUANA Savings Bank- WF CD	250,000	0.250%	0.250%	12/30/20	07/01/24	1279	640	625
1 Texas Exchange Bank - UBS CD	200,000	0.500%	0.500%	07/22/21	07/30/24	1104	669	1,000
1 UBS Bank - UBS CD	200,000	0.700%	0.700%	10/14/20	10/28/24	1475	759	1,400
1 Morgan Stanley PRI NY - UBS CD	245,000	1.640%	1.640%	04/01/20	03/05/25	1799	887	4,018
1 Sallie Mae Bank - UBS CD	200,000	1.880%	1.880%	11/22/19	11/20/24	1825	782	3,760
17	<u>\$ 3,823,760</u>						<u>8278</u>	<u>25,725</u>

Weighted Avg Yield 0.673%

Avg Remaining Life 487 Days

Federal Government Agency Investment Portfolio
Wells Fargo records these at Par value

1	FFCB - WF	2,000,560	0.120%	0.120%	02/02/21	01/12/23	709	104	2,401
1	FFCB - WF	2,000,000	0.180%	0.180%	01/13/21	07/13/23	911	286	3,600
1	FHLB - UBS	3,000,000	1.250%	1.125%	04/12/22	10/12/23	548	377	37,500
1	FHLB - UBS	3,000,000	1.800%	1.800%	02/28/22	02/27/24	729	515	54,000
1	FHLB - WF	2,996,580	2.125%	2.125%	03/25/22	02/28/24	705	516	63,677
1	FHLB - UBS	2,000,000	1.875%	1.875%	03/14/22	03/14/24	731	531	37,500
1	FHLB - UBS	2,000,000	1.500%	1.500%	03/25/22	03/28/24	734	545	30,000
1	FFCB - WF	5,000,000	0.270%	0.270%	01/05/21	04/05/24	1186	553	13,500
1	FHLB - UBS	200,005	0.750%	0.750%	11/24/21	05/24/24	912	602	1,500
1	FHLB - UBS	235,000	1.350%	1.350%	02/24/22	05/24/24	820	602	3,173
1	FHLB - UBS	4,500,000	0.400%	0.400%	06/08/21	08/29/24	1178	699	18,000
1	FFCB - WF	1,997,700	0.875%	0.875%	11/18/21	11/18/24	1096	780	17,480
1	FHLB - WF	2,000,000	0.400%	0.400%	02/26/21	11/26/24	1369	788	8,000
1	FHLB - WF	996,470	3.063%	3.063%	01/03/22	01/13/25	1106	836	30,522
1	FHLB - WF	2,000,000	0.690%	0.690%	06/10/21	06/10/25	1461	984	13,800
1	FNMA - WF	3,985,680	0.500%	0.500%	11/12/20	11/07/25	1821	1134	19,928
1	FNMA - WF	1,992,840	0.500%	0.500%	11/12/20	11/07/25	1821	1134	9,964
1	FHLB - UBS	280,000	0.500%	5.000%	04/15/21	04/29/26	1840	1307	1,400
1	FHLB - UBS	1,500,000	0.600%	0.600%	06/09/21	06/30/26	1847	1369	9,000
1	FHLB - UBS	3,000,000	0.500%	0.500%	06/08/21	06/30/26	1848	1369	15,000

20 \$ 44,684,835 15031 389,945

Weighted Avg Yield 0.894% Avg Remaining Life 752 Days

Commercial Bonds

1	JP Morgan Chase Financial	3,000,000	3.125%	3.125%	05/13/22	05/13/24	731	591	93,750
1		<u>\$ 3,000,000</u>					<u>591</u>	<u>93,750</u>	

Weighted Avg Yield 3.125% Avg Remaining Life 591 Days

Cost

Portfolio-wide Investment Yield 223,013,162

Weighted Avg Yield 0.562%

Liquid Investments - LAIF, LACPIF, WF MM	155,355,572	
State and Local Agencies	<u>16,148,995</u>	
Certificates of Deposit	<u>3,823,760</u>	
Subtotals by Agency		
FED AGENCY-FHLMC	0	0%
FED AGENCY-FNMA	5,978,520	13%
FED AGENCY-FFCB	10,998,260	25%
FED AGENCY-FHLB	<u>27,708,055</u>	62%
	<u>44,684,835</u>	100%
Commercial Bonds	3,000,000	
Agency Account Total	<u>223,013,162</u>	80

3-Month Cashflow

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SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for November FY23 to January FY23

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 33,467,251	\$ 133,421,583	\$ 15,872,076	\$ 80,135,504	\$ 9,811,501
November					
Cash Provided from:					
Water Sales	8,206,819	-	-	-	-
Water Sales Misc ¹	91,800	-	-	-	-
Recycled Water Sales	39,051	-	-	-	-
Non Operating Income:					
Property Taxes	1,209,782	-	-	736,665	-
Capacity Fees	-	-	-	-	466,667
Interest Earned	54,167	-	-	35,833	-
Communication/Rental	62,681	-	-	-	-
Grants	380,302	-	-	-	-
Reimbursements ²	237,271	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,917	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,476,426)	-	-	(216,445)	-
DWR Payments	-	-	-	(990,000)	-
Misc. Water Purchases	-	-	-	(1,315,469)	-
Debt Service	-	-	-	-	-
CIP	(6,317,153)	-	(3,498,417)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from Investments	-	-	-	-	-
Projected Ending Balance Nov	\$ 29,957,462	\$ 133,421,583	\$ 12,373,660	\$ 78,386,088	\$ 10,278,168
December					
Cash Provided from:					
Water Sales	6,388,514	-	-	-	-
Water Sales Misc ¹	71,400	-	-	-	-
Recycled Water Sales	39,051	-	-	-	-
Non Operating Income:					
Property Taxes	22,622,918	-	-	13,775,640	-
Capacity Fees	-	-	-	-	466,667
Interest Earned	54,167	-	-	35,833	-
Communication/Rental	62,681	-	-	-	-
Grants	387,093	-	-	-	-
Reimbursements ²	237,271	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,917	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,319,626)	-	-	(216,445)	-
DWR Payments	-	-	-	(770,000)	-
Misc. Water Purchases	-	-	-	(1,315,469)	-
Debt Service	-	-	-	-	-
CIP	(6,317,153)	-	(3,498,417)	-	-
Txfr to/from Investments	-	-	-	-	-
Projected Ending Balance. Dec	\$ 46,185,696	\$ 133,421,583	\$ 8,875,243	\$ 89,895,648	\$ 10,744,835

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for November FY23 to January FY23

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 33,467,251	\$ 133,421,583	\$ 15,872,076	\$ 80,135,504	\$ 9,811,501
January					
Cash Provided from:					
Water Sales	5,480,096	-	-	-	-
Water Sales Misc ¹	61,200	-	-	-	-
Recycled Water Sales	39,051	-	-	-	-
Non Operating Income:					
Property Taxes	9,980,699	-	-	6,077,488	-
Capacity Fees	-	-	-	-	466,667
Interest Earned	54,167	-	-	35,833	-
Communication/Rental	62,681	-	-	-	-
Grants	1,833,598	-	-	-	-
Reimbursements ²	1,331,971	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,917	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,241,226)	-	-	(216,445)	-
DWR Payments	-	-	-	(660,000)	-
Misc. Water Purchases	-	-	-	(5,313,046)	-
Debt Service	(3,304,419)	-	-	-	-
CIP	(6,317,153)	-	(3,498,417)	-	-
Txfr to/from Investments	-	-	-	-	-
Projected Ending Balance Jan	\$ 48,168,278	\$ 133,421,583	\$ 5,376,826	\$ 89,819,478	\$ 11,211,501

Notes:

¹ Water Sales Misc. includes Late Charges, Misc. Retail Charges, Rebates, Drought Offense Fee and Water Sales-One time

² Reimbursements include Annexation and PERCH Reimbursements - O&M & CIP

³ Other includes Laboratory Revenues and Other Non-Operating Revenue

Debt & Cash Position

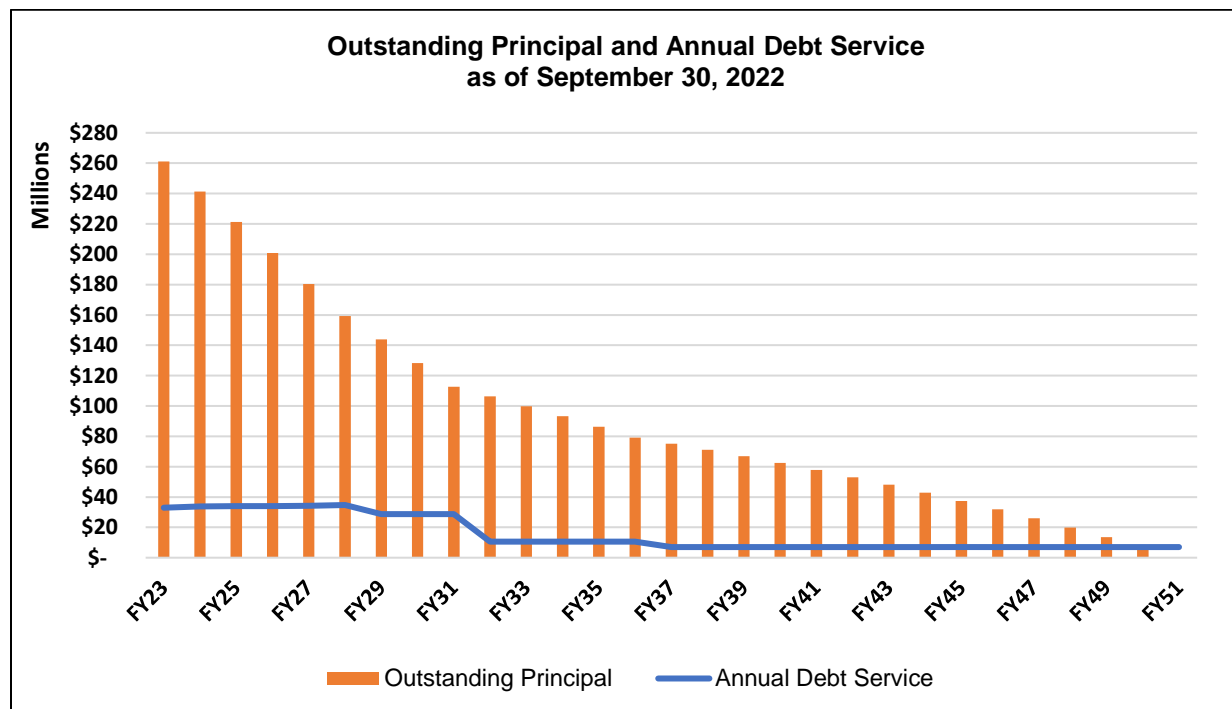
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This report reviews the Agency’s outstanding principal and debt service on an annual basis, cash balances of unrestricted, restricted, and reserve funds as of September 30, 2022, and the total current and non-current assets as of June 30, 2021 (The updated data will be made available once the audit is completed in December 2002).

