



**Date:** April 13, 2020

**To:** **Finance and Administration Committee**  
Dan Mortensen, Chair  
Tom Campbell  
Kathy Colley  
Robert DiPrimio  
Maria Gutzeit  
R. J. Kelly

**From:** Eric Campbell  
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, April 20, 2020 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 (1 877 568 4106), Access Code 240-413-165** **or GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/240413165>** 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**, 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.	* Recommend Approval of a Cost of Living Adjustment (COLA) for FY 2020/21	5
3.	◆ Review FY 2020/21 Budget	
4.	* Review of Long-Term Financial Forecast	9
5.	* Recommend Approval of a Revised Purchasing Policy	29
6.	* Recommend Receiving and Filing of February 2020 Monthly Financial Report	33
7.	* Committee Planning Calendar	59
8.	General Report on Finance and Administration Activities	
9.	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.

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 April 13, 2020.

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## COMMITTEE MEMORANDUM

**DATE:** April 13, 2020  
**TO:** Finance and Administration Committee  
**FROM:** Matthew G. Stone  
General Manager *MGS*  
**SUBJECT:** Recommend Approval of Proposed Employee Salary Adjustment for FY 2020/21

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### SUMMARY

It is the Agency's practice to perform salary surveys every three to five years and administer a cost of living adjustment (COLA) increase every year to maintain salaries within the market. Based on Consumer Price Index (CPI) data, Management recommends a 3% general wage adjustment for FY 2020/21.

### DISCUSSION

Attachment 1 shows the recent history of Agency general wage adjustments. Attachment 2 reflects CPI data from 2016 until present, illustrating the percentage change for each month from the same month in the prior year. Historically, the Agency has adjusted salaries based on the change in the CPI from December to December, which is then factored into the following year's budget. The CPI Index in year 2019 has been trending above 3% with a median of 3.23%. The December 2018 to December 2019 change dipped to 3.17%.

Therefore, Management recommends adjusting the compensation structure to compensate Agency employees and recommends a general wage increase of 3% for FY 2020/21. This recommendation is based on:

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

This is consistent with the Agency's Compensation Policy which states that "if fiscally prudent, it is the Agency's objective to compensate employees at the middle of the labor market as measured by the mean and/or median."

The recommendation for a general wage increase would be implemented with the first full pay period in July 2020. That is, all salary ranges would be increased by the approved COLA amount, except for the General Manager. Individual compensation adjustments within the salary range would be made in accordance with the appropriate personnel policies. If recommended by the Finance and Administration Committee, a revised Agency Pay Schedule would be forwarded to the Board of Directors at its May 5, 2020 regular meeting.

It should be noted that the Agency is in the process of performing a comprehensive classification and compensation study. The results of the study are projected to be presented to the Board in August 2020.

## **FINANCIAL CONSIDERATIONS**

A 3% increase in salaries in FY 2020/21 would cost approximately \$590,830 annually (salaries and benefits). Funds would be included in the SCV Water FY 2020/21 amended Budget.

## **RECOMMENDATION**

That the Finance and Administration Committee recommends the Board of Directors approve a cost of living adjustment of a 3% increase for FY 2020/21 for all employees except the General Manager.

MS

Attachments

# ATTACHMENT 1

## RECENT COST OF LIVING ADJUSTMENT HISTORY

<u>Effective Date</u>	<u>Change in CPI</u> <u>December 2018 to</u> <u>December 2019</u>	<u>Effective COLA</u>	
<b><u>SCV WATER</u></b>			
July 1, 2020	3.17%	3%	Proposed
July 1, 2019	3.30%	3%	
July 1, 2018	3.74%	3%	
<b><u>CLWA</u></b>			
July 1, 2017	1.97%	2%	
July 1, 2016	2.03%	2%	
July 1, 2015	0.73%	0%	

## ATTACHMENT 2

CONSUMER PRICE INDEX DATA  
 U.S. DEPARTMENT OF LABOR  
 BUREAU OF LABOR STATISTICS  
 LOS ANGELES-LONG BEACH-ANAHEIM  
 WITH BASE PERIOD 1984 =100  
 ALL URBAN WAGE EARNERS

MONTH	INDEX		INDEX		INDEX		INDEX	
	2016	% Change from 2015	2017	% Change from 2016	2018	% Change from 2017	2019	% Change from 2018
January	238.600	3.26%	242.735	1.73%	251.785	3.73%	259.182	2.94%
February	238.262	2.27%	244.254	2.51%	253.243	3.68%	259.734	2.56%
March	239.146	1.34%	244.932	2.42%	254.451	3.89%	261.278	2.68%
April	239.536	1.63%	245.417	2.46%	255.379	4.06%	264.469	3.56%
May	240.320	0.63%	246.153	2.43%	256.652	4.27%	265.283	3.36%
June	240.522	1.15%	245.900	2.24%	256.208	4.19%	264.640	3.29%
July	240.580	0.29%	246.681	2.54%	256.632	4.03%	265.012	3.27%
August	240.267	0.63%	247.260	2.91%	257.318	4.07%	264.687	2.86%
September	240.851	1.49%	248.550	3.20%	258.246	3.90%	266.517	3.20%
October	241.932	1.88%	249.234	3.02%	259.899	4.28%	269.314	3.62%
November	240.809	1.53%	249.680	3.68%	259.064	3.76%	268.041	3.47%
December	240.846	1.71%	249.854	3.74%	258.100	3.30%	266.274	3.17%



# Long Term Financial Forecast FY2020-FY2030;FY2035

Finance & Administrative Committee Meeting

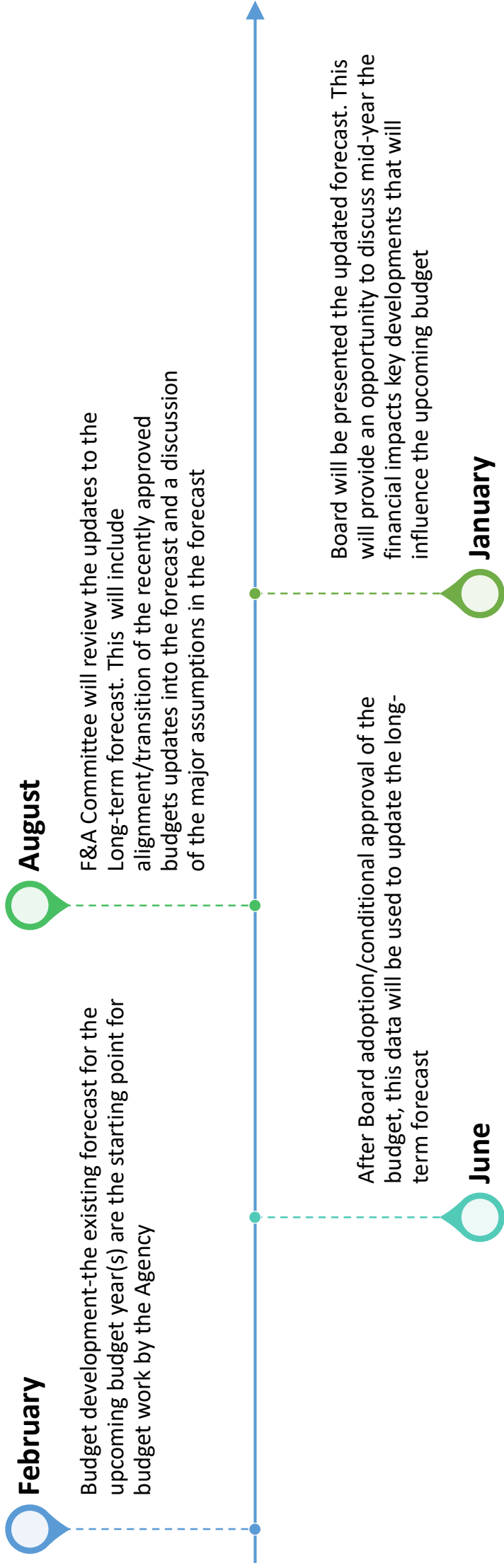
April 20, 2020

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# SCVWA Financial Plan's Desirable Results

<p><b>Provide</b></p> <p>Provide funding for prudent pay-go capital infrastructure investment for the service area</p>	<p><b>Maintain</b></p> <p>Maintain appropriate balances of cash reserves to maintain credit ratings and to enable financial sustainability in times of stress</p>	<p><b>Maintain</b></p> <p>Maintain Debt Service Coverage Ratio to support existing credit ratings</p>	<p><b>Support</b></p> <p>Support the evolving Agency: Integrated technology systems, expansion of technology used in daily operations, growth in staffing levels to serve the expanding service territory, and to be a best in class large water agency</p>
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# Annual Lifecycle of the Forecast



# Sections of the Financial Planning Model

## Financial Planning Model

### Sections of the Model

- Net Cash from Operations
  - Debt Service Coverage
  - Summary Results
- 

- Cash Reserves Analysis
- Capital Reserve Fund
- Rate Action

### Capabilities of the Model

- Integrated results of Regional & Retail
  - Run quick or complex financial scenarios
    - Plug and Play
    - Linked throughout
  - Budget tool
  - Develop rate plans
  - Capital Prioritization
    - Major CIP
    - Pay-go
- 
- Assess performance of rates
  - Develop rate plans
  - Manage Reserves (Prioritize Funding)

# Linkage within the LTFP model

Financial Planning Model

FP Model tab enables simple plug and play to see key results

SCV Water Agency

Regional Operating Results

Future Debt/CIP Assumptions

Property Tax Forecast

1% Prop Tax (Pay-Go) Calc

FCF Forecast

Total Retail Operating Results

NWD Operating Results

SCWD Operating Results

VWD Operating Results

Each Retail Division has its own:

Agg DS Cost Sheet

CIP Bond Assumptions

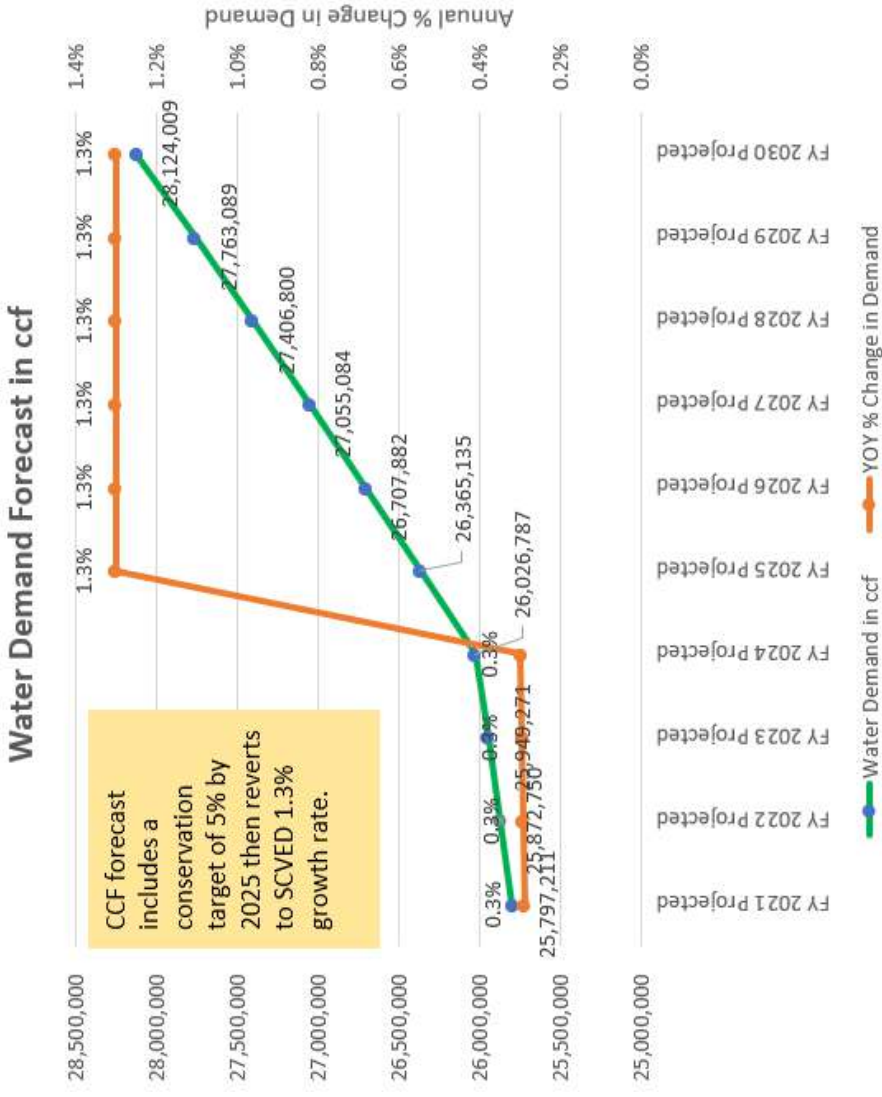
Cash Flow Assumptions

Meter Count

Meter Count Forecast

Rates

# Water Demand (Retail Sales) Forecast



Fiscal Year	CCF	YOY % Change
2020	25,722,641	3.5%
2021	25,797,211	0.3%
2022	25,872,750	0.3%
2023	25,949,271	0.3%
2024	26,026,787	0.3%
2025	26,365,135	1.3%
2026	26,707,882	1.3%
2027	27,055,084	1.3%
2028	27,406,800	1.3%
2029	27,763,089	1.3%
2030	28,124,009	1.3%

