



## NOTICE AND CALL OF SPECIAL MEETING

Notice is hereby given that I the President of the Board of Directors of the Santa Clarita Valley Water Agency, have called a SPECIAL MEETING of the Agency's Board of Directors.

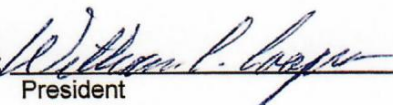
Said SPECIAL MEETING of the Board to be held on:

TUESDAY, APRIL 30, 2019 AT 6:30 PM

At

Santa Clarita Valley Water Agency  
27234 Bouquet Canyon Road  
Santa Clarita, California 91350  
Rio Vista Water Treatment Plant Board and Training Room

Enclosed with and as part of this Notice and Call is an Agenda for the meeting.

Signed:   
President

Date: 4/23/19

Posted on April 24, 2019.

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

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

**OPEN SESSION BEGINS AT 6:30 PM**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENTS** – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or prior to each item as they arise. Please complete and return a comment request form to the Agency Board Secretary. (Comments may, at the discretion of the Board’s presiding officer, be limited to three minutes for each speaker.) Members of the public wishing to comment on items covered in Closed Session before they are considered by the Board must request to make comment at the commencement of the meeting at 6:30 PM.

**4. APPROVAL OF THE AGENDA**

**5. CONSENT CALENDAR**

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5.2. *	Approve a Resolution to Enter Into a Contract With Lance, Soll & Lunghard, LLP (LSL) for Audit Services for FY 2018/19 Through FY 2020/21 With an Option for FY 2021/22 and FY 2022/23	11
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5.4. *	Approve Resolutions Establishing Banking Authority	63

**6. ACTION ITEM FOR APPROVAL**

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6.1. *	Approve a Proposed Employee Salary Adjustment for FY 2019/20	69
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- 7. **UPDATE ON CONSERVATION STRATEGIES – POWERPOINT – 25 MINUTES**
- 8. **UPDATE ON WATER QUALITY – PRESENTATION – POWERPOINT – 30 MINUTES**
- 9. **GENERAL MANAGER’S REPORT ON ACTIVITIES, PROJECTS AND PROGRAMS**
- 10. **COMMITTEE MEETING RECAP REPORTS FOR INFORMATIONAL PURPOSES ONLY** **PAGE**

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- 12. **PRESIDENT’S REPORT**

- 13. **AB 1234 WRITTEN AND VERBAL REPORTS** **PAGE**

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- 14. **DIRECTORS REPORT**

- 15. **DIRECTOR REQUESTS FOR APPROVAL FOR EVENT ATTENDANCE**

- 16. **REQUEST FOR FUTURE AGENDA ITEMS** **PAGE**

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- 17. **ADJOURNMENT**

- \* Indicates Attachment
- ◆ Indicates Handout

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

**NOTICES**

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

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

Posted on April 24, 2019.

MGS

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Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – April 16, 2019

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A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held at the Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350, at 6:30 PM on Tuesday, April 16, 2019. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes.

**DIRECTORS PRESENT:** Tom Campbell, Ed Colley, Kathy Colley, Robert DiPrimio, Jerry Gladbach (arrived at 7:00 PM), Maria Gutzeit, R. J. Kelly, Dan Mortensen and Lynne Plambeck.

**DIRECTORS ABSENT:** Dante Acosta, William Cooper and Gary Martin.

Also present: Matthew Stone, General Manager; Joseph Byrne, General Counsel; April Jacobs, Board Secretary; Steve Cole, Assistant General Manager; Eric Campbell, Chief Financial and Administrative Officer; Brian Folsom, Chief Engineer; Rochelle Patterson, Director of Finance and Administration; Dirk Marks, Director of Water Resources; Mike Alvord, Director of Operations and Maintenance; Cris Perez, Director of Tech Services; Amy Aguer, Controller; Elizabeth Ooms-Graziano, Retail Administrative Officer; Kim Grass, Senior Management Analyst; Brent Payne, Principal Engineer Distribution Design; Kathie Martin, Public Information Officer; Rene Ponce, IT Technician; Terri Bell, Administrative Assistant; and a member of the public.

Vice President Gutzeit called the meeting to order at 6:31 PM. A quorum was present.

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

Director Acosta	Absent	Director Atkins	Yes
Director Campbell	Yes	Director E. Colley	Yes
Director K. Colley	Yes	President Cooper	Absent
Director DiPrimio	Yes	Director Gladbach	Not Present
Vice President Gutzeit	Yes	Director Kelly	Yes
Vice President Martin	Absent	Director Mortensen	Yes
Director Plambeck	Yes		

Upon motion of Director E. Colley, seconded by Director K. Colley and carried, the Board approved the Consent Calendar by the following electronic votes (Item 5):

Director Acosta	Absent	Director Atkins	Yes
Director Campbell	Yes	Director E. Colley	Yes
Director K. Colley	Yes	President Cooper	Absent
Director DiPrimio	Yes	Director Gladbach	Not Present
Vice President Gutzeit	Yes	Director Kelly	Yes
Vice President Martin	Absent	Director Mortensen	Yes
Director Plambeck	Yes		

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Staff gave a presentation to the Board on the FY 2019/20 and FY 2020/21 Biennial Budget. The Board then reviewed and discussed the draft FY 2019/20 and FY 2020/21 Biennial Budget.

The Board asked for clarification on the terminology used in the Budget, such as reserves, cash, unrestricted reserves and unrestricted cash. The Board also requested that staff go back to the Finance and Administration Committee and clarify how the Facility Capacity Fees relate to the 1% Property Tax Fund. Director Campbell wanted to make sure that a forecast was included in the Budget (Item 6).

There was no President Report given (Item 7).

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**AB 1234 Reports (Item 8).**

There were no AB 1234 Reports.

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There were no Director Reports (Item 9).

There were no requests for approval for event attendance (Item 10).

Upon motion of Director E. Colley, seconded by Director Gladbach and carried, the Board went into Closed Session at 7:49 PM to discuss the items listed on the Agenda by the following electronic votes (Item 11):

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

Upon motion of Director E. Colley, seconded by Director Kelly and carried, the Board voted to come out of Closed Session at 8:08 PM by the following electronic votes (Item 11):

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

Vice President Gutzeit reconvened the Open Session at 8:08 PM.

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



Director Kelly requested that the Directors Compensation item be brought back to the Board at the April 30, 2019 special Board meeting for reconsideration (Item 13).

Upon motion of Director Mortensen, seconded by Director Gladbach and carried, the meeting was adjourned at 8:14 PM by the following electronic votes (Item 14):

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

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April Jacobs, Board Secretary

ATTEST:

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President of the Board

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## BOARD MEMORANDUM

**DATE:** April 4, 2019

**TO:** Board of Directors

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

**SUBJECT:** Approve a Resolution to Enter Into a Contract With Lance, Soll & Lunghard, LLP (LSL) for Audit Services for FY 2018/19 Through FY 2020/21 With an Option for FY 2021/22 and FY 2022/23

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### SUMMARY AND DISCUSSION

As a newly formed Agency, SCV Water is committed to best-in-class. It is practice to review our current contracts on a regular cycle, and it was determined that SCV Water's prior auditor was engaged for an extended time. Therefore, the Agency put out a Request for Proposal (RFP) on February 6, 2019 for new financial audit services.

A total of ten (10) proposals were received, with costs ranging from \$77,140 to \$150,000 for the first year, FY 2018/19, and staff narrowed the selection from 10 firms down to 3. The lowest cost proposals were eliminated due to the proposed number of hours to complete the audit, as well as those firms whose experience was not commensurate with the complexities of the Agency.

The top three firms were analyzed and rated using an Audit Proposal Evaluation Matrix (Attachment 1). The audit firm Lance, Soll, & Lunghard, LLP (LSL) earned the highest score. LSL's proposal (Attachment 2) illustrates the firm's commitment to provide quality auditing services by voluntarily adhering to higher audit standards, while proposing mid-range fees. LSL's proposal includes quotes for three years (FY 2018/19 through FY 2020/21) for a total of \$278,678, with an option to extend the contract for FY 2021/22 for \$96,631 and FY 2022/23 for \$98,565.

Staff contacted the several references provided by LSL and all provided favorable feedback.

On April 3, 2019, the Finance and Administration Committee considered staff's recommendation to approve a resolution to enter into a contract with Lance, Soll & Lunghard, LLP (LSL) for audit services for FY 2018/19 through FY 2020/21 with an option for FY 2021/22 and FY 2022/23.

### FINANCIAL CONSIDERATIONS

The total estimated cost for financial audit services for FY 2018/19 through FY 2020/21 is not to exceed \$278,678. The fees are inclusive of any out-of-pocket expenses incurred by the audit firm.

**RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve the attached resolution (Attachment 3) authorizing the General Manager to enter into a contract with Lance, Soll & Lunghard, LLP to provide audit services for FY 2018/19 through FY 2020/21, with the option to extend the contract for FY 2021/2022 and FY 2022/23.

RP

Attachments

MBS

# ATTACHMENT 1

## Audit Proposal Evaluation Matrix



The Santa Clarita Valley Water Agency (SCV Water) and its associated entities are requested proposals from qualified certified public accountant firms to audit its financial statements for the three fiscal years beginning with the fiscal year ending June 30, 2019 (FY 2018/19), with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, in addition to performing other financial audits and reviews as specified.

This tool will assist in evaluating the various proposals from CPA firms interested in performing our audit engagement. Keep in mind that low cost should not overshadow value and audit quality.

### Step 1: Grade the various criteria outlined in the proposal. Assign points based on the range recommended.

Proposal Criteria		Points	Roger	LSL	PUN
<b>Approach to Audit Quality</b>		<b>25 points max</b>			
	The proposal outlines an audit approach that is tailored based on obtaining an understanding of the organization's activities, operating systems, personnel and special needs.	0-5	5	5	5
	The proposal indicates an audit approach that is tailored based on the firm's advanced understanding of the organization.	0-5	4	4	4
	The proposal outlines the firm's processes for ensuring an efficient and effective audit process.	0-5	5	5	5
	The proposal showcases the firm's commitment to providing quality audit services by voluntarily adhering to higher standards of audit quality, i.e. sharing their current unqualified peer review report resulting from the American Institute of CPAs external peer review process.	0-5	5	5	5
	The proposal states that the audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller of the United States.	0-5	5	5	5
<b>Team Knowledge and Experience</b>		<b>25 points max</b>			
	The proposal highlights the firm's commitment to professional training and staff continuity.	0-5	5	5	5
	The proposal outlines qualifications, industry experience, licenses and strengths for all partners.	0-5	5	5	4
	The proposal specifies the strengths of assigned team members as well as their years of prior experience in the particular industry and type of engagement.	0-5	4	5	4
	The proposal provides the firm's background, client base, licensing information and years in business.	0-5	5	5	5
	The proposal should identify relevant experience in performing audits for other government agencies and specify that the firm has the applicable expertise/specialty to perform the audit.	0-5	4	4.5	4
<b>Unique Qualifications</b>		<b>5 points max</b>			
	The proposal conveys a positive and confident feeling derived from the firm's business beliefs, communication practices and unique qualifications of which lays the foundation for a trusted relationship.	0-5	5	5	5
<b>Value Added Services</b>		<b>10 points max</b>			
	The proposal provides a listing of additional value added services the firm provides beyond the audit engagement. (e.g. proactively monitor and communicate topics relevant to financial and business operations all year long that may impact future success)	0-5	4	4.5	5
	It is evident that the firm understands our business and our challenges. The firm is committed to being our business advisor, beyond the audit engagement	0-5	3	3	4
<b>Scope and Pricing of the Engagement</b>		<b>35 points max</b>			
	The proposal clearly provides a framework for the scope, timing, steps and resources to complete the engagement.	0-5	5	5	5
	The proposal specifies the price for the engagement and how it will be billed.	0-5	5	5	5
	The proposal specifies level of staff and number of hours to be assigned.	0-5	5	5	5
	The proposal specifies the approach to be taken to gain and document an understanding of SCV Water's internal control structure	0-5	5	5	5
	The proposal addresses the ability to meet our deadlines	0-5	5	5	5
	The proposal addresses all items requested by us whether verbally or in the RFP	0-5	5	5	5
	The proposed fee is reasonable based on the experience, unique value and knowledge the firm brings to the engagement.	0-5	4.5	4.5	4
<b>Total Points</b>		<b>100</b>	<b>93.5</b>	<b>95.5</b>	<b>94</b>

### Step 2: Based on the above grading, document your decision to award the engagement to the proposal with the highest points.

The committee of Eric Campbell, Chief Financial and Administrative Officer; Rochelle Patterson, Director of Finance and Administration; and, Amy Aguer, Controller recommend LSL as the lowest responsive bidder.

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## ATTACHMENT 2



### PREPARED BY:

Lance, Soll & Lunghard, LLP  
Certified Public Accountants  
203 N. Brea Blvd., Suite 203  
Brea, CA 92821  
(714) 672-0022

Cost Proposal Presented to

# SANTA CLARITA VALLEY WATER AGENCY

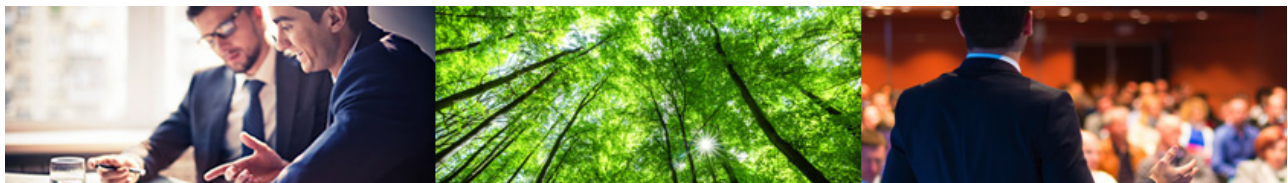
REQUEST FOR PROPOSAL  
AUDIT SERVICES  
RFP 1819-AS-10587

### CONTACT PERSON:

Bryan S. Gruber, CPA, Partner  
[Bryan.Gruber@lslcpas.com](mailto:Bryan.Gruber@lslcpas.com)  
(714) 672-0022

February 28, 2019

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**LANCE, SOLL, & LUNGHARD, LLP**

**COST PROPOSAL**

**Schedule of Professional Fees and Expenses**

SERVICE	2018/19	2019/20	2020/21	Option Year 2021/2022	Option Year 2022/23
<b>SCV Water*</b>	\$ 76,490	\$ 78,020	\$ 79,580	\$ 81,172	\$ 82,795
<b>Devil's Den</b>	\$ 2,665	\$ 2,718	\$ 2,772	\$ 2,827	\$ 2,884
<b>Upper SCVJPA</b>	\$ 2,665	\$ 2,718	\$ 2,772	\$ 2,827	\$ 2,884
<b>GSA</b>	\$ 2,665	\$ 2,718	\$ 2,772	\$ 2,827	\$ 2,884
<b>GANN Limit AUP</b>	\$ 595	\$ 607	\$ 619	\$ 631	\$ 644
<b>State Controller Reports</b>	\$ 2,490	\$ 2,540	\$ 2,591	\$ 2,643	\$ 2,696
<b>Single Audit (if applicable)**</b>	\$ 3,490	\$ 3,560	\$ 3,631	\$ 3,704	\$ 3,778
<b>Total All Inclusive Maximum Price</b>	<b>\$ 91,060</b>	<b>\$ 92,881</b>	<b>\$ 94,737</b>	<b>\$ 96,631</b>	<b>\$ 98,565</b>

\*SCV Water includes Regional Division (wholesale), Newhall Water Division, Santa Clarita Water Division and Valencia Water Division (retail)

\*\*Price includes one major program. Each additional program is \$1,500.

**Auditor's Standard Billing Rates**

POSITION	2018/19	2019/20	2020/21	Option Year 2021/2022	Option Year 2022/23
<b>Partner</b>	\$ 280	\$ 286	\$ 292	\$ 298	\$ 304
<b>Manager</b>	\$ 170	\$ 173	\$ 176	\$ 180	\$ 184
<b>Supervisor</b>	\$ 150	\$ 153	\$ 156	\$ 159	\$ 162
<b>Senior Accountant</b>	\$ 125	\$ 128	\$ 131	\$ 134	\$ 137
<b>Staff Accountant</b>	\$ 100	\$ 102	\$ 104	\$ 106	\$ 108
<b>Clerical</b>	\$ 60	\$ 61	\$ 62	\$ 63	\$ 64

**Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

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**PREPARED BY:**

Lance, Soll & Lunghard, LLP  
Certified Public Accountants  
203 N. Brea Blvd., Suite 203  
Brea, CA 92821  
(714) 672-0022

Proposal Presented to

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**SANTA CLARITA VALLEY  
WATER AGENCY**

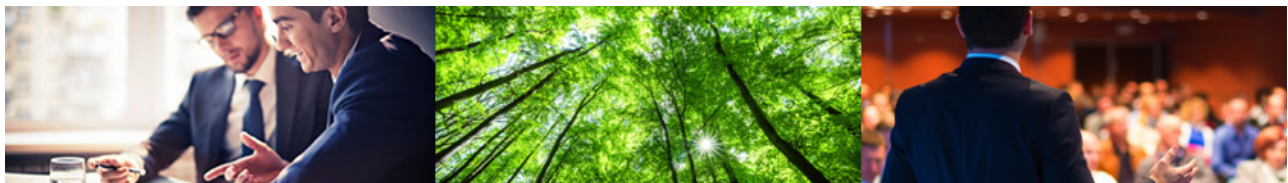
**REQUEST FOR PROPOSAL  
AUDIT SERVICES  
RFP 1819-AS-10587**

**CONTACT PERSON:**

Bryan S. Gruber, CPA, Partner  
[Bryan.Gruber@lslcpas.com](mailto:Bryan.Gruber@lslcpas.com)  
(714) 672-0022

**February 28, 2019**

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## TRANSMITTAL LETTER

February 28, 2019

Santa Clarita Valley Water Agency  
Attention: Rochelle Patterson  
Director of Finance and Administration  
27234 Bouquet Canyon Road  
Santa Clarita, CA 91350

**LANCE, SOLL & LUNGHARD, LLP (LSL)** is pleased to respond to your request for proposal for audit services. As a leader in the field of governmental accounting and auditing, we appreciate this opportunity to present our professional qualifications. Because of our extensive California District government experience, excellence and determination to retain the brightest talent, we hope you find that LSL is the most qualified accounting firm to provide professional audit services to the Santa Clarita Valley Water Agency (SCV Water).

### ANNUAL SERVICES

The Santa Clarita Valley Water Agency (SCV Water) will receive the following for three fiscal years beginning with the fiscal year ending June 30, 2019, with the option for each of the two (2) subsequent fiscal years:

- Perform an audit of all funds of SCV Water and other entities. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. **SCV Water's Comprehensive Annual Financial Report (CAFR) will be prepared and word processed by LSL.** The CAFR will be in full compliance with all GASB statements. LSL will render their auditors' report on the basic financial statements which will include and Fund Financial Statements. LSL will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of SCV Water. The CAFR will be submitted GFOA to obtain the Certificate of Achievement for Excellence in Financial Reporting.
- Perform the Single Audit (if applicable) on the expenditures of federal grants in accordance with OMB Super Circular and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of SCV Water's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards. The single audit report will include an appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required.
- Review or perform agreed-upon auditing procedures pertaining to SCV Water's GANN Limit (Appropriations Limit) and render a report annually to SCV Water regarding compliance.
- Issue a separate management letter that includes recommendations and disclosures of material and non-material weakness for improvements in SCV Water's financial operations.



- Issue a separate report on internal controls over compliance and other matters based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
- Issue reports to and communication with those charged with governance, as required by auditing standards.
- Annually prepare and submit the State Controller's Report for SCV Water and related entities.
- Perform an analysis of the swap valuation in compliance with GASB Statement No. 53.
- Issue any other reports that may become required as a result of a change in accounting standards or new pronouncements that become effective during the term of the engagement.

We are committed to providing the services discussed above in accordance with the timetable specified in your request for proposal. This proposal is a firm and irrevocable offer for a minimum of 90 days. We agree to use and comply with the terms and conditions of SCV Water's standard Professional Services Agreement as provided in Attachment 2 of the RFP. For purposes of this proposal, Bryan S. Gruber, CPA, Partner, is authorized to make representations for our firm. I can be reached at the address below or by phone at (714) 672-0022, or through email at [Bryan.Gruber@lslcpas.com](mailto:Bryan.Gruber@lslcpas.com).

Bryan S. Gruber, CPA  
Engagement Partner  
203 N. Brea Blvd., Suite 203  
Brea, California 92821





## **ADDITIONAL BENEFITS TO WORKING WITH LSL**

In today's environment, keeping up with the numerous accounting and regulatory changes can seem unmanageable. Finance departments are facing more complexity, risk, and change than ever before, and with less resources. As the industry continues to evolve, a strategic relationship with LSL, can help you better manage these changes and better understand the industries best management practices.

### **1) Annual Governmental Accounting Update**

Annually, we hold a half day seminar providing an update to new accounting and regulatory standards impacting local governments. The goal is to provide useful relevant information that impacts your organization.

### **2) Annual Onsite Client Specific Training**

Tailored training for your organization on topics that are most relevant and needed for you and your team. Topics may include fraud risk management, internal controls, accounting pronouncements, governmental accounting, and CAFR preparation.

### **3) Focused Topic Specific Webinars and Ongoing News & Alerts**

Important topics effecting local governments sometimes need more attention and explanation. In addition to our annual update, our webinars and news offer a short focused approach to these critical areas.

### **4) Meetings with Councils & Committees**

We believe communication is the key to a successful relationship and offer two annual meetings with your Board of Directors or Committees. Both meetings encourage dialogue between LSL and Board of Directors during the preliminary and concluding segments of the audit.

### **5) Best Practices**

Best practices for government agencies include the consideration of changing auditors at least every 5 years through and RFP process. Change can ensure independence and objectivity. At LSL we understand that changing auditors can be challenging. This often requires a broad learning curve resulting in unmet expectations. LSL takes pride in open and consistent communication to seamlessly transition a new client and close the expectations gap. We bring the tough issues to the discussion table immediately in order to eliminate the element of surprise



### LICENSE TO PRACTICE IN CALIFORNIA

LSL is a limited liability partnership and is not a wholly owned subsidiary of a parent company. LSL is a public accounting firm licensed by the State of California, Department of Consumer Affairs, as a Public Accounting Partnership. As a firm, we are members of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. All key staff to be assigned to this engagement are or will be licensed by the State of California to practice as Certified Public Accountants.

### INDEPENDENCE

We meet the independence requirements as defined by *Government Auditing Standards* for the Santa Clarita Valley Water Agency and the other entities. Our partners do not own any other business organization that has in the past, or will in the future, be providing services, supplies, materials or equipment to the Santa Clarita Valley Water Agency. We haven't had any professional relationship with SCV Water, any of its agencies or component units within the past five years. LSL will provide written notice of any reportable professional relationship entered into during the period of the proposed agreement.

### FIRM QUALIFICATIONS AND EXPERIENCE

#### SIZE OF THE FIRM

Our firm has approximately 110 employees including 18 partners and professional staff. Governmental staff consists of four partners, two senior managers, four managers, five supervisors, and ten seniors. All professional staff assigned to the proposed engagement work on a full-time basis.

#### LOCATION OF OFFICES

The audit for the Santa Clarita Valley Water Agency will be staffed from our local Brea office which is open during regular business hours. LSL has two other offices in Sacramento and Santa Ana, California. LSL is a full service accounting firm that provides audit, tax, accounting/bookkeeping and consulting services to a wide array of clients in the government and commercial industries.

### GFOA AWARD PROGRAM

We prepare the financial statements and footnote disclosures for most of our clients that have received the GFOA award. All of our governmental partners, managers and seniors have been closely involved in the preparation of these reports.

### NUMBER OF PROFESSIONAL STAFF TO BE EMPLOYED ON THE ENGAGEMENT

The personnel assigned to this engagement will include an engagement partner (field partner), a concurring partner (quality control), audit senior manager (technical manager), audit manager (field manager), and a senior in-charge and two to three additional staff. All professional staff assigned to the proposed engagement work on a full-time basis.

### EXTERNAL QUALITY CONTROL REVIEWS

We have participated in the peer review program since its inception. The most recent peer reviews was conducted by Sikich. All peer reviews covered governmental engagements. Our most recent peer review is included on page 6.

### DESK REVIEWS/DISCIPLINARY ACTION

**There have been no disciplinary actions against our organization since its inception.** All our Single Audit reports are desk reviewed either by the Federal cognizant agency or the State Controller's Office acting as the Oversight Agency. We have never had a report rejected by any of these agencies. In fact, we are highly regarded and recognized by the staff of the State Controller's Office for top quality reports.



