



# Santa Clarita Valley Water Agency Finance and Administration Committee Meeting

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**Monday, April 15, 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: 161 820 1423

#### **VIRTUALLY**

Please join the meeting from your  
computer, tablet or smartphone:  
[https://scvwa.zoomgov.com/j/1618  
201423](https://scvwa.zoomgov.com/j/1618201423)

#### **Have a Public Comment?**

Members of the public unable to attend this meeting may submit comments either in writing to [edill@scvwa.org](mailto: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.)

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


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

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**Date:** April 8, 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, April 15, 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: 161 820 1423 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1618201423>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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## MEETING AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENTS** – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.) To participate in public comment from your computer, tablet, or smartphone, click the “raise hand” feature in Zoom. You will be notified when it is your turn to speak, please unmute when requested. To participate in public comment via phone, dial \*9 to raise your hand. When it is your turn to speak, dial \*6 to unmute.

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February 2024 Check Register Link: <a href="https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-February-2024.pdf">https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-February-2024.pdf</a>	
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8. Requests for Future Agenda Items	
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10. Adjournment	
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◆ 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 April 9, 2024.

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## COMMITTEE MEMORANDUM

**DATE:** April 8, 2024  
**TO:** Finance and Administration Committee  
**FROM:** Rochelle Patterson *[Signature]*  
Chief Financial and Administrative Officer  
**SUBJECT:** Recommend Approval of an Internal Control Policy

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### SUMMARY

The Agency is responsible to its ratepayers to be good stewards of public monies and property. In efforts to serve the public, the Agency has established this Internal Control Policy using established rules, standards, and widely recognized best practices.

### DISCUSSION

Internal control policies help identify and manage risks within an organization. By establishing procedures and controls, the Agency can reduce the likelihood of errors, fraud, and other risks that could harm its reputation, financial stability, or compliance with laws and regulations. Management at all levels of an organization is responsible for ensuring that internal controls are set up, followed, and reviewed regularly. The purposes of internal controls are to:

- Protect assets;
- Ensure that records are accurate;
- Promote operational efficiency;
- Achieve organizational mission and goals; and
- Ensure compliance with policies, rules, regulations, and laws.

In addition, the Agency has and is actively seeking federal grants. If the grant or subgrant is subject to the uniform administrative requirements of 2 Code of Federal Regulations (CFR) Part 200, then 2 CFR 200.303 requires that your organization follow one of the two approved internal control frameworks. The Government Accountability Office (GAO) Standards for Internal Control in the Federal Government (commonly called "the Green Book") is one of the frameworks, and the Committee of Sponsoring Organizations (COSO) has issued the other.

Both GAO and COSO provide a framework for designing, implementing, and operating an effective internal control system. The frameworks have five (5) components of internal control and 17 sub-principles.

Having an internal control policy is essential for safeguarding assets, preventing fraud and errors, promoting compliance, enhancing efficiency and effectiveness, improving decision-making, reducing risk, and enhancing accountability. It is a fundamental component of good governance and risk management practices.

## **STRATEGIC PLAN NEXUS**

This addition of this policy helps support 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,” specifically Strategy E.4: “Improve financial risk management,” as well as Objective F.3.15: “Maintain and update Financial and Administrative Policies.”

## **FINANCIAL CONSIDERATIONS**

None.

## **RECOMMENDATION**

That the Finance and Administration Committee recommends the Board of Directors approve the attached Internal Control Policy.

RP

Attachment

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POLICIES, RULES, AND REGULATIONS	
Title: <b>INTERNAL CONTROL POLICY</b>	
Approval Date: April 2024	Effective Date: April 2024
Approved By: Board of Directors	DMS #

## INTERNAL CONTROL POLICY

### 1.0 INTRODUCTION

The Santa Clarita Valley Water Agency, referred to in this document as “the Agency,” has the responsibility to its taxpayers, ratepayers, and constituents to be good stewards of public monies and property. As part of a continued effort to serve the public, the Agency has established this Internal Controls Policy using the following, widely recognized best practices and state directives: The State of California, Office of the Controller has developed Internal Control Guidelines, California Local Agencies, in accordance with the American Institute of Certified Public Accountants’ (AICPA’s) Auditing Standard AU-C §315.04 which defines internal control in accordance with the Internal Control Integrated Framework, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

### 2.0 STATEMENT OF PURPOSE

The purpose of this policy is to ensure that a good internal control framework has been established by the Agency. The Internal Control Framework consists of three (3) objectives, five (5) components, and seventeen (17) principles relating to the components. There is a direct relationship between the organization’s objectives, the five (5) components of internal control and the organizational structure of the organization. The five (5) components apply to all three (3) categories of objectives and all levels of the organizational structure. The seventeen (17) principles support the components of internal control.

#### 2.1 Three (3) Objectives of Internal Control

1. Reporting – reliability of financial reporting.
2. Operations – effectiveness and efficiency of operations.
3. Compliance – compliance with applicable laws, regulations, contracts, and grant agreements.

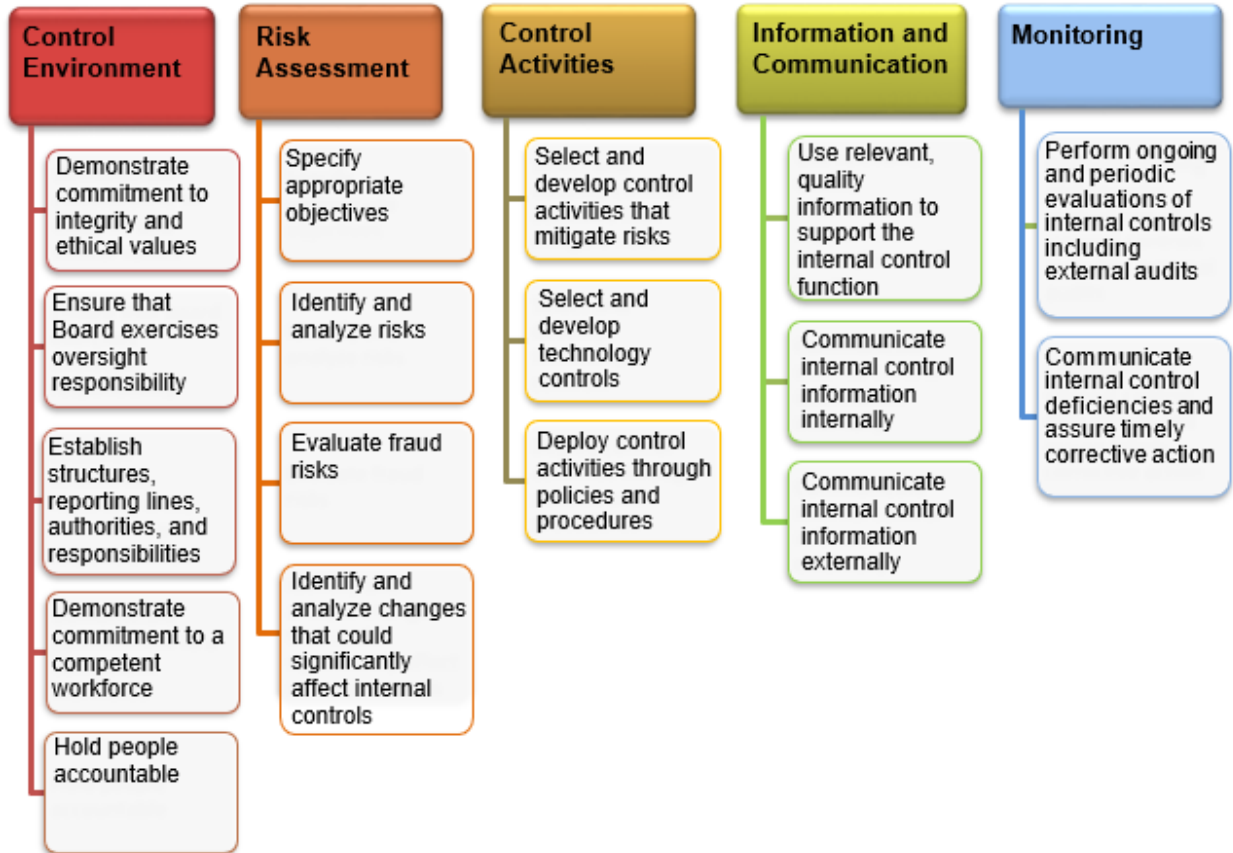
#### 2.2 Five (5) Components of Internal Control

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring Activities



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### 2.3 Summary of Internal Control Standards – 17 Principles



An adequate control framework serves to provide information that helps detect errors and fraud, facilitates analysis of operational efficiencies, provides reasonable assurance that financial reports are accurate, and helps to ensure that public resources are being utilized in compliance with laws, regulations, and budgetary limitations. It also limits the opportunity for theft or unauthorized use of assets, including cash, inventory, and capital assets. The remainder of this document is designed to give an overview of the seventeen (17) principles related to the five (5) components of internal control listed as they relate to the objectives and organizational structure of the Agency.

### 3.0 Control Environment

The control environment is the set of standards, processes, and structures that provide the basis for carrying out internal control across the Agency. The governing Board and management establish the “tone at the top” regarding the importance of internal control, including expected standards of conduct, which then pass down throughout the



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organization. The control environment is comprised of the following five (5) of the 17 principles:

1. **Integrity and Ethical Values** – The Agency has developed a code of conduct through its policies, procedures, and practices, including but not limited to, regular staff meetings, ethics and harassment training, conflict of interest documents, and the Employee Manual. The operating style is communicated to all employees through various methods, including by example.
  
