



Santa Clarita Valley Water Agency Finance and Administration Committee Meeting

Monday, March 18, 2024

Committee Meeting Begins at 5:30 PM

Members of the public may attend by the following options:

IN PERSON

TEMPORARY **LOCATION CHANGE**

Santa Clarita Valley Water Agency
26521 Summit Circle
Santa Clarita, CA 91350

BY PHONE

Toll Free: 1-(833)-568-8864
Webinar ID: 161 403 0669

VIRTUALLY

Please join the meeting from your
computer, tablet or smartphone:
[https://scvwa.zoomgov.com/j/1614
030669](https://scvwa.zoomgov.com/j/1614030669)

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.

[This page intentionally left blank.]



Date: March 11, 2024

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, March 18, 2024 at 5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350 in the Engineering Services Section 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: 161 403 0669 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614030669>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

Members of the public unable to attend this meeting may submit comments either in writing to edill@scvwa.org or by mail to Erika Dill, Management Analyst II, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 3:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water website prior to the start of the meeting. Anything received after 3:00 PM the day of the meeting will be made available at the meeting, if practical, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

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.

<u>ITEM</u>	<u>PAGE</u>
3. * Recommend Approval of an Exemption for Projects Included in the 2024 WIFIA Master Agreement Financing from the Retail Debt Threshold	7
4. * Recommend Approval for General Manager to Authorize a Change Order for the Chiller Replacement Project	11
5. * Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions	15
6. * Recommend Approval of a Revised Capitalization Policy for Fixed Assets	53
7. Technology Update	
8. * Recommend Receiving and Filing of January 2024 Monthly Financial Report	63
January 2024 Check Register Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-January-2024_0.pdf	
9. * Committee Planning Calendar	91
10. Requests for Future Agenda Items	
11. General Report on Finance and Administration Activities	
12. Adjournment	
* Indicates attachments	
◆ To be distributed	

NOTICES:

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

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

Posted on March 12, 2024.

M65

[This page intentionally left blank.]



COMMITTEE MEMORANDUM

DATE: March 11, 2024

TO: Finance & Administration Committee

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

SUBJECT: Recommend Approval of an Exemption for Projects Included in the 2024 WIFIA Master Agreement Financing from the Retail Debt Threshold

SUMMARY

SB 634, the Santa Clarita Valley Water Agency Act, includes a provision that limits the amount of new debt per issuance for retail facility purposes. Initially this limit was set at \$10 million in the Act, and SB 634 further provides that this amount is indexed annually in proportion to the change in the assessed value of real property within the Agency. The current retail debt threshold is \$11.98 million for FY 2023/24. SB 634 also provided that this limitation can be waived or exceeded by a four-fifths majority vote of the Board and eliminated by a majority vote of the Board after January 1, 2025.

Staff recommends that the Finance and Administration Committee recommend the Board of Directors approve, by the required four-fifths vote, either waiving the retail debt threshold for the WIFIA loan projects, or eliminate the threshold at this time, permitting the Agency to finance necessary retail capital in a single issuance that may exceed the adjusted retail debt issuance threshold specified in SB 634.

DISCUSSION

With nearly \$105 million of retail projects identified in the 2024 Water Infrastructure Finance Innovation Act (WIFIA) Master Agreement (Attachment 1) through FY 2032/33 (term of the WIFIA 10-year master agreement), the ability to enter into a WIFIA loan in excess of the existing (currently \$11.98 million) retail debt threshold would allow the Agency to proceed with a financing strategy that will take advantage of the WIFIA loan benefits (lower interest rates, one-time interest rate reset, flexible repayment terms) in lieu of several traditional bond financings. The exemption for retail projects from the WIFIA loan will save time and money by reducing the frequency of debt issuances, which will save duplicative issuance costs, staff time, legal and bond advisor fees and rating agency review costs.

In June 2020, the Board of Directors, with a four-fifths majority vote, eliminated the retail debt threshold for all PFAS projects. PFAS project costs were expected to exceed \$150 million in the near term. Without the exemption, several bond issuances would have been needed to construct the necessary treatment facilities and bring the groundwater wells back online.

The WIFIA loan program will fund 49% of eligible project costs and the remaining 51% would be funded by revenue sources (water revenues, 1% property tax, grants, capacity fees, etc.) and a portion of the 2023 Bonds. The approved financing plan will increase revenues over a period of

time to fund the Agency portion. The alternative strategy of seeking multiple smaller debt issuances would be inefficient, as each time the Agency enters the bond market there is a process required to develop documents, edit and publish an offering statement, conduct legal review and documentation, and conduct rating agency review, as well as the Board and Committee processes. The staff time required, although spread across a number of people at different times in the course of a typical new bond issuance, is not insignificant.

This action will not eliminate the need for staff to continue to present financing options to the Finance and Administration Committee and/or Board when new projects arise, but would focus efforts on the WIFIA loan program for all eligible projects. In late 2023 staff reviewed the capital plan and financing plan with both the Engineering and Operations Committee and Finance and Administration Committee, as well as the Board, to arrive at a total capital and financing plan that was satisfactory to the Board. The Board will continue to have the responsibility of exercising oversight and approval of new debt issuances and capital investment plans, but the recommended action would remove a constraint which would otherwise result in the need for a small WIFIA loan and multiple, less efficient and higher cost retail debt financings for the same overall capital investment amount. This action would not alter efforts to continue to secure other sources of funding such as grants and low interest government loans, or cost reimbursement through legal actions.

STRATEGIC PLAN NEXUS

This supports SCV Water's Strategic Plan Goal E – Financial Resiliency: “Maintain a long-range, transparent, stable, and well-planned financial condition, resulting in current and future water users receiving fair and equitable rates and charges,” as well as Goal B – Reliable Infrastructure: “Implement, operate and maintain water infrastructure to ensure sustainable water service provision.”

FINANCIAL CONSIDERATIONS

Eliminating the retail debt threshold for retail facilities identified as eligible WIFIA projects will create the opportunity to utilize this more efficient funding opportunity, reduce financing activities by staff and outside legal and financial consultants, and eliminate the need to issue multiple smaller bond issuances to fund the retail projects over the next 10 years. Creating an exemption to the retail debt threshold for these projects would save approximately \$230,000 per bond issuance (excluding staff time).

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors either approve an exemption from the retail debt threshold by a four-fifths vote for projects included in the 2024 WIFIA Master Agreement, or eliminate the retail debt threshold at this time.

RP

Attachment

ATTACHMENT 1

ALL LOAN 1 and LOAN 2 PROJECTS (EXCLUDING PFAS)

Loan	Funding Source	Type	Project	Subtotal Loan 1	Subtotal Loan 2	NEW TOTALS	RETAIL (X)
Loan 1	WIFIA Loan #1	New/Upgrade: New Pipeline	Pipeline Relocation Program	\$ 12,000,000	\$ -	\$ 12,000,000	X
Loan 2	WIFIA Loan #2	New/Upgrade: New Pipeline	Pipeline Relocation Program	\$ -	\$ 6,000,000	\$ 6,000,000	X
Loan 2	WIFIA Loan #2	New/Upgrade: New Pipeline	Pipeline Relocation Program	\$ -	\$ 9,000,000	\$ 9,000,000	X
Loan 2	WIFIA Loan #2	Rehabilitation and Replacement	Equipment and Vehicle Resilience Improvements	\$ -	\$ 12,375,000	\$ 12,375,000	X
Loan 1	WIFIA Loan #1	Rehabilitation and Replacement	Meter & Meter Infrastructure Improvements & Replacements	\$ 6,400,000	\$ -	\$ 6,400,000	X
Loan 2	WIFIA Loan #2	Rehabilitation and Replacement	Meter & Meter Infrastructure Improvements & Replacements	\$ -	\$ 12,500,000	\$ 12,500,000	X
Loan 1	WIFIA Loan #1	New/Upgrade: Tank Improvements	Newhall Zone 1 Tank (3 MG)	\$ 5,750,000	\$ -	\$ 5,750,000	X
Loan 1	WIFIA Loan #1	New/Upgrade: Major Expansion	Sand Canyon Sewer Line Relocation	\$ 4,643,996	\$ -	\$ 4,643,996	X
Loan 1	WIFIA Loan #1	Rehabilitation and Replacement	Pipelines & Pipeline Rehabilitation Program	\$ 7,675,000	\$ -	\$ 7,675,000	X
Loan 2	WIFIA Loan #2	Rehabilitation and Replacement	Pipelines & Pipeline Rehabilitation Program	\$ -	\$ 9,000,000	\$ 9,000,000	X
Loan 1	WIFIA Loan #1	New/Upgrade: Recycled Water	Recycled Water Program Phase II, 2C - South End Customer Conversion	\$ 1,800,000	\$ -	\$ 1,800,000	X
Loan 1	WIFIA Loan #1	Rehabilitation and Replacement	Tanks & Storage Facility Improvement Program	\$ 5,500,000	\$ -	\$ 5,500,000	X
Loan 2	WIFIA Loan #2	Rehabilitation and Replacement	Tanks & Storage Facility Improvement Program	\$ -	\$ 6,450,000	\$ 6,450,000	X
Loan 1	WIFIA Loan #1	New/Upgrade: Tank Improvements	Deane Tanks - One 1.5 MG Tank @ Sand Canyon Plaza	\$ 5,700,000	\$ -	\$ 5,700,000	X
Loan 1	WIFIA Loan #1	New/Upgrade: Recycled Water	Recycled Water Program Phase II, 2C - South End Backbone Reach 1	\$ 10,609,606	\$ -	\$ 10,609,606	
Loan 2	WIFIA Loan #2	New/Upgrade: Major Expansion	Saugus Dry Year Reliability Wells 5 & 6	\$ -	\$ 18,100,000	\$ 18,100,000	
Loan 1	WIFIA Loan #1	New/Upgrade: Major Expansion	Backcountry (fka Magic Mountain) Reservoir	\$ 15,340,000	\$ -	\$ 15,340,000	
Loan 1	WIFIA Loan #1	Rehabilitation and Replacement	Earl Schmidt Filtration Plant Improvements	\$ 8,907,874	\$ -	\$ 8,907,874	
Loan 2	WIFIA Loan #2	Rehabilitation and Replacement	Earl Schmidt Filtration Plant Improvements	\$ -	\$ 5,000,000	\$ 5,000,000	
Loan 1	WIFIA Loan #1	New/Upgrade: Major Expansion	Backcountry (fka Magic Mountain) Pump Station	\$ 18,760,000	\$ -	\$ 18,760,000	
Loan 1	WIFIA Loan #1	New/Upgrade: Recycled Water	Recycled Water Pump Station PS-1 Upgrades	\$ 2,175,000	\$ -	\$ 2,175,000	
Loan 1	WIFIA Loan #1	New/Upgrade: Well Facility Improvement	Rosedale Phase 2 Wells	\$ 3,895,800	\$ -	\$ 3,895,800	
Loan 1	WIFIA Loan #1	New/Upgrade: Major Expansion	Castaic Conduit	\$ 17,345,480	\$ -	\$ 17,345,480	
Loan 2	WIFIA Loan #2	Contracted	New Water Banking Program (AVEK/Mid Valley/Rosedale)	\$ -	\$ 4,000,000	\$ 4,000,000	
Loan 2	WIFIA Loan #2	Contracted	New Water Banking Program (AVEK/Mid Valley/Rosedale)	\$ -	\$ 10,000,000	\$ 10,000,000	
Loan 2	WIFIA Loan #2	Contracted	New Water Banking Program (AVEK/Mid Valley/Rosedale)	\$ -	\$ 11,250,000	\$ 11,250,000	
Loan 1	WIFIA Loan #1	Rehabilitation and Replacement	Rio Vista Treatment Plant Improvements	\$ 6,053,250	\$ -	\$ 6,053,250	
Loan 2	WIFIA Loan #2	Rehabilitation and Replacement	Rio Vista Treatment Plant Improvements	\$ -	\$ 11,704,721	\$ 11,704,721	
				\$ 132,556,006	\$ 115,379,721	\$ 247,935,727	\$ 104,793,996

[This page intentionally left blank.]



COMMITTEE MEMORANDUM

DATE: March 11, 2024

TO: Finance and Administration Committee

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

SUBJECT: Recommend Approval for the General Manager to Authorize a Change Order for the Chiller Replacement Project

SUMMARY

In March 2023, the Agency awarded a contract with EMCOR Services Mesa Energy (EMCOR) for the chiller replacement project, which included purchasing a modern chiller unit along with installation services plus the installation of a leak detection system in the amount of \$541,100. This item is to approve a change order in the amount of \$63,295 due to changes in the leak detection system.

DISCUSSION

EMCOR has presented a change order due to unforeseen building structural factors in the Rio Vista basement that will require modifications to the alarm/evacuation and refrigeration leak system. EMCOR conducted an x-ray of the concrete walls in the chiller room and the three adjacent rooms to ensure the ducting for the evacuation system would be routed properly. During the x-ray of the walls, EMCOR encountered major structural and plumbing components that forced the rerouting and sizing of the evacuation system (i.e., size of supply fan and variable frequency drive, ducting and hardware, inspection, etc.) EMCOR has provided a breakdown of the change order (Attachment 1).

