



Santa Clarita Valley Water Agency Finance and Administration Committee Meeting

Monday, November 20, 2023

Committee Meeting Begins at 5:30 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: 160 576 5271

VIRTUALLY

Please join the meeting from your
computer, tablet or smartphone:
[https://scvwa.zoomgov.com/j/1605
765271](https://scvwa.zoomgov.com/j/1605765271)

Have a Public Comment?

Members of the public unable to attend this meeting may submit comments either in writing to edill@scvwa.org or by mail to Erika Dill, Management Analyst II, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 3:00 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 3:00 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 2 of the Agenda and before each Item is considered. Please see the Agenda for details.)

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

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

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Date: November 13, 2023

To: **Finance and Administration Committee**
Ken Petersen, Chair
Kathye Armitage
Ed Colley
Maria Gutzeit

From: Rochelle Patterson
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, November 20, 2023** 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: 160 576 5271 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1605765271>**. 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.

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MEETING AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **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 Committee Chair, be limited to three minutes for each speaker.) To participate in public comment from your computer, tablet, or Smartphone, click the “raise hand” feature in Zoom. You will be notified when it is your turn to speak, please unmute when requested. To participate in public comment via phone, dial *9 to raise your hand. When it is your turn to speak, dial *6 to unmute.

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* Indicates attachments

● To be distributed

NOTICES:

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

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

Posted on November 14, 2023.

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COMMITTEE MEMORANDUM

DATE: November 13, 2023

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of an HCM Implementation Contract with
Apps Associates

SUMMARY

SCV Water (Agency) stands at a crossroads of innovation and modernization. Emtec Consulting Services, LLC (Emtec) successfully implemented the Agency's Oracle ERP, EPM, & HCM Lite Cloud in 2020/2021, and was Phase 1 of its digital transformation journey which set the stage for future growth. As the Agency ventures into the realm of human capital management (HCM) and payroll, we are presented with a prime opportunity to enhance efficiency, accuracy, and productivity. This project is not a new venture but a continuation and Phase 2 of the Agency's digital transformation journey. This item will discuss the importance for the Agency to have the full HCM capabilities in Oracle (Attachment 1) and seek the approval of a contract with Apps Associates to complete the project over a two-year period.

DISCUSSION

The proposed Oracle HCM & Payroll Implementation (Attachment 2) is not just a technical upgrade; it is a strategic investment designed to deliver significant returns in efficiency, cost savings, and improved operational functionality aligned with the Agency's long-term vision of one unified system.

To ensure ease of transition and minimal disruption, this implementation has been thoughtfully phased into three stages:

1. Core HCM, Talent Management, Benefits, Onboarding, Reporting – 18 weeks + 2 weeks hypercare
2. Payroll, Time & Labor, Absence Management – 30 weeks + 4 weeks hypercare
3. Recruiting, Journeys – 18 weeks + 2 weeks hypercare

This approach ensures the Agency staff can complete their ongoing responsibilities while participating in the design and implementation of the HCM and Payroll software.

History of SCV Water and Emtec / Apps Associates Partnership

The ERP, EPM, & HCM Lite Cloud project (Phase I) was completed by Emtec. Apps Associates acquired Emtec in May 2023. A big driving force behind this acquisition was to amplify Apps Associates' utilities expertise due to Emtec's long-term success in the utilities space. By combining two firms with specific utilities and California public sector expertise, they have crafted a team that is well prepared to ensure this project is transformative and successful.

Since the beginning of 2020, the Agency has trusted Apps Associates with the critical task of implementing the Oracle ERP, EPM, & HCM Lite Cloud solution. The relationship did not end with the project's completion. Instead, it strengthened. Recognizing the value and commitment, the Agency extended the partnership with Apps Associates, opting for their managed services support. This ongoing partnership with Apps Associates displays their consistent industry knowledge, dedication, and genuine commitment to supporting the Agency's goals and ensuring the project's success.

Project's Value and Rationale

1. **Time Savings through Automation:** The Agency's current systems involve repetitive manual entries, tedious employee tracking, and hours spent searching for paper files. By introducing automation through Oracle HCM & Payroll, the Agency stands to reduce error-related costs and save countless man-hours, allowing staff to focus on strategic, value-added activities. Gone will be the days of HR searching for a paper form and needing to add the same data in multiple locations.
2. **A Streamlined Benefits System:** Agency employees currently juggle multiple portals for their benefits – a cumbersome and often confusing process. This project aims to centralize and digitize these processes, enhancing the employee experience and ensuring accuracy. A unified portal means reduced administrative overheads, faster response times, and enhanced user experience for employees.
3. **Single Source of Truth:** By integrating Oracle HCM & Payroll with the existing Oracle ERP and EPM systems, the Agency is creating a unified data landscape. This means every piece of data, from payroll to project management, resides under the Oracle umbrella, ensuring uniformity and consistency. No longer will departments need to cross-reference multiple systems or validate data between platforms. Instead, every stakeholder, from HR to Finance, will access and rely on a singular, consolidated source. This cohesive approach ensures accurate, real-time data, streamlined decision-making, and operational efficiency.
4. **Robust Analytics:** One of the standout benefits of the Oracle HCM & Payroll integration is its enhanced analytical capabilities. As we consolidate data across Oracle ERP, EPM, and now HCM & Payroll, the Agency is not just gathering information – it is empowering its teams. With this centralized data, comprehensive dashboards can be crafted that provide a holistic view of operations. This enables departments to identify trends, predict outcomes, and monitor performance metrics in real-time. Furthermore, the management team can derive actionable insights, facilitating proactive strategies and informed decision-making.
5. **Federal Compliance:** The system will aid in fulfilling federal mandates such as EEO-4 (Equal Employment Opportunity report) and ACA (Affordable Care Act) reporting seamlessly.
6. **Maximizing Investments:** Since February 2020, the Agency has been investing in the world-class Oracle HCM & Payroll system licenses, amounting to a significant investment of over \$176,000 on licenses alone. This does not factor in priority support or the additional test environments. Each month without harnessing these tools means missing the potential benefits and value of investment.
7. **Creating Better Customer and Employee Experiences:** A positive employee experience will lead to a more constructive customer experience as well. Technology, such as Oracle, is key in this paradigm by helping to create better work environments, increasing productivity, and increasing employee satisfaction. Productive, satisfied employees will create a more positive experience for the Agency's customers.

8. **Delivering More Modern, More Intelligent Solutions:** SCV Water deals with many external agencies, such as CalPERS, benefits vendors, community agencies and others. These are key customers for the Agency. Oracle will help the Agency optimize its business operations by delivering data-driven decision-making that will help the Agency work with these customers and community members.

Apps Associates Collaboration

1. **Partnership:** Since early 2020, Apps Associates has devoted tens of thousands of hours in partnership to the Agency team, and their commitment continues to grow with every passing week. No other vendor can match the deep understanding and insight they have of the Agency's specific business challenges and nuances.
2. **Proven Industry Expertise:** One of the biggest advantages of Apps Associates is the fact that they bring extensive water utility experience, including specific State of California knowledge. This background will help the Agency become more efficient faster.
3. **Deep Understanding of SCV Water Systems:** Apps Associates is the only entity that fully grasps the nuances of the Agency's existing systems, making them the optimal choice for this implementation. With 45+ HCM Cloud implementations, including public sector and utilities, Apps Associates is positioned to provide exemplary consultation and proven methodology.
4. **Phased Approach:** The three-stage phased implementation approach ensures that any potential issues are identified and addressed early, minimizing disruptions, and ensuring seamless transitions.
5. **Resource Excellence:** Leveraging Apps Associates' expert team promises long-term efficiency and considerable time savings. Their specialists are deeply knowledgeable about Oracle's methodology and HR Business Practices, but also have a proven record of accomplishment of streamlining processes to expedite results, ensuring that projects not only meet but exceed expectations.

Key Takeaways

SCV Water's partnership with Apps Associates is more than just another project – it is a clear step forward in its ongoing journey to modernize and improve. Since 2020, the Agency has been on a path of digital transformation.

1. **Operational Excellence:** Streamlined processes mean increased efficiency and eliminating redundancies. With the proposed changes, we aim to optimize every operational facet, ensuring that the Agency is not just functional, but at its peak performance.
2. **Elevated Employee Engagement:** Giving teams access to enhanced tools is not about making tasks easier – it is about empowering them, enhancing their daily experience, and creating a workspace that prioritizes value and growth. This will also allow them to focus more time on value-driven tasks.
3. **Laying Foundations for the Future:** This is not a mere upgrade – it is groundwork for the innovations and challenges of tomorrow. With this implementation, we are ensuring that the Agency remains agile, adaptable, and ahead of the curve as it continues to grow.
4. **Deep Understanding:** Apps Associates brings a deep understanding of water utilities, coupled with knowledge of SCV Water's specific needs. This will help them work with the Agency to develop an inclusive Oracle design that will facilitate integration of these

applications with accounting, budget administration, debt management, payroll, financial reporting, purchasing, and risk management. This level of understanding of our business processes will place the Agency at the forefront of customer and employee service.

5. **Key Modernization Principles:** The Agency is pursuing several key goals in its technology modernization project:
 - a. Putting employees and customers first
 - b. Increasing flexibility and speed
 - c. Increasing agility and ability to respond to customer and employee needs
 - d. Creating a culture of productivity
 - e. Oracle will help staff to adapt and operate based on these principles

HCM is beneficial to organizations as it optimizes workforce management, enhances productivity, fosters employee engagement, and supports strategic decision-making. It is a forward-focused, strategic move designed to drive operational efficiency.

STRATEGIC PLAN NEXUS

The approval and implementation of this human capital management contract helps to support SCV Water’s Strategic Plan Strategy B.2 – “Plan and budget for long-term replacements and improvements”; Strategy B.3 – “Implement improved planning tools”; and Strategy F.3 – “Implement integrated technology and applications across the organization,” which includes several specific Objectives of this Strategy from F.3.1 through F.3.22.

FINANCIAL CONSIDERATIONS

Stage 1 (\$600,000) was included in the Technology Services section of the adopted FY 2023/24 Budget, as Stage 1 would begin in January 2024 and be completed by June 2024. Stages 2 and 3 would begin in July 2024 and will be included in the FY 2024/25 budget.

Stage	Fixed Cost	Fixed Cost After Credit
1	Core HCM, Onboarding Journey, Benefits, Talent & Reporting	\$561,493
2	Absence, Oracle Time and Labor, and Payroll	\$874,533
3	Oracle Recruiting Cloud and Journeys	\$355,435
	Apps Associates Implementation Cost	\$1,791,460
	Change Management	\$59,125
	Limited Duration Employee(s) – 18 months	\$150,650
	Total Project Costs	\$2,001,235

	Additional Oracle Licensing	Contract
	Talent Management (remaining years of ERP contract)	\$126,000
	Recruiting Cloud (remaining years of ERP contract)	\$90,000
	Total Licensing Cost	\$216,000
	Annual Cost	\$36,000
	Quarterly Cost	\$9,000

RECOMMENDATION

That the Finance and Administration Committee recommends that the Board of Directors approve the HCM Implementation project and authorize the General Manager to enter into a contract with Apps Associates for a fixed contract cost of \$1,791,460.

RP

Attachments



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ATTACHMENT 1

The Importance of Human Capital Management (HCM)

Implementing HCM is crucial as the Agency is looking to maximize the potential of our workforce, stay competitive, and achieve its strategic objectives. It involves a comprehensive approach to managing and developing the workforce, ensuring that employees are engaged, productive, and aligned with the Agency's goals.

1. **Talent Acquisition and Recruitment:** Effective HCM processes can help the Agency to attract and retain top talent. This includes the development of employer branding, streamlined recruitment processes, and the use of data analytics to identify and hire the right people for the right roles.
 - a. Oracle's Recruiting Cloud (ORC) will support the Agency's strategic goal of building a high-performance team. A successful team begins with attracting, recruiting, and maintaining an engaged workforce. ORC will position SCV Water to attract the most competent and skilled employees available. Apps Associates will work with Agency staff to assure a powerful, compelling design for the recruiting sites.
2. **Employee Onboarding:** HCM helps ensure a smooth onboarding process, guiding new employees through paperwork, training, and integration into the organization.
 - a. Currently the Agency staff must use multiple systems to onboard an employee. This is a drain on internal resources as well as inhibiting the new employees. Oracle brings a modern, integrated approach to onboarding. New employees can review policy documents, become familiar with the Agency's strategy, enroll in their benefits more quickly, and be integrated into the Agency system more quickly, smoothly, and efficiently. Apps Associates team will work with the Agency to incorporate these multiple moving parts into one cohesive design and incorporate the administrative processes needed to prepare for New Employees.
3. **Training and Development:** HCM systems track employee skills and competencies, making it easier to identify training needs and provide opportunities for professional development.
 - a. Given the nature of the Agency's work, certifications are crucial. Oracle Learn will allow the Agency to define the licenses and certifications required to perform the various functions. Oracle Learn will help the Agency track employee testing results, document the certifications, and will contain reminder notifications to managers and employees when certifications must be renewed.
 - b. Oracle Learn will put the training at the fingertips of all its employees. For instance, when employees must renew Ethics Training, for example, they will receive a reminder so that they can enroll and complete the training.
 - c. Apps Associates has extensive experience developing comprehensive training programs for agencies such as SCV Water. They will deliver a program to meet the needs of the Agency as well as a design that will grow with SC Water.

- d. Apps Associates will work with Agency staff to align the training strategy with the Agency's mission and vision. They will examine the Board's Strategic Plans and help design training to support the overall strategy.
 - e. Oracle Talent Profiles will enable SC Water to track and account for licenses, certifications, employee skills, and other qualifications that are needed for employees to perform their jobs. This tracking can help inform a learning and development strategy organizationally as well as drive compliance and re-certification.
4. **Performance Management:** HCM includes tools for setting goals, conducting performance reviews, and providing feedback. This process helps align individual performance with organizational objectives.
- a. Apps Associates understand the importance of a successful performance management tool. Oracle Performance Management provides a modern tool to help employees and managers evaluate performance and progress toward the Agency's goals and objectives. This tool can be used to associate the Agency's high-level strategic goals from its Strategic Plan with the individual performance levels of employees. This can help employees to understand how their contributions help move the Agency toward the strategic goals adopted by the Board.
5. **Compensation and Benefits Management:** HCM systems simplify payroll processing, benefits administration, and compensation planning. They ensure accuracy, compliance, and transparency in employee compensation.
- a. Apps Associates will help the Agency associate employee performance with its overall compensation plan through the implementation of Workforce Compensation.
6. **Time and Attendance Tracking:** HCM automates time tracking and attendance management, reducing errors, ensuring compliance with labor laws, and simplifying the payroll process.
- a. Oracle Time and Attendance puts all work and non-worked time into the system. This ensures native integration with other Oracle applications, such as Payroll. But more importantly, it allows the organization to easily track how the organization is spending its resources. Hours worked can be associated with projects, which can be associated with the organization's strategic goals.
7. **Employee Self-Service:** HCM offers self-service portals, enabling employees to manage their personal information, request time off, access pay stubs, and update their profiles.
- a. Apps Associates will design a solution to help employees manage their professional brand, improve talent mobility, and foster a culture of collaboration by easily importing information from LinkedIn into their personal profile.

- b. Our design will allow employees to develop a greater understanding of the mission and values of the organization but working with Oracle applications, such as performance, goals, learning, and succession planning.
8. **Workforce Productivity:** HCM helps improve productivity by ensuring that employees have the tools, training, and resources they need to perform their jobs effectively. It also includes performance management and feedback processes that drive continuous improvement.
- a. Employees can use Oracle to create training videos to support cross training. They can use Oracle to become part of productivity teams so these groups can communicate about ways to improve performance and goal attainment. Apps Associates will make certain the Learn solution will work for the Agency and will help further the Agency's progress toward key strategic goals.
9. **Employee Engagement:** Engaged employees are more committed, motivated, and productive. HCM systems can track and measure employee engagement and provide insights to help companies improve their work environment and culture.
- a. Apps Associates will design crucial reports and dashboards so that Directors and executives can access the information from any mobile device. Employees will not have to depend on getting information from staff members. It will be available any time and will always be current.
 - b. Oracle offers a complete employee experience platform that guides employees through professional and personal activities, fosters development, delivers responsive HR (Human Resource) service support, and streamlines communication across the organization.
 - c. Agency HR staff can work with managers and employees to design and roll out new experiences that will help keep them all engaged and learning.
10. **Compliance and Risk Management:** HCM can help the Agency manage compliance with labor laws, regulations, and reporting requirements.
- a. Apps Associates will help the Agency define those in the organization required to perform critical functions during emergencies. This information will be at the fingertips of the Board and Agency executives.
 - b. With native functionality such as application tracking in Recruiting and advanced analytical capabilities, the Agency can ensure that required data and compliance considerations are at the forefront and easily accessible in a secure fashion.
11. **Data-Driven Decision Making:** HCM provides valuable data and analytics that can help the Agency to make informed decisions about workforce planning, succession planning, and talent management.
- a. Apps Associates will implement position management for the Agency so that budgets can be monitored more accurately.

- b. Apps Associates will deliver Oracle's state-of-the-art analytical tools. Oracle Transactional Business Intelligence will put critical information at the fingertips of managers and executives. This information will allow the organization to make responsive decisions and to be assured they are seeing current data.
- 12. **Succession Planning:** HCM assists in identifying and grooming future leaders within the organization. Succession planning ensures continuity and minimizes disruption during leadership transitions.
 - a. One of the biggest challenges facing organizations today is planning so that critical functions do not suffer interruption due to planned or unplanned retirements. Apps Associates can help the Agency develop plans to avoid any disruption due to key employees leaving the organization for any reason.
 - b. Apps Associates will help the Agency use standard Oracle tools to leverage the power of the talent profile to understand and plan your future talent needs and conduct more meaningful talent review discussions.
- 13. **Employee Wellbeing:** Modern HCM systems often include features related to employee wellbeing and mental health. Addressing these aspects can improve overall job satisfaction and productivity.
 - a. Oracle Wellness will provide the Agency with the ability to create wellness activities and to help employees set up competitions. Apps Associates will help the Agency create these and train employees to use the system. We will assist SCV Water to create curated health and fitness content to support employee wellness aspirations, increasing productivity and lowering healthcare costs.
- 14. **Payroll Efficiency and Accuracy:** HCM-integrated payroll systems automate the payroll process, reducing the likelihood of errors associated with manual calculations and data entry. This ensures that employees are paid accurately and on time.
 - a. Apps Associates will deliver data loaders to facilitate the updating salary process for cost-of-living increases, eliminating the need for manual intervention.
 - b. Steps are defined to make many of our processes more streamlined: vacation payouts can be automatic; longevity pay will be automated; working out of class will be administered based on agency policy without manual intervention.
 - c. Apps Associates can provide consulting staff with California-specific experience, including configuring payroll to support CalPERS.

ATTACHMENT 2



STATEMENT OF WORK PROJ137177

SCVWA Oracle HCM/Payroll Cloud Implementation

This Statement of Work (“SOW”) is entered into as of January 01, 2024 (“Effective Date”). This SOW is attached to the Master Services Agreement (“MSA”) currently in effect between Apps Associates LLC (“Apps Associates”) and Santa Clarita Valley Water Agency (“Customer”) dated _____. To the extent that this SOW is inconsistent with or conflicts with the existing MSA then this SOW will supersede those inconsistent or conflicting terms. In all other respects, the MSA shall remain in full force and effect.

1. Project Overview

- Phase 1 – Core, Onboarding Journey, Benefits, Talent and Reporting
- Phase 2 – Absence, Oracle Time and Labor (OTL) and Payroll
- Phase 3 – Oracle Recruiting Cloud (ORC) and Journeys

Project Name	SCVWA Oracle HCM/Payroll Cloud Implementation	Project Number	PROJ137177
SOW Type	Fixed Fee		
Estimated Start Date	January 01, 2024	Estimated End Date	June 20, 2025
Estimated Dates Comments	Estimated start and end dates are contingent upon timely execution of this SOW. If work under this SOW still needs to be completed after the Estimated End Date, Customer agrees to pay for such fees and expenses associated in completing the work. Apps Associates requires up to two (2) weeks between SOW signature and project start for staffing and pre-work activities.		

2. Definitions

The definitions specific to this SOW are set forth in Exhibit A - Definitions which is attached hereto and made a part hereof.

3. Scope of Services

Apps Associates will engage with Customer to provide the following scope of services under this SOW (“Services”):

Phase 1 - Core, Onboarding, Benefits, Talent, Reporting

3.1 Core HCM, Employee Self Service, Manager Self Service Scope of Services

- A. Enterprise and workforce structures for all Organizations
 - 1. Enterprise
 - a. Configuration to support Enterprise HCM Information, Legislative Data Groups, Divisions (if applicable), and Legal Entities as previously configured during the Cloud ERP implementation
 - 2. Workforce Structures

- a. Configuration to support Business Units and Departments as previously configured during the ERP implementation, including department costing (if applicable)
- 3. Jobs
 - a. Job Families
 - b. Jobs
- 4. Grades
 - a. Grade Rates
 - b. Grade Ladders
 - c. Grade Steps
- B. Workforce management
 - 1. Maintain Person Information
 - 2. Maintain Employment Information
 - 3. Maintain Work Relationship Information
 - 4. Maintain three (3) Seniority Date types
 - 5. Maintain Federal Demographic information, such as EEOC and Veteran's information
- C. Flexfields
 - 1. Configure up to five (5) descriptive flexfields
 - 2. Configure up to five (5) extensible flexfields
- D. Employment Actions
 - 1. Create up to ten (10) custom Actions with corresponding Reasons
- E. Termination Actions
 - 1. Create up to ten (10) custom Termination Action Types with corresponding Reasons
- F. Documents of Record
 - 1. Create up to five (5) custom Document Record Types with all supporting configurations
- G. HCM Talent Profiles
 - 1. Create up to five (5) Talent Profile Types
 - 2. Create up to ten (10) Talent Profiles
 - 3. Create up to ten (10) Item Catalog Types
- H. Area of Responsibility
 - 1. Create up to five (5) Areas of Responsibility
- I. Salary Administration
 - 1. Create up to three (3) Salary Bases
 - 2. Create up to ten (10) custom Salary Change Reasons
- J. Employee self service
 - 1. The following employee self-service work areas will be delivered as part of this scope
 - a. Update and View Personal Details as defined by the Customer
 - b. View Employment Information as defined by the Customer
 - c. Update and View Documents of Record as defined by the Customer About me > Contact Information
 - d. Update and View Personal Payment Methods as defined by the Customer
 - e. Update and View Tax Information as defined by the Customer
 - f. Update and View Contact Information as defined by the Customer
 - g. Update and View Family and Emergency Contacts
 - 2. Personalizations
 - a. Create up to ten (10) Personalizations
- K. Manager self service
 - 1. The following manager self-service work areas will be delivered as part of this scope
 - a. Update and View personal and employment as defined by the Customer
 - b. Update and View compensation (manage salary, view compensation) as defined by the Customer
 - c. Update and View hiring (only if recruiting and onboarding are within scope; this will be in Phase 3 as planned currently)

- d. Update and View onboarding (only if recruiting and onboarding are within scope; this will be in Phase 3 as planned currently)
- 2. Personalizations
 - a. Create up to ten (10) Personalizations
- L. Fast formulas
 - 1. Up to five (5) fast formulas will be developed to support the Customer standard and complex business rules
- M. Workflows and approvals
 - 1. Standard workflows and approvals will be fields will be leveraged, where applicable
 - 2. In addition, up to five (5) custom workflow approvals will be developed for the Core HR module (inclusive of ESS and MSS)
 - a. Each workflow will not surpass more than three (3) levels of approvals
- N. Notifications
 - 1. Standard notifications will be leveraged, where applicable
 - 2. In addition, up to five (5) custom notifications will be developed for the Core HR module
- O. Security roles
 - 1. Standard security roles will be leveraged, where applicable
 - 2. In addition, up to five (5) custom roles will be developed for the Core HR module
- P. Oracle Transactional Business Intelligence Reporting (OTBI)
 - 1. Apps Associates Foundation Reporting Catalog included
 - 2. Standard reports will be leveraged, where applicable and appropriate. One (1) workshop will be conducted to review the standard reports that available in OTBI for Core HR
 - 3. Develop reporting for supporting Workers Compensation and Unemployment Insurance
 - 4. A bucket of three hundred (300) offshore hours is included in this fixed price statement of work for additional reports for all of Phase 1 across all functional areas
 - 5. Up to seven (7) custom reports will be created
- Q. Integrations
 - 1. Five integrations are included in this Statement of Work with method OTBI/SFTP
- R. New Hire Onboarding Journey
 - 1. Setup New Hire Enterprise Onboarding Journey – One (1) Enterprise Onboarding Journey
 - a. Up to twenty (20) tasks
 - b. Tasks to be performed and/or owned by Pending Worker, New Hire, Line Manager, Administrator, and Areas of Responsibility (AOR)
 - c. Up to three (3) configurable forms will be delivered to support Onboarding
 - 2. Up to two (2) questionnaires will be delivered to support Onboarding
 - a. Each questionnaire is not to exceed ten (10) questions each
 - 3. Up to two (2) new Document of Record Types with security as required
 - 4. Up to two (2) new AOR's to be configured
 - 5. Up to five (5) Native Signature or DocuSign tasks with BIP Report output (as applicable)
 - 6. Enable up to two (2) custom notifications to stakeholders via bursting alerts, Area of Responsibility or Administrator Accounts to accomplish Administrative Onboarding Tasks
 - 7. Up to five (5) eligibility profiles will be delivered for Task Distribution

3.2 Cloud Benefits Scope of Services

- A. Benefits dashboard (seeded)
 - 1. Employee
 - 2. Annuitants
 - 3. Benefits administrator
- B. Benefits program
 - 1. One (1) benefit program
- C. Benefit plans and options
 - 1. Up to ten (10) benefit plans (example: medical, dental, vision)

2. Up to four (4) benefit options per benefit plan (example: employee, employee + child, employee + spouse, family)
- D. Benefit rate structures
 1. One (1) benefit rate structure per benefit plan
- E. Life event management (example: new hire, termination, life changes)
 1. Up to ten (10) life events
- F. Flex credit management
 1. One (1) flex credit plan for unrestricted enrollments
 2. One (1) flex credit plan for life event enrollments
- G. Billing management
 1. Enable the task to support retiree population (annuitants)
 2. Enable the task to support leave of absence population
- H. Eligibility profiles
 1. Up to ten (10) eligibility profiles will be delivered to support the Customer's key business requirements
- I. Standard and custom fields
 1. Standard/seeded fields will be leveraged; where applicable
 2. Up to ten (10) custom fields will be developed for the benefits module
- J. Fast formulas
 1. Up to twenty (20) fast formulas will be developed to support the Customer's standard and complex business rules relating to benefits plan/program enrollment and validation
- K. Personalizations
 1. Up to fifteen (15) Personalizations will be delivered for the employee benefits user interface
- L. Workflows and approvals
 1. Standard workflows and approvals will be fields will be leveraged; where applicable
 2. Up to five (5) custom workflow approvals will be developed for the benefits module
 3. Each workflow will not surpass more than three (3) levels of approvals
- M. Notifications
 1. Standard notifications will be leveraged; where applicable
 2. Up to ten (10) custom notifications will be developed for the benefits module
- N. Security roles
 1. Standard security roles will be leveraged; where applicable
 - a. Benefits administrator
 - b. Benefits manager
 - c. Benefits specialist
 - d. Employee
 2. Up to three (3) custom roles will be developed for the benefits module
- O. Oracle Transactional Business Intelligence Reporting (OTBI)
 1. Standard reports will be leveraged; where applicable and appropriate
 2. One (1) workshop will be conducted to review the standard reports that are available in OTBI for benefits
 3. Up to five (5) validation reports will be delivered to support the production migration process
 4. Additional custom reports are considered out of scope
- P. Benefits integration with the current payroll vendor until Oracle Payroll is implemented (required contract as part of this Statement of Work ("SOW"))
 1. Apps associates will provide functional support, guidance, and expertise on the development of the extract files that will be used for the benefits integration with the current payroll vendor until Oracle Payroll is implemented
 2. Apps Associates will assist the Customer with the system integration testing cycles with the current payroll vendor
 3. The Customer is responsible for managing the relationship and ongoing engagement with the current payroll vendor
 4. The Customer is responsible for managing the relationship with the current payroll vendor

3.3 Talent - Goal Management Scope of Services

- A. Goal management dashboard (seeded)
 - 1. Employee
 - 2. Line manager
 - 3. Administrator
- B. Key goal management functionality
 - 1. Alignment
 - 2. Mass assignment
- C. Organizational goal plans
 - 1. Up to two (2) organizational goal plans will be delivered for the goal management module
- D. Employee goal plans
 - 1. Up to two (2) goal plans will be delivered for the goal management module
- E. Goal libraries
 - 1. Import of organizational, business and/or job-related goals into the goal library
- F. Review periods
 - 1. Up to two (2) review periods (example: Annual – Jan, mid-year – July) and quarterly check-ins will be delivered for the goal management module
- G. Eligibility profiles
 - 1. Three (3) eligibility profiles will be delivered to support the Customer key business requirements
- H. Lookups and Profile Options
 - 1. Configure all relevant lookups and profile options
- I. Workflows and approvals
 - 1. Standard workflows and approvals will be delivered for the goal management module
- J. Notifications
 - 1. Standard notifications will be leveraged, where applicable
 - 2. Where complexity lies, up to two (2) custom notifications will be developed for the goal management module
- K. Security roles
 - 1. Standard security roles will be leveraged
- L. OTBI Reporting
 - 1. Standard reports will be leveraged, where applicable and appropriate

3.4 Talent - Performance Management Scope of Services

- A. Performance management dashboard (seeded)
 - 1. Employee
 - 2. Line manager
 - 3. Administrator
- B. Performance management review cycles
 - 1. The required performance management review cycles will be developed to support the Customer business requirements
- C. Performance management plans and documents
 - 1. Up to two (2) required performance management plans and performance documents will be developed to support the Customer business requirements
 - 2. Up to two (2) performance templates will be created
- D. Performance management rating models
 - 1. Up to three required rating models will be developed to support the Customer business requirements (example: three (3) point scale)
- E. Review periods
 - 1. Up to two (2) review periods (example: Annual - Jan, mid-year - July) and quarterly check-ins will be delivered for the performance management module
- F. Questionnaires

1. Up to two (2) questionnaires will be set up to support performance plans, including anytime feedback
- G. Eligibility profiles
 1. Up to three (3) eligibility profiles will be delivered to support the Customer key business requirements
- H. Personalizations
 1. Up to ten (10) Personalizations will be delivered for the performance management module
- I. Workflows and approvals
- J. Standard workflows and approvals will be delivered for the performance management module
- K. Notifications
 1. Standard notifications will be leveraged, where applicable
 2. Where complexity lies, up to three (3) custom notifications will be developed for the performance management module
- L. Security roles
 1. Standard security roles will be leveraged, where applicable
 2. Where complexity lies, up to two (2) custom roles will be developed for the performance management module
- M. OTBI Reporting
 1. Standard reports will be leveraged, where applicable and appropriate

Phase 2 – Absence, Oracle Time and Labor (OTL), Payroll

3.5 Absence Management Scope of Services

- A. Absence management dashboard (seeded)
 1. Employee
 2. Line manager
 3. Administrator
- B. Absence types
 1. Up to 10 absence plans will be configured
- C. Schedules
 1. Include schedules for the employees if they are not maintaining the start time and end time for the employees. Absences uses start and stop time to calculate hours for absences
- D. Absence plan types
 1. Up to ten (10) absence plans, as scoped above, will be delivered as part of this implementation
These plans can vary using the following absence plan types:
 - a. Accrual
 - b. Qualification
 - c. No entitlement
 - d. Agreement
 - e. Compensatory
 - f. Donation
- E. Eligibility profiles
 1. Up to ten (10) eligibility profiles will be delivered to support the Customers key business requirements
- F. Fast formulas
 1. Up to ten (10) fast formulas will be developed to support the Customers standard and complex business rules
- G. Leave of absence administration
 1. Leave of absence will be managed in Oracle core Human Resources (HR) or another external system/process as suggested by the Customer
- H. Personalizations
 1. Personalizations are considered out of scope for the absence management module

- I. Workflows and approvals
 - 1. Standard workflows and approvals will be delivered for the absence management module
- J. Notifications
 - 1. Standard notifications will be leveraged, where applicable
 - 2. Where complexity lies, up to three (3) custom notifications will be developed for the absence management module
- K. Security roles
 - 1. Standard security roles will be leveraged, where applicable
 - 2. In addition, up to two (2) custom roles will be developed for the absence management module; these should be in step with those in the core HCM application
- L. OTBI Reporting
 - 1. Standard reports will be leveraged, where applicable and appropriate. One (1) OTBI workshop will be provided to review the standard reports that are available in OTBI

3.6 Time and Labor Consulting Scope of Services

- A. Time and Labor dashboard (seeded)
 - 1. Employee
 - 2. Line manager
 - 3. Administrator
- B. Repeating Time Periods
 - 1. Up to four (4) repeating time periods. (Example: a combination of hourly, salaried, line employees or executive)
- C. Custom Time Attributes
 - 1. Up to two (2) custom attributes
- D. Time Entry Layout Components
 - 1. Up to four (4) time layouts
- E. Time Layout Sets
 - 1. Up to four (4) layout sets
- F. Time Categories
 - 1. Up to four (4) categories
- G. Time Consumer Sets
 - 1. Up to two (2) time consumer sets
- H. HCM Groups
 - 1. Up to four (4) groups
- I. Time Rules
 - 1. Up to five (5) time calculation and five (5) time entry rules
- J. Time Rule Sets
 - 1. Up to two (2) time calculation and two (2) time entry rules sets
- K. Worker Time Processing Profiles
 - 1. Up to four (4) processing profiles
- L. Worker Time Entry Profiles
 - 1. Up to four (4) time entry profiles
- M. Web clock (if selected)
 - 1. Configure up to six (6) web clock buttons
- N. Eligibility profiles
 - 1. Up to ten (10) eligibility profiles will be delivered to support the Customers key business requirements
- O. Workflows and approvals
 - 1. Standard workflows and approvals will be delivered for the Time and Labor module
- P. Notifications
 - 1. Standard notifications will be leveraged, where applicable
 - 2. In addition, up to three (3) custom notifications will be developed for the Time and Labor module
- Q. Security roles

1. Standard security roles will be leveraged, where applicable
 2. Up to two (2) custom roles will be developed for the Time and Labor module
- R. OTBI Reports
1. Standard reports will be leveraged, where applicable and appropriate.
 2. One (1) OTBI workshop will be provided to review the standard reports that are available in OTBI

3.7 Cloud Payroll Scope of Services

- A. Payroll dashboards (seeded)
1. One (1) employee dashboard (direct deposit, W4)
 2. One (1) payroll administrator dashboard
- B. Payroll automation
- C. Retroactive payroll processing
- D. Enterprise structures
1. One (1) payroll employment model
 2. One (1) payroll statutory unit
 3. Legal employers – the appropriate number of legal employers will be delivered to align with the payroll statutory unit and support the Customer’s business requirements
 4. Tax reporting units – the appropriate number of tax reporting units will be delivered to align with the payroll statutory unit and support the Customer’s business requirements
- E. Earnings and deductions
1. The appropriate number of earnings and deductions associated to absences, benefits, involuntary deductions, and timecards will be configured to support the Customer’s key business requirements
- F. Payroll elements
1. Earnings (salary, wages, bonuses are considered in scope)
 2. Compensation
 3. Absences are considered in scope
 4. Tangible items (tools, uniforms and other company-based items are considered in scope)
 5. Statutory deductions (taxes, voluntary deductions, savings plans, involuntary deductions, pretax deductions are considered in scope)
 6. Employer taxes and liabilities are considered in scope
 7. CalPERS elements are within scope
- G. Payment methods and types are considered in scope
1. Organizational
 - a. Electronic Funds Transfer (EFT)
 - b. Check payment
 - c. Cash
 - d. Pay Cards
 2. Personal
 - a. Direct deposit
 3. Third (3rd) party payment methods (payments to external organizations)
- H. Payroll calculation and rules (using Oracle best practices, the following components and rules will be configured to support the Customer’s key business requirements. All components listed below are considered in scope)
1. Calculation cards
 2. Calculation factors
 3. Wage basis rules
 4. Proration
 5. Retroactive
- I. Eligibility profiles
1. Up to twenty (20) eligibility profiles will be delivered to support the Customer’s key business requirements
 2. Each element will also require an eligibility profile
- J. Fast formulas

1. Up to twenty-five (25) fast formulas will be developed to support the Customer's standard and complex business rules
- K. Integrations
 - a. Five integrations are included in this Statement of Work with method OTBI/SFTP
- L. Reports
 8. Setup Oracle Transactional Business Intelligence Reporting (OTBI) and install Apps Associates recruiting dashboards, as applicable
 9. One (1) workshop will be conducted to review the standard reports available in OTBI for recruiting and onboarding
 10. An allocation of two hundred (200) offshore hours included for additional report modifications and custom reports across all areas for Phase 2 are included
 - a. The allocation and prioritization of reporting hours will be determined by the Apps Associates and Customer Project Manager
 11. Up to five (5) custom reports will be delivered across Payroll, OTL, and Absence
 12. Reporting for tax filing is included. If tax filing needs to be outsourced to a vendor and if an integration needs to be built, it can be accommodated with a change order

Phase 3 – Oracle Recruiting Cloud (ORC) and Journeys

3.8 Oracle Recruiting Cloud Scope of Services

- A. Company branded career centers
 1. Internal – One (1) internal career center leveraging Opportunity Marketplace
 2. External – One (1) external career center
- B. Compliance approved applicant tracking
- C. Recruiting Agencies
 1. Recruiting Agencies – up to ten (10) Agencies with Agents
- D. Requisition management
 1. Requisition profile – One (1) requisition profile
- E. Candidate management
 1. Candidate profile – One (1) candidate profile
- F. Candidate selection process
 1. Up to two (2) candidate selection processes
- G. Application Flow
 1. Up to three (3) application flows to include Talent Community, Application, and Additional Information flows
- H. Configuration of up to four (4) Talent Profile content areas to support candidate applications
- I. Interview management
 1. Enable out of the box interview management features
 - a. Up to four (4) interview scheduling templates
 2. Connect Outlook 365 Integration as applicable
 3. One interview feedback questionnaire not to exceed fifteen (15) questions
- J. Offer letter administration
 1. Up to five (5) offer letter templates
- K. Referral management
 1. Leverage referral management
 2. Provide Apps Associates developed Referral Report for handling
- L. New hire management
 1. Seamless transition to Oracle Human Capital Management (HCM) (Core HR)
- M. Standard and custom fields
 1. Standard/seeded fields will be leveraged

2. In addition, up to ten (10) custom fields will be developed across the recruiting and onboarding modules
- N. Personalizations
 1. Up to ten (10) Personalizations will be delivered for the recruiting user interface (candidate and recruiter)
- O. Workflows and approvals
 1. Standard workflows and approvals will be leveraged for Requisitions and Offers
 2. In addition, up to two (2) custom workflow approvals will be developed for the recruiting and onboarding modules. Each workflow will not surpass more than three (3) levels of approvals
- P. Notifications
 1. Standard notifications and alerts will be leveraged, where applicable
 2. In addition, up to five (5) custom notifications will be developed for the recruiting and onboarding modules
- Q. Security roles
 1. Leverage existing security roles – Recruiter, Recruiting Manager, Recruiting Admin, Agent, Hiring Manager, Pending Worker
 2. Up to five (5) Custom Security roles will be created
- R. Integrations:
 1. The following integrations will be developed:
 - a. Standard integrations to LinkedIn and Indeed
 - b. Standard Integration to Resume Parser as required
 - c. Native Background Check and I-9 Integration to HireRight or Oracle Integrated Third Party
 - d. Outlook 365 for Interview Scheduling
- S. Reports
 1. Setup Oracle Transactional Business Intelligence Reporting (OTBI) and install Apps Associates recruiting dashboards, as applicable
 2. One (1) workshop will be conducted to review the standard reports available in OTBI for recruiting and onboarding
 3. An allocation of two hundred (200) offshore hours included for additional report modifications and custom reports across all areas for Phase 3
 - a. The allocation and prioritization of reporting hours will be determined by the Apps Associates and Customer Project Manager
 4. Up to five (5) custom reports will be delivered

3.9 Journeys Scope of Services

- A. Use standard Journeys functionality
- B. Create up to three (3) Journeys (checklists)
- C. Create up to thirty (30) Journey tasks for HR and other Areas of Responsibility use, including Guided Journeys as determined by Customer and Apps Associates
- D. Create up to five (5) contextual Journey tasks for employees
- E. Create up to five (5) contextual Journeys tasks for managers
- F. Out of the box configuration supported by Oracle best practices will be applied to the development of the Journeys module
- G. Create up to five (5) eligibility profiles to support Journey tasks
- H. Create up to two (2) configurable forms to support Journey tasks
- I. Create up to three (3) questionnaires to support Journey tasks
- J. Review Journey and Tasks display settings and update where applicable
- K. Personalizations
 1. Up to five (5) Personalizations will be delivered
- L. Lookups and Profile Options
 1. Configure all relevant lookups and profile options
- M. Workflows and approvals
 1. Standard workflows and approvals will be delivered

- N. Notifications
 - 1. Standard notifications will be leveraged, where applicable
 - 2. Where complexity lies, up to three (3) custom notifications will be developed
- O. Security roles
 - 1. Standard security roles will be delivered
- P. OTBI Reports
 - 1. Standard reports will be leveraged, where applicable and appropriate. One (1) OTBI workshop will be provided to review the standard reports that are available in OTBI
 - 2. Create up to (3) custom reports to support Journey tasks and/or bursting notifications

3.10 Core HCM Data Conversion

- A. Apps Associates will convert up to three (3) years of employment changes associated with active employees and import the current record associated with terminated employees
- B. HR Master data (active employees) - up to three (3) years
 - 1. Employee personal details
 - 2. Employee employment information
 - 3. Employee work relationship
 - 4. Employee salary information
- C. HR Master data (terminated employees) - top of the stack
 - 1. Demographic information (name, address, contact information)
 - 2. Employment information
 - 3. Job information
 - 4. Manager information
 - 5. Salary information

3.11 Benefits Data Conversion

- A. HR Master data (active employees) - up to three (3) years
 - 1. Required data to support Benefits must have been converted previously
- B. HR Master data (terminated employees) - top of the stack
 - 1. Required data to support Benefits must have been converted previously
- C. Benefits
 - 1. Current employee benefit coverages and rates are considered in scope for this project
 - 2. Current Dependent record conversions are considered in scope for this project
 - 3. Current Beneficiary record conversions are considered in scope for this project

3.12 Talent Management Data Conversion

- A. Performance, Goal, Succession, Talent Review
 - 1. Historical employee data conversion is considered out of scope for this project
 - 2. Conversion of up to 100 goals for the goal library is considered in scope
 - 3. Conversion of up to 100 talent model profile records is considered in scope

3.13 Absence Management Data Conversion

- A. Apps Associates will convert the employee's current accrual balances for each of required absence plans
- B. Master Data
 - 1. Accrual balance for vacation/Paid Time Off (PTO) plan
 - 2. Accrual balance for personal/floating holiday plan
 - 3. Accrual balance for sick plan
 - 4. Accrual balances for any other plans deemed within scope

3.14 Oracle Cloud Time and Labor Data Conversion

- A. Time and Labor

1. Data conversion is considered out of scope for this project

3.15 Cloud Payroll Data Conversion

- A. Apps Associates will convert up to three (3) years of employment changes associated with active employees and import the current record associated with terminated employees
- B. HR Master data (active employees) - up to three (3) years
 1. All relevant data must be converted to support current payroll
- C. HR Master data (terminated employees) - top of the stack
 1. All relevant data must be converted to support payroll
- D. Payroll
 1. Payroll balances conversion is for all active employees
 2. Payroll balances conversion for terminated employees in the current year needed to produce W-2 forms
 3. Employee Element Entries
 4. Employee banking information (may be loaded as part of HCM data)
 5. Employee tax information (calculation card) (may be loaded as part of HCM data)
- E. If go live is not aligned with January 1st, Apps Associates will convert the End of Quarter (EOQ) payroll balances for each payroll quarter leading up and through the Customer's payroll go live date (best practice is the end of the payroll quarter)
 1. This balance will be converted along with the Year to Date (YTD) payroll balance
 2. The following payroll categories are deemed in scope:
 - a. Employee payroll balances based on the Oracle balance structure
 - i. Gross earnings
 - ii. Employee tax deductions
 - iii. Pre-tax deductions
 - iv. Voluntary/post-tax deductions
 - v. Involuntary deductions
 - vi. Any other statutory balances not mentioned above
 - b. Employee payment information
 - i. Direct deposit information
 - c. Employee tax information
 - i. Federal tax elections
 - ii. State tax elections
 - iii. Local tax elections
 3. Master data (terminated employees)
 - a. If go live is not aligned with January 1st, Apps Associates will convert the End of Quarter (EOQ) payroll balances for each payroll quarter leading up and through the Customer's payroll go live date (best practice is the end of the payroll quarter)
 - b. This balance will be converted along with the Year to Date (YTD) payroll balance
 - c. The following payroll categories are deemed in scope:
- F. Employee payroll balances
 1. Gross earnings
 2. Employee tax deductions
 3. Pre-tax deductions
 4. Voluntary/post-tax deductions
 5. Any other statutory balances not mentioned above

3.16 Oracle Recruiting Cloud Data Conversion

- A. The following data will be programmatically converted:
 1. Data Conversion of up to 1 year to a maximum of 10,000 historical candidate profiles
 - a. Basic Candidate Information
 - i. Candidate name

- ii. Candidate address
- iii. Candidate email
- iv. Candidate phone number
2. USA EEO Data (if required)
3. Current active Resume (1 file)
4. Extended Scope - Conversion of extended Candidate Profile Data for all converted candidates:
 - a. Education History (no more than 5 entries)
 - b. Work Experience History (no more than 5 entries)
 - c. Licenses and Certifications (no more than 5 entries)
- B. Conversion of open and posted active requisitions
 1. Job Descriptions if formatted in ORC format (HTML)
- C. Conversion of currently active candidate applications associated with converted active requisitions
 1. Active application is defined as not in a Rejected/Withdrawn status
 2. Candidates in Offer phase will be excluded or manually handled as applicable

3.17 Change Management & Training

Through system demonstrations, applying Oracle's modern best practices, Apps Associates Functional Leads will walk the Customer's Subject Matter Experts (SME's) through Oracle Cloud functionality during design workshops and testing cycles.

The Apps Associates Change Management and Training Team will engage with the Customer to support end user adoption and engagement of the Oracle Cloud solution. Apps Associates team will work in partnership with the Customer to design and develop the overall change management and training strategy as well as standard Oracle Cloud training documentation and communications for the mutually agreed upon key topics and focus areas. The training of Customer end users will be conducted by the Customer.

3.18 Testing

Initial testing will be conducted by Apps Associates in the first "stage/test" instance using data that has been provided by the Customer and is confirmed to be error free. The Oracle standard test scripts will be executed by Customer with an expected outcome and documented with the actual outcome. Each transaction used in the testing will be recorded in the test script document for reconciliation.

