



BOARD MEMORANDUM

DATE: March 19, 2024

TO: Board of Directors

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

SUBJECT: March 18, 2024 Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, March 18, 2024, in the Engineering Services Section Boardroom at the Summit Circle location. In attendance were Chair Ken Petersen and Directors Kathy Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included: Controller Amy Aguer, Director of Operations and Maintenance Mike Alvord, Management Analyst II Erika Dill, GIS Manager Jose Huerta, Administrative Technician Paul Hoover, General Manager Matt Stone, IT Technician I Oliver Molina, Director of Technology Services Cris Perez 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 Exemption for Projects Included in the 2024 WIFIA Master Agreement Financing from the Retail Debt Threshold – Staff presented this item and discussed it with the Committee. The majority of the Committee agreed to move it forward as an action item for the April 2, 2024 regular Board meeting.

Item 4: Recommend Approval for General Manager to Authorize a Change Order for the Chiller Replacement Project – Staff presented this item and discussed it with the Committee, who agreed to move the item forward for full Board approval, with a contingency. One Director asked for Legal Counsel to review the original contract to determine whether the change order was allowed per the contract, or if the change order being presented for consideration was in “good will.” Legal Counsel reviewed the contract and agreed that the change order was allowed, as the scope of work clearly noted that a change order would be issued if construction deviated from the original plans. With the clarification from Legal Counsel, the Committee agreed to place this on the Consent Calendar for the April 2, 2024 regular Board meeting.

Item 5: Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions – Staff presented this item and discussed it with the Committee. The Committee asked for additional Budget impact information which would weigh the current costs of temporary employees against those of proposed positions, as well as other operating credits, i.e., reduction of overtime, reduction in outside services, etc. This item will be reconsidered at the April 15, 2024 Finance and Administration Committee regular meeting.

Item 6: Recommend Approval of a Revised Capitalization Policy for Fixed Assets – Staff presented this item and the Committee unanimously agreed to place it on the Consent Calendar for the April 2, 2024 regular Board meeting.

Item 7: Technology Update – Staff presented an update of the Technology Services department activities, utilizing online-based Story Map illustration on the topic of Asset Management.

Item 8: Recommend Receiving and Filing of January 2024 Monthly Financial Report – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the April 2, 2024 regular Board meeting.

Item 9: Committee Planning Calendar – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

Item 10: Requests for Future Agenda Items – One of the Directors expressed a desire to have a future discussion about capacity fees. This item will be added to the Planning Calendar once the Agency has a new approved Master Plan, giving the Finance and Administration Department information with which to work and develop for the next discussion.

Item 11: General Report on Finance and Administration Activities – Staff gave an update of the CALWAP Arrearages program and stated that the Agency will receive \$251,000 in funds from the State, allowing the Agency to apply approximately \$244,000 to customer accounts. Staff also reported that due to changing market conditions, the Agency can sell the 2020B securities in the escrow accounts and purchase new securities. The difference between the price of the existing securities being sold and the new securities being purchased is expected to generate between \$700,000 - \$800,000, depending on market conditions. The funds must be expended as quickly as possible on capital project costs.

Item 10: Adjournment – The meeting was adjourned at 7:57 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:
<https://www.yourscvwater.com/sites/default/files/2024-03/March%2018%2C%202024%20F%26A%20meeting%20recording.mp3>

RP


Attachment

MBS



Date: March 11, 2024

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

From: Rochelle Patterson 
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, March 18, 2024 at 5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350 in the Engineering Services Section Board Room and the teleconference site listed below.** Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 161 403 0669 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614030669>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

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

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

MEETING AGENDA

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

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January 2024 Check Register Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-January-2024_0.pdf	
9. * Committee Planning Calendar	91
10. Requests for Future Agenda Items	
11. General Report on Finance and Administration Activities	
12. Adjournment	
* Indicates attachments	
◆ To be distributed	

NOTICES:

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

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

Posted on March 12, 2024.

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