STRATEGIC PLAN NEXUS

This project helps support SCV Water's Strategic Plan Objective B.3.1: "Maintain all facilities and appurtenances in a consistent fashion to achieve operational efficiency and functionality," as well as Goal E – Financial Resiliency: "Maintain a long-range, transparent, stable, and well-planned financial condition, resulting in current and future water users receiving fair and equitable rates and charges."

FINANCIAL CONSIDERATIONS

Funding for the Chiller Replacement Project is included in the Agency's FY 2023/24 Capital Improvement (CIP) Budget. There are funds available in the FY 2023/24 Budget for this change order in the amount of \$63,295.

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors authorize the General Manager to execute a change order with EMCOR in the amount of \$63,295, increasing the contract to \$604,395 for the Chiller Replacement Project.

RP

Attachment

M65



ATTACHMENT 1

CHANGE ORDER REQUEST

Date	2/28/2024	Change Order No.	1
To	Roland Valiente	Change Order Amount	\$ 63,295
Company	Santa Clarita Water Agency	Project Name	SCWD Chiller Project
Address	27234 Bouquete Canyon Rd	Project Number	1140049C
City, St. Zip	Santa Clarita CA 91350	Description	Chiller Replacement & Refer Alarm
Phone No.	661-297-1600	Fax No.	System

Item	Quan.	ITEM DESCRIPTION:	Cost	Subtotal	OH %	OH Cost	Profit %	Profit Cost	Extended
A	1	Equipment - Supply fan and VFD	\$ 5,332.00	\$ 5,332.00	10%	\$ 533.20	5%	\$ 266.60	\$ 6,132
B	1	Materials-Ductwork,Hardware and Exterior Finish	\$ 9,668.00	\$ 9,668.00	10%	\$ 966.80	5%	\$ 483.40	\$ 11,118
C	1	Labor-Costs	\$ 18,080.00	\$ 18,080.00	10%	\$ 1,808.00	5%	\$ 904.00	\$ 20,792
D	1	Subcontractors-Concrete Coring and Electrical	\$ 13,895.00	\$ 13,895.00	10%	\$ 1,389.50	5%	\$ 694.75	\$ 15,979
E	1	Controls Harware and Intergration of SF1	\$ 4,800.00	\$ 4,800.00	10%	\$ 480.00	5%	\$ 240.00	\$ 5,520
F	1	Deputy Inspector requirement per Plan Check comments	\$ 1,544.00	\$ 1,544.00	5%	\$ 77.20	10%	\$ 154.40	\$ 1,776
G	1	Backdraft Damper as required by Plan Check comments	\$ 1,720.00	\$ 1,720.00	5%	\$ 86.00	10%	\$ 172.00	\$ 1,978
H			\$ -	\$ -	5%	\$ -	10%	\$ -	\$ -

Change Order Breakdown:

Change Order Amount	63,295
Previous Adds:	
Total CO Amount:	63,295
Original Contract	541,100
Revised Contract:	604,395

Notes: Change Order 1 reflecting the costs associated with installation of Supply Fan 1 (SF1) as required per code.

Submitted By: _____

Signature: _____

Printed Name: James Chastain

Date: 2/29/2024 7:49


[This page intentionally left blank.]



COMMITTEE MEMORANDUM

DATE: March 11, 2024

TO: Finance and Administration Committee

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: Recommend Approval of Classification Plan, Position Control and Job Classifications

SUMMARY

Staff is seeking approval of a revised Classification Plan (Attachment 1), Position Control (Attachment 2) and three (3) Class Specifications (Attachment 3, 5, and 7) that will be incorporated into the Fiscal Year (FY) 2024/25 revised Budget.

As part of the Budget process each year, supervisors and managers review their departmental staffing levels. If there is a need to add staff or recommend classification changes, justification is requested in order for executive staff to review the proposed need and determine which position requests to bring forward for consideration by the Finance and Administration Committee and Board of Directors.

Based on this process, funding for a total of seven (7) regular positions and classification changes would be added to the FY 2024/25 revised Budget.

The activities of the Agency in its current form have increased since the merger as we implement SCV Water's mission, face new challenges and mandates, strive to meet our operational and maintenance requirements, and take on additional customers and facilities. The Agency requires organizational changes to deal with these challenges.

DISCUSSION

Since the merger in January 2018, staffing levels are projected to increase from 223 to 255 in FY 2024/25. The total position increases approved or proposed since the merger is 32, which is an average of 4.6 positions per year. The FY 2024/25 conditionally approved Budget included justification and funding for the addition of seven (7) positions. The table on the next page reflects these changes.

Year	Action	No. of Positions	Year over Year Change
2018	Positions - Pre-Merger	223	
2018	Eliminated 7 Positions	216	-3.14%
FY 2018/19	Eliminated 5 Positions	211	-2.31%
FY 2019/20	Repurposed 5 Positions	216	2.37%
FY 2020/21	Repurposed 5 Positions	221	2.31%
FY 2021/22	Repurposed 2 Positions, Added 3	226	2.26%
FY 2022/23	Added 8 Positions	234	3.54%
FY 2023/24	Added 7 Positions	241	2.99%
FY 2024/25	Proposed 14 Positions	255	5.81%

During current Budget discussions, management identified the need to add (7) positions in addition to the seven (7) positions that were approved with the FY 2023/24 and FY 2024/25 Biennial Budget.

The justification and funding for the seven (7) positions included in the FY 2024/25 Budget were:

- Fleet Mechanic II
- SCADA Technician
- Engineer
- Water Resources Planner
- Government Affairs Analyst
- Senior Quality Assurance Scientist
- Utility Operations Technician II

The seven (7) additional positions proposed for the FY 2024/25 revised Budget are:

- Purchasing and Warehouse Technician II
- Facilities Maintenance Technician II
- Security Operations Specialist (Attachment 3)
- Senior Water Systems Technician
- Recycled Water Coordinator II
- Water Systems Technician I
- Senior Electrical Technician

The Finance staff analyzed the proposed positions to be presented to the Finance and Administration Committee to receive approval to incorporate them into the annual Budget. The proposed new positions' salaries and benefits have been calculated at 10 months for FY 2024/25 to allow time for recruitment and placement of the new positions.

New Position Justifications

Purchasing and Warehouse Technician II

In 2019, the Agency's Purchasing Coordinator who supported the Rio Vista Water Treatment Plant (RVWTP) warehouse retired, and that position was repurposed and the position of Fleet

and Warehousing Supervisor was added. The Agency currently has four (4) warehouse locations and three (3) Purchasing and Warehouse Technicians. The Facilities Department was able to support the RVWTP warehouse from time-to-time, but due to their own workload, they were unable to provide the support needed. A limited duration employee was hired to fulfill the needs of the RVWTP warehouse and provide support to the Agency's Fleet Mechanic.

Staff requests to hire one (1) Purchasing and Warehouse Technician II to support and maintain the RVWTP warehouse.

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$83,976
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$100,748

Facilities Maintenance Technician II

Before the merger, only Castaic Lake Water Agency had dedicated facilities maintenance staff, which included three (3) Facilities Maintenance Technicians and one (1) Facilities Supervisor. There were no dedicated facilities staff from the other divisions. Shortly after the merger, and with the addition of needing to support two additional buildings and two warehouses, one (1) additional Facilities Maintenance Technician was approved, bringing the total number of Facilities Maintenance Technicians to four (4). In order to continue to maintain basic support for the Agency facilities and to complete preventive maintenance (PM) on desired schedules, timely-routine maintenance, and reduce repair delays, a limited term employee was added to the Facilities Department (FD) in 2023.

The FD has pulled all the work orders from 2021 to 2023 to show the demand and increase in work orders – that is PMs and work requests. The data shows an increase of both work orders and preventive maintenance orders, resulting in a 20% increase from 2021 to 2022 and a 42% increase from 2022 to 2023.

Research and benchmarks provided by the International Facility Management Association (IFMA), shows that on average the facilities management industry hires approximately two full time equivalents (FTE) per 47,000 square feet of occupied space. Currently the FD team services and maintains approximately 140,000 (+) square feet of occupied space. This does not include open space, such as the conservation garden, solar fields, etc., or maintenance of operations facilities, such as groundwater treatment sites. Using the industry benchmark, six (6) FTEs are recommended.

Based on the data that has been gathered (work orders and industry standards), the FD is notably understaffed. Staff requests to add one (1) Facilities Maintenance Technician in FY 2024/25 and a second in FY 2025/26. This will bring the total staff in the FD to six (6) technicians directed by one (1) Facilities Supervisor. The additional staff will allow the FD to balance the number of work orders, provide timely PMs, respond to non-critical maintenance tasks, and allocate time to project management functions.

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$95,337
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$115,039

Security Operations Specialist (Attachments 3 & 4)

It is appropriate and necessary that when an organization reaches a certain size, complexity, or level of risk exposure, a higher level of dedicated attention to physical security is needed. A Security Operations Specialist will be responsible for overseeing and managing all aspects of physical security measures to protect the assets, facilities, and personnel of the Agency.

The Security Operations Specialist will develop and implement security policies, procedures, and protocols to mitigate risks, ensure compliance with relevant regulations, and safeguard against unauthorized access, theft, vandalism, and other security threats. The position will involve collaborating with internal stakeholders and external partners to maintain a safe and secure environment for employees, visitors, and assets.

Key responsibilities of the Security Operations Technician include:

- Security Strategy and Planning
 - Comprehensive plan, risk assessments
- Access Control and Surveillance
 - Access control, cameras, alarms
- Emergency Response and Crisis Management
 - Security threats, drills and exercises, coordination with law enforcement
- Physical Security Infrastructure
 - Security enhancements, equipment installation and maintenance

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$122,475
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$149,194

Senior Water Systems Technician

In order to adequately staff the CIP/O&M (Capital Improvement Program and Operations & Maintenance) group within the Water Systems (Distribution) Department, an additional Senior Water Systems Technician is needed. This group has eight (8) staff, two (2) Seniors and six (6) Technician I/II. Most of the capital improvement work requires a crew of four (4) and most of the maintenance work within this group requires a crew of three (3) staff. The production tasks can be routinely accomplished with a crew of two (2). The overall responsibilities of this group include wells, booster station and storage structure replacement and rehabilitation, heavy duty maintenance tasks and production reads. Having three staffed crews with a Senior Water System Technician will add to the department's efficiency.

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$122,475
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$149,194

Water Systems Technician I

The Groundwater Treatment and Disinfection group in the Water Systems (Distribution) department currently has three (3) Senior Water Systems Technicians and four (4) Technicians. As many groundwater treatment and disinfection facilities are added to the system, this group needs more support. The ideal crew size for this group is also three (3), which would include a Senior Water Systems Technician and two (2) Technicians I/II. However, at this time only one

additional Water Systems Technician I is being requested. This would provide the staff and crew sizes (2 – 3) needed to perform these more technical responsibilities.

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$97,124
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$117,298

Senior Electrical Technician

The Agency currently employs three (3) Senior Electrical Technicians. Prior to the formation of SCV Water, each legacy retailer (NCWD, SCWD and VWC) used independent electrical contractors to provide electrical maintenance support services. After the formation, the electrical staff started providing support to the distribution system. This stretched the electrical group thin and moved their focus towards reactive instead of proactive maintenance. In addition, the Distribution group has needed to reach out to contractors to provide supplemental support. Lastly, the most senior electrical technician is approaching retirement and in order to provide the direct hands-on training needed and to move in the direction of preventative maintenance, an additional Senior Electrical Technician is needed.

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$122,475
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$149,194

Recycled Water Coordinator I/II

As the recycled water system continues to grow, the need for additional staff will also grow. There are currently three recycled water storage structures, two potable water make-up systems, one pump station and twenty-four connections. As the State Water Resources Control Board migrates the Individual National Pollutant Discharge Elimination System (NPDES) permits to a General NPDES permit, the routine annual site inspection requirements will increase to quarterly site inspections. Within the next year, an additional 119 recycled water connections will be added, bringing the total number of service connections to 143, each one requiring a quarterly inspection.

Administering the recycled water program also includes reviewing design drawings for new development projects, site inspections during construction, assistance with the preparation and review of user agreements, tracking and overseeing regulatory compliance, coordinating and organizing internal staff, and regulatory Agency routine meetings. In addition, this department is responsible for the Agency's cross connection control program. When the Agency was formed, there were 6,515 backflow prevention devices. Approximately 3,700 devices were in the Valencia system with the remaining amount (2,815) in the Santa Clarita and Newhall systems. Valencia Water was the only legacy agency with a full time cross-connection control specialist. This staff also handled the recycled water responsibilities for the Valencia system. After the merger, SCV Water still only had one person responsible for all cross-connection control responsibilities, which now include over 7,000 devices, but also the recycled water system. In 2023, the Agency hired a full-time Senior Recycled Water and Cross-Connection Control Coordinator. At this time with the current number of backflow devices and cross-connection control responsibilities and the ever-burdensome recycled water responsibilities, staff believes it is time to hire an additional Recycled Water Coordinator I/II as support staff for the department.

