



FINANCE AND ADMINISTRATION COMMITTEE MEETING

Monday, September 19, 2022
Meeting Begins at 5:30 PM

Members of the public may attend by the following options:

In Person

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

By Phone

Toll Free:
1-(833)-568-8864
Webinar ID: 160 867 9546

Remotely

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

<https://scvwa.zoomgov.com/j/1608679546>

Have a Public Comment?

Members of the public unable to attend this meeting may submit comments either in writing to edill@scvwa.org or by mail to Erika Dill, Management Analyst II, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practicable, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety. (Public comments take place during Item 2 of the Agenda and before each Item is considered. Please see the Agenda for details.)

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

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

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Date: September 12, 2022

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

From: Rochelle Patterson
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, September 19, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the **Board Room** and the **teleconference site** listed below.

Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 160 867 9546 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1608679546>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

Members of the public unable to attend this meeting may submit comments either in writing to edill@scvwa.org or by mail to Erika Dill, Management Analyst II, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water

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MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	<u>PLEDGE OF ALLEGIANCE</u>	
2.	* <u>PUBLIC COMMENTS</u> – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	7
3.	* Recommend Approval of a Resolution Adopting a Revised Investment Policy	9
4.	* Recommend Approval of a Revised Classification Plan and Position Control	43
5.	* Recommend Approval of a Revised Employee Manual Policy No. 13 – Holidays	77
6.	* Flexible Workplace Program Policy – Status Update	87
7.	* Recommend Receiving and Filing of July 2022 Financial Report July 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/09/Check-Register-July-2022.pdf	101
8.	* Committee Planning Calendar	135
9.	Requests for Future Agenda Items	
10.	General Report on Finance and Administration Activities	
11.	Adjournment	
	* Indicates attachments	
	◆ To be distributed	

NOTICES:

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

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

Posted on September 12, 2022.



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Brian Folsom
212 W Wildwood Drive
Saratoga Springs, UT 84045

ITEM NO.
2

September 13, 2022

Board of Directors
Santa Clarita Valley Water Agency
27234 Bouquet Canyon Road
Santa Clarita, CA 91350

Dear Board of Directors:

My name is Brian Folsom and I was the Engineering and Operations Manager for the Castaic Lake Water Agency from April 2007 to December 2017 and then the Chief Engineer for the Santa Clarita Valley Water Agency from January 2018 to March 2020. I retired in March 2020 and I currently live in Saratoga Springs, Utah.

I recently received notice from SCVWA's Human Resources Manager informing me of the action taken by SCVWA's Board of Directors on September 6, 2022 (Board Item 7.2) regarding adjusting the employer's contributions for CalPERS Medical Insurance for calendar year 2023.

As a retiree that lives out of state, I only have one option for medical coverage – the PERS Platinum Plan. My current contribution for the out of state PERS Platinum Plan is \$11.39 per month. According to Board Item 7.2 the out of state premium for the PERS Platinum Plan for an employee with one dependent (EE+1) will increase from \$11.39 per month to \$221.14 per month. An increase of \$209.75 per month is a substantial increase for retirees on a fixed income, especially given the current economic situation and high inflation rates.

I understand that this item will be discussed further at the October 17, 2022 Finance and Administration Committee Meeting. I am hoping that further discussion of this item will result in a reduction of this huge monthly increase for 2023 health insurance contributions, specifically for retirees who live out of state.

Thank you for your consideration.

Sincerely,



Brian J Folsom

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COMMITTEE MEMORANDUM

DATE: September 12, 2022
TO: Finance and Administration Committee
FROM: Rochelle Patterson 
Director of Finance and Administration
SUBJECT: Recommend Approval of a Resolution Adopting a Revised Investment Policy

SUMMARY AND DISCUSSION

Pursuant to Government Code Section 53646, the California Legislature mandates that the Agency annually prepare and adopt an Investment Policy. The Agency last adopted its policy in February 2022 and applies to the entire entity of SCV Water.

Since the last policy revision and adoption, staff has engaged services of the firm Chandler Asset Management who recommend some modifications in a few sections to represent best practices.

The attached redlined policy highlights the recommended changes. Underlined red text depicts an addition, whereas struck red text is a deletion. The attached draft resolution includes these revisions as a clean copy. Included below are the recommended changes, followed by a brief explanation for the change in italics. They are as follows:

5.0 DELEGATION OF AUTHORITY

External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

This addition clarifies that the account is discretionary. Discretionary investment management is an investment management style that refers to when an investment team makes buying and selling decisions on behalf of a client at their discretion.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the Agency, except where the Agency utilizes an external investment adviser in which case the Agency may rely on the adviser for selection. To the extent practicable, the Treasurer or its external investment advisor shall endeavor to complete investment transactions using a competitive bid process whenever possible.

This addition authorizes an external investment advisor to select broker/dealers, as well as includes language for best practice to ensure the Agency is receiving "best execution" through its trading procedures.

8.0 PORTFOLIO MATURITY LIMITS

8.1 The maximum maturity for any single investment in the portfolio shall not exceed five years, unless the Board of Directors has by resolution granted authority to make such an investment either specifically or as a part of an investment program it has approved no less than three months prior to the investment, or is otherwise stated in this policy. The maximum weighted average maturity (WAM) for the investment portfolio shall not exceed three years.

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

8.2 Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Agency recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Agency will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The Agency further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. Therefore, the duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the Agency based on the Agency's investment objectives, constraints and risk tolerances.

CA Code Section 53601 permits a legislative body to expressly authorize investments that exceed the 5-year remaining maturity limit. The approval must be issued no less than 3 months prior to the purchase of any securities exceeding the 5-year maturity limit. It is recommended to update the WAM language to duration targets, such that investment account(s) can align to specific Agency liquidity needs. WAM is Weighted Average Maturity – or the weighted average amount of time until the securities in a portfolio mature.

9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO"). No more than 30% of the portfolio may be in Municipal Securities.

9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency,

or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”). No more than 30% of the portfolio may be in Municipal Securities. The LAIF is an approved pooled investment account.

- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 30% of the portfolio may be invested in any single Agency/GSE issuer. The maximum percent of agency callable securities in the portfolio will be 20%.

The additions ensure high-quality issuers in the portfolio in alignment with GFOA (Government Finance Officers Association) best practices on diversifying the portfolio. Setting a limit on callable securities limits the reinvestment and liquidity risks in the portfolio.

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

Eligible commercial paper shall have a maximum maturity of 270 days or less. The Agency shall invest no more than 25% of its money in eligible commercial paper. Under a provision sunseting on January 1, 2026, provided that if the Agency has \$100,000,000 or more of investment assets under management, the Agency may invest no more than 40% of its money in eligible commercial paper. ~~The Agency shall invest no more than 10% of its total investment assets in the commercial paper and medium-term notes of any single issuer.~~

It is recommended to use the more conservative 5% issuer limit established in section 14.4.

- 9.9 (i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the Agency’s money which may be invested pursuant to this policy. The Board of Directors and the Treasurer are prohibited from investing Agency funds, or funds in the Agency’s custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision-making authority within the Agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or its equivalent or

better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.

Incorporating language related to uninsured deposits can reduce credit risk exposure and align investment policy to corporate MTNs. An MTN is a medium-term note that generally matures in five to 10 years.

- 9.11 Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating with the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed 30% of the Agency's money which may be invested pursuant to this policy. ~~The Agency may invest no more than 10% of its total investment assets in the commercial paper and the medium-term notes of any single issuer.~~

It is recommended to use the 5% issuer limit established in section 14.4.

- 9.15 Asset backed, mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond from issuers not defined in sections 9.2 and 9.6 shall have:
- 9.15.1 A maximum legal final maturity that does not exceed five years of five years' maturity.
- 9.15.2 ~~Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a A rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision m~~
- 9.15.3 ~~May not exceed 20% of the Agency's surplus moneys that may be invested pursuant to this policy.~~
- 9.15.4 No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer.

This update aligns authorized investments to the latest CA code (AB 1770), which eliminated the issuer rating requirement for all asset-backed securities (2018).

- 9.18 United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service and shall not exceed 30 percent of the Agency's moneys that may be invested pursuant to this policy. No more than 10% of the portfolio may be invested in any single issuer.

12.0 **SAFEKEEPING AND CUSTODY**

All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the Agency from the custodian listing all securities held in safekeeping with current market data and other information. Payment for all transactions will be conducted on a delivery-versus-payment (DVP) basis.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

These additions clarify safekeeping requirements from custodian for investment transactions.

15.0 **REPORTING**

Monthly transaction reports will be submitted by the Treasurer to the Board of Directors within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

This addition clarifies the timing requirement of the report delivery.

No other changes are recommended at this time.

Strategic Plan Goal F – High Performance Team

Strategy F.1 – Implement post-merger integration of the new agency

Strategy F.1.3 – Update, develop, and maintain clear and comprehensive policies for SCV Water

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

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

RP

Attachments



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POLICIES, RULES AND REGULATIONS	
Title: INVESTMENT POLICY	
Approval Date: February-October 2022	Effective Date: February-October 2022
Approved By: Board of Directors	DMS #28907

INVESTMENT POLICY

1.0 POLICY

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

2.0 SCOPE

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

- General/Operating Fund - 101
- Special Revenue Funds
 - a) One Percent Property Tax Fund - 101
 - b) Facility Capacity Fee Fund -202
 - c) State Water Project Fund - 204
- Capital Project Fund
- Debt Service Fund
- Reserve Funds
- Enterprise Fund
- Grant Funds



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Blended Component Units

- a) Devil’s Den Water District – 970
- b) Upper Santa Clara Valley JPA – 975
- c) SCV Groundwater Sustainability Agency - 980

3.0 PRUDENCE; RESPONSIBILITY

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

3.2 Responsibility: The Treasurer and other individuals assigned to manage the investment portfolio, acting with the intent and scope of this investment policy while exercising due diligence, shall be relieved of personal responsibility for the credit risk and market price risk for securities held in the investment portfolio, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

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

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements and budgeted expenditures. Investments will be undertaken with the expectation that unplanned expenses will



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be incurred; therefore, portfolio liquidity will be created to cover reasonable contingency costs.

4.3 Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. The goal is to maximize return while ensuring that safety and liquidity objectives are not compromised.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Directors of the Agency and overseen by the Agency’s Finance Committee. The day-to-day responsibility for management and implementation of the investment program is hereby delegated to the Treasurer, who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. With this delegation the Treasurer is given the authority to utilize internal staff and outside investment managers to assist in the investment program. The Treasurer shall use care to assure that those assigned responsibility to assist in the management of the Agency’s portfolio do so in accordance with this policy.

External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6.0 ETHICS AND CONFLICTS OF INTEREST

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



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7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

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

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

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the Agency, except where the Agency utilizes an external investment adviser in which case the Agency may rely on the adviser for selection. To the extent practicable, the Treasurer or its external investment advisor shall endeavor to complete investment transactions using a competitive bid process whenever possible.

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



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8.0 PORTFOLIO MATURITY LIMITS

~~8.1 The maximum maturity for any single investment in the portfolio shall not exceed five years, unless the Board of Directors has by resolution granted authority to make such an investment either specifically or as a part of an investment program it has approved no less than three months prior to the investment, or is otherwise stated in this policy. The maximum weighted average maturity for the investment portfolio shall not exceed three years.~~

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

~~8.2 Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Agency recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Agency will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.~~

~~The Agency further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. Therefore, the duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the Agency based on the Agency's investment objectives, constraints and risk tolerances.~~

9.0 AUTHORIZED AND SUITABLE INVESTMENTS

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

- 9.1 Bonds issued by the Agency.
- 9.2 United States Treasury Bills, Notes and Bonds.



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- 9.3 Registered state warrants or treasury notes or bonds issued by the State of California.
- 9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”). No more than 30% of the portfolio may be in Municipal Securities.
- 9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”). No more than 30% of the portfolio may be in Municipal Securities. The LAIF is an approved pooled investment account.
- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 30% of the portfolio may be invested in any single Agency/GSE issuer. The maximum percent of agency callable securities in the portfolio will be 20%.
- 9.7 Bankers’ acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers’ acceptances may not exceed 180 days’ maturity or 40% of the Agency’s money that may be invested pursuant to this policy. However, no more than 30% of the Agency’s money can be invested in the bankers’ acceptances of any single commercial bank.
- 9.8 Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a nationally-recognized statistical-rating organization. The entity that issues the commercial paper shall either be:



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9.8.1 organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of “A” or its equivalent or higher by a nationally-recognized statistical-rating organization; or

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

Eligible commercial paper shall have a maximum maturity of 270 days or less. The Agency shall invest no more than 25% of its money in eligible commercial paper; Under a provision sunsetting on January 1, 2026, provided that if the Agency has \$100,000,000 or more of investment assets under management, the Agency may invest no more than 40% of its money in eligible commercial paper. ~~The Agency shall invest no more than 10% of its total investment assets in the commercial paper and medium-term notes of any single issuer.~~

9.9 (i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the Agency’s money which may be invested pursuant to this policy. The Board of Directors and the Treasurer are prohibited from investing Agency funds, or funds in the Agency’s custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision-making authority within the Agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of “A” or its equivalent or better by at least one NRSRO.

(ii) Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such



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certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the Agency’s money which may be invested pursuant to this policy.

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



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- 9.14 Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by California Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by California Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- 9.15 Asset backed, mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond from issuers not defined in sections 9.2 and 9.6 shall have:
- 9.15.1 Aof a maximum legal final maturity that does not exceed five years. of five years' maturity.
- 9.15.2 Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in aA rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision m
- 9.15.3 May not exceed 20% of the Agency's surplus moneys that may be invested pursuant to this policy.
- 9.15.4 No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer.
- 9.16 Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000).



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- 9.17 Proposition 1A receivables sold pursuant to California Government Code Section 53999. A “Proposition 1A receivable” constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- 9.18 United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by a nationally recognized rating service and shall not exceed 30 percent of the Agency’s moneys that may be invested pursuant to this policy. No more than 10% of the portfolio may be invested in any single issuer.
- 9.19 Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the District’s money which may be invested pursuant to this policy.
- 9.20 Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.



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California Code (Source: CDIAC)

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40%	None	53601(g)
Commercial Paper—Non-Pooled Funds (under \$100,000,000 of investments)	270 days or less	25% of the agency's money	Highest letter and number rating by a nationally recognized rating service	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money	Highest letter and number rating by a nationally recognized rating service	53601(h)(2)(c)
Commercial Paper— Pooled Funds ¹	270 days or less	40% of the agency's money	Highest letter and number rating by a nationally recognized rating service	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30%	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50%	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50%	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days	20% of the base value of the portfolio	None	53601(j)
Medium-Term Notes	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple	53601(l) and 53601.6(b)
Collateralized Bank Deposits	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund	N/A	None	None	16340
Supranational Obligations	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603



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10.0 PROHIBITED INVESTMENTS

The following are prohibited:

- 10.1 Investment in futures and options.
- 10.2 Investment in inverse floaters, range notes, or mortgage derived interest-only strips. (Gov. Code §53601.6.)
- 10.3 Investment in any security that could result in a zero interest accrual if held to maturity. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted. (Gov. Code §53601.6.)
- 10.4 Trading securities for the sole purpose of speculating on the future direction of interest rates.
- 10.5 Purchasing or selling securities on margin.
- 10.6 The use of reverse repurchase agreements as a form of leverage, securities lending or any other form of borrowing or leverage.
- 10.7 The purchase of foreign currency denominated securities.

