



SCV
WATER



SCV WATER AGENCY TELECONFERENCE REGULAR BOARD MEETING

TUESDAY, FEBRUARY 2, 2021

START TIME: 6:30 PM (PST)

Join the Board meeting from your computer, tablet or smartphone:

<https://www.zoomgov.com/j/1618800573>

-Or-

Listen in Toll Free by Phone at 1-(833)-568-8864

Webinar ID: 161 880 0573

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

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

To participate in public comment via phone:

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

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

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

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

Disclaimer: Pursuant to the Executive Order N-29-20 issued by Governor Newsom, public may not attend meetings in person. Public may use the above methods to attend and participate in the public board meetings.

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

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

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TUESDAY, FEBRUARY 2, 2021 AT 6:30 PM

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Board meeting using the Agency's **Call-In Number Update 1-833-568-8864, Webinar ID 161 880 0573** or **Zoom Webinar by clicking on the link <https://www.zoomgov.com/j/1618800573>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Board using the call-in number or Zoom Webinar link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

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

OPEN SESSION BEGINS AT 6:30 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENTS** – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. (Comments may, at the discretion of the Board's presiding officer, be limited to three minutes for each speaker.) Members of the public wishing to comment on items covered in Closed Session before they are considered by the Board must request to make comment at the commencement of the meeting at 6:30 PM.

4. APPROVAL OF THE AGENDA

5. CONSENT CALENDAR

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5.1 *	Approve Minutes of the January 19, 2021 Santa Clarita Valley Water Agency Regular Board of Directors Meeting	7
5.2 *	Approve Repurposing Two Staff Positions and a Revised Classification Plan	13
5.3 *	Approve a Contract Amendment with Equation Technologies for Project Management Services	27
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5.6 *	Approve a Purchase Order to Cannon Corporation for Final Design Services for the New Deane Zone Tank, Pump Station and Disinfection Facility at Skyline Ranch	63
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6. GENERAL MANAGER'S REPORT ON ACTIVITIES, PROJECTS AND PROGRAMS

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9. PRESIDENT'S REPORT

10. AB 1234 WRITTEN AND VERBAL REPORTS

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10. AB 1234 WRITTEN AND VERBAL REPORTS (CONT.) PAGE

10.2	January 14, 2021 SCV Chamber of Commerce 2021 Employment Law Update – Director Kelly	
10.3	January 21, 2021 AWA WaterWise Breakfast Series – Director Ford	
10.4	January 27, 2021 AWAA CCWUC Educational Program – Director Cooper	
10.5	January 28, 2021 SCV Chamber of Commerce 98 th Annual Awards and Installation Virtual Reception – President Martin, Vice President Gladbach and Director’s Atkins, Cooper and Kelly	
10.6 *	Other AB 1234 Reports	159

11. DIRECTOR REPORTS

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

- 12.1 Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9, Claim of Claimants Marlon & Andrea Magana against Santa Clarita Valley Water Agency, Claim for Liability, Date of Claim January 11, 2021
- 12.2 Discussion of Price Negotiations Regarding SCVWA Buyout of Solar Photovoltaic Systems

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

13. CLOSED SESSION ANNOUNCEMENTS

14. DIRECTOR REQUESTS FOR APPROVAL FOR EVENT ATTENDANCE

15. REQUESTS FOR FUTURE AGENDA ITEMS

16. ADJOURNMENT

- * Indicates Attachment
- ◆ Indicates Handout

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

NOTICES

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

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

Posted on January 27, 2021.

M65

Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – January 19, 2021

A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held via teleconference at 6:30 PM on Tuesday, January 19, 2021. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes.

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

DIRECTORS ABSENT: Jeff Ford.

Also present via teleconference: General Manager Matthew Stone, General Counsel Tom Bunn and Joe Byrne, Board Secretary April Jacobs, Assistant General Manager Steve Cole, Chief Financial and Administrative Officer Eric Campbell, Chief Engineer Courtney Mael, Director of Finance and Administration Rochelle Patterson, Director of Operations and Maintenance Mike Alvord, Director of Water Resources Dirk Marks, Director of Tech Services Cris Perez, Controller Amy Aguer, Communications Manager Kathie Martin, GIS Supervisor/Planner Jose Huerta, Principal Engineers Brent Payne and Jason Yim, Senior Engineers Shadi Bader and Jim Leserman, Associate Engineer Elizabeth Sobczak, Water Resources Planners Sarah Fleury and Ernesto Velazquez, Senior Management Analyst Kim Grass, Administrative Analyst Cheryl Fowler; Executive Assistant Leticia Quintero, Administrative Assistant Terri Bell, IT Technician Jonathan Thomas, Accounting Tech II Kyle Arnold, and members of the public.

President Martin called the meeting to order at 6:35 PM. A quorum was present.

Upon motion of Director Plambeck, seconded by Director Cooper and carried, the Board approved the Amended Agenda, which consisted of page number updates, by the following roll call votes (Item 4):

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

Upon motion of Vice President Gladbach, seconded by Vice President Mortensen and carried, the Board approved the Consent Calendar by the following roll call votes (Item 5):

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

Assistant General Manager Steve Cole gave a presentation regarding the Department of Water and Power reduced releases from Bouquet Canyon Reservoir and Principal

Engineering Brent Payne gave an update on the LARC Ranch Pipeline Project (Item 6.1).

Assistant General Manager Steve Cole and Director of Operations and Maintenance Mike Alvord gave an update on the PFAS Groundwater Treatment Implementation Plan (Item 6.2).

Water Resources Planner Sarah Fleury gave an update on the Status of the 2021 Water Supplies (Item 6.3).

Due to the lateness of the meeting and attorneys standing by for Closed Session the Board took Item 11 next and went into Closed Session at 9:27 PM (Item 11).

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

President Martin reconvened the Open Session at 11:13 PM.

Joe Byrne, Esq., reported that there were no actions taken in Closed Session that were reportable under the Ralph M. Brown Act (Item 12).

President's Report (Item 8).

President Martin asked the Board to consider and approve continuing the suspension of the limitations of single day events through June 2021.

Upon motion of Vice President Gladbach, seconded by Director Cooper and carried, the Board approved continuing the suspension of the limitations of single day events though June 2021 by the following roll call votes (Item 8.1):

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

General Manager's Report on Activities, Projects and Programs (Item 7).

The General Manager updated the Board on the need for an appointee for the Delta Conveyance Design and Construction Joint Powers Authority.

He mentioned that the Board had recently approved the next level of participation in the planning process for the Delta Conveyance Facility. He stated that the Board had also approved entering into a revised Joint Powers Authority, called the Delta Design and Construction

Authority (DCA), which is comprised of Agency's that are potentially participating in the project and are participating in this stage of the planning and environmental work.

The DCA Joint Powers Agreement was approved by the Board as well, and there have been a number of changes from the original Agreement, which had an original group of core members consisting of Metropolitan, Kern, Santa Clara and a few others. That membership has been expanded to better represent all of the potential participants who have expressed interest in the Delta Conveyance Project and as part of that there is a board representation structure that has seven seats. SCV Water shares one seat with Dudley Ridge Water District, and possibly two others in the future depending on ultimate participation in the project. At this time, the Agency chooses the primary Director and Dudley Ridge Water District will choose an alternate Director that will serve in the absence of the primary Director.

Their first meeting of the body will be in February 2021. He has consulted with President Martin and shared the nature of the appointed Director and that roll. In addition, he mentioned that the DCA meets one or two times a month, one standing meeting and other meetings periodically. The DCA essentially will provide input to DWR on the planning, and potential design and construction of the Delta Conveyance Project if it were to move forward. The DCA is subject to the Brown Act and as a result, its meetings are open to the public.

The General Manager had no further reports.

President's Report Continued (Item 8).

Pertaining to the General Managers report, President Martin advised the Board that after discussion with the General Manager and confirming with General Counsel, the Board President has the authority to appoint a representative to the DCA Board. He indicated that he spoke with Vice President's Gladbach and Mortensen to get their input and that they felt that given his experience as a water engineer he would be best suited for the position. He then advised the Board that he will be filling this appointed seat and the General Manager will be notifying the DCA Board (Item 8.2).

The President then updated the Board on upcoming events and reminded them that there would be a special Board meeting on February 1, 2021, for the Board to take their mandated Sexual Harassment and Prevention training. He mentioned this meeting would be virtual and start at 6:00 PM.

AB 1234 Written and Verbal Reports (Item 9).

Written reports were submitted by Vice President Gladbach and were included in the Board packet which is part of record. Additional written reports were submitted by Directors Atkins and Plambeck which were posted on the SCV Water website, OnBoard and are part of the record.

There were no further AB 1234 Reports.

Director Reports (Item 10).

There were no Director reports.

Director Requests for Approval for Event Attendance (Item 13).

There were no Director requests for event attendance.

Request for Future Agenda Items (Item 14).

Director Plambeck mentioned that she has previously requested that the Board discuss a possible Lifeline rate and had hoped that it was going to be on the Public Outreach and Legislative Committee's January 2021 meeting.

Vice President Gladbach stated that this item will be on the Public Outreach and Legislative Committee Agenda in February 2021 to allow staff time to get more background.

Director Armitage asked if we should be concerned about the water quality in schools since many of the schools were shut down or are being partially used. She expressed concern for when the children go back to school, wanting to make sure that the water is safe for drinking out of the fountains. Since we know that buildings that are closed for a long period of time and have stagnant water can have water quality issues.

General Manager Stone stated that we could put this item on the Agenda, however there may be a more direct approach that we could do. He mentioned that there is guidance for reopening buildings that has been put out by the CDC, Health Department and AWWA. He suggested that instead of putting this on the agenda that he work with Director of Operations and Maintenance Mike Alvord and Communications Manager Kathie Martin to see what we can do to focus some communication directly towards the school districts. He stated that they could do that and then report back to the Engineering and Operations Committee, if that was acceptable, which it was.

Director Orzechowski asked that staff present a basic operation costs and capital improvement projects costs as they were in 2020 and then have operating costs for each of the successive years that we will be installing the PFAS facilities. He wants to see how much we would possibly be short in each year.

General Manager Stone stated that a rate presentation is going to the Board on February 2, 2021. This is the presentation that came out of the Finance and Administration Committee meeting with some revisions based on the input staff received and some additional information. He thinks the presentation will address many of Director Orzechowski's questions and Director Orzechowski was good with this approach.

There were no other requests for future agenda items.

The meeting was adjourned at 11:39 PM in memory of our General Counsel Joe Byrne's mother, Marguerite "Chickie" Byrne, who passed away on January 17, 2021 (Item 15).

April Jacobs, Board Secretary

ATTEST:

President of the Board

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BOARD MEMORANDUM

DATE: January 12, 2021
TO: Board of Directors *RP*
FROM: Rochelle Patterson
Director of Finance and Administration
SUBJECT: Approve Repurposing Two Staff Positions and a Revised Classification Plan

SUMMARY

Activities of the Agency vary from time-to-time due to operational changes. This proposal to repurpose vacant positions will require organizational changes that will meet the current needs of the Agency.

DISCUSSION

The proposal is to repurpose the Purchasing Coordinator position and one Inspector II position. The employee current filling the Purchasing Coordinator position will be retiring in April 2021 and the Inspector II position is currently vacant. The proposed changes will keep the Agency's employee count at 220.

Purchasing Coordinator to *Fleet and Warehousing Supervisor*

The current Purchasing Coordinator is located at the Rio Vista Treatment Plant. This position is responsible for purchasing and service contracts, distributes supplies and materials, and assists in the creation of certain bids/requests for proposals for the Rio Vista Treatment location. This position also coordinates operations of the Regional division fleet vehicles. After the merger, this position was assigned the task of completing the annual smog program Agency-wide as well as maintaining the DMV records for nearly 200 vehicles and mobile equipment.

The Agency's three warehouse facilities have a Warehouse Technician that perform similar tasks to the Purchasing Coordinator, at their respective locations. Each of the warehouse locations assist with coordinating fleet maintenance but there is not a position that is responsible to ensure that monthly vehicle safety inspections are completed or ensure that preventative maintenance is scheduled and completed. In addition, there are various warehouse needs for the two treatment plants.

As we transition from three inventory systems to one (finance system conversion) in May 2021, we will need to harmonize warehouse processes at each location. The proposed Fleet and Warehousing Supervisor will be able to take on both of these rolls as well as supervise the three Warehouse Technicians. This will allow the Agency to continue the transition of consolidating workflows and integrating the various divisions. It will also provide a cohesive and consistent approach with the maintenance of the Agency's fleet.

Inspector II to *Right of Way Agent*

The inspection group is working out of the Summit Circle office. They are responsible for the inspection and acceptance of the contractor-built facilities. The inspection group includes a Supervisor, Senior inspector, three Inspector II positions, and one Inspector I position. One of the Inspector II positions is currently vacant, and the work group has completed the required inspections through the use of consultant inspectors supervised by one of the current Inspectors. This has been a successful approach to managing the high workload.

The Agency has numerous easements and real property assets that allow access and protection for our facilities. In addition, the Agency has numerous contracts with cellular providers. This creates additional work for staff because someone must work with these companies related to right-of-way access to our facilities. The responsibility for easements and leases has been distributed throughout the Engineering Services department. The need for a centralized and consistent approach to managing the vast amounts of easements, deeds, and leases has been identified. The proposed Right-of-Way Agent would be responsible for obtaining and maintaining all of the Agency's easements, deeds, and leases to ensure that the proper access and maintenance of our facilities is possible.

Staff requested a market salary survey from CPS HR Consulting in order to place the two proposed positions at the correct salary range. The two positions will need to be added to the Classification Plan (Attachment 1) and the position of Purchasing Coordinator will be eliminated. The two proposed job descriptions are Attachments 2 and 3.

On January 11, 2021, the Finance and Administration Committee considered staff's recommendation to approve repurposing two staff positions and a revised Classification Plan.

FINANCIAL CONSIDERATIONS

To repurpose Purchasing Coordinator to Fleet and Warehousing Supervisor:

FY 2020/21: \$5,195 FY 2021/22 (annually): \$12,828

To repurpose Inspector II to Right-of-Way Agent:

FY 2020/21: \$1,630 FY 2021/22 (annually): \$3,912

Total impact FY 2020/21 \$6,825 and FY 2021/22 (annually) \$16,740

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve the repurposing of the above-mentioned positions, as well as a revised Classification Plan.

RP

Attachments

M65

ATTACHMENT 1

SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION PLAN EFFECTIVE FEBRUARY 2021 (first full pay period)

Position	Range	Monthly Bottom	Monthly Top
General Manager	n/a		
Assistant General Manager	50	18,290	22,284
Chief Financial and Administrative Officer	48	16,590	20,211
Chief Operating Officer	48	16,590	20,211
Chief Engineer	47	15,801	19,252
Director of Finance and Administration	46	15,049	18,337
Director of Operations and Maintenance	46	15,049	18,337
Director of Technology Services	46	15,049	18,337
Director of Water Resources	46	15,049	18,337
Controller	43	13,000	15,839
Human Resources Manager	43	13,000	15,839
Principal Engineer	42	12,381	15,085
Principal Water Resources Planner	42	12,381	15,085
Communications Manager	40	11,229	13,681
Customer Service Manager	40	11,229	13,681
GIS Manager	40	11,229	13,681
Sustainability Manager	40	11,229	13,681
Water Distribution Manager	40	11,229	13,681
Water Quality Laboratory Manager	40	11,229	13,681
Water Treatment Manager	40	11,229	13,681
Senior Engineer	39	10,696	13,031
Senior Water Resources Planner	39	10,696	13,031
Engineer	37	9,700	11,816
Water Conservation Supervisor	37	9,700	11,816
Water Resources Planner	37	9,700	11,816
Inspector Supervisor	36	9,239	11,258
Senior Management Analyst	36	9,239	11,258
Associate Engineer	35	8,798	10,721
Associate Water Resources Planner	35	8,798	10,721
Board Secretary/Executive Assistant	35	8,798	10,721
Electrical/Instrumentation Supervisor	35	8,798	10,721
Field Services Supervisor	35	8,798	10,721
Information Technology Supervisor	35	8,798	10,721
Senior Financial Analyst	35	8,798	10,721
Senior Water Conservation Specialist	35	8,798	10,721
Utility Supervisor	35	8,798	10,721
Water Quality Supervisor	35	8,798	10,721
Water Systems Supervisor	35	8,798	10,721
Accounting Manager	34	8,379	10,209
Senior Inspector	34	8,379	10,209
Senior Public Affairs Specialist	34	8,379	10,209
Environmental Health & Safety Supervisor	33	7,982	9,726
Fleet and Warehousing Supervisor	33	7,982	9,726
Lead Water Systems Technician	33	7,982	9,726
Management Analyst II	33	7,982	9,726
SCADA Technician II	33	7,982	9,726
Senior Treatment Plant Operator - 80 hour shift	33	7,982	9,726
Senior Treatment Plant Operator - 84 hour shift	33	8,381	10,211

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE FEBRUARY 2021
(first full pay period)**

Position	Range	Monthly Bottom	Monthly Top
Assistant Engineer	32	7,601	9,259
Customer Service Supervisor	32	7,601	9,259
Executive Assistant	32	7,601	9,259
Financial Analyst	32	7,601	9,259
Information Technology Specialist	32	7,601	9,259
Water Conservation Specialist II	32	7,601	9,259
Water Quality Scientist II	32	7,601	9,259
Water Quality Specialist	32	7,601	9,259
Buildings and Grounds Supervisor	31	7,237	8,816
GIS Analyst	31	7,237	8,816
Human Resources Analyst	31	7,237	8,816
Lead Utility Worker	31	7,237	8,816
Public Affairs Specialist II	31	7,237	8,816
SCADA Technician I	31	7,237	8,816
Senior Accountant	31	7,237	8,816
Senior Electrical Technician	31	7,237	8,816
Senior Instrumentation Technician	31	7,237	8,816
Senior Water Systems Technician	31	7,237	8,816
Treatment Plant Operator II - 80 hour shift	31	7,237	8,816
Treatment Plant Operator II - 84 hour shift	31	7,599	9,259
Management Analyst I	30	6,892	8,395
Right of Way Agent	30	6,892	8,395
Senior Engineering Technician	30	6,892	8,395
Senior Information Technology Technician	30	6,892	8,395
Water Education Supervisor*	30	6,892	8,395
GIS Technician II	29	6,566	8,003
Inspector II	29	6,566	8,003
Water Conservation Specialist I	29	6,566	8,003
Water Quality Scientist I	29	6,566	8,003
Accountant	28	6,252	7,618
Electrical/Instrumentation Technician	28	6,252	7,618
Emergency Preparedness and Safety Coordinator	28	6,252	7,618
Information Technology Technician II	28	6,252	7,618
Inspector I	28	6,252	7,618
Public Affairs Specialist I	28	6,252	7,618
Senior Field Services Worker	28	6,252	7,618
Senior Utility Worker	28	6,252	7,618
Senior Water Quality Technician	28	6,252	7,618
Treatment Plant Operator I - 80 hour shift	28	6,252	7,618
Treatment Plant Operator I - 84 hour shift	28	6,565	7,999
Water Education Instructor*	28	6,252	7,618
Water Systems Technician II	28	6,252	7,618
Engineering Technician II	27	5,956	7,257
Human Resources Specialist	27	5,956	7,257
Information Technology Technician I	27	5,956	7,257
Payroll Specialist	27	5,956	7,257
Senior Administrative Technician	27	5,956	7,257
Senior Customer Service Representative	27	5,956	7,257

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE FEBRUARY 2021
(first full pay period)**

Position	Range	Monthly Bottom	Monthly Top
Senior Facilities Maintenance Technician	27	5,956	7,257
Event Coordinator*	26	5,673	6,913
GIS Technician I	26	5,673	6,913
Senior Accounting Technician	26	5,673	6,913
Administrative Technician*	25	5,401	6,581
Field Services Worker II	25	5,401	6,581
Safety Specialist II	25	5,401	6,581
Utility Worker II	25	5,401	6,581
Water Quality Technician II	25	5,401	6,581
Water Systems Technician I	25	5,401	6,581
Customer Service Representative II	24	5,145	6,268
Engineering Technician I	24	5,145	6,268
Facilities Maintenance Technician II	24	5,145	6,268
Accounting Technician II	23	4,900	5,970
Purchasing and Warehouse Technician	23	4,900	5,970
Safety Specialist I	23	4,900	5,970
Senior Office Assistant II	23	4,900	5,970
Water Quality Technician I	23	4,900	5,970
Field Services Worker I	22	4,664	5,682
Utility Worker I	22	4,664	5,682
Accounting Technician I	21	4,444	5,415
Customer Service Representative I	21	4,444	5,415
Facilities Maintenance Technician I	21	4,444	5,415
Office Assistant II	21	4,444	5,415
Office Assistant I	18	3,839	4,678
<i>*May be classified as part-time positions and paid at the hourly rate</i>			
<i>Note: Rounded for ease of reading - not an additional entitlement</i>			

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ATTACHMENT 2

SANTA CLARITA VALLEY WATER AGENCY Class Specification

Fleet and Warehousing Supervisor

FLSA: Non-Exempt Class Range: 33

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under direct supervision by the Director of Operations and Maintenance, supervises the Purchasing and Warehouse Technician class, which includes warehouse inventory, maintaining the Agency Fleet, and overseeing the purchasing of a variety of operational related items including fleet vehicles, heavy equipment, generators, as well as other materials, supplies, services and equipment in accordance with Agency and State standards, policies and legal requirements; maintains fleet and warehouse inventories, sources and negotiates within established authority the purchase of goods, services and materials; assists in the creation of bids and requests for proposals; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Fleet and Warehousing Supervisor is responsible for performing a variety of work assignments involved in the researching, sourcing, ordering, receiving and distribution of supplies, materials and services; maintenance and tracking of various warehouses; maintaining the Agency Fleet, which includes, but is not limited to assigned and pool vehicles, heavy equipment, and generators. Incumbents work independently performing the full range of duties and ensuring that specific operational functions related to the Agency fleet purchasing and maintenance, as well as warehouse inventory and purchasing meets Agency and State legal requirements.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Director of Operations and Maintenance. Incumbents will supervise Purchasing and Warehouse Technicians, ensuring that adequate inventory is maintained supporting the Agency's Operation's Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

SANTA CLARITA VALLEY WATER AGENCY
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- Oversee and supervise the Agency Warehouse Technician class; maintains and tracks parts and material requisitions to ensure an adequate inventory in each warehouse for various operation's departments.
- Plan, organize and direct functions and activities related to the procurement, servicing, operation, maintenance and repair of the Agency fleet, which includes but is not limited to vehicles, heavy equipment, and generators.
- Monitor, evaluate and determine priority of fleet maintenance, servicing and repair projects.
- Performs a variety of procurement related duties for the Operation's Department in the identification, sourcing, negotiation, and receipt of goods and services to ensure practices are in accordance with Agency and State guidelines.
- Conducts studies to determine new or better sources of supply for products, services and commodities and assists Agency staff in analyzing product options.
- Coordinates vehicle acquisitions through the State of California's Contracts Management Unit.
- Maintains the Agency's fleet inventory, which includes but is not limited to assigned work trucks and pool vehicles, heavy equipment, and generators.
- Establishes appropriate fleet replacement cycles in compliance with Agency policies, regulatory guidelines, and to minimize excessive maintenance costs.
- Oversees and coordinates compliance and reporting with federal and state regulatory agencies. Where appropriate coordination with the Agency's Environmental, Health and Safety Department might be required.
- Develop fleet inventory reports for tracking and regulatory compliance purposes.
- Coordinate, supervise and participate in physical inventories of warehouse stock; determine storage space requirements and optimum stock quantity.
- Receive, review and approve purchase requisitions; assure accuracy and completeness of order information; oversee orders for accuracy and completeness regarding account coding and cost calculations.
- Organize, oversee, and prepare bidding documents and awarding of legal bids and contracts; establish dates for legal advertisement of bids; assure bids comply with specifications, value and recommendation of award; write and assure completeness, correctness and clarity of bid specifications for various large and consolidated purchases for the Operation's Department.
- Enters purchase orders and agreements information into the Agency's financial system. Utilizes other Agency systems to track and monitor maintenance and repair schedules.
- Coordinates with the Safety Department on the Agency's fleet inspection and air quality programs.
- Oversees and coordinates the Agency's sales of surplus assets, including but not limited to vehicles, equipment, and various other assets.
- Arranges for and oversees the removal of certain non-hazardous and hazardous wastes, which can include, but not limited to batteries, waste oil, various treatment and disinfection chemicals, and other items as necessary.
- Ensures that safety procedures and regulations are followed as pertaining to the position.