Customer testing is planned to include a single System Integration Test (SIT) and a single User Acceptance Testing (UAT) test cycle. Scope related to those individual test cycles are below:

- A. SIT
 1. Oracle standard test script templates will be furnished by Apps Associates for Customer population of their specific scenarios to be used for testing
 2. Customer will create test scripts for each process area with exceptions, conditions and variables based on their business processes (if desired)
 3. Data used in the testing will be identified by the Customer
 4. Testing and the documentation of the testing results will be completed by the Customer
 5. Apps Associates will be responsible for issue resolution and configuration management related to the issue
 6. Technical Objects – all custom objects are in place and tested by Apps Associates prior to SIT start
 7. Converted Data - programmatic data in place and tested (if applicable)
 8. Entry/Exit criteria will be mutually agreed upon by Apps Associates and Customer prior to SIT start
- B. UAT
 1. Tests performed are a subset of the SIT test scripts by the Customer
 2. Testing is performed using end user training material (if applicable)
 3. Data to be tested is defined by the Customer and used in the testing
 4. Master converted data is used for the test cycle, all other data manually entered

5. Results from the testing passes are evaluated and discussed with Customer project personnel for acceptance
 6. Entry/Exit criteria will be mutually agreed upon by Apps Associates and Customer prior to UAT start
- C. Payroll Parallel Testing
1. There will be two parallel test which will be based on two payrolls already completed in the current payroll vendor
 2. Customer will provide the payroll register/reports from the two payrolls
 3. Apps Associates will provide the testing methodology for parallel tests

3.19 Project Management

Apps Associates will provide project management for the delivery of in-scope activities during the project including:

- A. Project plan creation and administration
- B. Project critical path management and reporting
- C. Apps Associates task management and reporting
- D. Project risk and issue management and reporting
- E. Project financial management and reporting
- F. Project communication
- G. Conduct weekly core team meetings
- H. Provide weekly status reporting
- I. Participate in monthly steering committee meetings
- J. Apps Associates resource management

3.20 Key Project Activities - Payroll

- A. Design and defining requirements with user sign off
- B. Configuration and development in preparation for testing
- C. Validation, including system integration testing and user acceptance testing
- D. Transition to Production through a defined cutover plan
- E. Go live
- F. Hypercare (post go-live support)

4. Out of Scope

4.1 Core HCM Out of Scope

- A. Only items listed and described within this SOW are included in scope
- B. All other items/services are deemed out of scope
- C. To avoid any potential confusion, the following items/services are specifically mentioned as Out of Scope for this support contract and remain under the domain of general Customer responsibilities:
 1. Support of third-party integrations by Apps Associates staff
 2. Development of custom test scripts
 3. Validation of any Customer data
 4. Data conversion for Journeys is considered out of scope
 5. Historical data for terminated employees is considered out of scope
 6. Historical data for current employees prior to three years before go-live is considered out of scope

4.2 Cloud Benefits Out of Scope

- A. Only items listed and described within this SOW are included in scope
- B. All other items/services are deemed out of scope
- C. To avoid any potential confusion, the following items/services are specifically mentioned as Out of Scope for this support contract and remain under the domain of general Customer responsibilities:
 1. Support of third part integrations by Apps Associates staff unless negotiated separately
 2. Development of custom benefits test scripts

3. Validation of any Customer data

4.3 Payroll Out of Scope

- A. Only items listed and described within this SOW are included in scope
- B. All other items/services are deemed out of scope
- C. To avoid any potential confusion, the following items/services are specifically mentioned as Out of Scope for this support contract and remain under the domain of general Customer responsibilities:
 1. Support of third-party integrations by Apps Associates staff
 2. Development of custom test scripts
 3. Validation of any Customer data
 4. Data conversion for historical payroll data is out of scope; only current employees and employees terminated in the tax year of go-live will be converted
 5. Historical data for current employees prior to three years before go-live is considered out of scope
 6. Extracting data from the current payroll system

4.4 Talent Management Out of Scope

- A. These tasks are specifically out of scope for Talent Management:
 1. Support of third-party integrations by Apps Associates staff is out of scope
 2. Development of custom test scripts
 3. Validation of any Customer data
 4. Data conversion for performance management is out of scope

4.5 Oracle Cloud Time and Labor Out of Scope

- A. Time and Labor - only items listed and described within this SOW are included in scope
- B. All other items/services are deemed out of scope
- C. To avoid any potential confusion, the following items/services are specifically mentioned as Out of Scope for this support contract and remain under the domain of general Customer responsibilities:
 1. Support of third-party integrations by Apps Associates staff to or from the time and labor application
 2. Development of custom test scripts or test cases
 3. Validation of any Customer data
 4. Time and Labor data conversion

4.6 Absence Management Out of Scope

- A. Only items listed and described within this SOW are included in scope
- B. All other items/services are deemed out of scope
- C. To avoid any potential confusion, the following items/services are specifically mentioned as Out of Scope for this support contract and remain under the domain of general Customer responsibilities:
 1. Personalizations to any absence form are considered out of scope
 2. Support of third-party integrations by Apps Associates staff
 3. Development of custom absence test scripts
 4. Validation of any Customer data

5. Data Privacy

- A. The data contained in this engagement is subject to the following data privacy regulations

Data Protection/Privacy Law	Applicable
GDPR	<input type="checkbox"/>
HIPAA	<input checked="" type="checkbox"/>
ITAR	<input type="checkbox"/>
CCPA	<input type="checkbox"/>

Other:	<input type="checkbox"/>
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6. Deliverables

The following Deliverables are included in this effort:

Deliverable	Deliverable Description
Project Plan	Project planning artifact used to guide both project execution and project control reflecting assignment of Apps Associates and Customer personnel for scheduled activities, scope, and established baselines
Project Status Report	A weekly status report detailing overall project progress, timeline, budget, resource, and financial status
RAID Log	A log for Risks, Action Items, Issues, Key Decisions (RAID) identified by the project team or Customer organization
Oracle Standard Test Scripts	Standard test scripts supplied by oracle to address basic system functionality testing
Business Requirements Documentation	The business requirement documentation produced as a result of the design workshop(s) using the AN.100 (or similar) template
Technical Design Documentation	The technical design documentation which using the DS.140 (or similar) template for extracts and reports
Configuration Documentation	Application setup configuration documentation for the modules in scope using and MC.050 document format
Business Process Flows	Oracle's Modern Best Practice Flows to be used as a basis for Customer modifications-based Customer's specific process flows
Production Cutover Plan	A plan documenting the production cutover steps and timings for the application modules identified as in scope as part of this SOW
Change Management and Training Strategy and Roadmap	<p>The framework for executing change management and training based on the results of the needs analysis in the design phase. The change management and training strategy/roadmap to include:</p> <ul style="list-style-type: none"> • Overall strategy aligned to project phases • Meetings, workshop(s) and focus group coordination timelines • Communications and engagement approach • Training and user readiness approach
Training Content and Support Documentation	<ul style="list-style-type: none"> • Training curriculum, job aids and user guides • Communications and training support content

7. Deliverable Acceptance

Customer will have the right to inspect each Deliverable and either accept or reject the Deliverable by giving Apps Associates written notice within three (3) business days after delivery thereof. Any inspection by Customer shall be performed in such a manner as not to unduly delay the work. If Customer fails to either accept or reject within the aforementioned time period, the Deliverable shall be deemed accepted. For any Deliverable or portion thereof, that is reasonably found rejected, Customer will provide Apps Associates with

the details necessary for correction of such Deliverable, and Apps Associates will promptly perform the necessary modifications and resubmit the updated portions to Customer for acceptance. This process may be reasonably repeated until Customer accepts the Deliverable.

8. Roles and Responsibilities

The roles and responsibilities specific to this SOW are set forth in Exhibit B – Roles and Responsibilities which is attached hereto and made a part hereof.

General Customer Responsibilities

In addition to the roles and responsibilities set forth in Exhibit B – Roles and Responsibilities, Customer agrees to provide assistance, cooperation, information, equipment, data, a suitable work environment, access to Customer’s systems and resources reasonably necessary to enable Apps Associates to perform the Services. Customer acknowledges that Apps Associates’ ability to provide Services as set forth herein may be affected, including timelines, Project Deliverables, or project costs if Customer does not provide this reasonable assistance.

Project Resourcing

The Apps Associates team is anticipated to be comprised of the following resources but may be shifted during the project upon scope clarification:

Phase 1:

Resource Category
Onshore
Project Manager
HCM Lead
Benefits
Talent Lead
HCM Analyst/Onboarding
Change Management and Training Support
Offshore
Offshore Manager
HCM Consultant
Benefits Consultant
Talent Consultant
Conversions Developer
Extracts Developer
Reports Developer

Phase 2:

Resource Category
Onshore
Project Manager
Solution Architect
OTL/Absence Lead
Payroll Lead
Training Support
Offshore
Offshore Manager
HCM Consultant
Absence Consultant

OTL Consultant
Payroll Consultant
Payroll Technical Support
Conversions Developer
Extracts/Reports Developer
Reports Developer

Phase 3:

Resource Category
Onshore
Project Manager
ORC
ORC Analyst/Journeys
Training Support
Offshore
Offshore Manager
ORC Consultant
Conversions Developer
Reports Developer
Journeys Consultant

9. Project Assumptions

The Scope of Services, Deliverables, and Estimates set forth in this SOW are based upon information the Customer has presented to Apps Associates and the following assumptions:

9.1 General

- A. Key Project Deliverables will be signed off on a timely basis
 1. Delays in key signoffs may impact the project timeline and budget
- B. Customer will designate a single point of contact within their team for the Apps Associates consultants and project management to identify as the project manager
- C. Customer and Apps Associates will participate jointly in the project and will share responsibility to complete project tasks
- D. Customer will make available, on a timely basis, appropriate personnel to complete required tasks
- E. Customer team members will be empowered to make required decisions
- F. Customer key business process owners and Customer project team members will be available for questions / meetings / testing based on Apps Associates defined schedule and available on an ad hoc basis
- G. If Customer decisions are not made within the specified timeframe, it may result in a delay in schedule and a change in scope
- H. Customer will be required to provide input and clarification of current system, applications, and related requirements in a timely manner so that the work may not be unnecessarily delayed
- I. Any scope changes identified after project commencement will be documented through the change order process set forth herein
- J. Any regulatory or compliance requirements will be identified by Customer
- K. If SOW supports remote work by Apps Associates team members, Customer will provide Apps Associates with connectivity to access the systems and applications remotely over a secure Virtual Private Network (VPN) or Customer’s preferred remote connectivity tool
- L. Resource response time will be twenty-four (24) hours from receipt of a request during weeks where the resource is not allocated fulltime to this project

- M. Apps Associates will make its best effort to provide a flexible team schedule, but Customer agrees to maintain a reasonable and predictable project schedule
- N. Standard project hours are 9:00AM EST to 5:00PM EST
- O. All project “stops” (where a previously scheduled Apps Associates resource is asked to not work on a project for a period of time) require a minimum of two (2) week advance notice to allow the resource to be deployed on different projects
 - 1. In the event this notice is not provided, Customer will be responsible to pay for 50% of this resource’s time for two (2) weeks unless the Apps Associates’ resource is assigned to another engagement for that time
- P. Customer will provide the necessary contact information for all Third Parties involved in the project and facilitate communication as needed for Apps Associates to complete their tasks as defined in this SOW
- Q. Any tasks identified to be performed by any Third Party that are delayed, performed erroneously or not performed by the Third Party may affect the timeline and the critical path of the implementation
 - 1. In the event this occurs, the Apps Associates’ Project Manager will elevate the issue to the Customer Project Manager
- R. Apps Associates is not in a position to provide guidance on regulatory items such as Sarbanes Oxley and FASB Revenue Recognition
- S. The Apps Associates’ Consultants will leverage Apps Associates’ tools and templates throughout the project
 - 1. Any deviation may require a change order to reflect additional effort required to leverage Customer tools and templates
- T. Customer agrees Apps Associates may use employees of its subsidiaries or subcontractors to provide Services under this SOW
- U. Unless specifically prohibited by a processing agreement between the parties, Customer grants Apps Associates and those working on behalf of Apps Associates in support of project activities (the “Apps Associates Team”), the right to extract, download, and/or transfer data to the Customer, a representative of the Customer, or software or cloud vendor of the Customer
- V. In all cases, the Apps Associates Team will treat the data as containing personal or sensitive information and will only leverage file sharing and file storage functions that have been reviewed and approved by the Customer
- W. Pseudonymization of data is the responsibility of the Customer
- X. The Apps Associates Team will delete the data from its systems following use or transfer as soon as practicable
- Y. It is the responsibility of the Customer Project Manager to communicate with the Third Party and determine an appropriate mitigation strategy with the Apps Associates’ Project Manager
- Z. If this engagement requires Apps Associates to process electronic Personal Health Information (ePHI), Apps Associates and the Customer are jointly responsible for completing and agreeing to the contents of a Business Associates Agreement upon the initiation of the project
- AA. If this engagement requires Apps Associates to process EU citizen data, it is the joint responsibility of the Apps Associates and the Customer to complete and agree to the contents of a Data Protection Impact Assessment upon the initiation of the project
- BB. Project Planning:
 - 1. The project plan will be based on the Oracle Unified Methodology (“OUM”) or Apps Associates Hybrid Agile Methodology (“HAEM”), which can be adopted to meet the needs of this particular project
 - 2. Customer will provide adequate desks, work area and conference rooms needed for the project team
 - 3. The project team will have access to a copier, printer, telephones, and normal office supplies
 - 4. E-mail and shared directories will be available to the project team members to facilitate communication and information sharing
 - 5. Remote project team members will work eight (8)-hour workday, five days a week. Ten (10)-hour workday, four (4) days a week, will be assumed for all traveling project team members

- a. Exceptions to this may vary depending on stage of the project and will be managed and communicated to Customer by the Apps Associates Project Manager
- 6. Apps Associates team members will observe normal Customer holidays and Apps Associates holidays
- CC. Customer understands and assumes risk if they provide Production data to be used for testing
- DD. Maintenance of test and production data/accounts is the responsibility of the Customer
- EE. Estimates do not account for Oracle software bugs
 - 1. Oracle software bugs and printing bugs that exceed eight (8) hours to remedy will be subject to change control for the time spent in resolving the problem with Oracle Support

9.2 Technical Environment:

- A. Customer users will be provided with connectivity, technical infrastructure and appropriate end-user computers and software to access their required modules
- B. Customer will have a development instance in place by the end of the second week of the project
- C. Customer will be responsible for securing these services
- D. Upgrade to new versions of the Oracle software or required hardware or systems software is the responsibility of Customer
- E. Specific requirements not documented within this document may impact project operations and result in a change order
- F. Apps Associates assumes that the Customer established and sets the password policy for application and database environments
- G. Apps Associates analyses quarterly security patches from Oracle and recommends to Customer
- H. Customer is responsible for planning a release schedule to apply the patches and test it on a non-production instance before applying it on production
- I. Customer is responsible for requesting DDOS protection, Web application firewall or IDS/IPS
- J. Customer is responsible for providing the valid SSL certificates to enable the TLS/SSL setups on application URLs
- K. Customer is responsible for selecting the solution, licensing, and requesting Apps Associates to implement the controls
- L. Customer is responsible for identifying the sensitive data and implementing data masking or encryption or requesting Apps Associates to come up with a technique
- M. Customer is responsible for recommending the type of encryption to be implemented to protect sensitive data or credentials
- N. Customer will be responsible for provisioning and configuring Cloud Environments and Cloud Services, including single sign on
- O. The cloud environments and services will be provisioned before the project starts to avoid delays

9.3 Analytics:

- A. Separation of personal data from other data is not in scope
 - 1. Customer will provide data as required by the Apps Associates team
- B. Customer is responsible for ensuring that data is masked/encrypted and all files containing sensitive information are password protected

9.4 Data Conversion:

- A. Apps Associates will only be responsible for conversion activities as specifically outlined within the project scope
- B. Customer personnel will be responsible for validating and verifying all converted data
- C. Customer is responsible for any required manual corrections of failed conversion records
- D. For all applications, Customer is responsible for managing the relationship with the current HCM/Payroll vendor and working to assure proper access is available to Apps Associates. The Customer is responsible for assuring information is extracted by the current HCM/Payroll vendor in the correct format for Oracle data conversion by Apps Associates

9.5 Testing:

- A. Neither Customer nor Apps Associates will utilize any automated testing tools during this project
- B. Customer will be responsible for testing and certifying that the production applications are production ready
- C. During test events, project hours may extend to 8:00AM EST to 6:00PM EST
- D. Apps Associates will test the following percentages of data for each test cycle:
 - 1. Unit testing – Initiate Phase
 - a. Twenty-five (25) percent of data will be tested
 - 2. Systems Integrated Testing (SIT)
 - a. Fifty (50) percent of data
 - 3. User Acceptance Testing (UAT)
 - a. One hundred (100) percent of data

9.6 Production Implementation and Post-Production Support:

- A. Customer will run the Oracle modules in the scope defined above in a single global instance
- B. There will be one (1) Production roll-out of the in-scope Oracle modules to named geographies and business units
- C. Customer is responsible for documenting all new policies and procedures relating to Apps Associates Customer's use of the applications
- D. This SOW covers production support which includes the week of go-live as listed below:
 - 1. Phase 1 – two (2) weeks
 - 2. Phase 2 – four (4) weeks
 - 3. Phase 3 – two (2) weeks
- E. Apps Associates will transition over the production support after week one (1) of go-live to internal Customer team or managed services team
- F. Apps Associates team will stay on project after go-live to support contracted Hypercare Customer will take over the production support from Apps Associates after the expiration of Hypercare support onwards

9.7 Applications:

- A. Separation of personal data from other data is not in scope
- B. Customer will provide data as required by the data conversions team
- C. Customer is responsible for providing coding standards documentation
 - 1. In the event coding standards documentation is not available, Apps Associates will recommend using its internal coding standards document

9.8 Project-Specific:

- A. Geographic regions – United States
- B. Language - English
- C. There are no integrations with Middleware in scope for this project
- D. Oracle licensing policies are subject to change according to your agreements with Oracle and without notice Customer's past, current and future agreements with Oracle govern your Oracle software licenses and Apps Associates is not providing Oracle license guidance in this engagement
- E. Customer is responsible for ensuring that all Oracle licensing is current based on the solution being implemented
- F. Apps Associates does not take responsibility for any additional licenses required to implement the solution
- G. Apps Associates will have access to the Customer's "My Oracle Support CSI #"
- H. Implementation will be in English only
- I. Customer is responsible for data extraction and cleansing prior to providing to Apps Associates, in the format specified by Apps Associates
- J. Electronic Data Interchange (EDI) transactions are not in scope

- K. It is assumed Apps Associates will use the seeded Oracle roles for access (analyst/manager/administrator)
- L. The seeded roles are SOX compliant out of the box and a user/job matrix will be created and signed off on ensuring roles are administered adhering with Customer' internal SOX policies
- M. Customer will extract and format the data as specified by Oracle's HCM Data Loaders (HDL)
- N. Only Oracle supported format can be used for data conversion
- O. Special programming will not be written to convert data where standard functionality does not support the payroll-based loader
- P. For errors/failures, Apps Associates will provide Customer with the reason(s) for failure
- Q. Data conversion errors will be resolved by Customer before the next scheduled conversion run
- R. Apps Associates has allocated three (3) full data loads for each element
- S. Customer will use converted data in their test events
- T. Customer will provide the data in the appropriate extract format at least two (2) weeks ahead of the test event
- U. Additional conversion loads may result in a change in scope
- V. Standard test scripts will be supplied
- W. Business scenarios reflecting all valid testing scenarios will be provided by the Customer prior to SIT
- X. Extracts and/or integrations to additional third (3rd) party external systems (not highlighted above) are considered out of scope for this project unless otherwise noted
- Y. Due to the impact on the business user's User Interface (UI), all non-mandatory Oracle upgrades will be postponed until after the go live and Hypercare period if the project lifecycle is at or beyond CRP2
- Z. Maximum of three (3) environments will be supported during the implementation for configuration and migration activities
- AA. Scope is limited to the United States employee population but can be expanded to support additional countries for an additional cost
- BB. Benefits data exchange solution, if applicable, must be acquired and contracted before the commencement of the project
- CC. Union management is considered out of scope for this project
- DD. Only one (1) benefit rate structure/sheet (current rates or future rates) will be considered in scope
- EE. Open enrollment support is considered out of scope for this project
- FF. If open enrollment occurs during the lifecycle of the project, it will be managed outside of the cloud benefits system by the Customer
- GG. Development of total compensation statement is considered out of scope for this project
- HH. Oracle onboarding is supported by the Core Human Resources (HR) checklist feature
- II. For Oracle Human Capital Management (HCM) security purposes, this feature only supports day one (1) tasks for new hires

9.9 Change Management and Training

- A. Content will be developed using a standard document template created by Apps Associates in line with Customers branding requirements
- B. Customer will provide subject matter experts (in each functional area) to review and provide feedback/sign off on finalized training curriculum
- C. Customer will provide resources to collaborate with the Apps Associates change management and training team to support the collaboration, development and review cycles for all activities associated with communications, engagement, scheduling and logistics
- D. Finalized training content will be provided in electronic copy only
- E. Apps Associates will create training content for the training topics outlined and signed off on in discovery Any additional topic areas may result in a change order
- F. All content is developed in American English Only

10. Advance Payment

Customer shall pay to Apps Associates 20% of the estimated Phase value which is shown as the first milestone payment in each Phase in the tables below. Apps Associates is not obligated to begin Services under this SOW until the advance is received by Apps Associates. Should the SOW be terminated prior to the completion of Services, the advance will be applied to any outstanding invoices and the remainder refunded to Customer.

11. Project Cost

Apps Associates will provide the Services and/or Deliverables for a fixed fee (“Fixed Cost”) as per the fixed fee payment schedule below.

HCM Implementation Cost:

Phase	Fixed Cost
1	\$561,493
2	\$874,533
3	\$355,435
Total:	\$1,791,460

Additional (Optional) Cost: Change Management and Training:

Phase	Change Management	Training	Total
1	\$11,825	\$23,650	\$35,475
2	-	\$16,555	\$16,555
3	-	\$7,095	\$7,095
Total:			\$59,125

Phase 1:

No.	Milestone Name	Description	Anticipated Completion Date	Fixed Cost
1	Project Start	Milestone to establish the start of the project	1/1/2024	\$135,339
2	Design Complete	Milestone to establish the completion of Design	1/12/2024	\$85,231
3	Design/Configuration Sprints Complete	Milestone to establish the completion of the Design/Configuration Phase	3/8/2024	85,231
4	SIT Test Complete	Milestone to establish the completion of the SIT Test Phase	3/29/2024	85,231
5	UAT test Complete	Milestone to establish the completion of the UAT Test Phase	4/19/2024	85,231
6	Phase Go-Live	Milestone to establish the migration of the Phase to production	5/6/2024	85,231
7	Phase Closure	Milestone to establish the closure of the Phase	5/17/2024	\$115,200
Total Fixed Cost:				\$561,493
Additional - Change Management and Training Cost:				\$35,475

Phase 2:

No.	Milestone Name	Description	Anticipated Completion Date	Fixed Cost
1	Design Complete	Milestone to establish the completion of Design	7/1/2024	\$219,907
2	Design/Configuration Sprints Complete	Milestone to establish the completion of the Design/Configuration Phase	9/6/2024	\$163,657
3	SIT Test Complete	Milestone to establish the completion of the SIT Test Phase	9/27/2024	\$163,657
4	UAT test Complete	Milestone to establish the completion of the UAT Test Phase	10/25/2024	\$163,657
5	Phase Go-Live	Milestone to establish the migration of the Phase to production	1/1/2025	\$163,657
6	Phase Closure	Milestone to establish the closure of the Phase	1/24/2025	\$225,000
Total Fixed Cost:				\$874,533
Additional - Change Management and Training Cost:				\$16,555

Phase 3:

No.	Milestone Name	Description	Anticipated Completion Date	Fixed Cost
1	Phase Start	Milestone to establish the start of the Phase	2/3/2025	\$76,087
2	Design Complete	Milestone to establish the completion of Design	2/14/2025	\$55,870
3	Design/Configuration Sprints Complete	Milestone to establish the completion of the Design/Configuration Phase	4/11/2025	\$55,870
4	SIT Test Complete	Milestone to establish the completion of the SIT Test Phase	5/2/2025	\$55,870
5	UAT test Complete	Milestone to establish the completion of the UAT Test Phase	5/23/2025	\$55,870
6	Phase Go-Live	Milestone to establish the migration of the Phase to production	6/9/2025	\$55,870
7	Project Closure	Milestone to establish the closure of the project	6/20/2025	\$25,000
Total Fixed Cost:				\$355,435
Additional - Change Management and Training Cost:				\$7,095

Once a Milestone is reached, the Cost for that Milestone shall become due and will be invoiced and be payable in accordance with the terms of the MSA. If the SOW is terminated and such termination occurs prior to a Milestone payment date as defined in this Section 12, Project Cost, Customer agrees to pay Apps Associates for any accrued and un-billed labor performed during the execution of the project at the hourly rate(s) defined in this Section 12, Project Cost.

Basis of Fixed Cost. The Fixed Cost is based upon information gathered or provided as reflected throughout this document. Should this information change, then Apps Associates will apply the change order process described herein and the fixed fee payment schedule would change accordingly. The Fixed Cost reflects Apps Associates labor only. Travel and other expenses are reimbursable, if incurred.

Customer acknowledges that changes in the roles and responsibilities and assumptions set forth in this SOW may affect Apps Associates ability to provide Services. If a Deliverable or Services delayed as a result of Customer’s failure to complete such task(s), Customer agrees that Time and Material costs shall apply beyond the Fixed Cost set forth above for the Apps Associates increased costs in providing Services under this SOW. Such increased costs may include time during which Apps Associates’ consultants are under-utilized because of delays caused by Customer’s failure to complete such task(s). Time and Material costs will be billed at the hourly rate assigned to the applicable role set forth in the table below:

Hourly Rates for Apps Associates Resources:

Customer understands and expressly agrees this is a fixed fee SOW. Apps Associates is under no obligation to provide Customer with any kind of financial reporting, supporting documentation or justification of expenditures made in the performance of the Services as a condition of payment.

12. Project Timeline

The project timeline is defined as follows, any deviation from the defined project timeline, phases and/or phase tasks, will result in a change order to accommodate the new requirements.

Phase 1: 20 weeks
Phase 2: 34 weeks
Phase 3: 20 weeks

13. Work Location

Project resources will work remotely at their home offices or at Apps Associates offices in Acton, MA and Hyderabad, India. Travel is expected for Apps Associates resources only during key project phases to Customer offices.

14. Travel & Expenses

The fee structure and billing rates above are exclusive of reasonable and necessary travel related expenditures to/from the Customer offices. The following expenses will be eligible to be invoiced separately on no more than a weekly basis and will be payable in accordance with the terms of the MSA:

Normal travel related expenditures shall apply for consultants working on-site at the Customer Place of Business and be reimbursed as submitted with receipts including, but not limited to, mileage, airfare, lodging, meals, parking, and highway tolls.

If travel is required outside to the primary place of business than normal travel related expenditures shall be reimbursed as submitted with receipts including, but not limited to, mileage, airfare, lodging, meals, parking, and highway tolls.

15. Change Orders

During the course of the project, additional requirements may be identified, and issues may arise that, if addressed, would require work outside the scope and timeline of the proposed engagement. These requirements and issues may result in changes to the scope, resources, and timeline, and overall cost of the engagement. Apps Associates Project Manager will create a change order documenting the change and provide it to the Customer Project Manager. Customer Project Manager shall have three (3) business days after Apps Associates submission of the change order to give feedback or approval. Notwithstanding the foregoing, if Customer Project Manager fails to either accept or reject the change order within three (3) business days, such change order will be deemed accepted at the end of the aforementioned time period. Further, such change orders will be documented by Apps Associates through its Change Log in weekly status reports.

16. Ambiguities

This SOW has been reviewed by the parties. The parties have had full opportunity to negotiate the terms and conditions of this SOW. Accordingly, the parties expressly waive any rule of construction that ambiguities should be construed against the drafting party and agree that the language in this SOW shall be construed as a whole, according to its fair meaning.

To show their agreement to these terms and intending to be legally bound as of the Effective Date set forth above, Apps Associates and Customer, acting through their authorized representatives, have signed, and delivered this SOW.

Accepted by:



Santa Clarita Valley Water Agency:

APPS ASSOCIATES LLC:

Authorized Signature:

Authorized Signature:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A: Definitions

The following definitions have been added to provide clarity to this SOW:

Term	Definition
Customization(s)	Shall mean any development activity, including but not limited to design and creation of content, to fit Customer requirements or specific needs
Personalization(s)	Refers to the changes that an approved user of the application can make to certain forms. These changes are saved and continue until changed. Most commonly, they are used to make fields required to assure important data is not omitted, to hide fields not being used, or to add notes and instructions to the forms.
Journeys	Pre-defined employee experiences, for example, onboarding or career development, where a string of tasks triggers a specific event or is available ad hoc in the digital assistant. Journeys will provide guidance helping staff complete actions based on Agency processes.
Project Management	Shall mean a methodical approach to planning and guiding the project from start to finish
Project Deliverables	Shall mean those deliverables, goods, software, or work products set forth in the section herein entitled <i>Project Deliverables</i>
SOW	Shall mean the SOW that will describe in detail and provide timelines for the services to be provided by Apps Associates
SIT	Shall mean “System Integration Test” and involves testing all elements of the application in an end to end format. Test elements are progressive and sequential leading to an end result. Variables, exceptions and conditions or tested. Completion will be all of the end to end scenarios to the final result. Converted and entered data is tested.
UAT	Shall mean “User Acceptance Test” and is defined as the final test cycle prior to go-live and will be executed by all team members including designated business users. It is the final test cycle to assure the system is ready for go-live and assumes that the system is production ready. Apps Associates resources will treat the preparation of the UAT instance as a practice run for the production instance. Any issues uncovered during the preparation and testing will be tracked closely for inclusion in the production cutover plan.
Payroll Parallel Testing	Parallel testing is for Payroll testing concurrently in the current Customer Payroll system and Oracle Cloud Payroll. This will be executed by the Payroll team members to test for accuracy in Payroll results to ensure that Payroll is calculating as expected.

Exhibit B: Roles and Responsibilities

Organization	Role	Typical Responsibilities
Customer	Executive Sponsor	<ul style="list-style-type: none"> • Serves as the Customer champion for the project and ensures that organizational buy-in and support exists throughout the effort • Demonstrates executive support from Customer organization • Works in conjunction with Steering Committee and Apps Associates Executive Sponsor to resolve escalated project issues • Serves as the executive liaison between the Apps Associates engagement team and Customer • Reviews and approves change orders within the agreed upon timeframe • Provides final project acceptance and decision for go-live
Customer	Project Manager	<ul style="list-style-type: none"> • Provides co-ownership and management of the project along with the overall Apps Associates Project Manager. This includes monitoring the overall project progress against the project plan and keeping the project on-track • Supports the creation of and reviews Project Deliverables and secures required approvals of Project Deliverables • Provides day-to-day leadership and coordination for the Customer team and ensures timely completion of assignments within schedule • Works to resolve project issues and facilitates issue escalation to the Executive Sponsors and/or Steering Committee • Participates in weekly status meetings with Apps Associates Project Manager • Schedules and tracks Customer resources for all project activities • Coordinates meetings, interviews, and schedules with Customer personnel • Oversees and manages any development activities for which the Customer is responsible • Primary responsibility for communication to keep end-users and stakeholders adequately informed • Manages all scope changes and escalates to the Executive Sponsor and/or Steering Committee when necessary
Customer	Functional Subject Matter Experts (SME's)	<ul style="list-style-type: none"> • Participates in Design workshops to design the future state process under Oracle Applications • Co-owns creation and maintenance of test scripts along with Customer's IT Analysts • Provides primary support for their assigned functional area and coordinates support from Customer IT Analysts and Apps Associates Functional Analysts as needed • Owns the overall business design and procedures for their assigned end-to-end business process/track • Reviews and provides feedback on Project Deliverables and work products • Helps the Customer PM coordinate module-specific testing • Verifies and tests cross-system business processes and applications • Communicates process changes and activities within the Customer organization • Owns the creation of training materials for end-users

Organization	Role	Typical Responsibilities
		<ul style="list-style-type: none"> • Conducts end-user training • Reviews Test Scripts to ensure that they represent the requirements to support the business • Primary responsibility for all testing • Participates in the creation and validation of Project Deliverables including but not limited to: <ul style="list-style-type: none"> • Functional design and setup documents • Functional workshop outcomes and recommendations • Production functional setups • Future state process flows • Makes recommendations to leadership team for approval of testing cycles and approval to move to Production
Customer	IT Analysts	<ul style="list-style-type: none"> • Participates in Design workshops to design the future state process under Oracle Applications • Primary responsibility for Design and Development RICE (Reports, Interfaces, Conversions, and Extensions) that is owned by Customer • Primary responsibility for Unit Testing of all RICE • Co-owns creation and maintenance of test scripts along with SME's • Provides primary support for the assigned functional area and coordinates support from Apps Associates Functional Analysts as needed • Owns the overall business design and procedures for their assigned end-to-end business process/track • Reviews and provides feedback on Project Deliverables and work products • Assists in system configuration and setup for assigned functional areas • Helps the Customer PM coordinate module-specific testing • Verifies and tests cross-system business processes and applications • Communicates process changes and activities within the Customer organization • Reviews and validates that Test Scripts represent the requirements to support the business • Supports the creation of training materials for end-users • Supports end-user training • Primary responsibility for all testing • Participates in the creation and validation of Project Deliverables • Makes recommendations to leadership team for approval of testing cycles and approval to move to Production • Assists the DBA with any SRs/Questions/Functional tasks
Customer	Development Manager	<ul style="list-style-type: none"> • Manages the delivery of technical Project Deliverables owned by the Customer • Provides legacy files in a timely manner and in an agreed upon format • Provides timely and accurate information regarding boundary systems • Assists in mapping data from any outside systems to Oracle • Provides details of development standards and processes used by the Customer
Customer	Developer	<ul style="list-style-type: none"> • Analyzes and develops assigned RICE (Reports, Interfaces, Conversions, Extensions) • Reviews the Functional Designs (MD050)

Organization	Role	Typical Responsibilities
		<ul style="list-style-type: none"> • Creates the Technical Designs (MD070) based on Customer-approved MD050s • Develops the code to meet the design specs • Develops Unit Test Plans (TE020) • Unit tests assigned RICE objects • Creates and tests deployment code packs and documentation (MD120) • Supports go-live activities
Customer and Apps Associates	Steering Committee	<ul style="list-style-type: none"> • Provides global and cross-organizational executive support to the project team • Meets on periodic basis to review status, key issues and serve as visible sponsoring body for design, implementation and adoption • Serves as committee to review business requirements and technical solution • Works in conjunction with Steering Committee and Executive Sponsors of Customer and Apps Associates to resolve project issues • Will be responsible for ensuring: <ul style="list-style-type: none"> • Key project decisions are made on a timely basis • Removes any barriers identified by Project Managers • Customer personnel constraints are not affecting the implementation
Apps Associates	Project Manager	<ul style="list-style-type: none"> • Provides day-to-day leadership and management for the Apps Associates team and ensures timely completion of assignments within schedule • Conducts periodic status meetings with Customer's Project Manager • Coordinates meetings, interviews, and schedules with Apps Associates personnel • Works to resolve project issues and facilitates escalation to Executive Sponsors and Steering Committee • Primary responsibility for development of a work plan for the project • Monitors the overall project progress against the project plan and works with the Customer Project Manager, Development Managers, Executive Sponsors and Steering to keep the project on-track • Supports requests from Customer for communications to keep end-users and stakeholders adequately informed • Manages requests for change from the scope and escalates to the Executive Sponsor and/or Steering Committee when necessary • Schedules and tracks Apps Associates project resources • Primary responsibility for Project Deliverables
Apps Associates	Functional Analysts	<ul style="list-style-type: none"> • Conducts Design workshops to design the future state processes under Oracle Applications • Creates and maintains test scripts for assigned functional areas • Creates assigned Project Deliverables and work products • Assists Customer in testing activities • Supports Customer in the creation of training materials • Assists in end-user training • Assists the DBA with any SRs/Questions/Functional tasks
Apps Associates	Developer	<ul style="list-style-type: none"> • Analyzes and develops assigned RICE (Reports, Interfaces, Conversions, Extensions) • Reviews the Functional Designs (MD050)

Organization	Role	Typical Responsibilities
		<ul style="list-style-type: none"> • Creates the Technical Designs (MD070) based on Customer-approved MD050s • Develops the code to meet the design specs • Develops Unit Test Plans (TE020) • Unit tests assigned RICE objects • Creates and tests deployment code packs and documentation (MD120) • Supports go-live activities



COMMITTEE MEMORANDUM

DATE: November 13, 2023
TO: Finance and Administration Committee
FROM: Rochelle Patterson *R. Patterson*
Chief Financial and Administrative Officer
SUBJECT: Recommend Approval of Purchase Order for Fleet Replacement Vehicles

SUMMARY

Staff recommends authorization for the General Manager to approve a \$2.5 million purchase order to replace up to 37 SCV Water (Agency) current fleet vehicles by December 31, 2023, as part of the Agency's compliance plan in anticipation of the new Advanced Clean Fleets (ACF) regulation set to take effect January 1, 2024.

DISCUSSION

The State of California has set ambitious goals to reduce emissions from the transportation sector and accelerate the transition to zero-emission vehicles (ZEVs) and equipment. These new regulations will have a significant impact on public agencies' ability to provide essential services.

Advanced Clean Fleets Regulation Requirements

The California Air Resources Board's (CARB) new ACF regulation states the following:

State and local government fleets, including city, county, special district, and State agency fleets, are required to ensure 50 percent of vehicle purchases are zero-emission beginning in 2024 and 100 percent of vehicle purchases are zero-emission by 2027. Small government fleets (those with 10 or fewer vehicles) and those in designated counties must start their ZEV purchases beginning in 2027. Alternately, State, and local government fleet owners may elect to meet ZEV targets using the ZEV Milestones Option. State and local government fleets may purchase either ZEVs or near-ZEVs, or a combination of ZEVs and near-ZEVs, until 2035. Starting in 2035, only ZEVs will meet the requirements.

The timetable for this transition requirement is illustrated in Table 1 on the next page.

Table 1: ZEV Fleet Milestones by Milestone Group and Year

Compliance Option	Requirements					
New Purchases	2024 thru 2026			2027 & Onward		
	50% of new purchases must be ZEVs			100% of new purchases must be ZEVs		
Milestone	ZEV Portion of Fleet	10% by Year	25% by Year	50% by Year	75% by Year	100% by Year
	G1: Box trucks, vans, 2-axle buses, yard tractors	2025	2028	2031	2033	2035+
	G2: Work trucks, day cab tractors, 3-axle buses	2027	2030	2033	2036	2039+
	G3: Sleeper cab tractors and specialty vehicles	2030	2033	2036	2039	2042

Currently, the Agency operates a fleet of over 250 vehicles and equipment, which means in order to comply with this new regulation, SCV Water must start transitioning its medium and heavy-duty vehicles to zero-emissions and construct the infrastructure necessary to support these vehicles and equipment, starting January 1, 2024. Due to the limited supply of reliable ZEVs, most fleets, including SCV Water’s, will be picking the new purchases option.

Status of the Advanced Clean Fleets Regulation

This new regulation has been adopted by CARB and approved by the Office of Administrative Law. CARB is hastily preparing for implementation of the regulation by developing frequently asked question guides for fleets, a new reporting system, and hiring new staff to process exemption requests. Although the regulation is currently being challenged in court by various industry groups, CARB staff believe the regulation will be upheld by the courts. At the same time, the state legislature has proposed and adopted Assembly Bill 1594 (Garcia) to address concerns about the regulation's impact. However, it is unclear how it will amend the regulation due to the vague language of the bill. Amendments to the regulation must go through the rule-making process, which may take up to a year to complete.

CARB knows there are many implementation challenges; therefore, it has created the Truck Regulations Implementation Groups (TRIG) to collect stakeholder feedback on the implementation of the ACF. SCV Water will have direct and indirect representation with several TRIG members, including the Agency's Fleet and Warehousing Supervisor.

Implementation Challenges and Operational Risks

While the Agency supports the goals of the ACF, staff believe the regulation will present significant operational risks and will challenge the Agency's ability to provide essential services. According to CARB, there are over 135 ZEVs that are commercially available; however, most of those vehicles are in limited supply and not in the configurations needed by the Agency. These challenges include:

- **Technological limitations:** most vehicles currently available do not meet the operational needs of the Agency including battery range and the ability to tow heavy trailers.
- **Vehicle Availability:** most of the vehicles available are made by startups that do not have a proven record of accomplishment, or the dealer infrastructure, to honor and service battery warranties. Moreover, the reliable manufacturers of medium and heavy-duty vehicles including Ford, Chevrolet, Dodge, Freightliner, and International are still in the development phase of their medium-duty ZEVs, which means it could take a couple of years for them to manufacture reliable ZEVs.
- **Uncertainty in Charging Infrastructure:** There has been a recent shift in the automotive industry to switch to the Tesla charging port [North American Charging Standard (NACS)]. Most light-duty manufacturers have announced plans to switch to the NACS; however, the medium and heavy-duty manufacturers have not indicated that they will follow this standard. This uncertainty makes it difficult to select charging equipment that will work correctly with all ZEVs.
- **Delays with Infrastructure Construction:** There are currently long lead times for charging infrastructure equipment, and utilities are struggling to provide the necessary power to electrify fleets across the state. Therefore, delays in charging infrastructure construction could jeopardize the deployment of ZEVs across the fleet.
- **Additional Regulatory Requirements:** Although SCV Water may apply for and receive exemptions from CARB, the Agency would still need to comply with South Coast Air Quality Management District (SCAQMD) rules that prohibit the purchase of diesel vehicles. These SCAQMD rules would also require the Agency to purchase compressed natural gas (CNG) vehicles in lieu of diesel vehicles, even though CARB is phasing out the use of CNG across California. Moreover, the Agency would need to build new infrastructure to fuel a handful of CNG vehicles.

Compliance Planning

To help plan for compliance with ACF, SCV Water engaged TerraVerde Energy, ACWA's preferred partner for fleet electrification, to provide compliance planning support services, which includes:

- Collecting & analyzing detailed information on the Agency's fleet composition & utilization
- Identifying potential high-priority vehicles and mapping out a vehicle replacements timeline
- Identifying electric vehicle options and rough order of magnitude (ROM) costs
- Identifying applicable incentive programs and electric vehicle charging equipment options, costs, and revenue opportunities

TerraVerde used telematics data and data from the Agency's fleet information system to analyze the fleet's utilization and driving patterns, as well as calculate energy and charging requirements.

Strategic Vehicle Replacements

Staff, with the help of TerraVerde, developed a strategy for the Agency to remain in compliance with the upcoming regulation. SCV Water would replace specifically identified conventional gas fleet vehicles immediately (by end of calendar year), allowing the Agency enough time (5-7 years) to build the infrastructure necessary to support the purchase of future Agency ZEVs. This time period also allows manufacturers to build more reliable ZEVs that meet the Agency's operational needs. Additionally, the Agency would continue to deploy ZEVs in assignments that do not impact the Agency's ability to provide essential services. Additionally, this vehicle purchase will help reduce greenhouse gas emissions by placing into service new vehicles that are more fuel efficient.

Thirty-seven (37) SCV Water frontline vehicles that are vital to daily and emergency operations were identified that could be replaced with conventional gasoline vehicles and limit the Agency's operational risks. These vehicles were identified by the following criteria. These 37 vehicles:

- Need to be replaced within the next 5-7 years
- Have high engine wear and have reached 10 years of age or 100,000 miles
- Need to be right sized for towing capabilities

Staff estimates that replacing up to 37 vehicles would cost about \$2,500,000, based on previous purchases and current market prices. Although the vehicles will be ordered for immediate delivery, it may take a up to 3 fiscal years to place all vehicles into service due to delays in manufacturing, as well as long lead times for vehicle upfitting for utility bodies, traffic lighting, emergency radios, etc. Due to the short window between adoption and implementation of this new regulation, staff is still currently waiting for final pricing from vendors to identify the lowest responsible bidder. Therefore, the lowest responsible bidder will be identified prior to full Board consideration in December 2023. The estimated costs are as follows:

Vehicle Type	Quantity	Estimated Cost	Total Cost
F-250 Trucks	8	\$60,000	\$480,000
F-350 Utility Trucks	18	\$65,000	\$1,170,000
F-550 Utility Trucks	3	\$70,000	\$210,000
F-650 Utility Trucks	8	\$80,000	\$640,000
Grand Total Cost			\$2,500,000

Alternatives

If the 37 strategically identified vehicles are not approved to be purchased and replaced with conventional gasoline vehicles, then staff estimates an additional \$3 million in ZEV replacements and infrastructure costs will be required over the next 5-7 years, while still contending with operational challenges from limited ZEV towing capacities and battery ranges.

Recommended Next Steps

- Issue a purchase order for 37 new vehicles before December 30, 2023
- If available, apply to incentive and grant programs to help offset the costs of new ZEVs and infrastructure
- Begin the design phase for charging infrastructure

- Provide updates on the Agency's ZEV transition

STRATEGIC PLAN NEXUS

The approval of this purchase orders helps support SCV Water's Strategic Plan Strategy D.3 – "Anticipate and comply with regulatory and environmental changes"; Objective B.2. – "Plan and budget for long-term replacements and improvements," as well as Objective C.6.5 – "Develop/implement appropriate emissions reductions."

FINANCIAL CONSIDERATIONS

The vehicles are expected to cost up to \$2.5 million and may be delivered over three fiscal years due to supply chain issues. Funding will be made available from the Vehicle and Equipment Replacement capital project, beginning with the adopted FY 2023/24 Budget.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors authorize the General Manager to approve a \$2.5 million purchase order to replace up to 37 vehicles as part of the Agency's compliance plan with the new Advanced Clean Fleets regulation.

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STRATEGIC VEHICLE REPLACEMENTS

Finance and Administration Committee

Monday, November 20, 2023



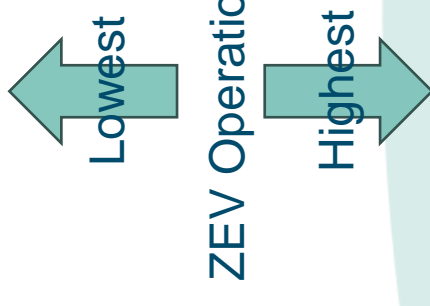
BACKGROUND

- CARB's Advanced Clean Fleet (ACF) regulation requires public agencies to begin transitioning their medium- and heavy-duty (MHD) vehicle fleets to Zero-Emission Vehicles (ZEV) beginning in 2024.
- In consideration of this regulation, SCV Water engaged TerraVerde Energy (TerraVerde) to provide compliance planning support services.

