



**SANTA CLARITA VALLEY WATER AGENCY  
REGULAR BOARD MEETING  
AGENDA  
27234 BOUQUET CANYON ROAD  
SANTA CLARITA, CA 91350  
RIO VISTA WATER TREATMENT PLANT BOARDROOM  
TUESDAY, OCTOBER 15, 2019 AT 6:30 PM**

**6:00 PM DISCOVERY ROOM OPEN TO PUBLIC**  
Dinner for Directors and staff in the Discovery Room  
There will be no discussion of Agency business taking place prior to the  
Call to Order at 6:30 PM.

**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 prior to each item as they arise. Please complete and return a comment request form to the Agency Board Secretary. (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. **SPECIAL PROCEDURES** **PAGE**

5.1. *	Consider and Approve a Resolution Appointing the Los Angeles County Waterworks District No. 36, Val Verde Nomination of Jeff Ford to the Santa Clarita Valley Water Agency Board of Directors	5
5.2.	Oath of Office to Jeff Ford Los Angeles County Waterworks District No. 36 Director	

6. **CONSENT CALENDAR** **PAGE**

6.1. *	Approve Minutes of the SCV Water October 1, 2019 Regular Board of Directors Meeting	11
--------	---	----

**7. ACTION ITEMS FOR APPROVAL PAGE**

7.1. *	Approve (1) Posting of Audio Recording of SCV Water Board Meetings on Agency Website and (2) a Revised Record Retention Schedule	17
7.2. ♣	Approve (1) a Resolution for Construction Contract and Management Funding to The Newhall Land and Farming Company, LLC, (2) a Work Authorization to Michael Baker International for Engineering Services During Construction, and (3) a Work Authorization to Cannon Corporation for Inspection Services for the Magic Mountain Pipeline Phase 6A Project	
7.3. ♣	Approve a Resolution Authorizing the General Manager to Enter Into a Contract with WaterWise Consulting, Inc.	

**8. CONSIDERATION AND APPROVAL OF Board/COMMITTEE APPOINTMENTS**

8.1. Authorize Director Participation in the California Special District Association Committees:

Vice President Martin – Professional Services Committee and Member Services Committee

Director Kelly – Audit Committee, Fiscal Committee and Legislative Committee

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

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

10.1. ♣	October 9, 2019 Water Resources and Watershed Committee Meeting Report	
10.2. ♣	October 10, 2019 Special Engineering and Operations Committee Meeting Report	

**11. PRESIDENT’S REPORT**

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

12.1.*	October 3, 2019 SCVEDC Public Officials Night – Vice Presidents Gutzeit and Martin and Directors E. Colley, K. Colley, Kelly and Plambeck	21
12.2.*	October 4, 2019 SCV Chamber of Commerce Current Affairs Forum – Vice Presidents Gutzeit and Martin and Directors Atkins, E. Colley and Kelly	27
12.3.*	October 7, 2019 Santa Clarita Valley Groundwater Sustainability Agency Board Meeting – Vice Presidents Gutzeit and Martin and Directors Atkins and Gladbach	33
12.4.	Other AB 1234 Reports	

<b>13. <u>DIRECTORS' REPORT</u></b>	<b><u>PAGE</u></b>
13.1. Approve Re-adopting a Resolution Supporting the Nomination of Pamela Tobin for the Position of ACWA Vice President – Director Gladbach	35
<b>14. <u>DIRECTOR REQUESTS FOR APPROVAL FOR EVENT ATTENDANCE</u></b>	
<b>15. <u>REQUEST FOR FUTURE AGENDA ITEMS</u></b>	
<b>16. <u>ADJOURNMENT IN MEMORY OF RON STONE</u></b>	

- \* 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 (661) 297-1600, or 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, 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 October 9, 2019.



[This page intentionally left blank.]