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

- Establishes positive working relationships with representatives of community organizations, state/ local agencies, Agency management and staff, and the public.
- Perform other duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

This indoors and outdoors position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in working with a computer. The need to lift, drag, and push materials, supplies, and equipment weighing up to 75 pounds also is required while receiving shipments of materials.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fleet and Warehousing Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of graduation from a college/university with course work in business administration, public administration, materials management and the equivalent of four years of experience in purchasing, managing of Fleet, inventory of materials and supplies preferably for a water agency. Experience working in a purchasing function at a technical level may be substituted for college on a year for year basis.

Licenses and Certifications

Possession of a valid Class C California driver's license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Class A Driver's License and State Water Resources Control Board – Division of Drinking Water Distribution Operator D1 Certification desirable.

KNOWLEDGE/SKILLS/ABILITIES *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Operations, services and activities of a water agency as it relates to procurement; principles, practices, methods, and techniques for public agency purchasing, including competitive bidding processes and fleet management; sources and types of

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

products, commodities, and services used by a water agency; general principles, procedures, and practices of record keeping; principles of contract management; regulations and legal requirement of purchasing processes in the public sector; principles of lead supervision; basic principles of purchasing software; English usage, spelling, grammar, and punctuation; basic mathematical principles; occupational hazards and standard safety practices.

Ability to:

- Coordinate and perform a variety of functions relating to the purchase of materials, supplies and services; exercise sound judgment in determining proper work methods and procedures, assembling and evaluating information; assist in coordinating internal and external services to fill Agency's purchasing needs; perform research, analyze options and make recommendations regarding vendors and products write English at a level necessary to compose clear and concise reports, bid information and correspondence; effectively operate a personal computer and software; lead the work of assigned staff in the purchasing function; work independently and as part of a team; make sound decisions within established guidelines; observe safety principles and work in a safe manner; communicate clearly and concisely; establish and maintain effective working relations with Agency staff, outside agencies, vendors and the public.

Skill to:

- Operate standard purchasing and accounting software.

BOARD APPROVED:



ATTACHMENT 3

SANTA CLARITA VALLEY WATER AGENCY Classification Specification

Right-of-Way Agent

FLSA: Exempt Class Range: 30

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Incumbent is responsible for helping safeguard Santa Clarita Valley Water Agency's interest in the acquisition and management of easement and real property. Duties include: reviewing and writing legal descriptions for the granting of easements; reviewing preliminary maps and providing comments; providing information on real property, procedures, fees and general information; reviewing final maps; obtaining and reviewing preliminary title reports; obtaining and reviewing appraisals, reviewing and drafting property lease agreements; reviewing and drafting drainage easements; participating in and/or acquiring easements and land for Capital Improvement Projects and developer-funded Projects; participating in and/or overseeing the annexation/detachment of territory for Santa Clarita Valley Water Agency; maintaining easement records and databases; ; assisting in recordation and Notices of Completion, negotiating land use for cell sites, maintaining cell site records and databases, developing and maintaining an encroachment program; and, managing and educating the engineering department staff in Right-of-Way matters.

DISTINGUISHING CHARACTERISTICS

The Right-of-Way Agent is a stand-alone classification, which is distinguished from other classes by its responsibility for the review, drafting, acquisition and management of easements and real property.

SUPERVISION RECEIVED/EXERCISED

Reports to and receives general supervision from Principal Engineer. Exercises no direct supervision over staff. May serve as Project Manager for Right-of-Way specific projects.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

Duties may include, but are not limited to, the following:

- Drafts, reviews, and processes legal documentation to accomplish acquisition, lease agreements, rights of way, and transfer of easements and titles of property.
- Conducts field studies, researches maps and public records, and consults with legal counsel to determine ownership, property rights, and availability of properties.
- Researches records, analyzes appraisal and preliminary title reports prepared by outside entities, and makes recommendations regarding easement acquisition sale or purchase of property.
- Consults with legal counsel to ensure that documents and procedures conform to legal requirements regarding Right-of-Way issues.
- Negotiates acquisitions of land and easements, drafts agreements for use, oversees and prepares final documentation required.
- Coordinates with governmental agencies, utilities, developers, homeowners, homeowners associations, commercial businesses, consulting firms and Santa Clarita Valley Water Agency staff for Right-of-Way activities including: legal descriptions, plat maps, easement documents, deeds, acquisition of property and easements, sale of excess property, encroachments, property use agreements, relocations, removal or abandonment of facilities.
- Oversees and prepares documents regarding annexation of parcels to Santa Clarita Valley Water Agency.
- Prepares and makes presentations to homeowners, homeowners associations, commercial businesses, developers, consulting firms, Board of Directors and other agencies in matters pertaining to issues such as Right-of-Way, easements, acquisition of property, and the relocation/removal/abandonment of existing facilities.
- Confers with and advises engineers, planners, staff, and consultants on right-of-way issues and potential problems related to proposed and existing facilities, including impacts on property owners.
- Negotiates land use for cell sites, drafts license agreements for use, reviews plans, oversees and prepares final documentation required.
- Establishes positive working relationships with representatives of the community, contractors, developers, organizations, state/local agencies, agency management and staff, and the public.
- Coordinates with Agency's GIS group to assist in maintaining maps and database of Agency land and easements
- Operates a computer and assigned software.
- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Positions in this class typically require climbing, balancing, stooping, standing, walking, lifting, fingering, talking, hearing and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Right-of-Way Agent. A typical way of obtaining the required qualifications is to possess:

- A B.A. / B.S. in business, engineering, survey, real estate or related field
- Four (4) years of experience in surveying, Right-of-Way, or related field.

Licenses and Certifications

- Possession of, or ability to obtain, a valid Class C California driver's license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.
- Certification as a Right-of-Way Agent (RWA) from the International Right-of-Way Association (Desired)
- Valid State of California Notary Public License or ability to obtain within one year of hire.

KNOWLEDGE/SKILLS/ABILITIES *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge/Skills of:

- Principles of land surveying techniques.
- Principles of public planning procedures.
- Real Estate Law and Practices
- Reading and interpreting preliminary title reports, appraisals, easements, deeds, maps and improvement plans.
- Preparing and writing legal property descriptions.
- Performing advanced mathematical calculations.
- Methods and techniques of project management.
- Understand and follow verbal and written directions.
- Communicate effectively both orally and in writing.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation.
- Proper English, spelling, and grammar.
- Operate a variety of tools and equipment used in construction inspection.
- Interpersonal skills using tact, patience and courtesy.

**SANTA CLARITA VALLEY WATER AGENCY
Classification Specification**

Ability to:

- Read, understand and interpret preliminary title reports, appraisals, easements, deeds, legal descriptions, licenses, and maps.
- Lead, train, and provide work direction and guidance to department staff related to Right-of-Way items.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Meet schedules and timelines.
- Observe health and safety regulations and procedures.
- Understand and follow oral and written instructions.
- Maintain various records related to work performed.
- Operate a computer and assigned software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

BOARD APPROVED:

LAST MODIFIED:



BOARD MEMORANDUM

DATE: February 2, 2021

TO: Board of Directors

FROM: Rochelle Patterson *RP*
Director of Finance and Administration

SUBJECT: Approve a Contract Amendment with Equation Technologies for Project Management Services

SUMMARY

In November 2019, the Board approved a Professional Services Agreement with Equation Technologies for project management services to assist the Agency in implementing the new Financial Management Information System (FMIS). Due to the acceleration of the project, an amendment to the agreement is needed in the amount of \$141,500.

DISCUSSION

Staff had previously informed the Finance and Administration Committee soon after the project implementation phase began (June 2020), that we would be expecting a change order.

The project management service under the current agreement have experienced adjustments and delays to the project as a result of COVID-19 and insight/developments that arose during the Planning & Initiation Phase. In addition to the delays, it has been determined that additional project management services would be required to better support the implementation project. Due to COVID-19 uncertainty, there were delays to the start of the project at Agency request, but the “go-live” date remained unchanged. The acceleration of the project implementation required the Agency to have a full-time project manager, who was previously contracted as part-time. As such, the project management services outlined in the Financial Consideration section below are being modified to better support the adjustments required to complete the project.

On January 11, 2021, the Finance and Administration Committee considered staff’s recommendation to approve a contract amendment with Equation Technologies for project management services.

FINANCIAL CONSIDERATIONS

		Current Agreement	Payments*	Change Order
Dec 19 - Apr 20	Planning & Initiation	\$ 28,500	\$ 28,500	
May 20 - May 21	Implementation Phase	\$ 210,000	\$ 236,500	\$ 90,500
June 21 - Aug 21	Go Live	\$ 54,000		\$ 51,000
		\$ 292,500	\$ 265,000	\$ 141,500

**Through January 2021*

The total contract amendment for project implementation and go-live project management services will be not to exceed \$141,500. This change order will have no effect on the project budget. Third-party consulting costs were estimated to be \$516,656. With this amendment, the total costs for third-party consulting will be \$434,000.

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve a contract amendment with Equation Technologies for project management services in the amount not to exceed \$141,500.

RP

Attachment

M65



Change Order - Project Management Professional Services

SCV-001

Prepared For:
Santa Clarita Water Agency
 Rochelle Patterson
 27234 Bouquet Canyon Rd
 Santa Clarita, CA 91350

P: (661) 702-4422
 E: rpatterson@ncwd.org

Prepared By:
Equation Technologies, Inc.
 Erica Burles
 533 2nd St
 Encinitas, CA 92024

P: (760) 436-3520
 E: erica@equationtech.us

Change Order Date:
12.30.2020

Project Management Services	Price	Qty	Ext. Price
<p>This Change Order is effective on the date of approval.</p> <p>The original Project Management Professional Services Contract is amended with changes/additions as indicated below.</p> <p>The original engagement contracted for a part-time project manager and was later changed to full-time project management services. As of January 1, 2021 \$265,000 has been invoiced against PO A1920-004-19382 with an original budget of \$292,500. The new budget total for full time project management services is \$434,000.</p> <p>Note: Significant change orders with Emtec such as historical data and reporting are considered outside of this scope of work. Travel is not estimated or anticipated to complete this project.</p> <p>Except as expressly amended above, all other terms and conditions of the contract are still in full force and effect.</p>			
Project Management - Implementation & Go Live readiness	\$90,500.00	1	\$90,500.00
<p>Proposed Extension: PM offsite full time Through May 31, 2021 \$2,000 additional in February. \$29,5000 additional Mar - May.</p>			
Project Management - Post Go Live Support	\$51,000.00	1	\$51,000.00
<p>Proposed Extension: PM 20 hours per week 3 Months - June 01, 2021 - August 31, 2021</p>			
Subtotal:			\$141,500.00

Acceptance

Rochelle Patterson,

 Print Name / Title

 Signature

 Date

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BOARD MEMORANDUM

DATE: January 12, 2021
TO: Board of Directors *RP*
FROM: Rochelle Patterson
Director of Finance and Administration
SUBJECT: Approve Use of Office Technology Policy for the Employee Manual

SUMMARY AND DISCUSSION

Staff recommends approval of the attached Use of Office Technology policy to be added to SCV Water's Employee Manual. Not only is it best practice for the Agency to adopt a Use of Office Technology policy, but the Agency's auditors have requested that SCV Water formally state the procedures for securing the Agency's systems and software.

The attached proposed policy is a compilation of what existed for the legacy entities Castaic Lake Water Agency and Newhall County Water District. General counsel has reviewed the policy and recommended changes are included.

At the December 21, 2020 Finance and Administration Committee meeting, it was recommended that legal counsel review Section 39.1.4 and modify the language to reflect current practices. The attached policy includes those changes.

On January 11, 2021, the Finance and Administration Committee considered staff's recommendation to approve a Use of Office Technology Policy for the Employee Manual.

FINANCIAL CONSIDERATIONS

None at this time.

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve the attached Use of Office Technology Policy for the Agency's Employee Manual.

RP

Attachment

MBS

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EMPLOYEE MANUAL	
Title: USE OF OFFICE TECHNOLOGY	
Policy No.: 39.0	Section Nos.: 39.0 – 39.10
Approval Date: January 2021	Effective Date: January 2021
Approved By: Board of Directors	

USE OF OFFICE TECHNOLOGY

The Agency maintains various forms of electronic systems and social media networks to assist in the conduct of the business within the Agency. These systems or networks, including the equipment and the data stored in the systems or networks, are, and remain at all times, the property of the Agency. All messages created, sent, received, or stored in the systems or networks are property of the Agency, and as such may be monitored, recorded, and/or reviewed for quality control and appropriateness of purpose at any time.

The Agency reserves the right to retrieve and review any messages composed, sent or received. Please note that even when a message is deleted or erased, it is still possible to re-create the message. The Agency therefore cannot ensure privacy of any messages to any employee. While voicemail and electronic mail may accommodate the use of passwords for security, confidentiality cannot be guaranteed, and employees are hereby notified that someone other than the intended recipient may review all messages. All passwords must be made known to the Agency in order that all systems or networks are accessible to the Agency when employees are absent.

39.1 Information Technology Requests for Service

Requests for IT service, including the purchase of software and hardware, are to be made using the IT Service Request Link.

39.1.1 Care of Computer Equipment

The primary user of a computer workstation is considered a custodian for the equipment. If the equipment is damaged, lost, stolen, borrowed or is otherwise unavailable for normal business activities, the user must promptly inform the Information Technology Department (IT Department). Computer equipment must not be moved or relocated without the knowledge and approval of the IT Department.

39.1.2 Eating and Drinking

Users should be cautious when eating or drinking near the computer equipment. Food and drink can cause damage to electronic equipment such as keyboards.

39.1.3 Environmental Considerations

To reduce the damage done by electrical power problems, all computer workstations must use surge suppressors. Computer equipment with critical production applications must also have an uninterruptible power system (UPS).



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39.1.4 Use of Personal Equipment

~~Unless expressly authorized by the Agency in writing, employees may not. The Agency provides all necessary and appropriate equipment to employees to perform their job functions. Employees should refrain from bringing into the workplace their own computer, computing equipment, or electronic accessories to install into the Agency's electronic systems. This prohibition includes all personal electronics and accessories, (such as speakers, sound cards, mice, keyboards, modems, and monitors, temporary radio, or Bluetooth connections of personal equipment such as cellular phones or speakers) to install into the Agency's electronic systems if there is any potential that such equipment or accessories could negatively impact or pose a security risk to the Agency systems. This prohibition also includes temporary, radio, or Bluetooth connections of personal equipment such as cellular phones or speakers, unless allowed pursuant to written approval from the IT Department.~~

~~Where authorized (such as pursuant to a Telecommuting Agreement), the Agency makes no representations or guaranties regarding compatibility of personal equipment or accessories with Agency systems. Employee use of personal electronics or accessories on Agency systems is at the employee's own risk. are generally prohibited and such use is at the employee's own risk. The Agency is not responsible for damage to personal equipment or accessories caused by employee use or by incompatibility with the Agency system.~~

~~The Agency has a separate Telecommuting Agreement which governs employee use of personal equipment while working remotely.~~

39.1.5 Changes to Hardware

Computer equipment supplied by the Agency must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without the prior written authorization from the IT Section. Changes any computer related equipment is to be initiated through the IT Service Request form process.

39.2 Passwords

39.2.1 Choice of Passwords

Passwords are required for Agency computer systems. User-chosen passwords should be difficult to guess. Words in a dictionary, derivatives of user-IDs, and common character sequence such as "123456" should not be



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employed. Likewise, personal details such as spouse's name, license plate, social security number and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords and keys must also not be any part of speech. For example, proper names, geographical locations, common acronyms and slang must not be employed. Passwords may not be shared with friends, family or coworkers. Sharing your user ID or password with other persons is prohibited. If you share your user ID, you will be solely responsible for the actions that other persons may perform. Users may not access a computer account that belongs to another employee.

The fact that a user chooses his/her own password does not mean that the use of the Agency equipment is private as to that user. Agency may access the computer and its files at any time to verify business use or to retrieve necessary information. Passwords are required to be changed every 90-days.

Failure to provide passwords or access upon Agency request is grounds for discipline, up to and including termination of employment.

39.2.2 Storage of Passwords

Staff must maintain exclusive control of their personal passwords; they must not share them with others. Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, computers without access controls or in other locations where unauthorized persons might discover them.

39.2.3 Termination of Employment

When an employee is terminated, the HR Department will immediately notify the IT Department, which will then take steps to terminate the employee's access so as to maintain security and integrity of Agency systems and equipment.

39.3 System Configuration and Software

39.3.1 Changes to Application Software

The Agency provides standard software for all users, and specialized software for certain operational activities. Users must not install other software packages on computer equipment without obtaining advance written permission from the IT Department. Likewise, staff must not permit automatic software installation routines to be run on Agency computer equipment unless the IT Department has first approved these routines in writing. Unapproved



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software may be removed by the IT Department without advance notice or compensation.

39.3.2 Changes to Operating System Configurations

On Agency supplied computer hardware, users must not change operating system configurations, upgrade existing operating systems or install new operating systems. If such changes are required, they will be performed by under the direction of the IT Department (in person or with remote system maintenance software).

39.3.3 Software Installation and Copying

The copying of software or installation of software that is owned by the user onto the Agency’s computer system is not only against policy, it is illegal. Under no circumstances may staff bring software from home and install it on the Agency’s computer system. Staff also may not copy software from the Agency’s computers and take it home. Such activities violate software copyright laws and carry penalties. If software is needed for any reason, contact the IT Department.

39.4 Document Storage

The Agency’s Document Management System (DMS) is to be used for the creation and storage of all Agency documents and files. The work of Agency employees is the property of the Agency and should be stored and filed in a consistent manner. In limited circumstances, documents and files may be stored in the Userdata Folder. In very limited circumstances, documents and files may be stored on a hard drive.

The use of the DMS allows for proper storage and indexing of files, as well as daily backup of information.

DMS folders are created by the IT Department. Employees requesting new folders should use the IT Service Request Form. Because documents in DMS are “searchable” by a variety of items, including actual text, the creation of folders should be kept to a minimum.

39.5 Maintaining Security

39.5.1 Browsing

Deletion, examination, copying, or modification of files and/or data belonging to other users without prior written consent of the IT Department is prohibited.

Staff must not browse through Agency computer systems or networks. For example, curious searching for interesting files and/or programs in the



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directories of other users is prohibited. Steps taken to legitimately locate information needed to perform one's job are not considered browsing.

39.5.2 Tools to Compromise Systems Security

Unless specifically authorized in advance in writing by the IT Department, Agency staff must not acquire, possess, trade or use hardware or software tools that could be employed to evaluate or compromise information systems security. Examples of such tools include those, which defeat software copy-protection, discover secret passwords, identify security vulnerabilities or decrypt encrypted files. Unless specific permission has been obtained from the IT Department, users are prohibited from using such tools.

39.6 Use of Internet and Email

39.6.1 Personal Use

Use of Agency computing resources for personal purposes are permissible so long as the incremental cost of the usage is negligible, and so long as no Agency business activity is preempted by the personal use. Staff must not employ the Internet or other internal information systems in such a way that the productivity of other staff is eroded; examples include chain letters, games, binary attachments, documents in excess of 3 megabytes and broadcast of bulk e-mail (direct mail marketing) and charitable solicitations. Under no circumstances may staff download and/or install any programs, personal software or video games. Staff may not tamper with the computer standardization or software-controlled system policies.

39.6.2 Email Guidelines

You agree and understand that whenever you send electronic mail, your name and user ID are included in each mail message. You are responsible for all electronic mail originating from your user ID. Forgery (or attempted forgery) of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited. Attempts at sending harassing, obscene and/or other threatening email to another user are prohibited.

39.6.3 Using the Internet

The following are **unacceptable** examples and uses for accessing the Internet:

- Employees will not use profanity, obscenity, or other language, which may be offensive when communicating with others.



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- Employees may not use the internet for personal gain or objectives, including but not limited to financial gain, commercial purposes, or political purposes.
- Employees are not to use their access to gain unauthorized access or misuse any other systems on the Internet.
- Employees are not to jeopardize network services by distributing computer viruses or worms.
- Employees are to avoid any actions that cause interference to the network or the work of others on the network (i.e., mass chain letters).
- Employees are not to access pornographic or similar websites.
- Employees are not to access gambling or similar websites

The following are **recommended** uses or practices for accessing the Internet:

- Due to a lack of regulation and security in the Internet environment, employees should not give out personal information like home address, telephone numbers, and credit card numbers.
- Passwords should be kept private and should be changed frequently.

39.7 Accessing Email from a Remote Computer

Users may access the Agency’s Outlook email system for their own Agency email from one of the following websites: <https://mail.scvwa.org> or <https://office.com>. Do not access this website from Agency’s computers – this may cause the network to crash.

39.8 Mobile Phones

Some Agency employees are issued mobile phones for Agency use. On occasion, mobile phone calls for emergencies may be necessary, such as; illness or injury to family members, changed family plans, or for similar reasons. Employees are cautioned, however, to advise those who might call them on their mobile phone of these conditions. Excessive mobile phone use for personal or non-Agency use may result in an employee’s mobile phone being removed. This policy shall apply to both phone calls and text messages.

Effective January 3, 2012, the Federal Motor Carrier Safety Administration (FMCSA) regulations prohibit Commercial Drivers from talking on a hand-held mobile phone while driving, or while stopped at traffic lights, stop signs, and traffic delays.

While hands-free use of mobile phones may be permitted when safe to do so, it is the responsibility of the employee to request and use a hands-free device for their mobile phone. Under no circumstances shall an employee send or review text messages or emails while driving.



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Further, this section on mobile phone use is subject to review and revision by the Agency at any time, with or without prior notice.

39.9 No Expectation of Privacy

The Agency maintains and utilizes, as part of its operations, a computer system, voicemail, e-mail and other systems. These systems are provided to assist employees in the conduct of Agency business. All computers and the data stored on them, as well as all voicemail and the data stored on it, and all records of internet access, are and remain at all times, the property of Agency. As such, all voicemail, email, SMS or text messages, photographs, or other messages composed created, sent, and received are, and remain, the property of the Agency. Employees maintain an obligation to provide access or assist in obtaining access to any assigned device containing such data or files. Refusal or failure to provide access or assist in obtaining access when requested is grounds for discipline, up to and including termination or employment. **No employee has any expectation of privacy regarding such messages or records.**

Agency reserves the right to retrieve and read any message or record composed, created, sent or received on the voicemail, e-mail, internet or other systems at any time, with or without advance notice to the employee.

39.10 Penalty for Violation of this Policy

Violation of this policy is grounds for discipline, up to and including termination. Employees violating this policy are acting outside the course and scope of their employment and may be personally liable for such violations.

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BOARD MEMORANDUM

DATE: January 12, 2021

TO: Board of Directors *RP*

FROM: Rochelle Patterson
Director of Finance and Administration

SUBJECT: Approve a Resolution Adopting a Revised Investment Policy

SUMMARY AND DISCUSSION

Pursuant to Government Code Section 53646, the California Legislature mandates that the Agency annually prepare and adopt an Investment Policy. The Agency last adopted its policy in February 2020. The Agency’s Investment Policy applies to all divisions of SCV Water, including both Regional and Retail Divisions.

General Counsel has advised that there have been changes in state Government Codes and has modified the existing policy as marked below in Sections 9.8.2 and 9.11. The red struck lines indicate deletion, whereas the unstruck lines have been added. There are no other changes to the policy.