DEBT SERVICE

The outstanding principal debt as of September 30, 2022, is \$261,195,488* with an annual debt service of \$32,214,070. The debt payments are due in August and February of each fiscal year.

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



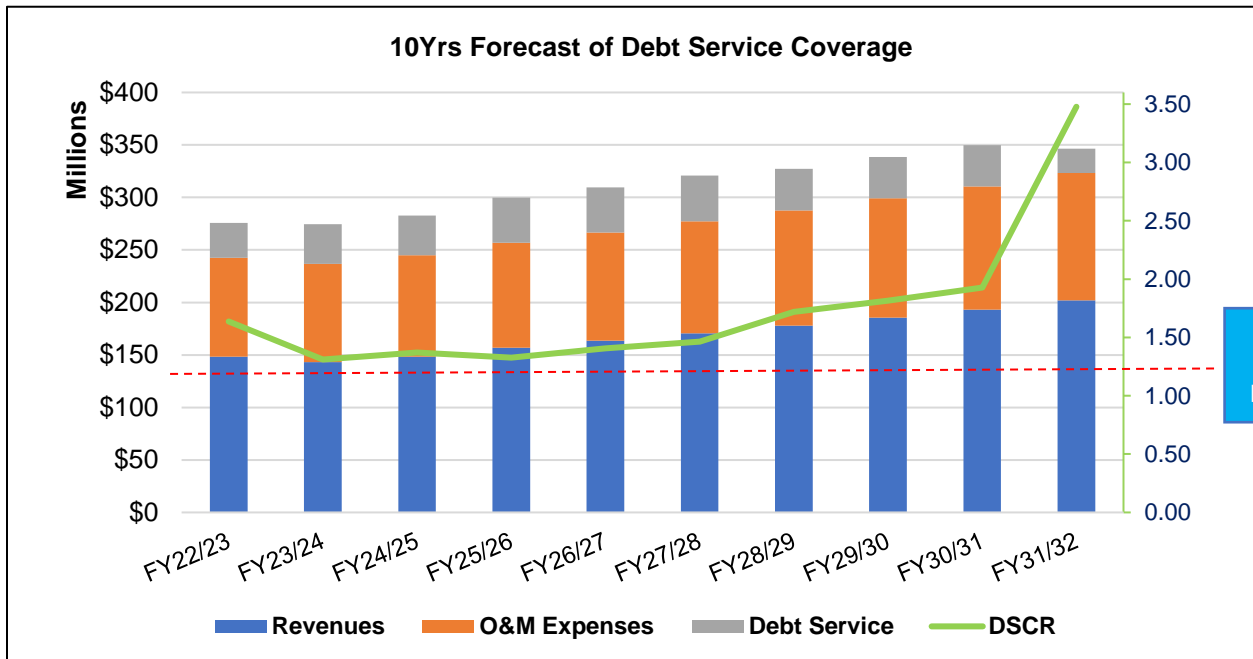
*The outstanding principal of VWD Acquisition Interfund Loan of \$64,634,523 and accreted interest from the 1999 CAB is excluded from the outstanding principal balances.

DEBT SERVICE COVERAGE RATIO

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

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

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



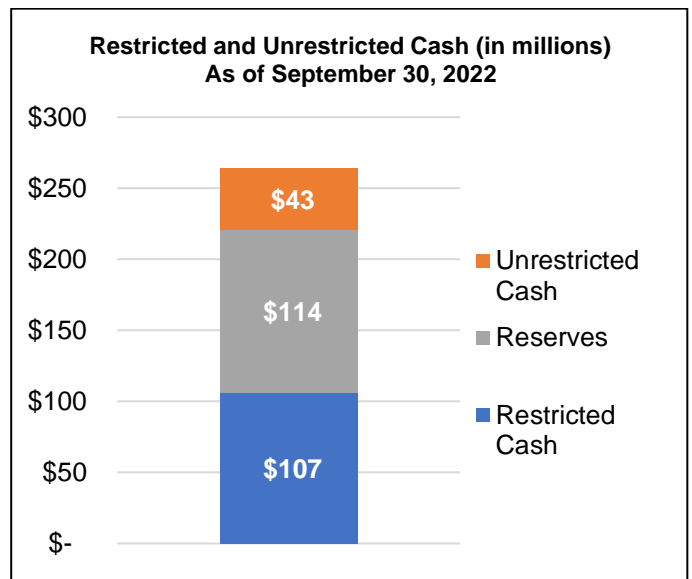
1.25
Agency's
Benchmark

The DSCR listed above projects four (4) traditional bond financings to meet the capital needs of the Agency, estimated at \$375 million over the ten (10) year forecast. This is a forecast only and is subject to change.

CASH POSITION

As of September 30, 2022, the Agency has:

- Fully funded reserve balance of \$113,990,701 as per the agency policy, and
- Restricted cash of \$106,500,698 which includes the Facility/Retail Capacity Fee Funds, State Water Project Fund, and remaining Bond Proceeds, and
- Unrestricted cash of \$43,305,817 to meet the Agency's payment obligations such as operating expenses (including debt service), payroll expenses, insurance, CIP Pay-Go, etc.

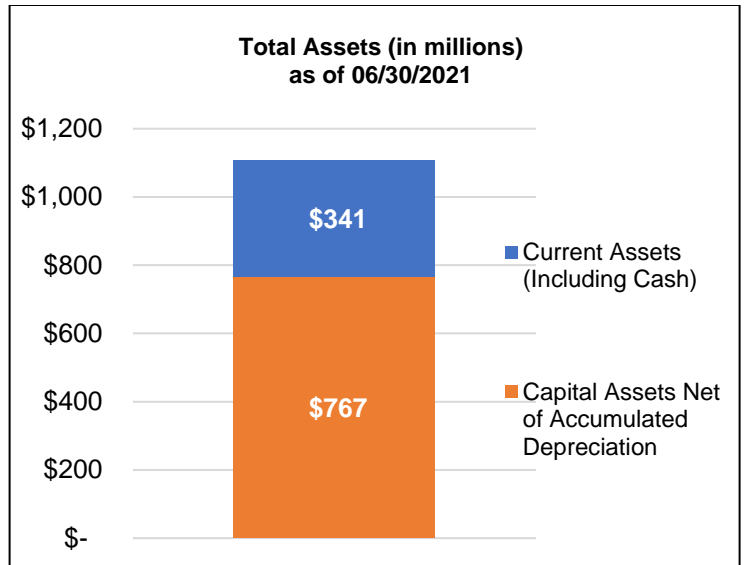


TOTAL ASSETS

As of June 30, 2021 (audited)*, the total assets consist of:

- Current Assets including cash with a balance of \$341,153,720, and
- Capital Assets Net of Accumulated Depreciation with a balance of \$766,983,482.

*The updated data will be made available once the audit is completed in December 2022.