# Regional Revenue Assumptions

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>Revenues</b>	<b>Model Adjustments - changeable %</b>									
Facility Capacity Fees	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
1% Property Tax Revenues	2.34%	2.34%	2.34%	2.34%	2.34%	2.34%	2.34%	2.34%	2.34%	2.34%
Wholesale Water - Fixed Charges	5.0%	5.0%	5.0%	5.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Wholesale Water Sales - Variable Charges	5.0%	5.0%	5.0%	5.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Water Sales - Recycled and Saugus We	3.0%	3.0%	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Investment revenues	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Other Revenues (operating)	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Settlement Agreement (CIP)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Settlement Agreement (O&M)	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Grants and Reimbursements	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reimbursement from Annexing Parties	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
One-time Water Sales	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

# Retail Revenue Assumptions

## NWD

	2022	2023	2024	2025	2026	2027	2028	2029
<b>Revenues</b>								
Service Charge	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Water Usage Rate per ccf	\$2.85	\$2.85	\$2.85	\$2.85	\$2.85	\$2.85	\$2.85	\$2.85
Misc Fees	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Property Tax	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Communication Rentals	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
File Service	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Interest Income	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%

## VWD

	2022	2023	2024	2025	2026	2027	2028	2029
<b>Revenues</b>								
Service Charge	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Water Usage Rate per ccf	\$1.885	\$1.885	\$1.885	\$1.885	\$1.885	\$1.885	\$1.885	\$1.885
Misc Fees	2.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Other	2.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Refunds of Advances for Construction	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## SCWD

	2022	2023	2024	2025	2026	2027	2028	2029
<b>Revenues</b>								
Service Charge	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Water Usage Rate per ccf	\$1.99	\$1.99	\$1.99	\$1.99	\$1.99	\$1.99	\$1.99	\$1.99
Misc Fees	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Rental Income	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Interest Income	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Connection Fees	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Other Revenues	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

Source: LTFP Model tabs: NWD Cash Flow Assumptions, SCWD Cash Flow Assumptions, VWD Cash Flow Assumptions



# Retail Expense Assumptions

## NWD

	Projected Cash Flow Assumptions									
	2022	2023	2024	2025	2026	2027	2028	2029		
<b>Operating Expenses</b>	<b>Model Adjustments - changeable %</b>									
Source of Supply	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Pumping	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Water Treatment	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Transmission and Distribution	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Customer Service	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Engineering	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Administrative and General Other	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

## SCWD

	Projected Cash Flow Assumptions									
	2022	2023	2024	2025	2026	2027	2028	2029		
<b>Operating Expenses</b>	<b>Model Adjustments - changeable %</b>									
Source of Supply	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Pumping	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Water Treatment	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Transmission and Distribution	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Customer Service	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Engineering	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Administrative and General Other	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

## VWD

	Projected Cash Flow Assumptions									
	2022	2023	2024	2025	2026	2027	2028	2029		
<b>Operating Expenses</b>	<b>Model Adjustments - changeable %</b>									
Source of Supply	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Pumping	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Water Treatment	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Transmission and Distribution	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Customer Service	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Engineering	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Administrative and General Other	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

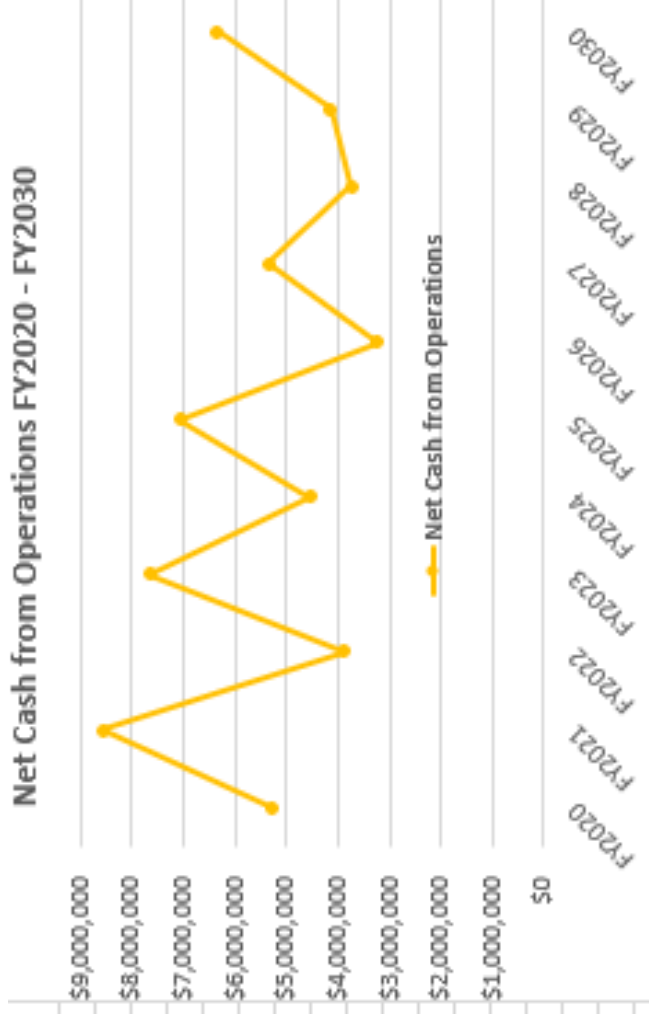
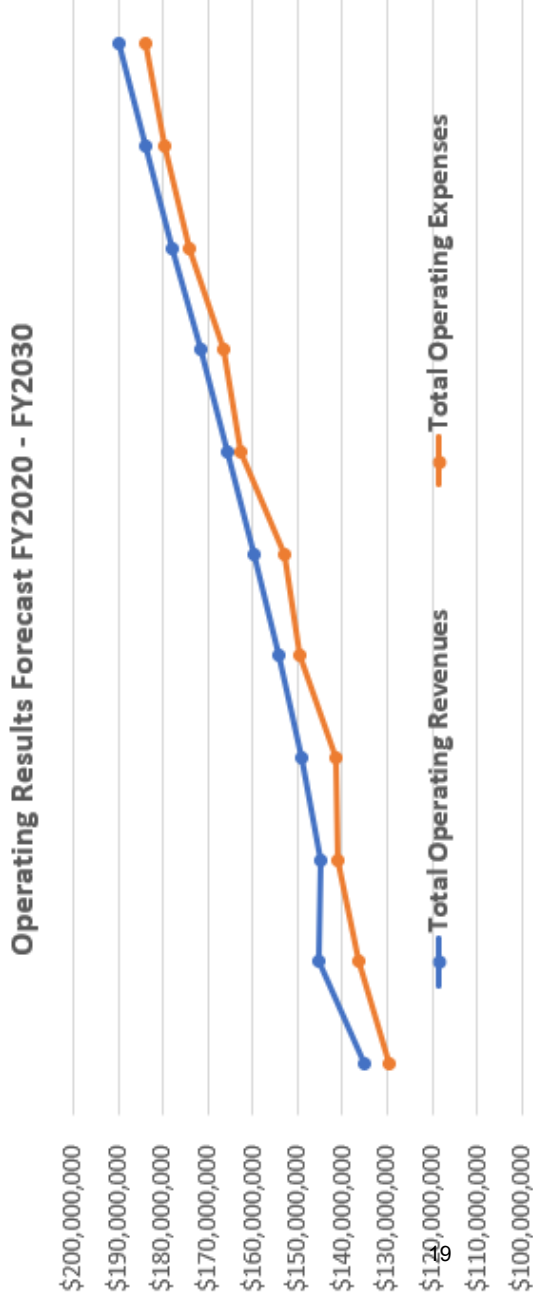
Notes: All three Retail Divisions are using the same assumptions for cost increases.

Source: LTFP Model tabs: NWD Cash Flow Assumptions, SCWD Cash Flow Assumptions, VWD Cash Flow Assumptions

# Regional Expense Assumptions

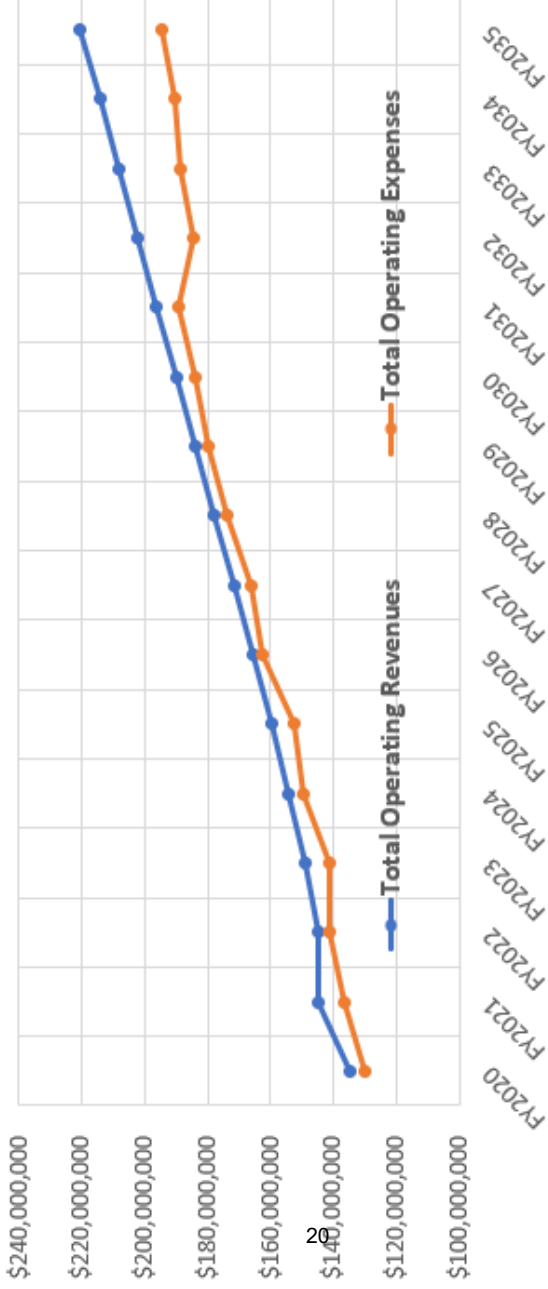
Projected Cash Flow Assumptions									
	2022	2023	2024	2025	2026	2027	2028	2029	
<b>Operating Expenses</b>	<b>Model Adjustments - changeable %</b>								
Management	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Administration	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Engineering	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Maintenance	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Water Quality and Regulatory Affairs	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Water Resources	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Water Treatment Operations	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	