11.0 COLLATERALIZATION

The Agency shall require any depository to adhere to the collateralization requirements of Government Code section 53652.

12.0 SAFEKEEPING AND CUSTODY

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

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



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All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the Agency from the custodian listing all securities held in safekeeping with current market data and other information. Payment for all transactions will be conducted on a delivery-versus-payment (DVP) basis.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

13.0 LEVERAGING

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

14.0 DIVERSIFICATION

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

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

- 14.1 Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- 14.2 Maturities selected shall provide for stability of income and liquidity.
- 14.3 Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.
- 14.4 No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless except treasuries, agencies, Supranationals, and money market funds and otherwise specified in this policy.



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14.5 If a security owned by the Agency is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:

- a. Any actions taken related to the downgrade by the investment manager will be communicated to the Treasurer in a timely manner.
- b. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board of Directors.

14.6 Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The Agency will mitigate credit risk by adopting diversification requirements, issuer limitations and downgrade language. The Agency may elect to sell a security prior to its maturity and record a capital gain or loss to manage the quality, liquidity or yield of the portfolio in response to market conditions or the Agency’s risk preferences.

15.0 **REPORTING**

Monthly transaction reports will be submitted by the Treasurer to the Board of Directors within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

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

16.0 **INTERNAL CONTROLS**

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable



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assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Periodically, as deemed appropriate by the Agency and/or the Board of Directors, an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

17.0 PORTFOLIO REVIEW AND PERFORMANCE EVALUATION:

The Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the Board of Directors.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the Agency’s risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Treasurer shall monitor and evaluate the portfolio’s performance relative to the chosen market benchmark(s), which will be included in the Treasurer’s quarterly report. The Treasurer shall select an appropriate, readily available index to use as a market benchmark.

18.0 INVESTMENT POLICY ADOPTION

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

(Originally Adopted February 2018; Re-adopted January 2019; Revised February 2020, February 2021, February 2022, October 2022)

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RESOLUTION NO. _____

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

INVESTMENT POLICY

1.0 POLICY

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

2.0 SCOPE

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

General/Operating Fund - 101

Special Revenue Funds

- a) One Percent Property Tax Fund - 101
- b) Facility Capacity Fee Fund -202
- c) State Water Project Fund - 204

Capital Project Fund

Debt Service Fund

Reserve Funds

Enterprise Fund

Grant Funds

Blended Component Units

- a) Devil’s Den Water District – 970
- b) Upper Santa Clara Valley JPA – 975
- c) SCV Groundwater Sustainability Agency - 980

3.0 PRUDENCE; RESPONSIBILITY

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

4.0 OBJECTIVES

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

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

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Directors of the Agency and overseen by the Agency's Finance Committee. The day-to-day responsibility for management and implementation of the investment program is hereby delegated to the Treasurer, who, where and when appropriate, shall establish written procedures for the operation of the investment

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

6.0 ETHICS AND CONFLICTS OF INTEREST

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

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

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

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

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

qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

8.0 PORTFOLIO MATURITY LIMITS

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

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

9.0 AUTHORIZED AND SUITABLE INVESTMENTS

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

- 9.1 Bonds issued by the Agency.
- 9.2 United States Treasury Bills, Notes and Bonds.
- 9.3 Registered state warrants or treasury notes or bonds issued by the State of California.
- 9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.
- 9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The LAIF is an approved pooled investment account.
- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- 9.7 Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days' maturity or 40% of the Agency's money that may be invested pursuant to this policy. However, no more than 30% of the

Agency's money can be invested in the bankers' acceptances of any single commercial bank.

9.8 Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally-recognized statistical-rating organization. The entity that issues the commercial paper shall either be:

9.8.1 organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally-recognized statistical-rating organization; or

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

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

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

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

9.10 Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53061. The market value of securities that underlay a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those

securities, and are subject to the special limits and conditions of California Government Code 53601(j).

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

rated in a rating category of “AA” or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20% of the Agency's surplus moneys that may be invested pursuant to this policy.

- 9.16 Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000).
- 9.17 Proposition 1A receivables sold pursuant to California Government Code Section 53999. A “Proposition 1A receivable” constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- 9.18 United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by a nationally recognized rating service and shall not exceed 30 percent of the Agency's moneys that may be invested pursuant to this policy.
- 9.19 Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the District's money which may be invested pursuant to this policy.
- 9.20 Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40%	None	53601(g)
Commercial Paper—Non-Pooled Funds (under \$100,000,000 of investments)	270 days or less	25% of the agency's money	Highest letter and number rating by a nationally recognized rating service	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money	Highest letter and number rating by a nationally recognized rating service	53601(h)(2)(c)
Commercial Paper— Pooled Funds ¹	270 days or less	40% of the agency's money	Highest letter and number rating by a nationally recognized rating service	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30%	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50%	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50%	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days	20% of the base value of the portfolio	None	53601(j)
Medium-Term Notes	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple	53601(l) and 53601.6(b)
Collateralized Bank Deposits	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund	N/A	None	None	16340
Supranational Obligations	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

10.0 PROHIBITED INVESTMENTS

The following are prohibited:

- 10.1 Investment in futures and options.
- 10.2 Investment in inverse floaters, range notes, or mortgage derived interest-only strips. (Gov. Code §53601.6.)
- 10.3 Investment in any security that could result in a zero interest accrual if held to maturity. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted. (Gov. Code §53601.6.)
- 10.4 Trading securities for the sole purpose of speculating on the future direction of interest rates.
- 10.5 Purchasing or selling securities on margin.
- 10.6 The use of reverse repurchase agreements as a form of leverage, securities lending or any other form of borrowing or leverage.
- 10.7 The purchase of foreign currency denominated securities.

11.0 COLLATERALIZATION

The Agency shall require any depository to adhere to the collateralization requirements of Government Code section 53652.

12.0 SAFEKEEPING AND CUSTODY

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

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

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

13.0 LEVERAGING

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

14.0 DIVERSIFICATION

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

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

- 14.1 Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- 14.2 Maturities selected shall provide for stability of income and liquidity.
- 14.3 Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.
- 14.4 No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless except treasuries, agencies, Supranationals, and money market funds and otherwise specified in this policy.
- 14.5 If a security owned by the Agency is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
 - a. Any actions taken related to the downgrade by the investment manager will be communicated to the Treasurer in a timely manner.
 - b. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board of Directors.
- 14.6 Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The Agency will mitigate credit risk by adopting diversification requirements, issuer limitations and downgrade language. The Agency may elect to sell a security prior to its maturity and record a capital gain or loss to manage the quality, liquidity or yield of the portfolio in response to market conditions or the Agency's risk preferences.

15.0 REPORTING

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

16.0 INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Periodically, as deemed appropriate by the Agency and/or the Board of Directors, an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

17.0 PORTFOLIO REVIEW AND PERFORMANCE EVALUATION:

The Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the Board of Directors.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the Agency's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The Treasurer shall select an appropriate, readily available index to use as a market benchmark.

18.0 INVESTMENT POLICY ADOPTION

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

(Originally Adopted February 2018; Re-adopted January 2019; Revised February 2020, February 2021, February 2022, October 2022.)

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COMMITTEE MEMORANDUM

DATE: September 12, 2022

TO: Finance and Administration Committee

FROM: Rochelle Patterson *R. Patterson*
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of Revised Agency Classification Plan, Position Control and Job Descriptions

SUMMARY

After the implementation of the Oracle ERP system (July 2021), it was necessary to ensure that current job descriptions and job duties aligned with the work being performed, so in December 2021, the Agency contracted with a consultant to conduct a study of the classifications, organization, and staffing for positions assigned within the Finance Division of the Finance and Administration Department, which included accounting, purchasing, contracts, finance, and administration sections. Since the completion of the study, there has been a retirement in the department, as well as an operational change in the Treatment and Maintenance Department. Due to these changes, staff is requesting to approve a revised Classification Plan (Attachment 1), Position Control (Attachment 2) and associated job descriptions (Attachments 3 – 6).

DISCUSSION

Finance Department

The study and scope of the classification study, organizational assessment, and staffing analysis for the finance section included the following key elements:

- An examination of job classifications and employee allocations to determine whether current job classifications are appropriate to the type and level of work performed;
- A review of the organizational structure to examine reporting relationships, span of control, and organizational and operational efficiencies; and
- An analysis of staffing levels and best management practices when compared to the market.

Based on the analysis of the position description questionnaires, employee and management interviews, best practices review, and market data collection and analysis, the consultant developed a series of recommendations for the Agency's consideration. Following is a brief summary of the recommendations:

- Reclassifying six (6) incumbents to job classifications that better reflect the type and level of work performed;
- Creating two new job classifications with corresponding compensation recommendations;
- Creating a new section/unit to oversee purchasing, contracts, and risk management;
- Reallocation of certain work assignments and reporting relationships; and

- Examination of policies and procedures, particularly with respect to workforce planning.

Current Classification Title	Proposed Classification Title	Financial Impact FY 2023
Accountant (2 positions)	Accountant I	N/A
Accountant (1 position)	Accountant II	N/A
Senior Accountant (1 position)	Accountant II	N/A
Management Analyst II (1 position)	Buyer	N/A
Accounting Manager (1 position)	Accounting Supervisor	N/A
Senior Management Analyst (1 position)	Administrative Services Manager	\$4,053

Accountant Class

The study resulted in the restructuring of the Accountant classification. Currently, The Agency has an Accountant and Senior Accountant classification, with the Accountant being journey level and Senior Accountant the advanced-journey level. Based on the analysis of the bodies of worked performed throughout the Finance Department, there is a need for an accountant at the entry level. To achieve this, it is recommended that the current Accountant classification be replaced with an Accountant I/II series.

Classification/title change of the Accounting Manager position to an Accounting Supervisor to reflect realignment of duties with the supervisory function, and increasing the classification from Range 34 to Range 35 to internally align this position to similar supervisory positions.

Management Analyst Class

The Management Analyst series is a broad job classification that can be applied to positions performing professional level administrative and analytical functions. However, the consultant observed that this classification was not accurately used within purchasing and procurement. To ensure the Agency has classifications consistent with the body of work performed and aligned with the market, it is recommended a new classification of Buyer be established.

Additionally, one Senior Management Analyst position has had broad lead responsibility for coordination of several key functions, including purchasing/procurement, contracts management, risk management, and assisting with the development of the Agency's annual budget. Given the growth in the purchasing function with the implementation of the Oracle system, as well a need for more direct supervision of the incumbents and functions assigned to purchasing and contracts administration, it is recommended the Agency create a new classification of Administrative Services Manager.

Finance Manager – New Classification

There is a vacancy in the Finance and Administration Department with the promotion of the Director of Finance and Administration to fill the retired Chief Financial and Administrative Officer position. Based on the needs of the Department, staff is recommending recruiting for a Finance Manager to fill this vacancy.

The duties of the Finance Manager, under the direction of the Chief Financial and Administrative Officer include but are not limited to planning, organizing, directing and implementing financial strategies; planning, organizing and managing the Agency's financial affairs, including but not limited to one or more areas of financial planning for budgeting, rate setting, investment and

debt management, capital project analysis, accounting operations, forecasting; and related duties. See Attachment 6 for the Finance Manager job description.

Using the methodology and tools that were provided during the 2020 Classification and Compensation Study, staff reached out to the ten (10) comparable labor market agencies that were surveyed in the Study to prepare a compensation base salary comparison, also known as a benchmark (Attachment 7). Staff is recommending Range 40 for the Finance Manager position, which aligns closely with the market survey and internally aligns this position with similar responsibilities with other managers of the Agency.

Current Classification Title	Proposed Classification Title	Financial Impact FY 2023
Director of Finance & Administration	Finance Manager	(\$53,263)

Treatment and Maintenance

Staff is recommending revising the Agency’s Position Control, reclassing one of the Electrical/Instrumentation Technicians to a Senior Instrumentation Technician, due to a retirement in the Treatment & Maintenance Department at the end of 2021. Since the retirement, one of the Electrical/Instrumentation Technicians has demonstrated the skills and ability to operate at the Senior Instrumentation Technician level. This change will not result in any additional staff at this time, and is consistent with current operational needs and restructuring efforts to improve efficiencies within the Treatment, Distribution, Operations and Maintenance Section.

Current Classification Title	Proposed Classification Title	Financial Impact FY 2023
Electrical/Instrumentation Technician	Sr. Instrumentation Technician	\$2,814

Future Reorganizations/Reclassifications

There are currently two studies being prepared. During the FY 2022/23 budget process, a *Recycled Water Coordinator Technician* position was added to the Classification Plan. The Agency recognized the need for a dedicated recycled water coordinator as its recycled water system expands. As the system expands and the job duties increase, staff recognized the need to identify and define a career path for development of this job family. The second study will also identify and define a career path as well as create a new sub-department within Technology Services, called Operational Technology. We currently have one (1) SCADA Technician for the entire Agency and this study will assist staff in establishing a career path that recognizes industry changes, advancements and cyber security as it relates to industrial computers and networks.

In addition, as retirements or separations occur, opportunities for reorganizations arise. Reorganization is a natural part of a company's lifecycle to optimize the structure and commitment to improvement.

Strategic Plan Goal F – High Performance Team

Strategy F.2 – Attract, train and retain quality staff

Strategy F.2.1 – Complete an organizational design study that results in updated job requirements, job classifications, clear career paths, and appropriate pay levels

FINANCIAL CONSIDERATIONS

The FY 2022/23 Budget impacts are as follows:

- Administrative Services Manager - \$4,053
Increases range from 36 to 40
- Sr. Instrumentation Technician - \$2,814
Increases range from 28 to 30
- Finance Manager – (\$53,263)
Decreases range from 46, step 9 to range 40, step 1

Net salary impact to FY 2022/23 Budget – \$(46,396)

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors approve:

1) the changes to the Agency's Classification Plan, 2) the Agency's Position Control, and 3) job descriptions for Accountant I/II, Buyer, Administrative Services Manager and Finance Manager.