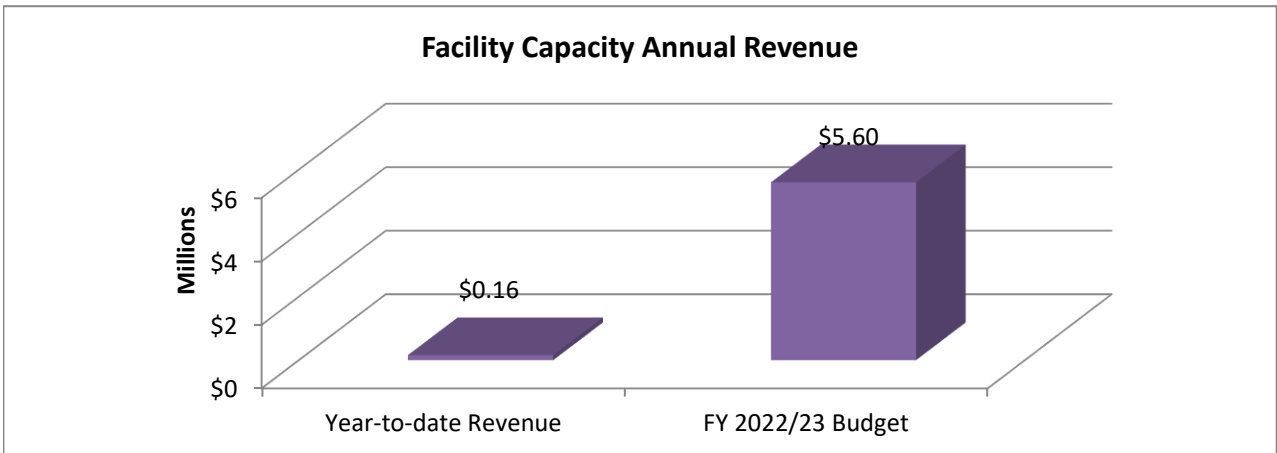
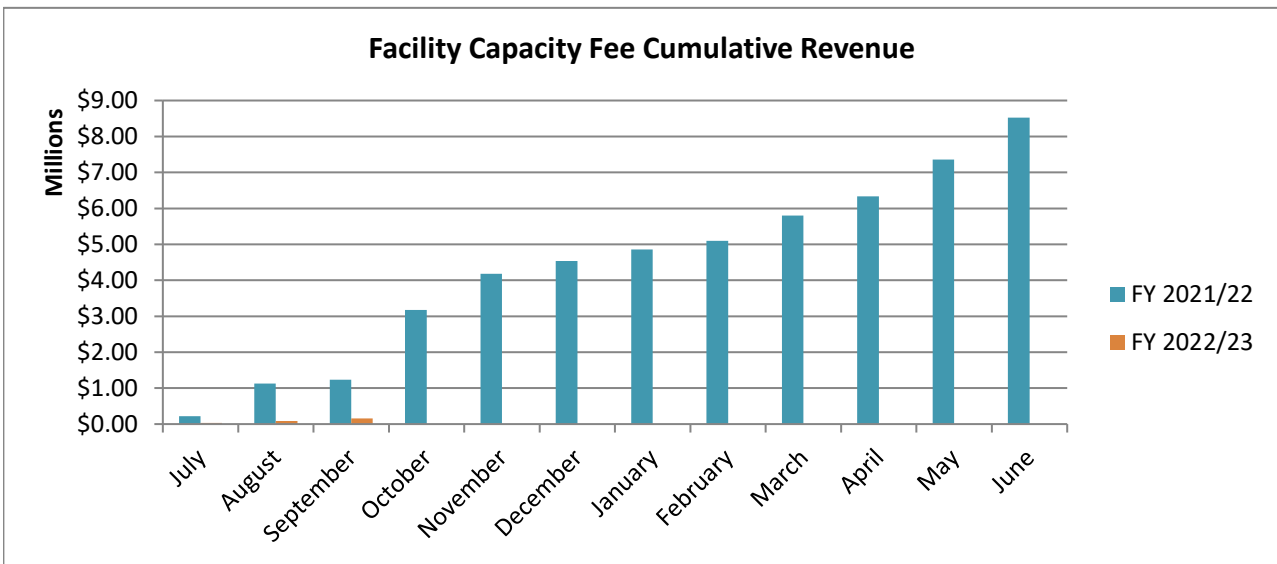
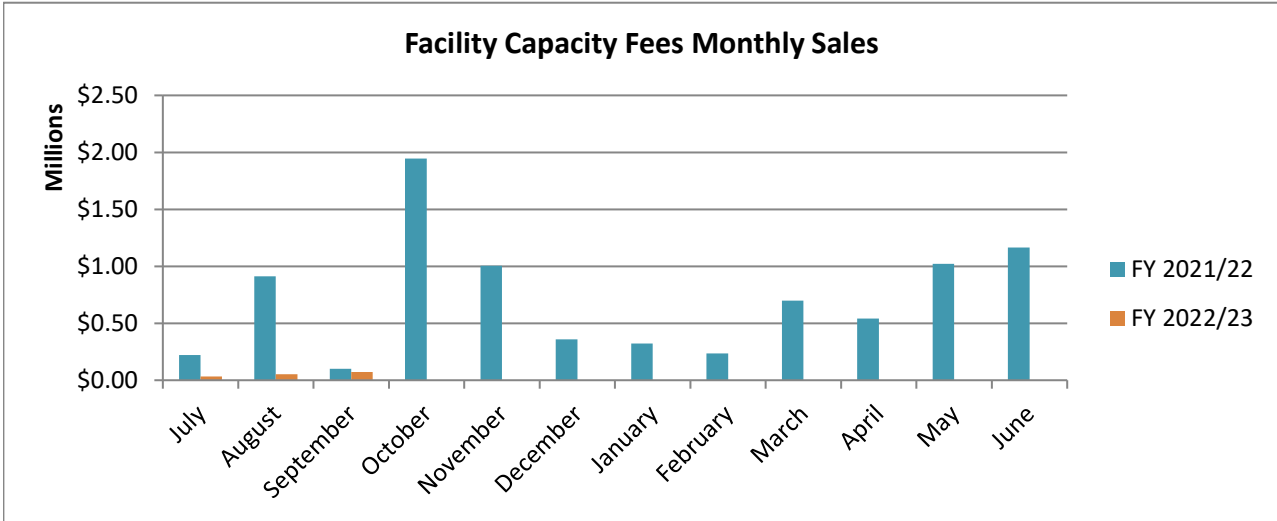


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Facility Capacity Fee Revenues

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SCV WATER FACILITY CAPACITY FEE REVENUES FY 2022/23 as of September 30, 2022



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Ten Largest Disbursements Check Register

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SCV Water
Ten Largest Disbursements
September 1, 2022 to September 30, 2022

No.	Payment_Date	Supplier_Name	Invoice_Description	Method	Amount
1	09-28-2022	Department of Water Resources	YUBA Dry Year Purchase 2022	CHECK	258,240.00
			Component 4: 807 AF		
			Monthly Variable - August 2022	CHECK	902,381.00
		Department of Water Resources			1,160,621.00
2	09-28-2022	Pacific Hydrotech Corporation	ESFP Washwater Return and Sludge	CHECK	754,509.00
			Collection Project, Progress Payment through 8/20/22		
		Pacific Hydrotech Corporation			754,509.00
3	09-27-2022	So. California Edison Co.	Acct-2152 9/6/22 Statement	AUTO_DEBIT	477,106.58
		So. California Edison Co.			477,106.58
4	09-27-2022	So. California Edison Co.	Acct-4924 9/20/22 Statement	AUTO_DEBIT	369,288.08
		So. California Edison Co.			369,288.08
5	09-28-2022	GSE Construction Company Inc.	Valley Center Well PFAS Groundwater	CHECK	321,633.86
			Treatment Improvements, Progress Payment through 7/31/22		
		GSE Construction Company Inc.			321,633.86
6	09-28-2022	Evoqua Water Technologies, LLC.	Initial Fill of HP1220HFSYS with PSR2	SCV_ACH	294,668.90
			Plus Supply of 848 ft3 of PSR2 Plus Resin for two Vessels.		
		Evoqua Water Technologies, LLC.			294,668.90
7	09-07-2022	Rosedale-Rio Bravo Water Storage District	Power and O&M Charges - July 2022	SCV_ACH	280,506.35
		Rosedale-Rio Bravo Water Storage District			280,506.35
8	09-21-2022	State Water Contractors	FY 2022-2023 Member Dues	SCV_ACH	219,641.00
		State Water Contractors			219,641.00
9	09-14-2022	R. C. Becker & Son, Inc.	Emergency Paving for Water Mainline	CHECK	166,624.07
			repair at Dickason Drive and Decoro		
		R. C. Becker & Son, Inc.			166,624.07
10	09-27-2022	So. California Edison Co.	Acct-5589 9/6/22 Statement	AUTO_DEBIT	160,335.78
		So. California Edison Co.			160,335.78

Total **4,204,934.62**

Total-All Disbursements Issued During September 2022 **7,196,820.16**

Largest Ten Vendor Payments as Compared to Total **58%**

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Credit Card Register

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**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
11X17	\$127.38
Binders for drawings; requested by R. Pulido.	\$127.38
1529 JOES CRAB SHACK	\$46.93
Conference Food	\$46.93
2COCOM*FILEZILLAPRO.CO	\$19.99
Secure FTP	\$19.99
4TE*FACILITRON, INC	\$0.00
Arroyo Seco Jr High Facility Deposit	\$189.82
Refund - Public engagement event venue deposit	-\$189.82
8870 ROYAL	\$1,870.11
22-10awg ground block (AB)	\$220.42
3 Position Switch, Contacts, Latch	\$138.21
Compression Lugs	\$25.45
Electrical Tape, Wire Nuts, Wire Markers, Wire Connectors	\$248.40
Electrician 2 pc screwdrivers, electrical tape and ties for instrumentation shop	\$209.08
Replacement Disconnect Handles	\$226.82
Shrink Tube, Wire Markers	\$44.45
Stainless channel for ESFP new level sensors	\$473.02
Temperature Control Switch, Fuses	\$284.26
ADOBE ACROPRO SUBS	\$3,139.18
Adobe Acrobat Pro annual subscription	\$179.88
Adobe Subscription	\$2,959.30
ADOBE CAPTIVATE SUBS	\$101.97
Monthly Adobe Captivate license	\$33.99
Monthly Adobe Captivate license.	\$33.99
Monthly renewal of Adobe Captivate license.	\$33.99
ADOBE PS CREATIVE CLD	\$6,052.60
Adobe licenses	\$3,026.30
Adobe Subscription	\$3,026.30
ADOBE STOCK	\$239.97
Digital Photo Stock	\$79.99
Photo Stock for Publications	\$79.99
Publication Photo Stock	\$79.99
AGORA CHURRASCARIA	\$168.00
Dinner	\$168.00
ALBERTSONS #1360	\$18.84
Board Meeting Supplies	\$7.98
Bottled water for Ammonia RMP Audit and Revalidation meeting w/ SCS (J. Lemaster) on 5/31. Safety and others were present.	\$5.17
Vending Machine Supplies	\$5.69

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
ALLIED ELECTRONICS INC	\$345.21
Cable Assembly Tools	\$117.70
Pressure switches	\$227.51
AMAZON.COM*AG03C15G3	\$300.00
Retirement Gift Certificate for R. Hensley	\$300.00
AMAZON.COM*CK6PZ7M53 AMZN	\$46.31
Office Supplies	\$46.31
AMAZON.COM*ZG05Q4573 AMZN	\$34.34
Office Supplies	\$34.34
AMERICAN SOCIETY FOR P	\$177.00
Annual renewal for American Society for Public Administration.	\$177.00
AMERICAN WATER COLLEGE	\$259.89
Distribution Exam Preparation Grade 1 - M. Aragon	\$149.99
Training - K. Abercrombie	\$109.90
AMIAD WATER SYSTEMS	\$782.71
Seals for Treatment-E&I Dept; requested by T. Braxhoofden.	\$782.71
AMZN MKTP NL	\$22.55
Surface Pro Protective Case	\$22.55
AMZN MKTP US	\$2,750.04
180 degree conference camera for testing at Summit Conference Room.	\$555.17
Board Meeting Supplies	\$14.06
Decorations for J. Leserman & R. Hensley's Retirement Party	\$10.94
GPS antenna for SCADA radios	\$152.95
GPS antennas for SCADA radio network switches	\$152.95
GPS antennas for SCADA radios	\$21.85
GPS cables and adapters for SCADA radio network switches	\$87.52
GPS cables for SCADA radios	\$76.58
GPS car device for Operations - Customer Service.	\$361.34
Printer Cartridges	\$81.03
Push Cart Dolly	\$98.52
Restock Coffee cups	\$274.08
Retirement Gift Certification for Jim Leserman & Decorations for J. Leserman & R. Hensley's Retirement Party	\$310.94
Rio Vista Lab Emergency Light	\$174.11
Server rack nuts for installation of hardware.	\$37.24
Supplies	\$117.40
Vending Machine Supplies	\$14.06
Web Power switch for Golden Triangle	\$209.30