- The FY 2024/25 Budget impact for salary and benefits is estimated at \$108,855
- The FY 2025/26 Budget impact for salary and benefits is estimated at \$132,064

Reclassifications

Periodically, or as opportunities arise, refining or updating class specifications will help the Agency adapt to evolving roles, ensure compensation aligns with job duties, technologies, and work environments. It ensures accurate descriptions of duties, qualifications, and expectations, aiding in better recruitment, clear career path progression, fair compensation, and appropriate skill development for employees. This process also enhances the Agency's organizational efficiency by aligning job roles with the Agency's current needs and goals.

Financial Analyst Career Path (FY 2024/25 Budget impact - \$3,895)

- Senior Financial Analyst – Range 35 to Range 37 (Attachment 8)
- Financial Analyst II – Range 35 (revised class specification – Attachment 7)
- Financial Analyst I – Range 33 (no change)

Accounting Career Path (FY 2024/25 Budget impact - \$39,512)

- Controller – Range 43 (no change)
- Accounting Supervisor – Range 34 to Range 35 (Attachment 9)
- Senior Accountant – Range 31 to Range 32 (Attachment 10)
- Accountant II – Range 29 to Range 30
- Accountant I – Range 28 (no change)
- Payroll Specialist – Range 27 (eliminated, filled by Accountant I)

Senior Quality Assurance Scientist (FY 2024/25 Budget savings – (\$5,995))

- A QA/QC Laboratory Supervisor position was approved for FY 2024/25 during the biennial Budget process but required a class specification and a compensation analysis to place the position within the Classification Plan. During that process, a name change to the class specification was recommended to reflect the duties needed of the position. The position was placed at range 35 for budgetary purposes, but based on the compensation analysis aligns with range 34 (Attachments 5 and 6).

STRATEGIC PLAN NEXUS

This supports SCV Water's Strategic Plan Strategy E.2: "Increase focus on forward looking financial information," as well as Goal F – A High Performance Team: "Attract and retain quality staff members and grow a culture of continuous improvement that fosters SCV Water's values," specifically Objective F.4.3: "Develop clear career path mapping for employees and classifications to understand career growth within their specific roles at SCV Water."

FINANCIAL CONSIDERATIONS

The approximate Budget impact (salaries and benefits) for the seven (7) proposed positions and reclassifications is \$790,129 for FY 2024/25 and an estimated Budget impact of \$919,851 in FY 2025/26.

Proposed FY 2024/25 Position Count as reflected in the table below:

TOTAL POSITIONS	255
FULL-TIME	246
PART-TIME	9
FTE	250

Positions	FY2024/25 Budget Impact	FY2025/26 Budget Impact
Reclassifications	\$37,412	\$7,121
Purchasing & Warehouse Technician II	\$83,976	\$100,748
Facilities Maintenance Technician II	\$95,337	\$115,039
Security Operations Specialist	\$122,475	\$149,194
Senior Water Systems Technician	\$122,475	\$149,194
Recycled Water Coordinator II	\$108,855	\$132,064
Senior Electrical Technician	\$122,475	\$149,194
Water Systems Technician I	\$97,124	\$117,298
Total Budget Impact	\$790,129	\$919,851

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve: 1) the changes to the Agency's Classification Plan, 2) the Agency's Position Control, and 3) class specifications for Security Operations Specialist, Financial Analyst I/II and Senior Quality Assurance Scientist.

RP

Attachments:

- 1 – Revised Classification Plan
- 2 – Revised Position Control
- 3 – Job Description – Security Operations Specialist
- 4 – Compensation Analysis – Security Operations Specialist
- 5 – Job Description – Senior Quality Assurance Scientist
- 6 – Compensation Analysis – Senior Quality Assurance Scientist
- 7 – Job Description – Financial Analyst II
- 8 – Compensation Analysis – Senior Financial Analyst
- 9 – Compensation Analysis – Accounting Supervisor
- 10 – Compensation Analysis – Senior Accountant

[This page intentionally left blank.]

ATTACHMENT 1

SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION PLAN EFFECTIVE JULY 2024 (first full pay period)

Position	Range	Monthly Bottom	Monthly Top
General Manager	n/a	-	29,999
Assistant General Manager	50	21,944	26,738
Chief Financial and Administrative Officer	48	19,878	24,223
Chief Operating Officer	48	19,878	24,223
Chief Engineer	47	18,921	23,057
Director of Finance and Administration	46	18,009	21,944
Director of Operations and Maintenance	46	18,009	21,944
Director of Technology Services	46	18,009	21,944
Director of Water Resources	46	18,009	21,944
Controller	43	15,529	18,921
Human Resources Manager	43	15,529	18,921
Principal Engineer	42	14,782	18,009
Principal Water Resources Planner	42	14,782	18,009
Administrative Services Manager	40	13,392	16,316
Communications Manager	40	13,392	16,316
Customer Service Manager	40	13,392	16,316
Finance Manager	40	13,392	16,316
GIS Manager	40	13,392	16,316
Sustainability Manager	40	13,392	16,316
Water Distribution Manager	40	13,392	16,316
Water Quality Laboratory Manager	40	13,392	16,316
Water Treatment Manager	40	13,392	16,316
Senior Engineer	39	12,745	15,529
Senior Water Resources and Data Scientist	39	12,745	15,529
Senior Water Resources Planner	39	12,745	15,529
Engineer	37	11,547	14,069
Senior Financial Analyst	37	11,547	14,069
Water Conservation Supervisor	37	11,547	14,069
Water Resources Planner	37	11,547	14,069
Inspector Supervisor	36	10,989	13,392
SCADA Supervisor	36	10,989	13,392
Senior Management Analyst	36	10,989	13,392
Treatment Plant Operator Supervisor	36	10,989	13,392
Accounting Supervisor	35	10,461	12,745
Associate Engineer	35	10,461	12,745
Associate Water Resources Planner	35	10,461	12,745
Board Secretary/Executive Assistant	35	10,461	12,745

Position	Range	Monthly Bottom	Monthly Top
Electrical/Instrumentation Supervisor	35	10,461	12,745
Field Services Supervisor	35	10,461	12,745
Financial Analyst II	35	10,461	12,745
Government Affairs Analyst	35	10,461	12,745
Information Technology Supervisor	35	10,461	12,745
Senior Water Conservation Specialist	35	10,461	12,745
Utility Supervisor	35	10,461	12,745
Water Quality Supervisor	35	10,461	12,745
Water Systems Supervisor	35	10,461	12,745
QA/QC Laboratory Supervisor	35	10,461	12,745
SCADA Analyst	34	9,955	12,132
Senior Inspector	34	9,955	12,132
Senior Public Affairs Specialist	34	9,955	12,132
Senior Quality Assurance Scientist	34	9,955	12,132
Environmental Health & Safety Supervisor	33	9,476	11,547
Facilities Supervisor	33	9,476	11,547
Fleet and Warehousing Supervisor	33	9,476	11,547
Lead Electrical/Instrumentation Technician	33	9,476	11,547
Lead Utility Operations Technician	33	9,476	11,547
Lead Water Systems Technician	33	9,476	11,547
Management Analyst II	33	9,476	11,547
SCADA Technician II	33	9,476	11,547
Treatment Plant Operator III - 80 hour shift	33	9,476	11,547
Treatment Plant Operator III - 84 hour shift	33	9,950	12,125
Assistant Engineer	32	9,019	10,989
Customer Service Supervisor	32	9,019	10,989
Executive Assistant	32	9,019	10,989
Financial Analyst I	32	9,019	10,989
Information Technology Specialist	32	9,019	10,989
Security Specialist	32	9,019	10,989
Senior Accountant	32	9,019	10,989
Water Conservation Specialist II	32	9,019	10,989
Water Quality Scientist II	32	9,019	10,989
Water Quality Specialist	32	9,019	10,989
Buyer	31	8,585	10,461
GIS Analyst	31	8,585	10,461
Human Resources Analyst	31	8,585	10,461
Public Affairs Specialist II	31	8,585	10,461
SCADA Technician I	31	8,585	10,461
Security Operations Specialist	31	8,585	10,461
Senior Electrical Technician	31	8,585	10,461
Senior Instrumentation Technician	31	8,585	10,461

Position	Range	Monthly Bottom	Monthly Top
Senior Recycled Water Coordinator	31	8,585	10,461
Senior Utility Operations Technician	31	8,585	10,461
Senior Water Systems Technician	31	8,585	10,461
Treatment Plant Operator II - 80 hour shift	31	8,585	10,461
Treatment Plant Operator II - 84 hour shift	31	9,014	10,984
Accountant II	30	8,171	9,955
Assistant Customer Service Supervisor	30	8,171	9,955
Management Analyst I	30	8,171	9,955
Right of Way Agent	30	8,171	9,955
Senior Engineering Technician	30	8,171	9,955
Senior Information Technology Technician	30	8,171	9,955
Water Education Supervisor±	30	8,171	9,955
GIS Technician II	29	7,777	9,476
Inspector II	29	7,777	9,476
Senior Fleet Mechanic	29	7,777	9,476
Water Conservation Specialist I	29	7,777	9,476
Water Quality Scientist I	29	7,777	9,476
Accountant I	28	7,403	9,019
Electrical/Instrumentation Technician	28	7,403	9,019
Emergency Preparedness and Safety Coordinator	28	7,403	9,019
Information Technology Technician II	28	7,403	9,019
Inspector I	28	7,403	9,019
Public Affairs Specialist I	28	7,403	9,019
Recycled Water Coordinator II	28	7,403	9,019
Senior Field Services Worker	28	7,403	9,019
Senior Water Quality Technician	28	7,403	9,019
Treatment Plant Operator I - 80 hour shift	28	7,403	9,019
Treatment Plant Operator I - 84 hour shift	28	7,773	9,469
Utility Operations Technician III	28	7,403	9,019
Water Education Instructor±	28	7,403	9,019
Water Systems Technician II	28	7,403	9,019
Engineering Technician II	27	7,046	8,585
Human Resources Specialist	27	7,046	8,585
Information Technology Technician I	27	7,046	8,585
Payroll Specialist	27	7,046	8,585
Senior Administrative Technician	27	7,046	8,585
Senior Customer Service Representative	27	7,046	8,585
Senior Facilities Maintenance Technician	27	7,046	8,585
Senior Purchasing and Warehouse Technician	27	7,046	8,585
Event Coordinator	26	6,706	8,171
Fleet Mechanic II	26	6,706	8,171
GIS Technician I	26	6,706	8,171

Position	Range	Monthly Bottom	Monthly Top
Purchasing Coordinator	26	6,706	8,171
Senior Accounting Technician	26	6,706	8,171
Administrative Technician	25	6,384	7,777
Field Services Worker II	25	6,384	7,777
Recycled Water Coordinator I	25	6,384	7,777
Safety Specialist II	25	6,384	7,777
Utility Operations Technician II	25	6,384	7,777
Water Quality Technician II	25	6,384	7,777
Water Systems Technician I	25	6,384	7,777
Customer Service Representative II	24	6,077	7,403
Engineering Technician I	24	6,077	7,403
Facilities Maintenance Technician II	24	6,077	7,403
Purchasing and Warehouse Technician II	24	6,077	7,403
Accounting Technician II	23	5,784	7,046
Fleet Mechanic I	23	5,784	7,046
Safety Specialist I	23	5,784	7,046
Senior Office Assistant II	23	5,784	7,046
Water Quality Technician I	23	5,784	7,046
Field Services Worker I	22	5,505	6,706
Utility Operations Technician I	22	5,505	6,706
Accounting Technician I	21	5,242	6,384
Customer Service Representative I	21	5,242	6,384
Facilities Maintenance Technician I	21	5,242	6,384
Office Assistant II	21	5,242	6,384
Purchasing and Warehouse Technician I	21	5,242	6,384
Office Assistant I	18	4,519	5,505

**Class and Comp Study required prior to placement*

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

Note: Minimal revisions made to Classifications for step alignment. Rounded for ease of reading - not an additional entitlement

Directors

\$255 per meeting, up to 10 meetings per month

Shift Differential 5% or 10%

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

On Call Pay

\$198 per day

ATTACHMENT 2
SCV WATER
POSITION CONTROL FY 2024/25

Department and Position Title	No. of Positions
ENGINEERING	29
Administrative Technician	4
Assistant Engineer	1
Associate Engineer	1
Chief Engineer	1
Engineer	5
Engineering Technician II	1
Executive Assistant	1
Inspector I	1
Inspector Supervisor	1
Principal Engineer	2
Right of Way Agent	1
Senior Administrative Technician	1
Senior Engineer	4
Senior Engineering Technician	1
Senior Inspector	4
FINANCE, ADMINISTRATION & IT	72
Accountant I	3
Accountant II	2
Accounting Supervisor	1
Accounting Technician I	1
Accounting Technician II	1
Administrative Services Manager	1
Administrative Technician	3
Assistant Customer Service Supervisor	1
Buyer	1
Chief Financial and Administrative Officer	1
Controller	1
Customer Service Manager	1
Customer Service Representative I	3
Customer Service Representative II	6
Customer Service Supervisor	1
Director of Technology Services	1
Facilities Maintenance Technician II	3
Facilities Supervisor	1
Financial Analyst I	1
Fleet and Warehousing Supervisor	1
Fleet Mechanic II	1
GIS Analyst	3
GIS Manager	1