CPAs AND ADVISORS

**LSL LISTING OF CURRENT GOVERNMENT AUDIT CLIENTS**

Client	Contact Person	Service Code	Year	Telephone
Agoura Hills	Ms. C. Pinuelas, Finance Manager	F	5	818-597-7319
American Water Works Association	Ms. S. Ramakrishnan, Asst. Exec. Director	F	5	909-291-2114
Banning	Ms. R. Clayton, Deputy City Manager	F, S	18	951-922-3148
Big Bear Lake	Ms. K. Ent, Director of Admin. Services	F, S	19	909-866-5831
Burbank	Ms. C. L. Giraldo, Financial Services Dir	I	6	818-238-5487
* Camarillo	Ms. G. Wilson, Finance Director	F, S	2	805-388-5320
Canyon Lake	Mr. T. Shea, Finance Director	F	21	909-244-2955
* Cathedral City	Mr. K Biersack, Fiscal Officer	F, S	7	760-770-0378
* Chino Hills	Ms. C. Buhagiar, Finance Director	F, S	19	909-364-2600
* Chula Vista	Mr. D. Bilby, Director of Finance	F, S	5	619-691-5250
Coachella Valley Association of Governments	Mr. G. Leong, Director of Administrative Services	F	3	760-346-1127
* Coachella Valley Water District	Ms. K. Godbey, Finance Director	F, S, U	5	760-398-2661
Community Development Commission of the County of Los Angeles	Ms. K. Telford, Finance Director	F, S	2	626-586-1890
* Corona	Ms. K. Eden, Finance Director	F, S, U	6	951-736-2315
Covered California	Ms. D. Mejia, CFO	F, S	2	916-228-8223
* Cypress	Ms. D. Mullally, Asst. Finance Director	F, S	2	714-229-6700
* Diamond Bar	Ms. D. Honeywell, Finance Director	F, S	6	909-839-7051
Dinuba	Ms. M. Moreno, Admin. Services Director	F	2	559-591-5900
Dixon	Ms. J. Michaels-Aguilar, Finance Director	F, S	3	707-678-7000 x108
* Downey	Mr. A. Gandhi, Finance Director	F, S	4	562-904-7265
* Emeryville	Ms. S. Hsieh, Finance Director	F, S	13	510-596-4352
* Fullerton	Ms. K. Saldana, Fiscal Services Manager	F, S	6	714-738-3133
Galt	Ms. V. Whittenburg, Accounting Manager	F	1	209-366-7150
Georgetown Divide Public Utility District	Ms. C. Cross, Management Analyst	F	1	530-333-4356
Grand Terrace	Ms. C. Fortune, Finance Director	F	4	909-824-6621
Greater Los Angeles Vector Control	Mr. T. Dever, District Manager	F	7	562-758-6501
* Indio	Mr. Rob Rockwell, Assistant City Manager/Director of Finance	F, S	3	760-391-4029
* Inland Empire Utilities Agency	Ms. Christina Valencia, Chief Financial Officer	F, S, U	3	909-993-1600
Imperial Beach	Ms. E. Cortez, Deputy City Manager	F	13	619-423-8617
Inglewood	Ms. S. Koike, Assistant Finance Director	F, S	2	310-412-8724
* Irwindale	Ms. E. Carreon, Finance Director	F	21	626-430-2221
* Lake Elsinore	Ms. Shannon Buckley, Finance Manager	F, S	2	951-674-3124
Lawndale	Mr. K. Louie, Director of Finance/City Treasurer	F	3	310-973-3246
* Live Oak	Mr. J. Aguilar, Finance Director	F, S	2	530-695-2112
Los Alamitos	Ms. ML Valdez, Administrative Director/Treasurer	F	3	562-431-3538 x222
* Malibu	Ms. R. Feldman, Finance Director	F	13	310-456-2489
* Manhattan Beach	Mr. S. Charelian, Finance Director	F	15	310-802-5553
* Monrovia	Mr. B. Bullis, Director of Admin. Services	F, S	16	626-932-5510
Monterey One Water	Ms. T. Hannah, Chief Financial Officer	F, U	4	831-645-4623
Moorpark	Mr. R. Ahlers, Finance Director	F, S	1	805-517-6249
* Oceanside	Ms. J. McPherson, Finance Director	F, S	8	760-435-3839
Ontario International Airport	Mr. N. Bottini, Finance Director	F, S	2	714-595-3619
* Palm Desert	Mr. J. Espinoza, Asst. Finance Director	F	2	760-346-0611
* Palm Springs	Mrs. M. Pendleton, Acting Finance Director	F, S	7	760-323-8229
* Pasadena	Mr. R. Ridley, Controller	F, S, U	3	626-744-7497
* Rancho Cucamonga	Ms. T. Layne, Finance Officer	F, S, U	39	909-989-1851
* Redondo Beach	Ms. M. Ruhland, Assistant Finance Director	F, S	2	310-318-0683
Rolling Hills	Mr. T. Shea, Finance Director	F	11	310-377-1521
Rosemead	Ms. P. Lieu, Finance Director	F, S	1	626-569-2146
San Clemente	Mr. J. Rahn, Finance Director	F	1	949-361-8360
San Dimas	Mr. M. O'Brien, Finance Director	F, S	56	909-394-6200
San Marino	Mr. Josh Betta, Finance Director	F	24	626-300-0700
* Santa Barbara	Mr. B. Samario, Finance Director	F, S	6	805-897-1978
* Santa Fe Springs	Mr. T. Hickey, Director of Finance and Administrative Services	F, S	3	562-409-7522
* Santa Monica	Ms. G. Decavalles-Hughes, Finance Director	F, S	3	310-458-8281
Six Basins Watermaster	Mr. L. Stahhoefer, Controller	F	6	949-420-3030
* Three Valleys Water District	Mr. J. Linthicum, CFO	F, U	9	909-621-5568
* Union Sanitary District	Ms. L. Brenner, FS Coach	F, U	2	510-477-7647

**Service Codes:**

- F - Financial Audit
- S - Single Audit
- I - Internal Audit
- U - Utility Agency

\* - Participated in the GFOA Award Programs and has received or anticipates receiving outstanding awards



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Akron, OH 44313

330.864-6661 // [www.sikich.com](http://www.sikich.com)  
Certified Public Accountants & Advisors  
Members of American Institute of Certified Public Accountants

## SYSTEM REVIEW REPORT

October 26, 2016

To the Partners of Lance, Soll & Lunghard, LLP  
and the Peer Review Committee of the California Society of CPA's:

We have reviewed the system of quality control for the accounting and auditing practice of Lance, Soll & Lunghard, LLP (the Firm) in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Lance, Soll & Lunghard, LLP in effect for the year ended May 31, 2016 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lance, Soll & Lunghard, LLP has received a peer review rating of *pass*.

*Sikich LLP*



Bryan S. Gruber, CPA  
Engagement Partner



Deborah A. Harper, CPA  
Quality Assurance Partner



Brandon T. Young, CPA  
Assurance Senior Manager



Jocelyn Esparza, CPA  
Assurance Manager (Field Manager)

## ENGAGEMENT PARTNER, MANAGER/SUPERVISOR AND STAFF QUALIFICATIONS AND EXPERIENCE

### KEY PERSONNEL AND RESPECTIVE RESPONSIBILITIES

The individuals assigned have experience in performing the tasks for which they are responsible, as well as familiarity with all municipal accounting operations. In addition, each has developed extensive skills in a variety of other complementary subjects through their work with clients in other industries. Thus, the experience gained on previous assignments can be applied and tailored to the unique needs of your organization. **LSL will not be subcontracting any portion of the audits of the Santa Clarita Valley Water Agency.**

The partners at LSL are routinely an integral part of the audit process and will be overseeing and supervising staff personnel in the field. Resumes of the key personnel assigned are included on the following pages and list their governmental auditing experience, applicable continuing professional education for the past three years, and memberships in professional organizations relevant to the performance of the audit of the Santa Clarita Valley Water Agency. Any changes in personnel at the in-charge level or above will be approved by the Santa Clarita Valley Water Agency. LSL's philosophy is to provide **quality audit services with minimal disruption to SCV Water staff.** Our focused efforts to obtain and retain quality staff have further enabled us to provide high level of services to our clients.

### CONTINUING EDUCATION

As a firm policy, all professional government staff meet the requirement of 40 hours of continuing education every year, with at least 24 hours in governmental accounting and auditing in a two-year period. Our educational programs include training from CalCPA, AICPA, Government Audit Quality Center, and GFOA.



**BRYAN S. GRUBER, CPA**  
ENGAGEMENT PARTNER

### ACHIEVEMENTS

Bryan has made numerous presentations for CSMFO on current accounting and auditing material. He also currently serves as a technical reviewer for the Government Finance Officers Association (GFOA). Bryan has been involved with teaching current audit and accounting related material at Lance, Soll & Lunghard, LLP's in-house training seminars. He serves as firm IT Specialist for his involvement in IT related controls, data mining and analysis, and auditing software.

### LICENSE

Certified Public Accountant - California 2008

### CONTINUING EDUCATION

Total hours were 132 in last three years of which **74 were in governmental accounting and auditing subjects**. Bryan has met the Governmental Auditing Standards requirement for governmental CPE.

### MEMBERSHIPS

California Society of Certified Public Accountants (CalCPA)  
American Institute of Certified Public Accountants (AICPA)  
California Society of Municipal Finance Officers, Associate Member (CSMFO)  
Government Finance Officers Association, Associate Member (GFOA)  
Association of Local Government Auditors

### EXPERIENCE

Over fifteen years of experience in governmental audits including CAFR audits, component-unit audits and Single Audits. Bryan has also made numerous presentations to City Councils, Boards of Directors and Audit Committees. He has been involved in the following municipal engagements:



**Bryan S. Gruber, CPA, Partner (Continued)**

City of Agoura Hills  
City of Cathedral City  
City of Burbank  
San Diego County Water Authority  
City of Emeryville  
City of Santa Barbara  
City of Moorpark  
Monterey One Water

Orange County Water District  
Three Valleys Municipal Water District  
City of Oceanside  
City of Palm Springs  
Orange County Fire Authority  
City of Solana Beach  
Union Sanitary District  
City of Vista  
Ontario International Airport

This work entailed:

- The preparation of the Comprehensive Annual Financial Report for those entities involved in the award programs of the Government Finance Officers Association of the United States and Canada.
- Review the audit of these entities provide and technical assistance throughout the year to provide the most up to date information with current GASB pronouncement.
- Present the overall audit results to audit committees or other Board Members.

**EDUCATION**

Bachelor of Arts Degree in Business Administration with an emphasis in Accounting –  
California State University, Fullerton 2004



**DEBORAH A. HARPER, CPA**  
**QUALITY ASSURANCE PARTNER**

### ACHIEVEMENTS

Deborah was accepted as a 2015 and 2016 **executive committee member of the AICPA Government Audit Quality Center**, which is a national division for governments. As an executive board member, Deborah participates in the development, review, and first-hand discussion of new standards and guidance published in the AICPA Audit Guides which is provided to audit firms across the country.

In 2017, Deborah also accepted participation in the **GASB Research Note Disclosure Reexamination Roundtable**.

Deborah leads the Lance, Soll & Lunghard, LLP training program and serves as the firm Learning Director.

### LICENSE

Certified Public Accountant - California 2005

### CONTINUING EDUCATION

Total hours were 132 in last three years of which **68 were in governmental accounting and auditing subjects**. Deborah has met the Governmental Auditing Standards requirement for governmental CPE.

### MEMBERSHIPS

California Society of Certified Public Accountants (CalCPA)  
American Institute of Certified Public Accountants (AICPA)  
California Society of Municipal Finance Officers, Associate Member (CSMFO)  
Government Finance Officers Association, Associate Member (GFOA)  
Governmental Accounting and Auditing Committee  
AICPA Government Audit Quality Center





**Deborah A. Harper, CPA, Partner (Continued)**

**EXPERIENCE**

Over eighteen years of experience in governmental audits. During her time with the firm, Deborah has performed all phases of our government audits and made numerous presentations to Boards of Directors and Audit Committees.

She has been involved on the following similar engagements:

- |                                 |                       |
|---------------------------------|-----------------------|
| Cucamonga Valley Water District | City of Glendora      |
| Coachella Valley Water District | City of Simi Valley   |
| Inland Empire Utilities Agency  | City of Thousand Oaks |
| City of Irvine                  | City of Corona        |
| City of Aliso Viejo             | City of Diamond Bar   |
| City of Laguna Niguel           | City of Banning       |
| City of Monrovia                | City of Claremont     |
| City of Orange                  | City of Brea          |
| City of Seal Beach              | City of Fullerton     |
| City of Chino Hills             |                       |

This work entailed:

- The preparation of the Comprehensive Annual Financial Report for those entities involved in the award programs of the California Society of Municipal Finance Officers and the Government Finance Officers Association of the United States and Canada.
- Review the audit of these entities and provide technical assistance throughout the year to deliver the most up to date information with current GASB pronouncement.
- Present the overall audit results to audit committees or other Board Members.

**EDUCATION**

Bachelor of Arts Degree in Business Administration with an emphasis in Accounting – California State University, Fullerton 2000



**BRANDON T. YOUNG, CPA**  
**ASSURANCE SENIOR MANAGER**

**LICENSE**

Certified Public Accountant - California 2014

**CONTINUING EDUCATION**

Total hours were 125 in last three years of which **74 were in governmental accounting and auditing subjects**. Brandon has met the Governmental Auditing Standards requirement for governmental CPE.

**MEMBERSHIPS**

- California Society of Certified Public Accountants (CalCPA)
- American Institute of Certified Public Accountants (AICPA)
- CalCPA State Governmental Accounting & Auditing Committee (GAA)
- California Society of Municipal Finance Officers (CSMFO)

**EXPERIENCE**

Brandon has quickly become a leader in our government department in his 7+ years with the firm. Brandon has performed and managed all phases of our government audits, including cities, special districts, CAFR audits, successor agency audits and Single Audits, as well as REAC Submissions and Reporting. He is also very involved in the firm training and mentorship program. He has been involved in the following governmental engagements:

- |                          |  |
|--------------------------|--|
| City of Chula Vista      | City of Santa Barbara                  |
| City of Emeryville       | City of Yorba Linda                    |
| City of Coronado         | City of Manhattan Beach                |
| City of Rancho Cucamonga | City of Orange                         |
| City of Santa Monica     | Cucamonga Valley Water District        |
| City of Dixon            | Orange County Water District           |
| City of Santa Fe Springs | San Diego County Water Authority       |
| City of Irvine           | Coachella Valley Water District        |
| City of Pasadena         | Inland Empire Utilities Agency         |
| City of Laguna Niguel    | Union Sanitary District                |
| City of Galt             | Three Valleys Municipal Water District |
| City of Indian Wells     | Orange County Fire Authority           |
| City of Brea             | Covered California                     |

**EDUCATION**

Bachelor of Arts Degree in Accounting – Magna Cum Laude – Vanguard University, 2012



**JOCELYN ESPARZA, CPA**  
ASSURANCE MANAGER (Field Manager)

### LICENSE

Certified Public Accountant – California 2017

### CONTINUING EDUCATION

Total hours were 132 in last three years of which **82 were in governmental accounting and auditing subjects**. Jocelyn has met the Governmental Auditing Standards requirement for governmental CPE.

### EXPERIENCE

Jocelyn has progressed in an outstanding manner. During her time with the firm, Jocelyn has performed all phases of our government audits, including water districts, other special districts, CAFR audits, successor agency audits and Single Audits. She has been involved in the following municipal engagements:

City of Pomona  
City of Dixon  
City of Thousand Oaks  
City of Downey  
City of Cathedral City  
City of Live Oak  
City of Santa Fe Springs  
City of Pasadena  
City of Bell  
City of Malibu  
City of Brea  
City of Rolling Hills  
City of Duarte  
City of Emeryville

City of Inglewood  
City of San Dimas  
City of Diamond Bar  
City of Manhattan Beach  
Cucamonga Valley Water District  
Monterey Regional Water Pollution Control Agency  
Coachella Valley Water District  
San Juan Water District  
Three Valleys Municipal Water District  
Union Sanitary District  
Covered California

### EDUCATION

Bachelor of Arts Degree in Business Administration, Concentrations in Accounting & Information Systems – California State University, Fullerton, 2013



CPAs AND ADVISORS

## **SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES**

Our activities overall cover auditing and attestation, business advisory, taxes and planning, and accounting and financial services. **Approximately 30% of our practice deals with the government sector** and related services. Generally, our government sector services break down into the following major classifications: compliance, performance, strategic planning and tax services.

**Orange County Water District** - Audit of Comprehensive Annual Financial Report (CAFR) which receives the GFOA award in addition to variance compliance and single audits. These services have been provided for over 6 years from the Brea office. Last audit performed was for June 30, 2016. Engagement partner was: Mr. Bryan S. Gruber

**Audit Firm:** Lance, Soll & Lunghard LLP

**Contact person:** Mr. Randy Fick, Chief Financial Officer

**Phone:** (714) 378-3271

**Email:** [rfick@ocwd.com](mailto:rfick@ocwd.com)

**Three Valleys Municipal Water District** - Audit of Comprehensive Annual Financial Report (CAFR) which receives the GFOA award. These services have been provided for over 8 years from the Brea office. Last audit performed was for June 30, 2018. Engagement partner is: Mr. Bryan S. Gruber

**Audit Firm:** Lance, Soll & Lunghard LLP

**Contact person:** Mr. James Linthicum, CPA, CFO

**Phone:** (909) 621-5568

**Email:** [jlinthicum@TVMWD.com](mailto:jlinthicum@TVMWD.com)

**Inland Empire Utilities Agency** - Audit of a Comprehensive Annual Financial Report (CAFR) which receives the GFOA award in addition to a single audit. These services have been provided for over 6 years from the Brea office. Last audit performed was for June 30, 2018. Engagement partner is: Ms. Deborah A. Harper

**Audit Firm:** Lance, Soll & Lunghard LLP

**Contact person:** Ms. Christina Valencia, Chief Financial Officer

**Phone:** (909) 993-1600

**Email:** [cvalencia@ieua.org](mailto:cvalencia@ieua.org)

**Coachella Valley Water District** - Audit of Comprehensive Annual Financial Report (CAFR) which receives the GFOA award in addition to variance compliance and single audits. These services have been provided for over 6 years from the Brea office. Last audit performed was for June 30, 2018. Engagement partner was: Ms. Deborah A. Harper

**Audit Firm:** Lance, Soll & Lunghard LLP

**Contact person:** Mr. Geoffrey Kiehl, Finance Director

**Phone:** (760) 398-2661

**Email:** [GKiehl@cvwd.org](mailto:GKiehl@cvwd.org)

**Union Sanitary District** - Audit of Comprehensive Annual Financial Report (CAFR) which receives the GFOA award. These services have been provided for one year from the Sacramento office. Last audit performed was for June 30, 2018. Engagement partner is: Mr. Bryan S. Gruber

**Audit Firm:** Lance, Soll & Lunghard LLP

**Contact person:** Ms. Laurie Brenner, Chief Financial Officer

**Phone:** (510) 477-7647

**Email:** [lauireb@unionsanitary.ca.gov](mailto:lauireb@unionsanitary.ca.gov)

## SPECIFIC AUDIT APPROACH

### PROPOSED SEGMENTATION OF THE ENGAGEMENT

The services will be divided into three segments.

#### ***Segment 1 - Planning and Obtaining an Understanding:***

LSL will provide an annual audit communication letter, engagement letter, and Government Audit Quality Center Information letter. The audit communication letter is to be provided to the Governing Board. In addition, this can be communicated orally to the Governing Board or sub-committee, if requested. This communication will discuss the planning stages, the responsibilities of the Governing Board, Auditors, and Management, and provide an opportunity for communication with us as the auditors.

LSL's audit team will meet prior to our initial on-site visit to brainstorm and discuss economic conditions, industry elements, and new standards that will affect the Santa Clarita Valley Water Agency. A trial balance is requested for our planning meeting to assist the LSL team in obtaining knowledge and preparing expectations for the audit year. We will compile a list of "Prepared by Client" ("PBC") items based on our review of prior year financial statements and information gathered. This will be provided to the Santa Clarita Valley Water Agency one month prior to our visit or earlier if requested. We operate on a paperless software system and provide a secured cloud-based portal for all clients. The Santa Clarita Valley Water Agency will have its own folder which can be customized to organize, and upload requested schedules, support documents, etc.

#### ***Segment 2 - Financial Audit Testing:***

Based on the information gathered each year thus far, we will utilize a customized audit program based on the risk assessment developed during our assessment of the Agency's internal controls and government auditing standards. The primary benefit of a tailored program is a focused set of procedures to address relevant areas. We believe that this approach will be the most effective and efficient by linking financial statement assertions, audit objectives, and procedures that are basic to most governmental audit engagements and critical to the compliance with other material laws and regulations. We will annually compile another customized "Prepared by Client" (PBC) list for the year-end on-site visit provide at least one month prior or earlier if requested. We will request a trial balance for our analytical review to be provided one week prior to our arrival. Yearend fieldwork will include testing of the balance sheet, revenue and expenditures accounts, confirmation of selected balances, analytical procedures, evaluation of the internal controls and preparation of reports and letters.

#### ***Segment 3 - Conclusion:***

Based on our year-end exit meeting we will schedule a plan to finalize the CAFR in the timetable of the Agency. We will schedule dates for the initial and final drafts including time for the Agency review and approval of the financial statements. In addition, this will account for the review of the engagement partner and quality assurance partner. After the review and receipt of the signed Representation Letter from the Agency, we will provide the final Reports by December 27<sup>th</sup> each year.

### **SAMPLE SIZE**

Our approach may be to utilize statistical sampling in the areas of receipts, disbursements, utility billing and payroll. Here we develop a statistical conclusion based upon an initial computer selected random sample which is based on the population and other risk factors identified. If errors are noted in the sample, the sample size will be expanded. We believe that a random selection can be efficient, while providing each item in the population an equal chance of being selected. Additionally, we may select a stratified sample of all transactions over a specified dollar limit for review. This allows us to cover all high dollar value transactions not otherwise selected in the random sample. Our samples are selected randomly utilizing IDEA data analysis software.

### **ANALYTICAL PROCEDURES**

For the audits of the financial statements, we will use analytical procedures as an overall review of the financial information in the preliminary and final stages of the audits. These procedures are designed to assist us in planning our audits and in assessing the propriety of the conclusions reached, and in the evaluation of the overall financial statement presentation. The procedures to be utilized consist of determining expectations for changes to significant revenue, expenditure and balance sheet accounts, reading the financial statements and related notes, reviewing the budget and related material, and focusing on overall relationships within the financial statements. Once determined, these are reviewed to evaluate if the changes appear reasonable or require further analysis. For all significant differences, explanations are obtained as to why the situation occurred and additional substantive procedures may be applied and related evidence gathered to resolve concerns and questions.

If the Santa Clarita Valley Water Agency can provide a check register electronically for July 1<sup>st</sup> forward (period after the audit year), then we can pre-select our sample for accounts payable cut-off test work and provide that information ahead of time. Our PBC list will detail out schedules we would like provided, which is directed straight from the audit report. Support requested and sampling for these schedules will be assessed each year based on the strengths and weaknesses of the internal control processes of the Agency, and the materiality level of the account. We will discuss our analytical variances with the Agency and obtain documentation that provides support for the accounts.

### **UNDERSTANDING OF THE AGENCY'S INTERNAL CONTROL STRUCTURE OVER FINANCIAL REPORTING**

To gain an understanding of the internal control structure over the financial statements, we will perform procedures as required by SAS 122-125. This will include review of internal controls in the areas of financial reporting; cash; revenues and receivables; expenditures and accounts payable; payroll; capital assets; long-term debt; or grant reporting, as applicable.

Based on the result of our review, we will issue a management letter (SAS 115 Letter) that will identify any significant deficiencies and/or material weaknesses noted. This report is required by the *Government Auditing Standards* issued by the Comptroller General of the United States. Auditing Standards require auditors to obtain an understanding of the Entity and its Environment along with Assessing the Risks of Material Misstatements. LSL obtains an understanding through a variety of ways all throughout the year, but the most pertinent time each year is during our interim on-site visit. We

will conduct interviews with management of finance along with each audit section responsible party (e.g. cashier, accounts payable clerk, payroll clerk, etc.) to review the processes and controls through observation and discussions. Based on our observations, we will sample as we observe a “walk-through” to verify the system of control is working in accordance with policies and procedures.

We will provide a list each year of randomly selected employees of the Santa Clarita Valley Water Agency to interview for fraud interviews (SAS 99), which will consist of all levels of the Agency across all departments.

After our interim on-site visit, we will have an exit meeting to discuss potential weaknesses, if any, and provide any feedback for improvements or valuable information we have gathered from our outside clientele that would benefit the Santa Clarita Valley Water Agency.

***DETERMINING LAWS AND REGULATIONS  
SUBJECT TO AUDIT TEST WORK***

The Laws and Regulations that will be subject to audit test work are determined from the applicable laws, regulations, contracts, and grant agreements which we identify through the understanding we obtain of the Santa Clarita Valley Water Agency and our extensive experience with governmental entities.

***USE OF COMPUTER SOFTWARE IN THE  
ENGAGEMENT***

We use specialized auditing software to perform our audit in addition to Data Analysis Software to perform audit testing. We also use secure web portals to communicate information.

***DRAWING AUDIT SAMPLES***

For tests of controls, we use audit sampling. Tests of controls are procedures directed towards determining the effectiveness of the design or operation of an internal structure policy or procedures. Normally, audit sampling is used for tests of controls and tests of compliance that involve inspection of documents and reports indicating performance of the applicable policy or procedures and compliance with the applicable laws and regulations. These sampling procedures test the operating effectiveness of an internal control structure policy or procedures by determining how the policy or procedure was applied, the consistency with which it was applied during the audit period, and by whom it was applied. To achieve this goal, we will draw samples for disbursements, receipts and payroll when applicable. Each document selected will be tested for various attributes that are designed to verify compliance with different aspects of internal controls and applicable laws and regulations. Additionally, each sample item will be tested for coding to the proper accounts and posting to the general ledger. Sample sizes vary based on the population and risk based calculations.