STRATEGIC CONVENTIONAL VEHICLE PURCHASES

To reduce impact to operations, consider placing orders for conventional medium- and heavy-duty (MHD) gas vehicle replacements and additions by December 31, 2023. Proposed Purchase List: 37 Vehicles, ~\$2.5M

GVWR and “configuration”	Relative Likelihood of ZEV-Equivalent Availability
Class 2 (17) Class 2 utility, pickup	High
Class 3 (9) utility body	Moderate
Class 4 (2) flat, stake, utility	Low
Class 5 (8) utility body, (1) crane	Lowest



STRATEGIC CONVENTIONAL VEHICLE PURCHASES

Vehicle	# of Vehicles	Estimated Cost per Vehicle	Estimated Total Cost
Ford F-250 Pickup	8	\$ 60,000	\$ 480,000
F-350 with Utility Body	18	\$ 65,000	\$ 1,170,000
F-550 with Utility Body	3	\$ 70,000	\$ 210,000
F-650 with Utility Body	8	\$ 80,000	\$ 640,000
Total	37		\$ 2,500,000



F-250



F-350



F-550



F-650

STRATEGIC REPLACEMENT LIST CRITERIA



TerraVerde and Agency staff worked together to identify strategic replacements for front line vehicles vital to daily and emergency operations:

- Vehicles that will need to be replaced within the next 5-7 years
- Vehicles that have high engine wear and have reached 10 years of age or 100,000 miles
- Vehicles that need to be right sized for towing capabilities

ACF REGULATION IMPLEMENTATION CHALLENGES

Technological limitations: battery range and the ability to tow heavy trailers

Vehicle Availability: Reliable manufacturers are still in the development phase of their medium and heavy-duty ZEVs

Uncertainty in Charging Infrastructure: Industry shift to Tesla Charging Port
[North American Charging Standard (NACS)]

Infrastructure Construction: Delays in charging infrastructure construction could jeopardize the deployment of ZEVs across the Agency's fleet

OVERVIEW OF ANTICIPATED ZEV PURCHASES

Year	2024-2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Purchases
Anticipated ZEV Purchases	1	0	1	2	1	0	0	4	3	12

- To meet ACF requirements, SCV Water is anticipated to purchase 12 MHD ZEVs over the next 10 years (through 2034)
- An additional 16 MHD ZEV purchases are anticipated through 2041

ANTICIPATED CHARGING INFRASTRUCTURE REQUIREMENTS THROUGH 2034

Charger Rating	Capex Per Charger	Count
480V, 300A (115 kW)	\$177,900	1
208V, 200A (33 kW)	\$139,100	1
208V, 100A (17 kW)	\$14,200	1
208V, 80A (13 kW)	\$11,350	5
208V, 40A (6.7 kW)	\$10,500	3
120V, 20A (1.9 kW)	\$6,150	1
Phase Totals (Count)		12

At GT, Pine, Rio Vista, and Rockefeller, SCV Water is expected to deploy 12 chargers through 2034, with a total estimated capex ~\$440k*.

kW ratings intended to use entire over-night parking durations to minimizing load

NEXT STEPS

Action	When	Cost Estimate
Place Order for Strategic Conventional Vehicle Purchases	Before December 31, 2023	\$2.5MM
Commence EV Infrastructure Planning	Early 2024	\$50-100k
Submit Initial Compliance Report to CARB	Q1 '24	Staff Time
Evaluate, Select, and Purchase First MHD ZEV Replacement	2024-2025	\$100k

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors authorize the General Manager to approve a \$2.5 million purchase order to replace up to 37 vehicles as part of the Agency's Compliance Plan for the new Advanced Clean Fleets Regulation.



COMMITTEE MEMORANDUM

DATE: November 13, 2023

TO: Finance and Administration Committee

FROM: Cris Pérez
Director of Technology Services 

SUBJECT: Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support

SUMMARY

SCV Water currently utilizes the enQuesta v6 platform to manage its more than 78,000 customer accounts. enQuesta is a customer information system solution for mid-sized utilities created and supported by Systems & Software, Inc (S&S.) The current support and maintenance contract expires December 31, 2023. Staff recommends the Agency renew its contract for another year of seamless support and maintenance with S&S. This contract is a one-year agreement which includes the internal billing application used by the Agency, external customer interface, cloud hosting, upgraded security and disaster recovery features, and integrations with third party applications and reporting systems.

DISCUSSION

To maximize operational efficiencies and minimize downtime, the Agency consolidated its three legacy customer information systems to a single cloud-hosted solution, enQuesta. The final phase of that effort was completed in May 2022 when legacy Santa Clarita Water Division (SCWD) accounts were converted. As part of that project, the Agency launched a new, universal bill format and external customer portal for all customers. The portal was configured to support the future implementation of the Smartworks Meter Data Management Solution (MDMS.)

In February 2023, the Board approved the expansion of the Agency's billing system platform by authorizing the purchase and implementation of the Smartworks MDMS module. Upon project completion, this system will communicate with the Agency's two AMI (Advanced Metering Infrastructure) metering systems, MasterMeter and Sensus, to receive customer consumption data and cleanse it for analysis, billing and reporting. The system will integrate with the Agency's ESRI (Environmental Systems Research Institute) GIS (Geographic Information System) mapping database and the online customer portal, making near-real time usage available to all services with AMI-capable meters. Further, providing near-real time access to consumption data through the customer portal by June 2025 is a conditional requirement of the \$2 million AMI Meter Changeout grant awarded to the Agency in September 2022. Overall, Smartworks will improve operational efficiencies, water conservation and lead to financial savings.

enQuesta is an enterprise solution with cross-platform integrations. Support costs have been broken down into the following categories as reflected in the chart on the next page: Support,

Hosting & Oracle, Security, 3rd Party, Mobile Workorder, Customer Portal, CSI AMI and Smartworks MDMS.

The following is the categorical breakdown of the maintenance and support renewal:

Support is the traditional support of the application and its reporting structure and systems operation. This includes custom reports that the Agency depends on for financial forecasting, analysis, and information intelligence (conservation, rates, etc.). Support is structured based on the number of accounts serviced.

Hosting & Oracle is the combination of both the cloud-hosting of the application on S&S managed servers, and the Oracle licenses necessary to host the systems data. The Oracle environment includes licenses for the application production environment, the application test environment, and operational redundancies. Cloud-hosting allows for operational efficiencies, scalability, and improved security.

Security includes advanced licensing for data security of the Oracle database. This additional security provides encryption and Oracle-specific data recovery through a proprietary solution.

3rd Party Integrations category includes the support of integrations with other Agency application solutions. This includes the conservation application, customer portal and phone/online bill pay system, Cognos report writer and multiple backend applications such as Winfast, Red Hat and Microfocus.

Mobile Workorder is the enQuesta Link application that allows direct work order assignments from the office to the field. The Agency has gained operational efficiencies from what was once a manual process that at times took days for communication and scheduling, to instant work queues that are managed from office to field with a few clicks. This has led to quicker customer responses and more efficient use of field resources, such as truck trips and scheduling. Most recently, the Agency expanded use of enQlink by the Water Systems staff for the collection of customer service line material data.

The **Customer Portal** is the branded Capricorn customer interface. This is the online space in which the customer can manage his/her account, view and pay bills, set notifications and alerts at any time from any device. This platform will integrate with the meter data management application, Smartworks, that is currently under implementation, allowing for real-time usage monitoring for customers with AMI.

CSI AMI is a new line item in the support contract. It encompasses the integration between the enQuesta platform and the Smartworks MDMS system to ensure seamless communication between the two systems.

MDMA SAAS is a new line item in the support contract. This covers the Smartworks Meter Data Management SaaS (software as a service) platform approved for implementation by the Board in February 2023. This platform gathers raw usage data from the metering networks and performs validation and editing to cleanse for billing, analysis, reporting and monitoring. It delivers accurate, real-time usage data to enQuesta and the online customer portal.

FINANCIAL CONSIDERATIONS

The maintenance and support contract for the one-year agreement totals \$537,323 as reflected in the chart below and in the attached quote from S&S (Attachment 1). Funds for this renewal were anticipated and are included in the FY 2023/24 and FY 2024/25 Tech Services Expense Budget.

S&S ANNUAL MAINTENANCE & SUPPORT RENEWAL CONTRACT COMPARISON

<u>ITEM</u>		<u>2023</u>		<u>2024</u>	<u>% of Increase</u>
Support	\$	138,226	\$	145,137	5.00%
Hosting & Oracle	\$	115,437	\$	121,209	5.00%
Security	\$	20,075	\$	21,079	5.00%
3rd Party Integrations	\$	38,635	\$	40,567	5.00%
Mobile Workorder	\$	37,498	\$	39,373	5.00%
Customer Portal	\$	34,491	\$	36,215	5.00%
CSI AMI*	\$	-	\$	12,667	
Smartworks MDMS*	\$	-	\$	121,074	
TOTAL		\$	384,363	\$	537,323

*Module
implementation 2024

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors authorize the General Manager to enter into a one-year maintenance and support agreement with S&S in the amount of \$537,323 for enQuesta customer service system maintenance and support.

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Attachment

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September 20, 2023

Santa Clarita Valley Water Agency
24631 Avenue Rockefeller
Valencia, CA 91355
Attn: Kathleen Wilson

RE: 2024 Maintenance Quote – enQuesta

Dear Kathy,

Thank you for your business. Over the past year, S&S has introduced various product and service improvements. Our product enhancements often result from client feedback, as S&S strives to help you serve your customers well. We resumed the Product Advisory Committee process, and we expect lots of excellent suggestions from our clients once again this year. We also resumed HCTC in person and are looking forward to this year's event.

Your annual maintenance ensures that you have access to support staff to answer questions and address issues every weekday from 8:00am to 6:00pm, eastern time, and after-hours pager support. S&S also provides defined support levels to prioritize your business needs, access to training sessions, our annual HCTC conference, and regular updates on functionality.

We have been working hard to continually add value to your investment in Version 6. Some of the features that were added to your software in 2023 include:

Work Orders:

- Streamlined the Work Order Mass Create process and provide more flexibility
- Improvements to Type Configuration, Items, Penalty Codes, Field Order Management and Integration

Security: Granular security assignments now available for Admin Portal programs

Job Scheduler options now available:

- Standard payment upload
- Water usage reports
- Send specific emails regarding jobs

Invoice Cloud:

- Added configuration to allow us to only send active and final bills
- Configuration to send new accounts the day that they are created to facilitate online deposit payments

Other Improvements:

- Edit and modify ACH files
- Discount rates can skip sales tax
- Bill print can display up to 36 months in the graph
- Installments and Credit Refunds have been further streamlined
- Email Addresses validated for proper format when entered by CSR
- CustomerBillingAPI - Last four of SSN or TIN now available for validation by IVR and other systems that use this;

Continuing to add value, we have also built the following add-on products including:

- **ERC 2.0:** the next generation of enQuesta's Reporting Portal. This provides auditable and secure access that is easier to use when viewing and managing reports, documents, and files on the server as well as file transfer.
- **Work Order Approvals:** additional functionality allows you to control which work order types require approval to create or complete, managed through a new work queue.

S&S has always been committed to maintaining the stability and security of its systems through ongoing maintenance, constant security monitoring, and the proactive application of security patches. However, with the recent increase in security threats seen by our customers, S&S has been making significant investments in resources and tools over the last year improving the security of the enQuesta application with a focus on implementing security best practices in our software development and support operations. These investments will result in a more dependable and secure enQuesta environment that adheres to industry's application security best practices.

S&S has also invested in new resources and processes to support your needs better. Our Customer Success Manager model ensures that you have a defined person to advocate on your behalf. You will also continue to work with your Account Executive to connect with you about strategic priorities and any additional service enhancements you would like to offer your customers. Our success is based on your ability to serve your customers effectively. S&S appreciates the opportunity to help you grow.

The yearly maintenance amount from January 1, 2024, to December 31, 2024, has been revised to the following:

Product	Support Period	Total Invoice
enQuesta Support	January 1, 2024 - December 31, 2024	145,137.23
Third Party Maintenance	January 1, 2024 - December 31, 2024	40,567.23
Capricorn Self Service portal support	January 1, 2024 - December 31, 2024	36,215.33
Oracle (5) Licenses maintenance	January 1, 2024 - December 31, 2024	23,422.25
Oracle Advanced Security/Dataguard Disaster Recovery	January 1, 2024 - December 31, 2024	21,078.75
Hosting	January 1, 2024 - December 31, 2024	97,786.92
enQuestaLink Support	January 1, 2024 - December 31, 2024	39,373.39
CSI AMI Maintenance	January 1, 2024 - December 31, 2024	12,667.20
MDM SAAS	January 1, 2024 - December 31, 2024	121,074.45
Total 2024 Renewal		\$537,322.75

S&S Terms and Conditions:

1. This quote is valid for all current services as of January 1, 2024, to December 31, 2024, and subject to change based on future services or change orders offered after the effective date.
2. Except as otherwise set forth herein, this maintenance renewal will be subject to the terms and conditions of the existing support and maintenance agreement between you and S&S. Any changes to support maintenance will be contained in separate quotes related to modifications or enhancements that you request.
3. Please provide an authorized signature indicating your acceptance of this quote for 2024 Maintenance Services.

Systems & Software appreciates the opportunity to be of continued service and values your business. If there are any questions about this quote, please do not hesitate to reach out to your Customer Success Manager.

IN WITNESS WHEREOF, the undersigned have executed this AGREEMENT on the dates listed below:

Customer/Organization: **Santa Clarita Valley Water Agency**

Date: _____

Santa Clarita Valley Water Agency

Date: 9/20/2023

Michelle Gamble

Michelle Gamble, Director of Customer Success

Each individual signing this agreement directly and expressly warrants that they have been given and has received and accepted authority to sign and execute the agreement on behalf of the party for whom it is indicated. They have further been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party concerning the matters contained herein and as stated herein.

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COMMITTEE MEMORANDUM

DATE: November 13, 2023
TO: Finance & Administration Committee
FROM: Rochelle Patterson *[Signature]*
Chief Finance and Administrative Officer
SUBJECT: Recommend Approval of a Revised Driving and Vehicle Policy

SUMMARY AND DISCUSSION

Management recommends approval of the attached revised Driving and Vehicle Policy for the Santa Clarita Valley Water Agency. This policy was originally adopted in September 2019 and needs updating.

The Driving and Vehicle Policy establishes uniform guidelines for employees whose positions at the Agency may require driving an Agency vehicle. It also establishes procedures regarding driver's licenses, insurance, driving safety, records, restrictions, and authorizations for overnight use.

Since September 2019, there have been organizational and workflow changes. The revised policy addresses current practices and adds clarifying language for Agency Vehicles Approved for Long-Term Overnight Use, section 6.0.

The addition of the perimeter map (Attachment 1) provides clear direction to Agency managers, supervisors, and employees with specific authority and responsibility on policy guidelines for long-term overnight use of Agency vehicles. Adding the perimeter map will ensure that Agency employees are close enough to respond when called and reduce the number of miles on Agency vehicles.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve the attached revised Driving and Vehicle Policy.

RP

Attachments

MBS

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POLICIES, RULES AND REGULATIONS	
Title: DRIVING AND VEHICLE POLICY	
Approval Date: September 2019 <u>December 2023</u>	Effective Date: September 2019 <u>January 2024</u>
Approved By: Board of Directors	DMS #

DRIVING AND VEHICLE POLICY

1.0 PURPOSE

Some positions at the Agency require the ability to drive a motor vehicle. The purpose of this policy ~~establishes~~ is to establish uniform procedures that apply to employees who drive Agency and/or personal vehicles for Agency business. This policy also establishes procedures for reviewing employee Department of Motor Vehicle (DMV) driving records reports and for addressing restriction, suspension or revocation of a required California driver’s license. All Agency-provided vehicles are for Agency use only and may be taken overnight only with prior authorization of the ~~supervisor~~ Department Manager.

Employees shall drive in accordance with the following:

- Applicable local, State and Federal laws
- Safe and defensive driving practices
- Reasonable prudence to conserve fuel, energy and maintain vehicles at the highest operating efficiency
- The Agency’s liability, property and other insurance programs, and in a manner to reduce liability to such.

2.0 VALID DRIVER’S LICENSE

All employees whose job responsibilities require the ability to drive a motor vehicle throughout the duration of their employment with the Agency shall maintain a valid driver’s license, appropriate to the kind of vehicle they are required to drive, as well as an acceptable driving record. An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles (“DMV”). In addition, the employee will be part of the DMV Employer Pull Notice Program. The Agency participates in a system that regularly checks the DMV records of all employees who drive as part of their job.

Any employee who does not maintain a valid, appropriate driver’s license and an acceptable driving record, or who is determined to be uninsurable by the Agency, may be subject to disciplinary action up to and including suspension, demotion, transfer or termination. Any change in an employee’s driving license must be reported immediately to his or her supervisor.

Before commencing employment, each employee required to drive for Agency business shall provide a copy of his/herttheir driver’s license.

3.0 GENERAL RULES AND REGULATIONS FOR USE OF AGENCY VEHICLES

The Agency’s Management Vehicle or Vehicle Allowance policy and employment contracts apply to senior management positions regarding use of Agency



POLICIES, RULES AND REGULATIONS	
Title: DRIVING AND VEHICLE POLICY	
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vehicles. Unless in conflict with the Management Vehicle or Vehicle Allowance policy or employment contracts, provisions of this Driving and Vehicle Policy apply to the senior management positions.

Agency vehicles are provided to eligible employees to enable them to efficiently perform their job functions for the Agency. They are not intended to be fringe benefit items.

- 1) Agency vehicles may not be used for personal business except for incidental use during the course of official business (e.g., stopping for lunch while on business). No one except authorized employees and business guests may be transported in an Agency vehicle unless the authorized employee receives prior -at any time approval of the Department Manager. The transportation of personal property within an Agency vehicle is prohibited at all times, except for incidental items such as a briefcase, ~~gym-bag~~ or other property ordinarily used by employees while they are on Agency business. This provision applies to employees on On-Call Duty.
- 2) Smoking and the use of tobacco products is prohibited in all Agency vehicles.
- 3) An employee to whom a vehicle is assigned shall be fully responsible for the general maintenance and proper care of the vehicle, e.g., maintaining proper fluid levels and tire air pressure. The employee shall present the vehicle for repair, service, or adjustment whenever such is needed, and preventative maintenance when due. It is the responsibility of the assigned driver to immediately notify the Fleet and Warehousing Supervisor of any vehicle maintenance needs, damage or safety problems by submitting a completed "Vehicle Condition Checklist" form.
- 4) Employees shall drive vehicles with reasonable prudence to conserve fuel, energy and sustain them at the highest operating efficiency.
- 5) It is the responsibility of the assigned driver to ensure that copies of the Vehicle Registration, proof of Agency insurance coverage, and a Vehicle Accident Report Packet are kept in the vehicle at all times.
- 6) If involved in an accident, even if minor, the employee must immediately report the accident to their supervisor and must also complete a "Driver's Report of Accident" form.
- 7) Employees shall drive in accordance with defensive driving practices.
- 8) Agency vehicles may not be loaned to consultants or contractors.

4.0 AGENCY VEHICLE DRIVER SAFETY RULES

- 1) The use of an Agency vehicle while under the influence of intoxicants or other drugs that could impair driving ability is forbidden and is sufficient cause for discipline, up to



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and including termination of employment. Please refer to the Drug-Free Workplace Policy in Section 5 of the Employee Manual Section for more information.

- 2) No driver shall operate an Agency vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, prescription or over-the-counter (OTC) medication.
- 3) All drivers and passengers operating or riding in an Agency vehicle must wear seat belts, even if air bags are available.
- 4) No ~~unauthorized non-Agency~~ personnel are allowed to drive or ride in Agency vehicles, without prior the approval from Department Manager.
- 5) Drivers are responsible for the security of Agency vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended, and Agency or personal property removed.
- 6) All State, Federal and local laws must be obeyed, including the use of hands-free technology. Please refer to the Agency’s Wireless Device Policy for further information.
- 7) In the interest of safety, engaging in activities that distract employees while driving on Agency business is prohibited. If an employee must make or answer a cell phone call while driving, he or she should pull over and stop if possible. If an employee must use a phone while driving, he or she should do so with caution and in a manner that does not interfere with safe driving and in compliance with State law (i.e., headsets and hands-free technology).

5.0 AGENCY VEHICLES APPROVED FOR SHORT-TERM OVERNIGHT USE

Overnight or longer-term use of an Agency vehicle by an employee must have prior ~~written~~ approval by a ~~supervisor or Department Manager~~ or General Manager as follows:

- 1) Overnight use (unplanned overtime or emergencies) requires prior ~~written~~ approval of the ~~immediate supervisor or~~ Department Manager.
- 2) Temporary use for more than one day requires prior written approval of the Department Manager.
- 3) Temporary use of more than one week requires prior written approval of the General Manager or his/her designee.

Prior written approval is required, using the “Authorization to Take Home Agency Vehicle” form.



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6.0 AGENCY VEHICLES APPROVED FOR LONG-TERM OVERNIGHT USE

Management positions and key Agency positions with extensive field duties ~~are and~~ considered to be on call at all times, and may be assigned vehicles that may be stored at the employee’s residence within the perimeter map as shown in Attachment 1. ~~The Agency may provide its managers and employees with the use of an Agency-owned vehicle and permit the vehicle to be stored at the employee’s residence when it is necessary to conduct Agency business on a regular basis.~~ The basic criteria include:

- ~~1) The e~~Employees must have ~~the~~ proper authority and responsibility level for making emergency decisions and skills to perform necessary tasks. Such positions include but are not limited to superintendents and supervisors of maintenance, operations, fleet, facilities, mechanical and production water systems departments, as well as management.
- ~~4)2) Managers and supervisors defined in section 6.1, having proper authority and responsibility, are authorized to take Agency vehicles home if home residence is within 30 minutes as shown in the perimeter map, Attachment 1.~~
- ~~2)3) Employees designated by their manager or supervisor to be on standby, on call or other emergency response assignment and whose home residence is within 30 minutes as shown in the perimeter map as shown in Attachment 1.~~
- ~~3) The employee departs or returns regularly from official trips away from the employee’s headquarters, and the circumstances make it impractical to use other means of transportation.~~
- ~~4) The employee’s residence is reasonably en-route from employee’s headquarters to work site, and the employee normally reports directly to the worksite.~~
- ~~5) The employee uses the vehicle to conduct Agency business on the same day or before normal working hours on the succeeding workday.~~
- ~~6) The employee’s duties require unplanned overtime resulting in no other practical means for the employee to get home.~~
- ~~7) The employee must respond to urgent or emergency calls outside scheduled working hours.~~

Prior written approval is required, using the “Authorization to Take Home Agency Vehicle” form.

7.0 USE OF PRIVATE VEHICLES FOR AGENCY BUSINESS

- 1) The use of private vehicles for Agency business will be reimbursed at the rate allowed by the IRS (subject to IRS updates).



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- 2) An employee using a private vehicle on Agency business must maintain legally acceptable automobile insurance with liability coverage indicating the minimum limits required by the State of California.
- 3) The employee's private vehicle insurance is the primary insurance on the vehicle.
- 4) While operating an Agency vehicle or driving a personal vehicle on Agency business, the driver must possess a valid State of California, Department of Motor Vehicles (DMV) Driver's License, and must comply with the requirement of the California Vehicle Code and local regulations and ordinances.

8.0 SUSPENSION OF DRIVING PRIVILEGES

In addition to maintaining an acceptable driving record and insurance, any employee may have ~~his or her~~their right to use an Agency vehicle suspended by the General Manager, ~~or the Human Resources/Risk Management Supervisor~~, if the individual:

- 1) Is convicted of a serious driving offense, or a series of lesser offenses related to safety
- 2) Has been involved in an accident involving damage in an Agency vehicle, where the driver has been found to be at fault
- 3) Is judged to have incurred excessive insurance claims
- 4) Has not maintained the vehicle in a suitable manner
- 5) Has breached any of the agreed conditions
- 6) Has lost driving privileges or insurance
- 7) Has failed to complete defensive driving training

In addition, the employee may be subject to discipline.

9.0 TAX TREATMENT ON USE OF AGENCY-OWNED VEHICLES

Governmental agencies are required to withhold taxes on the personal use of government owned vehicles. The Agency includes the personal use taxable value on the employee's W-2 based on personal use of an Agency provided vehicle. There are three methods for computing tax treatment. A governmental Agency may use the lower of the three methods. The Agency utilizes the Annual Lease Value Plus method and Commuting Valuation method.

- 1) Annual Lease Value Method Plus value of employer provided fuel. Business and personal mileage is monitored. The total annual value x personal use % = reportable income.



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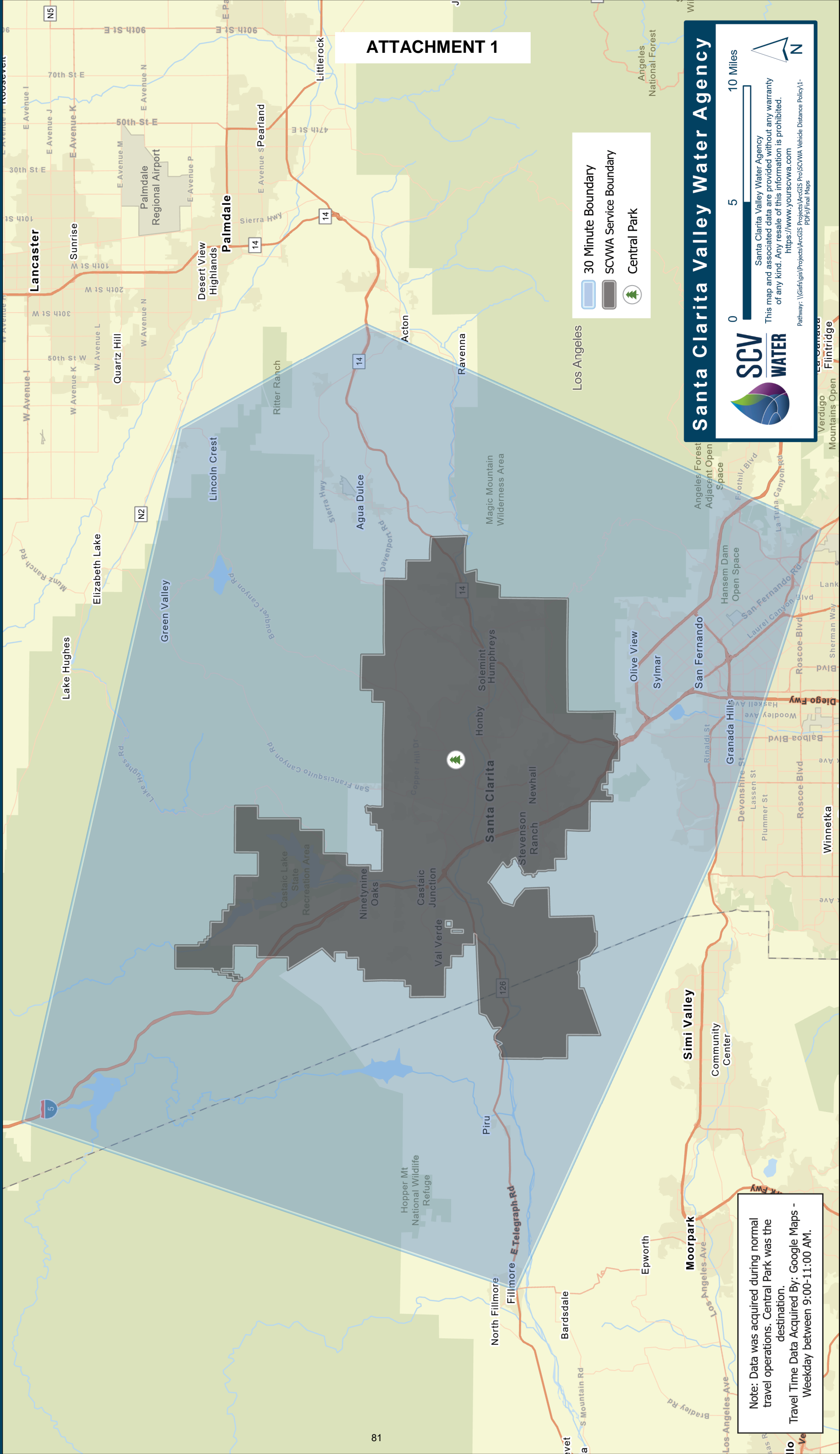
- 2) Cents-per-mile rate, times personal mileage.
- 3) Commuting Valuation method. Vehicles provided/assigned to Agency employees and approved to be stored at home are taxed on the value of each one-way commute of \$1.50, to and from work.

Managers are required by the IRS to use the Annual Lease Value Method due to being considered “Controlled Employees.” A controlled employee is either an elected official and/or executive Level V employee. Based on the 2019 compensation level per U.S. Office of Personnel Management, this annual salary is currently \$156,000. This amount is subject to U.S. Office of Personnel Management updates.

(Originally adopted September 2019; revised December 2023)

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Attachment 1: Perimeter Map



ATTACHMENT 1

-  30 Minute Boundary
-  SCVWA Service Boundary
-  Central Park

Santa Clarita Valley Water Agency



0 5 10 Miles

Santa Clarita Valley Water Agency
This map and associated data are provided without any warranty of any kind. Any resale of this information is prohibited.
<https://www.yourscvwa.com>
Pathway: \\GIS\GIS\Projects\ArcGIS Pro\SCVWA Vehicle Distance Policy\1-PDF\Final Maps

Note: Data was acquired during normal travel operations. Central Park was the destination.
Travel Time Data Acquired By: Google Maps - Weekday between 9:00-11:00 AM.

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COMMITTEE MEMORANDUM

DATE: November 13, 2023
TO: Finance and Administration Committee
FROM: Rochelle Patterson *R. Patterson*
Chief Financial and Administrative Officer
SUBJECT: Recommend Approval of a Revised Employee Manual Section
No. 10.0 – Overtime Policy

SUMMARY

Management recommends the revision of Employee Manual No. 10 – Overtime Policy, by adding a section for Compensatory Time Off (CTO), as well as a few other minor clarifying edits.

DISCUSSION

Due to the nature of their roles, several SCV Water employees frequently work extended hours beyond their normal (average) work week. Many have expressed a desire for the option to earn compensatory time off (comp time/CTO), rather than overtime (OT) or double-time (DT) pay. The Agency's current overtime policy does not address comp time, so staff conducted a survey of SCV Water's benchmark agencies, as well as those entities that responded to a CSMFO (California Society of Municipal Finance Officers) association survey to evaluate their offerings. The results are shown in Attachment 1.

Currently, SCV Water offers overtime pay to non-exempt employees at one-and-a-half times that of regular pay once an employee has worked over 40 hours in one week, and two times regular pay for double-time if an employee has worked more than 12 hours in one day, or on a holiday. As shown in the survey results, many benchmark agencies offer non-exempt employees the option for comp time/CTO, as well as options for exempt employees. Each benchmark policy varies with different earnings caps, payout and carryover options, as reflected in Attachment 1.

After reviewing the CTO survey, it was determined that the Agency could benefit from enhancing its leave policy by offering similar comp time options. Therefore, staff has developed the following language to add to its OT policy.

Compensatory Time Off In lieu of Overtime/Double-Time Pay for Non-exempt employees:

- If an employee is authorized to work overtime/double-time, the employee may choose to be compensated by pay or compensatory time off (CTO). If an employee chooses CTO, it shall be for the amount of time equivalent to the extra hours worked in excess of their regular schedule.

- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for future overtime/double time worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee's supervisor.
- CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December of any year, any remaining CTO hours will be paid out.
- Additions to CTO will not be allowed for hours that are considered "billable" to outside sources, i.e., developer-funded projects.
- Upon termination of employment, employees shall be entitled to cash payment for unused CTO accumulated prior to their separation date.

Compensatory Time Off for Exempt employees:

- An exempt employee may earn CTO at the rate of straight time hours off for each hour worked in excess of their regular schedule.
- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for excess hours worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee's supervisor.
- CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December, of any year, any remaining CTO hours will be zeroed out.
- Upon termination of employment, employees' unused CTO leave will be forfeited.

Attachment 2 reflects these changes in redline copy, and for ease of reading, Attachment 3 reflects these revisions in a clean copy.

STRATEGIC NEXUS

The revision of this policy helps support SCV Water's Strategic Plan Goal F – High Performance Team – Grow a culture of continuous improvement that fosters SCV Water's values, specifically Strategy F.2 – "Attract, train and retain quality staff" and Objective F.2.5 – "Update the SCV Water's Employee Handbook."

FINANCIAL CONSIDERATIONS

There are no increases to the Agency budget by offering CTO. There is a potential for a reduction in overtime compensation if employees choose to use this CTO benefit.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve revised Employee Manual No. 10 – Overtime Policy.

RP

Attachments

ATTACHMENT 1

SCV Water Compensatory Time Off (CTO) Survey

SCV Water Benchmark Agencies	Non-Exempt Employees; cap	Exempt Employees; cap	Comments
Burbank Water and Power	Yes; 240	Yes; 240	The Department Executive may, with consent of the employee, authorize time off with pay in lieu of overtime pay. Employees shall not be permitted to accumulate in-lieu time in excess of a total of 240 hours.
Calleguas Municipal Water District	Yes; depends on annual leave	No; Annual Leave	OT accrued beyond 8-hour workday or 40 hr workweek. Paid out at OT at cap of annual leave. Each OT hour may be paid out as time-and-a-half, OR comp time at time-and-one-half.
Cucamonga Valley Water District	40	No, but Admin 2-4 days annually	
Eastern Municipal Water District	Yes; 80	Yes; 80	An employee's total accrued compensatory time off hours may not exceed 80 hours.
Glendale Water and Power	Yes; 80	Yes; 80	Unused hours not used by calendar year get transfer to vacation time. Rolling balance; anything beyond cap gets paid out as OT.
Irvine Ranch Water District	N/A	N/A	
Las Virgenes Municipal Water District	Yes; 80	Yes; 60	Non-exempt: employee's choice: cash or comp time; 80 max Exempt: straight comp time for excess of 40 hrs in a week; 60 max Management Leave: 72-88 hrs given, depending on position. Unused leave in excess of 60 hours by end of FY will be forfeited or donated to Catastrophic Leave Bank. Up to 50 hours may be paid out as long as 80 hours of vacation used first.
Los Angeles Department of Water & Power	Yes; 240	No, but get 18 hours per year	Employees in this unit who accrue accumulated overtime shall be entitled to accrue no more than 240 hours of overtime. All overtime approved and worked in excess of 240 accrued hours shall be paid in cash.
Metropolitan Water District of SoCal	Yes, 40	Premium Pay	Non-exempt employees may choose CTO in lieu of OT pay, up to 40 hours. Exempt employees are entitled to premium pay for each day the employee works at least four (4) hours, but less than eight (8) hours on a day outside of the regular work schedule, the daily premium is \$200. For each day of the assignment that the employee works eight (8) hours or more on a day outside of the regular work schedule, shall receive a daily premium of \$400.
Torrance Municipal Water	Yes; 80	3 – 8 days of Administrative Leave	Non-exempt employees can receive compensatory time and can be accrued to a maximum of 80 hours. Exempt employees receive 3 to 8 days of administrative leave per fiscal year. The leave cannot be carried forward to a subsequent fiscal year or cashed out.

SCV Water Compensatory Time Off (CTO) Survey

Other Entities who responded to CSMFO query	Non-Exempt Employees	Exempt Employees	Comments
City of Santa Clarita	Yes, 80	10 days admin leave per year	Exempt employees given 10 days admin leave per calendar year.
City of Carlsbad	Yes, 80	No, but get 64 hrs exec leave	CTO offered in lieu of OT at time-and-one-half. Excess of 80 hrs are paid out at OT. Balance of CTO is paid out at end of fiscal year. Exempt employees receive 64 hrs of annual executive leave which must be taken by the end of the fiscal year.
City of Mission Viejo	Yes, 240	No	CTO offered to non-exempt employee in lieu of OT at time and one-half. Hours beyond 240 will be paid out as OT. Any CTO balance will be paid out at regular rate at termination, retirement or death.
City of Pico Rivera	Yes, 60	Yes, 60	CTO offered in lieu of OT pay at straight time for hours worked beyond that of regular workday, and time-and-one-half for those hours worked beyond the regular work week. Further details not stated.
City of San Juan Capistrano	Yes, 230	No, but get 80 hrs management leave	CTO offered in lieu of hours worked beyond 40-hour work week at rate of time-and-one-half. Hours in one day worked beyond 12 hours is earned at double OT or CTO. Only 80 hrs off balance may be carried over to next fiscal year. Any paid-out hours are at the rate of pay at which time they were earned; leave must be taken or be paid out prior to any salary adjustment.
Mammoth Community Water District	Yes, 40	N/A	CTO offered in lieu of any hours worked greater than the employee's scheduled time at time-and-one-half, anything beyond that is paid out in OT. Balances paid out at end of fiscal year.
Padre Dam Municipal Water District	Yes, 240	No, but get 1 week vacation	CTO for non-exempt, maximum of 240 hours. Employees can elect to leave up to 80 hours in their CTO bank and the remaining will be paid out annually. Exempt employees receive one additional week of vacation time until they have reached the maximum vacation accrual for their years of service.
Palmdale Water	Yes, varies	No, but 40/80 hours of Admin Leave	CTO is offered for time off from work in lieu of overtime pay. Any earned CTO must be used within 30 days following the date on which the overtime was worked. If not used within 30 days, CTO is converted to wages. Admin leave is given to exempt management level employees: 40 hours for supervisors and 80 hours for manager and above.

SCV Water Compensatory Time Off (CTO) Survey

Other Entities who responded to CSMFO query	Non-Exempt Employees	Exempt Employees	Comments
Placer County Water Agency	Yes, 120	No; but get 72 hrs of exec leave	CTO offered to non-exempt employees in lieu of OT at the rate of time-and-one-half. 40 hours may be carried over to next year and must be used prior to any other form of paid leave. CTO balances in excess of 40 hrs must be used or paid out by end of calendar year. For exempt employees, 72 hrs of executive leave is granted at beginning of calendar year. Use it or lose it; no carryover balances and no payouts.
Soquel Creek Water District	Yes, 80	N/A	CTO in lieu of OT at time-and-a-half is paid out beyond 80 banked hours; only 48 hrs CTO may be used per quarter.

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Policy No.: 10.0	Section Nos.: 10.0 – 10. 34
Approval Date: <u>December 2023</u>	Effective Date: January 2018 <u>January 2024</u>
Approved By: Board of Directors	

10.0 OVERTIME POLICY

The overtime policy shall be in compliance with the requirements of the Fair Labor Standards Act (FLSA) as those may be revised from time-to-time and with Board adopted policy and shall be applied to all employees. Because the Agency is a public entity, it is not subject to the California state overtime rules and laws.

Any employee may be requested to work in excess of the regular workday by its supervisor or the General Manager ~~or his or her supervisor~~. The Agency will pay all non-exempt employees at the rate of one-and-a-half times the regular rate of pay for all hours in excess of 40 in a workweek, except as otherwise provided by FLSA. Paid leave hours (vacation, holiday, sick leave, bereavement leave, jury duty, military leave, etc.) will be included in the calculation for determination of a 40-hour workweek.

In addition, the Agency pays time-and-a-half overtime for the first 4 hours of daily overtime and 2.0 times the base hourly salary for all consecutive overtime hours worked in excess of 4 hours, even when spanning more than one workday. Daily overtime is hours worked in excess of the normal workday (generally an 8-hour shift).

It will be the employee’s immediate supervisor’s responsibility to determine if an employee should work his or her regularly scheduled work shift after working overtime. Employees are not permitted to work overtime without the express prior approval of their supervisor. Employees in violation of this policy will be subject to discipline, up to and including termination. Nonetheless, the Agency will pay employees for all hours actually worked in a given workweek in accordance with applicable federal law. Paid holidays, as an example, do not count as “hours worked” for purposes of overtime calculations unless an employee actually worked on the holiday.

10.1 Scheduled Overtime

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. Employees that need to be excused from performing scheduled overtime should speak with their supervisor, who will consider each situation and the requirements of the department or operation in deciding whether an employee may be excused from performing the scheduled overtime.

10.2 Incidental Overtime

Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances, such as responding to service calls or other problems that may arise in the evenings or on holidays or weekends. Extra time may be needed to complete work normally completed during regular hours. Incidental overtime may also become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require that an employee return to the workplace for emergency work. The opportunity to work incidental overtime will be given first to the employee who normally performs the task. If that employee cannot work the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work. In the event that no employee voluntarily agrees



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to work the necessary incidental overtime, the Agency may require an employee to work incidental overtime regardless of whether the employee volunteered. An employee's refusal to work mandatory overtime will subject an employee to discipline, up to and including termination.

10.3 Compensatory Time Off

Compensatory time off, also referred to as comp time or CTO, is paid time off given to an employee in lieu of overtime/double-time pay. Accumulated CTO has a rotating cap of 40 hours. When an employee utilizes their CTO hours and reduces their bank balance below 40, the employee may once again earn CTO hours until it reaches the 40-hour cap. CTO may be used with pre-approval of the employee's supervisor. CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year.

10.3.1 CTO for Non-Exempt Employees

- If an employee is authorized to work overtime/double-time, the employee may choose to be compensated by pay or compensatory time off (CTO). If an employee chooses CTO, it shall be for the amount of time equivalent to the extra hours worked in excess of their regular schedule, i.e., if an employee works one hour of OT, the employee will receive one and one half hours of CTO.
- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for future overtime/double time worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee's supervisor.
- CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December of any year, any remaining CTO hours will be paid out.
- Additions to CTO will not be allowed for hours that are considered "billable" to outside sources, i.e., developer-funded projects.
- Upon termination of employment, employees shall be entitled to cash payment for unused CTO accumulated prior to their separation date.

10.3.2 CTO For Exempt Employees

- An exempt employee may earn CTO at the rate of straight time hours off for each hour worked in excess of their regular schedule.
- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for excess hours worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee's supervisor.



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- CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December of any year, any remaining CTO hours will be zeroed out.
- Upon termination of employment, employees' unused CTO leave will be forfeited.

10.4 Holiday Compensation

Full-time non-exempt employees who work on an Agency holiday will be paid for the holiday ~~and at~~ two times their normal hourly rate for each hour actually worked on the holiday, in accordance with Policy 13.4.

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Policy No.: 10.0	Section Nos.: 10.0 – 10.4
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10.0 OVERTIME POLICY

The overtime policy shall be in compliance with the requirements of the Fair Labor Standards Act (FLSA) as those may be revised from time-to-time and with Board adopted policy and shall be applied to all employees. Because the Agency is a public entity, it is not subject to the California state overtime rules and laws.

Any employee may be requested to work in excess of the regular workday by its supervisor or the General Manager. The Agency will pay all non-exempt employees at the rate of one-and-a-half times the regular rate of pay for all hours in excess of 40 in a workweek, except as otherwise provided by FLSA. Paid leave hours (vacation, holiday, sick leave, bereavement leave, jury duty, military leave, etc.) will be included in the calculation for determination of a 40-hour workweek.

In addition, the Agency pays time-and-a-half overtime for the first 4 hours of daily overtime and 2.0 times the base hourly salary for all consecutive overtime hours worked in excess of 4 hours, even when spanning more than one workday. Daily overtime is hours worked in excess of the normal workday (generally an 8-hour shift).

It will be the employee’s immediate supervisor’s responsibility to determine if an employee should work his or her regularly scheduled work shift after working overtime. Employees are not permitted to work overtime without the express prior approval of their supervisor. Employees in violation of this policy will be subject to discipline, up to and including termination. Nonetheless, the Agency will pay employees for all hours actually worked in a given workweek in accordance with applicable federal law. Paid holidays, as an example, do not count as “hours worked” for purposes of overtime calculations unless an employee actually worked on the holiday.

10.1 Scheduled Overtime

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. Employees that need to be excused from performing scheduled overtime should speak with their supervisor, who will consider each situation and the requirements of the department or operation in deciding whether an employee may be excused from performing the scheduled overtime.

10.2 Incidental Overtime

Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances, such as responding to service calls or other problems that may arise in the evenings or on holidays or weekends. Extra time may be needed to complete work normally completed during regular hours. Incidental overtime may also become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require that an employee return to the workplace for emergency work. The opportunity to work incidental overtime will be given first to the employee who normally performs the task. If that employee cannot work the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work. In the event that no employee voluntarily agrees



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to work the necessary incidental overtime, the Agency may require an employee to work incidental overtime regardless of whether the employee volunteered. An employee’s refusal to work mandatory overtime will subject an employee to discipline, up to and including termination.

10.3 Compensatory Time Off

Compensatory time off, also referred to as comp time or CTO, is paid time off given to an employee in lieu of overtime/double-time pay. Accumulated CTO has a rotating cap of 40 hours. When an employee utilizes their CTO hours and reduces their bank balance below 40, the employee may once again earn CTO hours until it reaches the 40-hour cap. CTO may be used with pre-approval of the employee’s supervisor. CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year.

10.3.1 CTO for Non-Exempt Employees

- If an employee is authorized to work overtime/double-time, the employee may choose to be compensated by pay or compensatory time off (CTO). If an employee chooses CTO, it shall be for the amount of time equivalent to the extra hours worked in excess of their regular schedule, i.e., if an employee works one hour of OT, the employee will receive one-and-one half hours of CTO.
- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for future overtime/double time worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee’s supervisor.
- CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December of any year, any remaining CTO hours will be paid out.
- Additions to CTO will not be allowed for hours that are considered “billable” to outside sources, i.e., developer-funded projects.
- Upon termination of employment, employees shall be entitled to cash payment for unused CTO accumulated prior to their separation date.

10.3.2 CTO For Exempt Employees

- An exempt employee may earn CTO at the rate of straight time hours off for each hour worked in excess of their regular schedule.
- Accumulated CTO may not exceed a bank of 40 hours. If an employee reduces the CTO bank below 40 hours, then the employee may opt for CTO for excess hours worked until the employee again reaches the 40-hour cap.
- CTO may be used with pre-approval of the employee’s supervisor.



EMPLOYEE MANUAL	
Policy Title: OVERTIME POLICY	
Policy No.: 10.0	Section Nos.: 10.0 – 10.4
Approval Date: December 2023	Effective Date: January 2024
Approved By: Board of Directors	

- CTO may not be carried over to the next calendar year. Employees should make a good faith effort to use CTO hours prior to the end of the calendar year. As of December of any year, any remaining CTO hours will be zeroed out.
- Upon termination of employment, employees’ unused CTO leave will be forfeited.

10.4 Holiday Compensation

Full-time non-exempt employees who work on an Agency holiday will be paid for the holiday at two times their normal hourly rate for each hour actually worked on the holiday, in accordance with Policy 13.4.