2. **Governing Board’s Oversight Responsibilities** – The Board identifies and accepts its oversight responsibility. The Board completes a conflict-of-interest form annually; conducts a review of its Conflict-of-Interest Code; reviews and approves an Internal Control Policy which is updated periodically; and attends training in professional conduct, including but not limited to, ethics and harassment, biennially. The Board appoints the Agency’s legal counsel, external auditor, and Treasurer. The Board reviews the annual audit for internal control issues. The Board hires and reviews the General Manager, ensuring the proper level of knowledge, skill, and experience necessary to manage the operations of the Agency are in place.
  
3. **Assignment of Authority and Responsibility** – Under the authority of the Board, the General Manager considers the structure, size, and nature of the Agency’s operations. The General Manager reports directly to the Board and establishes reporting lines for subordinate managers, supervisors, and employees to report to the General Manager. This process ensures the proper execution of authorities, responsibilities, and the flow of information to manage the operations and activities of the Agency. Appropriate processes and technologies are used to assign responsibility and segregate duties. Specific supervisors are assigned responsibility to review and approve processes where segregation of duties is not practicable. Directives, guidance, controls, and operational style ensure management and personnel understand and carry out their internal control responsibilities and follow management’s plan of action to achieve objectives.
  
4. **Commitment to a Competent Workforce** – Under the authority of the Board, the General Manager establishes policies and practices that reflect an expectation of competence, including periodic evaluation of performance. Mentoring and training are used to attract, develop, and retain sufficient and competent personnel. Contingency and succession planning are utilized to ensure candidates are available to assume roles without lapses in internal control.



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5. Accountability for Performance – Appropriate performance measures and incentives are in place to communicate and hold individuals accountable for the performance of internal control responsibilities. All employees receive a copy of the Employee Manual and sign off on receipt and understanding. Detailed job classifications are available for each position. A new-hire, twelve month probationary period is practiced. Periodic reviews are conducted, including communication of corrective actions required, when necessary.
  
- 4.0 The Risk Assessment Component – Financial reporting risk assessment is necessary to give reasonable assurance as to the fair presentation of the financial statements as a whole. Through its internal control processes and annual external audit, management can identify risks (including fraud), and estimate the potential significance, assess the likelihood of occurrence, and determine appropriate responsive actions to manage the results. Financial reporting risks include internal and external events, transactions and/or circumstances that could adversely affect management’s ability to provide assurance that the processing and reporting of financial data is consistent with management’s assertions. The risk assessment component is comprised of the following four (4) of the 17 principles:
  6. Specification of Objectives – Internal control objectives are identified and clearly communicated to employees to provide direction in the performance of their duties regarding the reduction of errors, policy violations, fraud, or noncompliance.
  
  7. Identify and Analyze Risks – When errors or violations of policy occur or are identified, the increase in risk is assessed and responded to by communicating with the appropriate personnel and/or modifying or enhancing the relevant controls.
  
  8. Evaluate Fraud Risks – The manager completes training for the purpose of identifying risks of noncompliance, fraud, and errors relevant to internal control processes, and disseminates this information to other personnel. The Agency operates under a Board approved Conflict of Interest Code, which is available to the public on the Agency website. All members of staff agree to receipt and understand the Employee Manual, which includes a section on conflict of interest.
  
  9. Consideration of Change – After each Board meeting, the General Manager meets with the executive management to communicate any new or changed risks, conditions, actions, or events that may impact the ability to manage risks relevant to operations. Finance personnel receive training to become aware of new accounting pronouncements and emerging issues to identify and manage



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financial reporting risks. The Budget is used to anticipate, identify, analyze, and respond to changes in conditions that could increase the risk of misstatement. Management continually monitors information, conditions, transactions, and events that may increase the risk of accounting error or fraud to evaluate the effects of such matters and effectively communicate these matters to the Board, staff, and the independent auditor.

5.0 The Control Activities Component – Control activities are the actions management establishes through internal control policies and procedures to achieve management objectives and respond to identified risks. The control activities component is comprised of the following three (3) of the 17 principles:

10. Develop Control Activities to Mitigate Risks

- Risk Assessment and Management:
  - Conduct regular risk assessments to identify potential threats and vulnerabilities to the organization's objectives.
  - Implement controls and safeguards to minimize the likelihood and impact of potential risks on business operations.
- Strategic Planning and Objective Setting:
  - Define clear organizational goals and objectives aligned with the organization's mission and strategic priorities.
- Performance Monitoring and Reporting:
  - Implement systems and processes to monitor key performance indicators (KPIs) and performance metrics relevant to organizational objectives.
  - Establish reporting mechanisms to communicate performance results to management regularly.
  - Analyze variances and deviations from targets to identify potential issues or areas requiring corrective action.
- Budgeting and Financial Controls:
  - Develop comprehensive budgets that allocate resources effectively to support organizational objectives and initiatives.
  - Conduct regular reviews of financial performance against budgetary targets and take corrective action, as necessary.
- Operational Controls and Process Management:
  - Implement internal controls to safeguard assets, prevent fraud, and ensure compliance with regulatory requirements.
  - Monitor and evaluate operational performance to identify opportunities for process improvement and optimization.
- Human Resource Management:
  - Recruit, train, and retain qualified personnel with the necessary skills and expertise to support organizational objectives.



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- Implement policies and procedures to promote ethical behavior, accountability, and transparency among employees.
- Provide ongoing training and development opportunities to enhance employee competencies and performance.
- **Crisis Management and Business Continuity Planning:**
  - Develop contingency plans and protocols to respond effectively to crises, emergencies, or unexpected disruptions to business operations.
  - Establish communication channels and protocols to coordinate response efforts and ensure timely decision-making during crises.

11. Develop Technology Controls

- **Information Technology (IT) Controls:**
  - Implement IT controls to protect sensitive data, systems, and infrastructure from cyber threats and security breaches.
  - Regularly update and patch software systems to address vulnerabilities and ensure compliance with security standards.
  - Conduct periodic IT audits and assessments to evaluate the effectiveness of controls and identify areas for improvement.

12. Deploy Controls by Establishing Policies and Procedures – Control activities are categorized as the directives and expectations that put the Agency's policies and procedures into action pertaining to the following:

- **Authorization:**
  - Activities require authorization in accordance with policies and procedures.
- **Financial Performance Reviews:**
  - Financial reports are produced monthly and made available to departments and distributed to the governing body for review. Financial data is analyzed to compare actual results to Budget forecasts, expectations, and historical data.
- **Information Processing:**
  - Application controls and IT controls are in place to ensure the proper operation of the Agency's information systems.
- **Physical Controls:**
  - Policies and procedures are in place to ensure security over all assets. Access to facilities and equipment is controlled through a site security system, assigned keys, combinations, and codes. Access to information systems is controlled through discrete passwords. The transmission and pumping systems are monitored 24-7, through a sophisticated SCADA (Supervisory Control and Data Acquisition) system. Employees are regularly scheduled to be on-call and respond to emergencies.



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- Segregation of Duties
  - The functions of authorization, recording, reconciling, and maintaining custody of assets is segregated to the degree possible, based on available resources. Where adequate segregation of duties is not practicably possible, a compensating control of supervisory review and approval is utilized. The Agency must consider the cost of implementing certain control activities by comparing the cost to the derived benefit and the degree of identified risk associated with the control activity. The major areas and key components of the control activities, designed and established by the Agency to meet its internal control objectives, are as follows:
    - **Cash Receipts** – The control activities considered and utilized by the Agency to address the risks related to control over revenues and cash collections are designed to address the operational, reporting and compliance objectives of (1) revenues and cash collections are complete, timely and accurate, (2) revenues and collections are safeguarded, and (3) revenues and collections are recorded accurately and timely in the accounting system. The practices and procedures implemented and monitored to satisfy these objectives include, but are not limited to, the following:
      - Use of cash registers or financial software systems (avoid the use of other “documents” that might satisfy the payer’s expectation for a receipt without the transaction being run through the cash receipts process).
      - Do not just focus on currency.
      - The most material skimming frauds have involved an employee depositing checks made out to the Agency into a bank account in the name of the Agency that was established by that employee.
      - An effective control involves two individuals in the Customer Care Department reconciling the money and payments received in the daily report. Both “reconcilers” review this report and sign this daily reconciliation.
    - **Cash Disbursements** – The control activities considered and utilized by the Agency to address the risks related to control over cash disbursements are designed to address the operational, reporting and compliance objectives of (1) disbursements are for a valid Agency purpose and are necessary, (2) disbursements are timely, (3) disbursements are accurately coded and recorded, and (4) disbursements are in accordance with the Agency's Purchasing Policy



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and (except for unforeseen circumstances) within the approved annual Budget. The practices and procedures implemented and monitored to satisfy these objectives include, but are not limited to, the following:

- During the bank reconciliation, the independent reconciler should trace all interbank transfers to evidence of approval by an authorized initiator and a second approver (other than the initiator).
  - The reconciler of the bank accounts should not be involved in data entry for cash disbursements, the handling of bank deposits, or the execution of interbank transfers (including investment purchases).
- **Procurement / Contract Management / Accounts Payable**
  - Access to the supplier database should be segregated from access to the accounts payable module. Procurement has access to add new suppliers and Accounts Payable has access to the Accounts Payable module.
  - Invoices should be checked for mathematical accuracy and approved for payment prior to processing. All invoices for noninventory items more than \$1,000 must have a matching purchase order. Invoices for inventory items must have a matching purchase order and proof of receipt, prior to payment.
  - Check / ACH (Automated Clearing House) registers should be reviewed for accuracy by a person independent of the Accounts Payable process and approved prior to finalization. The Agency's Controller reviews each check, or electronic payment of more than \$25,000 before it is released for payment. Checks or electronic payments that exceed \$25,000 must be countersigned by employees with check signing authority.
  - The Agency has a very thorough and detailed Internal Purchasing Procedures Manual that includes:
    - Authorization to Approve Expenditure of Budgeted Funds
    - Purchasing Authority
    - Purchasing Methods
    - Motor Vehicle Purchasing
    - Competitive Bidding – Quotes – Comparative Pricing
    - Procedures for Bid Protests
    - Using Cooperative Contracts and Piggybacking





