



SCV Water Agency Special Board Meeting

Monday, May 13, 2024

Special Board Meeting Begins at 6:00 PM

Members of the public may attend by the following options:

IN PERSON

TEMPORARY
LOCATION CHANGE

Santa Clarita Valley Water Agency
Pine Street Location – Training Room
23780 Pine Street
Newhall, CA 91321

BY PHONE

Toll Free: 1-(833)-568-8864
Webinar ID: 161 246 5227

VIRTUALLY

Please join the meeting from your computer,
tablet or smartphone:
<https://scvwa.zoomgov.com/j/1612465227>

Have a Public Comment?

Members of the public unable to attend this meeting may submit comments either in writing to ajacobs@scvwa.org or by mail to April Jacobs, Board Secretary, Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Board members and posted on the Santa Clarita Valley Water Agency website prior to the start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practicable, and posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety. (Public comments take place during Item 3 of the Agenda and before each Item is considered. Please see the Agenda for details.)

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

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

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NOTICE AND CALL OF A SPECIAL MEETING

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

Said SPECIAL MEETING of the Board to be held on:

MONDAY, MAY 13, 2024 AT 6:00 PM

AT

**SANTA CLARITA VALLEY WATER AGENCY
PINE STREET LOCATION
TRAINING ROOM
23780 PINE STREET
NEWHALL, CA 91321**

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

Signed: 
President

Date: 5/6/24

Posted on May 7, 2024.

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

MONDAY, MAY 13, 2024 AT 6:00 PM

TEMPORARY LOCATION CHANGE

**SANTA CLARITA VALLEY WATER AGENCY
PINE STREET LOCATION
TRAINING ROOM
23780 PINE STREET
NEWHALL, CA 91321**

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: 161 246 5227 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1612465227>**. Any member of the public may listen to the meeting or make comments to the Board using the call-in number or Zoom Webinar link above.

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

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

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**

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

4. APPROVAL OF THE AGENDA

5. CONSENT CALENDAR PAGE

5.1 *	Approve Minutes of the April 16, 2024 Santa Clarita Valley Water Agency Regular Board of Directors Meeting	9
5.2 *	Approve an Internal Control Policy	17
5.3 *	Approve Receiving and Filing Annual List of Professional Services Contracts	31
5.4 *	Approve Receiving and Filing of February 2024 Monthly Financial Report – February Check Registry	37

6. ACTION ITEMS FOR APPROVAL PAGE

6.1 *	Approve Revised Classification Plan, Position Control and Job Classifications	65
6.2 *	Consider and Determine Timing for Los Angeles County Election Office Recommended Minor Boundary Adjustment Between Divisions 1 and 2	113

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

8. COMMITTEE MEETING RECAP REPORTS FOR INFORMATIONAL PURPOSES ONLY PAGE

8.1 *	April 10, 2024 Water Resources and Watershed Committee Meeting Recap Report	133
8.2 *	April 15, 2024 Finance and Administration Committee Meeting Recap Report	139
8.3 *	April 18, 2024 Public Outreach and Legislation Committee Meeting Recap Report	145

9. WRITTEN REPORTS FOR INFORMATIONAL PURPOSES ONLY PAGE

9.1 *	Engineering Services Section Report	151
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9.4 *	Water Resources and Outreach Section Report	183
9.5 *	Committee Planning Calendars	193

10. PRESIDENT’S REPORT

11. AB 1234 WRITTEN AND VERBAL REPORTS PAGE

11.1 *	April 18, 2024 Association of Water Agency of Ventura County Annual Water Symposium – Director Marks	213
11.2 *	April 21, 2024 Assemblymember Pilar Schiavo Arundo Funding Presentation – Vice President Gutzeit	219
11.3	Other AB 1234 Reports	

12. DIRECTOR REPORTS

13. DIRECTOR REQUESTS FOR APPROVAL FOR EVENT ATTENDANCE

14. ADJOURNMENT

* Indicates Attachment

◆ Indicates Handout

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

NOTICES

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

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

Posted on May 7, 2024.

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Minutes of the Regular Meeting of the Board of Directors of the Santa Clarita Valley Water Agency – April 16, 2024

A regular meeting of the Board of Directors of the Santa Clarita Valley Water Agency was held at Santa Clarita Valley Water Agency, 23780 Pine Street, Newhall, CA 91321 at 6:00 PM on Tuesday, April 16, 2024. A copy of the Agenda is inserted in the Minute Book of the Agency preceding these minutes. The meeting recording can be accessed by clicking on the following link: [Board Meeting Recording](#).

DIRECTORS PRESENT: Kathye Armitage, Beth Braunstein, Ed Colley, Maria Gutzeit, Dirk Marks, Gary Martin, Piotr Orzechowski (Arrived at 6:05 PM) and Ken Petersen.

DIRECTORS ABSENT: William Cooper.

Also present: Administrative Services Manager Kim Grass, Assistant General Manager Steve Cole, Board Secretary April Jacobs, Chief Engineer Courtney Mael, Chief Financial and Administrative Officer Rochelle Patterson, Chief Operating Officer Keith Abercrombie, General Counsel Joe Byrne, General Manager Matthew Stone, Information Technology Technician II Jonathan Thomas, Senior Engineers Orlando Moreno and Robert Banuelos (Virtually), Sustainability Manager Matt Dickens, as well as additional SCV Water Agency staff (Virtually), and members of the public (In Person and Virtually).

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

There were no changes to the April 16, 2024 Board Agenda and it was accepted as shown (Item 4).

President Martin opened the Public Hearing at 6:04 PM to consider adopting a mandatory recycled water use ordinance. Assistant General Manager Steve Cole introduced the item and Sustainability Manager Matt Dickens presented. The public and Board were then given an opportunity to ask questions and make comments. (Item 5.1).

President Martin closed the Public Hearing at 7:23 PM.

President Martin recommended that Item 5.2, to consider and adopt an ordinance to provide for mandatory use of recycled water within the Agency’s service area, be tabled and brought back at a future Board meeting to allow staff more time to research and address any concerns brought up by both the Board and members of the public. Upon motion of Vice President Gutzeit, seconded by Director Braunstein and carried, the Board approved tabling this item to a future date by the following roll call votes (Item 5.2):

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	No	Director Cooper	Absent
Vice President Gutzeit	Yes	Director Marks	Yes
President Martin	Yes	Vice President Orzechowski	Yes
Director Petersen	Yes		

Upon motion of Director Braunstein, seconded by Director Armitage and carried, the Board approved the Consent Calendar including Resolution Nos. SCV-416, SCV-417 and SCV-418 by the following roll call votes (Item 6):

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	Yes	Director Cooper	Absent
Vice President Gutzeit	Yes	Director Marks	Yes
President Martin	Yes	Vice President Orzechowski	Yes
Director Petersen	Yes		

RESOLUTION NO. SCV-416

RESOLUTION CALLING THE SANTA CLARITA VALLEY WATER AGENCY ELECTION FOR OFFICES OF THE AGENCY'S BOARD OF DIRECTORS AND REQUESTING CONSOLIDATION OF SAID ELECTION WITH THE NOVEMBER 5, 2024 STATEWIDE GENERAL ELECTION AND APPROVING REQUIREMENTS OF THE CANDIDATE STATEMENTS

[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)

RESOLUTION NO. SCV-417

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ACTING IN BEHALF OF LOS ANGELES COUNTY GENERAL FUND, LOS ANGELES COUNTY CONSOLIDATED FIRE PROTECTION DISTRICT, LOS ANGELES COUNTY FLOOD CONTROL, THE BOARD OF DIRECTORS OF SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY, AND THE GOVERNING BODIES OF GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT, CITY OF SANTA CLARITA, SANTA CLARITA STREET LIGHTING MAINTENANCE DISTRICT NO. 2, SANTA CLARITA LIBRARY, SANTA CLARITA VALLEY WATER AGENCY, APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION TO SANTA CLARITA VALLEY SANITATION DISTRICT "ANNEXATION NO. 1120"

[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)

RESOLUTION NO. SCV-418

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ACTING IN BEHALF OF LOS ANGELES COUNTY GENERAL FUND, LOS ANGELES COUNTY CONSOLIDATED FIRE PROTECTION DISTRICT, LOS ANGELES COUNTY FLOOD CONTROL, THE BOARD OF DIRECTORS OF SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY, AND THE GOVERNING BODIES OF GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT, CITY OF SANTA CLARITA, SANTA CLARITA STREET LIGHTING MAINTENANCE DISTRICT NO. 2, SANTA CLARITA LIBRARY, SANTA CLARITA VALLEY WATER AGENCY APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX

REVENUES RESULTING FROM ANNEXATION TO SANTA CLARITA VALLEY SANITATION DISTRICT "ANNEXATION NO. 1133"

FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE

Upon motion of Vice President Orzechowski, seconded by Director Marks and carried, the Board adopted (1) Resolution No. SCV-419 awarding a construction contract to JR Filanc Construction Company, Inc in the amount not to exceed \$17,822,347.00 and finding the project is exempt from CEQA Pursuant to CEQA Guidelines Section 15301, (2) authorized the General Manager to execute a purchase order with Hazen and Sawyer, Inc., in the amount not to exceed \$748,440, for engineering services during construction and (3) authorized the General Manager to execute a purchase order with MWH Constructors Inc., in the amount not to exceed \$984,454, for the construction management, inspection services, and material testing for the T7, U4 and U6 Wells PFAS Treatment, Saugus 1 and 2 Wells VOC Treatment and new Disinfection Facility by the following roll call votes (Item 7.1):

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	Yes	Director Cooper	Absent
Vice President Gutzeit	Yes	Director Marks	Yes
President Martin	Yes	Vice President Orzechowski	Yes
Director Petersen	Yes		

RESOLUTION NO. SCV-419

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CLARITA VALLEY WATER AGENCY
AWARDING A CONTRACT TO JR FILANC CONSTRUCTION COMPANY, INC. FOR THE CONSTRUCTION OF THE T7, U4 AND U6 WELLS PFAS TREATMENT, SAUGUS 1 AND 2 WELLS VOC TREATMENT AND NEW DISINFECTION FACILITY PROJECT AND FINDING THE PROJECT EXEMPT FROM CEQA PURSUANT TO CEQA GUIDELINES SECTION**

FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE

Upon motion of Director Braunstein, seconded by Director Marks and carried, the Board adopted Resolution No. SCV-420 authorizing the General Manager to execute a purchase order amendment for engineering and inspection services to Richard C. Slade & Associates, LLC for an amount not to exceed \$442,300 for the Saugus #3 and #4 Wells Construction (Replacement Wells) Project by the following roll call votes (Item 7.2):

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	Yes	Director Cooper	Absent
Vice President Gutzeit	Yes	Director Marks	Yes
President Martin	Yes	Vice President Orzechowski	Yes
Director Petersen	Yes		

RESOLUTION NO. SCV-420

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY TO
APPROVE AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE
ORDER AMENDMENT FOR ENGINEERING AND INSPECTION SERVICES FOR THE
SAUGUS #3 AND #4 WELLS CONSTRUCTION (REPLACEMENT WELLS) PROJECT AND
FINDING THE RESOLUTION EXEMPT FROM REVIEW UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

[FULL RESOLUTION MAY BE VIEWED BY VISITING THE SCV WATER WEBSITE](#)

General Manager’s Report on Activities, Projects and Programs (Item 8).

The General Manager reported on the following:

He mentioned that the EPA released its final PFAS Drinking Water Regulations on April 8, 2024 and submitted them to the Federal Register for publication on April 10, 2024. He stated that the water providers across the nation will have three years to complete monitoring and five years to complete treatment to meet the standard. He advised that staff is evaluating the additional impacts.

He then mentioned SCV Water’s press release that came out yesterday, stating the Ninth Circuit Court of Appeals issued its decision on the appeal and cross appeal in the SCVWA v Whittaker case. He said as we hoped, the court upheld the jury award of \$65.8 million, which is also accruing interest, and found in favor of some of SCV Water’s cross appeals.

He reported that on April 10, 2024, SCV Water sent a letter to the LA Regional Water Quality Control Board requesting additional sampling at the Chiquita Canyon Landfill. The primary request was to conduct sampling of the south and east sedimentation basins as well as a request that once ordered, those groundwater monitoring wells get sampled for PFAS. Finally, he stated that we requested that sampling at the east basin include VOC’s and metal similar to the Regional Board’s requirement for the south basin.

He updated the Board on the recent All Employee meeting held on April 10, 2024 where staff received updates on recent policy changes, updates on PFAS, welcomed new staff and acknowledged employee work anniversaries.

Lastly, he informed the Board that on May 15, 2024 at the Annual California Association of Public Information Officials Award Gala (CAPIO), Communications Manager Kevin Strauss will be awarded the CAPIO Communicator of the Year Award.

To hear the full comments, please refer to the Board recording by clicking the meeting recording link on the first page of these minutes or visiting the SCV Water Website.

Committee Meeting Recap Report for Informational Purposes Only (Item 9).

There were no comments on the recap report.

President's Report (Item 10).

President Martin updated the Board on upcoming meetings and events.

AB 1234 Written and Verbal Reports (Item 11).

A written report was submitted by President Martin which was emailed, posted to the website and is part of the record.

Director Marks reported that he virtually attended the ACWA Groundwater Committee, SGMA Implementation Sub-Committee held on April 11, 2024.

Director Gutzeit reported that she virtually attended a One-on-One meeting with General Manager Stone on April 8, 2024.

There were no **other** AB 1234 Reports.

Director Reports (Item 12).

Director Armitage shared that she is on the ACWA Local Government Committee and it is forming a new Sub-Committee called the City and County Planning Nexus Sub-Committee which she volunteered to join. They will be having their first meeting soon to set priorities and a general work plan.

She also mentioned the upcoming LA County Water Plan Water Resiliency Summit being held on April 29, 2024.

To hear the full report, please refer to the Board recording by clicking the meeting recording link on the first page of these minutes or visiting the SCV Water Website.

There were no other Director reports.

The Board went into Closed Session at 8:22 PM to discuss Item 13.1:

Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9, Claim of Claimant Stephanie Reitenbach Against Santa Clarita Valley Water Agency, Claim for Personal Injury and Past and Future Loss of Consortium Damages, Date of Claim March 20, 2024

The Zoom meeting was put on hold while the Board went into Closed Session. President Martin advised the public and staff that for those who wanted to stay, to remain on the current teleconference line and once Closed Session ends, the Board would reconvene for Closed Session announcements and the conclusion of the meeting.

President Martin reconvened the Open Session at 8:26 PM.

Joe Byrne, Esq., reported that pertaining to Item 13.1 Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9, Claim of Claimant Stephanie Reitenbach Against Santa Clarita Valley Water Agency, Claim for Personal Injury and Past and Future Loss of Consortium Damages, Date of Claim March 20, 2024, the Board unanimously voted to reject the claim and submit it to the Agency’s Joint Powers Insurance Authority, upon motion of Vice President Orzechowski, seconded by Director Braunstein and carried, by the following roll call votes:

Director Armitage	Yes	Director Braunstein	Yes
Director Colley	Yes	Director Cooper	Absent
Vice President Gutzeit	Yes	Director Marks	Yes
President Martin	Yes	Vice President Orzechowski	Yes
Director Petersen	Yes		

There were no other actions taken in Closed Session that were reportable under the Ralph M. Brown Act (Item 14).

Director Requests for future Agenda Items (Item 15).

Director Braunstein requested that the Board have a conversation about recycled water vs. direct potable reuse water.

Director Armitage requested that the Board have a conversation on communicating with HOA’s and working better with them. She stated maybe this is an item that could go to the Public Outreach and Legislation Committee for discussion.

To hear the requests in their entirety, please refer to the Board recording by clicking the meeting recording link on the first page of these minutes or visiting the SCV Water Website.

There were no other requests for future Agenda items.

The meeting was adjourned at 8:28 PM (Item 16).

April Jacobs, Board Secretary

ATTEST:

President of the Board

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BOARD MEMORANDUM

DATE: April 16, 2024
TO: Board of Directors
FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer
SUBJECT: Approve an Internal Control Policy

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.

On April 15, 2024, the Finance and Administration Committee considered staff's recommendation to approve an Internal Control Policy.

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

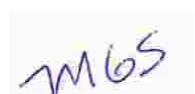
None.

RECOMMENDATION

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

RP

Attachment





POLICIES, RULES, AND REGULATIONS	
Title: INTERNAL CONTROL POLICY	
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 Control 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.

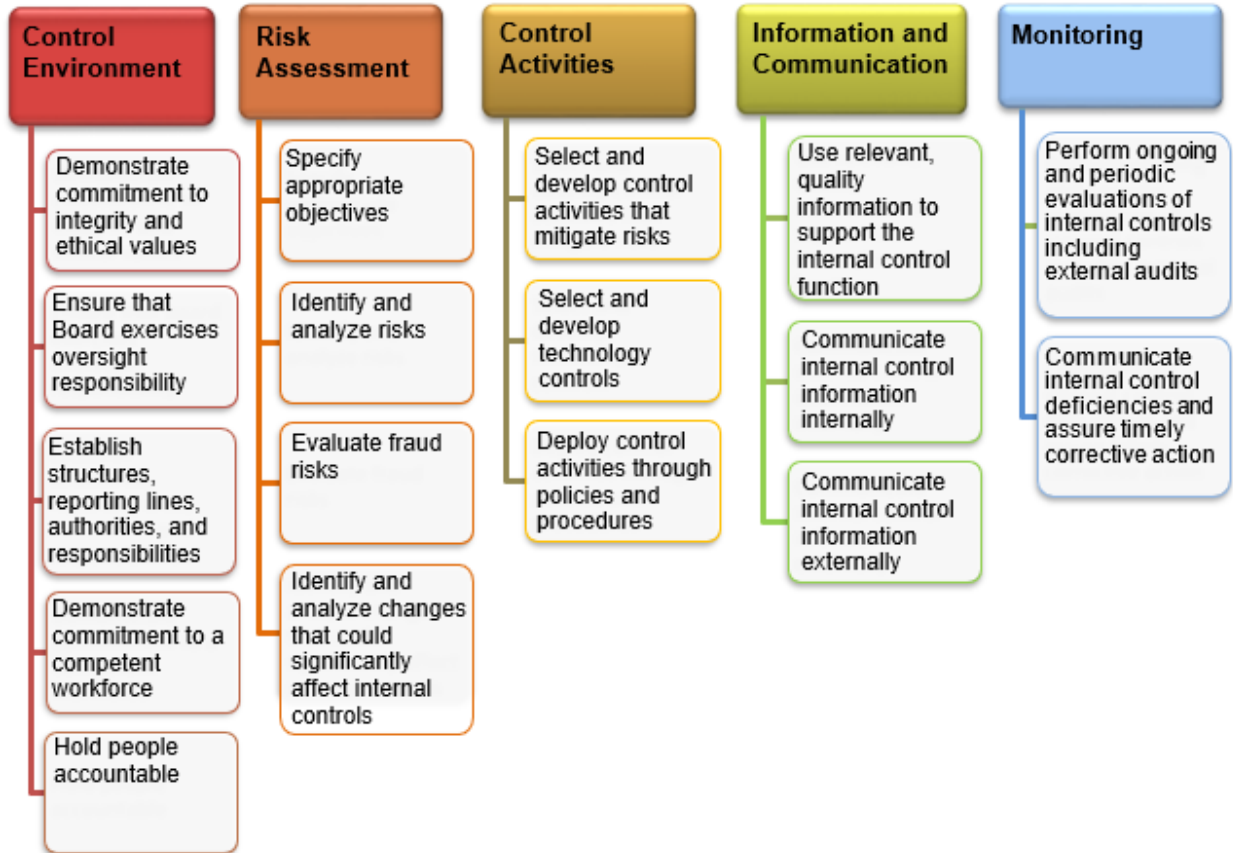
2.2 Five (5) Components of Internal Control

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



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

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



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

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.



POLICIES, RULES, AND REGULATIONS	
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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 biannual 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. A biannual 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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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



BOARD MEMORANDUM

DATE: April 16, 2024
TO: Board of Directors
FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer
SUBJECT: Approve Receiving and Filing Annual List of Professional Services Contracts

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.

On April 15, 2024, the Finance and Administration Committee considered staff's recommendation to approve receiving and filing annual list of professional services contracts.

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

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

RP

Attachment

Handwritten initials "MGS" in blue ink.