SCV Water
Credit Card Charges
Paid July to September 2022

Vendor & Items	Amount
AQUA-FLO SUPPLY INC #3	\$1,768.29
Ball Valve Transfer Pump	\$330.03
Ball valve, steel nipples, hose adapter.	\$330.93
Parts and Materials	\$87.58
PCV fitting, pipe, and valve	\$374.28
Pipe and bushings	\$136.76
Pipe fittings	\$26.44
PVC parts , glue, ball check valve, ETC.	\$318.29
Transfer Pump	\$163.98
ARBYS #5141	\$182.48
Meals for Crew working at line breaks	\$92.60
Meals for crew working Line Break	\$89.88
ASSN *ORDER	\$315.00
AICPA - Annual Membership Renewal	\$315.00
ASSOC OF CALIFORNIA WATE	\$350.00
ACWA Region 8 Program - 09/19/22 - Registration - Director Armitage	\$50.00
ACWA Region 8 Program - 09/19/22 - Registration - Director Braunstein	\$50.00
ACWA Region 8 Program - 09/19/22 - Registration - Director Ford	\$50.00
ACWA Region 8 Program - 09/19/22 - Registration - Director Orzechowski	\$50.00
ACWA Region 8 Program - 09/19/22 - Registration - Director Plambeck	\$50.00
ACWA Region 8 Program - 09/19/22 - Registration - K. Martin	\$50.00
ACWA's Federal Funding Virtual Roundtable - Registration - 06/15/22 - Director Atkins	\$50.00
ASSOCIATION OF CALIFORNI	\$3,190.00
ACWA 2022 Fall Conference - 11/29-12/01/22 - Registration - Director Colley	\$775.00
ACWA 2022 Fall Conference - 11/29-12/01/22 - Registration - Director Ford	\$775.00
ACWA 2022 Fall Conference - 11/29-12/01/22 - Registration - Director Martin	\$775.00
ACWA 2022 Fall Conference - 11/29-12/01/22 - Registration - M. Stone	\$775.00
ACWA 2022 Fall Conference - 11/29-12/01/22 - Registration - O. Moreno	\$775.00
ACWA DC 2022 Annual Washington DC Conference - Refund Registration - 07/12-07/14/22 - Director Kelly	-\$685.00
AUTODESK ADY	\$50.00
AutoCAD app for cell phones. R. Hitchen. Discussed with J. Huerta, 06/22/22, and he approved the renewal.	\$50.00
AUTOMATIONDIRECT.COM	\$837.68
PLC for testing of modbus communications.	\$463.19
PLC modules for testing of modbus communications.	\$374.49
AUTOZONE #4070	\$22.20
Plastic Polish	\$17.50
Windshield fluid	\$4.70
AWWA.ORG	\$105.00
M75 Elastomers for Waterworks: Pipes, Valves, and Fittings (PDF) - R. Banuelos.	\$105.00

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
BEEPROFESSIONALS	\$700.00
Bee removal Rio	\$700.00
BEST BUY 00001131	\$267.06
Charger for D. Hoffmans Laptop	\$31.72
Speakers for Win911	\$38.30
USB Cable for Water Quality Lab Equipment	\$21.89
USB to Ethernet adapters	\$43.78
User Equipment	\$131.37
BESTBUYCOM806659909181	\$4,319.72
Outreach Department Video Equipment	\$4,319.72
BJS RESTAURANTS 414	\$62.88
Performance Evaluation Lunch, B. Payne and E. Blanford	\$62.88
BOBS COUNTRY MEATS	\$74.64
Dinner for Crew working Service leak at Glasser Avenue	\$74.64
BOX, INC.	\$1,800.00
File Share Site	\$600.00
File share subscription	\$1,200.00
BROWN AND CALDWELL	\$200.00
BCWater Engineer Job Posting 6/30/22-7/30/22	\$200.00
CA FISH GRILL VALENCIA	\$45.74
Performance Review Lunch	\$45.74
CALENDLY	\$233.40
Calendly annual subscription	\$96.00
Calendly Subscription	\$137.40
CALI PIZZA KITC INC #260	\$82.65
Ops Department Admin Lunch	\$82.65
CALIFORNIA ASSOCIATION OF	\$140.00
L. Moncada Membership	\$140.00
CA-NV SECTION, AWWA	\$2,289.00
AWWA Fall Conference Registration	\$499.00
AWWA-WES Conference Registration Fee Scheduled for 8/17 for A. Vital	\$125.00
Customer Service Online Webinar - A. Sanchez and R. Verdin	\$670.00
Customer Service Online Webinar - C. Burgess	\$335.00
Inspection Seminar	\$425.00
M. Desautels - T1-T2 Review, 9/19-20/2022	\$150.00
Renewal Water Distribution - K. Abercrombie	\$85.00
CAPIO - CA ASSOCIATION OF	\$300.00
CAPIO Membership fee - L. Gibson	\$275.00
Webinar L. Gallegos	\$25.00

SCV Water
Credit Card Charges
Paid July to September 2022

Vendor & Items	Amount
CAPIO CONFERENCE REG	\$1,775.00
CAPIO conference - K. Martin	\$525.00
CAPIO Conference - L. Gallegos	\$625.00
Registration - L. Gallegos	\$625.00
CES 767	\$306.30
LED light bulbs for Pipe Gallery at Rio Vista	\$306.30
CHARMAINES* CHARMAINES	\$237.40
Sympathy Flowers for K. Devore 7/11/22	\$132.39
Sympathy Flowers for T. Bastiaans 7/11/22	\$105.01
CHEESECAKE VALENCIA	\$69.58
Lunch Meeting with S. Cole and M. Dickens	\$69.58
CHI CHIS PIZZA	\$152.92
Engineering Lunch Meeting M. Aragon and J. Yim	\$37.84
Lunch with Accounting Staff	\$115.08
CITY OF SANTA CLARITA CIT	\$7,494.73
City Plan Review - July 2022	\$7,494.73
CLASSIC LITHO & DESIGN	\$246.56
M&R: Vehicles Diesel Vehicle Decals	\$246.56
CLICKSEND.COM RECHARGE	\$40.00
Monthly SMS Recharge	\$40.00
COLDSTONE #20179	\$97.93
July Birthday and Anniversary	\$97.93
COLLEGE OF THE CANYONS	\$181.00
D1 Class	\$181.00
CONTROL TECHNOLOGY I	\$625.86
Parts for ESFP power line; requested by L. Margheritis.	\$625.86
CORNER BAKERY 0208	\$673.50
Breakfast for Fall Protection Training	\$558.50
HR Meeting- A. Mantis, L. Pointer, J. Joo, J. Brison and M. Aragon	\$115.00
COSTCO DELIVERY 653	\$1,969.69
Office Supplies	\$787.45
Office Supplies - Non Taxable	\$517.87
Office Supplies - Taxable	\$664.37
COSTCO WHSE #0447	\$762.15
1 Propane bottle for heaters , Barbecues	\$43.79
5 Propane bottles for heaters , Barbecues	\$218.95
Batteries for Key Fob Remotes	\$17.50
Committee Snacks	\$49.47
Kitchen supplies and department breakfast	\$231.26
Quarterly Emergency Preparedness Meeting with the City of Santa Clarita and Local Government Agencies	\$201.18

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
COURSRA77FPQHKJ4Y7XRL	\$117.00
Courseera Subscription	\$39.00
Coursera Subscription	\$78.00
COUSINS BURGERS	\$103.02
20365 Huffy Street Main line leak, bought crew lunch	\$103.02
CS-AMSCO	\$285.62
Tools For RVWTP Clearwell	\$285.62
CURRENCY CONVERSION FEE	\$38.94
Clicksend Remittance Fee	\$0.63
Conversion fee for out of country Jabra purchase	\$12.04
Social Media Archive Conversion Fee	\$26.27
DAPPER DANS CARWASH	\$110.85
Car Wash	\$63.90
Car Wash	\$19.95
Car Wash for Truck #S41	\$12.00
N-55 Car wash	\$15.00
DELTA AIR	\$2,334.40
KHTS Washington DC Trip - 09/19-09/21/22 - Airfare - Director Martin	\$1,167.20
KHTS Washington DC Trip - 09/19-09/21/22 - Airfare - S. Cole	\$1,167.20
DIN TAI FUNG CENTURY CITY	\$121.50
Dinner	\$121.50
DNH*DOMAIN HOSTING SRVCS	\$788.47
Domain name annual renewals	\$121.76
Domain name registration .tech and .app	\$639.59
Domain name transfer of yourscevwater.com	\$15.16
Monthly dedicated IP hosting.	\$5.98
Monthly renewal for IP hosting	\$5.98
DNH*DOMAIN NAME/HOSTING	\$777.06
Domain name registration .site and .io	\$650.70
Domain name renewals.	\$52.39
Monthly dedicated IP hosting.	\$5.98
SSL certificate for self-serve unlocking site.	\$67.99
DNH*DOMAIN/HOSTING	\$1,619.77
DNS renewal 3 years.	\$215.28
Domain annual renewal. SCVWATER.ORG	\$19.07
Domain name renewal for SCVGSA.ORG	\$38.13
Domain name renewals	\$71.46
Hosted web server for online self-server website for password reset.	\$675.86
SCADA dedicated web server renewal	\$599.97

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
DNH*GODADDY.COM	\$182.97
Deluxe SSL Certification	\$299.98
Refund from GoDaddy	-\$339.98
Standard SSL Certificate	\$127.98
Web pay Certification	\$94.99
DNH*SUCURI WEBSITE SECURI	\$29.97
Agency Web Maintenance	\$9.99
Agency Website Maintenance	\$19.98
DRI*LOGITECH STORE	\$84.32
Power Adapter for Logitech Hub	\$84.32
DROPBOX*8CG27M45ZMQ7	\$299.88
Online Presence	\$299.88
EB 2022 FALL ECONOMIC	\$570.00
2022 Economic Outlook - Registration - 09/09/22 - Director Ford	\$95.00
2022 Fall Economic Outlook Forecast - 09/09/22 - Registration - Director Cooper	\$95.00
2022 Fall Economic Outlook Forecast - 09/09/22 - Registration - Director Martin	\$95.00
2022 Fall Economic Outlook Forecast - 09/09/22 - Registration - Director Orzechowski	\$95.00
2022 Fall Economic Outlook Forecast - 09/09/22 - Registration - Director Plambeck	\$95.00
2022 Fall Economic Outlook Forecast - Registration - 09/09/22 - Director Gutzeit	\$95.00
EB 7TH ANNUAL CA WATE	\$213.80
7th Annual CA Water Data Summit - 08/17-08/18/22 - Registration - Director Orzechowski	\$213.80
EGG PLANTATION	\$54.65
Lunch Meeting - M. Carpenter	\$54.65
EGGS N THINGS OF VALENCI	\$66.94
Outreach Team Building	\$66.94
EIG	\$1,208.28
Agency Website Hosting	\$155.28
Constant Contact - eNews	\$369.00
Constant Contact - eNews distribution	\$315.00
eNews Publication	\$369.00
EL PUERTO SEAFOOD	\$150.59
Group Lunch at Conference J. Yim, K. Jacob, T. Saxena, J. Huerta	\$150.59
ELECDIRECT COM LLC	\$122.51
Compression Lugs	\$122.51
ELECTRO-SENSORS, INC.	\$1,265.20
Reverse rotation sensors for Rio Vista Intake pumps.; requested by L. Margheritis.	\$1,265.20
ENERGY PIPE & SUPPLY, LLC	\$447.83
2 Inch Wafer Valve	\$447.83