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- Procurement Policy for Federal Grants
  - The Finance Department runs and reviews monthly internal financial reports, including Budget vs. Actual summaries. These are available to department heads and managers to effectively monitor their budgets and expenses.
  - Quarterly Budget vs. Actuals reports are presented to the Finance & Administration Committee and to the Board.
  - Appropriate employees will complete a purchase requisition, which is routed through the accounting system. Supervisors and managers review and approve the purchase requisition, which becomes the purchase order.
  - Purchase orders and packing slips will be matched and given to the Accounting Department for payment based upon the payment terms.
- **Payroll** – All payroll disbursements, including tax deposits and reporting are processed electronically by the Agency’s payroll provider. Only authorized employees can enter the payroll system. A signed W-4 is required from all employees.
  - Only Human Resources (not payroll) has the system access rights to establish or inactivate an employee from the system.
  - Someone other than the employee assigned to payroll will generate a system report that lists all payroll master file changes and compares such changes to properly approved employee status change forms.
  - The most material payroll fraud involves the creation of fictitious employees (or leaving a separated employee in the system, but then changing the direct deposit bank account to an account that is under the control of the employee assigned to payroll).
  - Simply altering pay rates for selected employees is less likely to produce material amounts of fraud.
- **Employee Reimbursements** – Monthly credit card receipts are uploaded to the accounting system, which are then routed for supervisor and manager approval. Travel, hotel, meal guidelines and limits must comply with Agency policy.

6.0 The Information and Communication Component – Information is necessary to accomplish the internal control and operational objectives. Communication is both internal and external. Internal communication provides the information needed to carry-out the controls, informs personnel of their internal control responsibilities; and provides



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the information required to understand the importance of internal controls in the process of achieving objectives. External communication provides relevant inbound external information and supplies information in response to external requirements and expectations. The information and communication component is comprised of the following three (3) of the 17 principles:

13. Obtaining, Generating and Using Relevant, Quality Information – The Agency maintains financial data in a computerized accounting system. Individuals with upper-level degrees, or professional certifications, in finance and/or accounting with substantial work experience are employed by the Agency to oversee the finance and accounting operations. The year-end process includes communications about new accounting and financial reporting guidance. At a minimum, a monthly financial report, including a report on investments and investment activities, and an Annual Comprehensive Financial Report (ACFR) is submitted to the governing Board. An annual Budget is adopted by the governing Board. The Budget process includes procedures for preparing, amending, and communicating Budget revisions. All appropriate staff, management, and the governing Board attend outside, pertinent professional training.
  
14. Internally Communicate Information – Lines of communication are clearly defined through policy manuals and the organizational chart. All employees receive and sign an Employee Manual. The Employee Manual provides information about a whistle blower process without fear of reprisal, ethical practices, and code of conduct expectations. A detailed job classification exists for each Board authorized position. Regular training and staff meetings are conducted. Management and supervisory personnel meet to review governing Board agenda items, new initiatives, Budget updates, and other valuable information. All managers and Board members receive regular ethics and harassment training. A Conflict-of-Interest Code is reviewed, updated, and adopted by the Governing Board, periodically.
  
15. Externally Communicate Information – The Agency complies with the California Public Records Act. Management and the governing Board monitor events at the national, state, and local levels for applicable legislative or regulatory actions. Management uses the internet and maintains a website to communicate essential information to employees, the governing Board, and the public. The information on the website includes financial reports, adopted Budgets, adopted resolutions and ordinances, meeting minutes, agendas, and summaries of Board actions.



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7.0 The Monitoring Component – Monitoring involves assessing the effectiveness of controls over time and taking corrective action when deficiencies are identified. The internal control system changes as technology, staff, objectives, and policies change. Management monitors the system to determine if it is operating according to design and that it is being followed by personnel. The monitoring component is comprised of the following two (2) of the 17 principles:

16. Select, Develop and Perform Ongoing and/or Separate Evaluations – Employees are supervised and evaluated to address issues of internal control that are associated with that employee’s duties to ascertain the effectiveness of the controls over the period that the employee performed the duties. The expectations are communicated to the employee to evaluate the effectiveness of the controls. Management responds to any information received from employees, suppliers, or customers regarding the accuracy of payroll disbursements, payments made on invoices, or utility billings to gather information about the quality of internal controls associated with the payroll, accounts payable or utility billing process. Budget-to-actual reports are reviewed and analyzed to ascertain the on-going quality of controls used to produce consistent, reliable financial information. Monthly financial reports and investment reports are generated and reviewed by those in a position of authority over financial operations.
  
17. Evaluate and Communicate Internal Control Deficiencies in a Timely Manner – Periodic meetings with personnel in the Accounting and Finance Department are held to identify issues that affect the quality and timeliness of key controls including, but not limited to, monthly cash reconciliations, accounts receivable, and updates of capital assets records. These meetings might include internal control deficiencies identified by Finance and/or accounting personnel (such as insufficient purchase order documentation) by other departments and a discussion on the appropriate response to address the deficiency. The Agency may receive information from on-site reviews of regulatory and funding agencies that indicate deficiencies in internal controls leading to the implementation of actions to address any such deficiencies noted. The Agency’s annual audit includes the “Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance with Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards.”

Specific internal controls are required for federal grant awards and are set forth by the federal government. These controls ensure compliance with regulation, proper stewardship of funds, and effective management of grant activities. Examples include segregation of duties, documentation and record-keeping standards, regular audits, and transparency in financial



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Approved By: Board of Directors	DMS #

reporting. These specific requirements can be found in the Agency’s Grant Management Policy and Procedure Manual and will supersede this policy for federal grant awards.

The framework of this policy complies with professional standards and state requirements. This policy will be reviewed and updated as needed. All employees and Board Members will abide by the procedures outlined in this policy. The Agency will abide by The State of California, Office of the Controller, Internal Control Guidelines and California Local Agencies, in accordance with the American Institute of Certified Public Accountants’ (AICPA’s) Auditing Standard AU-C §315 .04 which defines internal controls in accordance with the Internal Control – Integrated Framework, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

*(Originally Adopted April 2024)*

DRAFT



## COMMITTEE MEMORANDUM

**DATE:** April 8, 2024  
**TO:** Finance and Administration Committee  
**FROM:** Rochelle Patterson *[Signature]*  
Chief Financial and Administrative Officer  
**SUBJECT:** Recommend Receiving and Filing Annual List of Professional Services Contracts

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### SUMMARY AND DISCUSSION

The Agency's Purchasing Policy requires the General Manager to present to an appropriate Committee an annual report of professional services contracts, to include open multi-year contracts and contracts in excess of \$150,000. The annual report of professional services contracts is to include consultant name, description of service, amount and expiration date.

### STRATEGIC PLAN NEXUS

The compilation and presentation of this list fulfills the procedure in SCV Water's Purchasing Policy as well as helps to support 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."

### FINANCIAL CONSIDERATIONS

None.

### RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors receive and file the attached report of professional services contracts.

RP

Attachment

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**SCV Water  
Professional Services Contracts List**

Consultant	Title	Effective Date	Expiration Date	Original Contract Amount	Total Contract Payments	Contract Balance
Ab Sciex LLC	Three-Year Annual Service Contract for the Liquid Chromatography Tandem Mass Spectrometer	10-26-2021	10-25-2024	PSA Master Contract - to be negotiated with each work authorization		
Alliance Land Planning and Engineering, Inc.	E2021-001-21845 - On-Call Engineering for Water Distribution, Conveyance, Treatment and Support Facilities	08-11-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
Apps Associates LLC	Oracle HCM (Human Capital Management) and Payroll/Phase 1 - Additional (Optional) Cost: Change Management and Training	01-08-2024	12-31-2025	596,968	222,707	374,261
Apps Associates LLC (Formerly Emtec Consulting Services, LLC)	Amendment 2 - Oracle Managed Services - Contract 100035. Term 3/1/24 - 2/28/25	03-06-2024	02-28-2025	193,440	32,240	161,200
Best Best & Krieger LLP	Legal Services - FY23/24	07-19-2023	06-30-2024	469,000	221,167	247,833
Black & Veatch Corporation	E2021-002-21824 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	08-06-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
California Advocates, Inc.	State Legislative Advocacy Consultant-State Legislative Advocacy Consultant	07-19-2022	06-30-2024	236,400	204,509	31,892
Cannon Corporation	E2021-003-21825 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-15-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
Chandler Asset Management, Inc.	Investment Advisory Services	08-17-2022	08-02-2025	180,579	117,263	63,316
Civiltec Engineering Inc.	E2021-004-21826 - On-Call Engineering for Water Distribution, Conveyance, Treatment and Support Facilities	07-15-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
DLT Solutions, LLC	FY 22/23 - Oracle Licensing 60 Month (5 Year) paid quarterly \$58,312.16 - (Replaces PO 3737) - 2/19/20-2/18/25	09-08-2021	02-18-2025	961,056	742,289	218,767
EC & AM Associates	E2021-008-21830 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
EDM Services, Inc.	E2021-006-21827 - On-Call Engineering for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
Emcor Services-Mesa Energy Systems	Replace chiller at Rio Vista	06-01-2023	05-31-2024	541,100	370,175	170,925