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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		
Engor 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		
Intera 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	06-30-2025	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



ITEM NO.
5.4

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

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

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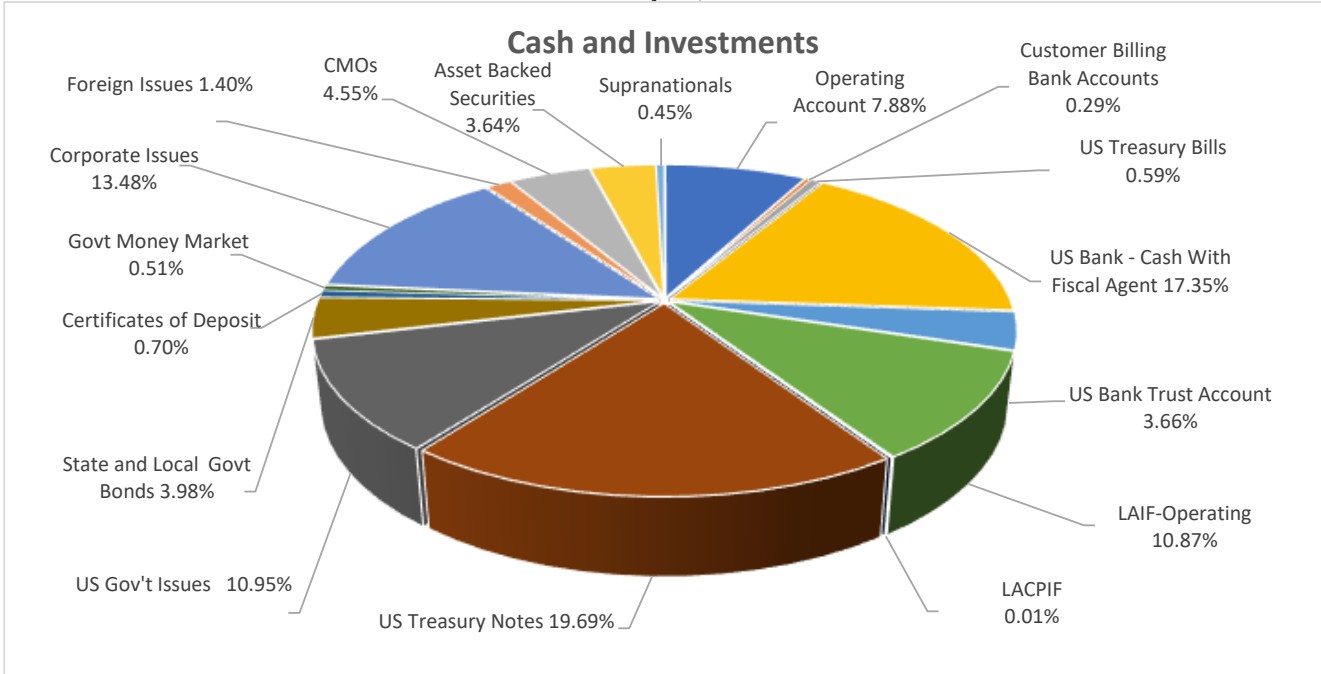
Investment Report

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Santa Clarita Valley Water Agency

Cash and Investment Summary

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%
		\$	322,855,822	100.00%

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>
<u>AGENCY FUNDS</u>					
Cash & Sweep Accounts					
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)		
			-		
Subtotal - Cash & Sweep Accounts Unrestricted				\$ 17,324,274	5.37%
Investments - Unrestricted					
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)		
Subtotal - Investments Unrestricted				\$ 124,378,166	38.52%
Cash and Investments - Restricted					
Facility Capacity Fee Fund - Cash	5	202-10101	\$ -		
Facility Capacity Fee Fund - Investments	3	202-11061	9,683,959		
US Bank Trust Account (1% Prop Tax)	2	101/204-10202	11,805,300		
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		
Subtotal - Cash & Investments Restricted				120,514,904	37.33%
TOTAL AGENCY CASH & INVESTMENTS				\$ 262,217,343	
<u>CAPITAL IMPROVEMENT PROJECT FUNDS</u>					
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		
TOTAL CAPITAL IMPROVEMENT PROJECT FUNDS				\$ 60,638,479	18.78%
TOTAL CASH AND INVESTMENTS				\$ 322,855,822	100.00%

Notes

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

2/29/2024

Per Chandler Asset Management and US Bank Custody Trust Statements

Agency-wide General Funds Invested:

<u>Cash & Cash-Equivalents</u>	<u>Cost</u>	<u>Yield</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Est'd Yield</u>
Wells Fargo Pooled Operating Cash	\$ 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
Total Cash & Cash-Equivalents	\$ 37,139,432	5.585%	Weighted Avg Yield		\$ 2,074,117

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
Total Investments	\$ 225,059,881	4.101%	Weighted Avg Yield		\$ 9,230,212

Cash & Investments Non-CIP	\$ 262,199,313	4.311%	Portfolio Weighted Avg Yield		\$ 11,304,329
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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
Beginning Balance (estimated):	\$ 33,698,797	\$ 124,522,467	\$ 58,342,385	\$ 97,040,645	\$ 9,683,959
April					
Cash Provided from:					
Water Sales	5,830,430	-	-	-	-
Water Sales Misc ¹	30,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	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 ²	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	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	-	-	-	-	-
Projected Ending Balance Apr	\$ 37,529,906	\$ 124,522,467	\$ 52,031,653	\$ 106,665,100	\$ 10,102,577
May					
Cash Provided from:					
Water Sales	7,765,262	-	-	-	-
Water Sales Misc ¹	40,000	-	-	-	-
Recycled Water Sales	40,600	-	-	-	-
Non Operating Income:					
Property Taxes	3,826,000	-	-	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 ²	884,831	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	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	-	-	-	-	-
Projected Ending Balance. May	\$ 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
Beginning Balance (estimated):	\$ 33,698,797	\$ 124,522,467	\$ 58,342,385	\$ 97,040,645	\$ 9,683,959
June					
Cash Provided from:					
Water Sales	8,732,678	-	-	-	-
Water Sales Misc ¹	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 ²	880,624	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	-
Other ³	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)
Projected Ending Balance Jun	\$ 33,324,497	\$ 124,522,467	\$ 39,410,189	\$ 103,992,923	\$ 6,716,560

Notes:

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

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

³ Other includes Laboratory Revenues and Other Non-Operating Revenue

Ten Largest Disbursements Check Register

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SCV Water
 Ten Largest Disbursements
 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
			Sites Project Joint Powers Authority		800,000.00
2	02-08-2024	18035	NFP Property & Casualty Services, Inc.	Policy #:TR0001486-17093-24 Renewal of DIFC Effective 1/22/2024	655,399.36
			NFP Property & Casualty Services, Inc.		655,399.36
3	02-21-2024	58643	Weber Water Resources CA LLC	Saugus Well 2 Rehabilitation	444,366.77
			Weber Water Resources CA LLC		444,366.77
4	02-21-2024	58658	Pacific Hydrotech Corporation	Well 201 VOC Groundwater Treatment Improvements, Progress Payment through 12/31/23	310,032.50
			Pacific Hydrotech Corporation		310,032.50
5	02-07-2024	18016	Zim Industries, Inc.	Replacement (Saugus 3 & 4) Wells Construction Project, Progress Payment through 12/31/23	277,186.25
			Zim Industries, Inc.		277,186.25
6	02-28-2024	18234	Purolite Corporation	Purolite Resin Delivery and Service	255,132.61
			Purolite Corporation		255,132.61
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
			Emcor Services-Mesa Energy Systems		224,570.00
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				
			So. California Edison Co.		220,817.23
9	02-21-2024	58659	Pacific Hydrotech Corporation	Well 201 VOC Groundwater Treatment Improvements, Progress Payment through 1/31/24	219,672.16
			Pacific Hydrotech Corporation		219,672.16

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			Evoqua Water Technologies, LLC.		210,084.41

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.

Date	Recipient of Reimbursement	Reason for Reimbursement	Amount
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	P-CARD (VISA) - ACWA Spring Conference & Expo 2024 - Registration	840.00
02/01/24	Cooper, William	P-CARD (VISA) - ACWA Spring Conference & Expo 2024 - Registration	840.00
02/01/24	Martin, Gary	P-CARD (VISA) - 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
			<u>3,044.69</u>

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BOARD MEMORANDUM

DATE: April 16, 2024
TO: Board of Directors
FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer
SUBJECT: Approve Revised Classification Plan, Position Control and Job Classifications

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.

On April 15, 2024, the Finance and Administration Committee considered staff's recommendation to approve a revised Classification Plan, Position Control and Job Classifications.

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.

	Positions	FY2024/25 Budget Impact	Included in FY 2024/25 Budget
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	Purchasing & Warehouse Technician II	DEFERRED	
9	Facilities Maintenance Technician II	DEFERRED	
10	Security Operations Specialist	\$122,475	
11	Senior Water Systems Technician	\$122,475	
12	Recycled Water Coordinator II	\$108,855	
13	Senior Electrical Technician	\$122,475	
14	Water Systems Technician I	\$97,124	
	Reclassifications	\$37,412	
	Included in FY 2024/25 Budget	\$750,638	
	DEFERRED – Conditionally Approved	(124,860)	
	Proposed Additions FY 2024/25 Budget Impact	\$610,816	
	Total - FY 2024/25 Budget Impact (11 Positions)	\$1,236,594	

RECOMMENDATION

The Finance and Administration Committee recommends that the Board of Directors approve: 1) the changes to the Agency's Classification Plan, 2) the Agency's Position Control, and 3) 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
Senior Water Resources and Data Scientist	39	12,745	15,529
Senior Water Resources Planner	39	12,745	15,529
Engineer	37	11,547	14,069
Senior Financial Analyst	37	11,547	14,069
Water Conservation Supervisor	37	11,547	14,069
Water Resources Planner	37	11,547	14,069
Inspector Supervisor	36	10,989	13,392
SCADA Supervisor	36	10,989	13,392
Senior Management Analyst	36	10,989	13,392
Treatment Plant Operator Supervisor	36	10,989	13,392
Accounting Supervisor	35	10,461	12,745
Associate Engineer	35	10,461	12,745
Associate Water Resources Planner	35	10,461	12,745
Board Secretary/Executive Assistant	35	10,461	12,745

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

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

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

**Class and Comp Study required prior to placement*

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

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

Directors

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

Shift Differential 5% or 10%

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

On Call Pay

\$198 per day

ATTACHMENT 2
SCV WATER
POSITION CONTROL FY 2024/25

Department and Position Title	# of Positions
ENGINEERING	29
Administrative Technician	4
Assistant Engineer	1
Associate Engineer	1
Chief Engineer	1
Engineer	5
Engineering Technician II	1
Executive Assistant	1
Inspector I	1
Inspector Supervisor	1
Principal Engineer	2
Right of Way Agent	1
Senior Administrative Technician	1
Senior Engineer	4
Senior Engineering Technician	1
Senior Inspector	4
FINANCE, ADMINISTRATION & IT	70
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**

Department and Position Title	# of Positions
GIS Technician II	1
Human Resources Analyst	3
Human Resources Manager	1
Human Resources Specialist	1
Information Technology Specialist	1
Information Technology Supervisor	1
Information Technology Technician I	1
Information Technology Technician II	3
Management Analyst I	1
Office Assistant II	1
Purchasing and Warehouse Technician II	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
MANAGEMENT	3
Administrative Technician	1
Board Secretary/Executive Assistant	1
General Manager	1
OPERATIONS	96
Administrative Technician	1
Chief Operating Officer	1
Director of Operations and Maintenance	1
Emergency Preparedness and Safety Coordinator	1
Environmental Health & Safety Supervisor	1
Executive Assistant	1
Field Services Supervisor	1
Field Services Worker I	3
Field Services Worker II	6
Lead Utility Operations Technician	1

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

Department and Position Title	# of Positions
Management Analyst I	1
Recycled Water Coordinator II	1
Safety Specialist II	1
Senior Administrative Technician	2
Senior Field Services Worker	2
Senior Quality Assurance Scientist	1
Senior Recycled Water Coordinator	1
Senior Utility Operations Technician	9
Senior Water Quality Scientist	1
Senior Water Systems Technician	9
Utility Operations Technician I	11
Utility Operations Technician II	10
Utility Operations Technician III	2
Utility Supervisor	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
TREATMENT & MAINTENANCE - PLANT	25
Administrative Technician	1
Electrical/Instrumentation Technician	1
Senior Electrical Technician	4
Senior Instrumentation Technician	2
Senior Water Systems Technician	3
Treatment Plant Operator I - 80 hour shift	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
WATER RESOURCES	29
Administrative Technician	1
Assistant General Manager	1
Communications Manager	1

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

Department and Position Title	# of Positions
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
TOTAL POSITIONS	252

Full-Time	243
Part-Time	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%	-0.20%
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%
Percentage Needed to Reach LM Mean*	At Market	1.45%
Additional Percentile (or Control Point)		6.09%
		6.09%

*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
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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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REVISED AGENCY CLASSIFICATION PLAN, POSITION CONTROL AND JOB CLASSIFICATIONS

**Finance and Administration Committee Meeting
March 18, 2024**

PROCESS OVERVIEW

Board Approved Classification Plan – May 15, 2023

- Provided justification and received conditional approval to add seven (7) positions in the Biennial Budget FY 23/24 and FY 24/25.

Revised Classification Plan, Position Control and Job Classifications – March 18, 2024

- Management received department recommendations and justifications to add staff during the FY 2024/25 revised budget process
- Staff performed job classification analysis through benchmarking for new classifications
- Propose an approval of new job classifications, update the classification plan and position control, and review the budget impact.

SUMMARY

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

The total position increase since the merger is 32, which is an average of 4.6 positions per year.

FY 2024/25 NEW POSITIONS

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

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

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

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

FY 2024/25 RECLASSIFICATIONS

Financial Analyst Career Path

- Senior Financial Analyst – Range 35 to Range 37
- Financial Analyst II – Range 35
- Financial Analyst I – Range 33 (no change)

Accounting Career Path

- Controller – Range 43 (no change)
- Accounting Supervisor – Range 34 to Range 35
- Senior Accountant – Range 31 to Range 32
- 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

- A QA/QC Laboratory Supervisor position was approved for FY 2024/25 but required a class specification and compensation analysis. The position was renamed and placed at range 34, aligning with the Classification Plan.

FINANCIAL CONSIDERATIONS

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

RECOMMENDATION

That the Finance and Administration Committee recommends the Board of Directors approve:

- 1) The changes to the Agency's Classification Plan,
- 2) The Agency's Position Control, and
- 3) Class specifications for Security Operations Specialist, Financial Analyst I/II and Senior Quality Assurance Scientist.




QUESTIONS



BOARD MEMORANDUM

DATE: May 2, 2024

TO: Board of Directors

FROM: Matthew G. Stone
General Manager 

SUBJECT: Consider and Determine Timing for Los Angeles County Election Office Recommended Minor Boundary Adjustment Between Divisions 1 and 2

SUMMARY/DISCUSSION

On April 25, 2024, the Los Angeles County Registrar Recorder/County Clerk's (LA County) office contacted the Agency and advised that we had a parcel that was split between Division 1 and Division 2. They stated that the impacted parcel was located in the Canyon Village Condominiums located in Canyon Country. LA County prefers not to split stacked parcels and is requesting that that boundary line be shifted so that it does not divide the stacked parcels at Canyon Village. The majority of the condominiums (22 buildings with approximately 154 units) are currently located in Division 1. There are 10 Buildings with 7 units each currently located in Division 2 that would be impacted by the change (Attachment 1). Those 10 buildings, 70 condos would be moved from Division 2 to Division 1. LA County stated that the change can be made after the November 5, 2024 election or can be done at this time. Also, attached as Attachment 2, is the proposed written Division Boundary Description (boundary description) showing that adjustment.

Staff is requesting that the Board discuss and advise on when they would like to make the requested adjustment to the Canyon Village Condominiums, now or after the November 5, 2024 General Election.

In addition, after reviewing the current boundary description and map provided by our consultant, staff found that the boundary map did not line up with the boundary description and did some minor clean-ups so that the map and the boundary description matched (Attachment 3 and 4). Those changes consisted of (1) correcting the boundary along Golden Valley Road at Newhall Ranch Road, moving the boundary line keeping all of Galloway in Division 1, which will move approximately 118 single family residential condominiums from Division 2 back into Division 1 where it should have been initially placed (Attachment 5), (2) cleaned up the riverbed boundary as requested by LA County (Attachment 6), no homes are impacted by the riverbed boundary adjustment, (3) one home off of Whites Canyons located on Ermine Place was split between Division 1 and Division 2, staff cleaned up the boundary and adjusted it to show it in Division 2 where it belonged (Attachment 7), this cleanup did not have any impact and (4) staff made some formatting changes to make the boundary description easier to read. The Electoral Division Map and boundary descriptions now match.

FINANCIAL CONSIDERATIONS

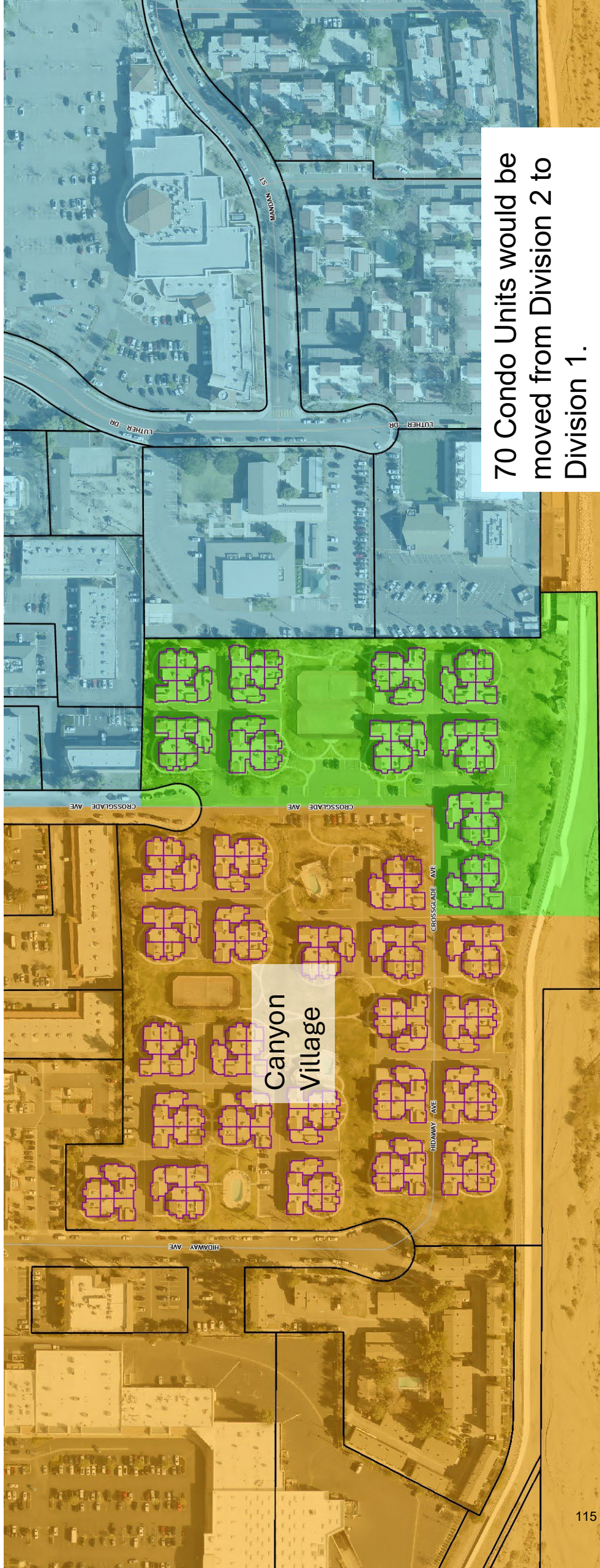
None.

RECOMMENDATION

That the Board Directors determine when they would like the Boundary Adjustment to the Canyon Village Condominiums to take place either after the November 5, 2024 election or now.

Attachments

ATTACHMENT 1



Canyon Village

70 Condo Units would be moved from Division 2 to Division 1.

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ATTACHMENT 2

Santa Clarita Valley Water Agency

Proposed Description of Electoral Boundaries

Division No. 1

The First (1st) Electoral Division shall include the real property described as follows:

Beginning at the intersection of Newhall Ranch Road and Interstate 5;

Thence proceeding easterly along Newhall Ranch Road to Golden Valley Road;

Thence proceeding northerly along Golden Valley Road to Ermine Street;

Thence proceeding easterly along Ermine Street and Ermine Place and the extension of Ermine Place to Whites Canyon Road;

Thence proceeding along Whites Canyon Road to Nadal Street;

Thence proceeding easterly along Nadal Street to Bermina Avenue;

Thence proceeding southerly along Bermina Avenue to Delight Street;

Thence proceeding westerly along Delight Street to Bakerton Avenue;

Thence proceeding southerly along Bakerton Avenue to the Bakerton Avenue right-of-way just south of the power lines, approximately 135 feet south of Kimbrough Street;

Thence proceeding westerly and southerly along the right-of-way behind the parcels on the east side of Crossglade Avenue until Allenwick Avenue;

Thence proceeding southerly along Allenwick Avenue to Vicci Street;

Thence proceeding westerly along Vicci Street to Crossglade Avenue;

Thence proceeding southerly along Crossglade Avenue to its dead end; ~~and continuing due south into the parking lot until its conclusion;~~

~~Thence proceeding westerly and southerly and easterly along the northern western and southern borders of census (2010) block 060379200351017, going around the two apartment buildings;~~

Thence proceeding east along Tract 35795 (Canyon Village Condominium Complex) boundary then south along Tract 35795 boundary to the Santa Clara riverbed;

Thence proceeding easterly along the Santa Clara riverbed to State Highway 14;

Thence proceeding northeasterly along State Highway 14 to the Santa Clarita Valley Water Agency's (Agency's) eastern border;

Thence proceeding clockwise along the Agency's border to the intersection of State Highway 14 and the Agency's southern border;

Thence proceeding northerly along State Highway 14 to Newhall Avenue;

Thence proceeding northwesterly along Newhall Avenue to Main Street;
Thence proceeding northerly along Main Street to Lyons Avenue;
Thence proceeding westerly along Lyons Avenue to Orchard Village Road;
Thence proceeding northerly along Orchard Village Road to McBean Parkway;
Thence proceeding westerly along McBean Parkway to Interstate 5;
Thence proceeding northerly along Interstate 5 to the point of origin.

Division No. 2

The Second (2nd) Electoral Division shall include the real property described as follows:

Beginning at the intersection of the Agency's northern border and the Los Angeles Aqueduct easement on the western boarder of census block 060379200152002, between Harmony Way and Evening Star Court;

Thence proceeding southerly along the Los Angeles Aqueduct easement to Copper Hill Drive;

Thence proceeding westerly along Copper Hill Drive to McBean Parkway;

Thence proceeding southerly along McBean Parkway to Newhall Ranch Road;

Thence proceeding easterly along Newhall Ranch Road to Golden Valley Road;

Thence proceeding northerly along Golden Valley Road to Ermine Street;

Thence proceeding easterly along Ermine Street and Ermine Place and the extension of Ermine Place to Whites Canyon Road;

Thence proceeding along Whites Canyon Road to Nadal Street;

Thence proceeding easterly along Nadal Street to Bermina Avenue;

Thence proceeding southerly along Bermina Avenue to Delight Street;

Thence proceeding westerly along Delight Street to Bakerton Avenue;

Thence proceeding southerly along Bakerton Avenue to Bakerton Avenue right-of-way just south of the power lines, approximately 135 feet south of Kimbrough Street;

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Thence proceeding southerly along Allenwick Avenue to Vicci Street;

Thence proceeding westerly along Vicci Street to Crossglade Avenue;

Thence proceeding southerly along Crossglade Avenue to its dead end ~~and continuing due south into the parking lot until its conclusion;~~

~~Thence proceeding westerly and southerly and easterly along the northern, western, and southern borders of census (2010) block 060379200351017, going around the two apartment buildings;~~

Thence proceeding east along Tract 35795 (Canyon Village Condominium Complex) boundary then south along Tract 35795 boundary to the Santa Clara riverbed;

Thence proceeding easterly along the Santa Clara riverbed to State Highway 14;

Thence proceeding northeasterly along State Highway 14 to the Agency's eastern border;

Thence proceeding counter-clockwise along the Agency's border to the point of origin.