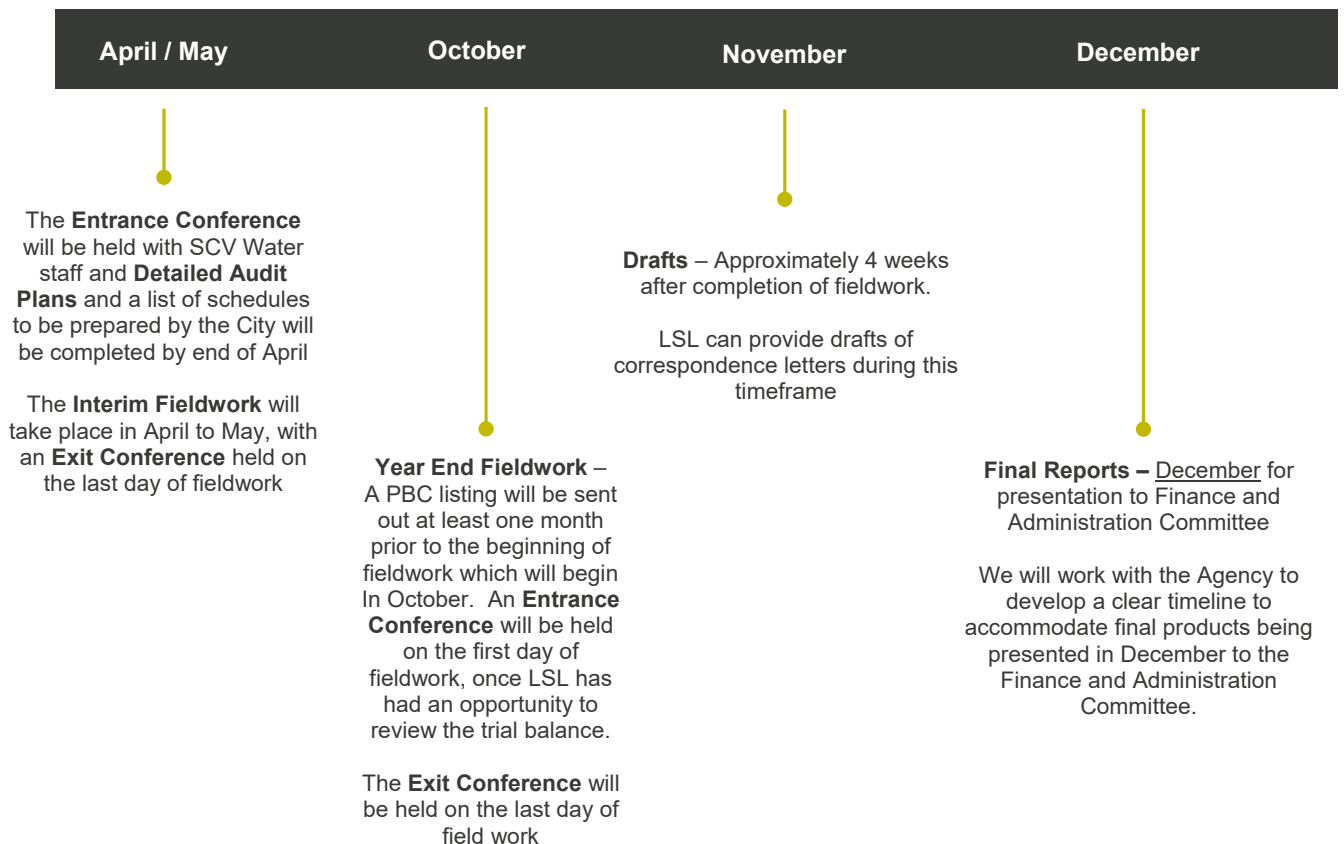
***QUALITY ASSURANCE POLICY AND  
PROCEDURES***

LSL has established strict review procedures to ensure quality reporting in accordance with the standards. These procedures are designed to maximize adherence to quality.



## PROPOSED AUDIT SCHEDULE

*Our proposed schedule for the annual audit is as follows:*







**LEVEL OF STAFF AND NUMBER OF HOURS TO BE ASSIGNED**

The level of staff assigned and the number of hours estimated to be spent on each proposed segment is as follows:

Segment/Task	Total Proposed Hours				
	Partners	Manager	Senior	Staff	Total
<b>SCV Water &amp; Related Reports</b>					
Planning and Internal Control Evaluation	4	15	45	165	229
Financial Audit Testing	2	25	60	235	322
Conclusion	14	24	51	30	119
<b>Subtotal</b>	<b>20</b>	<b>64</b>	<b>156</b>	<b>430</b>	<b>670</b>
<b>Single Audit &amp; Related Reports * (If Required)</b>					
Planning	1	1	2	2	6
Compliance Testwork	-	1	7	8	16
Report Preparation/Review/Supervision	1	2	1	-	4
<b>Subtotal</b>	<b>2</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>26</b>
<b>GANN Limit Review Report</b>					
Testwork	-	-	-	2	2
Report Preparation/Review/Supervision	-	1	1	1	3
<b>Subtotal</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>
<b>Other Entity Audits &amp; Reports (Devil's Den, Upper SCVJPA, GSA)</b>					
Testwork	-	-	5	20	25
Report Preparation/Review/Supervision	6	12	10	4	32
<b>Subtotal</b>	<b>6</b>	<b>12</b>	<b>15</b>	<b>24</b>	<b>57</b>
<b>Total Proposed Hours</b>	<b>28</b>	<b>81</b>	<b>182</b>	<b>467</b>	<b>758</b>



**PROVIDED BY CLIENT LIST – INTERIM FIELDWORK**

SANTA CLARITA VALLEY WATER AGENCY		
INTERIM AUDIT PBC LIST		
YEAR ENDED JUNE 30, 2019		
Item #	Audit Area	Description
1	General	Fiscal year ended June 30, 2018 trial balance in excel format along with CAFR mappings/groupings
2	General	Trial balance as of March 31, 2019 in excel format, or most recently reconciled trial balance
3	General	Original budget in excel format for year ended June 30, 2019
4	General	Detail of manual journal entries recorded from July 1, 2018 through date of fieldwork (please include account number, DR/CR)
5	General	Adopted budget in detail by budgetary control levels for the fiscal year June 30, 2019
6	General	Access to meeting Minutes for the period July 1, 2018 through date of fieldwork (please provide copies of transcripts for board minutes that have not been published)
7	General	General ledger detail in PDF format from July 1, 2018 through most recent trial balance date
8	General	General ledger detail in PDF format specific to all Legal Expenditures in the current fiscal year
9	General	Access to all Statements of Economic Interest Forms (Form 700s) - preferably in electronic format
10	General	2018 GFOA Comments, if received
11	General	A Detail list of all Agency Departments, off site locations, and addresses
12	General	A Detail list of all Agency Related Parties. Please include all Service Organizations and Service Concession Arrangements
13	General	Copy of the Agency's Financial Close checklist/Policy and Procedures, if applicable
14	General	Copy of all Joint Power Agreements and all joint venture agreements
15	General	Agency's General Fund five-year financial plan
16	General	Changes in Reporting Entity (i.e. GASB 61 changes in blended and discretely presented component units)
17	General	Listing of all blended and discretely presented component units.
18	General	Detail of New Funds and disposal of funds during FY17/18
19	General	Please identify any government activities or departments that were discontinued during the fiscal year.
20	General	Access to Agency Board Members AB 1234 Ethics certifications
21	General	Location of Data Center(s) and in charge IT personnel contact information
22	General	High level schematic of IT resources and type of environment used (mainframe / client - server, internet / cloud) for each major resource.
23	General	Policies and procedures for physical and logical access to IT resources, data backup and warehousing policies and procedures.
24	General	Please complete confirmation log identifying all legal counsel, cash and debt arrangements, notes receivable, & insurance policies
25	Cash	Copy of the Agency Investment Policy
26	Cash	Copy of the Agency's latest Treasurer's Report
27	Cash	Copy of all Agency policies surrounding cash transfers and wires, and cash handling procedures
28	Cash	Detail listing of all Agency cash and investment accounts, please include account number, type of account, and signors for each account
29	Cash	Copies of the last three (3) Bank reconciliations performed for each cash and investment account
30	Cash	Copy of the Agency's latest interest allocation worksheet
31	Cash	Listing of all locations where cash is collected
32	Cash	Listing of bank accounts and the authorized signers for each.
33	Capital Assets	Capital Assets Policy/Manual for Fixed Asset Management
34	Capital Assets	Most up-to-date capital asset rollforward and listing.
35	Capital Assets	Most up-to-date Land held for resale schedule that includes current year purchases and disposals
36	Payroll	Copies of All Memorandum's of Understanding and/or Employee Union Agreements
37	Payroll	Copies of Employment Contract with Contracted Employees
38	Payroll	Listing of Employees that include position and department as of March 31, 2019 (please identify employees that were hired/terminated during FY17/18)
39	Payroll	Copy of employee handbook
40	Payroll	Copy of employee termination checklist
41	Payroll	Copy of the Agency Compensated Absences, Deferred Compensation (i.e. termination benefits, pension) Policies, etc.
42	Payroll	Copies of any updated pension plan agreements and/or amendments to contracts between the Agency and CalPERS.
43	Payroll	Most recent Actuarial Study for Pension & OPEB
44	Payroll	Documentation of any on-behalf payments are made between Agency entities (debt, fringe benefits, other items.)
45	Payroll	PERS submission reports for fiscal year 7/1/2018 through 3/31/19 (electronically). **
46	Payroll	Listing of payroll dates occurring FY 16/17 (We will be selecting a sample of 3 pay periods and 25 employees and requesting additional items)
47	Payroll	Quarterly DE-9s and 941s
48	GASB 68	Census data for fiscal year 7/1/2016 through 6/30/17 (this should include sex of employee, hire date, birth date, termination date and PERSable salaries amount).



**PROVIDED BY CLIENT LIST – INTERIM FIELDWORK (Continued)**

49	GASB 68	Last 2 payroll registers for fiscal year ended 6/30/17 (electronic format preferred)
50	GASB 75	Name of actuary used for valuation and information provided to actuary (i.e. census date, valuation date)
51	Purchasing/AP	Copy of the Agency's Purchasing Policy (as amended)
52	Purchasing/AP	Copy of the Agency's Delegation of Authority Matrix for each department (as amended)
53	Purchasing/AP	Copy of the Agency's credit card/purchasing card policy (as amended), and a listing of all purchasing card holders
54	Purchasing/AP	A listing of the top 10 Vendors to date for the current year, along with amount spent for FY18/19
55	Debt	Copies of any updated operating and capital lease agreements. Also include schedules of future minimum payments on all operating leases
56	Debt	Copy of all official statements and debt amortization schedules for debt
57	Debt	Details on all recorded pollution remediation obligations including copies of any settlement agreements, if any
58	Debt	Listing of any debt with compliance or covenant requirements and most recent calculation of those requirements, if any
59	Fund Equity	Please provide details on restatements recorded to date in the current year
60	Fund Equity	Please provide copies of all GASB 54 related resolutions for committed fund balances carried forward from previous years
61	Revenue	Any agreements/resolutions related to restrictions of NAPA Market revenue pursuant to AB 3773
62	Revenue	Details on all operating lease arrangements in which the Agency is the lessor
63	Receivables	Detail list of Loans Receivable as of most recent trial balance date
64	Insurance	Copy of the Agency's Pooled Insurance Policy and Procedures, if applicable
65	Insurance	Any actuarials relating to the Agency's pooled insurance program
66	Insurance	Copies of the Agency excess insurance coverage policies
67	GANN	Agency worksheets used in developing the fiscal year 2018-2019 appropriations limit (Include the source document used in developing the allowable property tax administration fee charged by the County).
68	GANN	Agency Board Resolution establishing the Agency appropriations limit for fiscal year 2018-2019
69	GANN	Letter from State of California, Department of Finance presenting the price and population information for the Agency for fiscal year 2018-2019
70	Grants/Single Audit	Schedule of Expenditures of Federal and State Awards for the fiscal year through March 31, 2019
71	Grants/Single Audit	Corrective action plan status update on Financial Statement Findings for June 30, 2018 Single Audit, if any
72	Grants/Single Audit	Copy of agreements for all federal and state grants in excess of <b>\$50,000</b>
73	Grants/Single Audit	Please provide contact information for the Agency employees responsible for compliance of each grant. Also, provide the Funding Source Grant Manager Contact information
74	Internal Controls	Provide and fill out 'Internal Controls Interviews' on 2nd tab with times available for each transaction cycle listed
75	GASB 68	PAF's for sampled employees that include pay rate, DOH, DOB, Gender ( <b>once sample selection is provided and selected by LSL</b> )
76	GASB 68	PERS reports/contribution reports for FY 16/17, electronically
77	GASB 68	PERS reported member summary report for FY 16/17
78	GASB 68	CalPERS Access**
79	GASB 75	OPEB Actuarial in compliance with GASB 75
80	GASB 75	OPEB Plan Documents
81	GASB 75	Census data provided to actuary
82	GASB 75	PAF's for sampled employees that include date of hire, date of birth and gender ( <b>once sample selection is provided and selected by LSL</b> )
83	Purchasing/AP	Listing of all disbursements made in FY18/19, in electronic format ( <b>We will be selecting a sample of 20-25 disbursements and requesting additional items</b> )

\*\* To assist in obtaining CalPERS info, we suggest providing us read-only access to the CalPERS website. Please contact your HR administrator for business partner login access.



**PROVIDED BY CLIENT LIST – YEAR-END FIELDWORK**

SANTA CLARITA VALLEY WATER AGENCY		
YEAR-END AUDIT PBC LIST		
YEAR ENDED JUNE 30, 2019		
Item #	Audit Area	Description
1	General	Final Trial Balance, Revenue & Expenditure Summary Reports in excel
2	General	GL Detail from 7/1/18-6/30/19
3	General	Final amended budget in excel
4	General	Please return signed Confirmations on the Agency's letterhead once received
5	Cash	Copy of your latest investment policy, if a new one has been adopted since our interim fieldwork.
6	Cash	Bank, investment and fiscal agent account reconciliations and statements for June of the current audit year and July of the following fiscal year.
7	Cash	Copy of your GASB 31 adjustment (i.e., investments booked to fair value) and supporting schedules, if applicable.
8	Cash	Provide support for the classes of the investments in accordance with GASB 72 (Levels 1, 2, 3). For footnote purposes, we will need to disclose the Inputs used to determine what Level the investment should be categorized in. You may need to inquire with your custodian(s).
9A	Revenue & Receivables	Accounts receivable reconciliation/schedule for all funds.
9B	Revenue & Receivables	Accrued interest receivable reconciliation/schedule for all funds.
9C	Revenue & Receivables	Taxes receivable reconciliation/schedule for all funds.
9D	Revenue & Receivables	Grants receivable reconciliation/schedule for all funds (if one is prepared separate from accounts receivable)
9E	Revenue & Receivables	Notes and Loans receivable reconciliation/schedule for all funds
9F	Revenue & Receivables	Unavailable Revenue reconciliation/schedule
9G	Revenue & Receivables	Property tax analysis/reconciliation that ties to GL.
9H	Revenue & Receivables	Sales tax analysis/reconciliation that ties to GL.
10	Revenue & Receivables	Number of business licenses issued for the current audit year.
11	Revenue & Receivables	Number of building permits issued for the current audit year.
12	Revenue & Receivables	Copy of Gas Tax Annual Confirmation from State used in preparing the Street Report
13	Utility Billing	Adjustment report for the current audit year (reflects all manual adjustments made to customer accounts for the current year)
14	Utility Billing	Reconciliation of Utility Billing Accounts Receivable to the General Ledger for the month of June.
15	Utility Billing	Unbilled receivable analysis/reconciliation: If done by the system automatically, provide a detail description of the methodology used to calculate this accrual. If manually prepared, provide schedule with supporting documentation of accrual, such as billing registers and journal entry.
16	Utility Billing	Utility Deposits reconciliation from the utility billing software
17	Utility Billing	# of Total Utility Billing Customers
18	Utility Billing	AR aging report as of June 30
19	Prepaid Expenses	Prepaid reconciliation/schedule for all funds.
20	Inventory	Provide us with access to an inventory listing as of fiscal year end showing quantity on hand, unit costs and total inventory valuation. If the listing does not agree to the general ledger, please provide us with an explanation of the variances.
21	Capital Assets	Capital asset listing for year end. (Similar to the footnote; The listing should be sub-totaled by asset type and by <b>governmental and proprietary funds.</b> )
22	Capital Assets	Listing of capital asset additions and access to supporting documentation (e.g., invoices, calculations, etc.), subtotaled same as above.
23	Capital Assets	Listing of capital asset deletions and any adjustments; and access to supporting documentation (e.g., listing of surplus equipment, board minutes, information regarding sales proceeds, costs, accumulated depreciation, any gain or loss, etc.), subtotaled same as above. (If CIP deletions include transfers out to capitalized assets, please identify total transfer amounts)
24	Capital Assets	Depreciation reports showing depreciation expense for the year <u>(by function)</u> and the accumulated depreciation at year end <u>(by asset type)</u> , subtotaled same as above.
25	Capital Assets	Listing of fully depreciated assets, with original cost of asset, as of 7/1/18 (or 6/30/18)
26	Capital Assets	Listing of construction in progress additions and deletions. Please include date purchased and fund recorded in.
27	Payroll	Payroll registers: last pay period in FY17/18 & first pay period in FY18/19
28	Payroll	Leave benefits registers that support your compensated absences accrual calculations. Provide short and long term allocation for compensated absences. Identify which functions (e.g., general government, public safety, etc.) the change in compensated absences should be recorded to on the government-wide statements.
29	Payroll	PERS - # of covered employees for PERS, by plan (safety, misc., etc), if Agency has different plans. This is per Agency's payroll/benefits records NOT the actuarial.
30	Payroll	Total pension expense by employee portion AND employer portion paid as of June 30 <sup>th</sup> .
31	Payroll	List of terminated employees for the current audit year and date of termination.
32	Payroll	941(Federal) and DE-9(State) quarterly reports, and any applicable reconciliation to the G/L.
33	GASB 68	Pension expense by plan (employee vs. employer) & # of employees by plan
34	GASB 68	Covered/Pensionable Payroll for FY16/17, FY17/18, FY 18/19



**PROVIDED BY CLIENT LIST – YEAR-END FIELDWORK (Continued)**

35	GASB 68	GASB 68 Accounting Valuation Report with a measurement date of 6/30/18
36	GASB 68	Does the Agency intend to terminate any of the pension plans?
37	GASB 68	Please provide any recent pension plan amendments
38	GASB 68	Does the Agency have a Replacement Benefit Plan (IRC 415 (b))? (Meaning, the employee’s salary exceeds the maximum allowance of the plan, and the Entity is just paying a check for the benefits separately in addition to the normal plan costs)
39	GASB 68	Do you have any assets that are being held specifically for pension benefit payments that are NOT in an irrevocable trust fund? If so, where are they held? (i.e. special revenue funds, agency fund, etc.)
40	Purchasing/AP	Check registers processed after 7/1/19 broken out by fund (if electronic payments are included on a separate register, please provide this as well)
41A	Purchasing/AP	A/P reconciliation/schedule
41B	Purchasing/AP	Retentions Payable reconciliation/schedule (if applicable)
41C	Purchasing/AP	Deposit Payable reconciliation/schedule
41D	Purchasing/AP	Other Accrued Liabilities reconciliation/schedule
42	Purchasing/AP	Please provide us with your “cut-off” date used for recording your payables.
43	Encumbrances	Listing of open purchase orders at year end.
44	Debt	Schedule that identifies all long-term debt items with the account numbers that are used for the principal and interest payments for each debt item. Subtotaled by <b>Governmental debt and Proprietary Funds</b> .
45	Debt	Listing of new bond issuances, and any bond defeasances (Please also include Official Statements)
46	Debt	Lease agreements and amortization schedules for any new capital leases.
47	Debt	Agreements and amortization schedules for any new notes payable.
48	Debt	A schedule that identifies any debt for which the Agency is not obligated (e.g., special assessment debt, CFD debt, mortgage revenue bonds, etc.). Also provide us with the outstanding principal balances as of year end (for footnote disclosure).
49	Debt	A schedule that identifies any defeased bond debt and the outstanding principal balances as of year end (for footnote disclosure).
50	Debt	For GASB #34 purposes, for any new debt that is issued, provide us with a calculation that computes and amortizes issuance costs, premiums/discounts and gains/losses on defeasances during the current year.
51	Debt	Interest payable calculation
52	Fund Equity	Supporting documentation for any adjustments to opening fund balance, if applicable
53	Fund Equity	Fund balance schedule detailing unavailable, restricted, committed and assigned amounts
54	Fund Equity	For the Committed amounts, please provide the appropriate Resolutions from the Board
55	Fund Equity	For the assigned amounts, please have responsible official designated by Board sign the document indicating their approval.
56	Insurance	Footnote information specific to the Agency.
57	Grants/Single Audit	Completed SEFA (Federal and Non-Federal)
58	Grants/Single Audit	For all Federal grants received during the fiscal year, provide us with copies of the applicable sections of the grant agreement and/or award letter that identifies the grantor name, grant name, award amount and period covered.
59	Grants/Single Audit	Access to reimbursement requests, drawdowns and grant reconciliations.
60	Other Reconciliations and Analysis	Provide a reconciliation of all transfers for the fiscal year (With a description of purpose for all transfers that involve a major fund)
61	Other Reconciliations and Analysis	Provide a reconciliation of due to/due from other funds (With a description of purpose for all due to/from's that involve a major fund)
62	Other Reconciliations and Analysis	Provide a reconciliation of advances to/from other funds and their purpose. Provide agreements/resolutions for any new advances between component units and advances between funds.
63	Other Reconciliations and Analysis	Explanations for any significant changes in revenues and expenditures from budget and prior year.
64	Other Reconciliations and Analysis	Agency Funds - Schedule of Additions and Deletions
65	GASB #34 Related Information	If you prepare any GASB #34 related journal entries, provide us with copies of these entries and any supporting documentation.
66	GASB #34 Related Information	Provide us with an allocation of the internal service fund(s) excess surplus or deficit to governmental functions (e.g., general government, public safety, etc.) and business activities, as applicable.
67	Financial Statement Disclosures	Prior year GFOA comments, if applicable
68	Financial Statement Disclosures	Listing of all related party transactions (please indicate any new related parties this fiscal year)
69A	Financial Statement Disclosures	Please provide information on related party transactions that may include: Sale, purchase, exchange, or leasing of property.
69B	Financial Statement Disclosures	Please provide information on related party transactions that may include: Receiving or furnishing of goods, services, or facilities
69C	Financial Statement Disclosures	Please provide information on related party transactions that may include: Transfer or receipt of income or assets
69D	Financial Statement Disclosures	Please provide information on related party transactions that may include: Maintenance of bank balances as compensating balances for the benefit of another
70	Financial Statement Disclosures	Have any related parties been indebted to the Agency or had receivables from the Agency (not including advances with component units)?



## **IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS**

With our familiarity with similar governments, we do not anticipate unusual audit problems, except implementing GASB No 84, 86, and 87. We do anticipate some implementation challenges. To address these challenges, we offer training, experience with similar governments, and implementation experts within the firm and the team.



**ACKNOWLEDGEMENT RECEIPT OF ADDENDA**

Santa Clarita Valley Water Agency  
RFP 1819-AS-10587

**Acknowledgement Receipt of Addenda**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

If no addendums were issued, please check box below and submit with bid packet.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (Initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: Lance, Soll, & Lunghard, LLP  
(Name of Bidder)

By:   
(Signature of Authorized Representative)

Name: Bryan S. Gruber, CPA  
(Print or Type)

Title: Engagement Partner

Date: February 28, 2019

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## ATTACHMENT 3

RESOLUTION NO. \_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA CLARITA VALLEY WATER AGENCY  
TO ENTER INTO A CONTRACT WITH LANCE, SOLL & LUNGHARD, LLP (LSL)  
TO PROVIDE AUDIT SERVICES FOR FY 2018/19 THROUGH FY 2020/21  
AND AN OPTION FOR FY 2021/22 and FY 2022/23**

**WHEREAS**, the Board of Directors of the Santa Clarita Valley Water Agency directed that a proposal process be used to select a firm to provide audit services for FY 2018/19 through FY 2020/21; and

**WHEREAS**, staff conducted a proposal process and received and reviewed ten proposals; and


**WHEREAS**, the firm of Lance, Soll & Lunghard, LLP (LSL) has been determined to be the best-qualified respondent, having extensive audit experience, performing audit services for many water agencies and having experience with State Water Project contractors and retail water agencies.

**NOW, THEREFORE, BE IT RESOLVED** that the Santa Clarita Valley Water Agency is does authorize the General Manager to enter into a contract with Lance, Soll & Lunghard, LLP for audit services for FY 2018/19 through FY 2020/21, for an amount not-to-exceed \$278,678 and two options to renew at \$96,631 for the first year and \$98,565 for the second year.

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## BOARD MEMORANDUM

**DATE:** April 4, 2019  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson   
Director of Finance and Administration  
**SUBJECT:** Approve an Emergency Preparedness and Safety Coordinator Classification

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### SUMMARY

As part of the merger, the need for a new classification of Emergency Preparedness and Safety Coordinator was identified. The Board approved the new organizational structure in January 2018, which identified this position as a future need. At this time, staff is recommending that the attached proposed classification of Emergency Preparedness and Safety Coordinator be approved to reflect the needs of the Agency.

### DISCUSSION

To continue with a strong safety culture and to align functions previously organized across the separate entities, the Emergency Preparedness and Safety Coordinator position has been created to meet operational needs. The incumbent in this position will be reporting to the Safety Officer and will perform duties associated with the Agency's emergency preparedness and response needs, as well as other safety related functions. The Emergency Preparedness and Safety Coordinator proposed classification specifications are described in Attachment 1.

Staff conducted a brief salary survey of similar types of positions and recommends the Emergency Preparedness and Safety Coordinator to be classified at Range 27, as highlighted in Attachment 2, the revised Classification Plan. This position is aligned five steps below the supervisor. There is no increase to the count of authorized positions as this position replaces one of the eliminated positions. The November 2016 Formation Study looked at long-term staffing levels and recognized the need for additional staff due to growth and regulatory requirements.

On April 3, 2019, the Finance and Administration Committee considered staff's recommendation to approve an Emergency Preparedness and Safety Coordinator Classification.

### FINANCIAL CONSIDERATIONS

The creation of the proposed classification does not have a financial impact. The position repurposes one of the eliminated positions and has been authorized in the Budget for FY 2018/19.

## **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve the new classification of Emergency Preparedness and Safety Coordinator and assign it to Range 27.