RP

Attachments

- 1 – Revised Classification Plan
- 2 – Revised Position Control
- 3 – Job Description – Accountant I/II
- 4 – Job Description – Buyer
- 5 – Job Description – Administrative Services Manager
- 6 – Job Description – Finance Manager
- 7 – Benchmark – Finance Manager

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE OCTOBER 2022
(first full pay period)**

Position	Range	Monthly Bottom	Monthly Top
General Manager	n/a	-	-
Assistant General Manager	50	19,585	23,865
Chief Financial and Administrative Officer	48	17,765	21,646
Chief Operating Officer	48	17,765	21,646
Chief Engineer	47	16,921	20,615
Director of Finance and Administration	46	16,115	19,633
Director of Operations and Maintenance	46	16,115	19,633
Director of Technology Services	46	16,115	19,633
Director of Water Resources	46	16,115	19,633
Controller	43	13,920	16,962
Human Resources Manager	43	13,920	16,962
Principal Engineer	42	13,258	16,153
Principal Water Resources Planner	42	13,258	16,153
Administrative Services Manager	40	12,024	14,648
Communications Manager	40	12,024	14,648
Customer Service Manager	40	12,024	14,648
Finance Manager	40	12,024	14,648
GIS Manager	40	12,024	14,648
Sustainability Manager	40	12,024	14,648
Water Distribution Manager	40	12,024	14,648
Water Quality Laboratory Manager	40	12,024	14,648
Water Treatment Manager	40	12,024	14,648
Senior Engineer	39	11,454	13,955
Senior Water Resources and Data Scientist	39	11,454	13,955
Senior Water Resources Planner	39	11,454	13,955
Engineer	37	10,386	12,653
Water Conservation Supervisor	37	10,386	12,653
Water Resources Planner	37	10,386	12,653
Inspector Supervisor	36	9,892	12,054
Senior Management Analyst	36	9,892	12,054
Associate Engineer	35	9,422	11,482
Associate Water Resources Planner	35	9,422	11,482
Board Secretary/Executive Assistant	35	9,422	11,482
Field Services Supervisor	35	9,422	11,482
Information Technology Supervisor	35	9,422	11,482
Senior Financial Analyst	35	9,422	11,482
Senior Water Conservation Specialist	35	9,422	11,482
Utility Supervisor	35	9,422	11,482
Water Quality Supervisor	35	9,422	11,482
Water Systems Supervisor	35	9,422	11,482
Accounting Supervisor	34	8,972	10,930
Senior Inspector	34	8,972	10,930
Senior Public Affairs Specialist	34	8,972	10,930
Senior Water Quality Scientist	34	8,972	10,930
Environmental Health & Safety Supervisor	33	8,547	10,414
Fleet and Warehousing Supervisor	33	8,547	10,414
Lead Water Systems Technician	33	8,547	10,414
Management Analyst II	33	8,547	10,414

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE OCTOBER 2022
(first full pay period)**

Position	Range	Monthly Bottom	Monthly Top
SCADA Technician II	33	8,547	10,414
Senior Treatment Plant Operator - 80 hour shift	33	8,547	10,414
Senior Treatment Plant Operator - 84 hour shift	33	8,974	10,934
Assistant Engineer	32	8,140	9,916
Customer Service Supervisor	32	8,140	9,916
Executive Assistant	32	8,140	9,916
Financial Analyst	32	8,140	9,916
Information Technology Specialist	32	8,140	9,916
Security Specialist	32	8,140	9,916
Water Conservation Specialist II	32	8,140	9,916
Water Quality Scientist II	32	8,140	9,916
Water Quality Specialist	32	8,140	9,916
Buildings and Grounds Supervisor	31	7,750	9,441
Buyer	31	7,750	9,441
GIS Analyst	31	7,750	9,441
Human Resources Analyst	31	7,750	9,441
Lead Utility Worker	31	7,750	9,441
Public Affairs Specialist II	31	7,750	9,441
SCADA Technician I	31	7,750	9,441
Senior Accountant	31	7,750	9,441
Senior Electrical Technician	31	7,750	9,441
Senior Instrumentation Technician	31	7,750	9,441
Senior Water Systems Technician	31	7,750	9,441
Treatment Plant Operator II - 80 hour shift	31	7,750	9,441
Treatment Plant Operator II - 84 hour shift	31	8,137	9,914
Management Analyst I	30	7,381	8,993
Right of Way Agent	30	7,381	8,993
Senior Engineering Technician	30	7,381	8,993
Senior Information Technology Technician	30	7,381	8,993
Water Education Supervisor*	30	7,381	8,993
Accountant II	29	7,030	8,568
GIS Technician II	29	7,030	8,568
Inspector II	29	7,030	8,568
Water Conservation Specialist I	29	7,030	8,568
Water Quality Scientist I	29	7,030	8,568
Accountant I	28	6,694	8,157
Electrical/Instrumentation Technician	28	6,694	8,157
Emergency Preparedness and Safety Coordinator	28	6,694	8,157
Information Technology Technician II	28	6,694	8,157
Inspector I	28	6,694	8,157
Public Affairs Specialist I	28	6,694	8,157
Senior Field Services Worker	28	6,694	8,157
Senior Utility Worker	28	6,694	8,157
Senior Water Quality Technician	28	6,694	8,157
Treatment Plant Operator I - 80 hour shift	28	6,694	8,157
Treatment Plant Operator I - 84 hour shift	28	7,030	8,565
Water Education Instructor*	28	6,694	8,157
Water Systems Technician II	28	6,694	8,157

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE OCTOBER 2022
(first full pay period)**

Position	Range	Monthly Bottom	Monthly Top
Engineering Technician II	27	6,377	7,771
Human Resources Specialist	27	6,377	7,771
Information Technology Technician I	27	6,377	7,771
Payroll Specialist	27	6,377	7,771
Senior Administrative Technician	27	6,377	7,771
Senior Customer Service Representative	27	6,377	7,771
Senior Facilities Maintenance Technician	27	6,377	7,771
Event Coordinator*	26	6,075	7,403
GIS Technician I	26	6,075	7,403
Purchasing Coordinator	26	6,075	7,403
Senior Accounting Technician	26	6,075	7,403
Administrative Technician	25	5,784	7,048
Field Services Worker II	25	5,784	7,048
Limited Duration Employee - HR Tech	25	5,784	7,048
Recycled Water Coordinator Tech	25	5,784	7,048
Safety Specialist II	25	5,784	7,048
Utility Worker II	25	5,784	7,048
Water Quality Technician II	25	5,784	7,048
Water Systems Technician I	25	5,784	7,048
Customer Service Representative II	24	5,509	6,710
Engineering Technician I	24	5,509	6,710
Facilities Maintenance Technician II	24	5,509	6,710
Accounting Technician II	23	5,247	6,398
Purchasing and Warehouse Technician	23	5,247	6,398
Safety Specialist I	23	5,247	6,398
Senior Office Assistant II	23	5,247	6,398
Water Quality Technician I	23	5,247	6,398
Field Services Worker I	22	4,995	6,091
Utility Worker I	22	4,995	6,091
Accounting Technician I	21	4,760	5,801
Customer Service Representative I	21	4,760	5,801
Facilities Maintenance Technician I	21	4,760	5,801
Office Assistant II	21	4,760	5,801
Office Assistant I	18	4,111	5,008

*May be classified as part-time positions and paid at the hourly rate

Note: Rounded for ease of reading - not an additional entitlement

Directors \$239.00 per meeting, up to 10 meetings per month

Shift Differential 5% or 10% (field employees) of compensation is applied to the rate for employees who are routinely and consistently scheduled to work other than a standard "daytime" shift, e.g. graveyard shift, swing shift, shift change, rotating shift, split shift, or weekends.

On Call Pay \$179.00 per day

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**SCV WATER
POSITION CONTROL FY 2022/23**

ATTACHMENT 2

DEPARTMENT	POSITION	NO. OF POSITIONS
ENGINEERING	ADMINISTRATIVE TECHNICIAN	4
	ASSISTANT ENGINEER	2
	ASSOCIATE ENGINEER	1
	CHIEF ENGINEER	1
	ENGINEER	3
	ENGINEERING TECHNICIAN II	2
	EXECUTIVE ASSISTANT	1
	INSPECTOR I	1
	INSPECTOR II	1
	INSPECTOR SUPERVISOR	1
	PRINCIPAL ENGINEER	2
	RIGHT OF WAY AGENT	1
	SR ADMINISTRATION TECHNICIAN	1
	SR ENGINEER	4
	SR INSPECTOR	2
27		
FINANCE, ADMINISTRATION & IT	ACCOUNTANT I	2
	ACCOUNTANT II	2
	ACCOUNTING SUPERVISOR	1
	ACCOUNTING TECHNICIAN I	1
	ACCOUNTING TECHNICIAN II	1
	ADMINISTRATIVE SERVICES MANAGER	1
	ADMINISTRATIVE TECHNICIAN	3
	BUYER	1
	FACILITIES SUPERVISOR	1
	CHIEF FINANCIAL & ADMINISTRATIVE OFFICER	1
	CONTROLLER	1
	CUSTOMER SERVICE MANAGER	1
	CUSTOMER SERVICE REP I	5
	CUSTOMER SERVICE REP II	4
	CUSTOMER SERVICE SUPERVISOR	1
	DIRECTOR OF FINANCE & ADMINISTRATION	0
	DIRECTOR OF TECHNOLOGY SERVICES	1
	FACILITIES MAINTENANCE TECHNICIAN II	3
	FINANCE MANAGER	1
	FLEET & WAREHOUSING SUPERVISOR	1
	GIS ANALYST	3
	GIS MANAGER	1
	GIS TECHNICIAN I	1
	HR ANALYST	2
	HUMAN RESOURCES MANAGER	1
	HUMAN RESOURCES SPECIALIST	1
	IT SPECIALIST	1
	IT SUPERVISOR	1
	IT TECHNICIAN I	1
	IT TECHNICIAN II	2
	MANAGEMENT ANALYST I	1
	MANAGEMENT ANALYST II	1
	OFFICE ASSISTANT II	1
	PAYROLL SPECIALIST	1
PURCHASING & WAREHOUSE TECH	3	
SCADA TECHNICIAN II	1	

**SCV WATER
POSITION CONTROL FY 2022/23**

DEPARTMENT	POSITION	NO. OF POSITIONS
TREATMENT PLANT & MAINTENANCE	ADMINISTRATIVE TECHNICIAN	1
	ELECTRICAL/INSTRUMENTATION TECH	1
	SR ELECTRICAL TECHNICIAN	3
	SR INSTRUMENTATION TECH	2
	SR TREATMENT PLANT OPERATOR	5
	SR WATER SYSTEM TECHNICIAN	3
	TREATMENT PLANT OPERATOR I	2
	TREATMENT PLANT OPERATOR II	2
	WATER SYSTEMS TECH I	1
	WATER SYSTEMS TECH II	1
	WATER SYSTEMS SUPERVISOR	1
	WATER TREATMENT MANAGER	1
23		
WATER RESOURCES	ASSISTANT GENERAL MANAGER	1
	COMMUNICATIONS MANAGER	1
	SENIOR WATER RESOURCES AND DATA SCIENTIST	1
	DIRECTOR OF WATER RESOURCES	1
	EVENT COORDINATOR	1
	EXECUTIVE ASSISTANT	1
	MANAGEMENT ANALYST II	1
	PRINCIPAL WATER RESOURCES PLANNER	1
	PUBLIC AFFAIRS SPECIALIST II	1
	SR PUBLIC AFFAIRS SPECIALIST	1
	SR WATER RESOURCES PLANNER	1
	SUSTAINABILITY MANAGER	1
	WATER CONSERVATION SPECIALIST II	3
	WATER EDUCATION INSTRUCTOR	8
	WATER EDUCATION SUPERVISOR	1
WATER RESOURCES PLANNER	2	
26		

TOTAL POSITIONS 234

FULL-TIME 223

PART-TIME 10

FTE EQUIVALENTS 228

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ACCOUNTANT I/II

FLSA: Non-Exempt Class Range: 28/29

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

DEFINITION

Under general direction, performs a variety of technical and professional accounting support tasks in the preparation and maintenance of the agency's accounts payable, accounts receivable, project cost accounting, payroll, cash management, fixed asset and financial accounting activities; conducts financial research and provides accurate and timely information; prepares financial and statistical statements in accordance with generally accepted accounting principles (GAAP) and governmental accounting standards; provides support in a variety of technical tasks relative to assigned areas of responsibility; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Accountant I: This is the entry-level classification in the flexibly staffed Accountant I/II series. Initially under close supervision, incumbents with basic experience learn Agency systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform many of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Progression to the Accountant II level is dependent on satisfactory work performance, the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval.

Accountant II: This is the journey-level classification in the professional Accountant series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Senior Accountant in that the latter provides technical and functional direction to lower-level staff and is responsible for the more complex accounting and financial reporting assignments.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from assigned supervisory or management staff. Incumbents do not exercise direct supervision over staff.

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

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

- Performs a variety of technical and professional accounting work supporting cash control, accounts payable and receivable, payroll, asset management, and general accounting processes; prepares financial and statistical statements in accordance with generally accepted accounting principles (GAAP) and governmental accounting standards.
- Creates customized accounting and payroll reports; provides recommendations to the resolution of problems related to accounting and payroll processing.
- Updates, closes, and makes year-end changes to payroll and accounting applications; maintains and reviews payroll to ensure accuracy of payroll and accounting procedures; creates budget reports and provides assistance with payroll budgeting amounts and the distribution of salaries.
- Compiles and prepares financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; establishes and maintains complete files and records related to assigned functions.
- Assists in developing and administering enterprise resource financial system module; identifies system needs and assists information technology staff in system configuration and testing; reviews and evaluates enterprise system control flags to ensure effective operations; coordinates system changes and ensures staff training on system functionality.
- Inputs a variety of financial and statistical data into an assigned computer system; initiates queries, reviews data, develops spreadsheets, and generates a variety of computerized statements; assures accuracy data input and output.
- Coordinates negotiated changes in employee benefits, deductions, and new salaries to provide accurate employee payrolls and accounting records.
- Reviews the agency's financial records; prepares adjusting journal entries to properly reflect the agency's financial condition.
- Maintains and process all deferred compensation and defined benefit records; interprets IRS rules and regulations for employees and accurate payroll processing.
- Conducts basic internal audits; verifies the classification of funds and accounts; verifies and checks accuracy of reports.
- Advises operating divisions on established agency accounting procedures and regulations; participate in meetings, conferences, and training.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, agency management and staff, and the public.
- Operates a computer and assigned software including word processing, databases, financial and accounting programs.
- Performs other related duties as required.

In addition to the above, duties for positions at the II level include, but are not limited to:

- Conducts internal audits and supports annual year-end auditing activity; works in conjunction with private auditors or outside consultants.

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

- Audits agency funds and accounts including audit schedules such as GASB 31 adjustments (e.g. investments booked to fair value); completes bank, investment, and fiscal agent account reconciliations.
- Maintains sound budgetary control over assigned divisional expenditures; reviews accounting system conformity and compliance with sound accounting procedures and legal requirements.
- Prepares invoices for water purchasing activity; processes, tracks, posts, and reconciles cash receipts.
- Prepares monthly, quarterly, and annual financial statements and reports; reviews, reconciles, and reports on cash balances, investments, and financial liabilities.
- Processes grant accounting; establishes system protocols for tracking grant expenditures; ensures accuracy in posting payments to the correct account; reconciles grant payments and expenditure activity.
- May train, support, and mentor subordinate staff.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

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

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Accountant I**. A typical way of obtaining the required qualifications is to possess:

- A bachelor's degree from an accredited college or university with major coursework in accounting, business administration, finance, or a related field.
- One (1) year of responsible technical or professional accounting or financial support experience, preferably in a governmental agency.
- Governmental accounting experience may substitute for the education requirement on a year-for-year basis.