9.8.2 organized within the United States as a special-purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and has commercial paper that is rated “A-1” or higher, or the equivalent, by a nationally-recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 270 days or less. The Agency shall invest no more than 25% of its money in eligible commercial paper; provided that if the Agency has \$100,000,000 or more of investment assets under management, the Agency may invest no more than 40% of its money in eligible commercial paper. The Agency shall ~~purchase no more than 40% of the outstanding~~ invest no more than 10% of its total investment assets in ~~the~~ commercial paper and medium-term notes of any single ~~corporate issue issuer.~~

9.11 Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating with the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of “A” or its equivalent or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed 30% of the Agency’s money which may be invested pursuant to this policy. The Agency may invest no

more than 10% of its total investment assets in the commercial paper and the medium-term notes of any single issuer.

On January 11, 2021, the Finance and Administration Committee considered staff's recommendation to approve the attached resolution adopting a revised Investment Policy.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve the attached resolution adopting a revised Investment Policy.

RP

Attachments

MBS



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Title: INVESTMENT POLICY	
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INVESTMENT POLICY

1.0 POLICY

- 1.1 WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and
- 1.2 WHEREAS; the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 53601 et seq.; and
- 1.3 WHEREAS; the Treasurer of the Santa Clarita Valley Water Agency (“Agency”), acting under the direction and authority of the Finance Committee of the Agency, shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;
- 1.4 NOW THEREFORE, it shall be the policy of the Agency to invest funds in a manner, which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Agency and conforming to all statutes governing the investment of Agency funds.

2.0 SCOPE

This investment policy applies to all financial assets of the Agency. These funds are accounted for in the annual Agency audit. The Agency pools all cash for investment purposes. This policy is applicable, but not limited to all funds listed below:

- General/Operating Fund
- Special Revenue Funds
 - a) One Percent Property Tax Fund
 - b) Facility Capacity Fee Fund
 - c) State Water Project Fund
- Capital Project Fund
- Debt Service Fund
- Reserve Funds
- Enterprise Fund
- Grant Funds



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3.0 PRUDENCE; RESPONSIBILITY

- 3.1 Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 3.2 Responsibility: The Treasurer and other individuals assigned to manage the investment portfolio, acting with the intent and scope of this investment policy while exercising due diligence, shall be relieved of personal responsibility for the credit risk and market price risk for securities held in the investment portfolio, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- 4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements and budgeted expenditures. Investments will be undertaken with the expectation that unplanned expenses will be incurred; therefore, portfolio liquidity will be created to cover reasonable contingency costs.
- 4.3 Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic



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cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. The goal is to maximize return while ensuring that safety and liquidity objectives are not compromised.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, *et seq.* Overall accountability and authority for implementation of this policy shall remain with the Board of Directors of the Agency and overseen by the Agency's Finance Committee. The day-to-day responsibility for management and implementation of the investment program is hereby delegated to the Treasurer, who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. With this delegation the Treasurer is given the authority to utilize internal staff and outside investment managers to assist in the investment program. The Treasurer shall use care to assure that those assigned responsibility to assist in the management of the Agency's portfolio do so in accordance with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6.0 ETHICS AND CONFLICTS OF INTEREST

The Treasurer and officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Officials and staff members involved with the investment function shall disclose to the Board of Directors any personal financial interest with a financial institution, broker or investment issuer conducting business with the Agency. Officials and staff members shall further disclose to the Board of Directors any personal financial interest in any entity related to the investment performance of the Agency's portfolio.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.



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For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Agency’s account with that firm has reviewed the Agency’s Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Agency that are appropriate under the terms and conditions of the Investment Policy.

The Agency is a local agency authorized to invest surplus monies in the Local Agency Investment Fund (LAIF). LAIF is a special trust fund in the custody of the State Treasurer and the Local Investment Advisory Board created under Government Code Section 16429.2, which advises the State Treasurer on the investment and reinvestment of LAIF deposits. Each local agency with LAIF deposits has a separate account within LAIF, but the total deposits in LAIF are managed as a pooled investment account. The securities eligible for LAIF investments are statutorily specified in Government Code Section 16430 and are more conservative than those investments permitted under Government Code Section 53601, which governs the management of invested surplus monies by local agencies. Accordingly, the Treasurer need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

8.0 PORTFOLIO MATURITY LIMITS

The maximum maturity for any single investment in the portfolio shall not exceed five years. The maximum weighted average maturity for the investment portfolio shall not exceed three years.

When a security has a mandatory put date, the put date should be used when calculating weighted average portfolio maturity. When a security has an optional put date, the optional put date should be used when calculating weighted average portfolio maturity so long as the put is at the discretion of the Agency and the put price is equal to or greater than the market value for the security. (A put is a contract that gives its holder the right to sell an underlying security, commodity, or currency before a certain date for a predetermined price.)

9.0 AUTHORIZED AND SUITABLE INVESTMENTS

The Agency is empowered by California Government Code 53601 et seq. to invest in the following:



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- 9.1 Bonds issued by the Agency.
- 9.2 United States Treasury Bills, Notes and Bonds.
- 9.3 Registered state warrants or treasury notes or bonds issued by the State of California.
- 9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.
- 9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The LAIF is an approved pooled investment account.
- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- 9.7 Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days' maturity or 40% of the Agency's money that may be invested pursuant to this policy. However, no more than 30% of the Agency's money can be invested in the bankers' acceptances of any single commercial bank.
- 9.8 Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally-recognized statistical-rating organization. The entity that issues the commercial paper shall either be:
 - 9.8.1 organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial



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paper, if any, that is rated in a rating category of “A” or its equivalent or higher by a nationally-recognized statistical-rating organization; or

- 9.8.2 organized within the United States as a special-purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and has commercial paper that is rated “A-1” or higher, or the equivalent, by a nationally-recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 270 days or less. The Agency shall invest no more than 25% of its money in eligible commercial paper; provided that if the Agency has \$100,000,000 or more of investment assets under management, the Agency may invest no more than 40% of its money in eligible commercial paper. The Agency shall purchase no more than 10% of the outstanding invest no more than 10% of its total investment assets in the commercial paper and medium-term notes of any single ~~corporate issuer~~issuer.

- 9.9 (i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the Agency’s money which may be invested pursuant to this policy. The Board of Directors and the Treasurer are prohibited from investing Agency funds, or funds in the Agency’s custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision-making authority within the Agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

- (ii) Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the Agency’s money which may be invested pursuant to this policy.

- 9.10 Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53061. The market value of securities that underlay a repurchase



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agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and are subject to the special limits and conditions of California Government Code 53601(j).

- 9.11 Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating with the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed 30% of the Agency's money which may be invested pursuant to this policy. The Agency may invest no more than 10% of its total investment assets in the commercial paper and the medium-term notes of any single issuer.
- 9.12 Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of California Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed 20% of the Agency's investments under this policy. However, no more than 10% of the Agency's money may be invested in any one mutual fund.
- 9.13 Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- 9.14 Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by California Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by California Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a



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bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

- 9.15 Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "A" or its equivalent or better for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision shall not exceed 20% of the Agency's money that may be invested pursuant to this policy.
- 9.16 Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000).
- 9.17 Proposition 1A receivables sold pursuant to California Government Code Section 53999. A "Proposition 1A receivable" constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- 9.18 United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or



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better by an NRSRO and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section.

- 9.19 Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

Such investments shall be limited to securities that at the time of the investment have a term remaining to maturity of five years or less, or as otherwise provided in Government Code Section 53601.

The Agency shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

10.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(i)(2).

11.0 SAFEKEEPING AND CUSTODY

All securities owned by the Agency, except collateral for repurchase agreements, will be held in safekeeping at a third party bank trust department that will act as agent for the Agency under terms of a custody agreement.

Securities used as collateral for repurchase agreements with a term of up to seven days can be safe kept by a third party bank trust department, or by the broker/dealer's safekeeping institution, acting as agent for the Agency under the terms of a custody agreement executed by the broker/dealer and the Agency and specifying the Agency's perfected ownership of the collateral.

Payment for all transactions will be conducted on a delivery-versus-payment (DVP) basis.

12.0 LEVERAGING

Investments may not be purchased on margin. Securities can be purchased on a "When Issued" basis only when a cash balance can be maintained to pay for the securities on the purchase settlement date.

13.0 DIVERSIFICATION



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The Agency will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- 13.1 Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- 13.2 Maturities selected shall provide for stability of income and liquidity.
- 13.3 Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

14.0 REPORTING

The Treasurer shall submit to each member of the Board of Directors an investment report at least monthly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Agency by third party contracted managers. The report will also include the source of the portfolio valuation. For funds, which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Agency will meet its expenditure obligations for the next six months as required by Government Code Section 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

15.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the Agency. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

(Originally Adopted February 2018; Re-adopted January 2019; Revised February 2020, February 2021)

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
ADOPTING A REVISED INVESTMENT POLICY**

1.0 POLICY

- 1.1 WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and
- 1.2 WHEREAS; the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 53601 et seq.; and
- 1.3 WHEREAS; the Treasurer of the Santa Clarita Valley Water Agency ("Agency"), acting under the direction and authority of the Finance Committee of the Agency, shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;
- 1.4 NOW THEREFORE, it shall be the policy of the Agency to invest funds in a manner, which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Agency and conforming to all statutes governing the investment of Agency funds.

2.0 SCOPE

This investment policy applies to all financial assets of the Agency. These funds are accounted for in the annual Agency audit. The Agency pools all cash for investment purposes. This policy is applicable, but not limited to all funds listed below:

- General/Operating Fund
- Special Revenue Funds
 - a) One Percent Property Tax Fund
 - b) Facility Capacity Fee Fund
 - c) State Water Project Fund
- Capital Project Fund
- Debt Service Fund
- Reserve Funds
- Enterprise Fund
- Grant Funds

3.0 PRUDENCE; RESPONSIBILITY

- 3.1 Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 3.2 Responsibility: The Treasurer and other individuals assigned to manage the investment portfolio, acting with the intent and scope of this investment policy while exercising due diligence, shall be relieved of personal responsibility for the credit risk and market price risk for securities held in the investment portfolio, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- 4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements and budgeted expenditures. Investments will be undertaken with the expectation that unplanned expenses will be incurred; therefore, portfolio liquidity will be created to cover reasonable contingency costs.
- 4.3 Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. The goal is to maximize return while ensuring that safety and liquidity objectives are not compromised.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Directors of the Agency and overseen by the Agency's

Finance Committee. The day-to-day responsibility for management and implementation of the investment program is hereby delegated to the Treasurer, who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. With this delegation the Treasurer is given the authority to utilize internal staff and outside investment managers to assist in the investment program. The Treasurer shall use care to assure that those assigned responsibility to assist in the management of the Agency's portfolio do so in accordance with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6.0 ETHICS AND CONFLICTS OF INTEREST

The Treasurer and officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Officials and staff members involved with the investment function shall disclose to the Board of Directors any personal financial interest with a financial institution, broker or investment issuer conducting business with the Agency. Officials and staff members shall further disclose to the Board of Directors any personal financial interest in any entity related to the investment performance of the Agency's portfolio.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Agency's account with that firm has reviewed the Agency's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Agency that are appropriate under the terms and conditions of the Investment Policy.

The Agency is a local agency authorized to invest surplus monies in the Local Agency Investment Fund (LAIF). LAIF is a special trust fund in the custody of the State Treasurer and the Local Investment Advisory Board created under Government Code Section 16429.2, which advises the State Treasurer on the investment and reinvestment of LAIF deposits. Each local agency with LAIF deposits has a separate account within

LAIF, but the total deposits in LAIF are managed as a pooled investment account. The securities eligible for LAIF investments are statutorily specified in Government Code Section 16430 and are more conservative than those investments permitted under Government Code Section 53601, which governs the management of invested surplus monies by local agencies. Accordingly, the Treasurer need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

8.0 PORTFOLIO MATURITY LIMITS

The maximum maturity for any single investment in the portfolio shall not exceed five years. The maximum weighted average maturity for the investment portfolio shall not exceed three years.

When a security has a mandatory put date, the put date should be used when calculating weighted average portfolio maturity. When a security has an optional put date, the optional put date should be used when calculating weighted average portfolio maturity so long as the put is at the discretion of the Agency and the put price is equal to or greater than the market value for the security. (A put is a contract that gives its holder the right to sell an underlying security, commodity, or currency before a certain date for a predetermined price.)

9.0 AUTHORIZED AND SUITABLE INVESTMENTS

The Agency is empowered by California Government Code 53601 et seq. to invest in the following:

- 9.1 Bonds issued by the Agency.
- 9.2 United States Treasury Bills, Notes and Bonds.
- 9.3 Registered state warrants or treasury notes or bonds issued by the State of California.
- 9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.
- 9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The LAIF is an approved pooled investment account.
- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed

as to principal and interest by federal agencies or United States government-sponsored enterprises.

- 9.7 Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days' maturity or 40% of the Agency's money that may be invested pursuant to this policy. However, no more than 30% of the Agency's money can be invested in the bankers' acceptances of any single commercial bank.
- 9.8 Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally-recognized statistical-rating organization. The entity that issues the commercial paper shall either be:
- 9.8.1 organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally-recognized statistical-rating organization; or
- 9.8.2 organized within the United States as a special-purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally-recognized statistical-rating organization.
- Eligible commercial paper shall have a maximum maturity of 270 days or less. The Agency shall invest no more than 25% of its money in eligible commercial paper; provided that if the Agency has \$100,000,000 or more of investment assets under management, the Agency may invest no more than 40% of its money in eligible commercial paper. The Agency shall invest no more than 10% of its total investment assets in the commercial paper and medium-term notes of any single issuer.
- 9.9 (i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the Agency's money which may be invested pursuant to this policy. The Board of Directors and the Treasurer are prohibited from investing Agency funds, or funds in the Agency's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision-making authority within the Agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

(ii) Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the Agency's money which may be invested pursuant to this policy.

- 9.10 Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53061. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and are subject to the special limits and conditions of California Government Code 53601(j).
- 9.11 Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating with the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed 30% of the Agency's money which may be invested pursuant to this policy. The Agency may invest no more than 10% of its total investment assets in the commercial paper and the medium-term notes of any single issuer.
- 9.12 Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of California Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed 20% of the Agency's investments under this policy. However, no more than 10% of the Agency's money may be invested in any one mutual fund.
- 9.13 Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- 9.14 Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by California Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by California Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a

bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

- 9.15 Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "A" or its equivalent or better for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision shall not exceed 20% of the Agency's money that may be invested pursuant to this policy.
- 9.16 Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000).
- 9.17 Proposition 1A receivables sold pursuant to California Government Code Section 53999. A "Proposition 1A receivable" constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- 9.18 United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section.
- 9.19 Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

Such investments shall be limited to securities that at the time of the investment have a term remaining to maturity of five years or less, or as otherwise provided in Government Code Section 53601.

The Agency shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

10.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(i)(2).

11.0 SAFEKEEPING AND CUSTODY

All securities owned by the Agency, except collateral for repurchase agreements, will be held in safekeeping at a third party bank trust department that will act as agent for the Agency under terms of a custody agreement.

Securities used as collateral for repurchase agreements with a term of up to seven days can be safe kept by a third party bank trust department, or by the broker/dealer's safekeeping institution, acting as agent for the Agency under the terms of a custody agreement executed by the broker/dealer and the Agency and specifying the Agency's perfected ownership of the collateral.

Payment for all transactions will be conducted on a delivery-versus-payment (DVP) basis.

12.0 LEVERAGING

Investments may not be purchased on margin. Securities can be purchased on a "When Issued" basis only when a cash balance can be maintained to pay for the securities on the purchase settlement date.

13.0 DIVERSIFICATION

The Agency will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- 13.1 Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- 13.2 Maturities selected shall provide for stability of income and liquidity.
- 13.3 Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

14.0 REPORTING

The Treasurer shall submit to each member of the Board of Directors an investment report at least monthly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Agency by third party contracted managers. The report will also include the source of the portfolio valuation. For funds, which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Agency will meet its expenditure obligations for the next six months as required by Government Code Section 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

15.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the Agency. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

(Originally Adopted February 2018; re-adopted January 2019; revised February 2020, February 2021)

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BOARD MEMORANDUM

DATE: January 8, 2021
TO: Board of Directors
FROM: Courtney Mael, P.E. *CM*
Chief Engineer
SUBJECT Approve a Purchase Order to Cannon Corporation for Final Design Services for the New Deane Zone Tank, Pump Station and Disinfection Facility at Skyline Ranch

SUMMARY

Staff recommends approval of a purchase order to Cannon Corporation (Cannon) for final design of a new tank, pump station and disinfection facility for the SCV Water Deane Zone to be located at Skyline Ranch. This project provides necessary emergency storage and pumping improvements identified in the 2013 Water Master Plan for the Santa Clarita Water Division (SWCD).

DISCUSSION

The 2013 Water Master Plan for Santa Clarita Water Division recommends the construction of new storage and pumping facilities to address existing deficiencies in the Deane Pressure Zone that provides water to the east side of our service area. There is currently a storage deficiency of 4.22 Million Gallons (MG) and a pumping deficiency of 736 gallons per minute (gpm) in the existing Deane Zone system. The Deane Zone will undergo a significant expansion as a result of the Tract 60922 Skyline Ranch development currently in construction. The Skyline Ranch Development is expected to add approximately 0.87 MG of storage demand and 1237 gpm of pumping demand to the Deane Zone, resulting in a combined tank and pumping deficiency of 5.09 MG and 1,973 gpm, respectively.

The existing deficiencies and additional demands are being addressed jointly by SCV Water and the Skyline Ranch developer by constructing a new 2.08 MG tank, a pump station and disinfection facility that will serve existing Agency customers in the Deane Zone and the new Skyline Ranch community. The developer is providing land (by grant deed) and graded sites to SCV Water for these Shared Facilities within the limits of the Skyline Ranch development.

In addition, the developer will pay their fair share of the costs to design and construct the new tank, pump station and disinfection facility, as determined by the Skyline Ranch Planning Phase Analysis, dated September 9, 2020, prepared by Civiltec Engineering, Inc. The Planning Phase Analysis provided a hydraulic analysis and preliminary design for the new water system infrastructure required for the entire Skyline Ranch development, which included a total of four new tanks, three new pump stations, a disinfection facility, and pipelines. Based on the analysis, the developer will pay 100 percent of the costs for two new tanks, two new pump stations, the disinfection facility, and pipelines that are solely to serve the new development. Furthermore, since the Skyline Ranch development will add to the existing deficiencies in the existing Deane Zone, the developer will be responsible for its fair share of the costs to design and construct the

Shared Facilities, which will include a new tank and pump station in the Deane Zone. Based on the hydraulic analysis, the developer will contribute 41.8 percent of the cost for the new tank, and 39.7 percent of the cost for the new pump station. The developer's fair share will be applied to both design and construction costs for the new facilities.

Staff prepared a Request for Proposal (RFP) for final design of a complete, functional system that includes the new Deane tank, pump station and disinfection facility. On October 19, 2020, RFPs for final design were sent to seven (7) of the Agency's on-call engineering firms based on their qualifications and experience. On November 9, 2020, four (4) firm's submitted proposals in response to the RFP: Cannon, Civiltec Engineering, Michael Baker International, and West Yost. Three (3) firms declined to submit proposals: Black & Veatch, Kennedy/Jenks Consultants, and Woodard & Curran.

A selection committee reviewed the proposals and assigned a score based on the following criteria: project approach, qualifications, project team, and schedule. Based on a review of the proposals, staff recommends Cannon be awarded the purchase order to prepare the final design for the Deane tank, pump station, and disinfection facility. Cannon is well qualified with recent and relevant experience in working for SCV Water, including similar facilities for the Skyline Ranch development. Cannon's in-house multi-disciplinary team has sufficient depth to meet the aggressive schedule required for the project.

CEQA CONSIDERATIONS

The County of Los Angeles is the Lead Agency under the California Environmental Quality Act (CEQA) for the Skyline Ranch Development Project. The County prepared an Environmental Impact Report (EIR) for the Skyline Ranch Project pursuant to CEQA provisions. The EIR included all of the water infrastructure required for the Skyline Ranch Project. The Final EIR was approved by the Los Angeles County Board of Supervisors on December 7, 2010. The Notice of Determination was filed with Los Angeles County Clerk on December 9, 2010.

On January 7, 2021, the Engineering and Operations Committee considered staff's recommendation to approve a purchase order to Cannon Corporation for final design services for the New Deane Zone tank, pump station and disinfection facility at Skyline Ranch.

FINANCIAL CONSIDERATIONS

The project is included in the SCV Water's FY 2020/21 Capital Improvement Budget for design of the new Deane Zone tank and pump station. Since this is a joint project with the developer, the developer will pay their share of the costs for these facilities; the approved CIP Design Budget of \$250,000 is for SCV Water's portion of the design. Cannon's proposal is \$384,057 for final design of the complete system including the Deane tank, pump station and disinfection facility. The developer is responsible for \$199,697, based on their fair share of the facilities (including 100% for the design of the disinfection facility). SCV Water's portion of the design is \$184,360 and is within the approved design budget of \$250,000. SCV Water's portion is broken down into \$68,489 for design of the Deane tank, and \$115,871 for design of the Deane pump station. (Note: Preliminary Design was paid for by the developer). Budget for construction will be included in the upcoming FY 2021/22 CIP Budget.

Funding for SCV's portion of this retail CIP project is based on the increased capacity that is needed for existing customers (paid by rates) and future customers (paid by capacity fees). The percentage of capacity fees (for future users) was determined during the approved budget

process, as follows: 50% of the costs (SCV's portion) will be funded by SCWD pay-go budget, and the remaining 50% (SCV's portion) will be funded by capacity fees (future users).

RECOMMENDATION

The Engineering and Operations Committee recommends that the Board of Directors authorize the General Manager to issue a purchase order to Cannon for an amount not to exceed \$184,360 for SCV Water's portion of the Deane tank and Deane pump station.

