



SCV WATER AGENCY REGULAR BOARD MEETING

Tuesday, October 4, 2022
Meeting Begins at 6:00 PM

Members of the public may attend by the following options:

In Person

Santa Clarita Valley Water Agency
Rio Vista Water Treatment Plant
Boardroom
27234 Bouquet Canyon Road
Santa Clarita, CA 91350

By Phone

Toll Free:
1-(833)-568-8864
Webinar ID: 161 071 8633

Virtually

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

<https://scvwa.zoomgov.com/j/1610718633>

Have a Public Comment?

Members of the public unable to attend this meeting may submit comments either in writing to ajacobs@scvwa.org or by mail to April Jacobs, Board Secretary, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Board members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practicable, and posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

(Public comments take place during Item 3 of the Agenda and before each Item is considered. Please see the Agenda for details.)

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

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

Santa Clarita Valley Water Agency
Rio Vista Water Treatment Plant
27234 Bouquet Canyon Road
Santa Clarita, CA 91350
(661) 297-1600

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

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

TUESDAY, OCTOBER 4, 2022, AT 6:00 PM

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 161 071 8633 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1610718633>**. Any member of the public may listen to the meeting or make comments to the Board using the call-in number or Zoom Webinar link above.

However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENTS** – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Board's presiding officer, be limited to three minutes for each speaker.)

4. APPROVAL OF THE AGENDA

5. CONSENT CALENDAR PAGE

5.1	*	Approve Minutes of the September 20, 2022 Santa Clarita Valley Water Agency Regular Board of Directors Meeting	7
5.2	*	Approve a Resolution Adopting a Revised Investment Policy	11
5.3	*	Approve a Revised Agency Classification Plan, Position Control and Job Descriptions	45
5.4	*	Approve Receiving and Filing of July 2022 Monthly Financial Report – https://yourscvwater.com/wp-content/uploads/2022/09/Check-Register-July-2022.pdf	79

6. ACTION ITEMS FOR APPROVAL PAGE

6.1	*	Approve a Revised Employee Manual Policy, No. 13.0 – Holidays	113
6.2	*	Approve a Revised COVID-19 Supplemental Paid Sick Leave Policy to Comply with AB 152	125
6.3	*	Approve an Appointment of a Representative and Alternate Representative to Serve on the JPIA Board of Directors	133
6.4		Consider and Approve Remote Attendance for Director Kelly for All Board and Committee Meetings for the Months of November and December 2022	

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

8. COMMITTEE MEETING RECAP REPORTS FOR INFORMATIONAL PURPOSES ONLY PAGE

8.1	*	September 14, 2022 Water Resources and Watershed Committee Meeting Report	135
8.2	*	September 15, 2022 Public Outreach and Legislation Committee Meeting Report	141
8.3	*	September 19, 2022 Finance and Administration Committee Meeting Report	145

9. WRITTEN REPORTS FOR INFORMATIONAL PURPOSES ONLY PAGE

9.1	*	Engineering Services Section Report	151
9.2	*	Finance, Administration and Information Technology Services Section Report	161
9.3	*	Treatment, Distribution, Operations and Maintenance Section Report	167
9.4	*	Water Resources and Outreach Section Report	177
9.5	*	Committee Planning Calendars	189

10. PRESIDENT’S REPORT

11. AB 1234 WRITTEN AND VERBAL REPORTS PAGE

11.1 *	September 9, 2022 Economic Outlook Conference – Directors Ford and Plambeck	203
11.2 *	September 19, 2022 ACWA Region 8 Program – Director Plambeck	207
11.3 *	September 19-21, 2022 KHTS Washington DC Trip – President Martin	209
11.4 *	AB 1234 Reports	

12. DIRECTOR REPORTS

13. DIRECTOR REQUESTS FOR APPROVAL FOR EVENT ATTENDANCE

14. ADJOURNMENT

- * Indicates Attachment
- ◆ Indicates Handout

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

NOTICES

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

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

Posted on September 28, 2022.

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Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – September 20, 2022

A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held at Santa Clarita Valley Water Agency 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 at 6:00 PM on Tuesday, September 20, 2022. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes.

DIRECTORS PRESENT: Kathye Armitage, Beth Braunstein, Ed Colley, William Cooper, Jeff Ford, Maria Gutzeit (Arrived at 6:04 PM), R. J. Kelly, Piotr Orzechowski, Ken Petersen and Lynne Plambeck (Arrived at 6:20 PM).

DIRECTORS ABSENT: Gary Martin.

Also present: Board Secretary April Jacobs, Chief Engineer Courtney Mael, Chief Financial and Administrative Officer Rochelle Patterson, Chief Operating Officer Keith Abercrombie, Communications Manager Kathie Martin, Director of Technology Services Cris Perez, General Counsel Joe Byrne, General Manager Matthew Stone, Information Technology Technician I Jonathan Thomas and Principal Engineer Brent Payne, as well as additional SCV Water Agency staff and members of the public.

Vice President Orzechowski called the meeting to order at 6:00 PM. A quorum was present.

There were no changes to the September 20, 2022 Board Agenda and it was accepted as shown (Item 4).

The Board Secretary administered the Ceremonial Oath of Office to Director Petersen (Item 5.1).

Upon motion of Director Gutzeit, seconded by Director Cooper and carried, the Board approved the Consent Calendar by the following roll call votes (Item 6):

Director Armitage	Yes	Director Braunstein	Abstain
Director Colley	Yes	Director Cooper	Yes
Director Ford	Yes	Director Gutzeit	Yes
Director Kelly	Yes	President Martin	Absent
Director Petersen	Yes	Vice President Orzechowski	Yes
Director Plambeck	Not Present		

Upon motion of Director Gutzeit, seconded by Director Cooper and carried, the Board authorized the General Manager to execute a contract with TriPointe Homes Holdings, Inc. for SCV Water’s fair share costs in the not-to-exceed amount of \$3,488,546 for construction of a 2.08 MG prestressed concrete tank for the Deane Zone at Skyline Ranch, including

construction quality assurance and control testing, construction inspections and engineering services during construction by the following roll call votes (Item 7.1):

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	Yes	Director Cooper	Yes
Director Ford	Yes	Director Gutzeit	Yes
Director Kelly	Yes	President Martin	Absent
Director Petersen	Yes	Vice President Orzechowski	Yes
Director Plambeck	Yes		

General Manager Stone gave the Strategic Plan Status Report (Item 8).

General Manager's Report on Activities, Projects and Programs (Item 9).

The General Manager informed the Board that he and management staff attended an Incident Command System Course that started on Tuesday of this week and will conclude by the end of this week.

He then updated the Board on how the recent fire in Castaic and our current weather have affected the Agency's water system and turbidity as well as how well staff has handled this situation. To hear the full report please click on the following link https://yourscvwater.com/wp-content/uploads/2022/09/Board_Recording_092022.mp3.

Committee Meeting Recap Report for Informational Purposes Only (Item 10).

There were no comments on the recap report.

President's Report (Item 11).

The Vice President updated the Board on upcoming community meetings and conferences and upcoming Board and Committee meetings.

AB 1234 Written and Verbal Reports (Item 12).

Written reports were submitted by President Martin and Director Gutzeit which were included in the Board packet. Additional written reports were submitted by President Martin and Director Ford which were posted on the SCV Water Website and are part of the record.

Director Braunstein reported that she attended the ACWA Region 8 Program held at the Burbank Water and Power on September 19, 2022.

Director Kelly reported that he attended a virtual meeting with the ACWA Business Development Committee's A-Subcommittee on August 9 and 30, 2022 and September 7, 2022.

Director Cooper reported that he attended the SCVEDC's 2022 Economic Outlook Forecast held at the College of the Canyons Performing Arts Center on September 9, 2022 and attended the ACWA Region 8 Program held at the Burbank Water and Power on September 19, 2022.

Director Colley reported that he attended the SCVEDC's 2022 Economic Outlook Forecast held at the College of the Canyons Performing Arts Center on September 9, 2022 and attended the Association of Water Agencies of Ventura County's 27th Annual AWA Member and Policymakers Reception held at the Ronald Reagan Presidential Library on September 15, 2022.

Director Armitage reported that she attended the ACWA Region 8 Program held at the Burbank Water and Power on September 19, 2022.

Director Plambeck reported that she attended the SCVEDC's 2022 Economic Outlook Forecast held at the College of the Canyons Performing Arts Center on September 9, 2022 and attended the ACWA Region 8 Program held at the Burbank Water and Power on September 19, 2022.

Vice President Orzechowski reported that he attended the SCVEDC's 2022 Economic Outlook Forecast held at the College of the Canyons Performing Arts Center on September 9, 2022 and attended the ACWA Region 8 Program held at the Burbank Water and Power on September 19, 2022.

There were no other AB 1234 Reports.

Director Requests for future Agenda Items (Item 13).

Director Gutzeit requested in writing the following two future agenda items:

She would like to request that the Agency consider how to engage more members of the public in a meaningful way. By meaningful she stated, she meant a two-way communication and active checking that our messages are presented in a way they understand AND that we understand what their concerns or questions are.

- The SCV GSA Stakeholder Group was a great success and resulted in changes to the GSA program and public presentations.
- CLWA used to have a blue-ribbon committee of involved stakeholders who received information and relayed it back to their organizations/constituencies.
- Multiple members of the public have said to me our website is confusing, in particular the part about rebates. These are business owners and lawyers saying it is confusing.
- A corporate accountant, who teaches accounting, said he could not understand our rate information that was prepared during the last ratepayer advocate process.
- We had talked about a day-long water forum with various speakers, include outside experts.

To see her full comments, please refer to the Board packet link under Item 13
<https://yourscvwater.com/wp-content/uploads/2022/09/SCV-Water-Regular-Board-Meeting-Packet-September-20-2022.pdf>.

Director Gutzeit also asked that we address the article on “EPA Proposes Designating Certain PFAS Chemicals as Hazardous Substances Under Superfund to Protect People’s Health”. She stated that it will be important to speak for water utilities so that they are not penalized for this from a liability standpoint. She asked that at some point when we have a light agenda it would be nice to hear how this will affect the water utilities and what they have concerns about.

Director Colley requested that the Finance and Administration Committee discuss expanding the Flex Workplace Policy and extending the number of days employees can work from home and then send it to the Board for consideration.

Director Colley also asked that the Board receive an overview and review of the Bill Pay options and potential actions to make changes, if necessary. Again, he stated that this should go to the Finance and Administration Committee for discussion first and then to the Board for consideration.

There were no other requests for future Agenda Items.

The meeting was adjourned at 8:14 PM (Item 14).


April Jacobs, Board Secretary

ATTEST:

President of the Board



BOARD MEMORANDUM

DATE: September 20, 2022
TO: Board of Directors
FROM: Rochelle Patterson 
Director of Finance and Administration
SUBJECT: Approve a Resolution Adopting a Revised Investment Policy

SUMMARY AND DISCUSSION

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

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

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

5.0 DELEGATION OF AUTHORITY

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

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

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

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

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

8.0 PORTFOLIO MATURITY LIMITS

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

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

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

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

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

- 9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”). No more than 30% of the portfolio may be in Municipal Securities.
- 9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”). No more than 30% of the portfolio may be in Municipal Securities. The LAIF is an approved pooled investment account.
- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 30% of the portfolio may be invested in any single federal agency/GSE issuer. The maximum percent of federal agency callable securities in the portfolio will be 20%.

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

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

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

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

- 9.9 (i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the Agency’s money which may be invested pursuant to

this policy. The Board of Directors and the Treasurer are prohibited from investing Agency funds, or funds in the Agency's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision-making authority within the Agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.

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

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

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

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

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

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

12.0 **SAFEKEEPING AND CUSTODY**

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

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

These additions clarify safekeeping requirements from custodian for investment transactions.

15.0 **REPORTING**

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

This addition clarifies the timing requirement of the report delivery.

No other changes are recommended at this time.

Strategic Plan Goal F – High Performance Team

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

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

On September 19, 2022, the Finance and Administration Committee considered staff’s recommendation to approve a resolution adopting a revised Investment Policy.

FINANCIAL CONSIDERATIONS

None.

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RECOMMENDATION

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

RP

Attachments



POLICIES, RULES AND REGULATIONS	
Title: INVESTMENT POLICY	
Approval Date: <u>February-October</u> 2022	Effective Date: <u>February-October</u> 2022
Approved By: Board of Directors	DMS # <u>296338907</u>

INVESTMENT POLICY

1.0 POLICY

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

2.0 SCOPE

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

General/Operating Fund - 101

Special Revenue Funds

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

Capital Project Fund

Debt Service Fund

Reserve Funds

Enterprise Fund

Grant Funds



POLICIES, RULES AND REGULATIONS	
Title: INVESTMENT POLICY	
Approval Date: <u>February-October</u> 2022	Effective Date: <u>February-October</u> 2022
Approved By: Board of Directors	DMS # <u>296338907</u>

Blended Component Units

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

3.0 PRUDENCE; RESPONSIBILITY

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

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

4.0 OBJECTIVES

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

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

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



POLICIES, RULES AND REGULATIONS	
Title: INVESTMENT POLICY	
Approval Date: <u>February-October 2022</u>	Effective Date: <u>February-October 2022</u>
Approved By: Board of Directors	DMS # <u>296338907</u>

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

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

5.0 DELEGATION OF AUTHORITY

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

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

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

6.0 ETHICS AND CONFLICTS OF INTEREST

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



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7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

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

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

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

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



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8.0 **PORTFOLIO MATURITY LIMITS**

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

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

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

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

9.0 **AUTHORIZED AND SUITABLE INVESTMENTS**

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

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



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



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

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

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

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

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



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

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



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9.14 Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by California Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by California Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

9.15 Asset backed, mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond from issuers not defined in sections 9.2 and 9.6 shall have:

9.15.1 A of a maximum legal final maturity that does not exceed five years. of five years' maturity.

9.15.2 Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in aA rating category of "AA" or its equivalent or better by a nationally recognized rating service. Purchase of securities authorized by this subdivision m

9.15.3 May not exceed 20% of the Agency's surplus moneys that may be invested pursuant to this policy.

9.15.4 No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer.

9.16 Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000).



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



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California Code (Source: CDIAC)

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



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10.0 PROHIBITED INVESTMENTS

The following are prohibited:

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

11.0 COLLATERALIZATION

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

12.0 SAFEKEEPING AND CUSTODY

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

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



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

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

13.0 **LEVERAGING**

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

14.0 **DIVERSIFICATION**

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

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

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



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- 14.5 If a security owned by the Agency is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
- a. Any actions taken related to the downgrade by the investment manager will be communicated to the Treasurer in a timely manner.
 - b. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board of Directors.

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

15.0 **REPORTING**

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

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

16.0 **INTERNAL CONTROLS**

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



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

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

17.0 PORTFOLIO REVIEW AND PERFORMANCE EVALUATION:

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

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

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

18.0 INVESTMENT POLICY ADOPTION

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

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

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RESOLUTION NO. ____

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

INVESTMENT POLICY

1.0 POLICY

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

2.0 SCOPE

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

General/Operating Fund - 101

Special Revenue Funds

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

Capital Project Fund

Debt Service Fund

Reserve Funds

Enterprise Fund

Grant Funds

Blended Component Units

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

3.0 PRUDENCE; RESPONSIBILITY

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

4.0 OBJECTIVES

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

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

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53600, et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Directors of the Agency and overseen by the Agency's Finance Committee. The day-to-day responsibility for management and implementation of the investment program is the responsibility of the General Manager who may

delegate the responsibility to the Treasurer, who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. With this delegation the Treasurer is given the authority to utilize internal staff and outside investment managers to assist in the investment program. The Treasurer shall use care to assure that those assigned responsibility to assist in the management of the Agency's portfolio do so in accordance with this policy.

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

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

6.0 ETHICS AND CONFLICTS OF INTEREST

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

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

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

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

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the Agency, except where the Agency utilizes an external investment adviser in which case the Agency may rely on the adviser for selection. To

the extent practicable, the Treasurer or its external investment advisor shall endeavor to complete investment transactions using a competitive bid process whenever possible.

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

8.0 PORTFOLIO MATURITY LIMITS

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

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

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

9.0 AUTHORIZED AND SUITABLE INVESTMENTS

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

9.1 Bonds issued by the Agency.

9.2 United States Treasury Bills, Notes and Bonds.

9.3 Registered state warrants or treasury notes or bonds issued by the State of California.

- 9.4 Registered treasury notes or bonds of any of the 49 United States in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO"). No more than 30% of the portfolio may be in Municipal Securities.
- 9.5 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency; and also including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies. The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO"). No more than 30% of the portfolio may be in Municipal Securities. The LAIF is an approved pooled investment account.
- 9.6 Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 30% of the portfolio may be invested in any single federal agency/GSE issuer. The maximum percent of federal agency callable securities in the portfolio will be 20%.
- 9.7 Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days' maturity or 40% of the Agency's money that may be invested pursuant to this policy. However, no more than 30% of the Agency's money can be invested in the bankers' acceptances of any single commercial bank.
- 9.8 Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally-recognized statistical-rating organization. The entity that issues the commercial paper shall either be:
- 9.8.1 organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a nationally-recognized statistical-rating organization; or
- 9.8.2 organized within the United States as a special-purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally-recognized statistical-rating organization.

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

- 9.9 (i) Negotiable certificates of deposit issued (i) by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the Agency's money which may be invested pursuant to this policy. The Board of Directors and the Treasurer are prohibited from investing Agency funds, or funds in the Agency's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Directors, or any person with investment decision-making authority within the Agency also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
- (ii) Deposits at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such certificates of deposit, pursuant to Government Code Section 53601.8. Deposits shall be subject to Government Code Section 53638 and may not exceed 50% of the Agency's money which may be invested pursuant to this policy.
- 9.10 Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53061. The market value of securities that underlay a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities, and are subject to the special limits and conditions of California Government Code 53601(j).
- 9.11 Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating with the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed 30% of the Agency's money which may be invested pursuant to this policy.
- 9.12 Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of California Government Code Section 53601(l). The purchase price of

investments under this subdivision shall not exceed 20% of the Agency's investments under this policy. However, no more than 10% of the Agency's money may be invested in any one mutual fund.

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

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

California Code (Source: CDIAC)

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

10.0 PROHIBITED INVESTMENTS

The following are prohibited:

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

11.0 COLLATERALIZATION

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

12.0 SAFEKEEPING AND CUSTODY

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

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

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

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

13.0 LEVERAGING

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

14.0 DIVERSIFICATION

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

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

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

15.0 REPORTING

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

The Treasurer shall submit to each member of the Board of Directors an investment report at least monthly. The report shall include a complete description of the portfolio,

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

16.0 INTERNAL CONTROLS

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

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

17.0 PORTFOLIO REVIEW AND PERFORMANCE EVALUATION:

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

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

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

18.0 INVESTMENT POLICY ADOPTION

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

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



BOARD MEMORANDUM

DATE: September 20, 2022

TO: Board of Directors

FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer

SUBJECT: Approve a Revised Agency Classification Plan, Position Control and Job Descriptions

SUMMARY

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

DISCUSSION

Finance Department

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

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

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

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

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

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

*8 months remaining of the fiscal year

Accountant Class

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

Classification/title change of the Accounting Manager position to an Accounting Supervisor to reflect realignment of duties with the supervisory function, and maintaining the classification at Range 34.

Management Analyst Class

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

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

Finance Manager – New Classification

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

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

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

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

Current Classification Title	Proposed Classification Title	Financial Impact FY 2023*
Director of Finance & Administration (R-46)	Finance Manager (R-40)	(\$53,263)

*8 months remaining of the fiscal year

Treatment and Maintenance

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

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

*8 months remaining of the fiscal year

Future Reorganizations/Reclassifications

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

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

Strategic Plan Goal F – High Performance Team

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

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

On September 19, 2022, the Finance and Administration Committee considered staff's recommendation to approve a revised classification plan, position control and job descriptions.

FINANCIAL CONSIDERATIONS

The FY 2022/23 Budget impacts are as follows:

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

Salary impact to FY 2022/23 Budget (8 months remaining in fiscal year) – \$(46,396)
(~\$70,000 annual savings)

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve: 1) the changes to the Agency's Classification Plan, 2) the Agency's Position Control, and 3) job descriptions for Accountant I/II, Buyer, Administrative Services Manager and Finance Manager.

RP

Attachments:

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

M65

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

ATTACHMENT 1

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

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

Position	Range	Monthly Bottom	Monthly Top
Senior Treatment Plant Operator - 80 hour shift	33	8,547	10,414
Senior Treatment Plant Operator - 84 hour shift	33	8,974	10,934
Assistant Engineer	32	8,140	9,916
Customer Service Supervisor	32	8,140	9,916
Executive Assistant	32	8,140	9,916
Financial Analyst	32	8,140	9,916
Information Technology Specialist	32	8,140	9,916
Security Specialist	32	8,140	9,916
Water Conservation Specialist II	32	8,140	9,916
Water Quality Scientist II	32	8,140	9,916
Water Quality Specialist	32	8,140	9,916
Buyer	31	7,750	9,441
GIS Analyst	31	7,750	9,441
Human Resources Analyst	31	7,750	9,441
Lead Utility Worker	31	7,750	9,441
Public Affairs Specialist II	31	7,750	9,441
SCADA Technician I	31	7,750	9,441
Senior Accountant	31	7,750	9,441
Senior Electrical Technician	31	7,750	9,441
Senior Instrumentation Technician	31	7,750	9,441
Senior Water Systems Technician	31	7,750	9,441
Treatment Plant Operator II - 80 hour shift	31	7,750	9,441
Treatment Plant Operator II - 84 hour shift	31	8,137	9,914
Management Analyst I	30	7,381	8,993
Right of Way Agent	30	7,381	8,993
Senior Engineering Technician	30	7,381	8,993
Senior Information Technology Technician	30	7,381	8,993
Water Education Supervisor*	30	7,381	8,993
Accountant II	29	7,030	8,568
GIS Technician II	29	7,030	8,568
Inspector II	29	7,030	8,568
Water Conservation Specialist I	29	7,030	8,568
Water Quality Scientist I	29	7,030	8,568
Accountant I	28	6,694	8,157
Electrical/Instrumentation Technician	28	6,694	8,157
Emergency Preparedness and Safety Coordinator	28	6,694	8,157
Information Technology Technician II	28	6,694	8,157
Inspector I	28	6,694	8,157
Public Affairs Specialist I	28	6,694	8,157
Senior Field Services Worker	28	6,694	8,157
Senior Utility Worker	28	6,694	8,157
Senior Water Quality Technician	28	6,694	8,157
Treatment Plant Operator I - 80 hour shift	28	6,694	8,157
Treatment Plant Operator I - 84 hour shift	28	7,030	8,565
Water Education Instructor*	28	6,694	8,157
Water Systems Technician II	28	6,694	8,157
Engineering Technician II	27	6,377	7,771
Human Resources Specialist	27	6,377	7,771
Information Technology Technician I	27	6,377	7,771
Payroll Specialist	27	6,377	7,771

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

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

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

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

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

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

On Call Pay \$179.00 per day

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

ATTACHMENT 2

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

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

DEPARTMENT	POSITION	NO. OF POSITIONS	
FINANCE, ADMINISTRATION & IT (continued)	SECURITY SPECIALIST	1	
	SR ACCOUNTANT	2	
	SR ACCOUNTING TECHNICIAN	1	
	SR ADMINISTRATION TECHNICIAN	1	
	SR CUSTOMER SERVICE REP	1	
	SR FACILITIES MAINTENANCE TECHNICIAN	1	
	SR FINANCIAL ANALYST	1	
	SR IT TECHNICIAN	1	
	63	SR MANAGEMENT ANALYST	0
MANAGEMENT	ADMINISTRATIVE TECHNICIAN	1	
	BOARD SECRETARY/EXECUTIVE ASSISTANT	1	
	GENERAL MANAGER	1	
3			
OPERATIONS	ADMINISTRATIVE TECHNICIAN	3	
	CHIEF OPERATING OFFICER	1	
	DIRECTOR OF OPERATIONS & MAINTENANCE	1	
	EMERGENCY PREPAREDNESS & SAFETY COORDINATOR	1	
	ENVIRONMENTAL HEALTH & SAFETY SUPERVISOR	1	
	EXECUTIVE ASSISTANT	1	
	FIELD SERVICES SUPERVISOR	1	
	FIELD SERVICES WORKER I	3	
	FIELD SERVICES WORKER II	6	
	LEAD UTILITY WORKER	2	
	LEAD WATER SYSTEMS TECH	1	
	RECYCLED WATER COORDINATOR TECH	1	
	SAFETY SPECIALIST I	1	
	SR ADMINISTRATION TECHNICIAN	1	
	SR FIELD SERVICES WORKER	2	
	SR UTILITY WORKER	7	
	SR WATER QUALITY SCIENTIST	1	
	SR WATER SYSTEM TECHNICIAN	4	
	UTILITY SUPERVISOR	2	
	UTILITY WORKER I	16	
	UTILITY WORKER II	9	
	WATER QUALITY LABORATORY MANAGER	1	
	WATER QUALITY SCIENTIST I	1	
	WATER QUALITY SCIENTIST II	2	
	WATER QUALITY SPECIALIST	2	
	WATER SYSTEMS SUPERVISOR	3	
	WATER SYSTEMS TECH I	7	
	92	WATER SYSTEMS TECH II	11

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

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

TOTAL POSITIONS 234

FULL-TIME 223

PART-TIME 10

FTE EQUIVALENTS 228

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ACCOUNTANT I/II

FLSA: Non-Exempt Class Range: 28/29

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED/EXERCISED

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

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

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

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

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

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

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

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

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

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

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

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

Education and/or Experience

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

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

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

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

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

Licenses and Certifications

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

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

Knowledge/Skills of:

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

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

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

SANTA CLARITA VALLEY WATER AGENCY
Class Specification

Ability to:

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

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

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

ESTABLISHED:
BOARD APPROVED:

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BUYER

FLSA: Exempt Class Range: 31

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED/EXERCISED

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

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

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

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

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

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

Education and/or Experience

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

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

Licenses and Certifications

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

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

Knowledge/Skills of:

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

Ability to:

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

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Classification Specification**

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

**ESTABLISHED:
BOARD APPROVED:**

DRAFT



SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

ATTACHMENT 5

ADMINISTRATIVE SERVICES MANAGER

FLSA: Exempt Class Range: 40

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED/EXERCISED

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

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

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

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Classification Specification

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

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

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

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

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

Education and/or Experience

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

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

Licenses and Certifications

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

Knowledge/Skills of:

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

Ability to:

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

ESTABLISHED:
BOARD APPROVED:



SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

FINANCE MANAGER

FLSA: Exempt Class Range: 40

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED/EXERCISED

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

TYPICAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

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

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

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

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

When Assigned to Budget, Rates and Analysis

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

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

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

various Bond rates and assessments.