**SCV Water  
Professional Services Contracts List**

Consultant		Title	Effective Date	Expiration Date	Original Contract Amount	Total Contract Payments	Contract Balance
Encompass Consultant Group Inc.	E2021-005-21828 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Environmental Science Associates	CEFF Analysis-CEFF Analysis FY2023	08-05-2022	06-30-2024	301,989	298,926	3,063	
Environmental Systems Research/Esri	ESRI # Q-455250: Small Utility Term Enterprise License Agreement 3 years @ \$55,000/ year	11-16-2022	11-23-2025	165,000	110,000	55,000	
Filippin Engineering, Inc.	E2021-007-21829 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	06-09-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Geosyntec Consultants, Inc.	Water Supply Reliability Planning & Modeling Agreement W2122-001-26336	08-04-2021	06-30-2024	260,425	162,728	97,697	
Hazen and Sawyer, D.P.C.	E2021-009-21831 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	08-11-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Hunsaker & Associates L.A., Inc.	E2021-010-21832 - On-Call Engineering for Water Distribution, Conveyance, Treatment and Support Facilities	07-20-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
N4							
Intra Incorporated	Groundwater Flow Model Improvements	03-06-2024	02-21-2025	195,788	0	195,788	
Jensen Design & Survey, Inc	E2021-011-21833 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	06-09-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Kennedy/Jenks Consultants, Inc.	E2021-012-21834 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	08-10-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Kennedy/Jenks Consultants, Inc.	Grant Admin Consulting for Prop 1 Round 2 IRWM Grant	09-01-2023	06-30-2027	PSA Master Contract - to be negotiated with each work authorization			
Lance, Soll & Lungard, LLP	Audit Services, Term: 5/1/19 - 4/30/25, Resolution No. SCV-100, Agreement A1819-006-12138	05-01-2019	04-30-2025	485,031	232,688	252,343	
Lee & Ro, Inc.	E2021-013-21835 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	06-09-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			



**SCV Water  
Professional Services Contracts List**

Consultant		Title	Effective Date	Expiration Date	Original Contract Amount	Total Contract Payments	Contract Balance
Michael Baker International	E2021-014-21836 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Michael K. Nunley & Associates, Inc.	E2021-015-21837 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
MNS Engineers, Inc.	E2021-016-21838 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-20-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
MWH Constructors, Inc.	E2021-017-21839 - On-Call Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-15-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Pacifico Power LLC	Battery Energy Storage Project - SGIP - To build a battery storage facility at the Rio Vista Water Treatment Plant.	02-06-2024	02-13-2024	2,557,968	127,898	2,430,070	
Richard C. Slade & Associates LLC	Saugus #3 & #4 Wells Construction (Replacement Wells) - PO requested by PM Robert Banuelos.	07-18-2022	07-14-2024	343,000	247,354	95,646	
SA Associates	E2021-018-21840 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Stylo Group, Inc.	E2021-019-21841 - On-Call Engineering for Water Distribution, Conveyance, Treatment and Support Facilities	07-15-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
TRC Engineers, Inc.	E2021-020-21842 - On-Call Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	07-07-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization			
Van Scoyoc & Associates, Inc.	Federal Legislative Advocacy Consultant-Federal Legislative Advocacy Services	07-19-2022	06-30-2024	200,000	153,000	47,000	
Water Quality & Treatment Solutions	Pilot-Scale Evaluation of Four Alternative Adsorbents for PFAS Removal	03-01-2023	02-28-2025	PSA Master Contract - to be negotiated with each work authorization			
WaterWise Consulting, Inc.	Renewals 2 through 4 on Contract W1920-003-19168	11-01-2021	10-31-2024	828,000	299,927	528,073	

**SCV Water  
Professional Services Contracts List**

Consultant	Title	Effective Date	Expiration Date	Original Contract Amount	Total Contract Payments	Contract Balance
West Yost & Associates, Inc.	E2021-021-21843 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	08-06-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
Woodard & Curran Inc.	E2021-022-21844 - On-Call Engineering and/or Construction Management and Inspection Services for Water Distribution, Conveyance, Treatment and Support Facilities	08-10-2020	06-30-2024	PSA Master Contract - to be negotiated with each work authorization		
X-Act Technology Solutions, Inc.	IT Support Services-Support Services	02-27-2024	02-28-2027	1,109,790	30,828	1,078,963



## COMMITTEE MEMORANDUM

**DATE:** April 8, 2024

**TO:** Finance and Administration Committee

**FROM:** Rochelle Patterson *[Signature]*  
Chief Financial and Administrative Officer

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

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### SUMMARY

At the March 18, 2024, Finance and Administration Committee (F&A Committee), staff presented a staffing plan to be included in the Fiscal Year (FY) 2024/25 revised Budget. After the presentation and discussion, the F&A Committee directed staff to bring the item back to the April F&A Committee for further discussion.

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, organizational needs, anticipated workload and external mandates. 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 eleven (11) regular positions and classification changes would be included in 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 252 in FY 2024/25. In addition, 12 positions were repurposed to better match the needs of the combined organization. The total position increases approved or proposed since the merger is 29, which is an average of 4.1 positions per year or a 2.1% annualize growth rate in staffing. 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 11 Positions	252	4.56%

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, but after the F&A Committee discussion, staff has strategies to defer three (3) positions, resulting in a total of eleven (11) new positions in FY 2024/25.

The justification and funding for the six (6) of the seven (7) positions included in the FY 2024/25 Budget, with one position now proposed to be deferred, were:

- Fleet Mechanic II (50% expense offset)
- SCADA Technician
- Engineer (60% offset – Developer or CIP funded)
- Water Resources Planner (25% expense offset)
- Government Affairs Analyst (25% expense offset) - **DEFERRED (staff will minimize activity and use a combination of existing staff and on call services with our legacy consultant when needed)**
- Senior Quality Assurance Scientist
- Utility Operations Technician II

The five (5) of the seven (7) additional positions now proposed for the FY 2024/25 revised Budget, with two (2) positions deferred through use of limited duration employees or temps as appropriate, are:

- Purchasing and Warehouse Technician II – **DEFERRED (current temp will remain as a limited duration employee)**
- Facilities Maintenance Technician II – **DEFERRED (current temp will remain as a limited duration employee)**
- 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

### Security Operations Specialist (Attachments 3 & 4)

Achieving a higher level of dedicated attention to physical security requires a combination of organizational commitment, proper resource allocation, ongoing training, and effective communication. This position would play a crucial role in safeguarding assets and most importantly, personnel by fostering a culture of security vigilance, through the following objectives:

- Leader leadership commitment to prioritize physical security and demonstrate a commitment to allocating resources and support for foster a culture of security initiatives.
- Foster a culture of security awareness among all employees by emphasizing the importance of the physical security and encouraging active participation in security measures.
- Provide comprehensive training and education programs for employees and management on physical security best practices, emergency response procedures, and threat awareness.
- Develop and communicate clear policies and procedures regarding access control, visitor management incident reporting, and emergency response to ensure consistent adherence to security protocols.
- Improve and maintain advanced security technologies such as access control systems, surveillance cameras and intrusion detection systems to enhance physical security capabilities.
- Conduct regular audits, assessments, and security reviews to identify vulnerabilities, evaluate the effectiveness of existing security measures, and implement necessary improvements.
- Develop a comprehensive incident response plan outlining the steps to be taken in the event of security breaches, emergencies, or threats to minimize the impact and facilitate a swift and coordinated response.
- Foster collaboration and communication between different departments, law enforcement agencies, and external stakeholders to share information, coordinate efforts, and address security concerns effectively.
- Continuously monitor and evaluate the security posture of the Agency, adapt to emerging threats, and implement continuous improvement initiatives to enhance physical security measures over time.
  - Based on comments from the F&A Committee, staff prepared and submitted an RFP for security operation services to determine if outsourcing this work was a preferable option and no responses were received. Staff conducted a survey of a few of the companies that downloaded the RFP to determine why a response was not submitted. The consensus was that there was not one company that had the resources or expertise to perform the RFP requirements. Companies could assist with responding to incidents but didn't have the expertise to develop an incident response plan or conduct vulnerability assessments.
- 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 a single person cannot keep with the required workload for backflow devices cross-connection control responsibilities and 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).

### **Future Staff/Reorganizations/Reclassifications**

There are three (3) positions that were requested by management to add to the FY 2024/25 Budget and they are being deferred and will be reassessed during the FY 2025/26 Budget process.

#### Government Affairs Analyst

As the legislative and regulatory landscape for the water industry changes rapidly, this new position would manage legislative advocacy contracts, but would also engage proactively with local, state and federal representatives as well as the legislative offices of water industry organizations such as ACWA. Greater engagement would ensure timely and effective tracking of legislation and other opportunities to move Agency priorities forward in those arenas, making sure we are at the table for those discussions and decisions. This position would also closely support grant efforts.

The duties of this position will continue to be outsourced or covered by public affairs staff to extent necessary and will be assessed during the FY 2025/26 Budget process.

#### Purchasing and Warehouse Technician II

In 2019, the Agency's Purchasing Coordinator who supported the Rio Vista Water Treatment Plant (RVWTP) warehouse retired, 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. A temporary employee (later converted to a limited duration employee) was hired to fulfill the needs of the RVWTP warehouse and provide support to the Agency's Buyer and Fleet Mechanic. This position will be responsible for maintaining the RVWTP warehouse, receiving deliveries for the treatment plant, mechanic shop and Agency-wide office, janitorial and kitchen supplies. The position will also be the primary position to transfer inventory between warehouses and to deliver Agency-wide supplies to other locations. as well as support the Facilities and Mechanic staff.

Currently, our Warehouse Technicians support over 98 field staff that have numerous requests for inventory parts, tools, and supplies. In addition to receiving requests from field staff, we have numerous deliveries from multiple vendors, often at the same time. Some of the typical deliveries include:

- Suppliers like Core and Main, Ferguson, HPS, etc.
- Miscellaneous packages from Amazon, FedEx, UPS, etc.
- Bulk deliveries for fuel, sand, gravel, tires, etc.
- Miscellaneous deliveries and picks ups for trash and recycling

These deliveries require the Warehouse Technician to leave their office to operate the forklift or backhoe, which means they can't help field staff while they are completing these tasks.