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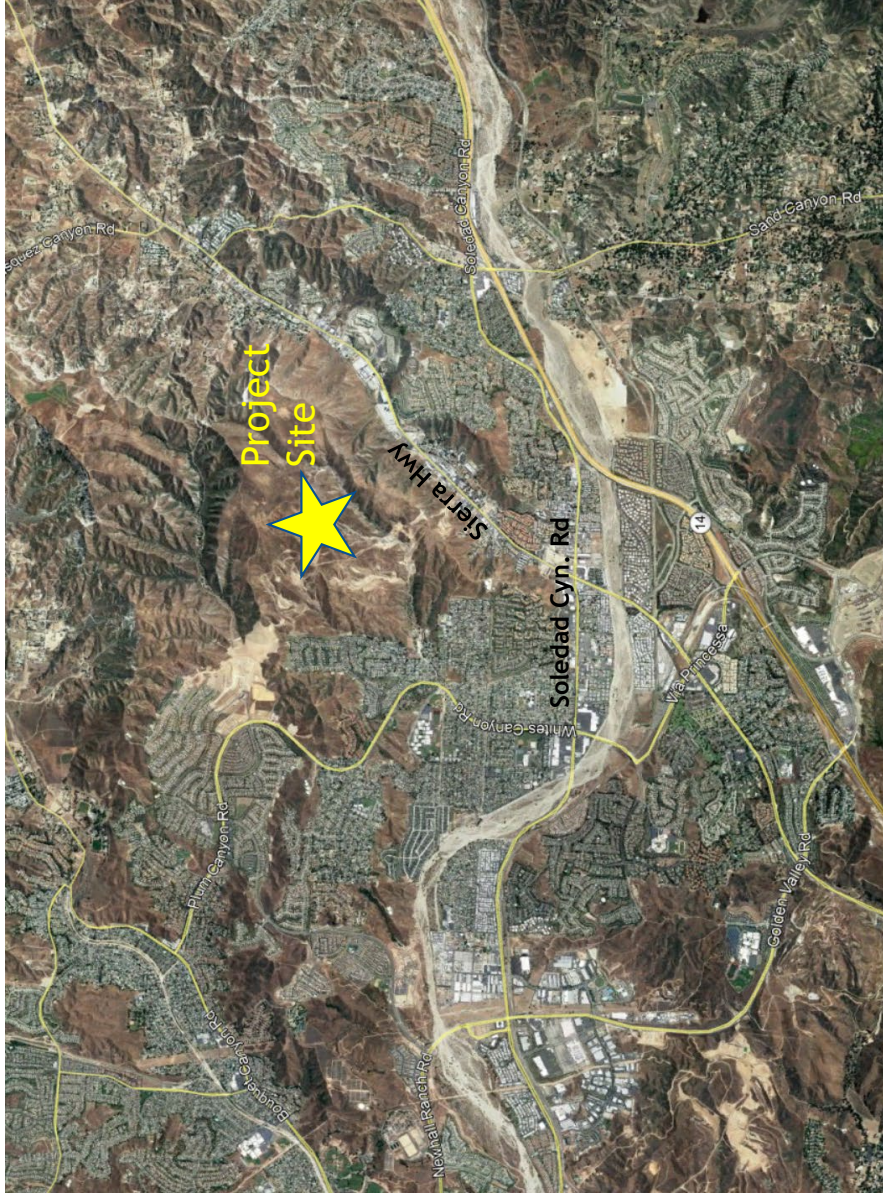
February 2, 2021

Skyline Ranch Project

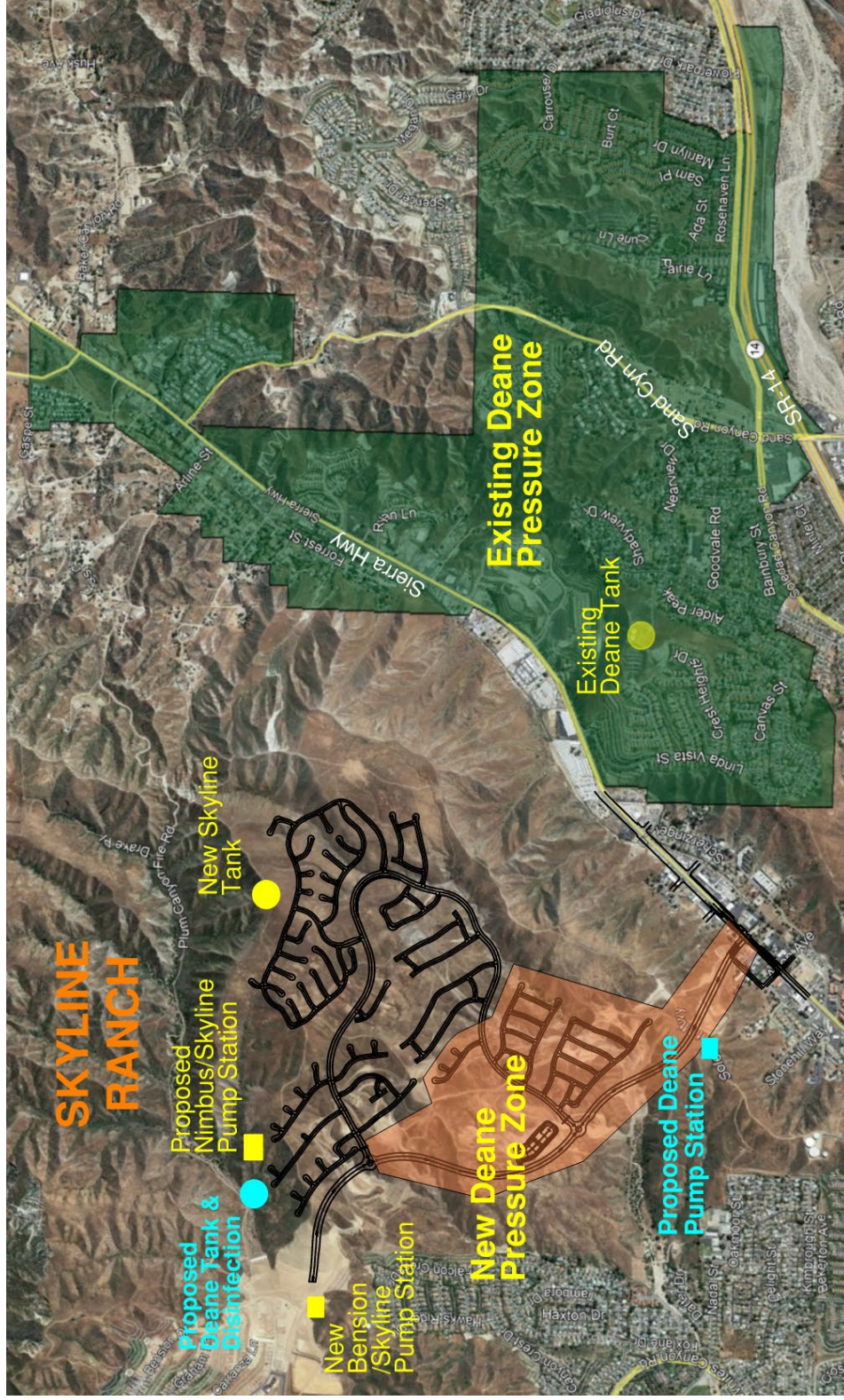
Design of the Deane Zone Tank, Pump Station and Disinfection Facility

Board Meeting

Vicinity Map



Overview of the Deane Pressure Zone



Skyline Ranch Water Improvements Project Status

Skyline Ranch Zone (First Phase)

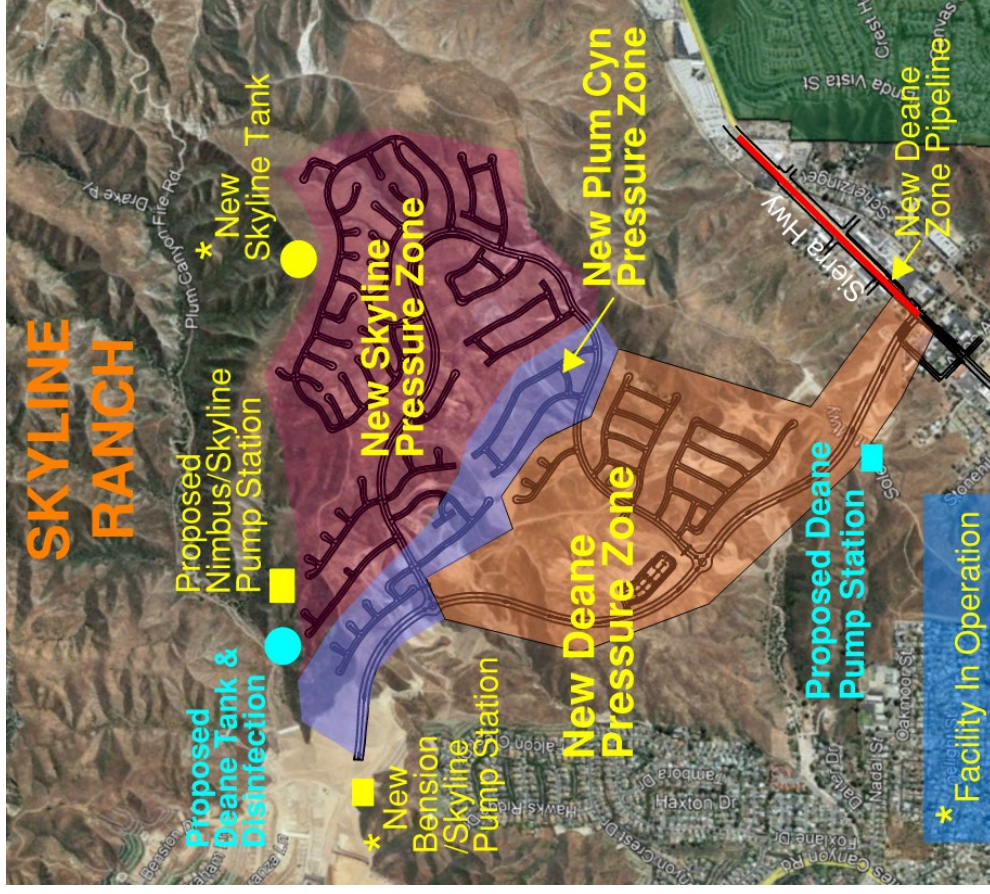
- ❖ Bension/Skyline pump station - developer funded (operational)
- ❖ Skyline tanks (2) - developer funded (operational)
- ❖ Backbone and In-Tract Pipelines - developer funded (In construction)

Plum Canyon Zone (First Phase)

- ❖ In-Tract Pipelines - developer funded (In construction)

Deane Zone (Second Phase)

- ❖ Sierra Highway Deane Pipeline - developer funded (In construction)
- ❖ Nimbus/Skyline Pump Station - developer funded (In design)
- ❖ New Deane Tank, Pump Station and Disinfection facility - Shared Facilities needed by Q4 2022 (Pending design award)



Deane Zone Tank, Pump Station and Disinfection Facility

Final Design-Scope of Work

Final engineering and preparation of construction documents (plans, specification and cost estimate) for the following improvements:

1. One - 2.08 million-gallon Deane Zone tank, piping, site work and appurtenances.
2. Deane Zone pump station with three 75 HP pumps (two duty and one stand-by), piping, site work and appurtenances.
3. Disinfection building with chloramine feed system.
4. Site/design will include provisions to add second 2.08 MG tank (future CIP project).



Deane Zone Tank, Pump Station and Disinfection Facility Evaluation of Final Design Proposals

- ❖ RFP was issued to 7 of the engineering firms from the on-call list.
- ❖ Received fee proposals from 4 engineering consultants.
- ❖ Selection committee scored consultants based on the following:
 - ✓ Project approach
 - ✓ Project team
 - ✓ Project schedule
 - ✓ Qualifications
- ❖ Consultant with the highest combined score was recommended for award of the project (Cannon Corporation).



Deane Zone Tank, Disinfection Facility and Pump Station Project Budget

Final Engineering Budget

Total Final Engineering Fee (Cannon): \$384,057

Facility	Final Design Fee per Facility	SCV Water Fair Share (1) %	SCV Water Fair Share Amount (2)	Developer Fair Share (1) %	Developer Fair Share Amount
Deane Tank	\$117,679	58.2%	\$68,489	41.8%	\$49,190
Chloramine Disinfection Facility	\$74,220	0.0%	\$0	100%	\$74,220
Deane Pump Station	\$192,158	60.3%	\$115,871	39.7%	\$76,287
TOTAL	\$384,057		\$184,360		\$199,697

(1) Determined by Hydraulic Analysis (Civiltec, September 9, 2020)

(2) FY 2020/21 CIP Budget for Design is \$250,000

Estimated Construction Budget (Planning Level): \$5 Million



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Deane Zone Tank, Pump Station and Disinfection Facility Anticipated Project Schedule

- December 6, 2021 - Final Design Plans, Specs & Cost Estimate Approval & Signatures
- February 1, 2022 - Board Meeting for Approval
- February 14, 2022 - Award Contract & Issue the Notice to Proceed
- February 14, 2022 - December 31, 2022 - Construction Period (320 calendar days)



Deane Zone Tank, Pump Station and Disinfection Facility Recommendation

The Engineering & Operations Committee recommends that the Board of Directors:

- Authorize the General Manager to issue a purchase order with Cannon for an amount not to exceed \$184,360 for SCV Water's portion of the final design of the Deane Zone tank and pump station at Skyline Ranch.




Questions?



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BOARD MEMORANDUM

DATE: February 2, 2021
TO: Board of Directors
FROM: Kathie Martin 
Communications Manager
SUBJECT: Approve Adoption of the Agency's 2021 Legislative Platform

SUMMARY

Each year the Board of Directors adopts a Legislative Platform to direct staff and advocacy consultants when evaluating proposed legislation that may impact SCV Water. The Platform allows staff to act quickly in responding to requests, for example, for letters of support or opposition to fast-moving legislation or other regulatory action.

DISCUSSION

The draft 2021 Legislative Platform is attached. There were no circumstances this year which were not covered by the Platform, so no changes are recommended. The platform provides a clear understanding of our objectives in general, provides a solid foundation for our work going forward, and affords flexibility in carrying out the mission of the Agency.

FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

The Public Outreach and Legislation Committee recommends that the Board of Directors approve the adoption of the Agency's 2021 Legislative Platform.

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2021 LEGISLATIVE PLATFORM

Approved February 2, 2021

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SCV WATER 2021 LEGISLATIVE PLATFORM

APPROVED: FEBRUARY 2, 2021

1.0 **PURPOSE**

These policy guidelines incorporate specific positions adopted by the Board of Directors and are intended to direct SCV Water staff and SCV Water's legislative advocates when evaluating proposed legislation that may impact SCV Water, the retail divisions or their customers. Legislation that meets or fails to meet the principles set forth in the guidelines may be supported or opposed accordingly. Legislation that does not meet the principles set forth in the guidelines or that has potentially complicated or varied implications will not be acted upon by staff or the legislative advocates and will instead be presented to the Board directly for guidance in advance of any position being taken. Additionally, legislation is presented to the Board for action when a Board vote is necessary to strengthen SCV Water's position on a bill. Following these guidelines allows staff to respond to legislation in a timely manner.

2.0 **IMPORTED WATER SUPPLY**

It is SCV Water's policy to support:

- 1) Development of a long-term state water plan that balances California's competing water needs with environmental restoration and results in a reliable supply of high-quality water for the Santa Clarita Valley.
- 2) Implementation of a long-term, comprehensive solution for the Sacramento-San Joaquin River Delta (the Delta) that:
 - a) Provides reliable water supplies to meet California's short- and long-term needs.
 - b) Improves the ability to transport water across the Delta either for, or in supplement to, State Water Project deliveries, and addresses Delta levee stability cost effectively and efficiently.
 - c) Improves the quality of water delivered from the Delta.
 - d) Addresses the Bay-Delta's ecological health in a balanced manner that takes into account all factors that have contributed and are contributing to the Delta's degradation.
 - e) Encourages cost-effective water-use efficiency measures.
 - f) Increases storage, particularly south of the Delta, in a manner that does not detrimentally impact the water supply availability and reliability of the State Water Project.

- 3) Implementation of measures that enhance the cost-effective and efficient operation of State Water Project facilities.

It is SCV Water's policy to oppose:

- 1) Legislation that would make urban water supplies less reliable, or would substantially increase the cost of imported water without also improving the reliability and/or quality of such water.
- 2) Revisions to the federal Central Valley Project (CVP) Improvement Act that would jeopardize the Delta's environmental integrity, compromise State Water Project supply availability and/or reliability and/or limit the ability of urban agencies to transfer and/or bank CVP water.

3.0 ENERGY

It is SCV Water's policy to support legislation that:

- 1) Assists water agencies in obtaining reliable energy at reasonable costs.
- 2) Aids utilities in achieving energy efficiency improvements.
- 3) Provides for consistency in renewable energy pricing.

It is SCV Water's policy to oppose legislation that:

- 1) Imposes additional regulatory burdens on the State Water Project, water agencies and their power providers that reduces energy availability and/or reliability or increases energy costs.

4.0 LOCAL WATER RESOURCES

It is SCV Water's policy to support legislation that:

- 1) Provides federal and state funding for water conservation efforts, improvements in technology, water recycling, groundwater recovery and recharge, desalination, climate change studies and surface water development projects.
- 2) Authorizes and/or facilitates expanded use of local water resources including water recycling.
- 3) Authorizes local governmental agencies to regulate the discharge of contaminants to the sewer collection system that may adversely affect water recycling and reuse.
- 4) Facilitates public understanding of and support for programs and projects that enhance the quality, reliability and supply of local water resources.
- 5) Encourages and/or funds watershed-based integrated water resource management and planning.

- 6) Removes barriers that restrict ability of local government to develop recycled water.
- 7) Facilitates the sustainable management of groundwater resources.

It is SCV Water's policy to oppose legislation that:

- 1) Restricts the ability of local governmental agencies to develop their local resources in a cost-effective, efficient and environmentally sensitive manner.

5.0 WATER USE EFFICIENCY

It is SCV Water's policy to support legislation that:

- 1) Ensures accurate reporting of the implementation of water efficiency measures such as the urban Best Management Practices.
- 2) Sets cost-effective efficiency standards for water-using devices.
- 3) Provides loans and grants to fund incentives for water conserving devices or practices.
- 4) Provides federal and state funding to improve water use efficiency technologies.
- 5) Provides flexibility in available methods for water agencies to meet state water conservation goals.

It is SCV Water's policy to oppose legislation that:

- 1) Fails to ensure balance in the implementation of water efficiency practices and requirements for both urban and agricultural use.
- 2) Results in measures that would not be cost-effective for the Santa Clarita Valley.

6.0 WATER QUALITY

It is SCV Water's policy to support legislation that:

- 1) Protects and/or improves the quality of surface water and groundwater.
- 2) Provides funding to help agencies meet state and federal water quality standards.
- 3) Establishes and/or implements standards for water-borne contaminants based on sound science and with consideration of cost-effectiveness.

It is SCV Water's policy to oppose legislation that:

- 1) Could compromise the quality of surface water and groundwater supplies.
- 2) Establishes and/or implements standards for water-borne contaminants without regard for technical feasibility, sound science or consideration of cost-effectiveness.

7.0 SUSTAINABLE WATER RESOURCES MANAGEMENT PRACTICES

It is SCV Water's policy to support legislation that:

- 1) Advances science relating to impacts of climate change on precipitation patterns and the manner in which operation of existing water resources infrastructure may be optimized.

8.0 WATER TRANSFERS

It is SCV Water's policy to support legislation that:

- 1) Encourages and facilitates voluntary water transfers.
- 2) Streamlines the permitting and approval process for implementing transfers.
- 3) Provides appropriate protection or mitigation for impacts on the environment, aquifers, water-rights holders and third parties to the transfer, including those with interests in the facilities being used.
- 4) Encourages transfers that augment existing water supplies, especially in dry years.
- 5) Encourages use of available capacity in existing facilities to advance voluntary transfers of water.

It is SCV Water's policy to oppose legislation that:

- 1) Detrimentially impacts the operations and maintenance of conveyance systems.
- 2) Interferes with the financial integrity of sound water management practices.

9.0 ADMINISTRATIVE AND FISCAL POLICY

It is SCV Water's policy to support legislation that:

- 1) Requires the federal and state governments to provide a subvention to reimburse local governments for all mandated costs or regulatory actions.
- 2) Maintains the multi-county ERAF (Education Revenue Augmentation Fund) exemption.
- 3) Fosters public understanding of government activities and decision-making processes while not imposing unreasonable administrative or financial burdens.

It is SCV Water's policy to oppose legislation that:

- 1) Is inconsistent with SCV Water's current investment policies and practices.
- 2) Pre-empts SCV Water's ability to impose or change water rates, fees, or assessments.
- 3) Impairs SCV Water's ability to maintain reasonable reserve funds.
- 4) Impairs SCV Water's ability to provide service at reasonable costs to its retail purveyors.
- 5) Makes any unilateral reallocation of SCV Water revenues, or those of its retail purveyors.

10.0 ENVIRONMENTAL POLICY

It is SCV Water's policy to support legislation that:

- 1) Enhances the environment of the state of California in a balanced, cost-effective manner.
- 2) Enhances the environment of the Santa Clarita Valley in a balanced, cost-effective manner.
- 3) Protects the quality and quantity of California and the Santa Clarita Valley water supplies.

It is SCV Water's policy to oppose legislation that:

- 1) Imposes unreasonable additional costs, bureaucracy or legal obligations on water suppliers to meet environmental regulations.

11.0 LAND USE AND GROWTH MANAGEMENT

Refer specific legislation, whether of local or statewide interest, to the Board of Directors.

12.0 INITIATION OF LEGISLATION

Legislation relevant to the interests of SCV Water shall be initiated at the direction of the Board of Directors in coordination with the appropriate legislative advocate.

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BOARD MEMORANDUM

DATE: January 8, 2021

TO: Board of Directors

FROM: Courtney Mael, P.E., Chief Engineer *CM*
Keith Abercrombie, Chief Operating Officer *KA*

SUBJECT: January 7, 2021 Engineering and Operations Committee Meeting Report

The Engineering and Operations Committee met at 5:30 PM on Thursday, January 7, 2021 via teleconference. In attendance were Committee Chair William Cooper; Directors Jeff Ford, Gary Martin, Piotr Orzechowski and Lynne Plambeck. Staff members present were General Manager Matt Stone; Assistant General Manager Steve Cole; Chief Engineer Courtney Mael; Chief Operating Officer Keith Abercrombie; Director of Technology Services Cris Perez; Board Secretary April Jacobs; Executive Assistant Leticia Quintero; Executive Assistant Elizabeth Gallo; Principal Engineer Jason Yim; Principal Engineer Brent Payne; Inspection Supervisor Josh Gilliam; Senior Engineer Jim Leserman; Senior Engineer Shadi Bader; Associate Engineer Elizabeth Sobczak and Civil Engineer Orlando Moreno. One member of the public was present on the call. A copy of the agenda is attached.

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

Item 2: Recommend Approval of a Purchase Order to Cannon Corporation for Final Design Services for the New Deane Zone Tank, Pump Station and Disinfection Facility at Skyline Ranch – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

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

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

Item 5: Committee Planning Calendar – Staff and the Committee reviewed the FY 2020/21 Committee Planning Calendar.

Item 6: General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities – Keith Abercrombie shared with the Committee updates on various Agency projects such as the installation and testing of newly purchased PFAS lab equipment, upcoming tank maintenance and the continued efforts on the PVC replacement piping projects.

Item 7: General Report on Engineering Services Section Activities – Courtney Mael shared with the Committee an update on the current and future projects the Agency is working on with the City of Santa Clarita, LA County Fire and Developers through the Santa Clarita Valley.

Item 8: Adjournment – The meeting adjourned at 7:09 PM.

CM/KA

Attachment

M65

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Date: December 23, 2020

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

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

The **Engineering and Operations Committee** is scheduled to meet via teleconference on **Thursday, January 7, 2021 at 5:30 PM**, dial in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number 1-877-309-2073 ,Access Code 324-367-429** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/324367429>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or GoToMeeting link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to **egallo@scvwa.org** or mailed to **Elizabeth Gallo, Administrative Analyst**, Santa Clarita Valley Water Agency, 26521 Summit Circle, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
2. *	Recommend Approval of a Purchase Order to Cannon Corporation for Final Design Services for the New Deane Zone Tank, Pump Station and Disinfection Facility at Skyline Ranch	1
3. *	Monthly Operations and Production Report	13
4. *	Capital Improvement Projects Construction Status Report	117
5. *	Committee Planning Calendar	119
6.	General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities	
7.	General Report on Engineering Services Section Activities	
8.	Adjournment	
*	Indicates attachments	
◆	To be distributed	

NOTICES:

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Elizabeth Gallo, Administrative Analyst, at (661) 259-2737, or in writing to Santa Clarita Valley Water Agency at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.


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

Posted on December 28, 2020.

M65



BOARD MEMORANDUM

DATE: January 12, 2021
TO: Board of Directors
FROM: Eric Campbell 
Chief Financial and Administrative Officer
SUBJECT: January 11, 2021 Rescheduled Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, January 11, 2021 via teleconference. In attendance were Chair Dan Mortensen, Directors Beth Braunstein, Ed Colley, R. J. Kelly and Gary R. Martin. Staff members on the call included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Administrative Technician Melissa Colasanto, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Management Analyst Cheryl Fowler, Sr. Management Analyst Kim Grass, Board Secretary April Jacobs, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Director of Water Resources Dirk Marks, Public Information Officer Kathie Martin, Executive Assistant Leticia Quintero, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, IT Technician Jonathan Thomas, General Manager Matt Stone and myself. Additional presenters included Ichiko Kido, representative from ratepayer advocate RDN (Robert D. Niehaus, Inc.), communications advisor Tara Bravo from CV Strategies and general counsel Tom Bunn. Members of the public were also present, and a copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Review Strategic Plan Performance Metrics – Staff and the Committee reviewed performance metrics.

Item 3: Discuss Cost of Service and Rate Design – Staff, the Committee and the ratepayer advocate discussed the cost of service and rate design.