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ITEM NO.
8

Monthly Financial Report

AUGUST 2023

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Statement of Revenues and Expenses

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SCV Water
Statement of Revenues and Expenses
For the 2nd Period Ending 8.31.23 - Unaudited

	(A)	(B)	(C)	(D)	Current Period			Year-to-Date			(H)		
					Actual	Budget	Variance	Percent	Actual	Budget		Variance	Percent
(1)	\$ 8,927,818	\$ 11,608,989	\$ (2,681,171)	(23%)	(a) Water Sales	\$ 16,392,209	\$ 22,250,562	\$ (5,858,352)	(26%)	(1)			
(2)	25,092	25,180	(88)	(0%)	Water Sales - WWR	50,184	50,361	(177)	(0%)	(2)			
(3)	59,388	40,600	18,788	46%	Water Sales - Recycled	91,465	81,200	10,265	13%	(3)			
(4)	71,280	60,000	11,280	19%	Misc Fees and Charges	144,580	115,000	29,580	26%	(4)			
(5)	\$ 9,083,578	\$ 11,734,769	\$ (2,651,191)	(23%)	Total Operating Revenues	\$ 16,678,438	\$ 22,497,122	\$ (5,818,684)	(26%)	(5)			
					Operating Expenses								
(6)	\$ 169,579	\$ 257,837	\$ (88,258)	(34%)	(b) Management	\$ 347,703	\$ 515,674	\$ (167,971)	(33%)	(6)			
(7)	1,767,432	2,008,948	(241,517)	(12%)	(c) Finance, Admin & IT	3,283,489	4,002,897	(719,408)	(18%)	(7)			
(8)	216,741	255,685	(38,943)	(15%)	(d) Customer Care	350,554	511,369	(160,815)	(31%)	(8)			
(9)	979,533	931,131	48,402	5%	Trans & Distribution	1,642,189	1,859,263	(217,074)	(12%)	(9)			
(10)	899,168	1,796,131	(906,962)	(51%)	(d) Pumping Wells & Storage	1,604,078	3,045,061	(1,440,983)	(47%)	(10)			
(11)	673,353	938,385	(265,032)	(28%)	(e) Water Resources	986,294	1,876,769	(890,475)	(47%)	(11)			
(12)	-	209,068	(209,068)	(100%)	(f) Source of Supply	14,784	418,136	(403,352)	(97%)	(12)			
(13)	857,879	1,202,347	(344,468)	(29%)	(g) Water Quality, Treatment & Maintenance Engineering Services	1,722,108	2,318,444	(596,336)	(26%)	(13)			
(14)	339,813	333,305	6,508	2%		504,783	666,610	(161,827)	(24%)	(14)			
(15)	\$ 5,893,499	\$ 7,932,836	\$ (2,039,338)	(26%)	Total Operating Expenses	\$ 10,455,983	\$ 15,214,223	\$ (4,758,240)	(31%)	(15)			
(16)	\$ 3,190,079	\$ 3,801,932	\$ (611,854)	(16%)	Net Operating Revenues (Expenses)	\$ 6,222,455	\$ 7,282,899	\$ (1,060,444)	(15%)	(16)			
					Non-Operating Revenues and (Expenses)								
(17)	\$ 2,389,753	\$ 1,203,575	\$ 1,186,178	99%	(h) Non-Operating Revenues ¹	\$ 3,017,539	\$ 2,407,149	\$ 610,390	25%	(17)			
(18)	(1,105,942)	(6,362,178)	5,256,237	(83%)	(i) Capital Improvement Projects - Pay Go	(1,566,548)	(12,724,357)	11,157,809	(88%)	(18)			
(19)	-	-	-	0%	Debt Service	(30,768,269)	(30,768,269)	0	0%	(19)			
(20)	(3,064)	(3,333)	269	(8%)	Leases and SBTA Interest Expenses	(8,248)	(6,667)	(1,581)	24%	(20)			
(21)	\$ 1,280,747	\$ (5,161,937)	\$ 6,442,684	(125%)	Net Non-Operating Revenues and (Expenses)	\$ (29,325,526)	\$ (41,092,143)	\$ 11,766,617	(29%)	(21)			
(22)	\$ 4,470,826	\$ (1,360,005)	\$ 5,830,830	(429%)	Increase (Decrease) in Net Position	\$ (23,103,071)	\$ (33,809,244)	\$ 10,706,173	(32%)	(22)			

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

- (a) Overall consumption was lower than anticipated due to weather and conservation. (5.71 inches of rain received in August).
- (b) Outside Services lower than budgeted due to the timing of Perchlorate Litigation and Legal expenses.
- (c) Outside Services are lower than budgeted due to timing of billing services. Utilities under budget due to timing of Edison billing.
- (d) Professional consultant services lower than budgeted. Outside Services are lower than budgeted due to timing of billing services.
- (e) Purchased power under budget due to timing of Edison billing and solar fields operating at 100%. Outside Services are lower than budgeted due to timing of billing services.
- (f) August expenses lower due to timing of the firming and core water expenses.
- (g) Utility expense actuals lower due to the timing of SCE billing invoices. Outside services are under budget due to the timing of the Regulatory Fees.
- (h) Non-Operating Revenues are higher due to higher than budgeted Facility Capacity Fee, Property Taxes and Grants receipts.
- (i) 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, Annexation Reimb.

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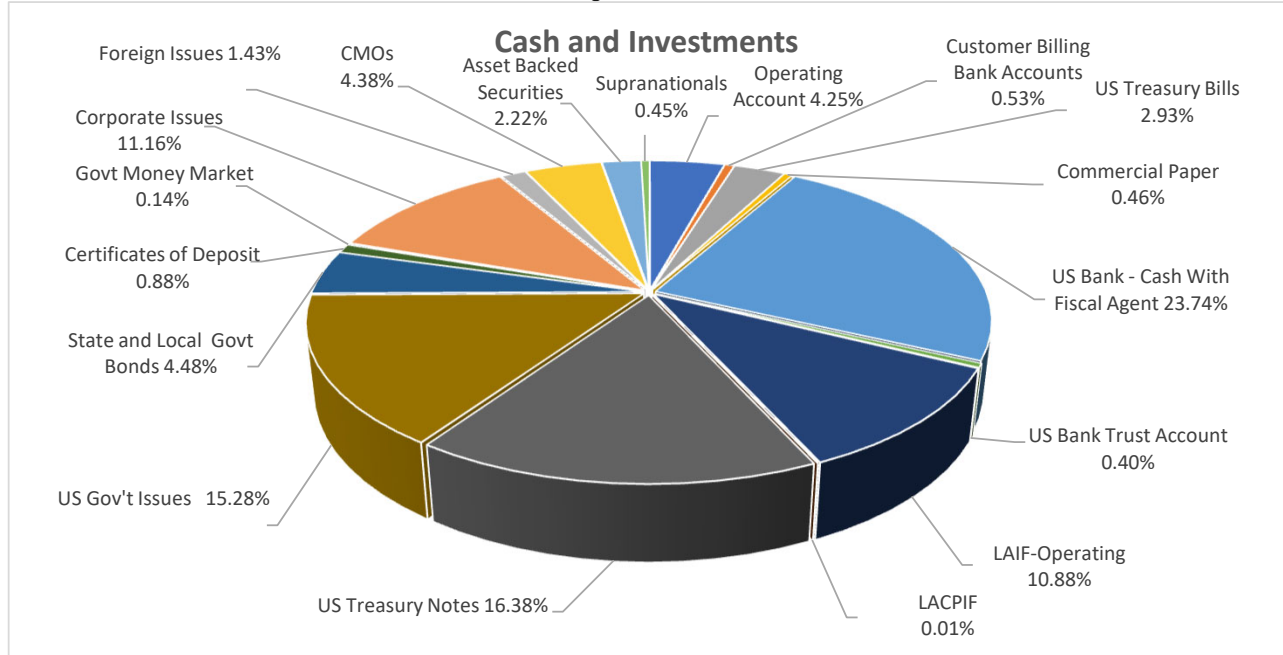
Investment Report

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Santa Clarita Valley Water Agency

Cash and Investment Summary

August 31, 2023



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	13,433,647	4.25%
Customer Billing Bank Accounts	101-10105		1,679,672	0.53%
US Treasury Bills (Cash Equivalent)	101-10104		9,264,942	2.93%
Commercial Paper	101-10106		1,444,736	0.46%
US Bank - Cash with Fiscal Agent	101-102XX		75,036,899	23.74%
US Bank Trust Account (1% Prop Tax)	101-10202		1,275,092	0.40%
LAIF - Operating	101-11061		34,396,535	10.88%
LAC Pooled Investment Fund	101-11062		22,030	0.01%
US Treasury Notes	101-11063		51,783,707	16.38%
US Gov't Issues (excl T-Bills & T-Notes)	101-11064		48,287,314	15.28%
State and Local Government Bonds	101-11065		14,149,196	4.48%
Certificates of Deposit	101-11066		2,773,230	0.88%
Government Money Mkt Fund	101-11067		427,105	0.14%
Corporate Issues	101-11068		35,285,740	11.16%
Foreign Issues	101-11069		4,511,205	1.43%
CMOs	101-11070		13,854,753	4.38%
Asset Backed Securities	101-11071		7,007,230	2.22%
Supranationals	101-11072		1,438,891	0.45%
		\$	316,071,926	100.00%

Estimated Refundable Developer Deposits:

\$ 7,322,739 Included in totals

Portfolio-wide Investments:
Weighted Average Yield 4.448%

Rochelle Patterson, MPA
 Treasurer/Chief Financial & Administrative Officer

Amy Aguer, CPA
 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
8/31/2023

	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
<u>AGENCY FUNDS</u>					
Cash & Sweep Accounts					
WF Operating Account-Incl FCF's, SWP & CIP		XXX-10101	\$ 13,433,647		
Less: WF Restricted Cash (FCFs, SWP & CIP)	1	2XX-10101	(2,770,939)		
US Treasury Bills - CAM		101-10104	9,264,942		
Customer Billing - Northstar Account		101-10105	269,541		
Commercial Paper		101-10106	1,444,736		
Customer Billing - enQuesta Account		101-10107	1,410,131		
US Bank - Cash with Fiscal Agent		101-102XX	24,536		
US Bank Trust Account (1% Prop Tax)		101/204-10202	1,275,092		
Less: Restricted Cash US Bank Accts -SWP	1	204-10202	-		
Subtotal - Cash & Sweep Accounts Unrestricted				\$ 24,351,686	7.70%
Investments - Unrestricted					
Local Agency Investment Fund		101/202/204-1106	\$ 34,396,535		
LAC Pooled Investment Fund		101-11062	22,030		
US Treasury Notes - US Bank		101-11063	51,783,707		
US Govt Issues (excl T-Notes & T-Bills)		101/204-11064	48,287,314		
Taxable Municipal Issues (State & Local)		101-11065	14,149,196		
Certificates of Deposit		101-11066	2,773,230		
Government Money Mkt Fund		101/204-11067	427,105		
Corporate Issues		101-11068	35,285,740		
Foreign Issues		101-11069	4,511,205		
CMOs-Collateralized Mortgage Obligations		101-11070	13,854,753		
Asset Backed Securities		101-11071	7,007,230		
Supranationals		101-11072	1,438,891		
Less: Restricted Investments - FCF	2	202-11061	(9,479,196)		
Less: Restricted Investments - SWP	3	204-11061-11067	(88,074,656)		
Subtotal - Investments Unrestricted				\$ 116,383,086	36.82%
Cash and Investments - Restricted					
Facility Capacity Fee Fund - Cash	4	202-10101	\$ -		
Facility Capacity Fee Fund - Investments	5	202-11061	9,479,196		
State Water Project - Cash (WF & US Bank)	6	204-10XXX	3,067,262		
State Water Project - Investments	7	204-11061/11063/	88,074,656		
Subtotal - Investments Restricted				100,621,113	31.83%
TOTAL AGENCY CASH & INVESTMENTS				\$ 241,355,885	
<u>CAPITAL IMPROVEMENT PROJECT FUNDS</u>					
Cash & Sweep Accounts (WF & US Bank)	8	220/223-10101	\$ (296,322)		
US Bank - Cash with Fiscal Agent		223-102XX	75,012,363		
Local Agency Investment Fund - Restricted		220-11061	-		
TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS				\$ 74,716,041	23.64%
TOTAL CASH AND INVESTMENTS				\$ 316,071,926	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 (Txfr'd to cover Debt Svc)
- 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

Agency-wide General Funds Invested:

<u>Cash & Cash-Equivalents</u>	<u>Cost</u>	<u>Yield</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Est'd Yield</u>
Wells Fargo Pooled Operating Cash	\$ 13,433,647	5.202%	Various	Liquid	\$ 698,825
Less: CIP 2020A/2023A Pooled Cash	296,322	5.202%	Various	Liquid	15,415
Wells Fargo Customer Care Accounts	1,679,672	5.202%	Various	Liquid	87,377
US Bank DS Accounts	75,036,899	4.815%	Various	Liquid	3,613,027
US Bank 1% Property Tax Trust Account	1,275,092	3.900%	Various	08/15/23	49,729
US T-Bills (Cash Equiv) - CAM	9,264,942	5.079%	Various	Liquid	470,552
Commercial Paper (Cash Equiv) - CAM	1,444,736	5.158%	Various	Various	74,512
First American Gov't MM (Cash Equiv) -CAM	427,105	4.940%	Various	Liquid	21,099
Total Cash & Cash-Equivalents	\$ 102,858,416	4.891%	Weighted Avg Yield		\$ 5,030,536

Investments External to US Bank / Chandler Asset Management

Local Agency Investment Fund (LAIF)	\$ 34,396,535	3.434%	Various	Liquid	1,181,177
LA County Pooled Investment Fund	22,030	3.780%	Various	Liquid	833

Investments per US Bank / Chandler Asset Management Statements (excluding Cash Equivalents)

Asset-Backed Securities - CAM	7,007,230	5.545%	Various	Various	\$ 388,523
Federal Agencies - CAM	48,287,316	5.239%	Various	Various	2,529,677
CMO's - Collateralized Mortgages - CAM	13,854,753	4.833%	Various	Various	669,538
Corporate Issues	35,285,740	5.230%	Various	Various	1,845,438
Municipal Bonds (State/Local Gov'ts) CAM	14,149,196	5.312%	Various	Various	751,625
Negotiable Certificates of Deposit - CAM	2,773,230	5.504%	Various	Various	152,640
US Treasury Notes - US Bank	51,783,707	4.615%	Various	Various	2,389,970
Foreign Issues & SupraNationals	5,950,096	5.269%	Various	Various	313,519
Total Investments	\$ 213,509,835	4.234%	Weighted Avg Yield		\$ 9,040,930

Cash & Investments Non-CIP	\$ 316,368,250	4.448%	Portfolio Weighted Avg Yield		\$ 14,071,465
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Reconciliation with Portfolio-wide Summary

CIP 2020A Cash	\$ (296,322)
CIP 2020A LAIF	0
CIP Cash & Investments	<u>(296,322)</u>
Portfolio Wide Total Cash & Investments	<u>\$ 316,071,928</u>
See Note 1 On Consolidated TB	2

CAM Managed Assets / Held at US Bank in Trust

US T-Bills (Cash Equiv)	\$ 9,264,942
Commercial Paper	1,444,736
First American Gov't MM	427,105
Asset-Backed Securities	7,007,230
Federal Agencies	48,287,316
CMO's - Collateralized Mtgs	13,854,753
Corporate Issues (excluding Foreign Issues)	35,285,740
Municipal Bonds (State/Local)	14,149,196
Negotiable CDs	2,773,230
US Treasury Notes	51,783,707
Foreign Notes	<u>5,950,096</u>
CAM Assets Managed	<u>\$ 190,228,053</u>
	60%

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3-Month Cashflow

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SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for August FY24 to October FY24

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 57,865,864	\$ 110,476,321	\$ -	\$ 95,195,220	\$ 10,415,572
August					
Cash Provided from:					
Water Sales	11,634,169	-	-	-	-
Water Sales Misc ¹	60,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	1,141,000	-	-	1,145,885	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	-	-	-	-	-
Reimbursements ²	392,612	-	-	-	-
Bond/Loan Proceeds	-	-	74,865,094	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,860,911)	-	-	(12,212)	-
DWR Payments	-	-	-	(693,000)	-
Misc. Water Purchases	(11,667)	-	-	(1,713,904)	-
Debt Service	(30,771,602)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance Aug	\$ 26,665,178	\$ 110,476,321	\$ 71,113,782	\$ 94,249,696	\$ 10,547,055
September					
Cash Provided from:					
Water Sales	11,634,169	-	-	-	-
Water Sales Misc ¹	60,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	-	-	-	-	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	-	-	-	-	-
Reimbursements ²	392,612	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,860,911)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,039,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,496,904)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance. Sep	\$ 25,091,761	\$ 110,476,321	\$ 67,362,469	\$ 92,028,788	\$ 10,678,539

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for August FY24 to October FY24

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 57,865,864	\$ 110,476,321	\$ -	\$ 95,195,220	\$ 10,415,572
October					
Cash Provided from:					
Water Sales	9,699,338	-	-	-	-
Water Sales Misc ¹	50,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	-	-	-	-	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	647,743	-	-	-	-
Reimbursements ²	249,574	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,652,511)	-	-	(12,212)	-
DWR Payments	-	-	-	(808,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,486,703)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance Oct	\$ 22,286,617	\$ 110,476,321	\$ 63,611,157	\$ 90,049,081	\$ 10,810,022

Notes:

¹ Water Sales Misc. includes Late Charges, Misc. Retail Charges, Rebates, 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

Ten Largest Disbursements Check Register

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SCV Water
 Ten Largest Disbursements
 August 1, 2023 to August 31, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Amount
	08-30-2023	Department of Water Resources	Monthly Variable - Jul 2023 Contract 160213	CHECK	1,845,354.00
1		Department of Water Resources			1,845,354.00
	08-02-2023	Department of Water Resources	Monthly Variable - Jun 2023	CHECK	652,507.00
2		Department of Water Resources			652,507.00
	08-02-2023	American Business Bank	Retention for Progress Pays 2-12 for ESFP Washwater Return and Sludge Collection Project	CHECK	575,100.10
3		American Business Bank			575,100.10
	08-23-2023	So. California Edison Co.	LK Hughes E/S Dam 6/27/23-7/27/23	AUTO_DEBIT	1,237.66
			25849 1/2 Railroad Ave 6/27/23-7/27/23		11,863.51
			27234 Bouquet Canyon Rd SB 6/27/23- 7/27/23		117.68
			25401 Bouquet Canyon 6/26/23-7/26/23		243,278.97
			23308 Magic Mountain 6/8/23-7/10/23		12,202.93
			23498 Newhall Ranch Rd 6/27/23-7/27/23		18.74
			28185 The Old Rd 6/27/23-7/27/23		9,024.68
			26503 McBean Pkwy 6/27/23-7/27/23		17.51
			32700 Lake Hughes Rd W 6/27/23-7/27/23		26,027.66
			27930 1/2 Lost Canyon Rd 6/27/23- 7/27/23		171.97
			27171 1/2 Camp Plenty 6/27/23-7/27/23		38.44
			20545 Santa Clara St 6/27/23-7/27/23		267,384.98
			27295 Rolling Hills Ave 6/27/23-7/27/23		337.19
			17213 Medley Ridge Dr 6/27/23-7/27/23		41.23
			27434 1/2 Bouquet Canyon Rd 6/27/23- 7/27/23		144.75
			27475 1/2 Bouquet Canyon Rd 6/27/23- 7/27/23		87.76
			26501 Summit Cir 6/21/23-7/23/23		901.37
			26505 Summit Cir 6/21/23-7/23/23		396.60
			26979 Westridge 6/27/23-7/27/23		34.06
			27139 Honby Ave PED 6/20/23-7/20/23		27.25
4		So. California Edison Co.			573,354.94
	08-23-2023	So. California Edison Co.	27101 Ridge Road 160 6/21/23-7/23/23	AUTO_DEBIT	6,162.88
			26629 Bouquet Canyon Rd 6/16/23- 7/18/23		5,394.28
			22555 Brightwood Pl 6/16/23-7/18/23		119.28
			27949 Hancock Pkwy U 6/12/23-7/12/23		4,536.08
			23600 Decoro Drive 6/21/23-7/23/23		13,470.36
			24050 Valencia Blvd 6/21/23-7/23/23		194.11
			26477 Bouquet Canyon Rd 6/21/23- 7/23/23		3,290.49

SCV Water
 Ten Largest Disbursements
 August 1, 2023 to August 31, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Amount
			25112 Rye Canyon Loop 6/21/23-7/23/23		260.92
			25234 Valencia 6/21/23-7/23/23		18,832.11
			25841 Tournament Rd 6/21/23-7/23/23		24.84
			27700 Golden St 6/21/23-7/23/23		254.50
			28400 Copper Hill Dr PED 6/21/23-7/23/23		615.00
			25197 Aurora Dr 6/21/23-7/23/23		9,520.16
			28531 Farrier Dr PED 6/21/23-7/23/23		19.67
			23816 Auto Center N7 6/21/23-7/23/23		23,956.51
			23817 Auto Center N8 6/21/23-7/23/23		24,727.81
			27508 Newhall Ranch Rd 6/21/23-7/23/23		3,374.79
			24439 Valencia 6/21/23-7/23/23		310.55
			29238 Black Pine Way U 6/21/23-7/23/23		23.89
			24341 Valencia Blvd 6/21/23-7/23/23		12,954.20
			28820 Bellows Ct U 6/21/23-7/23/23		1,978.97
			23900 Bridgeport S6 6/21/23-7/23/23		3,339.78
			25600 Hwy 99/159EMG PMP 6/21/23-7/23/23		2,647.84
			26629 Bouquet Canyon Rd 7/19/23-8/16/23		4,977.65
			22555 Brightwood Pl 7/19/23-8/16/23		118.00
			23416 Magic Mountain Pkwy V5 7/11/23-8/8/23		9,191.58
			Avenida Velarte V6 7/11/23-8/8/23		344.58
			23503 Valencia Blvd N68 7/14/23-8/13/23		17,691.12
			24526 Sagecrest Cir LAR 7/12/23-8/9/23		10,864.34
			27011 Ridge Road 160 5/22/23-6/20/23		4,606.33
			27101 Ridge Road 160 4/21/23-5/21/23		4,959.26
			25901 Tournament Rd 7/12/23-8/9/23		8,029.80
			Firebrand 6/13/23-7/13/23		2,098.31
			28424 Tamarack Ln 6/15/23-7/17/23		5,852.85
			26975 Westridge Pkwy 6/13/23-7/13/23		12,959.71
			28139 Blacksmith Dr 6/15/23-7/17/23		20.87
			23790 Bridgeport S8 6/15/23-7/17/23		2,233.22
			23850 Bridgeport S7 6/15/23-7/17/23		125.20
			25001 Decoro Pump 6/15/23-7/17/23		4,793.32
			Firebrand 7/14/23-8/13/23		2,440.41
			28424 Tamarack Ln 7/18/23-8/15/23		4,701.84
			27949 Hancock Pkwy U 7/13/23-8/10/23		2,431.64
			26975 Westridge Pkwy 7/14/23-8/13/23		10,473.42
			28139 Blacksmith Dr 7/18/23-8/15/23		17.55
			23790 Bridgeport S8 7/18/23-8/15/23		822.33

SCV Water
Ten Largest Disbursements
August 1, 2023 to August 31, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Amount
			23850 Bridgeport S7 7/18/23-8/15/23		122.41
			25001 Decoro Pump 7/18/23-8/15/23		2,097.43
			27118 Vista Delgado Dr B 7/17/23-8/14/23		10,215.58
			26024 Kavenagh Ln 7/13/23-8/10/23		8,571.30
			27502 Hasley Canyon Rd D 6/16/23-7/18/23		1,230.38
			28053 Carnegie Ave CAR 6/20/23-7/20/23		3,464.06
			28432 Livingston Ave 6/16/23-7/18/23		3,184.44
			26280 1/2 Galdding 6/20/23-7/20/23		118.70
			28201 1/2 River Trail Ln Well 7/3/23-8/2/23		3,799.91
			28410 Hillcrest Pkwy 6/26/23-7/26/23		2,416.90
			28410 Hillcrest Pkwy 6/26/23-7/26/23		2,583.33
			30400 Vineyard Ln PED 6/26/23-7/26/23		389.32
			26908 Feedmill Rd U 6/21/23-7/23/23		38,093.85
			25101 Sagecrest Cir 6/21/23-7/23/23		270.66
			25550 Hemingway Ave 6/21/23-7/23/23		16,823.00
			26290 Shakespeare Ln 6/21/23-7/23/23		18.35
			26748 Sandburn Pl PED 6/21/23-7/23/23		31.91
			28202 Cascade Rd PED 6/21/23-7/23/23		46.47
			28318 Witherspoon Pkwy PED 6/21/23-7/23/23		18.53
			29646 The Old Rd U 6/21/23-7/23/23		27.18
			30016 Hamlet Way TPP 6/21/23-7/23/23		22.77
			25774 Oak Meadow Dr 6/21/23-7/23/23		29.61
			26608 Feedmill Rd U 6/21/23-7/23/23		21,318.64
			25507 Oak Meadow 6/21/23-7/23/23		18.10
			26994 Willowbrook Ln U 6/21/23-7/23/23		18.93
			23100 Lowridge Pl U 6/21/23-7/23/23		18.69
			30149 Galbreth Ct 6/21/23-7/23/23		16.13
			29909 Bancroft Pl 6/21/23-7/23/23		18.54
			26797 Westridge 6/21/23-7/23/23		17.32
			28636 Livingston Ave 6/21/23-7/23/23		433.34
			26353 McBean Pkwy 7/13/23-8/10/23		2,921.46
			28830 Hancock Pkwy U 6/29/23-7/31/23		5,469.18
08-23-2023			25100 Karie Ln 6/7/23-7/9/23	AUTO_DEBIT	2,210.09
			18621 Cedar Valley Way 6/6/23-7/7/23		638.28
			20081 1/2 Avenue of the Oaks 6/6/23-7/7/23		16.46
			16400 Placerita Canyon Rd 6/26/23-7/26/23		58.66
			25529 1/2 Mountain Pass Rd Pump 6/6/23-7/7/23		400.47

SCV Water
 Ten Largest Disbursements
 August 1, 2023 to August 31, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Amount
			28635 1/4 Winterdale Dr 6/23/23-7/25/23		513.82
			16742 1/2 Placerita Canyon Rd 6/26/23-7/26/23		229.04
			28340 Via Joyce Dr 6/21/23-7/23/23		41.71
			28301 Whites Canyon 6/21/23-7/23/23		631.64
			26532 Heron Ln 6/28/23-7/30/23		1,511.50
			22102 1/2 Garnet Canyon PED 6/1/23-6/29/23		13.57
			20095 Avenue of the Oaks 6/7/23-7/9/23		4,120.23
			21002 W Ranch View U 6/19/23-7/19/23		454.49
			25205 Via Princessa 6/26/23-7/26/23		3,351.29
			27100 Furnivall Ave 6/20/23-7/20/23		121.05
			23307 Magic Mountain Pkwy 6/15/23-7/17/23		7,406.59
			18090 Lost Canyon Rd 6/28/23-7/30/23		1,656.21
			27230 1/2 Bouquet Canyon Rd 6/19/23-7/19/23		56.54
			18501 1/2 Olympian Ct 6/27/23-7/27/23		53.43
			27234 Bouquet Canyon Rd 1 6/19/23-7/19/23		77.00
			26945 Cherry Willow Dr Pump 6/28/23-7/30/23		662.18
			27238 Bouquet Canyon Rd 6/12/23-7/12/23		531.55
			27501 Sierra Hwy 6/12/23-7/12/23		163.44
			27245 Luther Dr 6/12/23-7/12/23		1,986.45
			27115 Golden Valley Rd 6/12/23-7/12/23		21,956.13
			21768 Centurion Way Pump 6/16/23-7/18/23		11,965.46
			26640 1/2 Bouquet Canyon Rd 6/16/23-7/18/23		8,507.32
			26930 Ruether Ave 6/12/23-7/12/23		108.54
			45s416 Linda Vista Rd Pump 6/2/23-7/2/23		12,427.29
			21900 Centurion Way Pump 6/12/23-7/12/23		171.24
			18870 Skyline Ranch Rd 6/12/23-7/12/23		2,865.47
			28530 La Madrid Dr U 6/19/23-7/19/23		6,685.40
5		So. California Edison Co.			461,181.31
	08-02-2023	Association Of California Water Agencies Joint Power Insurance Authority	ACWA JPIA, Upper Santa Clara Valley Property Program Renewal - July 1, 2023 - June 30, 2024	SCV_ACH	500.00
			ACWA JPIA Property Program Renewal - July 1, 2023 - June 30, 2024		437,603.29
6		Association Of California Water Agencies Joint Power Insurance Authority			438,103.29

SCV Water
 Ten Largest Disbursements
 August 1, 2023 to August 31, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Amount
	08-16-2023	X-Act Technology Solutions, Inc.	Agreement Managed Security Services - Nov 2022	SCV_ACH	11,200.00
			Agreement Managed IT Support Services - Nov 2022		16,434.00
			Agreement Managed Security Services - Oct 2022		11,200.00
			Agreement Managed IT Support Services - Oct 2022		16,434.00
			Labor - Hourly Cable Techs Performed to Install Fiber Electronics Box (1/16/23:56.5 hrs) - Rio		16,950.00
			Agreement Azure Usage - Nov 2022		19,701.88
			Agreement Cloud Backup - Nov 2022		4,075.00
			Agreement Office 365 - Nov 2022		13,914.15
			Agreement Azure Usage - Aug 2023		21,536.17
			Agreement Office 365 - Aug 2023		14,724.46
			Agreement Cloud Backup - Aug 2023		4,075.00
			Agreement Managed Security Services - Aug 2023		14,200.00
			Agreement Managed IT Support Services - Aug 2023		16,434.00
			Agreement Office 365 - Oct 2022		13,911.40
			Agreement Cloud Backup - Oct 2022		4,075.00
			Agreement Azure Usage - Oct 2022		18,680.16
			7		
	08-23-2023	So. California Edison Co.	16747 1/2 Soledad Canyon Rd Pump 6/14/23-7/16/23	AUTO_DEBIT	4,277.10
			27200 Sand Canyon Rd 6/28/23-7/30/23		13,912.06
			23200 Avenida Velarte 6/8/23-7/10/23		7,223.53
			28244 1/2 Alaminos Dr Pump 6/19/23-7/19/23		4,046.88
			20251 Keaton St Pump 6/22/23-7/24/23		24,727.21
			End Luther Dr/Wash 6/19/23-7/19/23		129.94
			27245 Luther Dr 6/19/23-7/19/23		157.22
			19000 Whites Canyon Road 6/23/23-7/25/23		5,128.81
			26700 Sierra Estates Drive 6/6/23-7/7/23		6,317.44
			17390 Lost Canyon Rd 6/14/23-7/16/23		1,076.99
			16003 1/2 Lost Canyon 6/26/23-7/26/23		7,363.15
			17247 Sierra Hwy 6/13/23-7/13/23		133.93
			26820 Gregory Well 6/20/23-7/20/23		6,274.01
			26805 Rainbow Glen 6/20/23-7/20/23		13,578.80
			19090 Via Princessa 6/23/23-7/25/23		46,093.82
			28726 Haskell Canyon Rd 6/19/23-7/19/23		4,584.63

SCV Water
 Ten Largest Disbursements
 August 1, 2023 to August 31, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Amount
			15590 Appaloosa 6/14/23-7/16/23		6,722.14
			27320 Bouquet Canyon Rd 6/19/23-7/19/23		15,170.18
			21885 Deena Pl 6/26/23-7/26/23		7,861.54
			26715 Valley Center Dr 6/5/23-7/6/23		15,192.06
			15305 Live Oak Springs Canyon Rd 6/14/23-7/16/23		3,996.86
8		So. California Edison Co.			212,986.60
	08-02-2023	American Business Bank	Retention for Progress Pays 3-10 for Santa Clara and Honby PFAs Project	CHECK	210,515.92
9		American Business Bank			210,515.92
	08-09-2023	Hazen and Sawyer, D.P.C.	Services through 6/30/23 Construction for the Santa Clara and Honby Wells PFAS Groundwater Treatment Improvements	SCV_ACH	26,890.00
			Services through 6/30/23 Tesoro Highlands Tract 51644-19A - T&U Wells PFAS Treatment, Saugus 1 and 2 VOC Treatment, and Chemical Building		41,095.50
			Services through 6/30/23 Water Master Plan		92,453.75
			Services through 6/30/23 Planning study for PFAS, Perchlorate, and Softening Treatment for Saugus Wells (N11, N12, N13) Groundwater Treatment Improvements		43,119.50
10		Hazen and Sawyer, D.P.C.			203,558.75

Total **5,390,207.13**

Total-All Disbursements Issued During August 2023 **10,256,772.07**

Largest Ten Vendor Payments as Compared to Total **53%**

Director Stipends

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DIRECTORS STIPENDS PAID IN SEPTEMBER 2023
For the Month of August 2023

Director Kathye Armitage

Date	Meeting	Amount
08/01/23	Regular Board Meeting	\$239.00
08/09/23	Executive Committee Meeting of the Special Districts of North LA County	\$239.00
08/14/23	Ad Hoc Committee Meeting - Facility Name Change	\$239.00
08/15/23	Regular Board Meeting	\$239.00
08/17/23	Public Outreach and Legislation Committee Meeting	\$239.00
08/21/23	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$1,434.00
	Total Paid Days	6
	Total Meetings	6

Director Beth Braunstein

Date	Meeting	Amount
08/15/23	Regular Board Meeting	\$239.00
08/17/23	Public Outreach and Legislation Committee Meeting	\$239.00
	Stipend Total	\$478.00
	Total Paid Days	2
	Total Meetings	2

Director Ed Colley

Date	Meeting	Amount
08/14/23	Ad Hoc Committee Meeting - Facility Name Change	\$239.00
08/15/23	Regular Board Meeting	\$239.00
08/17/23	Public Outreach and Legislation Committee Meeting	\$239.00
08/21/23	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$956.00
	Total Paid Days	4
	Total Meetings	4

Director William Cooper

Date	Meeting	Amount
08/01/23	Regular Board Meeting	\$239.00
08/03/23	Engineering and Operations Committee Meeting	\$239.00
08/14/23	Ad Hoc Committee Meeting - Facility Name Change	\$239.00
08/15/23	Regular Board Meeting	\$239.00
08/25/23	ACWA Code of Conduct Committee Meeting	\$239.00
08/28/23	Agenda Planning Meeting	\$239.00
08/29/23	ACWA Finance Committee Meeting	\$239.00
08/30/23	ACWA Water Quality Committee Meeting	\$239.00
	Stipend Total	\$1,912.00
	Total Paid Days	8
	Total Meetings	8

Director Ken Petersen

Date	Meeting	Amount
08/01/23	Regular Board Meeting	\$239.00
08/11/23	Meeting w/ Ed Means re: Strategic Planning	\$239.00
08/15/23	Regular Board Meeting	\$239.00
08/21/23	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$956.00
	Total Paid Days	4
	Total Meetings	4

TOTAL PAID DAYS	51
TOTAL MEETINGS	52
TOTAL STIPENDS	\$12,189.00

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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 23/24 [AP Transactions Updated as of: 9/30/2023](#)

DIRECTORS

[P-Card \(VISA\) Transactions Updated as of: 9/30/23](#) *September PCard transactions affect October cash.

Date	Recipient of Reimbursement	Reason for Reimbursement	Amount
08/01/23	Braunstein, Beth	P-CARD (VISA) - 2023 ACWA Spring Conference 5/9/23-5/11/23 Expense (Lodging)	574.50
08/01/23	Martin, Gary	P-CARD (VISA) - 2023 ACWA Spring Conference 5/9/23-5/11/23 Expense (Lodging)	303.62
08/01/23	Orzechowski, Piotr	P-CARD (VISA) - 2023 ACWA Spring Conference 5/9/23-5/11/23 Expense (Lodging)	420.39
08/01/23	Martin, Gary	P-CARD (VISA) - DCA Meeting 6/15/23 Travel Expense (Airfare)	492.96
08/01/23	Cooper, William	2023 ACWA Workshop & Board Meeting Travel Expense (Airfare, Parking, Ground Transportation- Uber, Mileage)	566.77
08/01/23	Cooper, William	2023 ACWA Workshop & Board Meeting Expense (Lodging)	234.94
08/01/23	Martin, Gary	P-CARD (VISA) - Urban Water Institute Water Conference - 08/23-08/25/23 - Registration	695.00
08/01/23	Martin, Gary	P-CARD (VISA) - VIA Bash Fire & Ice Ball 11/03/23 - Registration	150.00
08/01/23	Cooper, William	P-CARD (VISA) - 2023 Economic Outlook Forecast 09/15/23 - Registration	125.00
			3,563.18

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COMMITTEE MEMORANDUM

DATE: November 13, 2023

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Receiving and Filing of September 2023 Monthly and FY 2023/24 First Quarter Financial Report (July– September 2023)

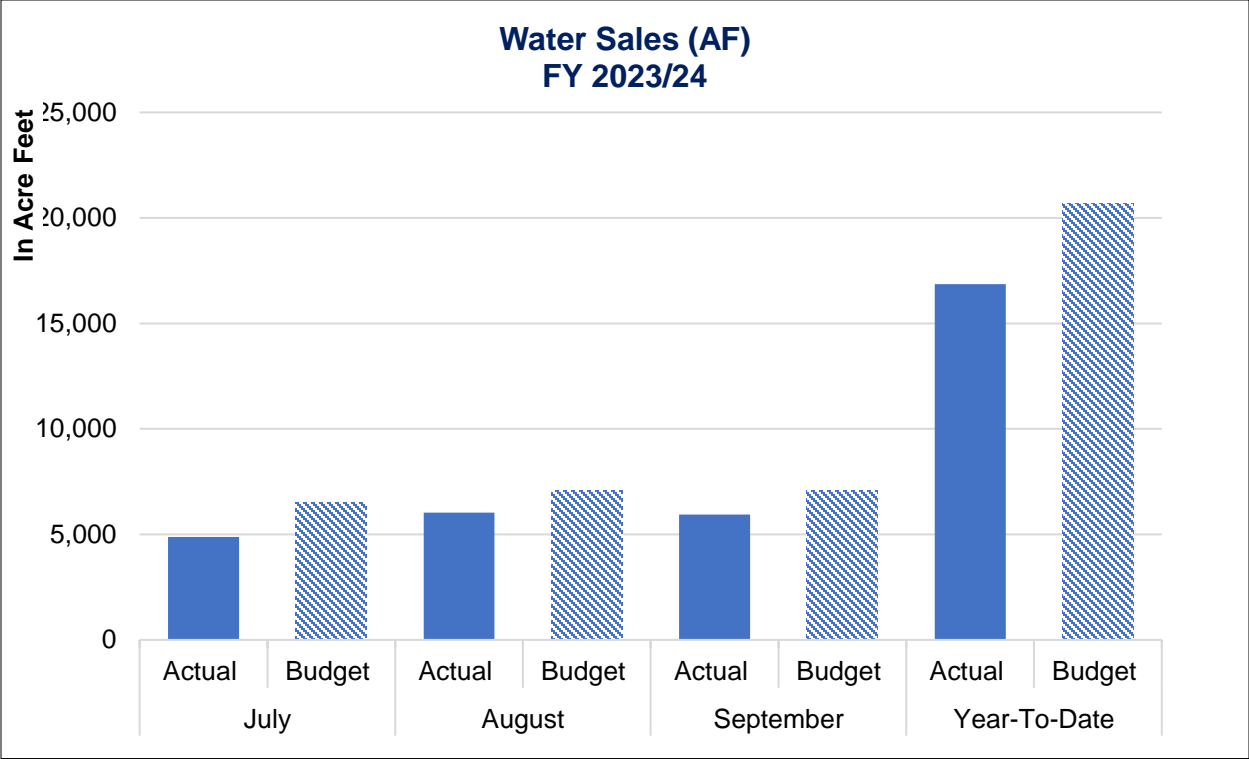
Below is the September 2023 Monthly and FY 2023/24 First Quarter Financial Summary, unaudited (July– September 2023) as actual audit results may vary. This report reviews the financing activities for the quarter and compares the FY 2023/24 Budget to actual revenues and expenditures for the operating and capital budgets currently recorded.

FY2023/24 First Quarter Highlights

- Received credit rating upgrade for S&P from AA to AA +.
- Adopted the POS and successfully sold 2023 revenue bonds, AIC 2.85%.
- Reviewed several financial scenarios.
- Received approval of a resolution authorizing the General Manager to disburse funds from the State Water Contract Fund, subject to adjustments, in a timely manner to meet the Water Supply Contract payment obligations due during FY 2023/24.
- Received approval of revised Purchasing Policy.
- Received approval of a two contract with Premier Property Preservation for Janitorial Services.
- Discussed recommended actions for the ground lease property at 22722 Soledad Canyon Road.
- Received approval of a revised Ratepayer Advocate Process.
- Received an approval of revised Position Control for the Treatment, Distribution, Operations and Maintenance Section (TDOMS).
- Received an approval of a revised Surplus Policy.
- Staff completed the interim audit work with our outside CPA (Certified Public Accountant) firm, LSL (Lance, Soll & Lunghard, LLP). The auditors will be completing the audit at the end of October 2023 and the first week of November 2023.

Water Production and Sales

Total water produced for retail consumption from July – September 2023 was 18,532 acre-feet (AF), comprised of 3,318 AF of groundwater and 15,215 AF of surface water. Total water sales were 16,853 AF (based on billing date), which is a decrease of 18% from the budgeted projection of 20,675 AF for the first quarter.



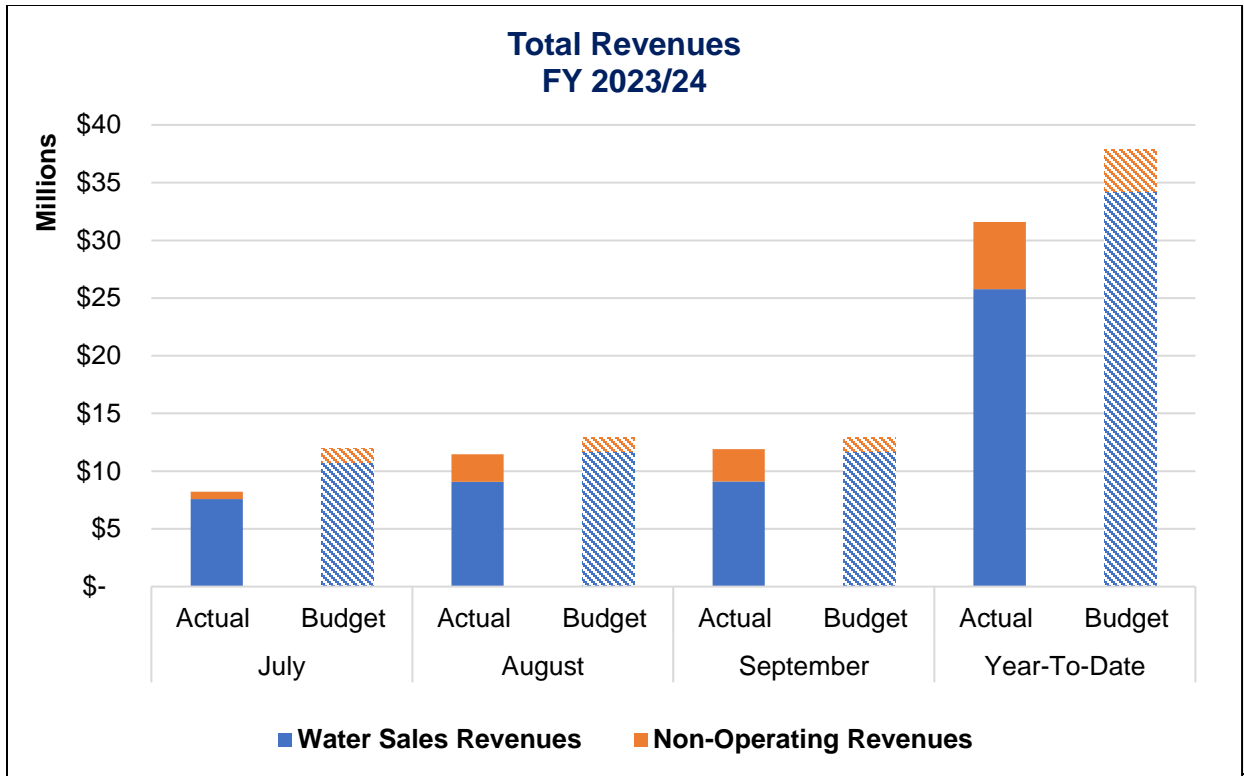
Revenues

Total water sales for the quarter were \$25.8 million, which was a reduction of 25% compared to the budget of \$34.2 million. Actual water sales are lower than budgeted based on conservation efforts, slower growth than projected and weather. The Agency reported that we have had 6.02 inches of rainfall since the beginning of the fiscal year.

Certain revenues and expenses are budgeted based on seasonal trends or expectations. Water sales revenues and chemicals were budgeted based on seasonal demand and production history, whereas purchased power is budgeted based on a 10-year trend. Typically, a higher percentage of revenues are received in the summer months than in the winter months. Revenues such as property taxes are budgeted in specific months, based on expectation of when taxes are due. A majority of taxes are received in December and April of each year.

Revenues

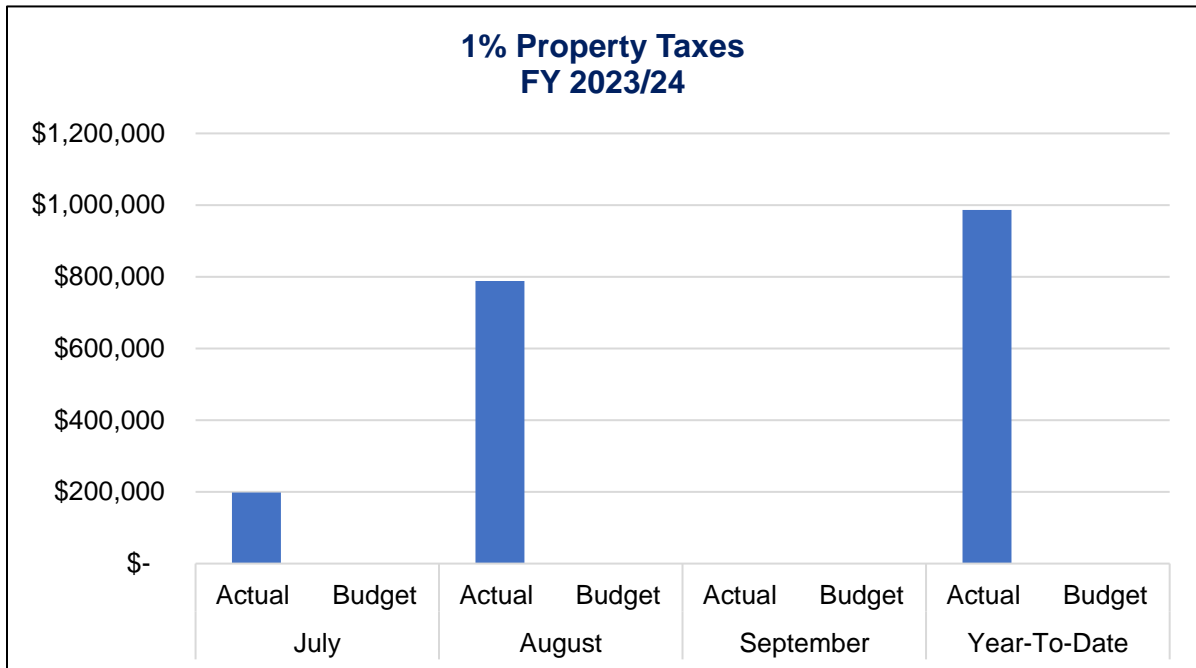
Overall, FY 2023/24 total revenues through September 2023 (operating and non-operating) of \$31,597,467 were 17% (\$6,245,148) under the budget of \$37,842,615.



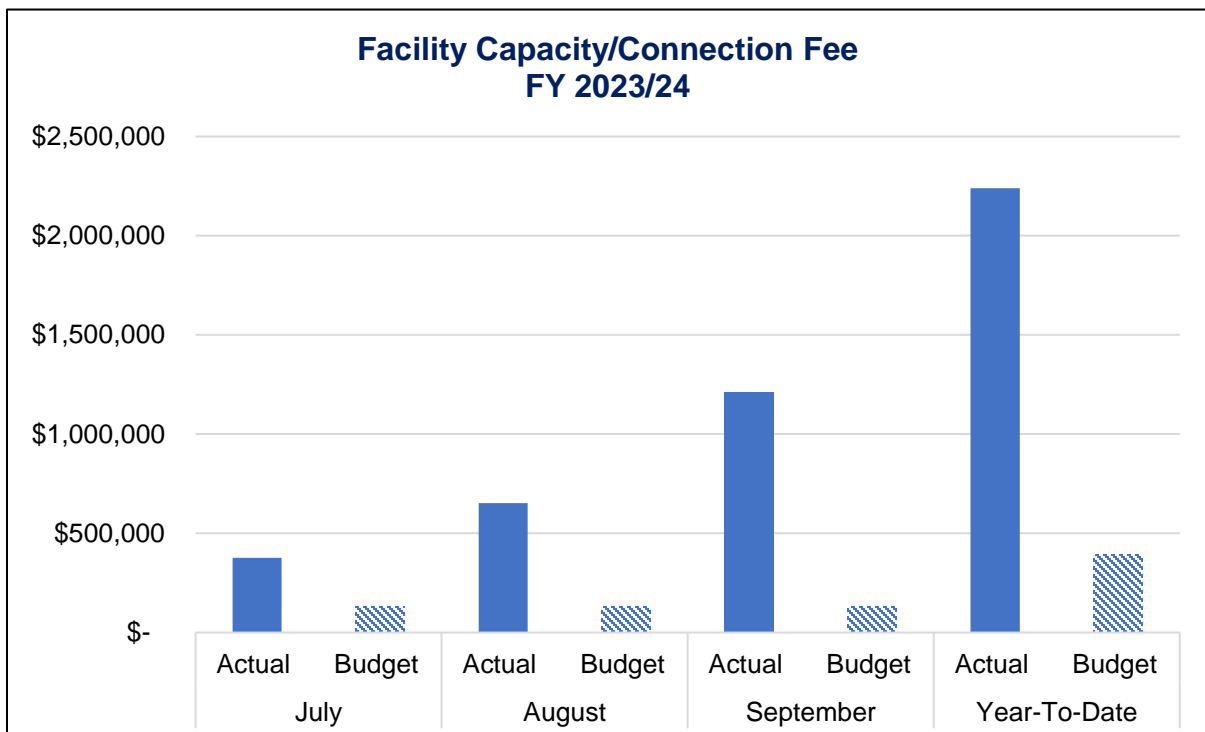
Significant year-to-date changes from the Budget are as follows:

- Water sales are under budget by 25% which consists of the following:
 - Residential water sales under budget by 22% (-\$4,170,134)
 - Landscaping/Irrigation water sales were under budget by 35% (-\$2,511,142)
 - All other water sales were under budget by 22% (-\$1,862,759)
 - The total number of billing connections added through September 2023 for FY 2023/24 was 96 out of the 1,068 projected for the year.