**SCV WATER
POSITION CONTROL FY 2024/25**

Department and Position Title	No. of Positions
GIS Technician II	1
Human Resources Analyst	3
Human Resources Manager	1
Human Resources Specialist	1
Information Technology Specialist	1
Information Technology Supervisor	1
Information Technology Technician I	1
Information Technology Technician II	3
Management Analyst I	1
Office Assistant II	1
Purchasing and Warehouse Technician II	3
SCADA Supervisor	1
SCADA Technician I	1
SCADA Technician II	1
Security Operations Specialist	1
Security Specialist	1
Senior Accountant	2
Senior Accounting Technician	1
Senior Administrative Technician	1
Senior Facilities Maintenance Technician	2
Senior Financial Analyst	1
Senior Fleet Mechanic	1
Senior Information Technology Technician	1
Senior Management Analyst	1
Senior Purchasing and Warehouse Technician	1
MANAGEMENT	3
Administrative Technician	1
Board Secretary/Executive Assistant	1
General Manager	1
OPERATIONS	96
Administrative Technician	1
Chief Operating Officer	1
Director of Operations and Maintenance	1
Emergency Preparedness and Safety Coordinator	1
Environmental Health & Safety Supervisor	1
Executive Assistant	1
Field Services Supervisor	1
Field Services Worker I	3
Field Services Worker II	6
Lead Utility Operations Technician	1

**SCV WATER
POSITION CONTROL FY 2024/25**

Department and Position Title	No. of Positions
Management Analyst I	1
Recycled Water Coordinator II	1
Safety Specialist II	1
Senior Administrative Technician	2
Senior Field Services Worker	2
Senior Quality Assurance Scientist	1
Senior Recycled Water Coordinator	1
Senior Utility Operations Technician	9
Senior Water Quality Scientist	1
Senior Water Systems Technician	9
Utility Operations Technician I	11
Utility Operations Technician II	10
Utility Operations Technician III	2
Utility Supervisor	4
Water Quality Laboratory Manager	1
Water Quality Scientist I	1
Water Quality Scientist II	2
Water Quality Specialist	2
Water Systems Supervisor	3
Water Systems Technician I	7
Water Systems Technician II	8
TREATMENT	25
Administrative Technician	1
Electrical/Instrumentation Technician	1
Senior Electrical Technician	4
Senior Instrumentation Technician	2
Senior Water Systems Technician	3
Treatment Plant Operator I - 80 hour shift	2
Treatment Plant Operator II - 84 hour shift	2
Treatment Plant Operator III - 84 hour shift	5
Treatment Plant Operator Supervisor	1
Utility Operations Technician II	1
Water Systems Supervisor	1
Water Systems Technician II	1
Water Treatment Manager	1
WATER RESOURCES	30
Administrative Technician	1
Assistant General Manager	1
Communications Manager	1
Director of Water Resources	1

**SCV WATER
POSITION CONTROL FY 2024/25**

Department and Position Title	No. of Positions
Event Coordinator	1
Executive Assistant	1
Government Affairs Analyst	1
Principal Water Resources Planner	2
Senior Management Analyst	1
Senior Public Affairs Specialist	2
Senior Water Resources Planner	2
Sustainability Manager	1
Water Conservation Specialist II	3
Water Education Instructor	8
Water Education Supervisor	1
Water Resources Planner	3
Total Positions	255
Full-Time	246
Part-Time	9
Full-Time Equivalents (FTE)	250

DRAFT

ATTACHMENT 3



SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION SPECIFICATION

Security Operations Specialist

FLSA: Exempt Class Range: 31

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

DEFINITION

Under general direction of the Facilities Supervisor, assists in the implementation of a centralized, Agency-wide security program; to monitor and assist in the coordination and delivery of contracted security services; to implement and assist in the coordination, installation, and maintenance of security equipment; develop programs to ensure the protection of Agency assets, employees, and visitors; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This position is a non-peace officer classification and serves as the Agency's coordinator of and liaison to contracted security service(s). Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Facilities Supervisor.

Has direct access to the Chief Financial and Administrative Officer for decisions on policy or resources.

The assigned duties for employees within this class require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- May act as the lead or coordinate with other positions as required to establish, implement, train, and maintain an effective Workplace Violence Protection Plan as required by California Senate Bill 553 (SB 553), Labor Code (LC) 6401.7 and LC 6401.9.

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Security Operations Specialist

- Carries out security programs to ensure the protection of Agency assets, employees, and visitors.
- Implement and assist in the oversight of the Agency's "Employee Identification Access Card" program including the identification and resolution of problems in the electronic access system.
- Responsible for coordination, implementation and installation of Agency security monitoring cameras, and managing the security camera monitoring service contract.
- Generate logs and prepare daily reports about topics such as incidents, suspicious activity, and surveillance.
- Acts as the Agency's liaison to after-hour security calls or security matters, as assigned.
- Troubleshoot and coordinate repair of security equipment.
- May escort persons on or off Agency property to insure protection and safety of employees, the public, and Agency assets.
- Manage contracted Guard services, provides observations and suggestions to improve guard force effectiveness.
- Conducts a variety of security and incident investigations involving Agency assets and employees, which may consist of security breaches, misconduct, accidents or other investigations in accordance with applicable Agency policies and procedures.
- Trains and assists Agency employees within assigned locations on protection issues, including workplace violence, personal security, incident reporting, and other security matters.
- Resolves and addresses sensitive and controversial issues; may serve as an incident commander during emergencies until relieved by higher-level personnel. Also serves as standby to respond to security incidents after business hours.
- Assists in the preparation of security related plans and other documents to ensure that activities in areas of responsibility support organizational mission, goals, and objectives.
- Assists in the development of programs, strategies, and solutions for security problems and issues to ensure effective planning for accomplishments of organizational objectives and compliance with all applicable policies, rules, regulations, and laws.
- Conducts ongoing and periodic inspections of facilities to identify and resolve security problems and needs. Assists with the development of security modifications; coordinates the communication of new and revised policies and procedures to employees to ensure a secure workplace.
- Interprets and implements laws, codes, and ordinances related to security policies and procedures; implements modifications to policies and procedures to ensure compliance.
- Performs other related job duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Security Operations Specialist

coordination in preparing reports using a computer keyboard, mouse, and mobile devices. Walk on uneven and slippery surfaces.

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

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

Education and Experience:

High school diploma or certificate of high school equivalency and nine years of relevant experience; or an associate's degree from an accredited college or university in a related field and seven years of relevant experience; or a bachelor's degree from an accredited college or university in a related field and five years of relevant experience.

Required Knowledge of:

Applicable Federal, State and local laws, regulations, and practices related to security operations; budgetary concepts and procedures; security concepts and procedures; emergency response policies and procedures; contract administration; and standard investigative techniques.

Required Skills and Abilities to: Investigate complex and sensitive security problems; prepare a variety of administrative, investigative, and technical documents and reports using standard office applications for an audience that includes upper management and attorneys; coordinate investigations with external law enforcement agencies; travel to various sites within Agency's service area; communicate clearly and concisely, both verbally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Desirable Qualifications:

- State licensing as a Private Investigator
- Valid Certified Protection Professional (CPP)

Licenses and Certifications:

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

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

Knowledge of:

- Property, personnel, and building security measures, including carrying out fire and safety procedures.
- Principles of first aid.
- Techniques in dealing with the public in confrontational or emergency situations.

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Security Operations Specialist

- Common desktop applications and software as well as specialized software related to the work.
- Principles and procedures of recordkeeping.
- Principles of business writing and report preparation.
- Proper English usage, spelling, grammar and punctuation.

Ability to:

- Understand contracts to ensure contract work is in compliance.
- Implement security infrastructure, such as camera installation, troubleshooting of software, access control and monitoring system (such as CCTV), and card readers for local and remote facilities with access and control monitoring.
- Handle confidential and sensitive matters with discretion and professionalism.
- Give daily instruction to Guard and ensure they are in compliance with their contract.
- Operate, troubleshoot, and resolve security systems including gates, fences, locks, doors, card readers, motion detectors, and cameras.
- Execute verbal and written instructions; be courteous but firm in maintaining general communication with the public in normal and stressful situations.
- Analyze situations and adopt courses of action to resolve problems, including physical control techniques.
- Operate a motor vehicle safely and according to traffic laws and District policies.
- Communicate clearly and concisely, both orally and in writing.
- Read and understand laws, District policies, safety rules, and instructions.
- Work safely and independently.
- Deal with people who are uncooperative.
- Observe, record, memorize, and recall names, places, and incidents.
- Understand and follow verbal and written instructions.
- Maintain documentation requirements using WORD and EXCEL.
- Exercise sound judgment within established guidelines.
- Effectively operate a personal computer and software including various industry-related software.
- Establish and maintain effective working relationships with Agency staff, outside organizations, and the public.

ESTABLISHED: April 2024

BOARD APPROVED: April 2, 2024



ATTACHMENT 4

Client Benchmark: Security Operations Specialist

Published base salaries

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Security Operations Specialist	\$ 8,214.00	\$ 9,110.50	\$ 10,007.00	21.83%
Burbank Water and Power	No comparable class				
Calleguas Municipal Water District	No comparable class				
Cucamonga Valley Water District	Safety Analyst	\$ 7,684.00	\$ 8,835.00	\$ 9,986.00	29.96%
Eastern Municipal Water District	No comparable class				
Santa Clara Valley Water District	Security Technician	\$ 7,855.42	\$ 8,954.38	\$ 10,053.33	27.98%
Irvine Ranch Water District	Safety Specialist (Security Program)	\$ 6,550.00	\$ 8,165.50	\$ 9,781.00	49.33%
Las Virgenes Municipal Water District	No comparable class				
Los Angeles Department of Water & Power	No comparable class				
Metropolitan Water District of SoCal	Security Specialist (Associate)	\$ 8,646.00	\$ 10,010.00	\$ 11,374.00	31.55%
Torrance Municipal Water	No comparable class				

Total Matches		4
Base Salary Medians (Min, Mid, Max)	\$7,769.71	\$8,894.69
Base Salary Means (Min, Mid, Max)	\$7,683.85	\$8,991.22
Percentage Needed to Reach LM Median*	-5.41%	-2.37%
Percentage Needed to Reach LM Mean*	At Market	At Market
Additional Percentile (or Control Point)		

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

DEFINITIONS:

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

[This page intentionally left blank.]

ATTACHMENT 5

SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION SPECIFICATION



Senior Quality Assurance Scientist

FLSA: Non-Exempt Range: 34

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

DEFINITION

Under general direction of the Laboratory Manager, coordinates and oversees the Quality Assurance Program of the Santa Clarita Valley Water Agency Laboratory to meet California Environmental Laboratory Accreditation Program (ELAP) requirements. Serves as the focal point for all Quality Assurance (QA) and Quality Control (QC) activities of the laboratory.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Senior Water Quality Scientist in that this position involves regulatory compliance associated with quality assurance. This position is responsible for ensuring water quality policies, and procedures; developing and overseeing quality assurance/quality control programs; maintaining documents of control and tracking systems; reviewing and validating laboratory testing and analysis and recommends solutions; uses LIMS system to maintain water sampling, schedules, and projects; and implementing the Performance Testing sample program to ensure legal requirements and certifications are met.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Water Quality Laboratory Manager.

Has direct access to Director of Operations and Maintenance for decisions on laboratory policy or resources.

Exercises technical supervision over laboratory staff.

Serves as the Deputy Water Quality Laboratory Manager in the absence of the Laboratory Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Depending upon assignment, duties may include, but are not limited to, the following:
- Ensures quality policies, processes and procedures are established, current, and adhered to;
- Develops and oversees quality assurance/quality control programs including internal audits and annual management review, data integrity and ethics training, data monitoring, corrective actions;

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Senior Quality Assurance Scientist

- Maintains currency of Quality Assurance Manual and Standard Operating Procedures;
- Maintains document control system;
- Maintains reagent and calibration standard tracking systems;
- Reviews and validates analysis; ensures the methods, techniques, and equipment used for analysis produce reliable and defensible results;
- Identifies and reports quality issues and problems to management and monitors corrective actions;
- Monitors and evaluates problems in laboratory analysis and provides recommendations to resolve;
- Trains staff on testing and analysis procedures;
- Maintains sampling schedules and projects in ELEMENT LIMS;
- Prepares pre-logged work orders for upcoming sampling events;
- Reviews daily work order receipts;
- Oversight and review of quality control data packages;
- Implementation of Performance Testing (PT) sample program, ensures all PT requirements for ELAP certification are met;
- Monitors new regulations and stays abreast of new environmental and analytical requirements;
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

This is an indoors office position and requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The need to lift, drag, and push materials, supplies, and equipment weighing and not exceeding 40 pounds also is required. The position requires to operate computer keyboard, calculator, telephone equipment and other standard office equipment.

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

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

Experience:

Three years of increasingly responsible professional experience in environmental laboratory testing and analysis, including experience with laboratory QA/QC programs.

Education/Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in chemistry, biology, bacteriology, or a related field.