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Accountant II**. A typical way of obtaining the required qualifications is to possess:

- A bachelor's degree from an accredited college or university with major coursework in accounting, business administration, finance, or a related field.
- Two (2) years of professional level accounting experience, preferably in a governmental agency.
- Governmental accounting experience may substitute for the education requirement on a year-for-year basis.

Licenses and Certifications

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

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

Knowledge/Skills of:

- Operations, services, and activities of a governmental accounting program.
- Basic methods and techniques of cost accounting.
- Financial statement preparation.
- Basic principles and practices of internal control and auditing.
- Basic principles and practices of governmental budget preparation and administration.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Mathematical principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques for recordkeeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Safe working practices.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.

In addition to the above, for positions at the II level:

- Generally accepted accounting principles (GAAP) and principles of accounting as applied to governmental accounting standards (GASB).
- Principles and practices of internal control and auditing at an advanced level.

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

Ability to:

- Learn and apply principles and practices of internal control and auditing.
- Learn and apply principles and practices of governmental budget preparation and administration.
- Understand the organization and operation of the agency and of outside agencies as necessary to assume assigned responsibilities.
- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of routine financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow up on work assignments.
- Make sound decisions within established guidelines.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Perform complicated mathematical calculations.
- Operate a computer and assigned software.
- Prepare clear, concise, and comprehensive financial statements, reports, and written materials.
- Work as part of a team and work independently in the absence of supervision.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of an agency-declared emergency.

In addition to the above, for positions at the II level:

- Provide recommendations to the resolution of problems related to complex accounting processing.
- Prepare a variety of complex financial statements, reports, and analyses.
- Oversee and participate in the work of staff involved in accounts receivable and payable, and cash management functions.

ESTABLISHED:
BOARD APPROVED:

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BUYER

FLSA: Exempt Class Range: 31

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

DEFINITION

Under direction, performs responsible purchasing and procurement work, including coordinating proposal submittal process and purchasing a variety of services, materials, supplies, products, and equipment according to applicable laws, Agency purchasing policies and procedures, and requisition specifications; conducts competitive solicitations, contract writing and negotiations, and related sourcing activities; approves payment for a variety of products and services and oversees the purchasing card program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for independently performing professional level duties in support of the agency's purchasing and procurement activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED/EXERCISED

Receives direction from Administrative Services Manager. May provide lead or technical direction to clerical or support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

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

- Procures services, supplies, materials, products, and equipment ensuring compliance with procurement and purchasing regulatory requirements, policies, and procedures by processing purchase requisitions.
- Develops and issues competitive solicitations including request for quote (RFQ) and request for proposal (RFP); obtains competitive quotes, bids, and proposals, product information, and technical data; establishes vendor sources; researches availability, quality, and price of services, equipment, and supplies.

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

- Evaluates responses to solicitations for conformance to specifications by analyzing factors such as products offered, terms, discounts, conditions, delivery dates, future purchase options, vendor qualifications, and related factors.
- Determines lowest responsive bidder or best value proposal; makes award recommendations; writes and negotiates contracts as needed; resolves protests.
- Facilitates cooperative contracts to provide optimal cost savings; manages a portfolio of multiple contracts and coordinates contract terms and services provided with vendors.
- Reviews and approves a variety of invoices for products and services; administers, manages, and monitors purchasing credit card and agency fuel card program.
- Conducts training sessions for new purchasing card (P-Card) users; assists existing users with proper use of the P-Card; reconciles and attaches receipts and account codes.
- Updates vendor account codes, user profiles, credit limits, transaction types, and declines; reviews and updates department reports in compliance with purchasing policies.
- Reviews, examines, and processes requisitions, purchase orders, insurance certificates, and other related documents to ensure compliance with established purchasing procedures, and to confirm funding availability; approves purchase orders as authorized and recommends purchase orders for approval.
- Investigates and resolves complaints with vendors and contractors; provides information and guidance to Agency divisions/departments regarding purchasing processes and policies.
- Researches and analyzes market trends to recommend new products and advise departments of obsolete equipment, parts, and supplies.
- Maintains good working relationships with vendors and contractors; assists in resolving discrepancies and disputes; maintains related files and databases.
- Performs a variety of office support and customer service duties such as developing reports, writing various correspondence and memoranda, and maintaining various files and assigned databases.
- Performs related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

Education and/or Experience

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

- A bachelor's degree with major coursework in business administration, public administration, finance, accounting, or related field.
- Three (3) years of increasingly responsible procurement and purchasing experience.

Licenses and Certifications

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

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

Knowledge/Skills of:

- Principles, practices, and methods of public and governmental purchasing and procurement programs and processes, including cooperative purchasing.
- Principles and practices of contract preparation, negotiation, and protest resolution.
- Specification writing, pricing methods, and sales as applied to purchasing transactions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and Agency policies and procedures relevant to assigned area of responsibility.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Basic business math.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- Occupational hazards and standard safety practices.
- Operation of a computer and assigned software.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Prepare specifications, investigate sources of supply, analyze market conditions, and prepare requests for proposal, bid, information, or quote.
- Coordinate RFQ/RFP evaluation process including developing evaluation worksheets and leading cross-functional evaluation and selection teams.
- Negotiate contract terms and conditions.

**SANTA CLARITA VALLEY WATER AGENCY
Classification Specification**

- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and Agency policies and procedures relevant to assigned area of responsibility.
- Gather and compile information from a variety of sources.
- Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
- Maintain accurate databases, records, and files.
- Operate a computer and assigned software.
- Communicate clearly and concisely.
- Establish and maintain effective working relations with agency staff, outside agencies, and the public.

**ESTABLISHED:
BOARD APPROVED:**

DRAFT



SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

ADMINISTRATIVE SERVICES MANAGER

FLSA: Exempt Class Range: 40

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

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Procurement, Contracts and Risk Management, Fleet and Warehousing divisions, including purchasing and procurement services, contract administration, and risk management activities; provides guidance and technical support, information, and assistance to management staff on contract administration and risk and liability programs and services; resolves complex issues in areas of expertise; provides key administrative support to the Chief Financial and Administrative Officer; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Procurement, Contracts and Risk Management, and Fleet and Warehousing. Incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making, including budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, priorities, and standards related to agency-wide purchasing and procurement, contracts administration, risk management programs, fleet and warehousing activities, and occupational safety programs. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from Chief Financial and Administrative Officer. Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

- Plans, manages, and oversees the daily functions, operations, and activities of the Procurement, Contracts and Risk Management, Fleet and Warehousing divisions, including purchasing and procurement services, contract administration, and risk management activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops agency-wide policies, procedures, and methods for contract administration, purchasing and procurement, and risk management services and programs; monitors program effectiveness and implements new or alternative programs and services.
- Develops and implements contractual standards and provides technical support for the consistent administration of contractor and consultant agreements and professional services; provides technical support, information, and assistance to departments on purchasing issues and the development of applicable standards.
- Assumes management responsibility for purchasing operations including contracts development, compliance and administration, procurement, and purchasing card programs.
- Oversees the Fleet and Warehousing Supervisor; to ensure there is an adequate inventory in each warehouse for various operation's departments.
- Direct functions and activities related to the procurement, servicing, operation, maintenance and repair of the Agency fleet, which includes but is not limited to vehicles, heavy equipment, and generators.
- Oversees compliance of regulatory guidelines for fleet and equipment.
- Oversees the development of requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals, negotiations contracts, and recommends award; administers contracts to ensure compliance with Agency specifications and service quality.
- Manages and administer the Agency's insurance programs, including liability claims processing, negotiation, and settlement; oversees third party claims administration; manages the annual insurance renewal process, including coordinating with broker on coverage changes or adjustments.
- Oversee development, implementation, and effective management of enterprise resource system procurement module; identifies system needs and collaborates with information technology staff in system configuration, testing, and administration.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other Agency departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in procurement, contract administration, and risk management; researches emerging products and enhancements and their applicability to Agency needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official files.
- Ensures staff compliance with Agency and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

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

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Services Manager**. A typical way of obtaining the required qualifications is to possess:

- A bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, or a related field.
- Six (6) years of increasingly responsible experience in purchasing, procurement, contract administration, risk management, or related field, including two (2) years at the supervisory level.

Licenses and Certifications

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

Knowledge/Skills of:

- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and assigned operations.
- Principles and practices of leadership and employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of contract administration and management.
- Governmental purchasing and procurement.
- Principles and practices of risk management and occupational safety.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Public sector budget development and administration.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Occupational hazards and standard safety practices.
- Operation of a computer and assigned software.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Evaluate contract documents and make sound recommendations for improvement.
- Analyze risk exposure and loss expectancies.
- Negotiate a variety of contracts, agreements and payments.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Operate a computer and assigned software.
- Communicate clearly and concisely.
- Establish and maintain effective working relations with agency staff, outside agencies, and the public.

ESTABLISHED:

BOARD APPROVED:



SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

FINANCE MANAGER

FLSA: Exempt Class Range: 40

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

DEFINITION

Under general direction, plans, organizes, directs, and implements financial strategies; plans, organizes, and manages the Agency's financial affairs, including but not limited to one or more areas of financial planning for budgeting, rate setting, investment and debt management, capital project analysis, accounting operations, forecasting; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating financial processing, reporting, and record-keeping activities. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include overseeing day-to-day activities and providing senior-level management and financial planning of the Agency's financial affairs within the areas of budgeting and rate setting, investment portfolio management, municipal debt issuance and management, general and project accounting, forecasting, and financial operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Chief Financial and Administrative Officer, as assigned. Exercises direct supervision over professional, and technical support staff.

TYPICAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

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

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the departments and the Agency's mission, strategic plan, objectives, and values.

**SANTA CLARITA VALLEY WATER AGENCY
Classification Specification**

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the Agency's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies.
- Reviews, plans, organizes, controls, and implements programs, functions, and projects within the Finance Department and those with financial overlap; ensures adherence to Agency policies and procedures and principles and practices of public administration.
- Ensures that capital improvement projects, and utility installations are inspected and comply with agency standards.
- Ensures appropriate controls are in place to safeguard the Agency's financial assets during standard transactions and when implementing new policies and programs.
- Provides guidance to staff on applicable state and federal regulations and Agency financial processes and procedures.
- Serves as department liaison to other Agency departments with respect to understanding accounting documents, account coding, and other financial processes related to budget and rate setting, investment and debt management, and operations.

For all assignments, duties may include, but are not limited to, the following:

When Assigned to Budget, Rates and Analysis

- Monitors Agency finances with attention to internal and external influences; performs quarterly financial analysis and prepares report and presentation to be presented to the Finance & Administration Committee and to the Board of Directors.
- Supervise the preparation and updated of the Agency's schedule of Rates, Fees, and Charges.
- Guide the development of long-term financial plans including revenue and expenditure forecasts.
- Directs all activity of the operating and capital budget, cost of service studies, facility capacity fee analysis, wholesale water rate analysis, rate setting analysis, and other ad-hoc analysis as needed.
- Manages and coordinates the development and implementation of the Agency's operating budget; formulates, prepares, and communicates budget completion schedules and deadlines; coordinates the budget process and ensures timely completion. Oversees the preparation of various analyses and related budget adjustments.
- Manages the preparation of the budget book in accordance with GFOA and CSMFO standards.
- Manages a variety of financial research and analysis on various segments of the Agency operations; collects and analyzes data on Agency practices, policies, and procedures related to budget processes.

When Assigned to Debt, Investments, Reserves and Restricted Funds:

- Assists with development of ratings and annual finance presentations to the Finance & Administration Committee and to the Board of Directors; prepares Committee and Board reports and assists in presentations on new debt financings and refunding bond issuances; assists in composing all required legislative paperwork and analysis for

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

various Bond rates and assessments.

- Assists the Agency's Investment Advisor in managing the Agency's investment portfolio, treasury, and cash flow.
- Assists in the development of policies, strategies, and operational guidelines for the Agency's investment portfolio; aids in compliance with laws, rules, regulations, and guidelines; assists in the review of legislation as it affects investment policies and procedures.
- Compiles and manages centralized information repository for Agency debt related information; coordinates with Agency departments, Municipal Financial Advisor, and Bond Counsel to develop disclosure documents for General debt refunding and new debt issuances; ensures information is disclosed and updated prior to Board adoption.
- Reviews Agency debt payments and arbitrage calculations; prepares implementation strategy and procedures for new programs; ensures data related to debt issuance and levied special taxes is correct and compiled in accordance with the State Controller and the California Debt and Investment Advisory Commission (CDIAC).
- Monitors the Agency's cash reserves and recommends policy changes.
- Ensure the proper recording of the Agency's restricted funds.
- Monitors legislation; writes requests for proposals; writes and makes amendments to financial policies.

When Assigned to Accounting Operations:

- Coordinates, manages, and participates in the monthly and year-end closing process.
- Assists Controller in the coordination of the Agency's interim and year-end audit, in the preparation of the monthly financial statement and the Annual Comprehensive Financial Report (ACFR); prepares reports and gathers information or researches special projects, as requested.
- Reviews the daily cash analysis file and forecasted cash flows.
- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending, and in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

Education and/or Experience

Any combination of education and experience that has provided the knowledge, abilities, and skills necessary for a Finance Manager. A typical way of obtaining the required qualifications is to possess the equivalent of six (6) years of progressively responsible finance and accounting program experience, of which two (2) years is in a supervisory capacity.

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, financial management, business administration, public administration, or a closely related field. A master's degree is desirable.

Licenses and Certifications

Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

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

Knowledge/Skills of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Bond math including amortization schedules and arbitrage calculations.
- Public agency budgetary, finance, and contract administration.
- Principles and practices of general, enterprise, and governmental accounting.
- General principles of investments, debt financing, and risk management related to the functions of the assigned area.
- GAAP, GASB, GFOA, and CSMFO best practices as they related to budgeting, reporting, policy preparation, contracting and bidding, and accounting.
- County property-tax levy process.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- California Debt and Investment Advisory Commission Best Practices for Municipal Debt Issuances.
- Organization and functions of a public Board of Directors.
- Record-keeping principles and procedures.
- Agency and mandated safety rules, regulations, and protocols.