RP/am

Attachments

MGS

# ATTACHMENT 1

## SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION PLAN EFFECTIVE APRIL 2019

Position	Range	Monthly Salary Range*	
		Bottom	Top
General Manager	n/a	\$ -	\$ 21,167
Assistant General Manager	48	15,638	19,053
Chief Financial and Administrative Officer	47	14,893	18,146
Chief Operating Officer	47	14,893	18,146
Chief Engineer	46	14,184	17,282
Director of Finance and Administration	45	13,508	16,458
Director of Operations and Maintenance	45	13,508	16,458
Director of Technology Services	45	13,508	16,458
Director of Water Resources	45	13,508	16,458
Assistant Retail Manager	42	11,671	14,220
Principal Engineer	41	11,114	13,541
Principal Water Resources Planner	41	11,114	13,541
Controller	40	10,583	12,895
Human Resources/Risk Management Supervisor	40	10,583	12,895
Operations and Maintenance Superintendent	40	10,583	12,895
Public Information Officer	39	10,082	12,284
Operations Superintendent	38	9,600	11,696
Retail Administrative Officer	38	9,600	11,696
Senior Engineer	38	9,600	11,696
Senior Water Resources Planner	38	9,600	11,696
Laboratory and Regulatory Affairs Supervisor	37	9,143	11,139
Civil Engineer	36	8,709	10,611
Customer Service Manager	36	8,709	10,611
Inspector Supervisor	36	8,709	10,611
Resource Conservation Manager	36	8,709	10,611
Senior Management Analyst	36	8,709	10,611
Water Resources Planner	36	8,709	10,611
Water Conservation Supervisor	36	8,709	10,611
Distribution Mechanical Supervisor	35	8,293	10,104
Electrical/Instrumentation Supervisor	35	8,293	10,104
Operations Supervisor	35	8,293	10,104
Production Supervisor	35	8,293	10,104
Senior Financial Analyst	35	8,293	10,104
Utility Maintenance Supervisor	35	8,293	10,104
Water Quality/Reg Compliance Supervisor	35	8,293	10,104

**SANTA CLARITA VALLEY WATER AGENCY  
CLASSIFICATION PLAN  
EFFECTIVE APRIL 2019**

Position	Range	Monthly Salary Range*	
		Bottom	Top
Accounting Manager	34	7,898	9,623
Associate Engineer	34	7,898	9,623
Associate Water Resources Planner	34	7,898	9,623
Board Secretary	34	7,898	9,623
Information Technology Administrator	34	7,898	9,623
Public Affairs Specialist III	34	7,898	9,623
Senior Inspector	34	7,898	9,623
GIS Supervisor/Planner	33	7,523	9,167
Management Analyst	33	7,523	9,167
Senior Treatment Plant Operator - 80 hour shift	33	7,523	9,167
Senior Treatment Plant Operator - 84 hour shift	33	7,900	9,625
Water Conservation Specialist III	33	7,523	9,167
Financial Analyst	32	7,165	8,729
Safety Officer	32	7,165	8,729
Water Quality Scientist II	32	7,165	8,729
Assistant Engineer	31	6,822	8,312
Buildings and Grounds Supervisor	31	6,822	8,312
Public Affairs Specialist II	31	6,822	8,312
Senior Accountant	31	6,822	8,312
Senior Distribution/Mechanical Technician	31	6,822	8,312
Senior Electrical Technician	31	6,822	8,312
Senior Instrumentation Technician	31	6,822	8,312
Treatment Plant Operator II - 80 hour shift	31	6,822	8,312
Treatment Plant Operator II - 84 hour shift	31	7,163	8,727
Administrative Analyst	30	6,497	7,916
Customer Service Supervisor	30	6,497	7,916
Human Resources Analyst	30	6,497	7,916
Senior Engineering Technician	30	6,497	7,916
Senior Information Technology Technician	30	6,497	7,916
Water Conservation Specialist II	30	6,497	7,916
Water Utility Foreman	30	6,497	7,916
Executive Assistant	29	6,190	7,542
Inspector	29	6,190	7,542
Senior Production Operator	29	6,190	7,542
Water Quality Scientist I	29	6,190	7,542

**SANTA CLARITA VALLEY WATER AGENCY  
CLASSIFICATION PLAN  
EFFECTIVE APRIL 2019**

Position	Range	Monthly Salary Range*	
		Bottom	Top
Accountant	28	5,893	7,181
Distribution/Mechanical Technician II	28	5,893	7,181
Electrical/Instrumentation Technician	28	5,893	7,181
Lead Water Conservation Education Specialist	28	5,893	7,181
Public Affairs Specialist I	28	5,893	7,181
Treatment Plant Operator I - 80 hour shift	28	5,893	7,181
Treatment Plant Operator I - 84 hour shift	28	6,188	7,540
Water Quality Specialist	28	5,893	7,181
Assistant Customer Service Supervisor	27	5,613	6,839
Engineering Technician II	27	5,613	6,839
GIS/CAD Technician II	27	5,613	6,839
Information Technology Technician	27	5,613	6,839
Senior Facilities Maintenance Technician	27	5,613	6,839
Senior Field Customer Service Representative	27	5,613	6,839
Senior Utility Worker	27	5,613	6,839
Water Conservation Specialist I	27	5,613	6,839
<b>Emergency Preparedness and Safety Coordinator</b>	<b>27</b>	<b>5,613</b>	<b>6,839</b>
Event Coordinator	26	5,347	6,515
Production Operator II	26	5,347	6,515
Purchasing Coordinator	26	5,347	6,515
Senior Accounting Technician	26	5,347	6,515
Water Conservation Education Specialist	26	5,347	6,515
Administrative Technician	25	5,092	6,204
Distribution/Mechanical Technician I	25	5,092	6,204
Water Quality Technician	25	5,092	6,204
Customer Service Representative II	24	4,849	5,908
GIS/CAD Technician I	24	4,849	5,908
Engineering Technician I	24	4,849	5,908
Facilities Maintenance Technician II	24	4,849	5,908
Field Customer Service Representative II	24	4,849	5,908
Utility Worker II	24	4,849	5,908
Accounting Technician II	23	4,619	5,627
Administrative Assistant	23	4,619	5,627
Production Operator I	23	4,619	5,627
Purchasing Technician	23	4,619	5,627
Warehouse Technician	23	4,619	5,627
Water Quality Distribution Technician	23	4,619	5,627

**SANTA CLARITA VALLEY WATER AGENCY  
CLASSIFICATION PLAN  
EFFECTIVE APRIL 2019**

Position	Range	Monthly Salary Range*	
		Bottom	Top
Accounting Technician I	21	4,188	5,103
Cross Connection Control Specialist I	21	4,188	5,103
Customer Service Representative I	21	4,188	5,103
Facilities Maintenance Technician I	21	4,188	5,103
Field Customer Service Representative I	21	4,188	5,103
Safety Specialist I	21	4,188	5,103
Utility Worker I	21	4,188	5,103
Office Assistant II	20	3,990	4,862
Office Assistant I	17	3,446	4,198
Directors	\$228.15 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	\$151.00 per day		

\*Salary Ranges are rounded to the nearest dollar.





## ATTACHMENT 2

### SANTA CLARITA VALLEY WATER AGENCY Proposed Class Specification

#### EMERGENCY PREPAREDNESS and SAFETY COORDINATOR FLSA: Non-Exempt Class Range: 27

*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 immediate and general supervision of the Safety Officer, an Emergency Preparedness and Safety Coordinator (EPSC) provides support to the Safety Officer in all activities related to emergency preparedness, response/recovery and health and safety related to the Agency's Safety Program. An EPSC assists with the development and maintenance of the Agency's Emergency Response Plan and coordinates the Agency's Vulnerability Assessment, tracks the After Action Report/Improvement Plan (AAR/IP) items, and provides training and various other safety-related support. While this is not a supervisory level position, an EPSC may be given the responsibility and authority to direct and lead staff during emergency preparedness and response activities.

#### **DISTINGUISHING CHARACTERISTICS**

The Emergency Preparedness and Safety Coordinator is a journey level classification in the safety series. Incumbents at this level are capable of performing complex emergency-related activities, including preparation, planning, training, and compliance with industry standard health and safety regulations.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Safety Officer.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

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

- Researches, develops, prepares, implements and maintains the Agency's Division of Drinking Water Emergency Response Plan and various, Vulnerability Assessment, America's Water Infrastructure Act documentation and supporting documentation such as incident and emergency preparedness specific plans, EOC procedures, Incident Command System (ICS) position checklists, and EOC call-out lists.
- Maintains and tests emergency communication systems, including but not limited to 800 MHz and low-band VHF radios, police scanners, satellite phones, and other forms of emergency communications (i.e. GETS, Nixle, Alert Media).

**SANTA CLARITA VALLEY WATER AGENCY**  
**Proposed Class Specification**

**EMERGENCY PREPAREDNESS and SAFETY COORDINATOR**  
**FLSA: Non-Exempt Class Range: 27**

- Serves as a liaison with other Agency departments, divisions, and outside agencies, such as Cal-WARN, Los Angeles County Disaster Area Management Coordinators (DMAC), Water Emergency Response of Orange County (WEROC), City of Santa Clarita; LA County Fire Department; attends meetings; provides staff support to commissions, committees and task forces, negotiates and resolves significant and controversial issues as necessary.
- Prepares written or statistical reports using computer software (including tables, charts, and graphs) to disseminate, interpret, or explain information to Agency staff, governmental agencies, customers, and/or the public.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs within the Safety Department.
- Provides input in the development and administration of program budgets.
- Attends, tracks, coordinates and plans emergency preparedness training, drills (including but not limited to active shooter, earthquake, and fire), and tabletop exercises for Agency Staff on an on-going basis.
- Assists with developing, conducting, and implementing site-specific emergency preparedness plans, compliance documents (e.g. Business Emergency Plans) and safety-related inspections.
- Assists with Agency compliance related to fire and life safety laws, codes and ordinances.
- Confers with a variety of agencies, vendors, subject matter experts, and the public in acquiring information about disaster preparedness, emergency operations and emergency-related safety programs; provides information regarding assigned programs.
- Plans, provides for, and/or personally attends emergency management skills trainings to ensure compliance with Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
- As part of the EOC, provides technical and functional direction to assigned emergency response staff; trains staff on use of tools and equipment, and relevant emergency response precautions.
- Assists in developing work plans, procedures, and schedules; coordinates personnel, equipment and other resources needed to maintain emergency preparedness; and requests supplies and equipment for work projects.
- Attends and actively participates in group meetings related to areas of job performance; stays abreast of new trends and innovations in the field of emergency preparedness and safety; researches emerging products and enhancements and their applicability to Agency needs.

**SANTA CLARITA VALLEY WATER AGENCY**  
**Proposed Class Specification**

**EMERGENCY PREPAREDNESS and SAFETY COORDINATOR**  
**FLSA: Non-Exempt Class Range: 27**

- Provides input for staff and Agency reports related to assigned activities and preparedness; assists with presentations of reports to Agency leadership, the Board of Directors, and outside agencies.
- Reviews and performs a variety of studies related to area of expertise.
- Manages contractors associated with safety projects and emergency preparedness plan preparation on an as-needed basis.
- Assist Safety Officer in safety-related projects and tasks as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

This position is primarily an office position, but requires periods of work outdoors and may require:

- This position requires both indoor and outdoor responsibilities.
- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities.
- Reaching, grasping, repetitive hand movement and fine coordination is required.
- Ability to work in all weather conditions including, but not limited to heat, rain, and cold.
- Work in and around road traffic, mechanical and electrical hazards, and in confined spaces on occasion.
- Near and far vision when inspecting work, operating assigned equipment, reading and writing reports and other work-related documents.
- Ability to lift, drag and push materials, supplies and equipment weighing up to 50 pounds may be required.
- Ability to speak and hear at normal conversational levels in-person and over the telephone.
- Requires fine coordination in preparing reports using a computer keyboard, mouse and mobile devices.
- Walk on uneven and slippery surfaces.

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.)*

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Emergency Preparedness and Safety Coordinator. A typical way of obtaining the required qualifications is to possess the equivalent of:

**SANTA CLARITA VALLEY WATER AGENCY**  
**Proposed Class Specification**

**EMERGENCY PREPAREDNESS and SAFETY COORDINATOR**  
**FLSA: Non-Exempt Class Range: 27**

**Education and/or Experience**

Five (5) years of increasingly responsible experience in emergency preparedness and response, general safety coordination and program administration in a public works or Water distribution environment, or a related field. Prior experience in ICS or EOC structures in a real-world disaster scenario is preferred.

Bachelor's degree in emergency planning / management, water science, environmental science or another related field is preferred. Completion of ICS 100, 200, 700, and 800 are required.

Advanced college-level coursework or specialized training in environmental science, natural resources, safety management, emergency preparedness and response, and occupational safety is highly desirable.

**Licenses and Certifications**

Possession of a valid Class C California driver's license is required. State Water Resources Control Board certification in water distribution and treatment is desirable. Possession of a Community Emergency Response Team (CERT), Certified Hazardous Materials Management (CHMM) certification is recommended.

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

**Knowledge of:**

- Principles and practices of safety and emergency management program administration.
- Applicable Federal and State laws and regulations relating to emergency preparedness and safety.
- Emergency and natural disaster hazards that may affect the emergency planning needs of a water agency.
- Staffing and operating emergency operations and incident command systems such as National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Emergency response plans, the Bioterrorism Act of 2002, and America's Water Infrastructure Act of 2018.
- Principles and practices used in dealing with the public, public officials, and regulatory agencies.
- Modern office practices, methods, and computer equipment.
- Basic mathematical principles.
- Principles of business letter writing, basic report preparation, spelling, vocabulary, grammar, and punctuation.
- Safe driving principles and practices.

**SANTA CLARITA VALLEY WATER AGENCY**  
**Proposed Class Specification**

**EMERGENCY PREPAREDNESS and SAFETY COORDINATOR**  
**FLSA: Non-Exempt Class Range: 27**

**Ability to:**

- Read, analyze, and comprehend regulations, laws, policies, reports, and related technical and administrative information and data.
- Perform responsible and difficult technical and administrative work involving the use of independent judgment with accuracy and speed.
- Respond to requests and inquiries for information regarding emergency and safety management policies and procedures.
- Prepare and maintain accurate and complete records.
- Collect, compile, and analyze data and information.
- Develop programs, plans, reports, and training material related to emergency preparedness, response, health, and safety.
- Independently compose correspondence and memoranda.
- Maintain and prepare clear and concise complex, extensive, and confidential records and reports.
- Use common office equipment, software, tools and equipment.
- Keep accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests and inquiries from the general public.
- Meet and deal tactfully and effectively with the public and regulatory agencies.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.


**BOARD APPROVED:** April 2019

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ITEM NO.  
5.4

## BOARD MEMORANDUM

**DATE:** April 15, 2019  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson   
Director of Finance and Administration  
**SUBJECT:** Approve Resolutions Establishing Banking Authority

---

### SUMMARY AND DISCUSSION

Banking authority resolutions provide authority for management positions and Board Officers to sign and countersign withdrawal orders and other banking actions. With recent staff organizational changes, it is necessary to adopt new resolutions encompassing and authorizing designated signers to sign and countersign banking actions for the appropriate divisions.

The Accounting Manager will be removed from the Wells Fargo Bank Valencia Division account, and the Retail Administrative Officer will be granted signing authority to both the Wells Fargo Newhall and Valencia division bank accounts. The Retail Administrative Officer already holds signing authority for the Santa Clarita Water Division Wells Fargo account. The attached two draft resolutions reflect these updates and changes. No other changes are proposed at this time.

### FINANCIAL CONSIDERATIONS

None.

### RECOMMENDATION

That the Board of Directors approve the attached resolutions establishing banking authority.

Attachments

RP/ed

MGS

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RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA CLARITA VALLEY WATER AGENCY  
ESTABLISHING BANKING AUTHORITY  
FOR THE NEWHALL WATER DIVISION  
WITH WELLS FARGO**

**WHEREAS**, the Santa Clarita Valley Water Agency, Newhall Water Division, has an existing banking relationship with Wells Fargo Bank (Bank) with respect to the General Account, Customer Deposit Account, and Construction Deposit Account; and

**WHEREAS**, said Bank requests that the Agency define Agency officials authorized to make withdrawals from and perform other business details concerning said account; and

**WHEREAS**, consistent with the terms of this resolution, the Agency's Board finds it to be in the Agency's best interest to authorize continuation of the above banking relationships.

**NOW THEREFORE BE IT RESOLVED** that the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer are authorized to sign or countersign withdrawal orders, and Wells Fargo Bank is authorized to honor and pay all withdrawal orders – including those drawn to the order of the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer signed in the manner required by this resolution.

**RESOLVED FURTHER** that the General Manager; Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer is authorized to order withdrawals from said account up to a **maximum of \$25,000 per order on his or her signature only**, and either said General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer is authorized to order withdrawals from said accounts **exceeding the sum of \$25,000 but not to exceed \$1,000,000** per order on his or her signature when the order is **countersigned by one** of the authorized signatures of the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer.

**RESOLVED FURTHER** that the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller or Retail Administrative Officer is authorized to order withdrawals from each account **without limit when countersigned by one** of the authorized signatures of the **President or Vice Presidents (2)**.

**RESOLVED FURTHER** that any and all of the foregoing eight Agency Officers are hereby authorized to execute on behalf of the Agency all Bank forms and agreements which, in their absolute discretion, are consistent with this resolution.

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RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA CLARITA VALLEY WATER AGENCY  
ESTABLISHING BANKING AUTHORITY  
FOR THE VALENCIA WATER DIVISION  
WITH WELLS FARGO**

**WHEREAS**, the Santa Clarita Valley Water Agency, Valencia Water Division, has an existing banking relationship with the Valencia Branch of the Wells Fargo Bank (Bank) with respect to the MRA/General Account; Payroll Account; Accounts Payable Account; and Investments/Brokerage Account; and

**WHEREAS**, said Bank requests that the Agency define Agency officials authorized to make withdrawals from and perform other business details concerning said account; and

**WHEREAS**, consistent with the terms of this resolution, the Agency's Board finds it to be in the Agency's best interest to authorize continuation of the above banking relationships.

**NOW THEREFORE BE IT RESOLVED** that the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer are authorized to sign or countersign withdrawal orders, and Wells Fargo Bank is authorized to honor and pay all withdrawal orders – including those drawn to the order of the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer signed in the manner required by this resolution.

**RESOLVED FURTHER** that the General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller, Retail Administrative Officer and Accounting Manager is authorized to order withdrawals from said account up to a **maximum of \$25,000 per order on his or her signature only**, and either said General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer is authorized to order withdrawals from said accounts **exceeding the sum of \$25,000 but not to exceed \$1,000,000** per order on his or her signature when the order is **countersigned by one** of the authorized signatures of the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer.

**RESOLVED FURTHER** that the President, Vice Presidents (2), General Manager, Assistant General Manager, Chief Financial and Administrative Officer, Director of Finance and Administration, Controller and Retail Administrative Officer is authorized to order withdrawals from each account **without limit when countersigned by one** of the authorized signatures of the **President or Vice Presidents (2)**.

**RESOLVED FURTHER** that any and all of the foregoing nine Agency Officers are hereby authorized to execute on behalf of the Agency all Bank forms and agreements which, in their absolute discretion, are consistent with this resolution.

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## BOARD MEMORANDUM

**DATE:** April 4, 2019  
**TO:** Board of Directors  
**FROM:** Matthew G. Stone *MGS*  
General Manager  
**SUBJECT:** Approve a Proposed Employee Salary Adjustment for FY 2019/20

---

### SUMMARY

It is the Agency's practice to perform salary surveys every three to five years and administer a cost of living (COLA) increase every year to maintain salaries with the market. Based on Consumer Price Index (CPI) data, Management recommends a 3% to 3.5% general wage adjustment for FY 2019/20.

### DISCUSSION

Attachment 1 shows the recent history of Agency general wage adjustments. Attachment 2 reflects CPI data from 2015 until present, illustrating the percentage change for each month from the same month in the prior year. Historically, the Agency has adjusted salaries based on the change in the CPI from December to December, which is then factored into the following year's budget. The CPI Index in year 2018 has been trending above 3% with an average change of 3.81%. The December to December change dipped to 3.24%.

Therefore, Management recommends adjusting the compensation structure to compensate Agency employees and recommends a general wage increase of 3% to 3.5% for FY 2019/20. This recommendation is based on:

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

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

The recommendation for a general wage increase would be implemented with the first full pay period in July 2019. That is, all salary ranges would be increased by the approved COLA amount, except for the General Manager. Individual compensation adjustments within the salary range would be made in accordance with the appropriate personnel policies. If recommended by the Finance and Administration Committee, a revised Agency Pay Schedule would be forwarded to the Board of Directors at its regular April 16, 2019 meeting.

It should be noted that the Agency will conduct a comprehensive classification and compensation study in 2019 and the results would adjust salaries to market and job classifications in the 2020/21 fiscal year.

On April 3, 2019, the Finance and Administration Committee considered staff's recommendation to approve a proposed employee salary adjustment for FY 2019/20.

### **FINANCIAL CONSIDERATIONS**

Staff recommended a 3% to 3.5% increase in salaries in FY 2019/20 which would cost approximately \$563,000 - \$688,000 annually (salaries and benefits); however the Committee agreed upon a 3% increase. Funds would be included in the SCV Water FY 2019/20 Budget.

### **RECOMMENDATION**

The Finance and Administration Committee recommends that the Board of Directors approve an employee salary increase of 3% for FY 2019/20 for all employees except the General Manager.

MS/am

Attachments

## ATTACHMENT 1

### RECENT COST OF LIVING ADJUSTMENT HISTORY

<u>Effective Date</u>	<u>Change in CPI</u> <u>December to</u> <u>December</u>	<u>Effective COLA</u>
<b><u>SCV WATER</u></b>		
July 1, 2019	3.24%	3% -3.5%
July 1, 2018	3.61%	3%
<b><u>CLWA</u></b>		
July 1, 2017	1.97%	2%
July 1, 2016	2.03%	2%
July 1, 2015	0.73%	0%

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## ATTACHMENT 2

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


MONTH	INDEX	% Change	INDEX	% Change	INDEX	% Change	INDEX	% Change
	2015	from 2014	2016	from 2015	2017	from 2016	2018	from 2017
January	239.724	-0.06%	247.155	3.10%	252.373	2.11%	261.235	3.51%
February	241.297	0.10%	247.113	2.41%	253.815	2.71%	263.012	3.62%
March	243.738	0.51%	247.873	1.70%	254.525	2.68%	264.158	3.78%
April	243.569	0.47%	248.368	1.97%	254.971	2.66%	265.095	3.97%
May	246.093	1.12%	249.554	1.41%	255.674	2.45%	266.148	4.10%
June	245.459	0.79%	249.789	1.76%	255.275	2.20%	265.522	4.01%
July	247.066	1.37%	249.784	1.10%	256.023	2.50%	266.007	3.90%
August	246.328	1.14%	249.700	1.37%	256.739	2.82%	266.665	3.87%
September	245.431	0.74%	250.145	1.92%	257.890	3.10%	268.032	3.93%
October	245.812	1.02%	251.098	2.15%	258.883	3.10%	269.482	4.09%
November	245.711	1.64%	250.185	1.82%	259.135	3.58%	268.560	3.64%
December	245.357	2.03%	250.189	1.97%	259.220	3.61%	267.631	3.24%

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ITEM NO.  
10.1

## BOARD MEMORANDUM

**DATE:** April 4, 2019  
**TO:** Board of Directors  
**FROM:** Eric Campbell   
Chief Financial and Administrative Officer  
**SUBJECT:** April 3, 2019 Special Finance and Administration Committee Meeting

---

The Finance and Administration (F&A) Committee met at 6:00 PM on Wednesday, April 3, 2019 in the Training Room of the Rio Vista Water Treatment Plant. In attendance were Committee Chair Dan Mortensen and Directors Ed Colley, Bob DiPrimio, Maria Gutzeit and R. J. Kelly. Staff members present were Keith Abercrombie, Amy Aguer, Mike Alvord, Steve Cole, Erika Dill, Brian Folsom, Kim Grass, Ari Mantis, Kathie Martin, Rochelle Patterson, Cris Perez, Matt Stone and myself. No members of the public were present. A copy of the agenda is attached.

**Item 1: Public Comment** – There was no public comment.

**Item 2: Recommend Approval of an Emergency Preparedness and Safety Coordinator Classification** – Recommended actions for this item are included in a separate report being submitted at the April 30, 2019 special Board meeting.

**Item 3: Recommend Approval of a Resolution to Enter into a Contract with Lance, Soll & Lunghard, LLP (LSL) for Audit Services for FY 2018/19 through FY 2020/21 With an Option for FY 2021/22 and FY 2022/23**– Recommended actions for this item are included in a separate report being submitted at the April 30, 2019 special Board meeting.

**Item 4: Recommend Approval of a Proposed Salary Adjustment for FY 2019/20** – Recommended actions for this item are included in a separate report being submitted at the April 30, 2019 special Board meeting.

**Item 5: Review Draft Operating FY 2019/20 and FY 2020/21 Biennial Budget** – Staff and the Committee reviewed the draft Operating FY 2019/20 and FY 2020/21 Biennial Budget. The full budget will be reviewed at the April 16, 2019 regular Board meeting.

**Item 6: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2018/19 Committee Planning Calendar.

**Item 7: General Report on Finance and Administration Activities** – Staff advised the Committee that a second edition of the Ratepayer Advocate RFP was published, and three proposals will be provided to the F&A Committee for selection of the ratepayer advocate.

**Item 8: Adjournment** – The meeting adjourned at 8:40 PM.

EC/ed

Attachment




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**Date:** March 26, 2019

**To:** **Finance and Administration Committee**  
Dan Mortensen, Chair  
B. J. Atkins  
Ed Colley  
Robert DiPrimio  
Maria Gutzeit  
R. J. Kelly

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

A special meeting of the **Finance and Administration Committee** is scheduled to meet on **Wednesday, April 3 2019 at 6:00 PM** at **Rio Vista Water Treatment Plant** located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Training Room.

### SPECIAL MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments	
2. *	Recommend Approval of an Emergency Preparedness and Safety Coordinator Classification	3
3. *	Recommend Approval of a Resolution to Enter into a Contract with Lance, Soll & Lunghard, LLP (LSL) for Audit Services for FY 2018/19 through FY 2020/21 With an Option for FY 2021/22 and FY 2022/23	15
4. *	Recommend Approval of a Proposed Salary Adjustment for FY 2019/20	51
5. *	Review Draft Operating FY 2019/20 and FY 2020/21 Biennial Budget	57
6. *	Committee Planning Calendar	77
7.	General Report on Finance and Administration Activities	
8.	Adjournment	

- \* Indicates attachments
- ◆ To be distributed

**NOTICES:**

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

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

Posted on March 27, 2019.