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

When Assigned to Accounting Operations:

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

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

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

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

SANTA CLARITA VALLEY WATER AGENCY
Classification Specification

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

Education and/or Experience

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

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

Licenses and Certifications

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

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

Knowledge/Skills of:

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

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Classification Specification

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

Ability to:

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

ESTABLISHED:

BOARD APPROVED:

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Client Benchmark: Finance Manager (Proposed Classification)

Published base salaries

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

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

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

DEFINITIONS:

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

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Monthly Financial Report

JULY 2022

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Statement of Revenues and Expenses

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

	(A)			(B)			(C)			(D)			(E)			(F)			(G)			(H)			
	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent	Actual	Budget	Variance	Percent	
(1)	\$ 8,199,286	\$ 10,000,676	\$ (1,801,391)	(18%)	(a) Water Sales				\$ 8,199,286	\$ 10,000,676	\$ (1,801,391)	(18%)	\$ 8,199,286	\$ 10,000,676	\$ (1,801,391)	(18%)									
(2)	24,362	24,447	(85)	(0%)	Water Sales - WWWR				24,362	24,447	(85)	(0%)	24,362	24,447	(85)	(0%)									
(3)	39,611	39,051	560	1%	Water Sales - Recycled				39,611	39,051	560	1%	39,611	39,051	560	1%									
(4)	65,600	112,200	(46,600)	(42%)	Misc Fees and Charges				65,600	112,200	(46,600)	(42%)	65,600	112,200	(46,600)	(42%)									
(5)	\$ 8,328,859	\$ 10,176,375	\$ (1,847,516)	(18%)	Total Operating Revenues				\$ 8,328,859	\$ 10,176,375	\$ (1,847,516)	(18%)	\$ 8,328,859	\$ 10,176,375	\$ (1,847,516)	(18%)									
(6)	\$ 88,550	\$ 469,867	\$ (381,317)	(81%)	(c) Management				\$ 88,550	\$ 469,867	\$ (381,317)	(81%)	\$ 88,550	\$ 469,867	\$ (381,317)	(81%)									
(7)	1,371,527	1,654,811	(283,284)	(17%)	(d) Finance, Admin & IT				1,371,527	1,654,811	(283,284)	(17%)	1,371,527	1,654,811	(283,284)	(17%)									
(8)	114,987	219,192	(104,206)	(48%)	(e) Customer Care				114,987	219,192	(104,206)	(48%)	114,987	219,192	(104,206)	(48%)									
(9)	719,881	861,715	(141,834)	(16%)	(f) Trans & Distribution				719,881	861,715	(141,834)	(16%)	719,881	861,715	(141,834)	(16%)									
(10)	529,412	1,033,535	(504,123)	(49%)	(g) Pumping Wells & Storage				529,412	1,033,535	(504,123)	(49%)	529,412	1,033,535	(504,123)	(49%)									
(11)	232,159	762,662	(530,503)	(70%)	(h) Water Resources				232,159	762,662	(530,503)	(70%)	232,159	762,662	(530,503)	(70%)									
(12)	103,122	1,040,117	(936,995)	(90%)	(i) Source of Supply				103,122	1,040,117	(936,995)	(90%)	103,122	1,040,117	(936,995)	(90%)									
(13)	769,279	885,962	(116,683)	(13%)	(j) Water Quality, Treatment & Maintenance				769,279	885,962	(116,683)	(13%)	769,279	885,962	(116,683)	(13%)									
(14)	168,558	400,662	(232,105)	(58%)	(k) Engineering Services				168,558	400,662	(232,105)	(58%)	168,558	400,662	(232,105)	(58%)									
(15)	\$ 4,097,474	\$ 7,328,523	\$ (3,231,050)	(44%)	Total Operating Expenses				\$ 4,097,474	\$ 7,328,523	\$ (3,231,050)	(44%)	\$ 4,097,474	\$ 7,328,523	\$ (3,231,050)	(44%)									
(16)	\$ 4,231,386	\$ 2,847,852	\$ 1,383,534	49%	Net Operating Revenues (Expenses)				\$ 4,231,386	\$ 2,847,852	\$ 1,383,534	49%	\$ 4,231,386	\$ 2,847,852	\$ 1,383,534	49%									
(17)	\$ 89,726	\$ 1,174,735	\$ (1,085,009)	(92%)	(l) Non-Operating Revenues ¹				\$ 89,726	\$ 1,174,735	\$ (1,085,009)	(92%)	\$ 89,726	\$ 1,174,735	\$ (1,085,009)	(92%)									
(18)	(665,492)	(6,317,153)	5,651,660	(89%)	(m) Capital Improvement Projects - Pay Go				(665,492)	(6,317,153)	5,651,660	(89%)	(665,492)	(6,317,153)	5,651,660	(89%)									
(19)	(29,909,651)	(29,909,652)	0	0%	Debt Service				(29,909,651)	(29,909,652)	0	0%	(29,909,651)	(29,909,652)	0	0%									
(20)	\$ (30,485,417)	\$ (35,062,069)	\$ 4,566,652	(13%)	Net Non-Operating Revenues and (Expenses)				\$ (30,485,417)	\$ (35,062,069)	\$ 4,566,652	(13%)	\$ (30,485,417)	\$ (35,062,069)	\$ 4,566,652	(13%)									
(21)	\$ (26,254,032)	\$ (32,204,217)	\$ 5,950,186	(18%)	Increase (Decrease) in Net Position				\$ (26,254,032)	\$ (32,204,217)	\$ 5,950,186	(18%)	\$ (26,254,032)	\$ (32,204,217)	\$ 5,950,186	(18%)									

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

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

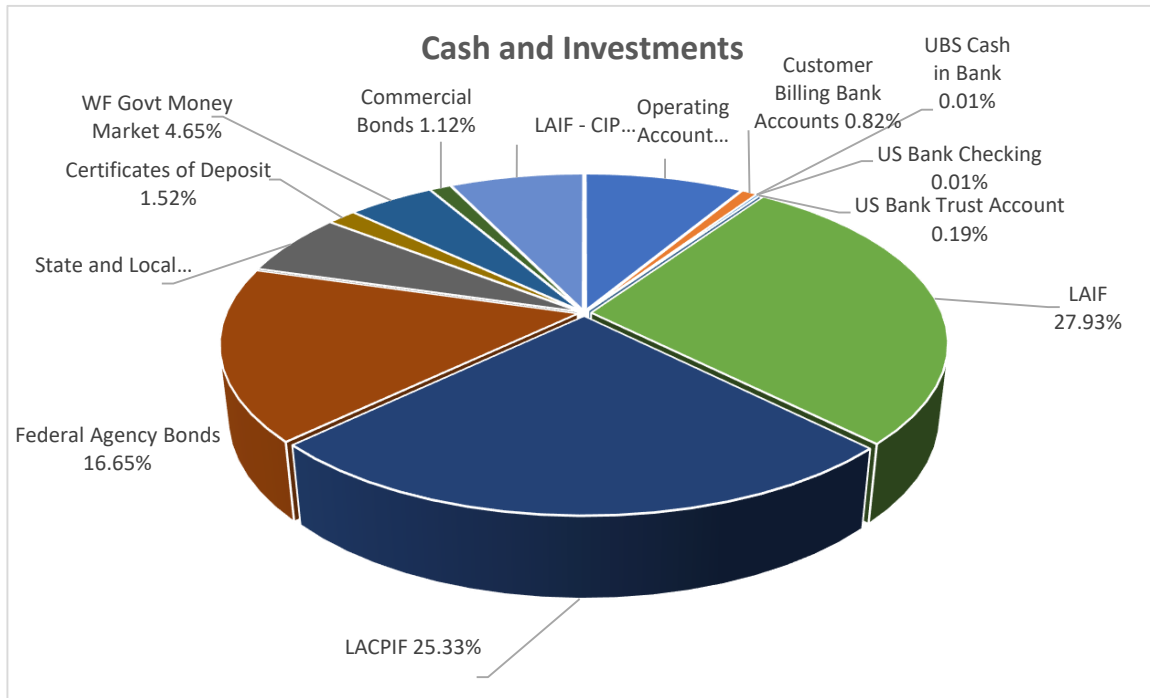
¹ Non-Operating Revenues include: Grants & Reimbursements, 1% Property Tax, Cell Sites, FCF, Lab Revenues, Interest Income

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Investment Report

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Santa Clarita Valley Water Agency
Cash and Investment Summary
 7/31/22



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

Estimated Refundable Developer Deposits:

\$ 9,017,398 in totals above

Portfolio-wide Investments:

Average Yield

1.322%

Rochelle Patterson
 Treasurer/Director of Finance & Administration

Amy Aguer
 Controller

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

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

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

Notes

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

7/31/22

Agency-wide General Funds Invested:

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

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

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

Avg Remaining Life 762 Days

Certificates of Deposit

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

Weighted Avg Yield

0.727%

Avg Remaining Life

520 Days

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

1	FFCB - WF	2,000,560	0.120%	0.120%	02/02/21	01/12/23	709	165	2,401
1	FFCB - WF	2,000,000	0.180%	0.180%	01/13/21	07/13/23	911	347	3,600
1	FHLB - UBS	3,000,000	1.250%	1.125%	04/12/22	10/12/23	548	438	37,500
1	FHLB - UBS	3,000,000	1.800%	1.800%	02/28/22	02/27/24	729	576	54,000
1	FHLB - WF	2,996,580	2.125%	2.125%	03/25/22	02/28/24	705	577	63,677
1	FHLB - UBS	2,000,000	1.875%	1.875%	03/14/22	03/14/24	731	592	37,500
1	FHLB - UBS	2,000,000	1.500%	1.500%	03/25/22	03/28/24	734	606	30,000
1	FFCB - WF	5,000,000	0.270%	0.270%	01/05/21	04/05/24	1186	614	13,500
1	FHLB - UBS	200,005	0.750%	0.750%	11/24/21	05/24/24	912	663	1,500
1	FHLB - UBS	235,000	1.350%	1.350%	02/24/22	05/24/24	820	663	3,173
1	FHLB - UBS	4,500,000	0.400%	0.400%	06/08/21	08/29/24	1178	760	18,000
1	FFCB - WF	1,997,700	0.875%	0.875%	11/18/21	11/18/24	1096	841	17,480
1	FHLB - WF	2,000,000	0.400%	0.400%	02/26/21	11/26/24	1369	849	8,000
1	FHLB - WF	996,470	3.063%	3.063%	01/03/22	01/13/25	1106	897	30,522
1	FHLB - WF	2,000,000	0.690%	0.690%	06/10/21	06/10/25	1461	1045	13,800
1	FNMA - WF	3,985,680	0.500%	0.500%	11/12/20	11/07/25	1821	1195	19,928
1	FNMA - WF	1,992,840	0.500%	0.500%	11/12/20	11/07/25	1821	1195	9,964
1	FHLB - UBS	280,000	0.500%	5.000%	04/15/21	04/29/26	1840	1368	1,400
1	FHLB - UBS	1,500,000	0.600%	0.600%	06/09/21	06/30/26	1847	1430	9,000
1	FHLB - UBS	3,000,000	0.500%	0.500%	06/08/21	06/30/26	1848	1430	15,000
20		<u>\$ 44,684,835</u>					<u>16251</u>	<u>389,945</u>	

Weighted Avg Yield 0.894% Avg Remaining Life 813 Days

Commercial Bonds

1	JP Morgan Chase Financial	3,000,000	3.125%	3.125%	05/13/22	05/13/24	731	652	93,750
1		<u>\$ 3,000,000</u>					<u>652</u>	<u>93,750</u>	
			Weighted Avg Yield	3.125%			Avg Remaining Life	<u>652</u>	Days

Cost

Portfolio-wide Investment Yield 223,318,847
Weighted Avg Yield 0.527%

Liquid Investments - LAIF, LACPIF, WF MM	155,411,256	
State and Local Agencies	<u>16,148,995</u>	
Certificates of Deposit	<u>4,073,760</u>	
Subtotals by Agency		
FED AGENCY-FHLMC	0	0%
FED AGENCY-FNMA	5,978,520	13%
FED AGENCY-FFCB	10,998,260	25%
FED AGENCY-FHLB	<u>27,708,055</u>	<u>62%</u>
	<u>44,684,835</u>	<u>100%</u>
Commercial Bonds	3,000,000	

3-Month Cashflow

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SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for September FY23 to November FY23

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

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for September FY23 to November FY23

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

Notes:

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

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

³ Other includes Laboratory Revenues and Other Non-Operating Revenue

Debt & Cash Position

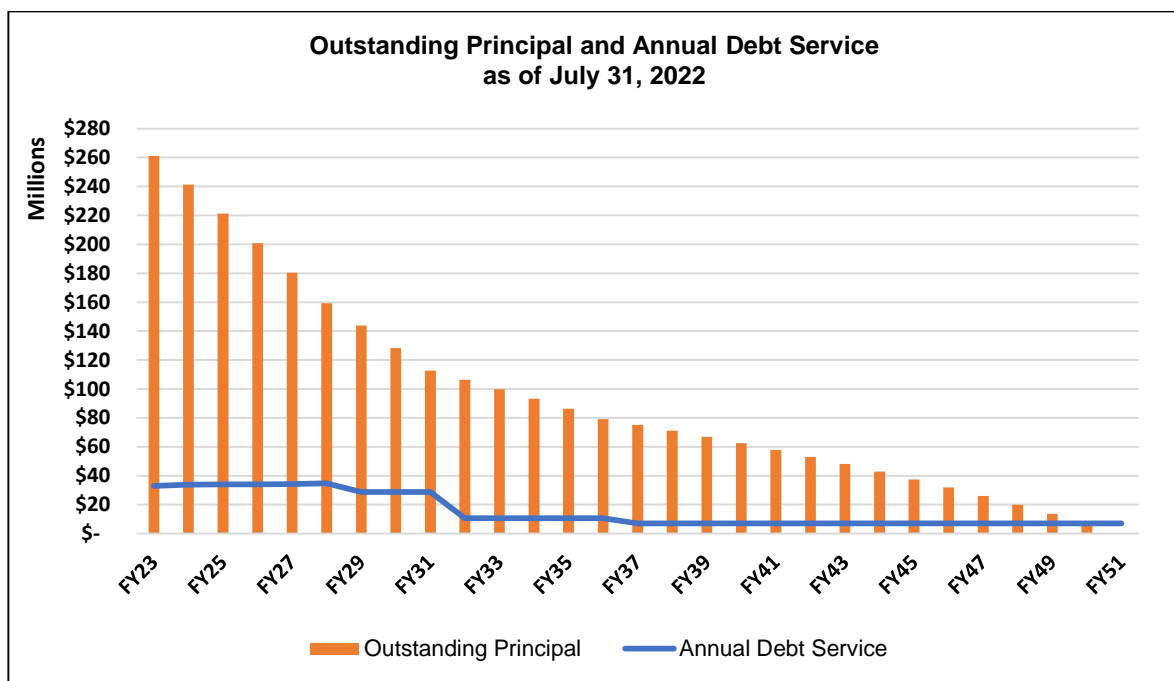
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This report reviews the Agency’s outstanding principal and debt service on an annual basis, cash balances of unrestricted, restricted, and reserve funds as of July 31, 2022, and the total current and non-current assets as of June 30, 2021 (The updated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

DEBT SERVICE

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

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



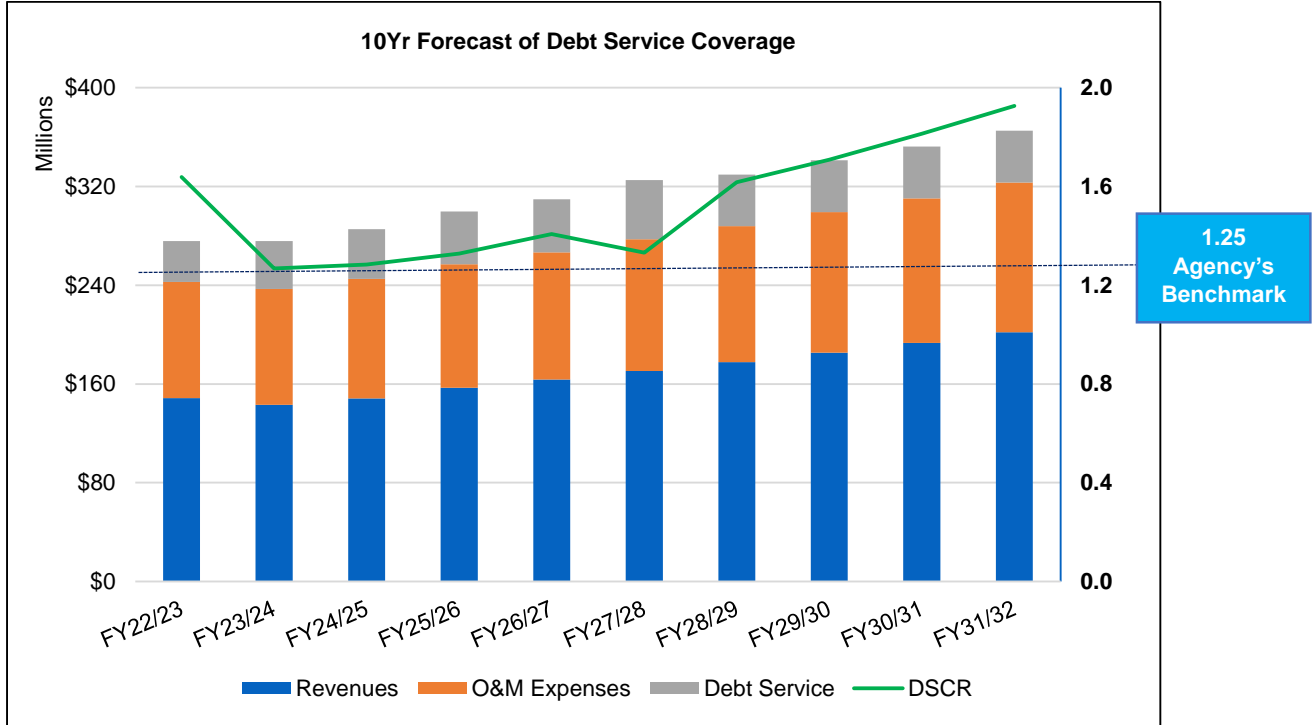
*The outstanding principal of VWD Acquisition Interfund Loan of \$63,411,661 is excluded from the outstanding principal balance.

DEBT SERVICE COVERAGE RATIO

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

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

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

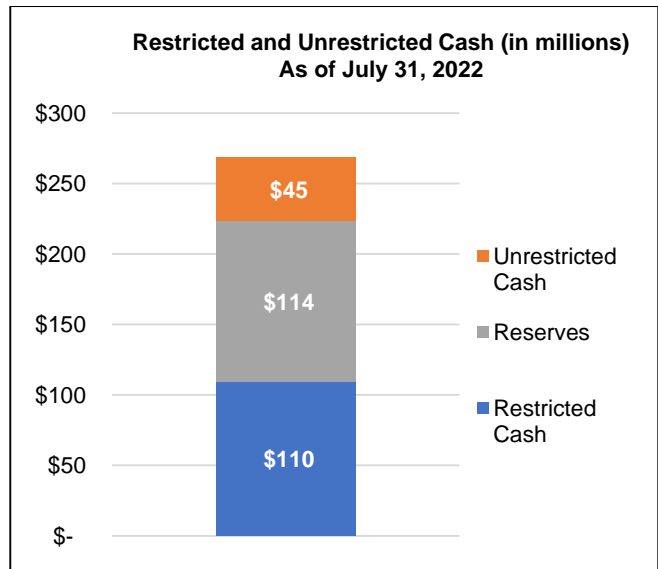


The DSCR listed above projects three (3) traditional bond financings to meet the capital needs of the Agency, estimated at \$319 million over the ten (10) year forecast. This is a forecast only and is subject to change.

CASH POSITION

As of July 31, 2022, the Agency has:

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

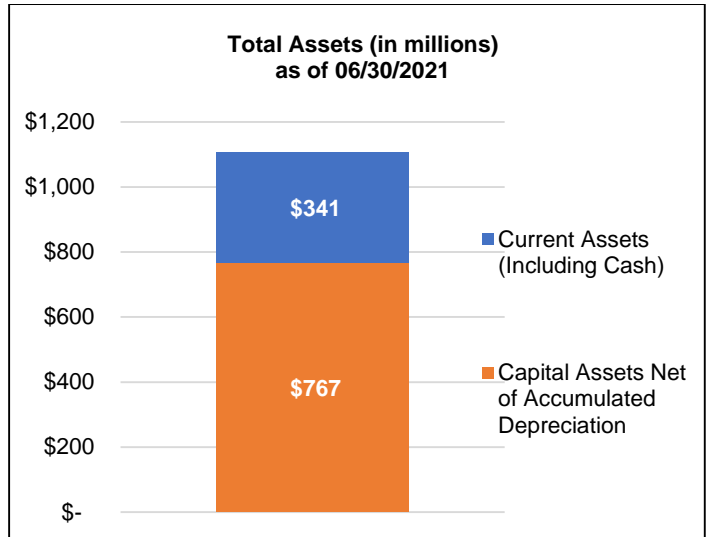


TOTAL ASSETS

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

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

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



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Ten Largest Disbursements Check Register

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

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

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

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Director Reimbursements

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CA Govt. Code Section 53065.5

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

Annual Disclosure for Fiscal Year 22/23

DIRECTORS

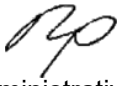
AP Transactions Updated as of: 07/31/2022
P- Card (VISA) Transactions Updated as of: 7/31/22 *July PCard transactions affect Aug cash.

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

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BOARD MEMORANDUM

DATE: September 20, 2022
TO: Board of Directors
FROM: Rochelle Patterson 
Chief Financial and Administrative Officer
SUBJECT: Approve a Revised Employee Manual Policy, No. 13.0 – Holidays

SUMMARY

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

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

DISCUSSION

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

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

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

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

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

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

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

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

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

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

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

Strategic Plan Goal F – High Performance Team

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

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

On September 19, 2022, the Finance and Administration Committee considered staff's recommendation to approve revising Employee Manual Policy No. 13.0 - Holidays, by adding one additional floating holiday.

Additionally, the Committee requested staff clarify the language in the policy to define the workday and to clarify the increments in which these hours are to be taken.

FINANCIAL CONSIDERATIONS

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

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve revising Employee Manual Policy No. 13.0 - Holidays, by adding one additional floating holiday.

RP/am

Attachments

M65

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ATTACHMENT 1

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

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

Survey Results- July 2022

Summary in brief:

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

*Office of Personnel Management website

**Department of Fair Employment and Housing website

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

Agency or City Name	# of Holidays	# of Floating Holidays	# of Personal Days	Comments
Burbank Water and Power	11	2	0	Aligns with SCV Water holiday schedule, and includes ½ each for Christmas Eve day and New Year's eve day. Does NOT observe Juneteenth.
Calleguas Municipal Water District	10	2	0	Aligns with SCV Water holiday schedule. Does NOT observe Juneteenth.
Cucamonga Valley Water District	11	3	0	Aligns with SCV Water holiday schedule and adds 2½ days (Good Friday & New Year's Eve) + 1 Special Day – if declared by President of the United States as a "Local Government Holiday". Does NOT observe Juneteenth. A full-time employee who has successfully passed probation is granted 3 Floating holidays.
Eastern Municipal Water District	11	2	0	Aligns with SCV Water holiday schedule and ADDS Easter. Does NOT observe Juneteenth.
Glendale Water and Power	10	3	0	Aligns with SCV Water holiday schedule.
Irvine Ranch Water District	9	2	1	Aligns with SCV Water holiday schedule, except does not observe Veteran's Day. Does NOT observe Juneteenth.
Las Virgenes Municipal Water District	12	Yes, can vary and only for Unrepresented Group. If any holiday falls on an employees' alternate Friday off they will receive a floating holiday.	Management and unrepresented employees receive 72 hours of management leave in place of Personal Days.	Aligns with SCV Water holiday schedule and ADDS Christmas Eve Day and New Year's Eve Day. Does NOT observe Juneteenth.
Los Angeles Department of Water & Power	11	2	0	Aligns with Federal holidays with exceptions. Does NOT observe Martin Luther King or Juneteenth, but adds Lincoln's Birthday
Metropolitan Water District of SoCal	15	0	3	Aligns with SCV Water 10 holidays and ADDS Cesar Chavez Day (State holiday), Good Friday, Juneteenth, Christmas Eve and New Year's Eve.
Torrance Municipal Water	13	0	0	Aligns with SCV Water, but also includes Lincoln's Birthday, Christmas Eve day and New Year's eve day.
Average Median	11.3 days 11.0 days	1.6 days 2.0 days	0.9 days 0.0 days	1 Agency observes Juneteenth
City of Santa Clarita	14	1	0	Aligns with Federal holidays and adds day after Thanksgiving, ½ day Christmas Eve Day and ½ day New Year's Eve Day. Observes Juneteenth.
Santa Clarita Valley Water Agency	10	2	0	Per Policy

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

13.0 HOLIDAYS

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

13.1 Paid Holidays

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

13.2 Holiday Schedule

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

13.3 Floating Holiday

In addition, each calendar year, all full-time probationary and full-time regular employees will be entitled to ~~two~~ three floating holidays. A Floating Holiday is granted to each employee as a means of allowing them to take the entire day off of work in order to observe the Holiday of their choosing, in the manner of the paid holidays listed above. Thus, a Floating Holiday must be taken as a whole day, and not in incremental hours.