Division No. 3

The Third (3rd) Electoral Division shall include the real property described as follows:

Beginning at the intersection of the Agency's northern border and the Los Angeles Aqueduct easement on the western border of census block 060379200152002, between Harmony Way and Evening Star Court;

Thence proceeding southerly along the Los Angeles Aqueduct easement to Copper Hill Drive;

Thence proceeding westerly along Copper Hill Drive to McBean Parkway;

Thence proceeding southerly along McBean Parkway to Newhall Ranch Road;

Thence proceeding westerly along Newhall Ranch Road to Interstate 5;

Thence proceeding southerly along Interstate 5 to McBean Parkway;

Thence proceeding easterly along McBean Parkway to Orchard Village Road;

Thence proceeding southerly along Orchard Village Road to Lyons Avenue;

Thence proceeding easterly along Lyons Avenue to Main Street;

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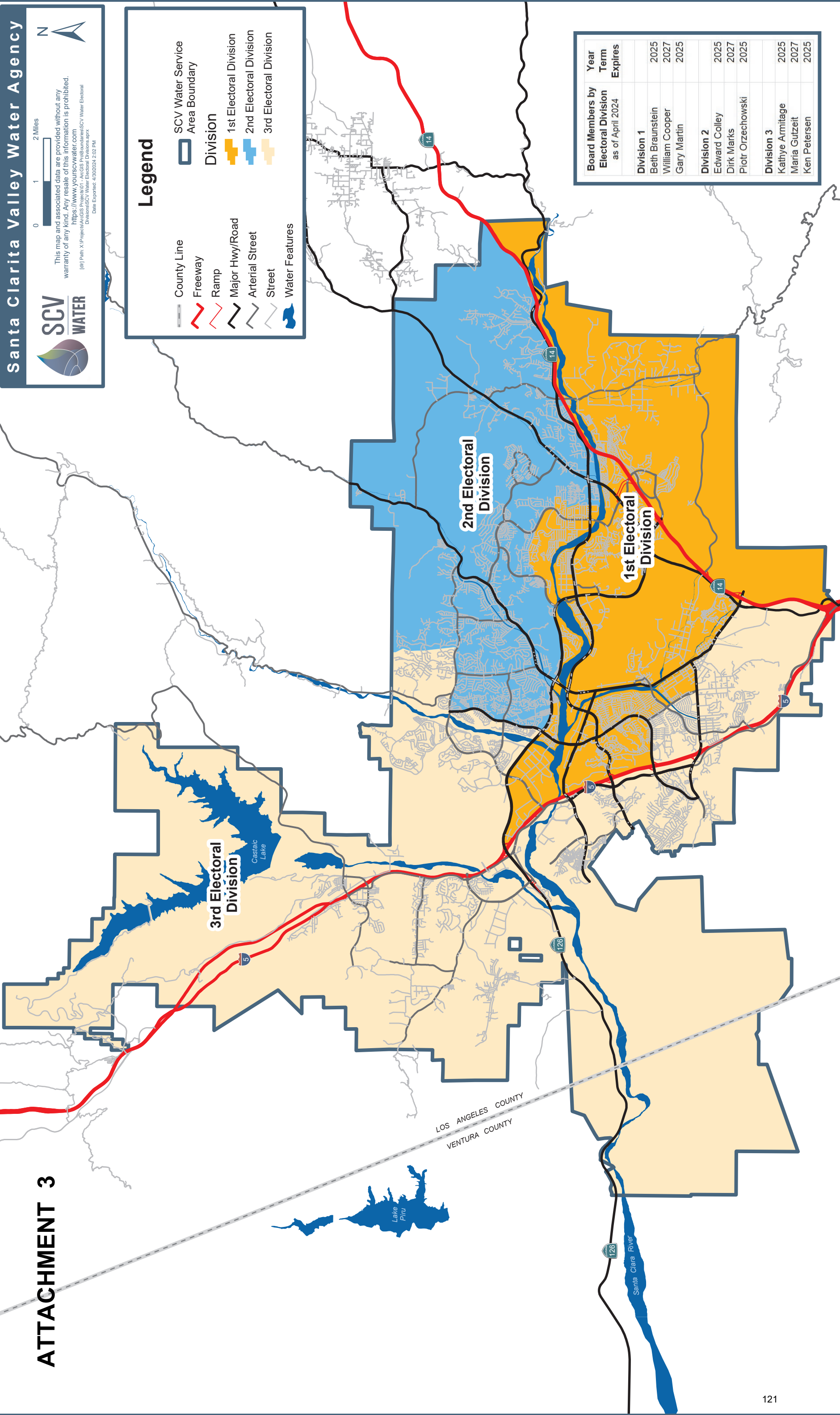
Thence proceeding southerly along State Highway 14 to the Agency's southern border;

Thence proceeding clockwise along the Agency's border to the point of origin.

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Santa Clarita Valley Water Agency - Electoral Divisions

ATTACHMENT 3



Santa Clarita Valley Water Agency

SCV WATER

This map and associated data are provided without any warranty of any kind. Any resale of this information is prohibited.
<https://www.yourscvwater.com>
 (g) Path: X:\Projects\ArcGIS\Projects\01 - ArcGIS Pro\Boundaries\SCV Water Electoral Divisions\SCV Water Electoral Divisions.aprx
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N

Legend

- County Line
- Freeway
- Ramp
- Major Hwy/Road
- Arterial Street
- Street
- Water Features
- SCV Water Service Area Boundary

Division

- 1st Electoral Division
- 2nd Electoral Division
- 3rd Electoral Division

Board Members by Electoral Division as of April 2024	Year Term Expires
Division 1	
Beth Braunstein	2025
William Cooper	2027
Gary Martin	2025
Division 2	
Edward Colley	2025
Dirk Marks	2027
Piotr Orzechowski	2025
Division 3	
Kathy Armitage	2025
Maria Gutzeit	2027
Ken Petersen	2025

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ATTACHMENT 4

Santa Clarita Valley Water Agency Description of Electoral Boundaries

Division No. 1

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Division No. 2

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Thence proceeding northeasterly along State Highway 14 to the Agency's eastern border;
Thence proceeding counter-clockwise along the Agency's border to the point of origin.

Division No. 3

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Thence proceeding westerly along Newhall Ranch Road to Interstate 5;

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Thence proceeding easterly along McBean Parkway to Orchard Village Road;

Thence proceeding southerly along Orchard Village Road to Lyons Avenue;

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Thence proceeding southerly along Main Street to Newhall Avenue;

Thence proceeding southeasterly along Newhall Avenue to State Highway 14;

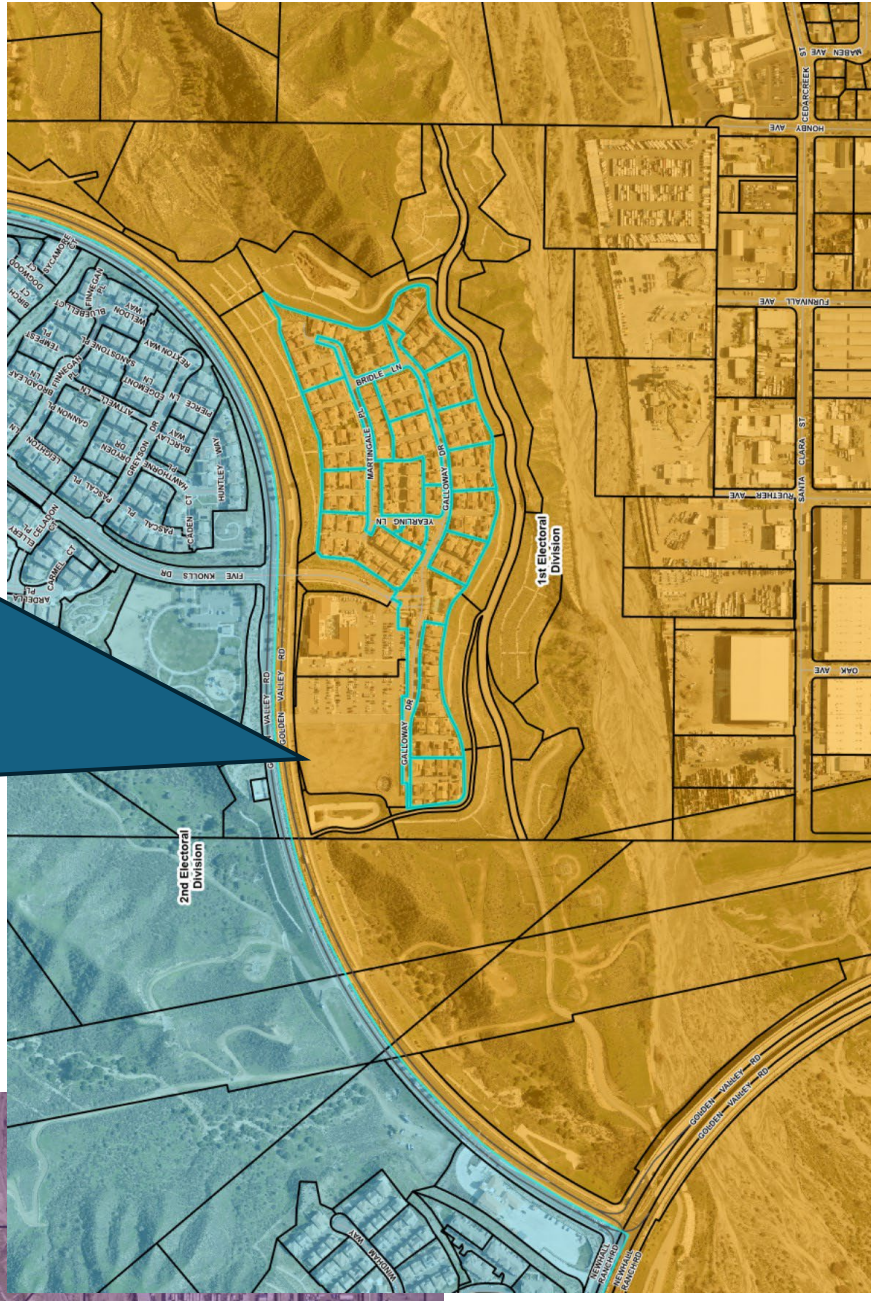
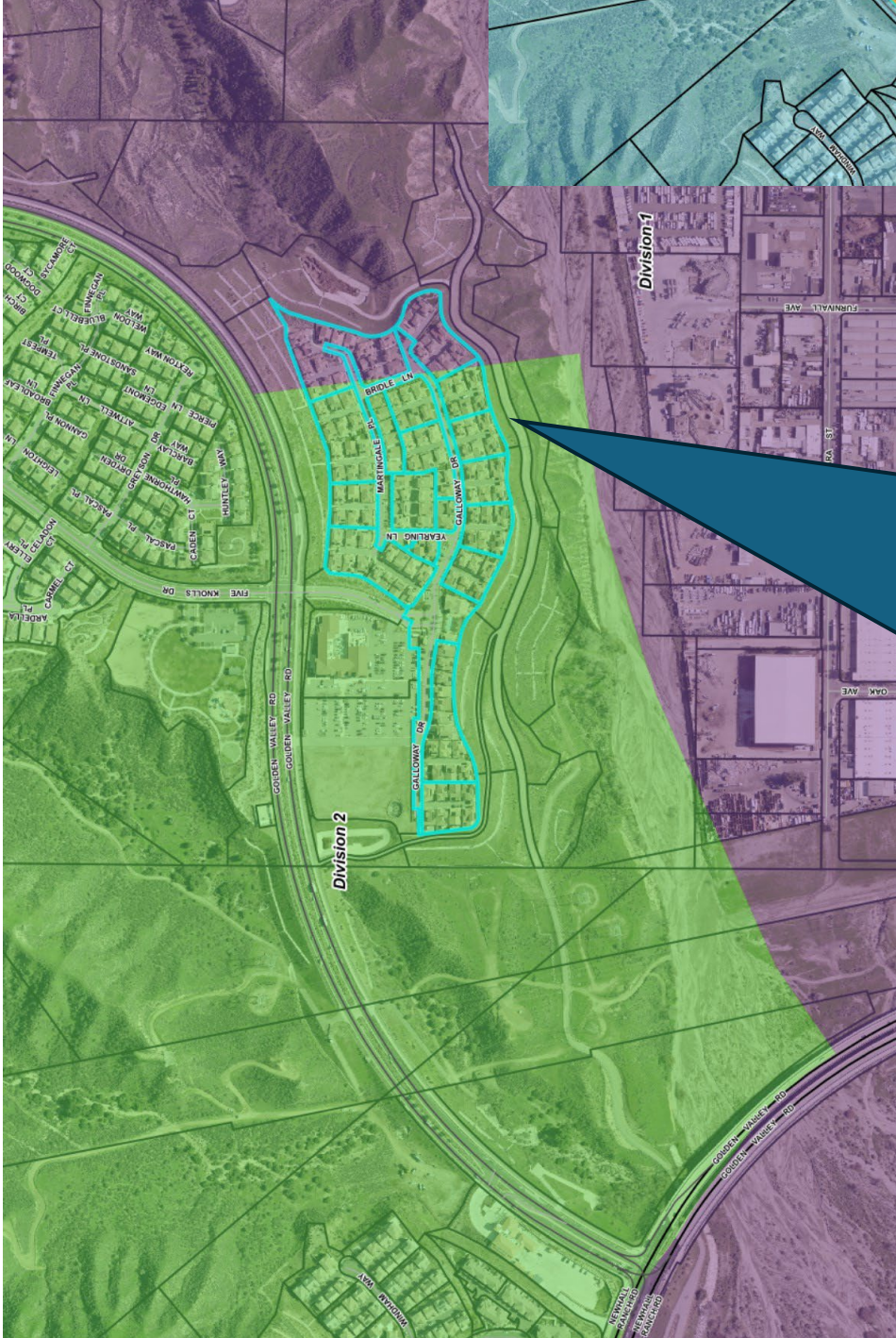
Thence proceeding southerly along State Highway 14 to the Agency's southern border;

Thence proceeding clockwise along the Agency's border to the point of origin.

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ATTACHMENT 5

All of Galloway within Division 1 with the correct boundary as stated in the Descriptions.



Galloway with boundary running through stacked parcels

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ATTACHMENT 6

Boundary cleaned up to follow parcel boundaries in the riverbed. No homes affected.

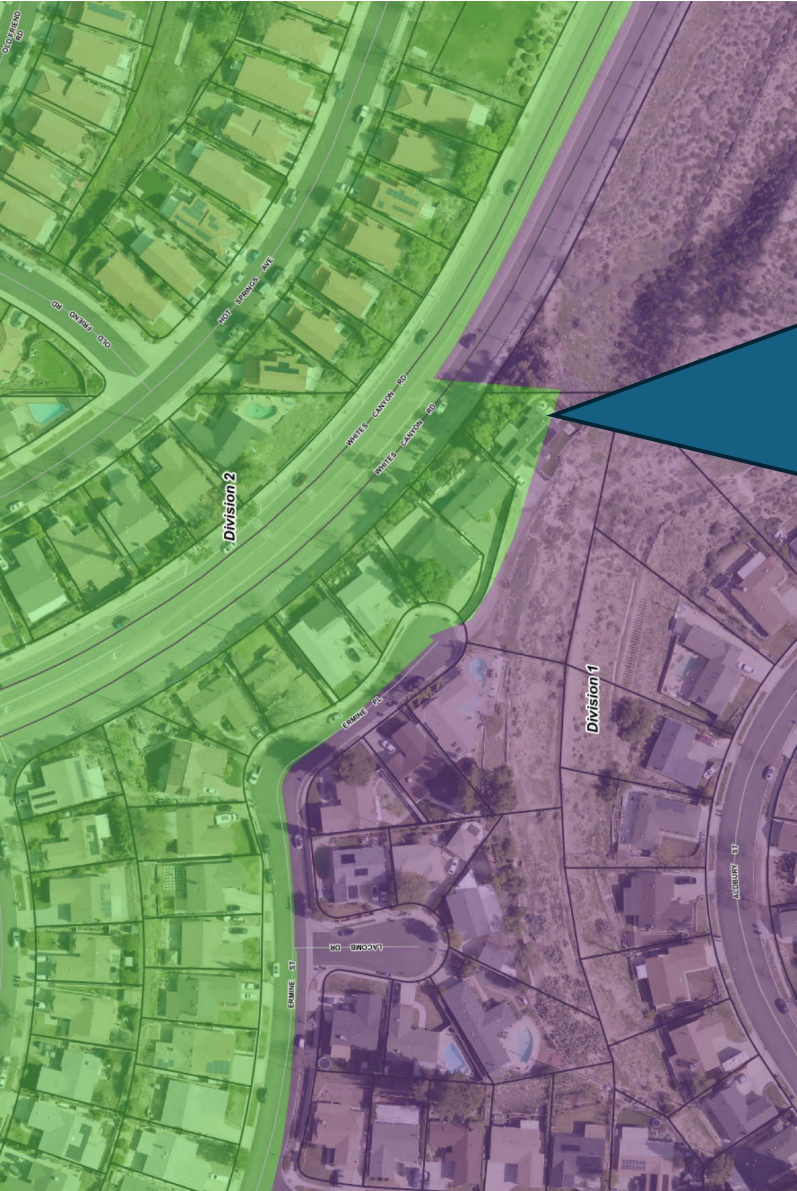
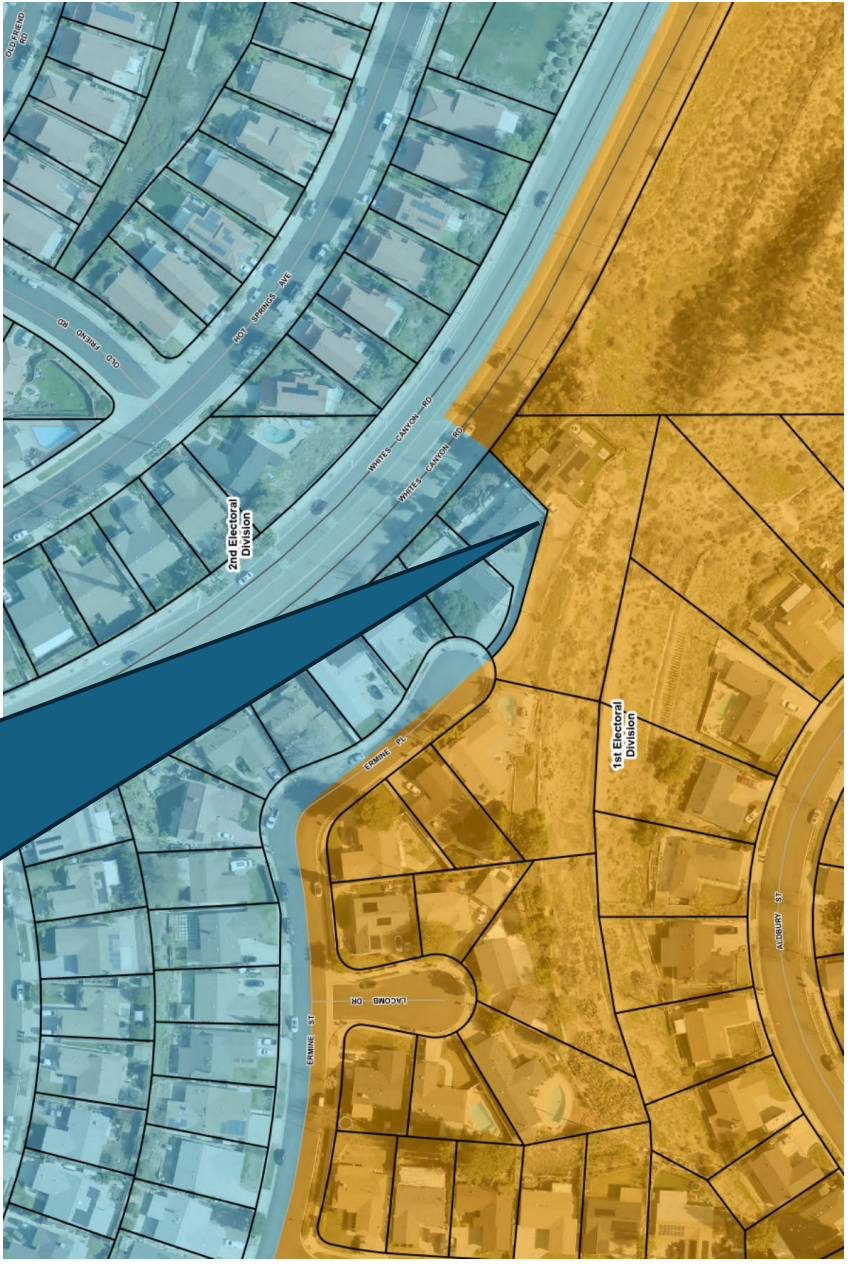


Boundary cutting through parcels in Santa Clara Riverbed

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ATTACHMENT 7

Boundary cleaned up




Boundary cutting through parcel one parcel on Ermine Pl.

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BOARD MEMORANDUM

DATE: April 11, 2024
TO: Board of Directors
FROM: Steve Cole 
Assistant General Manager
SUBJECT: April 10, 2024 Water Resources and Watershed Committee Meeting Recap Report

The Water Resources and Watershed Committee met at 5:30 PM on Wednesday, April 10, 2024 at the Engineering Services Section (ESS) Boardroom located at 26521 Summit Circle, Santa Clarita, CA 91350. In attendance were Committee Chair Piotr Orzechowski, Directors Dirk Marks, and Gary Martin. Staff members present were Assistant General Manager Steve Cole, Director of Water Resources Ali Elhassan, Senior Water Resources Specialist Sarah Fleury, Executive Assistant Eunie Kang, and Information Technology Technician I Oliver Molina. A copy of the agenda is attached.

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

Item 3: Review of the Proposed BY 2024/25 Water Resources and Conservation and Sustainability Operating Budget – Staff and the Committee reviewed the proposed Operating budget. No action is requested at this time. The FY 2024/25 Operating budget will be presented at a future Finance and Administrative Committee meeting then will go to the Board for consideration and approval.

Item 4.1: Status of Water Supplies – Sarah Fleury provided a status update on water supplies reflecting the absence of drought conditions with no changes expected from March 2024 through June 2024. She reported on current reservoir conditions and reviewed the operations plan. Notably, the State Water Project (SWP) allocation has increased to 30% as of March 22, 2024.

Item 4.2: Review of Banking Storage Program Study – Staff and the Committee reviewed WestWater Research’s analysis on CA water banks and potential transfer and exchange opportunities.

Item 4.3: Director of Water Resources Staff Activities – Ali Elhassan and Ernesto Velazquez participated in the International Biennial Symposium on Managed Aquifer Recharge in Tucson, Arizona that brings together experts in the field to discuss and share knowledge on groundwater management. Both Ali and Ernesto participated and contributed to the technical session and presented the Agency’s Recharge Sustainability Study.

Ali concluded with a congratulatory message to Senior Water Resources & Data Scientist, Najwa Pitois and the expansion of her family, as they welcomed a new child.

Item 5: Committee Planning Calendar – Staff and the Committee reviewed the Planning Calendar.

Item 6: Adjournment – The meeting adjourned at 7:10 P.M.

The meeting recording is available on the SCV Water Agency website or by clicking the following link: [Water Resources and Watershed Committee Meeting Recording.](#)

Attachment

MBS



Date: April 3, 2024

To: **Water Resources and Watershed Committee**
Piotr Orzechowski, Chair
William Cooper
Dirk Marks
Gary Martin

From: Steve Cole, Assistant General Manager

The **Water Resources and Watershed Committee** meeting for **Wednesday, April 10, 2024 at 5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350 in the Engineering Services Section (ESS) Boardroom**. Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-833-568-8864, Webinar ID: 161 087 4562 or Zoom Webinar by clicking on the link scvwa.zoomgov.com/j/1618074562**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

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

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	<u>PLEDGE OF ALLEGIANCE</u>	
2.	<u>PUBLIC COMMENTS</u> – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.) 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.	
3.	Review of the Proposed FY 2024/25 Water Resources and Conservation and Sustainability Operating Budget	
4.	Water Resources Director’s Report:	
	4.1 Status of Water Supplies	
	4.2 Review of Banking Storage Program Study (Westwater Research)	
	4.3 Staff Activities	
5. *	Committee Planning Calendar	1
6.	Adjournment	
*	Indicates Attachment	
●	Indicates Handout	

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Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Santa Clarita Valley

Apr 3, 2024
Page 3 of 3

Water Agency, located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Website, accessible at yourSCVwater.com.

Posted on April 3, 2024

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BOARD MEMORANDUM

DATE: April 16, 2024

TO: Board of Directors

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

SUBJECT: April 15, 2024 Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, April 15, 2024, in the Engineering Services Section Boardroom at the Summit Circle location. In attendance were Chair Ken Petersen and Directors Kathye Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included: Director of Operations and Maintenance Mike Alvord, Assistant General Manager Steve Cole, Management Analyst II Erika Dill, Administrative Technician Paul Hoover, Fleet & Warehousing Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Oliver Molina, Director of Technology Services Cris Perez, Buildings & Grounds Supervisor Roland Valiente and myself. Additional SCV Water staff and members of the public were present. A copy of the Agenda is attached.