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
ENVIRO-TECH SERVICES	\$324.54
Devil's Den Well Sampling Supplies - Subsequently refunded	\$327.60
Refund of Devil's Den Well Sampling Supplies	-\$327.60
Supplies for Devil's Den Well Water Sampling	\$324.54
EPIC-LA	\$14,977.00
25503 Housman County Permit	\$623.00
26027 Topper Ct County Permit	\$623.00
27604 W Muir Grove Way County Permit	\$623.00
27652 Pecos Ct County Permit	\$574.00
27741 Bridlewood County Permit	\$623.00
28412 Cascade Rd County Permit	\$623.00
28412 Cascade Road County Permit	\$623.00
29846 Muledeer County Permit	\$623.00
Permit	\$2,424.00
Permit	\$623.00
Pico Canyon and The Old Road County Permit	\$1,995.00
The Old Road County Permit	\$5,000.00
EUCI	\$1,995.00
Dolores Campos - EUCI Conference	\$1,995.00
FACEBK *PLXLAHPJH2	\$35.00
Facebook online presence	\$35.00
FASTENAL COMPANY 01CAVAE	\$880.57
Grounding terminal blocks	\$601.16
Panel Screws, Washers	\$32.21
Stainless steel 3/8"x5" Anchor	\$247.20
FISH TAIL GRILL	\$48.35
Performance Review Lunch	\$48.35
FLOSOURCE, INC.	\$3,099.01
Valves for T&M; requested by C. Towers & E. Lugo.	\$3,099.01
GALPIN FORD SERV CASHIER	\$20.00
M&R: Vehicles and Equipment Safety Inspection of Ford Maverick Rental	\$20.00
GHIRARDELLI #114 SDG	\$37.28
Lunch at conference J. Yim, J. Huerta, K. Jacob	\$37.28
GIH*GLOBALINDUSTRIALEQ	\$2,320.38
Industrial cable covers for multipurpose room.	\$123.35
Industrial cart for moving computer and loading computer equipment.	\$363.47
Industrial rolling cart for IT storage room.	\$235.52
Shelves and containers for IT storage room.	\$1,598.04
GLOBAL-E.JABRA	\$1,204.39
Headsets	\$1,204.39

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
GRAC.ORG	\$1,025.00
Fifth Annual Western GW Congress Conference - R. Viergutz	\$830.00
GRAC Seminar	\$95.00
GRACast: The History & Lessons of Potable Reuse - E. Velazquez	\$100.00
GRAINGER	\$287.08
Sump Pump	\$287.08
GS O3 SERVICES LLC	\$916.11
(2) UV Lamps for ambient Ozone analyzers at Rio Vista plant	\$916.11
GYROMANIA	\$1,347.43
August Operations Department Lunch	\$512.46
Lunch for Fall Protection Training	\$792.66
Performance Evaluation, B. Payne and O. Moreno	\$42.31
HABIT SNTA CLRTA #22	\$173.54
Lunch for 26814 Oak Springs/Saddle Leak	\$80.80
Main Leak at Jakes Way, bought crew dinner	\$92.74
HALFMOON EDUCATION	\$319.00
O. Moreno Virtual California Construction Workshop, 08/11/2022	\$319.00
HOLLYWOOD BURBANK	\$121.38
Burbank Airport Parking	\$121.38
HOME & GARDEN JERI LYN BR	\$200.00
KHTS 2023 H&G Show Booth Space Deposit	\$200.00
HOMEDEPOT.COM	\$383.52
Break away switch Lanyards for Trailers	\$63.73
Pumps	\$129.21
Window Cooler Pump	\$129.21
Zip Ties and Holders	\$61.37
HP *HP.COM STORE	\$128.67
Extra HP RJ 45 to Ethernet adapters needed for imaging processing	\$75.01
Power Adapter	\$53.66
IFM EFECTOR INC	\$610.40
2 replacement pressure transmitter for Sand Canyon Reservoir Basin #1,#2	\$610.40
IMANAGE LLC	\$4,125.00
iManage Certified System Engineer Training for C. Larsen - virtual	\$4,125.00
IMCDIRECT	\$487.41
Motor Contactor, Aux. Contact	\$487.41
IN *PRECISE WEIGHING SYST	\$255.00
Annual balance calibration of equipment in Lab Dept.	\$255.00
IN *SCV JANITORIAL SUPPLY	\$277.58
Safety Supplies	\$277.58
IN *SIZTO TECH CORPORATIO	\$298.59
Solenoid valves	\$298.59

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
IN *SUPERIOR FLUID SOLUTI	\$201.20
2 small vice grip tool to hold tubing while cutting	\$201.20
IN N OUT BURGER 107	\$68.33
Bought crew dinner for Main line break 19324 Fair Weather	\$68.33
IN N OUT BURGER 171	\$208.64
Dinner for Crew working on Leak at Katala Ave	\$52.99
Lunch Meeting	\$38.16
Meal for Crew	\$117.49
IND METAL SUPPL-SUN VALL	\$76.96
3/8" Steel Base Plate	\$76.96
INDELCO PLASTICS CORP	\$2,808.31
(2) 1HP Sump Pit pumps for the Rio Vista Effluent Tower. Supplier ran the sale in two separate transactions	\$2,827.00
Refund for overcharge	-\$18.69
INTERNATIONAL RIGHT OF WA	\$600.00
Textbook for Right of Way Agent - K. Jacob. Principles of RE Negotiation.	\$415.00
Textbook for Right of Way Agent K. Jacob. Successful Communication and Negotiation.	\$50.00
Textbooks for Right of Way Agent - K. Jacob	\$135.00
INTERSTATE ALL BATTERY	\$25.62
Battery for emergency light fixture at Earl Schmidt	\$25.62
IPMA-HR	\$1,005.00
IPMA HR Renewal Membership: A. Mantis, J. Joo, J. Brison, L. Pointer.	\$1,005.00
JACK IN THE BOX 3208	\$63.86
Bought dinner for Crew working on Leak on Ferguson in Castaic	\$63.86
JACK IN THE BOX 3344	\$92.85
Bought Crew Dinner that was working on Service Leak	\$92.85
JERSEY MIKES 20045	\$326.69
Dinner for crew fixing 14" PVC water main leak on The Old Rd	\$178.64
Food for Crew	\$148.05
JERSEY MIKES ONLINE ORDE	\$72.37
Staff lunch for Lab Department	\$72.37
JIMMY DEANS	\$891.72
Food for Safety Training	\$186.81
Food for Water Systems Staff Meeting	\$249.77
Staff Meeting - Relocation	\$455.14
JIMMY DEANS BURGERS	\$158.29
Admin Staff Breakfast	\$55.06
Meal for Crew	\$103.23
JOE'S AUTO PARKS 137 S HI	\$10.00
Parking Fee - Meeting with Consultant	\$10.00
JOHN M ELLSWORTH CO INC	\$92.79
Fuel Tank Vent Cap	\$92.79

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
JOHNSTONE SUPPLY VALENCIA	\$2,059.49
Capacitor	\$23.65
Coil Cleaner	\$98.75
Ice bin for office	\$721.73
Motor for HVAC	\$196.17
Pleated Filters, Viro Blaster, Evaporator Fresheners	\$252.80
Umbrellas for heat illness prevention program	\$766.39
JPW INDUSTRIES HOLDINGS	\$67.27
Vise repair parts	\$67.27
KETCH BREWING	\$38.34
Conference Food	\$38.34
LANGUAGE LINE, INC.	\$27.65
Interpretation for non-English speaking customer	\$27.65
LAS DELICIAS GOLDEN VALL	\$147.58
26340 Rainbow Glen Drive/Service Leak Bought Crew Lunch	\$115.80
Performance Review Lunch	\$31.78
LAS DELICIAS MEXICAN TAQU	\$142.34
Lunch for Ammonia RMP Audit and Revalidation meeting w/ SCS (J. Lemaster) on 5/31. Safety and others were present.	\$142.34
LINE-X OF SANTA CLARITA	\$2,437.91
M&R: Vehicles Safety cameras for N84	\$2,437.91
LOWES #00907	\$1,570.94
Sconce Light for Rockefeller lobby	\$1,570.94
LOWES #01510	\$4,841.03
1/4" hex nuts, 1/4" hex bolts, Zinc flat washers	\$37.78
2 Packs of water filters for refrigerator at Rockefeller	\$60.20
24" drum fan.	\$208.04
3 - Emergency light fixtures for Rio Vista Admin Building.	\$200.32
42 and 55 Gallon Trash Bags	\$44.83
Ball Valves and plugs RVIPS	\$100.04
Bathroom fan	\$88.67
Blower Fan	\$142.34
Brass Fittings	\$48.66
Coil Cleaner, Torch, Butane	\$90.75
Concrete screws, Concrete drill bit, Washers for safety project. Hanging new SCBA Cabinet	\$40.45
DeWalt Blower, propane, propane torch	\$251.13
Disposal Flex Tube Rio Vista	\$19.15
Disposal For Pine Trailer Breakroom	\$141.26
Dry Wall, Nylon, Ready Mix	\$140.58
Elbow Disposal at Rio Vista	\$5.07
Emergency light fixture for Earl Schmidt	\$51.44