Each employee will be allotted three (3) regular days' of working hours. Under the 9/80 Work Plan, this totals 27 hours to cover 3 working days. However, these Floating Holiday hours



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

may not be applied to more than three (3) workdays, and any “credit” balance for shorter workdays will be forfeited and not paid out. For example, if an employee selects a normal 8-hour Friday as their Floating Holiday, they will not be paid out for the leftover one (1) hour.

When the Agency Holiday schedule is created, and depending on how the calendar year falls, the General Manager (GM) reserves the right to designate certain days as Floating Holidays, reducing the employee’s allotment. For example, when Christmas Day lands on a Tuesday, the GM may designate Monday, December 24 as a Floating Holiday, thus leaving each employee two (2) Floating Holidays of their choice for the year which may be selected, at the beginning of the year, by the General Manager. A floating holiday is treated as any other holiday; if the day taken is Friday the employee will be paid for 8 hours; if it is any other day the employee will be paid for 9 hours. A Floating Holiday should be taken as a whole day.

Floating Holidays should be used prior to vacation balances. If at the end of a calendar year an employee has not taken all of his or her ~~f~~Floating Holidays time, the employee will be paid out for the remaining ~~unused floating hour~~full days s an employee has at the employee’s regular hourly rate. Employees who do not ~~use their full two floating holidays by the end of the calendar year~~adhere to these stipulations may be subject to administrative action.

13.4 Holiday Overtime

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

CLEAN VERSION



EMPLOYEE MANUAL	
Title: HOLIDAYS	
Policy No.: 13.0	Section Nos.: 13.0 – 13.4
Approval Date: October 2022	Effective Date: October 2022
Approved By: Board of Directors	

13.0 HOLIDAYS

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

13.1 Paid Holidays

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

13.2 Holiday Schedule

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

13.3 Floating Holiday

In addition, each calendar year, all full-time probationary and full-time regular employees will be entitled to three floating holidays. A Floating Holiday is granted to each employee as a means of allowing them to take the entire day off of work in order to observe the Holiday of their choosing, in the manner of the paid holidays listed above. Thus, a Floating Holiday must be taken as a whole day, and not in incremental hours.

Each employee will be allotted three (3) regular days' of working hours. Under the 9/80 Work Plan, this totals 27 hours to cover 3 working days. However, these Floating Holiday hours



EMPLOYEE MANUAL	
Title: HOLIDAYS	
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Approval Date: October 2022	Effective Date: October 2022
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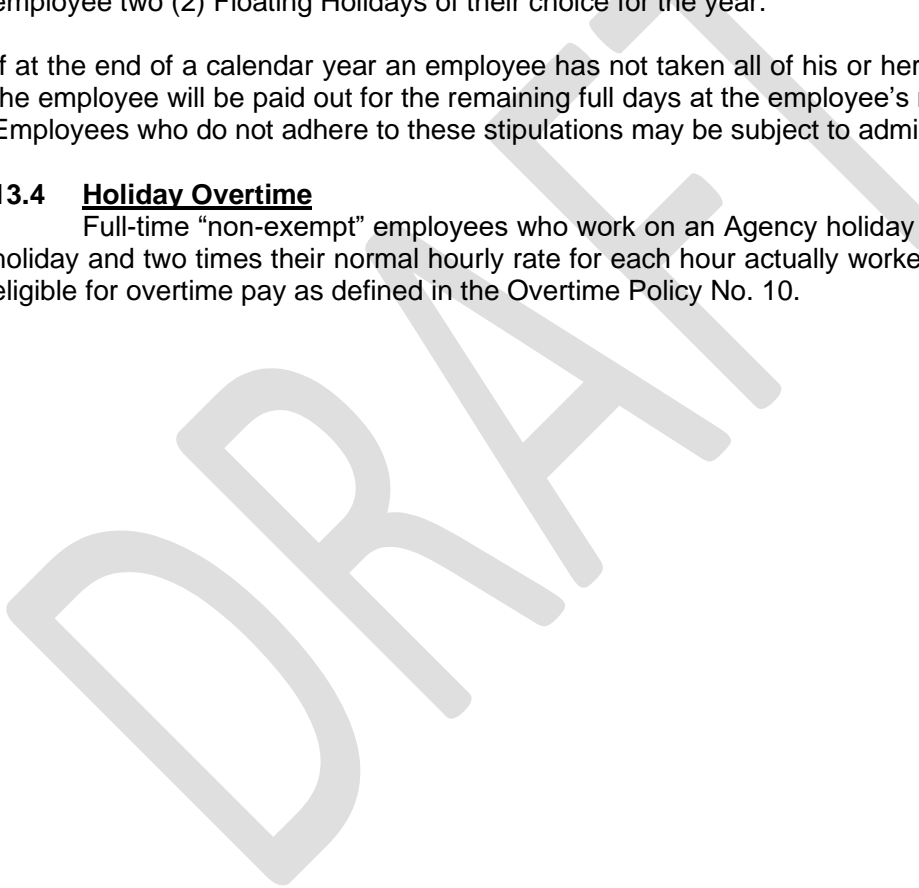
may not be applied to more than three (3) workdays, and any “credit” balance for shorter workdays will be forfeited and not paid out. For example, if an employee selects a normal 8-hour Friday as their Floating Holiday, they will not be paid out for the leftover one (1) hour.

When the Agency Holiday schedule is created, and depending on how the calendar year falls, the General Manager (GM) reserves the right to designate certain days as Floating Holidays, reducing the employee’s allotment. For example, when Christmas Day lands on a Tuesday, the GM may designate Monday, December 24 as a Floating Holiday, thus leaving each employee two (2) Floating Holidays of their choice for the year.

If at the end of a calendar year an employee has not taken all of his or her Floating Holidays, the employee will be paid out for the remaining full days at the employee’s regular hourly rate. Employees who do not adhere to these stipulations may be subject to administrative action.

13.4 Holiday Overtime

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





BOARD MEMORANDUM

DATE: September 26, 2022
TO: Board of Directors
FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer
SUBJECT: Approve a Revised COVID-19 Supplemental Paid Sick Leave Policy to Comply with AB 152

SUMMARY

On August 31, 2022, the Senate passed Assembly Bill 152 (AB 152) and is awaiting signature by Governor Newsom, which will extend the expiration of Senate Bill 114 (SB 114) from September 30, 2022, to December 31, 2022. AB 152 continues to require covered employers to provide additional banks of supplemental paid sick leave for certain COVID-19 related absences but does not refill previously used hours.

DISCUSSION

The purpose of the COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy (Policy) was to comply with the COVID-19 Supplemental Paid Sick Leave (SPSL) created by Senate Bill 95 (SB 95) in March of 2021, which had sunset on September 30, 2021, but was subsequently extended to September 30, 2022, through SB 114. AB 152 will extend the provisions of SB 114 through December 31, 2022. The Emergency Administrative Leave (EAL) portion of the policy expired on June 30, 2022.

The provisions as outlined in SB 114 remained unchanged in AB 152 with the exception of additional language allowing the employer to request a second test (highlighted below) and a COVID-19 grant relief program that doesn't apply to the Agency.

Bank 1: Up to 40-hours of leave is available only for any covered reason.

Leave under Bank 1 taken for a COVID-19 vaccine or booster shot is limited to three days or 24 hours, and includes time spent attending an appointment and/or for COVID-19 vaccine or booster shot-related symptoms (for each vaccine/booster). However, if a health care provider verifies the employee or family member continues to experience symptoms related to the vaccine/booster, more than three days or 24 hours of time off may be available.

Bank 2: Up to 40-hours of additional leave is available if the employee tests positive for or is caring for a family member who tests positive for COVID-19.

An employee who tests positive may be required, at no cost to the employee, to submit to a diagnostic test on or after the fifth day after the test resulting in the positive diagnosis was taken and provide documentation of the results to the Agency. **If the**

diagnostic test is positive, the Agency may also require the employee to submit to a second diagnostic test within no less than 24 hours. Similarly, if leave requested under Bank 1 is because a family member for whom employee is providing care tests positive for COVID-19, the Agency may require that the employee provide documentation of that family member's test results before paying the additional leave. The Agency has no obligation to provide additional leave under Bank 1 for an employee who refuses to provide documentation of test results upon Agency request.

COVID-19 Supplemental Paid Sick Leave is an entitlement above and beyond an employee's normal sick leave entitlement. It shall be available first for the reasons set forth in the policy, beginning February 19, 2022, and will be retroactive to January 1, 2022, for any claims that could have arisen under the guidelines set forth below. The rights and entitlements provided in this Policy are set to sunset on December 31, 2022, unless otherwise extended by the state or Board of Directors.

Should time be needed beyond what is provided under AB 152 (as appropriate), the employee could use regular sick leave or vacation time.

Under AB 152 (as well as SB114 and SB 95), the paid sick leave is capped at \$511 per day and \$5,110 in total. (See COVID-19 Supplemental Paid Sick Leave and Emergency Administrative Leave Policy, attached as Attachment 1).

FINANCIAL CONSIDERATIONS

The financial impact is impossible to predict without first knowing how many employees will need to utilize the leave. Since January 2022 (to current), approximately \$165,000 have been expensed for COVID related leave. Current trends would suggest direct COVID related (illness or quarantine) leave may continue to trend downward.

RECOMMENDATION

That the Board of Directors approve the Revised COVID-19 Supplemental Paid Sick Leave (to comply with AB 152) and Emergency Administrative Leave Policy. This policy can be extended by the state or Board of Directors, as conditions warrant.

RP

Attachment

M65



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
Approval Date: March 15 <u>October 4</u> , 2022	Effective Date: January <u>October</u> 1, 2022
Approved By: Board of Directors	DMS #

COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy

On or about March 4, 2020, Governor Newsom Declared a State of Emergency in California and on March 12, 2020, signed Executive Order N-25-20 to formalize state actions to limit the spread and manage certain impacts of a Novel Coronavirus disease also known as COVID-19.

Since then, as events have unfolded, additional measures to contain and slow the spread of the virus have been ordered by federal, state or county health officials. The Santa Clarita Valley Water Agency (“Agency”) has continued to monitor reports from federal, state, and county health organizations to receive the most current information and requirements, relay it to staff in a timely manner, and to provide assistance to employees affected by COVID-19 with job protected-leave.

PURPOSE

On March 16, 2020, the Board of Directors adopted and implemented an Emergency Administrative Leave (EAL) COVID-19 Policy, which policy was revised on January 5, 2021. The purpose of the policy was to grant discretionary access of up to ten (10) days (two work weeks) EAL to cover employee absences due to work unavailability because of the COVID-19 pandemic.

On March 19, 2021, Governor Newsom signed Senate Bill No. 95 which required covered employers to provide a new bank of supplemental paid sick leave for certain COVID-19-related reasons. In response thereto, the Agency issued the SB 95 COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy, a combined Supplemental Paid Sick Leave and Emergency Administrative Leave policy which replaced and superseded the Emergency Administrative Leave Policy – COVID-19, set forth the Supplemental Paid Sick Leave benefits available to employees pursuant to Senate Bill 95, and provided additional benefits in the form of up to ten (10) days of EAL to cover employee absences from work resulting from the need to provide childcare for children whose school or daycare is impacted as a result of the COVID-19 pandemic, which policy was in effect from January 1, 2021 and was originally set to sunset as of September 30, 2021, but was subsequently extended to June 30, 2022.

On February 9, 2022, Governor Newsom signed Senate Bill 114, which took effect on February 19, 2022, and requires covered employers to provide additional banks of supplemental paid sick leave for certain COVID-19- related absences. The SB 114 Supplemental Paid Sick Leave will sunset as of September 30, 2022, or as otherwise extended by the State of California or by the Agency, at its discretion.



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
Approval Date: March 15 <u>October 4</u> , 2022	Effective Date: January <u>October</u> 1, 2022
Approved By: Board of Directors	DMS #

On August 31, 2022, the Senate passed Assembly Bill 152, extending its COVID-19 supplemental paid sick leave (SB 114) through the end of 2022, that was set to expire on September 30, 2022.

The Agency is therefore issuing this revised COVID-19 Supplemental Paid Sick and Emergency Administrative Leave Policy.

1.0 COVID-19 Supplemental Paid Sick Leave

COVID-19 Supplemental Paid Sick Leave is an entitlement above and beyond an employee’s normal sick leave entitlement. It shall be available first for the reasons set forth herein beginning February 19, 2022, and will be retroactive to January 1, 2022, for any claims that could have arisen under the guidelines set forth below. For any employee claims that arose between the dates of ~~January~~October 1, 2022, and ~~February 19~~October 4, 2022, employees should contact Human Resources.

1.1 Eligibility

All full-time and part-time employees unable to work (or telework) due to one of the following reasons will be eligible:

- 1.1.1 The covered employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace. If the covered employee is subject to more than one of the foregoing, the covered employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidelines that provides for the longest such minimum period.
- 1.1.2 The covered employee has been advised by a health care provider to self-quarantine or isolate due to concerns related to COVID-19.
- 1.1.3 The covered employee is attending an appointment for themselves or a family member to receive a COVID-19 vaccine or booster.



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
Approval Date: March 15 <u>October 4</u> , 2022	Effective Date: January <u>October</u> 1, 2022
Approved By: Board of Directors	DMS #

- 1.1.4 The covered employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine that prevent the employee from being able to work or telework.
- 1.1.5 The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 1.1.6 The covered employee is caring for a family member (minor or adult child, parent, spouse, domestic partner, grandparent, grandchild or sibling) who is subject to an order or guidelines described in Section 1.1.1 or who has been advised to self-quarantine, as described in Section 1.1.2.
- 1.1.7 The covered employee is caring for a child (regardless of age) whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.
- 1.1.8 The covered employee tests positive or is caring for a family member who tests positive for COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis (“as if” the employee was the parent).

1.2 Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave (up to 40 hours from two separate “banks”) available to use for the qualifying reasons above. Eligible part-time employees will have the number of hours worked, on average, over a two-week period, of paid sick leave available to use for the qualifying reasons above.

For part-time employees with varying hours, to such an extent that the hours worked cannot be determined with certainty, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or,



POLICIES, RULES AND REGULATIONS	
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Approval Date: March 15 <u>October 4</u> , 2022	Effective Date: January <u>October</u> 1, 2022
Approved By: Board of Directors	DMS #

- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

There are two separate “up to 40 hour” leave banks:

- Bank 1: Up to 40-hours of leave is available only for any covered reason.
 - Leave under Bank 1 taken for a COVID-19 vaccine or booster shot is limited to three days or 24 hours, and includes time spent attending an appointment and/or for COVID-19 vaccine or booster shot-related symptoms (for each vaccine/booster). However, if a health care provider verifies the employee or family member continues to experience symptoms related to the vaccine/booster, more than three days or 24 hours of time off may be available.
- Bank 2: Up to 40-hours of additional leave is available if the employee tests positive for or is caring for a family member who tests positive for COVID-19.
 - An employee who tests positive may be required, at no cost to the employee, to submit to a diagnostic test on or after the fifth day after the test resulting in the positive diagnosis was taken and provide documentation of the results to the Agency. -If the diagnostic test is positive, the Agency may also require the employee to submit to a second diagnostic test within no less than 24 hours. Similarly, if leave requested under Bank 1 is because a family member for whom employee is providing care tests positive for COVID-19, the Agency may require that the employee provide documentation of that family member’s test results before paying the additional leave. The Agency has no obligation to provide additional leave under Bank 1 for an employee who refuses to provide documentation of test results upon Agency request.

1.3 Rate of Pay

COVID-19 Supplemental Paid Sick Leave will be paid at the employee's regular rate of pay, for leave taken for reasons 1.1.1 – 1.1.8 above.

Pay will not exceed:



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
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- \$511 per day and \$5,110 in total for leave taken

1.4 Interaction with Other Paid Leave

The employee may use COVID-19 Supplemental Paid Sick Leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

2.0 EAL Eligibility in Addition to Supplemental Paid Sick Leave

In addition to the eligibility reasons contained in section 1.1 to receive COVID-19 Supplemental Paid Sick Leave, employees who are unable to work or telework because of the need to provide childcare for children whose school or daycare is closed as a result of the COVID-19 pandemic may, at the discretion of the General Manager considering operational needs at the time of the request, be provided with up to a total of ten (10) days (two work weeks) of EAL, offset by any EAL taken under the “Emergency Administrative Leave Policy – COVID-19” between January 1, 2021 and June 30, 2022.

- 2.1** Understanding that the provision of some basic services may require some level of skeletal or flex staffing, the General Manager is authorized to provide EAL on an intermittent or staggered basis.
- 2.2** EAL is not available for employees who are unable to work or telework because their children are required by a federal, state or local regulation to quarantine after engaging in non-essential travel. Non-essential travel includes vacation travel or other discretionary travel. Employees should consult with Human Resources prior to engaging in travel to determine whether the travel is considered to be non-essential.

3.0 Procedure for Requesting Emergency Paid Sick Leave or EAL

Employees must notify their department manager or Human Resources of the need and specific reason for leave under this policy. Human Resources will provide a form to employees to complete to certify a leave request, and employees may be requested to provide medical certification, a medical note, or other documentation supporting the



POLICIES, RULES AND REGULATIONS	
Title: COVID-19 SUPPLEMENTAL PAID SICK AND EMERGENCY ADMINISTRATIVE LEAVE POLICY	
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Approved By: Board of Directors	DMS #

need for leave under appropriate circumstances and when practicable to obtain. Verbal notification will be accepted until practicable to provide written notice.

Once COVID-19 Supplemental Paid Sick Leave or EAL has begun, the employee and their manager must determine reasonable procedures for the employee to report periodically on the employee’s status and intent to continue to receive paid sick time.

4.0 Carryover

COVID-19 Supplemental Paid Sick Leave under this policy will not be provided beyond September 30, 2022, unless extended by the legislature. Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees, except that an employee taking leave at the time of the expiration of this policy shall be permitted to take the full amount of leave to which the employee otherwise would have been entitled.

EAL under this policy will not be provided beyond June 30, 2022, unless otherwise extended by the Board of Directors. Any unused EAL will not carry over or be paid out to employees.

If the legislature extends COVID-19 Supplemental Paid Sick Leave beyond September 30, 2022, and/or if the Board of Directors extends EAL beyond June 30, 2022, this policy will automatically be extended without the need for further action by the Board of Directors, but only for the leave type(s) that were extended.

5.0 Job Protections

No employee who appropriately utilizes COVID-19 Supplemental Paid Sick Leave or EAL under this policy will be discharged, disciplined or discriminated against for use of leave under the policy or any request to use leave under this policy.

Please contact the Human Resources department with any questions.

(Originally Adopted June 2021; readopted September 2021; December 2021; March 2022; October 2022)

JPIA Board of Directors - Member/Alternate

ITEM NO.
6.3

An excerpt from the JPIA Agreement:

"Article 7 - Board of Directors"

- (a) The Authority shall be governed by the Board of Directors which is hereby established and which shall be composed of one representative from each Member, who shall be a Member director selected by the governing board of that Member. Each Member, in addition to appointing its member of the Board, shall appoint at least one alternate who shall be an officer, member of the governing board, or employee of that Member. The alternate appointed by a Member shall have the authority to attend and participate in any meeting of the Board when the regular member for whom he or she is an alternate is absent from said meeting.
- (b) Each Director or alternate of the Board shall serve until a successor is appointed. Each Director or alternate shall serve at the pleasure of the Member by which he or she has been appointed.
- (c) Each Director representing a Member, or his or her alternate, shall have one vote.

Please have your agency's Board of Directors designate a JPIA Director Representative and Alternate Representative.

Member Agency: _____

JPIA Director Representative: _____

Must be a member of the agency's board of directors.

Preferred mailing address: _____

E-mail address: _____

Phone number: _____

Assuming office date: _____

JPIA Alternate Representative: _____

Preferred mailing address: _____

E-mail address: _____

Phone number: _____

Please mail or fax form to: Chimene Camacho
ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082
Fax: (916) 774-7040

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BOARD MEMORANDUM

DATE: September 15, 2022
TO: Board of Directors
FROM: Steve Cole *gmc*
Assistant General Manager
SUBJECT: September 14, 2022 Water Resources and Watershed Committee Meeting Report

The Water Resources and Watershed Committee met at 5:30 PM on Wednesday, September 14, 2022, at the Engineering Services Section (ESS) Boardroom located at 26521 Summit Circle, Santa Clarita, CA 91350. In attendance were Committee Chair Jeff Ford, Directors Kathye Armitage, Ed Colley, William Cooper and Maria Gutzeit. Staff members present were Assistant General Manager Steve Cole, Interim Director of Water Resources Dirk Marks Executive Assistance Eunie Kang, Information Technology Technician I Jonathan Thomas. Attending virtually were Sustainability Manager Matt Dickens, Water Resources Planner Sarah Fleury, Senior Water Resources Planner & Data Scientist Najwa Pitois, and members of the public were present. A copy of the Agenda is attached.

Item 2: Public Comment – There was no public comment.

Item 3: Recommend Adoption of a Resolution Authorizing the SB 610 Water Supply Assessment for the Shadowbox Studios Development – Staff and Committee discussed water demands and available and anticipated water supplies for Shadowbox Studios Development. After review and discussion, the Committee directed staff to include this item at the October 18, 2022 regular Board meeting with a recommendation to approve. Staff's presentation is available at: https://yourscvwater.com/wp-content/uploads/2022/09/Revised-SB610-WSA-Shadowbox-Studios-Development_091422.pdf

Item 4: Recommend Authorizing the General Manager to Execute a Construction Contract for the Bridgeport Pocket Park – Staff presented an overview of the construction contract and cost estimates for the Bridgeport Pocket Park. After review and discussion, the Committee recommended this item return for further consideration at the next October 12, 2022 committee meeting. Staff presentation is available at: https://yourscvwater.com/wp-content/uploads/2022/09/Bridgeport-Pocket-Park_091422.pdf

Item 5: Update on Water Operating Plan and Water Conservation Response Actions – Staff presentation included an update on California statewide and Santa Clarita Valley drought status, weather and reservoir forecasts, 2022 and 2023 operating plan strategies and forecast. Staff presentation is available at: https://yourscvwater.com/wp-content/uploads/2022/09/Water-Operating-Plan-Water-Conservation-Response_091422.pdf

Item 6: Water Resources Director's Report

6.1 Status of Water Supply and Water Banking Program – Due to time constraint this item was postponed to the October 12, 2022 committee meeting.

6.2 Update on Water Resiliency Plan Initiatives Activities – Staff presented an outline of the Watershed Resilience Initiative. After review and discussion, the Committee recommended this item return for further discussion. Staff’s presentation is available at: https://yoursrvwater.com/wp-content/uploads/2022/09/Watershed-Resilience-Initiative-Update_091422.pdf

There was public comment on item 6.2.

6.3 Staff Activities – there were no updates to report.

Item 7: Sustainability Manager’s Report

7.1 Update on Conservation Activities and Performance – there were no updates to report.

Item 8: Committee Planning Calendar – Staff and the Committee reviewed the Planning Calendar.

Item 9: Adjournment – The meeting adjourned at 9:05 PM.

Attachment

M65



Date: September 7, 2022

To: **Water Resources and Watershed Committee**
Jeff Ford, Chair
Kathye Armitage
Ed Colley
Bill Cooper
Maria Gutzeit

From: Steve Cole, Assistant General Manager *SC*

The **Water Resources and Watershed Committee** is scheduled to meet on **Wednesday, September 14, 2022 at 5:30 PM at 26521 Summit Circle, Santa Clarita, CA 91350 in the Engineering Services Section (ESS) Boardroom.** Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-833-568-8864, Webinar ID: 161 437 8560 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614378560>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

Members of the public unable to attend this meeting may submit comments either in writing to ekang@scvwa.org or by mail to Eunie Kang, Executive Assistant, Santa Clarita Valley Water Agency, 26501 Summit Circle, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting, will be made available at the meeting, if practicable, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

MEETING AGENDA

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1.	<u>PLEDGE OF ALLEGIANCE</u>	
2.	<u>PUBLIC COMMENTS</u> – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
3.	* Recommend Adoption of a Resolution Approving the SB 610 Water Supply Assessment for the Shadowbox Studios Development	1
4.	* Recommend Authorizing the General Manager to Execute a Construction Contract for Bridgeport Pocket Park	173
5.	Update on Water Operating Plan and Water Conservation Response Actions	
6.	Water Resources Director's Report	
	6.1 Status of Water Supply and Water Banking Programs	
	6.2 Update on Water Resiliency Plan Initiatives Activities	
	6.3 Staff Activities	
7.	Sustainability Manager's Report	
	7.1 Update on Conservation Activities & Performance	
8.	* Committee Planning Calendar	189
9.	Adjournment	
	* Indicates Attachment	
	• Indicates Handout	

NOTICES:

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Eunie Kang, Executive Assistant, at (661) 297-1600, or in writing to ekang@scvwa.org or by mail to Eunie Kang, Executive Assistant, Santa Clarita Valley Water Agency, 26501 Summit Circle, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

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

Posted on September 7, 2022.

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BOARD MEMORANDUM

DATE: September 16, 2022
TO: Board of Directors
FROM: Steve Cole *gmc*
Assistant General Manager
SUBJECT: September 15, 2022 Public Outreach and Legislation Committee Meeting Report

The Public Outreach and Legislation Committee met at 5:30 PM on Thursday, September 15, 2022, at the Engineering Services Section (ESS) Boardroom located at 26521 Summit Circle, Santa Clarita, CA 91350. In attendance were Committee Chair Piotr Orzechowski, Directors Beth Braunstein, Gary Martin and Lynne Plambeck. Staff members present were Steve Cole Assistant General Manager, Executive Assistance Eunie Kang, Information Technology Tech I Jonathan Thomas. Attending virtually were Consultant Geoff Bowman from Van Scoyoc Associate, Consultant Dennis Albiani, Anthony Molina, and Annalee Akin from California Advocates, Consultant Hunt Braly from Poole Shaffery, and members of the public were present. A copy of the Agenda is attached.

Item 2: Public Comment – There was no public comment.

Item 3: Legislative Consultant Reports – Staff and the Committee reviewed the federal legislative report by Geoff Bowman, state legislative report by Dennis Albiani and Anthony Molina and local legislative report by Hunt Braly.

Item 4: Communications Manager Activities – Staff and the Committee reviewed the following information:

- Legislative Tracking
- Grant Status Report
- Sponsorship Tracking FY 2022/23
- Public Outreach and Legislation Committee Planning Calendar FY 2022/23

There was public comment.