Item 1: Pledge of Allegiance

Item 2: Public Comment – There was public comment.

Item 3: Recommend Approval of an Internal Control Policy – Staff presented this item and after some brief discussion, the Committee unanimously agreed to place it on the Consent Calendar for the May 13, 2024 rescheduled Board meeting.

Item 4: Review Annual List of Professional Services Contracts – Staff presented this item and after some comments and discussion, the Committee unanimously agreed to place this item on the Consent Calendar for the May 13, 2024 rescheduled Board meeting.

Item 5: Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions – Staff presented this item for the second time after the original March 18, 2024 presentation, at which time the Committee had asked staff to reassess the proposed new positions by providing budgetary offsets, if any, as well as additional justification for certain positions. Staff also revised the presentation and recommended that three positions be deferred and reassessed during the next budget cycle. After reviewing and discussing, the Committee unanimously agreed to place this as an action item to be considered at the May 13, 2024 rescheduled Board meeting.

Item 6: Recommend Receiving and Filing of February 2024 Monthly Financial Report – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the May 13, 2024 rescheduled Board meeting.

Item 7: Committee Planning Calendar – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

Item 8: Requests for Future Agenda Items – One of the Directors touched on an issue that came up during outside business regarding the use of non-disclosure agreements (NDA) in public agencies. The Director would like to explore the topic to possibly develop a future policy.

Item 9: General Report on Finance and Administration Activities – Staff was pleased to update the Committee on the status of Human Resource’s implementation of core HCM (Human Capital Management) in Oracle, stating that progress is moving more quickly than anticipated. Staff also disclosed that the Agency’s Ratepayer Assistance Program (RAP) which now has 602 active participants, and that the annual allotted \$100K to this program is set to roll over for FY 2024/25. Staff also mentioned the accounting department is gearing up for its annual audit process.

Item 10: Adjournment – The meeting was adjourned at 6:29 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link: [April 15, 2024 F&A Meeting Recording](#).

RP


Attachment





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

MEETING AGENDA

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<u>ITEM</u>	<u>PAGE</u>
3. * Recommend Approval of an Internal Control Policy	7
4. * Review Annual List of Professional Services Contracts	21
5. * Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions	27
6. * Recommend Receiving and Filing of February 2024 Monthly Financial Report	67
February 2024 Check Register Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-February-2024.pdf	
7. * Committee Planning Calendar	95
8. Requests for Future Agenda Items	
9. General Report on Finance and Administration Activities	
10. Adjournment	
* Indicates attachments	
◆ To be distributed	

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disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

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Posted on April 9, 2024.

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BOARD MEMORANDUM

DATE: April 22, 2024
TO: Board of Directors
FROM: Steve Cole 
Assistant General Manager
SUBJECT: April 18, 2024 Public Outreach and Legislation Committee Meeting Recap Report

The Public Outreach and Legislation Committee met at 5:30 PM on Thursday, April 18, 2024, at the Engineering Services Section (ESS) Boardroom located at 26521 Summit Circle, Santa Clarita, CA 91350. In attendance were Committee Chair Maria Gutzeit, Directors Kathye Armitage, Beth Braunstein and Ed Colley. Staff members present were Assistant General Manager Steve Cole, Communications Manager Kevin Strauss, Information Technology Technician II Jonathan Thomas and Executive Assistant Eunie Kang. Attending virtually were Sustainability Manager Matt Dickens, Senior Public Affairs Specialist Laura Gallegos, Consultant Geoff Bowman from Van Scoyoc Associates and Consultant Dennis Albiani and Annalee Akin Augustine from California Advocates. A copy of the Agenda is attached.

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

Item 3: Legislative Consultant Reports – Staff and the Committee reviewed the federal legislative report by Geoff Bowman and the state legislative report by Dennis Albiani and Annalee Akin Augustine.

Item 4: Review Agency’s Conservation Public Outreach Campaigns – Matt Dickens and Laura Gallegos highlighted the significant strides in conservation efforts and public engagement. They detailed the latest regulatory legislative actions and the Agency’s rebate programs. The presentation concluded with an overview of the Agency’s public communications outreach, emphasizing strategic communications as a key tool for effective public engagement.

Item 5: Communications Manager Activities – Kevin Strauss acknowledged that the Outreach Team received recognition awards given by the California Association of Public Information Officials for the Agency’s branding efforts, website redesign, public newsletter, and the Consumer Confidence Report.

Item 6: Committee Planning Calendar – Staff and Committee reviewed the Planning Calendar.

Item 7: Committee Requests for Future Agenda Items – The renewal of the Legislative Advocacy contracts will be discussed at the May 16, 2024 Public Outreach and Legislation Committee meeting.

Item 8: Adjournment – The meeting adjourned at 7:27 PM.

The meeting recording is available on the SCV Water Agency website or by clicking the link here: [Public Outreach and Legislation Committee Meeting Recording.](#)

Attachment

Handwritten initials "MGS" in blue ink on a light gray background.



Date: April 11, 2024

To: **Public Outreach and Legislation Committee**
Maria Gutzeit, Chair
Kathye Armitage
Beth Braunstein
Ed Colley

From: Steve Cole, Assistant General Manager *SC*

The **Public Outreach and Legislation Committee** meeting is on **Thursday, April 18, 2024** at **5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350** in the **Engineering Services Section (ESS) Boardroom**. Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

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3. * Legislative Consultant Report	
3.1 Van Scoyoc Associates (10 minutes)	1
3.2 California Advocates (10 minutes)	3
4. Review Agency’s Conservation Public Outreach Campaigns	
5. * Communications Manager’s Report	95
6. * Committee Planning Calendar	115
7. Committee Requests for Future Agenda Items	
8. Adjournment	
* Indicates Attachment	
◆ Indicates Handout	

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Posted on April 11, 2024

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BOARD MEMORANDUM

DATE: April 15, 2024
TO: Board of Directors
FROM: Courtney Mael *CM*
 Chief Engineer
SUBJECT: Engineering Services Section Report

CAPITAL IMPROVEMENT PROJECTS (CIP) CONSTRUCTION

Project	Contractor	Contract Amount	Scheduled Completion	Notes
Dickason Drive Water Line Improvements	J. Vega Engineering, Inc.	\$1,909,511	5/31/2024	Construction is 85% complete.
ESFP Washwater Return Improvements	Pacific Hydrotech Corporation	\$18,599,838	5/31/2024	Construction is 95% complete.
Bridgeport Pocket Park	C.S. Legacy Construction, Inc.	\$373,148	6/30/2024	Construction is complete. Project closeout is in progress.
Magic Mountain Pipeline Phase 4	FivePoint/Toro Enterprises	\$3,297,014	6/30/2024	Construction is 99% complete.
Magic Mountain Pipeline Phase 5	FivePoint/Toro Enterprises	\$3,175,117	6/30/2024	Construction is 99% complete.
Magic Mountain Pipeline Phase 6A	FivePoint/Toro Enterprises	\$7,168,845	6/30/2024	Construction is 92% complete.
Magic Mountain Pipeline Phase 6B	FivePoint/Leatherwood Construction	\$4,568,687	6/30/2024	Construction is 99% complete.
Pitchess Pipeline Modifications	LA County Metropolitan Transportation Authority	\$159,000	6/30/2024	Potholing of the pipeline was conducted on June 5, 2023.

Project	Contractor	Contract Amount	Scheduled Completion	Notes
Santa Clara & Honby Wells - Site Construction	Pacific Hydrotech Corporation	\$9,304,324	6/30/2024	Construction is 94% complete.
Santa Clara & Honby Wells PFAS Groundwater Treatment Improvements Material Purchase	Aqueous Vets	\$814,050	6/30/2024	Materials have been delivered to the site.
Deane Tank (concrete) at Nimbus Way	Pacific Hydrotech Corporation	\$3,140,010 (SCV Water Fair Share)	7/23/2024	Construction is 80% complete. Contractor is installing piping and appurtenances.
Deane Pump Station at Sand Canyon Plaza	Pacific Hydrotech Corporation	\$1,969,954 (SCV Water Fair Share)	8/01/2024	Construction is 50% complete. Site Electrical work in progress.
Saugus #3 & #4 Wells Construction (Replacement Wells)	Zim Industries, Inc.	\$12,751,494	9/01/2024	Construction is 75% complete.
RVWTP Diesel UST Replacement	Fleming Environmental, Inc	\$1,388,771	10/30/2024	Construction submittals are in progress.
Deane Pump Station at Skyline Ranch Road	Pacific Hydrotech Corporation	\$388,223 (SCV Water Fair Share)	11/19/2024	Construction is 40% complete. Site suction/discharge piping in progress.
Well 201 VOC Treatment Improvements	Pacific Hydrotech Corporation	\$7,726,700	2/01/2025	Construction is 40% complete.

CAPITAL IMPROVEMENT PROJECTS (CIP) PLANNING AND DESIGN

1. Backcountry (fka Magic Mountain) Pump Station – The Board of Directors adopted the Addendum to the Mission Village Environmental Impact Report (EIR) and the Mitigation Monitoring and Reporting Program, approved the Backcountry Pump Station project, and authorized final design services on March 7, 2023. Design is in progress. Additional California Environmental Quality Act (CEQA) analysis is being performed to allow flexibility in design. National Environmental Policy Act (NEPA) analysis is in progress. Constructability review is in progress.
2. Backcountry (fka Magic Mountain) Reservoir – The Board of Directors adopted the Addendum to the Mission Village EIR and the Mitigation Monitoring and Reporting Program, approved the Backcountry Reservoir project, and authorized final design services on March 7, 2023. The pipeline is within the public right-of-way and Pump Station Improvements are being designed as separate plan sets. Design is in progress.
3. Castaic Conduit Bypass Pipeline – Design is 90% complete. Permits are being secured for the project.
4. Catala Pump Station and Pipelines – Planning is in progress. Geotechnical investigation at the pump station site was conducted on April 4, 2024. The preliminary draft report is being prepared.
5. Nimbus Deane Tank 2 for Sand Canyon Plaza (SCV Water Fair Share) – Commenced 30% design of 2nd Nimbus Tank to be located at Skyline Ranch next to 1st Deane Tank currently under construction.
6. Foothill Feeder Service Connection CLWA-01/01T Pipe Repair – Metropolitan Water District of Southern California (MWDSC) is performing the planning and design of the pipe repair improvements. Staff met with MWDSC staff on May 4, 2023, at the site to review site conditions.
7. Honby Parallel Pipeline Phase 2 – The Board of Directors adopted the Addendum to the EIR on June 1, 2021. Design is in progress and staff is securing permits from the California Department of Fish and Wildlife and the Los Angeles Regional Water Quality Control Board.
8. Honby Tank Pipeline Bottleneck – The Board of Directors adopted the final mitigated negative declaration and mitigation monitoring reporting program and approved final design services at the January 16, 2024 Board meeting. Final design is in progress.
9. Master Plan – The Master Plan update was presented at the March 7, 2024 Engineering & Operations Committee meeting. Planning is in progress.
10. Newhall Wells (N11, N12, N13) Groundwater Treatment Improvements – Planning is complete. CEQA and NEPA evaluations are in progress. Request to authorize final design services is scheduled to be presented at the May Engineering & Operations Committee meeting.

11. Per- and Polyfluoroalkyl Substances (PFAS) Groundwater Treatment Improvements: Clark Well – Planning is in progress.
12. PFAS Groundwater Treatment Improvements: E Wells (E-14, E-15, E-16, and E-17) – Planning is complete. CEQA and NEPA evaluations are in progress.
13. PFAS Groundwater Treatment Improvements: Lost Canyon 2, Lost Canyon 2A, and Sand Canyon 2, and Mitchell 5B Wells – Planning is in progress.
14. PFAS Groundwater Treatment Improvements: North Oaks Central, North Oaks East, and Sierra Wells – Planning is in progress.
15. PFAS Groundwater Treatment Improvements: Wells 206 and 207 – Planning is in progress.
16. PFAS Groundwater Treatment Improvements: Well D – Planning is in progress.
17. PFAS Groundwater Treatment Improvements: Wells W9 and W10 – Planning is in progress.
18. Pipeline Inspection: Castaic Conduit Pipeline Reaches 3 & 4 – Planning is in progress.
19. Pipeline Inspection: Magic Mountain Parkway (MMP) Inspection Access Modifications – Final design is in progress.
20. Pipeline Replacement: Abdale St, Maplebay Ct, & Beachgrove Ct Pipelines – Final design is in progress.
21. Pipeline Replacement: Bouquet Tank & Tank #3 Pipelines – Planning is in progress.
22. Pipeline Replacement: McBean Parkway – Final design is in progress. Filed Notice of Exemption.
23. Pipeline Replacement: MMP & The Old Road Recycled Water Relocation – Planning is in progress.
24. Pipeline Replacement: Newhall Ranch Road (West of Avenue Tibbitts) – Planning is in progress.
25. Pipeline Replacement: Rio Vista Water Treatment Plant (RVWTP) Sewer Line – CEQA and NEPA evaluations are in progress.
26. Pipeline Replacement: Sand Canyon Sewer Line – CEQA and NEPA evaluations are in progress.
27. Pipeline Replacement: Smyth Drive Pipeline – The project was advertised for construction bids on PlanetBids and one bid was submitted on April 3, 2024. Staff is reviewing the construction bid.
28. Pipeline Replacement: The Old Road Pipeline (McBean Pkwy to Pico Canyon Rd) – Planning is in progress.

29. Pipeline Replacement: Valencia Marketplace Pipeline – Final design is in progress.
30. Recycled Water Fill Station – Planning and land acquisition are in progress.
31. Recycled Water South End (Phase 2C) – Newhall County Water District, as the CEQA Lead Agency, certified the recirculated MND on August 10, 2017. The project Mitigated Negative Declaration/Initial Study was adopted by the CLWA Board of Directors on August 23, 2017. Grant application for Proposition 1 Grant was submitted the week of December 2, 2019. The Board of Directors adopted the Addendum to the MND on June 1, 2021, and authorized additional design services on August 3, 2021. NEPA evaluation is complete. The project is being advertised for construction bids on PlanetBids. The bids are due by 2:00 pm on April 10, 2024.
32. Replacement Wells (Saugus Wells 3 and 4: Site and Equipment Design) – Final design is in progress.
33. RVWTP Mechanical Shop and Access Road Paving – On February 28, 2024, two proposals for planning and design services were submitted. Staff evaluated the proposals and is scheduled to present the project and request authorization for planning services to the selected consultant during the May 2, 2024 Engineering and Operations Committee meeting and the June 4, 2024 Board meeting.
34. RVWTP Turbidity Improvements – Planning is in progress.
35. S Wells PFAS Groundwater Treatment and Disinfection Facility – 60% plans in progress. Staff is preparing several applications for additional potential grant funding opportunities.
36. Sand Canyon Reservoir Expansion – Planning is complete. Consultant prepared the 30% design plans for a 7 million gallon (MG) rectangular cast-in-place concrete reservoir.
37. Sierra Highway Bridge Expansion Water Pipelines Protection – Final design is in progress. The agreement with the City of Santa Clarita to advertise and construct the SCV Water Pipelines Protection and Installation work has been executed. The City of Santa Clarita is tentatively planning to advertise for construction around March 2025.
38. T7, U4, and U6 Wells PFAS Groundwater Treatment Improvements, New Rio Vista Intake Pump Station (RVIPS) Disinfection Facility, and Saugus 1 and 2 Volatile Organic Compounds (VOC) Improvements – 100% plans and specification completed. Contractor bids received.
39. Well 205 Perchlorate Treatment Improvements – The project is being advertised for construction bids on PlanetBids and bids are due by 2:00 p.m. on May 1, 2024.

DEVELOPMENT PROJECTS – DESIGN, CONSTRUCTION, AND INSPECTION

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Aidlin Hills (Tract 52796) Lennar	102 Dwelling Units	2 tanks, 1 pump station, ±7,670' of potable pipelines, and 9 public fire hydrants.	TBD	Water pipeline plans have been approved. 95% Tank and Booster Station plans are in review and 90% Disinfection Building plans in review.
College of the Canyons (COC)	New Parking Structure for Valencia Campus	Relocation of 16" water line (approximately 1,015').	Construction is complete and pipeline is in operation.	Project closeout is in progress.
Dockweiler	93 Single Family Units	1,400' of offsite pipeline, 3,600 feet of onsite pipeline.	Construction is complete.	Notice of Completion is in process.
Landmark Village (Tract 53108) FivePoint	1444 Dwelling Units	3.5 miles of piping, pressure reducing station, 2MG Zone IA Tank, and 2 Hwy 126 crossings.	TBD	Design is on hold.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Mission Village (FivePoint)	4055 Dwelling Units	11.5 miles of new pipeline, 1 pressure reducing station (Telemark (formerly Petersen), 2 booster stations (Telemark (formerly Petersen) potable & recycled). 1 booster station upgrade (Magic Mtn.), and 3 tanks (Telemark (formerly Petersen) potable & recycled tanks and Magic Mtn. Tank No. 2 potable).	Telemark (formerly Petersen) Tanks and Booster Stations design to be complete by April 2024.	<p>Design: To date, a total of 52 potable/recycled distribution pipeline designs have been approved for construction. Telemark (formerly Petersen) potable and recycled water booster stations are 100% complete. Telemark Tanks at 90% complete. Phase 3B, 2B-1, 2B-2 water distribution pipeline plan sets are under review.</p> <p>Construction: Phases 1A, 1B, 1C, 1D, and in-tract potable water pipelines are completed, and recycled water pipelines are 90% complete. Well 206/207 pipe relocation project is 75% complete. Magic Mountain Booster Station Upgrades are complete. Retaining wall at Magic Mountain Tank No. 2 site is 80% complete. Notices of Completion are being executed for projects.</p> <p>On-site recycled water irrigation plan review/construction in progress.</p>

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Needham Ranch Trammell Crow Co.	2,550,000 Square Feet Industrial and Commercial	4 miles of pipelines, 1 pump station, 2 tanks, 1 disinfection building, and 2 pressure reducing stations.	Phase 1 construction is substantially complete. Phase 2 Construction is substantially complete. Tank 7 and 7A is complete. Disinfection Building and Pump Station upgrades to be complete by January 2024.	Construction: Tank 7A is complete. Pine Street Pipeline is complete. Design: Installation of 3 rd Pump at Needham Booster Station substantially complete. Chemical building is under construction (80% complete).
Saddle Peak Canyon (Tick Canyon)	548 single family units	2 tanks, 1 pump station, 6.3 miles of pipeline.	TBD	30% pipeline, tank and pump station plans have been reviewed by SCV Water.
Sand Canyon Plaza	129 Single Family Units, 451 Multi-Family Units, 140 Bed Senior Living, Commercial	1 pump station, 1,700' of onsite pipeline, and 8,500' of pipeline.	Developer has commenced mass grading at the site. Offsite Pipeline and New Sand Canyon Plaza Pump Station to start construction in August 2023.	Offsite pipeline and pump station is under construction. Final In-Tract plans approved and signed.
Sheriff Station City of Santa Clarita	44,300 Square Feet	1 mile of pipeline.	Construction is complete with crossing over Los Angeles Department of Water and Power (LADWP) aqueduct.	Staff are preparing design to adjust alignment of pipeline crossing under the bike path. Construction is planned for fall 2024 using SCV Water staff.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Spring Canyon (Tract 48086)	492 Dwelling Units	1 tank, 1 pump station, and 1 pressure reducing valve, Mammoth Lane upgrades and lift station upgrades.	Mammoth Lane upgrades must be complete prior to commencement of development.	Design plans for in-tract pipelines, tanks and pump station were approved and issued in July 2020. Staff is working with developer and consultant to address County standards for sewer lift station upgrades to transfer ownership to the City of Santa Clarita. Review and comments provided on 1 st draft Memorandum of Understanding (MOU) between SCV Water and the City for transfer of sewer lift station facility.
Skyline Ranch TriPointe (Tract 60922)	1220 Dwelling Units	17 miles of pipelines, 3 pump stations, and 4 tanks.	Phase 1 pipelines, pump station and tanks are online. Phase 2 Deane pump station and Nimbus/Deane tank are in construction for completion by summer 2024. Phase 3 Skyline Pump Station and Disinfection to be constructed by spring 2025.	Staff is reviewing 90% plans for disinfection facility and Skyline Pump Station.
Tesoro Highlands	696 Single Family Units, 9 Multi-Family Units, 2 acres of Commercial	2 tanks, 1 pump station, and 64,000' of pipeline.	Phase 1 and Phase 2 Pipeline substantially complete. Tesoro 3 Tanks to be completed by August 2023. Zone 3 pump station to be completed by February 2024.	Tanks 3/3A are substantially completed. Phase 3-6 water pipelines are substantially completed and operational. Pump station construction is in progress (80% complete-awaiting electrical panels). Phase 7, 8 and 14B pipeline to start construction.

Project Developer	Development Size	Infrastructure (Estimated at Build-out)	Schedule	Status
Vista Canyon (Tract 69164) JSB Development	1100 Dwelling Units	5 miles of potable and recycled pipelines.	Construction of Phase 1 Potable and Recycled Water Systems are complete. Construction of Phase 2 systems are complete except for final tie-ins.	Developer to submit schedule to construct final tie-ins for potable system. Purchase agreement with City for recycled water supply. Service of recycled water has been executed, and final approval by DDW and RWQCB received. Recycled water service is pending Water Factory effluent quality to come within permit requirements.

RIGHT OF WAY – CELL SITES

1. Bouquet Tank Site – T-Mobile has constructed fences around sector antennas. Carrier is also working on plans to install an emergency generator at this location. SCV Water has received a deposit of \$10,000 and is waiting on reviewed plans to be updated by T-Mobile.
2. Commerce Center Tank Site – AT&T has identified this location as a potential new cell site. SCV Water has received a deposit of \$10,000 and is reviewing plans.
3. Dockweiler (Newhall) Tank 2 Site – SCV Water is waiting on T-Mobile carrier plans to relocate decommissioned Sprint equipment off the tank due to T-Mobile's acquisition of Sprint. AT&T is currently in the process of relocating from this site. T-Mobile has identified to upgrade fiber within existing lease area. SCV Water is drafting a deposit agreement for this modification.
4. Garnet Canyon Tank Site – Verizon has requested access on existing SCV Water easement to install a new wireless facility on adjacent Southern California Edison towers. SCV Water is drafting a deposit agreement.
5. Keaton (Honby) Tank Site – T-Mobile has identified this existing site for upgrades. SCV Water is working with carrier on deposit letter and review of plans. DISH Wireless has identified this location as a potential new cell site. SCV Water has received a deposit of \$10,000 and is reviewing plans.
6. Live Oaks Tank Site – AT&T has identified this location as a potential new cell site. SCV Water has received a deposit of \$10,000 and is reviewing plans.
7. Mountain Pass (Princess) Tank Site – DISH wireless has identified this location for a potential new location. SCV Water has entered into deposit agreement and is awaiting plans from carrier to review. Verizon has requested to expand the current facility. SCV Water is drafting a deposit agreement and awaiting plans from carrier location manager American Tower.
8. Pamplico (Catala) Tank Site – DISH Wireless has identified this location as a potential new cell site. SCV Water has received a deposit of \$10,000 and is reviewing plans. AT&T has also identified this location as a potential new site. SCV Water is working with carrier on deposit letter. T-Mobile has identified this existing site for upgrades. SCV Water has received a deposit of \$10,000 and is reviewing plans.
9. Ridge Route (Castaic) Tank 1A – Verizon is near completion of new wireless facility.
10. Vineyard Tank Site – Tower Co has identified this location for a potential new wireless facility. SCV Water is drafting a deposit agreement.
11. Whites Canyon (Skyblue) Tank Site – On January 16, 2024, the Board approved an item for SCV Water to enter into a license agreement with Verizon to resolve access issues. T-Mobile has identified this location for a potential new wireless facility. SCV Water is drafting a deposit agreement.