Item 4: Recommend Approval of Repurposing Two Staff Positions and a Revised Classification Plan – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

Item 5: Recommend Approval of a Contract Amendment with Equation Technologies for Project Management Services – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

Item 6: Recommend Approval of a Use of Office Technology Policy – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

Item 7: Recommend Approval of a Revised Investment Policy – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

Item 8: Committee Planning Calendar – Staff and the Committee reviewed the FY 2020/21 Committee Planning Calendar.

Item 9: General Report on Finance and Administration Activities – Staff briefly discussed the upcoming schedule for the approval and mailing of the Proposition 218 notice.

Item 10: Adjournment – The meeting was adjourned at 10:04 PM.

EC/ed

Attachment

M65



Date: January 4, 2021

To: **Finance and Administration Committee**
Dan Mortensen, Chair
Beth Braunstein
Ed Colley
R. J. Kelly
Gary R. Martin

From: Eric Campbell
Chief Financial and Administrative Officer

The **Rescheduled Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, January 11, 2021 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number (1-866-899-4679), Access Code 462-819-021** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/462819021>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or GoToMeeting link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to **edill@scvwa.org** or mailed to **Erika Dill, Management Analyst II**, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. Please complete and return a comment request form to the Committee Chair. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
2. *	Review Strategic Plan Performance Metrics	5
3.	Discuss Rate Design and Customer Impact	
4. *	Recommend Approval of Repurposing Two Staff Positions and a Revised Classification Plan	13
5. *	Recommend Approval of a Contract Amendment with Equation Technologies for Project Management Services	27
6. *	Recommend Approval of a Use of Office Technology Policy	31
7. *	Recommend Approval of a Revised Investment Policy	41
8. *	Committee Planning Calendar	63
9.	General Report on Finance and Administration Activities	
10.	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 (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.

January 4, 2021
Page 3 of 3

Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at 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 January 5, 2021.

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BOARD MEMORANDUM

DATE: January 14, 2021
TO: Board of Directors
FROM: Steve Cole *SC*
Assistant General Manager
SUBJECT: January 13, 2021 Water Resources and Watershed Committee Meeting Report

The Water Resources and Watershed Committee met at 5:30 PM on Wednesday, January 13, 2021 at 5:30 PM via teleconference. In attendance were Committee Chair Jeff Ford, Directors B.J. Atkins, Edward Colley, William Cooper, and E.G. "Jerry" Gladbach. Staff members present were Assistant General Manager Steve Cole, Sustainability Manager Matt Dickens, Water Resources Planner Sarah Fleury, Management Analyst II Cheryl Fowler, Executive Assistant Eunie Kang, Board Secretary April Jacobs, Director of Water Resources Dirk Marks, General Manager Matt Stone, Water Resources Planner Rick Vasilopoulos and Principal Water Resources Planner Rick Viergutz. Members of the public were present. A copy of the Agenda is attached.

Item 1: Public Comment – There was public comment on Item 2.3.

Item 2: Water Resources Director's Report

- 2.1 Update on Urban Water Management Plan** – Staff presented a progress report on the 2020 Urban Water Management Plan.
- 2.2 Status of Water Supplies** – Staff updated the Committee on the Status of Water Supplies.
- 2.3 Other Staff Activities** – Staff gave a presentation introducing a work plan to examine future investments in water resiliency and water stewardship.

Item 3: Conservation Manager's Report

- 3.1 Update on Conservation Activities & Performance** – Sustainability Manager Matthew Dickens updated the Committee on Conservation Activities and Performance.

Item 4: Committee Planning Calendar – The Committee reviewed the Planning Calendar.

Item 5: CLOSED SESSION

- 5.1 Conference with Real Property Negotiators (Section 54956.8)** – The Committee discussed this item in Closed Session.

Item 6: Closed Session Announcements – Committee Chair Jeff Ford announced that there were no actions taken in the Closed Session that were reportable under the Ralph M. Brown Act.

The meeting adjourned at 7:46 PM.



Date: January 6, 2021

To: **Water Resources and Watershed Committee**
Jeff Ford, Chair
B.J. Atkins
Edward Colley
William Cooper
E.G. "Jerry" Gladbach

From: Steve Cole, Assistant General Manager

A meeting of the **Water Resources and Watershed Committee** is scheduled to meet via teleconference on **Wednesday, January 13, 2021** at **5:30 PM**, dial in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number 1 (866) 899-4679 Access Code 942-309-877** **or GoToMeeting by clicking on the link**
<https://global.gotomeeting.com/join/942309877>

without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or GoToMeeting link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to cfowler@scvwa.org or mailed to Cheryl Fowler, Administrative Analyst, Santa Clarita Valley Water Agency, 26501 Summit Circle, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
2.	Resources Director’s Report	
	2.1 Update on Urban Water Management Plan	
	2.2 Status of Water Supplies	
	2.3 Staff Activities	
3.	Conservation Manager’s Report	
* 3.1	Update on Conservation Activities & Performance	5
4. *	Committee Planning Calendar	7
5.	CLOSED SESSION – SEPARATE DIAL-IN PHONE NUMBER WILL BE PROVIDED TO THE COMMITTEE AND APPROPRIATE STAFF	
5.1	Conference with Real Property Negotiators (Section 54956.8) Property: Devil’s Den Agency Negotiators: Dirk Marks and Rick Vasilopoulos Negotiating Parties: SITECO, LLC, Recurrent Energy, LLC Under Negotiation: Private Road Access Easement	
6.	Closed Session Announcements	
7.	Adjournment	
*	Indicates Attachment	
◆	Indicates Handout	

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 (Insert Name and Title), at (insert Phone Number), or in writing to Santa Clarita Valley Water Agency at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

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

Posted on January 6, 2021.

MGS

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BOARD MEMORANDUM

DATE: January 22, 2021
TO: Board of Directors
FROM: Steve Cole *SC*
Assistant General Manager
SUBJECT: January 21, 2021 Public Outreach and Legislation Committee Meeting Report

The Public Outreach and Legislation Committee met at 5:30 PM on Thursday, January 21, 2021 via teleconference. In attendance were Committee Chair Jerry Gladbach; Directors Kathye Armitage, B. J. Atkins, R. J. Kelley and Lynne Plambeck and; Assistant General Manager Steve Cole, Communications Manager Kathie Martin, General Manager Matt Stone, Board Secretary April Jacobs, SCVWA IT, Director of Technology Services Cris Perez, Executive Assistant Eunie Kang; Consultants Hunt Braly from Poole Shaffery, Consultants Dennis Albiani and Anthony Molina from California Advocates, Consultant Geoff Bowman from Van Scoyoc Associate. The public was present. A copy of the agenda is attached.

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

Item 2: Legislative Consultant Reports – Staff and the Committee reviewed the federal legislative report by Geoff Bowman, state legislative report by Dennis Albiani and Anthony Molina and local legislative report by Hunt Braly.

Item 3: Review of Agency’s Legislative Platform – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular board meeting.

Item 4: Discussion of Consolidated communications Efforts – Staff and the Committee reviewed the consolidated communications efforts.

There was public comment on item 4.

Item 5: Public Information Officer Activities – Staff and the Committee reviewed the following information: Monthly Outreach Matrix, Legislative Tracking, Grant Status Report, Sponsorship Tracking FY 2020/21 and the Public Outreach and Legislation Committee Planning Calendar FY 2020/21.

Item 6: Adjournment – The meeting adjourned at 7:00 PM.

Attachment

M65

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Date: January 14, 2021

To: **Public Outreach and Legislation Committee**
Jerry Gladbach, Chair
Kathye Armitage
B.J. Atkins
R.J. Kelly
Lynne Plambeck

From: Steve Cole, Assistant General Manager *SC*

The **Public Outreach and Legislation Committee** is scheduled to meet via teleconference on **Thursday, January 21, 2021 at 5:30 PM**, dial information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number 1-877-309-2073, Access Code 620-530-549** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/620530549>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or GoToMeeting link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to **ekang@scvwa.org** or mailed to **Eunie Kang, Administrative**, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>	<u>PAGE</u>
1. Public Comments – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
2. Legislative Consultant Report:	
* 2.1 Van Scoyoc Associates	1
* 2.2 California Advocates	9
* 2.3 Poole & Shaffery	15
3. * Review of Agency’s Legislative Platform	17
4. * Discussion of Consolidated Communications Efforts	25
5. Communications Manager Activities:	
* 5.1 Monthly Outreach Matrix	29
* 5.2 Legislative Tracking	31
* 5.3 Grant Status Report	33
* 5.4 Sponsorship Tracking FY 2020/21	34
* 5.5 Committee Planning Calendar FY 2020/21	35
6. Adjournment	
* Indicates Attachment	
● Indicates Handout	

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

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

Posted on January 14, 2021

M65



BOARD MEMORANDUM

DATE: January 18, 2021
TO: Board of Directors
FROM: Courtney Mael *CM*
 Chief Engineer
SUBJECT: Engineering Services Section Report

CAPITAL IMPROVEMENT PROJECTS (CIP) CONSTRUCTION

Project	Contractor	Contract Amount	Scheduled Completion	Notes
West Ranch Recycled Water Main Extension (Phase 2D)	Cedro Construction Inc.	\$3,239,282.53	03/01/2021	Construction is 95% complete.
Recycled Water Potable Make-Up Pipeline	W.A. Rasic Construction Company, Inc.	\$475,810	03/01/2021	Construction is 25% complete.
N Wells and Well Q2 Vessel Purchase	Evoqua Water Technologies, LLC	\$1,746,297.65	03/01/2021	N Wells construction is complete. Well Q2 construction is near completion.
N Wells and Well Q2 Site Construction	Pacific Hydrotech Corp.	\$4,693,920.30	03/01/2021	N Wells construction is complete. Well Q2 construction is near completion.
Magic Mountain Pipeline Phase 4	FivePoint/Toro Enterprises	\$3,386,841.72	04/01/2021	Construction is 90% complete.
Magic Mountain Pipeline Phase 5	FivePoint/Toro Enterprises	\$3,269,978.85	04/01/2021	Construction is 90% complete.
RWTP Chlorine Scrubber Replacement	GSE Construction Company, Inc.	\$214,300	04/15/2021	Construction is 5% complete.
Valley Center Well Material Purchase	Evoqua Water Technologies, LLC	\$512,802	06/05/2021	Material submittals are in progress.
Magic Mountain Pipeline Phase 6A	FivePoint/Toro Enterprises	\$7,168,844.85	06/30/2021	Construction is 20% complete.

Project	Contractor	Contract Amount	Scheduled Completion	Notes
Commerce Center Pipeline	FivePoint/Blois Construction, Inc.	\$891,139.70	06/30/2021	Construction submittals are in progress.
Vista Canyon Recycled Water Main Extension (Phase 2B)	Ferreira Construction Co., Inc.	\$2,584,110	07/22/2021	Construction is 45% complete. Construction activities are on-hold and expected to restart January 25, 2021.
Replacement Wells (Saugus Wells 3 and 4) Construction	Best Drilling and Pump, Inc.	\$5,615,052	07/28/2021	Construction activities are on hold.
Magic Mountain Pipeline Phase 6B	FivePoint/Leatherwood Construction	\$4,568,687.07	12/31/2021	Construction submittals are in progress.

CAPITAL IMPROVEMENT PROJECTS (CIP) PLANNING AND DESIGN

1. Castaic Conduit Bypass – Design is 90% complete. Staff is in the process of acquiring a pipeline easement from the City of Santa Clarita. Staff is also securing a permit from the California Department of Fish and Wildlife and is updating a Biology study for the site. Vireo surveys were completed on June 3, July 7 and July 20, 2020.
2. ESFP Two 5 MG Tank Improvements – Planning is in progress. Staff held the kick-off meeting at the project site and tanks inspection was conducted on December 2, 2020.
3. ESFP Wastewater Return and Sludge Collection System – Design plans and specifications are being finalized. The Operating Permit amendment application has been submitted to the State Water Resources Control Board Division of Drinking Water (DDW) for approval. DDW completed initial review of the plans and specifications.
4. E Wells (E-14, E-15, E-16, and E-17) PFAS Groundwater Treatment Improvements – Planning is in progress.
5. Groundwater Treatment Improvements – Advisian is preparing the National Contingency Plan documents. They submitted the draft Engineering and Evaluation/Cost Assessment (EE/CA) on July 17, 2020. Staff and legal counsel are reviewing.
6. Honby Parallel Phase 2 – Design is 90% complete. Staff is securing a permit from the California Department of Fish and Wildlife and is updating a Biology study for the site. Vireo surveys were completed on June 3, July 7 and July 20, 2020. Staff met with the Los Angeles Regional Water Quality Control Board to discuss next steps and permitting requirements.

7. Magic Mountain Reservoir and Pump Station – Staff is preparing the California Environmental Quality Act (CEQA) documents. Staff is evaluating the final design proposals for the reservoir and finalizing the conceptual plan for the pump station.
8. Recycled Water Central Park (Phase 2A) – The project's Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP) was adopted by the CLWA Board of Directors at its December 13, 2017 regular Board meeting. Design is on-hold pending resolution of recycled water permitting and regulatory issues.
9. Recycled Water Vista Canyon (Phase 2B) – On July 17, 2017, the Department of Water Resources (DWR) approved repurposing \$2.7 million in Proposition 84 Grant Funding from the Saugus Formation Dry Year Wells Project to the Vista Canyon Recycled Water Project. The CLWA Board of Directors adopted the MND/MMRP on November 20, 2017. Results of field investigations by the geotechnical consultant have confirmed feasibility of a nearby alternative tank site. Final design services for the recycled water tank at an alternate site was approved by the Board on August 18, 2020. Staff is currently negotiating with the developer on the sales price for the alternate site. Agency is finalizing a supplemental MND/MMRP for the alternate tank site and will be presented to the E&O Committee on February 4, 2021. Final Plans, specification and cost estimate for the tanks have been approved by SCV Water. Project was advertised for bid on January 8, 2021.
10. Recycled Water South End (Phase 2C) – The Preliminary Design Report (PDR) has been completed. NCWD, as the CEQA Lead Agency, certified the recirculated MND on August 10, 2017. The project MND/IS was adopted by the CLWA Board of Directors on August 23, 2017. Grant application for a Proposition 1 Grant was submitted the week of December 2, 2019. Agency is updating portion of CEQA, plans and technical specifications.
11. Replacement Wells (Saugus Wells 3 and 4: Site and Equipment Design) – The Board of Directors authorized final design services at the August 4, 2020 Board meeting and final design is in progress.
12. RVWTP Diesel Underground Storage Tank (UST) Replacement – The draft planning document has been completed and staff is reviewing it.
13. S Wells PFAS Groundwater Treatment and Disinfection Facility - Planning is in progress.
14. Santa Clara and Honby Wells PFAS Groundwater Treatment Improvements – The Board of Directors authorized final design services at the September 15, 2020 Board meeting. The 75% design plans and specifications have been completed and staff is reviewing it.
15. Saugus Formation Dry Year Reliability Wells (Saugus Wells 5 and 6) – Staff is preparing a Planning Request for Proposal document.
16. T7, U4, and U6 Wells PFAS Groundwater Treatment Improvements and New RVIPS Disinfection Facility - Planning is in progress.

17. Valley Center Well PFAS Groundwater Treatment Improvements – The project has been advertised for construction bids since November 24, 2020 and bids are due on January 27, 2021.
18. V-9 Turnout Facility – The preliminary turnout facility layout is being prepared.
19. Well 205 Perchlorate Treatment Improvements – Several alternative site layouts have been prepared and are being evaluated. The California Environmental Quality Act (CEQA) documents are also being prepared.
20. Westridge Parkway Recycled Water Fill Station – Planning is in progress.
21. Valencia Market Place Pipeline Rehabilitation – The planning evaluation of various pipeline rehabilitation methods is in progress.

DEVELOPMENT PROJECTS – DESIGN, CONSTRUCTION AND INSPECTION

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Aidlin Hills (Tract 52796) Lennar	102 Dwelling Units	2 tanks, 1 pump station, ±7670' of potable pipelines, and 9 public fire hydrants.	TBD	Project is on-hold by developer.
Castaic High School Rasmussen	250,000 Square Feet	2 miles of pipelines, 1 tank, and 1 pump station.	Construct facilities to meet scheduled school opening in fall 2019.	Construction is complete except for punch list items. Easement documents are being prepared.
College of the Canyons (COC)	New Parking Structure for Valencia Campus	Relocation of 16" water line (approximately 1,015').	Construction is complete and pipeline is in operation.	Staff are working with COC on preparing easement.
Dockweiler	93 Single Family Units	1,400' of offsite pipeline, 3,600 feet of onsite pipeline.	TBD	Staff has approved plans.
Landmark Village (Tract 53108) FivePoint	1444 Dwelling Units	3.5 miles of piping pressure reducing station, 2MG Zone IA Tank, and 2 Hwy 126 crossings.	TBD	Design is on-hold.
Mission Village Phase 1 FivePoint	3138 Dwelling Units	6.9 miles of new pipeline, 1 pressure reducing station (Petersen), 2 booster stations (Petersen potable & recycled). 1 booster station upgrade (Magic Mtn.), and 3 tanks (Petersen potable & recycled and Magic Mtn. No. 2 potable).	Magic Mountain Tank No. 2 to be constructed by February 2021. Petersen Tanks and Booster Stations to complete design by June 2021.	Electrical, SCADA, and Chlorination work is in progress on the Magic Mountain Tank No. 2. DS 542 recycled and potable water pipelines are near completion. 1A, 1B, 1C, 1D, and in-tract potable and recycled water pipelines are near completion. Well 206/207 pipe relocation is on hold until Winter 2020. Petersen potable and recycled water tanks and booster stations are under design.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Needham Ranch Trammell Crow Co.	2,550,000 Square Feet Industrial and Commercial	4 miles of pipelines, 1 pump station, 2 tanks, and 2 pressure reducing stations.	Phase 1 construction is substantially complete. Phase 2 contract agreement was signed May 4, 2020. Schedule for construction of Phase 2 facilities is TBD.	Staff is reviewing second submittal of the Phase 2 water distribution plans. Staff is reviewing 2 nd submittal of tank construction documents.
Sand Canyon Plaza	129 Single Family Units, 451 Multi-Family Units, 140 Bed Senior Living, Commercial	1 tank, 1 pump station, 1,700' of onsite pipeline, and 8,500' of onsite pipeline.	TBD	Staff completed 60% of plans for offsite pipeline. Pump station plans are 90% complete. Planning study and preliminary design (25% plans) completed. Draft IS-MND was issued for public review on January 6, 2021.
Sheriff Station City of Santa Clarita	44,300 Square Feet	1 mile of pipeline.	Construction of main pipeline was completed November 2019, with temporary bypass crossing over LADWP aqueduct. The permanent undercrossing will be scheduled for bidding pending LADWP's approval of undercrossing design.	Staff are working with the City to establish a reimbursement agreement and close out contract for the main pipeline. Staff are working with design and geotechnical consultants to address LADWP's comments on undercrossing design.
Spring Canyon (Tract 48086)	492 Dwelling Units	1 tank, 1 pump station, and 1 pressure reducing valve, Mammoth Lane upgrades and lift station upgrades.	Mammoth Lane upgrades must be complete prior to commencement of development.	Design Plans for in-tract pipelines, tanks and pump station were approved and issued in July 2020. Staff is working with developer and consultant to address County standards for sewer lift station upgrades in order to transfer ownership to the City/County.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Skyline Ranch Pardee (Tract 60922)	1220 Dwelling Units	17 miles of pipelines, 3 pump stations, and 4 tanks.	Phase 1 pipelines were completed in fall 2019 and Phase 1 pump station was online in February 2020. Phase 1 Skyline Ranch Zone tanks are to be constructed and online by February 2021. Phase 2 pipelines, pump stations and tank are to be constructed by early 2023.	Construction of Phase 1 Skyline Ranch tanks and site piping/grading are substantially complete, with startup testing scheduled for January 2021. Construction of Phase 2 pipelines in Sierra Highway are 80% complete. Staff presented the recommendation for award of a design contract of Phase 2 infrastructure (tank, chloramine facility, pump station) to the Committee on January 7, 2021 and will seek Board approval to award design contract in February 2021.
Tesoro Highlands	696 Single Family Units, 9 Multi-Family Units, 2 acres of Commercial	2 tanks, 1 pump station, 1 pressure reducing station, and 64,000' of pipeline.	TBD	Phase 1 pipeline plans 90% complete. Tank, pump station and PRV station plans are 30% complete. Phase 2 pipeline plans currently in design.
Vista Canyon (Tract 69164) JSB Development	1100 Dwelling Units	5 miles of potable and recycled pipelines.	Construction of Phase 1 Potable and Recycled Water Systems are complete. Construction of Phase 2 to be completed by developer in February 2021.	Construction of Phase 1 and Phase 2 pipelines are substantially complete, pending tie-ins, punch list items, and easements. Final punch list items and tie-ins are in progress and expected to be completed by developer in February 2021.

MISCELLANEOUS PROJECTS – DESIGN, CONSTRUCTION AND INSPECTION

Project / Facility	Scope of Work / Details	Status
Sprint cell sites	T-Mobile bought Sprint and is decommissioning Sprint sites.	Round Mountain and Dockweiler tank are to be decommissioned. New plans for this were just submitted and should be approved by the Agency.
AT&T cell sites	Newhall tank 2. AT&T is redesigning their facilities. AT&T to do survey on easement and water lines at Live Oak tanks and Catala tanks.	AT&T is adding to their plans for an onsite generator.
T-Mobile cell sites	T-Mobile is in design to add an emergency generator at all T-Mobile sites.	Plans are in review.
Verizon cell site	Skyblue tanks.	Verizon working on providing contract.
Fire Flow Tests		December 2020 SCVWA inspection staff completed 4 fire flow requests.

FACILITY CAPACITY FEES (FCFs) AND CONNECTION FEES

Month	Regional	Distribution	Total
July 2020	\$437,322	\$79,650	\$516,972
August 2020	\$418,883	\$117,208	\$536,091
September 2020	\$391,900	\$95,761	\$487,661
October 2020	\$540,509	\$94,797	\$635,306
November 2020	\$562,882	\$91,527	\$654,409
December 2020	\$3,944,545	\$1,177,060	\$5,121,605
FY 2020/21 to Date	\$6,296,041	\$1,656,003	\$7,952,044
FY 2020/21 Budget	\$9,000,000	\$2,970,000	\$11,970,000

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BOARD MEMORANDUM

DATE: January 18, 2021
TO: Board of Directors 
FROM: Eric Campbell
Chief Financial and Administrative Officer
SUBJECT: Finance, Administration and Information Technology Section Report

FINANCE & ADMINISTRATION

Key Accomplishments/Activities:

Ongoing: BAM Project: The ERP (Enterprise Resource Planning) and HCM (Human Capital Management) teams are working on testing and remediation during CRP2 (Conference Room Pilot #2). During CRP2, staff has begun testing between modules. It will also include testing of integrations with other key software, such as enQuesta, Paychex, and Wells Fargo. The EPM (Budget & Forecasting) module will be testing in January 2021.

Purchasing staff continues to support the Oracle Core Team verifying scripts and identifying the supplier types for over 1,300 suppliers.

Significant Upcoming Items:

The contracts for five (5) water treatment chemicals: Sodium Hypdroxide, Sodium Hypochloride, Chlorine Gas, Ferric Chloride and Ammonia Hydroxid, are expiring soon; therefore, the purchasing staff is in the process of developing the Request for Proposals for formal bidding.

Purchasing staff will be procuring two (2) vehicles for the Agency and will be obtaining quotes as required by the Agency's purchasing policy.

Ongoing: Staff continues to review and approve Certificates of Insurance, ensuring that the insurance limits conform with the Agency's insurance requirements.

CUSTOMER SERVICE

Key Accomplishments/Activities:

Ongoing: Staff continues its work related to Advanced Metering Infrastructure (AMI) integration with the Santa Clarita Division's (SCWD) customer billing system.

Ongoing: Direct customer outreach for aged receivables continues through mail and in-house phone collection campaigns. Each campaign is executed monthly, rotating every two weeks.

Ongoing: Staff continues direct outreach by phone and mail to all Newhall Division (NWD) customers who were enrolled in Autopay prior to the billing system conversion, but have not re-enrolled in the new platform.