Item 5: Adjournment – The meeting adjourned at 7:00 PM.

Attachment

M65

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Date: September 8, 2022

To: **Public Outreach and Legislation Committee**
Piotr Orzechowski, Chair
Beth Braunstein
R.J. Kelly
Gary Martin
Lynne Plambeck

From: Steve Cole, Assistant General Manager *SC*

The **Public Outreach and Legislation Committee** meeting is scheduled on **Thursday, September 15, 2022 at 5:30 PM at 26521 Summit Circle, Santa Clarita, CA 91350 in the Engineering Services Section (ESS) Boardroom.** Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-833-568-8864, Webinar ID: 161 511 7215 or Zoom Webinar by clicking on the <https://scvwa.zoomgov.com/j/1615117215>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

Members of the public unable to attend this meeting may submit comments either in writing to ekang@scvwa.org or by mail to Eunie Kang, Executive Assistant, Santa Clarita Valley Water Agency, 26501 Summit Circle, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting, will be made available at the meeting, if practicable, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

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3. Legislative Consultant Report:	
* 3.1 Van Scoyoc Associates	1
* 3.2 California Advocates	5
* 3.3 Poole & Shaffery	67
4. Communications Manager Activities:	
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* 4.3 Sponsorship Tracking FY 2022/23	75
* 4.4 Committee Planning Calendar FY 2022/23	77
5. Adjournment	
* Indicates Attachment	
• Indicates Handout	

NOTICES:

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Eunie Kang, Executive Assistant, at (661) 297-1600, or in writing to Santa Clarita Valley Water Agency at 26501 Summit Circle, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

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

Posted on September 8, 2022.



BOARD MEMORANDUM

DATE: September 20, 2022

TO: Board of Directors

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: September 19, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, September 19, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair R.J. Kelly, Directors Kathye Armitage, Beth Braunstein, Ed Colley, Maria Gutzeit and Ken Petersen. Staff members in attendance included Controller Amy Aguer, Management Analyst II Erika Dill, Senior Management Analyst Kim Grass, Human Resources Analyst Jenny Joo, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Fleet and Warehousing Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Jonathan Thomas, and myself. Chandler Asset representatives Mia Corral and Alayne Sampson also presented. Additional SCV Water staff and members of the public were present. A copy of the agenda is attached.

Item 1: Pledge of Allegiance

Item 2: Public Comment – There was public comment.

Item 3: Recommend Approval of a Resolution Adopting a Revised Investment Policy – Staff and the Committee discussed this item, which includes additions for best practices, and pending some adjusted language in the policy. The Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the October 4, 2022 regular Board meeting.

Item 4: Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions – Staff presented this item, answered clarifying questions, and the Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the October 4, 2022 regular Board meeting.

Item 5: Recommend Approval of a Revised Employee Manual Policy No. 13 – Holidays – Staff and the Committee discussed the item. A majority of the Committee was in agreement to add an additional floating holiday to align with that offered by the Agency's comparable market agencies, but asked to clarify certain language in the policy, including the exact number of hours offered, and the increments, if any, in which they may be taken. The Committee agreed to present it as an action item at the October 4, 2022 regular Board meeting.

Item 6: Flexible Workplace Program Policy – Status Update – Staff presented this item, and the Committee was pleased to hear of the success of the program. The Committee agreed to consider adding an additional flexible workplace day to the program and include additional flexibility at a near future Finance and Administration Committee meeting.

Item 7: Recommend Receiving and Filing of July 2022 Financial Report – The Committee unanimously agreed that this item be placed on the Consent Calendar for the October 4, 2022 regular Board meeting.

Item 8: Committee Planning Calendar – Staff briefly discussed the FY 2022/23 planning calendar and stated that a review of the Agency’s debt impact scenarios as well as retiree medical benefits will be presented at the October 24, 2022 rescheduled F&A Committee meeting.

Item 9: Requests for Future Agenda Items – The Committee did not have any specific future item requests but did request that the Committee hear from the Human Resources department when discussing employee-related items.

Item 10: General Report on Finance and Administration Activities – Staff presented a PowerPoint presentation on the overall recruiting process of the Agency, and the Committee thoroughly enjoyed it.

Item 11: Adjournment – The meeting was adjourned at 7:58 PM.

RP

Attachment

M65



Date: September 12, 2022

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

From: Rochelle Patterson
Chief Financial and Administrative Officer

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

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

IMPORTANT NOTICES

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

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

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

website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practical, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

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3. *	Recommend Approval of a Resolution Adopting a Revised Investment Policy	9
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6. *	Flexible Workplace Program Policy – Status Update	87
7. *	Recommend Receiving and Filing of July 2022 Financial Report	101
	July 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/09/Check-Register-July-2022.pdf	
8. *	Committee Planning Calendar	135
9.	Requests for Future Agenda Items	
10.	General Report on Finance and Administration Activities	
11.	Adjournment	
*	Indicates attachments	
◆	To be distributed	

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

Posted on September 12, 2022.



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ITEM NO. 9.1

BOARD MEMORANDUM

DATE: September 19, 2022
TO: Board of Directors
FROM: Courtney Mael *CM*
 Chief Engineer
SUBJECT: Engineering Services Section Report

CAPITAL IMPROVEMENT PROJECTS (CIP) CONSTRUCTION

Project	Contractor	Contract Amount	Scheduled Completion	Notes
Valley Center Well Material Purchase	Evoqua Water Technologies, LLC	\$512,802	10/31/2022	Equipment start-up being coordinated with site construction.
Valley Center Well Site Construction	GSE Construction Company, Inc.	\$3,261,453.83	10/31/2022	Construction is 98% complete.
Vista Canyon Recycled Water Main Extension (Phase 2B)	Ferreira Construction Co., Inc.	\$2,584,110	11/31/2022	Construction is 95% complete. Contractor is installing pipe across bridge before making final connections and replacing Owl's nest in utility opening.
Commerce Center Pipeline	FivePoint/Blois Construction, Inc.	\$891,139.70	11/30/2022	Construction is 99% complete.
Magic Mountain Pipeline Phase 4	FivePoint/Toro Enterprises	\$3,297,013.56	11/30/2022	Construction is 98% complete.
Magic Mountain Pipeline Phase 5	FivePoint/Toro Enterprises	\$3,269,978.85	11/30/2022	Construction is 90% complete.
Vista Canyon Recycled Water Tank (Phase 2B)	Pacific Tank and Construction, Inc.	\$3,906,870	12/31/2022	Construction is 90% complete.
Magic Mountain Pipeline Phase 6A	FivePoint/Toro Enterprises	\$7,168,844.85	12/31/2022	Construction is 83% complete.

Magic Mountain Pipeline Phase 6B	FivePoint/ Leatherwood Construction	\$4,568,687.07	12/31/2022	Construction is 90% complete.
Saugus #3 & #4 Wells Construction (Replacement Wells)	Zim Industries, Inc.	\$12,751,494	07/06/2023	Well construction mobilization in progress.
Santa Clara & Honby Wells Material Purchase	Aqueous Vets	\$814,050	8/15/2023	Vessels are being fabricated and are about 50% complete.
Santa Clara & Honby Wells - Site Construction	Pacific Hydrotech Corporation	\$8,486,950	8/15/2023	Material submittals are in progress.
ESFP Washwater Return Improvements	Pacific Hydrotech Corporation	\$17,526,700	11/13/2023	Construction is 7% complete.
Pitchess Pipeline Modifications	LA County Metropolitan Transportation Authority	\$159,000	4/01/2024	Pipeline work is scheduled to occur in January 2024.

CAPITAL IMPROVEMENT PROJECTS (CIP) PLANNING AND DESIGN

1. Backcountry (fka Magic Mountain) Reservoir and Pump Station – Staff is preparing the California Environmental Quality Act (CEQA) documents and evaluating proposals for design services.
2. Castaic Conduit Bypass Pipeline – Design is 90% complete. Permits are being secured for the project.
3. Catala Pump Station and Pipelines – Staff is planning to recommend an authorization of a purchase order for planning services at the October Engineering & Operations Committee.
4. Deane Pump Station @ Sand Canyon Plaza – Plans have been approved.
5. Deane Tank @ Sand Canyon Plaza (CIP is SCV Water Fair Share) – Consultant preparing 30% Plans for new 1.57 MG prestressed concrete tank.
6. Deane Tank and Pump Station at Skyline Ranch (CIP is SCV Water Fair Share) – Consultant submitted final plans for 2.08 MG concrete tank for approval. Staff submitted comments on 100% plans for pump station to consultant.
7. ESFP Two 5 MG Tank Improvements – Design is in progress.
8. E Wells (E-14, E-15, E-16, and E-17) PFAS Groundwater Treatment Improvements – Planning is in progress.
9. Honby Parallel Pipeline Phase 2 – The Board of Directors adopted the Addendum to the EIR on June 1, 2021. Design is in progress. Staff is securing permits from the California Department of Fish and Wildlife and the Los Angeles Regional Water Quality Control Board.
10. Honby Tank Pipeline Bottleneck – Planning is in progress.
11. Master Plan – Planning is in progress.
12. Newhall Tanks 1 and 1A – Tank Upgrades – Construction bids were opened on August 31, 2022. Staff is planning to present the construction contract award recommendation to the October Engineering & Operations Committee and November Board for approval.
13. Pipeline Inspection: Castaic Conduit Pipeline Reaches 3 & 4 – Planning is in progress.
14. Pipeline Inspection: Magic Mountain Pipeline Phases 1, 2, & 3 – Planning is in progress.
15. Pipeline Replacement: Abdale St, Maplebay Ct, & Beachgrove Ct Pipelines – Design is in progress.
16. Pipeline Replacement: Dickason Drive Pipeline – Design is in progress.
17. Pipeline Replacement: RVWTP Sewerline – Planning is in progress.

18. Pipeline Replacement: Sand Canyon Sewerline – Planning and CEQA evaluation are in progress.
19. Pipeline Replacement: Smyth Drive Pipeline – Design is in progress.
20. Pipeline Replacement: Valencia Marketplace Pipeline – Design is in progress.
21. 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 on December 13, 2017. Design is on-hold pending resolution of recycled water permitting and regulatory issues.
22. Recycled Water Fill Station – Design is in progress.
23. Recycled Water South End (Phase 2C) – Newhall County Water District, as the CEQA Lead Agency, certified the recirculated MND on August 10, 2017. The project MND/IS was adopted by the CLWA Board of Directors on August 23, 2017. Grant application for a Proposition 1 Grant was submitted the week of December 2, 2019. The Board of Directors adopted the Addendum to the MND on June 1, 2021 and authorized additional design services on August 3, 2021. Design is in progress.
24. Replacement Wells (Saugus Wells 3 and 4: Site and Equipment Design) – The Board of Directors authorized design services on August 4, 2020, and design is in progress.
25. RVWTP Diesel Underground Storage Tank (UST) Replacement – Design is in progress.
26. Sierra Highway Bridge Expansion Water Pipelines Protection – Design is in progress. The City of Santa Clarita plans to advertise the SCV Water Pipelines Protection work under a separate bid item for the Sierra Highway Bridge Widening Project.
27. S Wells PFAS Groundwater Treatment and Disinfection Facility – Preliminary Design and landscape concept has been completed. MND in progress. 1st public outreach meeting held on August 31. Staff submitted application for potential \$5m grant with the Bureau of Reclamation.
28. T7, U4, and U6 Wells PFAS Groundwater Treatment Improvements, New RVIPS Disinfection Facility, and Saugus 1 and 2 VOC Improvements – 75% final engineering design plans in agency review
29. Well 201 VOC Treatment Improvements – Design is in progress.
30. Well 205 Perchlorate Treatment Improvements – Design is in progress.

DEVELOPMENT PROJECTS – DESIGN, CONSTRUCTION, AND INSPECTION

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Aidlin Hills (Tract 52796) Lennar	102 Dwelling Units	2 tanks, 1 pump station, ±7670' of potable pipelines, and 9 public fire hydrants.	TBD	Final Water Tech Memo in review. Completed agency review of 30% water pipeline plans.
Castaic High School Rasmussen	250,000 Square Feet	2 miles of pipelines, 1 tank, and 1 pump station.	Facilities were constructed to meet scheduled school opening in fall 2019.	Construction is complete and pending punch list items. Easement documents are being prepared.
College of the Canyons (COC)	New Parking Structure for Valencia Campus	Relocation of 16" water line (approximately 1,015').	Construction is complete and pipeline is in operation.	Staff are working with COC on preparing easement.
Dockweiler	93 Single Family Units	1,400' of offsite pipeline, 3,600 feet of onsite pipeline.	Construction completed meters to be set by May 2022.	Construction is complete. Closeout and NOC in process.
Landmark Village (Tract 53108) FivePoint	1444 Dwelling Units	3.5 miles of piping pressure reducing station, 2MG Zone IA Tank, and 2 Hwy 126 crossings.	TBD	Design is on hold.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Mission Village (FivePoint)	4055 Dwelling Units	11.5 miles of new pipeline, 1 pressure reducing station (Telemark (formerly Petersen), 2 booster stations (Telemark (formerly Petersen) potable & recycled). 1 booster station upgrade (Magic Mtn.), and 3 tanks (Telemark (formerly Petersen) potable & recycled tanks and Magic Mtn. Tank No. 2 potable).	Telemark (formerly Petersen) Tanks and Booster Stations design to be complete by January 2023.	Design: To date, a total of 45 potable/recycled distribution pipeline designs have been approved for construction. Telemark (formerly Petersen) potable and recycled water tanks and booster stations are at 100% design completion. Telemark Tanks at 75% design completion. Phase 3B and 2B-1 water distribution pipeline plan sets are under review. Construction: Retaining wall work on the Magic Mountain Tank No. 2 site is in progress. 1A, 1B, 1C, 1D, and in-tract potable water pipelines construction is completed, and recycled water pipelines construction is at 90% completion. Well 206/207 pipe relocation project in construction. Magic Mountain Booster Station Upgrade is in construction. Notices of Completion are being executed for completed construction projects.
Needham Ranch Trammell Crow Co.	2,550,000 Square Feet Industrial and Commercial	4 miles of pipelines, 1 pump station, 2 tanks, and 2 pressure reducing stations.	Phase 1 construction is substantially complete. Phase 2 contract agreement was signed May 4, 2020. Tank 3 Complete. Tank 3A completion by September 2022. Phase 2 pipeline completion by October 2022.	Phase 2 water pipelines are complete. Tank 7A in construction. Pine Street plans are approved, and DDW waiver approvals received. Temporary bypass has been removed. Pump Station modification plans are approved. Chemical Building 90% plans in progress.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Sand Canyon Plaza	129 Single Family Units, 451 Multi-Family Units, 140 Bed Senior Living, Commercial	1 tank, 1 pump station, 1,700' of offsite pipeline, and 8,500' of onsite pipeline.	TBD	Offsite pipeline plans are approved. Pump station plans are approved. Final Design Authorization and MND & MMRP adoption was approved by Board of Directors on July 6, 2021, for new tank.
Sheriff Station City of Santa Clarita	44,300 Square Feet	1 mile of pipeline.	Construction of main pipeline is complete with temporary bypass crossing over LADWP aqueduct. The permanent undercrossing will be bid this fall and constructed in early 2023.	Staff are working with consultant to finalize design plans/specs and prepare bid documents for LADWP aqueduct undercrossing. Staff are working with City to confirm traffic control requirements.
Spring Canyon (Tract 48086)	492 Dwelling Units	1 tank, 1 pump station, and 1 pressure reducing valve, Mammoth Lane upgrades and lift station upgrades.	Mammoth Lane upgrades must be complete prior to commencement of development.	Design plans for in-tract pipelines, tanks and pump station were approved and issued in July 2020. Staff is working with developer and consultant to address County standards for sewer lift station upgrades in order to transfer ownership to the City of Santa Clarita. Sewer Area Study in review by agency. Review and comments provided on 1 st Draft MOU between SCVWA and City for transfer of sewer lift station facility.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Skyline Ranch TriPointe (Tract 60922)	1220 Dwelling Units	17 miles of pipelines, 3 pump stations, and 4 tanks.	Phase 1 pipelines, pump station and tanks are online. Phase 2 pipelines, pump stations and tank are to be constructed by Fall 2023.	Consultant submitted final plans for Nimbus/Deane Zone tank for approval. Consultant is preparing final plans for Deane Zone pump station for approval. Consultant is preparing 90% plans for Nimbus/Skyline Pump Station. Consultant is preparing 60% plans for disinfection facility at Deane tank.
Tesoro Highlands	696 Single Family Units, 9 Multi-Family Units, 2 acres of Commercial	2 tanks, 1 pump station, 1 pressure reducing station, and 64,000' of pipeline.	Phase 1 Pipeline completion by May 2022. Tesoro 3 Tanks completion by December 2022. Phase 2 Pipeline completion by December 2022.	Phase 1 backbone pipeline construction is 90% complete. Tank 3/3A in construction. Phase 2 under construction. Phase 3 & 4 water plans under construction. Pump station initiated construction. Phase 5 plans approved. Phase 6 90% plans have been reviewed. Phase 7 90% plans reviewed. Phase 8 plan 90% plans in progress.
Vista Canyon (Tract 69164) JSB Development	1100 Dwelling Units	5 miles of potable and recycled pipelines.	Construction of Phase 1 Potable and Recycled Water Systems are complete. Construction of Phase 2 systems are complete except final tie-ins.	Developer to submit schedule to construct final tie-ins. Staff is coordinating with developer on final punch list items prior to startup of recycled water service to certain customers within the Vista Canyon tract.

RIGHT OF WAY – CELL SITES

1. Bouquet Tank Site – T-Mobile has constructed fences around sector antennas. Carrier is also working on plans to install an emergency generator at this location. Agency has received deposit of \$10,000 and is reviewing plans for emergency generator.
2. Catala Tank Site – DISH Wireless has identified this location as a potential new cell site. Agency has received deposit of \$10,000 and is reviewing plans. AT&T has also identified this location as a potential new site. Agency is working with carrier on deposit letter. T-Mobile has identified this existing site for upgrades. Agency has received deposit of \$10,000 and is reviewing plans.
3. Commerce Center Tank Site – AT&T has identified this location as a potential new cell site. Agency has received deposit of \$10,000 and is reviewing plans.
4. Honby Tank Site – T-Mobile has identified this existing site for upgrades. Agency is working with carrier on deposit letter and review of plans. DISH wireless has identified this location as a potential new cell site. Agency has received deposit of \$10,000 and is reviewing plans.
5. Live Oaks Tank Site – AT&T has identified this location as a potential new cell site. Agency has received deposit of \$10,000 and is reviewing plans.
6. Newhall Tank 2 Site – Agency is waiting on T-Mobile carrier plans to relocate decommissioned Sprint equipment off the tank due to T-Mobile's acquisition of Sprint. Agency is waiting on carrier plans from AT&T and Verizon to install emergency generators.
7. Princess Tank Site – Verizon has identified this site for emergency generator installation. Agency is working with carrier on a deposit letter
8. Skyblue Tank Site – Verizon has requested an access easement for this site to resolve access issues. Agency is working with carrier on easement agreement.

CAPITAL IMPROVEMENT PROJECTS (CIP) MISCELLANEOUS

- Fire Flow Tests – In August 2022, staff processed 17 fire flow requests.

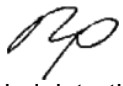
FACILITY CAPACITY FEES (FCFs) AND CONNECTION FEES

Month	Regional	Distribution	Total
July 2022	\$31,560	\$ 0	\$31,560
August 2022	\$52,376	\$0	\$52,376
FY 2022/23 to Date	\$83,936	\$ 0	\$83,936
FY 2022/23 Budget	\$5,500,000	\$1,000,000	\$6,500,000

M65



BOARD MEMORANDUM

DATE: September 19, 2022
TO: Board of Directors
FROM: Rochelle Patterson 
Chief Financial and Administrative Officer
SUBJECT: Finance, Administration and Information Technology Services Section Report

FINANCE & ADMINISTRATION

Key Accomplishments/Activities:

Staff attended the Los Angeles County Women's Leadership Conference in downtown Los Angeles on September 1, 2022.

A revised Customer Service Policy was adopted in September 2022. The revision included language and the process required for a customer to opt-out of the AMI/AMR meter change out program, as well as, explicitly addressing unauthorized tampering of, and damage to, the Agency's potable or recycled water service infrastructure.

The F&A Committee, as well as the Board of Directors, authorized staff to complete a Letter of Interest for the Water Infrastructure Finance and Innovation Act (WIFIA) program that is administered by the Environmental Protection Agency (EPA).

Significant Upcoming Items:

Staff will be presenting a revised Debt Management Policy at the October 24, 2022 F&A Committee meeting. The revised policy will add guidelines, which will assist staff in determining, if/when new issuances of debt are appropriate and will also expand the definition of debt financings to include federal or state credit programs or loans.

Staff will be presenting financings, pay-go and rate options at the October 24, 2022 F&A Committee meeting.

Staff are preparing for the year-end financial audit with our outside CPA firm, LSL. The auditors will be here the last two weeks in October 2022.

Staff will be working with Agency actuaries to have required actuarial valuations completed prior to the year-end audit in October 2022.

The contract with Aramark Uniform Services for uniform rental services expired on February 28, 2022. A Request for Proposal (RFP) for uniform services was posted on PlanetBids on June 27, 2022. Bids were due on July 25, 2022. No bids were received for the RFP. Staff is reviewing the scope of work and will be reposting.

Ongoing: Staff continues to work with Engineering, Operations, and Water Resources to refine the Project Financial Management module. Steady progress is being made in bringing the Oracle modules and reports up to the appropriate levels.

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

Ongoing: Staff continues to assist with training in Oracle's procurement module with applications such as requisitions, purchase orders, and contract agreements.

CUSTOMER SERVICE

Key Accomplishments/Activities:

Ongoing: Work related to the expansion of the Santa Clarita Division's (SCWD) Advanced Metering Infrastructure (AMI) continues.

Staff participated in the California-Nevada Section, AWWA Customer Service Webinar. The course was designed to assist Customer Service Representatives in the water industry and covered three general areas: Building Customer Relationships, The Business of Customer Service and Utility Industry Operations. Participating staff agreed that the course content was useful and relevant.

Staff is scheduled to participate in Incident Command System Training. As a prerequisite, staff completed online FEMA courses IS-100.C and IS-200.C.

Customer Care and IT staff met with Systems and Software (S&S) to discuss an implementation strategy for SmartWorks, the meter data management system that will integrate with the enQuesta customer information billing system and new online customer portal. The final Statement of Work (SOW) is currently under review by both parties. Once signed, implementation is expected to begin early 2023 and should require approximately nine months.

Significant Upcoming Items:

Staff continues to work with Systems and Software to further refine workflows related to the new enQuesta v.6 platform, online customer portal and mobile work order solution.

The Customer Care call center continues to sustain high call volume related to the resumption of late fees and shutoffs. Staff continues to work diligently with all customers to avoid disconnection for nonpayment, and if unable to pay, resolve their overdue balances through amortization agreements. Prior to shutoff, two courtesy reminder calls are being broadcast to customers that are subject to disconnection for nonpayment.

Staff continues to coordinate closely with Field Services on the AMI Meter Changeout Program.

HUMAN RESOURCES

Key Accomplishments/Activities:

Staff is currently recruiting for (1) Engineer, (5) Utility Workers, and (1) Water Systems Supervisor (Treatment Plant & Maintenance).

Staff is currently preparing to recruit for (1) Engineering Technician II and (1) Recycled Water Coordinator Technician.

Staff completed recruitment for (1) Administrative Technician (Water Quality Department), (1) Administrative Technician (Customer Care), (1) Director of Water Resources, and (1) Engineer and is preparing to onboard these 4 new additions to staff.

Staff completed onboarding for (1) Facilities Supervisor and (2) Water System Technicians.

Staff completed temporary staffing requests for (1) Temporary in Customer Service and (1) Temporary in Water Sustainability.

Staff is working with a consultant to review and perform a classification and compensation study on the newly created position of Recycled Water Coordinator and the SCADA Technician series classification.

Staff has distributed the annual CalPERS health insurance open enrollment period announcement and materials to all benefit-eligible employees and Directors. Open enrollment runs from September 19, 2022 through October 14, 2022 and provides an opportunity for employees and Directors to enroll in, cancel or change their health plan, and add or delete dependents. Any changes made during open enrollment are effective January 1, 2023. Staff has also communicated the new Board-approved health plan maximum contributions for the 2023 plan year for Employee/Director use in comparing health plans and any out-of-pocket costs that may apply to their plan choice during this year's open enrollment process.

Staff has launched a new survey to Benchmark agencies regarding their Retiree's health plan contributions and policies. Results will be gathered and presented to Management upon completion of the survey.

Staff completed a survey of the Agency's comparable market agencies on their holiday policy.

Staff continues to attend and support the monthly Safety Committee meetings conducted in Microsoft TEAMS.

Staff prepared a PowerPoint presentation on the Agency's recruiting and hiring process to present at the September 19, 2022 regular Finance & Administration Committee.

Staff is continuing to participate in the weekly Covid-19 Emergency team meetings with Management. Staff manages all the positive Covid-19 cases. In addition, staff process all of the Emergency Administration Leave (EAL) hours and policy as approved by the Board, as well as the new SB 114 State Bill passed on February 16, 2022.

Significant Upcoming Items:

Staff is working to establish an Internship Program.

Staff is preparing for the end-of-the-year updates.

Staff plans to survey other agencies and create a list for management/supervisory training.

Staff is working to implement an HR SharePoint page where employees can access answers to the most-asked HR questions and policies.

TECHNOLOGY SERVICES**Key Accomplishments/Activities:**

The IT Team successfully serviced 244 tickets and fielded 44 hotline calls for the month of August 2022.

The IT team has reconfigured the IT emergency line with after-hours support and the ability to turn voicemails into IT tickets. These changes allow for more efficient support of Agency staff.

The GIS team completed the survey (GPS) of all SCV Water well facilities.

The GIS team has developed the Agency's new Drone Pilot Program and underwent drone training with various members from the IT, Engineering, Operations, and Administration Departments. This training will prepare all drone users to complete the FAA's Part 107 exam leading to a drone piloting operator license.