- Property tax (1%) received in the 1st quarter was \$986,524.



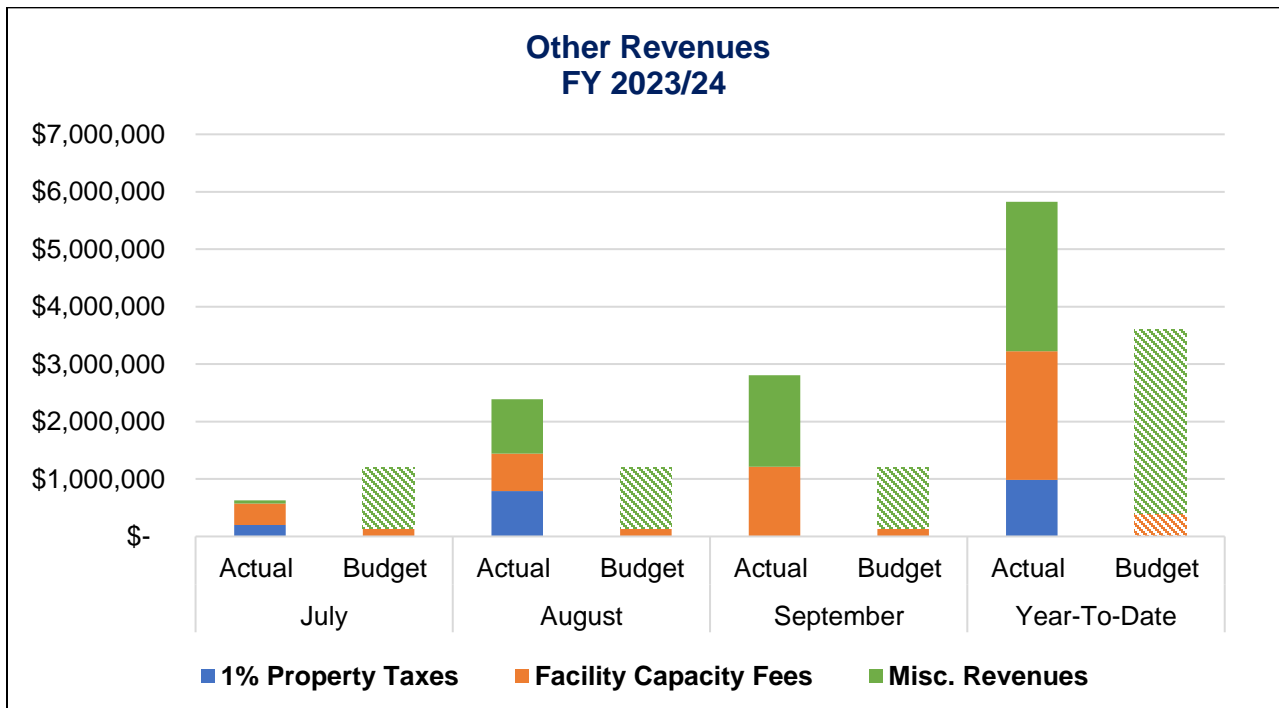
- Facility/Retail Capacity Fees received in the 1st quarter were \$2,238,859. Regional Facility Capacity Fees collected were \$2,142,902 and \$95,957 in Retail Capacity Fees out of a budget of \$394,450.



Fees Received

Developers	1st Quarter		Year to Date	
	Total	#FCF	Total	#FCF
Lennar Homes	\$ 1,512,145	99	\$ 1,512,145	99
KB Homes	\$ -	0	\$ -	0
Tri Pointe Homes	\$ 308,294	26	\$ 308,294	26
Newhall Land and Farming	\$ -	0	\$ -	0
Toll Brothers, Inc	\$ 5,418	1	\$ 5,418	1
Richmond American Homes	\$ 130,038	6	\$ 130,038	6
Williams Homes	\$ -	0	\$ -	0
Other	\$ 187,007	10	\$ 187,007	10
Total	\$ 2,142,902	142	\$ 2,142,902	142

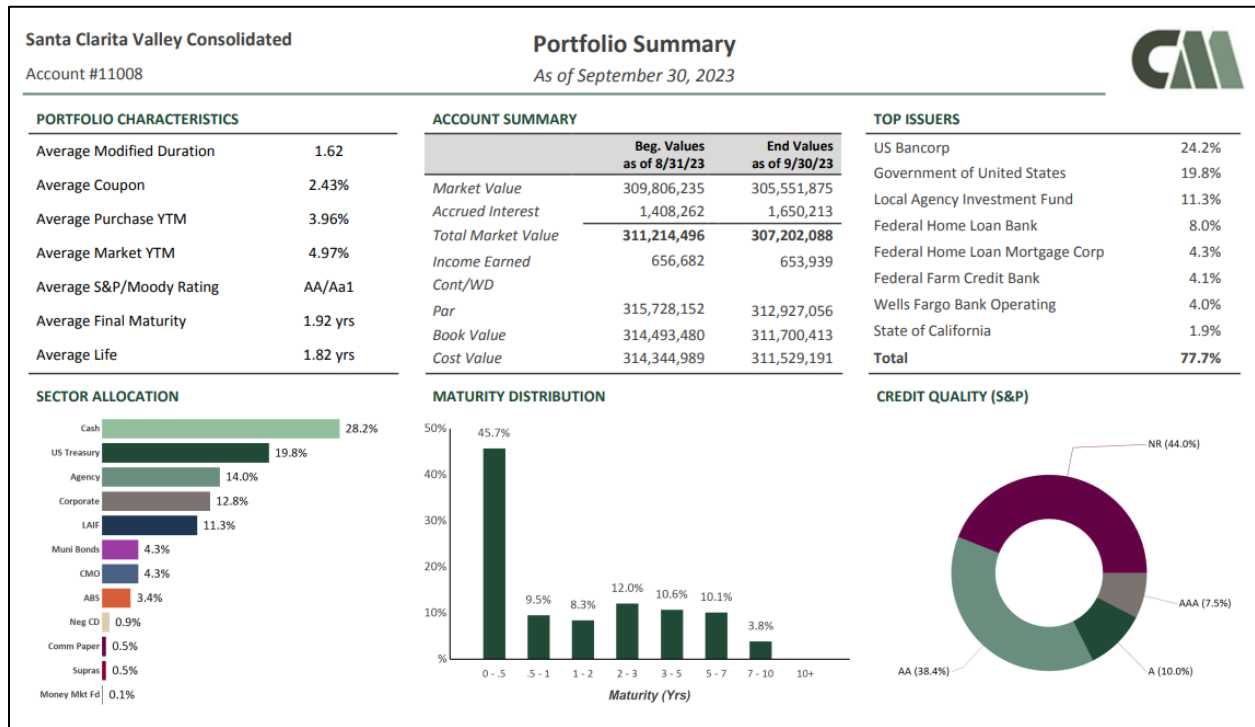
Other Miscellaneous revenues (grants, reimbursements, cell leases/rental income and investment revenues) received were \$2,597,681; approximately 19% under the budget of \$3,216,274.



Investment Portfolio Summary as of September 30, 2023

As of September 30, 2023, the Agency has \$307,202,088 in short and long-term investments. The Agency's Investment Advisor has been investing a portion of the liquid investments, as well as reinvesting when existing investments mature.

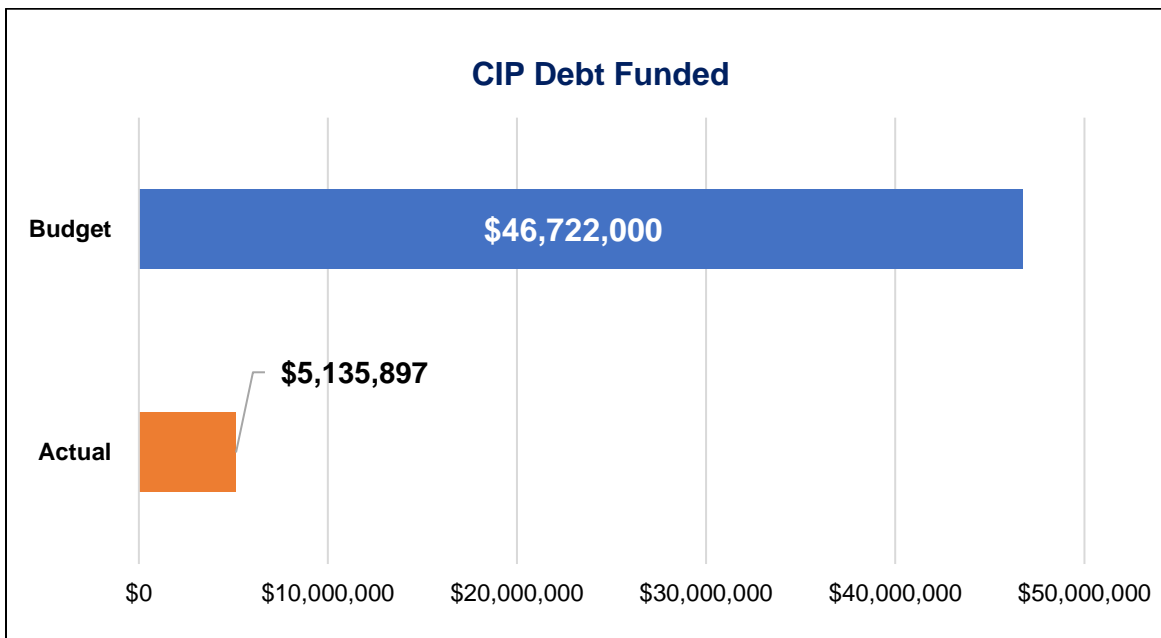
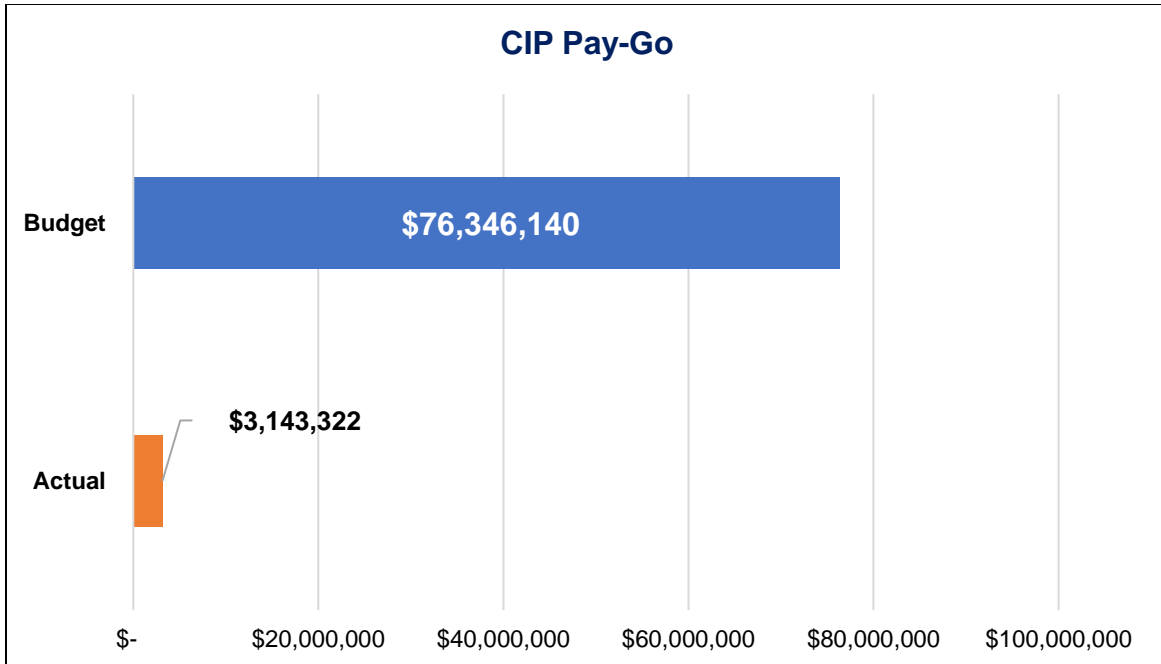
The Agency's average market yield to maturity is 4.97%. As of September 2023, the Agency has 24.2% in the US Bancorp, 19.8% invested in the United States Government, 11.3% invested in the Local Agency Investment Fund (LAIF), and 8% in Federal Home Loan Bank. The remaining 36.7% is invested in Federal Home Loan Mortgage Corporation, Federal Farm Credit Bank, Wells Fargo Bank Operating, State of California and a variety of certificates of deposits.



Capital Improvement Program (Pay-go and Debt-Funded Projects)

In general, expenditures for CIP projects depend on bid timing and contract awards, coordination with other agencies, coordination with other projects, staffing levels and other such factors.

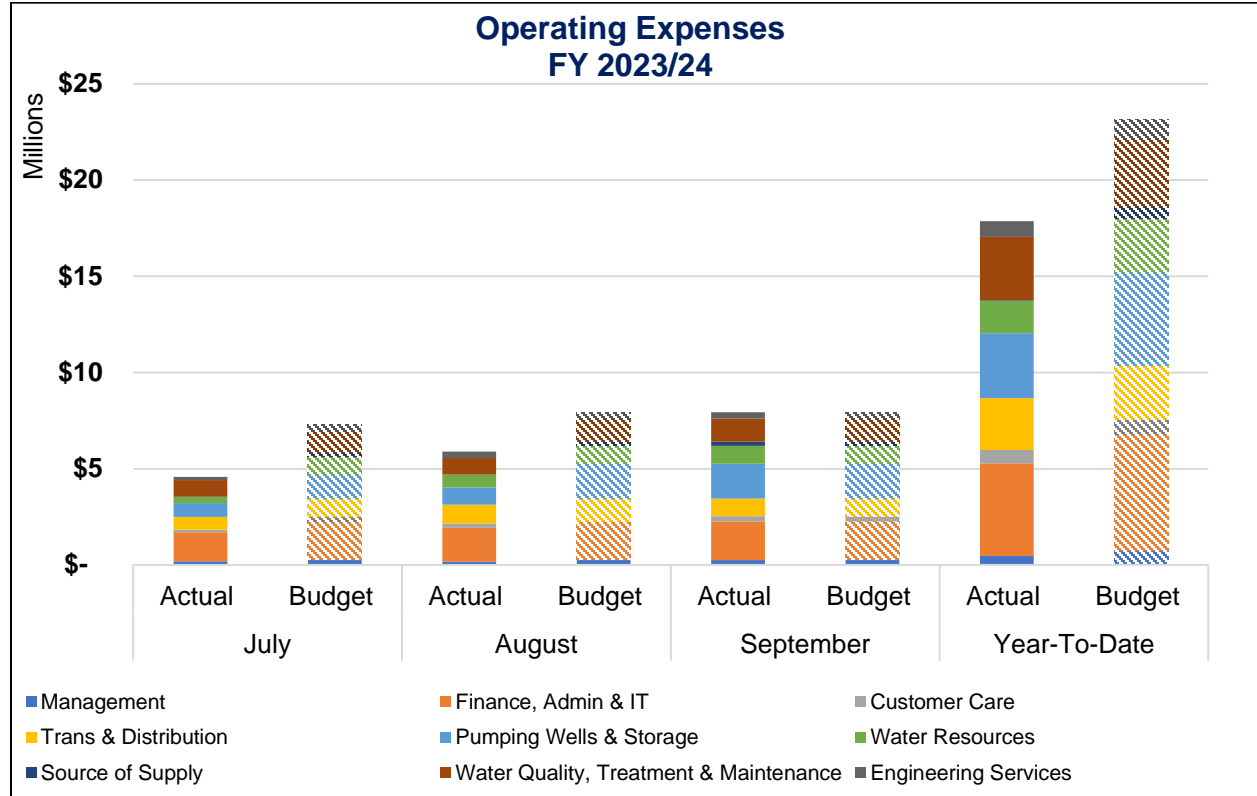
- The FY 2023/24 pay-go budget for Capital Improvement Program (CIP) expenditures was \$76,346,140. Of that amount, 4% or \$3,143,322 in funds have been expended.
- The FY 2023/24 debt-funded budget for CIP expenditures was \$46,722,000. Of that amount, 11% or \$5,135,897 in funds have been expended.



CIP project details are included at the end of this report.

Operating Expenditures

FY 2023/24 operating expenditures of \$17,864,697 (through September 2023) were under budget by 23% (\$5,282,363) of the \$23,147,059 budget.



Significant Activities

- Management – Under budget by 40% (\$306,745) primarily due to the timing of the timing of Perchlorate Litigation and Legal expenses, as well as reimbursement for litigation expenses
- Pumping, Wells and Storage – Under budget by 31% (\$1,476,325) primarily due to the timing of SCE (Southern California Edison) invoices
- Water Resources – Under budget by 40% (\$1,130,015) primarily due to conservation program expenses being less than expected due to lower program participation and timing of outside services and SCE (Southern California Edison) invoices.
- Source of Supply – Under budget by 94% (\$590,282) as a result of lower firming banking program expenditures driven by a wet year.

Debt Service

The payment of \$30,768,269 was made in FY 2023/24. The principal debt outstanding as of September 30, 2023 is \$303,948,226. (Excluding the Valencia Water Division – VWD acquisition interfund loan and 1999A accreted interest)

Capital Improvement Projects: Pay-Go Project List

Capital Pay-Go Projects		Project Numbers	FY 2023/24 Budget	FY 2023/24 Actual	%	Committed Cost
1	Abdale Street, Maplebay Court & Beachgrove Court Water Line Improvements	2402086	\$ 1,000,000	\$ 8,979	1%	\$ 30,860
2	Appurtenance Improvements & Replacements	2401072	410,000	50,427	12%	-
3	Asset Management	2402014	100,000	1,749	2%	-
4	Battery Energy Storage Project - SGIP	2403008	3,250,000	-	0%	140,050
5	Booster Station / Turnout Improvements Agency-wide	2401055	600,000	46,586	8%	16,841
6	Bridgeport Pocket Park	2400190	105,000	12,844	12%	8,348
7	BVRRB Storage , Recovery Program	2400191	3,250,000	-	0%	-
8	Catala Pump Station Pipelines (Bouquet & Central Park)	2402015	333,000	6,056	2%	11,788
9	Catala Pump Station	2402013	247,000	-	0%	-
10	Deane Pump Station at Sand Canyon Plaza	2400068	2,750,000	8,180	0%	68,398
11	Deane Pump Station at Skyline Ranch	2400022	350,000	4,942	1%	53,826
12	Deane Tank (One 2.08 MG Tank) at Skyline Ranch	2400010	3,500,000	13,591	0%	53,227
13	Deane Tanks - One 1.5 MG Tank at Sand Canyon Plaza	2400097	4,750,000	33,511	1%	65,070
14	Deep Monitoring Wells (GSA)	2403009	25,000.00	-	0%	-
15	Devil's Den Property Solar Project	2400218	100,000	-	0%	22,000
16	Dickason Pipeline Replacement	2401158	2,500,000	33,743	1%	247,343
17	Disinfection System Improvements , Replacements	2401046	1,100,000	61,800	6%	99
18	Dockweiler-Sierra Hwy Pipeline	2400897	75,000	-	0%	-
19	Equipment , Vehicle Improvements , Replacements	2401044	1,900,000	25,751	1%	496,178
20	ESFP Improvements , Replacements	2401073	1,755,000	73,908	4%	67,511
21	ESFP Two 5 MG Tanks Improvements	2401019	1,000	-	0%	-
22	ESIPS Improvements & Replacements	2401076	100,000	-	0%	-
23	External Agency Mandates - Pipeline Relocations	2403004	1,000,000	-	0%	-
24	Foothill Feeder Service Connection CLWA-0101T , CLWA-01 Pipe Repair	2402070	55,000	-	0%	-
25	Friendly Valley Booster Station (Crossroads)	2401025	100,000	-	0%	-
26	Friendly Valley Pipeline @ Via Princesa (Crossroads)	2401020	50,000	-	0%	-
27	Friendly Valley Tank (3.25 MG) @ Crossroads	2401026	100,000	-	0%	-
28	Golden Valley Pipeline @ Via Princesa (Crossroads)	2401021	50,000	-	0%	-
29	Golden Valley Road Bore , Jack	2402020	350,000	628	0%	-
30	Golden Valley Tank (1.6 MG) @ Crossroads	2401027	75,000	-	0%	-
31	Honby Pipeline Bottleneck	2400352	360,000	12,060	3%	22,289
32	Invasive Species Management	2401079	265,000	-	0%	8,353
33	Laboratory Improvements & Replacements	2401048	75,000	-	0%	-
34	McBean/Orchard Village Pipeline Replacement	2403003	250,000	13,171	5%	23,553
35	Meter & Meter Infrastructure Improvements & Replacements	2401043, 2401221	2,775,000	158,244	6%	76,709
36	MMP Inspection Access Modifications	2402085	125,000	16,624	13%	15,759
37	MM Pkwy , The Old Rd Recycled Water Relocation	2402081	150,000	14,797	10%	82,558
38	Newhall Tank 4 (1.5 MG Tank @ Wiley Canyon)	2403007	150,000	-	0%	-
39	Newhall Zone 1 Tank (3 MG) (ShadowBox Studios)	2403005	150,000	-	0%	-
40	Newhall Zone 4 Pump Station Revamp (Wiley Canyon)	2403006	200,000	9,418	5%	-
41	N Wells Drainage Improvements Project	2402050	248,000	31,795	13%	97,571
42	Office Improvements - Various	2401013	1,250,000	363,391	29%	21,448
43	Pipeline Relocations/Modifications	2400060	1,000,000	3,689	0%	2,000

Capital Improvement Projects: Pay-Go Project List – continued

Capital Pay-Go Projects		Project Numbers	FY 2023/24 Budget	FY 2023/24 Actual	%	Committed Cost
44	Pipelines & Pipeline Improvements & Replacements	2401038, 2401039, 2401041, 2402017, 2403015, 2403034	2,165,000	98,462	5%	12,552
45	Pitches Pipeline Modifications	2401156	236,000	10,323	4%	-
46	Recycled Water Program Phase II, 2B - Vista Cyn Customer Conversion	2401034	250,000	1,542	1%	-
47	Recycled Water Program Phase II, 2D - West Ranch Customer Conversion	2401035	600,000	776	0%	36,697
48	Resiliency Water Master Plan	2400487	1,175,000	18,023	2%	267,962
49	Rio Vista - Paving Rear Access Road	2403062	300,000	-	0%	-
50	Rosedale Phase 2 Wells	2403012	1,061,800	-	0%	-
51	RVIPS Improvements & Replacements	2401075	540,000	-	0%	-
52	RVTP Improvements & Replacements (includes Access Gate Improvements)	2401074	2,495,000	36,942	1%	31,064
53	RWWTP Sewer Line	2401204	173,000	11,232	6%	49,028
54	RWWTP Turbidity Improvements	2403026	800,000.00	5,085	1%	545,497
55	RWWTP Underground Storage Tank Replacement	2400563	1,583,000	31,402	2%	565,265
56	Sand Canyon Sewer Line Relocation	2402028	212,000	8,778	4%	127,797
57	Saugus 3 & 4 Replacement Wells (Complete by 7/1/25)	2400080	12,330,000	1,049,447	9%	1,065,066
58	SCADA Improvements & Replacements	2401049	300,000	4,831	2%	-
59	Sierra Highway Bridge Expansion Water Pipelines Protection	2401155	262,000	14,443	6%	43,403
60	Smyth Drive Water Line Improvements	2402060	1,000,000	37,941	4%	33,514
61	Solar Array Improvements & Replacements	2402084	150,000	-	0%	-
62	Tanks & Storage Facility Improvements & Replacements	2401047, 2403016, 2403017, 2403018	1,600,000	92,283	6%	66,200
63	Technology Improvements , Replacements	2401033	3,710,000	647,856	17%	149,979
64	Update Water Conservation , Education Garden	2400571	1,920,000	-	0%	18,346
65	Valencia Marketplace Pipeline Replacement	2401029	2,400,000	26,680	1%	37,535
66	Water Demand Factor Software Development	2403010	50,000	-	0%	-
67	WaterSMART Targets Software Development	2403011	100,000	-	0%	-
68	Wells & Well Facility Improvements	2401045, 2401053, 2402135, 2403020	2,800,000	41,397	1%	21,317
69	Yuba Accord Water	2400679	1,154,340	-	0%	-
Total CIP - Pay Go Projects			\$ 76,346,140	\$ 3,143,322	4%	\$ 4,702,998

Capital Improvement Projects: Debt Funded Project List

Debt Funded Capital Projects		Project Numbers	FY 2023/24 Budget	FY 2023/24 Actual	%	Committed Cost
1	Additional Wells (T7, U4, U6) (includes S1&S2 Wells VOC Treatment & Flexlend)	2400420	\$ 7,200,000	\$ 144,601	2%	\$ 245,373
2	As-Needed Regulatory Support for Non-Potable Recycled Water Permitting	2401147	100,000	2,930	3%	-
3	Backcountry (fka Magic Mountain) Pump Station	2402080	860,000	42,056	5%	719,838
4	Backcountry (fka Magic Mountain) Reservoir	2400395	1,560,000	242,839	16%	921,266
5	Castaic Conduit	2400016	370,000	6,312	2%	-
6	Clark Well Groundwater Treatment Improvements - PFAS	2402092	200,000	6,715	3%	-
7	E Wells (E-14, E-15, E-16, E-17)	2400422	1,550,000	8,603	1%	80,007
8	ESFP Sludge Collection System	2400251	8,510,000	1,183,118	14%	522,193
9	Honby Parallel	2400346	225,000	2,047	1%	-
10	LARC Pipeline	2400036	1,500,000	23,227	2%	62,383
11	Lost Canyon 2/2A, Sand Canyon, and Mitchell 5B Groundwater Treatment Improvements	2402095	400,000	9,827	2%	-
12	Magic Mountain Pipeline No. 4	2400389	216,000	3,843	2%	-
13	Magic Mountain Pipeline No. 5	2400045	198,000	8,247	4%	164
14	Magic Mountain Pipeline No. 6	2400051	908,000	20,392	2%	55,734
15	New Water Banking Program (AVEK/Mid Valley/Rosedale)	2401081	500,000	-	0%	-
16	Newhall (fka Saugus) Wells (N11, N12, N13) Groundwater Treatment Improvements	2402045	1,655,000	20,810	1%	130,564
17	Recycled Water Fill Station	2401080	225,000	9,073	4%	5,746
18	Recycled Water Program Phase II, 2A - Central Park	2400468	1,000	-	0%	-
19	Recycled Water Program Phase II, 2B - Vista Canyon Backbone	2400474	250,000	18,220	7%	143,702
20	Recycled Water Program Phase II, 2C - South End Backbone Reach 1	2400480	2,000,000	107,542	5%	17,224
21	Recycled Water Pump Station PS-1 Upgrades	2403000	450,000	829	0%	106,750
22	S Wells (S6, S7 and S8)	2400437	1,950,000	21,965	1%	1,437,118
23	Sand Canyon Reservoir Expansion	2402049	810,000	71,876	9%	214,087
24	Santa Clara and Honby Wells	2400434	4,664,000	2,009,464	43%	516,098
25	Saugus Dry Year Reliability Wells 5 & 6	2400493	5,000	1,920	38%	-
26	Sierra and North Oaks Wells Groundwater Treatment Improvements - PFAS	2402094	250,000	8,906	4%	-
27	Sites Reservoir	2400598	800,000	-	0%	-
28	Well 201 VOC Groundwater Treatment Improvements	2401146	5,615,000	1,111,811	20%	744,783
29	Well 205 (Perchlorate)	2400417	2,350,000	37,079	2%	27,093
30	Well 207 Groundwater Treatment Improvements	2402093	250,000	427	0%	-
31	Well D Groundwater Treatment Improvements - PFAS	2402098	200,000	6,601	3%	93,052
32	Well E-14 Site Improvements	2403001	250,000	-	0%	-
33	Well E-16 Site Improvements	2403002	250,000	-	0%	-
34	Well W10 Groundwater Treatment Improvements - PFAS	2402097	200,000	2,432	1%	91,935
35	Well W9 Groundwater Treatment Improvements - PFAS	2402096	250,000	2,184	1%	99,615
Total Debt Funded Capital Projects			\$ 46,722,000	\$ 5,135,897	11.0%	\$ 6,234,724

STRATEGIC PLAN NEXUS

The preparation and review of this report helps meet SCV Water’s Strategic Plan Strategy E.1: “Increase focus on forward looking financial information,” Strategy E.3: “Improve treasury and cash management practices,” and Strategy E.4: “Expand Financial & Performance Reporting.”

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors receive and file the September 2023 Monthly and FY 2023/24 First Quarter Financial Report.

RP

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Monthly Financial And Quarterly Report

SEPTEMBER 2023
Q1 FY 2023/24

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Statement of Revenues and Expenses

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SCV Water
Statement of Revenues and Expenses
For the 3rd Period Ending 9.30.23 - Unaudited

	(A)			(B)			(C)			(D)			(E)			(F)			(G)			(H)		
	Actual			Budget			Variance			Percent			Actual			Budget			Variance			Percent		
	Current Period			Current Period			Current Period			Current Period			Year-to-Date			Year-to-Date			Year-to-Date			Year-to-Date		
(1)	\$	8,923,306		\$	11,608,989		\$	(2,685,683)		(23%)	(a)	Water Sales	\$	25,315,515	\$	33,859,550	\$	(8,544,035)	(25%)	(1)				
(2)		25,092			25,180		(88)		(0%)	(b)	Water Sales - WWR		75,276		75,541		(265)	(0%)	(2)					
(3)		61,567			40,600		20,967		52%	(c)	Water Sales - Recycled		153,032		121,800		31,232	26%	(3)					
(4)		86,000			60,000		26,000		43%	(c)	Misc Fees and Charges		230,580		175,000		55,580	32%	(4)					
(5)	\$	9,095,965		\$	11,734,769		\$	(2,638,804)		(22%)		Total Operating Revenues	\$	25,774,403	\$	34,231,891	\$	(8,457,488)	(25%)	(5)				
											Operating Expenses													
(6)	\$	119,064		\$	257,837		\$	(138,773)		(54%)	(d)	Management	\$	466,767	\$	773,511	\$	(306,745)	(40%)	(6)				
(7)		1,528,445			2,008,948		(480,503)		(24%)	(e)	Finance, Admin & IT		4,811,934		6,011,845		(1,199,911)	(20%)	(7)					
(8)		342,140			255,685		86,456		34%	(f)	Customer Care		692,695		767,054		(74,359)	(10%)	(8)					
(9)		1,055,666			931,131		124,535		13%	(g)	Trans & Distribution		2,697,855		2,790,394		(92,539)	(3%)	(9)					
(10)		1,760,788			1,796,131		(35,343)		(2%)	(g)	Pumping Wells & Storage		3,364,867		4,841,192		(1,476,325)	(31%)	(10)					
(11)		689,251			938,385		(249,134)		(27%)	(h)	Water Resources		1,685,139		2,815,154		(1,130,015)	(40%)	(11)					
(12)		22,138			209,068		(186,930)		(89%)	(i)	Source of Supply		36,922		627,204		(590,282)	(94%)	(12)					
(13)		1,561,097			1,202,347		358,750		30%	(i)	Water Quality, Treatment & Maintenance		3,283,205		3,520,791		(237,586)	(7%)	(13)					
(14)		320,531			333,305		(12,773)		(4%)	(j)	Engineering Services		825,314		999,914		(174,600)	(18%)	(14)					
(15)	\$	7,399,120		\$	7,932,836		\$	(533,716)		(7%)		Total Operating Expenses	\$	17,864,697	\$	23,147,059	\$	(5,282,362)	(23%)	(15)				
(16)	\$	1,696,844		\$	3,801,932		\$	(2,105,088)		(55%)		Net Operating Revenues (Expenses)	\$	7,909,706	\$	11,084,832	\$	(3,175,126)	(29%)	(16)				
											Non-Operating Revenues and (Expenses)													
(17)	\$	2,805,525		\$	1,203,575		\$	1,601,950		133%	(k)	Non-Operating Revenues ¹	\$	5,823,064	\$	3,610,724	\$	2,212,340	61%	(17)				
(18)		(1,576,774)			(6,362,178)		4,785,404		(75%)	(l)	Capital Improvement Projects - Pay Go		(3,143,322)		(19,086,535)		15,943,213	(84%)	(18)					
(19)		-			-		-		0%		Debt Service		(30,768,269)		(30,768,269)		0	0%	(19)					
(20)		(2,600)			(3,333)		733		(22%)		Leases and SBTA Interest Expenses		(10,849)		(10,000)		(849)	9%	(20)					
(21)	\$	1,226,150		\$	(5,161,937)		\$	6,388,087		(124%)		Net Non-Operating Revenues and (Expenses)	\$	(28,099,376)	\$	(46,254,080)	\$	18,154,704	(39%)	(21)				
(22)	\$	2,922,994		\$	(1,360,005)		\$	4,282,999		(315%)		Increase (Decrease) in Net Position	\$	(20,189,670)	\$	(35,169,248)	\$	14,979,578	(43%)	(22)				

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

- (a) Overall consumption was lower than anticipated due to weather and conservation.
- (b) Recycled Water consumption higher than budget since all of the pumps are operational again.
- (c) Misc Fees and Charges vary from month to month.
- (d) Outside Services lower than budgeted due to the timing of Perchlorate Litigation and Legal expenses, as well as reimbursement for litigation expenses.
- (e) Burden and Benefits below budget as a result of burden overhead reclassification
- (f) Payroll higher than budgeted. Outside Services higher than budgeted due to timing of billing services.
- (g) Maintenance & repair expenses running lower than budget due to billing delays. However, on call was higher than budgeted due to leaks and repairs
- (h) Purchased power under budget due to timing of Edison billing and solar fields operating at 100%. Outside Services are lower than budgeted due to timing of billing services.
- (i) Purchased power under budget due to timing of Edison billing. September expenses lower due to timing of the firming and core water expenses.
- (j) September expenses are higher due to the timing of Chemicals order, Regulatory fees and SCE billing invoices.
- (k) Non-Operating Revenues are higher due to higher than budgeted Facility Capacity Fee and PERCH Reimbursements receipts.
- (l) 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, Annexation Reimb.

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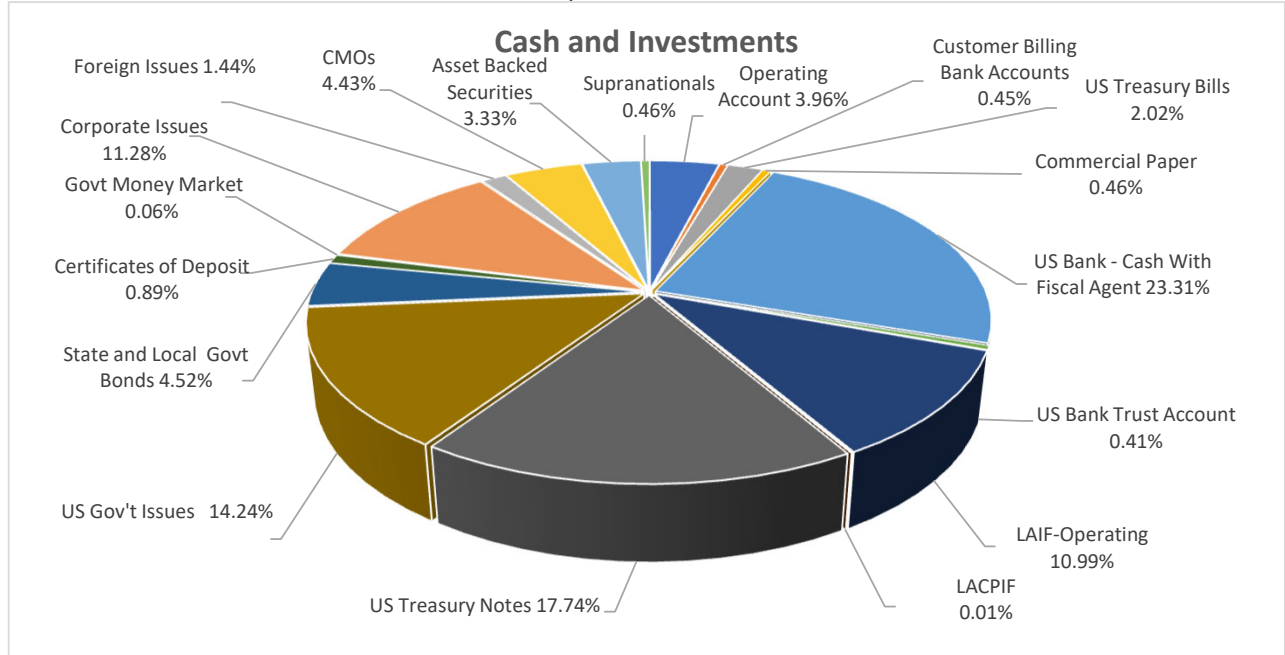
Investment Report

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Santa Clarita Valley Water Agency

Cash and Investment Summary

September 31, 2023



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	12,381,393	3.96%
Customer Billing Bank Accounts	101-10105		1,419,706	0.45%
US Treasury Bills (Cash Equivalent)	101-10104		6,320,027	2.02%
Commercial Paper	101-10106		1,444,736	0.46%
US Bank - Cash with Fiscal Agent	101-102XX		72,945,033	23.31%
US Bank Trust Account (1% Prop Tax)	101-10202		1,277,504	0.41%
LAIF - Operating	101-11061		34,396,535	10.99%
LAC Pooled Investment Fund	101-11062		24,201	0.01%
US Treasury Notes	101-11063		55,508,734	17.74%
US Gov't Issues (excl T-Bills & T-Notes)	101-11064		44,537,314	14.24%
State and Local Government Bonds	101-11065		14,149,196	4.52%
Certificates of Deposit	101-11066		2,773,230	0.89%
Government Money Mkt Fund	101-11067		180,062	0.06%
Corporate Issues	101-11068		35,285,740	11.28%
Foreign Issues	101-11069		4,511,205	1.44%
CMOs	101-11070		13,854,753	4.43%
Asset Backed Securities	101-11071		10,419,842	3.33%
Supranationals	101-11072		1,438,891	0.46%
		\$	312,868,105	100.00%

Estimated Refundable Developer Deposits:

\$ 7,022,344 Included in totals

Portfolio-wide Investments:

Weighted Average Yield 4.576%

Rochelle Patterson, MPA
Treasurer/Chief Financial & Administrative Officer

Amy Aguer, CPA
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
9/30/2023

	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
<u>AGENCY FUNDS</u>					
Cash & Sweep Accounts					
WF Operating Account-Incl FCF's, SWP & CIP		XXX-10101	\$ 12,381,393		
Less: WF Restricted Cash (FCFs, SWP & CIP)	1	2XX-10101	(3,904,508)		
US Treasury Bills - CAM		101-10104	6,320,027		
Customer Billing - Northstar Account		101-10105	224,454		
Commercial Paper		101-10106	1,444,736		
Customer Billing - enQuesta Account		101-10107	1,195,252		
US Bank - Cash with Fiscal Agent		101-102XX	24,636		
US Bank Trust Account (1% Prop Tax)		101/204-10202	1,277,504		
Less: Restricted Cash US Bank Accts -SWP	1	204-10202	-		
Subtotal - Cash & Sweep Accounts Unrestricted			<hr/>	\$ 18,963,496	6.06%
Investments - Unrestricted					
Local Agency Investment Fund		101/202/204-11061	\$ 34,396,535		
LAC Pooled Investment Fund		101-11062	24,201		
US Treasury Notes - US Bank		101-11063	55,508,734		
US Govt Issues (excl T-Notes & T-Bills)		101/204-11064	44,537,314		
Taxable Municipal Issues (State & Local)		101-11065	14,149,196		
Certificates of Deposit		101-11066	2,773,230		
Government Money Mkt Fund		101/204-11067	180,062		
Corporate Issues		101-11068	35,285,740		
Foreign Issues		101-11069	4,511,205		
CMOs-Collateralized Mortgage Obligations		101-11070	13,854,753		
Asset Backed Securities		101-11071	10,419,842		
Supranationals		101-11072	1,438,891		
Less: Restricted Investments - FCF	2	202-11061	(9,479,196)		
Less: Restricted Investments - SWP	3	204-11061-11067	(84,916,723)		
Subtotal - Investments Unrestricted			<hr/>	\$ 122,683,786	39.21%
Cash and Investments - Restricted					
Facility Capacity Fee Fund - Cash	4	202-10101	\$ -		
Facility Capacity Fee Fund - Investments	5	202-11061	9,479,196		
State Water Project - Cash (WF & US Bank)	6	204-10XXX	4,527,243		
State Water Project - Investments	7	204-11061/11063/11064	84,916,723		
Subtotal - Investments Restricted			<hr/>	98,923,161	31.62%
TOTAL AGENCY CASH & INVESTMENTS			<hr/>	\$ 240,570,443	
<u>CAPITAL IMPROVEMENT PROJECT FUNDS</u>					
Cash & Sweep Accounts (WF & US Bank) **	8	220/223-10101	\$ (622,735)		
US Bank - Cash with Fiscal Agent		223-102XX	72,920,397		
Local Agency Investment Fund - Restricted		220-11061	-		
TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS			<hr/>	\$ 72,297,662	23.11%
** Cash reimbursed October 2023					
TOTAL CASH AND INVESTMENTS			<hr/>	\$ 312,868,105	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 (Txfr'd to cover Debt Svc)
- 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

Agency-wide General Funds Invested:

<u>Cash & Cash-Equivalents</u>	<u>Cost</u>	<u>Yield</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Est'd Yield</u>
Wells Fargo Pooled Operating Cash	\$ 12,381,393	5.210%	Various	Liquid	\$ 645,104
Less: CIP 2020A/2023A Pooled Cash	622,735	5.210%	Various	Liquid	32,446
Wells Fargo Customer Care Accounts	1,419,706	5.210%	Various	Liquid	73,971
US Bank DS Accounts	72,945,033	4.815%	Various	Liquid	3,512,303
US Bank 1% Property Tax Trust Account	1,277,504	3.900%	Various	08/15/24	49,823
US T-Bills (Cash Equiv) - CAM	6,320,027	5.088%	Various	Liquid	321,574
Commercial Paper (Cash Equiv) - CAM	1,444,736	5.158%	Various	Various	74,514
First American Gov't MM (Cash Equiv) -CAM	180,062	4.940%	Various	Liquid	8,895
Total Cash & Cash-Equivalents	\$ 96,591,197	4.885%	Weighted Avg Yield		\$ 4,718,630

Investments External to US Bank / Chandler Asset Management

Local Agency Investment Fund (LAIF)	\$ 34,396,535	3.534%	Various	Liquid	1,215,574
LA County Pooled Investment Fund	24,201	3.850%	Various	Liquid	932

Investments per US Bank / Chandler Asset Management Statements (excluding Cash Equivalents)

Asset-Backed Securities - CAM	10,419,842	5.481%	Various	Various	\$ 571,123
Federal Agencies - CAM	44,537,316	5.373%	Various	Various	2,392,777
CMO's - Collateralized Mortgages - CAM	13,854,753	5.218%	Various	Various	722,974
Corporate Issues	35,285,740	5.558%	Various	Various	1,961,217
Municipal Bonds (State/Local Gov'ts) CAM	14,149,196	5.450%	Various	Various	771,159
Negotiable Certificates of Deposit - CAM	2,773,230	5.604%	Various	Various	155,419
US Treasury Notes - US Bank	55,508,734	4.900%	Various	Various	2,719,985
Foreign Issues & SupraNationals	5,950,096	5.593%	Various	Various	332,806
Total Investments	\$ 216,899,645	4.439%	Weighted Avg Yield		\$ 9,627,459

Cash & Investments Non-CIP	\$ 313,490,842	4.576%	Portfolio Weighted Avg Yield		\$ 14,346,089
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Reconciliation with Portfolio-wide Summary

CIP 2020A Cash	\$ (622,735)
CIP 2020A LAIF	0
CIP Cash & Investments	(622,735)
Portfolio Wide Total Cash & Investments	\$ 312,868,107
See Note 1 On Consolidated TB	2

CAM Managed Assets / Held at US Bank in Trust

US T-Bills (Cash Equiv)	\$ 6,320,027
Commercial Paper	1,444,736
First American Gov't MM	180,062
Asset-Backed Securities	10,419,842
Federal Agencies	44,537,316
CMO's - Collateralized Mtgs	13,854,753
Corporate Issues (excluding Foreign Issues)	35,285,740
Municipal Bonds (State/Local)	14,149,196
Negotiable CDs	2,773,230
US Treasury Notes	55,508,734
Foreign Notes	5,950,096
CAM Assets Managed	\$ 190,423,734
	61%

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Santa Clarita Valley Consolidated - Account #11008

MONTHLY ACCOUNT STATEMENT

SEPTEMBER 1, 2023 THROUGH SEPTEMBER 30, 2023

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact operations@chandlerasset.com

CHANDLER ASSET MANAGEMENT
chandlerasset.com

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.62
Average Coupon	2.43%
Average Purchase YTM	3.96%
Average Market YTM	4.97%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	1.92 yrs
Average Life	1.82 yrs

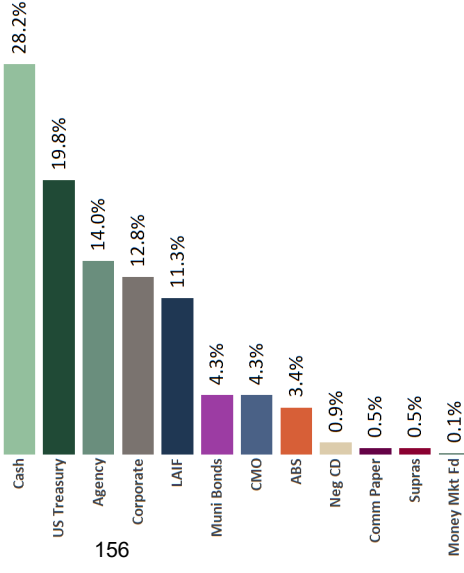
ACCOUNT SUMMARY

	Beg. Values as of 8/31/23	End Values as of 9/30/23
Market Value	309,806,235	305,551,875
Accrued Interest	1,408,262	1,650,213
Total Market Value	311,214,496	307,202,088
Income Earned	656,682	653,939
Cont/WD		
Par	315,728,152	312,927,056
Book Value	314,493,480	311,700,413
Cost Value	314,344,989	311,529,191