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES HELD IN ROOM 381B  
OF THE KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012**

**Tuesday, September 24, 2019**

**9:30 AM**

**30-A. Santa Clarita Valley Water Agency Nomination**

Recommendation as submitted by Supervisor Barger: Nominate Jeff Ford to represent the Los Angeles County Waterworks District No. 36 as the appointed Director to the Board of Directors of the Santa Clarita Valley Water Agency; and adopt a resolution submitting Mr. Ford's name to the Santa Clarita Valley Water Agency for appointment as a Director to the Board. (19-6387)

**On motion of Supervisor Barger, seconded by Supervisor Solis, this item was adopted.**

**Ayes:** 5 - Supervisor Solis, Supervisor Ridley-Thomas, Supervisor Kuehl, Supervisor Barger and Supervisor Hahn

**Attachments:** [Motion by Supervisor Barger](#)

The foregoing is a fair statement of the proceedings of the regular meeting, September 24, 2019, by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

Celia Zavala, Executive Officer  
Executive Officer-Clerk  
of the Board of Supervisors

By 

---

Celia Zavala  
Executive Officer

MOTION BY SUPERVISOR KATHRYN BARGER

SEPTEMBER 24, 2019

**SANTA CLARITA VALLEY WATER AGENCY NOMINATION**

As the governing body of the Los Angeles County Waterworks District No. 36, our Board is responsible for appointing a Director to serve on the Board of Directors for the Santa Clarita Valley Water Agency. I am requesting that we nominate Jeff Ford. Mr. Ford served as Senior Scientist for the water engineering firm Kennedy Jenks; Principle Water Resources Planner for the Castaic Lake Water Agency, and Environmental Resources Planner for the Metropolitan Water District. Mr. Ford received his Bachelor's Degree in Geography and Climatology from Cal State Northridge and is a long-time resident of the Santa Clarita Valley.

**I, THEREFORE, MOVE THAT THE BOARD OF SUPERVISORS:**

1. Nominate Jeff Ford to represent the Los Angeles County Waterworks District No. 36, as the appointed Director to the Board of Directors of the Santa Clarita Valley Water Agency.
2. Adopt the Resolution submitting Mr. Ford's name to the Santa Clarita Valley Water Agency for appointment as a Director to the Board of Directors.
3. Find that the actions set forth in this motion are not a project pursuant to the California Environmental Quality Act as the proposed actions do not constitute a project and are exempt from review under the State California Environmental Quality Act Guidelines, Sections 15378(b)(5) and 15061(b)(3).

# # #

**MOTION**

SOLIS \_\_\_\_\_

RIDLEY-THOMAS \_\_\_\_\_

KUEHL \_\_\_\_\_

BARGER \_\_\_\_\_

HAHN \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LOS ANGELES, CALIFORNIA, NOMINATING  
JEFF FORD TO SERVE AS THE SUCCESSOR APPOINTED DIRECTOR OF  
THE SANTA CLARITA VALLEY WATER AGENCY REPRESENTING  
LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 36, VAL VERDE**

**WHEREAS**, the Santa Clarita Valley Water Agency Act ("Act") authorizes the County of Los Angeles Board of Supervisors ("Board"), as the governing body of the Los Angeles County Waterworks District No. 36, Val Verde ("District") (the Act also refers to the District as the "purveyor"), to nominate a person to serve as the "successor appointed" Director to the Board of Directors of the Santa Clarita Valley Water Agency ("SCVWA");

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Los Angeles, on behalf of the District, and as authorized by the Act, does hereby nominate Mr. Jeff Ford as the successor appointed Director to the Board of Directors of the SCVWA.

**BE IT FURTHER RESOLVED** that the Executive Officer of the Board of Supervisors be instructed to notify the SCVWA of this action.

The foregoing Resolution was on the 24<sup>th</sup> day of September, 2019, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies, and authorities for which said Board so acts.



CELIA ZAVALA  
Executive Officer of the  
Board of Supervisors of the  
County of Los Angeles

By *Maria Obed*  
Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By *Warren Uellen*  
Deputy  
*by Rosa Linda Cruz*

[This page intentionally left blank.]



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SANTA CLARITA VALLEY WATER AGENCY  
APPROVING JEFF FORD  
TO THE OFFICE OF APPOINTED DIRECTOR  
OF THE SANTA CLARITA VALLEY WATER AGENCY**

**WHEREAS**, effective August 16, 2019, Dante Acosta Appointed Director for the Los Angeles County Waterworks District No. 36, Val Verde, tendered his resignation leaving the seat vacant; and

**WHEREAS**, the Los Angeles County Waterworks District No. 36, Val Verde, acting by and through the Los Angeles County Board of Supervisors, has duly nominated Jeff Ford for the office of Appointed Director for the Santa Clarita Valley Water Agency on September 24, 2019; and

**WHEREAS**, pursuant to Section 10 of the Santa Clarita Valley Water Agency Act, the Board of Directors of the Santa Clarita Valley Water Agency has thirty days to appoint or reject the nominee; and

**WHEREAS**, the Board of Directors of the Santa Clarita Valley Water Agency has determined that it desires to appoint the said nominee to said office.