ITEM NO.  
10.2

## BOARD MEMORANDUM

**DATE:** April 5, 2019  
**TO:** Board of Directors  
**FROM:** Brian J. Folsom, Chief Engineer *BJF*  
Keith Abercrombie, Chief Operating Officer *KA*  
**SUBJECT:** April 4, 2019 Engineering and Operations Committee Meeting

---

The Engineering and Operations Committee met at 5:30 PM on Thursday, April 4, 2019 in the Training Room of the Rio Vista Water Treatment Plant. In attendance were Committee Chair Tom Campbell; Directors Dante Acosta, Ed Colley, Gary Martin and Lynne Plambeck; General Manager Matt Stone; Chief Operating Officer Keith Abercrombie; Director of Operations and Maintenance Mike Alvord; Director of Finance and Administration Rochelle Patterson; Chief Engineer Brian Folsom and Principal Engineer Brent Payne. One member of the public was present. A copy of the agenda is attached.

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

**Item 2: Recommend Heavy Equipment Replacement Purchase** – Recommended actions for this item are included in a separate report being submitted at the April 30, 2019 special Board meeting.

**Item 3: Proposed FY 2019/20 and FY 2021/22 Capital Improvement Projects** - The Committee reviewed the proposed major capital improvements projects and estimated project expenditures for FY 2019/20 and FY 2021/22.

**Item 4: Operations and Production Report** – Staff and the Committee reviewed the Monthly Operations and Production Report.

**Item 5: Capital Improvement Projects Construction Status Report** – Staff and the Committee reviewed the Capital Improvement Projects Construction Status Report.

**Item 6: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2018/19 Committee Planning Calendar.

**Item 7: General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities** – No items were discussed.

**Item 8: General Report on Engineering Services Section Activities** – No items were discussed.

**Item 9: Adjournment** – The meeting adjourned at 6:20 PM.

BJF

Attachment

*MGS*

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**Date:** March 20, 2019

**To:** **Engineering and Operations Committee**  
Tom Campbell, Chair  
Dante Acosta  
Ed Colley  
William Cooper  
Gary Martin  
Lynne Plambeck

**From:** Brian J. Folsom, Chief Engineer *BJF*  
Keith Abercrombie, Chief Operating Officer *KA*

The **Engineering and Operations Committee** is scheduled to meet on **Thursday, April 4, 2019 at 5:30 PM at Rio Vista Water Treatment Plant** located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Training Room.

#### MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments	
2. *	Recommend Heavy Equipment Replacement Purchase	3
3. *	Proposed FY 2019/20 and FY 2020/21 Capital Improvement Projects	5
4. *	Operations and Production Report	47
5. *	Capital Improvement Projects Construction Status Report	105
6. *	Committee Planning Calendar	107
7.	General Report on Treatment, Distribution, Operations and Maintenance Services Section Activities	
8.	General Report on Engineering Services Section Activities	
9.	Adjournment	

March 20, 2019

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- \* Indicates attachments
- ◆ To be distributed

### **NOTICES:**


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

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

Posted on March 22, 2019.



## BOARD MEMORANDUM

**DATE:** April 19, 2019  
**TO:** Board of Directors  
**FROM:** Steve Cole  
Assistant General Manager   
**SUBJECT:** April 18, 2019 Public Outreach and Legislation Committee Meeting

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The Public Outreach and Legislation Committee met on Thursday, April 18, 2019 at 5:30 PM in the Summit Circle Training Room. In attendance were Directors Jerry Gladbach, Chair, B.J. Atkins, Kathy Colley, R.J. Kelly and Lynne Plambeck. Consultant Hunt Braly attended the meeting as well as legislative consultant Dennis Albani and Harry Henderson whom participated via teleconference. Also present were Judith McCourt and John Slocovich from the Redhill Group. The staff member present were Kathie Martin and me. Public were present. A copy of the agenda is attached.

**Item 1: Public Comment** – None.

**Item 2: Legislative Consultant Reports**

- 2.1: Harry Henderson reported on federal legislative and related items.
- 2.2: Dennis Albani reported on state legislative and related items.
- 2.3: Hunt Braly reported on local legislative and related items.

**Item 3: Public Outreach Activities:**

- 3.1: Presentation 2019 Customer Satisfaction and Awareness Survey was provided by the Judith McCourt and John Slocovich from Redhill Group – Staff and the Committee reviewed and the survey will be presented at the Regular Board meeting on June 4, 2019.

**Item 4: Informational:**

- 4.1: Monthly Outreach Matrix – Staff and the Committee reviewed the monthly outreach matrix.
- 4.2: Legislative Tracking – Staff and the Committee reviewed the legislative tracking spreadsheet.
- 4.3: Sponsorship Tracking FY 2018/19 – Staff and the Committee reviewed the sponsorship spreadsheet.
- 4.4: Public Outreach Event Calendar 2019 – Staff and the Committee reviewed the public outreach event calendar.
- 4.5: Committee Planning Calendar 2019 – Staff and the Committee reviewed the Public Outreach and Legislation Committee planning calendar.

The meeting adjourned at 7:10 PM.

Attachment



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**Date:** April 11, 2019

**To:** **Public Outreach and Legislation Committee**  
Jerry Gladbach, Chair  
B.J. Atkins  
Kathy Colley  
R.J. Kelly  
Gary Martin  
Lynne Plambeck

**From:** Steve Cole, Assistant General Manager *SM*

The **Public Outreach and Legislation Committee** is scheduled to meet on **Thursday, April 18, 2019 at 5:30 PM** at **Summit Circle Training Room** located at 26521 Summit Circle, Santa Clarita, CA. 91350.

#### MEETING AGENDA

<u>ITEM</u>	<u>PAGE</u>
1. Public Comments	
2. * Legislative Consultant Report:	
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2.2 California Advocates	9
2.3 Poole & Shaffery	15
3. ♦ Public Outreach Activities	
3.1 Presentation 2019 Customer Satisfaction and Awareness Survey	
4. * Informational:	
4.1 Monthly Outreach Matrix	17
4.2 Legislative Tracking	19
4.3 Sponsorship Tracking FY 2018/19	21
4.4 Public Outreach Event Calendar 2019	23
4.5 Committee Planning Calendar 2019	27
5. Adjournment	
* Indicates attachments	
♦ To be distributed	

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Posted on April 11, 2019.

MGS



# BOARD MEMORANDUM

**DATE:** April 15, 2019  
**TO:** Board of Directors  
**FROM:** Brian J. Folsom, P.E. *BJF*  
 Chief Engineer  
**SUBJECT:** Engineering Services Section Report

## CAPITAL IMPROVEMENT PROJECTS (CIP) CONSTRUCTION

Project	Contractor	Contract Amount	Scheduled Completion	Notes
MWDSC Foothill Feeder Connection	GSE Construction	\$2,951,759	5/15/19	Connections to MWD and SCVWA pipelines are complete.
ESFP Clearwell/CT Improvements	Clark Bros. Inc.	\$5,706,769	5/15/19	Punch-list items being addressed.
Well E-17 and Ancillary Facilities	Staats Construction, Padilla Electric, and General Pump	\$571,734	TBD	Materials being purchased.
Magic Mountain Pipeline Phase 4	FivePoint / Toro Enterprises	\$3,084,725	7/22/19	Construction is underway.
Magic Mountain Pipeline Phase 5	FivePoint / Toro Enterprises	\$3,269,978.85	TBD	Review of construction submittals is underway.

## CAPITAL IMPROVEMENT PROJECTS (CIP) DESIGN

1. ESFP Wastewater Return and Sludge Collection System – Design plans and specifications are complete. The Operating Permit amendment application has been submitted to the State Water Resources Control Board Division of Drinking Water (DDW) for approval.
2. Castaic Conduit Bypass – Design is 90% complete. Staff is working with affected property owners to acquire necessary permanent and temporary easements.
3. Magic Mountain Pipeline No. 6A – The project has been divided into two phases (Phases 6A and 6B) to match the street improvements schedule. Staff is reviewing the 75% design plans and specifications for the Phase 6A portion.
4. Magic Mountain Reservoir – Staff is reviewing the reservoir and pump station sites evaluation technical memorandums.

5. Replacement Wells – Staff is coordinating well site improvements. Jensen Design Services has submitted 30% design drawings for a portion of the pipeline along Commerce Center Drive that will connect to the Magic Mountain Pipeline.
6. Groundwater Treatment Improvements – Staff is reviewing strategies for potential cost recovery from responsible parties through the National Contingency Plan (NCP) process. Advisian is preparing the NCP documents.
7. Recycled Water Central Park (Phase 2A) – The project's Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP) was adopted by the CLWA Board of Directors at its December 13, 2017 regular Board meeting. Design is on hold pending resolution of recycled water permitting and regulatory issues.
8. Recycled Water Vista Canyon (Phase 2B) – The PDR has been completed. On July 17, 2017, the Department of Water Resources (DWR) approved repurposing \$2.7 million in Proposition 84 Grant Funding from the Saugus Formation Dry Year Wells project to the Vista Canyon Recycled Water Project. The CLWA Board of Directors adopted the MND/MMRP on November 20, 2017. Final design for the pipeline and tanks are approximately 90% complete. Staff are reviewing 90% design submittals. Based on the geotechnical investigation, tank site improvements will be required to provide an acceptable margin of safety for the tank foundation.
9. Recycled Water South End (Phase 2C) – The PDR has been completed. NCWD, as the CEQA Lead Agency, certified the recirculated MND on August 10, 2017. The project MND/IS was adopted by the CLWA Board of Directors on August 23, 2017. Final design is 90% complete. A 90% design review workshop is scheduled for April 24, 2019.
10. Recycled Water West Ranch (Phase 2D) – The PDR has been completed. On July 17, 2017, DWR approved repurposing \$1.8 million in Proposition 84 Grant Funding from the Saugus Formation Dry Year Wells project to the Phase 2D Project. The CLWA Board of Directors adopted the MND and MMRP at its July 28, 2017 regular Board meeting. The plans and specifications are being finalized.



**DEVELOPMENT PROJECTS – DESIGN, CONSTRUCTION AND INSPECTION**

<b>Project Developer</b>	<b>Development Size</b>	<b>Infrastructure (Estimated at Build-out)</b>	<b>Schedule</b>	<b>Status</b>
Skyline Ranch Pardee	1220 Dwelling Units	17 miles pipelines, 3 pump stations, and 4 tanks.	Complete construction of Phase 1 in summer 2019 with backbone/in-tract pipelines and 1 pump station. Complete construction of two tanks by summer 2020.	Tract 60922-01 – Phase 1 in-tract pipeline is 95% complete. Installation of meters will be performed on developer's schedule for buildout. Design for Phase 1 tank is 60% complete. Phase 1 Pump station documents received. Construction by developer started April 15, 2019.
Vista Canyon JSB Development	1100 Dwelling Units	5 miles potable and recycled pipelines.	Complete construction of Phase 1 in 2018 and Phase 2 in 2019.	Construction of Phase 1 potable and recycled water pipelines is 95% complete. Final design of Phase 2 potable and recycled water mains is complete. Developer will construct a portion of the Phase 2 potable water system and a portion of the recycled water system based on development schedule. Phase 2 pre-construction meeting was held on April 15, 2019.
Sheriff Station City of Santa Clarita	44,300 Square Feet	1 mile pipeline.	Construction scheduled to begin April 22, 2019.	Notice to Proceed for the main pipeline in Golden Valley was issued December 6, 2018. Procurement of materials is nearly complete. Final design of the bore & jack crossing under the LADWP aqueduct is underway.
Avanti Tract (52455) Lennar	92 Dwelling Units	3100 feet of pipeline, 6 fire hydrants and 2 irrigation services.	Construction completed.	As-built drawings are being prepared.
Aidlin Hills Tract (52796) Lennar	102 Dwelling Units	2 tanks, 1 pump station, ±7670' of potable pipelines and 9 public fire hydrants.	TBD.	Design of phase 1 to begin shortly (includes a pump station and ±3000 feet of pipelines). Design of phase 2 will include 2 tanks, and ±4670' of pipelines.
Spring Canyon Tract (48086)	492 Dwelling Units	1 tank, 1 pump station and 1 pressure reducing valve, Mammoth Lane upgrades and lift station upgrades.	Mammoth Lane upgrades must be completed prior to commencement of development.	Design of in-tract pipelines are 100% complete. Reservoir plans 95% complete. Pump Station plans 95% complete.

<b>Project Developer</b>	<b>Development Size</b>	<b>Infrastructure (Estimated at Build-out)</b>	<b>Schedule</b>	<b>Status</b>
Mission Village Phase 1 Five Point	3138 Dwelling Units	6.9 miles new pipeline, 1 Pressure Reducing Station (Petersen), 2 Booster Stations (Petersen & Magic Mtn.), and 2 Tanks (Petersen & Magic Mtn. No. 2).	DS 542 pipelines and Magic Mountain Tank No. 2 to be constructed by December 2019.	Construction of temporary water main is complete. Skyview pipeline connection and DS 542 potable and recycled water pipelines are in construction. Magic Mountain Tank No. 2 design is 97% complete.
Landmark Village (Tract 53108) Five Point	1444 Dwelling Units	3.5 miles Piping Pressure Reducing Station, 2MG Zone IA Tank, and 2 Hwy 126 crossings.	TBD.	Design is 30% complete.
Needham Ranch Trammell Crow Co.	2,550,000 Square Feet Industrial and Commercial	4 miles of pipelines, 1 pump station, 2 tanks, and 2 Pressure Reducing Stations.	Construct Phase 1 in 2018 with 1 tank, 1 pump station and pipelines.	Phase 1 tank construction is 95% complete. The tank has been coated. Pump station is 80% complete. The roof is under construction. Pipeline construction is 15% complete.
Castaic High School Rasmussen	250,000 Square Feet	2 miles of pipelines, 1 tank, and 1 pump station.	Construct facilities to meet scheduled school opening in Fall 2019.	Pump station is 90% complete. Pipeline is 100% complete. Tank is 95% complete. Waiting on SCE to run electrical service to the tank.

**MISCELLANEOUS PROJECTS – DESIGN, CONSTRUCTION AND INSPECTION**

<b>Project / Facility</b>	<b>Scope of Work / Details</b>	<b>Status</b>
College of the Canyons Valencia Campus	Relocation of approximately 1,015 feet of 16" pipeline.	The pipeline has been installed and construction is complete. Waiting for easement to be completed/reviewed. The pipe is in service.
Skyblue Tanks	SCWD's Skyblue tanks main electrical service from SCE is not on SCVWA property or easement.	The property and easements have been surveyed. Staff is working with SCE to move the electrical service. Staff is also verifying that the water mains and drains are on SCVWA property/easements.
AT&T cell sites	Upgrades at NWD's Newhall Tank 2.	Completed.
T-Mobile cell sites	Fiber optics upgrades at three water tank locations.	Round Mountain tank is waiting for the cell company to perform survey. Newhall Tank 2 work is pending a pre-construction meeting. Pinetree Tank 3 is 50% complete.
Verizon cell site	Cell tower at NWD's Castaic Tank 1A.	Modifications to design plans are in process. Awaiting resubmittal of plans for approval.
Dig Alerts and Fire Flow Tests		During March 2019, SCVWA Inspection Staff completed 67 dig alerts and four fire flow tests.

## PERCHLORATE CONTAMINATION PROGRAM MANAGEMENT

The last monthly Technical Committee meeting was held on April 9, 2019. The Whittaker-Bermite Multi-Jurisdictional Task Force last met on November 7, 2018. The Settlement Agreement among SCVWA (former CLWA and retail purveyors), Whittaker-Bermite (Whittaker) and the insurance carriers is in effect. Reimbursement requests for operational and maintenance (O&M) costs through February 2019 have been submitted.

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

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

## WATER QUALITY LABORATORY

The laboratory will be submitting a renewal application (required every 2 years) with the Environmental Laboratory Accreditation Program (ELAP), which is due by June 30, 2019. Since an onsite audit is required as part of the renewal, preparations are underway in the laboratory in anticipation of the audit.


## FACILITY CAPACITY FEES (FCFs) AND CONNECTON FEES

Month	Regional	Distribution	Total
July 2018	\$ 363,105	\$ 40,866	\$ 403,971
August 2018	1,078,265	133,190	1,211,455
September 2018	540,716	58,297	599,013
October 2018	853,900	15,505	869,405
November 2018	218,678	7,753	226,431
December 2018	1,510,315	379,816	1,890,131
January 2019	124,000	3,959	127,959
February 2019	557,449	48,868	606,317
March 2019	135,424	0	135,424
<b>FY 2018/19 to Date</b>	<b>\$5,381,852</b>	<b>\$ 688,254</b>	<b>\$6,070,106</b>
<b>FY 2018/19 Budget</b>	<b>\$8,000,000</b>	<b>\$1,000,000</b>	<b>\$9,000,000</b>

M65



## BOARD MEMORANDUM

**DATE:** April 15, 2019  
**TO:** Board of Directors  
**FROM:** Eric Campbell   
Chief Financial and Administrative Officer  
**SUBJECT:** Finance, Administration and Information Technology Section Report

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### FINANCE & ADMINISTRATION

#### Key Accomplishments/Activities:

Staff held the third Facility Capacity Fee Stakeholder working group meeting and presented the historical and future capital projects and cost allocation.

The Finance staff transitioned to the Rio Vista Water Treatment Plant. We are now all in the same location. This will increase communications, effectiveness and efficiencies.

The payroll staff successfully completed conversion to Paychex with minimal disruptions.

Staff reviewed and scored the audit proposals received as a result of the Request for Proposal (RFP). The Finance and Administration Committee's recommendation is to hire Lance, Soll & Lunghard, LLP (LSL) to complete our FY 2018/19 through FY 2020/21 annual audits. This item will be considered by the Board at the April 30, 2019 special Board meeting.

Staff prepared the professional services contract for the 2019 Facility Capacity Fees with Raftellis Financial Consultants, Inc. The contract is fully executed and will be effective July 1, 2019.

Staff worked with Wells Fargo Bank to set up the chart of accounts for all the Retail divisions in the Commercial Card Expense Reporting site as part of the WellsOne Commercial Card (P-Card) program. The P-Cards provide an efficient, cost-effective method of purchasing and streamlining the purchase order process for small-dollar transactions. The P-Cards were distributed to staff and each cardholder was issued a WellsOne Commercial Card Program Policy and Procedure manual, which provides guidance and outlines each cardholder's responsibility. Training was conducted on April 5, 2019.

#### Significant Upcoming Items:

Staff is working with AAC Utility Partners on the selection of a vendor for the Agency's new Financial Management Software (FMS). The deliverables completed to-date include: the Project Charter, an FMS Industry Workshop and a Functional Requirements Matrix. Finance staff worked directly with other departments and identified over 2,000 specific and individual needs. These were included in the Functional Requirements Matrix and will be used to develop the RFP for a new FMS.

Finance staff are working with other departments and a consultant in order to develop a robust, defensible cost allocation method. This will aid in future budgeting and the next rate study. Accounting staff are working on a complete restructure and consolidation of the general ledger. This will allow accounting to integrate the Agency's financial statements more quickly, as well as improve audit efficiencies.

Staff has begun work on transferring titles on the Agency's mobile equipment. Staff has submitted title change forms to the Department of Motor Vehicles for the Newhall Water Division's (NWD) mobile equipment, and title change forms will be submitted for Santa Clarita Water Division (SCWD), Valencia Water Division (VWD) and Regional.

Staff continues to develop the FY 2019/20 – 2020/21 biennial budget and will facilitate a working budget workshop at the April 16, 2019 regular Board meeting.

## **CUSTOMER SERVICE**

### **Key Accomplishments/Activities:**

Staff supported the Water Quality department in its efforts to complete the Division of Drinking Water (DDW) Annual Report.

Staff continues its work related to the Newhall billing system conversion. Customer data conversion is complete and being tested; discussions related to several key integrations are underway.

Work is underway to contract with third party payment processor Pay Near Me (PNM.) PNM is a customer payment platform which provides a retail point-of-sale (POS) payment option. Once implemented, customers will have the option to pay their bill in cash at a local CVS, 7-11 or Ace Cash Express retail store. Implementation will occur in three phases with the first deployment to legacy Newhall customers, then to Santa Clarita customers and finally to legacy customers served by the Valencia location.

Staff is working with the Agency's Public Information Officer (PIO) to finalize a customer outreach plan and timeline for the elimination of the Newhall Customer Care Center.

### **Significant Upcoming Items:**

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

## **HUMAN RESOURCES**

### **Key Accomplishments/Activities:**

Staff is currently recruiting for the positions of Accounting Technician, Financial Analyst, and Water Conservation Specialist I.

Staff has completed recruitment for 5 Utility Workers.

Staff is currently recruiting for a temporary position of Administrative Technician for Human Resources/Risk Management.

Staff has completed temporary recruitments for Administrative Technician for Engineering Distribution Design.

Staff has begun this year's Performance Evaluation process and distributed memos to staff and supervisors from the General Manager. Evaluation form and employee information is expected to reach supervisors the week of April 15, 2019.

Staff completed its first meeting with Paychex representative to implement the new Human Resources Information System.

Staff completed compliance with the Affordable Care Act (ACA) and submitted an e-file reporting form to the Internal Revenue Service (IRS).

Staff answered vendors' questions on the RFP for next fiscal year's comprehensive classification and compensation study and is expecting to receive responses for evaluation by April 16, 2019.

Staff is continuing to handle employee relations issues and requests. Staff is monitoring the progress of Performance Improvement Plans (PIP) currently issued.

**Significant Upcoming Items:**

Staff will review, evaluate and select a vendor for next fiscal year's comprehensive classification and compensation study.

Staff will monitor, review and approve Performance Evaluations to ensure fairness and timely completion of the process.

Staff will process approved merit increases and Cost of Living Increases (COLA) for every employee record.

Staff will update the Agency's Benefits policy to reflect current practice for retiree medical coverage.

Staff will continue implementation of Paychex system to include uploading of employee data and training.

Staff will compile the different divisions' DMV Employee Pull Notice program into one account.

**RISK MANAGEMENT**

**Key Accomplishments/Activities:**

Staff completed the annual renewal of Property Program Insurance.

Staff is continuing to approve insurance certificate requirements for Agency contracts to ensure compliance with suggested insurance limits from ACWA/JPIA.

**Significant Upcoming Items:**

Staff plans to create new binders and files to transition all risk management insurance records from the different entities to SCV Water.

## **INFORMATION TECHNOLOGY SERVICES**

### **Key Accomplishments/Activities:**

The IT team is evaluating different mobile device management solutions for deployment on Agency mobile devices and desktops.

Post Domain/Network Consolidation policies and cleanup have been deployed and completed.

Annual workstation replacements have been received, configured and deployed.

The GIS team, working with Operations, completed the GPS data capture of all Agency water storage tanks.

The GIS team has completed the configuration of the VWD GIS-based hydraulic model.

IT staffer attended and completed iManage (DMS) Certified Systems Engineer training.

GIS team members attended GIS programming and development summit hosted by ESRI.

The IT team has completed the replacement of the WiFi infrastructure and firewall at VWD.

### **Significant Upcoming Items**

Ongoing – GIS team is collecting GPS data for wells, boosters and other facilities.

Ongoing – Technology Services continues to develop an intranet site through SharePoint online.

Ongoing – The IT team continues to work with various departments to relocate respective teams to other offices as they consolidate locations.

Ongoing – The GIS team continues to work on consolidating the various GIS databases for NWD, SCWD, VWD and Regional.

Ongoing – Technology Services is developing online training guides for the iManage Document Management System (DMS).

The IT team continues to research audio/video live-streaming/recording systems.

Ongoing – The GIS team is working with Water Resources and their consultant on a water demand GIS application.

The IT team is evaluating security end-point software systems to consolidate the Agency's solution.

EC







# BOARD MEMORANDUM

**DATE:** April 15, 2019  
**TO:** Board of Directors  
**FROM:** Keith Abercrombie *KA*  
 Chief Operating Officer  
**SUBJECT:** Treatment, Distribution, Operations and Maintenance Section Report

The Treatment, Distribution, Operations and Maintenance Section (TDOMS) provides reliable and high quality water through rigorous preventative maintenance programs and timely response to corrective action maintenance. Routine inspections and maintenance of each facility is part of the overarching goal of TDOMS. Below is a discussion on these activities for the month of March 2019.