# Summary Operating Results Forecast FY2020 – FY2030

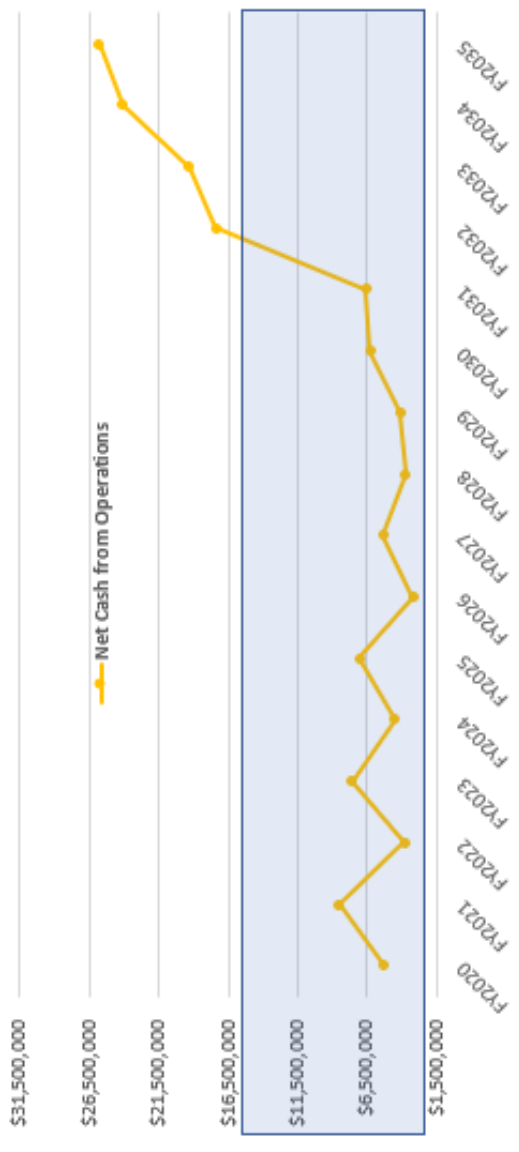


# Summary Operating Results Forecast FY2020 – FY2035

Operating Results Forecast FY2020 - FY2035

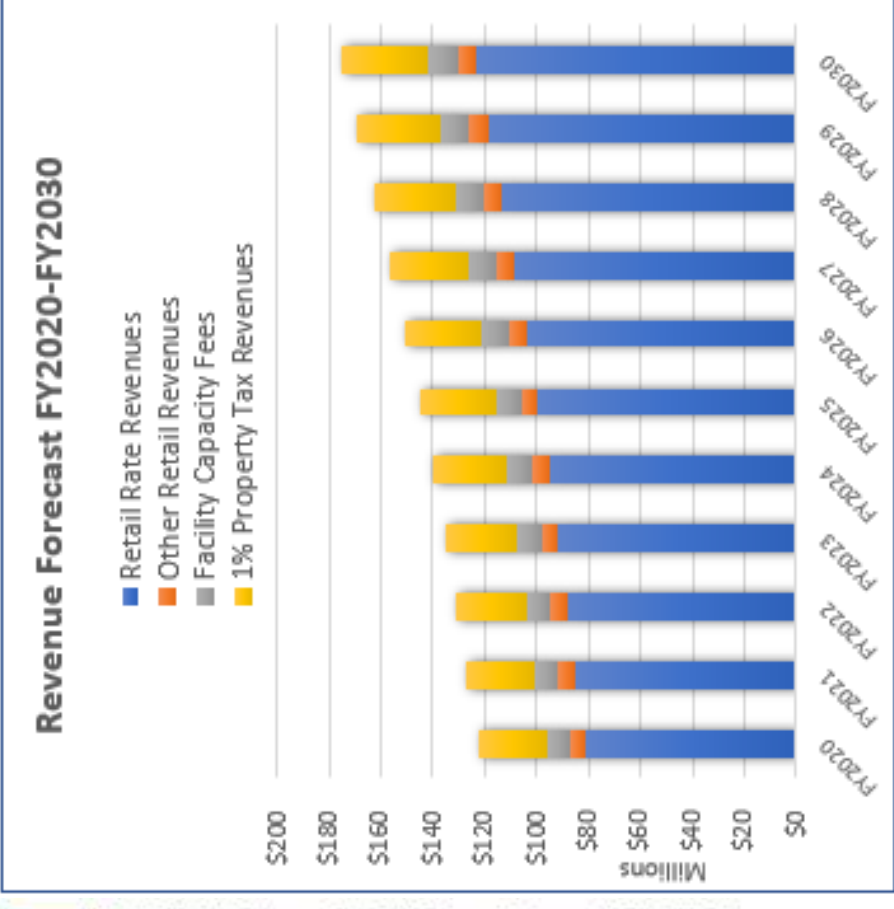


Net Cash from Operations FY2020 - FY2035



# Revenue Forecast

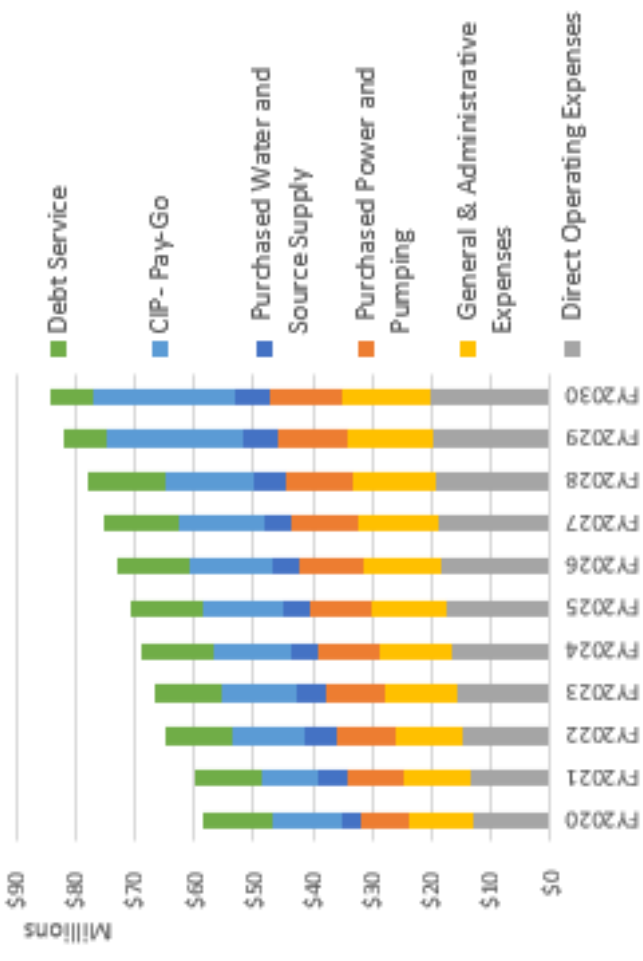
Revenues	FY 2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected
Service Charge	\$29,489,324	\$32,286,639	\$33,989,424	\$35,489,424	\$37,339,424	\$39,839,424
Water Usage - Commodity	\$51,914,886	\$53,182,477	\$54,542,250	\$56,042,250	\$57,542,250	\$59,542,250
Misc. Fees	\$1,383,596	\$1,386,875	\$1,419,381	\$1,454,616	\$1,490,726	\$1,527,732
Property Taxes	\$566,406	\$572,070	\$583,511	\$595,182	\$607,085	\$619,227
Communication/ Rental Income	\$495,424	\$499,688	\$508,476	\$517,428	\$526,546	\$535,835
Interest Earnings	\$644,519	\$653,244	\$658,944	\$665,231	\$671,619	\$678,110
Miscellaneous Revenues	\$179,838	\$174,839	\$177,330	\$179,862	\$182,433	\$185,046
Service Connection/Expansions Fees	\$2,821,500	\$2,970,000	\$2,999,700	\$3,029,697	\$3,059,994	\$3,090,594
Wholesale Revenue:						
Facility Capacity Fees	\$8,500,000	\$9,000,000	\$9,225,000	\$9,455,625	\$9,692,016	\$9,934,316
1% Property Tax Revenues	\$26,724,000	\$26,724,000	\$27,349,342	\$27,989,316	\$28,644,266	\$29,314,542
Total Operating Revenues	\$122,719,494	\$127,449,832	\$131,453,359	\$135,418,631	\$139,756,360	\$145,267,077



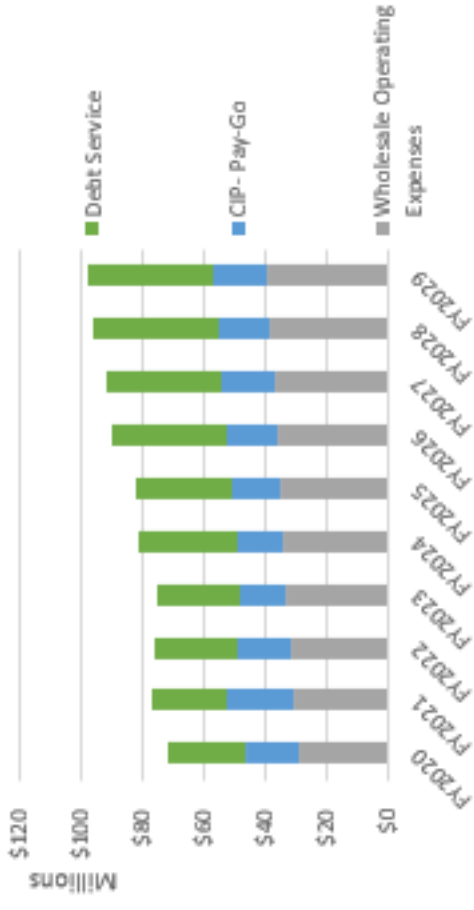
# Expense Forecast

Operating Expenses	FY 2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected
Retail Operating Expenses						
Purchased Water and Source Supply	\$2,769,223	\$4,989,073	\$5,577,969	\$5,143,474	\$4,670,488	\$4,156,586
Purchased Power and Pumping	\$8,237,855	\$9,317,912	\$9,597,449	\$9,885,373	\$10,181,934	\$10,487,392
Direct Operating Expenses	\$12,791,194	\$13,549,140	\$14,544,364	\$15,726,445	\$16,470,738	\$17,422,611
General & Administrative Expenses	\$11,076,709	\$11,265,293	\$11,603,252	\$11,951,349	\$12,309,890	\$12,679,187
Retail CIP- Pay-Go	\$11,844,007	\$9,518,526	\$12,418,894	\$12,791,461	\$13,175,204	\$13,570,461
Retail Debt Service	\$11,550,657	\$11,065,305	\$11,193,538	\$11,313,251	\$12,078,816	\$12,208,429
Wholesale Operating Expenses	\$28,783,894	\$30,905,986	\$31,833,166	\$32,788,161	\$33,771,806	\$34,784,960
Wholesale CIP- Pay-Go	\$17,723,419	\$21,176,902	\$17,500,000	\$15,000,000	\$15,450,000	\$15,913,500
Wholesale Debt Service	\$24,954,409	\$24,748,153	\$26,844,239	\$26,824,786	\$31,525,920	\$31,535,264
Total Operating Expenses	\$129,731,368	\$136,536,290	\$141,112,872	\$141,424,299	\$149,634,797	\$152,758,388

Retail Operating Expense Forecast



Wholesale Operating Expense Forecast



# Directional Growth in staffing

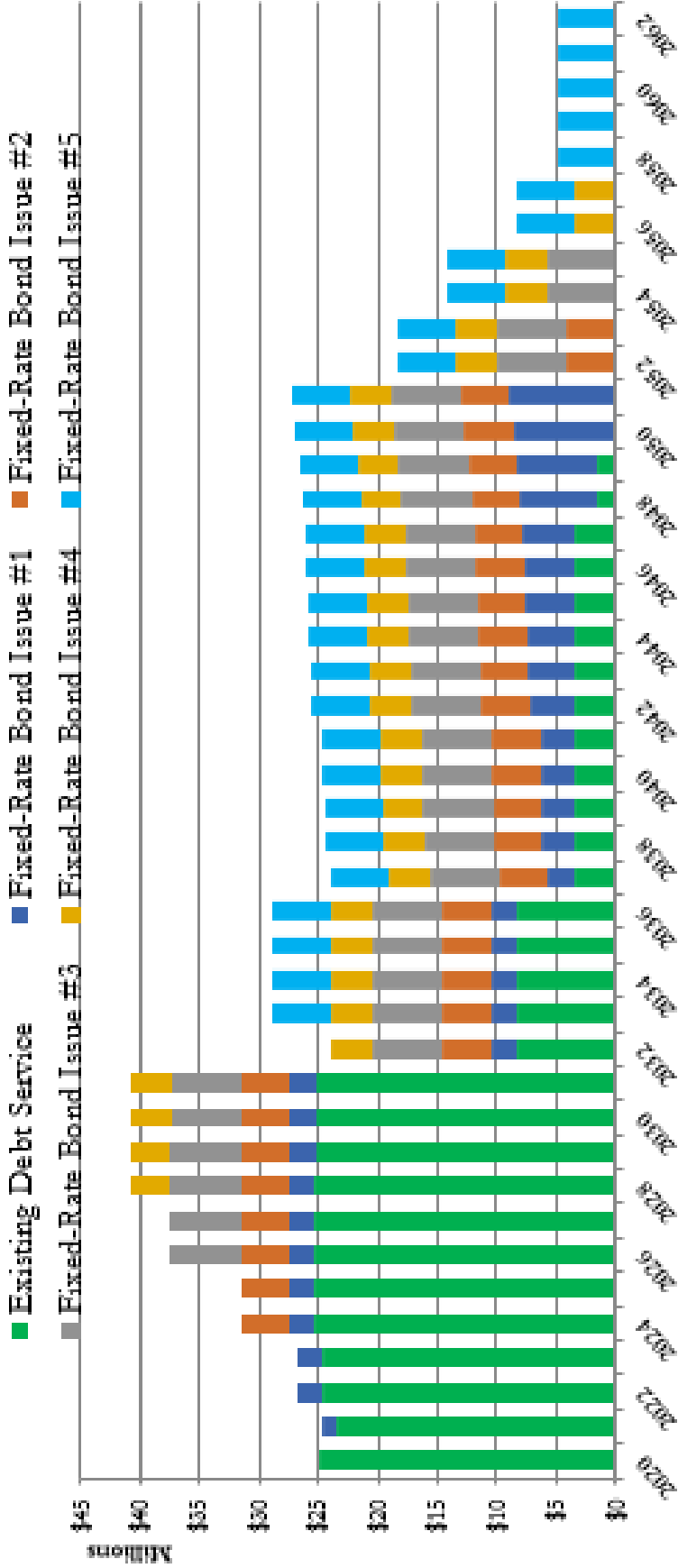
Area	FY 2021	FY2022	FY2023	FY 2024	FY2025	FY 2026	FY 2027
Operations							
Field Crews	2		2			2	2
Customer Field Reps		1			1		1
Engineering		1	2	1	1		
Water Resources			1		1		
Customer Service				1	1		
Technology	2	2	2	1		1	
Finance		1				1	
Conservation			1		1		
Annual FTE Adds	4	5	8	3	5	4	3
Current Year Add	\$375,000	\$600,000	\$ 775,000	\$ 325,000	\$ 520,000	\$ 350,000	\$ 220,000
Cumulative Add	\$375,000	\$975,000	\$1,750,000	\$2,075,000	\$2,595,000	\$2,945,000	\$3,165,000

Use of a directional plan of growth in staffing levels such as this, along with using an "average" cost per FTE (fully loaded) is necessary for consideration in the financial planning process. Adding 32 FTEs over 7 years provides content to help reviewers understand the financial plan and its alignment with Agency Strategy.