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Senior Quality Assurance Scientist

Licenses and Certifications

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

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

Knowledge of:

- Standard chemical, physical, and bacteriological tests for potable water supplies.
- Gas chromatography-mass spectrometry (GCMS), ion chromatography (IC), inductively-coupled plasma-atomic emission spectroscopy (ICP-OES), inductively-coupled plasma-atomic mass spectroscopy (ICP-MS), high pressure liquid chromatography-tandem mass spectrometry (HPLC-MS/MS).
- Knowledge and proficiency with a Quality Assurance program in accordance with TNI standards
- Knowledge and proficiency with ELAP accreditation requirements
- Proficiency with ELEMENT Laboratory Information Management System (LIMS) software.
- Principles and practices of technical supervision.

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions.
- Excellent time management and written communication skills.
- Maintain documentation requirements using WORD and EXCEL
- Exercise sound judgment within established guidelines.
- Effectively operate a personal computer and software including various industry-related software.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with Agency staff, outside organizations, and the public.

ESTABLISHED: April 2024

BOARD APPROVED: April 2, 2024

[This page intentionally left blank.]



ATTACHMENT 6

Client Benchmark: Senior Quality Assurance Scientist

Published base salaries

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Senior Quality Assurance Scientist	\$ 9,511.00	\$ 10,549.00	\$ 11,587.00	21.83%
Irvine Ranch Water District	QA/QC Compliance Administrator	\$ 8,611.00	\$ 10,235.50	\$ 11,860.00	37.73%
City of Sunnyvale	Senior Environmental Chemist	\$ 8,774.13	\$ 9,985.73	\$ 11,197.33	27.62%
Marin Municipal Water District	Senior Chemist - Quality Assurance	\$ 9,727.00	\$ 10,818.00	\$ 11,909.00	22.43%
City of Pleasanton	Senior Quality Assurance Chemist	\$ 10,951.00	\$ 12,130.50	\$ 13,310.00	21.54%
Contra Costa Water District	Chemist/Microbiologist	\$ 9,503.83	\$ 10,527.38	\$ 11,550.92	21.54%

Total Matches		5
Base Salary Medians (Min, Mid, Max)	\$9,503.83	\$10,527.38
Base Salary Means (Min, Mid, Max)	\$9,513.39	\$10,739.42
Percentage Needed to Reach LM Median*	-0.08%	3.27%
Percentage Needed to Reach LM Mean*	0.03%	3.27%
Additional Percentile (or Control Point)		

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

DEFINITIONS:

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

[This page intentionally left blank.]

ATTACHMENT 7



SANTA CLARITA VALLEY WATER AGENCY CLASSIFICATION SPECIFICATION

Financial Analyst III

FLSA: Exempt Class Range: 32/35

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

DEFINITION

Under general direction, researches, reviews, prepares, and analyzes the fiscal impacts of rates changes; projects long-term financial needs; performs budget preparation and analysis; monitors project expenditures and does cost projections; demonstrates a full understanding of all applicable policies; develops and implements goals, programs, and procedures within assigned areas; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Financial Analyst ~~is the advanced journey-level class that~~ is responsible for overseeing and managing financial analysis and revenue forecasting activities for the Agency. Incumbents are expected to have a full understanding of budgeting, financial analysis, and financial reporting to work independently within established guidelines.

Financial Analyst I: This is the journey-level class in the Financial Analyst series. Positions at this level usually perform most of the duties required of the Financial Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Financial Analyst II: This is the advanced-level classification in the Financial Analyst series responsible for performing complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform the more complex, difficult and responsible analyses related to financial, statistical, programmatic, management, and other administrative areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This classification is distinguished from the next higher classification of Senior Financial Analyst in that the latter has supervisory responsibilities and performs the more complex assignments.

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Financial Analyst III

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Senior Financial Analyst or higher-level management classification of the assigned work area. Incumbents in this class do not exercise direction over Agency staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

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

- Participates in preparation of department's budget; develops revenue requirements and rates to meet budgetary funding needs; develops assumptions based on historical data, expert opinions, and directions; prepares multi-year projections of revenues and expenditures.
- Analyzes financial operations and expenditures; estimates future revenues to assist in preparation of department's annual budget and long-range financial forecasts; compiles, reviews, analyzes, and reports on annual operating and capital budgets.
- Performs a variety of activities relating to the development of financial and statistical reporting, including accumulating, analyzing, and tracking of revenues and expenditures; analyzes financial trends and develops projections of costs and funding opportunities.
- Prepares financial impact reports; sets up and maintains financial records and reports; verifies accuracy of budget modifications; and establishes revenue tracking system.
- Assists with annual audit and facility capacity fees.
- Participates in the development and implementation of goals, objectives, and priorities; conducts studies, surveys, and collects information; makes recommendations to solve difficult organizational problems.
- Performs research, prepares records, and reports in specialized financial areas as assigned; prepares recommendations based on financial model with historical and forecasted data.
- Establishes and maintains complete files and records related to assigned functions; inputs data and retrieves a variety of fiscal and statistical information; ensures the accuracy of data.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, agency management and staff, and the public.
- Operates a computer and assigned software including word processing, databases, financial and accounting programs.
- Perform other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Financial Analyst I/II

required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

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

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

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

Education and/or Experience

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

- ~~• A Bachelor's degree in accounting, business administration, finance, or a related field from an accredited college or university.~~
- ~~• Four (4) years of increasingly responsible professional analytical and/or operational duties in financial, fiscal, or quantitative work.~~

Experience:

- Financial Analyst I: Two (2) years of experience performing professional financial analysis and/or operational duties in financial, fiscal or quantitative work.
- Financial Analyst II: Four (4) years of progressively responsible experience performing professional financial analysis and/or operational duties in financial, fiscal or quantitative work, or two (2) years as a Financial Analyst I with the Agency.

Education:

- Financial Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, or a closely related field.

Licenses and Certifications

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

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

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION SPECIFICATION**

Financial Analyst III

Knowledge/Skills of:

- Principles, practices, procedures, and techniques of public and water finance administration.
- Modern principles, practices, and methods of long-term financial management.
- Principles of mathematics and statistical analysis.
- Financial and rate research procedures.
- Principles of economic analysis.
- Principles and practices of cost accounting and public budgeting processes.
- Research and reporting methods, techniques, and procedures.
- Water agency and inter-governmental relationships.
- Applicable federal, state, and local laws, codes, and regulations relating to public utilities financing and rates.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- Standard office procedures, practices, and equipment.
- Operation of a computer and assigned software.
- Proper English, spelling, and grammar.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Gather, organize, analyze, and interpret financial data.
- Examine and verify financial documents, reports and transactions.
- Investigate, analyze, and evaluate revenue opportunities.
- Prepare complex financial forecasts, financial reports, and statistical reports.
- Participate in the establishment of program goals, objectives, and methods for evaluating achievement and performance levels.
- Operate computer based financial reporting systems.
- Perform mathematical calculations quickly and accurately.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Follow written and oral directions.
- Interpret, explain, and apply applicable laws, codes, and regulations relating to municipal operations and investments.
- Use initiative and sound judgment within established procedural guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Operate a computer and assigned software.
- Establish and maintain effective working relationships.

ESTABLISHED: December 2020

BOARD APPROVED: December 1, 2020; revised April 2, 2024



ATTACHMENT 8

Client Benchmark: Senior Financial Analyst

Published base salaries

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Senior Financial Analyst	\$ 9,987.00	\$ 11,077.50	\$ 12,168.00	21.84%
Burbank Water and Power	Budget Manager	\$ 10,187.00	\$ 11,791.50	\$ 13,396.00	31.50%
Calleguas Municipal Water District	No comparable class				
Cucamonga Valley Water District	No comparable class				
Eastern Municipal Water District	Finance Manager	\$ 10,738.00	\$ 12,051.00	\$ 13,364.00	24.46%
Glendale Water and Power	Budget Manager	\$ 9,371.00	\$ 11,366.50	\$ 13,362.00	42.59%
Irvine Ranch Water District	No comparable class				
Las Virgenes Municipal Water District	No comparable class				
Los Angeles Department of Water & Power	Utility Rates and Policy Specialist II	\$ 9,667.00	\$ 11,898.50	\$ 14,130.00	46.17%
Metropolitan Water District of SoCal	Management Principal Admin Analyst	\$ 9,913.00	\$ 11,432.00	\$ 12,951.00	30.65%
Torrance Municipal Water	No comparable class				

Total Matches		5
Base Salary Medians (Min, Mid, Max)	\$9,913.00	\$11,791.50
Base Salary Means (Min, Mid, Max)	\$9,975.20	\$11,707.90
Percentage Needed to Reach LM Median*	-0.74%	6.45%
Percentage Needed to Reach LM Mean*	At Market	5.69%
Additional Percentile (or Control Point)		10.46%

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

DEFINITIONS:

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

[This page intentionally left blank.]

ATTACHMENT 9



Client Benchmark: Accounting Supervisor

Published base salaries

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Accounting Supervisor	\$ 9,511.00	\$ 10,549.00	\$ 11,587.00	21.83%
Burbank Water and Power	No comparable class				
Calleguas Municipal Water District	Accounting Supervisor	\$ 9,278.67	\$ 10,995.63	\$ 12,712.58	
Cucamonga Valley Water District	Accounting Supervisor	\$ 9,553.00	\$ 10,986.00	\$ 12,419.00	30.00%
Eastern Municipal Water District	No comparable class				
Glendale Water and Power	No comparable class				
Irvine Ranch Water District	Accounting Supervisor	\$ 8,296.00	\$ 10,146.50	\$ 11,997.00	44.61%
Las Virgenes Municipal Water District	Accounting Supervisor	\$ 10,501.00	\$ 12,077.00	\$ 13,653.00	30.02%
Los Angeles Department of Water & Power	No comparable class				
Metropolitan Water District of SoCal	Principal Accountant	\$ 8,646.00	\$ 10,010.00	\$ 11,374.00	31.55%
Torrance Municipal Water	No comparable class				

Total Matches		5
Base Salary Medians (Min, Mid, Max)	\$9,278.67	\$10,986.00
Base Salary Means (Min, Mid, Max)	\$9,254.93	\$10,843.03
Percentage Needed to Reach LM Median*	-2.44%	4.14%
Percentage Needed to Reach LM Mean*	At Market	2.79%
Additional Percentile (or Control Point)		

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

DEFINITIONS:

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

[This page intentionally left blank.]

ATTACHMENT 10



Client Benchmark: Senior Accountant

Published base salaries

Labor Market Agency	Comparable Classification Title	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	Bandwidth
Santa Clarita Valley Water Agency	Senior Accountant	\$ 8,214.00	\$ 9,110.50	\$ 10,007.00	21.83%
Burbank Water and Power	Senior Accountant	\$ 7,297.00	\$ 8,678.00	\$ 10,059.00	37.85%
Calleguas Municipal Water District	<i>No comparable class</i>				
Cucamonga Valley Water District	Senior Accountant	\$ 7,994.00	\$ 9,193.50	\$ 10,393.00	30.01%
Eastern Municipal Water District	Accountant II	\$ 9,273.00	\$ 10,410.00	\$ 11,547.00	24.52%
Glendale Water and Power	Accounting Supervisor	\$ 7,222.00	\$ 8,864.00	\$ 10,506.00	45.47%
Irvine Ranch Water District	Senior Accountant	\$ 7,784.00	\$ 9,466.00	\$ 11,148.00	43.22%
Las Virgenes Municipal Water District	<i>No comparable class</i>				
Los Angeles Department of Water & Power	Senior Accountant	\$ 7,758.00	\$ 9,106.00	\$ 10,454.00	34.75%
Metropolitan Water District of SoCal	Senior Accountant	\$ 7,751.00	\$ 8,981.00	\$ 10,211.00	31.74%
Torrance Municipal Water	<i>No comparable class</i>				

Total Matches		7
Base Salary Medians (Min, Mid, Max)	\$7,758.00	\$9,106.00
Base Salary Means (Min, Mid, Max)	\$7,868.43	\$9,242.64
Percentage Needed to Reach LM Median*	-5.55%	-0.05%
Additional Percentile (or Control Point)	At Market	1.45%

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

DEFINITIONS:

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

[This page intentionally left blank.]



COMMITTEE MEMORANDUM

DATE: March 11, 2024
TO: Finance and Administration Committee
FROM: Rochelle Patterson 
Chief Financial and Administrative Officer
SUBJECT: Recommend Approval of a Revised Capitalization Policy for Fixed Assets

SUMMARY

It is best practice for SCV Water to update its financial policies from time to time as accounting requirements change and recommendations are considered. Staff recommends revising its Capitalization Policy for Fixed Assets to include section 2.5, recognizing Capital Asset Impairments.

DISCUSSION

During the audit process each year, the auditors may review the Agency's financial policies to ensure that the policies comply with relevant accounting standards, regulations, and laws. The auditors suggested adding a section to the Agency's Capitalization Policy for Fixed Assets to determine if there are indicators of impairment in any capital asset. These indicators may include physical damage or assets that may now be obsolete. The addition to the policy will provide guidance on identifying if a capital asset is impaired (Attachment 1).

Capital asset impairment occurs when the value of a long-term asset on a company's balance sheet decreases significantly, usually due to factors such as damage, obsolescence, or changes in market conditions. When this happens, a company needs to adjust its financial records to show the lower value of the asset. It's like acknowledging that the asset isn't worth as much as it used to be.