### TREATMENT OPERATIONS AND MAINTENANCE

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

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

### Preventative and Corrective Maintenance Work Order Summary

Work Orders	March 2019	FYTD 2018/19
Corrective Maintenance	30	173
Preventative Maintenance	112	846
<b>Key Action Items Completed:</b>		
<ul style="list-style-type: none"> <li>- ESFP – Insertion flow meter replacement. Wash Water return piping modifications completed</li> <li>- ESFP and RVWTP – Replaced regulatory pressure relief devices</li> <li>- ESIPS – Vault and pipeline project complete and ESFP back to full capacity</li> </ul>		

**Work in Progress – Treatment**

- Distribution System – Valve exercising and repairs underway
- ESFP – Propane vaporizer debris cover being fabricated by mechanical staff
- ESFP – Ammonia air supply piping being replaced
- ESFP – Rapid mix pump No. 3 removed for repairs
- ESFP – Water separators being replaced on Filter Backwash pneumatic control system
- Calibration of flow meters on Sand Canyon Pipeline turnouts
- Sodium Hydroxide replacement tank on order
- Sand Canyon Pipeline – New gates being fabricated for turnout SC-11 by mechanical staff
- Wash water basins at ESFP and RVWTP treatment plants being cleaned out
- Ammonia air compressor replacement on order for ESFP
- Caustic injection line being replaced at ESFP
- RVWTP – WWR basins being cleaned out

**Completed Work**

- Chloramine Analyzer supply line at Sand Canyon Reservoir replaced
- ESFP – Ammonia injection back pressure valves calibrated
- Recycled Pump Station-Installed pump control valve on Pump No. 1
- ESFP – Side stream pump No. 3 re-installed and laser aligned by outside services
- RVWTP – LOX evaporator relief valves replaced
- SPTF – Installed new 5500sc chloramine analyzer
- RVWTP – Bi-annual chlorine scrubber maintenance completed by outside services (Evoqua)
- SCPS – Motor /pump shutdown sequences calibrated
- ESFP – WWR basins cleaned out

**BUILDINGS AND GROUNDS**

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

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

- SCV Water General Office Building
- Santa Clarita Water Division and Water Resources Section Buildings
- Visitor and Maintenance gates of SCV Water
- Newhall Water Division General Office Building

**Preventative and Corrective Maintenance Work Order Summary**

<b>Work Orders</b>	<b>March 2019</b>	<b>FYTD 2018/19</b>
Corrective Maintenance	40	476

**Work in Progress**

- Gate access for approved personnel – Moving forward with work – In the process of scheduling for next month – Parts on order
- Working with Agency personnel setting up new work spaces – Ongoing
- Working with Contractor to consolidate key fob access security system at all SCV Water locations and approved proposal to move forward – Ongoing
- Installing (two) three-ton redundant HVAC systems in preparation of upgrading the SCADA system – Parts on order

## Completed Work

- Completed 1<sup>st</sup> phase of security access project at the RVWTP Administration Building
- Upgraded irrigation controls at the RVWTP for increased conservation and improved monitoring
- Carpeting project has been completed at the RVWTP on the 2<sup>nd</sup> Floor in the Administration Building
- Moves - Engineering move from RVWTP to the Summit Circle site and the Finance personnel to the RVWTP site

## DISTRIBUTION OPERATIONS AND MAINTENANCE

General operational and maintenance activities within each distribution division include:

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

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

### Meter Change-out Summary NWD

Meter Size	March 2019	Quantity FYTD 2018/19
3/4"	48	375
1"	6	43
1 1/2"	2	9
2"	3	32
>2"	0	1

### SCWD

Meter Size	March 2019	Quantity FYTD 2018/19
3/4"	52	2210
1"	5	228
1 1/2"	5	46
2"	0	20
>2"	0	4

### VWD

Meter Size	March 2019	Quantity FYTD 2018/19
3/4"	133	968
1"	0	73
1 1/2"	0	0
2"	259	290
>2"	0	2

## Distribution System Leak Summary

### NWD – Approx. 9,679 Service Connections

Leak Type	March 2019	FYTD 2018/19
Service Leaks	1	27
Main Leaks	0	10

### SCWD – Approx. 31,218 Service Connections

Leak Type	March 2019	FYTD 2018/19
Service Leaks	8	60
Main Leaks	2	14

### VWD – Approx. 29,974 Service Connections

Leak Type	March 2019	FYTD 2018/19
Service Leaks	10	93
Main Leaks	0	6

## Capital Improvement Projects FY 2018/19

### Work in Progress – NWD

- Castaic High School – New Zone 3 Tank complete, New Zone 3 Booster Station under construction, Sloan Canyon piping complete, acceptance pending
- Ebelden Ave Pipeline Project – Construction started March 2019
- Installed Pump Control Valve on Pump No. 1 at the Recycled Pump Station

### Work in Progress – SCWD

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

### Work in Progress – VWD

- 10" meters at Six Flags Magic Mountain (complete) and COC being scheduled for change out
- Pilot AMI Program – Infrastructure scheduled to be installed in April, meters being changed out

## PRODUCTION OPERATIONS AND MAINTENANCE

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

## Capital Improvement Projects FY 2018/19

### Work in Progress – NWD

- Pinetree N2 – Installation of soft start equipment
- SCADA backbone radio upgrade – underway

### Completed Work

- Newhall Well 12 back in service – Motor Control Center/Switch Gear upgraded
- Castaic Well 7 Rehabilitation
- Newhall Tank 4 – Transducer replaced
- Tesoro Tanks 1 & 1A – Analyzers & chemical feed tube installed

### Work in Progress – SCWD

- SC-12 – Mechanical and facility construction complete – Block wall being designed
- Seismic Valves Installation
- Pump Drive Replacement Program
- Via Princessa – Replacement of head shaft – Pumps being reinstalled

- Lost Canyon 2 – Pump to control valve installation for pump to waste

**Completed Work**

- Live Oak Booster – 2 new pumps installed
- Well Mag Meter Retrofit – Five sites completed

**Work in Progress – VWD**

- Well E17 – Facility construction underway
- Well 201 – Construction for soundproof motor enclosure structure under construction
- Carnegie Booster Station – Pump and motor replacement underway, Pumps/Motors 18 & 19 and SMC
- Cal Arts Booster Station – Pump and motor replacement

**Completed Work**

- Well 159 – Motor replaced

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

**SCV Water Production Summary (Acre-Feet)**

<b>Division</b>	<b>Groundwater Mar 2019 (AF)</b>	<b>Imported Water Mar 2019 (AF)</b>	<b>Total Production Mar 2019 (AF)</b>	<b>Groundwater FYTD 2018/19 (AF)</b>	<b>Imported Water FYTD 2018/19 (AF)</b>	<b>Total Production FYTD 2018/19 (AF)</b>	<b>Recycled Water Production FYTD 2018/19 (AF)</b>
NWD	122	275	397	2,179	3,984	6,163	NA
SCWD	219	967	1,185	3,769	14,315	18,083	NA
VWD	106	1,205	1,311	9,752	10,484	20,236	184
<b>SCV Water Totals</b>	<b>447</b>	<b>2,447</b>	<b>2,893</b>	<b>15,700</b>	<b>28,782</b>	<b>44,482</b>	<b>184</b>
<b>Percent</b>	<b>15%</b>	<b>85%</b>		<b>35%</b>	<b>65%</b>		

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

<b>Source</b>	<b>March 2019 (AF)</b>	<b>FYTD 2018/19 (AF)</b>
Wholesale (LA36)	.5	4.6
Raw Water (RVWTP)	933	16,368
Raw Water (ESTP)	1,665	13,095
Wells (Saugus 1 & 2)	288	2,515

## WATER QUALITY

### Water Quality Complaints

#### NWD

Type of Complaint	March 2019	# of Complaints FYTD 2018/19
Hardness	0	1
Odor	2	4
Taste	0	1
Color	0	3
Air	0	0
Suspended Solids	0	0
<b>Totals</b>	<b>2</b>	<b>9</b>

#### SCWD

Type of Complaint	March 2019	# of Complaints FYTD 2018/19
Hardness	0	1
Odor	0	2
Taste	0	1
Color	0	0
Air	0	0
Suspended Solids	0	1
<b>Totals</b>	<b>0</b>	<b>5</b>

#### VWD

Type of Complaint	March 2019	# of Complaints FYTD 2018/19
Hardness	1	1
Odor	2	10
Taste	0	0
Color	0	3
Air	0	0
Suspended Solids	0	1
<b>Totals</b>	<b>3</b>	<b>15</b>

### Heterotrophic Plate Count Samples

#### NWD

Total # of HPCs Collected March 2019	# of HPCs Collected FYTD 2018/19
1	9

#### SCWD

Total # of HPCs Collected March 2019	# of HPCs Collected FYTD 2018/19
3	66

#### VWD

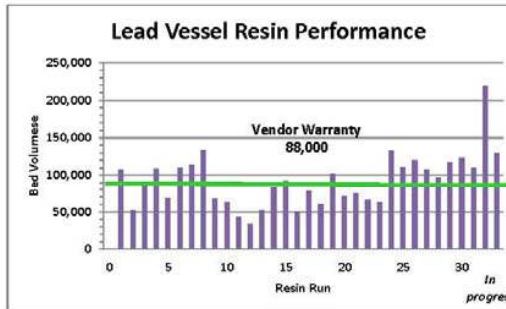
Total # of HPCs Collected March 2019	# of HPCs Collected FYTD 2018/19
1	50

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

Resin Run Number	Fill Date	Breakthrough Date+	Days	Volume Treated (Million Gallons)	Volume Treated (Acra-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Combined (Lead and Lad)		
										MC	AF	BVs
0												
1	5/3/10	8/25/10	115	253	776	107.310	*	*	*			
2	9/8/10	11/8/10	62	120	368	52.289	\$ 105,728	\$ 2.02	\$ 287	373	1,144	159,599
3	12/10/10	3/26/11	107	239	735	90.841	\$ 115,458	\$ 1.27	\$ 157	359	1,103	143,130
4	5/5/11	8/9/11	97	288	883	108.745	\$ 112,255	\$ 1.03	\$ 127	527	1,618	199,586
5	8/17/11	10/14/11	59	180	554	68.941	\$ 112,255	\$ 1.63	\$ 203	468	1,437	177,686
6	11/6/11	4/10/12	157	288	893	109.850	\$ 112,048	\$ 1.02	\$ 127	468	1,437	178,790
7	4/20/12	7/16/12	88	280	860	113.905	\$ 112,048	\$ 0.98	\$ 130	568	1,743	223,754
8	7/11/12	11/5/12	118	349	1,070	133.044	\$ 112,048	\$ 0.84	\$ 105	629	1,930	246,949
9	11/16/12	1/10/13	56	177	544	67.744	\$ 112,258	\$ 1.66	\$ 206	526	1,614	200,788
10	1/10/13	3/10/13	60	165	505	62.836	\$ 43,567	\$ 0.69	\$ 86	342	1,049	130,579
11	3/19/13	5/4/13	47	112	344	42.769	\$ 118,213	\$ 2.76	\$ 344	276	849	105,605
12	5/8/13	6/15/13	39	95	293	33.577	\$ 141,989	\$ 4.23	\$ 485	207	637	76,346
13	6/10/13	8/20/13	72	179	551	52.099	\$ 118,212	\$ 2.27	\$ 215	275	844	85,676
14	9/12/13	11/30/13	80	217	667	83.031	\$ 118,212	\$ 1.42	\$ 177	397	1,218	135,130
15	11/21/13	2/9/14	81	246	755	92.790	\$ 118,212	\$ 1.27	\$ 157	463	1,422	175,821
16	2/24/14	3/31/14	36	128	393	48.854	\$ 105,494	\$ 2.16	\$ 269	374	1,148	141,644
17	4/28/14	8/8/14	103	205	629	78.423	\$ 105,494	\$ 1.35	\$ 168	333	1,022	127,277
18	8/21/14	12/3/14	105	158	485	60.237	\$ 105,494	\$ 1.75	\$ 218	363	1,114	138,660
19	12/4/14	3/16/15	103	266	816	101.458	\$ 105,494	\$ 1.04	\$ 129	424	1,301	161,695
20	3/17/15	5/28/15	73	184	565	70.380	\$ 105,494	\$ 1.50	\$ 187	450	1,381	171,838
21	5/29/15	8/3/15	67	195	598	74.610	\$ 105,494	\$ 1.41	\$ 176	379	1,163	144,990
22	8/4/15	10/15/15	73	171	525	65.484	\$ 105,494	\$ 1.61	\$ 201	366	1,123	140,094
23	10/16/15	12/8/15	54	165	506	62.988	\$ 105,494	\$ 1.67	\$ 208	336	1,031	128,472
24	12/9/15	3/31/16	114	346	1,062	131.983	\$ 105,494	\$ 0.80	\$ 99	511	1,568	194,971
25	4/1/16	7/7/16	98	291	893	111.167	\$ 105,494	\$ 0.95	\$ 118	637	1,956	243,190
26	7/8/16	10/17/16	102	314	964	119.919	\$ 105,494	\$ 0.88	\$ 109	605	1,857	231,086
27	10/21/16	1/25/17	97	283	869	107.984	\$ 105,494	\$ 0.98	\$ 121	597	1,832	227,903
28	1/26/17	4/18/17	83	252	773	96.192	\$ 105,494	\$ 1.10	\$ 136	535	1,642	204,176
29	4/25/17	8/5/17	103	306	939	116.938	\$ 105,494	\$ 0.90	\$ 112	558	1,713	213,130
30	8/11/17	1/3/18	146	322	988	122.845	\$ 105,494	\$ 0.86	\$ 107	628	1,927	239,783
31	1/16/18	6/9/18	145	289	887	109.395	\$ 105,494	\$ 0.96	\$ 119	611	1,875	232,240
32	6/18/18	12/24/18	190	574	1,762	219.207	\$ 105,494	\$ 0.48	\$ 60	863	2,649	328,602
33	12/13/18	4/8/19	117	340	1,043	129.796	\$ -	\$ -	\$ -	914	2,805	349,003
<b>Total</b>			<b>3,047</b>	<b>7,978</b>	<b>24,486</b>	<b>3,047,629</b>	<b>\$3,345,901</b>	<b>NA</b>	<b>NA</b>	<b>15,363</b>	<b>47,152</b>	<b>5,858,152</b>
<b>Average</b>			<b>92</b>	<b>239</b>	<b>733</b>	<b>91,182</b>	<b>\$107,932</b>	<b>\$ 1.29</b>	<b>\$ 147.62</b>	<b>452</b>	<b>1,386</b>	<b>172,161</b>

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

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







## **SAFETY/EMERGENCY/RISK MANAGEMENT**

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

### **Work in Progress**

- New combined Safety Data Sheet (SDS) Program
- A three-tiered safety incentive program
- Creating a combined SCV Water Health and Safety Manual by using the components and information from each Division

### **Completed Work**

#### Inspections

- Cal-OSHA conducted an audit of the Chlorine Building at RVWTP. Closing conference complete. Agency appealed three citations resulting in one citation being eliminated

#### Monthly Inspections

- Underground storage tank (UST) designated operator
- Aboveground storage tank (AST) inspection
- Fire extinguishers
- Emergency eye-wash/shower stations
- Self-Contained Breathing Apparatus (SCBA) units
- Automated External Defibrillator (AED) units
- Load testing of cranes at RVIPS and ESIPS was completed

#### Incident Data

- There was one recordable injury with no lost days in March 2019
- Agency had a very low incident rate for calendar year 2018 (2.7) – 60 % better than the national average for our industry

#### Safety Training

- Two ergonomic assessments were conducted in March 2019
- One new hire safety orientation was conducted in March 2019
- One Fall Protection class was held on March 1, 2019
- Tailgate meetings took place at each Division in March 2019
- Designated Facility Employee Annual Class C training for underground storage tanks took place on March 7, 2019

#### Safety Committee

- The Safety Committee formed a focus group on Fall Protection with the goal to create uniform safety practices for all Divisions where fall hazards are present
- New safety equipment for tanks and personal protective equipment were installed
- Additional focus group formed on confined space entry to establish uniform procedures for all Divisions

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# BOARD MEMORANDUM

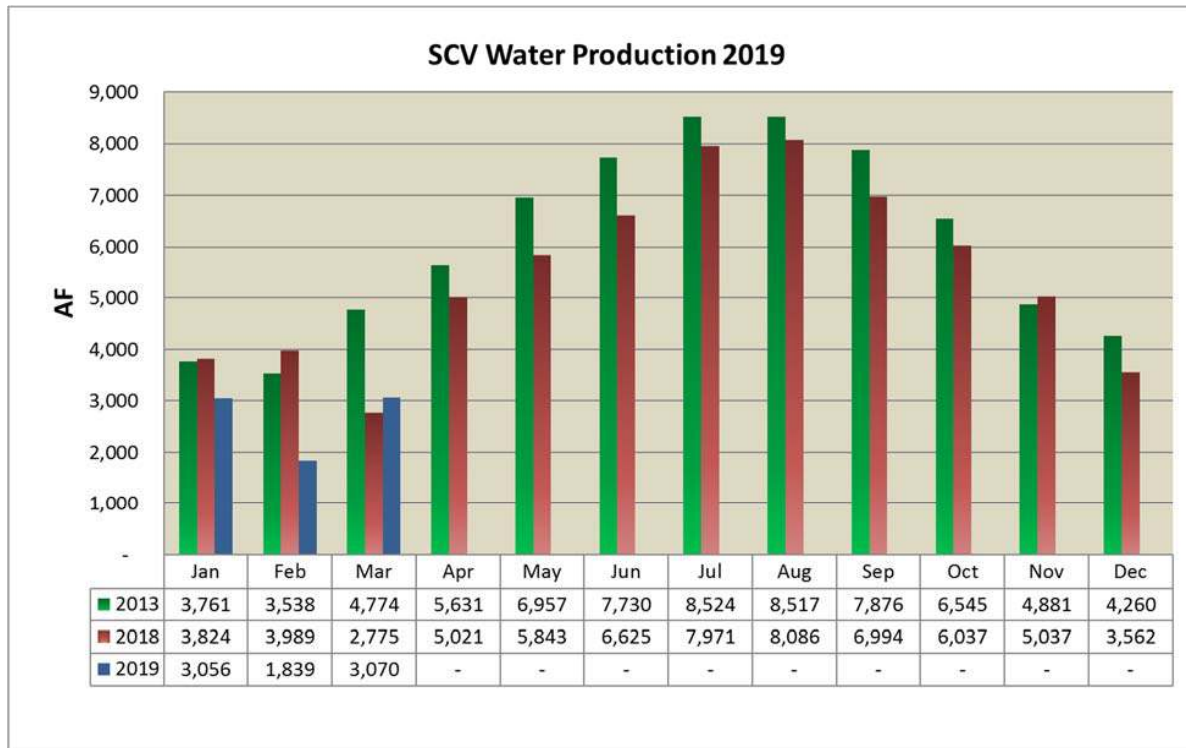
**DATE:** April 15, 2019  
**TO:** Board of Directors  
**FROM:** Steve Cole *[Signature]*  
 Assistant General Manager  
**SUBJECT:** Water Resources and Outreach Section Report

## WATER RESOURCES

### Key Accomplishments/Activities

#### Water Demand and Supply

Staff continues to monitor ongoing domestic water demands. As illustrated in the chart below, January and February 2019 demands fell below 2018 and 2013 pre-drought levels, reflecting higher than average precipitation. Above normal precipitation continued into March 2019 keeping demands lower than 2013 and similar to March 2018 conditions.



The longer-term demand trend is illustrated in the following graph:



The 2018 demand showed an increase of 2.6% over 2017.

To date, in calendar year 2019, SCV Water took delivery of an estimated 4,703 AF of imported water into SCV Water's service area as shown in the table below:

Imported Water Supply Source	AF Water Delivered
SWP Table A	
SWP Carryover	3,603
Carryover Credit	
Buena Vista/Rosedale-Rio Bravo	1,100
West Kern Water District Exchange	
Rosedale-Rio Bravo Banking	
Semitropic WSD Banking	
Yuba Accord Water	
Castaic Lake Terminal Reservoir Storage (Take)	
Castaic Lake Terminal Reservoir Storage (Backfilled)	
<b>Total Imported Water Delivered into Service Area</b>	<b>4,703</b>
<b>Total Recycled Water Delivered into Service Area</b>	<b>12</b>

Note: The balance of retail water demands were met with local groundwater resources.

SCV Water participates in water banking and exchange programs to provide water supplies during dry periods when State Water Project (SWP) supplies are reduced and to store water when supplies exceed demand. The table on the next page shows beginning of the year storage, 2019 estimated puts and takes for the current operating plan with 70% allocation and carryover spill from San Luis, and estimated end of year storage.

Program	Storage (AF) as of December 2018	Estimated 2019 Net Put/ (Extraction)	Estimated 2019 End of Year Storage (AF)
Rosedale Rio-Bravo (RRB)	100,000	0	100,000
Semitropic Water Storage District (SWSD)	40,770	0	40,770
RRB 2:1 Exchange	9,440	0	9,440
West Kern Water District 2:1 Exchange	500	0	500
Central Coast Water Authority	750	0	750
Flexible Storage	6,060	0	6,060
Carryover (Article 56)	39,200 <sup>(1)</sup>	(3,600) <sup>(2)</sup>	14,840 <sup>(3)</sup>
<b>Total:</b>	<b>196,720</b>		<b>172,360</b>

Notes: (1) Balance of carryover water (35,600 AF) was reclassified as SWP Supply as San Luis Reservoir filled in March 2019.  
(2) 3,600 AF of previous year carryover water was delivered prior to San Luis Reservoir Filling.  
(3) Estimated net carryover depends on actual service area demand and available storage space in San Luis Reservoir.

On November 30, 2018, the Department of Water Resources (DWR) issued the initial 2019 SWP allocation at 10% of Table A amount. On January 25, 2019, DWR increased the SWP allocation to 15% of Table A amount. On February 20, 2019, DWR increased the allocation to 35% of Table A amount. On March 20, 2019, DWR increased the allocation to 70% of Table A amount. Staff will continue to monitor imported water demand and hydrologic conditions.

### Imported Water Supplies Planning and Administration

- Governor Newsom announced plans to revisit the California WaterFix replacing the two tunnel plan with one tunnel. Staff continues to participate with the State Water Contractors members to understand possible cost and schedule implications and assure SCV Water's needs are met.
- Staff continues to participate in the Sites Reservoir development efforts. On February 5, 2019, the Board of Directors authorized SCV Water's participation in Sites Reservoir Phase 2 (design and permitting costs) development efforts. The 2019 work plan will focus on analysis and negotiation of regulatory conditions in order to better estimate the project's anticipated yield.
- Staff is monitoring construction activities for the Rosedale Rio-Bravo Water Storage District Banking Extraction Facilities. The current schedule indicates project operation in spring 2019.
- Staff received final licensing agreement documents from FivePoint for the two Saugus Formation replacement wells. The well sites are adjacent to Magic Mountain.

### Watershed

Staff engaged with Upper Santa Clara River Regional Water Management Group (RWMG) members (City of Santa Clarita, Los Angeles County Flood Control District, Rivers and Mountains Conservancy, Santa Clarita Valley Sanitation District and SCV Water) to prepare a Prop 1 Integrated Water Management grant application. Staff, working with the RWMG, developed a Request for Proposal for consultant services to assist in developing materials for the DWR Prop 1 IRWM Grant workshop and the grant application. Staff received one proposal and has engaged in a review process. The proposal cost,

including contingency, is approximately \$99,000. SCV Water anticipates some costs for the consultant services will be offset by contributions from RWMG members via a separate agreement. The workshop will provide an opportunity for DWR to consider proposed projects and provide helpful feedback. The workshop is scheduled for July 16-17, 2019, and will be held in Santa Clarita, at the City's Centre room.

In the longer term (fall or winter 2019), the existing Memorandum of Understanding with RWMG members will undergo revision to clarify member roles, funding responsibilities and add or remove members, if necessary.

Staff, in its role as an USCR IRWM Disadvantaged Community Involvement Program Task Force member, is working with the City of Santa Clarita, Greater Los Angeles County, and the Watersheds Coalition of Ventura County (WCVC) to review communication tools/messages developed by a consultant designed to reach out to disadvantaged communities. In late February 2019, Staff provided detailed comments on a series of communication tools.

Staff has initiated discussions with other agencies which would support SCV Water playing a greater role in the stewardship of the Santa Clara River and its Watershed (River System) with the objectives of:

- 1) Ensuring the sustainability and reliability of the Santa Clarita Valley's water resources as they relate to the River System; and
- 2) Preserving and enhancing the environmental, aesthetic and recreational values of the River System.

On October 2, 2018, the Board authorized the General Manager to execute a Memorandum of Understanding with United Water Conservation District (UWCD) to facilitate cooperative watershed planning. Staff has scheduled monthly meetings to discuss partnership opportunities and has initiated discussions with UCWD regarding coordinating future delivery of SWP water to recharge groundwater in the Upper Santa Clara River and Piru groundwater basins. Additionally, on November 16, 2018, SCV Water staff participated in a meeting with Ventura County's Invasive Weed Task Force to discuss a joint project to facilitate Arundo and Tamarisk removal in the upper and lower watersheds. SCV Water is evaluating an option to pursue Proposition 1 IRWM funding for development of a revised map showing invasive weeds and has begun discussions with a representative of the Santa Clara River Conservancy to review options for more consistent funding for invasive weed removal.

### **Santa Clarita Valley Groundwater Sustainability Agency (SCV-GSA)**

On April 1, 2019, the SCV-GSA Board met, below are some of the highlights:

- 1) Eric Campbell, SCV Water's Chief Financial Officer, was appointed as the SCV-GSA Treasurer.
- 2) Staff provided an update of key activities and a three month look-ahead.
- 3) Staff described options for creating a Stakeholder Advisory Committee, the Board affirmed its interest in creating the Committee, and directed staff to return at a subsequent Board meeting with a more detailed plan for Board consideration.

The 2017 Proposition 1 Sustainable Groundwater Planning Grant was executed by SCV Water and DWR on November 13, 2018 and December 5, 2018, respectively. A grant kick off meeting was held with the Department of Water Resources on February 14, 2019.

On November 5, 2018, staff completed development of and launched a standalone website ([www.scvgsa.org](http://www.scvgsa.org)) for the SCV-GSA. A link to the new SCV-GSA website is available on the SCV Water website.

The next SCV-GSA Board meeting will be a special Board meeting on June 3, 2019. Topics for the meeting include adoption of the FY 2019/20 Budget, presentation of recommended approaches for creation of a Stakeholder Advisory Committee, and a description of the overall Groundwater Sustainability Plan development work plan.

## **Annexations**

Consistent with the Tesoro Annexation Agreement, staff has initiated preparation of a draft LAFCO annexation application. Staff will seek Board approval prior to submitting an application.

SCV Water's Board of Directors received a letter on January 16, 2019 from the Tapia Ranch property owner requesting modification of payment terms under the existing Deposit and Funding Agreement. As directed by the Board, staff has drafted a proposed amendment to the Tapia Ranch Deposit and Funding Agreement.

## **LEGISLATIVE/GOVERNMENT AFFAIRS**

- On April 3, 2019, staff met with Jonathan Ahmadi from Katie Hill's office and toured the Saugus 1 and 2 Perchlorate Treatment Plant, with discussion of VOC treatment needs and options.
- The Agency signed a letter on SB 204 (SWP Contracts) to oppose unless amended; and one in support of AB 533 (income tax exemption for incentive rebates). We are also active in the support of SB 669 (water trust) and in opposition to AB 217 (water tax).

## **UPCOMING SPONSORSHIPS**

- VIA Leadership Program: January-June, 2019 – Kathie Martin and Rochelle Patterson participating
- AWA-Ventura County 2019 Symposium: April 18-19, 2019 (Oxnard)
- City of Santa Clarita Earth Arbor Day and Home and Garden Show: April 27-28, 2019
- ACWA Spring Conference: May 7-10, 2019 (Ice Cream Break)

## **OUTREACH**

### **Key Accomplishments/Activities**

- Staff drafted a communications plan for the Newhall Water Division Customer Care move, anticipated to take place by July 1, 2019. The plan was approved by the Finance and Administration Committee on March 11, 2019, and announced at the Board meeting on April 2, 2019. Outreach staff is working closely with Customer Care on messaging, collateral and timeline.