**NOW, THEREFORE, BE IT RESOLVED** that this Board does hereby appoint Jeff Ford, the nominee for the Los Angeles County Board of Supervisors on behalf of the Los Angeles County Waterworks District No. 36, Val Verde, to serve as an Appointed Director of the Santa Clarita Valley Agency, for the remainder of the unexpired term ending on January 1, 2023.

**RESOLVED FURTHER**, that Jeff Ford shall at the earliest reasonable time take the required constitutional Oath of Office.

[This page intentionally left blank.]

**DRAFT**

**ITEM NO.  
6.1**

Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – October 1, 2019

---

A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held at the Santa Clarita Valley Water Agency located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 at 6:30 PM on Tuesday, October 1, 2019. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes.

**DIRECTORS PRESENT:** B. J. Atkins, Tom Campbell, Ed Colley, Kathy Colley, Robert DiPrimio, Jerry Gladbach, Maria Gutzeit, R. J. Kelly, Gary Martin, Dan Mortensen and Lynne Plambeck.

**DIRECTORS ABSENT:** William Cooper.

Also present: Matthew Stone, General Manager; Joe Byrne, General Counsel; April Jacobs, Board Secretary; Steve Cole, Assistant General Manager; Keith Abercrombie, Chief Operating Officer; Brian Folsom, Chief Engineer; Eric Campbell, Chief Financial and Administrative Officer; Mike Alvord, Director of Operations and Maintenance; Cris Perez, Director of Tech Services; Gil Hermosillo, Production Supervisor; Jose Huerta, GIS Supervisor/Planner; Kathie Martin, Public Information Officer; Rick Viergutz, Principal Water Resources Planner; Craig Larsen, IT Technician; Terri Bell, Administrative Assistant; and members of the public.

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

Upon motion of Director Mortensen, seconded by Director Gladbach and carried, the Agenda was approved by the following electronic votes (Item 4):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes
President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	Yes

Upon motion of Director K. Colley, seconded by Director Gladbach and carried, the Board pulled Item 5.3 approving an agreement amendment to The Newhall Land and Farming Company, LLC, for the Magic Mountain Water Pipeline Installation Agreement as requested by Director Plambeck and approved the remaining Consent Calendar items including Resolution No. SCV-124 by the following electronic votes (Item 5):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes
President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	Yes

**RESOLUTION NO. SCV-124**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CLARITA VALLEY WATER AGENCY  
CELEBRATING WATER PROFESSIONALS**

**APPRECIATION WEEK OCTOBER 5-13, 2019**

**WHEREAS**, water is the lifeline of California and without safe and reliable water, no community and no sector of the economy – from high tech to manufacturing to agriculture – can thrive or expand; and

**WHEREAS**, thanks to technological advances by highly skilled and trained water professionals and the dedication of thousands of industry professionals in the state, California drinking water and treated wastewater meets some of the most stringent water quality standards in the nation; and

**WHEREAS**, depending on where you live in California, your water may come from a nearby well or river, or it may travel hundreds of miles through canals or pipelines to reach your tap. Regardless of where it originates, your drinking water is filtered, cleaned, tested and distributed in a process carefully managed by trained water professionals; and

**WHEREAS**, California is steadily expanding the reuse of treated wastewater and pioneering the use of advanced purified recycle water to replenish aquifers, prevent seawater intrusion and improve local water supply reliability; and

**WHEREAS**, SCV Water has a well-qualified workforce as demonstrated by their expertise and innovative ideas and who serve as examples by passing on their knowledge to the next generation of employees; and

**WHEREAS**, SCV Water customers benefit daily from the knowledge and skills of its highly-trained staff and the responsive, innovative, and outstanding work of the SCV Water employees.