One example is equipment obsolescence. If the Agency were to have purchased a piece of laboratory equipment a few years ago, and it becomes outdated due to new technological advancements rendering it less efficient or completely obsolete, that would result in impairment of the equipment value.

This policy revision promotes good accounting and financial reporting by accurately accounting for and reporting capital assets in financial reports issued to external reporting agencies, granting agencies and the public.

STRATEGIC PLAN NEXUS

The review and revision of this policy helps support SCV Water's Strategic Plan Strategy E.2: "Increase focus on forward looking financial information," as well as Objective F.3.15: "Maintain and update Financial and Administrative Policies."

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors approve the attached revised Capitalization Policy for Fixed Assets.

RP

Attachment

M65



POLICIES, RULES, AND REGULATIONS	
Title: CAPITALIZATION POLICY FOR FIXED ASSETS	
Approval Date: July 2022 <u>April 2024</u>	Effective Date: July 2022 <u>April 2024</u>
Approved By: Board of Directors	DMS # 29470

CAPITALIZATION POLICY FOR FIXED ASSETS

1.0 INTRODUCTION

The Santa Clarita Valley Water Agency (SCV Water) Capitalization Policy is intended to promote good accounting and financial reporting. The policy allows SCV Water to accurately account for and report capital assets in financial reports issued to external reporting agencies, granting agencies and the public. The policy provides specific guidance to determine which capital assets are subject to separate accounting and reporting (i.e., Capitalization).

2.0 STATEMENT OF PURPOSE (excludes Leases and Subscription-Based Information Technology Arrangements)

In general, all capital assets, including land, improvements, buildings, machinery, and equipment, with an original cost of \$5,000 or more, and with economic lives greater than one year, are considered fixed assets and will be capitalized for accounting purposes. All costs associated with the purchase or construction should be considered, including ancillary costs such as freight and transportation charges, site preparation expenditures, professional fees, and legal claims directly attributable to asset acquisition.

2.1 Specific Capitalization Requirements

For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example, a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single capital asset.

Repairs to existing capital assets will generally not be subject to capitalization unless it extends the useful life of the asset. In this case, it represents an improvement and is subject to the requirements described below.

A group purchase of items which are individually below the \$5,000 capitalization threshold may still qualify for capitalization. If the items are similar in nature, they qualify as a fixed asset, and in total they exceed the \$5,000 capitalization threshold, then they should be capitalized. An example is a purchase of 100 meters which cost \$500 each – the meters would be capitalized because they qualify as a fixed asset (useful life of greater than 2 years), they are similar in nature, and in total the value exceeds \$5,000.



POLICIES, RULES, AND REGULATIONS	
Title: CAPITALIZATION POLICY FOR FIXED ASSETS	
Approval Date: July 2022 <u>April 2024</u>	Effective Date: July 2022 <u>April 2024</u>
Approved By: Board of Directors	DMS # 29470

Assets will be capitalized as a unit. Assets will not be recorded for individual items unless the project costs are defined. An example is construction of a booster station that includes pumps, motors, electrical, structures, etc. If the separate costs are not defined, the total project cost will be capitalized as one unit.

Staff training, on new Capital Assets, should not be capitalized.

2.2 Improvements to Capital Assets

Improvements to existing capital assets will be presumed (by definition) to extend the useful life or increase the capacity or performance of the related capital asset and, therefore, will be subject to capitalization if the cost of the improvement meets the \$5,000 threshold. An improvement to a capital asset that had an original cost of less than \$5,000, but now exceeds the threshold because of the improvement completed within the same fiscal year as the original purchase, should be combined as a single asset at the total cost (original cost plus the cost of the improvement) and capitalized.

2.3 Capital Projects

Capital projects under construction will be capitalized as Construction-In-Progress until they are at least 90% complete, or the project is operational and placed in use, or the construction has been certified as substantially complete. Costs to be capitalized include direct costs, such as labor and materials, as well as ancillary costs. SCV Water adopted GASB 89, therefore construction period interest costs are no longer capitalized; they are to be expensed in the period incurred.

2.4 Depreciation

Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets. Depreciation will be calculated when the project is operational and placed in use, or the construction has been certified as substantially complete beginning with fiscal year 2021. Depreciation will be posted monthly.

2.5 Capital Asset Impairment

The Agency shall recognize and record impairments of tangible and intangible assets in compliance with applicable accounting standards. GASB Statement No. 42 defines asset impairment as “a significant, unexpected decline in the service utility of a capital asset.” The significant and unexpected decline is based on events or changes in circumstances that were not anticipated when the capital asset was placed in service. Service utility, as defined by GASB Statement No. 42, refers to the usable capacity that at acquisition was expected to be used to



POLICIES, RULES, AND REGULATIONS	
Title: CAPITALIZATION POLICY FOR FIXED ASSETS	
Approval Date: July 2022 <u>April 2024</u>	Effective Date: July 2022 <u>April 2024</u>
Approved By: Board of Directors	DMS # 29470

provide service, as distinguished from the level of utilization, which is the portion of the usable capacity currently being used.

Departments should contact Accounting if it suspects that a capital asset is impaired. The determination of whether a capital asset is impaired is a two-step process of identifying potential impairments and testing for the impairment. Impairment losses recognized in accordance with this policy should not be reversed in a future year, even if events or circumstances that caused the impairment have changed.

2.5.1 Identifying potential impairments

When events or changes in circumstances suggest that the service utility of the capital asset may have significantly and unexpectedly declined, impairment is indicated. Common indicators of impairment, as stated by GASB Statement No. 42:

- a. Evidence of physical damage, such as for a building damaged by fire or flood, when the level of damage is such that restoration efforts are needed to restore service utility.
- b. Enactment or approval of laws or regulations or other changes in environmental factors, such as new water quality standards that a water treatment plant does not meet (and cannot be modified to meet).
- c. Technological development or evidence of obsolescence, such as that related to a major piece of diagnostic or research equipment (for example, a magnetic resonance imaging machine or a scanning electron microscope) that is rarely used because newer equipment provides better service.
- d. A change in the manner or expected duration of use of a capital asset, such as closure of a school prior to the end of its useful life. If a government intends to sell an asset, but it is still being used until it is sold, it is not an indicator of potential impairment. However, if the asset will not continue to be used, it may qualify as a potential impairment indicator.
- e. Construction stoppage, such as stoppage of construction of a building due to lack of funding.

The list above is not all-inclusive. Professional judgment must be used to identify other events and changes that could indicate impairment.

2.5.2 Testing for the Impairment

If a potential impairment is indicated by one of the five factors above, or by some other means, then the asset should be tested for impairment. GASB



POLICIES, RULES, AND REGULATIONS	
Title: CAPITALIZATION POLICY FOR FIXED ASSETS	
Approval Date: July 2022 <u>April 2024</u>	Effective Date: July 2022 <u>April 2024</u>
Approved By: Board of Directors	DMS # 29470

Statement No. 42 provides for the testing of capital asset impairment by determining whether both of the following factors are present:

- a. The magnitude of the decline in service utility is significant. A significant decline is indicated if the continued operating expenses related to the use of the impaired asset or the cost to restore the asset is significant in relationship to the service utility of the asset.
- b. The decline in service utility is unexpected. Restoration costs or other impairment circumstances are not part of the normal life cycle of a capital asset, and if they were contemplated because of an event or change, that development would suggest an unexpected decline in service utility. Normal maintenance costs or preservation costs do not suggest capital asset impairment.

Attachment 1 contains a flowchart used to determine whether a capital asset is impaired.

3.0 CAPITALIZATION POLICY FOR LEASES AND SUBSCRIPTION-BASED ARRANGEMENTS

This policy will increase the usefulness of the Agency’s financial statements by requiring reporting of certain lease liabilities and subscription-based arrangements that currently are not reported. A lease or subscription-based arrangement that meets the criteria below will have a \$100,000 capitalization threshold.

3.1 Leases (GASB 87)

A lease is defined as a contract that conveys control of the right-to-use another entity’s nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment.

The lease term is defined as the period during which a lessee has a noncancelable right-to-use an underlying asset, plus the following periods, if applicable

A lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

3.2 Subscription-Based Information Technology Arrangements (GASB 96)



POLICIES, RULES, AND REGULATIONS	
Title: CAPITALIZATION POLICY FOR FIXED ASSETS	
Approval Date: July 2022 <u>April 2024</u>	Effective Date: July 2022 <u>April 2024</u>
Approved By: Board of Directors	DMS # 29470

A Subscription-Based Information Technology Agreement (SBITA) is defined as a contract that conveys control of the right-to-use another party’s (a SBITA vendor’s) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which a government has a noncancellable right-to-use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government, or SBITA vendor, will exercise that option) or to terminate (if it is reasonably certain that the government, or SBITA vendor, will not exercise that option).

3.3 Amortization

Amortization is recorded on a straight-line basis, over the estimated useful lives, of the assets. Amortization will begin once the Lease or SBITA is capitalized and will be posted monthly.



POLICIES, RULES, AND REGULATIONS	
Title: CAPITALIZATION POLICY FOR FIXED ASSETS	
Approval Date: July 2022 <u>April 2024</u>	Effective Date: July 2022 <u>April 2024</u>
Approved By: Board of Directors	DMS # 29470

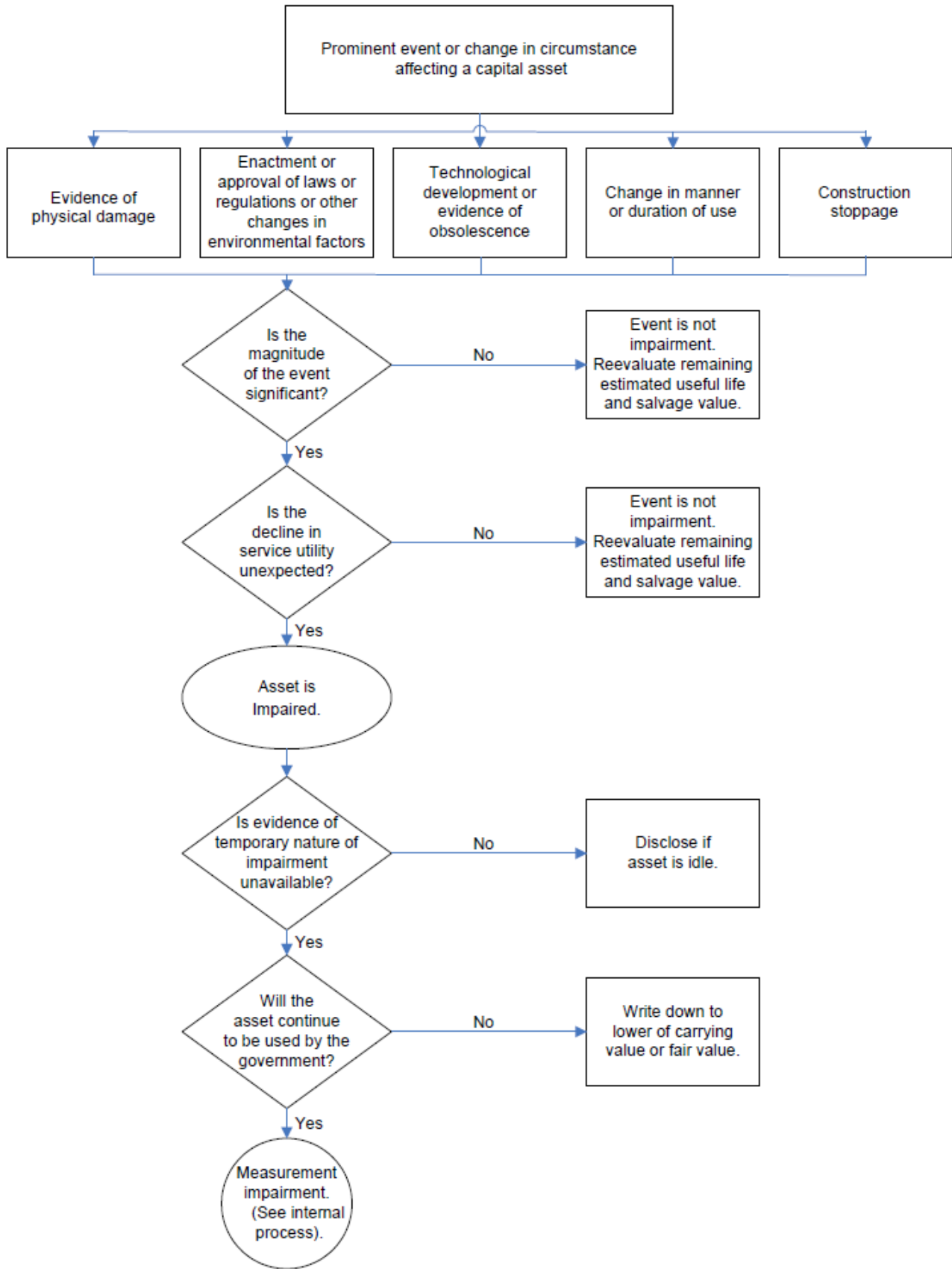
Depreciation lives (years) will be as follows:

Amortization	Varies
Castaic Turnout - Regional	50
Communications Equipment	7
Computer Equipment - Hardware & Software	5
Fencing	15
Fire Mains	50
Franchise & Consents	20
Hydrants	30
Lab Equipment	5
Lighting and Roads	25
Maintenance Facility	30
Meter Installations	20
Meters	20
Office Furniture & Equipment	10
Organizational Costs	33
Other General Plant	8
Other Intangible Plant	20
Other Pumping Equipment (Disinfection)	30
Other Transmission & Distribution Plant	35
Power Operating Equipment	10
Pumping Equipment	20
Reservoirs & Tanks	50
Services	30
Sewer Lift Stations	51
Sewer Plant	50
Stores Equipment	10
Structures & Improvement (General)	40
Structures & Improvements (Pumping Plant)	30
Structures & Improvements (Reservoirs & Tanks)	30
Structures & Improvements (Wells)	30
Tools, Shop & Garage	10
Transmission & Distribution Mains	50
Treatment Plant - Regional	50
Treatment Structures	35
Vehicles	10
Water Treatment Equipment	30
Wells	30

(Originally Adopted May 2018; revised December 2020, July 2022, April 2024)

ATTACHMENT 1

ASSET IMPAIRMENT DECISION PROCESS



[This page intentionally left blank.]