CAPITAL IMPROVEMENT PROJECTS (CIP) MISCELLANEOUS

- Fire Flow – In March 2024, staff issued 30 fire flow requests.

FACILITY CAPACITY FEES (FCFs) AND CONNECTION FEES

Month	Regional	Distribution	Total
July 2023	\$367,333	\$8,870	\$376,203
August 2023	\$588,778	\$62,844	\$651,622
September 2023	\$1,186,791	\$24,243	\$1,211,034
October 2023	\$123,565	\$21,288	\$144,853
November 2023	\$220,774	\$15,336	\$236,110
December 2023	\$703,880	\$134,986	\$838,866
January 2024	\$1,185,872	\$103,458	\$1,289,330
February 2024	\$497,433	\$140,978	\$638,411
March 2024	\$1,330,447	\$296,658	\$1,627,105
FY 2023/24 to Date	\$6,204,873	\$817,661	\$7,013,534
FY 2023/24 Budget	\$1,320,200	\$257,600	\$1,577,800

MBS



BOARD MEMORANDUM

DATE: April 15, 2024
TO: Board of Directors
FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer
SUBJECT: Finance, Administration, and Information Technology Services Section Report

FINANCE & ADMINISTRATION (F&A)

Key Accomplishments/Activities:

Staff presented a report to the Finance and Administration (F&A) Committee for Board of Director consideration exempting retail capital improvement projects from the Retail Debt Threshold for projects included in the 2024 WIFIA Master Agreement loan program.

Staff received approval of a Revised Capitalization Policy for Fixed Assets.

Staff presented a revised classification plan, position control and job descriptions at the March 18, 2024 regular F&A Committee meeting. After discussion, the item was referred back to staff to be presented again at the April 15, 2024 F&A Committee meeting.

Staff will be managing the Agency's interim FY 2023/24 audit, working with external auditors, Lance, Soll, and Lunghard, (LSL) CPAs. Interim audit begins the week of April 29, 2024.

Staff completed the first cohort of the College of the Canyons (COC) Project Leadership & Management Training Course.

Significant Upcoming Items:

Staff is preparing for the upcoming budget cycle for the second year of the Agency's third biennial Budget (FY 2024/25).

Staff developed an Internal Control Policy and will present it at the April 15, 2024 regular F&A Committee meeting.

Payroll staff are currently coordinating compensation for nine (9) Leave of Absences (LOA) cases, including coordination of payroll with the Family and Medical Leave Act (FMLA) and California State Disability Insurance (SDI) benefits.

Ongoing: Staff, following Grant Management Policy and Procedures, and specific EPA (Environmental Protection Agency) WIFIA (Water Infrastructure Finance and Innovation Act) requirements, continue to receive training on processes and workflows to ensure the Agency will comply with federal single audit requirements. SCV Water will be subject to a Single Audit for the fiscal year ending June 30, 2024. This is an audit to confirm that the Agency is complying

with federal laws and grant requirements. This protects the Agency’s eligibility to receive ongoing federal funding.

Ongoing: Staff continue to increase the efficiency of the Project Financial Management module, working with Engineering, Operations and Water Resources.

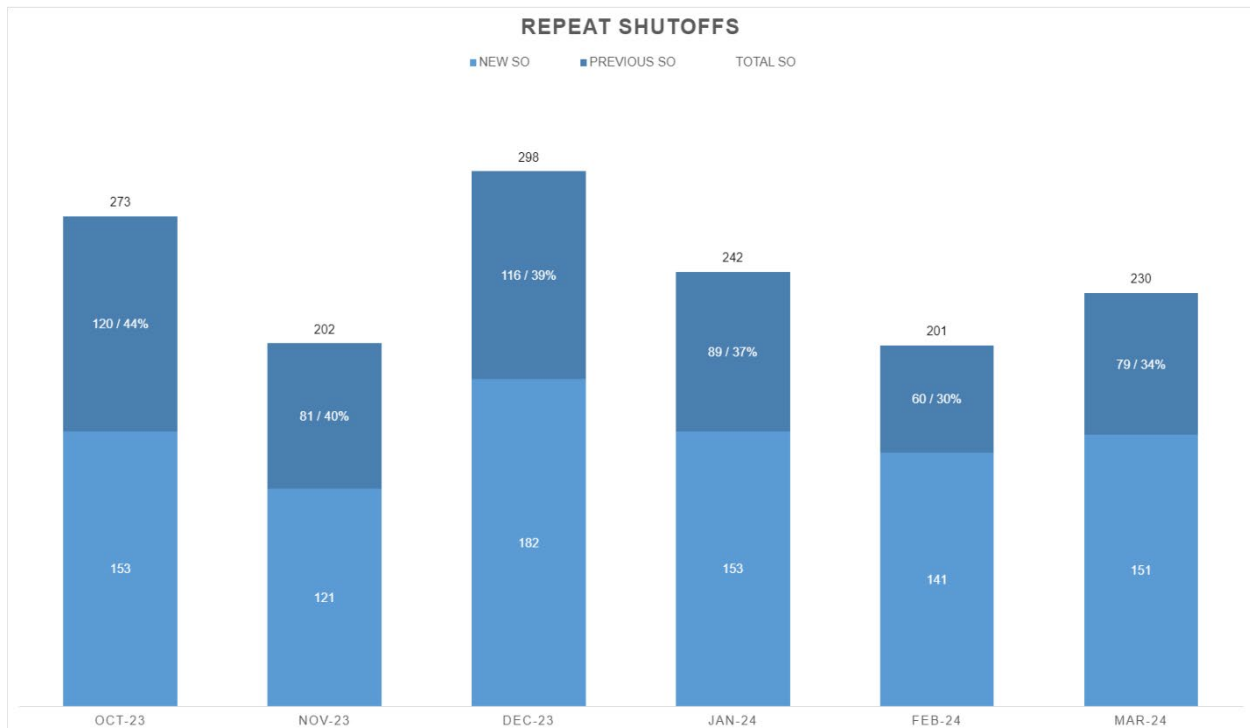
Ongoing: Staff continue to review and approve Certificates of Insurance (COIs), ensuring that insurance limits conform with the Agency’s insurance requirements.

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

CUSTOMER SERVICE

Key Accomplishments/Activities:

Staff continue to work with customers to avoid disconnection for nonpayment, and if unable to pay, resolve their overdue balances through amortization agreements. Before shutoff, at least two courtesy reminder calls are broadcast to customers subject to disconnection for nonpayment. There were 2,572 accounts subject to disconnection in March 2024. Of those, 871 remained overdue within one week of their scheduled shutoff date and subsequently received one or more courtesy reminder calls. Two hundred and thirty (230) accounts remained unresolved by their scheduled shutoff date and were disconnected for nonpayment.



The Low-Income Household Water Assistance Program (LIHWAP) administered by the California Department of Community Services and Development (CSD) stopped accepting new applications on March 31, 2024. The CSD announced in a recent webinar that the remaining funding (approximately \$22 million at the time of the webinar) will be evenly distributed amongst all previously served beneficiaries (approved recipients) as a Supplemental Payment after all

pending applications have been approved and funds disbursed. Staff expects to receive more details late Spring 2024. As of the date this report was prepared, SCV Water has received \$11,403 in LIHWAP funding, benefiting 30 customers.

To provide financial relief for residential and commercial customers with eligible past due water bills resulting from the COVID-19 pandemic, staff applied for and received \$255k funding through the California Extended Water and Wastewater Arrearage Payment Program administered by the State Water Resources Control Board using federal American Rescue Plan Act (ARPA) funds. Staff have sixty (60) days to post credits, notify customers and comply with other program guidelines.

Staff attended an in-service on metering equipment and technology facilitated by SCV Water Field Service Leads in the Rockefeller warehouse. The demonstration was highly informational and provided updated real-life context to the Customer Service Representatives.

Staff kicked off a project to internally streamline accounts receivable and the reconciliation process amongst legacy divisions. Upon completion, the Accounts Receivable Consolidation project (ARC) will result in the settlement of all AR to a single bank account, consolidate PO Boxes and implement lockbox and Electronic Clearing Services (ECS) functionality all Division (NWD) receivables. Most of the work and benefits associated with the ARC will be transparent to customers though the final phase expected in calendar year 2025, includes direct outreach to NWD and Santa Clarita Water Division (SCWD) customers regarding a change of remittance address.

Staff completed the first cohort of the College of the Canyons (COC) Project Leadership & Management Training Course.

Staff attended the Prevailing Wage and Department of Industrial Relations (DIR) Workshop.

Staff continue to work with Smartworks and Systems & Software (S&S) on the Smartworks Meter Data Management System (MDMS) implementation. Data validation and cleansing will continue through late May 2024 when UAT testing commences.

Staff also continue to work with S&S to further refine workflows related to the new enQuesta v.6 platform, online customer portal and mobile work order solution.

Staff continue to coordinate with Field Services on the AMI (Advanced Metering Infrastructure) Meter Changeout Program and the communication infrastructure expansion.

Staff continue to work with the Communications department to market the Agency's Ratepayer Assistance Program (RAP). As of the date this report was prepared, there were 609 active participants.

Staff continue to work with Operations, Tech Services and Communications on the new lead and copper reporting requirements.

Significant Upcoming Items:

User Approved Testing (UAT) is scheduled to begin mid-May 2024. The internal system go-live has been tentatively rescheduled for early June 2024. Deployment of usage data to the online customer portal for customers with AMI-capable meters will occur in the following months, but no later than the end of calendar year 2024.

Staff continues to work with the IT department to configure an additional queue in the Customer Call Center that will be dedicated to Spanish-only callers. Testing is scheduled for late April 2024 with expected deployment in May 2024.

Staff is scheduled to work at the SCV Water booth at the 2024 Home and Garden Show on April 27-28, 2024. Focus will be placed on promoting the Ratepayer Assistance Program (RAP) and educating customers on AMI metering infrastructure and benefits, and how to read and understand their bills. Staff will have a tablet available to assist customers wanting to register for an online account or set up autopay.

Staff is aligning all temporary hydrant meters services to bill in the same cycle (week). This change will result in a prorated bill for approximately 110 legacy NWD and SCWD customers. Customer notification will be made via email and USPS late April 2024 for a June 2024 cutover. Staff is preparing for the next phase of the AMI Meter Changeout Program scheduled to begin July 8, 2024. An informational postcard will be mailed to all customers who are scheduled to have their meter upgraded as part of that phase.

As per Resolution SCV-216, the Agency will have a rate increase on July 1, 2024. This increase was approved as part of the current five-year rate study. All customers will be notified through a bill message during the weeks of May 1 through May 22, 2024. The bill message will be posted to the online customer portal login page for customers who receive their bills electronically. Staff is configuring the new rates in the billing system and will begin testing in early June 2024.

Along with the Communications team, staff is beginning customer outreach related to the department's change of hours effective July 1, 2024. The communication plan includes a direct mail postcard, bill insert and message along with door signage as well as updates to the website and printed Agency calendar buck slip.

Staff continues to work with the Water Systems/Quality and Communications teams on the 2024 Consumer Confidence Report (CCR.) Customer Care will execute the customer notification as a bill insert beginning May 22, 2024, coordinate email notifications for paperless customers and manage requests for paper copies of the Report.

Staff continues to work with the IT department on the low-income SoCal Gas data share (Share). Internal testing is underway. Staff is hopeful that the Share will identify customers who are eligible for the Agency's Ratepayer Assistance Program but not enrolled, so staff may conduct direct and targeted outreach.

HUMAN RESOURCES (HR)

Key Accomplishments/Activities:

Staff are recruiting for (1) Senior Inspector, (1) Senior Water Resources Planner/Hydrogeologist, (1) Treatment Department Intern, (1) Treatment Plant Operations Supervisor, and (1) Water Systems Technician I.

Staff are onboarding (1) Engineer (Limited Duration).

Staff completed recruitment for (1) Accounting Technician I, (1) Accounting Technician II, (1) and Utility Operations Supervisor.

Staff completed converting a temporary employee into (1) Purchasing and Warehousing Technician I (Limited Duration) employee.

Significant Upcoming Items:

Staff is planning to start the annual performance evaluation process and provide management with the tools to assist them in this process.

Staff is planning to update all Agency job classifications to be uniform and more specific.

Staff is providing training to supervisors and managers on HR topics, such as Internship, Leave of Absences, and Recruitment. Training for supervisors and all employees regarding prevention of sexual harassment is in the planning stages as well.

Staff is planning to develop a soft skills training program for employees. Examples of soft skills are leadership, teamwork, communication, problem-solving, work ethic, flexibility, and interpersonal skills.

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

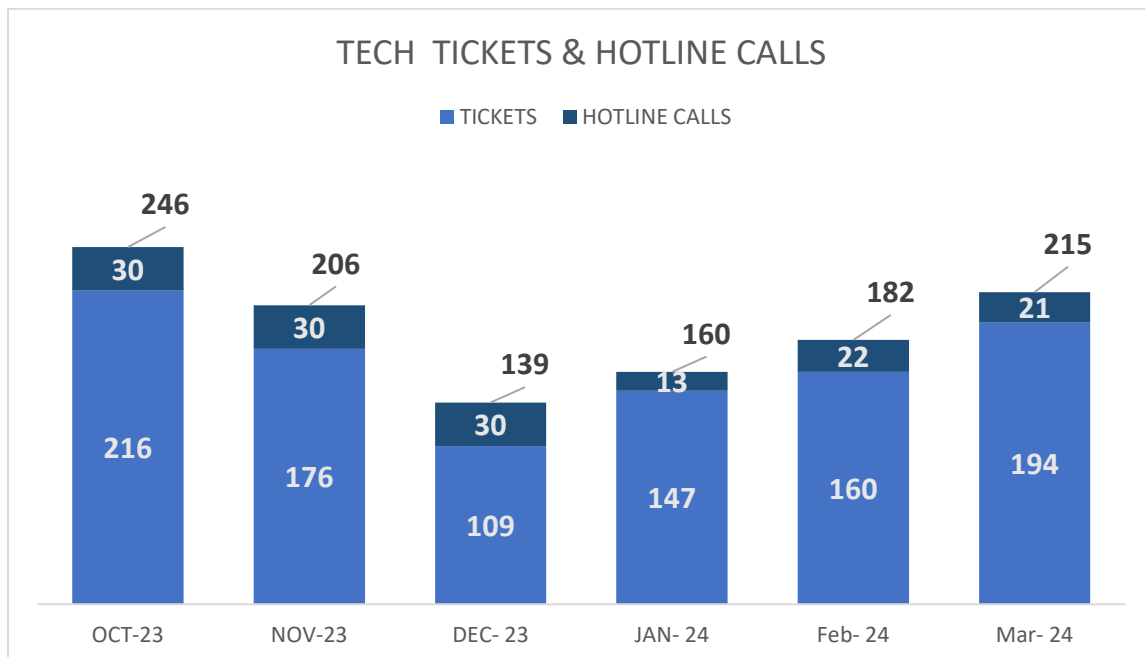
TECHNOLOGY SERVICES (IT, GIS and OT)

Key Accomplishments/Activities:

The Operational Technology (OT) team has consolidated and moved SCADA (Supervisory Control and Data Acquisition) servers to a different platform which improved performance and security.

The GIS team onboarded a GIS intern.

Tech Services successfully serviced 194 tickets and fielded 21 hotline calls for March 2024.



Significant Upcoming Items:

Tech Services is in the process of rolling out enterprise web browsers. This will allow the team to manage web browsers across the Agency, similar to applications/software.

The GIS is assembling and leading an internal cross-departmental asset management workgroup. This group will champion asset management through the various departments and help shepherd the Agency's asset management program.

Ongoing: The IT team is working with Buildings and Grounds and various contractors on the Boardroom and Conference Room project.

Ongoing: The IT team is working with Human Resources on the Agency's HCM project. This will be an ongoing multi-year project.

Ongoing: The OT team is in the process of planning and configuring SCADA data center upgrades and expansion.

Ongoing: The GIS team will be cross-training employees from various departments on survey GPS (Global Positioning System) technology.

Ongoing: Tech Services is supporting a project with Customer Care and their contractor to deploy and configure a new meter data management system.

Ongoing: The IT team is moving business file servers from on-premises to the cloud. This will streamline the management of remote devices.

FLEET AND WAREHOUSE

Key Accomplishments/Activities:

Staff submitted the annual report for the Advanced Clean Fleets (ACF) Regulation.

Staff co-presented a webinar with the NAFA (National Association of Fleet Administrators), the Fleet Management Association, on the ACF for the southwest region.

Staff met with the ACWA Clean Fleets Workgroup to discuss AB1594's impact on the ACF. The group is working on providing CARB with a list of utility specialty vehicles that cannot be replaced with a zero emissions vehicle without compromising operations. The group also provided ACWA staff with feedback on public comments for the next public workshop.

Staff worked with Metropolitan Water and Los Angeles County Sanitation Districts on testing an electric dump truck. These real-world tests allow fleets to determine the payload and towing capabilities of zero emissions vehicles.

Staff successfully completed the annual vapor recovery tests for Agency fuel tanks. These tests are conducted annually to ensure fuel tank sites are reducing air pollution by capturing gasoline vapors.

Staff completed the first Fleet and Warehousing orientation for new hires.

Ongoing: Staff continue to work on maintenance and repairs of vehicles and equipment.

Significant Upcoming Items:

Staff continue to review grant options to apply for grants for electric vehicle (EV) charging stations.

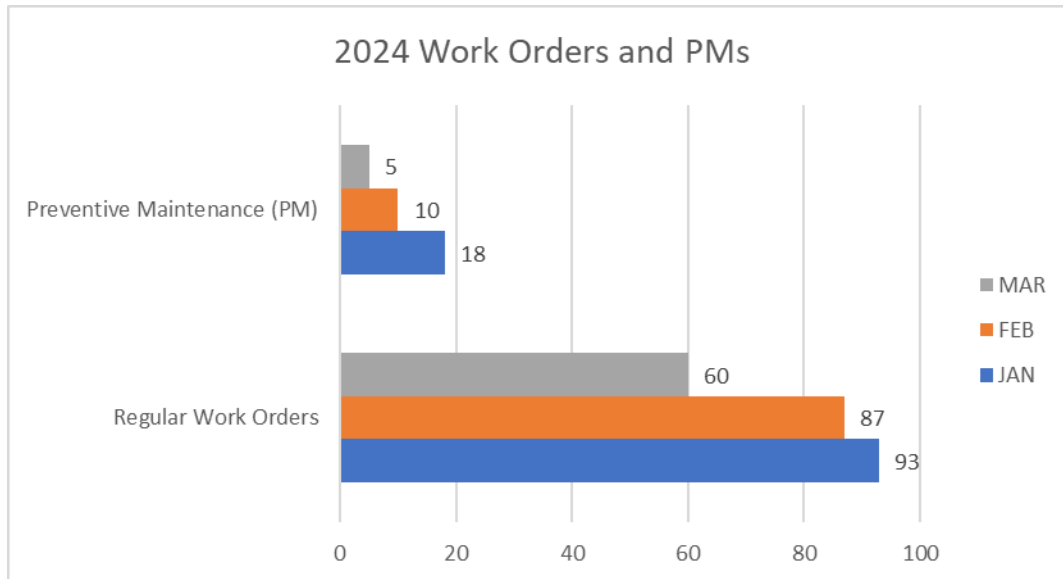
Staff has begun the process of implementing a new barcoding and labeling solution for the Agency warehouses, which will improve warehouse operations, efficiency of managing inventory and accuracy within the Agency ERP system.

Staff are working on expanding the Agency’s Fleet Internship Program through grant programs from the California Energy Commission and Municipal Equipment Maintenance Association, Inc.

BUILDINGS AND GROUNDS (B&G)

Key Accomplishments/Activities:

Facilities Department completed 60 work orders (WO) and performed 5 preventive maintenance (PM) work orders for the month of March 2024.



Staff completed roof work in various locations including Pine St, Rockefeller and Summit Circle.

Staff completed the installation of some eyewash stations throughout the Agency. Safety department will order more parts and will coordinate with Facilities to retrofit more stations.

Staff completed the weed abatement and rodent control project for both solar fields at Rio Vista.

Staff has completed LED lights retrofits at Pine and Rockefeller locations.

Staff completed working with Southern California Edison (SCE) for scheduled power outages. Staff needed to provide access late at night and early in the morning.

Significant Upcoming Items:

The chiller replacement at Rio Vista was rescheduled from late March 2024 to late May 2024. Rio Vista Administration Building staff will be impacted for approximately five (5) days and plans are in place to mitigate cooling outages.

B&G is working with the Sustainability Department to coordinate weed abatement at the Summit Circle location.

Staff is working on lighting upgrades (LED lights) for the warehouse at Pine Street, as well as for offices and common areas at Rockefeller. Project completion is at 95%.

Staff continues to bring more eyewash stations to compliance.

New fencing is being installed in the parking area of the Rockefeller site to enhance security around the perimeter of the site. This project started the second week of March 2024, is at 50% completion, and estimated to be completed by end of April 2024.

Ongoing: Staff will be teaming up with the Sustainability team to work on Bridgeport and Rockefeller gardens. Staff is working with contractors to implement landscaping recommendations. This work is in progress and at 30% completion.

Staff will be working with the IT and Communications team to set up new employee badges and replace fobs. Project slated to start late April 2024.

RP





BOARD MEMORANDUM

DATE: April 15, 2024
TO: Board of Directors
FROM: Keith Abercrombie
 Chief Operating Officer
SUBJECT: Treatment, Distribution, Operations and Maintenance Section Report

The Treatment, Distribution, Operations and Maintenance Section (TDOMS) provides reliable and high-quality water through rigorous preventative maintenance programs and timely response to corrective action maintenance. Routine inspections and maintenance of each facility is part of the overarching goal of TDOMS. Below is a discussion on these activities for the month of March 2024.