In Addition to base case 3% inflation assumptions, Operating Expenses were also grown by the cost of adding additional staff during the forecast period

# Existing and Projected Bond Issues & Debt Service

## Major Capital Project Debt Service Forecast

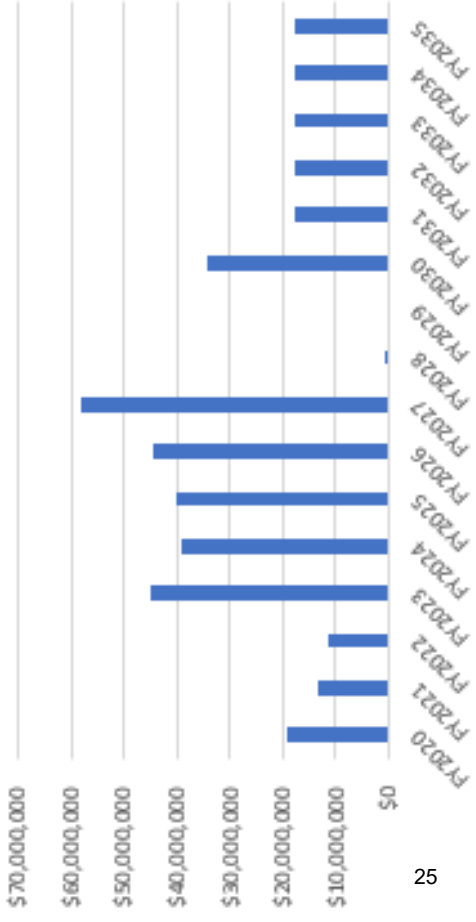


Preferred target is 1.8x for the Debt Service Coverage Ratio. This plan keeps us right about at it annually.

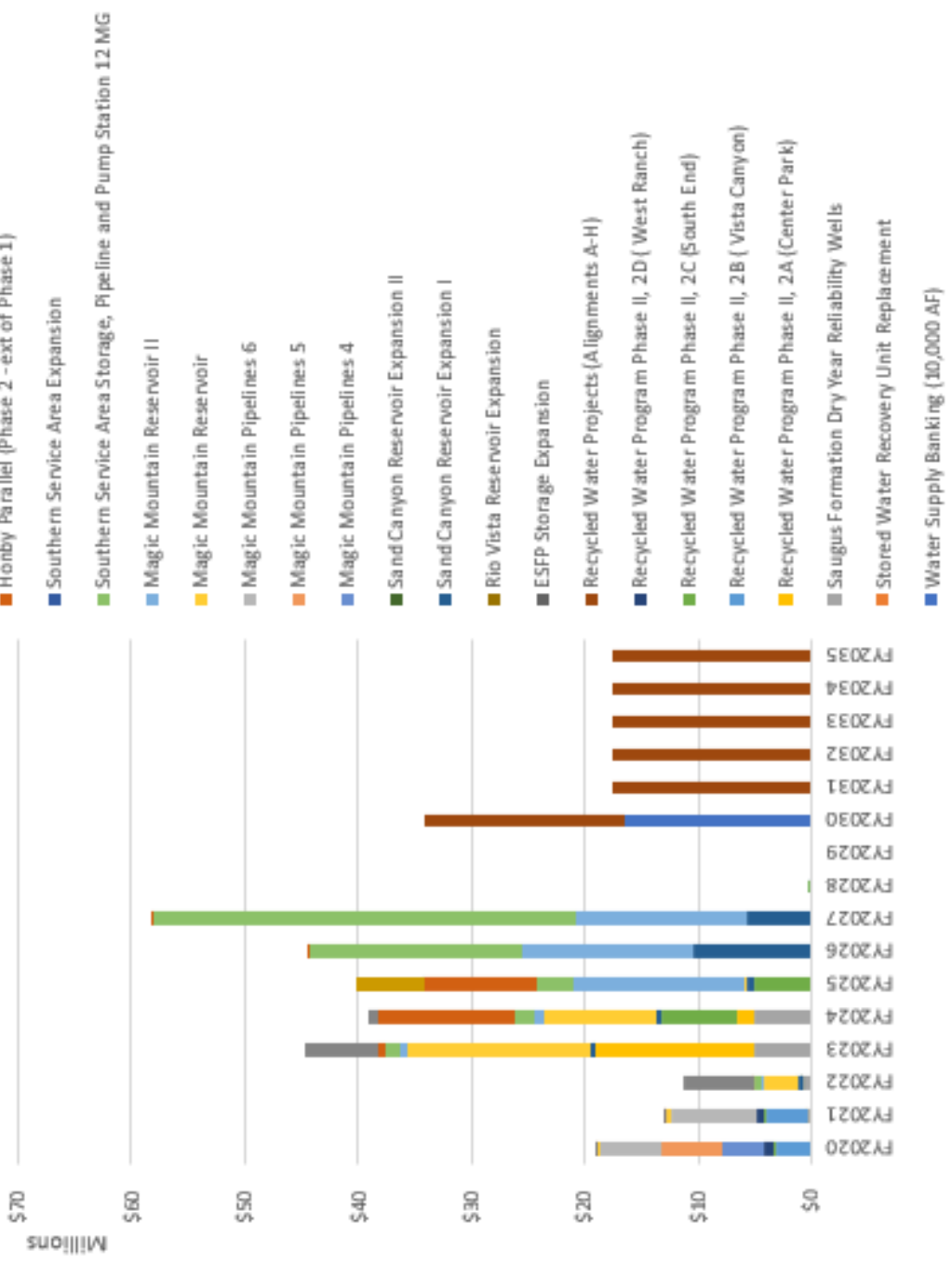


# Major Project Capital Plan

Major Project Capital Plan: Planned Expenditure



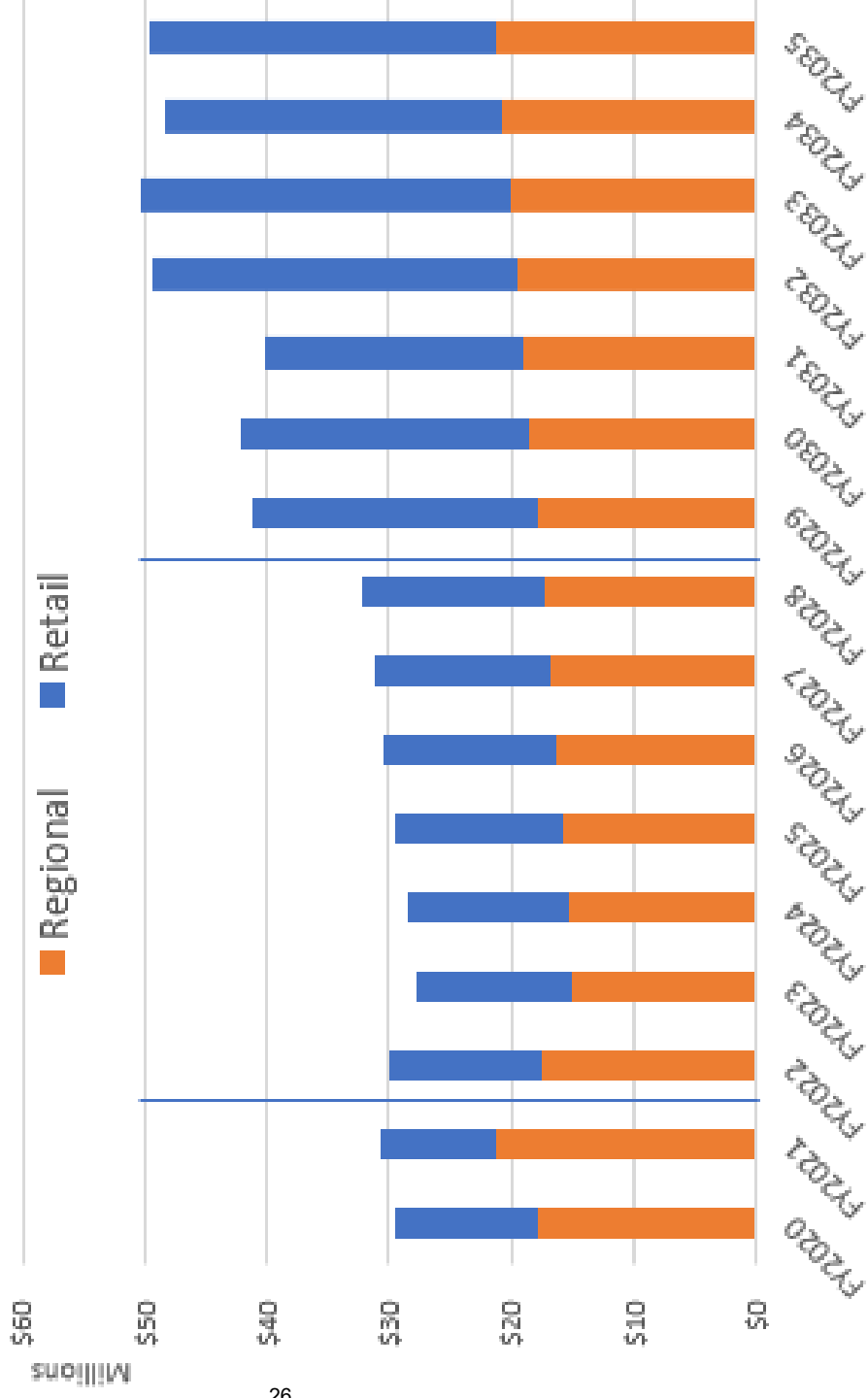
Major Project Capital Plan by Project



The major project capital plan is currently comprised of “regional” projects. All “retail” capital projects are currently contained in pay-go capital plans.