Monthly Financial Report

JANUARY 2024

[This page intentionally left blank.]

Statement of Revenues and Expenses

[This page intentionally left blank.]

SCV Water
Statement of Revenues and Expenses
For the 7th Period Ending 1.31.24 - Unaudited

	(A)			(B)			(C)			(D)			(E)			(F)			(G)			(H)		
	Actual			Budget			Variance			Percent			Actual			Budget			Variance			Percent		
(1)	\$	6,324,527	\$	5,804,494	\$	520,032	9%	Water Sales	\$	54,944,806	\$	64,816,853	\$	(9,872,047)	(15%)	Operating Revenues	\$	1,367,506	\$	1,804,860	\$	(437,354)	(24%)	
(2)		25,845		25,936		(91)	(0%)	Water Sales - WWR		176,397		177,018		(621)	(0%)									
(3)		14,299		40,600		(26,301)	(65%)	(a) Water Sales - Recycled		256,967		284,199		(27,232)	(10%)									
(4)		49,629		30,000		19,629	65%	(b) Misc Fees and Charges		522,611		335,000		187,611	56%									
(5)	\$	6,414,300	\$	5,901,030	\$	513,269	9%	Total Operating Revenues	\$	55,900,781	\$	65,613,071	\$	(9,712,289)	(15%)									
(6)	\$	280,526	\$	257,837	\$	22,689	9%	Operating Expenses	\$	1,367,506	\$	1,804,860	\$	(437,354)	(24%)									
(7)		1,609,195		1,891,251		(282,056)	(15%)	Management		12,324,992		14,007,638		(1,682,646)	(12%)									
(8)		218,992		255,685		(36,692)	(14%)	(c) Finance, Admin & IT		1,687,953		1,789,792		(101,838)	(6%)									
(9)		937,236		928,131		9,105	1%	(d) Customer Care		6,386,972		6,506,920		(119,948)	(2%)									
(10)		1,180,236		1,248,931		(68,695)	(6%)	Trans & Distribution		8,282,639		10,566,514		(2,283,875)	(22%)									
(11)		605,711		938,385		(332,674)	(36%)	(e) Pumping Wells & Storage		4,025,150		6,568,692		(2,543,543)	(39%)									
(12)		(70,565)		209,068		(279,633)	(134%)	(f) Water Resources		4,323,827		5,763,476		(1,439,649)	(25%)									
(13)		827,243		1,142,347		(315,104)	(28%)	(g) Source of Supply		8,117,226		8,170,179		(52,953)	(1%)									
(14)		301,380		373,667		(72,287)	(19%)	(h) Water Quality, Treatment & Maintenance		2,455,437		2,615,669		(160,231)	(6%)									
(15)	\$	5,889,955	\$	7,245,302	\$	(1,355,347)	(19%)	Total Operating Expenses	\$	48,971,702	\$	57,793,740	\$	(8,822,038)	(15%)									
(16)	\$	524,345	\$	(1,344,272)	\$	1,868,616	(139%)	Net Operating Revenues (Expenses)	\$	6,929,079	\$	7,819,331	\$	(890,252)	(11%)									
(17)	\$	5,914,077	\$	9,812,375	\$	(3,898,299)	(40%)	Non-Operating Revenues and (Expenses)	\$	30,736,123	\$	30,763,111	\$	(26,988)	(0%)									
(18)		(2,850,521)		(6,362,178)		3,511,657	(55%)	(i) Non-Operating Revenues ¹		(14,097,582)		(44,535,248)		30,437,666	(68%)									
(19)		-		-		-	0%	(j) Capital Improvement Projects - Pay Go		(30,768,269)		(30,768,269)		0	0%									
(20)		(103)		(3,333)		3,230	(97%)	Debt Service		(16,032)		(23,333)		7,302	(31%)									
(21)	\$	3,063,452	\$	3,446,863	\$	(383,411)	(11%)	Leases and SBITA Interest Expenses	\$	(14,145,760)	\$	(44,563,739)	\$	30,417,979	(68%)									
(22)	\$	3,587,797	\$	2,102,592	\$	1,485,205	71%	Net Non-Operating Revenues and (Expenses)	\$	(7,216,681)	\$	(36,744,409)	\$	29,527,728	(80%)									

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

- (a) Recycled Water sales down due to rain in the month of January
- (b) Misc. Fees and Charges vary from month to month. YTD revenues over budget 56% (\$187,611)
- (c) Outside Services are lower than budgeted due to timing of invoices.
- (d) Outside Services are lower than budgeted due to timing of invoices.
- (e) Outside Services are lower than budgeted due to timing of invoices. BMP Implementation is 36% lower than anticipated due to lower customer participation.
- (f) Prior month invoice reclassified for Semitropic expenses (reclassified from Source of Supply to Water Resources).
- (g) Timing of Chemical expenses (repurchased in previous month).
- (h) Outside Services are lower than budgeted due to timing of invoices.
- (i) Non-Operating Revenues are higher than budgeted due to higher Facility Capacity Fees receipts and Property Tax. YTD over budget 19% (\$3.9 million).
- (j) 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.

[This page intentionally left blank.]

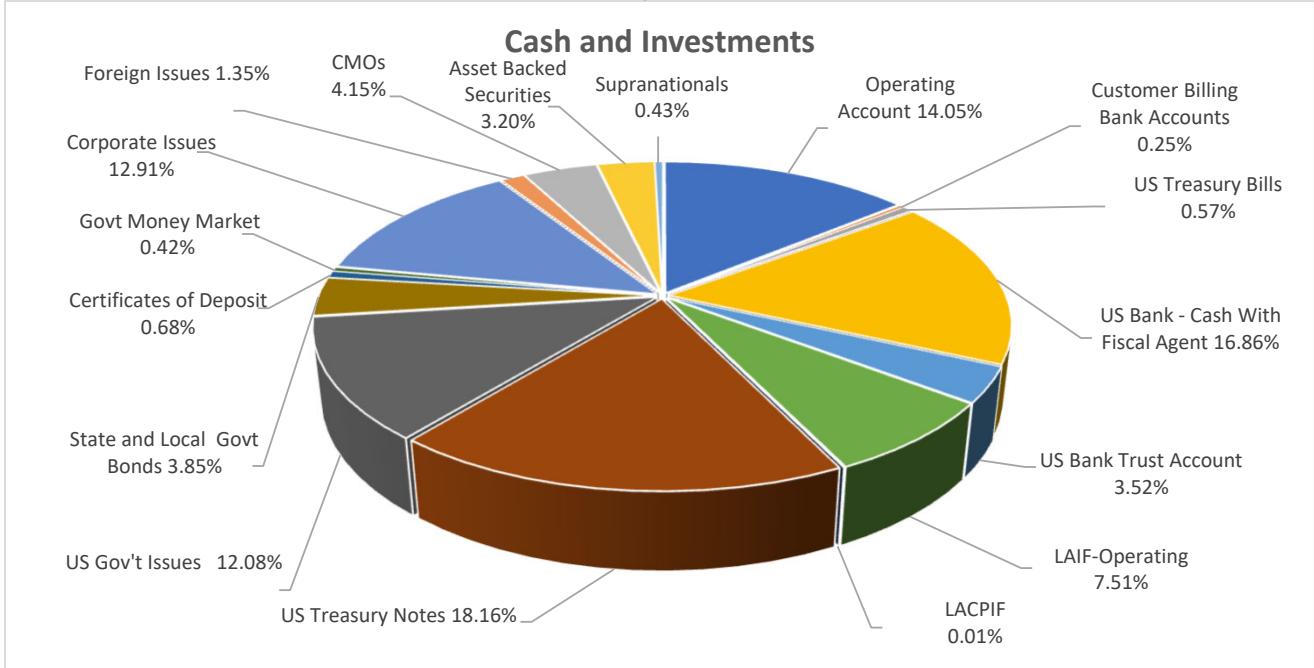
Investment Report

[This page intentionally left blank.]

Santa Clarita Valley Water Agency

Cash and Investment Summary

January 31, 2024



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	46,920,100	14.05%
Customer Billing Bank Accounts	101-10105		848,233	0.25%
US Treasury Bills (Cash Equivalent)	101-10104		1,909,375	0.57%
US Bank - Cash with Fiscal Agent	101-102XX		56,296,911	16.86%
US Bank Trust Account (1% Prop Tax)	101-10202		11,755,288	3.52%
LAIF - Operating	101-11061		25,082,716	7.51%
LAC Pooled Investment Fund	101-11062		27,137	0.01%
US Treasury Notes	101-11063		60,650,813	18.16%
US Gov't Issues (excl T-Bills & T-Notes)	101-11064		40,343,469	12.08%
State and Local Government Bonds	101-11065		12,847,151	3.85%
Certificates of Deposit	101-11066		2,273,230	0.68%
Government Money Mkt Fund	101-11067		1,387,022	0.42%
Corporate Issues	101-11068		43,112,443	12.91%
Foreign Issues	101-11069		4,511,205	1.35%
CMOs	101-11070		13,854,753	4.15%
Asset Backed Securities	101-11071		10,674,142	3.20%
Supranationals	101-11072		1,438,891	0.43%
		\$	333,932,878	100.00%

Estimated Refundable Developer Deposits:

\$ 7,258,055 in totals above

Portfolio-wide Investments:

Weighted Average Yield 4.230%

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
1/31/2024

<u>AGENCY FUNDS</u>	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
Cash & Sweep Accounts					
WF Operating Account-Incl FCF's, SWP & CIP		101/202/204/223-10101	\$ 46,920,100		
Less: WF Restricted Cash (FCFs, SWP & CIP)	1	202/224/223-10101	(18,822,011)		
US Treasury Bills - CAM		101-10104	1,909,375		
Customer Billing - Northstar Account		101-10105	254,662		
Customer Billing - enQuesta Account		101-10107	593,571		
US Bank - Cash with Fiscal Agent		101/204/223-102XX	56,296,911		
Less: Restricted Cash US Bank 2023A Bonds	1	223-10223	(55,792,331)		
US Bank Trust Account (1% Prop Tax)		101/204-10202	11,755,288		
Less: Restricted Cash US Bank 1% Prop Tax	2	101/204-10202	(11,755,288)		
			-		
Subtotal - Cash & Sweep Accounts Unrestricted			\$	31,360,277	9.39%
Investments - Unrestricted					
Local Agency Investment Fund		101/202/204-11061	\$ 25,082,716		
LAC Pooled Investment Fund		101-11062	27,137		
US Treasury Notes - US Bank		101-11063	60,650,813		
US Govt Issues (excl T-Notes & T-Bills)		101/204-11064	40,343,469		
Taxable Municipal Issues (State & Local)		101-11065	12,847,151		
Certificates of Deposit		101-11066	2,273,230		
Government Money Mkt Fund		101/204-11067	1,387,022		
Corporate Issues		101-11068	43,112,443		
Foreign Issues		101-11069	4,511,205		
CMOs-Collateralized Mortgage Obligations		101-11070	13,854,753		
Asset Backed Securities		101-11071	10,674,142		
Supranationals		101-11072	1,438,891		
Less: Restricted Investments - FCF	3	202-11061	(9,683,959)		
Less: Restricted Investments - SWP	4	204-11061-11067	(88,625,239)		
Subtotal - Investments Unrestricted			\$	117,893,774	35.30%
Cash and Investments - Restricted					
Facility Capacity Fee Fund - Cash	5	202-10101	\$ -		
Facility Capacity Fee Fund - Investments	3	202-11061	9,683,959		
US Bank Trust Account (1% Prop Tax)	2	101/204-10202	11,755,288		
State Water Project - Cash (WF & US Bank)	6	204-10101	12,392,444		
State Water Project - Investments	4	204-11061/11063/11064	88,625,239		
Subtotal - Cash & Investments Restricted			\$	122,456,929	36.67%
TOTAL AGENCY CASH & INVESTMENTS			\$	271,710,981	