- “The First Year in a New Era of Water” publication is complete. Some print copies are available, and it has been uploaded to a new State of the Agency page on the website. <https://yourscvwater.com/state-of-the-agency/>. The publication includes a new, colorful graphic depicting where our water comes from.
- The report also features 10 Agency employee photos and quotes about the role they play. Each of these “Faces of Water” are also featured in short video profiles, which are in final editing.
- A survey to measure Agency awareness, general customer satisfaction, conservation knowledge, etc. was fielded in late February 2019. Staff anticipates presenting a report to the Public Outreach and Legislation Committee at its meeting on April 18, 2019.

## Social/Digital Media

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

Outlet	Description	Notable Activity	Audience
Facebook	Social media		365 likes 390 follows
Instagram			934
Twitter		@SCV_water	872
Website	yourSCVwater.org	Total users in March 2019	13,567
Water Currents	Customer e-newsletter	April 2019: 27% open rate (23.6% industry standard)	19,651
Garden Classes	E-news blast	April: 26% open; 9% click through	634

## Public Education

### 2019

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year To Date
<b>Education</b>													
Students	882	1,023	1,108										3,013
Teachers	67	85	113										265
<b>Garden Classes</b>													
Evening	35	48	31	*									114
Saturday	60	52	25	*									137

\* Data not yet available

- As part of our ad buy and partnerships, *The Signal*, *SCVTV* and *KHTS* continue to share garden classes and other content on social media and in email blasts.

## Significant Upcoming Items

- Staff is developing a series of high-level one-page handouts on important water issues to share with local, state and federal legislative staff to garner financial support for various projects within SCV Water’s service area.

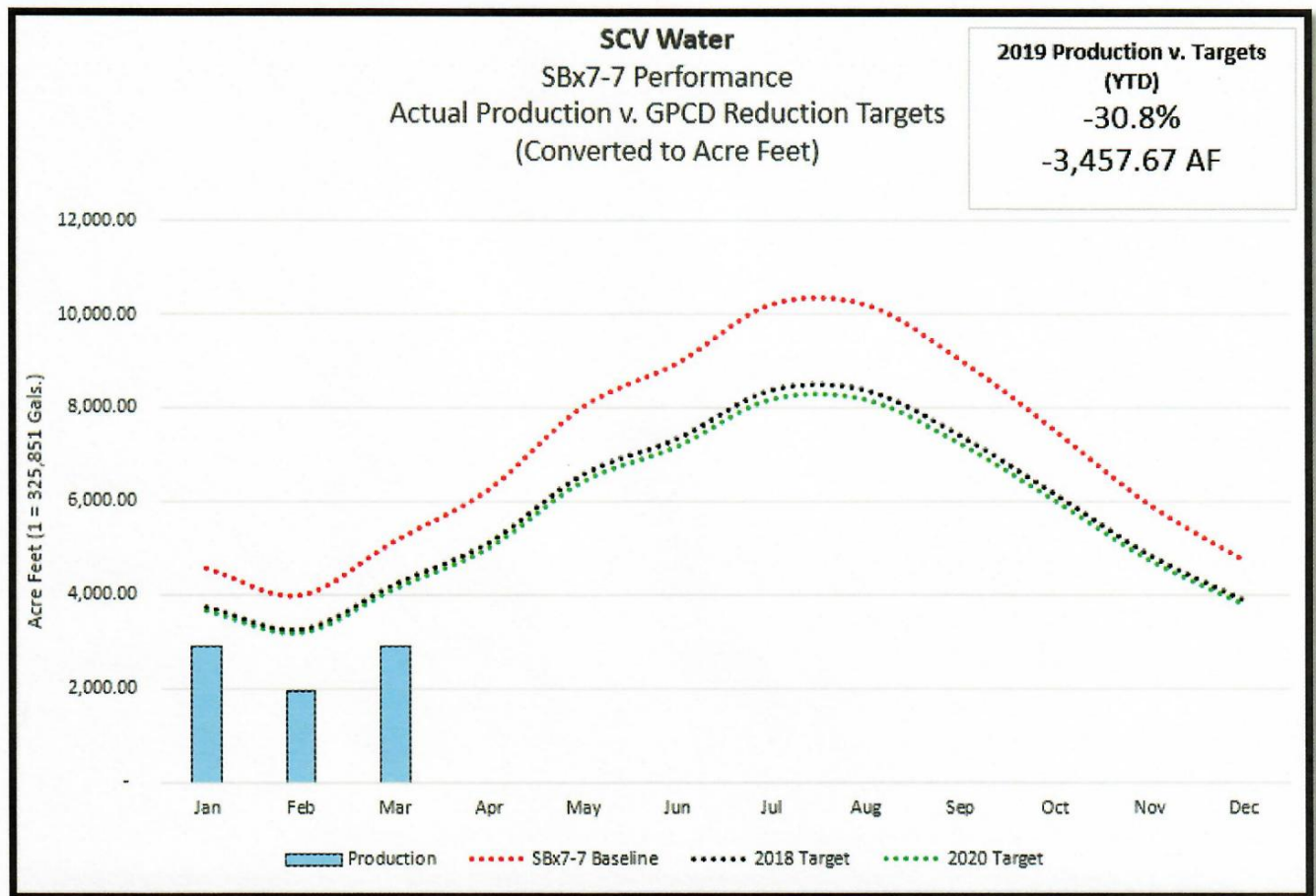


- Preparation of a social media policy and plan.
- Efforts continue on the implementation of a water bottle refill station pilot program.
- Staff is developing its FY 2019/20 Communication Tactical Plan that fits within the Communications Plan and Agency Strategic Plan. The Tactical Plan identifies strategies and specific tasks that the Communications group wants to take action on during FY 2019/20.

## CONSERVATION

### Key Accomplishments/Activities

#### Monthly Conservation Performance compared to SCV Water's SBx7-7 20% Reduction in GPCD by 2020



Conservation developed the SBx7-7 Performance chart (above) to provide an overview of the Agency's water use efficiency efforts relative to its 2020 goals. On the SBx7-7 Chart, the red dotted line notes expected water production using 2019's population and the baseline consumption of 272 GPCD. The black dotted line notes our production targets for 2019, the green dotted line notes our 2020 target, and the bars depict actual monthly production. For March 2019, SCV Water customers decreased water consumption compared to SBx7-7 target for the month and year to date by 1,326.21 AF, with year to date

decrease of 3,457.67 AF. SCV Water's production is currently well below the monthly SBx7-7 goals for 2019 (black dotted line).

### Monthly Conservation Performance reported to the State Water Resources Control Board (SWRCB)

#### 2018 Monthly Reduction in Percent (Compared to 2013 Drought Baseline)

Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Newhall	-3.5%	+7.0%	-46.5%	-18.0%	-20.2%	-16.8%	-9.4%	-10.3%	-16.2%	-13.3%	-2.5%	-24.6%	-14.8%
Santa Clarita	+2.2%	+13.7%	-39.7%	-12.9%	-16.4%	-14.5%	-6.9%	-9.1%	-15.5%	-10.2%	+1.6%	-22.3%	-11.5%
Valencia	-.5%	+10.3%	-43.2%	-13.9%	-15.1%	-15.4%	-6.9%	-3.3%	-9.8%	-6.0%	+6.5%	-16.2%	-9.9%
<b>Total (SCVWA)</b>	<b>+.34%</b>	<b>+11.2%</b>	<b>-42.3%</b>	<b>-14.1%</b>	<b>-16.4%</b>	<b>-15.2%</b>	<b>-7.2%</b>	<b>-6.7%</b>	<b>-13.1%</b>	<b>-8.7%</b>	<b>+3.1%</b>	<b>-20%</b>	<b>-11.3%</b>

#### 2019 Monthly Reduction in Percent (Compared to 2013 Drought Baseline)

Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Newhall	-27.8%	-40.8%	-43%										-37.5%
Santa Clarita	-21.9%	-41.5%	-38.3%										-34.0%
Valencia	-18.6%	-46.0%	-36.8%										-35%
<b>Total (SCVWA)</b>	<b>-21.5%</b>	<b>-43.3%</b>	<b>-38.3%</b>										<b>-35%</b>

Note: Monthly percentages compared to 2013 baseline month and year (LAC#36 does not provide SWRCB monthly production/conservation data).

For March 2019, SCV Water customers decreased water consumption compared to March 2013 by ~586 million gallons of water, with a year to date decrease of ~1.349 billion gallons.

### Conservation Programmatic Performance

Program	Description	December 2018 Notable Activity	Notes
Residential Water Check-Ups	The program includes, but is not limited to, home water use efficiency consultations, leak detection services, and a comprehensive irrigation system inspection.	25 Residential Check-Ups	High Consumption Letters (HCLs) provide a major source of marketing for the program. Since the program was reactivated in January 2019, staff has mailed 702 letters to customers.
Water Efficiency Works Program	The Water Efficiency Works Program (WEW) provides services to Commercial, Industrial, and Institutional (CII) customers. Programs include incentives and rebates for water efficiency upgrades, onsite inspections and education and training.	1 Multi-Family Residential Site Check-Up (287 of 328 Dwelling Units), 145 Kitchen Faucet Aerators (.5-1.5 gpm), 441 Bathroom Faucet Aerators (1.0 gpm), 398 HE Showerheads (1.5 gpm), and 16 Toilet Flapper Replacements.	Staff is working with 1 additional site in April 2019 (209 Dwelling Units).

Leak Alert Notifications	Customers with continuous flows recorded on their water meters are contacted for conservation education and guidance.	6 Leak Alert Notifications Sent	Conservation staff will be expanding this program to Santa Clarita and Newhall Divisions in 2019.
Residential Water Efficiency Kits	Water Efficiency Kits include 1 showerhead, 3 faucet aerators, 2 hose nozzles, 1 toilet flapper, 2 toilet leak detection dye tabs, 1 flow measuring bag, and instructions.	1 Kits	
HELP Rebates (Healthy and Efficient Landscape Programs)	The HELP Program provides rebates and irrigation device distribution for customers seeking to improve overall operation of their irrigation system.	1 Residential (Drip Conversion)	Conservation staff is currently working with several HOA's and Landscape Contractors to process Drip, Pressure Regulation, and High-Efficiency Nozzle rebates.
WaterSMART Garden	VWD's WaterSMART Garden provides customers with access to low water using plants, HE irrigation technologies, etc.	25 Customer Visits	
Residential Lawn Replacement Program	Customers receive a rebate of \$2.00 per sf for turf that is removed and converted to low water using plants.	1 Completed Project (300 sf)	Staff is currently evaluating options for program and process improvement.
Residential Smart Controller Rebates	Customers can choose a WaterSense Certified Smart Controller that best suits their needs and proficiency capabilities.	15 Smart Controller Rebates (90 Stations)	
Residential Pool Cover Rebates	Customers can receive up to \$200 towards the purchase of a pool cover to help conserve water, energy and chemical costs.	0 Pool Cover Rebates	The EPA's WaterSense program recently published a NOI to include certification and labeling protocols for specific cover types.
Large Landscape Lawn Replacement Program	Customers receive a rebate of \$2.00 per sf for turf that is removed and converted to low water using plants.	0 Complete Project	Staff is currently working on 9 turf removal projects totaling 78,395 sf.

Large Landscape Smart Controller Rebate Program	Customers receive \$25 per active irrigation station when updated to a weather based controller.	1 Complete Project (77 stations)	Staff is currently working on 1 project to convert 77 stations.
Large Landscape Irrigation System Inspection	Customers can receive a free irrigation audit to identify practices and technologies needed to improve irrigation efficiency.	1 (49 Stations)	Staff is currently working on 1 site with >40 stations.
Water Savings Opportunities	AKA - Water Waste complaints include prohibited measures (SWRCB).	0 Notifications	SWRCB is currently working on the next phase of regulation including permanent prohibited water waste measures to leverage existing tools and processes. Conservation staff has rebranded the water waste complaints to Water Savings Opportunities (WASOPS).

**Significant Upcoming Items**

Staff, in coordination with our evaluation consultant The Behavioralist, completed an analysis of marketing and messaging techniques specific to the Turf Conversion Program and cascading effects on water consumption.

Staff is currently updating the WaterSMART Workshop, an interactive online training tool which customers can access from home to identify water saving opportunities and other improvements. Development is scheduled for April and May 2019, testing in June 2019 and go live in July/August 2019.

Staff is currently evaluating cost estimates for demolition, irrigation infrastructure improvements, design, and refurbishment of the Conservatory Garden.

Staff is currently working with City of Santa Clarita parks staff to identify locations for the water efficient pocket parks pilot project.

Staff is working with IT, Customer Service, and consultants to migrate the WaterSMART Allocation Program database from Oracle to MS SQL Server 16. To date, the database has been created in a train environment and staff are conducting testing to ensure working order and interoperability with the Customer Information System (CIS).

Staff is developing SCV Water's Water Shortage Contingency Plan (previously Ordinance No. 44). Staff continues to monitor updates to the SWRCB's Regulation Rulemaking on Waste and Unreasonable Water Uses. As of March 2019, the regulation remains "In Progress."

MGS

**ITEM NO.  
11.5**

**Engineering and Operations Committee  
Planning Calendar  
FY 2018/19**

Item	PowerPoint Presentation (Y/N/Length)	July 3 Board	July 5 Comm	Aug 2 Comm	Sept 4 Board	Sept 6 Comm	Sept 18 Board	Oct 2 Board	Oct 3 Comm	Nov 1 Comm	Nov 6 Board	Dec 4 Board	Dec 10 Comm	Dec 18 Board	Jan 2 Board	Jan 3 Comm	Feb 5 Board	Feb 7 Comm	Mar 5 Board	Mar 7 Comm	Apr 2 Board	Apr 4 Comm	Apr 16 Board	May 2 Comm	Jun 4 Board	Jun 6 Comm	Jun 20 Board
1 Monthly Committee Planning Calendar	None			C		C			C				C			CANCELLED					C						
2 CIP Construction Status Report	None			C		C			C				C			CANCELLED					C						
3 Monthly Operations and Production Report	None			C		C			C				C			CANCELLED					C						
4 Third Party Funded Agreements Quarterly Report	None			C		C			C				C			CANCELLED					C						
5 Quarterly Safety Program Presentation	Yes 15 min			C		C			C				C			CANCELLED					C						
6 Recommend Approval of Construction Contract Funding and a Work Authorization for Inspection Services for Magic Mountain Pipeline No. 4	Yes 10 min			C		C			C				C			CANCELLED					C						
7 Approve Community Workforce Agreement	None			C		C			C				C			CANCELLED					C						
8 Recommend Approval of a Change Order to Contract with GSE Construction to Increase Budget for Foothill Feeder Connection Construction	Yes 10 min			C		C			C				C			CANCELLED					C						
9 Recommend Approval of a Work Authorization for Final Design of the Magic Mountain Pipeline No. 6	Yes 10 min			C		C			C				C			CANCELLED					C						
10 Recommend Approval of a Change Order with GSE Construction, Increase Vall Cooper's budget for Construction Management Services and increase MWDSC's Work Authorization for the Foothill Feeder Connection Project	Yes 10 min			C		C			C				C			CANCELLED					C						
11 Recommend Approval of Construction Contract Funding and a Work Authorization for Inspection Services for Magic Mountain Pipeline No. 5	Yes 10 min			C		C			C				C			CANCELLED					C						
12 Update on Recycled Water Program	Yes 10 min			C		C			C				C			CANCELLED					C						
13 Update on Perchlorate Related Activities - VZ01, VZ05, Replacement Wells, etc.	Yes 10 min			C		C			C				C			CANCELLED					C						
14 Quarterly Update on VOC Litigation Status - Closed Session	None			C		C			C				C			CANCELLED					C						
15 Foothill Feeder Connection Construction Update	Yes 5 min			C		C			C				C			CANCELLED					C						
16 Recommend Approval of Resolution Awarding Construction Contract to TBD to Recoat Roof Interior of Honby Tank #1	Yes 10 min			C		C			C				C			CANCELLED					C						
17 Review Proposed FY 2019/20 and FY 2020/21 Major Capital Projects (FY 2019/20 and FY 2020/21 Budget Preparation)	Yes 15 min			C		C			C				C			CANCELLED					C						
18 Recommend the purchase of a replacement dump truck	Yes 10 min			C		C			C				C			CANCELLED					C						
19 Follow Up Review Proposed FY 2019/20 and FY 2020/21 Major Capital Projects, if needed (FY 2019/20 and FY 2020/21 Budget Preparation)	Yes 10 min			C		C			C				C			CANCELLED					C						
20 Recommend Approval of Construction Contract Funding and a Work Authorization for Replacement Wells Construction	TBD			C		C			C				C			CANCELLED					C						
21 Recommend Approval of Resolution Authorizing SCWA to Execute Consolidation and Water Service Agreement, and Financing Agreement for Construction of Pipeline to the Los Angeles Residential Community	TBD			C		C			C				C			CANCELLED					C						
22 Recommend Approval of Resolution Awarding Construction Contract to TBD for Pipeline to the Los Angeles Residential Community	TBD			C		C			C				C			CANCELLED					C						

**Engineering and Operations Committee  
Planning Calendar  
FY 2018/19**

Item	PowerPoint Presentation (Y/N/Length)	July 3 Board CANCELLED	July 5 Comm CANCELLED	Aug 2 Comm	Aug 7 Board	Sept 4 Board	Sept 6 Comm	Sept 18 Board	Oct 2 Board	Oct 3 Comm	Nov 1 Comm CANCELLED	Nov 6 Board	Dec 4 Board	Dec 10 Comm	Dec 18 Board	Jan 2 Board	Jan 3 Comm CANCELLED	Feb 5 Board	Feb 7 Comm	Mar 5 Board	Mar 7 Comm	Apr 2 Board	Apr 4 Comm	Apr 16 Board	May 2 Comm	Jun 4 Board	Jun 6 Comm	Jun 20 Board
23	Recommend Approval of Resolution Awarding Construction Contract to TBD for West Ranch Recycled Water Main Extension (Phase 2D) Project																						Moved to FY 2019/20					
24	Recommend Approval of Resolution Awarding Construction Contract to TBD for Wastewater Return and Sludge Systems Project																								Moved to FY 2019/20			
25	Recommend Approval of Resolution Awarding Construction Contract to TBD for Recycled Water Vista Canyon (Phase 2B) Tank																								Moved to FY 2019/20			
26	Recommend Approval of a Work Authorization for TBD for final design of the Groundwater Treatment Improvements																								Moved to FY 2019/20			
27	Recommend Approval of a Work Authorization for TBD for final design of the Magic Mountain Reservoir																											Moved to FY 2019/20
28	Recommend Approval of Construction Contract Funding and a Work Authorization for Inspection Services for Magic Mountain Pipeline No. 6A																											Moved to FY 2019/20
29	Recommend Approval of a Work Authorization for TBD for final design of the Replacement Wells On-Site Pipeline/Infrastructure																											Moved to FY 2019/20
30	Recommend Approval of Construction Contract Funding and a Work Authorization for Replacement Wells Commerce Center Drive Pipeline																											Moved to FY 2019/20
31	Recommend approval of Resolution Awarding Construction Contract to TBD for Recycled Water Vista Canyon (Phase 2B) Pipelines																											Moved to FY 2019/20
32	Recommend Approval of Construction of a New 2.5 MG Deane Tank and Cost Sharing Agreement with Developer																											Moved to FY 2019/20
33	Recommend Approval of Resolution Awarding Construction Contract to TBD for New Intertie and Pressure Regulating Station with Newhall County Water District at Gary Street																											Moved to FY 2019/20
34	Recommend Approval of Resolution Awarding Construction Contract to TBD for Pipeline in Rainbow Glen Drive																											Moved to FY 2019/20
35	Recommend Approval of Construction of a New Deane Zone Pump Station and Cost Sharing Agreement with Developer																											Moved to FY 2019/20

**Engineering and Operations Committee  
Planning Calendar  
FY 2019/20**

	Item	PowerPoint Presentation (Y/N/Length)	Jul 3 Comm	Jul 16 Board	Aug 1 Comm	Aug 20 Board	Sep 5 Comm	Sep 17 Board	Oct 3 Comm	Oct 15 Board	Nov 7 Comm	Nov 19 Board	Dec 5 Comm	Dec 17 Board	Jan 2 Comm	Jan 21 Board	Feb 6 Comm	Feb 18 Board	Mar 5 Comm	Mar 17 Board	Apr 2 Comm	Apr 21 Board	May 7 Comm	May 19 Board	Jun 4 Comm	Jun 16 Board
1	Monthly Committee Planning Calendar	None	P		P		P		P		P		P		P		P		P		P		P		P	
2	CIP Construction Status Report	None	P		P		P		P		P		P		P		P		P		P		P		P	
3	Monthly Operations and Production Report	None	P		P		P		P		P		P		P		P		P		P		P		P	
4	Third Party Funded Agreements Quarterly Report	None			P																					
5	Quarterly Safety Program Presentation	Yes 15 min			P																					
6	Annual Safety Program Update (FY 18-19)	Yes 15 min				P																				
7	Recommend Approval of Construction Contract Funding and a Work Authorization for Inspection Services for Magic Mountain Pipeline No. 6A	TBD	P	P																						
8	Recommend Approval of Construction Contract Funding and a Work Authorization for Replacement Wells Commerce Center Drive Pipeline	TBD			P																					
9	Recommend Approval of Resolution Awarding Construction Contract for Recycled Water Vista Canyon (Phase 2B) Pipelines	TBD					P	P																		
10	Recommend Approval of Resolution Awarding Construction Contract to TBD for West Ranch Recycled Water Main Extension (Phase 2D) Project	TBD					P	P																		
11	Recommend Approval of Purchase for a Backhoe Replacement - Unit 15	None						P																		
12	Final Design of the Replacement Wells On-Site Pipeline/Infrastructure	TBD							P	P																
13	Recommend Approval of Resolution Awarding Construction Contract for ESFP Washwater Return and Sludge Systems Project	TBD							P	P																
14	Recommend Approval of Resolution Awarding Construction Contract to TBD for Recycled Water Vista Canyon (Phase 2B) Tank	TBD									P	P														

**Engineering and Operations Committee  
Planning Calendar  
FY 2019/20**

	Item	PowerPoint Presentation (Y/N/Length)	Jul 3 Comm	Jul 16 Board	Aug 1 Comm	Aug 20 Board	Sep 5 Comm	Sep 17 Board	Oct 3 Comm	Oct 15 Board	Nov 7 Comm	Nov 19 Board	Dec 5 Comm	Dec 17 Board	Jan 2 Comm	Jan 21 Board	Feb 6 Comm	Feb 18 Board	Mar 5 Comm	Mar 17 Board	Apr 2 Comm	Apr 21 Board	May 7 Comm	May 19 Board	Jun 4 Comm	Jun 16 Board	
15	Recommend Approval of Resolution Authorizing SCV Water to Execute Consolidation and Water Service Agreement with State Water Resources Control Board and Los Angeles Residential Community	TBD											P	P													
16	Recommend Approval of Resolution Awarding Construction Contract for Pipeline to the Los Angeles Residential Community	TBD													P	P											
17	Recommend Approval of Construction Contract Funding and a Work Authorization for Replacement Wells Construction	TBD													P	P											
18	Recommend Approval of a Work Authorization for Final Design of the Magic Mountain Reservoir	TBD													P	P											
19	Recommend Approval of Resolution Awarding Construction Contract for New Intertie and Pressure Regulating Station with Newhall County Water District at Gary Street	TBD														P	P										
20	Recommend Approval of Resolution Awarding Construction Contract for Rainbow Glen Drive Pipeline	TBD														P	P										
21	Review FY 2020/21 Major Capital Projects	TBD																									
22	Recommend Approval of a Work Authorization for Final Design of the Groundwater Treatment Improvements	TBD																									
23	Recommend Approval of Construction of a New Deane Zone Pump Station and Cost Sharing Agreement with Developer	TBD																									
24	Recommend Approval of Construction of Two New 2.5 MG Deane Tank and Cost Sharing Agreement with Developer	TBD																									



**Finance and Administration Committee  
Planning Calendar  
FY 2018/19**

Item	Author	PowerPoint Presentation (Y/N/Length)	July 3 Board	July 16 Comm	Aug 7 Board	Aug 20 Comm	Sept 4 Board	Sept 17 Comm	Oct 2 Board	Oct 15 Comm	Oct 16 Board	Oct 22 SPECIAL Comm	Nov 6 Board	Nov 19 Comm	Dec 4 Board	Dec 17 Comm	Jan 7 SPECIAL	Jan 14 SPECIAL	Feb 5 Board	Feb 11 SPECIAL	March 5 Board	March 18 Comm	April 2 Board	April 3 SPECIAL	April 16 Board	April 30 SPECIAL	May 1 SPECIAL	May 21 Board	June 4 Board	June 17 Comm	June 18 Board						
1 Monthly Planning Calendar		None	CANCELLED	C	C	C																															
2 Recommend Approval of a Resolution Authorizing FY 2018/19 Water Supply Contract Payments (consent)	RP	None		C	C																																
3 Recommend Approval of an Employee Travel and Expense Reimbursement Policy (consent)	RP	None		C	C																																
4 Discuss Development of Rate-setting Process Incorporating an Independent Ratepayer Advocate Function	RP	Yes - 15 min		C	C		C	C					C																								
5 April 2018 Monthly Financial Report (consent)	RP	None		C	C																																
6 May 2018 Monthly Financial Report (consent)	RP	None		C	C																																
7 Approve Resolutions Establishing Banking Authority with City National Bank	RP	None			C																																
8 Recommend Approval of a Claims Policy (consent)	RP	None				C	C																														
9 Recommend Approval of a Surplus Inventory and Equipment Policy (consent)	RP	None				C	C																														
10 Review, Discuss and Recommend an Option for Revising Employer's Contributions to PERS Medical Insurance	RP	None				C	C																														
11 Recommend Receiving and Filing of June 2018 Monthly Financial Report (consent)	RP	None				C	C																														
12 Recommend Approval of an Emergency Response Specialist Classification	RP	None						C	P																												
13 Recommend Approval of a Safety Incentive Plan	RP	None						C	P																												
14 Review and Discuss New Agency Recruitments and Positions	RP	None						C																													
15 Recommend Receiving and Filing of July 2018 Monthly Financial Report (consent)	RP	None						C	C																												
16 Discuss USC/JPA Intent to Issue Tax Exempt Obligations	RP	None								C																											
17 Recommend Approval of Resolution Authorizing Professional Services Agreement with AAC Utility Partners for Selection Services for New Financial Management System	EC	None								C																											
18 Recommend Approval of a Resolution Adopting a Records Retention Policy and Schedule (consent)	RP	None								C																											
19 Discuss Reserve Fund Policy	RP	None								C																											
20 Review Valencia Water Company January 22, 2018 and December 31, 2017 Financial Statements (consent)	RP	None								C																											
21 Recommend Receiving and Filing of August 2018 Monthly Financial Report (consent)	RP	None								C																											
22 Approve a Resolution Appointing Treasurer for SCV Water	RP	None									C																										
23 Approve Resolutions Establishing Banking Authority	RP	None									C																										
24 Approve a Resolution of Intention for SCV Water to Enter into a Retirement Contract with CalPERS to Provide for a Merger of the Contracts of the Former Castaic Lake Water Agency and Newhall County Water District	RP	None																																			
25 Recommend Receiving and Filing NCWD December 31, 2017 Financial Statements (consent)	RP	None																																			
26 Recommend Approval of an Underwriter for Issuance of 2019 Revenue Bonds	EC	None																																			