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Finance Department and the Agency.
- Prepare, administer, and monitor assigned budget.
- Evaluate financial programs and make recommendations for improvement.
- Evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the Agency assets.
- Define complex financial, rate-setting, and financing issues.
- Perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
- Prepare clear, concise, and comprehensive financial and treasury statements, correspondence, reports, studies, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Agency in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

ESTABLISHED:

BOARD APPROVED:

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Client Benchmark: Finance Manager (Proposed Classification)

Published base salaries

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Finance Manager (Proposed Classification)	\$ 12,024.00	\$ 13,336.00	\$ 14,648.00	21.82%
Burbank Water and Power	No comparable class				
Calleguas Municipal Water District	No comparable class				
Cucamonga Valley Water District	Finance Manager	\$ 11,312.00	\$ 13,008.50	\$ 14,705.00	29.99%
Eastern Municipal Water District	Senior Financial Manager	\$ 10,835.07	\$ 12,165.40	\$ 13,495.73	24.56%
Glendale Water and Power	No comparable class				
Invine Ranch Water District	Manager of Strategic Planning and Analysis	\$ 10,331.00	\$ 12,541.50	\$ 14,752.00	42.79%
Las Virgenes Municipal Water District	Finance Manager	\$ 11,845.00	\$ 14,212.97	\$ 16,580.93	39.98%
Los Angeles Department of Water & Power	Rates Manager	\$ 12,256.50	\$ 13,742.46	\$ 15,228.42	24.25%
Metropolitan Water District of SoCal	Finance Program Manager	\$ 12,932.00	\$ 14,907.50	\$ 16,883.00	30.55%
Torrance Municipal Water	Finance Manager, Accounting	\$ 11,346.00	\$ 12,480.50	\$ 13,615.00	20.00%

Total Matches		7
Base Salary Medians (Min, Mid, Max)	\$11,346.00	\$13,008.50
Base Salary Means (Min, Mid, Max)	\$11,551.08	\$13,294.12
Percentage Needed to Reach LM Median*	-5.64%	-2.46%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)		

*Positive number represents client's salaries are below LM and need the indicated percentage to reach LM, negative number mean client is above the LM

DEFINITIONS:

Base Salary	All data based on published salaries
Minimum	Minimum represents the minimum of a pay range as reported by the surveyed agency
Midpoint	Midpoint represents the middle number in the pay range from minimum to maximum as reported by the surveyed agency
Maximum	Maximum represents the maximum of a pay range as reported by the surveyed agency
Range Bandwidth	Range Bandwidth represents the spread from minimum to maximum of a pay range as reported by the surveyed agency. Used to compare the client's range with market trends to optimize pay administration
Base Salary Medians	Base Salary Medians represent the median of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Base Salary Means	Base Salary Means represent the average of salaries from all surveyed agencies in each of the category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Median	Percentage Needed to Reach LM Median represents the percentage needed to bring client's salary to the labor market median in each category (minimum, midpoint & maximum)
Percentage Needed to Reach LM Mean	Percentage Needed to Reach LM Mean represents the percentage needed to bring client's salary to the labor market mean in each category (minimum, midpoint & maximum)
Additional Percentile (or Control Point)	Additional Percentile/Control Point represents the percentile of the labor market salary range (i.e. 60th, 70th, etc. designated by the client agency) and requested to be added to data set

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COMMITTEE MEMORANDUM

DATE: September 12, 2022

TO: Finance and Administration Committee

FROM: Rochelle Patterson *R. Patterson*
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of a Revised Employee Manual Policy,
No. 13.0 – Holidays

SUMMARY

At the request of the Board of Directors, this report presents the Agency's current holiday schedule, along with survey information of holidays offered by SCV Water's benchmark comparison agencies. The Agency's holiday schedule was last audited during the formation of SCV Water in 2018, and because the merging entities had the same holiday schedule, it was adopted as part of the Employee Manual, Policy No. 13.0. The policy was last updated in June of 2020, when the process of the floating holidays was clarified.

This survey includes information as of July 2022 about which agencies have added the most recently added federal holiday, Juneteenth, to their holiday schedule. After reviewing these holiday schedules, it was determined that SCV Water is falling behind other agencies in its overall offering of holidays. Management recommends adding one additional holiday to its policy, but not designating a specific observance date since there are several to choose from, and some staff may also wish to observe a particular religious holiday of their faith. Thus, adding one floating holiday is recommended.

DISCUSSION

SCV Water provides in the adopted policy, Employee Manual Policy No. 13.0 – Holidays, twelve (12) holidays. Ten (10) are set in the policy and scheduled prior to each calendar year by the General Manager (GM) in consultation with the Chief Financial and Administrative Officer (CFAO). Two (2) holidays are floating that are either set at the discretion of the GM at the beginning of the year, or, if not, left to each employee to use as they choose during the year. This practice allows employees to have flexibility to choose dates based on their significance to them – perhaps a religious holiday, a State or Federal holiday not part of the ten (10) set in the policy, or a personal significance such as a family event. The holidays are set each year depending on how they fall, with respect to weekends and dark Fridays, and they may be observed on another nearby day as opposed to the actual day.

There is no requirement by law that the Agency must observe every federal holiday. Management was aware that June 20, 2022 was observed for Juneteenth this year and supervisors encouraged employees to use one of their floating holidays if they wished to observe it. Human Resources received four (4) direct requests from employees about Juneteenth, but HR is not aware of how many other employees may have asked their supervisor directly.

Staff found that according to the Office of Personnel Management, the Federal Government observed eleven (11) holidays in 2022. According to the Department of Fair Housing and Employment, the State of California observed eleven (11) holidays in 2022. In addition, staff conducted a holiday and personal days surveys with the Agency's comparable market agencies. Attachment 1 represents the Federal and State of California holidays for year 2022, as well as the results of the holidays the other agencies are offering.

Comparing the Federal holidays to SCV Water holidays, there are three (3) differences between them. First, the Juneteenth Holiday is observed (this year on Monday June 20th, although it would normally be June 19th), while it is not observed for SCV Water or for State Employees. Second, the day after Thanksgiving is not an observed holiday for Federal employees, while it is for SCV Water. Third, Columbus Day (the second Monday in October) is Federally observed, while SCV Water does not observe this.

Assessing the State holidays, it recognizes Cesar Chavez Day, while SCV Water and the Federal Government do not. Also, the State of California does not currently recognize the Juneteenth Holiday. Regardless of which holidays are observed, SCV Water had dedicated twelve (12) holidays – ten (10) scheduled and two (2) floating to be used – as opposed to eleven (11) the Federal Government and State are observing.

Staff surveyed the Agency's ten (10) comparable market agencies (used in the class and comp study, Attachment 1). From the ten (10) market agencies, one (1) is observing Juneteenth. A majority of the other agencies' holiday schedules aligned with the SCV Water's, however, seven (7) agencies offered more than ten (10) holidays, and thirteen (13) or more days when floating holidays are included. No agency provided more than a total of fifteen (15) holidays. The average number of holidays (fixed and floating) was thirteen (13), as was the median.

To better understand broader trends in holiday recognition, staff surveyed a wider variety of settings and sizes across California, which includes the comparable market agencies. Forty-six (46) agencies responded. Of those forty-six (46), ten (10) are observing Juneteenth and two (2) are moving towards passing its observance. The total fixed and floating holidays offered on average was twelve (12), with eleven (11) being fixed and one (1) floating. A majority of the other agencies' holiday schedules aligned with the SCV Water's, however, twelve (12) agencies offered thirteen (13) holidays and up to fifteen (15) when floating holidays are included. No agency provided more than a total of fifteen (15) holidays. Eleven (11) agencies offer personal days and it is not immediately clear whether these are equivalent to our use of floating holidays. For the purposes of this survey, the personal days were not taken into account.

The survey is showing that agencies which have the greatest number of holidays, may have added to their holiday schedules Cesar Chavez Day, Christmas Eve Day, New Year's Eve Day, Juneteenth, and Easter (generally observed as "Spring Holiday" on the Friday before Easter). SCV Water does not observe any of these holidays. However, the two (2) SCV Water floating holidays afford flexibility for employees to take up to two days off at any time during the year.

The City of Santa Clarita, which is in closest proximity to SCV Water, offers a total of fifteen (15) holidays (fourteen (14) fixed, one (1) floating) and the Palmdale Water District offers fourteen (14) holidays. Once again, these numbers include floating holidays. Metropolitan Water District of SoCal who provides wholesale water, offers fifteen (15) holidays.

The overall average amount of holidays the forty-six (46) agencies are granting is 12 days (rounded to nearest whole number – eleven (11) fixed and one 1 floating) and the average of personal days granted is 1.13 days.

The survey indicates SCV Water's policy on Holidays is slightly below the market median of our salary and benefit survey group. Management recommends adding one additional holiday but not designating a specific date, since there are several to choose from and some staff may also wish to observe a particular religious holiday of their faith. Thus, adding one floating holiday is recommended as illustrated in the attached policy (Attachment 2). The Board has the discretion to add as many new holidays, or floating holidays as it deems appropriate. The Board may also decide to leave the current holidays schedule as is.

Strategic Plan Goal F – High Performance Team

Strategy F.2 – Attract, train, and retain quality staff

Strategy F.2.5 – Update the SCV Water's Employee Handbook

FINANCIAL CONSIDERATIONS

The incremental financial impact for adding fixed Agency holidays would be holiday pay for on-call/treatment operators. The impact would vary based on the number of staff impacted and hours worked, but at a minimum would be approximately \$3,000 per day. There would be no incremental budgetary impact for adding a Floating Holiday. There is the loss of a workday from a production standpoint. The productivity boost from staff morale and the tendency to get work done ahead of and after a holiday or vacation day likely partially mitigate this production impact. For informational purposes, the daily cost all staff (fully burdened/260, excluding Directors and retirees) is budgeted at \$113,144.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve the addition of one floating holiday to the Agency's holiday schedule, Employee Manual Policy No. 13.

RP/am

Attachments

M65

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SCV Water Holidays/Floating Holidays/Personal Days Survey – July 2022

SCV Water Holidays (10)	Federal Holidays (11) Derived from OPM*	State Holidays (11) Derived from DFEH**
New Year's Day	New Year's Day	New Year's Day
Martin Luther King, Jr. Day	Martin Luther King, Jr. Birthday	Martin Luther King, Jr. Birthday
President's Day	Washington's Birthday	President's Day
-	-	Cesar Chavez Day
Memorial Day	Memorial Day	Memorial Day
-	Juneteenth Independence Day	-
Independence Day	Independence Day	Independence Day
Labor Day	Labor Day	Labor Day
-	Columbus Day	-
Veteran's Day	Veteran's Day	Veteran's Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day
Day After Thanksgiving	-	Day After Thanksgiving
Christmas Day	Christmas Day	Christmas Day

Survey Results- July 2022

Summary in brief:

- 10 Agencies were surveyed (Based on Market Agencies from Class & Comp Study)
- 8 Agencies responded
- 2 Agencies did not respond
- The average # of holidays observed is 11.125
- The average # of floating holidays granted is 1.875
- The average # of personal days granted is .875
- One (1) Agency observes Juneteenth

*Office of Personnel Management website

**Department of Fair Employment and Housing website

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SCV Water Holidays/Floating Holidays/Personal Days Survey – July 2022

Agency or City Name	# of Holidays	# of Floating Holidays	# of Personal Days	Comments
Burbank Water and Power	11	2	0	Aligns with SCV Water holiday schedule, and includes ½ each for Christmas Eve day and New Year's eve day. Does NOT observe Juneteenth.
Calleguas Municipal Water District	10	2	0	Aligns with SCV Water holiday schedule. Does NOT observe Juneteenth.
Cucamonga Valley Water District	11	3	0	Aligns with SCV Water holiday schedule and adds 2½ days (Good Friday & New Year's Eve) + 1 Special Day – if declared by President of the United States as a "Local Government Holiday". Does NOT observe Juneteenth. A full-time employee who has successfully passed probation is granted 3 Floating holidays.
Eastern Municipal Water District	11	2	0	Aligns with SCV Water holiday schedule and ADDS Easter. Does NOT observe Juneteenth.
Glendale Water and Power	10	3	0	Aligns with SCV Water holiday schedule.
Irvine Ranch Water District	9	2	1	Aligns with SCV Water holiday schedule, except does not observe Veteran's Day. Does NOT observe Juneteenth.
Las Virgenes Municipal Water District	12	Yes, can vary and only for Unrepresented Group. If any holiday falls on an employees' alternate Friday off they will receive a floating holiday.	Management and unrepresented employees receive 72 hours of management leave in place of Personal Days.	Aligns with SCV Water holiday schedule and ADDS Christmas Eve Day and New Year's Eve Day. Does NOT observe Juneteenth.
Los Angeles Department of Water & Power	11	2	0	Aligns with Federal holidays with exceptions. Does NOT observe Martin Luther King or Juneteenth, but adds Lincoln's Birthday
Metropolitan Water District of SoCal	15	0	3	Aligns with SCV Water 10 holidays and ADDS Cesar Chavez Day (State holiday), Good Friday, Juneteenth, Christmas Eve and New Year's Eve.
Torrance Municipal Water	13	0	0	Aligns with SCV Water, but also includes Lincoln's Birthday, Christmas Eve day and New Year's eve day.
Average Median	11.3 days 11.0 days	1.6 days 2.0 days	0.9 days 0.0 days	1 Agency observes Juneteenth

City of Santa Clarita	14	1	0	Aligns with Federal holidays and adds day after Thanksgiving, ½ day Christmas Eve Day and ½ day New Year's Eve Day. Observes Juneteenth.
Santa Clarita Valley Water Agency	10	2	0	Per Policy

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ATTACHMENT 2



EMPLOYEE MANUAL	
Title: HOLIDAYS	
Policy No.: 13.0	Section Nos.: 13.0 – 13.4
Approval Date: June 2020 <u>October 2022</u>	Effective Date: June 2020 <u>October 2022</u>
Approved By: Board of Directors	

13.0 HOLIDAYS

The following are paid holidays, which shall be observed by paid time off for all full-time probationary and full-time regular employees of the Agency other than employees working shift assignments. Employees on scheduled shift assignments must work assigned shifts on paid holidays. In order to be eligible for holiday pay, an employee must be scheduled to work on the actual holiday and be in an active status on both the day immediately preceding and following the holiday, (i.e. employees on an unpaid leave or other unpaid status are not eligible for holiday pay). No part-time or temporary employees shall receive paid holidays.

13.1 Paid Holidays

1. New Year's Day (January 1)
2. Martin Luther King's Birthday (Third Monday in January)
3. Presidents Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (Fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)

13.2 Holiday Schedule

At the closing of each calendar year, the General Manager shall release the holiday schedule for the next calendar year, specifying the dates on which the Agency office shall be closed in observance of holidays. Those holidays falling on a Saturday will be observed on the prior Friday; those falling on a Sunday will be observed the following Monday. This schedule may be amended at the discretion of the Board. In order to be eligible for holiday pay, the employee must work his or her regularly scheduled workdays preceding and following the holiday unless the employee's absence on either of these days is an excusable absence. When an assigned holiday falls on a scheduled workday under the 9/80 Work Plan, the holiday will be observed the day before the holiday.

13.3 Floating Holiday

In addition, each calendar year, all full-time probationary and full-time regular employees will be entitled to ~~two~~three floating holidays, which may be selected, at the beginning of the year, by the General Manager. A floating holiday is treated as any other holiday; if the day taken is Friday the employee will be paid for 8 hours; if it is any other day the employee will be paid for 9 hours. A Floating Holiday should be taken as a whole day. Floating Holidays should be used prior to vacation balances. If at the end of a calendar year an employee has not taken all of his or her floating time, the employee will be paid out for the remaining unused floating hours an employee has at the employee's regular hourly rate.