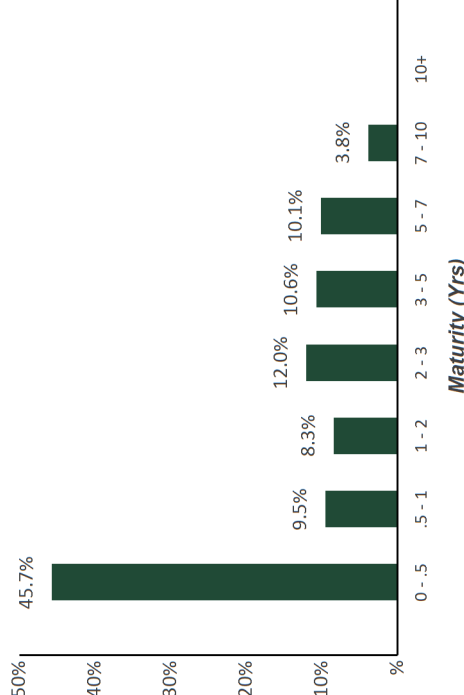
TOP ISSUERS

US Bancorp	24.2%
Government of United States	19.8%
Local Agency Investment Fund	11.3%
Federal Home Loan Bank	8.0%
Federal Home Loan Mortgage Corp	4.3%
Federal Farm Credit Bank	4.1%
Wells Fargo Bank Operating	4.0%
State of California	1.9%
Total	77.7%

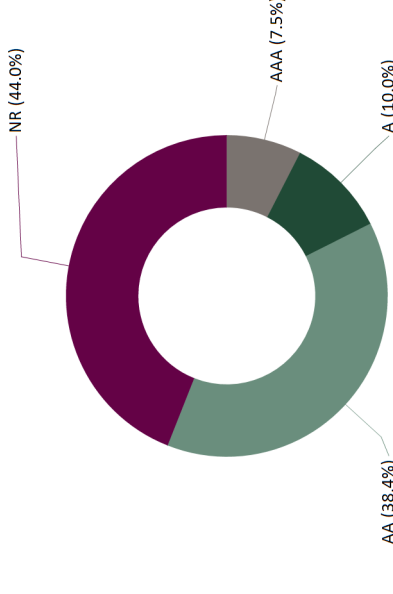
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	516,819.17	01/18/2023 4.53%	492,330.83 500,254.45	96.59 5.88%	499,176.00 119.44	0.16% (1,078.45)	Aaa / NR AAA	2.46 0.64
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	650,000.00	01/12/2023 5.02%	620,292.97 629,285.56	96.48 5.78%	627,101.16 543.11	0.20% (2,184.40)	Aaa / AAA NR	2.62 0.91
44935FAD6	Hyundai Auto Receivables Trust 2021-C A3 0.74% Due 5/15/2026	432,718.00	01/30/2023 5.43%	410,253.85 417,867.75	96.64 5.94%	418,182.57 142.32	0.14% 314.82	NR / AAA AAA	2.62 0.64
05602RAD3	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	650,000.00	01/11/2023 5.27%	634,359.38 638,925.60	97.56 5.95%	634,108.15 347.75	0.21% (4,817.45)	Aaa / AAA NR	2.90 0.90
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	562,000.00	01/13/2023 4.82%	545,491.25 550,140.58	97.35 5.57%	547,119.93 731.85	0.18% (3,020.65)	Aaa / AAA NR	2.96 1.01
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	650,000.00	01/18/2023 4.37%	636,568.36 640,601.03	96.51 5.72%	627,294.85 979.33	0.20% (13,306.18)	NR / AAA AAA	3.63 1.53
92348KAA1	Verizon Master Trust 2021-1 A 0.5% Due 5/20/2027	650,000.00	01/11/2023 4.01%	612,371.09 625,142.41	96.59 3.75%	627,831.10 99.31	0.20% 2,688.69	Aaa / AAA AAA	3.64 1.06
16157IHS6	Chase Issuance Trust 22-A1 A 3.97% Due 9/15/2027	850,000.00	Various 4.92%	833,371.10 835,783.57	97.15 5.58%	825,794.55 1,499.78	0.27% (9,989.02)	NR / AAA AAA	3.96 1.82
58770AAC7	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	145,000.00	01/18/2023 4.56%	144,982.60 144,986.02	98.06 5.85%	142,183.96 290.64	0.05% (2,802.06)	NR / AAA AAA	4.13 1.50
47800CAC0	John Deere Owner Trust 2023-A A3 5.01% Due 11/15/2027	195,000.00	02/22/2023 5.07%	194,964.47 194,968.87	98.83 5.72%	192,723.01 434.20	0.06% (2,245.86)	Aaa / NR AAA	4.13 1.79
437927AC0	Honda Auto Receivables Owner 2023-2 A3 4.93% Due 11/15/2027	750,000.00	08/22/2023 5.44%	742,412.11 742,656.67	98.67 5.62%	740,017.50 1,643.33	0.24% (2,639.17)	Aaa / AAA NR	4.13 2.10
477920AC6	John Deere Owner Trust 2023-B A3 5.18% Due 3/15/2028	250,000.00	06/21/2023 5.24%	249,958.30 249,961.28	99.12 5.62%	247,807.50 575.56	0.08% (2,153.78)	Aaa / NR AAA	4.46 2.27
05522RDF2	Bank of America Credit Card Tr 2022-A2 A2 5% Due 4/15/2028	500,000.00	04/18/2023 4.59%	505,468.75 504,514.63	98.96 5.59%	494,796.50 1,111.11	0.16% (9,718.13)	Aaa / AAA NR	4.55 1.95
92348KAD5	Verizon Master Trust 2021-2 A 0.99% Due 4/20/2028	350,000.00	06/16/2023 4.49%	329,697.27 332,315.32	95.02 4.58%	332,560.55 105.88	0.11% 245.23	NR / AAA AAA	4.56 1.41



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
47787CAC7	John Deere Owner Trust 2023-C A3 5.48% Due 5/15/2028	580,000.00	09/12/2023 5.55%	579,960.15 579,960.52	99.79 5.64%	578,796.50 1,059.47	0.19% (1,164.02)	Aaa / NR AAA	4.63 2.25
36267KAD9	GM Financial Securitized Term 2023-3 A3 5.45% Due 6/16/2028	1,000,000.00	09/08/2023 5.41%	1,002,734.38 1,002,691.87	99.84 5.59%	998,369.04 2,270.83	0.33% (4,322.83)	Aaa / AAA NR	4.72 2.06
161571HT4	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	1,250,000.00	09/07/2023 5.23%	1,249,653.50 1,249,658.56	99.63 5.35%	1,245,397.50 2,866.67	0.41% (4,261.06)	NR / AAA AAA	4.96 2.66
02582JKD1	American Express Credit Trust 2023-3 A 5.23% Due 9/15/2028	635,000.00	09/12/2023 5.29%	634,971.62 634,971.93	99.80 5.36%	633,747.15 1,107.02	0.21% (1,224.78)	NR / AAA AAA	4.96 2.66
Total ABS		10,616,537.17	5.01%	10,419,841.98 10,474,686.62	5.48%	10,413,007.52 15,927.60	3.39% (61,679.10)	Aaa / AAA AAA	3.97 1.72
AGENCY									
3660ATPB7	FHLB Note 4.66% Due 11/14/2023	1,000,000.00	01/19/2023 4.83%	998,550.00 999,785.91	99.88 5.52%	998,840.00 17,733.89	0.33% (945.91)	Aaa / AA+ NR	0.12 0.12
3133ENGF1	FFCB Note 0.5% Due 12/1/2023	1,000,000.00	01/18/2023 4.71%	964,652.88 993,176.66	99.19 5.31%	991,900.00 1,666.67	0.32% (1,276.66)	Aaa / AA+ AA+	0.17 0.17
3130AQF57	FHLB Note 0.625% Due 12/22/2023	1,000,000.00	01/19/2023 4.82%	962,600.00 990,872.62	98.93 5.36%	989,319.00 1,718.75	0.32% (1,553.62)	Aaa / AA+ NR	0.23 0.23
3130ATUQ8	FHLB Note 4.75% Due 3/8/2024	1,000,000.00	01/09/2023 4.72%	1,000,340.00 1,000,127.80	99.67 5.50%	996,701.00 3,034.72	0.33% (3,426.80)	Aaa / AA+ NR	0.44 0.43
3130AQZX4	FHLB Callable Note Qtr 6/14/2022 1.875% Due 3/14/2024	2,000,000.00	02/15/2022 1.88%	2,000,000.00 2,000,000.00	98.40 5.47%	1,968,014.00 1,770.83	0.64% (31,986.00)	Aaa / AA+ NR	0.45 0.44
3130ARE72	FHLB Callable Note 1X 3/28/2023 2.55% Due 3/28/2024	1,000,000.00	03/14/2022 1.98%	1,000,000.00 1,000,000.00	98.55 5.57%	985,466.00 212.50	0.32% (14,534.00)	Aaa / AA+ NR	0.49 0.48
3133EMLV2	FFCB Callable Note Cont 4/5/2021 0.27% Due 4/5/2024	5,000,000.00	01/05/2021 0.27%	5,000,000.00 5,000,000.00	97.33 5.62%	4,866,260.00 6,600.00	1.59% (133,740.00)	Aaa / AA+ AA+	0.52 0.50
3130APQ32	FHLB Callable Note Qtrly 2/24/2022 0.75% Due 5/24/2024	200,000.00	11/01/2021 0.91%	200,003.47 200,000.88	96.93 5.63%	193,858.80 529.17	0.06% (6,142.08)	Aaa / AA+ NR	0.65 0.63
3130AQU43	FHLB Callable Note Qtrly 5/24/2022 1.35% Due 5/24/2024	235,000.00	02/02/2022 1.31%	235,003.86 235,001.08	97.31 5.62%	228,680.15 326.06	0.07% (6,320.93)	Aaa / AA+ NR	0.65 0.63
3130ATVC8	FHLB Note 4.875% Due 6/14/2024	1,000,000.00	01/09/2023 4.63%	1,003,192.77 1,001,574.94	99.40 5.74%	994,045.00 14,489.58	0.33% (7,529.94)	Aaa / AA+ NR	0.71 0.67



CUSIP	Security Description	Par Value/Units	Purchase Date	Cost Value	Mkt Price	Market Value	% of Port.	Moody/S&P	Maturity
AGENCY			Book Yield	Book Value	Mkt YTM	Accrued Int.	Gain/Loss	Fitch	Duration
3130AMTP7	FHLB Callable Note Qtrly 9/29/2021 0.4% Due 8/29/2024	4,500,000.00	06/08/2021 0.39%	4,500,000.00	95.41 5.62%	4,293,414.00 4,600.00	1.40% (206,586.00)	Aaa / AA+	0.92 0.89
3130A2UW4	FHLB Note 2.875% Due 9/13/2024	1,000,000.00	01/13/2023 4.46%	974,890.00 985,556.56	97.56 5.54%	975,566.00 1,437.50	0.32% (9,990.56)	Aaa / AA+	0.96 0.92
3133ENEJ5	FFCB Note 0.875% Due 11/18/2024	2,000,000.00	11/18/2021 0.91%	1,997,700.00 1,999,131.20	95.10 5.39%	1,902,052.00 6,465.28	0.62% (97,079.20)	Aaa / AA+	1.14 1.10
3133ENZ94	FFCB Note 4.5% Due 11/18/2024	1,000,000.00	01/17/2023 4.31%	1,003,209.00 1,001,982.87	98.99 5.43%	989,875.00 16,625.00	0.33% (12,107.87)	Aaa / AA+	1.14 1.07
3130ALF25	FHLB Callable Note Qrt 8/26/2021 0.4% Due 11/26/2024	2,000,000.00	12/26/2021 0.40%	2,000,000.00	94.29 5.57%	1,885,808.00 777.78	0.61% (114,192.00)	Aaa / AA+	1.16 1.12
3130ATUR6	FHLB Note 4.625% Due 12/13/2024	1,000,000.00	01/24/2023 4.43%	1,003,380.00 1,002,156.72	99.07 5.43%	990,683.00 13,875.00	0.33% (11,473.72)	Aaa / AA+	1.21 1.14
3130AQGT4	FHLB Callable Note 2X 1/13/2023 1.1% Due 1/13/2025	1,000,000.00	01/03/2022 1.45%	996,470.00 998,499.91	94.46 5.63%	944,574.00 2,383.33	0.31% (53,925.91)	Aaa / AA+	1.29 1.24
3130AWER7	FHLB Note 4.625% Due 6/6/2025	2,000,000.00	06/16/2023 4.81%	1,993,100.00 1,994,091.21	99.18 5.14%	1,983,534.00 28,006.94	0.65% (10,557.21)	Aaa / AA+	1.68 1.58
3130AMMT6	FHLB Callable Note Qtrly 6/10/2022 0.69% Due 6/10/2025	2,000,000.00	06/10/2021 0.69%	2,000,000.00	92.45 5.41%	1,849,072.00 4,255.00	0.60% (150,928.00)	Aaa / AA+	1.70 1.64
3135G06G3	FNMA Note 0.5% Due 11/7/2025	6,000,000.00	11/12/2020 0.57%	5,978,520.00 5,990,940.89	90.94 5.10%	5,456,274.00 12,000.00	1.78% (534,666.89)	Aaa / AA+	2.11 2.04
3133EPMB8	FFCB Note 4.125% Due 12/8/2025	1,500,000.00	06/14/2023 4.50%	1,486,950.00 1,488,503.91	97.97 5.12%	1,469,518.50 19,421.88	0.48% (18,985.41)	Aaa / AA+	2.19 2.04
3133EPCR4	FFCB Note 4.75% Due 3/9/2026	450,000.00	03/27/2023 3.96%	459,814.50 458,110.40	99.50 4.97%	447,758.10 1,306.25	0.15% (10,352.30)	Aaa / AA+	2.44 2.27
3130ALZA5	FHLB Callable Note Qtrly 7/29/2021 1% Due 4/29/2026	280,000.00	04/15/2021 1.42%	280,000.00	92.58 5.24%	259,230.16 1,180.28	0.08% (20,769.84)	Aaa / AA+	2.58 2.46
3133EPNG6	FFCB Note 4.375% Due 6/23/2026	2,000,000.00	06/20/2023 4.39%	1,998,940.00 1,999,036.72	98.69 4.89%	1,973,752.00 23,819.44	0.65% (25,284.72)	Aaa / AA+	2.73 2.51
3130AMTX0	FHLB Callable Note Qtrly 9/30/2021 0.75% Due 6/30/2026	3,000,000.00	06/08/2021 1.10%	3,000,000.00	90.74 5.19%	2,722,251.00 5,677.08	0.89% (277,749.00)	Aaa / AA+	2.75 2.64
3130AMUB6	FHLB Callable Note Qtrly 9/30/2021 0.6% Due 6/30/2026	1,500,000.00	06/09/2021 1.03%	1,500,000.00	90.37 5.19%	1,355,613.00 2,275.00	0.44% (144,387.00)	Aaa / AA+	2.75 2.65

Holdings Report

As of September 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
Total Agency		44,665,000.00	1.95%	44,537,316.48 44,618,550.28	5.37%	42,712,058.71 192,187.93	13.97% (1,906,491.57)	Aaa / AA+ AA+	1.36 1.30
CASH									
PP3118\$01	Wells Fargo Bank WFB Operating	12,381,393.49	Various 5.21%	12,381,393.49 12,381,393.49	1.00 5.21%	12,381,393.49 0.00	4.03% 0.00	NR / NR NR	0.00 0.00
PP2112\$02	US Bank Trust USB Bank Rev Bonds	72,920,338.84	08/31/2023 4.82%	72,920,338.84 72,920,338.84	1.00 4.82%	72,920,338.84 0.00	23.74% 0.00	NR / NR NR	0.00 0.00
PP2112\$01	US Bank Trust USB Trust	1,277,504.24	Various 4.82%	1,277,504.24 1,277,504.24	1.00 4.82%	1,277,504.24 0.00	0.42% 0.00	NR / NR NR	0.00 0.00
Total Cash		86,579,236.57	4.88%	86,579,236.57	4.88%	86,579,236.57	28.18% 0.00	NR / NR NR	0.00 0.00
CMO									
3137FLV0	FHLMC K092 A2 3.298% Due 4/25/2029	2,000,000.00	02/06/2023 4.14%	1,910,468.75 1,919,710.18	91.21 5.15%	1,824,186.00 5,496.67	0.60% (95,524.18)	NR / NR AAA	5.57 4.88
3137FMTY8	FHLMC K094 A2 2.903% Due 6/25/2029	2,000,000.00	03/16/2023 4.25%	1,853,515.63 1,865,936.07	89.03 5.16%	1,780,678.00 4,838.33	0.58% (85,258.07)	Aaa / NR NR	5.74 5.06
3137FNB82	FHLMC K096 A2 2.519% Due 7/25/2029	2,000,000.00	02/28/2023 4.60%	1,777,421.87 1,797,621.60	86.99 5.17%	1,739,854.10 4,198.33	0.57% (57,767.50)	NR / AAA NR	5.82 5.17
3137FPJG1	FHLMC K099 A2 2.595% Due 9/25/2029	1,600,000.00	03/29/2023 4.23%	1,457,249.92 1,468,165.75	87.03 5.18%	1,392,400.00 3,460.00	0.45% (75,765.75)	NR / NR AAA	5.99 5.28
3137HA4B9	FHLMC K751 A2 4.412% Due 3/25/2030	2,000,000.00	05/03/2023 4.15%	2,027,472.00 2,025,906.86	95.59 5.26%	1,911,700.00 7,353.33	0.62% (114,206.86)	NR / NR NR	6.49 5.22
3137FIY60	FHLMC K158 A2 3.9% Due 12/25/2030	2,000,000.00	02/14/2023 4.30%	1,947,187.50 1,951,349.15	91.98 5.28%	1,839,598.00 6,500.00	0.60% (111,751.15)	NR / NR NR	7.24 5.96
3137H8U90	FHLMC K148 A2 3.5% Due 7/25/2032	2,000,000.00	01/30/2023 4.08%	1,912,656.25 1,918,738.26	87.65 5.29%	1,753,078.00 5,833.33	0.57% (165,660.26)	Aaa / AA+ AAA	8.82 7.27
3137H9UD9	FHLMC K154 A2 4.35% Due 1/25/2033	965,000.00	03/20/2023 4.34%	968,780.87 968,584.98	93.20 5.30%	899,394.48 3,498.13	0.29% (69,190.50)	NR / NR AAA	9.33 7.38
Total CMO		14,565,000.00	4.25%	13,854,752.79 13,916,012.85	5.22%	13,140,888.58 41,178.12	4.29% (775,124.27)	Aaa / AAA AAA	6.73 5.68



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
COMMERCIAL PAPER									
62479MXD0	MUFG Bank Ltd/NY Discount CP 4.98% Due 10/13/2023	750,000.00	01/18/2023 5.20%	722,298.75 748,755.00	99.83 5.20%	748,755.00 0.00	0.24% 0.00	P-1 / A-1 NR	0.04 0.03
21687BXH9	Rabobank Nederland NV NY Discount CP 4.9% Due 10/17/2023	750,000.00	01/19/2023 5.12%	722,437.50 748,366.67	99.78 5.12%	748,366.67 0.00	0.24% 0.00	P-1 / A-1 NR	0.05 0.05
Total Commercial Paper				1,444,736.25 1,497,121.67	5.16% 5.16%	1,497,121.67 0.00	0.49% 0.00	Aaa / AA NR	0.04 0.04
CORPORATE									
48133DF47	JPMorgan Chase Financial Callable Note Qty 5/13/2023 3.125% Due 5/13/2024	3,000,000.00	05/13/2022 3.13%	3,000,000.00 3,000,000.00	98.56 5.52%	2,956,665.00 35,937.50	0.97% (43,335.00)	A1 / A- AA-	0.62 0.60
05531FBH5	Truist Financial Corporation Callable Note Cont 7/1/2024 2.5% Due 8/1/2024	500,000.00	01/31/2023 4.78%	483,680.00 490,883.52	96.94 6.31%	484,711.50 2,083.33	0.16% (6,172.02)	A3 / A- A	0.84 0.80
89115A2J0	Toronto-Dominion Bank Note 4.285% Due 9/13/2024	500,000.00	01/09/2023 4.79%	495,945.00 497,690.44	98.39 6.05%	491,948.00 1,071.25	0.16% (5,742.44)	A1 / A AA-	0.96 0.91
06368LGU4	Bank of Montreal Note 5.2% Due 12/12/2024	500,000.00	01/09/2023 4.96%	502,190.00 501,370.31	99.13 5.95%	495,654.00 7,872.22	0.16% (5,716.31)	A2 / A- AA-	1.20 1.13
89236TKN4	Toyota Motor Credit Corp Note 4.8% Due 1/10/2025	500,000.00	01/10/2023 4.86%	499,445.00 499,644.47	99.06 5.57%	495,280.00 5,400.00	0.16% (4,364.47)	A1 / A+ A+	1.28 1.21
747525AF0	Qualcomm Inc Callable Note Cont 2/20/2025 3.45% Due 5/20/2025	500,000.00	01/24/2023 4.43%	489,345.00 492,472.15	96.78 5.53%	483,906.00 6,277.08	0.16% (8,566.15)	A2 / A NR	1.64 1.54
66815L2J7	Northwestern Mutual Glbl Note 4% Due 7/1/2025	500,000.00	01/09/2023 4.68%	492,190.00 494,467.20	97.09 5.76%	485,463.50 5,000.00	0.16% (9,003.70)	Aaa / AA+ AAA	1.75 1.65
907818ES3	Union Pacific Corp Callable Note Cont 5/15/2025 3.75% Due 7/15/2025	500,000.00	01/10/2023 4.61%	489,970.00 492,841.98	96.85 5.62%	484,259.50 3,958.33	0.16% (8,582.48)	A3 / A- A-	1.79 1.69
713448CY2	Pepsico Inc. Callable Note Cont 4/17/2025 3.5% Due 7/17/2025	500,000.00	01/19/2023 4.37%	489,855.00 492,665.59	96.88 5.34%	484,413.50 3,597.22	0.16% (8,252.09)	A1 / A+ NR	1.80 1.70
64952WEU3	New York Life Global Note 3.6% Due 8/5/2025	500,000.00	01/09/2023 4.72%	486,565.00 490,335.98	96.63 5.54%	483,152.00 2,800.00	0.16% (7,183.98)	Aaa / AA+ AAA	1.85 1.75



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
59217GFC8	Metlife Note 4.05% Due 8/25/2025	500,000.00	01/09/2023 4.65%	492,690.00 494,698.91	96.69 5.91%	483,462.50 2,025.00	0.16% (11,236.41)	Aa3 / AA- AA-	1.90 1.79
74153WCR8	Pricoa Global Funding Note 4.2% Due 8/28/2025	500,000.00	01/19/2023 4.62%	494,945.00 496,283.40	97.20 5.76%	486,009.00 1,925.00	0.16% (10,274.40)	Aa3 / AA- AA-	1.91 1.80
756109BE3	Realty Income Corp Callable Note Cont 9/1/2025 4.625% Due 11/1/2025	500,000.00	01/09/2023 4.74%	498,525.00 498,903.46	97.79 5.76%	488,938.00 9,635.42	0.16% (9,965.46)	A3 / A- NR	2.09 1.92
594918BJ2	Microsoft Callable Note Cont 8/3/2025 3.125% Due 11/3/2025	500,000.00	01/11/2023 4.38%	483,530.00 487,723.82	95.81 5.27%	479,042.50 6,423.61	0.16% (8,681.32)	Aaa / AAA NR	2.10 1.96
14913R3B1	Caterpillar Financial Service Note 4.8% Due 1/6/2026	500,000.00	01/09/2023 4.49%	504,255.00 503,229.28	98.89 5.32%	494,458.00 5,666.67	0.16% (8,771.28)	A2 / A A+	2.27 2.10
24422EWPO	John Deere Capital Corp Note 4.8% Due 1/9/2026	500,000.00	01/09/2023 4.50%	504,170.00 503,167.52	98.84 5.35%	494,188.00 5,466.67	0.16% (8,979.52)	A2 / A A+	2.28 2.10
88115A2K7	Toronto-Dominion Bank Note 5.103% Due 1/9/2026	500,000.00	06/16/2023 5.23%	498,474.99 498,641.71	98.66 5.73%	493,309.00 5,811.75	0.16% (5,332.71)	A1 / A AA-	2.28 2.09
78016FZT4	Royal Bank of Canada Note 4.875% Due 1/12/2026	1,000,000.00	Various 5.09%	994,685.00 995,364.36	98.14 5.75%	981,400.00 10,697.92	0.32% (13,964.36)	A1 / A AA-	2.29 2.11
91324PCV2	United Health Group Inc Note 3.1% Due 3/15/2026	500,000.00	01/09/2023 4.31%	482,180.00 486,223.71	94.92 5.33%	474,576.00 688.89	0.15% (11,647.71)	A2 / A+ A	2.46 2.32
69371RS49	Paccar Financial Corp Note 4.45% Due 3/30/2026	600,000.00	03/28/2023 4.47%	599,634.00 599,695.78	98.43 5.13%	590,591.40 74.17	0.19% (9,104.38)	A1 / A+ NR	2.50 2.33
64952WFB4	New York Life Global Note 4.7% Due 4/2/2026	500,000.00	06/15/2023 5.08%	495,030.00 495,533.35	97.96 5.58%	489,784.50 11,488.89	0.16% (5,748.85)	Aaa / AA+ AAA	2.51 2.27
66815L2L2	Northwestern Mutual Gbl Note 4.7% Due 4/6/2026	500,000.00	06/15/2023 5.00%	496,085.00 496,479.95	97.96 5.58%	489,822.50 11,423.61	0.16% (6,657.45)	Aaa / AA+ AAA	2.52 2.28
46647PCZ7	JP Morgan Chase & Co Callable Note Cont 4/26/2025 4.08% Due 4/26/2026	1,000,000.00	Various 5.75%	977,520.00 980,798.06	97.05 6.08%	970,465.00 17,566.66	0.32% (10,333.06)	A1 / A- AA-	2.57 1.47
341081GR2	Florida Power and Light Callable Note Cont 4/15/2026 4.45% Due 5/15/2026	500,000.00	05/19/2023 4.73%	496,165.00 496,626.75	97.85 5.33%	489,273.50 8,220.14	0.16% (7,353.25)	A1 / A A+	2.62 2.40
24422EWX3	John Deere Capital Corp Note 4.75% Due 6/8/2026	500,000.00	06/16/2023 4.82%	499,005.00 499,098.71	98.66 5.29%	493,284.50 7,454.86	0.16% (5,814.21)	A2 / A A+	2.69 2.45



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
CORPORATE									
74340XBU4	Prologis LP Callable Note Cont 3/30/2026 3.25% Due 6/30/2026	500,000.00	06/15/2023 4.86%	477,570.00 479,658.87	94.26 5.53%	471,306.50 4,107.64	0.15% (8,352.37)	A3 / A NR	2.75 2.56
06051GLA5	Bank of America Corp Callable Note Cont 7/22/2025 4.827% Due 7/22/2026	1,000,000.00	Various 5.81%	991,845.00 992,709.71	97.49 6.31%	974,889.00 9,251.76	0.32% (17,820.71)	A1 / A- AA-	2.81 1.69
26442CAS3	Duke Energy Carolinas Callable Note Cont 9/1/2026 2.95% Due 12/1/2026	500,000.00	04/10/2023 4.43%	475,365.00 478,553.28	93.52 5.19%	467,609.00 4,916.67	0.15% (10,944.28)	Aa3 / A NR	3.17 2.94
61747YEZ4	Morgan Stanley Callable Note 1X 1/28/2026 5.05% Due 1/28/2027	1,000,000.00	Various 5.51%	998,785.90 998,787.84	98.02 5.97%	980,232.00 8,837.51	0.32% (18,555.84)	A1 / A- A+	3.33 2.14
06406RBC9	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	1,000,000.00	04/19/2023 5.27%	1,001,420.00 1,001,266.43	97.61 5.96%	976,085.00 21,299.58	0.32% (25,181.43)	A1 / A AA-	3.57 2.32
06406RBC9	Bank of NY Mellon Corp Callable Note Cont 4/26/2026 4.947% Due 4/26/2027	1,000,000.00	Various 5.46%	994,880.00 995,227.75	97.61 5.96%	976,085.00 21,299.58	0.32% (19,142.75)	A1 / A AA-	3.57 2.32
023135CP9	Amazon.com Inc Callable Note Cont 11/1/2027 4.55% Due 12/1/2027	1,000,000.00	02/06/2023 4.43%	1,005,210.00 1,004,513.16	97.93 5.11%	979,309.00 15,166.67	0.32% (25,204.16)	A1 / AA AA-	4.17 3.69
57629WDL1	Mass Mutual Global funding Note 5.05% Due 12/7/2027	1,140,000.00	03/30/2023 4.73%	1,155,116.40 1,153,515.42	98.35 5.49%	1,121,229.90 18,230.50	0.37% (32,285.52)	Aa3 / AA+ AA+	4.19 3.66
74340XBV2	Prologis LP Callable Note Cont 09/15/2027 3.375% Due 12/15/2027	1,000,000.00	04/19/2023 4.50%	953,110.00 957,608.57	91.94 5.55%	919,448.00 9,937.50	0.30% (38,160.57)	A3 / A NR	4.21 3.80
592179KF1	MET LIFE GLOB FUNDING I Note 5.05% Due 1/6/2028	1,000,000.00	01/30/2023 4.69%	1,015,690.00 1,013,580.57	97.77 5.64%	977,683.00 11,923.61	0.32% (35,897.57)	Aa3 / AA- AA-	4.27 3.74
64952WEY5	New York Life Global Note 4.85% Due 1/9/2028	1,000,000.00	01/30/2023 4.53%	1,014,040.00 1,012,155.54	97.67 5.47%	976,728.00 11,047.22	0.32% (35,427.54)	Aaa / AA+ AAA	4.28 3.76
89115AZM3	Toronto-Dominion Bank Note 5.156% Due 1/10/2028	1,000,000.00	02/06/2023 4.81%	1,015,010.00 1,013,047.09	97.60 5.80%	975,991.00 11,601.00	0.32% (37,056.09)	A1 / A AA-	4.28 3.74
89236TKQ7	Toyota Motor Credit Corp Note 4.625% Due 1/12/2028	1,000,000.00	01/30/2023 4.47%	1,006,790.00 1,005,880.16	97.67 5.24%	976,729.00 10,149.31	0.32% (29,151.16)	A1 / A+ A+	4.29 3.79



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CORPORATE									
78016FW7	Royal Bank of Canada Note 4.9% Due 1/12/2028	1,000,000.00	01/30/2023 4.79%	1,004,900.00 1,004,243.41	97.13 5.66%	971,290.00 10,752.78	0.32% (32,953.41)	A1 / A AA-	4.29 3.76
756109AU8	Realty Income Corp Callable Note Cont 10/15/2027 3.65% Due 1/15/2028	1,000,000.00	Various 4.65%	956,445.09 962,187.71	92.12 5.75%	921,161.00 7,705.56	0.30% (41,026.71)	A3 / A- NR	4.30 3.85
24422EWR6	John Deere Capital Corp Note 4.75% Due 1/20/2028	1,000,000.00	02/07/2023 4.46%	1,012,740.00 1,011,089.30	98.19 5.22%	981,851.00 9,368.06	0.32% (29,238.30)	A2 / A A+	4.31 3.81
06051GGF0	Bank of America Corp Callable Note 1/20/2027 3.824% Due 1/20/2028	1,200,000.00	04/18/2023 5.61%	1,144,836.00 1,150,047.35	92.86 6.24%	1,114,368.00 9,050.13	0.37% (35,679.35)	A1 / A- AA-	4.31 3.01
438516CJ3	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 2/15/2028	1,000,000.00	02/14/2023 4.52%	1,018,960.00 1,016,601.69	99.60 5.05%	996,023.00 6,325.00	0.33% (20,578.69)	A2 / A A	4.38 3.87
91324PEP3	United Health Group Inc Callable Note Cont 1/15/2028 5.25% Due 2/15/2028	1,000,000.00	02/14/2023 4.70%	1,024,270.00 1,021,251.21	100.17 5.20%	1,001,699.00 6,708.33	0.33% (19,552.21)	A2 / A+ A	4.38 3.84
713448FL7	Pepsico Inc. Callable Note Cont 1/18/2028 3.6% Due 2/18/2028	1,000,000.00	03/16/2023 4.27%	970,610.00 973,801.01	94.62 4.98%	946,212.00 4,300.00	0.31% (27,589.01)	A1 / A+ NR	4.39 3.97
57636QAW4	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 3/9/2028	1,000,000.00	Various 4.88%	999,574.50 999,622.47	99.25 5.07%	992,479.00 2,979.17	0.32% (7,143.47)	Aa3 / A+ NR	4.44 3.93
61747YER2	Morgan Stanley Callable Note Cont 4/20/2027 4.21% Due 4/20/2028	1,150,000.00	04/17/2023 5.12%	1,115,603.50 1,118,691.09	94.03 5.97%	1,081,323.15 21,652.26	0.36% (37,367.94)	A1 / A- A+	4.56 3.97
341081GN1	Florida Power and Light Callable Note Cont 3/15/2028 4.4% Due 5/15/2028	1,000,000.00	05/17/2023 4.46%	997,480.00 997,666.62	96.42 5.28%	964,249.00 16,255.56	0.32% (33,417.62)	Aa2 / A+ AA-	4.63 4.05
66815L2M0	Northwestern Mutual Gbl Note 4.9% Due 6/12/2028	1,000,000.00	06/06/2023 4.84%	1,002,680.00 1,002,517.18	97.38 5.54%	973,831.00 14,836.11	0.32% (28,686.18)	Aaa / AA+ AAA	4.70 4.07
74340XCG4	Prologis LP Callable Note Cont 5/15/2028 4.875% Due 6/15/2028	500,000.00	08/07/2023 4.97%	497,935.00 497,996.76	97.44 5.50%	487,182.00 6,296.88	0.16% (10,814.76)	A3 / A NR	4.71 4.09
Total Corporate		40,090,000.00	4.70%	39,796,945.38 39,847,060.60	5.58%	38,949,049.95 452,564.58	12.83% (898,010.65)	A1 / A+ AA-	3.18 2.71



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LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	34,396,535.22	Various 3.61%	34,396,535.22 34,396,535.22	1.00 3.61%	34,396,535.22 330,164.55	11.30% 0.00	NR / NR NR	0.00 0.00
Total LAIF		34,396,535.22	3.61%	34,396,535.22 34,396,535.22	3.61%	34,396,535.22 330,164.55	11.30% 0.00	NR / NR NR	0.00 0.00
MONEY MARKET FUND									
31846V203	First American Govt Obligation Fund Class Y	158,962.38	Various 4.94%	158,962.38 158,962.38	1.00 4.94%	158,962.38 0.00	0.05% 0.00	Aaa / AAA AAA	0.00 0.00
31846V203	First American Govt Obligation Fund Class Y	150,784.75	Various 4.94%	150,784.75 150,784.75	1.00 4.94%	150,784.75 0.00	0.05% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		309,747.13	4.94%	309,747.13 309,747.13	4.94%	309,747.13 0.00	0.10% 0.00	Aaa / AAA AAA	0.00 0.00
MUNICIPAL BONDS									
81684LDH6	Semitropic CA Improvement Dist TE-REV 2.262% Due 12/1/2023	1,295,000.00	10/30/2019 2.12%	1,302,045.00 1,295,288.23	99.40 5.80%	1,287,222.23 9,764.30	0.42% (8,066.00)	NR / AA AA-	0.17 0.17
13063DLZ9	California State STE-GO 3% Due 4/1/2024	3,000,000.00	11/30/2022 0.54%	3,098,130.00 3,036,798.75	98.73 5.59%	2,962,032.00 45,000.00	0.98% (74,766.75)	Aa2 / AA- AA	0.50 0.48
79730WBM1	San Diego Redevelopment Agcy STE-TA 3% Due 9/1/2024	1,100,000.00	10/23/2019 2.05%	1,147,938.00 1,109,074.46	97.52 5.80%	1,072,727.70 2,750.00	0.35% (36,346.76)	NR / AA NR	0.92 0.89
544712K7	Los Angeles Metro Transit Auth TE-REV 5.13% Due 6/1/2025	2,800,000.00	12/29/2021 1.28%	3,159,800.00 2,975,294.56	99.43 5.48%	2,784,160.40 47,880.00	0.92% (191,134.16)	Aa1 / AAA NR	1.67 1.55
91412GU94	Univ of California CA Revenues TE-REV 3.063% Due 7/1/2025	1,195,000.00	12/29/2021 1.21%	1,270,703.25 1,232,792.48	96.37 5.26%	1,151,561.75 9,150.71	0.38% (81,230.73)	Aa2 / AA AA	1.75 1.66
13063DMA3	California State TE-GO 2.65% Due 4/1/2026	3,000,000.00	12/29/2021 1.25%	3,173,520.00 3,101,945.79	94.06 5.21%	2,821,722.00 39,750.00	0.93% (280,223.79)	Aa2 / AA- AA	2.50 2.34



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MUNICIPAL BONDS									
882724WW3	Texas State TE-GO 4% Due 10/1/2029	1,000,000.00	05/02/2023 4.05%	997,060.00 997,248.30	94.66 5.04%	946,579.00 20,000.00	0.31% (50,669.30)	NR / AAA AAA	6.01 5.13
Total Municipal Bonds		13,390,000.00	1.45%	14,149,196.25 13,748,442.57	5.45%	13,026,005.08 174,295.01	4.30% (722,437.49)	Aa2 / AA AA	1.70 1.56
NEGOTIABLE CD									
07371CXM6	Beal Bank USA Negotiable CD 0.6% Due 1/3/2024	250,000.00	11/30/2022 0.60%	250,000.00 250,000.00	98.72 5.61%	246,807.75 361.64	0.08% (3,192.25)	NR / NR NR	0.26 0.25
33648GBG7	First State Bank Negotiable CD 0.5% Due 1/12/2024	250,000.00	01/12/2022 0.50%	250,000.00 250,000.00	98.60 5.47%	246,494.75 65.07	0.08% (3,505.25)	NR / NR NR	0.28 0.28
87270LDV2	TIAA FSB Negotiable CD 0.4% Due 4/9/2024	200,000.00	01/05/2021 0.40%	200,000.00 200,000.00	97.40 5.42%	194,793.60 388.89	0.06% (5,206.40)	NR / NR NR	0.53 0.52
02772JCZ1 8	American National Bank Negotiable CD 0.25% Due 5/21/2024	245,000.00	06/08/2021 0.34%	244,387.50 244,867.61	96.66 5.57%	236,812.84 16.78	0.08% (8,054.77)	NR / NR NR	0.64 0.64
52168UHT2	Leader Bank NA Negotiable CD 0.25% Due 6/3/2024	245,000.00	06/08/2021 0.34%	244,372.80 244,858.58	96.50 5.58%	236,423.78 201.37	0.08% (8,434.80)	NR / NR NR	0.68 0.66
649447UP2	New York Community Bank Negotiable CD 0.35% Due 6/3/2024	245,000.00	06/08/2021 0.35%	245,000.00 245,000.00	96.57 5.58%	236,584.74 281.92	0.08% (8,415.26)	NR / NR NR	0.68 0.66
39573LBJ6	Greenstate Credit Union Negotiable CD 0.45% Due 6/17/2024	245,000.00	06/08/2021 0.45%	245,000.00 245,000.00	96.40 5.66%	236,181.23 90.62	0.08% (8,818.77)	NR / NR NR	0.72 0.69
549104VA2	Luana Savings Bank Negotiable CD 0.25% Due 7/1/2024	250,000.00	12/30/2020 0.25%	250,000.00 250,000.00	96.06 5.66%	240,157.25 159.25	0.08% (9,842.75)	NR / NR NR	0.75 0.73
88241TLS7	Texas Exchange Bank SSB Negotiable CD 0.5% Due 7/30/2024	200,000.00	07/22/2021 0.50%	200,000.00 200,000.00	95.82 5.66%	191,630.00 2.74	0.06% (8,370.00)	NR / NR NR	0.83 0.83
90348IV31	UBS Bank USA Negotiable CD 0.7% Due 10/28/2024	200,000.00	10/19/2021 0.70%	200,000.00 200,000.00	94.78 5.76%	189,563.80 15.34	0.06% (10,436.20)	NR / NR NR	1.08 1.05
7954505R2	Sallie Mae Bank Negotiable CD 1.95% Due 11/20/2024	200,000.00	11/22/2019 2.01%	199,470.00 199,879.19	95.92 5.63%	191,833.40 1,451.67	0.06% (8,045.79)	NR / NR NR	1.14 1.11



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
NEGOTIABLE CD									
61768EBL6	Morgan Stanley Private Bank Negotiable CD 1.7% Due 3/5/2025	245,000.00	04/01/2022 1.70%	245,000.00 245,000.00	94.61 5.67%	231,805.77 296.68	0.08% (13,194.23)	NR / NR NR	1.43 1.38
Total Negotiable CD		2,775,000.00	0.66%	2,773,230.30 2,774,605.38	5.60%	2,679,088.91 3,331.97	0.87% (95,516.47)	NR / NR NR	0.74 0.72
SUPRANATIONAL									
4581X0EK0	Inter-American Dev Bank Note 4.5% Due 5/15/2026	1,440,000.00	06/27/2023 4.53%	1,438,891.20 1,438,983.60	98.87 4.96%	1,423,738.08 15,300.00	0.47% (15,245.52)	Aaa / AAA AAA	2.62 2.42
Total Supranational		1,440,000.00	4.53%	1,438,891.20 1,438,983.60	4.96%	1,423,738.08 15,300.00	0.47% (15,245.52)	Aaa / AAA AAA	2.62 2.42
US TREASURY									
912797HC4	US Treasury Bill 5.196% Due 10/24/2023	1,000,000.00	06/28/2023 5.36%	983,113.65 996,680.46	99.67 5.36%	996,680.46 0.00	0.32% 0.00	P-1 / A-1+ F-1+	0.07 0.06
912796YT0	US Treasury Bill 4.763% Due 11/2/2023	2,000,000.00	Various 4.94%	1,947,075.14 1,991,532.45	99.58 4.94%	1,991,532.45 0.00	0.65% 0.00	P-1 / A-1+ F-1+	0.09 0.09
912796ZN2	US Treasury Bill 4.826% Due 12/28/2023	2,000,000.00	Various 5.04%	1,933,126.86 1,976,406.22	98.82 5.04%	1,976,406.22 0.00	0.64% 0.00	P-1 / A-1+ F-1+	0.24 0.24
912796ZY8	US Treasury Bill 4.976% Due 1/25/2024	1,500,000.00	Various 5.18%	1,456,711.25 1,475,949.34	98.37 5.18%	1,475,949.34 0.00	0.48% 0.00	P-1 / A-1+ F-1+	0.32 0.31
912828SZ9	US Treasury Note 2.5% Due 1/31/2024	1,000,000.00	01/10/2023 4.69%	977,695.31 992,932.02	99.03 5.44%	990,273.00 4,211.96	0.32% (2,659.02)	Aaa / AA+ AA+	0.34 0.33
9128286G0	US Treasury Note 2.375% Due 2/29/2024	1,000,000.00	01/24/2023 4.68%	975,703.13 990,827.93	98.75 5.42%	987,539.00 2,022.66	0.32% (3,288.93)	Aaa / AA+ AA+	0.42 0.41
91282CEG2	US Treasury Note 2.25% Due 3/31/2024	2,000,000.00	Various 5.06%	1,949,726.56 1,972,983.00	98.43 5.47%	1,968,672.00 122.96	0.64% (4,311.00)	Aaa / AA+ AA+	0.50 0.49
91282CEK3	US Treasury Note 2.5% Due 4/30/2024	2,000,000.00	Various 4.95%	1,952,773.44 1,972,489.52	98.30 5.49%	1,966,016.00 20,923.92	0.65% (6,473.52)	Aaa / AA+ AA+	0.58 0.56

Holdings Report

As of September 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828WJ5	US Treasury Note 2.5% Due 5/15/2024	1,000,000.00	01/24/2023 4.65%	973,085.94 987,164.93	98.21 5.45%	982,070.00 9,442.93	0.32% (5,094.93)	Aaa / AA+ AA+	0.62 0.60
91282CEX5	US Treasury Note 3% Due 6/30/2024	2,000,000.00	Various 4.83%	1,957,812.50 1,973,699.50	98.18 5.50%	1,963,594.00 15,163.04	0.64% (10,105.50)	Aaa / AA+ AA+	0.75 0.72
91282CFA4	US Treasury Note 3% Due 7/31/2024	1,000,000.00	01/10/2023 4.46%	978,281.25 988,355.38	97.96 5.52%	979,648.00 5,054.35	0.32% (8,707.38)	Aaa / AA+ AA+	0.84 0.80
91282CFN6	US Treasury Note 4.25% Due 9/30/2024	1,000,000.00	01/12/2023 4.30%	999,179.69 999,521.70	98.83 5.47%	988,320.00 116.12	0.32% (11,201.70)	Aaa / AA+ AA+	1.00 0.96
91282CFQ9	US Treasury Note 4.375% Due 10/31/2024	2,000,000.00	Various 4.70%	1,991,406.25 1,993,197.94	98.88 5.45%	1,977,578.00 36,616.84	0.66% (15,619.94)	Aaa / AA+ AA+	1.09 1.02
91282CGD7	US Treasury Note 4.25% Due 12/31/2024	1,000,000.00	01/09/2023 4.21%	1,000,703.13 1,000,445.67	98.65 5.37%	986,523.00 10,740.49	0.32% (13,922.67)	Aaa / AA+ AA+	1.25 1.19
91282CEY3	US Treasury Note 3% Due 7/15/2025	2,000,000.00	Various 4.34%	1,943,125.00 1,954,899.21	96.37 5.15%	1,927,344.00 12,717.40	0.63% (27,555.21)	Aaa / AA+ AA+	1.79 1.70
9128285J5	US Treasury Note 3% Due 10/31/2025	2,000,000.00	Various 4.25%	1,939,882.82 1,950,997.89	96.02 5.03%	1,920,468.00 25,108.70	0.63% (30,529.89)	Aaa / AA+ AA+	2.09 1.96
91282CGA3	US Treasury Note 4% Due 12/15/2025	1,000,000.00	01/09/2023 3.96%	1,001,171.88 1,000,882.74	97.92 5.00%	979,180.00 11,803.28	0.32% (21,702.74)	Aaa / AA+ AA+	2.21 2.06
91282CHH7	US Treasury Note 4.125% Due 6/15/2026	2,000,000.00	06/15/2023 4.23%	1,994,375.00 1,994,924.66	98.15 4.86%	1,962,968.00 24,344.26	0.65% (31,956.66)	Aaa / AA+ AA+	2.71 2.50
91282CHM6	US Treasury Note 4.5% Due 7/15/2026	1,300,000.00	08/07/2023 4.47%	1,301,167.97 1,301,111.21	99.08 4.85%	1,288,015.30 12,399.46	0.42% (13,095.91)	Aaa / AA+ AA+	2.79 2.57
91282CHU8	US Treasury Note 4.375% Due 8/15/2026	1,000,000.00	09/08/2023 4.63%	992,968.75 993,100.30	98.76 4.84%	987,578.00 5,587.64	0.32% (5,522.30)	Aaa / AA+ AA+	2.88 2.65
91282CGH8	US Treasury Note 3.5% Due 1/31/2028	3,000,000.00	02/03/2023 3.61%	2,984,414.06 2,986,443.66	95.43 4.67%	2,863,008.00 17,690.22	0.94% (123,435.66)	Aaa / AA+ AA+	4.34 3.94
91282CFJ5	US Treasury Note 3.125% Due 8/31/2029	3,000,000.00	03/14/2023 3.85%	2,876,484.38 2,886,947.37	92.16 4.66%	2,764,689.00 7,984.20	0.90% (122,258.37)	Aaa / AA+ AA+	5.92 5.29
91282CFT3	US Treasury Note 4% Due 10/31/2029	3,000,000.00	02/21/2023 4.08%	2,985,117.19 2,986,463.53	96.55 4.66%	2,896,524.00 50,217.39	0.96% (89,939.53)	Aaa / AA+ AA+	6.09 5.23
91282CFY2	US Treasury Note 3.875% Due 11/30/2029	3,000,000.00	02/08/2023 3.77%	3,019,335.94 3,017,515.90	95.84 4.66%	2,875,314.00 39,067.62	0.95% (142,201.90)	Aaa / AA+ AA+	6.17 5.33