Ongoing: Customer outreach and preparation related to the relocation of the Santa Clarita Division (SCWD) Customer Care department continues.

Significant Upcoming Items:

A project kick-off call for the enQuesta Upgrade and Conversion project has been tentatively scheduled for February 2021. On this call, the Project Implementation Plan and go-live date will be established.

HUMAN RESOURCES

Key Accomplishments/Activities:

Staff is currently recruiting for the positions of Lead Utility Worker, Utility Worker and Administrative Technician for the Engineering Department. Staff is preparing for the recruitment of Right-of-Way Agent and Fleet and Warehousing Supervisor, contingent on Board approval on February 2, 2021.

Staff completed recruitment for the position Production Operator, Safety Specialist I, Temporary Accounting Technician, and Temporary Water Quality Distribution Technician.

Staff completed the on-boarding of (3) at-will and limited employee duration contracts. These employees are back-filling positions for regular full-time employees that are working on the BAM project.

Staff completed the implementation of Cost of Living Adjustment (COLA), classification and compensation market adjustments and new year plan benefits adjustments to be reflected in the first full pay period of January 2021.

Staff continues to assist employees with administering and maintaining the Agency's Emergency Administrative Leave (EAL) policy to assist employees during the Covid-19 pandemic. Staff provides notifications to employees who came into close contact and are exposed to Covid-19, and communicates with employee for a safe return to work. Staff participates in weekly meetings with management to discuss COVID-19 issues and concerns.

Staff is participating in meetings to implement the Human Capital Management (HCM) modules of the BAM project and is continuing to identify key factors needed for an efficient HR system. At this stage, the Core HR capabilities and functions are almost complete. Work is underway for the upcoming CRP2 testing phase in early January 2021.

Staff completed tracking and documenting the Prevention of Sexual Harassment Training for all employees. Managers, supervisors, and all new hires have participated and complied 100% with this training. Eighty percent of regular employees have fulfilled the requirement and 100% of temporary employees are compliant and received training from their staffing agencies.

Significant Upcoming Items:

ACA (Affordable Care Act) reporting and compliance is due in March 2021.

TECHNOLOGY SERVICES

Key Accomplishments/Activities:

The IT team successfully serviced 103 ticket requests in the month of December 2020.

The IT team completed the deployment of field computers in support of the Inspection team.

The IT team has evaluated, configured, and deployed ZoomGov for online public meetings.

The GIS team set up and configured a update to the GIS-based Underground Service Alert ticketing system.

Significant Upcoming Items:

Ongoing – GIS team is georeferencing easement documents from predecessor organizations to be deployed and accessible through the future SharePoint.

Ongoing – The GIS team is developing a new server to be hosted on the Agency's cloud servers. This will improve workflow and data response across the Agency.

Ongoing – The IT team is supporting the FMIS project by participating and contributing to meetings and providing technical assistance.

Paused – Due to pandemic resurgence, the GIS team will recommence at a later time with the GPS data collection for wells, boosters and other facilities.

Ongoing – The IT team is in the process of replacing Windows 7 workstations with Windows 10.

Ongoing – The IT team has recommenced office phone system evaluations.

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BOARD MEMORANDUM

DATE: January 19, 2021
TO: Board of Directors
FROM: Keith Abercrombie *KA*
 Chief Operating Officer
SUBJECT: Treatment, Distribution, Operations and Maintenance Section Report

The Treatment, Distribution, Operations and Maintenance Section (TDOMS) provides reliable and high-quality water through rigorous preventative maintenance programs and timely response to corrective action maintenance. Routine inspections and maintenance of each facility is part of the overarching goal of TDOMS. Below is a discussion on these activities for the month of December 2020.

TREATMENT OPERATIONS AND MAINTENANCE

Monthly corrective and preventative maintenance work orders were completed at the following locations:

- Rio Vista Water Treatment Plant (RVWTP)
- Rio Vista Intake Pump Station (RVIPS)
- Earl Schmidt Filtration Plant (ESFP)
- Earl Schmidt Intake Pump Station (ESIPS)
- Saugus Perchlorate Treatment Facility (SPTF)
- Castaic and Pitchess Pipelines
- Recycled Water Pump Station
- Rio Vista Valve Vault No. 1
- Saugus Well 1
- Sand Canyon Reservoir
- Sand Canyon Pump Station (SCPS)

Preventative and Corrective Maintenance Work Order Summary

Work Orders	December 2020	FYTD 2020/21
Corrective Maintenance	16	140
Preventative Maintenance	91	707
Key Action Items Completed: All three distribution SCADA systems are now combined into one SCADA system.		

Work in Progress – Treatment

- RVWTP – Replace chlorine scrubber.
- ESIPS – Rehab intake pumps No. 4 and No. 5
- Distribution SCADA – Installing UPS cabinets on main SCADA radio hubs
- ESFP – Installing media into clarifiers 1 through 10
- Distribution Electrical – Correcting deficiencies in electrical equipment from Infrared report
- RVIPS – Perform 4-year maintenance on Electrical Switchgear
- SCPS – Repair hydraulic actuators on pumps No. 4, 5, and 6

BUILDINGS AND GROUNDS

An integral part of the TDOMS is maintaining the aesthetic quality, functionality and safety of the various office facilities and grounds. Staff worked on projects based on the needs of the various locations.

Monthly corrective and preventative maintenance work orders were completed at the following locations:

- Earl Schmidt
- Golden Triangle
- Pine Street
- Rio Vista
- Rockefeller
- Summit Circle

Corrective Maintenance Work Order Summary

Work Orders	December 2020	FYTD 2020/21
Corrective Maintenance	48	200

Work in Progress

- Contractor started programing system at the shop to upgrade HVAC communication software to centralize controls for all SCV Water locations – Moving forward with Connection to Rockefeller – 60% Complete
- Updating irrigation controls and trimming back trees at the Rockefeller location – Cement pad installed. Running electrical – Ongoing
- Microphones on order for the Boardroom at RVWTP per Board request – Ongoing
- Updating emergency lighting to LED fixtures at all locations – Ongoing
- Installing water treatment system to hot and cold closed loop systems – 50% Complete
- Remodeling Instrumentation Office – 70% Complete

Completed Work

- Installed backup 1.5-ton air conditioner for SCADA server room at the Rio Vista Filter Building
- Repaired water damage and replaced flooring in EOC at the Rockefeller location
- Completed Interviews for the Building and Grounds Technician position
- Completed RVWTP Slurry Seal project walk through
- Replacing HVAC filter on all SCV Water locations quarterly
- Worked with contractors to make repairs to chiller controls at RVWTP
- Contractors made repairs to server room HVAC at RVWTP

DISTRIBUTION OPERATIONS AND MAINTENANCE

General operational and maintenance activities include:

- Valve exercising
- Fire hydrant maintenance
- Air and vacuum valve maintenance
- Blow off maintenance
- Meter reading
- Meter change-outs
- Control valve maintenance

In addition to routine operational and maintenance activities, there are a variety of other projects.

**Meter Change-out Summary
NWD**

Meter Size	December 2020	Quantity FYTD 2020/21
3/4"	67	318
1"	5	18
1 1/2"		5
2"		12
>2"		2

SCWD

Meter Size	December 2020	Quantity FYTD 2020/21
3/4"	46	347
1"	10	64
1 1/2"	1	7
2"		5
>2"		3

VWD

Meter Size	December 2020	Quantity FYTD 2020/21
3/4"	1067	2,463
1"	17	169
1 1/2"	2	9
2"		53
>2"		16

Distribution System Leak Summary

NWD – Approx. 9,679 Service Connections

Leak Type	December 2020	FYTD 2020/21
Service Leaks	4	19
Main Leaks		2

SCWD – Approx. 31,218 Service Connections

Leak Type	December 2020	FYTD 2020/21
Service Leaks	13	66
Main Leaks	1	7

VWD – Approx. 29,974 Service Connections

Leak Type	December 2020	FYTD 2020/21
Service Leaks	1	23
Main Leaks		6

Work in Progress

- AMI Infrastructure installed, programming and customer service integration underway
- Placerita PRV Station – Rehabilitation project underway

Completed Work

- Ebelden Ave – Pipeline Replacement
- Pilot AMI Program – Valencia Industrial Center
- Large Meter Replacement – Magic Mtn and College of the Canyons
- Wildwood Road – Pipeline Project

PRODUCTION OPERATIONS AND MAINTENANCE

In addition to the general operation and maintenance of the production facilities, there are a variety of other projects within the Production Department.

Work in Progress

- Castaic HS Tank – Permit amendment received, added to sampling schedule, punch list remains
- Castaic HS Booster – Operational, punch list remains
- SC-12 – Mechanical and facility construction complete. Block wall and paving complete. SCE energized. Remaining work of concrete pad and gate purchase is internal work, coordinating with homeowner
- Seismic Valves Installation – Equipment installed, scheduling start-ups – underway
- Carnegie Booster Station – Meter, pump and motor replacement completed, pump 19 – replacing broken suction valve
- Newhall Tank 2 Interior Recoat and Repair – Reline interior and repair interior rafters. Simpson Sandblasting to begin in January 2021
- Hasley Tank Exterior Paint Repair project – Recoat tank exterior, Olympus & Associates to begin mid-January 2021
- Presley Tank Exterior Paint Repair project – Recoat tank exterior, Olympus & Associates to begin mid-January 2021

Completed Work

- Well E17 – Operational, pumping to system December 15, 2020

Water production summary by Division and Source is provided in the table below.

SCV Water Production Summary (Acre-Feet)

Division	Groundwater Dec 2020 (AF)	Imported Water Dec 2020 (AF)	*Total Production Dec 2020 (AF)	Groundwater FYTD 2020/21 (AF)	Imported Water FYTD 2020/21 (AF)	*Total Production FYTD 2020/21 (AF)	Recycled Water Production FYTD 2020/21 (AF)
NWD	411	318	729	2,797	3,949	6,746	NA
SCWD	302	1,752	2,054	2,425	14,105	16,530	NA
VWD	484	1,324	1,808	3,118	11,581	14,699	272
*SCV Water Totals	1,197	3,394	4,591	8,340	29,635	37,975	272
Percent	26%	74%		22%	78%		

* Displayed totals may vary due to rounding

SCV Water Regional Raw Water and Wholesale Summary (Acre-Feet)

Source	December 2020 (AF)	FYTD 2020/21 (AF)
Wholesale (LA36)	.33	2.40
Raw Water (RVWTP)	3,436	17,678
Raw Water (ESTP)		12,316
Wells (Saugus 1 & 2)	211	1,280

WATER QUALITY

Water Quality Complaints

NWD

Type of Complaint	December 2020	# of Complaints FYTD 2020/21
Hardness		1
Odor		1
Taste		1
Color		4
Air		
Suspended Solids		
Totals		7

SCWD

Type of Complaint	December 2020	# of Complaints FYTD 2020/21
Hardness		
Odor		4
Taste		
Color		7
Air		
Suspended Solids		1
Totals		12

VWD

Type of Complaint	December 2020	# of Complaints FYTD 2020/21
Hardness		
Odor	2	3
Taste		
Color		2
Air		1
Suspended Solids		2
Totals	2	8

Heterotrophic Plate Count Samples

NWD

Total # of HPCs Collected December 2020	# of HPCs Collected FYTD 2020/21
1	5

SCWD

Total # of HPCs Collected December 2020	# of HPCs Collected FYTD 2020/21
1	10

VWD

Total # of HPCs Collected December 2020	# of HPCs Collected FYTD 2020/21
	1

PERCHLORATE CONTAMINATION PROGRAM MANAGEMENT

As a result of the detection of perchlorate at Well V-201, modifications are being made to the Department of Toxic Substances Control (DTSC) Remedial Action Plan (RAP) and the perchlorate project DDW 97-005 Engineering Report. A perchlorate removal facility has been constructed and resumption of Well V-201 service will occur following successful completion of testing and State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) approval. Until DDW approval is obtained, the perchlorate removal system is operating, and the treated water is being discharged to the Santa Clara River.

In late December 2017, perchlorate was detected at Well V-205 just above the maximum contaminant level for drinking water of 6 ppb. A confirmation sample taken in March 2018 indicated a level of 8.1 ppb. The well was previously taken out of service in 2012. Staff is determining the course of action to pursue to return the well to service and potential cost recovery under the terms of the Settlement Agreement.

In May 2019, for the first time since 2005, perchlorate was detected in Alluvial Aquifer Well Q-2 at the maximum contaminant level of 6 µg/L. No drinking water quality standards were violated, but the well was removed immediately from service. Monthly water quality monitoring will continue during the idle period. The most recent sample taken during February 2020, when the well was offline, had a perchlorate level of 15 µg/L. Design has been completed on retrofitting treatment vessels. Bids to supply new treatment vessels were received on December 9, 2019 and a contract was awarded to Evoqua Water Technologies, LLC on December 12, 2019. Six bids for the site work were received on February 7, 2020 and a contract was awarded to Pacific Hydrotech Corp. on February 9, 2020. Construction at Q2 is nearing completion.

PFAS

In May 2019, initial sampling for PFAS substances occurred and results were received. One well (Valley Center) exceeded Division of Drinking Water Interim Response Level of 70 ng/L and was shut off. Other wells exceeded the Interim Notification Levels for PFOS and PFOA. This information was presented to the SCV Water Board on June 4, 2019. PFAS sampling for the second quarter was done in August 2019 with results received in September and October 2019. PFAS sampling for the third quarter is being done in February 2020 with results expected in March 2020. In February 2020, the State Water Resources Control Board Division of Drinking Water issued new response levels; 10 parts per trillion (ppt) for perfluorooctanoic acid (PFOA) and 40 ppt for perfluorooctanesulfonic acid (PFOS.)

SCV Water has taken 20 wells out of service due to PFAS. Three (3) were returned to service in late 2020 (N, N7, N8) with the completion of the first PFAS Treatment System. Seventeen (17) Wells remain offline due to PFAS pending installation of additional Treatment Systems.

WATER QUALITY LABORATORY

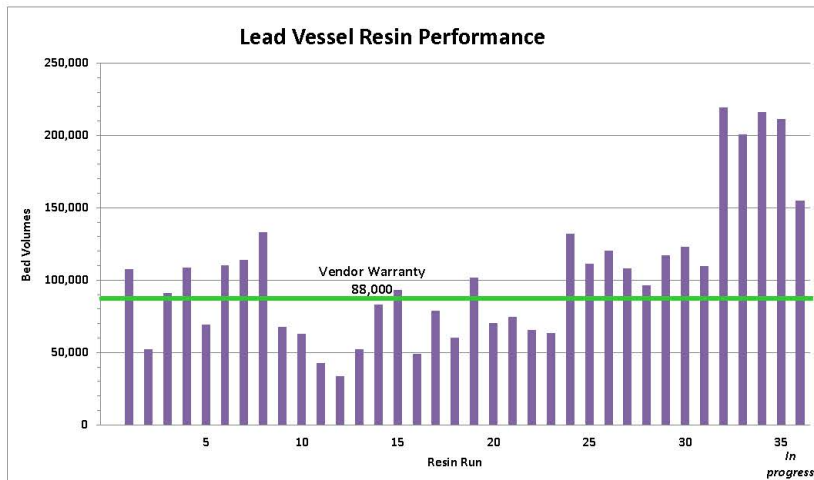
The LCMSMS (Liquid Chromatograph tandem Mass Spectrometer) instrument for PFAS analysis has been installed in the lab. Onsite training with a SCIEX applications scientist has been completed, and method development studies will begin after the training. Guidance has been received from the California Environmental Accreditation Program (ELAP) regarding certification and auditing requirements for the addition of the PFAS method to the laboratory's certification.

**Saugus Perchlorate Treatment Facility
Resin Usage Summary
Based on Time to Breakthrough**

Resin Run Number	Fill Date	Breakthrough Date*	Days	Volume Treated (Million Gallons)	Volume Treated (Acre-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Combined (Lead and Lag)		
										MG	AF	BVs
1	5/3/10	8/25/10	115	253	776	107,310	*	*	*			
2	9/8/10	11/8/10	62	120	368	52,289	\$ 105,728	\$ 2.02	\$ 287	373	1,144	159,599
3	12/10/10	3/26/11	107	239	735	90,841	\$ 115,458	\$ 1.27	\$ 157	359	1,103	143,130
4	5/5/11	8/9/11	97	288	883	108,745	\$ 112,255	\$ 1.03	\$ 127	527	1,618	199,586
5	8/17/11	10/14/11	59	180	554	68,941	\$ 112,255	\$ 1.63	\$ 203	468	1,437	177,686
6	11/6/11	4/10/12	157	288	883	109,850	\$ 112,048	\$ 1.02	\$ 127	468	1,437	178,790
7	4/20/12	7/16/12	88	280	860	113,905	\$ 112,048	\$ 0.98	\$ 130	568	1,743	223,754
8	7/11/12	11/5/12	118	349	1,070	133,044	\$ 112,048	\$ 0.84	\$ 105	629	1,930	246,949
9	11/16/12	1/10/13	56	177	544	67,744	\$ 112,258	\$ 1.66	\$ 206	526	1,614	200,788
10	1/10/13	3/10/13	60	165	505	62,836	\$ 43,567	\$ 0.69	\$ 86	342	1,049	130,579
11	3/19/13	5/4/13	47	112	344	42,769	\$ 118,213	\$ 2.76	\$ 344	276	849	105,605
12	5/8/13	6/15/13	39	95	293	33,577	\$ 141,989	\$ 4.23	\$ 485	207	637	76,346
13	6/10/13	8/20/13	72	179	551	52,099	\$ 118,212	\$ 2.27	\$ 215	275	844	85,676
14	9/12/13	11/30/13	80	217	667	83,031	\$ 118,212	\$ 1.42	\$ 177	397	1,218	135,130
15	11/21/13	2/9/14	81	246	755	92,790	\$ 118,212	\$ 1.27	\$ 157	463	1,422	175,821
16	2/24/14	3/31/14	36	128	393	48,854	\$ 105,494	\$ 2.16	\$ 269	374	1,148	141,644
17	4/28/14	8/8/14	103	205	629	78,423	\$ 105,494	\$ 1.35	\$ 168	333	1,022	127,277
18	8/21/14	12/3/14	105	158	495	60,237	\$ 105,494	\$ 1.75	\$ 218	363	1,114	138,680
19	12/4/14	3/16/15	103	268	816	101,458	\$ 105,494	\$ 1.04	\$ 129	424	1,301	161,695
20	3/17/15	5/28/15	73	184	565	70,380	\$ 105,494	\$ 1.50	\$ 187	450	1,381	171,838
21	5/29/15	8/3/15	67	195	598	74,610	\$ 105,494	\$ 1.41	\$ 176	379	1,163	144,990
22	8/4/15	10/15/15	73	171	525	65,484	\$ 105,494	\$ 1.61	\$ 201	366	1,123	140,094
23	10/16/15	12/8/15	54	165	506	62,988	\$ 105,494	\$ 1.67	\$ 208	336	1,031	128,472
24	12/9/15	3/31/16	114	346	1,062	131,983	\$ 105,494	\$ 0.80	\$ 99	511	1,568	194,971
25	4/1/16	7/7/16	98	291	893	111,167	\$ 105,494	\$ 0.95	\$ 118	637	1,955	243,150
26	7/8/16	10/17/16	102	314	964	119,919	\$ 105,494	\$ 0.88	\$ 109	605	1,857	231,086
27	10/21/16	1/25/17	97	283	869	107,984	\$ 105,494	\$ 0.98	\$ 121	597	1,832	227,903
28	1/26/17	4/18/17	83	252	773	96,192	\$ 105,494	\$ 1.10	\$ 136	535	1,642	204,176
29	4/25/17	8/5/17	103	306	939	116,938	\$ 105,494	\$ 0.90	\$ 112	558	1,713	213,130
30	8/11/17	1/3/18	146	322	988	122,845	\$ 105,494	\$ 0.86	\$ 107	628	1,927	239,783
31	1/16/18	6/9/18	145	289	887	109,395	\$ 105,494	\$ 0.96	\$ 119	611	1,875	232,240
32	6/18/18	12/24/18	190	574	1,762	219,207	\$ 105,494	\$ 0.48	\$ 60	863	2,649	328,602
33	12/13/18	6/10/19	180	525	1,611	200,536	\$ 105,494	\$ 0.53	\$ 65	1,099	3,373	419,743
34	6/11/19	12/30/19	203	566	1,737	216,073	\$ 105,494	\$ 0.49	\$ 61	1,091	3,348	416,609
35	12/18/19	7/8/20	204	552	1,694	211,010	\$ 105,494	\$ 0.50	\$ 62	1,118	3,431	427,083
36	7/9/20	1/7/21	183	406	1,246	154,963				958	2,940	365,973
Total			3,700	9,687	29,731	3,700,414	\$3,662,383	NA	NA	18,715	57,439	7,138,556
Average			103	265	814	101,299	\$107,717	\$ 1.07	\$ 132.17	507	1,567	193,502

+ Breakthrough defined as Lead Vessel effluent reaching 6 µg/L
* Initial resin delivery was included in construction contract

Runs 1-2 had 315 cubic feet of resin
Runs 3-11 had 350 cubic feet of resin + 180 cubic feet of anthracite
Run 12 has 434 cubic feet of resin + 180 cubic feet of anthracite
Runs 13-present had 350 cubic feet of resin + 180 cubic feet of anthracite



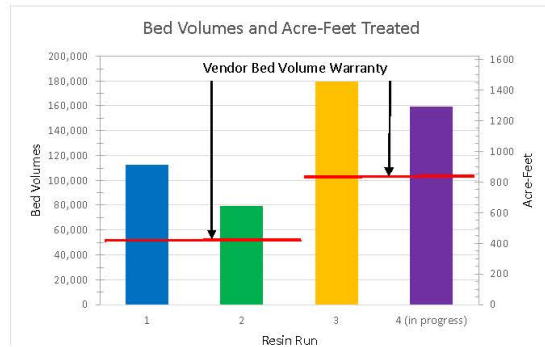
**V-201 Perchlorate Treatment Facility
Resin Usage Summary
Based on Time to Breakthrough**

Resin Run Number	Fill Date	Breakthrough		Volume Treated (Million Gallons)	Volume Treated (Acre-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Combined (Lead and Lag)		
		Date	Days							MG	AF	BVs
1	11/3/2017	4/19/2018	168	297	912	112,498	\$188,355	\$1.67	\$207			
2	5/7/2018	9/17/2018	134	210	644	79,476	\$105,494	\$1.33	\$164	507	1,556	191,973
3	9/24/2018	11/4/2019	407	474	1454	179,465	\$105,494	\$0.59	\$73	684	2,098	258,941
4 (in progress)	11/12/2019	1/1/2021	417	421	1,291	159,317	\$108,162	-	-	895	2,745	338,782
Total			1126	1,401	4,301	530,755	\$507,505			2,085	6,399	789,696
Average			281.5	350	1,075	132,689	\$126,876	\$1.20	\$147.66	695	2,133	263,232

+ Breakthrough defined as Lead Vessel effluent reaching 6 ug/L

Runs 1 & 2 had 353 cubic feet of resin (PRS-2) + 180 cubic feet of anthracite

Runs 3 - present had 353 cubic feet of resin (PRS2 Plus) + 180 cubic feet of anthracite



SAFETY/EMERGENCY/RISK MANAGEMENT

A safe and healthful work environment is a critical component to the mission and values of SCV Water. Throughout the reporting month, several routine safety related training, inspections, and various other items were completed. The Safety Department continues to integrate health and safety programs for SCV Water. Some of the items completed and currently in progress are as follows:

Work in Progress

- Development of First Aid/CPR training through American Heart Association. Both online and hands on training will be conducted this fall and winter
- Implementing mass notification software to more effectively communicate with staff

Completed Work

Inspections

Monthly Inspections

- Underground storage tank (UST) designated operator
- Aboveground storage tank (AST) inspection
- Fire extinguishers
- Emergency eye-wash/shower stations
- Self-Contained Breathing Apparatus (SCBA) units
- Automated External Defibrillator (AED) units
- An expanded quarterly inspection sheet has been developed and will be implemented in January 2021

Incident Data

- There were two recordable injuries in December 2020
- There were 40 lost workdays in December 2020, all lost workdays were due to COVID-19 quarantine requirements

Safety Training

- Tailgate meetings took place at each location in December 2020
- Online safety training took place in December 2020
- Two new hire safety orientations took place in December 2020
- First Aid/CPR training took place at several locations in December 2020

Safety Compliance

- Continue to meet Los Angeles County Public Health requirements regarding COVID-19
- Submitted Emergency Response Plan to comply with the Environmental Protecting Agency's American's Water Infrastructure Act (AWIA)

Safety Committee

- The next Safety Committee meeting will be held on January 27, 2021



BOARD MEMORANDUM

DATE: January 19, 2021
TO: Board of Directors
FROM: Steve Cole *SC*
Assistant General Manager
SUBJECT: Water Resources and Outreach Section Report

Key Accomplishments

Water Resources

- Staff has prepared an initial operating plan to address the initial SWP allocation of 10 percent. As a result, SCV Water has initiated recovery of water from its Rosedale Water Bank to provide a hedge against continued dry conditions.
- On January 12, 2021, staff facilitated a SCV-GSA Stakeholder Advisory Committee meeting to discuss Sustainable Management Criteria.
- A summary report for the first UWMP Workshop, held on November 18, 2020, is complete and available on the SCV Water UWMP webpage. This report includes a detailed description of the event, and captures all public input from the workshop as well as information submitted from the online input form.