EMPLOYEE MANUAL	
Title: HOLIDAYS	
Policy No.: 13.0	Section Nos.: 13.0 – 13.4
Approval Date: June 2020 <u>October 2022</u>	Effective Date: June 2020 <u>October 2022</u>
Approved By: Board of Directors	

Employees who do not use their full two floating holidays by the end of the calendar year may be subject to discipline.

13.4 Holiday Overtime

Full-time “non-exempt” employees who work on an Agency holiday will be paid for the holiday and two times their normal hourly rate for each hour actually worked on the holiday, if eligible for overtime pay as defined in the Overtime Policy No. 10.

DRAFT



ITEM NO.
6

Flexible Work Policy

First Year Review

Finance & Administration Committee
September 19, 2022

FWP Stats

- 100% of employees feel they are productive
 - 100% of managers feel their staff is productive
 - 45% of employees favor even more flexibility
 - 100% of managers favor even more flexibility
 - Dozens of department goals/projects have been completed while working remotely
- 79 Employees utilize the FWP
 - 18 employees -1 day per week
 - 61 employees - 2 days per week
 - 51 Responses to the survey



Participant Survey



Question 1: Do you feel like you are as productive when working from home?



Question 2: How do you feel about a requirement that everyone must come in on a specific day?



Question 3: Any suggestions about this policy?



QUESTION 1: Productive At Home



“Yes, less distractions; more productive”



“Yes, communication is easy and reliable via Teams, 8x8, etc.”



“Yes, fewer impromptu meetings (drop-ins and walk-by conversations)”



Question 2: Assigned In-Office Day



“Like it! Get to see people and maintain team camaraderie”



“Helps me plan for office duties and meetings”



“I don't mind, but also don't think it needs to be required”



Question 3: Policy Suggestions



“No changes. Less commuting, stress, and agency-costs; everyone wins!”



“So grateful; would love for the policy to remain!”



“Possibility of more flexibility of remote days?”



Manager Survey

Question 1: Is the policy, overall, working for you as a supervisor/manager?

Question 2: Do you see a need for additional flexibility?

Question 3: What are your thoughts on more remote days?

Question 4: Your staff say they have been productive...are you seeing that?

Question 5: Are there items in the policy that need to be strengthened?

Question 6: Projects accomplished while working remote?



Question 1: Is the policy working?



“Yes, staff are more relaxed and productive”



“Yes, always easy to reach staff when needed”



“Excellent appreciation and retention strategy”



Question 2: Need for additional flexibility?

“More flexibility would be beneficial”

“Informal agreements would suffice”

“Helpful when employees need to isolate, but are well enough to work from home”

“Certain roles make sense to expand”



Question 3: Thoughts on more remote days?

“Flexibility is sufficient rather than more days”

“Yes, could help achieve other objectives (office sharing?)”

“Fine as long as reliable coverage is established”

“Would be great, might vary based on role”



Question 4: Is your staff productive?

“Yes, goals are being met and projects completed”

“Productive in the office = productive at home”

“Yes, faster and more accurate responses”

“No commute means they’re on-time or early”

“Yes, due to new tools and better workflows”



Question 5: Any items need to be strengthened?

“No, it’s a strong policy!”

“No, allow for more flexibility”

“No, but reminders to staff regarding handling of confidential info while remote”



Question 6: Projects Completed

(during remote work, not a complete list)

Urban Water Management Plan	Went live with Oracle (Implementation 100% Remote)	Three interim and two year-end audits	Monthly closing and Board reports	Issue customer refunds, pay vendors, pay employees	Escheating, use tax reporting & remittance, corporate tax return
New HR ticketing system	Class & Comp Agency-wide study	New online interviewing/hiring process	20 new hires, 18 separations, 32 leaves	Deployment, configuration, and training to remote work	Completion of 3-yr Enterprise GIS project
Retail Rate Study	Customer Utility Billing (Integration & Upgrade)	Deployment of advanced security system	IRWD Water Exchange Program	Capital Improvement Program (ongoing)	Wholesale Water Rate Study
Numerous Policies and Policy Updates	Forecasting Model	Groundwater Sustainability Plan	Upgraded VPN and MFA	Design & Initiate Phase 2B Recycled Water Backbone	Design of Earl Schmidt Sludge Collection System



Summary



Productive



Flexible



Work Life Balance





Monthly Financial Report

JULY 2022

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Statement of Revenues and Expenses

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SCV Water
Statement of Revenues and Expenses
For the 1st Period Ending 7.31.22

	(A)		(B)		(C)		(D)		(E)		(F)		(G)		(H)	
	Actual		Budget	Variance	Percent	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent			
(1)	\$ 8,199,286	\$ 10,000,676	\$ (1,801,391)	(18%)	(a)	Water Sales	\$ 10,000,676	\$ (1,801,391)	(18%)	\$ 8,199,286	\$ 10,000,676	\$ (1,801,391)	(18%)			
(2)	24,362	24,447	(85)	(0%)	(b)	Water Sales - WWR	24,447	(85)	(0%)	24,362	24,447	(85)	(0%)			
(3)	39,611	39,051	560	1%	(c)	Water Sales - Recycled	39,051	560	1%	39,611	39,051	560	1%			
(4)	65,600	112,200	(46,600)	(42%)	(d)	Misc Fees and Charges	112,200	(46,600)	(42%)	65,600	112,200	(46,600)	(42%)			
(5)	<u>\$ 8,328,859</u>	<u>\$ 10,176,375</u>	<u>\$ (1,847,516)</u>	<u>(18%)</u>		Total Operating Revenues	<u>\$ 10,176,375</u>	<u>\$ (1,847,516)</u>	<u>(18%)</u>	<u>\$ 8,328,859</u>	<u>\$ 10,176,375</u>	<u>\$ (1,847,516)</u>	<u>(18%)</u>			
						Operating Expenses										
(6)	\$ 88,550	\$ 469,867	\$ (381,317)	(81%)	(c)	Management	\$ 469,867	\$ (381,317)	(81%)	\$ 88,550	\$ 469,867	\$ (381,317)	(81%)			
(7)	1,371,527	1,654,811	(283,284)	(17%)	(d)	Finance, Admin & IT	1,654,811	(283,284)	(17%)	1,371,527	1,654,811	(283,284)	(17%)			
(8)	114,987	219,192	(104,206)	(48%)	(e)	Customer Care	219,192	(104,206)	(48%)	114,987	219,192	(104,206)	(48%)			
(9)	719,881	861,715	(141,834)	(16%)	(f)	Trans & Distribution	861,715	(141,834)	(16%)	719,881	861,715	(141,834)	(16%)			
(10)	529,412	1,033,535	(504,123)	(49%)	(g)	Pumping Wells & Storage	1,033,535	(504,123)	(49%)	529,412	1,033,535	(504,123)	(49%)			
(11)	232,159	762,662	(530,503)	(70%)	(h)	Water Resources	762,662	(530,503)	(70%)	232,159	762,662	(530,503)	(70%)			
(12)	103,122	1,040,117	(936,995)	(90%)	(i)	Source of Supply	1,040,117	(936,995)	(90%)	103,122	1,040,117	(936,995)	(90%)			
(13)	769,279	885,962	(116,683)	(13%)	(j)	Water Quality, Treatment & Maintenance	885,962	(116,683)	(13%)	769,279	885,962	(116,683)	(13%)			
(14)	168,558	400,662	(232,105)	(58%)	(k)	Engineering Services	400,662	(232,105)	(58%)	168,558	400,662	(232,105)	(58%)			
(15)	<u>\$ 4,097,474</u>	<u>\$ 7,328,523</u>	<u>\$ (3,231,050)</u>	<u>(44%)</u>		Total Operating Expenses	<u>\$ 7,328,523</u>	<u>\$ (3,231,050)</u>	<u>(44%)</u>	<u>\$ 4,097,474</u>	<u>\$ 7,328,523</u>	<u>\$ (3,231,050)</u>	<u>(44%)</u>			
(16)	<u>\$ 4,231,386</u>	<u>\$ 2,847,852</u>	<u>\$ 1,383,534</u>	<u>49%</u>		Net Operating Revenues (Expenses)	<u>\$ 2,847,852</u>	<u>\$ 1,383,534</u>	<u>49%</u>	<u>\$ 4,231,386</u>	<u>\$ 2,847,852</u>	<u>\$ 1,383,534</u>	<u>49%</u>			
						Non-Operating Revenues and (Expenses)										
(17)	\$ 89,726	\$ 1,174,735	\$ (1,085,009)	(92%)	(l)	Non-Operating Revenues ¹	\$ 1,174,735	\$ (1,085,009)	(92%)	\$ 89,726	\$ 1,174,735	\$ (1,085,009)	(92%)			
(18)	(665,492)	(6,317,153)	5,651,660	(89%)	(m)	Capital Improvement Projects - Pay Go	(6,317,153)	5,651,660	(89%)	(665,492)	(6,317,153)	5,651,660	(89%)			
(19)	(29,909,651)	(29,909,652)	0	0%		Debt Service	(29,909,652)	0	0%	(29,909,651)	(29,909,652)	0	0%			
(20)	<u>\$ (30,485,417)</u>	<u>\$ (35,052,069)</u>	<u>\$ 4,566,652</u>	<u>(13%)</u>		Net Non-Operating Revenues and (Expenses)	<u>\$ (35,052,069)</u>	<u>\$ 4,566,652</u>	<u>(13%)</u>	<u>\$ (30,485,417)</u>	<u>\$ (35,052,069)</u>	<u>\$ 4,566,652</u>	<u>(13%)</u>			
(21)	<u>\$ (26,254,032)</u>	<u>\$ (32,204,217)</u>	<u>\$ 5,950,186</u>	<u>(18%)</u>		Increase (Decrease) in Net Position	<u>\$ (32,204,217)</u>	<u>\$ 5,950,186</u>	<u>(18%)</u>	<u>\$ (26,254,032)</u>	<u>\$ (32,204,217)</u>	<u>\$ 5,950,186</u>	<u>(18%)</u>			

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

- (a) Overall consumption was lower than anticipated due to conservation mandates
- (b) Late Fees/Disconnects are lower than budgeted
- (c) July payroll lower due to reversal of year-end payroll accrual. Outside services lower than budgeted due to lower legal costs than anticipated.
- (d) July payroll lower due to reversal of year-end payroll accrual.
- (e) July payroll lower due to reversal of year-end payroll accrual. Outside services lower than budgeted due to the reversal of year-end bank fees accrual.
- (f) July payroll lower due to reversal of year-end payroll accrual.
- (g) July payroll lower due to reversal of year-end payroll accrual. Utilities lower than budgeted due to reversal of Edison year-end accrual. PFAS and Perchlorate treatment expenses lower than expected.
- (h) July payroll lower due to reversal of year-end payroll accrual. BMP participation lower than expected. Outside services lower than budgeted due to professional services lower than expected.
- (i) July expenses lower than budgeted due to timing of the firming and core water expenses.
- (j) July payroll lower due to reversal of year-end payroll accrual.
- (k) July payroll lower due to reversal of year-end payroll accrual. Outside services lower than expected.
- (l) Non-Operating Revenues are lower due to lower than budgeted Facility Capacity Fee receipts
- (m) Timing of capital projects vary from month to month

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

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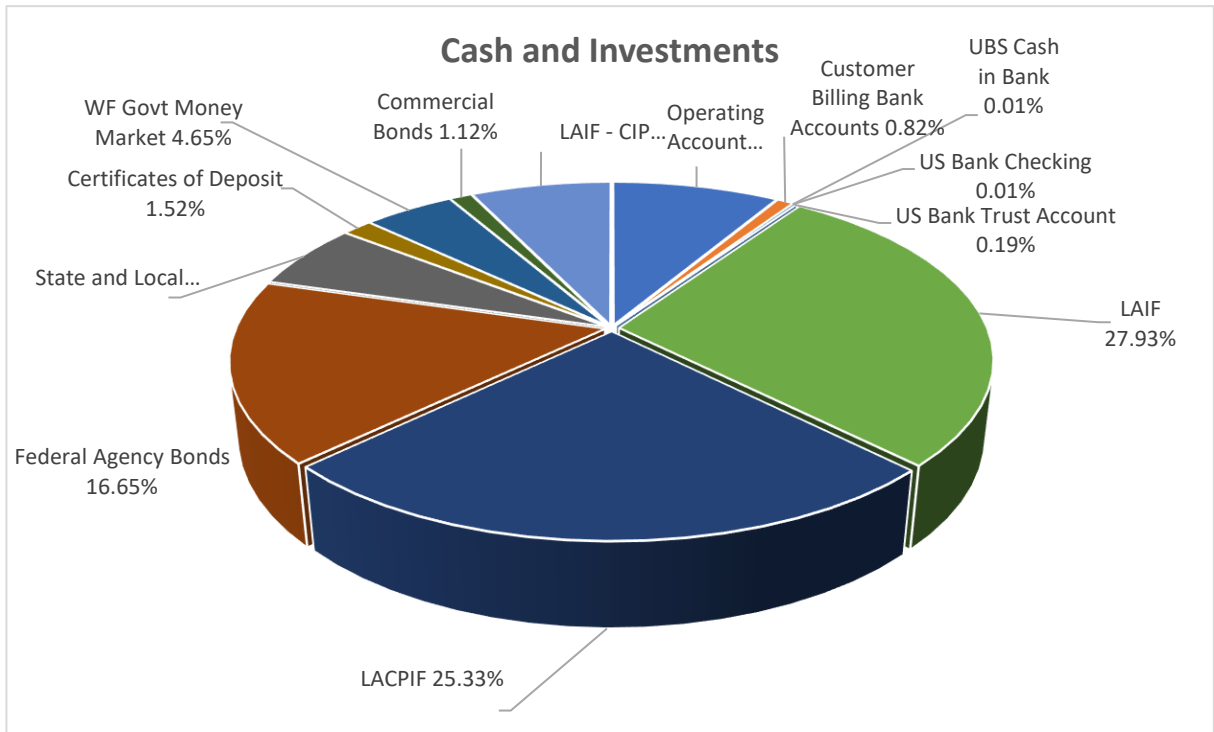
Investment Report

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Santa Clarita Valley Water Agency

Cash and Investment Summary

7/31/22



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	22,982,145	8.56%
Customer Billing Bank Accounts	101-10105		2,204,547	0.82%
UBS Cash in Bank	101-10109		29,828	0.01%
US Bank Checking (1% Prop Tax)	101-10201		29,912	0.01%
US Bank Trust Account (1% Prop Tax)	101-10202		508,357	0.19%
LAIF - Operating	101-11061		74,927,355	27.93%
LAC Pooled Investment Fund	101-11062		67,992,193	25.33%
Federal Agency Bonds	101-11064		44,684,835	16.65%
State and Local Government Bonds	101-11065		16,148,995	6.02%
Certificates of Deposit	101-11066		4,073,760	1.52%
WF Government Money Mkt Fund	101-11067		12,491,708	4.65%
Commercial Bonds	101-11068		3,000,000	1.12%
LAIF - CIP	220-11002		19,308,750	7.19%
		\$	268,382,386	100.00%