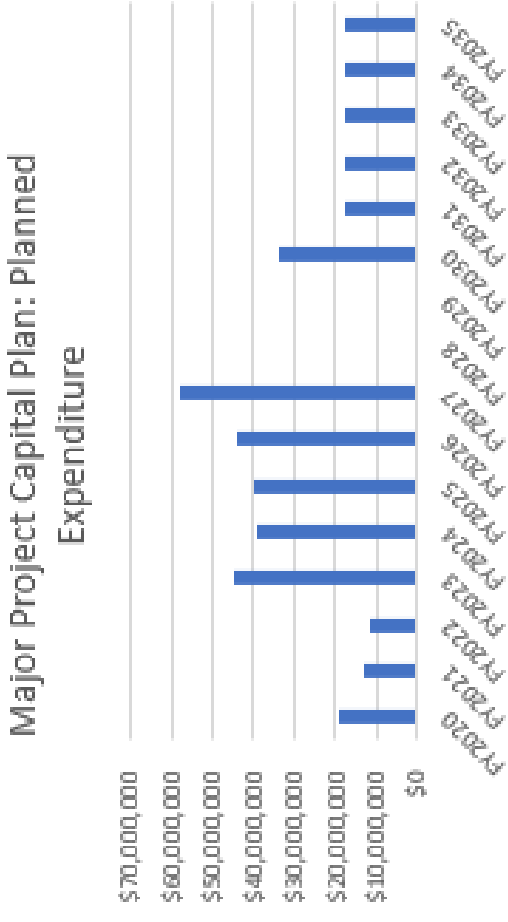
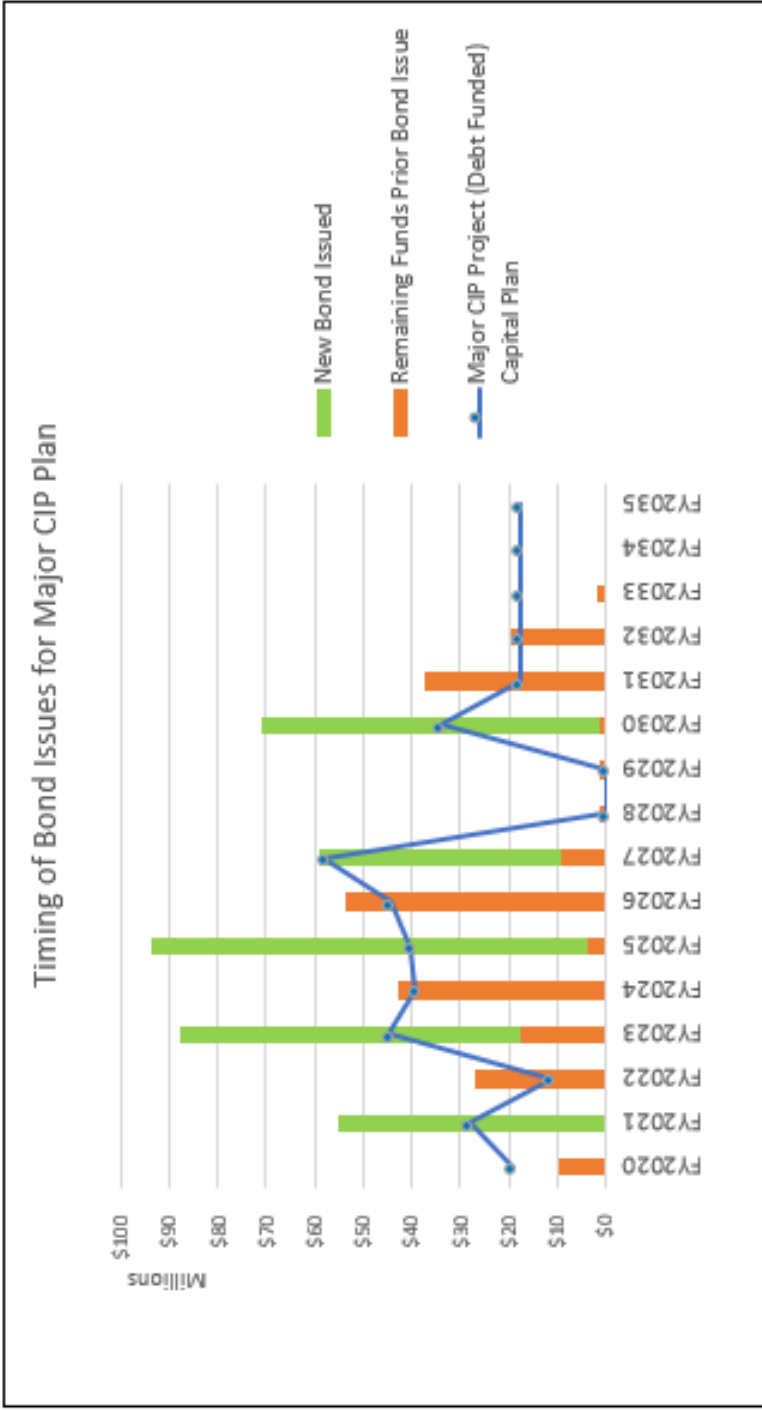
# Pay-go Funded Capital Expenditure Forecast

Pay-go Capital Expenditure Forecast



From FY27-FY35 the Retail pay-go funds an additional total of \$69 million of pay-go. Annually, about \$10 million per year. This is funded by both revenue increases that are in the 3.0-3.5% range annually and a reduction in annual debt service.

# Funding the Major Project Capital Plan



	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Beginning of Year Funds Available	\$10,229,469	\$55,000,000	\$29,116,329	\$87,720,329	\$42,990,329	\$93,870,329	\$53,698,329	\$59,306,329	\$1,216,329	\$1,176,329	\$71,176,329
Plus New Bond Issue	\$0	\$55,000,000	\$0	\$70,000,000	\$0	\$90,000,000	\$0	\$50,000,000	\$0	\$0	\$70,000,000
Less Major CIP Planned Expenditure	(\$19,096,000)	(\$28,055,000)	(\$11,396,000)	(\$44,730,000)	(\$39,120,000)	(\$40,172,000)	(\$44,392,000)	(\$58,090,000)	(\$40,000)	\$0	(\$34,037,900)
End of Year Funds Available	(\$8,866,531)	\$81,945,000	\$17,720,329	\$112,990,329	\$3,870,329	\$143,698,329	\$9,306,329	\$51,216,329	\$1,176,329	\$1,176,329	\$107,138,429


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## COMMITTEE MEMORANDUM

**DATE:** April 13, 2020

**TO:** Finance and Administration Committee

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

**SUBJECT:** Recommend Approval of a Revised Purchasing Policy

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### SUMMARY AND DISCUSSION

Management recommends approval of the attached Revised Purchasing Policy for the Santa Clara Valley Water Agency (Agency). The Purchasing Policy is a written guide that designates how the Agency purchases goods and services. It is best practice to regularly review policies and procedures for clarification, relevancy and accuracy. Routine maintenance and changes to policies and procedures are inevitable in order to adjust to the Agency's needs. The Purchasing Policy was last revised in December 2019.

Staff has identified the need for clarifying language in Section 11.0 (A) of the existing purchasing policy in order to streamline the purchasing process.

#### 11.0 ENGINEERING SERVICES

Engineering services provided by consulting firms for the Agency include conducting evaluations, performing studies, preparing preliminary and final designs, preparing technical specifications, providing engineering support during construction, performing construction management and inspection, water resources and other miscellaneous services.

Engineering services will be performed by a pool of engineering consulting firms working under an on-call engineering services contract.

**(A) Engineering Services Consultant Selection.** Every four years, or more often if necessary, the Agency will ~~issue a request for proposals (RFPs) to from~~ interested and qualified consulting engineering firms. Submitted proposals will be reviewed, and staff will recommend to the ~~Planning and~~ Engineering ~~and~~ Operations Committee and Board of Directors the ~~selection of qualified between two and six~~ firms to provide Engineering services.

The original language was used primarily to select legacy Castaic Lake Water Agency (CLWA) consulting firms. By adding retail functions there are a variety of skills and expertise that weren't used by CLWA; therefore, there is a need to add additional consulting engineering firms.

**FINANCIAL CONSIDERATIONS**

None.

**RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve the attached revised Section 11.0 (A) of the Agency's Purchasing Policy.

RP

Attachment



<b>POLICIES, RULES AND REGULATIONS</b>	
Title: <b>PURCHASING POLICY</b>	
Approval Date: May 2020	Effective Date: May 2020
Approved By: Board of Directors	DMS #21416

environmental studies, legislative advocacy, public relations and outreach, organizational studies and strategic planning.

Professional services contracts shall be awarded based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, at fair and reasonable prices to the Agency. All professional service contracts or work authorizations in excess of \$100,000 annually shall be approved by the Board. The General Manager shall have the authority to approve changes in professional service contracts or work authorizations up to 10% (cumulative) of the amount authorized by the Board. When the General Manager makes such an increase, details of the changes shall be reported to the appropriate Committee and the Board as soon as practical. On an annual basis, the General Manager will present to an appropriate Committee a report of current professional services contracts, including name, service, amount, and expiration date. If the General Manager enters into a legal services agreement that exceeds \$30,000, the General Manager shall notify the Board as soon as practicable.

**11.0 ENGINEERING SERVICES**

Engineering services provided by consulting firms for the Agency include conducting evaluations, performing studies, preparing preliminary and final designs, preparing technical specifications, providing engineering support during construction, performing construction management and inspection, water resources and other miscellaneous services.

Engineering services will be performed by a pool of engineering consulting firms working under an on-call engineering services contract.

**(A) Engineering Services Consultant Selection.** Every four years, or more often if necessary, the Agency will ~~issue a request for proposals (RFPs) to from~~ interested and qualified consulting engineering firms. Submitted proposals will be reviewed, and staff will recommend to the ~~Planning and Engineering and Operations~~ Committee and Board of Directors the ~~selection of qualified between two and six~~ firms to provide Engineering services.

**(B) Work Assignments.** Engineering services will be provided by the selected consultants based on the firm’s qualifications, experience, similar project experience, convenience, schedule, historical knowledge and overall cost. Scope of work, schedule, and compensation for each work assignment will be detailed in a specific Work Authorization.

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# Monthly Financial Report

## FEBRUARY 2020

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# Statements of Revenues and Expenses

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SCV Water - Regional  
Statement of Revenues and Expenses  
For the 8th Period Ending 2.29.20

(in \$000)

	(A)			(B)			(C)			(D)	(E)	(F)	(G)
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance				
(1)	\$1,859	\$1,614	\$245	<b>Operating Revenues</b>									
(2)	\$1,859	\$1,614	\$245	<b>Total Operating Revenues</b>									
(3)	143	110	33	<b>Operating Expenses</b>									
(4)	(43)	380	(423)	Management									
(5)	145	118	27	Administration									
(6)	228	272	(44)	Engineering									
(7)	103	84	19	Maintenance									
(8)	488	460	28	Water Quality & Regulatory Affairs									
(9)	349	315	34	Water Resources									
(10)	\$1,413	\$1,739	(\$326)	Water Treatment Operations									
(11)	\$446	(\$125)	\$571	<b>Total Operating Expenses</b>									
				<b>Net Operating Revenues (Expenses)</b>									
				<b>Non-Operating Revenues and (Expenses)</b>									
(12)	\$2,668	\$2,998	(\$330)	Non-Operating Revenues									
(13)	(1,325)	(1,500)	175	Capital Improvement Projects									
(14)	(10)	(10)	-	Debt Service									
(15)	\$1,333	\$1,488	(\$155)	<b>Net Non-Operating Revenues and (Expenses)</b>									
(16)	\$1,779	\$1,363	\$416	<b>Increase (Decrease) in Net Position</b>									
				<b>Year-to-Date</b>									
				<b>Budget</b>									
				<b>Variance</b>									
				<b>Percent</b>									



# Large Disbursement Check Registers

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# SCV Water - Regional Division

## Ten Largest Disbursements

From: Feb 1, 2020 to Feb 29, 2020

No.	Vendor Name	Check Number	Check Date	Description	Amount
	THE NEWHALL LAND AND FARMING CO.	41756	02/07/2020	PROGRESS PAYMENT#3 THRU 10/31/19	698,349.52
				PROGRESS PAYMENT#3 RETENTION TRUST	-34,917.48
<b>1</b>	<b>THE NEWHALL LAND AND FARMING CO.</b>				<b>663,432.04</b>
	COUNTY SANITATION DISTRICT NO. 32	41765	02/07/2020	R2 IMP. PASS THRU #20	565,314.22
<b>2</b>	<b>COUNTY SANITATION DISTRICT NO. 32</b>				<b>565,314.22</b>
	COUNTY SANITATION DISTRICT NO. 32	41764	02/07/2020	R2 IMP. PASS THRU #19	292,883.54
<b>3</b>	<b>COUNTY SANITATION DISTRICT NO. 32</b>				<b>292,883.54</b>
	NOSSAMAN LLP	41997	02/27/2020	PERCHLORATE JAN 20 - NWD	41,581.74
				PERCHLORATE JAN 20 - SCWD	41,581.74
				PERCHLORATE JAN 20 - VWD	41,581.74
				PERCHLORATE JAN 20	41,581.74
				PERCH INSURANCE JAN 20	3,194.35
<b>4</b>	<b>NOSSAMAN LLP</b>				<b>169,521.31</b>
	THE NEWHALL LAND AND FARMING CO.	41757	02/07/2020	PROGRESS PAYMENT#4 THRU 11/30/19	165,201.61
				PROGRESS PAYMENT#4 RETENTION TRUST	-8,260.08
<b>5</b>	<b>THE NEWHALL LAND AND FARMING CO.</b>				<b>156,941.53</b>
	SOUTHERN CALIFORNIA EDISON	41768	02/07/2020	BOUQUET PM 12/19-1/21	14.93
				N2 TURNOUT 11/27-12/30	24.46
				DL SOLAR 1/1-1/28/20	
				EARL SCHMIDT FILTRATION PLANT PS 11/27-12/30/19	4,973.18
				EARL SCHMIDT FILTRATION PLANT PS - SUPPLY GENERATOR 11/27-12/30/19	6,479.04
				EARL SCHMIDT INTAKE PUMP STATION SERVICE11/27-12/30	479.39
				RECH20 METER 11/26-12/27	1,429.39
				RECH20 RESERVOIR 1/27-12/30	28.82
				HONBY PM 11/27-12/30	14.09
				HONBY PS 11/27-12/30	38.15
				LAKE HUGHES PIPE METER - SUPPLY GENERATOR 11/27-12/30/19	5.74
				LAKE HUGHES PIPE METER 11/27-12/30/19	17.48
				LOWER MESA PIPE METER 11/27-12/30/19	106.35
				SC LOW VOLTAGE POWER METER 11/27-12/30	149.78
				N2 TURNOUT 10/29-11/27	107.56
				NEWHALL RANCH RD PM 11/27-12/30	12.59
				RV SOLAR 1/1-1/28/20	
				RIO VISTA INTAKE PUMP STATION SERVICE11/26-12/27	29,949.94
				RIO VISTA WATER TREATMENT PLANT GATE 11/27-12/30	140.99