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
Flex tube for disposal at Pine Street	\$19.15
Furniture Blankets for Rio Vista Board Room	\$255.95
Glue hose clamps pipe hanger	\$28.90
Jumper Cables for N-61	\$28.45
Ladder Mine	\$224.39
LED light bulbs for chemical room at Rio Vista	\$98.53
Light Bulbs for Pipe Gallery	\$175.16
Lock for Locker in Operator Room	\$7.11
New Faucet for Pine St. Downstairs Kitchen	\$163.16
Parts for emergency lights	\$71.55
Planter Pot and Dirt for Rio Admin Building	\$22.29
Planter Pots for Rio Vista Admin Building	\$27.35
Rags, 1/4 inch drive, drop cloth etc.	\$192.59
RVIPS Cleaning Gear	\$604.27
Scour pad, plastic tub.	\$35.59
Screws and 8 - door sweeps for ESFP	\$138.87
Small Refrigerator for Guard Shack	\$130.31
Spray Bottles and Cleaners	\$38.45
T8 Light Bulbs and Swamp Cooler, Scaler and deodorizer.	\$378.04
Tubing, Connectors, Clamps	\$92.97
Turn Buckets for Plant Waterline Repair	\$43.19
Various Parts and Tools	\$89.90
Various Tools and Parts	\$232.01
Wall anchors and 2 - pieces of flooring for Rockefeller mezzanine	\$13.07
Wall Panel for Lab	\$43.78
Wasp and Hornet Spray	\$15.29
LOWES #01972	\$38.74
Supplies and Materials	\$38.74
LYFT *1 RIDE 06-06	\$12.19
M&R Vehicles and Equipment - Vehicle Drop Off	\$12.19
LYFT *1 RIDE 06-17	\$13.99
M&R Vehicles and Equipment - Vehicle Drop Off	\$13.99
LYFT *1 RIDE 06-23	\$16.68
M&R: Vehicles and Equipment - Vehicle Drop Off I68	\$16.68
LYFT *1 RIDE 08-27	\$9.78
M&R: Vehicles Vehicle pickup for S18GT	\$9.78
LYFT *2 RIDES 08-28	\$29.88
M&R: Vehicles Vehicle drop off for V73 & V83	\$29.88
MARIA BONITA MEXICAN REST	\$159.07
Engineering Team Meeting	\$159.07
MARRIOTT 337J8 SD MARI	\$52.26
Conference Food	\$52.26

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
MARRIOTT S DIEGO MARIN	\$1,901.31
Conference Hotel	\$1,701.31
Hotel Parking for Conference	\$200.00
MCDONALD'S F1533	\$57.98
Food for Crew	\$57.98
MCDONALD'S F16980	\$69.58
Food for Crew	\$69.58
MCMASTER-CARR	\$2,748.25
14" Saw blades	\$377.94
Drill Bits	\$329.99
Drill Bits - Returns	-\$118.72
Oil Hand Pump and Pitcher	\$266.24
O-rings.	\$65.52
Protective Gloves	\$67.29
Screws and caliper.	\$299.32
SS pipe & fittings	\$984.01
SS threaded pipe fitting for sample pump at Sand Canyon Reservoir	\$42.50
Stainless Locking Nuts, Stainless Hardware, Hole Saws	\$434.16
MIGUEL'S COCINA	\$31.94
Conference Food	\$31.94
MISAC	\$1,350.00
2022 MISAC Conference – Opt. #1 - Full Conf. & Leadership Forum* (Sun-Wed) - T. Fox	\$675.00
2022 MISAC Conference Registration	\$675.00
MOM CAN COOK THAI KITCHEN	\$115.77
J. Leserman Retirement Lunch with Engineering Department	\$115.77
MOUSER ELECTRONICS INC	\$807.66
Cooling Fan	\$262.95
Delta DC Fans, Terminals	\$276.27
Heatsink Cooling Fans	\$268.44
MSFT * E0800JM2LH	\$16.50
O365 License for Domain, scvwa.site	\$16.50
MSFT * E0800JZML2	\$16.50
Subscription for scvwa.site	\$16.50
MUNICIPAL MANAGEMENT ASSO	\$90.00
A. Mantis Renewal Membership	\$90.00
NAPA AUTO PARTS	\$76.34
Battery switch for Sand Canyon Reservoir	\$76.34
NEWHALL HARDWARE	\$43.78
Outlets	\$43.78
NEWHALL VALENCIA LOCK &	\$38.38
3 Keys for B&G	\$22.23
Keys for Fleet	\$16.15

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
OES GLOBAL INC	\$445.46
Squencher Hydration Drink Tubes for 20 oz Bottles	\$445.46
OFFICE DEPOT #2263	\$912.56
Dry Erase Markers for use in RVWTP Maintenance building	\$31.53
Lanyard and Badge holders	\$28.34
Office Supplies	\$698.39
Printer Ink - Office Depot (Lost receipt)	\$54.74
Warehouse: Inventory Count Supplies	\$99.56
ONLINE METAL	\$506.30
Actuator cylinder.	\$506.30
ORANGE COUNTY WATER ASSOC	\$250.00
Orange County Water Association Membership	\$250.00
O'REILLY AUTO PARTS 2822	\$36.98
Glass Cleaner and Cloths	\$36.98
O'REILLY AUTO PARTS 2844	\$276.02
Warehouse Supplies	\$276.02
OSF - DUSSINI 08	\$179.42
Group Lunch at Conference K. Jacob, D. Richan, J. Yim, N. Pipitharut, J. Huerta, T. Saxena	\$179.42
OSISOFT LLC	\$1,499.00
AVEVA World registration fee	\$1,499.00
PAGEFREEZER.COM	\$2,626.80
Social Media Archive	\$2,626.80
PANERA BREAD #204228 O	\$2,083.59
Breakfast for staff: Fall Protection Competent Training on 6/8, per Safety Dept.	\$223.50
Breakfast for staff: Fall Protection Competent Training on 6/9, per Safety Dept.	\$179.90
Director Meeting Supplies	\$83.78
Food for Safety Trainings	\$755.58
Lunch for staff: Fall Protection Competent Training on 6/8, per Safety Dept.	\$288.50
Lunch for staff: Fall Protection Competent Training on 6/9, per Safety Dept.	\$396.90
Warehouse: Inventory Count Refreshments	\$155.43
PANERA BREAD #204229 O	\$7,125.24
Executive Staff Meeting	\$750.88
Fall Protection Competent Person Safety Training	\$268.80
Fall Protection Training	\$260.09
Food for Safety Training	\$3,491.79
Quarterly Emergency Preparedness Meeting with the City of Santa Clarita and Local Government Agencies	\$314.30
Safety Training	\$858.23
Safety Training - Fall Protection	\$509.53
Warehouse: Inventory Count Refreshments	\$671.62
PARKWHIZ, INC.	\$31.49
Parking at LA Women's Conference - Bonaventure Hotel	\$31.49

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
PATRICIAS PETALS	\$90.89
Flowers to Copper Eagle for loss of Sallie Hill	\$90.89
PATTONS METAL WORKING SOL	\$651.85
Metal tubing	\$651.85
PAYPAL	\$3,436.51
Los Angeles County Department of Public Works Conference - Various Staff Members	\$1,100.00
Los Angeles County Department of Public Works Conference - Various Staff Members	\$1,100.00
Triple monitor mount for E. Adinkra.	\$86.51
Urban Water Institute's Water Conference - J. Ngoon Registration	\$575.00
Urban Water Institute's Water Conference - R. Chan Registration	\$575.00
PENN ELCOM	\$679.86
Bolts for workstation cabinet	\$20.07
Wall Unit for Conference Room PC	\$175.82
Workstation cabinet and accessories	\$483.97
PEPPERDINE UNIVERSITY	\$560.50
Professional Cert in Public Engagement for Local Government - L. Gibson	\$560.50
PLANETBIDS	\$130.00
Webinar: PB System™ Client Training – Vendor and Bid Management	\$130.00
RAINFOC*ORACLE CW22	\$5,596.00
D. Conner Oracle CloudWorld conference registration	\$1,399.00
K. Grass Oracle CloudWorld conference registration	\$1,399.00
M. Wassef Oracle CloudWorld conference registration	\$1,399.00
R. Patterson Oracle CloudWorld conference registration	\$1,399.00
RALPHS #0147	\$173.26
Board Meeting Supplies	\$95.39
Vending Machine Supplies	\$77.87
RATTLERS BAR B QUE - 1	\$264.88
Engineering Lunch Meeting K. Jacob and J. Yim	\$45.81
F&A Committee Packet Review	\$63.00
F&A Committee Review	\$72.79
Lunch meeting with new Safety Officer, R. Lustig	\$34.89
Performance Evaluation, B. Payne and M. Restivo	\$48.39
REAL TIME AUTOMATION,	\$876.31
Modbus to AB PLC communication gateway for flow meter testing	\$876.31
REI DO GADO BRAZILIAN STE	\$383.45
Group Dinner at Conference J. Yim, K. Jacob, D. Richan, N. Pipitharut, J. Huerta	\$383.45

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
REPUBLIC SERVICES TRASH	\$2,784.62
27234 Bouquet Canyon Road 20 Cu Yard 7/1/22-7/31/22	\$115.18
27234 Bouquet Canyon Road 20 Cu Yd 5/1/22-5/31/22	\$115.18
27234 Bouquet Canyon Road 20 Cu Yd 6/1/22-6/30/22	\$115.18
27234 Bouquet Canyon Road 40 Cu Yard 7/1/22-7/31/22	\$854.70
27234 Bouquet Canyon Road 40 Cu Yd 5/1/22-5/31/22	\$275.67
27234 Bouquet Canyon Road 40 Cu Yd 6/1/22-6/30/22	\$275.67
32700 N Lake Hughes Road 3 Cu Yard 8/1-8/31/22 Invoice #0902-011131110	\$0.00
32700 N Lake Hughes Road 3 Cu Yd 6/1-6/30/22 Invoice #0902-010995934	\$334.86
32700 N Lake Hughes Road 3 Cu Yd 7/1-7/31/22 Invoice #0902-011036802	\$334.86
32700 N Lake Hughes Road 3 Cu Yard 8/1-8/31/22 Invoice #0902-011131110	\$363.32
ROUND TABLE PIZZA 137	\$103.88
Dinner for Crew working on Valve at Lost Canyon	\$103.88
ROYAL TANDOOR	\$63.92
Performance Evaluation Lunch, B. Payne and S. King	\$63.92
RSTUDIO PBC	\$117.00
Customer Rate Calculator	\$117.00
SALT CREEK GRILLE	\$97.24
WR Director Interview Lunch	\$97.24
SAMS CLUB #4824	\$89.88
Committee Snacks	\$65.22
Drinks for Department Lunch	\$24.66
SAMS FLAMING GRILL CANYON	\$148.05
Bought crew dinner/12" tie in poppy meadow	\$148.05
SAMS FLAMING GRILL VALENC	\$109.80
Dinner for Crew Replacing 3 2" services	\$109.80
SAMSCLUB #4824	\$881.23
Board Meeting Supplies	\$262.56
Committee Snacks	\$49.94
Sam's Club Membership	\$109.50
Vending Machine Supplies	\$459.23
SAN FRANCISCO BAY COFFEE	\$109.77
Office Supplies WR Department	\$33.29
WR Dept Office Supplies	\$76.48
SANTA CLARITA AUTO SPCLST	\$2,568.56
M&R: Vehicles and Equipment Repairs for N73	\$2,568.56
SAUGUS DRUG	\$4.33
SCAQMD Permit Application Certified Mail	\$4.33
SC AUTO AIR	\$270.47
Labor and Parts for Unit	\$270.47
SCAQMD FEES	\$2,161.44
SCAQMD Permit Payment Fees	\$2,161.44