**Finance and Administration Committee  
Planning Calendar  
FY 2018/19**

Item	Author	PowerPoint Presentation (Y/N/Length)	July 16 Comm	Aug 7 Board	Aug 20 Comm	Sept 4 Board	Sept 17 Comm	Oct 2 Board	Oct 15 Comm	Oct 16 Board	SPECIAL Comm	Nov 6 Board	Nov 19 Comm	Dec 4 Board	Dec 17 Comm	Jan 7 SPECIAL	Jan 14 SPECIAL	Feb 5 Board	Feb 11 SPECIAL	March 5 Board	March 18 Comm	April 2 Board	April 3 SPECIAL	April 16 Board	April 30 SPECIAL	May 1 SPECIAL	May 21 Board	June 4 Board	June 17 Comm	June 18 Board
27	EC	None										C				C														
28	RP	None										C																		
29	RP	None										C																		
30	RP	None										C																		
31	CP	None												C																
32	EC	None												C	P	C														
33	EC	None												C																
34	RP	None												C	C															
35	RP	None												C		C														
36	RP	None												C		C														
37	RP	None														C	C													
38	RP	None														C														
39	EC	Yes - 15 min														C														
40	RP	None														C														
41	EC	Yes - 15 min														C														
42	RP	None														C														
43	RP	None														C														
44	RP	None														C														
45	RP	None														C														
46	RP	None														C														
47	RP	None														C														
48	RP	None														C	P													
49	RP	None														C														
50	RP	None														C														
51	RP	None														C														
52	RP	None														C														
53	RP	None														C														

**Finance and Administration Committee  
Planning Calendar  
FY 2018/19**

Item	Author	PowerPoint Presentation (Y/N/Length)	July 3 Board	July 16 Comm	Aug 7 Board	Aug 20 Comm	Sept 4 Board	Sept 17 Comm	Oct 2 Board	Oct 15 Comm	Oct 16 Board	Oct 22 SPECIAL Comm	Nov 6 Board	Nov 19 Comm	Dec 4 Board	Dec 17 Comm	Jan 7 SPECIAL	Jan 14 SPECIAL	Feb 5 Board	Feb 11 SPECIAL	March 5 Board	March 18 Comm	April 2 Board	April 3 SPECIAL	April 16 Board	April 30 SPECIAL	May 1 SPECIAL	May 21 Board	June 4 Board	June 17 Comm	June 18 Board			
54	RP	None																																
55	RP	None																																
56	RP	None																																
57	RP	None																																
58	RP	Yes - 30 min																																
59	RP	None																																
60	RP	None																																
61	RP	Yes - 30 min																																
62	RP	None																																
63	RP	None																																
64	RP	None																																
65	RP	None																																
66	RP	None																																
67	RP	None																																
68	EC	None																																
69	RP	None																																
70	EC	None																																
71	RP	None																																
72	RP	None																																

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**PUBLIC OUTREACH AND LEGISLATION COMMITTEE  
AGENDA PLANNING CALENDAR 2019**

**January 17, 2019 Committee**

1. Legislative Consultant Reports
2. Discussion of Legislative Advocacy Request for Proposals
3. Consideration of Sponsorship for Maven's Notebook
4. Informational: Monthly Outreach Matrix
5. Informational: Legislative Tracking
6. Informational: Sponsorship Tracking FY 2018/19
7. Informational: Public Outreach Event Calendar 2019
8. Informational: Committee Planning Calendar 2019

**February 5, 2019 Board Meeting**

**February 19, 2019 Board Meeting - CANCELLED**

**February 21, 2019 Committee**

1. Legislative Consultant Reports
2. Discussion of Legislative Advocacy Request for Proposals
3. Recommend Approval of a Media Policy
4. Discussion of Agency's Role in Stewardship of Santa Clara River
5. Other Staff Activity: Blue Ribbon Committee
6. Informational: Monthly Outreach Matrix
7. Informational: Legislative Tracking
8. Informational: Sponsorship Tracking FY 2018/19
9. Informational: Public Outreach Event Calendar 2019
10. Informational: Committee Planning Calendar 2019

**March 5, 2019 Board Meeting**

**March 19, 2019 Board Meeting - CANCELLED**

**March 21, 2019 Committee**

1. Legislative Consultant Reports
2. Discussion of Public Outreach/Legislative FY 2019/20
3. Informational: Monthly Outreach Matrix
4. Informational: Legislative Tracking
5. Informational: Sponsorship Tracking FY 2018/19
6. Informational: Public Outreach Event Calendar 2019
7. Informational: Committee Planning Calendar 2019

**April 2, 2019 Board Meeting**

1. Recommend Approval of Agency Media Policy
2. Resolution to Adopt Santa Clara River Stewardship

**April 18, 2019 Committee**

1. Legislative Consultant Reports
2. Presentation: 2019 Customer Satisfaction and Awareness Survey
3. Informational: Monthly Outreach Matrix
4. Informational: Legislative Tracking
5. Informational: Sponsorship Tracking FY 2018/19
6. Informational: Public Outreach Event Calendar 2019
7. Informational: Committee Planning Calendar 2019



**PUBLIC OUTREACH AND LEGISLATION COMMITTEE  
AGENDA PLANNING CALENDAR 2019**

**May 16, 2019 Committee**

1. Interviews of Federal Legislative Advocate Firms

**June 4, 2019 Board Meeting**

1. Presentation 2019 Customer Satisfaction and Awareness Survey

**June 20, 2019 Committee**

1. Legislative Consultant Reports
2. Discussion: Federal Legislative Advocate Firms
3. Discussion: Blue Ribbon Committee
4. PIO Activities: Monthly Outreach Matrix
5. PIO Activities: Legislative Tracking
6. PIO Activities: Sponsorship Tracking FY 2019/19
7. PIO Activities: Public Outreach Event Calendar 2019
8. PIO Activities: Committee Planning Calendar 2019

**July 16, 2019 Board**

1. Federal Legislative Advocate Firm

**July 18, 2019 Committee**

1. Legislative Consultant Reports
2. PIO Activities: Monthly Outreach Matrix
3. PIO Activities: Legislative Tracking
4. PIO Activities: Sponsorship Tracking FY 2019/19
5. PIO Activities: Public Outreach Event Calendar 2019
6. PIO Activities: Committee Planning Calendar 2019

**August 15, 2019 Committee**

1. Legislative Consultant Reports
2. PIO Activities: Monthly Outreach Matrix
3. PIO Activities: Legislative Tracking
4. PIO Activities: Sponsorship Tracking FY 2019/19
5. PIO Activities: Public Outreach Event Calendar 2019
6. PIO Activities: Committee Planning Calendar 2019

**September 19, 2019 Committee**

1. Legislative Consultant Reports
2. PIO Activities: Monthly Outreach Matrix
3. PIO Activities: Legislative Tracking
4. PIO Activities: Sponsorship Tracking FY 2019/19
5. PIO Activities: Public Outreach Event Calendar 2019
6. PIO Activities: Committee Planning Calendar 2019

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

**FY 2018/19**

Item	Jul 11 Comm	Jul 17 Board	Aug 7 Board	Aug 8 Comm	Sep 4 Board	Sep 12 Comm	Oct 2 Board	Oct 10 Comm	Nov 6 Board	Nov 14 Comm	Nov 20 Board	Dec 5 Comm <i>Special</i>	Jan 7 Board <i>Special</i>	Jan 9 Comm	Feb 5 Board	Feb 13 Comm	Mar 5 Board	Mar 13 Comm	Apr 2 Board	Apr 10 Comm <i>CANCELLED</i>	April 16 Board	Apr 30 Board <i>Special</i>	May 13 Comm <i>Special</i>	Jun 4 Board	Jun 12 Comm
1 Update on Conservation Activities	C	C	C	C	C	C	C	CNL	C	C	C	C	C	C	C	C	C	C	C	CNL			P		P
2 Update on Conservatory Garden															C	C									
3 Update on Conservation Strategies																		C				P			
4 Devil's Den Semi-Annual Report	C													C											
5 Status of Water Supply and Water Banking Programs	C	C			C													C							P
6 Status of Sustainable Groundwater Management Act Implementation			C	C			CNL			C								C				P			
7 Status of Recycled Water Program		C																							
8 Update on Sites Reservoir Project			C	C		C																P			
9 Status of Tesoro Del Valle LAFCO Application																						P			
10 Status of Integrated Regional Water Management Proposition 1 Grant Funding Application																						P			
11 Status of Efforts Relating to Groundwater Spreading Pilot Program																C									
12 Status of Water Supplies												C			C										
13 Status of Integrated Regional Water Management Plan Update																									P
14 Status of Upper Santa Clara River Salt and Nutrient Management Plan							CNL					C													
15 Status of Rosedale Rio-Bravo Water Storage District Banking and Exchange Program Extraction Facilities														C											
16 Status of Devil's Den Solar Generation Facilities												C													
17 Recommend Approval of a Resolution Authorizing the General Manager to Enter into Contracts Related to Development of Solar Power Generation on SCV Water's Devil's Den Property																			C						
18 Recommend Approval of a Resolution Authorizing the General Manager to Enter into Consultant Contract(s) to Investigate the Feasibility of Groundwater Recharge Activities																			C						

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

**FY 2018/19**

Item	Jul 11 Comm	Jul 17 Board	Aug 7 Board	Aug 8 Comm	Sep 4 Board	Sep 12 Comm	Oct 2 Board	Oct 10 Comm	Nov 6 Board	Nov 14 Comm	Nov 20 Board	Dec 5 Comm <i>Special</i>	Jan 7 Board <i>Special</i>	Jan 9 Comm	Feb 5 Board	Feb 13 Comm	Mar 5 Board	Mar 13 Comm	Apr 2 Board	Apr 10 Comm <i>CANCELLED</i>	Apr 16 Board	Apr 30 Board <i>Special</i>	May 13 Comm <i>Special</i>	Jun 4 Board	Jun 12 Comm
19																		C							
20																		C	C						
21																				CNL				P	
22																			C						
23																	C	C							
24																									
25																									
26											C	C													
27											CNL														
28																									
29											C	C													
30											C	C													



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

**FY 2018/19**

Item	Jul 11 Comm	Jul 17 Board	Aug 7 Board	Aug 8 Comm	Sep 4 Board	Sep 12 Comm	Oct 2 Board	Oct 10 Comm	Nov 6 Board	Nov 14 Comm	Nov 20 Board	Dec 5 Comm	Jan 7 Board	Jan 9 Comm	Feb 5 Board	Feb 13 Comm	Mar 5 Board	Mar 13 Comm	Apr 2 Board	Apr 10 Comm	Apr 16 Board	Apr 30 Board	May 13 Comm	Jun 4 Board	Jun 12 Comm	
31	Recommend Approval of a Resolution Adopting Lead Agency CEQA Findings and Submit LAFCO Application for Annexation of Tesoro Del Valle (Revised Vesting Tentative Tract Map 51644-1)																									
32	California's Fourth Climate Change Assessment																CNL	C								
33	Recommend Approval of a Resolution Authorizing the General Manager to Execute an Amendment to the State Water Project Water Supply Contract to Allocate California WaterFix Costs and Provide for the Transfer and Exchange of State Water Project Water Supplies																									P
34	Review of Watershed Recharge Feasibility Study																									
35	Approve Authorizing the General Manager to Approve the Agreement in Principle to Amend the Agency's Water Supply Contract with the California Department of Water Resources	C	C																							
36	Recommend Approval of a Resolution Authorizing the General Manager to Execute an Agreement Forming the Joint Powers Authority for the Santa Clarita Valley Groundwater Sustainability Agency (SCV-GSA) and to Execute a Contract for SCV Water to Provide Management and Technical Services to SCV-GSA	C	C																							
37	Appoint a Fourth Santa Clarita Valley Groundwater Sustainability Agency Director and Alternate Director, and Designate a Single Alternate Director for Each Existing Director		C																							
38	Recommend Approval of a Resolution Authorizing the General Manager to Execute an Assignment of Buena Vista-Rosedale Rio Bravo Water Supply to the Proposed Tapia Annexation		C																							
39	Recommend Adoption of a Resolution Approving a Labor Compliance Program on Certain Grant-Funded Public Works Capital Improvement Projects and Authorize Staff to Pursue Approval of the Labor Compliance Program by the Department of Industrial Relations					C																				
40	Recommend Authorizing the General Manager to Execute a Memorandum of Understanding with United Water Conservation District to Facilitate Cooperative Watershed Planning					C																				

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

**FY 2018/19**

Item	Jul 11 Comm	Jul 17 Board	Aug 7 Board	Aug 8 Comm	Sep 4 Board	Sep 12 Comm	Oct 2 Board	Oct 10 Comm	Nov 6 Board	Nov 14 Comm	Nov 20 Board	Dec 5 Comm	Jan 7 Board	Jan 9 Comm	Feb 5 Board	Feb 13 Comm	Mar 5 Board	Mar 13 Comm	Apr 2 Board	Apr 10 Comm	Apr 16 Board	Apr 30 Board	May 13 Comm	Jun 4 Board	Jun 12 Comm	
41 Review Proposed Integrated Regional Water Management Proposition 1 Grant Funding Allocation Strategy						C																				
42 Recommend Adoption of a Resolution Authorizing the General Manager to Execute a Grant Agreement on Behalf of the Santa Clarita Valley Groundwater Sustainability Agency (SCV-GSA) with the California Department of Water Resources for Preparation of Portions of a Groundwater Sustainability Plan (GSP)						C	C																			

P = Planned  
 C = Completed  
 CNL = Cancelled  
 CNT = Continued Item

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

**FY 2019/20**

Item	Jul 2 Board	Jul 10 Comm	Aug 6 Board	Aug 14 Comm	Sep 3 Board	Sep 11 Comm	Oct 1 Board	Oct 9 Comm	Nov 5 Board	Nov 13 Comm	Dec 3 Board <i>To Be Cancelled</i>	Dec 11 Comm	Dec 17 Board	Jan 7 Board	Jan 8 Comm	Feb 4 Board	Feb 12 Comm	Mar 3 Board	Mar 11 Comm	Apr 7 Board	Apr 8 Comm	May 5 Board <i>To Be Cancelled</i>	May 13 Comm	Jun 2 Board	Jun 10 Comm
1 Update on Conservation Activities		P						P																	
2 Update on Conservatory Garden																									
3 Update on Conservation Strategies																									
4 Devil's Den Semi-Annual Report		P																							
5 Status of Water Supply and Water Banking Programs						P																			
6 Status of Sustainable Groundwater Management Act Implementation				P						P															
7 Status of Recycled Water Program																									
8 Status of Sites Reservoir Project																									
9 Status of Efforts Relating to Groundwater Spreading Pilot Program																									
10 Status of Water Supplies												P													
11 Status of Integrated Regional Water Management Plan Update		P										P													
12 Status of Upper Santa Clara River Salt and Nutrient Management Plan		P										P													
13 Status of Rosedale Rio-Bravo Water Storage District Banking and Exchange Program Extraction Facilities		P																							
14 Status of Devil's Den Solar Generation Facilities																									
15 Recommend Approval of a Resolution Adopting Lead Agency CEQA Findings and Submit LAFCO Application for Annexation of Tesoro Del Valle (Revised Vesting Tentative Tract Map 51644-1)	P																								
16 Recommend Authorizing the General Manager to Execute an Agreement for SCV Water's Participation in Sites Reservoir Planning Costs						P																			

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

**FY 2019/20**

Item	Jul 2 Board	Jul 10 Comm	Aug 6 Board	Aug 14 Comm	Sep 3 Board	Sep 11 Comm	Oct 1 Board	Oct 9 Comm	Nov 5 Board	Nov 13 Comm	Dec 3 Board <i>To Be Cancelled</i>	Dec 11 Comm	Dec 17 Board	Jan 7 Board	Jan 8 Comm	Feb 4 Board	Feb 12 Comm	Mar 3 Board	Mar 11 Comm	Apr 7 Board	Apr 8 Comm	May 5 Board <i>To Be Cancelled</i>	May 13 Comm	Jun 2 Board	Jun 10 Comm
17										P			P												
18		P																							

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DIRECTOR AB 1234 REPORT

Director Name: B. J. Atkins

Meeting Attended: KHTS Sacramento Trip

Date of Meeting: 3/18/19 – 3/19/13

Board Meeting to Be Presented At: 4/2/19 or 4/16/19

Points of Interest: This is an annual event attended by Community Leaders from the SCV. Nearly 120 attend with about half going up and back by bus.

Hosted by SCVs Senator Scott Wilk this was a packed agenda in which legislators, Agency staff or lobbyists / advocates share their take on what is happening in Sacramento regarding education, transportation, water, taxes, state finances etc.

One particular presentation became a take away. Senator Moorlach went through the “real” financial condition of CA. When the long term and already committed indebtedness associated with lifetime health benefits and retirement programs for State employees is added to existing debt, the total is more like \$300 Billion vs the \$20 Billion overall indebtedness the State’s Accounting office continues to report.

Agenda is attached for Board Member review.

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# ATTACHMENT 1

ITEM NO.  
16.1

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

MONTH	INDEX	% Change	INDEX	% Change	INDEX	% Change	INDEX	% Change
	2015	from 2014	2016	from 2015	2017	from 2016	2018	from 2017
January	239.724	-0.06%	247.155	3.10%	252.373	2.11%	261.235	3.51%
February	241.297	0.10%	247.113	2.41%	253.815	2.71%	263.012	3.62%
March	243.738	0.51%	247.873	1.70%	254.525	2.68%	264.158	3.78%
April	243.569	0.47%	248.368	1.97%	254.971	2.66%	265.095	3.97%
May	246.093	1.12%	249.554	1.41%	255.674	2.45%	266.148	4.10%
June	245.459	0.79%	249.789	1.76%	255.275	2.20%	265.522	4.01%
July	247.066	1.37%	249.784	1.10%	256.023	2.50%	266.007	3.90%
August	246.328	1.14%	249.700	1.37%	256.739	2.82%	266.665	3.87%
September	245.431	0.74%	250.145	1.92%	257.890	3.10%	268.032	3.93%
October	245.812	1.02%	251.098	2.15%	258.883	3.10%	269.482	4.09%
November	245.711	1.64%	250.185	1.82%	259.135	3.58%	268.560	3.64%
December	245.357	2.03%	250.189	1.97%	259.220	3.61%	267.631	3.24%

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# ATTACHMENT 2

## 2019 Stipend Survey

Agency	Contact	Phone	Current Stipend (Allowed 10 days of service/Month)	Last Increase	Notes
Irvine Ranch Water District	Leslie Bonkowski, Board Secretary	(949) 453-5300	\$286/Meeting	1/1/2019	Spoke with Kristine Swan, Leslies assistant
Coachella Valley Water District	Sylvia Bermudez, Board Secretary	(760) 398-2651 ext. 2215	\$223/Meeting	2010	Anything after 10 meetings/month, only mileage is covered
Cucamonga Valley Water District	Cindy Ciscernos, Board Secretary	(909) 483-7434	\$250/day of service	2015	Spoke with Taya Victorino, Assistant to the Board
Inland Empire Utilities Agency	April Woodruff, Board Secretary	(909) 993-1600	\$247.50/Meeting	7/1/2017	Previous stipend before increase \$225
West Basin Municipal Water District	Julie Frazier-Mathews, Administrative Services Mgr.	(310) 217-2411	\$261.04/Meeting	1/1/2019	Increase every year
Santa Margarita Water District	Kelly Revanski, Board Secretary	(949) 459-6400	\$210.00/Meeting	2009	
Municipal Water District of Orange County	Janice Durant, Board Secretary	(714) 378-3200	\$300.00/Meeting	3/18/2019	Voted 01/16/19 with effective date 03/18/19
Las Virgenes Municipal Water District	Josie Guzman, Board Secretary	(818) 251-2100	\$220/Meeting	04/2017	
Desert Water Agency	Sylvia Baca, Board Secretary	(760) 323-4971	\$389.75/Meeting	2015	Stipend increase was placed on a freeze in 2015
Three Valley's Municipal Water District	Kirk Howie, Chief Administrative Officer	(909) 621-5568	\$200.00/Meeting	2/21/2007	
Calleguas Basin Municipal Water District	Kara Wade, Executive Secretary	(805) 526-9323	\$220/Meeting	4/2/2017	
Central Basin Municipal Water District	Maggie Aguilar, Board Secretary	(323) 201-5500	\$233.17/Day of service	2013	Stipend increase was placed on a freeze in 2013
Santa Clarita Valley Water Agency	April Jacobs, Board Secretary	(661) 297-1600	\$228.15/Meeting	2018	No increase since SCV Water was established
Casitas Municipal Water District	Rebecca Vierra, Board Secretary	(805) 649-2251	\$188.59/Meeting	12/10/2017	

<b>Without SCV Water</b> Average = \$248.39 Median = \$233.17	<b>With SCV Water</b> Average = \$246.95 Median = \$230.66
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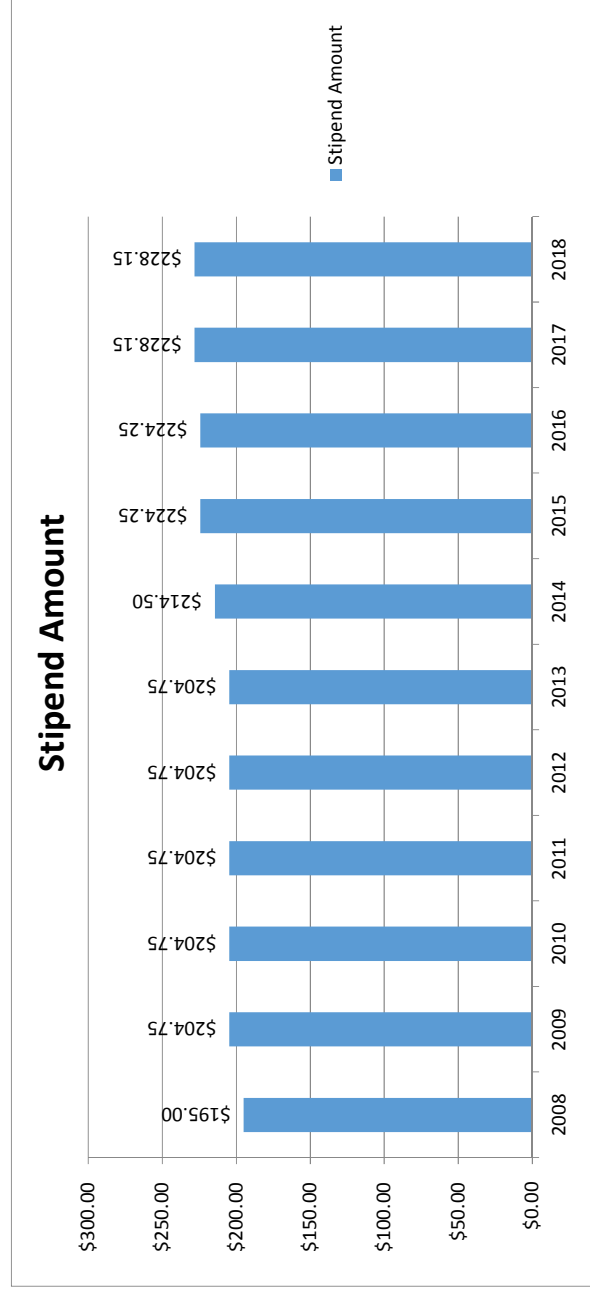
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# ATTACHMENT 3

## Stipend Increases Over the Past 10 Years

Year	Stipend Amount	Year Increase	Total Amount of Increase Based off \$195	% of Increase	Final Stipend	Total Amount of Increase Based off Previous Year
2008	\$195.00	July 2008	\$9.75	5%	\$204.75	5%
2009	\$204.75	No Increase				
2010	\$204.75	No Increase				
2011	\$204.75	No Increase				
2012	\$204.75	No Increase				
2013	\$204.75	July 2013	\$9.75	5%	\$214.50	4.76%
2014	\$214.50	July 2014	\$9.75	5%	\$224.25	4.545%
2015	\$224.25	No Increase				
2016	\$224.25	July 2016	\$3.90	2%	\$228.15	1.739%
2017	\$228.15	No Increase				
2018	\$228.15	No Increase				

Note: Percent of increase is based off the baseline of \$195 per CLWA Ordinance No. 37.



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## **ATTACHMENT 4**

### **Projections for FY 2018/19 and FY 2019/20**

To date for FY 2018/19, Directors stipends are projected to be \$201,076.20. FY 2018/19 Budget is \$256,000.

Total meetings to date (through March 2019), are 661; 73 meetings per month on average; projected total paid meetings for FY 2018/19 is 881.

Assuming a 5% increase from \$228.15 to \$239.56 (\$11.41) total annual impact on the FY 2019/20 Budget would be \$10,052 for 881 meetings.

If Directors attend the maximum of 10 meetings per month for the FY 2019/20 with the 5% increase, the total impact on the Budget would be an additional \$17,799.60.

If the numbers stay the same as FY 2018/19 (881 meetings) total Director Stipends would be projected at \$211,052 for FY 2019/20.

FY 2019/20 Budget is currently proposed at \$240,000.

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