TREATMENT OPERATIONS AND MAINTENANCE

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

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

Preventative and Corrective Maintenance Work Order Summary

Work Orders	March 2024	FYTD 2023/24
Corrective Maintenance	17	247
Preventative Maintenance	73	740
Key Action Items Completed:		
<ul style="list-style-type: none"> - RVWTP – Ferric plumbing redone in Chemical Building - ESFP – Installed new nitrogen generator - SCPS – Replaced Insertion Magflow Meter – Pump #4 		

Work in Progress – Treatment

- SCPS – Pump #2 - Pump/Motor Rehab

Completed Work

- RVWTP – CL Flow Meter Calibrated and in service
- RVWTP – Ferric plumbing redone in Chemical Building
- ESFP – Installed new nitrogen generator

- SCPS – Replaced Insertion Magflow Meter – Pump #4
- SCPS – Pump #3 Pump/Motor Vibration

DISTRIBUTION OPERATIONS AND MAINTENANCE

General operational and maintenance activities include:

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

Work in Progress

- Vasquez Pipeline – Potholing moved to FY 24/25
- Newhall Avenue – Working on RFP’s for surface restoration, traffic loops, saw cutting and traffic control
- Beneda Lane – Project started March 26, 2024

Completed Work

- N7 and N8 Well Pipeline Replacement
- Hasley Hills Regulator Rebuild
- Begonias Lane
- Castaic Well 1 Drain Line

Meter Change-out Summary

NWD

Meter Size	March 2024	Quantity FYTD 2023/24
3/4"	11	47
1"		9
1 1/2"		
2"		

SCWD

Meter Size	March 2024	Quantity FYTD 2023/24
3/4"	42	241
1"	14	52
1 1/2"	14	20
2"	8	11

VWD

Meter Size	March 2024	Quantity FYTD 2023/24
3/4"	3	85
1"	1	3
1 1/2"	1	1
2"		2

Distribution System Leak Summary

NWD – Approx. 9,679 Service Connections

Leak Type	March 2024	FYTD 2023/24
Service Leaks	3	14
Main Leaks	1	2

SCWD – Approx. 31,218 Service Connections

Leak Type	March 2024	FYTD 2023/24
Service Leaks	2	40
Main Leaks		4

VWD – Approx. 29,974 Service Connections

Leak Type	March 2024	FYTD 2023/24
Service Leaks	3	42
Main Leaks	1	4

PRODUCTION OPERATIONS AND WATER SYSTEMS

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

Work in Progress

- Cal Arts Booster Station, B64 motor failure – New pump ordered
- Saugus Well 2 Rehab – Approved by SCV Water Board at its regular meeting on October 17, 2023, contract awarded to Weber Water Resources; rehabilitation started on November 27, 2023 work in progress
- Wells N7 and N8 Pump & Motor Improvement – New pump, motor and VFD approved by SCV Water Board at its regular Board meeting on March 22, 2023, equipment on order. VFD specs reviewed by electricians, waiting for final specs
- Olympian (North Oaks) Water Storage Tanks 1 & 4 Tank Coating Project – Remove & replace interior lining and spot repair exterior coating. Approved by SCV Water Board at its regular meeting September 19, 2023. Work commenced on November 8, 2023. Expanded scope approved by SCV Water Board at its regular meeting on February 20, 2024, work in progress
- Tank mixers to be installed at the Olympian (North Oaks) tanks at completion of the Coating Project
- Yucca (Villa) Booster Station, Rebuild discharge manifold – Work underway March 18, 2024
- Newhall Well 13, Install VFD – Discussing upgrades with vendor. VFD specs reviewed by electricians, waiting for final specs
- Beldove (Copper Hill) 2 Water Storage Tank Coating Project – Remove and replace interior lining and spot repair exterior coating, contract awarded by SCV Water Board, January 16, 2024 at its regular Board meeting, work to commence April 8, 2024
- Rainbow Glen Booster Station Upgrade – Pump & motor upgrade for pump run #1, Purchase Order issued, December 2023, lead time approximately 17 weeks
- Purchase of DeNora ClorTec Onsite Sodium Hypochlorite Generation System for the Residual Management System at Lower Heron Tanks, approved by the SCV Water Board at its December 19, 2023 meeting, purchase order issued
- Well N Pump Replacement – Replacement of failed pump at Well N. Downhole video February 9, 2024, replacement pump ordered March 14, 2024, estimated lead time 18 weeks
- Castaic Well 2 Pump/Motor Replacement – Replacement of failed pump/motor at Castaic Well 2. Well survey indicates need for section of column pipe replacement as well; pump received March 26, 2024, column pipe anticipated April 4, 2024. Evaluating drive update
- Saugus Well 1 Rehab – Bids received on March 28, 2024, under review

Completed Work

- Newhall Well 12 Improvements – Rebuild pump and replace column pipe. Well back online August 11, 2023
- North Oaks Booster Rebuild – Repaired leak in pump can, raised discharge side

WATER QUALITY**Water Quality Complaints****NWD**

Type of Complaint	March 2024	# of Complaints FYTD 2023/24
Hardness		
Odor		2
Taste		
Color		
Air		1
Suspended Solids	1	1
Totals	1	4

SCWD

Type of Complaint	March 2024	# of Complaints FYTD 2023/24
Hardness		
Odor		
Taste		
Color		3
Air		1
Suspended Solids		1
Totals		5

VWD

Type of Complaint	March 2024	# of Complaints FYTD 2023/24
Hardness		
Odor		5
Taste		
Color		2
Air		
Suspended Solids	1	2
Totals	1	9

Heterotrophic Plate Count Samples**NWD**

Total # of HPCs Collected March 2024	# of HPCs Collected FYTD 2023/24
	5

SCWD

Total # of HPCs Collected March 2024	# of HPCs Collected FYTD 2023/24
5	44

VWD

Total # of HPCs Collected March 2024	# of HPCs Collected FYTD 2023/24
1	24

PERCHLORATE CONTAMINATION PROGRAM MANAGEMENT

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

In late December 2017, perchlorate was detected at Well V-205 just above the maximum contaminant level for drinking water of 6 ppb. A confirmation sample taken in March 2018 indicated a level of 8.1 ppb. The well was previously taken out of service in 2012. Design of a treatment system for the removal of perchlorate and VOCs is underway.

In May 2019, for the first time since 2005, perchlorate was detected in Alluvial Aquifer Well Q-2 at the maximum contaminant level of 6 µg/L. No drinking water quality standards were violated, but the well was removed immediately from service. Design and construction of treatment system has been completed. The well was returned to service on July 26, 2023.

PFAS

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

SCV Water has taken 25 wells out of service due to PFAS. Three (3) were returned to service in late 2020 (N, N7, N8) with the completion of the first PFAS Treatment System. One (1) additional well (Valley Center) was returned to service in October 2022 with completion of the second PFAS Treatment System.

WATER QUALITY LABORATORY

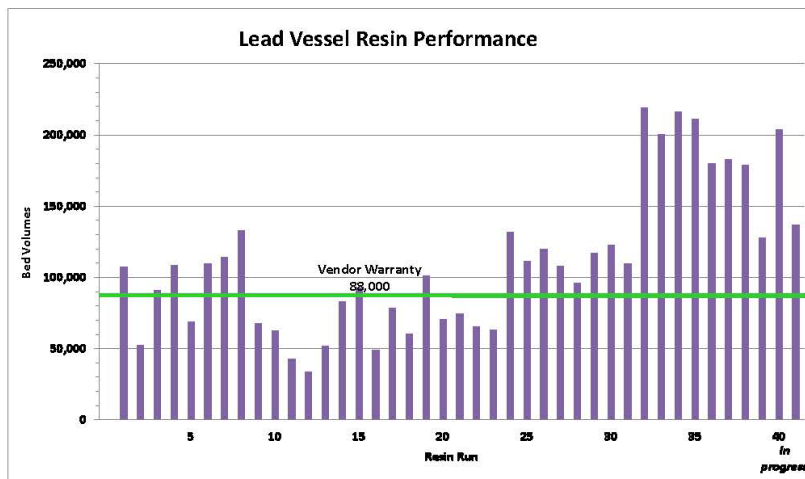
The renewal application with the Environmental Laboratory Accreditation Program (ELAP) has been completed, and the laboratory is certified with the new TNI laboratory regulations beginning on September 30, 2023, with an expiration date of September 30, 2025.

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

Resin Run Number	Fill Date	Breakthrough Date*	Days	Volume Treated (Million Gallons)	Volume Treated (Acre-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Combined (Lead and Lag)		
										MG	AF	BVs
1	5/3/10	8/25/10	115	253	776	107,310	*	*	*			
2	9/8/10	11/8/10	62	120	368	52,289	\$ 105,728	\$ 2.02	\$ 287	373	1,144	159,599
3	12/10/10	3/26/11	107	239	735	90,841	\$ 115,458	\$ 1.27	\$ 157	359	1,103	143,130
4	5/5/11	8/9/11	97	288	883	108,745	\$ 112,255	\$ 1.03	\$ 127	527	1,618	199,586
5	8/17/11	10/14/11	59	180	554	68,941	\$ 112,255	\$ 1.63	\$ 203	468	1,437	177,686
6	11/6/11	4/10/12	157	288	883	109,850	\$ 112,048	\$ 1.02	\$ 127	468	1,437	178,790
7	4/20/12	7/16/12	88	280	860	113,905	\$ 112,048	\$ 0.98	\$ 130	568	1,743	223,754
8	7/11/12	11/5/12	118	349	1,070	133,044	\$ 112,048	\$ 0.84	\$ 105	629	1,930	246,949
9	11/16/12	1/10/13	56	177	544	67,744	\$ 112,258	\$ 1.66	\$ 206	526	1,614	200,788
10	1/10/13	3/10/13	60	165	505	62,836	\$ 43,567	\$ 0.69	\$ 86	342	1,049	130,579
11	3/19/13	5/4/13	47	112	344	42,769	\$ 118,213	\$ 2.76	\$ 344	276	849	105,605
12	5/8/13	6/15/13	39	95	293	33,577	\$ 141,989	\$ 4.23	\$ 485	207	637	76,346
13	6/10/13	8/20/13	72	179	551	52,099	\$ 118,212	\$ 2.27	\$ 215	275	844	85,676
14	9/12/13	11/30/13	80	217	667	83,031	\$ 118,212	\$ 1.42	\$ 177	397	1,218	135,130
15	11/21/13	2/9/14	81	246	755	92,790	\$ 118,212	\$ 1.27	\$ 157	463	1,422	175,821
16	2/24/14	3/31/14	36	128	393	48,854	\$ 105,494	\$ 2.16	\$ 269	374	1,148	141,644
17	4/28/14	8/8/14	103	205	629	78,423	\$ 105,494	\$ 1.35	\$ 168	333	1,022	127,277
18	8/21/14	12/3/14	105	158	485	60,237	\$ 105,494	\$ 1.75	\$ 218	363	1,114	138,660
19	12/4/14	3/16/15	103	266	816	101,458	\$ 105,494	\$ 1.04	\$ 129	424	1,301	161,695
20	3/17/15	5/28/15	73	184	565	70,380	\$ 105,494	\$ 1.50	\$ 187	450	1,381	171,838
21	5/29/15	8/3/15	67	195	598	74,610	\$ 105,494	\$ 1.41	\$ 176	379	1,163	144,990
22	8/4/15	10/15/15	73	171	525	65,484	\$ 105,494	\$ 1.61	\$ 201	366	1,123	140,094
23	10/16/15	12/8/15	54	165	506	62,988	\$ 105,494	\$ 1.67	\$ 208	336	1,031	128,472
24	12/9/15	3/3/16	114	346	1,062	131,983	\$ 105,494	\$ 0.80	\$ 99	511	1,568	194,971
25	4/1/16	7/7/16	98	291	893	111,167	\$ 105,494	\$ 0.95	\$ 118	637	1,955	243,150
26	7/8/16	10/17/16	102	314	964	119,919	\$ 105,494	\$ 0.88	\$ 109	605	1,857	231,066
27	10/21/16	1/25/17	97	283	869	107,984	\$ 105,494	\$ 0.98	\$ 121	597	1,832	227,903
28	1/26/17	4/18/17	83	252	773	96,192	\$ 105,494	\$ 1.10	\$ 136	535	1,642	204,176
29	4/25/17	8/5/17	103	306	939	116,938	\$ 105,494	\$ 0.90	\$ 112	558	1,713	213,130
30	8/11/17	1/3/18	146	322	988	122,845	\$ 105,494	\$ 0.86	\$ 107	628	1,927	239,783
31	1/16/18	6/9/18	145	289	887	109,395	\$ 105,494	\$ 0.96	\$ 119	611	1,875	232,240
32	6/18/18	12/24/18	190	574	1,762	219,207	\$ 105,494	\$ 0.48	\$ 60	863	2,649	328,602
33	12/13/18	6/10/19	180	525	1,611	200,536	\$ 105,494	\$ 0.53	\$ 65	1,099	3,373	419,743
34	6/11/19	12/30/19	203	566	1,737	216,073	\$ 108,162	\$ 0.50	\$ 62	1,091	3,348	416,609
35	12/18/19	7/8/20	204	552	1,694	211,010	\$ 108,162	\$ 0.51	\$ 64	1,118	3,431	427,083
36	7/9/20	2/6/21	213	471	1,446	179,890	\$ 128,334	\$ 0.71	\$ 89	1,023	3,140	390,900
37	2/16/21	8/30/21	196	477	1,464	182,727	\$ 142,690	\$ 0.78	\$ 97	948	2,910	362,617
38	9/14/21	6/7/22	267	467	1,433	178,539	\$ 159,631	\$ 0.89	\$ 111	944	2,897	361,266
39	6/7/22	11/10/22	157	334	1,025	127,592	\$ 166,915	\$ 1.31	\$ 163	801	2,458	306,131
40	12/6/22	8/14/23	252	533	1,636	203,778	\$ 180,845	\$ 0.89	\$ 111	867	2,661	331,370
41 **	8/15/23	4/3/24	233	358	1,099	136,772		\$ -	\$ -			
Total			4,835	11,921	36,587	4,554,749	\$ 4,446,134	NA	NA	22,340	68,565	8,524,867
Average			115	289	887	110,449	\$114,003	\$ 1.03	\$ 128.09	559	1,714	213,122

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

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



N Wells PFAS Treatment Facility

Resin Usage Summary

Based on Time to Breakthrough

Train	Resin Run #	Fill Date	Initial Detection Date	Resin Changeout Date	Days Running	Volume Treated (Million Gallons)	Volume Treated (Acre-Feet)	Bed Volumes Treated	Replacement Costs	\$/BV	\$/AF	Unit Price
A	1	9/11/2020	4/27/2022	11/30/2022	810	959	2942	234,207				
B	1	9/10/2020	5/12/2021	9/29/2021	384	434	1332	106,249				
C	1	9/11/2020	9/1/2021	2/2/2022	509	598	1835	146,383				
B	2	9/29/2021	2/16/2022	10/4/2022	370	565	1734	138,317	\$194,041.11	\$1	\$112	\$222.4
C	2	2/2/2022	7/13/2022	1/5/2023	337	516	1584	126,413	\$206,623.57	\$2	\$130	\$224.3
C	3	1/5/2023	4/12/2023	12/12/2023	341	429	1318	105,139	\$244,207.29	\$2	\$185	\$243.8
B	3	10/4/2022	4/12/2023	1/3/2024	456	732	2247	178,860	\$294,667.55	\$2	\$131	\$482.6
A*	2	11/30/2022	5/10/2023	-	487	740	2272	180,825	\$297,369.15	\$2	\$131	\$484.7
C*	4	12/12/2023	-	-	110	138	424	33,788	\$255,132.61	\$8	\$601	\$260.9
B*	4	1/3/2024	-	-	88	104	320	25,487	\$296,771.79	\$12	\$927	\$485.0
Total					3892	5,216	16,008	1,275,668	\$1,788,813			
Average					389.2	522	1,601	127,567	\$256,546	\$4	\$317	

Fill Date - The date the vessel is placed into the lead position

Initial Detection Date - Lead Vessel effluent is greater than the MRL of 2 ng/L for PFOA, PFOS, PFBS, & PFHxS

Resin Changeout - Lead Vessel effluent has reached either RL for PFOA: 10ng/L, PFOS: 40ng/L, PFBS: 500ng/L, & PFHxS: 20ng/L

Run 1 - A has 547.3 cubic feet of resin (Evoqua PRS-2 Plus) + 50 cubic feet of anthracite (in each vessel)

Runs 2 - A and 3, 4 - B have 547.3 cubic feet of resin (Evoqua PRS-2 Plus)

Runs 1, 2 - B and 1, 2 - C have 546 cubic feet of resin (Purolite Purofine PFA694E) + 50 cubic feet of anthracite (in each vessel)

Run 3 & 4 - C has 546 cubic feet of resin (Purolite Purofine PFA694E)

* Run is currently in progress

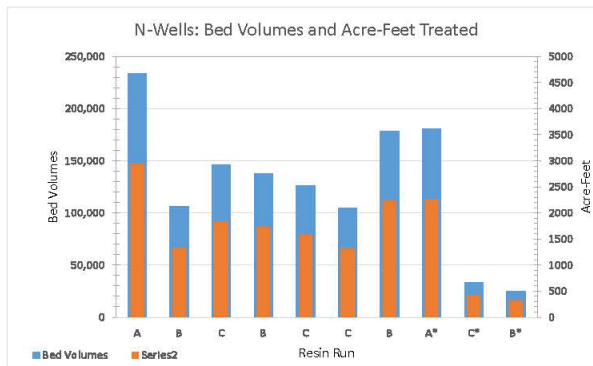
Warranty

Evoqua Run 1 - 130,000 BV

Purolite Run 1 - 130,000 BV

Purolite Run 2 - 100,000 BV

Data through: 3/31/2024



N Wells PFAS Treatment Facility

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Based on Time to Breakthrough

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B	2	9/29/2021	2/16/2022	10/4/2022	370	565	1734	138,317	\$194,041.11	\$1	\$112	\$222.4
C	2	2/2/2022	7/13/2022	1/5/2023	337	516	1584	126,413	\$206,623.57	\$2	\$130	\$224.3
C	3	1/5/2023	4/12/2023	12/12/2023	341	429	1318	105,139	\$244,207.29	\$2	\$185	\$243.8
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A*	2	11/30/2022	5/10/2023	-	487	740	2272	180,825	\$297,369.15	\$2	\$131	\$484.7
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* Run is currently in progress

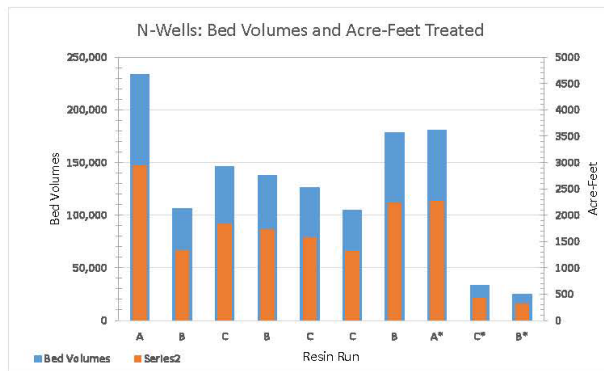
Warranty

Evoqua Run 1 - 130,000 BV

Purolite Run 1 - 130,000 BV

Purolite Run 2 - 100,000 BV

Data through: 3/31/2024



SAFETY/EMERGENCY/RISK MANAGEMENT

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

Work in Progress

- Ammonia RMP revalidation documents received from consultants. Staff is reviewing and completing the recommended actions and incorporating them into the current RMPs; 5 year submittal for RVIPS and ESFP due July 1, 2024
- Preparing for Chlorine RMP 3-year Internal Compliance Audit due December 2024
- Review and update Spill Prevention Control and Countermeasure (SPCC) plan for Pine Street
- Revise and update Safety Manual
- Update Agency's Emergency Response Plan (ERP); prepare for 2025 recertification of SCV's Risk and Resilience Assessment and ERP
- Plan Emergency Tabletop Exercise Program
- Reviewing ESFP Emergency Operations Plan

Inspections

- Monthly safety inspections of remote locations and facilities were conducted in March 2024
- UST Monthly Designated Operator inspection took place at Rio Vista in March 2024
- Coordinated with B&G staff and Cass Fire for quarterly inspections in March 2024
- Inspection with CUPA staff at BFDF March 6, 2024
- Conducted job hazard analysis for clearwell cleaning project in March 2024

Incident Data

- The Agency had no reportable or recordable incidents for the month of March 2024

Safety Training

- Tailgate meetings took place at GT, Pine, Rio Vista, and Rockefeller in March 2024
- New Hire Safety and Emergency Training took place in March 2024
- One AHA CPR/AED/First Aid class took place in March 2024

Environmental Health and Safety Compliance

- Respirator evaluations and Fit Testing (Annual and New Hire)
- Annual audiograms for participating staff scheduled March 12-14, 2024
- Evaluating four-gas Detectors for use in Confined Space activities
- Scheduled hazardous waste removal services at various locations
- Prepare for 3-year internal compliance audit for Chlorine RMP
- Completed annual CERS compliance review, updates and submittals

Safety Committee

- The next Safety Committee meeting will be held on April 10, 2024



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BOARD MEMORANDUM

ITEM NO.
9.4

DATE: April 17, 2024
TO: Board of Directors
FROM: Steve Cole *[Signature]*
 Assistant General Manager
SUBJECT: Water Resources and Outreach Section Report

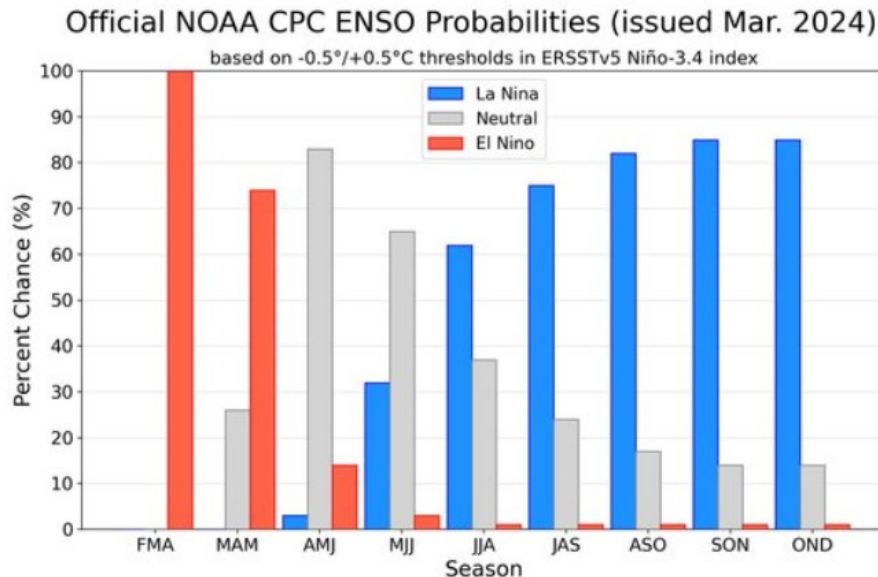
WATER RESOURCES

Key Accomplishments

- On February 20, 2024, the SCV Water Board of Directors authorized the General Manager to enter into a solar option lease agreement with Intersect Power. The Option Lease Agreement was fully executed on March 19, 2024. The option period is for a maximum of 6 years with total payments to SCV Water of approximately \$6.5 million dollars. If Intersect Power exercises their option and enters into the maximum 35-year land lease, SCV Water would collect between \$370 million dollars and \$608 million dollars in payments depending on the actual amount of leased land.