Additionally, there are miscellaneous duties like:

- Assisting with vehicle maintenance



- Assisting with yard maintenance and repairs such as fuel tank repairs or work around the yard
- Cleaning the warehouse and yard
- Assisting with annual inspections and services of equipment including cranes, first aid kits, fire extinguishers, etc.
- Taking meters apart for warranty and disposal purposes

This position will continue to be filled by a limited duration employee and will be assessed during the FY 2025/26 Budget process.

### 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 the last couple of years, the FD has taken on additional responsibilities that include maintenance of the solar fields (weed abatement, pest control, erosion repairs) managing the landscape contract for the Rio Vista conservation garden and Bridgeport Pocket Park and providing maintenance to several groundwater treatment buildings. The FD staff are skilled in general carpentry, electrical and plumbing work, as well as light HVAC maintenance, electric gate repairs and project management. Having a skilled FD reduces outside service costs. The FD is also responsible for supporting the Education, Communication and Sustainability Departments by setting up weekend outreach events as well as the Safety Department by coordinating fire inspections, installing and maintaining eye wash stations and general repairs as identified in risk assessments and inspections.

In order to continue to maintain basic support for the Agency facilities, minimize downtime by addressing issues promptly and to complete preventive maintenance (PM) on desired schedules, timely-routine maintenance, and reduce repair delays, a temporary employee (later converted to 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. A work order is a request for services to the FD by staff that are reporting the need for facility assistance or reporting a critical issue, such as an HVAC or boiler failure. A responsive FD is crucial for maintaining operational efficiency, ensuring safety requests are completed in a timely manner and meeting the needs of the employees.

This position will continue to be filled by a limited duration employee and will be assessed during the FY 2025/26 Budget process.

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

## STRATEGIC PLAN 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 six (6) approved positions (including one (1) deferral) is \$625,778 and the approximate impact for the five (5) proposed positions and reclassifications is \$610,816 for FY 2024/25.

	<b>Positions</b>	<b>FY2024/25 Budget Impact</b>	<b>Included in FY 2024/25 Budget</b>
1	Fleet Mechanic II (50% Expense Offset)	\$51,527	X
2	SCADA Technician	\$125,309	X
3	Engineer (60% Developer/CIP funded)	\$64,158	X
4	Water Resources Planner (25% Expense Offset)	\$144,021	X
5	Government Affairs Analyst (25% Expense Offset)	DEFERRED	X
6	Senior Quality Assurance Scientist	\$141,528	X
7	Utility Operations Technician II	\$99,235	X
8	<b>Purchasing &amp; Warehouse Technician II</b>	<b>DEFERRED</b>	
9	<b>Facilities Maintenance Technician II</b>	<b>DEFERRED</b>	
10	<b>Security Operations Specialist</b>	<b>\$122,475</b>	
11	<b>Senior Water Systems Technician</b>	<b>\$122,475</b>	
12	<b>Recycled Water Coordinator II</b>	<b>\$108,855</b>	
13	<b>Senior Electrical Technician</b>	<b>\$122,475</b>	
14	<b>Water Systems Technician I</b>	<b>\$97,124</b>	
	<b>Reclassifications</b>	<b>\$37,412</b>	
	Included in FY 2024/25 Budget	\$750,638	
	DEFERRED – Conditionally Approved	(124,860)	
	<b>Proposed Additions FY 2024/25 Budget Impact</b>	<b>\$610,816</b>	
	Total - FY 2024/25 Budget Impact (11 Positions)	\$1,236,594	

## 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

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# 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
<b>Senior Water Resources and Data Scientist</b>	<b>39</b>	<b>12,745</b>	<b>15,529</b>
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
<del>Payroll Specialist</del>	<del>27</del>	<del>7,046</del>	<del>8,585</del>
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**

<b>Department and Position Title</b>	<b># of Positions</b>
<b>ENGINEERING</b>	<b>29</b>
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
<b>FINANCE, ADMINISTRATION &amp; IT</b>	<b>70</b>
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	2
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**

<b>Department and Position Title</b>	<b># of Positions</b>
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	2
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
<b>MANAGEMENT</b>	<b>3</b>
Administrative Technician	1
Board Secretary/Executive Assistant	1
General Manager	1
<b>OPERATIONS</b>	<b>96</b>
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**

<b>Department and Position Title</b>	<b># of Positions</b>
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	3
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	8
Water Systems Technician II	8
<b>TREATMENT &amp; MAINTENANCE - PLANT</b>	<b>25</b>
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	1
Treatment Plant Operator I - 84 hour shift	1
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
<b>WATER RESOURCES</b>	<b>29</b>
Administrative Technician	1
Assistant General Manager	1
Communications Manager	1

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

<b>Department and Position Title</b>	<b># of Positions</b>
Director of Water Resources	1
Event Coordinator	1
Executive Assistant	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
<b>TOTAL POSITIONS</b>	<b>252</b>

<b>Full-Time</b>	243
<b>Part-Time</b>	9

**Full-Time Equivalents (FTE)**      247.5

# 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

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# 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 spectrometry (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

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# 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%	1.81%
Additional Percentile (or Control Point)		

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

### DEFINITIONS:

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

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# 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

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# 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

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# 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

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ITEM NO.  
6

# Monthly Financial Report

## FEBRUARY 2024

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# Statement of Revenues and Expenses

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Statement of Revenues and Expenses

For the 8th Period Ending 2.29.24 - Unaudited

	(A)		(B)		(C)		(D)		(E)		(F)		(G)		(H)	
	Actual		Budget		Variance		Percent		Actual		Budget		Variance		Percent	
	Current Period		Current Period		Current Period		Current Period		Year-to-Date		Year-to-Date		Year-to-Date		Year-to-Date	
(1)	\$ 5,594,476	\$ 4,837,079	\$ 757,397	16%	(a)	Water Sales	16%	\$ 60,539,282	\$ 69,653,932	\$ (9,114,650)	(13%)	(1)				
(2)	25,845	25,936	(91)	(0%)	(b)	Water Sales - WWR	(0%)	202,242	202,954	(712)	(0%)	(2)				
(3)	5,327	40,600	(35,273)	(87%)	(c)	Water Sales - Recycled	(87%)	262,294	324,799	(62,505)	(19%)	(3)				
(4)	69,588	25,000	44,588	178%	(d)	Misc Fees and Charges	178%	592,200	360,000	232,200	65%	(4)				
(5)	\$ 5,695,236	\$ 4,928,614	\$ 766,621	16%		<b>Total Operating Revenues</b>	16%	\$ 61,596,017	\$ 70,541,685	\$ (8,945,668)	(13%)	(5)				
(6)	\$ 75,019	\$ 257,837	\$ (182,818)	(71%)	(e)	Management	(71%)	\$ 1,442,526	\$ 2,062,697	\$ (620,171)	(30%)	(6)				
(7)	1,496,141	1,857,458	(361,318)	(20%)	(f)	Finance, Admin & IT	(20%)	13,821,132	15,999,086	(2,177,954)	(14%)	(7)				
(8)	268,406	255,685	12,722	5%	(g)	Customer Care	5%	1,956,359	2,045,476	(89,117)	(4%)	(8)				
(9)	654,481	927,631	(273,151)	(29%)	(h)	Trans & Distribution	(29%)	7,041,452	7,434,551	(393,099)	(5%)	(9)				
(10)	1,374,357	1,157,731	216,627	19%	(i)	Pumping Wells & Storage	19%	9,656,996	11,724,245	(2,067,248)	(18%)	(10)				
(11)	612,782	938,385	(325,603)	(35%)	(j)	Water Resources	(35%)	4,637,932	7,507,077	(2,869,145)	(38%)	(11)				
(12)	25,058	209,068	(184,010)	(88%)	(k)	Source of Supply	(88%)	4,348,884	5,972,544	(1,623,660)	(27%)	(12)				
(13)	767,059	1,079,847	(312,788)	(29%)	(l)	Water Quality, Treatment & Maintenance	(29%)	8,884,286	9,250,026	(365,741)	(4%)	(13)				
(14)	374,803	373,667	1,136	0%	(m)	Engineering Services	0%	2,830,240	2,989,336	(159,095)	(5%)	(14)				
(15)	\$ 5,648,106	\$ 7,057,308	\$ (1,409,203)	(20%)		<b>Total Operating Expenses</b>	(20%)	\$ 54,619,808	\$ 64,985,039	\$ (10,365,231)	(16%)	(15)				
(16)	\$ 47,130	\$ (2,128,694)	\$ 2,175,824	(102%)		<b>Net Operating Revenues (Expenses)</b>	(102%)	\$ 6,976,209	\$ 5,556,647	\$ 1,419,563	26%	(16)				
(17)	\$ 5,142,077	\$ 6,438,578	\$ (1,296,501)	(20%)	(n)	Non-Operating Revenues and (Expenses)	(20%)	\$ 35,878,201	\$ 37,201,690	\$ (1,323,489)	(4%)	(17)				
(18)	(2,756,634)	(6,362,178)	3,605,544	(57%)	(o)	Non-Operating Revenues <sup>1</sup>	(57%)	(16,854,217)	(50,897,427)	34,043,210	(67%)	(18)				
(19)	(4,503,951)	(6,772,480)	2,268,530	(34%)	(p)	Capital Improvement Projects - Pay Go	(34%)	(35,272,220)	(37,540,749)	2,268,530	(6%)	(19)				
(20)	(3,399)	(3,333)	(66)	2%	(q)	Debt Service	2%	(19,431)	(26,667)	7,236	(27%)	(20)				
(21)	\$ (2,121,906)	\$ (6,699,414)	\$ 4,577,508	(68%)		Leases and SBITA Interest Expenses	(68%)	\$ (16,267,666)	\$ (51,263,153)	\$ 34,995,487	(68%)	(21)				
(22)	\$ (2,074,776)	\$ (8,828,108)	\$ 6,753,332	(77%)		<b>Net Non-Operating Revenues and (Expenses)</b>	(77%)	\$ (9,291,457)	\$ (45,706,506)	\$ 36,415,050	(80%)	(22)				