SCV Water - Regional Division  
 Ten Largest Disbursements  
 From: Feb 1, 2020 to Feb 29, 2020

No.	Vendor Name	Check Number	Check Date	Description	Amount
				SC11 TURNOUT 11/27-12/30	24.60
				SC7 TURNOUT 12/13-1/14	49.86
				SC PUMP STATION 11/27-12/30	41,492.10
				SC RESERVOIR 11/27-12/30/19	155.87
				SUMMIT CIRCLE 11/22-12/23	579.80
				V8 MCBEAN 11/27-12/30	14.19
				WELLS S-1 11/5-12/10	-267.44
				WELLS S-1 12/10-1/9	8,526.20
				WELLS S-2 11/27-12/30	9,087.10
<b>6</b>	<b>SOUTHERN CALIFORNIA EDISON</b>				<b>103,634.16</b>
	DEPARTMENT OF WATER RESOURCES	41738	02/07/2020	DEC 2019 VARIABLE	82,493.00
<b>7</b>	<b>DEPARTMENT OF WATER RESOURCES</b>				<b>82,493.00</b>
	CITY OF SANTA CLARITA	41965	02/27/2020	CF 20-0003 REFUND - SCWD	14,494.00
				CF 20-0003 REFUND	57,976.00
<b>8</b>	<b>CITY OF SANTA CLARITA</b>				<b>72,470.00</b>
	PLANETBIDS, INC.	41762	02/07/2020	19/20 SOFTWARE LICENSE	69,126.81
<b>9</b>	<b>PLANETBIDS, INC.</b>				<b>69,126.81</b>
	THE NEWHALL LAND AND FARMING CO.	41758	02/07/2020	PROGRESS PAYMENT#8 THRU 12/31/19	63,823.96
				PROGRESS PAYMENT#8 RETENTION TRUST	-3,191.20
<b>10</b>	<b>THE NEWHALL LAND AND FARMING CO.</b>				<b>60,632.76</b>
	<b>Summary</b>				<b>2,236,449.37</b>
<b>Summary-All Checks Issued During February 2020</b>					<b>3,370,319.33</b>
<b>Largest Ten Vendor Payments as Compared to Total</b>					<b>66%</b>

# SCV Water

Newhall Water Division

Ten Largest Disbursements

From: February 1, 2020 to February 29, 2020

No.	Vendor Name	Check Number	Check Date	Description	Amount
	SCV WATER	114047	02/27/2020	DUE TO/FROM - SHARED PAYROLL AND SERVICES 1/20	292,010.74
				EXPENSE ALLOCATION 1/20	76,786.00
<b>1</b>	<b>SCV WATER</b>				<b>368,796.74</b>
	SCV WATER	113994	02/06/2020	PURCHASED WATER 1/20	22,743.02
				PURCHASED WATER 1/20 - SAUGUS WELL # 1 & 2	15,583.90
				FIXED WATER CHARGE 1/20	132,653.94
				LAB FEES 1/20	1,060.00
<b>2</b>	<b>SCV WATER</b>				<b>172,040.86</b>
	EDISON CO	114038	02/27/2020	A/C # 2-40-708-3344 1/20	9,391.14
				A/C # 2-40-708-3856 1/20	43,019.67
<b>3</b>	<b>EDISON CO</b>				<b>52,410.81</b>
	EDISON CO	113981	02/06/2020	A/C # 2-40-708-3856 12/19	42,718.23
				A/C # 2-42-100-2007 12/19	11.60
<b>4</b>	<b>EDISON CO</b>				<b>42,729.83</b>
	FAMCON PIPE AND SUPPLY INC	114039	02/27/2020	(1) 16" GATE VALVE, (1) 16" SADDLE	7,462.43
				(50) 10" FLANGE GASKET, (2) 10" SADDLE	646.60
				(3) 6" GATE VALVE, (4) 6" MJ ADAPTER	2,026.85
				INVENTORY	3,644.16
				INVENTORY	3,957.33
				INVENTORY	7,553.09
<b>5</b>	<b>FAMCON PIPE AND SUPPLY INC</b>				<b>25,290.46</b>
	RICK FRANKLIN CONSTRUCTION INC	113993	02/06/2020	THERMO PLASTIC STRIPING - EBELDEN AVE/CALGROVE	1,978.00
				ASPHALT REPAIRS - 31207 QUAIL VALLEY RD	3,789.00
				ASPHALT REPAIR - 24958 NEWHALL AVE 300-1067	5,808.00
				ASPHALT GRINDING - MAIN & 8TH ST 300-1091	1,100.00
				ASPHALT PATCH - 21820 PLACERITA CYN RD	930.00
				ASPHALT REPAIRS - SOLEDAD CYN RD/OAK SPRINGS RD	9,985.00
<b>6</b>	<b>RICK FRANKLIN CONSTRUCTION INC</b>				<b>23,590.00</b>
	SKAUG TRUCK BODY WORKS	113996	02/06/2020	(1) UTILITY BODY - UNIT # 63 300-1074	16,731.00
<b>7</b>	<b>SKAUG TRUCK BODY WORKS</b>				<b>16,731.00</b>
	CORE & MAIN LP	114024	02/21/2020	2" PVC FITTINGS & METER FLANGES	897.47
				INVENTORY	4,367.04
				INVENTORY	1,318.59
				INVENTORY	5,037.19
<b>8</b>	<b>CORE &amp; MAIN LP</b>				<b>11,620.29</b>
	FAMCON PIPE AND SUPPLY INC	114029	02/21/2020	(50) 72" STEEL GUARD POST, (12) 1" BRASS HEX BUSHING	4,091.69
				(12) ROUND POINT SHOVEL	270.27
				(64) 6" BREAKOFF BOLT & NUT SET	480.48
				INVENTORY	5,736.80
<b>9</b>	<b>FAMCON PIPE AND SUPPLY INC</b>				<b>10,579.24</b>
	SCV WATER - SANTA CLARITA WATER	114013	02/13/2020	DECEMBER 2019 CHARGES 300-1072, 300-1091	9,623.86
<b>10</b>	<b>SCV WATER - SANTA CLARITA WATER DIVISION</b>				<b>9,623.86</b>

**Summary - Largest Ten Checks Paid During February 2020** **733,413.09**

**Summary - All Checks Issued During February 2020** **811,988.26**

**Largest Ten Vendor Payments as Compared to Total** **90%**

# SCV WATER

Santa Clarita Water Division

Ten Largest Disbursements

From: February 1, 2020 to February 29, 2020

#	Vendor Name	Check Number	Check Date	Transaction Description	Transaction Amount
	SANTA CLARITA VALLEY WATER AGENCY	94435	02/05/2020	JANUARY FIXED	\$667,967.89
				JANUARY LAB	\$2,184.00
				JANUARY SAUGUS	\$42,500.00
				JANUARY VARIABLE	\$224,191.93
				INSTALL WATER SYSTEM TRACT 46018-11 BENSON DRIVE & FARRE	\$48.00
				TRACT 60299 - SKYLINE RANCH PARDEE	\$252.00
<b>1</b>	<b>SANTA CLARITA VALLEY WATER AGENCY</b>				<b>\$937,143.82</b>
	SANTA CLARITA VALLEY WATER AGENCY	94519	02/25/2020	#10 WATERWISE CONSULTING	\$29,710.00
				#11 SAGE STAFFING MG	\$438.13
				#12 WAXIE JANUARY SUPPLY	\$65.33
				#13 SAGE STAFFING MG	\$378.38
				#14 SIGNAL LEGAL AD	\$12.65
				#15 WAXIE JANUARY SUPPLY	\$397.49
				#1 AAC FMS ASSESSMENT	\$3,129.26
				#2 STORMWATER 18/19	\$4,856.21
				#3 RICHARD SLADE	\$250.87
				#4 SAGE STAFFING MG	\$1,115.24
				#5 WATER WISE CONSULTING	\$46,828.31
				#7 NOSSAMAN DECEMBER19	\$44,762.39
				# 8/9GOLDMAN/SUNPOWER	\$26,152.80
				TRANSMISSION AND DISTRIBUTION	\$1,000.00
				AWWA MEAL RB	\$20.96
				BDAY/ ANNIVERSARY GT	\$160.63
				BDAY/ANNIVERSARY GT	\$10.00
				CONTRACTORS BAG JM	\$62.39
				CREDIT DUPLICATE BILL FED EX	(\$62.78)
				DMV REFUND	(\$7.00)
				ENGINEERING SERVICE SECTION KITCHEN SUPPLY	\$123.57
				ENGINEERING SERVICE SECTION OFFICE SUPPLY	\$318.02
				FCF	(\$75,615.00)
				FITTINGS FOR GENERATOR	\$67.08
				FUEL TANKS FOR GENERATOR	\$185.04
				GASKET MAKER UNIT 5	\$26.58
				HOSE REEL FOR DITCH WITCH	\$124.84
				IGOE/MBI JANUARY 20	\$8,479.44
				JANUARY 20 MEDICAL	\$2,836.27
				LUNCH MEETING GH KA	\$33.86
				LUNCH MEETING KA MS	\$38.64
				MEDICAL AUGUST CREDIT	(\$7,855.28)
				MEDICAL	\$74,681.31
				OFFICE SUPPLY PINE	\$730.29
				OFFICE SUPPLY PINE ST	\$64.49
				OVERNIGHT CREW MEAL	\$85.76
				PAYROLL	\$509,788.30
				PARKING CONFERENCE	\$9.00
				PARTS FOR UNIT 25	\$301.16
				PAYCHEX JANUARY INVOICE	\$1,302.30
				REFRIGERATOR GT	\$313.99
				REFRIGERATOR MA	\$98.53
				WORK FOR NEWHALL WATER DIVISION	\$13.99
				WORK FOR REGIONAL	\$1,438.20
				FY 19/20 GENERAL BOOSTER STATION AND TURNOUT IMPROVEMENTS	\$303.34
				SEMINAR BP	\$578.00

**SCV WATER**  
Santa Clarita Water Division  
Ten Largest Disbursements  
From: February 1, 2020 to February 29, 2020

#	Vendor Name	Check Number	Check Date	Transaction Description	Transaction Amount
				SEMINAR BP & JN	\$398.00
				SEMINAR EB	\$199.00
				STORAGE CABINETS GT	\$1,149.66
				THANKSGIVING PINE ST	\$119.07
				TOOL PURCHASE	\$120.34
				TOOL PURCHASE UNIT 25	\$305.99
				TOOLS UNIT 29	\$730.53
				TOOLS UNITS 25	\$44.13
				TRAINING SNACKS	\$539.25
				VALVE REFURBISH MEETING	\$80.46
				WATER FILTER SUMMIT CIRCLE	\$197.04
<b>2</b>	<b>SANTA CLARITA VALLEY WATER AGENCY</b>				<b>\$681,636.45</b>
	SANTA CLARITA VALLEY WATER AGENCY	94517	02/25/2020	01/20 ALLOCATION AUDIT	\$9,201.00
				01/20 ALLOCATION BUILDINGS AND GROUNDS	\$7,494.00
				01/20 ALLOCATION DUES & MEMBERSHIPS	\$4,574.00
				01/20 ALLOCATION FUEL	\$17,018.00
				01/20 ALLOCATION INTERNAL RELATIONS	\$1,588.00
				01/20 ALLOCATION LEGAL	\$6,740.00
				01/20 ALLOCATION LIABILITY INSURANCE	\$688.00
				01/20 ALLOCATION OFFICE EQUIPMENT	\$2,016.00
				01/20 ALLOCATION PUBLIC RELATIONS	\$4,122.00
				01/20 ALLOCATION RECRUIT	\$456.00
				01/20 ALLOCATION TECHNOLOGY SERVICE	\$43,160.00
				01/20 ALLOCATION UNIFORMS	\$2,981.00
				01/20 ALLOCATION VEHICLE MAINTENANCE	\$13,169.00
				01/20 ALLOCATION WATER USE	\$25,029.00
				01/20 ALLOCATION SAFETY	\$6,237.00
<b>3</b>	<b>SANTA CLARITA VALLEY WATER AGENCY</b>				<b>\$144,473.00</b>
	SO. CALIFORNIA EDISON CO.	94436	02/05/2020	4652 JANUARY 20	\$30,483.93
				7457 JANUARY20	\$58,548.62
<b>4</b>	<b>SO. CALIFORNIA EDISON CO.</b>				<b>\$89,032.55</b>
	CORE & MAIN LP	94495	02/25/2020	1" BRASS BALL VALVE W/LOC	\$1,072.01
				1" MIP X CTS PJ COUP	\$437.57
				1/2 RATCHET	\$100.57
				1/2" 20' .035SS	\$286.90
				1/4" COMP X 1/8"	\$141.69
				10" X 12" /W 2" TAP, CLAM	\$1,291.27
				10" X 15" 2-PIECE FULL CI	\$1,379.67
				14 M.L. KITS	\$799.35
				14" FLG X MJ ADAPTEROXY	\$852.46
				14" HYMAX COUPLING	\$2,391.20
				14" MJ EPDM GASKET	\$654.33
				14" RING GASKET	\$258.42
				14" SLIP ON FLANGES	\$648.39
				14" X 2" BRONZE SADDLE	\$1,038.67
				2" APEX INSERT #55	\$54.31
				2" APEX PIPE #402895	\$1,196.84
				2" B/O A/S # BLA-18-777-T	\$3,761.06
				2" CTS PJ COUP	\$442.95
				2" PJ X MIP CORP # FB1100	\$1,628.37
				2" PVC PJ COUP	\$941.08
				3/4" INSTATITE BALL ANGLE	\$2,253.73
				3/4" IP BRASS BALL VALVE	\$632.48
				3/8" BALL VALVE	\$968.13
				3/8" X 1/4" HAMLET	\$227.55