SCV Water
Credit Card Charges
Paid July to September 2022

Vendor & Items	Amount
SD MISSION BAY LODGING	\$1,332.09
Hotel for UWI Conference	\$584.91
R. Chan's Hotel Stay during the Urban Water Institute August Conference in San Diego, 08-23-22 through 08-26-22	\$747.18
SERVICE FEE	\$47.98
SCAQMD Permit Payment Fees	\$47.98
SLATERS 50/50	\$117.31
HR Team Meeting 6/10/22	\$117.31
SMART AND FINAL 468	\$619.13
Drinks for Training Class	\$7.24
Kitchen supplies	\$150.10
Office Supplies	\$380.79
Pine St Training- Flagger Training snacks/drinks	\$81.00
SMART AND FINAL 483	\$546.94
Kitchen supplies and department breakfast	\$97.37
Vending Machine Supplies	\$449.57
SOUTHWES	-\$114.99
Flight for 2022 WaterReuse California Annual Conference for S. Bader	\$182.96
KHTS Sacramento Road Trip - Airfare Refund - 05/31-06/01/22 - M. Stone	-\$297.95
SP CONFERENCE RECORD	\$342.41
Esri User Conference 2022 - All Recordings (Sessions).	\$342.41
SP ELECTRICAL PARTS	\$157.68
Labels for label maker	\$157.68
SP FRESHWATERSYSTEMS	\$456.87
Food Grade Silicone Lubricant for Valves and Hydrants	\$456.87
SP HECKLER DESIGN	\$1,805.65
Audio-visual cart for Pine Street.	\$1,805.65
SP IFIXIT	\$33.01
Small item "micro" tool kit for IT Dept.	\$33.01
SP PASSION PLANNER	\$46.88
Planner for Right of Way Agent - K. Jacob	\$46.88
SP RG SAFETY	\$45.33
Hard Hat sun visors	\$45.33
SP TOOLBARN.COM	\$394.16
Supplies and Materials	\$394.16
SPUDNUTS DONUTS	\$189.92
16531 Fairglade Street Bought Crew Breakfast	\$19.29
Goldent Traingle - Operation Safety Tailgate snacks	\$52.78
Pine Street Safety Tailgate Snacks	\$36.08
Rockefeller Safety Tailgate Meeting Snacks	\$33.59
Rockfeller - Field Services Safety tailgate snacks	\$30.62
Tailgate/Team building	\$17.56

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
SQ *EAT REAL CAFE	\$41.42
Lunch with J. Koelewyn - Laboratory Discussions	\$41.42
SQ *KURA REVOLVING SUSHI	\$88.03
Brunch	\$88.03
STARLINK INTERNET	\$820.66
Monthly satellite internet service charge.	\$110.00
Satellite internet for Pine Street. Emergency Operation Center. Deposit for waiting list.	\$99.00
Satellite internet hardware, installation at Pine Street	\$611.66
STONEFIRE GRILL - 1	\$61.27
HR Meeting: A. Mantis, L. Pointer, J. Brison, M. Aragon	\$61.27
STORM MANUFACTURING GRP	\$126.78
Replacement part - small low pressure relief valve for AMC5500sc analyzers	\$126.78
STRONG ASSET TAGS	\$238.59
Asset tag stickers for IT assets	\$238.59
SUPPLYHOUSE.COM	\$158.02
Fittings to make Pressure Gauges for Pressure Testing System	\$158.02
SWAGELOK - VENTURA	\$639.82
Credit for tubing damaged during delivery	-\$385.94
Q-tips, used for cleaning chlorine analyzers at RVWTP	\$163.85
SS fittings for ESFP O3 Gen analyzer replumb	\$300.75
SS Tee fittings for replumbing of ESFP O3 Gen Analyzers	\$175.22
SS Tubing for ESFP O3Gen replumb new O3 analyzer	\$385.94
TACOS Y BURRITOS EL PATO	\$309.32
23027 La Granja Drive service leak - Bought crew dinner	\$169.29
Bought Crew Drinks for 23259 maple Street service leak	\$26.20
Bought crew lunch for service leak on 23259 Maple Street	\$113.83
TARGET 00002576	\$28.49
Board Meeting Supplies	\$28.49
TCC*CARSDIRECT	\$123.97
Ordered Sympathy Cards for Agency use.	\$123.97
THAI NOODLE N BBQ	\$199.64
GIS Department Meeting Lunch	\$199.64

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
THE HOME DEPOT #0653	\$2,804.49
A/C Fuse for Pine Street	\$22.60
AA batteries for Summit Circle	\$49.94
Back Up Batteries for Gate openers at Golden Triangle Yard	\$75.49
Bags of concrete for various Maintenance jobs	\$737.48
Concrete for Air Vac Pad	\$31.13
Concrete for Various mainline projects	\$420.92
Coupling	\$10.81
Disposal at Rio Vista Kitchen	\$136.84
Garbage Disposal For Pine Street	\$69.52
Hooks to hang pictures at Golden Triangle	\$22.73
Instrument Batteries, Ext. Cord	\$37.87
Parts and Materials	\$173.39
Parts for Filter Replacement at Summit	\$17.24
Parts for Lighting Project at Golden Triangle	\$157.08
Parts for Truck #167	\$66.43
Recycling barrels for on-site events	\$48.10
Small Tools	\$40.77
Supplies and Materials	\$168.43
Thermostat	\$170.00
Water Tank, Brass Float Valve for Deer (Board member requested)	\$151.75
Window Shade for M. Stone's Office	\$195.97
THE HOME DEPOT #1055	\$2,815.39
1 1/2" pipe clamp and 20lb quickcrete	\$30.59
3 Pack organizer.	\$9.83
3/8x12 sds bit	\$22.96
7/8" tpi compact bit, 15a 125v plug end	\$36.78
Angle iron	\$56.12
Ant bait for Rockefeller Mezzanine	\$13.06
Bakers rack/stand used for sound equipment and printer for team workstation area.	\$30.64
Batteries and cable track	\$68.28
Click bins for storage shelves at ESTP. Box wrenches, insulated screw driver, 3/8 extension.	\$254.00
Cooling kit for heat illness prevention program	\$179.53
Dish Washer Parts	\$70.05
Electric Cover for Rockefeller	\$1.69
Extension Cord, Tester	\$68.92
Hose and Hose Repair Kit	\$60.15
Hose and Nozzle for Rockefeller	\$70.04
Parts for Second floor Rockefeller Kitchen	\$40.80
Power Cables	\$15.30
Primer, Brushes, Paint	\$72.84

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
Rags, and silicone.	\$45.90
Replacement fridge for IT breakroom.	\$845.13
Returned Bandsaw blade	-\$30.08
Safety Gloves for Truck I58	\$26.19
Storage for maintenance office	\$139.75
Supplies and Tools for Golden Triangle	\$519.97
Tools for Rio Vista Conference Room	\$7.08
Topcon concrete anchors	\$105.14
Water Hose for Condensers Cleaning	\$54.73
THE HOME DEPOT 1055	\$717.40
3 ring carabiner, thread locker, shelf supports, 10-32 tap and drill, 1 1/16 wire rope	\$96.85
Bandsaw blade, 3/4" sds bit, 5/8 sds bit, 7/8" sds bit, 7 1/4" skill saw blade	\$250.20
Measuring Wheel, Batteries	\$97.28
Truck Tools	\$85.78
Velcro straps and Spray Paint	\$95.63
Wedge Anchors Tape	\$91.66
THE HOME DEPOT 653	\$916.38
Bolt Cutters, Measuring Tapes , Cutting Oil	\$272.53
ESFP Storage Room	\$87.25
Hooks and Straps for Equipment	\$90.85
Replace Battery Charger and Flood Light for Unit #N81	\$238.70
Tools and Equipment for Unit 81/78	\$227.05
THE UPS STORE 6401	\$258.81
Ship pump for repair	\$159.41
Ship pump for warranty repair	\$99.40
TNEMEC	\$389.97
Paint for Re-coating Overflow Pipe at Tank Sites	\$389.97
TOPPERS PIZZA CANYON COUN	\$188.08
Warehouse: Inventory Count Refreshments	\$188.08
TOPPERS PIZZA PLACE VALEN	\$427.69
Lunch for Quarterly Operators Meeting held on 7/12/22	\$133.50
Warehouse: Inventory Count Refreshments	\$294.19
TRACTOR SUPPLY #2264	\$202.55
Hook for Backhoe	\$16.41
Truck 57 Supplies	\$186.14
TRANSITALENT.COM	\$175.00
WaterDistrictJobs.com Engineer Job Posting 6/30/22 - 8/4/22	\$175.00
TST* BASIC BAR - PIZZA	\$80.57
Lunch with J. Yim and J. Huerta	\$80.57
TST* BLIND BURRO	\$31.89
Conference Food	\$31.89