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/s&P Fitch	Maturity Duration
US TREASURY									
91282CGI4	US Treasury Note 3.5% Due 1/31/2030	3,000,000.00	01/30/2023 3.62%	2,977,265.63 2,979,426.15	93.73 4.65%	2,811,915.00 17,690.22	0.92% (167,511.15)	Aaa / AA+ AA+	6.34 5.55
91282CGQ8	US Treasury Note 4% Due 2/28/2030	3,000,000.00	Various 3.72%	3,050,546.88 3,046,794.57	96.44 4.65%	2,893,125.00 10,219.77	0.95% (153,669.57)	Aaa / AA+ AA+	6.42 5.56
91282CGS4	US Treasury Note 3.625% Due 3/31/2030	4,000,000.00	Various 3.60%	4,005,195.32 4,004,855.20	94.32 4.65%	3,772,968.00 396.17	1.23% (231,887.20)	Aaa / AA+ AA+	6.50 5.69
91282CHR5	US Treasury Note 4% Due 7/31/2030	2,000,000.00	08/17/2023 4.37%	1,955,937.50 1,956,649.87	96.33 4.63%	1,926,562.00 13,478.26	0.63% (30,087.87)	Aaa / AA+ AA+	6.84 5.85
91282CHW4	US Treasury Note 4.125% Due 8/31/2030	1,300,000.00	09/11/2023 4.37%	1,281,160.16 1,281,300.81	97.06 4.63%	1,261,812.50 4,566.96	0.41% (19,488.31)	Aaa / AA+ AA+	6.92 5.92
91282CFV8	US Treasury Note 4.125% Due 11/15/2032	3,000,000.00	Various 3.97%	3,036,445.31 3,034,208.52	96.45 4.61%	2,893,359.00 46,742.52	0.96% (140,849.52)	Aaa / AA+ AA+	9.13 7.37
91282CGM7	US Treasury Note 3.5% Due 2/15/2033	3,000,000.00	Various 3.67%	2,956,875.00 2,959,566.62	91.75 4.59%	2,752,500.00 13,410.32	0.90% (207,066.62)	Aaa / AA+ AA+	9.39 7.79
91282CHT1	US Treasury Note 3.875% Due 8/15/2033	1,500,000.00	09/11/2023 4.28%	1,450,898.44 1,451,155.80	94.48 4.57%	1,417,266.00 7,423.57	0.46% (33,889.80)	Aaa / AA+ AA+	9.88 8.02
Total US Treasury		62,600,000.00	4.24%	61,828,761.33 62,099,430.07	4.92%	60,425,397.27 425,263.23	19.81% (1,674,032.80)	Aaa / AA+ AA+	4.08 3.53
TOTAL PORTFOLIO		312,927,056.09	3.96%	311,529,190.88 311,700,412.56	4.97%	305,551,874.69 1,650,212.99	100.00% (6,148,537.87)	Aa1 / AA AA+	1.92 1.62
TOTAL MARKET VALUE PLUS ACCRUED						307,202,087.68			

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3-Month Cashflow

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SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for September FY24 to November FY24

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 19,437,584	\$ 115,681,177	\$ 74,458,129	\$ 91,655,086	\$ 10,616,292
September					
Cash Provided from:					
Water Sales	11,634,169	-	-	-	-
Water Sales Misc ¹	60,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	-	-	-	-	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	-	-	-	-	-
Reimbursements ²	392,612	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,860,911)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,900,000)	-
Misc. Water Purchases	(11,667)	-	-	(1,496,904)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance Sep	\$ 17,864,167	\$ 115,681,177	\$ 70,706,817	\$ 88,573,678	\$ 10,747,775
October					
Cash Provided from:					
Water Sales	9,699,338	-	-	-	-
Water Sales Misc ¹	50,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	-	-	-	-	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	647,743	-	-	-	-
Reimbursements ²	249,574	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,652,511)	-	-	(12,212)	-
DWR Payments	-	-	-	(808,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,486,703)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance. Oct	\$ 15,059,023	\$ 115,681,177	\$ 66,955,504	\$ 86,593,970	\$ 10,879,259

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for September FY24 to November FY24

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 19,437,584	\$ 115,681,177	\$ 74,458,129	\$ 91,655,086	\$ 10,616,292
November					
Cash Provided from:					
Water Sales	8,731,922	-	-	-	-
Water Sales Misc ¹	45,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	619,045	-	-	808,486	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	647,743	-	-	-	-
Reimbursements ²	253,781	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,548,311)	-	-	(12,212)	-
DWR Payments	-	-	-	(808,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,486,703)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance Nov	\$ 12,008,916	\$ 115,681,177	\$ 63,204,192	\$ 85,422,749	\$ 11,010,742

Notes:

¹ Water Sales Misc. includes Late Charges, Misc. Retail Charges, Rebates, 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

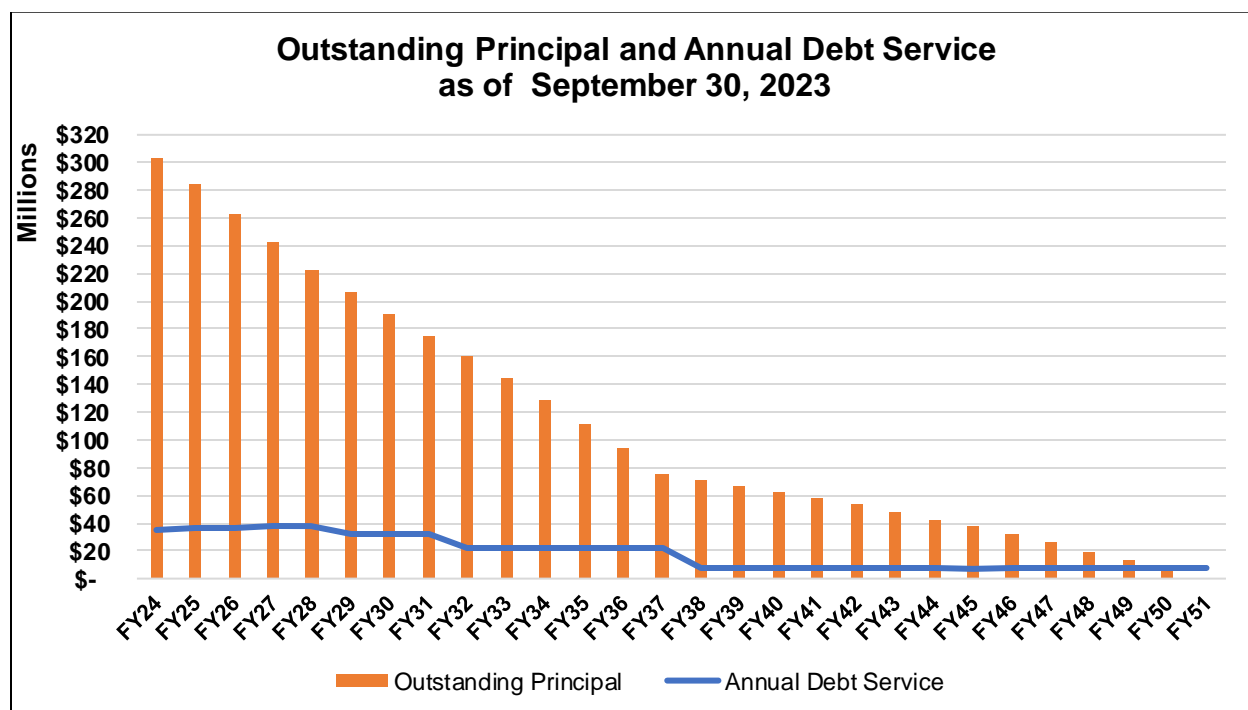
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This report reviews the Agency’s outstanding principal and debt service on an annual basis, and cash balances of unrestricted, restricted, and reserve funds as of September 30, 2023.

DEBT SERVICE

The outstanding principal debt as of September 30, 2023, is \$303,948,226* with an annual debt service of \$35,272,219. 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.



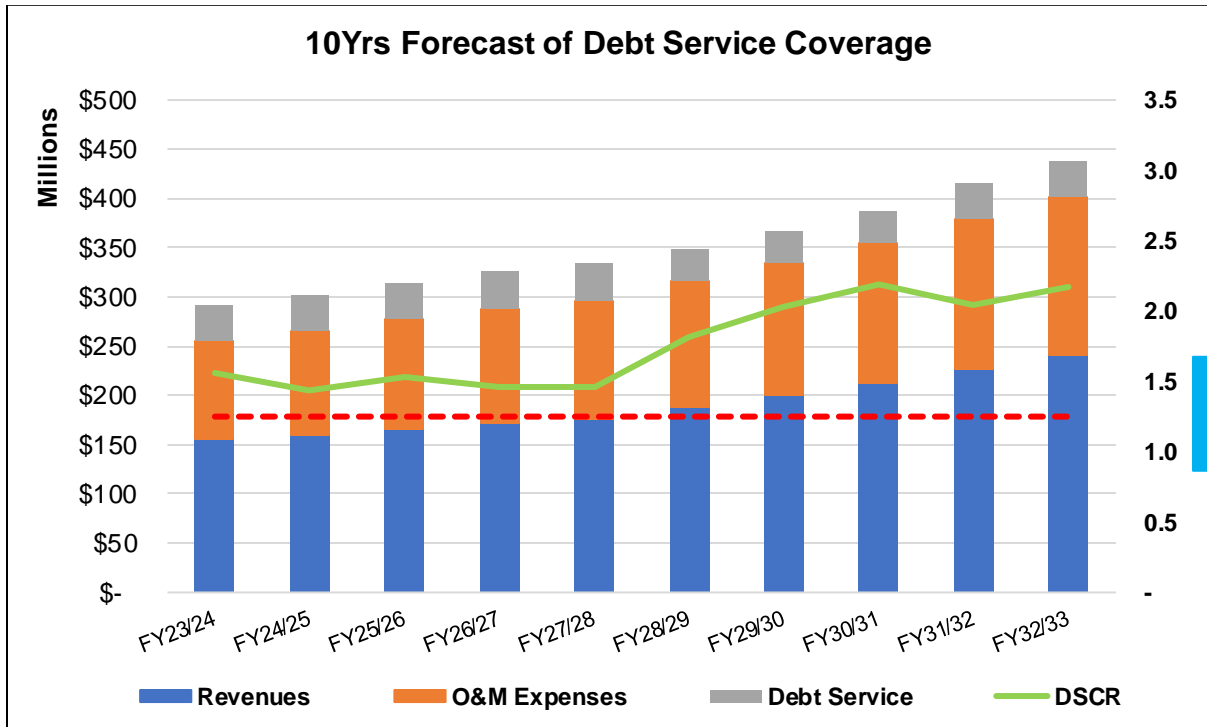
*The outstanding principal of VWD (Valencia Water Division) Acquisition Interfund Loan of \$63,501,777 and accreted interest from the 1999 CAB is excluded from the outstanding principal balances.

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:

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

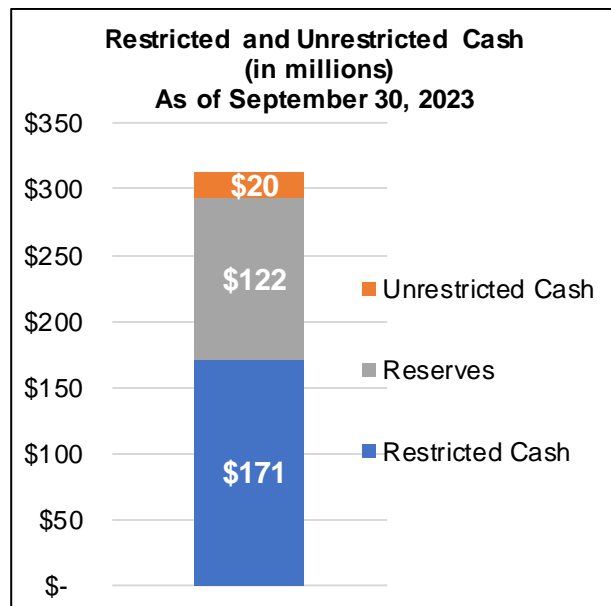
A DSCR of less than 1 indicates negative cash flow, typically signifies that an agency will have to take on additional debt in order to satisfy current obligations. The Agency’s Debt Management Policy prohibits this action. Most businesses use a minimum DSCR ratio of 1.25 as a benchmark, which indicates 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.



CASH POSITION

As of September 30, 2023, the Agency has:

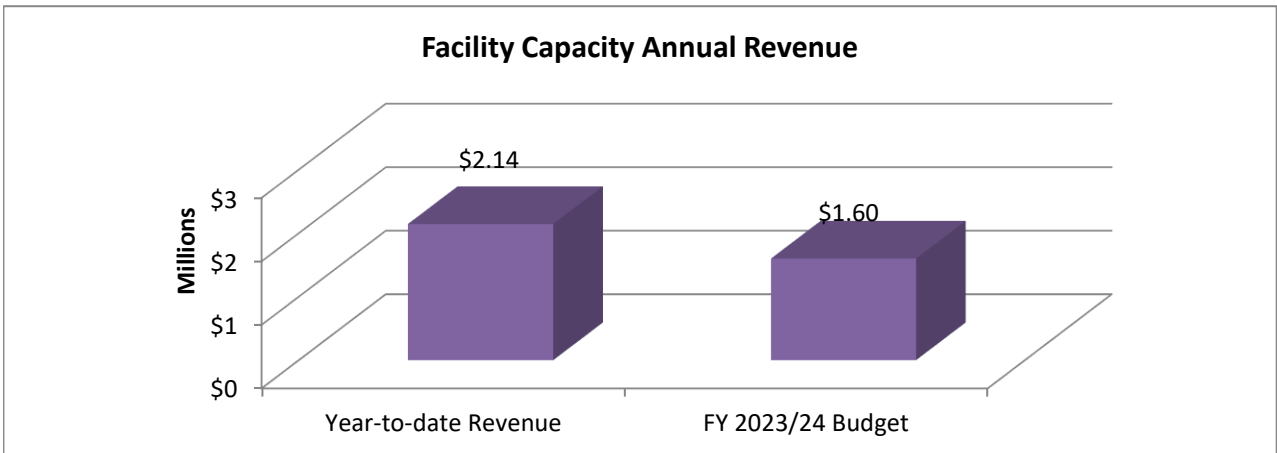
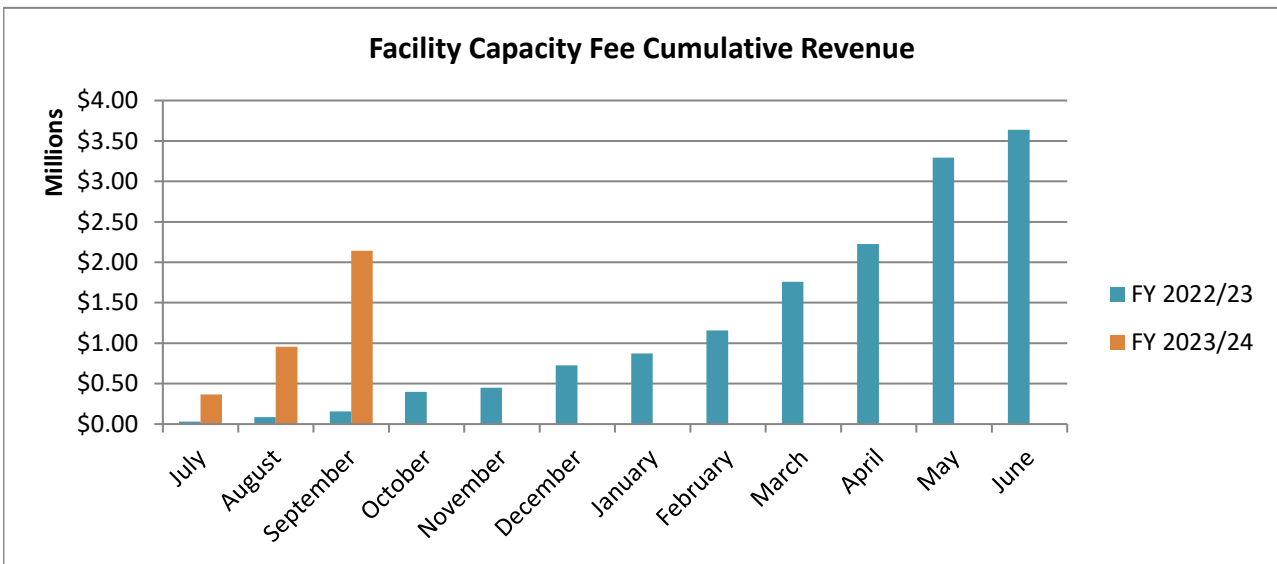
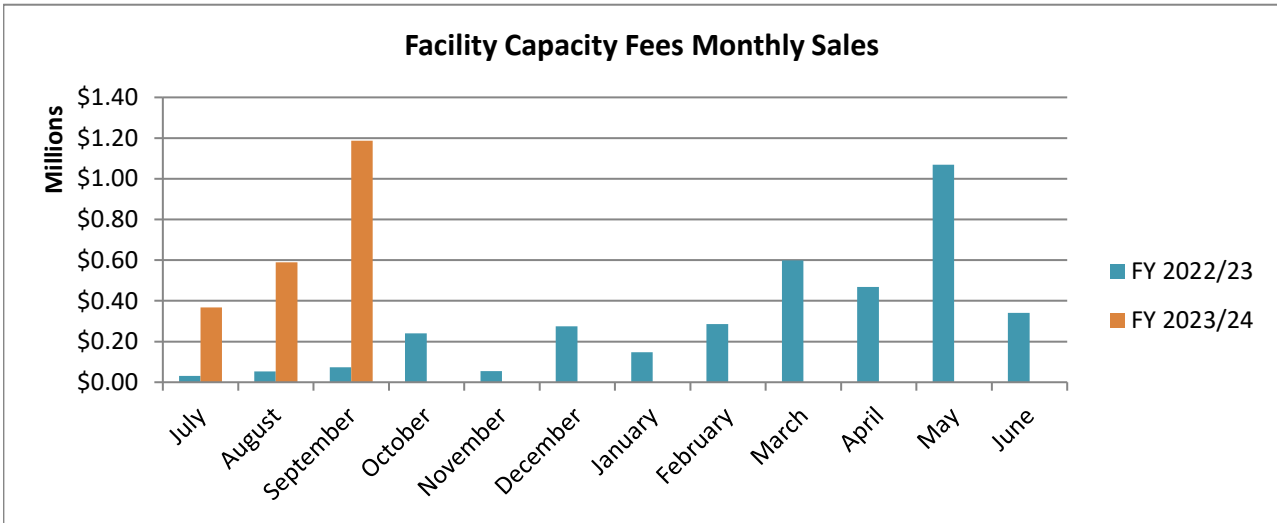
- A fully funded reserve balance of \$121,830,504 as per Agency policy, and
- Restricted cash of \$171,220,823 which includes the Facility/Retail Capacity Fee Funds, State Water Project Fund, and remaining Bond Proceeds, and
- Unrestricted cash of \$19,816,778 to meet the Agency's payment obligations such as operating expenses (including debt service), payroll expenses, insurance, CIP Pay-Go, etc.



Facility Capacity Fee Revenues

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SCV WATER FACILITY CAPACITY FEE REVENUES FY 2023/24 as of September 30, 2023



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Ten Largest Disbursements Check Register

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SCV Water
 Ten Largest Disbursements
 September 1, 2023 to September 30, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Payment_Amount
1	09-13-2023	Pacific Hydrotech Corporation	Santa Clara & Honby Wells PFAS Groundwater Treatment Improvement - Construction, Progress Payment through 7/31/23	CHECK	853,033.27
	Pacific Hydrotech Corporation				853,033.27
2	09-06-2023	Pacific Hydrotech Corporation	ESFP Washwater Return and Sludge Collection Project, Progress Payment through 7/20/23	CHECK	831,341.33
	Pacific Hydrotech Corporation				831,341.33
3	09-06-2023	Zim Industries, Inc.	Replacement (Saugus 3 & 4) Wells Construction Project, Progress Payment through 7/31/23	SCV_ACH	735,802.55
	Zim Industries, Inc.				735,802.55
4	09-20-2023	X-Act Technology Solutions, Inc.	Agreement Managed Security Services - Sep 2023	SCV_ACH	14,200.00
			HPE 8 TB Hard Drive - 3.5" Internal (10), HPE Proliant DL380 Gen10+ Support (1), Installation		45,680.74
			Subscription License (1), HPE Alletra dHCI 5010H DC CTO Base Array (1), HPE Nimble Storage dHCI Base Deploy SVC (1)		89,440.06
			HPE Store Fabric SN2010M 25GbE 18SFP28 4QSFP28 Switch (4), Installation (4), HPE 32GB 2Rx4 PC4-3200AA-R Smart Kit (24)		92,095.98
			Agreement Azure Usage - Sep 2023		21,859.25
			Agreement Office 365 - Sep 2023		14,702.33
			Agreement Managed IT Support Services - Sep 2023		16,434.00
			HPE Proliant DL360 Gen10+ Support (3), HPE Nimble Storage dHCI Base Deploy SVC (1), HPE Alletra dHCI 5010H DC CTO Base Array (1), HPE Alletra 5010H 1.92TB FIO Cache Bdl (2)		89,440.08
			HPE SN2010M 18SFP28 4QSFP28 P2C Swch (2), HPE Alletra dHCI 5010H DC CTO Base Array (1), HPE Nimble Storage dHCI Base Deploy SVC (1)		93,175.90
			X-Act Technology Solutions, Inc.		
5	09-13-2023	Pacific Hydrotech Corporation	Well 201 VOC Groundwater Treatment Improvements, Progress Payment through 7/31/23	CHECK	453,957.50
	Pacific Hydrotech Corporation				453,957.50
	09-26-2023	So. California Edison Co.	LK Hughes E/S Dam 7/28/23-8/27/23	AUTO_DEBIT	1,306.38

SCV Water
 Ten Largest Disbursements
 September 1, 2023 to September 30, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Payment_Amount
			25849 1/2 Railroad Ave 7/28/23-8/27/23		6,678.90
			Bouquet Canyon Road 7/19/23-8/16/23		13.81
			32700 Lake Hughes Road 7/28/23-8/27/2		87.60
			27234 Bouquet Canyon Rd SB 7/28/23-8/27/23		42.01
			25401 Bouquet Canyon 7/27/23-8/24/23		181,124.40
			23308 Magic Mountain 7/11/23-8/8/23		3,496.77
			23498 Newhall Ranch Rd 7/28/23-8/27/23		18.74
			28185 The Old Rd 7/28/23-8/27/23		7,315.90
			26503 Mcbean Pkwy 7/28/23-8/27/23		17.51
			32700 Lake Hughes Rd W 7/28/23-8/27/23		22,397.44
			27930 1/2 Lost Canyon Rd 7/28/23-8/27/23		173.59
			27171 1/2 Camp Plenty 7/28/23-8/27/23		38.24
			20545 Santa Clara St 7/28/23-8/27/23		183,216.30
			27295 Rolling Hills Ave 7/28/23-8/27/23		351.54
			17213 Medley Ridge Dr 7/28/23-8/27/23		42.04
			27234 1/2 Bouquet Canyon Rd 7/28/23-8/27/23		140.35
			27475 1/2 Canyon View Dr 7/13/23-8/10/23		86.71
			26501 Summit Cir 7/24/23-8/21/23		872.37
			26505 Summit Cir 7/24/23-8/21/23		549.27
			26979 Westridge 7/28/23-8/27/23		34.25
			27139 Honby Ave PED 7/21/23-8/20/23		23.20
6		So. California Edison Co.			408,027.32
09-26-2023	So. California Edison Co.		21363 Soledad Canyon Rd U4 7/24/23-8/21/23	AUTO_DEBIT	1,644.88
			28201 1/2 River Trail Ln Well 8/3/23-8/31/23		3,375.78
			28830 Hancock Pkwy U 8/1/23-8/29/23		5,325.99
			27118 Vista Delgado Dr B 8/15/23-9/13/23		8,589.94
			26024 Kavenagh Ln 8/11/23-9/11/23		7,474.65
			28410 Hillcrest Pkwy 7/27/23-8/24/23		5,090.26

SCV Water
 Ten Largest Disbursements
 September 1, 2023 to September 30, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Payment_Amount
			30400 Vineyard Ln PED 7/27/23-8/24/23		364.69
			23416 Magic Mountain Pkwy V5 8/9/23-9/7/23		8,128.06
			Avenidavelarte V6 8/9/23-9/7/23		98.65
			23503 Valencia Blvd N68 8/14/23-9/12/23		16,695.75
			24526 Sagecrest Cir LAR 8/10/23-9/10/23		9,145.13
			Firebrand 8/14/23-9/12/23		2,100.96
			28424 Tamarack Ln 8/16/23-9/14/23		3,027.48
			26975 Westridge Pkwy 8/14/23-9/12/23		8,433.96
			28139 Blacksmith Dr 8/16/23-9/14/23		18.02
			23790 Bridgeport S8 8/16/23-9/14/23		829.95
			23850 Bridgeport S7 8/16/23-9/14/23		123.55
			25001 Decoro Pmp 8/16/23-9/14/23		1,692.84
			23600 Decoro Driv 7/24/23-8/21/23		10,362.01
			24050 Valencia Blvd 7/24/23-8/21/23		203.29
			27101 Ridge Road 160 7/24/23-8/21/23		6,266.84
			26477 Bouquet Canyon Rd 7/24/23-8/21/23		13,185.47
			25112 Rye Canyon Loop 7/24/23-8/21/23		231.30
			25234 Valencia 7/24/23-8/21/23		19,178.90
			25841 Tournament Rd 7/24/23-8/21/23		22.26
			27700 Golden St 7/24/23-8/21/23		128.78
			28400 Copper Hill Dr PED 7/24/23-8/21/23		548.86
			25197 Aurora Dr 7/24/23-8/21/23		6,461.70
			28531 Farrier Dr PED 7/24/23-8/21/23		17.55
			23816 Auto Center N7 7/24/23-8/21/23		28,335.31
			23817 Auto Center N8 7/24/23-8/21/23		17,880.56
			27508 Newhall Ranch Rd 7/24/23-8/21/23		156.88
			24439 Valencia 7/24/23-8/21/23		500.66
			29238 Black Pine Way U 7/24/23-8/21/23		20.48

SCV Water
 Ten Largest Disbursements
 September 1, 2023 to September 30, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Payment_Amount
			24341 Valencia Blvd 7/24/23-8/21/23		12,128.77
			28820 Bellows Ct U 7/24/23-8/21/23		1,941.25
			23900 Bridgeport S6 7/24/23-8/21/23		2,153.61
			25600 Hwy 99/159EMG PMP 7/24/23-8/21/23		2,615.74
			26353 Mcbean Pkwy 8/11/23-9/11/23		3,116.65
			27502 Hasley Canyon Rd D 7/19/23-8/16/23		96.97
			28053 Carnegie Ave CAR 7/21/23-8/20/23		5,478.87
			28432 Livingston Ave 7/19/23-8/16/23		2,599.84
			26280 1/2 Gladding 7/21/23-8/20/23		119.22
			25901 Tournament Rd 8/10/23-9/10/23		9,480.18
			26908 Feedmill Rd U 7/24/23-8/21/23		35,806.87
			25101 Sagecrest Cir 7/24/23-8/21/23		240.89
			25550 Hemmingway Ave 7/24/23-8/21/23		16,656.59
			26290 Shakespeare Ln 7/24/23-8/21/23		16.15
			26748 Sandburn PI PED 7/24/23-8/21/23		25.26
			28202 Cascade Rd PED 7/24/23-8/21/23		37.20
			28318 Witherspoon Pkwy PED 7/24/23-8/21/23		16.14
			29646 The Old Rd U 7/24/23-8/21/23		24.04
			30016 Hamlet Way TPP 7/24/23-8/21/23		20.18
			25774 Oak Meadow DR 7/24/23-8/21/23		26.36
			26608 Feedmill Rd U 7/24/23-8/21/23		9,125.61
			25507 Oak Meadow 7/24/23-8/21/23		16.05
			26797 Westridge 7/24/23-8/21/23		15.22
			26994 Willowbrook Ln U 7/24/23-8/21/23		16.09
			23100 Lowridge PI U 7/24/23-8/21/23		16.43
			30149 Galbreth Ct 7/24/23-8/21/23		14.18
			29909 Bancroft PI 7/24/23-8/21/23		16.17

SCV Water
 Ten Largest Disbursements
 September 1, 2023 to September 30, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Payment_Amount
			28636 Livingston Ave 7/24/23-8/21/23		386.35
			26629 Bouquet Canyon Rd 8/17/23-9/17/23		4,477.83
			22555 Brightwood Pl 8/17/23-9/17/23		118.89
7	So. California Edison Co.				292,464.99
	09-06-2023	HPS West, Inc	1 IN MASTER METER ALLEGRO (148), 2 IN MASTER METERS ALLEGRO (30)	SCV_ACH	93,266.01
			6 IN MASTER OCTAVE METER W/MOD (6), 1-1/2 IN MASTER METER ALLEGRO (15)		40,368.38
			3/4 IN MASTER METER ALLEGRO (294)		102,096.88
8	HPS West, Inc				235,731.27
	09-27-2023	Evoqua Water Technologies, LLC.	1 Vessel Change Out for SPTF Removal and Disposal	SCV_ACH	183,208.84
9	Evoqua Water Technologies, LLC.				183,208.84
	09-26-2023	So. California Edison Co.	25143 Railroad Ave W12 7/13/23-8/10/23	AUTO_DEBIT	27,936.50
			23482 Fambrough St 7/7/23-8/3/23		1,801.63
			24603 Peachland Ave PMP 7/7/23-8/3/23		5,632.42
			24262 1/2 Cross St 7/7/23-8/3/23		2,378.09
			23778 1/2 Valle Del Oro 7/19/23-8/16/23		7,557.22
			Sloan Cyn/Quail Valley 7/17/23-8/14/23		2,517.97
			25359 Railroad Ave PMP 7/19/23-8/16/23		24,904.85
			25357 Railroad Ave 7/19/23-8/16/23		25,760.67
			Lost Cyn W/O Oak SP 7/27/23-8/24/23		72.68
			15650 Lost Canyon Road 7/27/23-8/24/23		6,185.21
			15899 Lost Canyon Road PMP 7/27/23-8/24/23		83.35
			24001 1/2 Briardale Way 7/19/23-8/16/23		63.71
			29251 Mammoth Ln 7/28/23-8/27/23		6,569.38
			32080 Ridge Route 7/19/23-8/16/23		16,651.10
			25201 Rye Canyon Dr 7/19/23-8/16/23		12,182.64
			14751 Hydrangea Way 7/19/23-8/16/23		171.84
			25175 Deputy Jake Way 7/19/23-8/16/23		68.08
			24300 The Old Rd PMP 7/14/23-8/13/23		439.31

SCV Water
 Ten Largest Disbursements
 September 1, 2023 to September 30, 2023

No.	Date	Supplier_Name	Invoice_Description	Pmt Method	Payment_Amount
			31400 Castaic Rd PMP 7/13/23-8/10/23		2,981.31
			29505 Avenida Rancho Tesoro U 7/19/23-8/16/23		7,291.82
10		So. California Edison Co.			151,249.78

Total 4,621,845.19

Total-All Disbursements Issued During September 2023 8,370,555.62

Largest Ten Vendor Payments as Compared to Total 55%

Credit Card Register

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SCV Water - Credit Card Charges Paid July to September 2023

Payee and Description	Transaction Amount
(PC) 8870 ROYAL	44.38
Non-Contact Voltage Detector. small electrical tool for truck I-65	44.38
8336322778 ELECTRIFY AMER	313.42
EV Charging - Fleet	363.42
EV Charging - Fleet Refund	(50.00)
ADOBE *ACROPRO SUBS	8,964.78
Adobe subscription	8,964.78
ADOBE *ADOBE	71.97
Adobe Enterprise Tenant for testing SSO deployment.	71.97
ADOBE PRODUCTS	(71.97)
Adobe Products	(71.97)
AED SUPERSTORE	219.00
AED Safety Signs - Facilities	219.00
AIM MAIL CENTER # 114	56.18
Send in PTP-NH3 flow meter for warranty repair Location: Perchlorate Plant	56.18
ALBERTSONS #1360	22.32
Board Meeting Supplies	7.81
Vending Machine Supplies	14.51
ALBERTSONS #3301	27.96
Ice Cream for Birthdays and Anniversary August 2023	27.96
ALL ISLAND INDUSTRIAL SA	196.90
Metal Thermometer for ESFP Ozone Generator #2	196.90
AMAZON.COM AMZN.COM/BILL	9.90
Outreach Supplies	9.90
AMAZON.COM*TH5WN5DE2	96.56
SWOT Supplies	96.56
AMERICAN AIR	621.40
Airfare for AWWA Conference Sep 10-13	621.40
AMERICAN CRANE SCHOOL	2,995.00
Crane School - K Whitney	2,995.00
AMZN MKTP US	777.49
Battery for Princess Booster Meeter	12.03
Board Meeting Supplies	53.42
Ferrules for North Oaks Booster	17.72
Holiday Party - Decorations	28.80
K. Martin Retirement Party	35.25
K. Martin retirement party supplies	55.11
Liquid Leak Detector	117.66
PLC replacement batteries	295.56
Portable Flag Pole & Flag	54.74
AN FORD VALENCIA	184.73
Brake pads #S29	88.41
Door assembly cable for #S29	96.32
APPLE.COM/BILL	72.93
Bluebeam Revu app for N. Pipitharut's Agency iPad.	9.99
Bluebeam Revu for M. Aumentado's Agency iPad.	9.99
Jump app for Donnie Best's Agency iPhone.	14.99
Jump app for J. Rosales and J. Martinez.	29.98
AQUA-FLO SUPPLY INC #3	145.48
Brass Fittings	37.66
PVC Parts	107.82
ARROW TOOLS FASTENERS	292.71
Sono tubes for the new lighting at Rio	292.71
ASSN *ORDER	340.00
AICPA Annual Membership Renewal	340.00
ASSOCIATION OF CALIFORNI	11,075.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - A. Elhassan	815.00

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - Director Armitage	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - Director Braunstein	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - Director Cooper	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - Director Gutzeit	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - Director Marks	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - Director Martin	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - K. Strauss	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - M. Stone	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - N. Pitois	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - O. Moreno	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - R. Patterson	815.00
ACWA 2023 Fall Conference - 11/28-11/30/23 - Registration - S. Cole	815.00
ACWA Region 8 Program & Tour - 07/13/23 - Registration - A. Elhassan	60.00
ACWA Region 8 Program & Tour - 07/13/23 - Registration - Director Armitage	60.00
ACWA Region 8 Program & Tour - 07/13/23 - Registration - Director Braunstein	60.00
ACWA Region 8 Program & Tour - 07/13/23 - Registration - Director Martin	60.00
ACWA Region 8 Program & Tour - 07/13/23 - Registration - N. Pitois	60.00
ACWA Region 8 Program & Tour - 07/13/23 - Registration - S. Fleury	60.00
ACWA Regions 6 & 7 & Water Forum 2023 - 10/12-13/2023 - Registration - Director Orzechowski	120.00
ATO INC	991.65
Ammonia gas detector for RVWTP & ESFP	991.65
ATYOURPACEONLINE.COM	125.00
Staff CEU's: 16-Hour Course for Level 2 Operators, for C Nigra	125.00
AU 2023AU2023 PAYMENT	4,300.00
Autodesk 2023 Conference - A. Kajganic attending	2,150.00
AUTOMATED GATE SUPPLY IN	993.10
Gate sensor and limit switches	331.10
Parts for gates at SCVWA sites	331.00
Parts for the gates at SCVWA sites	331.00
AWWA EVENTS	735.00
AWWA Conference Sep 10-13	95.00
Part 2 of AWWA Conference Fee Sep 10-13	640.00
AWWA.ORG	185.50
M1 Principles of Water Rates, Fees, and Charges (Print + PDF)	185.50
BEST BUY 00001131	418.21
Binoculars	98.49
iPhone and iPad chargers and case	319.72
BOB HOPE AIRPORT	108.00
Airport Parking	54.00
Parking at the Burbank Airport	54.00
BOX, INC.	1,800.00
File share subscription	600.00
File sharing subscription	1,200.00
BROTHERS BURGERS	167.49
Bimonthly meeting with supervisor and Seniors	100.43
Bimonthly meeting with Supervisor and Seniors.	67.06
BROWN AND CALDWELL	400.00
Recruitment for Water Systems Technician	200.00
Recruitment job posting.	200.00
CALENDLY	144.00
Calendly monthly subscription	144.00
CALI PIZZA KITC INC #260	316.45
Quarterly Finance Department Team Building Lunch	264.77
CALIFORNIA ASSOCIATION OF	1,914.00
2024 4-day CAPPO Conference	495.00
Better RFPs, Better Projects CAPPO Seminar	60.00
CAPPO Conference Registration - January 2024	495.00

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
CAPPO Conference Registration - L. Moncada	495.00
CAPPO Registration	140.00
CAPPO Seminar - August 30, 2023 - Member Price	95.00
CAPPO Surplus Best Practices Seminar	39.00
Elements of a Contract - Seminar	95.00
CALIFORNIA SPECIAL DIS	2,125.00
CSDA Board Secretary/Clerk Conference Registration	625.00
CSDA Conference - E. Adler Registration	675.00
CSDA's 2023 Special District Leadership Academy Conference - 10/22-25/2023 - Registration - Director Marks	625.00
Virtual Workshop: Brown Act in an Endemic World - 10/11-10/12/23 - Registration - April Jacobs	200.00
CALPERS CVENT	449.00
CALPERS Conference Registration - L. Medina	449.00
CA-NV SECTION, AWWA	4,263.00
AWWA Fall Conference Registration for E. Sobczak.	509.00
AWWA Fall Conference Registration for M. Gutierrez.	509.00
AWWA Training - A. Davis	350.00
AWWA Wes Conference registration fees/contact hour fees for staff attendance (P. Woeger/T. Braxhoofden) on 8/16.	300.00
CA-NV AWWA Water Education Seminar, August 16, 2023: C. Jens	200.00
CA-NV AWWA Water Education Seminar, August 16, 2023: K. Whitney	200.00
CA-NV AWWA Water Education Seminar, August 16, 2023: R. Huish	200.00
Customer Service Online Webinar - S. Sanchez	350.00
Customer Service Online Webinar - T. Wilson	350.00
D1-D2 Math Review Webinar on behalf of C. Saenz, Inspector.	360.00
Staff Training: SCADA Ops Webinar for T. Braxhoofden & P. Woeger	310.00
Water Education Seminar - J. Mahar	200.00
Water Education Seminar - M. Steveson	200.00
Water Education Seminar - S. Jackson	200.00
WES - CEU's	25.00
CANVA* I03816-32438939	119.99
Annual Canva Account	119.99
CANVA* I03833-30811104	36.55
Added users to Canva account.	36.55
CAPIO - CA ASSOCIATION OF	400.00
CAPIO membership renewal (annual)	275.00
CARLS JR 1100608	157.59
Lunch for crew during emergency repair of Villa BS	87.99
Lunch for crew, Villa BS repair	69.60
CARLS JR 160	45.27
Bought Crew Lunch working leaking at Poppy Meadow	45.27
CHARMAINES* CHARMAINES	116.60
Memorial flower delivery for P. Halushka's family	116.60
CHEESECAKE VALENCIA	179.21
HR Lunch Meeting	179.21
CHI CHIS PIZZA	134.18
FY 22/23 Review Lunch - J. Gilliam and R. Maldonado	63.19
Lunch with L. Quintero and M. Restivo	70.99
CHICK-FIL-A #02317	26.48
Breakfast for crew working on replacing meters at Town Center and Magic Mountain Road	26.48
CHIPOTLE 3933	15.32
CSTI - Emergency Management Training Class	15.32
CHRONIC TACOS - SAUGUS	115.19
Meal for Crew working Leak at Elder Creek	115.19
CLICKSEND.COM RECHARGE	100.00
Clicksend Recharge	20.00
Clicksend Subscription	20.00
Clicksend.com charges	20.00

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
CLICKSEND.COM RECHARGE	40.00
CLOUDWAYS LTD	138.92
Cloudways domain hosting subscription for the agency website	56.00
Domain hosting renewal charges for agency website. website, scvwa.org domain hosting/renewal	26.92 56.00
CMT SACRAMENTO27680016	52.40
Taxi from airport to hotel	52.40
CONTROLS INC	826.25
M&R Vehicles: emissions control panel for blue pump (time sensitive)	826.25
CORNER BAKERY 0096	8.79
DC Trip - Breakfast	8.79
CORNER BAKERY 0208	2,604.01
Annual Audit Planning Meeting	110.00
Breakfast for Heavy Equipment Training	1,098.65
Breakfast for Rail Road Safety Training	310.20
Breakfast for Railroad Safety Training	620.40
Communications Staff strategic planning session	99.86
SmartWorks Implementation Kick-Off and Discovery Meeting Breakfast	333.95
COSTCO DELIVERY 653	2,233.17
Land O'Lakes Mini Moo's half & Half Creamer Singles - Item was not included in August Order - credit given	(13.39)
Office Supplies - Non Taxable	937.81
Office Supplies - Taxable	1,308.75
COSTCO WHSE #0447	290.33
Office Supplies - Hefty Diamond Compostable Plates	19.15
Returned 1 Box of Land'O Lakes Creamers. Refund on Order 1034499626	(13.39)
Staff Appreciation Bowling - Cookies	39.96
Tour of the Santa Clarita Water Board Facility	244.61
COSTCO WHSE #0762	83.99
Office Supplies	83.99
COSTCO WHSE #653	15.89
Vending Machine Supplies	15.89
CROWN TROPHY	236.52
Additional and corrected name badges as well as name plates for new hires	212.43
Name Plate - K. Strauss	24.09
CSMFO	500.00
Intermediate Governmental Accounting Seminar Registration 9/12/23-9/13/23 L. Lazaro	100.00
Intermediate Governmental Accounting Seminar Registration 9/12/23-9/13/23 R. Sierra	-
Intermediate Governmental Accounting Seminar Registration 9/6/23-9/20/23 K. Herrera	200.00
Intermediate Governmental Accounting Seminar Registration 9/6/23-9/20/23 R. Sierra	200.00
CURRENCY CONVERSION FEE	2.39
Click Send	0.20
Clicksend Currency Conversion	0.47
Clicksend Currency Conversion Fee	0.20
Currency Conversion Fee	0.76
CURRENCY CONVERSION FEE Clickcharge	0.20
Quest Conversion Fee	0.56
CVS/PHARMACY #09636	5.46
Sympathy Card	5.46
CVS/PHARMACY #09858	24.92
Photos for K. Martin's Retirement Party	24.92
CYBERRISK ALLIANCE LLC	1,495.00
Information Security World Conference Invoice	1,495.00
DAPPER DANS CARWASH	215.70
Car Wash	78.90
Car wash for truck #53	12.00
Car Wash Monthly Pass	29.95
M&R Vehicles: Vehicle 124 carwash	15.00

SCV Water - Credit Card Charges Paid July to September 2023

Payee and Description	Transaction Amount
Monthly Car Wash	29.95
Monthly car wash pass	29.95
Recurring Monthly Charge for Car Wah	19.95
DARIO'S MEXICAN RESTAURAN	40.94
Lunch Meeting	40.94
DELTA AIR	422.80
Airfare Flight LAX to MCO	422.80
DISPUTE-AMAZON.COM AMZN.C	(9.90)
Credit for Outreach Supplies	(9.90)
DKS 2112	107.70
ESFP gate access and cellular service	107.70
DNH*DOMAIN HOSTING SRVCS	1,631.76
2yr renewals: scvh2o.net, castaicklakewateragency.net, santaclaritawater.org, scvh2o.org, scvh2o.com	234.04
3yr renewal castaicklakewateragency.com	54.51
3yr renewal domain scvwater.net	57.51
CLWAINFO domain renewal.	94.85
Quarterly web hosted server scvwa.web.host	542.94
SCWater.org renewal	20.17
SSL certificate renewal for gas domain	135.98
Virtual private server - 1 year renewal.	491.76
DNH*DOMAIN/HOSTING	270.38
2 year domain renewals misc. .com	270.38
DODGER STADIUM TICKET	50.00
Bus Parking	50.00
DRI*	35.95
Tenor share 4uKey	35.95
DUCK HOUSE RESTAURANT	37.90
Lunch for J. Diaz and R. Lustig emergency training.	37.90
DUNKIN #357241	145.92
Garden Class - Refreshments	145.92
EB 2023 ECONOMIC OUTL	875.00
2023 Economic Outlook Forecast - 09/15/23 - Registration - D. Conner	125.00
2023 Economic Outlook Forecast - 09/15/23 - Registration - Director Cooper	125.00
2023 Economic Outlook Forecast - 09/15/23 - Registration - E. Dill, R. Patterson	250.00
2023 Economic Outlook Forecast - 09/15/23 - Registration - S. Cole	125.00
2023 Economic Outlook Forecast - 09/15/23 - Registration - T. Bell, A. Jacobs	250.00
EB CITY OF SANTA CLAR	480.00
State of the City - 10/26/23 - Registration - D. Conner, K. Grass	80.00
State of the City - 10/26/23 - Registration - Director Orzechowski	40.00
State of the City - 10/26/23 - Registration - Directors Armitage, Cooper, Gutzeit, Marks & Martin	200.00
State of the City - 10/26/23 - Registration - L. Gallegos, K. Strauss, L. Gibson	120.00
State of the City - 10/26/23 - Registration - T. Bell	40.00
EGG PLANTATION	45.76
FY 22/23 Review Brunch - C. Mael and J. Gilliam	45.76
EIG	1,445.00
Constant Contact email marketing	940.00
Constant Contact email marketing services	505.00
EL PATO	433.35
Bought Crew Lunch for main line leak 19102 Vicci street	241.48
Bought Crew Lunch working on replacing meter at Town Center	96.08
Dinner for Crew replacing gate valves	95.79
EL PUERTO SEAFOOD	406.97
GIS Conference Lunch. GIS, Water Resources & Engineering Staff.	406.97
ELECTROCHEM	305.62
ECD probe issues for LC2A	305.62
EMBASSY SUITES VALENCIA	3,867.45
Strategic Planning Workshop - Room & Food 2nd Deposit - 09/08/23 - Special Board Meeting	2,908.94