**SCV WATER**  
Santa Clarita Water Division  
Ten Largest Disbursements  
From: February 1, 2020 to February 29, 2020

#	Vendor Name	Check Number	Check Date	Transaction Description	Transaction Amount
				4 STL GURAD POST	\$582.54
				4" CAM X MIP	\$59.87
				4" RING GASKETS	\$44.35
				6 X 12 B/O SPOOL 6 X 8 HO	\$424.33
				6 X 6 B/O SPOOL 6X8 HOLE	\$813.04
				6 X 8 B/O SPOOL 6 X 8 HOL	\$567.65
				6"- 8" FLANGE BOLT KITS	\$410.49
				6" X 4" X 2 1/2" HYD-FLGD	\$33,141.71
				6" X 6" 8-HOLE HYDRANT S	\$352.55
				6-8" BREAK-A-WAY BOLT	\$670.66
				AIR & VACUUM CAN	\$415.27
				CS-B CLAMP SCREWS	\$22.34
				FLANGE BOLT KITS	\$303.86
				OD TAPE	\$91.98
				RATCHET WRENCH	\$93.91
				TR 60258-LOTS 127,128,129	\$4,861.80
<b>5</b>	<b>CORE &amp; MAIN LP</b>				<b>\$66,315.35</b>
	CIVILTEC ENGINEERING INC.	94493	02/25/2020	WORK ORDER FOR CIVILTEC	\$672.50
				INSTALL MAIN, SVC TO SERVE LARC RANCH - BOUQUET	\$2,743.25
				VISTA CYN RCH-POTABLE WATER PHASE 2	\$2,958.75
				TRACT 60299 - SKYLINE RANCH PARDEE	\$33,242.50
				DEANE PUMP STATION - SHARED EXP W/PARDEE FOR	\$6,173.00
				2 - 2.5 MG DEANE ZONE TANKS - SHARED EXP W/PARDEE	\$10,658.00
<b>6</b>	<b>CIVILTEC ENGINEERING INC.</b>				<b>\$56,448.00</b>
	CORE & MAIN LP	94447	02/12/2020	1" COPPER FLAIR ANGLE MET	\$1,437.74
				1/2 316SS 90 BEND	\$58.70
				12" SLIP ON FLANGES	\$652.40
				14" DUCTILE IRON PIPE	\$2,035.65
				14" HYMAX COUPLING	\$3,586.79
				14" MJ EPDM	\$736.36
				16" SLIP ON FLANGES	\$4,251.23
				2" MIP X MIP CORP STOP	\$1,455.09
				3" HYMAX X FLG ADAPTER	\$402.72
				3/4" IPS, INSTATITE, PIPE	\$566.78
				4" FLG X HYMAX ADAPTOR	\$258.36
				4" STEEL PIPE (STANDARD 3	\$226.01
				4" WELD ELL	\$242.30
				6X10 STD BLK	\$70.29
				6X4 FLG TEE	\$320.59
				8" HYMAX COUPLING	\$580.17
				8" SLIP ON FLANGES	\$134.52
				8X3 BRASS HEX HEAD	\$774.83
				CRL-60 1/2" SS	\$1,609.22
				FY 19/20 APPURTENANCE IMPROVMENTS RAINBOW GLEN	\$14,630.16
<b>7</b>	<b>CORE &amp; MAIN LP</b>				<b>\$34,029.91</b>
	INFOSEND, INC.	94454	02/12/2020	ADDITIONAL SALES TAX	(\$56.72)
				DECEMBER BILLING	\$4,729.81
				DECEMBER E BILLING	\$570.47
				DECEMBER POSTAGE	\$10,589.74
				JANUARY BILLING	\$2,690.86
				JANUARY POSTAGE	\$8,140.19
<b>8</b>	<b>INFOSEND, INC.</b>				<b>\$26,664.35</b>
	STAATS CONSTRUCTION INC.	94480	02/19/2020	20251 LAKEMORE DRIVE SANTA CLARITA 1" SERVICE	\$25,978.00
<b>9</b>	<b>STAATS CONSTRUCTION INC.</b>				<b>\$25,978.00</b>
	CORE & MAIN LP	94415	02/05/2020	1" BRASS ELL	\$121.76
				1" MIP X INSTATITE IPS CO	\$371.86

**SCV WATER**  
Santa Clarita Water Division  
Ten Largest Disbursements  
From: February 1, 2020 to February 29, 2020

#	Vendor Name	Check Number	Check Date	Transaction Description	Transaction Amount
				2" 45 DEG, ELL	\$236.96
				2" BALL ANGLE METER STOP	\$1,236.60
				2" BRASS PIPE PLUG	\$182.21
				2" BRASS SCREW TEE	\$544.87
				2" BRASS, STREET, ELL	\$287.55
				2" FIP BRASS COUPLING	\$339.23
				2" X 1" BRASS REDUCER BUS	\$248.35
				2" X 12" BRASS NIPPLE	\$148.22
				2" X 3/4" BRASS BUSHING	\$124.17
				2" X CLOSE BRASS NIPPLES	\$156.15
				3/8" C.R.D. VALVE	\$9,592.20
				6" RING GASKETS	\$131.40
				6" X 4" X 2 1/2" HYD-FLGD	\$8,285.43
				FLANGE BOLT KITS	\$166.71
				VALVE KEY	\$153.93
<b>10</b>	<b>CORE &amp; MAIN LP</b>				<b>\$22,327.60</b>

**Summary - Largest Ten Payments Made During February 2020** **\$2,084,049.03**

**Summary - All Checks Issued During February 2020** **\$2,375,318.77**

**Largest Ten Vendor Payments as Compared to Total** **88%**

## SCV Water - Valencia Water Division

### Ten Largest Check Disbursements

From: February 1, 2020 to February 29, 2020

No.	Vendor Name	Check Number	Check Date	Description	Amount
	SANTA CLARITA VALLEY WATER AGENCY	221571	2/6/2020	Variable Water January	225,595.24
				Fixed Water Charge Jan	500,676.97
<b>1</b>	<b>SANTA CLARITA VALLEY WATER AGENCY Total</b>				<b>726,272.21</b>
	RC BECKER & SON INC.	221590	2/13/2020	NRR/Dickason mainline repair	207,055.15
<b>2</b>	<b>RC BECKER &amp; SON INC. Total</b>				<b>207,055.15</b>
	SOUTHERN CALIFORNIA EDISON CO	221541	2/4/2020	PURCHASED POWER, JAN	131,030.30
<b>3</b>	<b>SOUTHERN CALIFORNIA EDISON CO Total</b>				<b>131,030.30</b>
	FILIPPIN ENGINEERING	221586	2/13/2020	Professional services 12/31/19	40,785.56
				Professional Services 11/30/19	55,145.17
<b>4</b>	<b>FILIPPIN ENGINEERING Total</b>				<b>95,930.73</b>
	X-ACT TECHNOLOGY SOLUTIONS, INC.	221645	2/21/2020	SCADA B/U components	18,880.15
				Switches and license	35,000.00
				Core switch replacement	35,000.00
<b>5</b>	<b>X-ACT TECHNOLOGY SOLUTIONS, INC. Total</b>				<b>88,880.15</b>
	SWRCB FEES	221639	2/21/2020	Annual Water Sys Fee 7/19-6/20	66,564.56
<b>6</b>	<b>SWRCB FEES Total</b>				<b>66,564.56</b>
	WOODARD & CURRAN INC.	221613	2/13/2020	J6741 svcs, Oct	40,410.25
<b>7</b>	<b>WOODARD &amp; CURRAN INC. Total</b>				<b>40,410.25</b>
	CORE & MAIN LP	221583	2/13/2020	(48) 5 gallon drum calcium	3,595.84
				(48) 5 gallon drum calcium	3,595.84
				(48) 5 gallon drum calcium	3,595.84
				(48) gallon drum calcium	3,595.84
				2)MAG METER (50) 1"CABLE LINE	8,146.03
				(20)METER FLG (8) 90 BENDFLG	2,111.39
				(3) HOSEX4 PUMP	4,971.26
<b>8</b>	<b>CORE &amp; MAIN LP Total</b>				<b>29,612.04</b>
	CANNON	221544	2/4/2020	Services, Dec	6,072.00
				Services, Dec	19,992.00
<b>9</b>	<b>CANNON Total</b>				<b>26,064.00</b>
	SANTA CLARITA WATER DIVISION	221608	2/13/2020	J6743 Repair parts	3,004.33
				J6645 Transportation, Aug19	272.25
				Kennedy Jenks/July svcs	1,640.00
				Kennedy Jenks/Aug svcs	9,020.00
				Pump Design & Supply	467.50
				Meter mtce parts	875.40
				Hydrant mtce parts	297.16
				ATT/071119-101019	101.95
				Wires, cables, ties	419.70
				19158 Soledad Cyn/City of SC	58.00
				25429 Ave Capella/City of SC	116.00
				25112 Ave Rondell/City of SC	464.00
				2019 Blanket permit/City of SC	464.00
				25502 Houseman svc repair	550.00
				22617 Palm Ct/City of SC	116.00
				28749 Startee Ln/City of SC	116.00
<b>10</b>	<b>SANTA CLARITA WATER DIVISION Total</b>				<b>17,982.29</b>

<b>Summary - Largest Ten Checks Paid During February 2020</b>	<b>1,429,801.68</b>
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<b>Summary - All Checks Issued in February 2020</b>	<b>1,635,966.39</b>
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<b>Largest Ten Vendor Payments as Compared to Total</b>	<b>87%</b>
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# Director Stipends

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**Director Lynne Plambeck**

<b>Date</b>	<b>Meeting</b>	<b>Amount</b>
02/03/20	Special Board Meeting	\$228.15
02/04/20	Regular Board Meeting	\$228.15
02/06/20	Engineering and Operations Committee Meeting	\$228.15
02/11/20	Regular Board Meeting	\$228.15
02/12/20	ACWA Water Quality Meeting	\$228.15
02/18/20	Regular Board Meeting	\$228.15
02/20/20	Public Outreach and Legislation Committee Meeting	\$228.15
02/26/20	So Cal Water Dialogue Meeting	\$228.15
	<b>Stipend Total</b>	<b>\$1,825.20</b>
	<b>Total Paid Days</b>	<b>8</b>
	<b>Total Meetings</b>	<b>8</b>

<b>TOTAL PAID DAYS</b>	<b>80</b>
<b>TOTAL MEETINGS</b>	<b>96</b>
<b>TOTAL STIPENDS</b>	<b>\$18,252.00</b>

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# Director Reimbursements

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**CA Govt. Code Section 53065.5**

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

**Annual Disclosure for Fiscal Year 19/20** [AP Transactions Updated as of: 2/29/2020](#)

**DIRECTORS**

[P-Card \(VISA\) Transactions Updated as of: 1/31/2020](#) - \*\*Jan P-Card transactions affect Feb cash.