SCV Water
Credit Card Charges
Paid July to September 2022

Vendor & Items	Amount
TST* CAFE SEVILLA	\$285.70
Group Dinner at Conference J. Yim, K. Jacob, T. Saxena, J. Huerta	\$285.70
TST* FUKU SUSHI - SAN DIE	\$34.01
Conference Food	\$34.01
TST* KABUKI - VALENCIA	\$53.22
Performance Review Lunch	\$53.22
TST* NOTHING BUNDT CAKES	\$443.85
August 2022 B&A Employee Celebration - ESS	\$75.00
August Birthday and Anniversary Celebration at Rockefeller	\$193.85
Bundtini's August Birthday and Anniversary Celebrations	\$50.00
Snacks for Birthday/Anniversary Celebration	\$125.00
TST* RICHARD WALKER'S PAN	\$93.01
Conference Food	\$46.50
ESRI Conference Breakfast 7-14-22	\$23.87
ESRI Conference Breakfast 7-15-22	\$22.64
TST* SMOKEHOUSE ON MAIN	\$293.26
Retirement lunch for A. Pontious	\$293.26
TST* TIN FISH DOWNTOWN	\$34.34
Conference Food	\$34.34
TST* VINCENZOS	\$264.30
Lunch for Water Systems Group	\$264.30
TST* WANG CHO BBQ - COSTA	\$85.46
Dinner	\$85.46
TURO INC.* TRIP JUN 13	\$653.69
M&R Vehicles and Equipment - Vehicle Test	\$653.69
UDEMY: ONLINE COURSES	\$12.99
PMP Exam Review	\$12.99
UNITED	\$1,074.40
Airfare to MISAC conference (K. Jameson)	\$477.20
Airfare to MISAC conference (T. Fox)	\$477.20
Luggage cost flying to MISAC conference for K. Jameson	\$30.00
Luggage cost flying to MISAC conference for T. Fox	\$30.00
Luggage cost return flight from MISAC conference for K. Jameson	\$30.00
Luggage cost return flight from MISAC conference for T. Fox	\$30.00
UPS	\$110.39
Gas detection equipment	\$34.75
Gas detection equipment repairs	\$36.75
Shipping for gas detection meters repair	\$38.89
USA BLUE BOOK	\$142.19
Latex gloves.	\$142.19

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
USA CD VALENCIA 24	\$300.12
Trailer Air Filters	\$300.12
USPS KIOSK 0569509556	\$3.35
Mail video back to vendor	\$3.35
VALLEY INDUSTRIAL ASSOCIA	\$660.00
VIA 5th Annual State of the State Luncheon - 07/07/22 - Registration - Director Atkins	\$55.00
VIA 5th Annual State of the State Luncheon - 07/07/22 - Registration - Director Cooper	\$55.00
VIA 5th Annual State of the State Luncheon - Registration - 07/07/22 - Director Gutzeit	\$55.00
VIA 5th Annual State of the State Luncheon - Registration - 07/07/22 - Director Martin	\$55.00
VIA 5th Annual State of the State Luncheon - Registration - 07/07/22 - R. Patterson	\$55.00
VIA Bash - Registration - 11/04/22 - Director Martin	\$150.00
VIA Bash Morocco - 11/04/22 - Registration - Director Orzechowski	\$150.00
VIA City Council Candidates Forum - 08/25/22 - Registration - Director Ford	\$30.00
VIA Cocktails Conversation w/Congressman Mike Garcia - 07/25/22 - Cancellation - Directors Martin & Gladbach	-\$70.00
VIA Cocktails Conversation w/Congressman Mike Garcia - 07/25/22 - Registration - Director Cooper	\$35.00
VIA Cocktails Conversation w/Congressman Mike Garcia - Registration - 07/25/22 - Director Gladbach	\$35.00
VIA Cocktails Conversation w/Congressman Mike Garcia - Registration - 07/25/22 - Directors Martin & Cooper	\$70.00
VIA Cocktails w/Congressman Mike Garcia - 07/25/22 - REFUND Registration for Donna Gladbach from VIA should have gone directly to Donna Gladbach	-\$35.00
VIA Monthly Luncheon Meeting	\$20.00
VARIDESK* 1800 207 2587	\$465.38
VariDesk for R. Lustig	\$465.38
VENCO VENTURO INDUSTRIES	\$714.38
Portable Crane Controller for I-57	\$714.38

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
VERIZONWRLSS	\$96,176.41
CIMIS 4/11-5/10/22	\$38.01
CIMIS 5/11-6/10/22	\$38.01
CIMIS 6/11-6/30/22	\$25.34
CIMIS 7/1/22-7/10/22	\$12.67
CIMIS 7/11/22-8/10/22	\$38.01
Equipment 4/11-5/10/22	\$6,111.12
Equipment 5/11-6/10/22	\$8,440.03
Equipment 6/11/22-7/10/22	\$18,531.04
Equipment 7/11/22-8/10/22	\$1,284.22
Services 4/11-5/10/22	\$14,941.19
Services 5/11-6/10/22	\$15,443.03
Services 6/11/22-6/30/22	\$10,662.59
Services 7/01/22-7/10/22	\$5,331.30
Services 7/11/22-8/10/22	\$15,279.85
VONS #2111	\$54.11
Snacks/Drinks for training - Fall Protection	\$54.11
VONS #3325	\$232.04
Training Refreshments: Hymax Lunch and Contact Hour Training	\$36.03
Warehouse Inventory Count Refreshments	\$20.00
Warehouse: Inventory Count Refreshments	\$76.74
Warehouse: Inventory Count Supplies	\$99.27
VZWRLSS*IVR VB	\$2,340.00
Telemetry 04/24-5/23/22 Invoice #9907289672	\$773.22
Telemetry 05/24-6/23/22 Invoice #9909604256	\$773.20
Telemetry 06/24/22-7/23/22 Invoice #9911924968	\$793.58
WALMART.COM AA	\$637.97
Back up camera stock	\$541.97
Sun Block , All Natural	\$96.00
WATEREUSE ASSOCIATION	\$575.00
2022 WaterReuse California Annual Conference Registration for S. Bader	\$575.00
WEB	\$7.99
Domain Hosting	\$7.99
WESTERN BAGEL TOO #4	\$35.50
EAP Training Snacks for Education Department	\$35.50
WISTEX II, LLC	\$1,169.65
Cabinet for RVWTP	\$1,169.65
WOLF CREEK RESTAURANT & B	\$196.19
Department lunch meeting	\$196.19

**SCV Water
Credit Card Charges
Paid July to September 2022**

Vendor & Items	Amount
WPONCALL.COM	\$147.00
GSA Website Maintenance	\$147.00
WWW.COSTCO.COM	\$171.77
Office Supplies for WR Department	\$86.63
WR Dept Office Supplies	\$85.14
WWW.AMANET.ORG	\$199.00
Microsoft Outlook Training Webinar	\$199.00
WWW.TABLEGROUP.COM	\$100.00
Outreach Team Assessment	\$100.00
Grand Total	\$285,051.77

Director Stipends

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Director Reimbursements

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CA Govt. Code Section 53065.5

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

Annual Disclosure for Fiscal Year 22/23

DIRECTORS

P- Card (VISA) Transactions Updated as of: 9/30/22 *September PCard transactions affect October cash.

Date	Recipient of Reimbursement	Reason for Reimbursement	Amount
09/01/22	Martin, Gary	P-CARD (VISA) - KHTS Washington DC Trip 9/19/22-9/21/22 Travel Expenses (Airfare)	1,167.20
09/21/22	Martin, Gary	KHTS Washington DC Trip 9/19/22-9/21/22 Travel Expenses (Mileage, Baggage)	122.76
09/21/22	Martin, Gary	KHTS Washington DC Trip 9/19/22-9/21/22 Expenses (Meals)	100.05
			1,390.01

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**Finance and Administration Committee
Planning Calendar
FY 2022/23**

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 12 RESCHED Comm	Dec 20 Board	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	Mar 21 Board	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm
1	C																												
2	C																												
3	C																												
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5	C																												
6		C	C																										
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ITEM NO.
9

**Finance and Administration Committee
Planning Calendar
FY 2022/23**

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 12 RESCHED Comm	Dec 20 Board	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	Mar 21 Board	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm
10				C	C																								
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**Finance and Administration Committee
Planning Calendar
FY 2022/23**

	Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 12 RESCHED Comm	Dec 20 Board	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	Mar 21 Board	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm
24	Recommend Approval of a Revised Employee Manual Policy No. 18 - Other Benefits									C		P																		
25	Recommend Approval of Contract Renewal of Enterprise GIS Software License Agreement with ESRI									C		P																		
26	Discuss Pay-Go, Debt Projections and Future Rate Impact Scenarios									C								P												
27	Recommend Receiving and Filing of August 2022 Monthly Financial Report (consent)									C		P																		
28	Recommend Approval of a Revised Employee Policy No. 40 - Flexible Workplace Program Policy												P	P																
29	Recommend Approval of a Revised Customer Service Policy												P	P																
30	Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support												P	P																
31	Recommend Approval of Employee Manual No. 42 - Internship Program												P	P																
32	Fleet and Warehouse Update												P																	
33	Recommend Receiving and Filing of September 2022 Monthly and FY 2022/23 First Quarter Financial Report (not consent)												P	P																
34	Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2022														P	P														
35	Overview and Discussion of Bill Pay Options														P															
36	Technology Update														P															
37	Recommend Receiving and Filing of October 2022 Monthly Financial Report (consent)														P	P														

**Finance and Administration Committee
Planning Calendar
FY 2022/23**

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 12 RESCHED Comm	Dec 20 Board	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	Mar 21 Board	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm
38	Discuss Pay-Go, Debt Projections and Future Rate Impact Scenarios (after Cort Dec 6)																		P										
39	Recommend Approval of a Reimbursement Resolution (Board - discussion only; USC/JPA - APPROVE Feb 21)																		P										
40	Recommend Approval of a Revised Employee Manual Policy No. 10 - Overtime																		P										
41	Discuss Ratepayer Assistance Program																		P										
42	Recommend Receiving and Filing of November 2022 Monthly Financial Report (consent)																		P										
43	Recommend Approval of Valencia Retail Capacity Fee																				P								
44	Recommend Approval of a Revised Debt Management Policy																				P								
45	Review Budget Calendar																				P								
46	FY 2022/23 Mid-Year Budget Review																				P								
47	Technology Update																				P								
48	Fleet and Warehouse Update																				P								
49	Recommend Receiving and Filing of December 2022 and FY 2022/23 Second Quarter Financial Report (not consent)																												
50	Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2023/24																												
51	Review Annual List of Professional Services Contracts (consent)																												
52	Recommend Receiving and Filing of January 2023 Monthly Financial Report (consent)																												
53	Recommend Approval of a Resolution Adopting the FY 2023/24 and FY 2024/25 Biennial Budget																												
54	Recommend Receiving and Filing of February 2023 Monthly Financial Report (consent)																												

**Finance and Administration Committee
Planning Calendar
FY 2022/23**

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 12 RESCHED Comm	Dec 20 Board	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	Mar 21 Board	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm	
55	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2022/23 (consent)																													
56	Approve a Resolution Adopting the Appropriation Limit for FY 2023/24 (consent)																													
57	Technology Update																													
58	Fleet and Warehouse Update																													
59	Recommend Receiving and Filing of March 2022 and FY 2022/23 Third Quarter Financial Report (not consent)																													
60	Recommend Receiving and Filing of April 2022 Monthly Financial Report (consent)																													

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