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

- (a) Water Sales are higher than budgeted for the month of February, YTD still under budget by 13% due to weather and conservation mandates.
- (b) Recycled Water sales down due to rain in the month of February.
- (c) Misc. Fees and Charges vary month to month. YTD over budget 65% (\$232,200).
- (d) Outside Services are lower than budgeted due to the timing of Perchlorate Litigation and Legal Expenses.
- (e) Outside Services are lower than budgeted due to timing of invoices related to software annual supports/maintenance agreements. YTD under budget 16% (\$960,441).
- (f) Outside Services are lower than budgeted. YTD under budget 29% (\$979,704).
- (g) Outside Services are higher than budgeted due to timing of invoices. YTD under budget 46% (\$1.5 million).
- (h) Outside Services are lower than budgeted. BMP Implementation is 36% lower than anticipated due to lower customer participation.
- (i) February Expenses lower due to timing of the firming and core water expenses. YTD under budget 27% (\$1.6 million).
- (j) Outside Services are lower than budgeted. YTD under budget 1% (\$18,269).
- (k) Non-Operating Revenues are lower than budgeted due to Grant Receipts.
- (l) Timing of capital projects vary from month to month.
- (m) Estimated higher interest payment for 2023 Bond during the budget.

<sup>1</sup> Non-Operating Revenues include: Grants & Reimbursements, 1% Property Tax, Cell Sites, FCF, Lab Revenues, Interest Income, Annexation Reimb.

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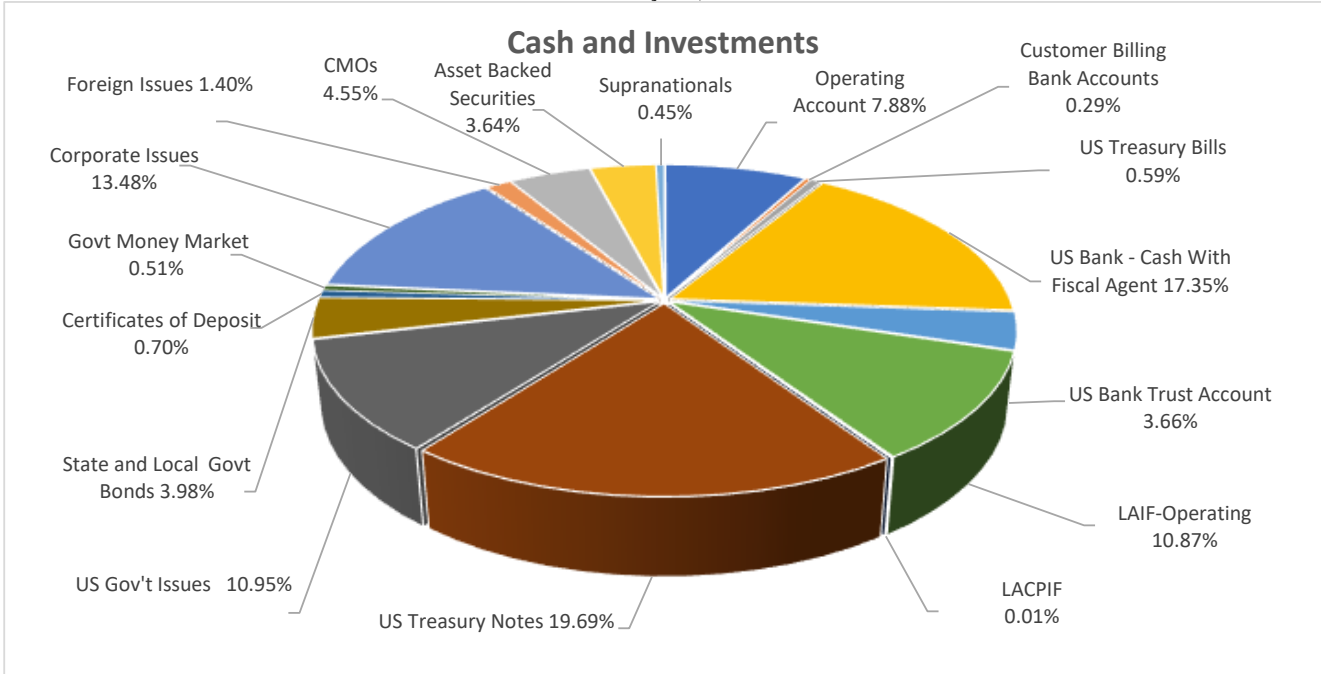
# Investment Report

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**Santa Clarita Valley Water Agency**

**Cash and Investment Summary**

February 29, 2024



Operating Account-Incl FCF's, SWP & CIP	XXX-10101	\$	25,455,689	7.88%
Customer Billing Bank Accounts	101-10105		945,558	0.29%
US Treasury Bills (Cash Equivalent)	101-10104		1,909,375	0.59%
US Bank - Cash with Fiscal Agent	101-102XX		56,045,981	17.35%
US Bank Trust Account (1% Prop Tax)	101-10202		11,805,300	3.66%
LAIF - Operating	101-11061		35,082,716	10.87%
LAC Pooled Investment Fund	101-11062		27,353	0.01%
US Treasury Notes	101-11063		63,607,453	19.69%
US Gov't Issues (excl T-Bills & T-Notes)	101-11064		35,343,469	10.95%
State and Local Government Bonds	101-11065		12,847,151	3.98%
Certificates of Deposit	101-11066		2,273,230	0.70%
Government Money Mkt Fund	101-11067		1,632,583	0.51%
Corporate Issues	101-11068		43,511,923	13.48%
Foreign Issues	101-11069		4,511,205	1.40%
CMOs	101-11070		14,678,759	4.55%
Asset Backed Securities	101-11071		11,739,185	3.64%
Supranationals	101-11072		1,438,891	0.45%
		\$	<b>322,855,822</b>	<b>100.00%</b>

**Estimated Refundable Developer Deposits:**

**\$ 7,319,168** in totals above

**Portfolio-wide Investments, including CIP Funds:**  
 Weighted Average Yield 4.433%

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**  
**2/29/2024**

	<u>Note</u>	<u>Acct #</u>	<u>Balance</u>	<u>Total</u>	<u>% of Total</u>
<b><u>AGENCY FUNDS</u></b>					
<b>Cash &amp; Sweep Accounts</b>					
WF Operating Account-Incl FCF's, SWP & CIP		101/202/204/223-10101	\$ 25,455,689		
Less: WF Restricted Cash (FCFs, SWP & CIP)	1	202/224/223-10101	(11,011,481)		
US Treasury Bills - CAM		101-10104	1,909,375		
Customer Billing - Northstar Account		101-10105	135,431		
Customer Billing - enQuesta Account		101-10107	810,127		
US Bank - Cash with Fiscal Agent		101/204/223-102XX	56,045,981		
Less: Restricted Cash US Bank 2023A Bonds	1	223-10223	(56,020,849)		
US Bank Trust Account (1% Prop Tax)		101/204-10202	11,805,300		
Less: Restricted Cash US Bank 1% Prop Tax	2	101/204-10202	(11,805,300)		
			-		
<b>Subtotal - Cash &amp; Sweep Accounts Unrestricted</b>				\$ 17,324,274	5.37%
<b>Investments - Unrestricted</b>					
Local Agency Investment Fund		101/202/204-11061	\$ 35,082,716		
LAC Pooled Investment Fund		101-11062	27,353		
US Treasury Notes - US Bank		101-11063	63,607,453		
US Govt Issues (excl T-Notes & T-Bills)		101/204-11064	35,343,469		
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	1,632,583		
Corporate Issues		101-11068	43,511,923		
Foreign Issues		101-11069	4,511,205		
CMOs-Collateralized Mortgage Obligations		101-11070	14,678,759		
Asset Backed Securities		101-11071	11,739,185		
Supranationals		101-11072	1,438,891		
Less: Restricted Investments - FCF	3	202-11061	(9,683,959)		
Less: Restricted Investments - SWP	4	204-11061-11067	(92,631,795)		
<b>Subtotal - Investments Unrestricted</b>				\$ 124,378,166	38.52%
<b>Cash and Investments - Restricted</b>					
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	11,805,300		
State Water Project - Cash (WF & US Bank)	6	204-10101	6,393,850		
State Water Project - Investments	4	204-11061/11063/11064	92,631,795		
<b>Subtotal - Cash &amp; Investments Restricted</b>				120,514,904	37.33%
<b>TOTAL AGENCY CASH &amp; INVESTMENTS</b>				<b>\$ 262,217,343</b>	
<b><u>CAPITAL IMPROVEMENT PROJECT FUNDS</u></b>					
Cash & Sweep Accounts - Wells Fargo Pooled Cash	7	223-10101	\$ 4,617,631		
US Bank Trust Account - 2023 Bond Proceeds		223-102XX	56,020,849		
<b>TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS</b>				<b>\$ 60,638,479</b>	<b>18.78%</b>
<b>TOTAL CASH AND INVESTMENTS</b>				<b>\$ 322,855,822</b>	<b>100.00%</b>