Estimated Refundable Developer Deposits:

\$ 9,017,398 in totals above

Portfolio-wide Investments:

Average Yield

1.322%

Rochelle Patterson
Treasurer/Director of Finance & Administration

Amy Aguer
Controller

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

SCV Water
Consolidated Cash & Investment Summary
7/31/2022

	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
<u>AGENCY FUNDS</u>					
Cash & Sweep Accounts					
Operating Account-Incl FCF's, SWP & CIP		XXX-10101	22,982,145		
Less: Restricted Cash (FCFs, SWP & CIP)	1	2XX-10101	(594,526)		
Customer Billing - Northstar Account		101-10105	478,089		
Customer Billing - enQuesta Account		101-10107	1,726,458		
US Bank Checking (1% Prop Tax)		101-10201	29,912		
US Bank Trust Account (1% Prop Tax)		101/204-10202	508,357		
UBS Bank Cash		101-10109	29,828		
Less: Restricted Cash US Bank Accts -SWP	1	204-10201/10202	(1)		
Subtotal - Cash & Sweep Accounts Unrestricted			\$ 25,160,262	9.37%	
Investments - Unrestricted					
Local Agency Investment Fund		101/202/204-11061	\$ 74,927,355		
LAC Pooled Investment Fund		101/204-11062	67,992,193		
Federal Agency Bonds		101-11064	44,684,835		
State and Local Government Bonds		101-11065	16,148,995		
Certificates of Deposit		101-11066	4,073,760		
WF Government Money Mkt Fund		101-11067	12,491,708		
Commercial Bonds		101-11068	3,000,000		
Less: Restricted Investments - FCF	2	202-11061	(9,883,306)		
Less: Restricted Investments - SWP	3	204-11061/11062	(79,795,363)		
Subtotal - Investments Unrestricted			\$ 133,640,178	49.79%	
Cash and Investments - Restricted					
Facility Capacity Fee Fund - Cash	4	202-10101	\$ 10,176		
Facility Capacity Fee Fund - Investments	5	202-11061	9,883,306		
State Water Project - Cash (WF & US Bank)	6	204-10XXX	95		
State Water Project - Investments	7	204-11061/11062	79,795,363		
Subtotal - Investments Restricted			89,688,940	33.42%	
TOTAL AGENCY CASH & INVESTMENTS			\$ 248,489,380		
<u>CAPITAL IMPROVEMENT PROJECT FUNDS</u>					
Cash & Sweep Accounts	8	220-10101	\$ 584,256		
Local Agency Investment Fund - Restricted		220-11061	19,308,750		
TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS			\$ 19,893,006	7.41%	
TOTAL CASH AND INVESTMENTS			\$ 268,382,386	100.00%	

Notes

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

7/31/22

Agency-wide General Funds Invested:

<u>Description</u>	<u>Cost</u>	<u>Rate</u>	<u>Yield</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Life Days</u>	<u>Rem. Days</u>	<u>Average Interest</u>
1 Local Agency Investment Fund (LAIF)	74,927,355	1.090%	1.090%	Various	Liquid	N/A	N/A	68,059
1 LA County Pooled Invest Fund (LACPIF)	67,992,193	1.150%	1.150%	Various	Liquid	N/A	N/A	65,159
1 Wells Fargo Gov't Money Market	12,491,708	1.340%	1.340%	Various	Liquid	N/A	N/A	13,949
3	<u>\$ 155,411,256</u>		<u>0.095%</u>					<u>147,167</u>

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

1 San Bernardino Com College Dist Bonds	1,050,078.70	1.964%	1.964%	03/22/22	08/01/23	497	366	20,624
1 State of California GO Bonds	1,946,780	2.250%	2.862%	01/25/19	10/01/23	1710	427	43,803
1 Semitropic Improvement District	1,302,045	2.262%	2.262%	10/30/19	12/01/23	1493	488	29,452
1 State of California GO Bonds	3,098,130	3.000%	3.000%	05/28/19	04/01/24	1770	610	92,944
1 San Diego Successor Agency	1,147,938	3.000%	2.052%	10/23/19	09/01/24	1775	763	34,438
1 L.A. Cnty MET Transp BA Bonds	3,159,800.00	5.130%	5.130%	12/29/21	06/01/25	1,250	1036	162,098
1 Univ of Cal Ca Revenues Txbl-Relief	1,270,703.25	3.063%	3.063%	12/29/21	07/01/25	1,280	1066	38,922
1 Cal.St Txbl-Various Purpose-Bid group	3,173,520.00	2.650%	2.650%	12/29/21	04/01/26	1,554	1340	84,098
8	<u>\$ 16,148,995</u>		<u>3.142%</u>				<u>6,096</u>	<u>506,378</u>

Avg Remaining Life 762 Days

Certificates of Deposit

1 Live Oak Bkg Co - WF CD	250,000	1.550%	1.550%	03/06/20	09/06/22	914	37	3,875
1 Goldman Sachs Bank - UBS CD	200,000	2.290%	2.290%	10/24/17	11/01/22	1834	93	4,580
1 UBS Bank USA Salt LA UT- UBS CD	200,000	0.150%	0.150%	11/13/20	11/21/22	738	113	300
1 WEBBANK - WF CD	250,000	0.100%	0.100%	12/28/20	12/28/22	730	150	250
1 SYNCHRONY Bank - UBS CD	200,000	1.280%	1.280%	04/13/20	04/17/23	1099	260	2,560
1 BMW Bank North AME - UBS CD	200,000	0.250%	0.250%	11/13/20	05/22/23	920	295	500
1 Beal Bank USA - WF CD	250,000	0.600%	0.600%	01/05/22	01/03/24	728	521	1,500
1 First State Bank/NE - WF CD	250,000	0.500%	0.500%	01/12/22	01/12/24	730	530	1,250
1 TIAA FSB Florida - UBS CD	200,000	0.400%	0.400%	03/31/21	04/09/24	1105	618	800
1 American National Bk - UBS CD	244,388	0.250%	0.250%	06/08/21	05/21/24	1078	660	611
1 New York Cmnty Bk - UBS CD	245,000	0.350%	0.350%	06/08/21	06/03/24	1091	673	858
1 Leader Bank NA MA - UBS CD	244,373	0.250%	0.250%	06/08/21	06/03/24	1091	673	611
1 Greenstate Credit Al US - UBS CD	245,000	0.450%	0.450%	06/08/21	06/17/24	1105	687	1,103
1 LUANA Savings Bank- WF CD	250,000	0.250%	0.250%	12/30/20	07/01/24	1279	701	625
1 Texas Exchange Bank - UBS CD	200,000	0.500%	0.500%	07/22/21	07/30/24	1104	730	1,000
1 UBS Bank - UBS CD	200,000	0.700%	0.700%	10/14/20	10/28/24	1475	820	1,400
1 Morgan Stanley PRI NY - UBS CD	245,000	1.640%	1.640%	04/01/20	03/05/25	1799	948	4,018
1 Sallie Mae Bank - UBS CD	200,000	1.880%	1.880%	11/22/19	11/20/24	1825	843	3,760
18	<u>\$ 4,073,760</u>						<u>9352</u>	<u>29,600</u>

Weighted Avg Yield 0.727%

Avg Remaining Life 520 Days

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

1	FFCB - WF	2,000,560	0.120%	0.120%	02/02/21	01/12/23	709	165	2,401
1	FFCB - WF	2,000,000	0.180%	0.180%	01/13/21	07/13/23	911	347	3,600
1	FHLB - UBS	3,000,000	1.250%	1.125%	04/12/22	10/12/23	548	438	37,500
1	FHLB - UBS	3,000,000	1.800%	1.800%	02/28/22	02/27/24	729	576	54,000
1	FHLB - WF	2,996,580	2.125%	2.125%	03/25/22	02/28/24	705	577	63,677
1	FHLB - UBS	2,000,000	1.875%	1.875%	03/14/22	03/14/24	731	592	37,500
1	FHLB - UBS	2,000,000	1.500%	1.500%	03/25/22	03/28/24	734	606	30,000
1	FFCB - WF	5,000,000	0.270%	0.270%	01/05/21	04/05/24	1186	614	13,500
1	FHLB - UBS	200,005	0.750%	0.750%	11/24/21	05/24/24	912	663	1,500
1	FHLB - UBS	235,000	1.350%	1.350%	02/24/22	05/24/24	820	663	3,173
1	FHLB - UBS	4,500,000	0.400%	0.400%	06/08/21	08/29/24	1178	760	18,000
1	FFCB - WF	1,997,700	0.875%	0.875%	11/18/21	11/18/24	1096	841	17,480
1	FHLB - WF	2,000,000	0.400%	0.400%	02/26/21	11/26/24	1369	849	8,000
1	FHLB - WF	996,470	3.063%	3.063%	01/03/22	01/13/25	1106	897	30,522
1	FHLB - WF	2,000,000	0.690%	0.690%	06/10/21	06/10/25	1461	1045	13,800
1	FNMA - WF	3,985,680	0.500%	0.500%	11/12/20	11/07/25	1821	1195	19,928
1	FNMA - WF	1,992,840	0.500%	0.500%	11/12/20	11/07/25	1821	1195	9,964
1	FHLB - UBS	280,000	0.500%	5.000%	04/15/21	04/29/26	1840	1368	1,400
1	FHLB - UBS	1,500,000	0.600%	0.600%	06/09/21	06/30/26	1847	1430	9,000
1	FHLB - UBS	3,000,000	0.500%	0.500%	06/08/21	06/30/26	1848	1430	15,000

20 \$ 44,684,835 16251 389,945

Weighted Avg Yield 0.894% Avg Remaining Life 813 Days

Commercial Bonds

1 JP Morgan Chase Financial 3,000,000 3.125% 3.125% 05/13/22 05/13/24 731 652 93,750

1 \$ 3,000,000 652 93,750

Weighted Avg Yield 3.125% Avg Remaining Life 652 Days

Cost

Portfolio-wide Investment Yield 223,318,847

Weighted Avg Yield 0.527%

Liquid Investments - LAIF, LACPIF, WF MM 155,411,256

State and Local Agencies 16,148,995

Certificates of Deposit 4,073,760

Subtotals by Agency

FED AGENCY-FHLMC 0 0%

FED AGENCY-FNMA 5,978,520 13%

FED AGENCY-FFCB 10,998,260 25%

FED AGENCY-FHLB 27,708,055 62%

44,684,835 100%

Commercial Bonds 3,000,000

3-Month Cashflow

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SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for September FY23 to November FY23

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 23,874,553	\$ 136,110,324	\$ 17,455,339	\$ 78,504,183	\$ 9,883,306
September					
Cash Provided from:					
Water Sales	10,934,276	-	-	-	-
Water Sales Misc ¹	122,400	-	-	-	-
Recycled Water Sales	39,051	-	-	-	-
Non Operating Income:					
Property Taxes	-	-	-	-	-
Capacity Fees	-	-	-	-	466,667
Interest Earned	54,167	-	-	35,833	-
Communication/Rental	62,681	-	-	-	-
Grants	-	-	-	-	-
Reimbursements ²	530,971	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,917	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,711,626)	-	-	(216,445)	-
DWR Payments	-	-	-	(1,320,000)	-
Misc. Water Purchases	-	-	-	(1,315,469)	-
Debt Service	-	-	-	-	-
CIP	(6,317,153)	-	(3,498,417)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from Investments	-	-	-	-	-
Projected Ending Balance Sep	\$ 21,591,237	\$ 136,110,324	\$ 13,956,922	\$ 75,688,102	\$ 10,349,972
October					
Cash Provided from:					
Water Sales	9,115,972	-	-	-	-
Water Sales Misc ¹	102,000	-	-	-	-
Recycled Water Sales	39,051	-	-	-	-
Non Operating Income:					
Property Taxes	-	-	-	-	-
Capacity Fees	-	-	-	-	466,667
Interest Earned	54,167	-	-	35,833	-
Communication/Rental	62,681	-	-	-	-
Grants	380,302	-	-	-	-
Reimbursements ²	228,371	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,917	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(8,676,047)	-	-	(216,445)	-
DWR Payments	-	-	-	(1,100,000)	-
Misc. Water Purchases	-	-	-	(1,315,469)	-
Debt Service	-	-	-	-	-
CIP	(6,317,153)	-	(3,498,417)	-	-
Txfr to/from Investments	-	-	-	-	-
Projected Ending Balance. Oct	\$ 16,582,498	\$ 136,110,324	\$ 10,458,506	\$ 73,092,021	\$ 10,816,639

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for September FY23 to November FY23

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
November					
Cash Provided from:					
Water Sales	8,206,819	-	-	-	-
Water Sales Misc ¹	91,800	-	-	-	-
Recycled Water Sales	39,051	-	-	-	-
Non Operating Income:					
Property Taxes	1,209,782	-	-	736,665	-
Capacity Fees	-	-	-	-	466,667
Interest Earned	54,167	-	-	35,833	-
Communication/Rental	62,681	-	-	-	-
Grants	380,302	-	-	-	-
Reimbursements ²	237,271	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,917	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,476,426)	-	-	(216,445)	-
DWR Payments	-	-	-	(990,000)	-
Misc. Water Purchases	-	-	-	(1,315,469)	-
Debt Service	-	-	-	-	-
CIP	(6,317,153)	-	(3,498,417)	-	-
Txfr to/from Investments	-	-	-	-	-
Projected Ending Balance Nov	\$ 13,072,709	\$ 136,110,324	\$ 6,960,089	\$ 71,342,606	\$ 11,283,306

Notes:

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

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

³ Other includes Laboratory Revenues and Other Non-Operating Revenue

Debt & Cash Position

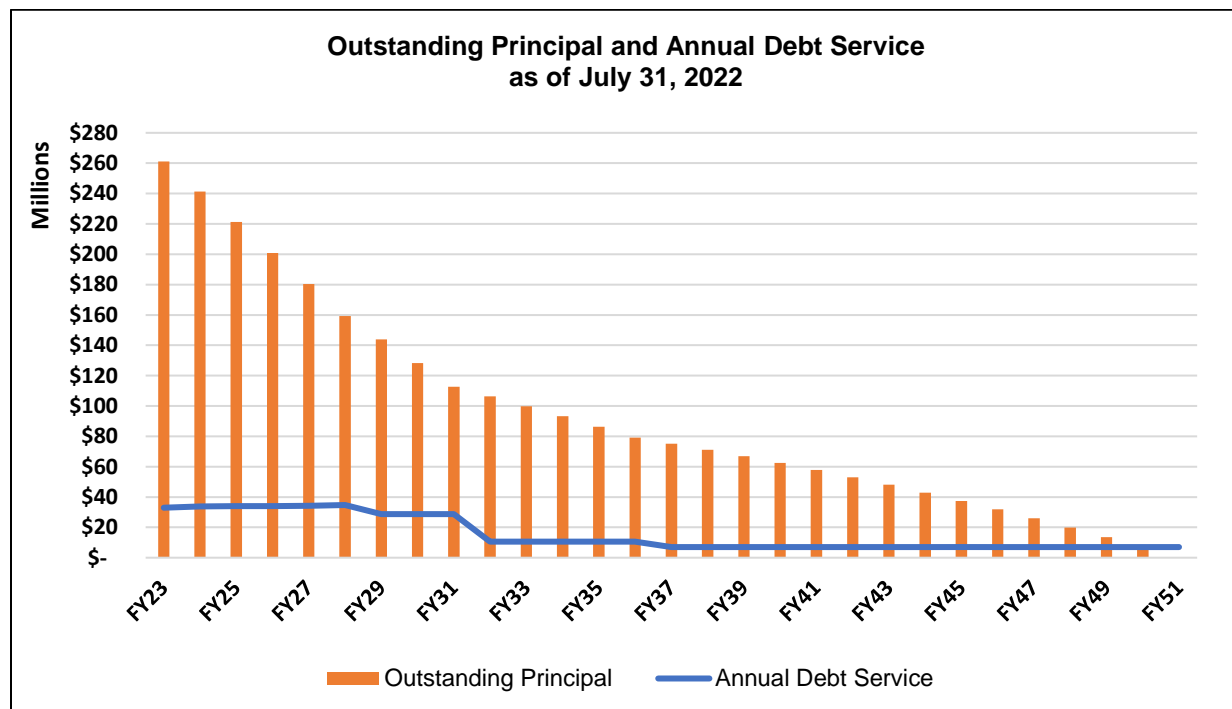
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This report reviews the Agency’s outstanding principal and debt service on an annual basis, cash balances of unrestricted, restricted, and reserve funds as of July 31, 2022, and the total current and non-current assets as of June 30, 2021 (The updated data will be made available once the audit is completed in December).