Significant Upcoming Items:

Tech Services staff will begin a project management program with emphasis on technology.

The GIS team is working on integrating GIS with the Agency's Customer Information System (CIS) for a self-serve water consumption data extraction web application for internal Agency use, and is hosted in our SharePoint.

Ongoing: The IT team is in the process of moving on-premise file servers to cloud server environment.

Ongoing: The IT team is in the process of consolidating and retiring legacy servers.

Ongoing: The GIS team is working with Water Resources for the deployment of a cloud server environment.

Ongoing: The IT team is moving imaging and update server from on-premises to cloud. This would streamline management of remote devices.

Ongoing: The IT team is evaluating technology upgrades for the Emergency Operation Center (EOC) at Rockefeller.

Ongoing: The GIS team is developing an internal Easement and Owned Property Web Application for document retrieval for internal Agency use and to be hosted in our SharePoint.

FLEET AND WAREHOUSE

Key Accomplishments/Activities:

Staff placed (4) new vehicles into service.

Staff filtered dirty fuel from the fuel tank (8,000 gallons tank) of a large generator.

Staff completed on-going maintenance and repairs on vehicles and equipment.

Significant Upcoming Items:

Staff is developing action plans for proposed and adopted regulations.

Staff is working to establish an internship partnership with College of the Canyons' Automotive Internship Program, Galpin Ford, and SCV Water.

Staff is exploring fueling solutions for Compressed Natural Gas (CNG) for large vehicles in the fleet.

Staff is working to establish a pilot with Goodyear Tires for tire monitoring using telematics data.

Staff is preparing for the installation and implementation of telematics in November 2022.

BUILDINGS AND GROUNDS

Key Accomplishments/Activities:

Staff met with the Agency's HVAC contractor to review the systems automations and make recommendations.

Staff is in the process of removing dead trees around Rio Vista in several locations.

Staff, along with teachers, is preparing for the return of students to the garden by making necessary repairs, such as maintaining a safe walking path, amphitheater and irrigation repairs.

Significant Upcoming Items:

Ongoing: Staff is reviewing options for the chiller replacement at the Rio Vista location.

Staff is planning to remove dead trees around Rio Vista in several locations.

Staff is planning HVAC filter replacements throughout SCV Water locations.

Staff is researching the replacement of the portable toilet located at the guard booth at the Rio Vista location.

RP


MBS

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BOARD MEMORANDUM

DATE: September 19, 2022

TO: Board of Directors 

FROM: Keith Abercrombie
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 August 2022.

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	August 2022	FYTD 2022/23
Corrective Maintenance	52	73
Preventative Maintenance	92	170
Key Action Items Completed:		
<ul style="list-style-type: none"> - ESFP – Equalization Valve 1-10 - ESFP – Overflow Structure Sample Pump - ESFP – Ozone Generator #2 - ESFP – Repair Ozone Generator Tubes on Ozone Generator #2 		

Work in Progress – Treatment

- RVWTP – Clarifier 7-12 New Screens
- RVWTP – Media Catch for 1-6
- RVIPS – Motor/Pump #1
- ESFP – Nitrogen/Generator Dryer
- ESFP – Replace Filter LYL Transducers (10)

Completed Work

- ESFP – Equalization Valve 1-10
- ESFP – Overflow Structure Sample Pump
- ESFP – Ozone Generator #2
- ESFP – Repair Ozone Generator Tubes on Ozone Generator #2

DISTRIBUTION OPERATIONS AND MAINTENANCE

General operational and maintenance activities include:

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

Work in Progress

- SC-2 Gravity – Completing above ground construction. Scheduling SC-2 suction line abandonment
- Vasquez Pipeline – Researching easement

Completed Work

- Interconnection between the NWD and SCWD Systems on Old Wiley Cyn Rd
- Decoro Drive Pipeline Replacement
- West Newhall Interconnection (VWD and NWD) on Vista Ridge/Wiley Cyn
- Ridge Route Road Phase 2 Pavement Repair
- The Old Road Pavement Repair
- Mammoth Booster Station 3 Suction and Discharge Pipeline Replacement – Pipeline construction complete, working on asphalt restoration

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

Meter Change-out Summary**NWD**

Meter Size	August 2022	Quantity FYTD 2022/23
3/4"	3	16
1"	1	1
1 1/2"		2
2"	2	5

SCWD

Meter Size	August 2022	Quantity FYTD 2022/23
3/4"	8	21
1"	5	8
1 1/2"	1	1
2"		3

VWD

Meter Size	August 2022	Quantity FYTD 2022/23
3/4"	33	37
1"		
1 1/2"	1	6
2"		8

Distribution System Leak Summary

NWD – Approx. 9,679 Service Connections

Leak Type	August 2022	FYTD 2022/23
Service Leaks	4	5
Main Leaks		1

SCWD – Approx. 31,218 Service Connections

Leak Type	August 2022	FYTD 2022/23
Service Leaks	13	27
Main Leaks	1	4

VWD – Approx. 29,974 Service Connections

Leak Type	August 2022	FYTD 2022/23
Service Leaks	7	13
Main Leaks		1

PRODUCTION OPERATIONS AND WATER SYSTEMS

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

Work in Progress

- Carnegie Booster Station – Meter, pump and motor replacement completed, pump 19 – Replacement for broken suction valve, received, work to be completed in September 2022
- Cal Arts Booster Station, B64 motor failure – Pump and motor received. Electrical equipment work in progress
- Well160 pump failure – New pump and motor on order. Existing pump/motor removed, downhole video / CITM performed, demo/rebuild pedestal completed – Well discharge head, scheduled to be installed in September 2022
- Tank mixers installed at Live Oak and Placerita tanks, working on Fairway, Friendly Valley 2/4 and North Oaks tanks
- Castaic Disinfection Facility (CDF) upgrades – New chemical tanks, chemical pumps and electrical / SCADA upgrades. Equipment is on order, getting all equipment procured to schedule work in the fall/winter 2022
- Seismic Valves – Equipment on order for Hasley and Westridge tanks, will also be installed at Mountain View tank

Completed Work

- Honby Tank – Tank Road asphalt repairs completed in February
- SC-2 gravity – SCE energized in October, Cla-Val, station slab completed in December. SCADA programming and fencing completed in February; completed and in operation
- Princess Booster – Electrical equipment replacement work completed; station operational in February 2022
- SC-12 – Facility construction and upgrades for efficiency are complete, station is online
- Saugus Well 2 Rehab – Motor replacement completed, well video and casing integrity study completed in January, well back in-service April 5, 2022. Rehab options being evaluated and will be scheduled for next winter
- Commerce Center Tanks No. 1 and No. 2 Exterior Recoat Project – Tony Painting, completed May 11, 2022
- Seismic Valve installations at Newhall 1/1A and Sunset Pointe tanks – Completed in May 2022
- Actuator Valve installations at N Wells Treatment Facility – Completed in May 2022
- Fairway Water Storage Tank Coating Project – Reline interior, spot repair exterior. Associated Tank Constructors, Inc. awarded project, work commenced February 22, 2022 – Tank filled on June 14 – 15, 2022, Sampled on June 20, 2022, and returned to service on June 23, 2022

- Well W10 starter failure – New starter received and well returned to service on July 8, 2022
- Well 207 motor failure – Repairs completed, returned to service July 29, 2022

WATER QUALITY

Water Quality Complaints

NWD

Type of Complaint	August 2022	# of Complaints FYTD 2022/23
Hardness		
Odor		
Taste		
Color		
Air		
Suspended Solids		
Totals		

SCWD

Type of Complaint	August 2022	# of Complaints FYTD 2022/23
Hardness		
Odor		
Taste		
Color	1	1
Air		
Suspended Solids		2
Totals	1	3

VWD

Type of Complaint	August 2022	# of Complaints FYTD 2022/23
Hardness		
Odor		
Taste	1	1
Color		
Air		
Suspended Solids		
Totals	1	2

Heterotrophic Plate Count Samples

NWD

Total # of HPCs Collected August 2022	# of HPCs Collected FYTD 2022/23
5	5

SCWD

Total # of HPCs Collected August 2022	# of HPCs Collected FYTD 2022/23
6	8

VWD

Total # of HPCs Collected August 2022	# of HPCs Collected FYTD 2022/23
1	4

PERCHLORATE CONTAMINATION PROGRAM MANAGEMENT

As a result of the detection of perchlorate at Well V-201, modifications are being made to the Department of Toxic Substances Control (DTSC) Remedial Action Plan (RAP) and the perchlorate project DDW 97-005 Engineering Report. A perchlorate removal facility has been constructed and resumption of Well V-201 service will occur following receipt of permit from State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW).

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. Design of a treatment system is underway.

In May 2019, for the first time since 2005, perchlorate was detected in Alluvial Aquifer Well Q-2 at the maximum contaminant level of 6 µg/L. No drinking water quality standards were violated, but the well was removed immediately from service. Design and construction of treatment system has been completed. The well will return to service upon permit approval by DDW.

PFAS

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

SCV Water has taken 20 wells out of service due to PFAS. Three (3) were returned to service in late 2020 (N, N7, N8) with the completion of the first PFAS Treatment System.

WATER QUALITY LABORATORY

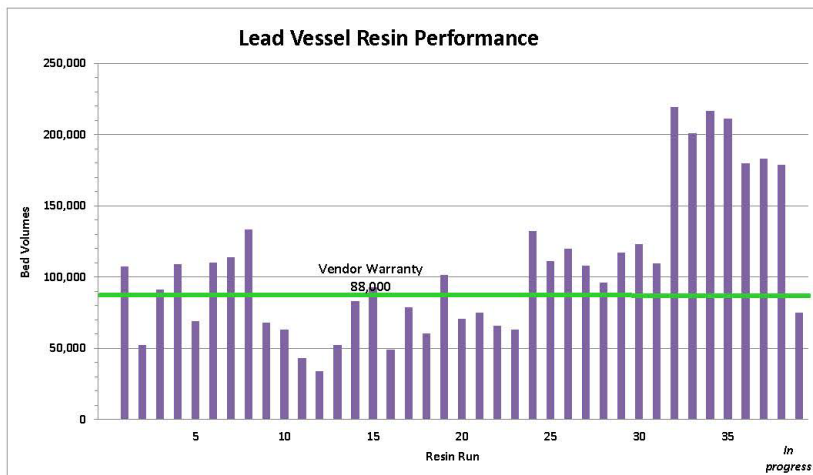
The laboratory continues to analyze compliance PFAS samples. Work is continuing on the new laboratory regulation requirements that were adopted in 2021.

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

Resin Run Number	Fill Date	Breakthrough Date*	Days	Volume Treated (Million Gallons)	Volume Treated (Acre-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Combined (Lead and Lan)		
										MG	AF	BVs
1	5/3/10	8/25/10	115	253	776	107,310	*	*	*			
2	9/8/10	11/8/10	62	120	368	52,289	\$ 105,728	\$ 2.02	\$ 287	373	1,144	159,599
3	12/10/10	3/26/11	107	239	735	90,841	\$ 115,458	\$ 1.27	\$ 157	359	1,103	143,130
4	5/5/11	8/9/11	97	288	883	108,745	\$ 112,255	\$ 1.03	\$ 127	527	1,618	199,586
5	8/17/11	10/14/11	59	180	554	68,941	\$ 112,255	\$ 1.63	\$ 203	468	1,437	177,686
6	11/6/11	4/10/12	157	288	883	109,850	\$ 112,048	\$ 1.02	\$ 127	468	1,437	178,790
7	4/20/12	7/16/12	88	280	860	113,905	\$ 112,048	\$ 0.98	\$ 130	568	1,743	223,754
8	7/11/12	11/5/12	118	349	1,070	133,044	\$ 112,048	\$ 0.84	\$ 105	629	1,930	246,949
9	11/16/12	1/10/13	56	177	544	67,744	\$ 112,258	\$ 1.66	\$ 206	526	1,614	200,788
10	1/10/13	3/10/13	60	165	505	62,836	\$ 43,567	\$ 0.69	\$ 86	342	1,049	130,579
11	3/19/13	5/4/13	47	112	344	42,769	\$ 118,213	\$ 2.76	\$ 344	276	849	105,605
12	5/8/13	6/15/13	39	95	293	33,577	\$ 141,989	\$ 4.23	\$ 485	207	637	76,346
13	6/10/13	8/20/13	72	179	551	52,099	\$ 118,212	\$ 2.27	\$ 215	275	844	85,676
14	9/12/13	11/30/13	80	217	667	83,031	\$ 118,212	\$ 1.42	\$ 177	397	1,218	135,130
15	11/21/13	2/9/14	81	246	755	92,790	\$ 118,212	\$ 1.27	\$ 157	463	1,422	175,821
16	2/24/14	3/31/14	36	128	393	48,854	\$ 105,494	\$ 2.18	\$ 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	1,955	243,150
26	7/8/16	10/17/16	102	314	964	119,919	\$ 105,494	\$ 0.88	\$ 109	605	1,857	231,086
27	10/21/16	1/25/17	97	283	869	107,984	\$ 105,494	\$ 0.98	\$ 121	597	1,832	227,903
28	1/26/17	4/18/17	83	252	773	96,192	\$ 105,494	\$ 1.10	\$ 136	555	1,642	204,176
29	4/25/17	8/5/17	103	306	939	116,938	\$ 105,494	\$ 0.90	\$ 112	558	1,713	213,130
30	8/11/17	1/3/18	146	322	988	122,845	\$ 105,494	\$ 0.86	\$ 107	628	1,927	239,783
31	1/16/18	6/9/18	145	289	887	109,395	\$ 105,494	\$ 0.96	\$ 119	611	1,875	232,240
32	6/18/18	12/24/18	190	574	1,762	219,207	\$ 105,494	\$ 0.48	\$ 60	863	2,649	328,602
33	12/13/18	6/10/19	180	525	1,611	200,536	\$ 105,494	\$ 0.53	\$ 65	1,099	3,373	419,743
34	6/11/19	12/30/19	203	566	1,737	216,073	\$ 108,162	\$ 0.50	\$ 62	1,091	3,348	416,609
35	12/18/19	7/8/20	204	552	1,694	211,010	\$ 108,162	\$ 0.51	\$ 64	1,118	3,431	427,083
36	7/9/20	2/6/21	213	471	1,446	179,890	\$ 128,334	\$ 0.71	\$ 89	1,023	3,140	390,900
37	2/16/21	8/30/21	196	477	1,464	182,727	\$ 142,690	\$ 0.78	\$ 97	948	2,910	362,617
38	9/14/21	6/7/22	267	467	1,433	178,539	\$ 158,514	\$ 0.89	\$ 111	944	2,897	361,266
39	6/7/22	9/6/22	92	195	598	74,583	\$ -	\$ -	\$ -	662	2,032	253,122
Total			4,285	10,891	33,426	4,161,190	\$ 4,097,267	NA	NA	21,334	65,477	8,140,488
Average			103	265	814	101,299	\$107,874	\$ 1.19	\$ 147.87	607	1,657	193,602

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

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



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

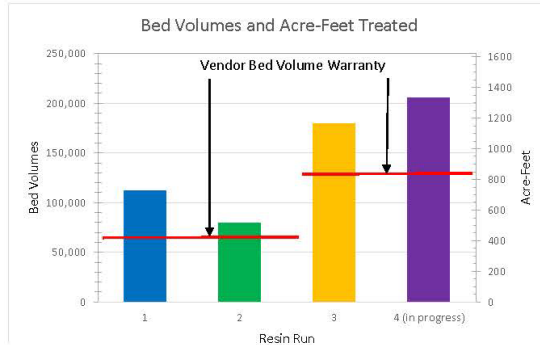
Resin Run Number	Fill Date	Breakthrough		Volume Treated (Million Gallons)	Volume Treated (Acre-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Combined (Lead and Lag)		
		Date	Days							MG	AF	BVs
1	11/3/2017	4/19/2018	168	297	912	112,498	\$188,355	\$1.67	\$207			
2	5/7/2018	9/17/2018	134	210	644	79,476	\$105,494	\$1.33	\$164	507	1,556	191,973
3	9/24/2018	11/4/2019	407	474	1,454	179,465	\$105,494	\$0.59	\$73	684	2,098	258,941
4 (in progress)	11/12/2019	4/21/2021	527	544	1,670	206,045	\$108,162	-	-	1,018	3,124	385,510
Total			1236	1,525	4,679	577,483	\$507,505			2,209	6,778	836,424
Average			309	381	1,170	144,371	\$126,876	\$1.20	\$147.66	736	2,259	278,808

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

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

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

The well was turned off at 1:30 pm April 26, 2021.



SAFETY/EMERGENCY/RISK MANAGEMENT

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

Work in Progress

- Noise Assessment was completed in July 2022. This assessment is being reviewed and the Hearing Conservation Plan is being evaluated and revised based in part on this assessment
- Ammonia RMP meetings with our consultants took place in July 2022. Hazard Assessment, Hazard Review and seismic assessments received and are under review
- Revise and update Safety Manual
- Revise New Hire Safety Orientation program

Inspections

- Monthly safety Inspections of all remote locations and facilities
- Underground Storage Tank inspection/annual CUPA certification at Rio Vista
- Above ground Storage Tank inspection at Sand Canyon
- Above ground Storage Tank inspection at Rio Vista Intake Pump Station (Saugus Perchlorate)
- Hazardous Materials and Hazardous Waste CUPA inspection at Rio Vista, NDF, PDF, and Stetson RMS

Incident Data

- The agency had one recordable incident for the month of August. This involved staff receiving a cut to their index finger and was on modified work activity for approximately two weeks

Safety Training

- Tailgate meetings took place at GT, Pine, RV and Rockefeller in August 2022
- First Aid/CPR training took place in August 2022
- In-person Traffic Control and Flagger training at Pine in August 2022.
- Online training for ladders and emergency showers & eyewash stations and office safety
- Emergency Action Plan training with Rio Vista Admin staff took place in August 2022
- New Hire Safety and Emergency Training took place in August 2022
- Supervisor Liability / IIPP training took place in August 2022

Safety Compliance

- Reported ammonium hydroxide leaks to CALOES and CUPA
- Fall protection equipment recertifications (Ongoing)

Safety Awards / Grants

- ACWA JPIA Risk Control Grant was awarded \$10,000 to the safety department to purchase emergency mobile radio communication equipment
 - o Equipment received and majority has been installed in Agency vehicles in August 2022

Safety Committee

- The next Safety Committee meeting will be held on September 28, 2022

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BOARD MEMORANDUM

DATE: September 19, 2022
TO: Board of Directors
FROM: Steve Cole *SC*
Assistant General Manager
SUBJECT: Water Resources and Outreach Section Report

Key Accomplishments

Water Resources

- Staff participation continues in several Los Angeles County Water Planning Workshops to provide input to the County about concepts for better coordination (e.g., streamlined permitting and data sharing) and regional targets and facilitating a regional approach to water reliability and resiliency.
- Staff is participating in the County's Safe Clean Water Program (Measure W) Monitoring and Metrics Study. This study is designed to develop program metrics and monitoring criteria through stakeholder involvement, technical research, and modeling. Staff has attended several meetings and the effort is anticipated to continue with 6 or more meetings through July 2023.
- Staff participated in the August 25, 2022, Bouquet Canyon Restoration Project Workgroup meeting. Los Angeles County Public Works (LACPW) reported that it met with Wildlife Conservation Board (WCB) staff on August 3, 2022 and received guidance on how to complete grant application. LACPW has engaged a consultant to assist in the preparation of the application. The Workgroup also discussed approaches to advance public outreach. The next meeting is scheduled for September 22, 2022.
- Staff completed and submitted the quarterly recycled water report under Monitoring and Reporting Program WQ-2016-0068-DDW, CI –10081.

Sustainability & Conservation

- Sustainability/Conservation staff coordinated and facilitated the monthly Sustainable Water Action Taskforce meeting.
- Staff, with support from the Communications Team, launched the Agency's Non-Functional Turf Ban Education and Engagement initiative. The NFT effort includes materials salient to the State Water Resources Control Board's ban of the irrigation of NFT areas with potable water for Commercial, Industrial, Institutional, Homeowners Associations and Common Interest Developments. In support of this effort, staff developed the "Turn it off, Cap it, or Convert" smart practice guidance materials. Staff coordinated a site visit to the Magic Mountain Wastewater Treatment Plant with LA County Sanitation District and Hart School District staff. Hart School District staff requested the site visit to learn more

about wastewater processes in support of the Agency's Purple PREP recycled water conversion program.

- Staff, with support from the Communications Team, completed three (3) new short videos that provide information on the Agency's drought water conservation efforts and the updated Lawn Replacement Program.
- Staff conducted site visits with potential respondents at the Agency's Self Generation Incentive Program Project at the Rio Vista Water Treatment and Earl Schmidt Filtration Plants in advance in support of the request for proposal process.
- Staff participated in the California Water Efficiency Partnerships Research and Evaluation Committee meeting. Currently, staff serves as the chair for the committee.
- Staff appeared on SCV TV's Community Corner to discuss the status of the California Drought and SCV Water's water conservation activities and performance.
- Staff collaborated with and advised the US EPA on its Energy Star Portfolio Manager Water Score Tool for Multifamily Apartments.
- Staff, with support from SCV Water Engineering, received proposals for the Bridgeport Pocket Park (BPP). Developed in collaboration with the City of Santa Clarita and local landscape designers, the BPP will demonstrate low-water using plants including California native species and high-efficiency irrigation technologies to the community.

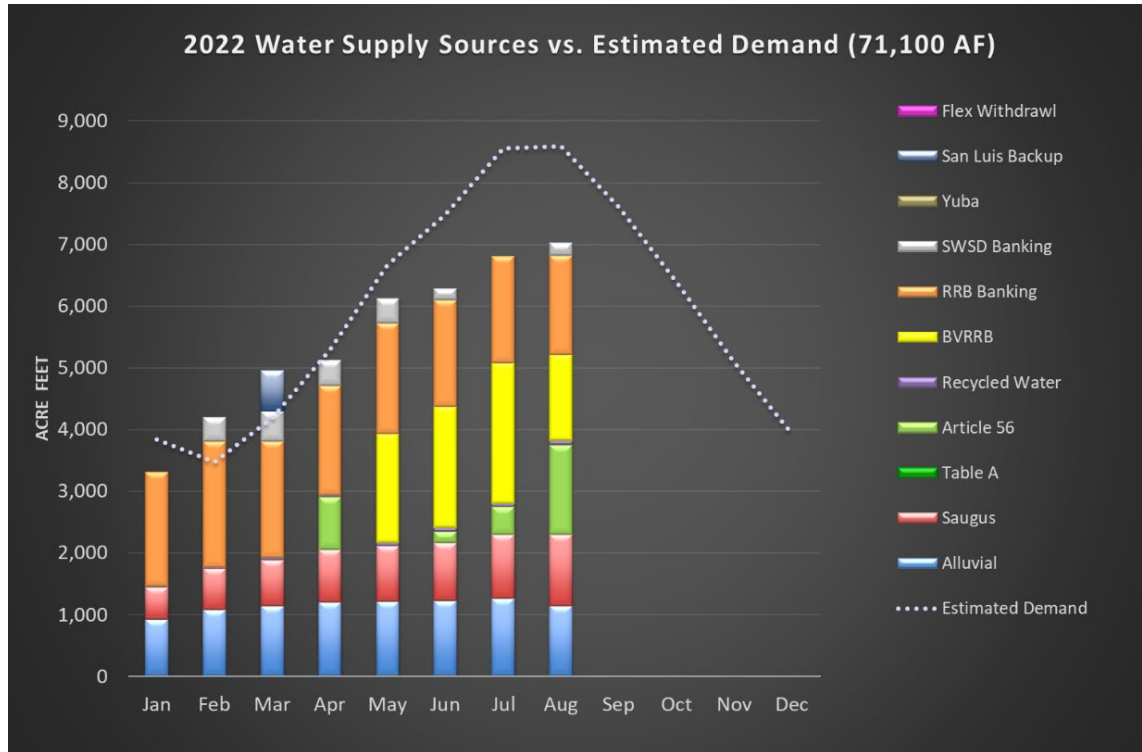
Outreach, Legislation and Grants

- Staff developed a drought FAQ answering customer questions that Conservation received from a previous drought mailer.
- A special drought edition Water Currents was sent on August 5, 2022, which focused on watering requirements, restrictions and exemptions as well as tips to protect your landscape and trees, and rebates and resources, with a 59% open rate.
- Staff produced the quarterly Pipeline employee newsletter.
- On June 15, 2022, the BOR provided notification of a \$2,000,000 award under its 2022 WaterSmart Water and Energy Efficiency Grant program for SCV Water's Automated Metering Infrastructure Project (Phase 1). At SCV Water's request, BOR issued a Notice to Proceed for the project on August 25, 2022, allowing commencement of the project in advance of the final Financial Assistance Agreement, which was subsequently issued on September 16, 2022.
- The State Water Resources Control Board issued its Draft Intended Use Plan for Fiscal Year 2022-23. Under Appendix I (Emerging Contaminants) of the Draft IUP, SCV Water's PFAS Projects are listed as a Fundable Project, potentially providing \$5M in grant funding to offset the Agency's DWSRF loan funding application.

WATER RESOURCES

Water Demand and Supply

A summary of monthly 2022 water deliveries are shown below:

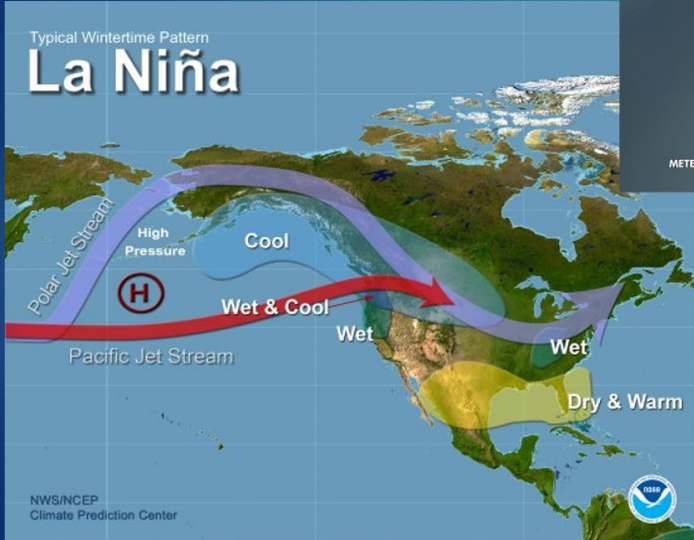


Note: To date, SCV precipitation for water year 2022 is below average. Record setting precipitation in December 2021 helped reduce demands and get us ahead for the year, but February and March 2022 were dry and hot resulting in higher than anticipated demands. Precipitation for water year 2021 in Santa Clarita was recorded as the driest year on record. In January 2021, SCV Water began utilizing dry-year water supplies, which will continue through 2022. The graph above shows monthly water supply use vs. estimated demands.