CAPITAL IMPROVEMENT PROJECT FUNDS

Cash & Sweep Accounts - Wells Fargo Pooled Cash	7	223-10101	\$	6,429,566
US Bank Trust Account - 2023 Bond Proceeds		223-102XX		55,792,331
				<u>-</u>

TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS

\$ 62,221,897 18.63%

TOTAL CASH AND INVESTMENTS **\$ 333,932,878** 100.00%

Notes

- 1 Restricted Cash - FCF's, SWP & CIP
- 2 Restricted Cash - US Bank 1% Property Taxes
- 3 Restricted Investments - FCF's Legacy SCWD
- 4 Restricted Investments - State Water Project
- 5 Restricted Cash - FCF's (Txfr'd to cover Debt Svc)
- 6 Restricted Cash - SWP (State Water Project)
- 7 Restricted Cash - CIP 2023A Bond Proceeds

1/31/2024

Per Chandler Asset Management and US Bank Custody Trust Statements

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	\$ 46,920,100	5.205%	Various	Liquid	\$ 2,442,332
Less: CIP 2023A Pooled Cash	(6,429,566)	5.205%	Various	Liquid	(334,678)
Wells Fargo Customer Care Accounts	848,233	5.205%	Various	Liquid	44,153
US Bank DS Accounts	56,296,911	4.790%	Various	Liquid	2,696,622
Less: CIP 2023A US Bank Bond Proceeds	(55,792,331)	4.820%	Various	Liquid	(2,689,190)
US Bank 1% Property Tax Trust Account	11,755,288	3.820%	Various	08/15/24	449,052
US T-Bills (Cash Equiv) - CAM	1,909,375	4.750%	Various	Liquid	90,695
First American Govt MM (Cash Equiv)-CAM	1,387,022	4.950%	Various	Liquid	68,658
Total Cash & Cash-Equivalents	\$ 56,895,032	4.864%	Weighted Avg Yield		\$ 2,767,643

Investments External to US Bank / Chandler Asset Management

Local Agency Investment Fund (LAIF)	\$ 25,082,716	4.012%	Various	Liquid	1,006,319
LA County Pooled Investment Fund	27,137	4.150%	Various	Liquid	1,126

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

Asset-Backed Securities - CAM	10,674,142	4.557%	Various	Various	\$ 486,431
Federal Agencies - CAM	40,343,471	4.780%	Various	Various	1,928,242
CMO's - Collateralized Mortgages - CAM	13,854,676	4.672%	Various	Various	647,278
Corporate Issues	43,112,443	4.811%	Various	Various	2,074,331
Municipal Bonds (State/Local Gov'ts) CAM	12,847,151	4.819%	Various	Various	619,115
Negotiable Certificates of Deposit - CAM	2,273,230	5.114%	Various	Various	116,245
US Treasury Notes - US Bank	60,650,813	4.246%	Various	Various	2,574,988
Foreign Issues & SupraNationals - CAM	5,950,096	4.683%	Various	Various	278,629
Total Investments	\$ 214,815,875	4.062%	Weighted Avg Yield		\$ 8,725,259

Cash & Investments Non-CIP	\$ 271,710,906	4.230%	Portfolio Weighted Avg Yield		\$ 11,492,903
---------------------------------------	-----------------------	---------------	------------------------------	--	----------------------

3-Month Cashflow

[This page intentionally left blank.]

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for March FY24 to May FY24

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 16,863,000	\$ 128,659,000	\$ 60,643,000	\$ 107,116,000	\$ 9,684,000
March					
Cash Provided from:					
Water Sales	4,863,015	-	-	-	-
Water Sales Misc ¹	1,525,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	123,809	-	-	161,719	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	-	-	-	-	-
Reimbursements ²	771,242	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,157,761)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,039,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,942,333)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance Mar	\$ 11,189,018	\$ 128,659,000	\$ 56,891,688	\$ 104,611,381	\$ 9,815,483
April					
Cash Provided from:					
Water Sales	5,830,430	-	-	-	-
Water Sales Misc ¹	30,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	8,604,730	-	-	10,833,750	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	1,079,732	-	-	-	-
Reimbursements ²	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,261,961)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,155,000)	-
Misc. Water Purchases	(11,667)	-	-	(1,317,333)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance. Apr	\$ 14,557,492	\$ 128,659,000	\$ 53,140,375	\$ 113,288,294	\$ 9,946,967

SANTA CLARITA VALLEY WATER AGENCY
3 - Month Cash Flow Projection

Cash Flow for March FY24 to May FY24

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
Beginning Balance (estimated):	\$ 16,863,000	\$ 128,659,000	\$ 60,643,000	\$ 107,116,000	\$ 9,684,000
May					
Cash Provided from:					
Water Sales	7,765,262	-	-	-	-
Water Sales Misc ¹	40,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	3,002,370	-	-	3,921,139	-
Capacity Fees	-	-	-	-	131,483
Interest Earned	491,166	-	142,188	327,708	-
Communication/Rental	44,189	-	-	-	-
Grants	2,519,375	-	-	-	-
Reimbursements ²	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(7,522,861)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,501,500)	-
Misc. Water Purchases	(11,667)	-	-	(1,317,333)	-
Debt Service	(3,333)	-	-	-	-
CIP	(6,362,178)	-	(3,893,500)	-	-
Txfr to/from	-	-	-	-	-
Projected Ending Balance May	\$ 15,447,182	\$ 128,659,000	\$ 49,389,063	\$ 114,706,096	\$ 10,078,450

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

[This page intentionally left blank.]

SCV Water
Ten Largest Disbursements
 January 1, 2024 to January 31, 2024

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
1	01-10-2024	58330	Pacific Hydrotech Corporation	ESFP Washwater Return and Sludge Collection Project, Progress Payment through 11/20/23	821,690.39
			Pacific Hydrotech Corporation		821,690.39
2	01-10-2024	58336	J. Vega Engineering, Inc.	Dickason Drive Water Line Improvements Project, Progress Payment through 10/31/23	550,541.15
			J. Vega Engineering, Inc.		550,541.15
3	01-31-2024	58498	Pacific Hydrotech Corporation	Santa Clara & Honby Wells PFAS Groundwater Treatment Improvement - Construction, Progress Payment through 12/31/23	390,091.07
			Pacific Hydrotech Corporation		390,091.07
4	01-31-2024	17950	Zim Industries, Inc.	Replacement (Saugus 3 & 4) Wells Construction Project, Progress Payment through 11/30/23	380,717.25
			Zim Industries, Inc.		380,717.25
5	01-10-2024	58329	Pacific Hydrotech Corporation	Santa Clara & Honby Wells PFAS Groundwater Treatment Improvement - Construction, Progress Payment through 10/31/23	357,567.84
			Pacific Hydrotech Corporation		357,567.84
6	01-17-2024	58368	SWRCB-State Water Resources Control Board	System #1910048 - Annual Fees 07/01/23 - 06/30/24	102,174.57
				System #1910240 - Annual Fees 07/01/23 - 06/30/24	102,883.61
				System #1910017 - Annual Fees 07/01/23 - 06/30/24	107,716.44
			SWRCB-State Water Resources Control Board		312,774.62
7	01-31-2024	58516	J. Vega Engineering, Inc.	Dickason Drive Water Line Improvements Project, Progress Payment through 11/30/23	309,887.15
			J. Vega Engineering, Inc.		309,887.15
8	01-10-2024	58331	Pacific Hydrotech Corporation	Santa Clara & Honby Wells PFAS Groundwater Treatment Improvement - Construction, Progress Payment through 11/30/23	252,176.94
			Pacific Hydrotech Corporation		252,176.94
9	01-31-2024	17943	HPS West, Inc	Cal Arts Tower Base Station Allegro Base Station	65,544.16
				Greenwood Tank, Hasley Tank, Hill Crest, Ridge Top Tank Allegro Standard Repeater	48,889.88
				Earl Schmidt Tower Base Station Allegro Base Station	65,832.64
				Commerce Center Tank Base Station Allegro Base Station	60,776.87
			HPS West, Inc		241,043.55

SCV Water
 Ten Largest Disbursements
 January 1, 2024 to January 31, 2024

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
	01-10-2024	58328	Pacific Hydrotech Corporation	Well 201 VOC Groundwater Treatment Improvement, Progress Payment through 10/31/23	239,257.50
10			Pacific Hydrotech Corporation		239,257.50

Total **3,855,747.46**

Total-All Disbursements Issued During January 2024 **9,887,441.79**

Largest Ten Vendor Payments as Compared to Total **39%**

Director Stipends

[This page intentionally left blank.]

Director Kathye Armitage

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/16/24	One-on-One Meeting with General Manager	\$0.00
01/16/24	Regular Board Meeting	\$239.00
01/17/24	Executive Committee Meeting of the Special Districts of North LA County	\$239.00
01/18/24	Public Outreach and Legislation Committee Meeting	\$239.00
01/22/24	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$1,195.00
	Total Paid Days	5
	Total Meetings	6

Director Beth Braunstein

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
01/18/24	Public Outreach and Legislation Committee Meeting	\$239.00
	Stipend Total	\$717.00
	Total Paid Days	3
	Total Meetings	3

Director Ed Colley

Date	Meeting	Amount
01/16/24	Regular Board Meeting	\$239.00
01/18/24	Public Outreach and Legislation Committee Meeting	\$239.00
01/22/24	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$717.00
	Total Paid Days	3
	Total Meetings	3

Director William Cooper

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/04/24	Engineering and Operations Committee Meeting	\$239.00
01/08/24	Special SCV-GSA Board Meeting	\$239.00
01/10/24	Water Resources and Watershed Committee Meeting	\$239.00
01/11/24	ACWA Region 8 Board Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
01/19/24	Radio Interview KHTS	\$239.00
01/29/24	Agenda Planning Meeting	\$239.00
	Stipend Total	\$1,912.00
	Total Paid Days	8
	Total Meetings	8

Director Maria Gutzeit

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/08/24	Special SCV-GSA Board Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
01/18/24	Public Outreach and Legislation Committee Meeting	\$239.00
01/22/24	Rescheduled Finance and Administration Committee Meeting	\$239.00
01/29/24	Agenda Planning Meeting	\$239.00
	Stipend Total	\$1,434.00
	Total Paid Days	6
	Total Meetings	6

Director Dirk Marks

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/08/24	Special SCV-GSA Board Meeting	\$239.00
01/10/24	Water Resources and Watershed Committee Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
	Stipend Total	\$956.00
	Total Paid Days	4
	Total Meetings	4

Director Gary Martin

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/04/24	Engineering and Operations Committee Meeting	\$239.00
01/08/24	Special SCV-GSA Board Meeting	\$239.00
01/09/24	DCA Meeting with Executive Director Graham Bradner	\$239.00
01/10/24	Water Resources and Watershed Committee Meeting	\$239.00
01/12/24	DCA Board of Directors Briefing Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
01/24/24	DCA Board of Directors Special Meeting	\$239.00
01/29/24	Agenda Planning Meeting	\$239.00
	Stipend Total	\$2,151.00
	Total Paid Days	9
	Total Meetings	9

Director Ken Petersen

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/04/24	Engineering and Operations Committee Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
01/22/24	Rescheduled Finance and Administration Committee Meeting	\$239.00
	Stipend Total	\$956.00
	Total Paid Days	4
	Total Meetings	4

TOTAL PAID DAYS	48
TOTAL MEETINGS	49
TOTAL STIPENDS	\$11,472.00

Director Piotr Orzechowski

Date	Meeting	Amount
01/02/24	Regular Board Meeting	\$239.00
01/04/24	Engineering and Operations Committee Meeting	\$239.00
01/10/24	Water Resources and Watershed Committee Meeting	\$239.00
01/16/24	Regular Board Meeting	\$239.00
01/18/24	SCV Chamber of Commerce 2024 Employment Law Update	\$239.00
01/29/24	Agenda Planning Meeting	\$239.00
	Stipend Total	\$1,434.00
	Total Paid Days	6
	Total Meetings	6

Director Reimbursements

[This page intentionally left blank.]

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: 1/31/2024

DIRECTORS

P- Card (VISA) Transactions Updated as of: 1/31/24 *January PCard transactions affect February cash.

Date	Recipient of Reimbursement	Reason for Reimbursement	Amount
------	----------------------------	--------------------------	--------

Nothing to report for January

[This page intentionally left blank.]

**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 13 Board - tent	May 20 Comm (Q3)	June 4 Board	June 17 Comm	June 18 - JPA			
53	Recommend Approval of an Internal Control Policy																																
54	Review Annual List of Professional Services Contracts (consent)																																
55	Recommend Receiving and Filing of February 2024 Monthly Financial Report (consent)																																
56	Recommend Approval of a Resolution Revising the Budget for FY 2024/25																																
57	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2023/24 (consent)																																
58	Approve a Resolution Adopting the Appropriation Limit for FY 2024/25 (consent)																																
59	Recommend Receiving and Filing of March 2024 and FY 2023/24 Third Quarter Financial Report																																
60	Technology Update																																
61	Fleet and Warehouse Update																																
62	Recommend Receiving and Filing of April 2024 Monthly Financial Report (consent)																																
63	Recommend Approval of Revised USCVJPA Budget for FY 2024/25																																