Conservation

- Staff attended workshops provided by the Department of Water Resources focusing on the Model Water Landscape Efficiency Ordinance. Topics included plant water requirements, plan checking, and agency process and procedures for tracking and monitoring progress.
- Staff attended work group meetings to discuss Residential Landscape measurement protocols in advance of implementation of the Urban Water Use Objectives as outlined in AB1668 and SB 606. Installation of 2,256 Ultra-High Efficiency Toilets was completed and staff are currently preparing the rebate package for processing and payment.
- Staff, with external consultant support, submitted certified Water Loss Audit and Validation Reports to the Department of Water Resources.
- Staff launched appraisal support services for the agency's 4.5 MW Photovoltaic System located at Rio Vista Treatment Plant.
- Staff, with external consultant support, visited eight agency assets to finalize evaluation for potential photovoltaic expansion and battery backup installation. Additionally, staff launched

the second phase of the analysis which includes 15 sites identified by Operations’ staff for critical battery backup potential.

- Staff attended the Alliance for Water Efficiency’s Research and Evaluation Committee meeting. Items discussed included new water efficiency research topics for 2021 and conclusion of projects assessed in 2020.

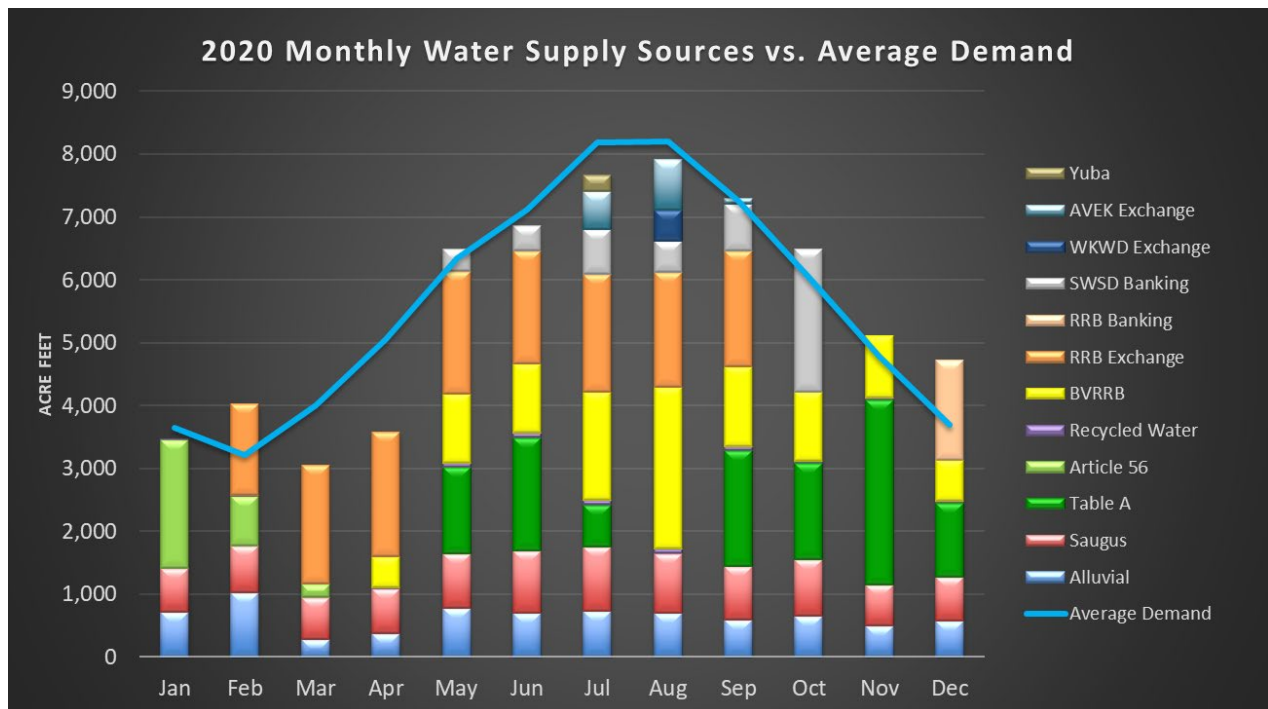
Outreach, Legislation and Grants

- The Agency launched a one-stop communications dashboard in October 2020, where the public can find easy access to information on multiple planning and outreach projects, such as the UWMP and Recycled Water Management <https://yourscvwater.com/planning/>.
- On December 30, 2020, Staff submitted Grant Completion Reports for both the Proposition 84 Round 2 Implementation Grant and the Proposition 84 2014 Drought Grant to the Department of Water Resources for review.

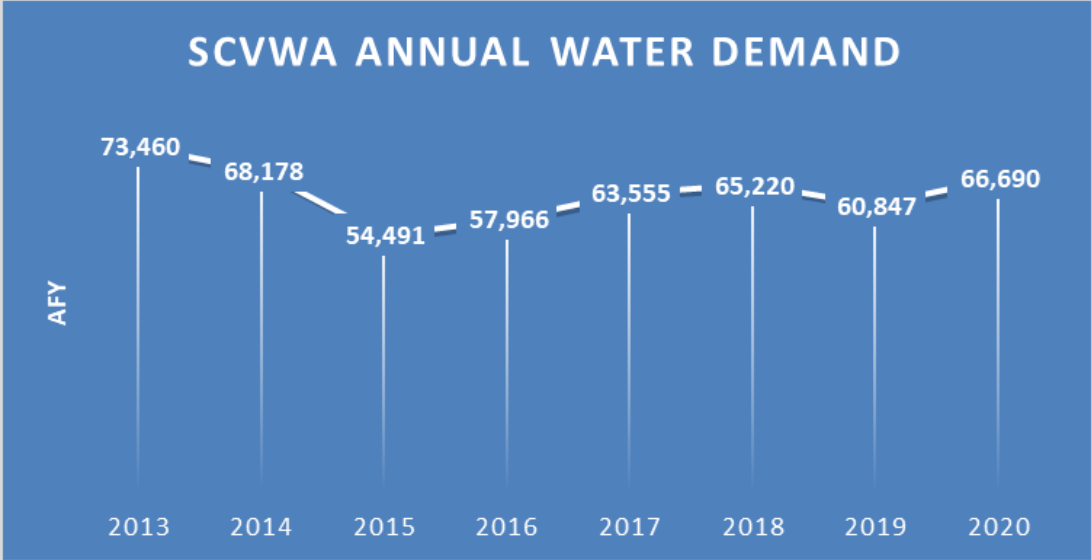
WATER RESOURCES

Water Demand and Supply

A summary of 2020 water deliveries are shown below.

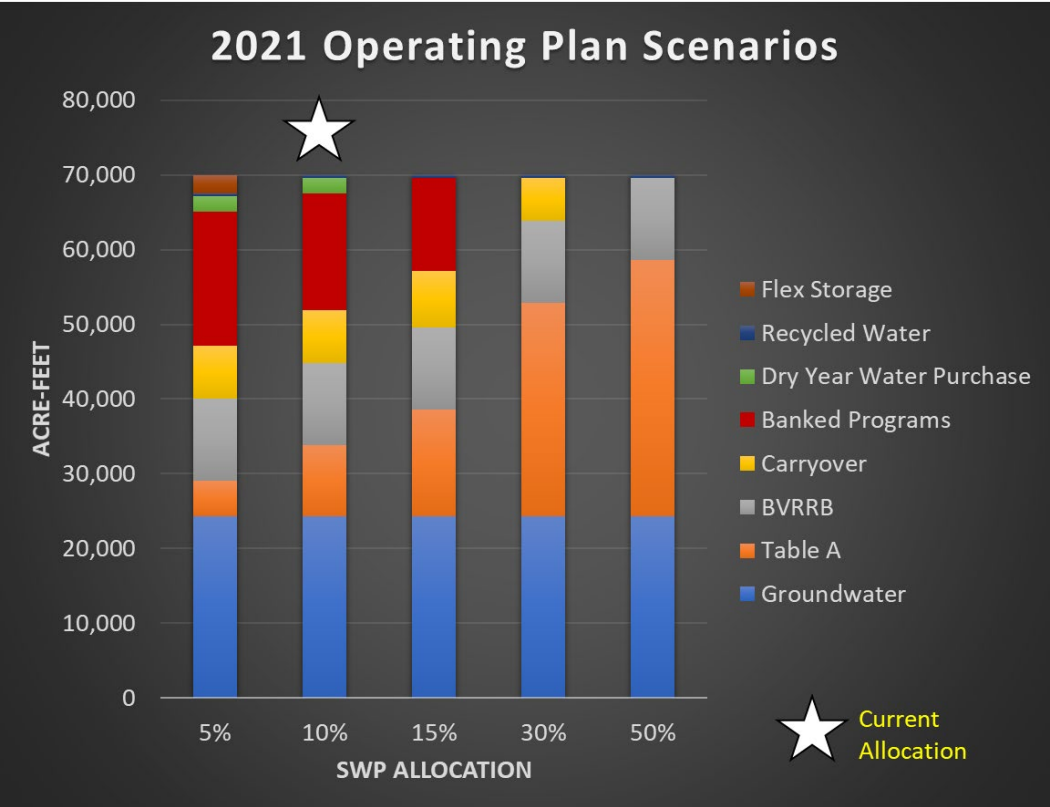


Note: Combined Jan/Feb 2020 precipitation was less than one-half inch, resulting in higher demand. March 2020 precipitation was nearly twice the average at 4.9 inches of rain and April precipitation was almost four times the normal average, resulting in lower demands. However, overall the state was very dry, resulting in a low (20%) 2020 SWP allocation. In February 2020, SCV Water began utilizing dry- year water supplies. The graph above shows average monthly demand in comparison to the 2020 supplies used to meet the demands.



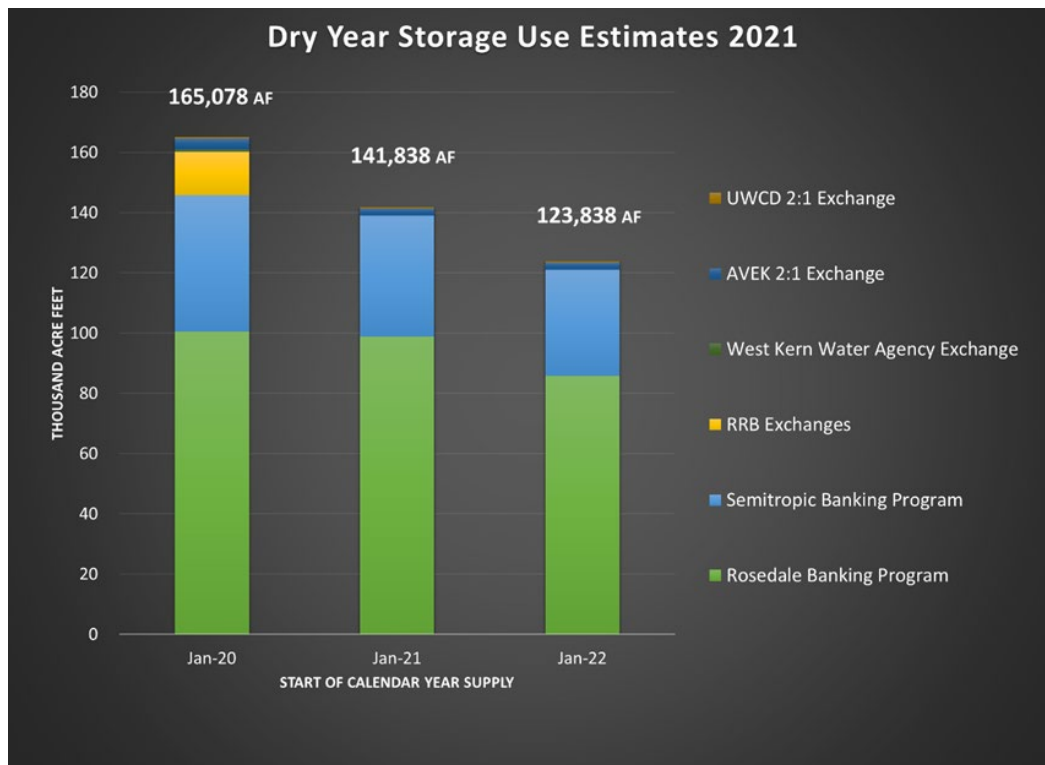
Note: The table above shows annual SCV Water Demands, which include groundwater, import and recycled water.

A summary of the 2021 water operations update is below.



Note: Banking Programs include SCVWA's Semitropic Stored Water Recovery Unit (SWRU) program and Rosedale Rio Bravo Water Storage District program. Groundwater includes production from the SCVWA Alluvial and Saugus groundwater aquifers. Dry Year Water Purchase programs include Yuba Accord and State Water Contractor's Dry Year Water Purchase program.

- The initial State Water Project allocation for 2021 is 10% of Table A amount.
- 2021 demands are estimated at 70,000 AF to be met utilizing the operating plan above.
- Staff initiated water recovery efforts at Rosedale-Rio Bravo Water Storage District starting December 2020 in anticipation of a dry 2021. This recovery will help increase 2021 carryover supplies needed to meet demands in 2021 as local groundwater supplies continue to come back online. Recovery efforts are anticipated to continue through at least February and March at this time as staff continues to monitor hydrologic conditions.



Note: This graph shows actual SCVWA Dry Year Storage totals at the beginning of 2020, 2021 and estimated totals for the beginning of 2022 based on a 2021 SWP allocation of 5-10%.

Significant Upcoming Items

- Additional SCV-GSA Stakeholder Advisory Committee meetings will be held in January and February 2021 to further discuss Sustainable Management Criteria. A SCV-GSA Board meeting will be held January 25, 2021. A valley-wide public workshop will be held March 10, 2021, to provide an overview of the proposed Sustainable Management Criteria. A follow up special SCV-GSA Board meeting may be held.
- Several consultant contracts are underway for CEQA related work, including a Biological Assessment Report for the for the Valley Center Well PFAS treatment project, an addendum to the Phase 2C Recycled Water Pipeline MND, two EIR Addendums for the Emergency and Operational Storage Reservoir at Magic Mountain, and the Honby Pipeline project, as well as updated environmental studies for the Dean Tank Project and Castaic Conduit Project, and cultural and

biological monitoring for construction of the Phase 2D recycled water pipeline and the Magic Mountain Pump Station.

- Staff is working with Kennedy Jenks to prepare a Groundwater Treatment Implementation Plan to evaluate the capital and O&M costs for wells that were removed from service due to impacted water quality from various constituents. A draft report was received in early December 2020 and the final report is expected in January 2021.
- The Upper Santa Clara River Regional Water Management Group (USCR RWMG):
 - Will review a draft and final grant agreement from DWR, as well as subgrantee agreements, and
 - In 2021, we will begin the process to update the Regional Water Management Group's Memorandum of Understanding to clarify member roles, funding responsibilities, and to add or remove member agencies, if necessary.
- Staff has initiated work to update SCV Water Reliability Report to incorporate updates to DWR's SWP Delivery Capability Report, the impact of actions to treat for PFAS, and updated demand estimates.
- A monitoring report update for the Salt and Nutrient Management Plan is expected to be completed and submitted in early 2021. Luhdorff and Scalmanini Consulting group is assisting with preparation of the report.
- Staff is working with Woodard and Curran to develop and transition the New Drop database to an online platform. This transition will provide automation capabilities to increase efficiencies, reduce input error and eventually be integrated into the customer service billing system. A training session for SCV Water personnel was conducted on December 15, 2020, and the online platform will be implemented in January 2021.
- An alternative groundwater recharge site has been selected on the east end of the Santa Clara River Basin for inclusion in the recharge feasibility studies being conducted with the help of GSI technical consultants. An environmental assessment and a review of site accessibility will be completed in the upcoming weeks to begin the site evaluation process.
- Staff continues to work with Maddaus Water Management on development of outdoor water use demand factors.
- Staff is working with Kearns & West to coordinate outreach efforts for the 2020 Urban Water Management Plan.
 - Preparing the logistics plan for the second UWMP Workshop to be held February 17, 2020.
- Staff is working with Kennedy Jenks to collect data and text information to update the 2020 Urban Water Management Plan.
- Staff is assisting Kennedy Jenks in gathering data required for the desktop analysis in progress, which is needed to meet the Seismic Assessment and Mitigation requirements for the 2020 UWMP.

- Staff is revising a scope of work from Luhdorff and Scalmanini Consulting group to update the SCV 2020 Annual Water Report.
- Staff is working with Irvine Ranch Water District to coordinate an Operations and Maintenance Plan for the Rosedale DRP wells.
- Water Resources, Engineering and Operations are providing input regarding DWR's planned 2021-22 refurbishment of the Castaic Lake outlet.
- Staff will be working on a final ground lease for solar activities at the Devil's Den property.
- Staff is working on the plaintiff fact sheet for the Aqueous Film-Forming Products Liability Litigation regarding PFAS contamination. A draft will be completed by early January 2021 and a finalized version submitted in February of 2021.

LEGISLATIVE/GOVERNMENT AFFAIRS – Upcoming Sponsorships

- Staff is working with various organizations to manage sponsorships as events are canceled or rescheduled.

OUTREACH – Social/Digital Media & Education

Staff continues to share water news, conservation tips, featured plants and job openings on our social media and e-news channels.

Outlet	Description	Notable Activity	Audience
Facebook	Social media		723 likes 810 follows
Instagram			1,234
Twitter			1,003
Website	yourSCVwater.org	Total users in November 2020	19,350
Water Currents	Customer e-newsletter	Open rate: 26% (average industry open rate: 21.64%)	December 2020: 18,558

Public Education - 2020

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year 2020
Education													
Students	641	849	**	**	**	**	**	**	**	**	384	583*	2,457
Teachers	58	92	**	**	**	**	**	**	**	**	**	29*	179
Garden Classes								8/8	9/19	10/17	11/14	12/5	
w Evening	1	38	**	**	**	**	**						39
Saturday	14	58	**	**	**	**	**	65	48	44	31	38	298

* Data not yet available

** All in-person classes were cancelled due to COVID-19

Public Education - 2021

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year 2021
Education (virtual)													
Students	*	*	*	*	*	*	*	*	*	*	*	*	*
Teachers	*	*	*	*	*	*	*	*	*	*	*	*	*
Garden Classes (virtual)	94	*	*	*	*	*	*	*	*	*	*	*	94

* Data not yet available

Significant Ongoing or Upcoming Items

- Staff is working with Customer Care to develop a communications plan and outreach materials for Santa Clarita Customer Care's upcoming move to Rockefeller, scheduled for March 2021.
- Staff is developing the 2020 State of the Agency infographic and anticipates completing it in January 2021.
- In response to a Notice of Intent submitted by the Agency in October 2020, the California Governor's Office of Emergency Services (CalOES) notified the Agency that its Renewable Energy, Battery Storage and Resiliency project qualifies as an eligible project under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program. Staff is reviewing the status of the project and application requirements to determine if a grant application will be submitted.
- On October 30, 2020, staff submitted an application to CalOES under the Community Power Resiliency Allocation Special Districts Program for \$249,854 in funding to replace a fixed generator (circa 1979) at the Earl Schmidt Filtration Plant, including electrical and foundation upgrades. Staff is awaiting CalOES' award decision.
- Staff is drafting the annual "look back" and "look ahead" as a combined op-ed, with anticipated release in early February 2021.
- Staff has retained 360Civic for the design and development of a new SCV Water website. The anticipated start date is January 1, 2021, and it should be launched in the summer 2021.
- Staff is developing a fact sheet, website content and a notice of public comment period (TBD-January 2021) as part of the Community Involvement Plan to remove volatile organic compounds (VOCs) from the Saugus Formation Aquifer, located at the Whittaker-Bermite facility in the SCV Water service area.

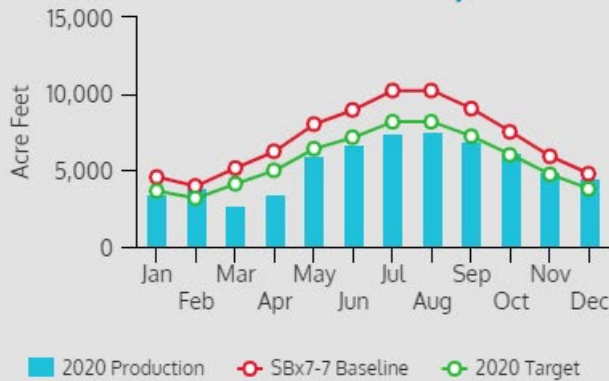
CONSERVATION



Water Conservation

Water Resources Monthly Section Report - January 2021

Water Production vs. 20% by 2020 Reduction Target



Key Data Points (AF)

- Nov. Variance: 745.57
- YTD Variance: (4,009.50)
- Well 201 Adj.: (153.69)
- Economic Activity Adj.: (30)

Conservation Program Participation (Current Month/Fiscal Year)



	Check-Ups	Workshops	Rebates	Engagement	Other
Residential	1/8	19/145	20/168	52/146	0/1



	Check-Ups	Retrofits	Rebates	Engagement
Commercial	0/0	0/0	0/0	0/0



	Check-Ups	Rebates	Engagement	Other
Landscape	0/0	0/11	0/10	0/0

Significant Upcoming Items

- Bridgeport Pocket Park - Staff, with consultant support, is developing a grading plan for inclusion in the final RFP bid document package.
- Sustainability - Staff is working with external consultants to develop scoping for phase I Sustainability Planning support.
- Water Shortage Contingency Plan - On January 28, 2021, staff will conduct a Public Workshop to both inform and solicit public engagement regarding outcomes and impacts related to potential water shortage events.