**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)

**Agency-wide General Funds Invested:**

<b><u>Cash &amp; Cash-Equivalents</u></b>	<b><u>Cost</u></b>	<b><u>Yield</u></b>	<b><u>Purchase Date</u></b>	<b><u>Maturity Date</u></b>	<b><u>Est'd Yield</u></b>
Wells Fargo Pooled Operating Cash	\$ 25,439,113	6.659%	Various	Liquid	\$ 1,693,876
Less: CIP 2023A Pooled Cash	(4,617,631)	6.659%	Various	Liquid	(307,467)
Wells Fargo Customer Care Accounts	945,558	6.659%	Various	Liquid	62,960
US Bank DS Accounts	56,045,981	4.820%	Various	Liquid	2,701,416
Less: CIP 2023A US Bank Bond Proceeds	(56,020,849)	4.820%	Various	Liquid	(2,700,205)
US Bank 1% Property Tax Trust Account	11,805,300	3.820%	Various	08/15/24	450,962
US T-Bills (Cash Equiv) - CAM	1,909,375	4.840%	01/26/24	01/23/25	92,414
First American Govt MM (Cash Equiv)-CAM	1,632,583	4.910%	Various	Liquid	80,160
<b>Total Cash &amp; Cash-Equivalents</b>	<b>\$ 37,139,432</b>	<b>5.585%</b>	Weighted Avg Yield		<b>\$ 2,074,117</b>

**Investments External to US Bank / Chandler Asset Management**

Local Agency Investment Fund (LAIF)	\$ 35,082,716	4.122%	Various	Liquid	1,446,110
LA County Pooled Investment Fund	27,353	4.150%	Various	Liquid	1,135

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

Asset-Backed Securities - CAM	11,737,729	5.113%	Various	Various	\$ 600,098
Federal Agencies - CAM	35,343,471	4.920%	Various	Various	1,738,927
CMBS' - Collateralized Mortgages - CAM	14,678,759	4.748%	Various	Various	696,882
Corporate Issues	\$43,511,923	5.111%	Various	Various	2,223,844
Municipal Bonds (State/Local Gov'ts) CAM	12,847,151	4.992%	Various	Various	641,378
Negotiable Certificates of Deposit - CAM	2,273,230	5.231%	Various	Various	118,915
US Treasury Notes - US Bank	63,607,453	4.578%	Various	Various	2,911,726
Foreign Issues - CAM	4,511,205	5.116%	Various	Various	230,814
Supranationals - CAM	1,438,891	4.700%	06/27/23	05/15/26	67,628
<b>Total Investments</b>	<b>\$ 225,059,881</b>	<b>4.101%</b>	Weighted Avg Yield		<b>\$ 9,230,212</b>

<b>Cash &amp; Investments Non-CIP</b>	<b>\$ 262,199,313</b>	<b>4.311%</b>	Portfolio Weighted Avg Yield		<b>\$ 11,304,329</b>
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# 3-Month Cashflow

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**SANTA CLARITA VALLEY WATER AGENCY**  
**3 - Month Cash Flow Projection**

**Cash Flow for April FY24 to June FY24**

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
<b>Beginning Balance (estimated):</b>	\$ 33,698,797	\$ 124,522,467	\$ 58,342,385	\$ 97,040,645	\$ 9,683,959
<b>April</b>					
Cash Provided from:					
Water Sales	5,830,430	-	-	-	-
Water Sales Misc <sup>1</sup>	30,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	9,268,000	-	-	11,802,000	-
Capacity Fees	-	-	-	-	374,618
Interest Earned	451,000	-	270,000	307,000	44,000
Communication/Rental	44,189	-	-	-	-
Grants	80,968	-	-	-	-
Reimbursements <sup>2</sup>	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other <sup>3</sup>	1,936	-	-	-	-
Cash Used/Added to/from:					
Monthly Expenses	(7,261,961)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,471,781)	-
Misc. Water Purchases	(11,667)	-	-	(1,000,552)	-
Debt Service	(3,333)	-	-	-	-
CIP	(5,523,884)	-	(6,580,732)	-	-
CalPERS UAL	-	-	-	-	-
Txfr to/from	-	-	-	-	-
<b>Projected Ending Balance Apr</b>	\$ 37,529,906	\$ 124,522,467	\$ 52,031,653	\$ 106,665,100	\$ 10,102,577
<b>May</b>					
Cash Provided from:					
Water Sales	7,765,262	-	-	-	-
Water Sales Misc <sup>1</sup>	40,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	3,826,000	-	-	5,292,000	-
Capacity Fees	-	-	-	-	374,618
Interest Earned	451,000	-	270,000	307,000	44,000
Communication/Rental	44,189	-	-	-	-
Grants	80,968	-	-	-	-
Reimbursements <sup>2</sup>	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other <sup>3</sup>	1,936	-	-	-	-
Cash Used/Added to/from:					
Monthly Expenses	(7,522,861)	-	-	(12,212)	-
DWR Payments	-	-	-	(1,471,780)	-
Misc. Water Purchases	(11,667)	-	-	(1,347,053)	-
Debt Service	(3,333)	-	-	-	-
CIP	(5,523,884)	-	(6,580,732)	-	-
Txfr to/from	-	-	-	-	-
<b>Projected Ending Balance. May</b>	\$ 37,602,946	\$ 124,522,467	\$ 45,720,921	\$ 109,433,054	\$ 10,521,194

**SANTA CLARITA VALLEY WATER AGENCY**  
**3 - Month Cash Flow Projection**

**Cash Flow for April FY24 to June FY24**

DESCRIPTION	UNRESTRICTED		RESTRICTED		
	Checking	Investments	CIP Fund	SWC	Capacity Fees
<b>Beginning Balance (estimated):</b>	\$ 33,698,797	\$ 124,522,467	\$ 58,342,385	\$ 97,040,645	\$ 9,683,959
<b>June</b>					
Cash Provided from:					
Water Sales	8,732,678	-	-	-	-
Water Sales Misc <sup>1</sup>	45,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	82,000	-	-	110,000	-
Capacity Fees	-	-	-	-	374,618
Interest Earned	451,000	-	270,000	307,000	44,000
Communication/Rental	44,189	-	-	-	-
Grants	80,968	-	-	-	-
Reimbursements <sup>2</sup>	880,624	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other <sup>3</sup>	1,936	-	-	-	-
Cash Used/Added to/for:					
Monthly Expenses	(13,321,811)	-	-	(2,012,212)	-
DWR Payments	-	-	-	(1,471,780)	-
Misc. Water Purchases	(11,667)	-	-	(2,373,139)	-
Debt Service	(3,333)	-	-	-	-
CIP	(5,523,884)	-	(6,580,732)	-	-
Txfr to/from	4,223,252	-	-	-	(4,223,252)
<b>Projected Ending Balance Jun</b>	<b>\$ 33,324,497</b>	<b>\$ 124,522,467</b>	<b>\$ 39,410,189</b>	<b>\$ 103,992,923</b>	<b>\$ 6,716,560</b>

**Notes:**

<sup>1</sup> Water Sales Misc. includes Late Charges, Misc. Retail Charges, Rebates, and Water Sales-One time

<sup>2</sup> Reimbursements include Annexation and PERCH Reimbursements - O&M & CIP

<sup>3</sup> Other includes Laboratory Revenues and Other Non-Operating Revenue

# Ten Largest Disbursements Check Register

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**SCV Water**  
 Ten Largest Disbursements  
 February 1, 2024 to February 29, 2024

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
1	02-21-2024	58629	Sites Project Joint Powers Authority	Sites Reservoir - Phase 2C (Third Billing)	800,000.00
			<b>Sites Project Joint Powers Authority</b>		<b>800,000.00</b>
2	02-08-2024	18035	NFP Property & Casualty Services, Inc.	Policy #:TR0001486-17093-24 Renewal of DIFC Effective 1/22/2024	655,399.36
			<b>NFP Property &amp; Casualty Services, Inc.</b>		<b>655,399.36</b>
3	02-21-2024	58643	Weber Water Resources CA LLC	Saugus Well 2 Rehabilitation	444,366.77
			<b>Weber Water Resources CA LLC</b>		<b>444,366.77</b>
4	02-21-2024	58658	Pacific Hydrotech Corporation	Well 201 VOC Groundwater Treatment Improvements, Progress Payment through 12/31/23	310,032.50
			<b>Pacific Hydrotech Corporation</b>		<b>310,032.50</b>
5	02-07-2024	18016	Zim Industries, Inc.	Replacement (Saugus 3 & 4) Wells Construction Project, Progress Payment through 12/31/23	277,186.25
			<b>Zim Industries, Inc.</b>		<b>277,186.25</b>
6	02-28-2024	18234	Purolite Corporation	Purolite Resin Delivery and Service	255,132.61
			<b>Purolite Corporation</b>		<b>255,132.61</b>
7	02-14-2024	58586	Emcor Services-Mesa Energy Systems	Chiller Replacement Project - Rio Vista Upgrade 18 Mitsubishi Air Handler Units filter rails - Pine St	215,000.00 9,570.00
			<b>Emcor Services-Mesa Energy Systems</b>		<b>224,570.00</b>
8	02-26-2024	18164	So. California Edison Co.	LK Hughes E/S Dam 12/28/23-1/28/24	740.58
				25849 1/2 Railroad Ave 12/28/23-1/28/24	594.78
				Bouquet Canyon Road 12/18/23-1/17/24	19.72
				32700 Lake Hughes Road 12/28/23-1/28/24	40.24
				27234 Bouquet Canyon Rd SB 12/28/23-1/28/24	99.55
				25401 Bouquet Canyon 12/27/23-1/25/24	41,779.24
				23308 Magic Mountain 12/8/23-1/8/24	10,608.07
				23498 Newhall Ranch Rd 12/28/23-1/28/24	18.45
				28185 The Old Rd 12/28/23-1/28/24	2,396.02
				26503 Mcbean Pkwy 12/28/23-1/28/24	17.79
				32700 Lake Hughes Rd W 12/28/23-1/28/24	19,818.94
				27930 1/2 Lost Canyon Rd 12/28/23-1/28/24	134.80
				27171 1/2 Camp Plenty 12/28/23-1/28/24	37.14
				20545 Santa Clara St 12/28/23-1/28/24	142,115.64
				27295 Rolling Hills Ave 12/28/23-1/28/24	351.71
				17213 Medley Ridge Dr 12/28/23-1/28/24	31.54
				27434 1/2 Bouquet Canyon Rd 12/28/23-1/28/24	131.40
				27475 1/2 Canyon View Dr 12/12/23-1/10/24	91.22
				26501 Summit Cir 12/21/23-1/22/24	460.63
				26505 Summit Cir 12/21/23-1/22/24	737.92
26979 Westridge 12/28/23-1/28/24	23.84				
26797 Westridge 12/28/23-1/28/24	9.02				
27139 Honby Ave PED 12/20/23-1/21/24	65.82				
20515 Santa Clara St 12/28/23-1/16/24	493.17				
			<b>So. California Edison Co.</b>		<b>220,817.23</b>
9	02-21-2024	58659	Pacific Hydrotech Corporation	Well 201 VOC Groundwater Treatment Improvements, Progress Payment through 1/31/24	219,672.16
			<b>Pacific Hydrotech Corporation</b>		<b>219,672.16</b>