Status of Water Supplies Update – 2022 Water Year (Oct 2021-Sept 2022) statewide precipitation as of September 11, 2022 holds at 74% of average. In comparison, the Santa Clarita 2022 water year precipitation is holding at 87% of average for the year (LA County Newhall Fire Station 32C gauge). The Santa Clarita 2021 water year was ranked the driest on record at about 20% of average.

Following is a selection of water supply update slides presented at the September 14, 2022 Water Resources and Watershed Committee meeting. These slides review forecasted conditions moving into water year 2023, San Luis reservoir conditions, and an example of potential worst case scenario operating plans through 2024:

Triple-dip La Niña

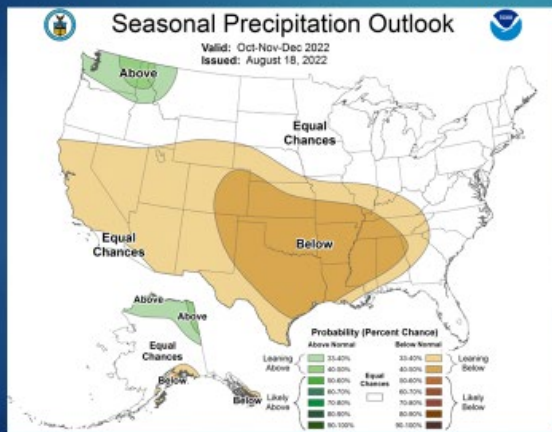


3 Consecutive La Niña Winters

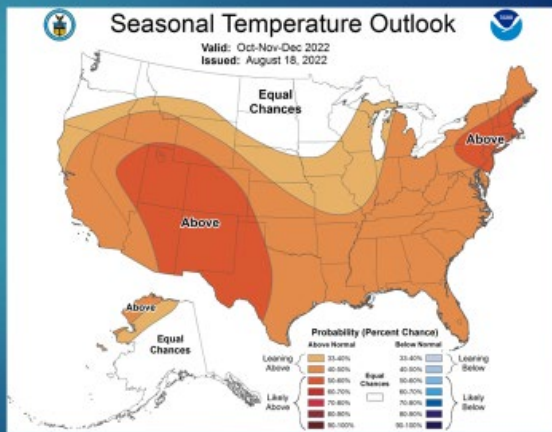
- Very Rare
- Occurs every 20-22 years
- Increased chance of warmer and drier than normal conditions in the Southwest, especially the southern half
- Model predictions call for another dry water year influenced by dominant easter Pacific high pressure system

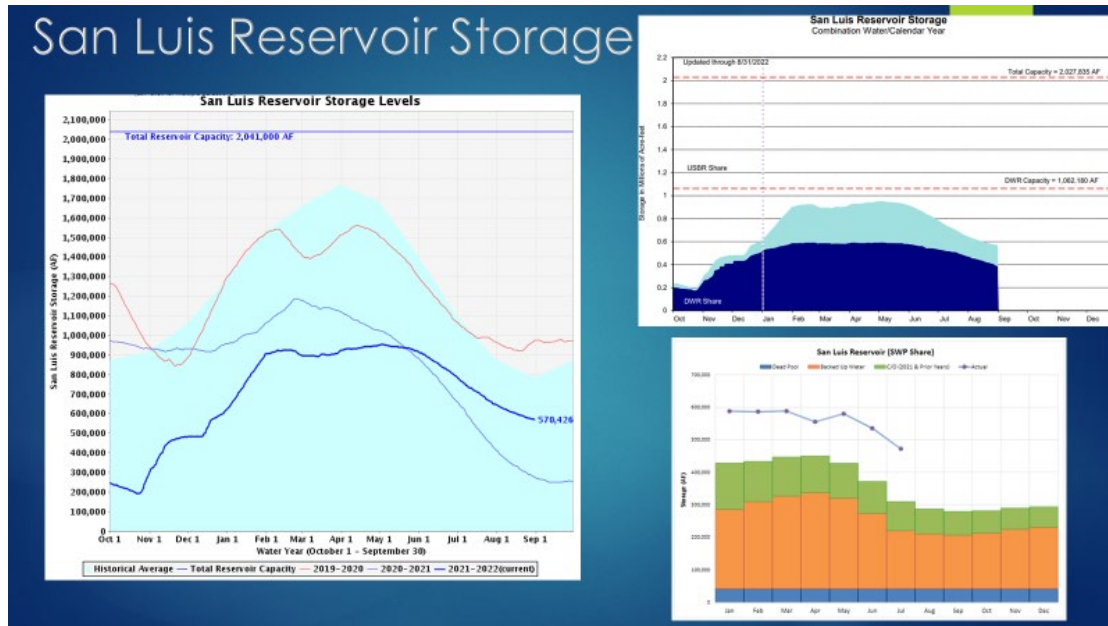
Three Month Outlook (Oct-Nov-Dec)

Precipitation



Temperature





The San Luis Reservoir graphics (above) show three different comparisons of reservoir levels. The largest graphic shows water levels each year since the drought has started, indicating we are starting water year 2023 in a better place than last year. The top right-hand graphic compares the total water stored between DWR/SWP and USBR. The bottom right-hand graphic demonstrates the make-up of different water types stored in the DWR/SWP share.

2022-2024 Operating Plan (August 2022) Assumes Stage 2 - 2023 through 2024	2022 5% SWP Allocation	2023 5% SWP Allocation	2024 5% SWP Allocation
Demand (assumed 2% increase per year)	71,100	72,500	74,000
Groundwater	22,800	24,500	30,000
Alluvium	13,700	14,000	16,000
Saugus	9,100	10,500	14,000
Recycled Water	450	700	1,000
Imported Demand	47,850	47,300	43,000
Imported Supplies			
SWP Table A	4,760	4,760	4,760
BVRRB	11,000	11,000	11,000
Total Available Imported Supplies	15,760	15,760	13,760
<i>Excess Imported Supplies (neg = shortfall)</i>	<i>(32,090)</i>	<i>(31,540)</i>	<i>(29,240)</i>
Dry Year Water Supplies			
SWP Carryover Delivered (not always guaranteed)	13,500	17,750	18,085
Rosedale Banking	20,000	15,000	10,000
Semitropic Enhanced Recovery Unit (Banking)	5,000	5,000	5,000
Yuba Accord	675	1,000	1,000
Flexible Storage (up to 6,060 AF)			
Stage 2 Conservation Demand Reduction (15% of demands)	10,665	10,875	11,100
Total Imported & Dry Year Supplies	54,935	54,510	47,845
SWP Carryover into next year (neg = shortage)	17,750	18,085	15,945

The above 2022-2024 operating plan assumes worst case scenario conditions if drought continues through 2024 (with SWP allocations of 5% each year). In this scenario we assume Stage 2 Conservation Demand Reductions will continue at 15% of demands estimated.

2022 Operation Details

- The initial 2022 State Water Project allocation was set at meeting minimum Human Health and Safety requirements for contractors, calculated at 55 gallons per person per day. On January 20, 2022, the allocation was increased to 15%. On March 18, 2022, DWR reduced the allocation to 5% with a potential for further reductions, if statewide hydrological conditions do not improve.
- 2022 demands, without mandated conservation, are estimated at 71,100 AF. Recovery from Rosedale and Semitropic banking programs will continue throughout 2022.
- Staff requested as much Yuba accord water as possible for 2022. Initial estimates for SCV Water totaled 1,915 AF which includes 725 AF of Component 1 water (C1), 363 AF of Component 2 water (C2), 73 AF of Component 3 water (C3), and 754 of Component 4 Water (C4). The latest update on the Yuba Accord transfer, based on the final Bulletin 120 update, allocates 972 AF (165 AF of C1 and 807 AF of C4) to SCV Water in 2022. This water is subject to carriage losses which are estimated to range between 20-30% in 2022.

Groundwater Sustainability Plan Implementation – The next regularly scheduled GSA Board Meeting is October 3, 2020. The draft agenda includes a discussion on the Governor’s Executive Order N-7-22 regarding drought. This Executive Order puts additional responsibility on the GSAs to evaluate well permit applications for well modifications and new wells. The intent behind the evaluations is for the GSAs to determine if new wells will make it harder for the basin to reach or maintain sustainability. The Executive Order does not put additional requirements on municipal wells, or wells extracting less than 2-acre feet per year.

Significant Upcoming Items

- At the December 8, 2021, Water Resources and Watershed Committee meeting, staff presented two transfer/exchange programs available to SCV Water in partnership with Irvine Ranch Water District. Staff was directed to negotiate terms for both a Short-term Drought Relief transfer program and a Long-term unbalanced exchange program. The Short-term agreement was approved by the Board at its May 17, 2022 meeting and executed thereafter. Staff is still negotiating terms for the Long-Term agreement and anticipates it will be presented to the Board in October 2022.
- Staff continues to work with Woodard and Curran to refine the Online New Drop database. Reporting features, QA/QC, and dashboards will be improved as the tool is used by Water Resources and Customer Service staff. Customized reports continue to be developed to assist staff in completing quarterly reports to the Regional Board for the Agency’s recycled water permit. Staff is also continuing to work with the Sanitation District to determine average wastewater flows from new developments as part of an ongoing process to perfect New Drop flow estimates. Additionally, improvements continue to be made to the online database with the help of Customer Care Department feedback resulting in recent performance bugs being resolved. A QA/QC process is being conducted on the New Drop database to ensure that every drop is captured in the quarterly reports. This task will be completed before the end of FY 2022/23. Staff also plans to integrate the New Drop database into the Customer Service database once all customer accounts have been moved into a single accounting system to improve efficiencies and reduce data input errors. Lastly, five additional members of the Customer Service team will be cross trained in the upcoming quarter to assist with data entry and quality assurance.

- The Upper Santa Clara River Regional Water Management Group (USCR RWMG) and Stakeholders continue preparing for the Round 2 grant solicitation under Proposition 1. Recently, the Regional Water Management Group, working with Greater LA and Ventura reached agreement to establish funding allocations for each region. The agreement includes that the USCR IRWM area is guaranteed \$8.6M for implementation projects. This is the first time such an agreement has been reached. It simplifies the grant application process for the funding area while providing funding certainty. The RWMG reopened the call for projects, and conducted stakeholder outreach, providing additional time for submittal of project ideas (by August 22, 2022). Stakeholders will present proposed projects at the September 27, 2022 IRWM RWMG meeting.
- On September 14, 2022, the Water Resources and Watershed Committee recommended that the Board consider approving the Water Supply Assessments for Shadowbox Studios Development project.
- Staff anticipates a request from the Los Angeles County for a Water Supply Verification for the Tesoro Development.
- Staff is working to transition SCV Water's Excel based MBK Water Supply Reliability Model to the GoldSim platform, which will allow for a more dynamic reliability analysis of our near term and long-term water resource supplies. A draft version of the model is now running, and staff is conducting preliminary scenario analysis to understand the implications of the new underlying assumptions.
- As part of GSP implementation, two adjacent groundwater recharge sites have been selected on the east end of the Santa Clara River Basin for inclusion in the recharge feasibility study being conducted with the help of GSI technical consultants. Staff worked with City personnel to obtain an access agreement to conduct data collection activities for the Pinetree portion of the study. The geophysical portion of the fieldwork was completed in mid-January 2022 and a summary report was received on March 30, 2022. The results of the geophysical study helped inform the locations for the infiltration testing and borehole samples. Specific areas of interest to complete the fieldwork in Pinetree were identified using the data presented in the geophysical report. Additionally, a delineation and biological assessment to determine permitting requirements was completed the week of June 1, 2022 and a draft report was received on August 11, 2022. Preliminary information shows that a notification package will need to be submitted to CDFW before completing the infiltration and borehole testing at the Pinetree location. Woodard and Curran is scheduling a multi-departmental meeting with CDFW to address questions from various projects before submitting the notification package for the Pinetree study. Additionally, an access agreement extension with the City of Santa Clarita for the Pinetree location is being processed to accommodate CDFW notification package review period. Lastly, a draft report is underway for the Castaic location using all the data that was gathered through the completed field work.
- Staff is engaged in a data management effort to determine the feasibility of a centralized data repository for all SCV Water departments. Data collection efforts are underway to help determine the extent of information collected by the various departments, the reports that each department generates, and existing methods/tools used for data organization within the Agency. Staff has interviewed teams within various departments including Water Quality, Production, Operations, Inspection and Water Treatment. Additional interviews and follow up meetings with the remaining departments will take place in the upcoming months and a visual representation of the data flow within the agency is currently being developed by staff.

- Staff is collaborating with Provost and Pritchard and Thomas Harder & company to analyze alternative land uses for the Devil’s Den property to maximize the property’s value to the Agency including leases for solar generation and long-term agricultural leases.
- Staff is working with Luhdorff and Scalmanini to compile information for the 2021 SCV Water Report with intention to begin the transition of workload for the report preparation from consultants to SCV Water staff this year.
- Staff has begun compiling the 2023 DWR initial water order schedule for imported supplies. Included will be delivery schedules based on 10%, 30%, 50%, 60% and 100% Table A allocation scenarios. We will also include SWP Human Health and Safety calculations for the 0% Table A allocation scenario. This information is due to DWR by October 1, 2022.
- The Sites Reservoir Authority received a response to its water rights application from the State Water Resources Control Board. The Board requested additional information regarding water availability should future Delta Water Quality Control Plans being considered by the Board were enacted.

LEGISLATIVE/GOVERNMENT AFFAIRS

SCV Water will be participating in the KHTS Washington D.C. trip September 19-21, 2022.

Upcoming Sponsorships and Event Participation

Industry Events

- AWA Annual Member & Policymakers Reception – September 15, 2022
- CALAFCO Annual Conference – October 19-21, 2022

Community Events

- CAST for Kids – October 1, 2022
- SCV Newhall Library Family Literacy Festival – December 3, 2022

OUTREACH – Social/Digital Media & Education

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

Outlet	Description	Notable Activity	Audience
Facebook	Social media		1,000
Instagram			1,542
Twitter			1,263
Website	yourSCVwater.com	Total users in July 2022	22,321
	Top visited pages:	Customer Care; conservation/rebates; drought	
Water Currents	Customer e-newsletter	Open rate for August – 59%–; (Average industry open rate: 21.64%)	16,802

Public Education - 2022

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2021
Education (virtual)**														
Students	647	433	740	476	606	368	16	31					3,317	7,090
Teachers	24	16	27	20	23	14	3	2					129	265
Garden Classes (virtual)	85	27	84	84	24	42	42	49					408	443

* Data not yet available

Significant Ongoing or Upcoming Items

- Staff is updating drought messaging to focus on fall messaging and a “seasonal switch” to reflect the change in weather, length of day, and drought watering requirements (time of day to water), as well as promotion of the lawn replacement program.
- Staff is developing a two-page spread focused on the drought and community impact for the Southern California Water Coalition’s publication, California Water, set to publish in October 2022.
- Staff is coordinating with Conservation to develop a “Garden Smart” evergreen publication with N&R Publications that will release this fall. The publication will cover a variety of topics focused on water-efficient and sustainable landscape practices and will also be available in Spanish.
- In response to the state’s ban on irrigation of non-functional turf (NFT), staff is coordinating with Conservation on targeted outreach to Commercial, Industrial, and Institutional (CII) customers. Staff distributed a letter (email and hard copy) to elected officials the week of Sept. 6 and is preparing a mailing for all CII customers which includes an NFT bulletin, NFT smart practice guide and drought FAQs with information in both English and Spanish.
- Staff is coordinating efforts to celebrate Water Professionals Appreciation Week the week of October 3 with a taco truck tour to our various locations and social media posts highlighting our staff and all they do to ensure our reliable water supplies.
- As California’s ongoing drought and Governor Newsom’s Executive Order N-7-22 have rendered the development of Rosedale Phase 2 Wells Project infeasible at this time, staff is investigating the possibility of moving BOR WaterSmart DRP Program grant funding (\$1.46M) to an alternate Agency project which develops dry year water supply recovery (the same benefit as the grant funded project).

SUSTAINABILITY & WATER CONSERVATION

Status of SCV Water Drought Response

This section includes a condensed version of the monthly drought updates presented to the Water Resources and Watershed Committee at its September 14, 2022 meeting and includes an overview of current regulatory status, State Water Resource Control Board monthly conservation reports, SCV Water monthly conservation performance relative to 2020’s consumption and the Governor’s 15% of 2020 voluntary conservation request, and monthly and cumulative conservation trends compared to the same metrics.

Regulatory Overview (No Updates for September 2022)

Entity/Agency	Regulatory Status	Notes
Governor Newsom	<ul style="list-style-type: none"> Voluntary 15% v. 2020 Call (July 8, 2021) Statewide Drought Emergency Declaration (October 19, 2021) EO N-7-22 directs the SWRCB to require Stage/Level 2 Water Shortage Response implementation and for the Water Board consider defining and prohibiting the watering of non-functional turf. (March 28, 2022) 	<ul style="list-style-type: none"> April 1, 2021 (2 Counties) May 10, 2021 (Extended to 41 Counties) July 8, 2021 (Extended to 50 Counties) October 19, 2021 (Extended to Statewide)
State Water Resources Control Board	<ul style="list-style-type: none"> Monthly Conservation Performance Reporting (July 2021) Adopted Emergency Regulations (January 4, 2022) Adopted Emergency Regulations which require implementation of Stage 2 water shortage response measures and bans the irrigation of non-functional turf with potable water (May 24, 2022). 	<ul style="list-style-type: none"> Emergency regulations include water waste restrictions and provisions specific to HOA CCR implementation. SCV Water preparing Non-Functional Turf engagement and education initiative to promote "Turn it off, Cap it, or Convert it!"
SCV Water	<ul style="list-style-type: none"> Stage 2 – WSCP (4/26/2022) Stage 2 – Water Conservation and Water Supply Shortage Ordinance (4/26/2022) Stage 1 – WSCP (11/16/2021) Stage 1 – Water Conservation and Water Supply Shortage Ordinance (Ordinance)(11/16/2021) 	<ul style="list-style-type: none"> WSCP includes strategies which prioritize education and incentive to achieve up to 20% conservation. Stage 2 of Ordinance includes water waste restrictions. Stage 2 of Ordinance also included watering restrictions to 3 days per week, two 5-minute cycles, and morning and evening watering.

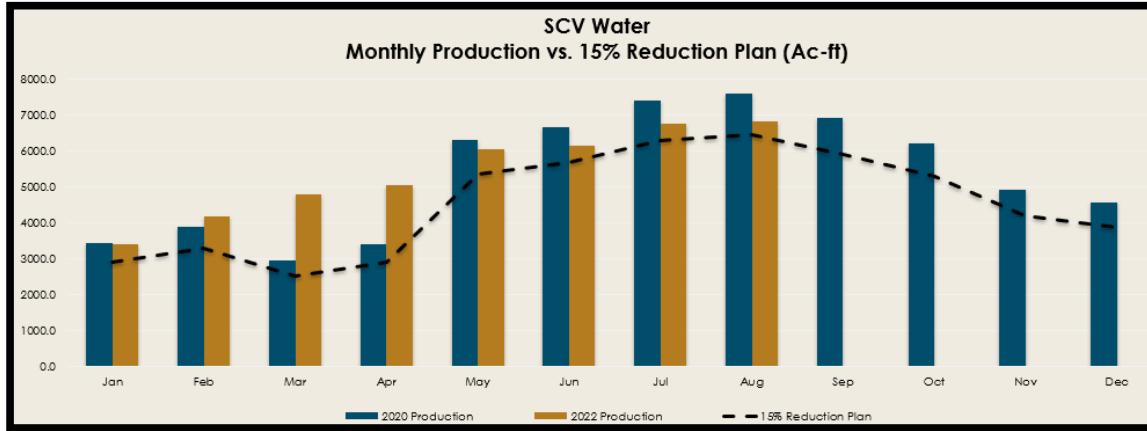
State Water Resources Control Board (Monthly Conservation Reporting)

Month	Year	Statewide	South Coast	SCV Water
July	2021	-1.8%	-0.2%	+5.6%
August	2021	-4.9%	-3.1%	+3.1%
September	2021	-3.9%	-4.2%	+1.1%
October	2021	-13.2%	-12.2%	-11.3%
November	2021	-7.1%	+0.7%	+3.1%
December	2021	-15.7%	-18.4%	-29.0%
January	2022	+2.6%	+1.7%	-1.1%
February	2022	-0.5%	-0.2%	+7.8%
March	2022	+18.9%	+26.9%	+61.8%
April	2022	+17.6%	+25.6%	+47.4%
May	2022	-3.1%	-2.2%	-4.2%
June	2022	-7.7%	-5.9%	-7.9%
July	2022	-10.4%	-8.6%	-8.7%
August	2022			-10.1%
Cumulative Savings		- 3.4%	- 1.3%	+ 0.5%

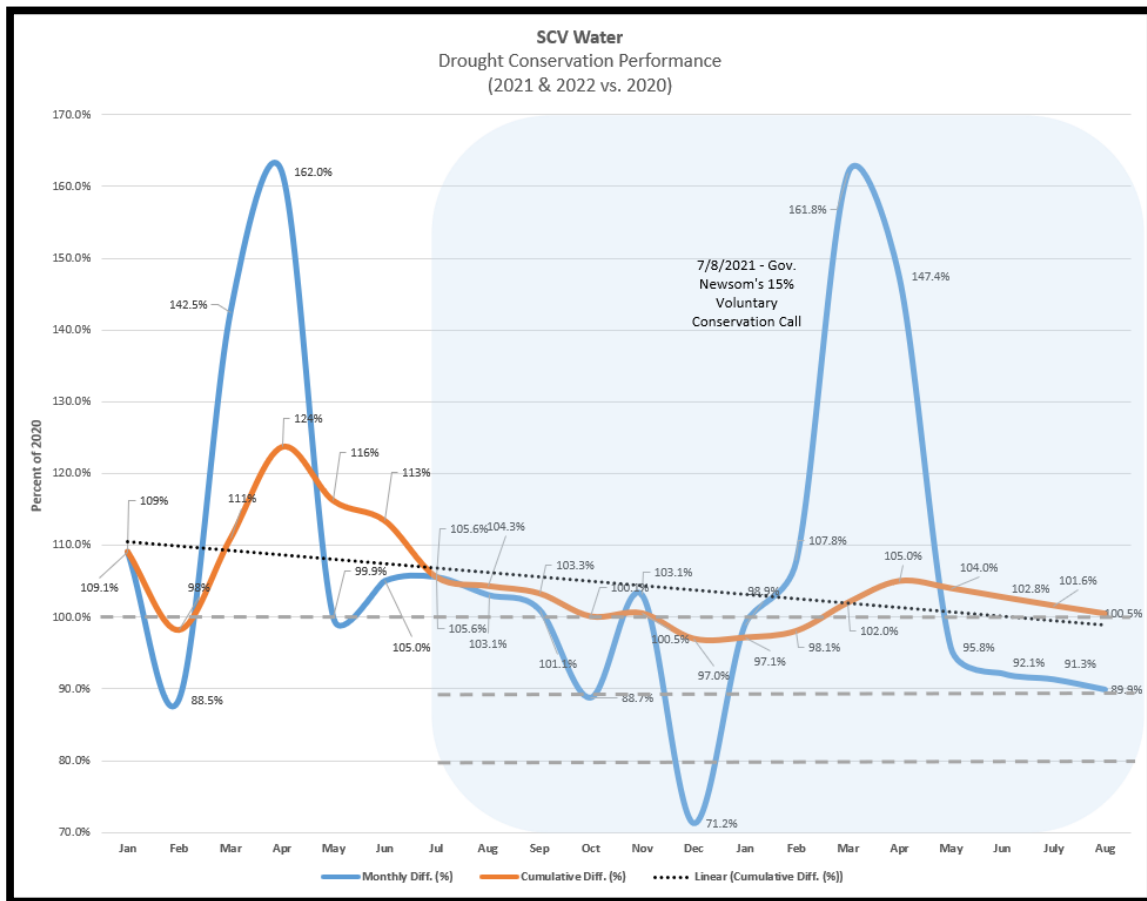
Note: The State Water Resources Control Board conservation reporting data has a one-month lag. This table includes most recent data as reported on the Board's website.

SCV Water – Monthly Conservation Performance (Current Production v. 2020 and 15% of 2020 Target in Acre Feet)

SCV Water - Drought Performance v. 2020 (2022)



SCV Water – Monthly and Cumulative Conservation Performance Trends (In Percent)

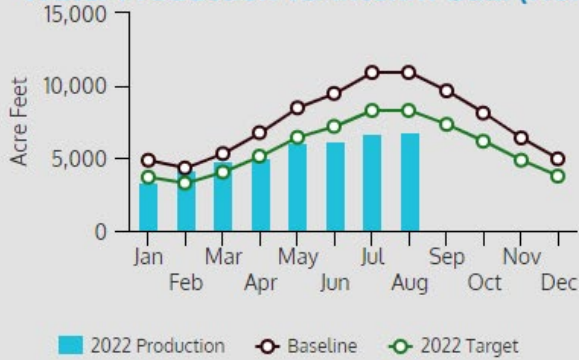




Water Conservation

Water Resources Monthly Section Report - August 2022

Water Production vs. Interim Goal (Non-Drought)



Key Data Points (AF)

- Monthly Variance: (1,468)
- YTD Variance: (3,195.5)
- Well 201 Adj.: 0
- Economic Activity Adj.: NA

Conservation Program Participation (Current Month/Fiscal Year)



	Check-Ups	Workshops	Rebates	Engagement	Other
Residential	55/66	6/13	53/88	2,933/4,903	0/2



	Check-Ups	Retrofits	Rebates	Engagement
Commercial	1/1	80/80	0/0	0/14



	Check-Ups	Rebates	Engagement	Other
Landscape	4/5	1/1	18/53	0/2

Significant Upcoming Items

- Conservation** - Staff, with consultant support, are preparing to launch the expansion of the Water SMART Allocation/Water Efficiency Targets for legacy customers and dedicated irrigation metered customers. Staff anticipates the program to fully operation in Q1/Q2 of 2023.
- Conservation** - Staff, in collaboration with USC Dornsife Public Exchange, to review initial findings from the SCV Water Conservation Communication Study and prepare the second phase of online customer surveys.
- Sustainability** - Staff, with consultant support, to receive proposals for the Agency's Self Generating Incentive Program Projects (Earl Schmidt Filtration Plant - PV + Battery and Rio Vista Treatment Plan - Battery).
- Industry** - Staff was selected to present at the 2022 WaterSmart Innovations Conference on its Water Shortage Contingency Planning Activity and Implementation Actions and on General Water Conservation Program Implementation.