**NOW, THEREFORE, BE IT RESOLVED**, SCV Water designates October 5-13, 2019, as Water Professional Appreciation Week and honors its employees for their contributions to the community and the Agency by working to provide excellent service to our community.

-----

Upon motion of Director Gladbach, seconded by Director Campbell and carried, the Board authorized the General Manager to execute an agreement amendment with The Newhall Land and Farming Company, LLC, for the Magic Mountain Water Pipeline Installation Agreement to include the Commerce Center Drive Pipeline by the following show of hands (Item 5.3):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes
President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	No

Upon motion of Director Plambeck, seconded by Director Gladbach and carried, the Board received and filed the public notification that was handed out pertaining to the PFOS and PFOA level exceedances by the following electronic votes (Item 6.1):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes

President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	Yes

Upon motion of Director Mortensen, seconded by Director E. Colley and carried, the Board approved purchasing of treatment vessels for PFAS treatment at the N Wells Field for a cost not exceeding the engineering estimate of \$1,500,000, authorized the General Manager to execute a work authorization for a not-to-exceed amount of \$260,000 for Kennedy Jenks Consultants to provide final design services, and file a Notice of Exemption for the proposed action by the following electronic votes (Item 6.2):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes
President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	Yes

Upon motion of Director Campbell, seconded by Director Atkins and carried, the Board approved purchasing of treatment vessels for perchlorate treatment at Well Q2 for a cost not exceeding the engineering estimate of \$440,000, authorized the General Manager to execute a work authorization for a revised not-to-exceed amount of \$115,000 for Kennedy Jenks Consultants to provide final design services, and file a Notice of Exemption for the proposed action by the following electronic votes (Item 6.3):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes
President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	Yes

The General Manager gave an update on his and Steve's meeting last week with the Office of Environmental Health Hazard Assessment and the State Board regarding public health process pertaining to PFAS. He also gave an update on the Delta Conveyance Facility and related activities as well as an update on his recent Ireland vacation which he enjoyed (Item 7).

There was no discussion on Item 8.

There was no discussion on Item 9.

Vice President Gutzeit reminded the Board about the upcoming special Board meeting on October 11, 2019 pertaining to the General Manager review (Item 10).

-----

**AB 1234 Reports (Item 11).**

Written reports were submitted by Vice President's Gutzeit and Martin and Directors Gladbach, Kelly and Plambeck and were included in the Board packet.

Director Atkins reported that he attended the VIA Monthly Luncheon held at the Hyatt Regency on September 17, 2019, AWA Ventura County's 24<sup>th</sup> Annual Member and Policymakers Reception held at the Ronald Reagan Library on September 19, 2019, attended the ACWA Region 8 Legislative Forum held at the Brookside Golf Club on September 20, 2019 and attended the Southern California Water Coalition Stormwater Workshop held at Los Angeles County Public Works on September 27, 2019.

Director E. Colley reported that he attended the AWA Ventura County's 24<sup>th</sup> Annual Member and Policymakers Reception held at the Ronald Reagan Library on September 19, 2019.

Director Kelly reported that he attended the AWA Ventura County's 24<sup>th</sup> Annual Member and Policymakers Reception held at the Ronald Reagan Library on September 19, 2019 and attended the CSDA Annual Conference held in Anaheim on September 24-28, 2019.

-----

**Directors Reports (Item 12).**

Director Gladbach gave an update on his attendance, on behalf of the JPIA, at the ACWA Board meeting and tour of the Irvine Ranch Water District's facilities that took place on September 26 and 27, 2019 and he also mentioned the recent review of the JPIA CEO Andy Sells and the issues pertaining to the rise in insurance costs.

There were no other Directors reports.

-----

There were no Director requests for approval for event attendance (Item 13).

**Requests for Future Agenda Items (Item 14).**

Director Plambeck requested a report on why the Agency is using Roundup and what alternatives we can use in its place.

Director E. Colley asked that General Counsel go over the actual law and options the Board has on public comment and how the Board should handle public comments for Board and Committee meetings.

Director Gladbach asked that a presentation be given on the operations of the Agency and how the current system is being run.

Director DiPrimio requested that the Agency look into one water rate.

There were no other requests for future agenda items.