<b>Date of Reimbursement</b>	<b>Recipient of Reimbursement</b>	<b>Reason for Reimbursement</b>	<b>Amount</b>
02/29/20	Atkins, B.J.	P-CARD (VISA) - ACWA 2020 Legislative Symposium, Sacramento, 3/12/20 - Registration	290.00
02/29/20	Atkins, B.J.	P-CARD (VISA) - ACWA 2020 Legislative Symposium, Sacramento, 3/12/20 - Travel Expense (Airfare)	509.98
02/29/20	Atkins, B.J.	P-CARD (VISA) - CSDA Legislative Committee Meeting, Sacramento, 3/6/20 - Travel Expense (Airfare)	509.98
02/29/20	Atkins, B.J.	P-CARD (VISA) - CSDA Legislative Committee Meeting, Sacramento, 4/3/20 - Travel Expense (Airfare)	509.98
02/29/20	Atkins, B.J.	P-CARD (VISA) - CSDA Legislative Committee Meeting, Sacramento, 5/1/2 - Travel Expense (Airfare)	509.98
02/29/20	Atkins, B.J.	P-CARD (VISA) - CSDA Legislative Committee Meeting, Sacramento, 5/19-5/20/20 - Travel Expense (Airfare)	509.98
02/29/20	Atkins, B.J.	P-CARD (VISA) - CSDA Legislative Committee Meeting, Sacramento, 5/19-5/20/20 - Registration	365.00
02/29/20	Cooper, Bill	P-CARD (VISA) - SCV EDC 2020 Economic Outlook Conference, Valencia, 3/12/20 - Registration	103.89
02/29/20	Ford, Jeff	P-CARD (VISA) - SCV EDC 2020 Economic Outlook Conference, Valencia, 3/12/20 - Registration	103.89
02/29/20	Gutzeit, Maria	P-CARD (VISA) - UWI Conference, Palm Springs, 2/19/20-2/21/20 - Expense (Lodging) - <b>CREDIT</b>	(388.22)
02/29/20	Kelly, R.J.	P-CARD (VISA) - SCV EDC 2020 Economic Outlook Conference, Valencia, 3/12/20 - Registration	103.89
02/29/20	Martin, Gary	P-CARD (VISA) - SCV EDC 2020 Economic Outlook Conference, Valencia, 3/12/20 - Registration	103.89
02/29/20	Mortensen, Daniel	P-CARD (VISA) - SCV EDC 2020 Economic Outlook Conference, Valencia, 3/12/20 - Registration	103.89

**3,336.13**

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**Finance and Administration Committee  
Planning Calendar  
FY 2019/20**

Item	Author	PowerPoint Presentation (Y/N/Length)	July 2 Board	July 15 Comm	July 17 SPECIAL Comm	Aug 6 Board	Aug 19 Comm	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 15 Board	Oct 21 Comm	Nov 5 Board	Nov 19 Board	Nov 18 Comm	Dec 16 Comm - cancelled	Dec 17 Board	Dec 23 SPECIAL Committee	Jan 7 Board	Jan 13 SPECIAL Comm	Jan 21 Board	Feb 4 Board	Feb 10 SPECIAL Comm	Feb 18 Board	Mar 3 Board	Mar 16 Comm	Apr 7 Board	April 20 Comm	May 5 Board	May 18 Comm	May 19 Board	June 2 Board	June 15 Comm		
1	Recommend Approval of Resolution Authorizing July 2019 Water Supply Contract Payment (consent)	RP	C																																
2	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2019/20 and Requesting Levy of Tax by Los Angeles County and Ventura County	RP	C																																
3	Recommend Approval of a Resolution Amending the Agency's Letter of Credit Reimbursement Agreement with Wells Fargo Bank	EC	C																																
4	Recommend Receiving and Filing of March 2019 Monthly Financial Report (consent)	RP	C																																
5	Recommend Receiving and Filing of April 2019 Monthly Financial Report (consent)	RP	C																																
6	Interview Ratepayer Advocate Candidates and Recommend Approval of a Resolution to Enter into a Contract with Final Selection of Ratepayer Advocate	RP		C																															
7	Recommend Approval of a Resolution to Enter into a Contract for Ratepayer Advocate	RP			C																														
8	Recommend Approval of a Resolution Amending the FY 2019/20 Budget	RP				C																													
9	Recommend Approval of a Resolution Authorizing FY 2019/20 Water Supply Contract Payments (consent)	RP				C																													
10	Recommend Approval of a Revised Purchasing Policy	RP				C																													
11	Recommend Approval of a Driving and Vehicle Policy	RP				C																													
12	Discuss Audio Visual Options for Board Meetings	CP				C																													
13	Quarterly Review of Financial Forecast	EC		Yes - 15 min																															
14	Recommend Receiving and Filing of May 2019 Monthly Financial Report (consent)	RP				C																													
15	Recommend Receiving and Filing of June 2019 Monthly Financial Report (consent)	RP				C																													
16	Recommend Approval of Establishing a Community Facilities District (CFD) for the Spring Canyon Development	EC							C																										
17	Discuss Updated Facility Capacity Fee (FCF) Study	EC							C																										
18	Recommend Approval of a Resolution to Enter into an Enterprise License Agreement with ESRI	CP						C	C																										
19	Continue Discussion of Audio Visual Options for Board Meetings	CP							C																										
20	Recommend Approval of a Revised Record Retention Schedule	RP							C																										
21	Recommend Receiving and Filing of July 2019 Monthly Financial Report (consent)	RP							C	C																									
22	Approve (1) Posting of Audio Recordings of SCV Water Board Meetings on Agency Website and (2) a Revised Record Retention Schedule	RP								C	C																								

**ITEM NO.  
7**

**Finance and Administration Committee  
Planning Calendar  
FY 2019/20**

	Item	Author	PowerPoint Presentation (Y/N/Length)	July 2 Board	July 15 Comm	July 17 SPECIAL Comm	Aug 6 Board	Aug 19 Comm	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 15 Board	Oct 21 Comm	Nov 5 Board	Nov 19 Board	Nov 18 Comm	Dec 16 Comm - cancelled	Dec 17 Board	Dec 23 SPECIAL Committee	Jan 7 Board	Jan 13 SPECIAL Comm	Jan 21 Board	Feb 4 Board	Feb 10 SPECIAL Comm	Feb 18 Board	Mar 3 Board	Mar 16 Comm	April 7 Board	April 20 Comm	May 5 Board	May 18 Comm	May 19 Board	June 2 Board	June 15 Comm			
23	Discuss Debt Refinancing Options	EC	Yes - 15 min																																		
24	Review Strategic Plan Performance Metrics	EC	Yes - 10 min																																		
25	Project Update for Financial Management Information System (FMIS)	RP	Yes - 5 min																																		
26	Recommend Approval of a Resolution to Enter Into A Contract with Equatlon Technologies for Project Management Services	RP	None																																		
27	Recommend Receiving and Filing of August 2019 Monthly Financial Report (consent)	RP	None																																		
28	Recommend Approval of Revised Facility Capacity Fees (FCF)	EC	Yes - 15 min																																		
29	Review Draft Community Facilities District (CFD) Policy	EC	None																																		
30	Recommend Approval of (1) Fully Funding OPEB Obligations and (2) Consolidating Accounts into One Trust Account	RP	None																																		
31	Continue Discussion of Debt Refinancing Options	EC	Yes - 15 min																																		
32	Approve Financing Plans and Hiring of An Underwriter		Yes - 15 min																																		
33	Recommend Receiving and Filing of September 2019 Monthly Financial Report (consent)	RP	None																																		
34	Recommend Approval of Revised Facility Capacity Fees (FCF)	EC	Yes - 15 min																																		
35	Recommend Approval of a Ticket Distribution Policy (consent)	RP	None																																		
36	Recommend Receiving and Filing of October 2019 Monthly Financial Report (consent)	RP	None																																		
37	Recommend Approval of a Resolution Authorizing (1) the Issuance of One or More Series of Revenue Bonds by the Upper Santa Clara Valley Joint Powers Authority; (2) the Execution of Certain Documents; and (3) Certain Other Actions	EC	None																																		
38	Recommend Approval of a Customer Service Policy and Revised Fees for Reconnection of Service	RP	None																																		
39	Recommend Approval of a Community Facility District (CFD) Policy	EC	None																																		
40	Discuss Retail Cost-of-Service and Rate Design	EC	Yes - 10 min																																		
41	Recommend Approval of a Resolution to Enter Into a Contract with Fieldman Rolapp	RP	None																																		
42	Status of State Water Contract Fund (levy Feb)	RP	None																																		
43	Recommend Approval of a Revised Investment Policy - (Annually adopted via resol) (consent)	RP	None																																		
44	Recommend Approval of a Ticket Distribution Policy (consent)	RP	None																																		
45	Discuss Components of Monthly Financial Packet	RP	None																																		
46	Review and Discuss Revised Facility Capacity Fees (FCF)	EC	Yes - 15 min																																		
47	Recommend Approval of Revised Facility Capacity Fees (FCF)	EC	Yes - 15 min																																		

**Finance and Administration Committee  
Planning Calendar  
FY 2019/20**

Item	Author	PowerPoint Presentation (Y/N/Length)	July 2 Board	July 15 Comm	July 17 SPECIAL Comm	Aug 6 Board	Aug 19 Comm	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 15 Board	Oct 21 Comm	Nov 5 Board	Nov 19 Board	Nov 18 Comm	Dec 16 Comm - cancelled	Dec 17 Board	Dec 23 SPECIAL Committee	Jan 7 Board	Jan 13 SPECIAL Comm	Jan 21 Board	Feb 4 Board	Feb 10 SPECIAL Comm	Feb 18 Board	Mar 3 Board	Mar 16 Comm	April 7 Board	April 20 Comm	May 5 Board	May 18 Comm	May 19 Board	June 2 Board	June 15 Comm			
48	Recommend Approval of DLT Solutions, LLC Pricing Quotation for Oracle Enterprise Cloud Service	RP	None																																	
49	Discuss Contract with Emtec, Inc. for Customization and Implementation of the FMIS	RP	None																																	
50	Recommend Approval of an Intercompany Expense Allocation for PFAS Treatment	RP	None																																	
51	Recommend Receiving and Filing of December 2019 Monthly Financial Report (consent)	RP	None																																	
52	Recommend Receiving and Filing of SCV Water June 30, 2019 Financial Statement (consent)	RP	Yes - 10 min																																	
53	Recommend Approval of a Resolution Awarding a Contract to Emtec Consulting Services, LLC for Customization and Implementation of the FMIS	RP	None																																	
54	Recommend Approval of Position Control for FY 2020/21	RP	Yes 5 min																																	
55	Review FY 2020/21 Budget Calendar	RP	Yes - 5 min																																	
56	Discuss Financing Plan and 1% Property Tax Revenues	EC	Yes-5 min																																	
57	Recommend Approval of Delegation of Authority to Request Disbursements from the OPEB Prefunding Plan	RP																																		
58	Review Annual List of Professional Services Contracts (consent)	RP	None																																	
59	Recommend Approval of an Intra-Agency Expense Allocation for PFAS Treatment	RP	None																																	
60	Recommend Approval of a Resolution Awarding a Contract to Valley Maintenance Corp. for Janitorial Services	RP	None																																	
61	Recommend Receiving and Filing of January 2020 Monthly Financial Report (consent)	RP	None																																	
62	Recommend Approval of a Proposed Cost of Living Adjustment (COLA) for FY 2020/21	RP	None																																	
63	Review FY 2020/21 Budget	EC	Yes - 15 min																																	
64	Review of Long-Term Financial Forecast	EC	Yes - 15 min																																	
65	Recommend Approval of a Revised Purchasing Policy																																			
66	Recommend Receiving and Filing of February 2020 Monthly Financial Report (consent)	RP	None																																	
67	Recommend Approval of a POS....Official language to follow	EC	None																																	
68	Review status of Employee Compensation and Classification Plan Study	RP	None																																	
69	Recommend Approval of a Resolution Re-Adopting the FY 2020/21 Budget	RP	Yes - 30 min																																	
70	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2019/20 (consent)	RP	None																																	
71	Approve a Resolution Adopting the Appropriation Limit for FY 2020/21 (consent)	RP	None																																	
72	Discuss Retail Cost-of-Service and Rate Design	EC	Yes - 15 min																																	

**Finance and Administration Committee  
Planning Calendar  
FY 2019/20**

	Item	Author	PowerPoint Presentation (Y/N/Length)	July 2 Board	July 15 Comm	July 17 SPECIAL Comm	Aug 6 Board	Aug 19 Comm	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 15 Board	Oct 21 Comm	Nov 5 Board	Nov 19 Board	Nov 18 Comm	Dec 16 Comm - cancelled	Dec 17 Board	Dec 23 SPECIAL Committee	Jan 7 Board	Jan 13 SPECIAL Comm	Jan 21 Board	Feb 4 Board	Feb 10 SPECIAL Comm	Feb 18 Board	Mar 3 Board	Mar 16 Comm	April 7 Board	April 20 Comm	May 5 Board	May 18 Comm	May 19 Board	June 2 Board	June 15 Comm			
73	Recommend Receiving and Filing of March 2020 Monthly Financial Report (consent)	RP	None																																		
74	Recommend Approval of Participating in a Community Facilities District (CFD) for the Spring Canyon Development	EC	None																																		
75	Recommend Approval of Resolution Authorizing July 2020 Water Supply Contract Payment	RP	None																																		
76	Continue Discussion of Retail Cost-of-Service and Rate Design	EC	Yes - 15 min																																		
77	Review Strategic Plan Performance Metrics	EC	Yes - 10 min																																		
78	Recommend Receiving and Filing of April 2020 Monthly Financial Report (consent)	RP	None																																		