M65

**ITEM NO.
8.5**

**Engineering and Operations Committee
Planning Calendar
FY 2020/21**

Item	Jul 1 Comm	Jul 7 Board	Aug 4 Board	Aug 6 Comm	Aug 18 Board	Sep 1 Board	Sep 3 Comm	Sep 15 Board	Oct 1 Comm	Oct 6 Board	Oct 20 Board	Nov 4 Board	Nov 5 Comm	Nov 17 Board	Dec 1 Board	Dec 3 Comm - CANCELLED	Jan 5 Board	Jan 7 Comm	Feb 2 Board	Feb 4 Comm	Mar 2 Board	Mar 4 Comm	Mar 16 Board	Apr 1 Comm	Apr 6 Board	May 4 Board	May 10 Comm	Jun 1 Board	Jun 3 Comm	Jul 6 Board
1	Monthly Committee Planning Calendar	C																												
2	CIP Construction Status Report	C																												
3	Monthly Operations and Production Report	C																												
4	Third Party Funded Agreements Quarterly Report																													
5	Quarterly Safety Program Presentation																													
6	Annual Safety Program Update (FY 19-20)																													
7	Recommend Approval of a Resolution Awarding a Construction Contract, a Purchase Order for Construction Management and Inspection Services, and a Purchase Order for Consultant Services for Replacement Wells Construction		C																											
8	Recommend Approval of a Resolution Awarding a Purchase Order for Design Services for the Replacement Wells On-Site Pipeline/Infrastructure		C																											
9	Recommend Approval of a Resolution Awarding a Construction Contract for the Recycled Water Tank Aboveground Piping Potable Make-Up Line Project		C																											
10	Recommend Approval of a Purchase Order for Final Design Services for Valley Center Well PFAS Groundwater Treatment		C																											
11	Recommend Approval of Purchase of Replacement Clarifier Media at Earl Schmidt Filtration Plant																													
12	Laboratory PFAS Analytical Equipment Purchase																													
13	Recommend Approval of a Purchase Order for Final Design Services for Recycled Water Tank at an Alternate Site for Recycled Water Vista Canyon (Phase 2B) Project																													
14	Recommend that the Board of Directors Reject all Bids Associated with the Santa Clarita Valley Water Agency Slurry Seal and Asphalt Installation Project for the Rio Vista Treatment Plant Location																													
15	Recommend Approval of the Installation of Approximately 400 feet of 30" Diameter Pipeline Along Ridge Route Road																													
16	Recommend Approval of the Installation of Approximately 1,500 feet of 14" Diameter Pipeline Along Decoro Drive																													
17	Recommend Approval of the Installation of Approximately 1,500 feet of 12" Diameter Pipeline Along The Old Road																													

C = Completed Item
P = Planned Item

**Engineering and Operations Committee
Planning Calendar
FY 2020/21**

Item	Jul 1 Comm	Jul 7 Board	Aug 4 Board	Aug 6 Comm	Aug 18 Board	Sep 1 Board	Sep 3 Comm	Sep 15 Board	Oct 1 Comm	Oct 6 Board	Oct 20 Board	Nov 4 Board	Nov 5 Comm	Nov 17 Board	Dec 1 Board	Dec 3 Comm - CANCELLED	Jan 5 Board	Jan 7 Comm	Feb 2 Board	Feb 4 Comm	Mar 2 Board	Mar 4 Comm	Mar 16 Board	Apr 1 Comm	Apr 6 Board	May 4 Board	May 10 Comm	Jun 1 Board	Jun 3 Comm	Jul 6 Board
18							C	C																						
19							C	C																						
20							C	C																						
21									C																					
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25																	C													
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**Engineering and Operations Committee
Planning Calendar
FY 2020/21**

Item	Jul 1 Comm	Jul 7 Board	Aug 4 Board	Aug 6 Comm	Aug 18 Board	Sep 1 Board	Sep 3 Comm	Sep 15 Board	Oct 1 Comm	Oct 6 Board	Oct 20 Board	Nov 4 Board	Nov 5 Comm	Nov 17 Board	Dec 1 Board	Dec 3 Comm - CANCELLED	Jan 5 Board	Jan 7 Comm	Feb 2 Board	Feb 4 Comm	Mar 2 Board	Mar 4 Comm	Mar 16 Board	Apr 1 Comm	Apr 6 Board	May 4 Board	May 10 Comm	Jun 1 Board	Jun 3 Comm	Jul 6 Board	
29	Recommend Approval of Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for Valley Center Well PFAS Groundwater Treatment Project																					P									
30	Recommend Approval of Resolution Awarding Construction Contract and Purchase Order for Construction Management and Inspection Services and Engineering Services During Construction to TBD for Recycled Water Vista Canyon (Phase 2B) Tank Project.																						P								
31	Recommend Approval of Resolution Awarding Contract to TBD for Smyth PVC Replacement Underground Facility Locating																						P								
32	Recommend Approval of Resolution Awarding Construction Contract to TBD for Storage Tank Stair Retrofit																							P		P					
33	Recommend Approval of Resolution Authorizing SCV Water to Apply for Funds from Drinking Water State Revolving Fund on Behalf of Lily of the Valley Mobile Home Park																							P		P					
34	Recommend Approval of Construction of New Sand Canyon Plaza (Deane Zone) Pump Station and Cost Sharing Agreement with Developer																										P				
35	Recommend Approval of Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for ESFP Washwater Return and Sludge Systems Project																										P				
36	Recommend Approval of a Resolution Awarding a Purchase Order for Final Design Services for Well 205 Groundwater Treatment Improvements																											P			
37	Recommend Approval of Resolution Authorizing SCV Water to Execute Water Service Agreement with State Water Resources Control Board and Los Angeles Residential Community																											P			
38	Recommend Approval of Resolution Awarding Construction Contract for Pipeline to the Los Angeles Residential Community																												P		

C = Completed Item
P = Planned Item

**Engineering and Operations Committee
Planning Calendar
FY 2020/21**

	Item	Jul 1 Comm	Jul 7 Board	Aug 4 Board	Aug 6 Comm	Aug 18 Board	Sep 1 Board	Sep 3 Comm	Sep 15 Board	Oct 1 Comm	Oct 6 Board	Oct 20 Board	Nov 4 Board	Nov 5 Comm	Nov 17 Board	Dec 1 Board	Dec 3 Comm - CANCELLED	Jan 5 Board	Jan 7 Comm	Feb 2 Board	Feb 4 Comm	Mar 2 Board	Mar 4 Comm	Mar 16 Board	Apr 1 Comm	Apr 6 Board	May 4 Board	May 10 Comm	Jun 1 Board	Jun 3 Comm	Jul 6 Board					
39	Recommend Approval of Construction of Pipeline in Sierra Highway from Dockweiler to Newhall Avenue																																			
40	Recommend Approval of Construction of a New Skyline Ranch (Deane Zone) Pump Station and Cost Sharing Agreement with Developer																																			
41	Recommend Approval of Construction of New Skyline Ranch 2.1 MG Tanks (Deane Zone) and Cost Sharing Agreement with Developer																																			
42	Recommend Approval of Construction of New Sand Canyon Plaza 1.5 MG Tank (Deane Zone) and Cost Sharing Agreement with Developer																																			

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

Item	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 15 Board	Dec 21 Comm	Jan 5 Board	Jan 11 RESCHEDULED Comm	Feb 2 Board	Mar 1 RESCHEDULED Comm	Mar 2 Board	Mar 16 Board	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm
1	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2020/21 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)	C																									
2	Recommend Approval of Resolution Authorizing July 2020 Water Supply Contract Payment (consent)	C																									
3	Recommend Approval of a Temporary Telecommuting Policy (consent)	C																									
4	Recommend Approval of Resolutions Establishing Banking Authority	C																									
5	Recommend Receiving and Filing of April 2020 Monthly Financial Report (consent)	C																									
6	Recommend Approval of Resolutions Authorizing (1) the Execution of a Joint Exercise of Powers Agreement Relating to the California Municipal Finance Authority (CFMA), and (2) Participation in the CFMA's Bond Opportunities for Land Development (BOLD) Program and Other Related Actions in Establishing a CFD for the Spring Canyon Development - on pause until after election		C																								
7	Photovoltaic (PV) Assets (Solar Panels) Portfolio Assessment		C																								
8	Recommend Approval of a Resolution Authorizing FY 2020/21 Water Supply Contract Payments (consent)		C	C																							
9	Recommend Receiving and Filing of May 2020 Monthly Financial Report (consent)		C	C	C	C																					
10	Discuss Retail Cost-of-Service			C																							
11	Review Strategic Plan Performance Metrics			C																							
12	Recommend Receiving and Filing of June 2020 Monthly Financial Report (consent)			C	C	C																					

C = Completed Item
P = Planned Item

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

Item	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 15 Board	Dec 21 Comm	Jan 5 Board	Jan 11 RESCHEDULED Comm	Feb 2 Board	Mar 1 RESCHEDULED Comm	Mar 2 Board	Mar 16 Board	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm
13	Cost of Service Study & Rate Transition Project a. Proposition 218 Mailer b. Financial Aspects under development						C	C - only a																			
14	Recommend Approval of the Retail Debt Threshold Calculation						C	C																			
15	Recommend Receiving and Filing of July 2020 Monthly Financial Report (consent)						C	C																			
16	Recommend Approval of Changes to the Agency's Classification Plan and Salary Ranges								C																		
17	Review Plan for Consolidation of Customer Service Centers								C																		
18	Recommend Receiving and Filing of August 2020 Monthly Financial Report (consent)								C																		
19	Recommend Approval of Resolutions Authorizing (1) the Execution of a Joint Exercise of Powers Agreement Relating to the California Municipal Finance Authority (CFMA), and (2) Participation in the CFMA's Bond Opportunities for Land Development (BOLD) Program and Other Related Actions in Establishing a CFD for the Spring Canyon Development - on pause until after election												C														
20	Recommend Approval of Changes to the Agency's Classification Plan and Salary Ranges										C	C															
21	Recommend Approval of Revised Reserve Policy										C	C															
22	Recommend Approval of Revised Asset Capitalization Policy										C	C															
23	Recommend Approval of Revised Employment Status and Work Policy										C	C															
24	Recommend Approval of a Resolution Approving a Letter of Authorization and Contract Modification with Systems & Software, Inc. (S&S) for enQuesta v6 Client Information System (CIS) Upgrade										C	C															
25	Recommend Receiving and Filing of September 2020 Monthly Financial Report (consent)										C	C															

C = Completed Item
P = Planned Item

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

Item	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 15 Board	Dec 21 Comm	Jan 5 Board	Jan 11 RESCHEDULED Comm	Feb 2 Board	Mar 1 RESCHEDULED Comm	Mar 2 Board	Mar 16 Board	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm
26														C	C												
27														C													
28														C													
29														C	C												
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32															C												
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C = Completed Item
P = Planned Item

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

Item	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 15 Board	Dec 21 Comm	Jan 5 Board	Jan 11 RESCHEDULED Comm	Feb 2 Board	Mar 1 RESCHEDULED Comm	Mar 2 Board	Mar 16 Board	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm
41	Recommend Receiving and Filing of November 2020 Monthly Financial Report (consent)																										
42	Recommend Receiving and Filing of December 2020 Monthly Financial Report (consent)																		P	P							
43	Review FY 2021/22 Budget Status																										
44	Recommend Approval of a Proposed Employee Salary Adjustment for FY 2021/22																										
45	Technology Update																										
46	Recommend Receiving and Filing of January 2021 Monthly Financial Report (consent)																										
47	Recommend Receiving and Filing of February 2021 Monthly Financial Report (consent)																										
48	Public Hearing																										
49	Recommend Approval of a Resolution Re-Adopting the FY 2021/22 and FY 2022/23 Budget																										
50	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2020/21 (consent)																										
51	Approve a Resolution Adopting the Appropriation Limit for FY 2021/22 (consent)																										
52	Discuss Retail Cost-of-Service																										
53	Recommend Receiving and Filing of March 2021 Monthly Financial Report (consent)																										
54	Recommend Approval of Resolution Authorizing July 2021 Water Supply Contract Payment																										
55	Discuss Retail Cost-of-Service																										



PUBLIC OUTREACH AND LEGISLATION COMMITTEE AGENDA PLANNING CALENDAR FY 2020-2021

July 16, 2020 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Public Information Officer Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Sponsorship Tracking FY 2019/20 and FY 2020/21
 - Public Outreach Event Calendar 2020
 - Committee Planning Calendar 2020

August 20, 2020 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Public Information Officer Activities:
 - Quarterly Social Media Report from Consultant Tripepi Smith
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Public Outreach Event Calendar 2020
 - Committee Planning Calendar 2020
3. Recommend Authorizing the General Manager to Apply for Grant Funding Under the Federal Bureau of Reclamation WaterSmart Water Energy Efficiency Grant Program (WEEG) for an Automated Metering Infrastructure Project
4. Discussion of the RFP for New Website Design and Development
5. General Update on Virtual Outreach Efforts

September 1, 2020 – Board

1. Recommend Authorizing the General Manager to Apply for Grant Funding Under the Federal Bureau of Reclamation WaterSmart Water Energy Efficiency Grant Program (WEEG) for an Automated Metering Infrastructure Project
2. Approve RFP for New Website Design and Development

September 17, 2020 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Public Information Officer Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Public Outreach Event Calendar 2020
 - Committee Planning Calendar 2020
3. Overview of Outreach Efforts

October 15, 2020 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Public Information Officer Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Public Outreach Event Calendar 2020



**PUBLIC OUTREACH AND LEGISLATION COMMITTEE
AGENDA PLANNING CALENDAR FY 2020-2021**

- Committee Planning Calendar FY 2020/21

November 19, 2020 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Recommend Authorizing the General Manager to Enter into an Agreement with Kennedy/Jenks Consultants to Provide Grant Administration Services for the Proposition 1 Integrated Regional Water Management Implementation Grant
3. Public Information Officer Activities:
 - Quarterly Social Media Report from Consultant Tripepi Smith
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Public Outreach Event Calendar 2020
 - Committee Planning Calendar FY 2020/21

December 1, 2020 - Board Meeting

1. Recommend Authorizing the General Manager to Enter into an Agreement with Kennedy/Jenks Consultants to Provide Grant Administration Services for the Proposition 1 Integrated Regional Water Management Implementation Grant

December 17, 2020 Committee – CANCELLED

1. Legislative Consultant Reports
2. Public Information Officer Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Committee Planning Calendar FY 2020/21

January 21, 2021 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Review of Agency's Legislative Platform
3. Discussion of Consolidated Communications Efforts
4. Communications Manager Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Committee Planning Calendar FY 2020/21

February 2, 2021 - Board Meeting

1. Approve Adoption of the Agency's 2021 Legislative Platform

February 18, 2021 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Discussion on Native Plants
3. Communications Manager Activities:
 - Quarterly Social Media Report from Consultant Tripepi Smith
 - Monthly Outreach Matrix



**PUBLIC OUTREACH AND LEGISLATION COMMITTEE
AGENDA PLANNING CALENDAR FY 2020-2021**

- Legislative Tracking
- Grant Status Report
- Sponsorship Tracking FY 2020/21
- Committee Planning Calendar FY 2020/21

March 18, 2021 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Committee Planning Calendar FY 2020/21

April 15, 2021 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Quarterly Social Media Report from Consultant Tripepi Smith
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Committee Planning Calendar FY 2020/21

May 20, 2021 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Committee Planning Calendar FY 2020/21

June 17, 2021 Committee – VIRTUAL MEETING

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Monthly Outreach Matrix
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2020/21
 - Committee Planning Calendar FY 2020/21

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Santa Clarita Valley Water Agency
Water Resources & Watershed Committee and Board Calendar

FY 2020/21

Item	Jul 7 Board	Jul 8 Comm	Jul 21 Board	Aug 4 Board	Aug 12 Comm	Aug 18 Board	Sep 1 Board	Sep 9 Comm	Sep 15 Board	Oct 6 Board	Oct 14 Comm	Nov 4 Board <i>Rescheduled</i>	Nov 12 Comm <i>Rescheduled</i>	Nov 17 Board	Dec 1 Board	Dec 9 Comm	Jan 5 Board	Jan 13 Comm	Jan 19 Board	Feb 10 Comm	Feb 16 Board	Mar 2 Board	Mar 10 Comm	Mar 16 Board	Apr 6 Board	Apr 14 Comm	Apr 20 Board	Apr 26 Board <i>(Special)</i>	May 4 Board	May 12 Comm	May 18 Board	Jun 1 Board	Jun 9 Comm							
1 Status of Water Supplies																																								
2 Update on Conservation Activities & Performance		C						C			C		C			C		C																						
3 Update on the 2020 UWMP													C																											
4 Devil's Den Semi-Annual Report		C																																						
5 Status of Watershed Recharge Feasibility Study													C																											
6 Status of Water Shortage Contingency Plan																C																								
7 Water Resiliency Initiative Planning																																								
8 Authorize General Manager to Execute an Amendment Extending the Term of the Agreement with the Santa Clarita Valley Sanitation District																																								
9 Recommend Approval of a Resolution Adopting Recycled Water Rules and Regulations																																								
10 Review and Discussion of FY 2021/22 and FY 2022/23 Water Resources Operating Budget and Minor and Major Capital Projects Budgets																																								
11 Status of Sustainable Groundwater Management Act Implementation																																								
12 Status of Water Supply and Water Banking Programs																																								
13 Review of Energy Resiliency and Battery Storage Feasibility Assessment																																								
14 Status of Recycled Water Program																																								
15 Status of Sites Reservoir Project																																								
16 Status of Devil's Den Solar Generation Facilities																																								
17 Status of Upper Santa Clara River Salt and Nutrient Management Plan																																								
18 Public Hearing: Water Shortage Contingency Plan																																								
19 Approve a Resolution Adopting the Water Shortage Contingency Plan																																								
20 Public Hearing: 2020 UWMP																																								
21 Approve a Resolution Adopting the 2020 Urban Water Management Plan																																								
22 Recommend Authorizing the General Manager to Extend the Site Control Agreement between SCV Water and Alamo Springs, LLC through December 31, 2021																																								
23 Recommend Authorizing the General Manager to Exercise a 1-Year Extension of the Devil's Den Agricultural Lease Agreement with Rolling Hills Farms																																								
24 Recommend Authorizing the General Manager to Issue a Work Authorization to Kennedy Jenks, Inc. for Preparation of the 2020 Urban Water Management Plan																																								
25 Recommend Approving a Resolution Adopting the SCV Water Grant Policy and Procedure Manual																																								

Santa Clarita Valley Water Agency
Water Resources & Watershed Committee and Board Calendar

FY 2020/21

Item	Jul 7 Board	Jul 8 Comm	Jul 21 Board	Aug 4 Board	Aug 12 Comm	Aug 18 Board	Sep 1 Board	Sep 9 Comm	Sep 15 Board	Oct 6 Board	Oct 14 Comm	Nov 4 Board <i>Rescheduled</i>	Nov 12 Comm <i>Rescheduled</i>	Nov 17 Board	Dec 1 Board	Dec 9 Comm	Jan 5 Board	Jan 13 Comm	Jan 19 Board	Feb 10 Comm	Feb 16 Board	Mar 2 Board	Mar 10 Comm	Mar 16 Board	Apr 6 Board	Apr 14 Comm	Apr 20 Board	Apr 26 Board <i>(Special)</i>	May 4 Board	May 12 Comm	May 18 Board	Jun 1 Board	Jun 9 Comm				
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P = Planned

C = Completed

CNL = Cancelled

GNT = Continued Item

**Finance and Administration Committee
Planning Calendar
FY 2020/21**

Item	July 7 Board	July 20 Comm	Aug 4 Board	Aug 17 Comm	Sept 1 Board	Sept 15 Board	Sept 21 Comm	Oct 6 Board	Oct 19 Comm	Nov 3 Board	Nov 16 Comm	Dec 1 Board	Dec 15 Board	Dec 21 Comm	Jan 5 Board	Jan 11 RESCHEDULED Comm	Feb 2 Board	Mar 1 RESCHEDULED Comm	Mar 2 Board	Mar 16 Board	April 6 Board	April 19 Comm	May 4 Board	May 17 Comm	May 18 Board	June 1 Board	June 21 Comm
56	Review Strategic Plan Performance Metrics																										
57	Technology Update																										
58	Recommend Receiving and Filing of April 2021 Monthly Financial Report (consent)																										

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DIRECTOR AB 1234 REPORT

Director Name: Kathye Armitage

Meeting Attended: Urban Water Management Plan Webinar: Climate Change Considerations in UWMPs (hosted by Department of Water Resources)

Date of Meeting: January 13, 2021

Location: Virtual

Board Meeting to Be Presented At: February 2, 2021

Purpose/Points Of Interest: The purpose of the training webinar was to help water providers understand the following:

- legislation created to address climate change (sections of the Water Code);
- building blocks of the Urban Water Management Plan (UWMP) and how climate change considerations are a part of it;
- projections for climate change; and
- resources and tools that water providers can use to assess climate change scenarios
 - Cal-Adapt climate change scenarios: <https://cal-adapt.org/>
 - State Water Project Delivery Capability Report: <https://data.ca.gov/dataset/state-water-project-delivery-capability-report-dcr-2019>
 - Paleo-Dendrochronological “Tree Ring” Hydroclimatic Reconstruction for Northern and Southern California River Basins: <https://data.cnra.ca.gov/dataset/paleo-dendrochronology-tree-ring-hydro-climatic-reconstructions>

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- Report prepared for Ventura County ~ Projected Changes in Ventura County Climate:
https://wrcc.dri.edu/Docs/VenturaClimate2019_lores.pdf
- Journal article on “Climate Extremes and Compound Hazards in a Warming World”:
<https://www.annualreviews.org/doi/abs/10.1146/annurev-earth-071719-055228>

This was the agenda:



Workshop Agenda

Present recommendations and ideas for how to consider and incorporate climate change projections into the UWMP in terms of water demands, supply and reliability.

10:00 Welcome and Training Workshop Overview
Orit Kalman, Senior Facilitator, CSUS – Conservation Collaboration Program
Julia Ekstrom, Senior Environmental Scientist Supervisor, DWR - Water Use Efficiency Branch

10:05 Incorporating Climate Change Considerations into the UWMP
Julia Ekstrom, Senior Environmental Scientist

10:15 Approach 1: Climate Change Considerations with Limited Resources
Jennifer Morales, Senior Environmental Scientist, DWR - Climate Change Program

10:40 Approach 2: Statewide Climate Projection Datasets
Wyatt Arnold, Engineer, DWR- Climate Change Program

11:10 Short Break [5min]

11:15 Approach 3: Advanced projections for Climate Change
Ben Hatchett, Climatologist, Desert Research Institute

11:45 Participants Input – Other Approaches or Available Resources

11:55 Wrap Up and Upcoming Training
Julia Ekstrom, DWR

12:00 Adjourn

CALIFORNIA DEPARTMENT OF WATER RESOURCES

This training was recorded and can be accessed here:

https://www.youtube.com/watch?v=4FiNaedMvJ8&list=PLeod6x87Tu6e-Fi-louoKF2BagN-Bz_mA&index=7

Information about future trainings here: <https://water.ca.gov/News/Events>

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DIRECTOR AB 1234 REPORT

Director Name: Kathye Armitage

Meeting Attended: Meeting with Chief Financial & Administrative Officer, Eric Campbell and Director of Finance & Administration, Rochelle Patterson

Date of Meeting: January 12, 2021

Location: Virtual

Board Meeting to Be Presented At: February 2, 2021

Purpose: As a new Director, the purpose of the meeting was to ask questions and get more detailed information about the following:

- options for paying for infrastructure;
- reserve fund balances and how they are used;
- rate setting procedures and Prop 218;
- factors that are unique to utilities in Santa Clarita Valley; and
- legacy debt (pre-merger debt).

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DIRECTOR AB 1234 REPORT

Director Name: Kathy Armitage

Meeting Attended: Meeting with SCV Water Agency Legal Counsel, Tom Bunn

Date of Meeting: January 14, 2021

Location: Virtual

Board Meeting to Be Presented At: February 2, 2021

Purpose: The purpose of the meeting was for new Directors to gain a better understanding of the following:

- Legislation that led to creation of the Santa Clarita Valley Water Agency;
- Voting process for Board of Directors;
- Rules of Order;
- Community Workforce Agreement;
- Proposition 218;
- California Environmental Quality Act;
- Local Agency Formation Commission; and
- Brown Act.

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DIRECTOR AB 1234 REPORT

Director Name: Kathy Armitage

Meeting Attended: Meeting with Director of Water Resources, Dirk Marks and Water Resources Planner, Sarah Fleury

Date of Meeting: January 22, 2021

Location: Virtual

Board Meeting to Be Presented At: February 2, 2021

Purpose: As a new Director, I requested this meeting to ask questions and get more detailed information on the following topics:

- State Water Project Table A acquisition history, allocations and timeframes;
- Article 56 carryover supply;
- Buena Vista Rosedale-Rio Bravo water source, agreement, and costs;
- Rosedale-Rio Bravo water banking/storage program, capacity, and costs; and
- Semitropic water banking/storage program, capacity, and costs.

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