2024 Operation Details

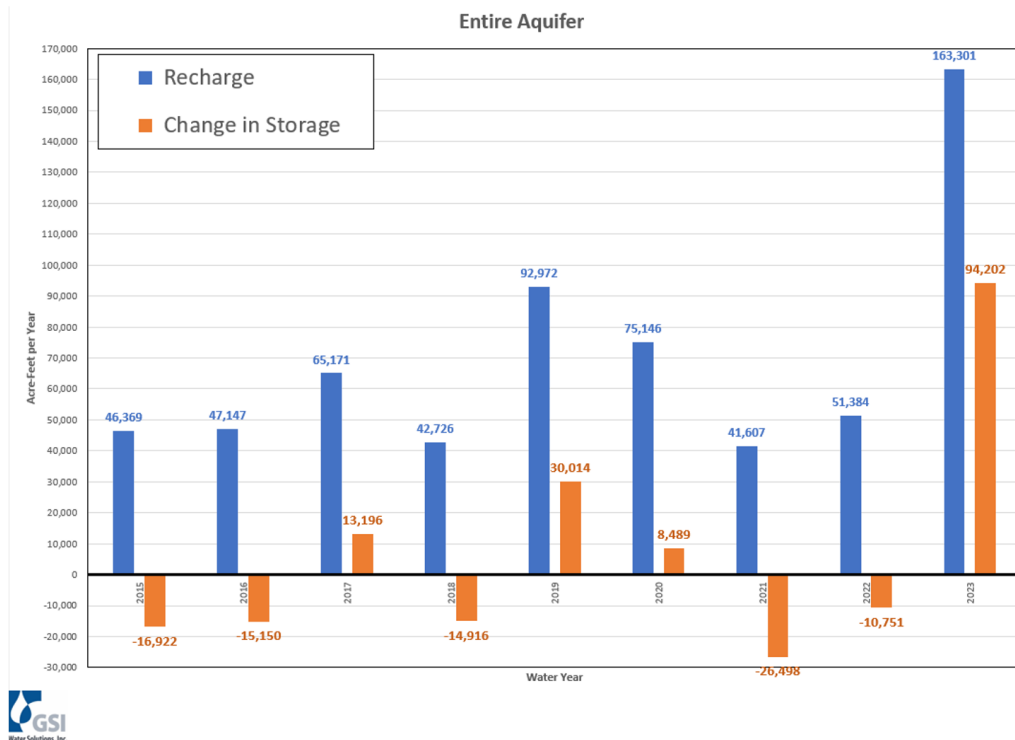
- Climate Pattern – The 2024 water year began in an El Niño pattern which has historically brought warmer and wetter conditions to California. The March 2024 NOAA probability updates are shown in the graphic below. A transition from El Niño to ENSO-neutral is likely by April-June 2024 (83% chance), with the odds of La Niña developing by June-August 2024 (62% chance).



- State Water Project (SWP) Allocation – The initial 2024 SWP Table A Allocation began at 10%, released in December 2023 reflecting the dry fall conditions. In February 2024, the allocation increased to 15%, and in March 2024 the allocation increased to 30%.
- Demands – Shifting from extremely wet hydrology locally and statewide in water year 2023, to a slow dry start in water year 2024, demands are anticipated to rebound slightly and are estimated at 57,500 AF. Demand totals through March 2024 are approximately 7,877 AF which is 15% lower than originally estimated for this period, a result of above average precipitation locally.
- Program Operations – As of March 2024, there is no activity in banking operations as staff monitors hydrology. Current storage totals below:
 - Semitropic SWRU Balance – 35,840 AF
 - Rosedale-Rio Bravo WSD Balance – 78,820 AF
- Water Exchanges/Transfers –
 - Staff has confirmed delivery of the remaining 2,344 AF of return water available through the 2019 AVEK 2:1 exchange with SCV Water. With continued constraints on local groundwater supplies and a lower SWP allocation, this water will help reduce the need for accessing banked supplies in 2024. 1,344 AF will be delivered in July 2024 and the remaining 1,000 AF will be delivered in August 2024.
 - Yuba Accord Water Transfer Agreement
 - Staff are participating in ongoing discussions regarding extension of the agreement beyond its current term which expires in 2025.
 - 2024 preliminary water availability update shows the current allocation estimate for the SCV Water Yuba Accord supply at 530 AF of C1 water.

Groundwater Sustainability Plan (GSP) Implementation

At its March 20, 2024 special Board meeting, the SCV Water Board adopted the SCV-GSA 2023 annual report. The report reviewed 2023 water year conditions, including groundwater basin water levels and other metrics and found the groundwater basin was being operated in a sustainable manner. Given the significant rains in water year 2023, additional plots were developed for the GSA Board of Directors to better describe the effect rains had on increasing groundwater storage. As shown on the next page, the modeled increase in groundwater storage were simulated to be 94,202 AF in water year 2023 (orange bar).



The Department of Water Resources approved the Groundwater Sustainability Plan (GSP) in January 2024. Consistent with other GSP approvals, it identified “recommended corrective actions” be completed by the GSP 5-year update (January 2027). Staff has reviewed the DWR comment letter in detail and is developing a work plan to update the GSP for SCV-GSA Board consideration at its June 2024 meeting. The process to address the recommended corrective actions will include additional technical studies and evaluation, as well as public engagement at key times.

SCV Water is also preparing a well siting study as an initial step for installation of groundwater monitoring wells in the basin. Engineering and Water Resources staff working with the consulting team have reviewed 10 well site locations based on geology and property access. Some of these were ruled out based on field inspection of conditions. Additional sites are being evaluated. The \$4.9M estimated cost of the monitoring well installation effort is reimbursable under a Sustainable Groundwater Management Act (SGMA) Implementation Grant.

SCV Water staff continues to work on a well monitoring program for both de minimis and non-de minimis wells located within the groundwater basin.

SCV Water staff will be engaging MNS Engineers, Inc. to develop a monitoring system to ensure continued compliance with the GSP’s subsidence criteria.

Significant Upcoming Items

- Staff is working with WestWater Research to provide an inventory and analysis of water banking, storage, and exchange options to manage future surplus water supplies. Results from this research are anticipated to be completed in May 2024.
- Staff completed the preparation of draft documentation and a draft user-manual to train internal staff on the use of the GoldSim Water Supply Reliability Model. Over the next couple of months, internal staff will review the documentation and go through a self-paced user-manual to learn how to run the

model and view and interpret results. Staff is tasked with providing feedback for the improvement of the user-manual.

- Staff continues to work with Woodard and Curran to refine the Online New Drop Database. Staff completed and submitted the Regional Water Quality Control Board (RWQCB) quarterly and annual report to Geotracker on April 1, 2024. On March 1, 2024, the State Board approved a notice of applicability expanding the geographic areas approved for use of New Drop supplies. Staff has put together an internal team to help coordinate future reporting activities and recycled water use tracking. The first report under the newly approved permit will be due in September 2024.
- Staff, including SCV Water's IT and Operations staff, have been working with consultants to incorporate groundwater elevation data into a new web-based Data Management System (DMS). Currently, this new DMS is focused on GSP wells, but a scope of work was developed so that the database can be scaled up to include other SCV Water wells. The work is currently in progress and is expected to be completed in early 2025. This new DMS is now hosted on SCV Water's servers and will ultimately allow staff to efficiently access data directly, as opposed to sending requests to consultants or other staff members.
- The Sites Reservoir Authority received a response to its water rights application from the State Water Resources Control Board (SWRCB). The Board requested additional information regarding water availability if future Delta Water Quality Control Plans being considered by the SWRCB are enacted. Sites authority has responded and provided additional information as requested. On November 17, 2023, the Sites Project Authority (Sites), as the lead agency under the California Environmental Quality Act, certified the Final Environmental Impact Report (Final EIR) and approved the Sites Reservoir Project (Project). With this certification, Sites will be working to move the project forward through the final planning stages and on to construction. The Final EIR has been challenged in Superior Court by Friends of the River. SCV Water staff is meeting with other South-of- Delta Sites members to improve coordination and information sharing regarding project benefits.
- To maximize the beneficial uses of recycled water and adhere to pending and/or future environmental requirements, staff is working with Woodard and Curran and Trussell Technologies to develop a Scope of Work (SOW) to include in an RFP to complete a Water Reuse Optimization Study. The RFP is scheduled to be noticed in May 2024.
- Environmental Science Associates (ESA) submitted a draft report on the development of the California Environmental Flows Framework (CEFF) for the East Basin Santa Clara River, which aims to improve river ecological function. The Habitat Suitability Model (HSM), as part of the CEFF analysis, and preliminary observations on existing conditions have been completed. Staff reviewed the draft report and plan to give a presentation to the Water Resources and Watershed Committee this Summer 2024.
- Staff continues working on a framework to develop ecological and management objectives for the Upper Santa Clara River watershed which will allow the Agency to finalize the CEFF analysis. As part of the work, staff began engaging with California Department of Fish and Wildlife (CDFW) and has planned a series of meetings to inform CDFW staff on various Agency planning efforts such as the GSP, the CEFF analysis, and the Water Resilience Initiative. As objectives are developed, staff will engage with the Water Resources and Watershed Committee to seek input and direction. Staff presented an overview of the Water Resilience Initiative to CDFW and USFW on March 5, 2024.

- Staff is working with Woodard and Curran (W&C) to update the Salt and Nutrient Management Plan spreadsheet model to support the water quality data needs for the annual GSP report. Additionally, this effort will identify potential model improvements to help more efficiently prepare future reports. Work began in the last week of January 2024. A draft technical memorandum for this effort was received on March 6, 2024, with the findings of the report stating that recent water quality trend analysis was similar to previous findings in the alluvial management zones. The full report is expected to be finalized by the end of April 2024, once the recommended model improvements for future reports section is complete.
- Staff received a request from the City of Santa Clarita to prepare a Water Supply Assessment (WSA) for the Princessa Crossroads project. Staff has contacted the developer to procure a contract and deposit for SCV Water to begin preparation of the WSA.

COMMUNICATIONS, LEGISLATION AND GRANTS

Key Accomplishments

- On March 25, 2024, staff held a *Water Matters* public webinar exploring the Agency's five-year Strategic Plan (Plan) with assistance from consultants Ed Means and RMG Communications. In addition to a presentation on the Plan by Mr. Means, General Manager Matt Stone and Assistant Manager Steve Cole presented Agency updates. Eleven individuals attended the live webinar and a recording is now available for the public on the Agency's Strategic Plan webpage.
- Staff moderated the Agency's second Lunch and Learn session on March 20, 2024. The virtual session garnered 27 attendees and talked about "Handling Financial Stress" by planning ahead and maximizing participation in employer-provided benefits programs. The session was presented by Anthem EAP, the Agency's employee assistance program provider.
- Staff assisted the Conservation team by reviewing and updating all water-saving rebate and resource cards, as well as creating a new resource card aimed at helping homeowners troubleshoot their irrigation issues. This collateral will be used for "Conservation Conversations," a new monthly conservation pop-up event held by Conservation's partner, Green Media Creations. The pop-ups will be held at various locations around the community (e.g. Farmer's Markets, irrigation supply stores, HOAs, etc.) and touch on various outdoor water-saving topics. Most recently, a Conservation Conversation pop-up was held at the SCV Water all employee meeting on April 10, 2024.
- Staff assisted Operations and Engineering with direct outreach to homeowners in the Canyon Country area that would be affected by a pipeline upgrade project. Communications provided an English/Spanish fact sheet for Operations to provide homeowners to give details about the project and construction, as well as the benefits they would receive from the project. Flyers were distributed March 18, 2024, and construction began March 25, 2024.

Legislative/Government Affairs

Upcoming Sponsorships and Event Participation

- ACWA 2024 Spring Conference – May 7-9, 2024
- 14th Annual State of the County – June 2024

Community Events

- Cowboy Festival – April 20-21, 2024
- Santa Clarita Home and Garden Show – April 27-28, 2024
- Youth and Family Event – May 4, 2024
- Free to Be Me Festival – May 5, 2024
- Touch a Truck Event – November 2, 2024

Outreach – Social/Digital Media & Education

Outlet	Description	Notable Activity	Audience
Facebook	Social media	Across all three platforms in March 2024	1.2K
Instagram		Total Engagement: 675 (all outlets)	1,821
Twitter/X		Total Impressions: 10,363(all outlets)	1,315
Website	yourSCVwater.com	Website visitors in March 2024	~22,000
	Top visited pages:	<ol style="list-style-type: none"> 1. Homepage 2. Drought Ready SCV! 3. Customer Care 	
Water Currents	Customer e-newsletter	Open rate for March 2024 – 56% (Average industry open rate: 21.64%)	16,053

Public Education – 2024 Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
Education														
Students	1,094	908	1,354										3,556	7,671
Teachers	80	88	104										272	638
Garden Classes (in-person)	-	11	-										11	228

* Data not yet available

* July – Scouts Program

** In-person class

*** Class cancelled

Grants

- On February 29, 2024, the Department of Water Resources notified SCV Water that all contractual obligations under the Prop 1 (and Prop 68) Sustainable Groundwater Planning (SGWP) Grant have been satisfied. The SGWP grant supported activities including creation of the SCV-GSA Groundwater Sustainability Plan and a Groundwater Recharge Feasibility Study. SCV Water has recovered all grant funds due under the award (\$1,307,265). This grant is now closed.
- After extensive investigation, staff determined that construction of the grant funded Rosedale Rio Bravo Phase 2 Wells project is not feasible. This decision was based upon SGMA requirements in the RRB Water Storage District (RRBWSD), Governor Newsom’s Executive Orders surrounding new wells, and the inability to locate suitable well sites within the RRBWSD. As the Bureau of Reclamation (BOR) advised that there are no allowable alternate projects for this funding, the only option was to cancel the grant funding of \$1.46M. Because no funding has been drawn down under this grant, the BOR confirmed that cancellation of this funding will have no effect on SCV Water’s future grant project applications.

- Congressionally Directed Spending Request (Earmark) through Senator Padilla's office – Five million dollars has been requested to support construction of a centralized PFAS Treatment Facility for E--Wells 14, 15, 16 and 17. Los Angeles County Supervisor Barger, the City of Santa Clarita, and the Santa Clarita Valley Groundwater Sustainability Agency provided letters of support for this Earmark request.
- On April 17, 2024, SCV Water received notification that its Groundwater Refinement and Calibration Project has been selected for funding of \$363,374 under BOR's FY2023 Applied Science Grant program. It is anticipated that BOR will complete its final review of the project and issue a grant agreement in or before September 2024. This funding will be used to advance the Agency's Water Resiliency Initiative.

Significant Ongoing or Upcoming Items

- Communications staff was notified that SCV Water is a finalist for four communications awards from the California Association of Public Information Officials (CAPIO). SCV Water will receive awards for the 2023 Consumer Confidence Report, Water Currents newsletter, Brand Refresh initiative and the yourSCVwater.com website project at an awards luncheon on May 14, 2024, during the annual CAPIO conference in Indian Wells, California.
- Communications Manager Kevin Strauss will be named the Communicator of the Year by the California Association of Public Information Officials (CAPIO) at an awards gala on May 15, 2024, during the annual CAPIO conference in Indian Wells, California.
- Staff is preparing for the third Lunch & Learn session of 2024, scheduled for May 22, 2024. This hybrid session, presented by Agency Water Quality Staff, will focus on updates surrounding PFAS treatment and regulations.
- Staff continues to research digital accessibility to provide the best options for future Agency-wide implementation. Staff continues to schedule demos with vendors specializing in digital accessibility to find potential solutions.
- Staff is assisting various departments with a number of outreach efforts, including:
 - Engineering: Coordinating communications with potentially affected businesses and schools that may be impacted by the pipeline replacement projects on Dickason and Smyth.
 - Water Resources: Design of the 2023 SCV Water Report. The project is anticipated to be completed by mid-2024.
 - Water Quality: Staff is reviewing requirements from DDW, updating the data tables and required text, and also drafting additional content and stories to include in the upcoming Consumer Confidence Report. Customers must be notified about the availability of the report by July 1, 2024.
 - Conservation: Staff has developed an outreach and communications plan to develop and share stories for Conservation in Action. This new effort will highlight various customers and customer groups for all they do to conserve water. Their stories will be shared across various outreach platforms and become a resource for others looking to make changes and save water. The campaign kicked off in January 2024 and is anticipated to run throughout 2024.

- Customer Care: Staff is assisting Customer Care with developing a Communications Plan and messaging for customers to notify them of the new Board-approved 4/10 schedule change set to begin July 1, 2024.

SUSTAINABILITY AND CONSERVATION

Key Accomplishments

- Conservation staff submitted SCV Water's Partner of the Year Award application to the EPA WaterSense Program.
- Water Conservation staff, with consultant support, conducted three Pop-ups including at SCV Water's Rockefeller location, at the Bridgeport Park Sustainable Landscape Demonstration Garden, and at the All-Staff Meeting. With the conclusion of the beta tests, the team will now work with HOA's and other community partners to host and facilitate the pop-ups.
- Staff presented its findings and recommendations from the Water Use Efficiency Plan (WUESP) firm selection process to the SCV Water Board of Directors. With Board approval, staff will initiate procurement of the contract with A&NTs and launch the project.
- Staff, with IT (GIS) support, continue to plan the design, development, and launch of a Green Team SharePoint page to improve intra-Agency engagement and education related to sustainability activities currently underway at SCV Water, ways to be sustainable at work and home, and sustainability related events offered by the community.
- Staff, in collaboration with Communications, have been working to update all program cards in preparation for upcoming events, including the Home and Garden Show.
- During the second month of the Water Champions – Great Leak Sweep initiative, 426 local businesses were visited, and 52 participated in indoor check-ups. (Correction – there were 29 check-ups in February 2024 as part of the Water Champions – Great Leak Sweep).
- As part of the Battery Storage Project at the Rio Vista Water Treatment Plant, staff and its consultants were able to secure approvals from SCE to apply for interconnection. Prior to SCE's approval, it had stated that SCV Water was unable to expand its facilities due to provisions included in the RES-BCT Indifference Settlement. SCE finally accepted the Agency's position and provided interconnection application release in March 2024.
- SCV Water Conservation staff met with representatives from two large multi-family apartment complexes to schedule on-site indoor and irrigation check-ups, HE showerhead and kitchen/bathroom aerator installation.
- Staff facilitated the April 2024 Sustainable Water Action Taskforce meeting which included representatives from several SCV Water departments and staff from the City of Santa Clarita and Los Angeles County.
- Staff presented during a US EPA WaterSense Webinar on its findings and recommendations from the Conservation Communications study conducted with support from USC Dornsife Public Exchange researchers.



Water Conservation

Water Resources Monthly Section Report - March 2024

Water Production vs. Interim Goal (Non-Drought)



Conservation Program Participation (Current Month/Fiscal Year)



	Check-Ups	Workshops	Rebates	Engagement	Other
Residential	11/108	5/114	21/253	117/754	0/3



	Check-Ups	Retrofits	Rebates	Engagement
Commercial	52/85	0/2,597	0/0	426/688



	Check-Ups	Rebates	Engagement	Other
Landscape	4/26	7/27	2/14	0/0

Significant Upcoming Items

- [Commercial Conservation](#) - Staff, with consultant support, continuing to promote and conduct commercial outreach and engagement via the Water Champions - Great Leak Sweep program.
- [Large Landscape Program](#) - Staff to meet with several Homeowners Associations to discuss Agency Water Conservation Programs.
- [Water Use Efficiency Strategic Plan](#) - Conservation to launch WUESP contract with A&N Technical Services.
- [Recycled Water Customer Conversions](#) - SCV Water staff to finalize design plans for use with Request for Proposals for customer conversions in the Phase 2B RW Project Area.
- [Conservation Pop-ups](#) - Conservation, with consultant support to begin marketing the Community Conservation Pop-ups. With the pop-ups, customers will be able to engage with Agency staff and consultants on a myriad of programs and practices.



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**Engineering and Operations
Committee Planning Calendar
FY 2023/24**

**ITEM NO.
9.5**

Item	May 2 Comm	May 21 Board	June 4 Board	June 6 Comm	June 18 Board	July 2 Board
Monthly Committee Planning Calendar	C			P		
CIP Construction Status Report	C			P		
Monthly Operations and Production Report	C			P		
Third Party Funded Agreements Quarterly Report	C					
Quarterly Safety Program Presentation	C					
Recommend Adopting a Resolution Authorizing the General Manager to Execute On-Call Professional Services Agreements		P				
Review and Consider the Proposed Revised FY 2024/25 Capital Improvement Projects	C					
Recommend Approval of Adopting a Resolution Pursuant to a Categorical Exemption Under CEQA Guidelines Section 15301, and a Categorical Exclusion Under NEPA, Awarding a Contract to Rehabilitate Saugus Well 1	C	P				
Recommend Approval of Adopting a Resolution Authorizing a Purchase Order to Hazen and Sawyer, Inc. for Final Design Services for the Newhall Wells (N13, N11 and N12) Perchlorate and PFAS Groundwater Treatment Improvements Project, and Finding the Project is Categorically Exempt from the California Environmental Quality Act Pursuant to CEQA Guidelines Section 15303	C	P				
Recommend Approval of Adopting a Resolution to Reject All Bids for the Smyth Drive Water Line Improvements Project	C	P				
Recommend Approval of Adopting, Pursuant to a Previously Adopted Mitigated Negative Declaration and Addendum, a Resolution for a Construction Contract with Ferreira Construction Co., Inc. and Purchase Orders to Woodard & Curran for Engineering Services During Construction and MNS Engineers, Inc. for Construction Management and Inspection Services for the South End Recycled Water Main Extension (Phase 2C – Reach 1) Project	C	P				

**Engineering and Operations
Committee Planning Calendar
FY 2023/24**

Item	May 2 Comm	May 21 Board	June 4 Board	June 6 Comm	June 18 Board	July 2 Board
Recommend Approval of Adopting a Resolution Authorizing a Purchase Order to Kennedy Jenks Consultants, Inc. for Planning Services for the Rio Vista Water Treatment Plant Mechanical Shop and Access Road Paving Project and Finding the Project Categorically Exempt from the California Environmental Quality Act Pursuant to CEQA Guidelines Section 15262	C		P			
Tracking Leaks to Identify Trends Informational Presentation				P	P	
Recommend Approval of a Resolution Authorizing Santa Clarita Valley Water Agency to Provide Water Quality Laboratory Testing Services to the State of California Department of Water Resources				P	P	
Recommend Approval of a Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for the Well 205 Groundwater Treatment Improvements Project				P	P	
Recommend Authorization for the General Manager to Execute Reimbursement Agreement with the City of Santa Clarita for Construction of Waterline in Vista Canyon Bridge				P	P	
Recommend Authorization for the General Manager to Execute a Contract with Sloan Canyon Investment I-VI, LLC for SCV Water's Fair Costs for the Construction of a 0.77 MG Welded Steel Tank for the Castaic Zone 3C						Moved to FY 24/24

**Engineering and Operations
Committee Planning Calendar
FY 2023/24**

Item	May 2 Comm	May 21 Board	June 4 Board	June 6 Comm	June 18 Board	July 2 Board
Recommend Approval of Adopting a Resolution Awarding a Purchase Order for Final Design Services for RVWTP Sewerline Improvements						Moved to FY 24/25
Recommend Approval of Adopting a Resolution Awarding a Purchase Order for Final Design Services for Sand Canyon Sewerline						Moved to FY 24/25
SCV Water Master Plan Presentation						Moved to FY 24/25
Recommend Approval of Adopting a Resolution Authoring General Manager to Execute a (1) Financing Agreement with the State Water Resources Control Board for Consolidation of the New Mint Association, and (2) Consolidation and Water Service Agreement with the New Mint Association.						Moved to FY 24/25
Recommend Approval of Adopting a Resolution Authorizing the General Manager to Execute a Construction Contract and Purchase Orders for the Construction Management, Inspection Services and Engineering Services During Construction for the McBean Parkway Pipeline Installation Project						Moved to FY 24/25

