




BOARD MEMORANDUM

DATE: March 1, 2022

TO: Board of Directors 

FROM: Eric Campbell
Chief Financial and Administrative Officer

SUBJECT: February 28, 2022 Rescheduled Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, February 28, 2022 via teleconference. In attendance were Chair Dan Mortensen, Directors Beth Braunstein, Ed Colley, R. J. Kelly and Gary R. Martin. Staff members on the call included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Assistant General Manager Steve Cole, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, Director of Finance and Administration Rochelle Patterson, Executive Assistant Leticia Quintero, General Manager Matt Stone, and Customer Service Manager Kathleen Willson. General Counsel Lutfi Kharuf from BBK Law was present, along with members of the public. A copy of the agenda is attached.

Item 1: Pledge of Allegiance

Item 2: Public Comment – There was public comment.

Item 3: Recommend Adoption of a Resolution Approving Volunteer Workers' Compensation Insurance – Staff and the Committee discussed this item and agreed that it be placed on the consent calendar at the March 15, 2022 regular Board meeting.

Item 4: Informational Report on Examples of Ratepayer Assistance Programs – Staff presented an informational report to the Committee, and the item will be presented to the full Board at the April 5, 2022 regular Board meeting.

Item 5: Recommend Receiving and Filing of October 2021 Financial Report – Staff and the Committee discussed this item and agreed that it be placed on the consent calendar at the March 15, 2022 regular Board meeting.

Item 6: Recommend Receiving and Filing of November 2021 Financial Report – Staff and the Committee discussed this item and agreed that it be placed on the consent calendar at the March 15, 2022 regular Board meeting.

Item 7: Committee Planning Calendar – Staff and the Committee briefly reviewed the FY 2021/22 Committee Planning Calendar.

Item 8: General Report on Finance and Administration Activities – Staff presented a graphic chart of the most recent Accounts Receivable, which reflected recent arrearage credits. Staff also stated that cleanup now begins on past-due customer accounts, as they will now receive notices of shutoff. Staff announced that the Agency was awarded the Distinguished Budget Award from GFOA (Government Finance Officers Association) for its FY 2021/22 and 2022/23 Biennial Budget.

Item 9: Adjournment – The meeting was adjourned at 7:25 PM.

EC/ed

Attachment

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Date: February 22, 2022

To: **Finance and Administration Committee**
Dan Mortensen, Chair
Beth Braunstein
Ed Colley
R. J. Kelly
Gary R. Martin

From: Eric Campbell
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, February 28, 2022 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of AB 361 this meeting is being held remotely. The SCV Water Board will continue to hold remote Board and Committee meetings due to the continuing State of Emergency for COVID-19 and state and local official's continuance to impose or recommend measures to promote social distancing. Any Director may call into the Agency Committee meeting using the **Agency's Call-In Number (1-833-568-8864), Webinar ID 161 738 4468 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1617384468>** without otherwise complying with the Brown Act's teleconferencing requirements.

The public may not attend the meeting in person. 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. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

If the State of Emergency for COVID-19 expires prior to this meeting and after the posting of this Agenda, this meeting will be held in person at the Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Board and Training Rooms.

We request that the public submit any comments in writing if practicable, which can be sent to edill@scvwa.org or mailed to **Erika Dill, Management Analyst II**, SCV Water, 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 Committee members and posted on the SCV Water website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

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.)	
3. * Recommend Adoption of a Resolution Approving Volunteer Workers’ Compensation Insurance	9
4. * Informational Report on Examples of Ratepayer Assistance Programs	13
5. * Recommend Receiving and Filing of October 2021 Financial Report	15
October 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/02/October-2021-Check-Register.pdf	
6. * Recommend Receiving and Filing of November 2021 Financial Report	33
November 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/02/Check-Register-November-2021.pdf	
7. * Committee Planning Calendar	51
8. General Report on Finance and Administration Activities	
9. 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 February 22, 2022.

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