M65

ITEM NO.
 9.5

Item	July 7 Comm	July 19 Board	Aug 2 Board	Aug 4 Comm	Aug 16 Board	Sept 1 Comm	Sept 6 Board	Sept 20 Board	Oct 4 Board	Oct 6 Comm	Oct 18 Board	Nov 1 Board	Nov 3 Comm	Nov 15 Board	Dec 6 Board	Dec 8 Comm	Dec 20 Board	Jan 3 Board	Jan 5 Comm	Jan 17 Board	Feb 2 Comm	Feb 7 Board	Feb 21 Board	March 2 Comm	March 7 Board	March 21 Board	April 4 Board	April 6 Comm	April 18 Board	May 2 Board	May 4 Comm	May 16 Board	Jun 1 Comm	June 6 Board	June 20 Board	July 4 Board			
1	Monthly Committee Planning Calendar	C																																					
2	CIP Construction Status Report	C																																					
3	Monthly Operations and Production Report	C																																					
4	Third Party Funded Agreements Quarterly Report	C																																					
5	Quarterly Safety Program Presentation	C																																					
6	Real Property Activity Report																																						
7	Annual Safety Program Update (FY 21-22)																																						
8	Chapter 8 Agreement Properties																																						
9	Review Proposed FY 2023/24 Major Capital Projects																																						
10	Recommend Approval of (1) a Resolution for Construction Contract with Pacific Hydrotech Corporation and (2) a Purchase Order to Hazen and Sawyer for Engineering Services During Construction and (3) a Purchase Order to MWH Constructors for Construction Management and Inspection Services for the Santa Clara and Honey Wells PFAS Groundwater Treatment Project	C	C																																				
11	Recommend Approval of Authorizing SCV Water to Execute a Quitclaim Deed – Partial Release of Easement to Walnut Real Estate Business Trust	C	C																																				
12	Recommend Authorization for the General Manager to Execute a Purchase Order Amendment to Kennedy Jenks for Additional Engineering Services During Construction and a Purchase Order Amendment to MNS Engineers for Additional Construction Management and Inspection Services for the Valley Center Well PFAS Groundwater Treatment Project	C	C																																				
13	Recommend Approval to Authorize General Manager to Enter into Agreement with Terra Verde Energy for Long-Term Operation/Preventative Maintenance of the Agency's Photovoltaic Assets	C	C																																				
14	Central Park Lease Informational Presentation	C	C																																				
15	Recommend Approval of a Resolution Authorizing a Purchase Order to Kennedy/Jenks Consultants for Inspection Planning Services for the Casale Conduit Pipeline Reaches 3 & 4 Project	C	C																																				
16	Recommend Approval of a Resolution Authorizing a Purchase Order to Hazen & Sawyer for Planning Services for the Master Plan Project	C	C																																				
17	Recommend Approval of a Resolution Adopting Initial Study-Mitigated Negative Declaration Under the California Environmental Quality Act and a Resolution Authorizing a Purchase Order to Kennedy/Jenks Consultants for Final Design Services for the Well 205 Groundwater Treatment Project	C	C																																				
18	Surplus Land Act Informational Presentation		C																																				
19	Recommend Approval of a Purchase Order to Civitex, Inc. for Change Order No. 1 for Final Design Services for New Deane Zone Tank at Sand Canyon Plaza – Design Prestressed Concrete Tank Instead of Welded Steel Tank Presentation		C																																				
20	Wireless Communications Rental Program Informational Presentation					C																																	
21	Recommend Authorizing the General Manager to Execute a Contract with TriPointe Homes Holdings, Inc. for SCV Water's Fair Share Costs for the Construction of a 2.08 MG Prestressed Concrete Tank for the Deane Zone, including Construction Quality Assurance and Control Testing, Construction Inspections, and Engineering Services During Construction					C																																	
22	Recommend Approval of Technical Revision to the Board of Directors Policies and Procedures Regarding General Manager Authority to Transfer Easements																																						
23	Recommend Approval of a Contract to Conduct a Pilot-Scale Evaluation of Four Alternative Adsorbents for PFAS Removal from SCVWA Groundwater									P		P																											

**Engineering and Operations Committee
Planning Calendar
FY 2022/23**

Item	July 7 Comm	July 19 Board	Aug 2 Board	Aug 4 Comm	Aug 16 Board	Sept 1 Comm	Sept 6 Board	Sept 20 Board	Oct 4 Board	Oct 6 Comm	Oct 18 Board	Nov 1 Board	Nov 3 Comm	Nov 15 Board	Dec 6 Board	Dec 8 Comm	Dec 20 Board	Jan 3 Board	Jan 5 Comm	Jan 17 Board	Feb 2 Comm	Feb 7 Board	Feb 21 Board	March 2 Comm	March 7 Board	March 21 Board	April 4 Board	April 6 Comm	April 18 Board	May 2 Board	May 4 Comm	May 16 Board	Jun 1 Comm	June 6 Board	June 20 Board	July 4 Board			
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**Engineering and Operations Committee
Planning Calendar
FY 2022/23**

Item	July 7 Comm	July 19 Board	Aug 2 Board	Aug 4 Comm	Aug 16 Board	Sept 1 Comm	Sept 6 Board	Sept 20 Board	Oct 4 Board	Oct 6 Comm	Oct 18 Board	Nov 1 Board	Nov 3 Comm	Nov 15 Board	Dec 6 Board	Dec 8 Comm	Dec 20 Board	Jan 3 Board	Jan 5 Comm	Jan 17 Board	Feb 2 Comm	Feb 7 Board	Feb 21 Board	March 2 Comm	March 7 Board	March 21 Board	April 4 Board	April 6 Comm	April 18 Board	May 2 Board	May 4 Comm	May 16 Board	Jun 1 Comm	June 6 Board	June 20 Board	July 4 Board					
42	Recommend Approval of Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for RVWTP UST Replacement Project																																								
43	Recommend Approval of Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for Valencia Market Place Pipeline Improvements																																								
44	Recommend Approval of Construction of New Sand Canyon Plaza 1.5 MG Tank (Deane Zone) and Cost Sharing Agreement with Developer																																								
45	Recommend Approval of Design of Pipeline in Sierra Highway from Dockweiler to Newhall Avenue																																								
46	Approve a Resolution Authorizing the General Manager to Apply for Grant Funding under the Bureau of Reclamation's WaterSMART Drought Response Program for the S Wells PFAS and Disinfection Facilities.																																								
47	Recommend Authorizing the General Manager to Apply for Grant Funding Under the Federal Bureau of Reclamation FY2023 WaterSmart Water Energy Efficiency Grant Program (WEEG) for the Phase 2 Automated Metering Infrastructure Project.																																								
48	Recommend Approval of Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for Phase 2C South End Recycled Water Main Extension																																								
49	Recommend Approval of a Resolution Awarding a Materials Purchase Contract for the Well 205 Groundwater Treatment Project																																								

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

	Item	July 5 Board	July 18 Comm	Aug 2 Board	Aug 15 Comm (Q4)	Sept 6 Board	Sept 19 Comm	Sept 20 Board	Oct 4 Board	Oct 24 RESCHED Comm	Nov 15 Board	Nov 21 Comm (Q1)	Dec 6 Board	Dec 12 RESCHED Comm	Dec 20 Board	Jan 3 Board	Jan 23 RESCHED Comm	Feb 7 Board	Feb 21 Board	Feb 27 RESCHED Comm (Q2)	Mar 7 Board	Mar 20 Comm	April 4 Board	April 17 Comm	May 2 Board	May 15 Comm (Q3)	June 6 Board	June 19 Comm	
1	Recommend Approval of Resolution Authorizing July 2022 Water Supply Contract Payment (consent)	C																											
2	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2022/23 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)	C																											
3	Recommend Approval of Revised Agency Classification Plan and Position Control	C																											
4	Recommend Approval of Revised Capitalization Policy for Fixed Assets	C																											
5	Recommend Receiving and Filing of April 2022 Monthly Financial Report (consent)	C																											
6	Recommend Approval of a Resolution Authorizing FY 2022/23 Water Supply Contract Payments (consent)		C	C																									
7	Recommend Approval of a Contract Amendment with Robert D. Niehaus, Inc. for Ratepayer Advocate Services		C	C																									
8	Recommend Approval of a Contract with Chandler Asset Management, Inc. for As-Needed Investment Advisory Services		C	C																									
9	Recommend Receiving and Filing of May 2022 Monthly Financial Report (consent)		C	C																									

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

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

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

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

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

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



PUBLIC OUTREACH AND LEGISLATION COMMITTEE AGENDA PLANNING CALENDAR FY 2022-2023

July 5, 2022 Regular Board Meeting

1. Approve Legislative Advocacy Contract Renewal
2. Presentation: Drought Messaging Action Plan

July 21, 2022 Committee Meeting

1. Legislative Consultant Reports
2. Discussion of Draft Board Resolution and Initial Implementation Action from the Engagement Gap Analysis
3. Presentation: Overview of School Education Program
4. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

August 2, 2022 Regular Board Meeting

1. Approve a Resolution Adopting the Santa Clarita Valley Water Agency In Support of Inclusive Communications & Engagement

August 18, 2022 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Social Media Quarterly Report
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

September 15, 2022 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

October 20, 2022 Committee Meeting

1. Legislative Consultant Reports
2. Discussion of Jerry Gladbach Scholarship
3. Discussion of Water Academy Plan
4. Sneak Peek of Agency's New Website
5. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

November 17, 2022 Committee Meeting

1. Legislative Consultant Reports
2. Discussion of Crisis Communication Plan

3. Communications Manager Activities:
 - Social Media Quarterly Report
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

December 15, 2022 Committee Meeting

1. Legislative Consultant Reports
2. Outreach Year in Review
3. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

January 19, 2023 Committee Meeting

1. Legislative Consultant Reports
2. Discussion of the 2023 Legislative Platform and Advocacy Process
3. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

February 7, 2023 Regular Board Meeting

1. Adoption of the 2023 Legislative Platform

February 16, 2023 Committee Meeting

1. Legislative Consultant Reports
2. Water Bottle Refill Station Program Update
3. Communications Manager Activities:
 - Social Media Quarterly Report
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

March 16, 2023 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

April 20, 2023 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

May 18, 2023 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Social Media Quarterly Report
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2022/23

June 22, 2023 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager Activities:
 - Legislative Tracking
 - Grant Status Report
 - Sponsorship Tracking FY 2022/23
 - Committee Planning Calendar FY 2023/24

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

FY 2022/23

Item	Jul 5 Board	Jul 13 Comm	Jul 19 Board	Aug 2 Board	Aug 10 Comm	Aug 16 Board	Sep 6 Board	Sep 14 Comm	Oct 12 Comm	Oct 18 Board	Nov 9 Comm	Nov 15 Board	Dec 6 Board	Dec 14 Comm	Jan 3 Board	Jan 11 Comm	Jan 17 Board	Feb 7 Board	Feb 8 Comm	Mar 7 Board	Mar 8 Comm	Apr 4 Board	Apr 12 Comm	May 2 Board	May 10 Comm	Jun 6 Board	Jun 7 Comm
1		C		C																							
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**Santa Clarita Valley Water Agency
Water Resources & Watershed Committee and Board Calendar**

FY 2022/23

Item	Jul 5 Board	Jul 13 Comm	Jul 19 Board	Aug 2 Board	Aug 10 Comm	Aug 16 Board	Sep 6 Board	Sep 14 Comm	Oct 12 Comm	Oct 18 Board	Nov 9 Comm	Nov 15 Board	Dec 6 Board	Dec 14 Comm	Jan 3 Board	Jan 11 Comm	Jan 17 Board	Feb 7 Board	Feb 8 Comm	Mar 7 Board	Mar 8 Comm	Apr 4 Board	Apr 12 Comm	May 2 Board	May 10 Comm	Jun 6 Board	Jun 7 Comm
18 Status of Water Supplies											P					P											
19 Status of Sustainable Groundwater Management Act Implementation																					P						
20 Review and Discussion of FY 2023/24 and FY 2024/25 Water Resources Operating Budget and Minor and Major Capital Projects Budgets																						P					
21 Recommend Adoption of a Resolution Approving the SB 610 Water Supply Assessment for the Wiley Canyon Mixed-Use Development	C																										
22 Status of Upper Santa Clara River Salt and Nutrient Management Plan		C																									
23 Water Conservation Garden and Education Experience - Design Update																											
24 Update on Water Operating Plan and Water Conservation Response Actions							C			P																	
25 Recommend Adoption of a Resolution Approving the SB 610 Water Supply Assessment for the Shadowbox Studios Development.							C		C	P																	
26 Recommend Adoption of Sustainability Action Plan																											

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

DIRECTOR REPORT AB 1234

Director Name: Jeff Ford

Conference/Seminar Name: 2022 Economic Outlook

Date: 9/9/2022

To Be Presented at Next Regularly Scheduled Board Meeting on: 9/20/2022

Subject Matter of Conference/Seminar:

Santa Clarita's top employers and community leaders attended the forum which provided attendees with localized insight on recent financial developments and how their businesses can plan ahead for the future.

Speakers and Persons of Interest in Attendance:

This year's event, which was organized by the Economic Development Corporation and the College of the Canyons (and sponsored, in part by the SCVWA) was hosted at the Performing Arts Center on the College of the Canyons campus, had more than 400 people in attendance. The three-hour program included a business panel, economic forecast and workforce development update, the latter of which being a central topic of conversation among the speakers and attendees. The event's keynote economist, Mark Schnieep, the director of California Economic Forecasts, said that his private firm has seen its clients, both public and private agencies, react to a mass reduction in their workforce, either due to the pandemic or an increased number of retirements.

Points of Interest: Dr. Schnieep noted the following key points:

1. Job growth in the SCV has outpaced population growth.

2. The are some concerns regarding infrastructure, but it mainly involves electric power reliability (water service was not mentioned).
3. SCV businesses are concerned about public safety.
4. Housing starts are down nationwide, but up in California and the SCV.
5. The most prominent indication of possible recession is the drop in housing activity.
6. The Federal Reserve failed to address inflation early, and now may be forced to raise interest rates significantly.
7. Inflation was caused by three main factors:
 - a. Bad federal energy policy
 - b. Excessive government spending
 - c. Supply chain impacts
8. Events that could result in a full-blown recession in the U.S.:
 - a. Federal Reserve significantly raising interest rates
 - b. Chinese economic contraction
 - c. European economic contraction due to ongoing war/energy crisis.

Lynne Plambeck
AB1234
SCV Economic Outlook
9-9-22 8-11:30
College of the Canyons, Performing Arts Center

8 AM Opening Remarks

Business Panel, Ana Fonesca, President and CEO of Logix, a large employer located in the Industrial Center on Franklin PKY, Nate Patana, CEO DrinkPAK, a large beverage bottling business located in the Newhall Industrial area and John Prabhu, Partner in LA North Studios, not a large employer, but does many movies at the studio. A lively discussion ensued about bringing employees back after covid and various personnel issues as well as business logistics.

Speech by Diane Van Hook about COC

Economic Forecast, SCV – Dr, Mark Schniepp

Covid cases were up in August, but deaths are not rising much with this new variant so the public health risk is not as great. Businesses may fear is another round of restrictions such as closures or capacity constraints but these don't seem to be happening because there is more knowledge of how to address the variant spreading without having to shut down.

Business outlook for the SCV is good although home sales are slowing due to the interest rate increases.

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AB1234

Lynne Plambeck

Region 8 Event Burbank Water and Power

Magnolia Blvd. Burbank, CA 91502

Adapting to Climate Change: The Future of Southern CA's Water Supply

Opening remarks by Gloria Gray, Reg 8 chair, Pam Tobbin, ACWA Board President included an announcement that the feeder repairs are completed and everything is back on line. Dawn Lindell, GM Burbank Water and Power gave a short history of the City of Burbank. The Agency is over a hundred years old and still has about 30 miles of pipeline that is over a century old and needs to be replaced. This is being done slowly at a mile a year. The turbines are cooled with plant generated recycled water. They will be 100% carbon neutral by 2040.

Cindy Tuck commented on legislation and how ACWA decides to support or oppose. She gave everyone a heads up that by-law changes will be proposed at the upcoming conference.

Jeff Kightlinger keynote speakers. Talked about the water reduction on the Colorado River which may require a reduction in growth predictions in the upper watershed states. Sierras will still have moisture, according to modeling but it will go from snow to rain, predicted 15 to 18 days of heavy rain, which he feels the infrastructure can't handle. How do we capture and store more? (He did not mention existing available storage and how long that may take to refill). He talked about the Sites reservoir and the opposition which is due to the extreme costs and power usage of pumping the water up to the reservoir and back out when needed. Farmers are not on board because of the cost.

Panel lead by Steve LeMar talked about what Upper San Gabriel, Long Beach and the Met are doing for outreach to their communities to reduce water usage. With very innovative ad placements and attending events. Long Beach is partnering with the Native Plant Society help with lawn replacement with natives. They also have "Conservin' Marvin" and Quench buggies and have a "Blue" restaurant certification program.

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Director name: Gary Martin
Meetings attended: KHTS Washington, DC Trip
Dates of meetings: September 19, 20 and 21, 2022
Location: Washington, DC
SCV Water Board meeting to be presented at: October 4, 2022

On September 19, 20 and 21, I attended the KHTS Washington DC Trip along with SCV Water Assistant General Manager Steve Cole, and a group of SCV community leaders. The program for the trip, including a list of attendees, is attached to this report.

In addition to the KHTS program, Mr. Cole and I spent a good portion of Monday, September 19, meeting with our Washington DC legislative advocate team from Van Scoyoc Associates (VSA) who arranged meetings with Senator Dianne Feinstein's office and Congressman Mike Garcia's office.

Points of interest are as follows:

Monday, September 19

- Attended a breakfast meeting with Geoff Bowman, Vice President of VSA to discuss planned meetings with Senator Feinstein's and Congressman Garcia's offices. The meetings are important to thank both offices for the inclusion of funding requests in their respective appropriation bills for Arundo removal and work on the Bouquet Canyon Creek Project. Also important is laying the groundwork for the 2023 legislative session on additional funding support for SCV Water projects.
- Attended a meeting at Senator Feinstein's office with John Watts, Senior Counselor who advises the Senator on issues related to Western water. Of particular interest to Mr. Watts was the subject of invasive species (Arundo) in our local watershed and its impacts and methods of removal. We thanked Mr. Watts for the Senator's efforts to include \$50,000 for Arundo removal planning in recent appropriations. We explained to Mr. Watts that Arundo is found throughout our area and that it can consume up to 20,000 acre-feet of local groundwater water each year. Mr. Cole pointed out that eradication of Arundo is a long-term proposition that could cost in the millions. Also discussed was upcoming EPA rule making that could possibly make water utilities, like SCV Water, liable for contamination caused by disposal of materials used for removal of PFAS. Also discussed was potential Water Smart and Bureau of Reclamation funding grants for SCV Water projects.
- Attended a meeting at Congressman Garcia's office with Jacob Gattman, Legislative Director. We thanked Mr. Gattman for Congressman Garcia's efforts to include \$300,000 in recent appropriations for the Bouquet Canyon Creek Project. Restoration of the creek will have multiple beneficial effects, including the possibility of resuming releases of flow from the Bouquet Reservoir which would serve to replenish local wells and our local groundwater basin. We also discussed funding needs for PFAS treatment / removal, and other water projects in process for the district.
- Following the lunch break, we re-joined the KHTS program at the Hyatt for the afternoon program.
- 2:30 pm; John Garcia III and Tariq Habash of the US Department of Education, Office of Postsecondary Education, Office of Planning, Development and Policy Evaluation, spoke to the group on ways the department is working to help schools in the SCV. Trade school, apprenticeship programs should be coming later this year once funding is achieved.

- 3:15 pm; received a presentation from Graciela (Gracie) Narcho, Deputy Assistant Director of the Directorate for Technology, Innovation, and Partnerships, National Science Foundation on programs of interest to the SCV.
- 4:00 pm; received a presentation from Ben Kessler, Director of Congressional Affairs, National Endowment for the Arts.
- 5:00 pm; the group was joined by members of Congressman Garcia's staff for introductions and informal discussions on their respective positions and various services available from the Congressman's office to support his district.
- 5:30 pm; Congressman Garcia joined the group to welcome us to Washington and express his appreciation for our visit to DC and to provide a brief update on work his office is focused on in support of our district and the country as a whole.
- 6:00 pm; attended a dinner meeting with Geoff Bowman and Ashley Strobel of VSA to continue discussions on efforts to support SCV Water's legislative agenda going forward. Ms. Strobel is the Manager of Government Relations with VSA. The continued talks with VSA served to focus on our priorities for the near future and beyond. We looked forward to possibly visiting again early next year to renew efforts to secure future project funding.

Tuesday, September 20

- 9:30 am; tour of the Hillwood Estate, Museum, & Gardens. The tour occupied the morning and into the early afternoon for those that attended. The program resumed back at the Hyatt at 2:30 pm.
- 2:30 pm; Alison Share, Director of Congressional Affairs, National Endowment for the Humanities. The National Endowment for the Humanities (NEH) is an independent federal agency created in 1965. It is one of the largest funders of humanities programs in the United States. Ms. Share provided a program description and grant opportunities for local SCV institutions.
- 3:00 pm; Mat Maucieri, Assistant Deputy Commissioner for Operations, US Department of the Interior: Bureau of Reclamation. Mr. Maucieri gave a brief presentation on programs from the Bureau that support water infrastructure projects. We expressed our appreciation for their efforts to support SCV Water, as well as their history of supporting water infrastructure projects in general. Mr. Maucieri indicated that money available is about twice the Bureau's normal budget.
- 4:00 pm; Minority Leader Kevin McCarthy made a presentation to the group. The presentation was well received and Leader McCarthy entertained a few questions after his talk, and spoke with individuals informally afterwards.
- 6:00 pm; The KHTS group assembled at the Capitol Hill Club for welcome remarks from Congressman Garcia, dinner, and a talk by keynote speaker Darrell Issa, California's 50th Congressional District Representative. Mr. Issa's talk was informative and entertaining. Dinner was excellent and provided an opportunity for the KHTS group to relax and enjoy each other's company, as well as an opportunity to interact with local SCV leaders on water-related issues and concerns.

Wednesday, September 21

- 9:30 am; Jennifer Klocinski, Deputy Chief of Staff, Immediate Office of the Administrator, Administration for Community Living (ACL). Ms. Klocinski made a brief presentation on the ACL and its work. The mission of the ACL is as follows: Maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, and their families and caregivers. For more information about the ACL, visit acl.gov/about-acl.
- 10:15 am; Originally, Congressman Ken Calvert, 42nd California Congressional District was to address the group. But due to illness, his presentation was cancelled.
- 11:00 am; lunch with Congressman Garcia at the Rayburn House Office Building - Banquet Room 2044. Congressman Garcia hosted the group for lunch and provided an opportunity for informal discussion and conversation. It was enjoyable time and once again provided for more relaxed interaction with the KHTS group on general and water-related topics.
- 12:00 pm, following the lunch, the group assembled at the capitol for a photo, a tour of the capitol and one last visit to the Congressman's office before departing for flights back to Los Angeles.

I found the trip to be interesting and beneficial in regards to our relationships with our Federal legislators and our advocacy team. I am optimistic that these efforts will potentially result in greater support for programs at SCV Water going forward. I appreciate the opportunity to attend.

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KHITS
AM 1220 • FM 98.1
HOMETOWNSTATION.COM

SCV to DC 2022

September 19th-21st



CONGRESSMAN
MIKE GARCIA
California's 25th District



A Message from Carl Goldman & Jeri Seratti Goldman



September 12, 2022

Welcome to our KHTS Washington DC Trip, and thanks for joining us! You're one of a very select group of representatives from Santa Clarita traveling with us so that we may have an impact on decision-makers in our Nation's Capitol. Thanks to Congressman Mike Garcia and his staff for assisting with scheduling, guidance, and support.

KHTS has been leading road trips to Sacramento & DC for the past 17 years to advocate for the most critical issues facing the Santa Clarita Valley. This is our seventh KHTS trip to Washington, DC. Over the years, more than 1,000 community leaders have traveled with us. Our trips have made a significant impact.



We've invited a broad range of individuals representing the Santa Clarita Valley. You have a complete list of all participants in this packet. We will document our trip on the KHTS website in a special Washington, DC portal area. We intend to show our government officials we, as a community, are unified in our concerns and are willing to commit our time and energy to share those concerns.

We know you'll find our trip rewarding, educational, and FUN!!!! You may visit the KHTS website, www.hometownstation.com, to read stories about this year's trip and accounts of our previous Sacramento and Washington, DC Road Trips.

Again, thanks for joining us. Together, we can make a difference.

Respectfully,

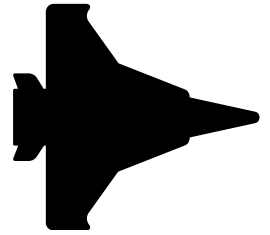
Two handwritten signatures in black ink. The first signature is 'Carl Goldman' and the second is 'Jeri Seratti'.