-----

Upon motion of Director Mortensen, seconded by Director Gladbach and carried, the meeting was adjourned at 8:20 PM by the following electronic votes (Item 15):

Director Atkins	Yes	Director Campbell	Yes
Director E. Colley	Yes	Director K. Colley	Yes
President Cooper	Absent	Director DiPrimio	Yes
Director Gladbach	Yes	Vice President Gutzeit	Yes
Director Kelly	Yes	Vice President Martin	Yes
Director Mortensen	Yes	Director Plambeck	Yes

---

April Jacobs, Board Secretary

ATTEST:

---

President of the Board

[This page intentionally left blank.]






## BOARD MEMORANDUM

**DATE:** September 17, 2019

**TO:** Board of Directors

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

**SUBJECT:** Approve (1) Posting of Audio Recording of SCV Water Board Meetings on Agency Website and (2) a Revised Record Retention Schedule

---

### SUMMARY

On August 12 and September 16, 2019, the Finance and Administration Committee discussed audio/visual options for Board meetings. The Committee concluded that no further investigation or information is needed in regard to video recording or the live broadcasting of the Board meetings. The Committee did ask that staff both investigate the retention policy of the Board audio recording and the hosting of this audio recording on the Agency website.

### DISCUSSION

The Committee was aware that the Board meetings are already being audio recorded by the Board Secretary, but had questions about the ability to host the audio recording on the Agency website, and expressed interest in extending the audio retention policy of Board meeting recordings.

Pursuant to the existing retention policy, the audio recording of Board meetings is currently being retained for 30 days. The Committee posed that this audio recording retention be expanded to one (1) year as reflected on attached revised page of the Record Retention Schedule. No other changes to the Record Retention Policy or Schedule are proposed.

The Board meeting audio recordings can be hosted to the Agency website. According to the current webhost, they anticipate no additional costs associated with uploading and hosting the audio files for up to one year of audio recording data. Currently, the audio recording of Board meetings is conducted using a handheld recording device which captures the ambient room sound and is considered an analog capture. Although the voices are discernible, the audio recording is lower quality. To improve the audio capture, a more modern audio recording appliance could be connected to the existing public announcement (PA) system.

Additionally, the Committee requested research of the ability to synchronize the meeting agenda and the audio recording. Based on our research, there are no simple packaged solutions to accomplish this task. This activity would require advanced post-production editing by an audio and web professional.

On September 16, 2019, the Finance and Administration Committee considered approving (1) the posting of audio recording of SCV Water Board meetings on Agency website and (2) a revised Record Retention Schedule.

## **FINANCIAL CONSIDERATIONS**

No additional costs are anticipated to post and host recorded audio files on the Agency website. To improve the quality of the audio recording, an updated solid-state recording appliance would be purchased and installed for a one-time cost of approximately \$2,000. This appliance would be directly connected to the existing PA system to record what is captured through the existing PA system.

## **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve the posting of audio recordings of SCV Water's Board meetings on the Agency website and revising the Record Retention Schedule of keeping audio recordings from 30 days to one (1) year.