**Engineering and Operations
Committee Planning Calendar
FY 2023/24**

Item	May 2 Comm	May 21 Board	June 4 Board	June 6 Comm	June 18 Board	July 2 Board
Recommend Approval of Adopting a Resolution Awarding Construction Contract for Saugus Wells 3 & 4 (Replacement Wells) Well Equipment and Site Improvements Project						Moved to FY 24/25
Recommend Approval of Adopting a Resolution Awarding Construction Contract for Pipeline to Los Angeles Residential Community						Moved to FY 24/25
Recommend Approval of Adopting a Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for Valencia Market Place Pipeline Improvements						Moved to FY 24/25

Engineering and Operations Committee
Planning Calendar
FY 2024/25

Item	July 2 Board	July 3 Comm	July 16 Board	Aug 1 Comm	Aug 6 Board	Aug 20 Board	Sept 3 Board	Sept 5 Comm	Sept 17 Board	Oct 1 Board	Oct 3 Comm	Oct 15 Board	Nov 5 Board	Nov 7 Comm	Nov 19 Board	Dec 3 Board	Dec 12 Comm	Dec 17 Board	Jan 2 Comm	Jan 7 Board	Jan 21 Board	Feb 4 Board	Feb 6 Comm	Feb 18 Board	March 4 Board	March 6 Comm	March 18 Board	April 15 Board	May 1 Comm	May 6 Board	May 20 Board	June 3 Board	June 5 Comm	June 17 Board	July 1 Board						
Monthly Committee Planning Calendar																																									
CIP Construction Status Report																																									
Monthly Operations and Production Report																																									
Third Party Funded Agreements Quarterly Report																																									
Quarterly Safety Program Presentation																																									
Annual Safety Program Update																																									
Real Property Activity Report																																									
Tax-Defaulted Properties																																									
A Mobile Solution for Distribution Maintenance Informational Presentation																																									
Recommend Approval of Adopting a Resolution Authorizing the General Manager Execute a Construction Contract and Purchase Orders for Construction Management Inspection and Engineering Services During Construction for the McBean Parkway Pipeline Installation Project																																									
Recommend Approval to Replace and Upsize a 6" Watermain on Simay Lane																																									
Recommend Approval of Adopting a Resolution Awarding a Purchase Order for Final Design Services for RWTP Sewerline Improvements																																									
Recommend Approval of Adopting a Resolution Awarding a Purchase Order for Final Design Services for Sand Canyon Sewerline																																									
SCV Water Master Plan Presentation																																									
Recommend Approval of Adopting a Resolution Authorizing SCV Water to Execute a Financing Agreement with the State Water Resources Control Board for Incentive Project 1 for T&U Wells PFAS Treatment and Disinfection Project																																									
Recommend Approval of Adopting a Resolution Awarding Construction Contract for Pipeline to Los Angeles Residential Community																																									
Recommend Approval of Adopting a Resolution Awarding a Contract for the Ridge Route Water Storage Tank Coating Project																																									
Recommend Approval of Adopting a Resolution Awarding a Contract for the Placerita Water Storage Tank Coating Project																																									
Recommend Approval of a Resolution Authorizing a Purchase Order to (TBD) for Final Design Services for the Nimbus Deane 2 Tank Project at Skyline Ranch, and Approval of the Addendum to the EIR for the Skyline Ranch Development pursuant to CEQA Guidelines Sections (TBD)																																									
Recommend Approval of Adopting a Resolution Awarding Construction Contract and Purchase Orders for Construction Management and Inspection Services and Engineering Services During Construction for Valencia Market Place Pipeline Improvements																																									
Recommend Approval to Replace Watermain Approximately Newhall Ave – Market St to Pine St																																									

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

	Item	May 13 Board - tent	May 20 Comm (Q3)	May 21 Board	June 4 Board	June 17 Comm
1	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2023/24 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)					
2	Recommend Approval of a Preliminary Official Statement					
3	Recommend Receiving and Filing of April 2023 Monthly Financial Report (consent)					
4	Discuss and Recommend Actions for Ground Lease Property at 22722 Soledad Canyon Road					
5	Recommend Approval of a Resolution Authorizing FY 2023/24 Water Supply Contract Payments (consent)					
6	Recommend Approval of a Contract with Premier Property Preservation for Janitorial Services					
7	Recommend Approval of a Revised Purchasing Policy					
8	Recommend Receiving and Filing of May 2023 Monthly Financial Report (consent)					
9	Fleet and Warehouse Update					

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

	Item	May 13 Board - tent	May 20 Comm (Q3)	May 21 Board	June 4 Board	June 17 Comm
10	Investment Advisor Financial Market Update					
11	Discuss Water Affordability Study					
12	Review Financing Plan Scenarios					
13	Recommend Approval of a Revised Position Control					
14	Recommend Approval of a Revised Surplus Policy					
15	Recommend Approval of Revised Ratepayer Advocate Process and Provide Direction Related to Ratepayer Advocate Service Contract					
16	Recommend Receiving and Filing of June 2023 Monthly and FY 2022/23 Fourth Quarter Financial Report					
17	Recommend Approval of a Resolution Adopting a Revised Investment Policy - (Annually adopted via reso.) (consent)					
18	Recommend Approval of the First Addendum to the Ground Lease for the Property at 22722 Soledad Canyon Road					
19	Recommend Approval of Purchase of Two (2) Backhoe Replacements for Agency Fleet					
20	Recommend Approval of a Revised Customer Service Policy					
21	Fleet and Warehouse Update					
22	Recommend Receiving and Filing of July 2023 Monthly Financial Report (consent)					

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

	Item	May 13 Board - tent	May 20 Comm (Q3)	May 21 Board	June 4 Board	June 17 Comm
23	Recommend Approval of an HCM Implementation Contract with Apps Associates					
24	Recommend Approval of a Purchase Order for Fleet Replacement Vehicles					
25	Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support					
26	Recommend Approval of a Revised Driving and Vehicle Policy					
27	Recommend Approval of a Revised Employee Manual No. 10: Overtime					
28	Recommend Receiving and Filing of August 2023 Monthly Financial Report (consent)					
29	Recommend Receiving and Filing of September 2023 Monthly and FY 2023/24 First Quarter Financial Report (not consent)					
30	Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2023					
31	Recommend Approval of an HCM Implementation Contract with Apps Associates					
32	Recommend Approval to Direct the General Manager to Enter Into a Contract with PlanetBids					
33	Review Facility Capacity Fee (FCF) Revenues and Study Components					
34	Recommend Receiving and Filing of October 2023 Monthly Financial Report (consent)					

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

	Item	May 13 Board - tent	May 20 Comm (Q3)	May 21 Board	June 4 Board	June 17 Comm
35	Interview Ratepayer Advocate Candidates and Recommend Approval for the General Manager to Enter into a Contract with the Final Candidate for Ratepayer Advocate					
36	Recommend Approval for the General Manager to Enter into a Contract with X-Act Technology Solutions, Inc. for As-Needed Technology Support Services					
37	Recommend Approval of a Revised Classification Plan and Position Control					
38	Recommend Receiving and Filing of November 2023 Monthly Financial Report (consent)					
39	Recommend Approval of a Revised Employee Manual No. 7: Employment Status Policy					
40	Recommend Approval of a Revised Employee Manual No. 9: Pay Plan					
41	Recommend Approval of a Revised Employee Manual No. 12: Shift Work Policy					
42	Recommend Approval of Various Revised Employee Manual Policies					
43	Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2024/25					
44	Review Budget Calendar					
45	Fleet and Warehouse Update					
46	Recommend Receiving and Filing of December 2023 and FY 2023/24 Second Quarter Financial Report and Mid-Year Budget Review					

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

	Item	May 13 Board - tent	May 20 Comm (Q3)	May 21 Board	June 4 Board	June 17 Comm
47	Recommend Approval of an Exemption for Projects Included in the 2024 WIFIA Master Agreement Financing from the Retail Debt Threshold (Also JPA)					
48	Recommend Approval for General Manager to Authorize a Change Order for the Chiller Replacement Project					
49	Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions					
50	Recommend Approval of a Revised Capitalization Policy for Fixed Assets					
51	Technology Update					
52	Recommend Receiving and Filing of January 2024 Monthly Financial Report (consent)					
53	Recommend Approval of an Internal Control Policy	P				
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				

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

	Item	May 13 Board - tent	May 20 Comm (Q3)	May 21 Board	June 4 Board	June 17 Comm
57	Recommend Approval of a Resolution Revising the Budget for FY 2024/25 (also JPA)		P		P	
58	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2023/24 (consent)		P		P	
59	Approve a Resolution Adopting the Appropriation Limit for FY 2024/25 (consent)		P		P	
60	Recommend Receiving and Filing of March 2024 and FY 2023/24 Third Quarter Financial Report		P		P	
61	Recommend Approval of an Exemption for Projects Included in the 2024 WIFIA Master Agreement Financing from the Retail Debt Threshold (Also JPA)			P		
62	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
63	Discuss Retail Water Rate Timeline					P
64	Technology Update					P
65	Fleet and Warehouse Update					P
66	Recommend Receiving and Filing of April 2024 Monthly Financial Report (consent)					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 9 RESCHED Comm	Dec 17 Board	Jan 27 RESCHED Comm	Feb 4 Board	Feb 24 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																			

**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 9 RESCHED Comm	Dec 17 Board	Jan 27 RESCHED Comm	Feb 4 Board	Feb 24 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
10						P	P																	
11						P	P																	
12						P	P																	
13						P	P																	
14						P	P																	
15										P														
16										P														
17										P	P													
18										P	P													
19												P												
20												P												
21												P												
22												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 9 RESCHED Comm	Dec 17 Board	Jan 27 RESCHED Comm	Feb 4 Board	Feb 24 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
23	Recommend Receiving and Filing of November 2024 Monthly Financial Report (consent)																							
24	Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2025/26														P	P								
25	Review Budget Calendar																							
26	Recommend Receiving and Filing of December 2024 and FY 2024/25 Second Quarter Financial Report and Mid-Year Budget Review																							
27	Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions																		P	P				
28	Technology Update (Q)																							
29	Fleet and Warehouse Update (Q)																							
30	Recommend Receiving and Filing of January 2025 Monthly Financial Report (consent)																			P	P			
31	Recommend Approval of a Resolution Approving the Budget for FY 2025/26 and FY 2026/27 (pub)																							
32	Review Annual List of Professional Services Contracts (consent)																							
32	Recommend Receiving and Filing of February 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 9 RESCHED Comm	Dec 17 Board	Jan 27 RESCHED Comm	Feb 4 Board	Feb 24 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
33	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2024/25 (consent)																						P		
34	Approve a Resolution Adopting the Appropriation Limit for FY 2025/26 (consent)																						P		
35	Recommend Receiving and Filing of March 2025 and FY 2024/25 Third Quarter Financial Report																						P		
36	Technology Update (Q)																								P
37	Fleet and Warehouse Update (Q)																								P
38	Recommend Receiving and Filing of April 2025 Monthly Financial Report (consent)																								P



**PUBLIC OUTREACH AND LEGISLATION COMMITTEE
AGENDA PLANNING CALENDAR 2024**

May 16, 2024 Committee Meeting

1. Discussion of Legislative Advocacy Contract Renewals
2. Legislative Consultant Reports
3. Communications Manager's Report
4. Committee Requests for Future Agenda Items

June 4, 2024 Board Meeting

1. Approval of Authorizing the General Manager to Execute the Legislative Advocacy Contract Renewals

June 20, 2024 Committee Meeting *(last days for Senate/Assembly to pass bills)*

1. Legislative Consultant Reports
2. Communications Manager's Report
3. Committee Requests for Future Agenda Items

July 18, 2024 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager's Report
3. Committee Requests for Future Agenda Items

August 15, 2024 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager's Report
3. Committee Requests for Future Agenda Items

September 19, 2024 Committee Meeting *(last days for Senate/Assembly to pass bills)*

1. Legislative Consultant Reports
2. Communications Manager's Report
3. Committee Requests for Future Agenda Items

October 17, 2024 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager's Report
3. Committee Requests for Future Agenda Items

November 21, 2024 Committee Meeting

1. Review of the 2025 Legislative Platform
2. Legislative Consultant Reports
3. Communications Manager's Report
4. Committee Requests for Future Agenda Items

December 3, 2024 Board Meeting

1. Approve Adoption of the 2025 Legislative Platform

December 19, 2024 Committee Meeting

1. Legislative Consultant Reports
2. Communications Manager's Report
3. Committee Requests for Future Agenda Items



WATER RESOURCES AND WATERSHED COMMITTEE AGENDA PLANNING CALENDAR 2024

May 15, 2024 Committee Meeting

1. Recommend Adoption of a Resolution Amending and Adopting New 2024 Local CEQA Guidelines for Implementing the California Environmental Quality Act
2. Recommend Adoption of a Resolution Authorizing the General Manager to Apply for Grant Funding Under the Pinetree Recharge Facility Planning and Design with the Federal Bureau of Reclamation
3. Water Resources Manager Report:
 - Status of New Drop Program
 - Staff Activities
4. Sustainability Manager Report – Staff Activities

June 4, 2024 Board Meeting

1. Approval of Adopting a Resolution Authorizing the General Manager to Apply for Grant Funding Under the Pinetree Recharge Facility Planning and Design with the Federal Bureau of Reclamation

June 12, 2024 Committee Meeting

1. Recommend Authorizing the General Manager to Enter into a Contract for a Recycled Water Optimization Study
2. Authorize the General Manager to Enter into a Contract for Groundwater Recharge Phase 2 Analysis
3. Recommend Approval of Princessa Crossing Water Supply Assessment
4. Water Resources Manager Report – Staff Activities
 - Status of Water Supplies
5. Sustainability Manager Report – Staff Activities

June 18, 2024 Board Meeting

1. Approval of Adopting a Resolution Amending and Adopting New 2024 Local CEQA Guidelines for Implementing the California Environmental Quality Act
2. Approve Authorizing the General Manager to Enter into a Contract for a Recycled Water Optimization Study

July 2, 2024 Board Meeting

1. Approve Authorizing the General Manager to Enter into a Contract for Groundwater Recharge Phase 2 Analysis
2. Approve Authorizing the General Manager to Execute an Agreement for the Purpose of Funding the Next Phase of the Delta Conveyance Project Planning Cost

July 10, 2024 Committee Meeting

1. Water Resources Manager Report – Staff Activities
 - Update on Water Resiliency Initiative
 - Devil's Den Semi – Annual Update
2. Sustainability Manager Report – Staff Activities

August 14, 2024 Committee Meeting

1. Status Update on the Solar Array Performance Evaluation
2. Water Resources Manager Report – Staff Activities

3. Sustainability Manager Report – Staff Activities

September 11, 2024 Committee Meeting

1. Water Resources Manager Report – Staff Activities
2. Sustainability Manager Report – Staff Activities

October 9, 2024 Committee Meeting

1. Water Resources Manager Report – Staff Activities
2. Sustainability Manager Report – Staff Activities

November 13, 2024 Committee Meeting

1. Water Resources Manager Report – Staff Activities
2. Sustainability Manager Report – Staff Activities

December 11, 2024 Committee Meeting

1. Water Resources Manager Report – Staff Activities
2. Sustainability Manager Report – Staff Activities

AB 1234 Report

Director Name: Dirk Marks

Meeting: Association of Water Agency of Ventura County Annual Water Symposium

Date: April 18, 2024

Location: Oxnard CA

To be presented at May 13, 2024 Board Meeting

Summary: On April 18, 2024, I attended the AWA of Ventura County Annual Symposium. A copy of the agenda is attached. The theme of the symposium was, "... Being Nimble in an Ever-Changing World." The moderator, Dave Ceppos, initiated the meeting by leading the group in an exercise of what they believed "Being Nimble" entailed.

The first session focused on the economic outlook for Ventura County. Dr. Matthew Fienup reviewed key factors concluding that Ventura County faces several significant challenges. While the county's COVID response was a bright spot, other indicators are significantly down. Population is 3% less than 2016. Labor force has shrunk 4% since 2012. Real GDP is down 12.7% from 2007. He concluded that the county hasn't really recovered from 2008 recession. Further, high paying jobs (such as biotech) continue to leave the county. New jobs are lower paying; so much so that these new employees typically can't afford to live in Ventura County.

Ventura County's affordability rating is the worst in the nation. The medium income family, making \$150,000 annually, can only afford the lowest 5% of available housing stock. Additionally, renting the average 2-bedroom apartment requires an income of \$165,000 per year. Consistent with State-wide trends, medium income residences are migrating to lower cost states such as Texas, Arizona, and Nevada where they can afford housing.

A session on agricultural viability followed. Hellen McGrath, Farm Coordinator for Flying M Ranch, provided a case study of challenges faced by rural agricultural and domestic water providers, which face the challenges of deferred maintenance, and increasingly complex regulatory requirements.

Edgar Terry, President of Terry Farms and Cal Lutheran Adjunct Professor noted that agriculture accounts for only about 4% of the county's economic activity. Further, he stated that he believed that Ventura County agricultural viability is reaching a tipping point. He noted that regulatory compliance is now equal to 13% of his gross sales. He speculated that for many farmers the value of their water supply may exceed the value

of their land and that farmers may need to start viewing water an economic asset. Can and should that asset be transferred to meet other economic needs in the county?

In the Q&A session that followed, a comment was made that San Diego County agriculture (*that relays on imported water*) is practically non-existent because those farmers would have to pay over \$2,000 per acre-foot of water. Some questioned how United Water Conservation Water District's agricultural customers will be able to bear their share of the \$200-300 million for federally mandated infrastructure improvements at the Freeman Diversion and Lake Piru outlet structure.

The next session focused on a planner's perspective to being nimble. Participants included Wanda Moyer - Simi Valley Deputy Public Works Director, Dan Haddock PE – Director of Water Utility Services at INTERA Inc. and Gwyn-Mohr Tully JD - Zanjero Consultants. Perspectives shared included:

- Recognizing that significant resources will be required to analyze resiliency.
- Committing to the further education needed to better identify alternative future conditions/scenarios.
- Anticipating and managing divergent points of view. Different viewpoints should be expected and embraced. Don't fall into the trap of "well that's never happened before."
- Removing silos to facilitate coordination, better identify future conditions and manage communications. Simi had to do this to get through the last drought by imposing a 1 day a week (equivalent) water rationing with real enforcement.
- Recognizing that analytic analysis may be the easy part of the job. Communication may be the more challenging part. A hazard is that stakeholders' perspectives/interest may limit the scope of analysis and potential solutions. Conversely, this could provide a reality check on what is really possible.
- Organizing future conditions/scenarios by creating categories can be a helpful tactic. For example, it's easier to discuss a suspension of imported water service rather than go into detail about each individual cause.
- New regulatory requirements should be considered i.e. the Delta Reform Act and the actions of the Delta Stewardship Council.

The last presentation of the morning was made by Tai Fleming, Executive Director of the California Water Efficiency Partnership. She summarized the upcoming regulations anticipated from the State Water Resources Control Board this summer. The underlying authority is SB 606 and AB 1668, which were passed in 2018. She reviewed the conceptual basis for each urban water agency receiving a water budget to work within. Factors include residential indoor and outdoor water use, CII/Dedicated Irrigation water

use, losses and various adjustments. It was noted that by 2040 interior water use will go down to 42 gpcd and exterior use will be based on just over half of what is needed for turf. Adjustments include exemption for parks and adjustments for recycled water use. Enforcement for non-compliance can include a \$10,000 per day fine during a drought or a 1,000 per day cost during non-drought periods.

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**32ND ANNUAL WATER SYMPOSIUM
April 18, 2024**

**Courtyard by Marriott, Oxnard CA
8:00 AM – 1:30 PM**



“Next Move...Being Nimble in an Ever Changing World”

nim·ble (nĭm'bəl)

adj. nim·bler, nim·blest

1. Quick or agile in movement or action; deft.
2. Quick, clever, and acute in devising or understanding.

Water resilience and sustainability are essential goals in these fast-changing, uncertain times. Water leaders and managers need to focus on the art of being nimble if they are to achieve these goals.

8:00 AWA GENERAL WELCOME/INTRODUCTIONS

AWA President – ANN DEMARTINI, CEO - DeMartini Enterprises LLC

8:10 SYMPOSIUM PROGRAM OVERVIEW

Committee Chairs

SCOTT MECKSTROTH, Deputy Director - Ventura County Public Works Agency

GREG PATTERSON, Partner - Musick, Peeler & Garrett, LLP

8:15 PROGRAM OPENING/ AUDIENCE INTERACTIVE TABLETOP EXERCISE

AWA SYMPOSIUM PROGRAM MODERATOR -DAVE CEPPOS, Director/Managing Sr. Mediator-Sacramento State, Consensus and Collaboration Program – Sacramento State University

8:30 VENTURA COUNTY ECONOMIC FORECAST

MATTHEW FIENUP, Ph.D., Executive Director, Center for Economic Research & Forecasting; Associate Professor, Economics, California Lutheran University

9:00 PANEL 1 - PATHWAYS TO AGRICULTURAL VIABILITY

HELEN MCGRATH, Farm Coordinator - Flying M Ranch

EDGAR TERRY, President-TERRY FARMS, INC./Senior Adjunct Professor at California Lutheran University

9:45 BREAK

10:00 PANEL 2 - THE STRATEGIC ROAD TO NIMBLE – A PLANNERS’ DISCUSSION

WANDA MOYER, Deputy Public Works Director (Environmental Compliance)
Department of Public Works- City Of Simi Valley/Waterworks District No. 8

DAN HADDOCK, PE, Director of Water Utility Services, Principal Engineer, INTERA Incorporated

GWYN-MOHR TULLY, J.D., Partner, Zanjero Consultants

10:50 MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE – AN URBAN UPDATE

TIA FLEMING, Executive Director, External Affairs
CALIFORNIA WATER EFFICIENCY PARTNERSHIP (CalWEP)

11:25 MORNING SESSION CLOSING

Committee Chair, SCOTT MECKSTROTH

11:30 BREAK / LUNCH SETUP / VENDOR EXHIBITS

12:00 LUNCH

12:30 AWA ANNOUNCEMENTS / INTRODUCTIONS / AWARDS

Committee Chair, SCOTT MECKSTROTH

The Annual John Flynn Water Award -Presented by FCGMA Chair Eugene West

The Annual Richard V. Laubacher Water Award -Presented by UWCD President Sheldon Berger

1:00 CLOSING SPEAKER - NIMBLE COLLABORATION: BRINGING DIVERSE INTERESTS TOGETHER

Symposium Moderator, DAVE CEPPOS

1:20 AWA CLOSING REMARKS / EXHIBITOR DOOR PRIZE DRAWING

Committee Chair, SCOTT MECKSTROTH

1:25 ADJOURN