Carl Goldman & Jeri Seratti Goldman, Owners, KHTS FM 98.1 & AM-1220 Radio

A Message from Congressman Mike Garcia



September 12, 2022



Hello KHTS Washington, DC Road Trip Travelers,

Welcome to the 2022 KHTS Washington, DC Trip! During your trip, you will gain valuable and informative insight into the operation of our federal government, and you will have the opportunity to speak with some of our nation's most influential leaders. It is an absolute pleasure to assist KHTS with the organization and execution of this exciting experience.

The purpose of the annual KHTS Washington, DC Trip is to allow Santa Clarita community leaders to understand the most critical issues impacting the valley and Washington, DC's role in helping find solutions. I hope you share what you learn on this trip with others.

The KHTS Washington, DC trip is an incredible opportunity spanning back over a decade. Santa Clarita is still the only community continuing this beneficial experience, and I am very proud to be a part of this tradition.

For those joining us for the first time, I believe you will have a memorable and impactful experience. If you are a returning participant in this trip, I know you will continue to learn and benefit significantly while enjoying yourself throughout this journey.

Thank you for taking the time to join this year's trip and for sharing your ideas with me. I look forward to the time we will have together throughout your visit. It is truly an honor to serve as your elected representative in the United States House of Representatives.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Garcia'. The signature is stylized and cursive.

Congressman Mike Garcia | CA-25



Key Addresses for Meetings



Hotel and Meetings

Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, NW, Washington, D.C. 20001
Phone: (202) 737-1234

Tuesday Morning Outing

Hillwood Estate, Museum, and Garden
4155 Linnean Avenue, NW, Washington, D.C. 20008
Phone: (202) 686-5807

Tuesday Night Keynote Speaker Dinner

Capitol Hill Club
300 First St SE, Washington, DC 20003
Phone: (202) 484-4590

Dress Code for Capitol Hill Club Dinner

Business casual attire is acceptable for Private Events. Guests in jeans, sneakers or other similarly casual attire will not be admitted. Collared shirt required for men.

Trip Contacts

Jeri Seratti Goldman & Carl Goldman

Owners | KHTS Radio
Carl: 661-904-7721 (Text or Call)
Jeri: 661-904-7759 (Text or Call)



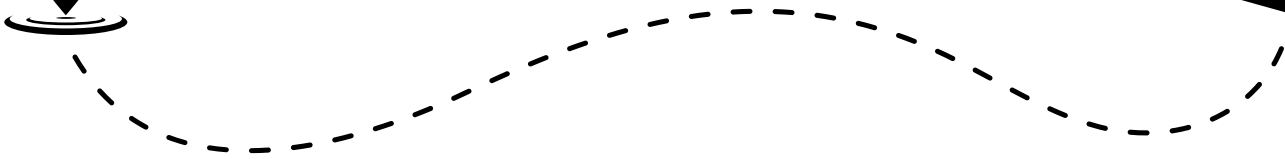
Chelsea Orzechowski

Office of Congressman Mike Garcia
Grants & Special Projects Manager
Mobile: 202-304-3328 (Text or Call)





Meeting Agenda - September 19-21, 2022



Monday, September 19th, 2022 - meetings to take place in Congressional A | Lobby Level

9:00 AM Welcome & Program Kick-Off - Office of Congressman Mike Garcia

9:05 AM Office of Acquisition, Logistics, and Construction (OALC)

- Michael D. Parrish
- Principal Executive Director

9:45 AM – 12:05 PM U.S. Chamber of Commerce

9:45 AM - 10:00 AM	Introductory Remarks Jennings Imel Vice President Western Region U.S. Chamber of Commerce
10:00 AM - 10:30 AM	Transportation and Infrastructure Discussion John Drake Vice President Transportation and Infrastructure Policy U.S. Chamber of Commerce
10:30 AM - 11:00 AM	Cybersecurity Discussion Vince Voci Vice President Cyber Policy U.S. Chamber of Commerce
11:00 AM - 11:30 AM	Education and Workforce Discussion Allison Dembeck Vice President Government Affairs U.S. Chamber of Commerce
11:30 AM - 12:00 PM	Diversity, Equity, and Inclusion Discussion Latricia Boone Vice President Strategic Alliances and Outreach U.S. Chamber of Commerce
12:00 PM - 12:05 PM	Closing Remarks U.S. Chamber of Commerce



Meeting Agenda - September 19-21, 2022



Monday, September 19th, 2022 - continued, meetings in Congressional A | Lobby Level

12:00 PM Lunch Break - On Own

2:30 PM U.S. Department of Education | Office of Postsecondary Education

- John Garcia III, Senior Advisor, Office of Planning, Evaluation, and Policy Development
- Tariq Habash, Special Assistant, Office of Planning, Evaluation, and Policy Development

3:15 PM National Science Foundation

- Graciela (Gracie) Narcho
- Deputy Assistant Director of the Directorate for Technology, Innovation, and Partnerships

4:00 PM National Endowment for the Arts

- Ben Kessler, Director of Congressional Affairs

5:00 PM Meet the Team

- Mingling with the Staff of Congressman Garcia

5:30 PM Congressman Mike Garcia

6:00 PM Free Time/ Dinner - On Own

Tuesday, September 20th, 2022 - meetings to take place in Congressional A | Lobby Level

9:30 AM Make your way to Hillwood Estate, Museum, & Gardens (*ride share recommended*)

- Must arrive by 9:55 AM

10:00 AM Arrival

10:30 AM Public Garden Tour

11:30 AM Lunch - Included

12:30 PM Self-Guided Mansion Tour

1:30 PM Departure

2:30 PM National Endowment for the Humanities

- Alison Share, Director of Congressional Affairs

3:00 PM U.S. Department of the Interior: Bureau of Reclamation

- Mat Maucieri
- Assistant Deputy Commissioner for Operations



Meeting Agenda - September 19-21, 2022



Tuesday, September 20th, 2022 - continued, meetings in Congressional A | Lobby Level

3:30 PM Minority Leader Kevin McCarthy

4:00 PM U.S. Department of Commerce: Economic Development Administration

- Craig Buerstatte
- Deputy Assistant Secretary for the Office of Regional Affairs

4:30 PM Free Time

- **Attendees to get themselves to Capitol Hill Club by 6 PM**

6:00 PM - 8:00 PM Capitol Hill Club Dinner and Keynote Speaker - see dress code on Page 3

- Congressman Mike Garcia - Welcome and Introduction
- Congressman Darrell Issa - Keynote Speaker

Wednesday, September 21st, 2022 - meetings to take place in Columbia C | Ballroom Level

9:30 AM Administration for Community Living

- Jennifer Klocinski
- Deputy Chief of Staff, Immediate Office of the Administrator

10:15 AM Congressman Ken Calvert & Chief of Staff Rebecca Keightley

10:45 AM Transition Time

11:00 AM Lunch with the Congressman

- Congressman Mike Garcia
- Rayburn House Office Building - Banquet Room 2044 (*walk or ride share to location*)
- 50 Independence Ave SW, Washington, D.C. 20515

12:00 PM Group Photo in Front of the Capitol

12:45 PM Capitol Tour

2:00 PM Depart On Own to the Airport



List of Participants



Alex Chavez - ROTC Student, Golden Valley High School

Amber Golden Raskin - Executive Director, iLEAD Schools

Amy Dervin - National Sales Manager, VPC Sales

Brianne Dressen - Co-chair, React19.org

Carl Goldman - Owner, KHTS AM-1220 Radio

Cary Quashen – CEO, Action Drug Rehabs

Chebon Marshall - Assistant to the President for Government/Community Affairs, Cal Arts

Chelsea Orzechowski - Grants & Special Projects Manager, Office of Congressman Mike Garcia

Denise Lite - Attorney, Candidate for City Council

Elliot Wolfe - Co-Founder, Santa Clarita Veteran's Collaborative

Eric Harnish - Vice President of Public Information, Advocacy & External Relations, College of the Canyons

Gary Martin - Director, Santa Clarita Water Agency

Inessa Chavez - Owner, All American Bonds

Jason Gibbs - Mayor Pro-Tem, City of Santa Clarita

Jeri Seratti-Goldman - Owner, KHTS AM-1220 Radio

Jessica Quashen - Action Drug Rehabs

Judy Wolfe - Co-Founder, Santa Clarita Veteran's Collaborative

Kevin MacDonald - Executive Director, SCV Senior Center

Laura Sextro - CEO, The Unity Project

Lynne Kristensen - SVP Marketing, PR, Communications

Masis Hagobian - Intergovernmental Relations Manager, City of Santa Clarita

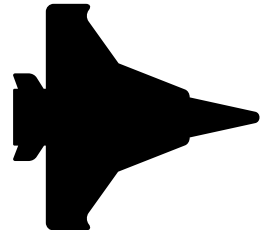
Matt Nelson - CEO, Boys & Girls Club of Santa Clarita Valley

Peter Bronstein - Attorney, CEO Ask Brien

Stephanie De Garay - React19.org

Steve Cole - Assistant General Manager, Santa Clarita Water Agency

Host | Congressman Mike Garcia | CA-25



A first-generation American citizen, Congressman Mike Garcia was a highly decorated United States Naval Officer and businessman before serving in the United States House of Representatives. While on active duty, Congressman Garcia flew over 30 combat missions during Operation Iraqi Freedom in the skies above Baghdad, Fallujah, and Tikrit.

Upon graduating from the United States Naval Academy in Annapolis, Garcia also attended graduate school at Georgetown University, where he earned a Master's Degree in National Securities Studies.

After receiving his commission, Congressman Garcia attended flight school. On the heels of 9/11, Congressman Garcia deployed as a F/A-18 strike fighter pilot aboard the USS Nimitz to the Arabian Gulf. Accruing over 1,400 hours of operational flight time over nearly 20 years of active and reserve military service to our Nation, Congressman Garcia decided to separate from the Navy with an Honorable Discharge. He subsequently joined the Raytheon Company as an executive.

Throughout eleven years as an executive with Raytheon, Congressman Garcia was responsible for business growth, program management, and creating hundreds of jobs. Additionally, he has demonstrated a long track record of community service, business growth, and investment across the District.

Congressman Garcia is a native of Santa Clarita since his move to Saugus in 1983. From a young age, Congressman Garcia yearned to serve his nation. He views his role as Representative for California's 25th District as a continuation of that lifelong desire as well as a sense of responsibility to give back to his local community. He lives in Santa Clarita with his wife, Rebecca, and their two sons.

Congressman Garcia currently serves on two House committees: House Committee on Appropriations and House Committee on Science, Space, and Technology.

Capitol Hill Club | Keynote Speaker

Congressman Darrell Issa | CA-50



Congressman Darrell Issa represents California's 50th Congressional District in the U.S. House of Representatives. The District encompasses the central and northeastern parts of San Diego County and a portion of Riverside County, including Fallbrook, San Marcos, Valley Center, Ramona, Escondido, Santee, Lakeside, El Cajon, Temecula, and the mountain and desert areas of the San Diego-Imperial County line.

Originally from Ohio, Issa enlisted in the U.S. Army when he was a senior in high school. Through his military service, he received an ROTC scholarship and graduated with a degree in business from Sienna Heights University in Michigan. After graduation, Issa was commissioned as an Army officer and obtained the rank of captain. He completed his active-duty military service in 1980 and entered the private sector.

At the height of his career in business, Issa served as CEO of California-based Directed Electronics Incorporated, which he founded 1990s and became the nation's largest manufacturer of vehicle anti-theft and auto security devices. He has served as chairman of the Consumer Electronics Association, served as a member of the board of governors of the Electronics Industry Association, and as director of the San Diego Economic Development Association and the Greater San Diego County Chamber of Commerce. In 1994, Representative Issa received the Entrepreneur of the Year Award from Inc. Magazine, Ernst & Young, and The San Diego Union Tribune.

Issa is a senior member of the House Judiciary Committee and the House Foreign Affairs Committee. From 2011-2015, he was the Chairman of the Oversight and Government Reform Committee, and previously served on the House Permanent Select Committee on Intelligence, the Energy & Commerce Committee, and the Small Business Committee.

A holder of 37 patents, Issa has enacted numerous reforms to protect intellectual property rights and copyright protections for creators. His successful efforts to fight human trafficking along the U.S. border have resulted in tougher laws and more consistent enforcement. And his commitment to consumer privacy, public access to data, and the people's right to know has established Congressman Issa as a leading voice in developing forward-looking reforms that advance cutting-edge innovation throughout the private sector.

Minority Leader Kevin McCarthy | CA-23



Kevin McCarthy proudly serves as Representative for California's 23rd Congressional District and as the Republican Leader of the United States House of Representatives. Kevin believes in a strong, fiscally responsible, and free America where every person has the opportunity to achieve the American Dream.

In Washington, Kevin fights every day for the constituents of California's 23rd District and for the future of America with the simple promise: to have the courage to lead with the wisdom to listen.

A fourth-generation resident of Kern County, Kevin is the son of a firefighter and the grandson of a cattle rancher – raised in a working-class Bakersfield household, Kevin learned the value of hard work at a young age. Ultimately, he fulfilled his dream of opening his own small business, Kevin O's Deli. He quickly learned firsthand how government is too often an obstacle to success – a lesson that compelled Kevin to enter public service.

Kevin worked hard to grow his business, eventually selling the deli to pay his way through California State University Bakersfield, where he received his undergraduate and graduate degrees in business.

Kevin married his high school sweetheart, Judy. They still live in the first house they bought together – the Bakersfield home where they raised their two children, Connor and Meghan.

Kevin McCarthy is a principled conservative, who strongly believes that we must protect our nation's founding ideals. Throughout his time in public service, Kevin has earned a strong conservative record, fighting for policies that will grow our economy, keep our country safe, and protect our values.

In 2008, Kevin successfully fought to include a ban on earmark spending in the Republican Party platform – and when House Republicans took the majority, earmarks were abolished. He has protected Americans from the largest tax increase in history, eliminated overly burdensome regulations that inhibit job growth, and promoted North American energy independence.

Kevin McCarthy sits with his family. Kevin has led the fight to reduce government spending to protect future generations from carrying the burden of Washington's irresponsible choices. During his time in the House Leadership, year-over-year spending on the federal budget was cut for the first time since the Korean War. In 2015, Republicans secured the first entitlement reform in decades – saving taxpayers over \$2.9 trillion.

Throughout his tenure in public service, Kevin has advanced policy solutions that foster more private-sector innovation and job growth. As a legislator who sits at the cross-section of America's innovation economy, Kevin has a strong interest in finding new ways to leverage technology to build a more efficient, effective and accountable government for all citizens.

As Republican Leader, Kevin has a unique ability to bring people together to solve problems and deliver meaningful results. Throughout his office, there is a mantra: have the wisdom to listen and the courage to lead.

Congressman Ken Calvert | CA-42



Ken Calvert, a lifelong resident of Riverside County and 17-year small business owner in the restaurant and real estate industries, represents the 42nd Congressional District of southern California. Calvert was born on June 8, 1953 and attended neighborhood public schools, graduating from Corona High School in 1971. He attended two years at Chaffey College and then enrolled at San Diego State University, where he graduated in 1975 with a Bachelor of Arts degree in Economics.

Throughout his life, Ken has been actively involved and served in leadership roles with several local community volunteer organizations, including the Corona Chamber of Commerce, the Corona Rotary, and the Corona-Norco Family YMCA.

The 42nd District encompasses the western edge of Riverside County including the cities of Eastvale, Norco, Corona, Lake Elsinore, Wildomar, Canyon Lake, Menifee, Murrieta and a portion of Temecula.

Rep. Calvert was first elected to the House of Representatives in 1992 and is one of the most senior members serving in the legislative body. Rep. Calvert is the Dean of the California Republican Delegation.

In the 117th Congress, Rep. Calvert continues to serve on the House Appropriations Committee where he is the Ranking Member of the Defense Subcommittee. Rep. Calvert also serves on the Energy and Water Subcommittee.

In the 117th Congress, Rep. Calvert's legislative priorities includes: enacting pro-growth policies that will help strengthen our economy for American families; supporting the men and women serving in our military around the world; fixing our broken immigration system by restoring the rule of law and making the use of E-Verify mandatory for all employers in the U.S.; honoring promises made to our veterans, advocating for NIH research for cures for our most deadly diseases; creating long-term solutions to California's water challenges; reducing the time it takes to build infrastructure projects by making common sense, bi-partisan reforms to our environmental laws; funding the development of the life-saving Earthquake Early Warning System; and, much more.



KHTS: SCV - DC | Speaker Information



U.S. Chamber of Commerce



Allison Dembeck
Vice President
Government Affairs



Jennings Imel
Vice President
Western Region



Vince Voci
Vice President
Cyber Policy



Latricia Boone
Vice President
Strategic Alliances & Outreach



John Drake
Vice President
Transportation & Infrastructure
Policy



KHTS: SCV - DC | Speaker Information



National Endowment for the Humanities



Alison Share
Director of Congressional Affairs
Office of the Chair

National Endowment for the Arts



Ben Kessler
Director of Congressional Affairs
Office of the Senior Deputy Chair

Office of Postsecondary Education



John Garcia III
Senior Advisor
Office of Planning, Evaluation,
and Policy Development

U.S. Department of Education



Tariq Habash
Special Assistant
Office of Planning, Evaluation,
and Policy Development

KHTS: SCV - DC | Speaker Information



National Science Foundation



Graciela (Gracie) Narcho
Deputy Assistant Director of the
Directorate for Technology,
Innovation and Partnerships

Administration for Community Living



Jennifer Klocinski
Deputy Chief of Staff
Immediate Office of the
Administrator

U.S. Department of Commerce: Economic Development Administration



Craig Buerstatte
Deputy Assistant Secretary for
the Office of Regional Affairs

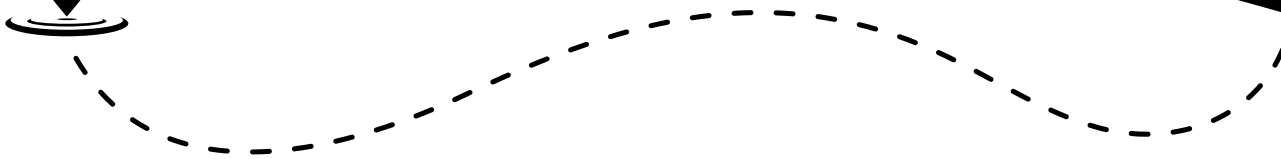
U.S. Department of the Interior: Bureau of Reclamation



Mat Maucieri
Assistant Deputy Commissioner
for Operations



What's on the Menu?



Buffet Lunch at Hillwood Estate's Merriweather Cafe

A selection of sandwiches, sides, and cookies:

Ham and Brie: Black forest ham, watercress, dijonnaise, baguette

Roasted Turkey: Swiss cheese, beefsteak tomato, romaine, mayo, brioche bun

Tuna Salad: Celery, arugula, caper-mayo, whole wheat

Caprese: Fresh mozzarella, plum tomato, basil pesto, balsamic glaze, baguette

Sea Salt Kettle Chips

Hillwood Garden Salad: Mesclun greens, radish, cherry tomatoes, shaved fennel, picked herbs, white balsamic vinaigrette

Freshly Baked Chocolate Chip Cookies

Capitol Hill Club Keynote Speaker Dinner - see dress code on page 3

6 pm - Deluxe hosted bar and charcuterie spread

7 pm - Family style dinner with red wine on table* hosted bar will be available throughout dinner

Starters - Caesar salad with Italian herb vinaigrette & shrimp cocktail with cocktail sauce

Entrees - Roasted strip loin with chimichurri and ancho horseradish cream & crab cakes with tartar sauce

Sides - Potatoes au gratin & charred broccolini

Desserts - Bananas foster bread pudding & limoncello pound cake

Lunch with Congressman Garcia

Signature Boxed Lunch - choose from

Classic Turkey Club: Smoked turkey with Swiss cheese, bacon, lettuce, and tomato on sourdough bread

Chicken Pesto: Grilled chicken with pesto, mozzarella, and tomato

Lemon Basil Roasted Vegetable: Roasted zucchini, squash, peppers, and onions with lemon basil aioli in a vegan tortilla

All sandwiches come with: Fruit cup, a bottle of water, pasta salad, and 2 chocolate chip cookies.

Iced tea, coffee (regular/decaf), and hot tea will also be available.



2022 DROUGHT FACTS

DROUGHT IS HERE. THERE'S NOT A DROP TO WASTE!

ABOUT THE 2022 MEGA DROUGHT

California is facing a serious multi-year drought, and there is no end in sight. Our current water saving efforts are falling short of our conservation goals. In fact, this drought is so severe that SCV Water is dipping into its banked water supplies. In order to ensure that there is enough water to meet the current and future needs of the community, SCV Water has moved to Stage 2 of its Water Shortage Contingency Plan and Water Conservation and Water Supply Shortage Ordinance. Customers are requested to voluntarily reduce water use by up to 20%.



THE 411 ON STAGE 2 OF OUR WATER SHORTAGE CONTINGENCY PLAN

In response to severe drought conditions throughout the SCV and the state, SCV Water has activated Stage 2 of its Water Shortage Contingency Plan to ensure we have enough water to weather these dry times.



STAGE 2 EXPLAINED

Moving to Stage 2 will put new watering restrictions in place to eliminate water waste and ensure we have enough to meet the needs of our community. Stage 2 includes the same prohibited water waste measures as Stage 1 and adds additional water-saving measures. Customers are encouraged to voluntarily reduce their water by up to 20%.

NEW WATERING REQUIREMENTS EFFECTIVE WITH STAGE 2 INCLUDE:

- **Limits watering to three days per week**

ODD ADDRESSES

EVEN ADDRESSES

Monday, Wednesday, Friday

Tuesday, Thursday, Sunday

NO WATERING ON SATURDAYS

- **Limits watering station run times**

- Maximum of two five-minute cycles per station per watering day (10 minutes max.)

- **Watering times of day (morning and evening watering)**

- May to October: midnight to 9 a.m. and/or 8 p.m. to midnight

ADDITIONAL PROHIBITED WATER WASTE ACTIONS:

- Eliminate runoff from your landscape
- Use a hose with a shutoff nozzle when washing your car
- Use a broom – not water – to sweep your sidewalk, driveway and hardscape
- Turn off your irrigation during measurable rain (0.25 inch), and for at least 48 hours after
- No irrigation with potable water of ornamental turf on public medians



PUTTING THIS DROUGHT INTO PERSPECTIVE

While you may be thinking "California is always in a drought," let us help you understand why this drought matters to us in Santa Clarita Valley.

IMPORTED SUPPLIES: 2021 marked the first time we've ever received a zero percent allocation from the State Water Project. Our allocation increased to 15% only after significant rain in December 2021, only to be slashed to 5% after a record dry start to 2022.

PRECIPITATION: Until December, 2021 was the driest water year on record for the SCV. A late storm brought record breaking rain of 11.85 inches, which locally and statewide still was not enough to alleviate the drought.

INTENSITY: The intensity of this drought reached the "exceptional" level in 9 months, 3.5 times faster than the previous drought in 2014, which developed over 32 months.

HERE'S HOW YOU CAN HELP



Take advantage of available rebate programs.



Adhere to all current water waste restrictions and watering requirements.



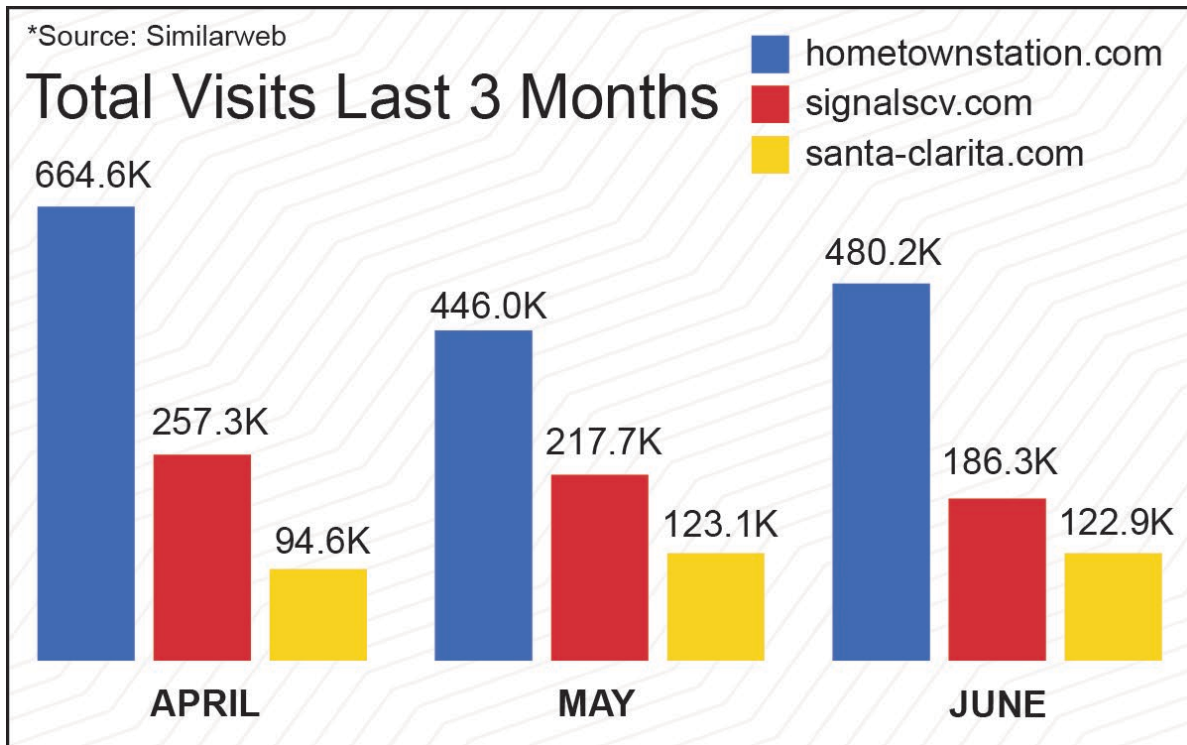
Report water waste you see in the community.

Visit DroughtReadySCV.com to find water-saving resources, rebates and tips for your business and home.



DroughtReadySCV.com

Santa Clarita's Most Visited Website



KHTS's www.hometownstation.com

With over 310,000 unique visitors per month according to Quantcast.com.

Our clients rely on trusted analytic numbers for their marketing, not polls.



Find out how you can reach our local upscale audience.

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