Attachment



SCV WATER  
Records Retention Schedule  
~~2018~~ October 2019

Record Series	Description	Retention Period
<b>Administration</b>		
<b>GENERAL ADMINISTRATION</b>		
Contracts and Agreements (excluding CIP, Public Works)	Includes leases, equipment, services or supplies	T + 5
Policies		AC
Procedures		
Public Record Act Requests	Requests for records; responses provided	CL + 2
Record Retention / Management Program Records	Including schedule, destruction records, procedures	AC
Recordings - audio (e.g., for preparation of meeting minutes)	Audio recordings "made for whatever purpose by or at the direction of the local agency"	<del>30 days</del> 1 year
Recordings - routine video monitoring, telephone, radio communications	Routine daily recording of telephone or radio communications; recordings of routine video monitoring, monitoring systems, or building security systems; if recordings relate to a claim or pending litigation, they must be preserved until the matter is resolved.	Videos - 1 yr; Radio/Phone - 100 days
Recordings - video (e.g., recordings of Board meetings)	Recordings of public meetings made by or at the direction of SCV Water	<del>30 days</del> 1 year
<b>Administration - Accounting/Finance, Purchasing</b>		
<b>ACCOUNTING/FINANCE</b>		
Accounts Payable	Invoices, check copies, distribution journals, cash disbursements, expense reports, Petty Cash, supporting documents	AU + 7
Accounts Receivable	Invoices, registers, cash receipts journals, supporting docs	
Audit Reports/Financial Statements	Reports relating to audits/financial statements, trial balance, schedules; including reports, notes, and backup documentation (CAFR, Audit Binders etc.)	P
Bank Reconciliations	Bank statements, summaries for receipts, deposit slips, disbursements and reconciliations	AU + 5
Billing Records	Customer name, service address, usage payments, correspondence with customers	AU + 2
Bonds - Certificate of Participation (COP)	Monthly statement of transactions, supporting documents	CL + 10
Bonds - Certificate of Participation (COP)	Paid / cancelled	CL + 10
Bonds - Surety	Documentation created and/or received in connection with the performance of work/services for SCV Water	CL + 4
Budget - Proposed	Presented to Board	CU + 2
Budget - Adopted	Approved	P
Certificate of Authenticity	Records from outside vendors certifying documents have been destroyed in compliance with the records retention schedule	P
Check register/Warrant register	Record of checks issued, approved by the Board of Directors	AU + 2
Checks (issued by SCV Water)	(1) Expense reimbursement to employees; payments to independent contractors; etc. Includes check copies; canceled or voided checks; electronic versions of checks; (2) checks paid to vendors; other SCV Water payments. Includes check copies; canceled or voided checks; electronic versions of checks.	(1) CU + 7; (2) AU + 4

AC=Active AD=Adoption AU=Audit CL=Closed/Completed CU=Current Year E=Election L=Life P=Permanent S=Supersede T=Termination

**[This page intentionally left blank.]**



[This page intentionally left blank.]

SBDC/Cal Arts Event  
Public Officials Night  
Cal Arts  
October 3, 2019

Attended the Annual Public Officials Event held at Cal Arts. Guest speaker Holly Schroder did the introduction and thank you to the public officials in attendance for their continued service to the community. Rep. Katie Hill and Assemblywoman Christy Smith were in attendance.

The event was well attended with an audience of about 65.

RJ Kelly

[This page intentionally left blank.]



Director name: Gary Martin  
Meeting attended: SCVEDC Public Officials Night  
Date of meeting: October 3, 2019  
Location: California Institute of the Arts (CalArts) Valencia  
SCV Water Board meeting to be presented at: October 15, 2019

I attended the annual SCV EDC public officials night at CalArts. The event was hosted by the Santa Clarita Valley Economic Development Corporation and was attended by many local leaders of the Santa Clarita Valley.

Following introductory and welcome remarks by Holly Schroeder, President and CEO of the SCV EDC, and Ravi Rajan, President of CalArts, attendees were free to enjoy the evening event and network with all of the various community leaders. It provided an excellent opportunity to once again, tell the success story of SCV Water. I found the event very worthwhile and I appreciate the opportunity to attend.

[This page intentionally left blank.]



[This page intentionally left blank.]

SCV Chamber of Commerce  
Legislative Leaders Forum  
Valencia Country Club  
October 4, 2019

Attended the Legislative Leaders Forum, held at the Valencia Country Club, with guest speakers Rep. Katie Hill, Assemblywoman Christy Smith, Assemblyman Tom Lackey, and State Sens. Henry Stern and Scott Wilk.

Speakers addressed an audience of about 135 with statements, questions and answers regarding personal and business concerns.

Some discussion was address to the following:

AB 5, a bill that provides exemptions for hairdressers, doctors and real estate agents to maintain independent contractor status but left many other industries to be newly classified as employees. Many consider it a work in process with changes to come.

### **Split roll**

The split-roll proposal will be voted on in November 2020 and would amend the state constitution to require commercial and industrial properties, except those zoned as commercial agriculture, to be taxed based on their market value, while keeping residential properties on a purchase price tax assessment. Concerns are that it will erode Proposition 13, potentially leading to subsequent measures that would strip homeowners of the property tax protections Prop. 13 provides.

### **Homelessness**

Businesses must communicate and advocate on the issue and the SCV Chamber's support in "the development of housing at all economic levels to address homelessness".