DEBT SERVICE

The outstanding principal debt as of July 31, 2022, is \$261,195,488* with an annual debt service of \$32,214,070. The debt payments are due in August and February of each fiscal year.

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



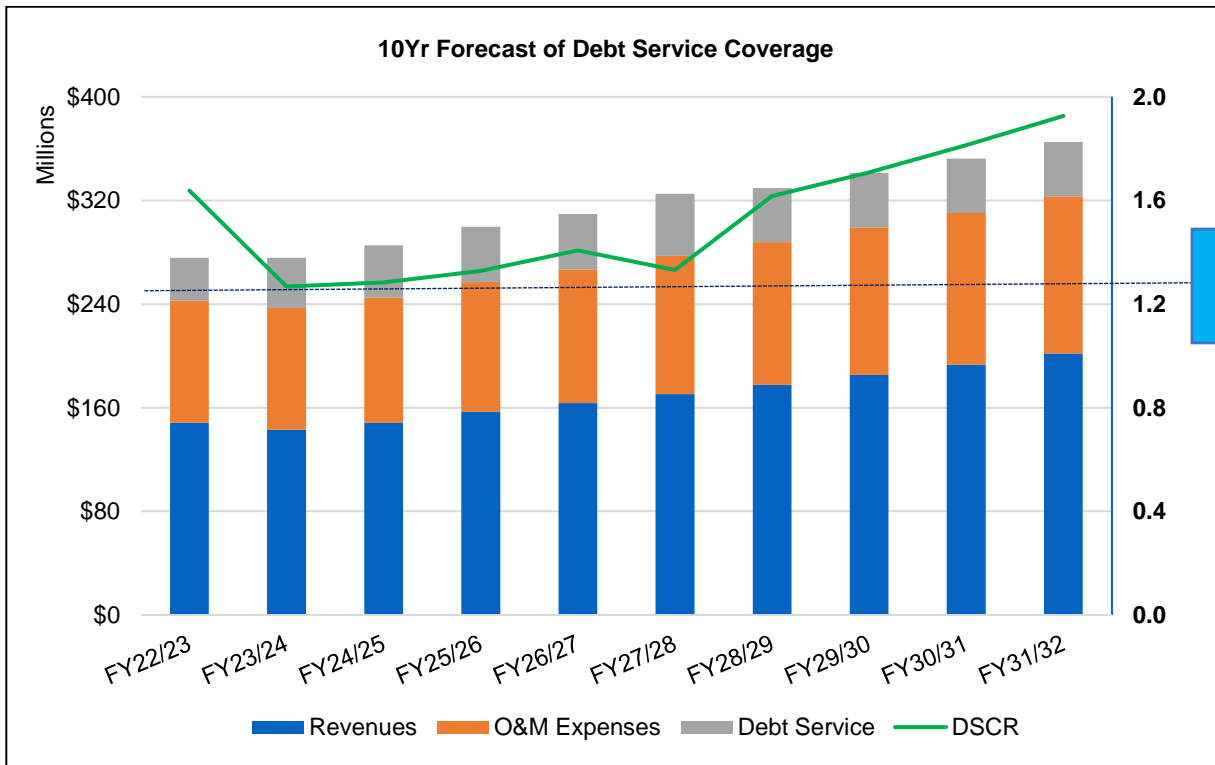
*The outstanding principal of VWD Acquisition Interfund Loan of \$63,411,661 is excluded from the outstanding principal balance.

DEBT SERVICE COVERAGE RATIO

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

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

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

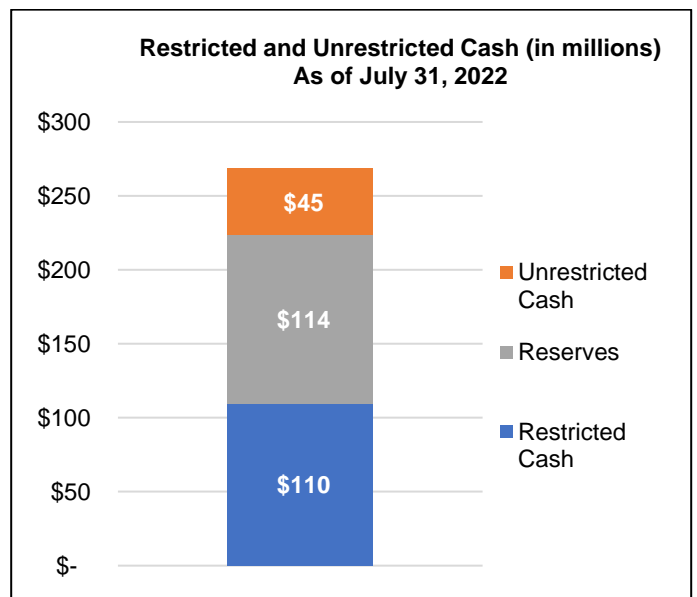


The DSCR listed above projects three (3) traditional bond financings to meet the capital needs of the Agency, estimated at \$319 million over the ten (10) year forecast. This is a forecast only and is subject to change.

CASH POSITION

As of July 31, 2022, the Agency has:

- Fully funded reserve balance of \$113,990,701 as per the agency policy, and
- Restricted cash of \$109,581,946 which includes the Facility/Retail Capacity Fee Funds, State Water Project Fund, and remaining Bond Proceeds, and
- Unrestricted cash of \$44,809,740 to meet the Agency's payment obligations such as operating expenses (including debt service), payroll expenses, insurance, CIP Pay-Go, etc.

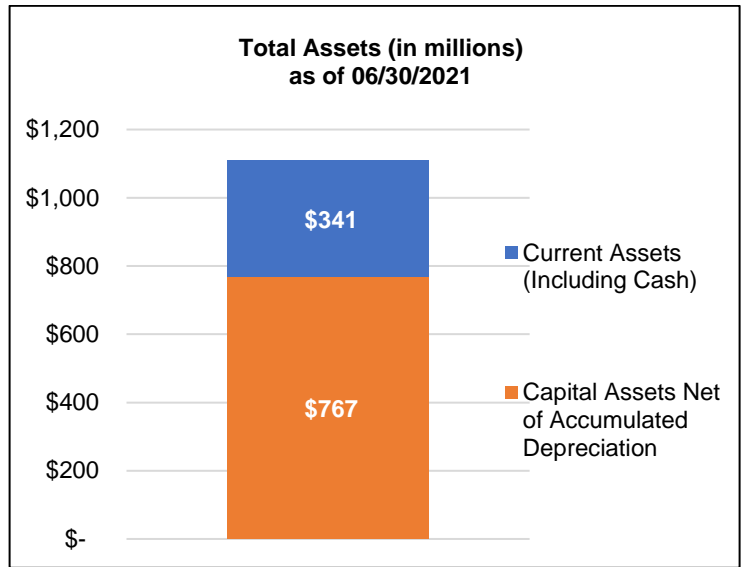


TOTAL ASSETS

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

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

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



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Ten Largest Disbursements Check Register

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SCV Water
Ten Largest Disbursements
 July 1, 2022 to July 31, 2022

No.	Date	Supplier_Name	Invoice_Description	Method	Payment_Amount
1	07-07-2022	Department of Water Resources	Monthly Variable - May 2022	CHECK	1,325,644.00
	Department of Water Resources				1,325,644.00
2	07-27-2022	Department of Water Resources	Monthly Variable - June 2022	CHECK	871,552.00
	Department of Water Resources				871,552.00
3	07-20-2022	R. C. Becker & Son, Inc.	The Old Road and Steinbeck Mainline Failure Emergency Asphalt Repair	CHECK	564,556.43
	R. C. Becker & Son, Inc.				564,556.43
4	07-27-2022	Rosedale-Rio Bravo Water Storage District	Power and O&M Charges - June 2022	SCV_ACH	265,741.33
			Power and O&M Charges - May 2022	SCV_ACH	215,367.42
	Rosedale-Rio Bravo Water Storage District				481,108.75
5	07-13-2022	Department of Water Resources	YUBA Dry Year Purchase 2022 Component 1	CHECK	359,677.50
	Department of Water Resources				359,677.50
6	07-27-2022	Association Of California Water Agencies Joint Power Insurance Authority	ACWA JPIA Property Program Renewal - July 1, 2022 - June 30, 2023	CHECK	343,646.73
	Association Of California Water Agencies Joint Power Insurance Authority				343,646.73
7	07-20-2022	GSE Construction Company Inc.	Valley Center Well PFAS Groundwater Treatment Improvements, Progress Payment through 5/31/22	CHECK	256,319.50
	GSE Construction Company Inc.				256,319.50
8	07-31-2022	So. California Edison Co.	Acct-4924 7/18/22 Statement	AUTO_DEBIT	199,736.59
	So. California Edison Co.				199,736.59
9	07-31-2022	So. California Edison Co.	Acct-2152 7/7/22 Statement	AUTO_DEBIT	390,612.34
	07-31-2023		Acct-2152 6/7/22 Statement	AUTO_DEBIT	-205,386.88
	So. California Edison Co.				185,225.46
10	07-25-2022	Evoqua Water Technologies, LLC.	Filtration Media	SCV_ACH	159,631.30
	Evoqua Water Technologies, LLC.				159,631.30

Total	4,747,098.26
Total-All Disbursements Issued During July 2022	8,615,917.36
Largest Ten Vendor Payments as Compared to Total	55%

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Director Stipends

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Director Reimbursements

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CA Govt. Code Section 53065.5

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

Annual Disclosure for Fiscal Year 22/23 AP Transactions Updated as of: 07/31/2022

P-Card (VISA) Transactions Updated as of: 7/31/22 *July PCard transactions affect Aug cash.

DIRECTORS

Date	Recipient of Reimbursement	Reason for Reimbursement	Amount
07/29/22	Cooper, William	ACWA Board Workshop, Sacramento, CA 7/28/22-7/29/22 Expenses (Lodging)	247.56
07/29/22	Cooper, William	ACWA Board Workshop, Sacramento, CA 7/28/22-7/29/22 Travel Expense (Airfare, Mileage, Parking, Ground Transportation-Taxi)	537.16
			784.72

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

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 19 Comm (Dec 12 Pending)	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm	
1	C																											
2	C																											
3	C																											
4	C																											
5	C																											
6		C	C																									
7		C	C																									
8		C	C																									
9		C	C																									

ITEM NO.
8

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

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 19 Comm (Dec 12 Pending)	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm	
10	Recommend Approval of a Revised Customer Service Policy			C	C																							
11	Recommend Approval of a Revised Debt Management Policy			C	C																							
12	Recommend Approval to Complete Letter of Interest Form for the EPA's W/IA Program			C	C																							
13	Recommend Approval of a Resolution Adjusting Employer's Contributions for CalPERS Medical Insurance			C	C																							
14	Technology Update			C																								
15	Fleet and Warehouse Update			C																								
16	Recommend Receiving and Filing of June 2022 Monthly and FY 2021/22 Fourth Quarter Financial Report			C	C																							
17	Recommend Approval of a Resolution Adopting a Revised Investment Policy - (Annually adopted via reso) (consent)					P		P																				
18	Recommend Approval of a Revised Classification Plan and Position Control					P		P																				
19	Recommend Approval of a Revised Employee Manual Policy No. 13 - Holidays					P		P																				
20	Flexible Workplace Program Policy - Status Update					P		P																				
21	Recommend Receiving and Filing of July 2022 Monthly Financial Report (consent)					P		P																				
22	Review Strategic Plan Strategy Updates - All Depts						P																					

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

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 19 Comm (Dec 12 Pending)	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm
23 Discuss Agency Retiree Medical Benefits																											
24 Review Pay-Go, Debt Projects and Future Rate Impact Scenarios									P																		
25 Recommend Approval of a Revised Debt Management Policy									P		P																
26 Recommend Receiving and Filing of August 2022 Monthly Financial Report (consent)									P		P																
27 Discuss Compensation Time Policy											P																
28 Technology Update											P																
29 Fleet and Warehouse Update											P																
30 Recommend Receiving and Filing of September 2022 Monthly and FY 2022/23 First Quarter Financial Report											P		P														
31 Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2022 (consent)														P	P												
32 Recommend Receiving and Filing of October 2022 Monthly Financial Report (consent)																	P	P									
33 Recommend Receiving and Filing of November 2022 Monthly Financial Report (consent)																	P	P									
34 Review Budget Calendar																			P								
35 FY 2022/23 Mid-Year Budget Review																			P								
36 Technology Update																			P								
37 Fleet and Warehouse Update																			P								
38 Recommend Receiving and Filing of December 2022 and FY 2022/23 Second Quarter Financial Report																			P								P

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

Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 1 Board	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 19 Comm (Dec 12 Pending)	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm	
39	Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2023/24																											
40	Review Annual List of Professional Services Contracts (consent)																											
41	Recommend Receiving and Filing of January 2023 Monthly Financial Report (consent)																											
42	Recommend Approval of a Resolution Adopting the FY 2023/24 and FY 2024/25 Biennial Budget																											
43	Recommend Receiving and Filing of February 2023 Monthly Financial Report (consent)																											
44	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2022/23 (consent)																											
45	Approve a Resolution Adopting the Appropriation Limit for FY 2023/24 (consent)																											
46	Technology Update																											
47	Fleet and Warehouse Update																											
48	Recommend Receiving and Filing of March 2022 and FY 2022/23 Third Quarter Financial Report																											
49	Recommend Receiving and Filing of April 2022 Monthly Financial Report (consent)																											