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
Strategic Planning Workshop - Room & Food Deposit - 09/08/23 - Special Board Meeting	958.51
ENGINEERS BD	180.00
California Board for Professional Engineers, Land Surveyors, and Geologists Biennial Renewal for S. Bader.	180.00
EVEREST BURGERS	178.57
Breakfast for Heavy Equipment Training	178.57
EXPEDIA 72630361103052	19.00
Flight protection fee for Roundtrip to San Francisco	19.00
FACEBK 9QTB6RFYD2	24.88
Water Matters boosted post	24.88
FEDEX OFFIC19000019034	7.73
Printing for K. Martin's Retirement party	7.73
FEDEX399379147165	125.55
Package Delivery Service to Geoff Bowman at Van Scoyoc Association	125.55
FEDEX782471980895	35.47
Railroad right of way permit application	35.47
FERGUSON ENT #616	744.53
Hard Hat Neck Shades	275.87
Water Heater for ESFP	468.66
FS *TECHSMITH	412.00
Snagit software annual maintenance renewal.	412.00
GIH*GLOBALINDUSTRIALEQ	550.72
Computer kiosk to be used in customer lobby.	550.72
GILSON COMPANY, INC	209.20
Sample Sieve	209.20
GISCI	285.00
GISP Cert Renewal Fees	285.00
GOVERNMENT FINANCE OFFIC	135.00
GFOA GAAP Annual Update 2023 - Accounting Team	135.00
GRAC.ORG	1,050.00
GRA Conference registration - R. Viergutz	930.00
GRA Webinar - Rick Viergutz	20.00
GRA Webinar registration - R. Viergutz	100.00
GRAINGER	747.63
Crescent wrench set	145.21
Flathead Socket	150.87
HOA Switch, Contact Blocks	237.55
Locks and Padlocks	167.88
Locks and Padlocks Shipping and Taxes	46.12
GRUBHUBEATREALCAFE	54.98
Interview Panel Lunch Order	54.98
GRUBHUBZANKOUCHICKEN	104.85
Lunch Meeting	19.70
Lunch Meeting CCare	85.15
GYROMANIA	172.85
EmPact Meeting, review structure - K. Strauss, K. Martin	43.35
EmPact Meeting, review structure - P. Hoover, K. Grass	43.35
GIS/B&G/Safety CERS Sitemaps meeting lunch	86.15
HABIT SNTA CLRTA #22	68.83
Dinner for 16030 Placerita Canyon 2" service repair	68.83
HARBOR FREIGHT TOOLS 459	1,978.18
Furniture Dolly	142.34
Generator	678.89
Hammer Chisel Set and Drift Punch Set	142.33
Paint Brushes	35.02
Parts for gate at Rio Vista pump station	297.80
Tools, parts, and supplies to trouble shoot gates and motor operators	439.36
HOBBY LOBBY ECOMM	172.45

SCV Water - Credit Card Charges Paid July to September 2023

Payee and Description	Transaction Amount
Supplies for Holiday Party 2023	172.45
HOBBY-LOBBY #716	190.20
Bins for Events	48.18
Holiday Party - Decorations	25.61
Holiday Party Decor	107.69
Holiday party supplies	8.72
HOMEDEPOT.COM	4,868.65
4.5 In Diamond Saw Blades for service trucks	408.97
AC Unit for MPR at Rockefeller	1,640.82
Concrete Pencil Vibrator Tool	312.41
Credit for Saugus Well 2 fan; item lost by Home Depot carrier. Placed new order.	(524.76)
Heavy Duty fan for Saugus Well 2	415.26
Hole Saw Kit	142.34
Milwaukee Cordless Press Tool Kit for B&G - R. Valiente Approval Attached	2,473.61
HR MANUFACTURING CO	843.91
Deep Sockets for CIP Truck N89 & Cla Valve Truck S-10	525.70
Deep Sockets for leak repairs	318.21
HYATT EVERLINE RESORT	266.18
Balance due from Hotel Stay	25.00
CSDA GM Leadership Summit - 06/25-06/27/23 - Hotel - M. Stone	241.18
HYATT REGENCY SACRAMENTO	360.20
CHARGED IN ERROR - 08/08/23 Per Kay Refund Authorized by Divina, Hotel Manager	-
Hotel stay	360.20
IDEASTAGE.COM	774.44
Books for community - Library Kiosks	774.44
IN *ATW CORPORATION DBA E	880.53
Purchase of control board for gate repair at Pine Street	880.53
IN *PRECISE WEIGHING SYST	280.00
Annual balance calibration/certification for Lab Dept.	280.00
IN N OUT BURGER 079	10.00
EMP-ACT - Micro Activity	10.00
IN N OUT BURGER 107	186.54
Bought Crew Dinner working on Bouquet and Plum Leak	111.09
IN N OUT BURGER 117	10.68
CSTI - Emergency Management Training Class	10.68
IN N OUT BURGER 171	186.42
Bought Crew Lunch working on 27740 sunny creek drive 6"meter	102.71
Dinner for Crew working on Service Leak	51.68
Lunch for crew during emergency repair of Villa BS	32.03
IN N OUT BURGER 381	215.93
Food for the guys at Villa Booster	50.97
INDELCO PLASTICS CORP	1,415.67
Rio Vista Eff. Tower Sump Pump	1,415.67
INDUCTIVE AUTOMATION	1,525.00
ICC 2023 - SCADA software seminar entrance fee	1,525.00
INTERNATIONAL PUBLIC MAN	1,137.00
PSHRA Agency Membership-Renewal	1,137.00
INTERSTATE ALL BATTERY	172.79
Power Conditioner Batteries	172.79
JACK IN THE BOX 0369	75.52
Bought Crew Breakfast working on main break at Newhall Ave and 9th Street	75.52
JACK IN THE BOX 3344	78.74
Bought Crew dinner that replaced Meter	78.74
JERSEY MIKES 20018	57.04
Meals for working staff 8/12/23	57.04
JERSEY MIKES ONLINE ORDE	25.10
Dinner during 6/28 Chamber Business expo	25.10

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
JIMMY DEANS BURGER	490.01
Staff Meeting	490.01
JOANN STORES #2452	106.51
K. Martin retirement party supplies	106.51
JOHNSTONE SUPPLY VALENCIA	304.55
Tools and HVAC Filters	304.55
JOINT POWERS INSURANCE AU	225.00
JPIA Training Conference Registration - J. Lozano	225.00
KCCD COMPLIANCE SCHOOL	875.00
Hazardous Waste Training Registration	875.00
KING TACO 2	21.71
Lunch for J. Diaz and R. Lustig emergency training.	21.71
LA COCINA BAR & GRILL BOU	50.89
Performance Evaluation - E. Adler and M. Aragon	50.89
LA COCINA BAR & GRILL GOL	56.85
Team Lunch	56.85
LA COCINA BAR & GRILL SEC	38.44
FY 22/23 Review Lunch - L. Adler and K. Fowler	38.44
LACO-FIRE-CUPAFEEES	504.00
CUPA Fee for Valley Center Drive	504.00
LADY DI'S COOKIES	445.31
Birthday and Anniversary celebrations	148.43
Birthday Anniversary- July Treats	119.94
July Birthday and Anniversary Celebration	57.00
July Birthday and Anniversary Celebrations	39.98
Monthly Birthday and Anniversary Celebration - July 2023	79.96
LANDS END BUS OUTFITTERS	535.31
Cables and Power Supply Bags	535.31
LANGUAGE LINE	194.44
Document Translation - RAP Application English to Spanish Transaction Fee \$4.96	194.44
LANGUAGE LINE, INC.	474.00
Korean Translation	31.60
Personal Interpreter - Armenian	19.75
Personal Interpreter - Korean	27.65
Personal Interpreter - Spanish	161.95
Personal Translation Service - Armenian	134.30
Spanish Translation	23.70
Translation Services - Russian	19.75
Translation Services - Spanish	27.65
(blank)	27.65
LAS DELICIAS GOLDEN VALL	1,028.50
Breakfast for Heavy Equipment Training	363.72
Lunch for Crew	56.28
Lunch for Heavy Equipment Training	363.72
Team bonding/staff lunch	244.78
LINDE GAS & EQUIPMENT INC	1,212.89
Welding gas	254.14
Welding rod	346.38
Welding supplies	612.37
LOWES #00907	1,851.90
BBQ and Supplies for Golden Triangle	740.50
Saugus 1 or 2 Well Fan, per A. Rodriguez/G. Hermosillo	766.49
Storage unit for safety room	344.91
LOWES #01510	7,104.92
(2) Packs of Wing Nuts	6.09
1-1/2 ball valve	41.59
7/8 Carbide tip sds bit Heat gun DeWalt portable	206.93

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
AA Batteries	22.97
Adhesive Remover, PTFE Lubricant	16.16
Aluminum Saw Blade, Masking Tape	66.73
Blinds for Lab Office	159.87
Bolts for SPTF	21.11
Bolts, Nuts, Retrieval Tools	57.81
Brass Bushings SPTF	29.26
Breaker Tester	72.23
Buckets, Propane Gas, Hand Pump	85.27
Cleaner, Brushes, Degreaser, Spray Bottles	96.34
Coaxial and coaxial tools for gate antennas	114.69
Compact Drill Replacement	196.01
Concrete Anchoring Tools	68.88
Concrete Mixer for B&G	436.91
Cover Plate for Rockefeller	3.15
Drinking Fountain Fitting	6.88
Dust Mop	32.83
Electrical Material for Emergency Lights at Rio Vista	169.48
EZ-UP for sun protection	179.89
Fuel, Funnel, Extension Chord	117.09
Instrument Batteries	20.78
Jig Saw, Jig Saw Blades	234.24
Lamp Sockets for Pipe Gallery at Rio Vista	21.81
Mailbox installation tools and supplies for Pine Street.	186.51
Marking Paint	45.97
Marking Paint for Dig Alert	43.81
Mounting material for Safety signage on Rio AHC	32.54
O-ring replacements for filter housing's for analyzers	60.01
Paint to marked the location of new solar lights at Rio	103.57
Parts for Gate at Pump Station	13.75
Parts for Lighting in the mechanical room at Rio Vista	69.97
Parts for Q2 dosing pumps	9.25
Parts for Q2 for DDA pumps	58.21
Parts for the gate at RVPS	125.88
Parts to fix and install new push plates at Rockefeller MPR room door.	69.73
Pencil, Marker, Sharpies Truck I58 and 251	123.81
Plumbing Fittings for Leak at Teachers' Trailer	54.17
Plumbing water lines and supplies for swamp coolers	100.65
Propane Tank Exchange	24.07
PVC tubing, bucket, push on fittings	265.32
Q2 Analyzer	90.60
Rags for RV Instrumentation shop, Aluminum step/stand to stand on for general work in and around the RV-Filter	129.14
Ratchet Wrenches, Small Brushes	68.00
Sampling mixing bucket	5.45
Saw horse for hand rails at Rio Vista	284.59
Security bit set, Pressure regulator for public events water station	36.09
Small EZ-UP for sun protection -wood for concrete form	299.16
Small tools for work truck #N38	264.75
Spray Paint and Line Winder	60.12
Spray Paint for Mailbox at Pine Street	39.43
Step Bit, Extension Cord, Gorilla Tape.	155.05
Super glues and epoxy's to repair gate limit switch	29.83
Supplies to cover photo eyes for gates at Rio V.	18.80
Switch timer, lamps, meter vault	155.99
Tape	50.09
Tie Down Ratchet Straps	85.37
Tools for #I67	212.80

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
Tools for Truck # N38	118.13
Tools for Vehicle I62 and shop	935.50
Various Tools and Supplies	191.58
Washers for Gate at Rio Intake	2.23
LOWES #01972	150.70
Bulbs and Parts for Pine Street	150.70
LYFT *RIDE FRI 2PM	29.52
M&R Vehicles: vehicle drop off	29.52
LYFT *RIDE SAT 3PM	15.71
Vehicle pickup	15.71
LYFT *RIDE SAT 4PM	39.65
Vehicle drop off	29.79
Vehicle pickup GT to tire shop	9.86
LYFT *RIDE SUN 11AM	15.89
Vehicle drop off	15.89
MAILGUN TECHNOLOGIES,	105.00
Online Presence	35.00
Website email service	35.00
Website Form email service	35.00
MARTIN YALE	96.05
Rubber Roller Cleaner for Folding Machine	96.05
MCMMASTER-CARR	1,134.85
3" Gaskets	28.27
6 Inch Gaskets (8)	119.02
Bulb Seal, Tubing	87.49
Plastic tubing	496.57
SS Nipples SPTF	57.85
Stainless Sheet, Screws	100.01
Ventilation Fan, Clean Sweep Compound	245.64
MEARS CONNECT	16.50
Transportation from Airport to Hotel	16.50
MICROSOFT*STORE	159.99
Microsoft Excel for SCADA computer.	159.99
MIMIS CAFE (VALENCIA CA)	100.07
Lunch Meeting with President Martin, Director Cooper, S. Cole, M. Stone re: Agency Issues	100.07
MIMOZA RESTAURANT	375.59
GIS Conference Dinner. GIS, Water Resources & Engineering Staff.	375.59
MISAC	2,025.00
MISAC 2023 Conference	675.00
MISAC Conference Registration	675.00
Registration for MISAC annual conference.	675.00
MOM CAN COOK THAI KITCHEN	40.38
New employee lunch	40.38
MR SUSHI	144.54
B&G operational staff and bonding meeting for the month of June.	144.54
MSFT * E0800CKEW	72.00
Tenant Subscription for SCVWA.site	72.00
MUNICIPAL MANAGEMENT ASSO	90.00
MMASC Renewal membership for A. Mantis	90.00
MVP MEDIA NETWORK	249.00
Training: EV Charging Summit 2023 Online	249.00
N HARRIS COMPUTER CORPOR	2,165.10
Harris Customer Training Conference Registration - J. Lozano	1,082.55
NEWARK CORPORATION	531.05
Digital Displays	160.82
Micro Switches	42.23
Relays	166.62

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
UPS Batteries	161.38
NEWHALL VALENCIA LOCK AN	24.09
8 - keys	24.09
NGMA	1,771.00
Federal Grants Management Training	719.00
Grants Audit Training	159.00
Grants Training Webinar - NGMA GmBOK; Sept 12-13, 2023	719.00
NGMA Annual Membership	174.00
OFFICE DEPOT #2263	563.70
Adapter plug card reader into surface.	22.33
File boxes for Rio Vista Maintenance trailer	46.41
Magnets for signs and label tape for signs	134.78
Meter labels and supplies for Warehouse	130.28
Office Supplies	59.23
Purchase of moving boxes	170.67
OHIO POWER TOOLS	871.62
Portable Water Pumps	871.62
OPC STATE WB FEE	26.50
Online processing fee for ELAP Cert Amendment payment/Lab Dept.	26.50
O'REILLY AUTO PARTS 3797	88.19
Hitch Ball for Trailer	42.69
Wiper Fluid Cleaner	45.50
OSISOFT LLC	2,749.00
AVEVA PI training classes	1,050.00
AVEVA World 2023 Entrance Fee	1,699.00
OWPSACSTATE	143.55
Manage for Success Course for B. Zvara	143.55
PADDLE.NET* PHOTOBUCKE	62.99
Cloud based service to organize and share agency photos	12.99
Photobucket annual subscription	50.00
PANERA BREAD #204228 O	951.00
Breakfast Meeting	167.38
Inventory count refreshments Warehouse	221.36
Lunch for IT Technician I interview panel: J. Herbert, J. Woodall, K. Jameson, J. Joo	105.69
WR Dept Staff Meeting	456.57
PANERA BREAD #204229 O	10,101.20
AHA-CPR/AED/FA Training	1,224.77
Executive Staff Meeting	1,319.20
HR Meeting-A. Mantis, L. Pointer, J. Joo, J. Brison and M. Aragon	95.98
Physical Count Refreshments	226.95
Safety Committee Meeting	596.83
Safety Training	2,827.41
Safety Training AHA - CPR/AED/FA Training	369.97
Safety Training Lockout/Tagout Training	1,761.08
Site Project Workshop - July 24, 23	235.10
SmartWorks Implementation Kick-Off and Discovery Meeting Breakfast	245.41
Trenching and Shoring Training Class	1,198.50
PANERA BREAD #601975 P	19.38
CSTI - Emergency Management Training Class	19.38
PARTY CITY 1517	193.82
Halloween Tablecloths	93.08
Tablecloths for AEM 9.18.23	100.74
PAYPAL	3,330.99
AWA Information Series - Registration - 07/20/23 - S. Cole	33.00
AWA/CCWUC Educational Program Meeting	33.00
CCWUC Educational Training Webinar	43.00
CCWUC Training - S. Bader	33.00

SCV Water - Credit Card Charges Paid July to September 2023

Payee and Description	Transaction Amount
SSL Certificate Renewal for gis.scvwa.org	40.00
Supplies / Water Quality Industrial Fans	1,030.99
Urban Water Institute Water Conference - 08/23-08/25/23 - Registration - Director Martin	695.00
UWI Annual Conference - 08/23-08/25/23 - Registration - Director Marks	695.00
UWI Annual Water Conference - 08/23-08/25/23 - CANCELLATION - Director Martin	(695.00)
UWI Water Conference - 08/23-08/25/23 - Registration - M. Stone	695.00
UWI Water Conference - 08/23-08/25/23 - Registration - S. Cole	695.00
WaterWise Breakfast Series - 06/15/23 - Registration - Director Marks	33.00
PEPPERDINE UNIVERSITY	896.25
Davenport Institute - Professional Certificate Registration	896.25
PHILS BBQ POINT LOMA REST	60.30
GIS Conference Breakfast and Lunch	60.30
PORTOLA HOTEL AND SPA	350.29
CSDA Conference Meal - Dinner 8/28	72.38
CSDA Hotel Expense	277.91
PRESTO PASTA VALENCIA	303.75
Board Meeting Meal	303.75
QUEST SOFTWARE INC	746.16
Perpetual License/Maintenance	746.16
QUICK SMOG CHECK	48.00
Smog Check	48.00
RALPHS #0147	197.49
August Birthday and Anniversary	82.66
Board Meeting Supplies	9.88
July Micro Activity Supplies	72.89
Vending Machine Supplies	32.06
RALPHS #0727	158.60
Drinks for Heavy Equipment Training	114.69
Flowers for K. Martin's Retirement Party	43.91
RATTLERS BAR B QUE - 1	644.96
Annual Performance Review M. Restivo	36.93
Engineering CIP Group Meeting	265.28
FY 22/23 Review Lunch - C. Mael and L. Adler	51.98
FY 22/23 Review Lunch - L. Adler and E. Blanford	76.76
Lunch with DWP staff after tour of BPDF	134.00
Welcome lunch for Luis Campos	80.01
REPUBLIC SERVICES TRASH	2,658.28
27234 Bouquet Canyon Rd 20 Cu Yd 5/1/23-5/31/23	135.91
27234 Bouquet Canyon Rd 20 Cu Yd 6/1/23-6/30/23	682.49
27234 Bouquet Canyon Rd 20 Cu Yd 7/1/23-7/31/23	135.91
27234 Bouquet Canyon Rd 40 Cu Yd 5/1/23-5/31/23	331.24
27234 Bouquet Canyon Rd 40 Cu Yd 6/1/23-6/30/23	1,041.49
27234 Bouquet Canyon Rd 40 Cu Yd 7/1/23-7/31/23	331.24
RG SAFETY	139.75
Visor and neck shade	139.75
RIO SUITES ADVANCE DEP	164.40
AWWA Conference - 10/23-10/26/23 - Hotel (1st Night Only) - E. Sobczak	164.40
ROYS 2507	792.77
GIS Conference Dinner. GIS & Engineering Staff.	301.53
GIS Conference dinner. GIS, Water Resources, and Engineering Staff.	491.24
S&S DONUTS BAKE SHOP IN	144.00
Donuts for SWOT Meeting	144.00
SABOR COCINA MEXICANA	85.27
FY22/23 Review Lunch - C. Mael and J. Yim	85.27
SAFETY UNLIMITED INC	1,575.00
Hazwoper Training	625.00
Safety-Emergency response class	950.00

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
SAMS CLUB #4824	853.52
Board Meeting Supplies	134.14
ESS Meeting Snacks	32.46
SWOT Meeting Supplies	118.57
Vending Machine Supplies	423.96
WIFIA Meeting Snacks	23.94
Yearly Membership	120.45
SAMS CLUB#4824	428.93
K. Martin retirement party supplies	141.82
Vending Machine Supplies	22.13
SAMS FLAMING GRILL CANYON	474.76
Bought Crew Dinner working on Newhall Ranch Leak	93.72
Bought Crew Lunch working on Rosehaven Lane	133.99
Consultant Meeting - Stantec & Fieldman. Discussing WIFIA application.	247.05
SAMSCLUB #4824	357.94
Board Meeting Supplies	62.50
Committee Snacks	44.14
Team Building BB!	61.72
Vending Machine Supplies	189.58
SAN FRANCISCO BAY COFFEE	118.77
WR Dept Supplies	118.77
SANTA CLARITA BEARING COM	71.61
Belts for air handlers (5)	71.61
SANTA CLARITA VALLEY CHAM	50.00
Chamber meeting Registration	50.00
SANTA CLARITA VALLEY E	1,000.00
SCV Education Touch a Truck Sponsorship	1,000.00
SCOTT E-COMMERCE #2	328.50
New Holland backhoe diagnostic software	328.50
SERVICE FEE	11.19
Service Fee for CUPA Fee at Valley Center Drive	11.19
SIMPLY DISCOUNT FURNITURE	2,621.43
Couch for GT employee room	2,621.43
SMART AND FINAL 437	151.29
Tour of the Santa Clarita Water Board Facility	151.29
SMART AND FINAL 468	288.64
1 Package each of Knives, Forks and Spoons	19.67
EMP-ACT - Micro Activity	96.93
Office Supplies	162.55
Sampling Supplies	9.49
SMART AND FINAL 483	413.20
August Birthday and Anniversary	44.93
Board Meeting Supplies	32.47
Department breakfast	261.30
Paper towels and gift cards for micro activities	62.98
Vending Machine Supplies	11.52
SMART AND FINAL 916	338.59
Supplies	338.59
SMARTSIGN	706.56
Asset Tags	706.56
SMT2GO* SMT2GO EMAIL	10.00
SMT2GO service	10.00
SO PT HOTEL AND CASINO	330.15
Hotel stay for Tri-State Seminar (blank)	234.10 96.05
SOCIETYFORHUMANRESOURCE	244.00
SHRM-Membership Renewal for J. Joo.	244.00

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
SOUTHWES	4,664.46
Airfare for Conference 092023	207.96
AWWA Fall Conference flight for E. Sobczak.	329.96
AWWA Fall Conference Flight for M. Gutierrez	329.96
Credit due to Airline flight change	(70.01)
CSDA Special District Leadership Academy Conference - 10/22-25/2023 - Flight - Director Marks	381.96
DCA Meeting - 06/15/23 - Airfare - Director Martin	492.96
Round Trip Ticket from Burbank to Sacramento	417.96
Round Trip Ticket to Sacramento from Burbank Airport	613.96
Roundtrip Flight to Sacramento for CSDA General Manager Leadership Summit	482.96
Sacramento - Delta Conveyance Partnering Session in Nov 2023	457.95
State Water Project Contractors Meeting - Oct 2023 Flight Adjustment	36.00
State Water Project Oct Meeting Flight	390.96
SP CONFERENCE RECORD	314.00
GIS Conference Video Recordings.	314.00
SP EISEN MACHINERY	196.79
Band saw coolant pump requested	196.79
SP FIREHOSEDIRECTCOM	1,654.82
Cast valves	487.73
Fire Hoses	1,167.09
SP HAWORTHSTORE	60.23
Replacement arms for office chair	60.23
SP THEODOREPAYNE	60.00
Membership - M. Dickens	60.00
SPUDNUTS DONUTS	143.44
2 dozen doughnuts for morning tailgate	43.62
Golden Triangle Safety Tailgate meeting snacks	37.75
Rockefeller Safety Meeting	20.64
Rockefeller Safety Tailgate Meeting Snacks	20.89
Rockefeller Safety Tailgate Snacks	20.54
SQ *CAPTURE IT NOW PHOTO	275.00
Deposit for Photo Booth - 2023 Holiday Party	275.00
SQ *DULLES WASHINGTON FLY	75.65
DC Trip - Cab	75.65
SQ *EASTSIDE DONUTS	36.00
Donuts for Tailgate Training	36.00
SQ *EAT REAL CAFE	125.63
Lunch for interview panel for Recycled Water Coordinator	85.21
Lunch with Jeff K. Discussed lab succession plans and employee evaluation.	40.42
SQ *GRAND CAB LLC	11.98
DC Trip - Cab	11.98
SQ *ISAYAS YITNA	14.93
DC Trip - Cab	14.93
SQ *S & J SALES	772.50
Service call for UPS located @ SCVWA ESFP	772.50
SQ *UVC	92.30
DC Trip - Cab	92.30
SQ *VALENCIA	3,600.00
Deposit Employee engagement -Safety Awareness, summer heat, birthday anniversary's	1,500.00
Final Payment - Employee engagement -Safety Awareness, summer heat, birthday anniversary's	1,500.00
Kona Ice for ribbon cutting event for attendees	600.00
SQ *VINCENZO'S PIZZA SAUG	180.84
Team bonding lunch for RV Maintenance/Operators, and Facilities.	180.84
STANLEY	306.97
Jet Sweat Tool	306.97
STAPLES 00114686	229.87
Items for Supervisor Trailer	85.38

SCV Water - Credit Card Charges Paid July to September 2023

Payee and Description	Transaction Amount
Safety supplies	40.50
Tools for New Temp	103.99
STAPLES DIRECT	539.82
UPS Replacement Battery per M. Margheritis	539.82
STARBUCKS STORE 20227	83.25
Coffee for Communications Team Meeting	23.90
Communications Staff Meeting	29.35
Gift card prize for monthly game	10.00
Staff Engagement - July/August 2023	20.00
STARLINK INTERNET	6,292.25
Satellite Internet	2,000.00
Satellite Internet - 3 sites	1,500.00
Starlink Rio order	2,792.25
STATE WATER BOARD	1,000.00
ELAP Amendment for Lab Dept.	1,000.00
STATERBROS196	22.33
Safety Training Snacks	22.33
STONEFIRE GRILL - 1	364.38
Lunch for Water Systems Group	270.89
Lunch with M. Reyes	31.37
O. Moreno Review Lunch	62.12
STONEFIRE GRILL - 1 - CAT	933.18
Board Meeting Meal - 07/18/23	534.76
Meals for department meeting	398.42
STONEFIRE GRILL - 1 - ECO	171.97
Lunch Meeting	171.97
SUR BURGER	20.46
CSDA Conference Meal - Lunch 8/29	20.46
TACO BELL 039786	71.53
Meal for Crew working Repair on Main at Poppy Meadow	71.53
TACOS Y BURRITOS EL PATO	385.91
Bought Crew Dinner working on Bouquet and Plum Leak	190.14
Bought Crew Lunch for working on Meadow Creek Leak	195.77
THAI DISHES	75.47
Stillwater Consultant Lunch Meeting	75.47
THE AUTOMOTIVE LIFT INST	32.00
Automotive Lift Training	32.00
THE BAKERSFIELD ADVERTI	335.00
Notice of General District Election	335.00
THE BROKEN YOLK CAFE DOW	336.75
GIS Conference Lunch. GIS, Water Resources & Engineering Staff.	336.75
THE DONUT CAFE	66.64
Safety tailgate snacks	66.64
THE FISH MARKET SD	439.22
GIS Conference Dinner. GIS, Water Resources & Engineering Staff.	439.22
THE HOME DEPOT #0653	1,826.24
1Man Auger rental balance charge	16.28
20LB Demolition Hammer Rental Deposit	50.00
Adhesive for Hanging Signs	43.73
Brass Coupling for Eye Wash Station	6.10
File boxes for RV Maintenance trailer	21.67
Impact Tools and Parts	37.68
Light Bulbs for Water Resources Bath Room (2)	17.48
Material for New Solar light post at Rio Vista	128.06
Parts and Consumables for B&G	176.62
Parts and Supplies for chemical room At Rio Vista	155.29
Parts to shim doors in HR building	146.60

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
Quick Connect Tee, Flanges for Ice Machine	24.30
Sump Pump	302.23
Supplies for truck 88	169.30
Tape Measure, Spray Paint, Volt Detector, and Utility Blade	74.32
Tool Pouch	16.40
Tools and Supplies	130.14
Tools for B&G	185.56
Tools for New Temp	124.48
THE HOME DEPOT #1055	3,489.80
(2) 5 Gal. bucket with lid	23.81
2 surge protectors for alarm computer at ESFP	38.30
4" cover, 4" box, 4" flat cover	7.28
B&G Supplies	138.91
Buckets and Lids	74.02
Bucks and trash can	63.52
Concrete anchoring materials and supplies	62.83
Consumables for band saw and hand rials	114.32
Crate for Tools	37.19
Drill bits	151.53
Drive Belts and supplies for AHC at RIO	73.67
Dust mop	38.28
Flash Lights for B&G	164.70
Lamp Holders for Pipe Gallery at Rio Vista	35.42
LED Lamps	43.76
Light supplies for emergency lights at Rockefeller.	30.42
M&R Vehicles: vehicle repair supplies	198.09
Material for Pipe Gallery at Rio	36.00
Parts and supplies to troubleshoot sign issues at Rockefeller and ESFP	70.50
Parts and washers to install and mount TV at Rockefeller .	35.92
Parts for B&G department	54.99
Parts for electrical protect in the ozone building	127.20
Parts for Rockefeller Lighting	32.75
Patch Cord, Wire Stripper	34.97
Plastic plug and epoxy	70.87
Power Inverters for B&G	175.11
Purchase of door sealers for server room at Rio Vista.	49.21
Ratchet Flat Strap for Bum Lift	26.24
Single Box Cover	16.96
Spray Paint for light fixture at the clarify deck in Rio Vista	153.04
Supplies for B&G	107.54
Terminal Cord, Wire Stripper	33.95
Tools	134.79
Tools and supplies for New Temp	163.11
Tools for B&G Temp	103.36
Tools for New Temp	219.29
Tools for temp	146.70
Trim for Rockefeller	4.64
Truck I67 tool	13.11
Velcro double sided tape ratchet wrenches sheet metal	107.42
Wall Plates for Summit Circle	58.24
Warehouse Inventory Items	49.37
Window Cleaning Equipment	130.17
(blank)	38.30
THE HOME DEPOT 1055	5,986.05
Battery's for shop tools	504.42
Compact band saw for Rio Vista hand rials	381.06
High Efficiency Filter	87.50

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
Inspection Tools	519.76
Milwaukee Saw and Batteries	327.41
Paint Sprayer	326.31
Parts for Emergency Lights at Rio Vista	86.99
Parts for Lab at Rio Vista	229.93
Parts for Sink in Maintenance Building	83.11
Parts to scrap old paint on hand rails	94.59
Purchase of tool to set up emergency lights at Rockefeller	93.05
Rebar and round stock	205.64
Shop Cleaning Supplies	253.72
Tools and Parts for Lighting at Rockefeller	261.18
Tools and Supplies	796.02
Tools and supplies to cut drywall and repair wall and supplies to hang signs	396.72
Tools for Guys	499.80
Tools for New Temp	223.35
Vacuum Filters	87.52
Water hose, bungee cords, trash bags ETC.	527.97
THE HOME DEPOT 653	5,137.02
1Man Auger Rental Deposit	100.00
20 LB Demolition Hammer Balance Charged	89.44
Demolition Hammer Rental	83.22
Grease gun and hammer drill	359.16
Ladder and Supplies	668.37
Ladders for B&G	271.47
Light Bulbs for Teachers Trailer and Carpet for Supervisor Trailer at Rio Vista	289.31
Material for new lighting at Rio Vista Drive way	275.61
New grinder for B&G department	371.21
One pallet of 90 pound concrete for Rio Vista lighting	223.29
Supplies for North Oaks Booster	404.43
Tools and Parts for Attic Mechanical room at Rio	691.95
Tools and Supplies	393.11
Tools B&G Temp	339.38
Tools for B&G	250.76
Tools for B&G Temp	326.31
THE LOCAL PUB & GRILL INC	46.81
FY 22/23 Review Lunch - C. Mael and B. Payne	46.81
THE STAND VALENCIA SANTA	161.73
Lunch for Recruitment Panel-Sr. Fleet Mechanic. A. Mantis, V. Leopold, J. Joo, J. Ramirez, G. Hermosillo, M. Garcia	161.73
THE TOLL ROADS OF OC	8.06
Urban Water Conference - Toll	8.06
THE UPS STORE 6401	12.78
Shipping meter for warranty service	12.78
THE UPS STORE 6842	42.64
UPS Shipping Eagle Gas Detector	42.64
TOMATO JOES PIZZA EXPRESS	145.54
Staff Appreciation Bowling - Food	145.54
TOPPERS PIZZA CANYON COUN	314.86
FY 22/23 Review Lunch - J. Gilliam and C. Saenz	32.08
Physical Count Refreshments	282.78
TOPPERS PIZZA PLACE VALEN	285.34
Lunch for Quarterly Operators Meeting	151.62
Pizza for Staff Meeting	133.72
TRACTOR SUPPLY #2264	279.51
Ratchet binders to secure boom lift when hauling to different SCVWA sites	279.51
TRADER JOE S #013	15.30
Flowers for K. Martin's Retirement Party	15.30
TRAFFIC MANAGEMENT - NEW	317.55

SCV Water - Credit Card Charges Paid July to September 2023

Payee and Description	Transaction Amount
Magnet for IX vessels	21.90
Magnets for IX vessels	295.65
TRAINHR	815.00
PM Seminar - E. Kang	620.00
Webinar - PM for Admin Professionals	195.00
TST* BASIC BAR - PIZZA	169.84
GIS Conference lunch. GIS, Water Resources, and Engineering Staff.	169.84
TST* CAFE SEVILLA	638.59
GIS Conference Dinner & Social Networking. GIS, Water Resources & Engineering Staff.	638.59
TST* CARMEL BAKERY AT POR	11.97
CSDA Conference Meal - Breakfast 8/29	11.97
TST* MARSTON'S	266.20
Staff Team Building Lunch, Fleet & Warehousing, and Procurement	266.20
TST* NOTHING BUNDT CAKES	28.00
Committee Meeting - K. Martin Retirement Farewell	28.00
TST* PIEOLOGY - POMONA /	53.29
Chino Site Tour - Staff Lunch	53.29
TST* SEN NOODLE HOUSE	36.18
Lunch with S. Bader. Discussed PFAS treatment locations and other operational and engineering projects	36.18
TST* SILVERLAKE RAMEN- MO	34.18
Lunch for J. Diaz and R. Lustig emergency training.	34.18
TST* VINCENZOS	1,733.00
Bowling - staff appreciation food	844.06
Lunch for Staff Meeting / Inventory	888.94
TST* WABA GRILL - HAWTHOR	15.97
CSTI - Emergency Management Training Class	15.97
TURN 12 BAR	49.01
CSDA Conference Dinner 8/29	49.01
UNITED	228.19
Round trip flight to San Francisco	228.19
UPS	111.10
UPS Shipping for Repairs on Gas Detectors	62.05
UPS shipping Gas Detector Repairs	36.05
UPS-Pickup charges	13.00
US COACHWAYS	2,120.43
Employee Event Bus Trip Payment 1	984.30
Employee Event Bus Trip Payment 2	500.00
Employee Event Bus Trip Payment 3	636.13
USA CD VALENCIA 24	75.01
Rio Vista Air Filters	75.01
USHR LONGWORTH FOOD COUR	2.15
DC Trip - Coffee	2.15
USPS PO 0569500155	32.40
Begonias NOEs and RH certification renewal	20.13
Mailing Beneda Lane NOEs	3.66
USPS certified mail for Cell Sites	8.61
VALENCIA LANES.	3,250.00
Bowling - Staff Appreciation event & soft drinks	1,750.00
Staff Appreciation Bowling evening - event deposit	1,500.00
VALLEY INDUSTRIAL ASSOC	25.00
VIA After Five - 09/28/23 - Registration - Director Marks	25.00
VALLEY INDUSTRIAL ASSOCIA	320.00
VIA 6th Annual State of the State - 06/25/23 - Registration - Director Cooper	50.00
VIA 6th Annual State of the State - 06/25/23 - Registration - Director Orzechowski	50.00
VIA 6th Annual State of the State - 06/30/23 - Registration - Director Marks	50.00
VIA After Five - 06/22/23 - Registration - Director Martin	20.00
VIA Bash Fire & Ice Ball - 11/03/23 - Registration - Director Martin	150.00

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
VALLEY MARKETPLACE	153.55
Lunch for Staff/ Team Bonding	153.55
VALPAK FRANCHISE OPERATI	1,955.52
Refund	(1,955.52)
Valpak mailer Agency messaging	3,911.04
VENETIAN/PALAZZO ROOM RS	1,615.65
Oracle conference hotel deposit - D. Conner	323.13
Oracle conference hotel deposit - J. Hebert	323.13
Oracle conference hotel deposit - K. Grass	323.13
Oracle conference hotel deposit - M. Wassef	323.13
Oracle conference hotel deposit - R. Patterson	323.13
VERIZONWRLSS	84,451.31
CIMIS 5/11/23-6/10/23	38.01
CIMIS 6/11/23-7/10/23	38.01
CIMIS 7/11/23-8/10/23	38.01
Equipment 5/11/23-6/10/23	12,013.57
Equipment 6/11/23-7/10/23	9,762.41
Equipment 7/11/23-8/10/23	9,635.04
Services 5/11/23-6/10/23	17,389.33
Services 6/11/23-7/10/23	17,604.29
Services 7/11/23-8/10/23	17,932.64
VONS #2030	115.79
(blank)	115.79
VONS #2111	101.61
LOTO training snacks	76.62
Staff Meeting	24.99
VONS #3325	239.69
K. Martin Retirement Luncheon	82.84
Rio Vista Safety Training	22.05
Snacks for safety training class	66.54
Vending Machine Supplies	68.26
VZWRLSS*IVR VB	196.83
Telemetry 4/24/23-5/23/23 Invoice #9935688030	65.57
Telemetry 5/24/23-6/23/23 Invoice #9938047290	65.57
Telemetry 6/24/23-7/23/23 Invoice #9940424072	65.69
WAL-MART #3523	35.16
Staff Engagement - July 2023	35.16
WATEREUSE ASSOCIATION	575.00
2023 Annual WateReuse Conference for S. Bader.	575.00
WDW DISNEY RES	424.13
Hotel Coronado Springs for Conference	424.13
WESTERN BAGEL TOO #4	477.90
Golden Triangle Safety Meeting	82.05
Golden Triangle Safety Tailgate meeting snacks	75.35
Pine Street Safety Meeting	79.45
Pine Street Safety Tailgate Meeting Snacks	75.45
Pine Street Safety Tailgate snacks	165.60
WM SUPERCENTER #3523	63.97
August Birthday and Anniversary	49.58
Ribbon for K. Martin's Retirement party	8.63
Tablecloths for WR/Comms Team Meeting 8/1/23	5.76
WM SUPERCENTER #5162	205.65
Inventory count refreshments water bottles, Gatorade, etc.	39.81
Physical Count Refreshments	165.84
WOLF CREEK RESTAURANT & B	1,869.93
Board Meeting Meal - 06/06/23	545.47
Board Meeting Meal - 06/20/23	516.07

**SCV Water - Credit Card Charges
Paid July to September 2023**

Payee and Description	Transaction Amount
Board Meeting Meal - 08/01/23	441.79
HR Quarterly Staff Recognition and working lunch	148.74
Lunch Meeting	64.10
Lunch Meeting w/staff	73.96
Welcome Lunch New Buyer - K. Fowler, R. Patterson K. Grass	79.80
WOOD RANCH VALENCIA	290.37
FY 22/23 Review Lunch - J. Gilliam and D. Forrand	63.44
FY 22/23 Review Lunch - J. Gilliam and P. Halushka	67.76
Lunch Meeting	80.54
Welcome lunch for new SCADA Tech I.	78.63
WPONCALL.COM	147.00
SCV GSA Web Maintenance	98.00
Web development - SCV GSA Website	49.00
WPY*ACTIV CERBERUS HOLDIN	999.00
Active Cerberus License Purchase	999.00
WWW COSTCO COM	89.94
WR Department Supplies	89.94
WWW.FLOWER* FLOWERFINE	180.01
Flowers-Get Well J. Woodworth	81.04
Flowers-New Baby for G. Hermosillo	98.97
WWW.MADISONSEATING.COM	1,752.00
Office Chair	1,752.00
YETI 1-833-225-9384	985.50
Drink Tubs	985.50
YOURMEMBERSHIP, INC.	199.00
Recruitment for Fleet Mechanic Series	199.00
YUM YUM DONUTS	79.72
Donuts for inventory	79.72
Grand Total	303,694.53

Director Stipends

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DIRECTORS STIPENDS PAID IN OCTOBER 2023
For the Month of September 2023

Director Kathye Armitage

Date	Meeting	Amount
09/01/23	Bridgeport Park Demonstration Garden Ribbon Cutting	\$0.00
09/05/23	Regular Board Meeting	\$239.00
09/07/23	Special Board Meeting	\$239.00
09/08/23	Special Board Meeting	\$239.00
09/16/23	28th Annual River Rally Clean Up and Environmental Expo	\$0.00
09/19/23	Regular Board Meeting	\$239.00
09/20/23	Executive Committee Meeting of the Special Districts of North LA County	\$239.00
09/25/23	One-on-One Meeting with General Manager	\$0.00
09/25/23	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$1,434.00
	Total Paid Days	6
	Total Meetings	9

Director Beth Braunstein

Date	Meeting	Amount
09/01/23	Bridgeport Park Demonstration Garden Ribbon Cutting	\$239.00
09/05/23	Regular Board Meeting	\$239.00
09/07/23	Special Board Meeting	\$239.00
09/08/23	Special Board Meeting	\$239.00
09/19/23	Regular Board Meeting	\$239.00
	Stipend Total	\$1,195.00
	Total Paid Days	5
	Total Meetings	5

Director Ed Colley

Date	Meeting	Amount
09/05/23	Regular Board Meeting	\$239.00
09/07/23	Special Board Meeting	\$239.00
09/08/23	Special Board Meeting	\$239.00
09/19/23	Regular Board Meeting	\$239.00
09/25/23	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$1,195.00
	Total Paid Days	5
	Total Meetings	5

Director William Cooper

Date	Meeting	Amount
09/05/23	Regular Board Meeting	\$239.00
09/06/23	Rescheduled Engineering and Operations Committee Meeting	\$239.00
09/07/23	Special Board Meeting	\$239.00
09/08/23	Special Board Meeting	\$239.00
09/13/23	Water Resources and Watershed Committee Meeting	\$239.00
09/19/23	Regular Board Meeting	\$239.00
09/21/23	ACWA - Review of Executive Director Dave Eggerton	\$239.00
09/22/23	ACWA Code of Conduct Work Group Meeting	\$239.00
09/25/23	Agenda Planning Meeting	\$239.00
	Stipend Total	\$2,151.00
	Total Paid Days	9
	Total Meetings	9

09/05/23	Regular Board Meeting	\$239.00
09/06/23	Rescheduled Engineering and Operations Committee Meeting	\$239.00
09/07/23	Special Board Meeting	\$239.00
09/08/23	Special Board Meeting	\$239.00
09/18/23	One-on-One Meeting with General Manager	\$239.00
09/19/23	Regular Board Meeting	\$239.00
09/25/23	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$1,912.00
	Total Paid Days	8
	Total Meetings	8

TOTAL PAID DAYS	63
TOTAL MEETINGS	70
TOTAL STIPENDS	\$15,057.00

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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 23/24 AP Transactions Updated as of: 9/30/2023

DIRECTORS

P- Card (VISA) Transactions Updated as of: 9/30/23 *September PCard transactions affect October cash.

Date	Recipient of Reimbursement	Reason for Reimbursement	Amount
09/01/23	Marks, Dirk	UWI Annual Water Conference 8/23/23-8/25/23 Travel Expense (Parking, Mileage)	273.05
09/01/23	Marks, Dirk	UWI Annual Water Conference 8/23/23-8/25/23 Expense (Lodging)	820.09
			<u><u>1,093.14</u></u>

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**Finance and Administration Committee
Planning Calendar
FY 2023/24**

Item	July 11 Board	July 17 Comm	July 18 Board	Aug 1 Board	Aug 15 Board	Aug 21 Comm (Q4)	Sept 5 Board	Sept 25 RESCHED Comm	Oct 3 Board	Oct 16 Comm (cancelled)	Oct 17 Board	Nov 20 Comm (Q1)	Dec 5 Board	Dec 11 RESCHED Comm	Dec 19 Board	Jan 2 Board	Jan 22 RESCHED Comm	Feb 6 Board	Feb 26 RESCHED Comm (Q2)	Mar 5 Board	Mar 18 Comm	Mar 19 Board	April 2 Board	April 15 Comm	May 16 Board	May 20 Comm (Q3)	June 4 Board	June 17 Comm	June 18 - JPA	
17	Recommend Approval of a Resolution Adopting a Revised Investment Policy - (Annually adopted via reso.) (consent)							C			C																			
18	Recommend Approval of the First Addendum to the Ground Lease for the Property at 22722 Soledad Canyon Road							C			C																			
19	Recommend Approval of Purchase of Two (2) Backhoe Replacements for Agency Fleet							C			C																			
20	Recommend Approval of a Revised Customer Service Policy							C			C																			
21	Fleet and Warehouse Update							C	C																					
22	Recommend Receiving and Filing of July 2023 Monthly Financial Report (consent)							C			C																			
23	Recommend Approval of an HCM Implementation Contract with Apps Associates											P	P																	
24	Recommend Approval of a Purchase Order for Fleet Replacement Vehicles											P	P																	
25	Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support											P	P																	
26	Recommend Approval of a Revised Driving and Vehicle Policy											P	P																	
27	Recommend Approval of a Revised Employee Manual No. 10: Overtime											P	P																	
28	Recommend Receiving and Filing of August 2023 Monthly Financial Report (consent)											P	P																	
29	Recommend Receiving and Filing of September 2023 Monthly and FY 2023/24 First Quarter Financial Report (not consent)											P	P																	

**ITEM NO.
10**

**Finance and Administration Committee
Planning Calendar
FY 2023/24**

Item	July 11 Board	July 17 Comm	July 18 Board	Aug 1 Board	Aug 15 Board	Aug 21 Comm (Q4)	Sept 5 Board	Sept 25 RESCHED Comm	Oct 3 Board	Oct 16 Comm (cancelled)	Oct 17 Board	Nov 20 Comm (Q1)	Dec 5 Board	Dec 11 RESCHED Comm	Dec 19 Board	Jan 2 Board	Jan 22 RESCHED Comm	Feb 6 Board	Feb 26 RESCHED Comm (Q2)	Mar 5 Board	Mar 18 Comm	Mar 19 Board	April 2 Board	April 15 Comm	May 16 Board	May 20 Comm (Q3)	June 4 Board	June 17 Comm	June 18 - JPA	
30																														
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**Finance and Administration Committee
Planning Calendar
FY 2023/24**

	Item	July 11 Board	July 17 Comm	July 18 Board	Aug 1 Board	Aug 15 Board	Aug 21 Comm (Q4)	Sept 5 Board	Sept 25 RESCHED Comm	Oct 3 Board	Oct 16 Comm (cancelled)	Oct 17 Board	Nov 20 Comm (Q1)	Dec 5 Board	Dec 11 RESCHED Comm	Dec 19 Board	Jan 2 Board	Jan 22 RESCHED Comm	Feb 6 Board	Feb 26 RESCHED Comm (Q2)	Mar 5 Board	Mar 18 Comm	Mar 19 Board	April 2 Board	April 15 Comm	May 16 Board	May 20 Comm (Q3)	June 4 Board	June 17 Comm	June 18 - JPA	
47	Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2024/25																														
48	Discuss Facility Capacity Fee Study																														
49	Technology Update																														
50	Fleet and Warehouse Update																														
51	Recommend Receiving and Filing of January 2024 Monthly Financial Report (consent)																														
52	Recommend Approval of a Resolution Revising the Budget for FY 2024/25																														
53	Review Annual List of Professional Services Contracts (consent)																														
54	Recommend Receiving and Filing of February 2024 Monthly Financial Report (consent)																														
55	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2023/24 (consent)																														
56	Approve a Resolution Adopting the Appropriation Limit for FY 2024/25 (consent)																														
57	Recommend Receiving and Filing of March 2024 and FY 2023/24 Third Quarter Financial Report																														
58	Technology Update																														
59	Fleet and Warehouse Update																														
60	Recommend Receiving and Filing of April 2024 Monthly Financial Report (consent)																														
61	Recommend Approval of Revised USC/VJPA Budget for FY 2024/25																														

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