SCV Water  
 Ten Largest Disbursements  
 February 1, 2024 to February 29, 2024

No.	Date	Pmt #	Supplier_Name	Invoice_Description	Amount
	02-21-2024	18116	Evoqua Water Technologies, LLC.	Valley Center Resin Exchange of HP1220HF (W2T833650) Supply of 424 cf PSR2 Plus into one (1) vessel	210,084.41
10			<b>Evoqua Water Technologies, LLC.</b>		<b>210,084.41</b>

**Total** **3,617,261.29**

**Total-All Disbursements Issued During February 2024** **8,835,434.46**

**Largest Ten Vendor Payments as Compared to Total** **41%**

# Director Stipends

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# Director Reimbursements

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**CA Govt. Code Section 53065.5**

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

**Annual Disclosure for Fiscal Year 23/24**

**DIRECTORS**

**P-Card (VISA) Transactions Updated as of: 2/29/24 \*February PCard transactions affect March cash.**

<b>Date</b>	<b>Recipient of Reimbursement</b>	<b>Reason for Reimbursement</b>	<b>Amount</b>
02/01/24	Armitage, Kathye	ACWA Fall Conference Palm Springs, CA 11/28/23-11/30/23 Travel Expenses (Mileage)	214.84
02/01/24	Armitage, Kathye	ACWA Fall Conference Palm Springs, CA 11/28/23-11/30/23 Expenses (Lodging)	482.78
02/01/24	Martin, Gary	<b>P-CARD (VISA)</b> - ACWA Spring Conference & Expo 2024 - Registration	840.00
02/01/24	Cooper, William	<b>P-CARD (VISA)</b> - ACWA Spring Conference & Expo 2024 - Registration	840.00
02/01/24	Martin, Gary	<b>P-CARD (VISA)</b> - DCA Board Meeting Sacramento, CA 1/24/24 Travel Expense (Airfare)	510.96
02/15/24	Martin, Gary	DCA Board Meeting Sacramento, CA 2/15/24 Travel Expense (Parking, Mileage, Ground Transportation-Uber)	79.89
02/15/24	Martin, Gary	Special DCA Board Meeting Sacramento, CA 1/24/24 Travel Expense (Parking, Mileage, Ground Transportation-Uber)	76.22
			<b>3,044.69</b>

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

Item	July 11 Board	July 17 Comm	July 18 Board	Aug 1 Board	Aug 15 Board	Aug 21 Comm (Q4)	Sept 5 Board	Sept 25 RESCHED Comm	Oct 3 Board	Oct 16 Comm (cancelled)	Oct 17 Board	Nov 20 Comm (Q1)	Dec 5 Board	Dec 11 RESCHED Comm	Dec 19 Board	Jan 2 Board	Jan 22 RESCHED Comm	Feb 6 Board	Feb 26 RESCHED Comm (Q2)	Mar 5 Board	Mar 18 Comm	Mar 19 Board	April 2 Board	April 15 Comm	May 13 Board - tent	May 20 Comm (Q3)	June 4 Board	June 17 Comm
53	Recommend Approval of an Internal Control Policy																											
54	Review Annual List of Professional Services Contracts (consent)																							P				
55	Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions																							P				
56	Recommend Receiving and Filing of February 2024 Monthly Financial Report (consent)																							P				
57	Recommend Approval of a Resolution Revising the Budget for FY 2024/25 (also JPA)																											P
58	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2023/24 (consent)																											P
59	Approve a Resolution Adopting the Appropriation Limit for FY 2024/25 (consent)																											P
60	Recommend Receiving and Filing of March 2024 and FY 2023/24 Third Quarter Financial Report																											P
61	Recommend Approval of Adopting Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2024/25 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)																											P
62	Discuss Retail Water Rate Structures																											P
63	Technology Update																											P
64	Fleet and Warehouse Update																											P
65	Recommend Receiving and Filing of April 2024 Monthly Financial Report (consent)																											P

ITEM NO.  
7

**Finance and Administration Committee  
Planning Calendar  
FY 2024/25**

	Item	July 2 Board	July 15 Comm	Aug 6 Board	Aug 19 Comm (Q4)	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 21 Comm	Nov 5 Board	Nov 18 Comm (Q1)	Dec 3 Board	Dec 16 Comm (Dec 9?)	Dec 17 Board	Jan 7 Board	Jan 13 RESCHED Comm?	Feb 4 Board	Feb 10 RESCHED Comm? (Q2)	Mar 4 Board	Mar 17 Comm	April 1 Board	April 21 Comm	May 6 Board	May 19 Comm (Q3)	June 3 Board	June 16 Comm
1	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2024/25 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)	P																								
2	Recommend Receiving and Filing of April 2024 Monthly Financial Report (consent)	P																								
3	WIFIA Legal Documents - Placeholder (Also JPA)		P																							
4	Recommend Approval of a Resolution Authorizing FY 2024/25 Water Supply Contract Payments (consent)		P	P																						
5	Recommend Receiving and Filing of May 2024 Monthly Financial Report (consent)		P	P																						
6	Investment Advisor Financial Market Update (?)				P																					
7	Discuss Water Affordability Study				P																					
8	Review Financing Plan Scenarios				P																					
9	Recommend Receiving and Filing of June 2024 Monthly and FY 2023/24 Fourth Quarter Financial Report				P	P																				
10	Recommend Approval of a Resolution Adopting a Revised Investment Policy - (Annually adopted via reso) (consent)						P	P																		
11	Technology Update (Q)						P	P																		
12	Fleet and Warehouse Update (Q)						P	P																		
13	Recommend Receiving and Filing of July 2024 Monthly Financial Report (consent)						P	P																		



**Finance and Administration Committee  
Planning Calendar  
FY 2024/25**

	Item	July 2 Board	July 15 Comm	Aug 6 Board	Aug 19 Comm (Q4)	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 21 Comm	Nov 5 Board	Nov 18 Comm (Q1)	Dec 3 Board	Dec 16 Comm (Dec 9?)	Dec 17 Board	Jan 7 Board	Jan 13 RESCHED Comm?	Feb 4 Board	Feb 10 RESCHED Comm? (Q2)	Mar 4 Board	Mar 17 Comm	April 1 Board	April 21 Comm	May 6 Board	May 19 Comm (Q3)	June 3 Board	June 16 Comm
14	Recommend Receiving and Filing of August 2024 Monthly Financial Report (consent)											P														
15	Recommend Receiving and Filing of September 2024 Monthly and FY 2024/25 First Quarter Financial Report (not consent)										P	P														
16	Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2024												P													
17	Technology Update (Q)												P													
18	Fleet and Warehouse Update (Q)												P													
19	Recommend Receiving and Filing of October 2024 Monthly Financial Report (consent)												P													
20	Recommend Receiving and Filing of November 2024 Monthly Financial Report (consent)															P	P									
21	Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2025/26																	P								
22	Review Budget Calendar																	P								
23	Recommend Receiving and Filing of December 2024 and FY 2024/25 Second Quarter Financial Report and Mid-Year Budget Review																	P								
24	Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions																			P		P				
25	Technology Update (Q)																									
26	Fleet and Warehouse Update (Q)																									
27	Recommend Receiving and Filing of January 2025 Monthly Financial Report (consent)																									

**Finance and Administration Committee  
Planning Calendar  
FY 2024/25**

	Item	July 2 Board	July 15 Comm	Aug 6 Board	Aug 19 Comm (Q4)	Sept 3 Board	Sept 16 Comm	Oct 1 Board	Oct 21 Comm	Nov 5 Board	Nov 18 Comm (Q1)	Dec 3 Board	Dec 16 Comm (Dec 9?)	Dec 17 Board	Jan 7 Board	Jan 13 RESCHED Comm?	Feb 4 Board	Feb 10 RESCHED Comm? (Q2)	Mar 4 Board	Mar 17 Comm	April 1 Board	April 21 Comm	May 6 Board	May 19 Comm (Q3)	June 3 Board	June 16 Comm
28	Recommend Approval of a Resolution Approving the Budget for FY 2025/26 and FY 2026/27 (pub)																									
29	Review Annual List of Professional Services Contracts (consent)																									
30	Recommend Receiving and Filing of February 2025 Monthly Financial Report (consent)																									
31	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2024/25 (consent)																									
32	Approve a Resolution Adopting the Appropriation Limit for FY 2025/26 (consent)																									
33	Recommend Receiving and Filing of March 2025 and FY 2024/25 Third Quarter Financial Report																									
34	Technology Update (Q)																									
35	Fleet and Warehouse Update (Q)																									
36	Recommend Receiving and Filing of April 2025 Monthly Financial Report (consent)																									