Time was up before issues on water or veterans could be discussed.

RJ Kelly

[This page intentionally left blank.]

Director name: Gary Martin  
Meeting attended: Legislative Leaders Forum  
Date of meeting: October 4, 2019  
Location: Valencia Country Club  
SCV Water Board meeting to be presented at: October 15, 2019

On Friday, October 4, I attended the Legislative Leaders Forum at the Valencia Country Club, hosted by the SCV Chamber of Commerce. The format for the program consisted of a panel of 5 elected officials; U.S. Congresswoman Katie Hill, California State Senators Scott Wilk and Henry Stern, and California Assembly Members Christy Smith and Tom Lackey, who made brief introductory comments, followed by a lengthy question and answer period.

As reported in The SCV Signal, the three main topics were Assembly Bill 5 (AB5) which was signed by the Governor and will eliminate independent contractor status for many so called "gig economy workers," the ballot initiative referred to as "split roll," where some commercial and industrial properties will be removed from Prop 13 protection, and the homeless crisis.

I found the event to be interesting and informative, and took the opportunity to urge our local legislators to stay engaged on the issues of unregulated contaminants in our underground water supply, and stand ready to assist SCV Water in efforts to secure funding assistance to provide the needed treatment facilities.

[This page intentionally left blank.]



Director name: Gary Martin

Meeting attended: Santa Clarita Valley Groundwater Sustainability Agency Board Meeting

Date of meeting: October 7, 2019

Location: SCV Water Agency Board Room

SCV Water Board meeting to be presented at: October 15, 2019

On Monday, October 7, 2019, I attended the SCV-GSA Board meeting at SCV Water.

Points of Interest:

1. Staff presented the quarterly update on development of the Groundwater Sustainability Plan (GSP).
2. The GSA Board approved a resolution authorizing the SCVWA to apply for and execute a grant agreement on behalf of the SCV-GSA with the California Department of Water Resources for a Proposition 68 round 3 planning grant.
3. The GSA Board approved a resolution supporting the Upper Santa Clara River Integrated Regional Water Management Region's application for a Department of Water Resource's Proposition 1 Integrated Regional Water Management implementation grant.
4. The GSA Board received a status update on the formation of a Stakeholder Advisory Committee (SAC), and approved a resolution identifying the Principles for Elective Operation of the Stakeholder Advisory Committee.
5. The self-selections for the 6 categories of members of the SAC are expected to be complete by the end of October and the GSA Board will schedule a special meeting in November to seat the 7-member SAC.

[This page intentionally left blank.]

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA CLARITA VALLEY WATER AGENCY  
IN SUPPORT OF THE NOMINATION OF PAMELA TOBIN FROM SAN JUAN WATER  
DISTRICT AS A CANDIDATE FOR THE POSITION OF ACWA VICE PRESIDENT**

**WHEREAS**, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

**WHEREAS**, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

**WHEREAS**, Pamela Tobin has expressed interest in being a candidate for Vice President of the ACWA Board of Directors; and

**WHEREAS**, Pamela Tobin has served in a leadership role as a member of the San Juan Water District Board of Directors since December 2004; and

**WHEREAS**, Pamela Tobin has served in a leadership role as a member of the ACWA Board of Directors since 2018; has served on the ACWA Region 4 Board since 2016; is currently Region 4 Chair; has served on the ACWA Federal Affairs Committee and the ACWA Local Government Committee since 2014; and has served on the ACWA Board of Directors' Steering Committee for Long Term Strategic Planning; and

**WHEREAS**, Pamela Tobin has been a Board member of the ACWA JPIA since 2016; and

**WHEREAS**, Pamela Tobin has been a leader in regional water management efforts, including as a Board Member and multiple terms as Chair of both the Sacramento Regional Water Authority and the Sacramento Groundwater Authority; and

**WHEREAS**, it is the opinion of the Santa Clarita Valley Water Agency Board of Directors that Pamela Tobin possesses all of the qualities needed to fulfill the duties of the office of ACWA Vice President.

**NOW, THEREFORE, BE IT RESOLVED** that the Santa Clarita Valley Water Agency Board of Directors wholeheartedly supports Pamela Tobin for nomination as a candidate for the office of ACWA Vice President.

[This page intentionally left blank.]