



BOARD MEMORANDUM

DATE: April 19, 2022
TO: Board of Directors 
FROM: Eric Campbell
Chief Financial and Administrative Officer
SUBJECT: April 18, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 5:30 PM on Monday, April 19, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Vice President Jerry Gladbach, Directors Beth Braunstein, Ed Colley and Gary R. Martin. Staff members in attendance included Chief Operating Officer Keith Abercrombie, Controller Amy Aguer, Director of Operations & Maintenance Mike Alvord, Accounting Technician II Kyle Arnold, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Sustainability Manager Matt Dickens, Management Analyst II Erika Dill, Inspector Supervisor Josh Gilliam, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Executive Assistant Eunie Kang, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Director of Water Resources (interim) Dirk Marks, Communications Manager Kathie Martin, Management Analyst I Liza Moncada, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Executive Assistant Leticia Quintero, General Manager Matt Stone, Customer Service Manager Kathleen Willson, Principal Engineer Jason Yim and myself. 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 Revised Position Control for FY 2022/23 – Staff and the Committee discussed this item and unanimously agreed to recommend the action item be presented at the April 26, 2022 special Board meeting.

Item 4: Recommend Approval of a Resolution Revising the FY 2022/23 Budget – Staff and the Committee reviewed the proposed revised FY 2022/23 Budget and, while two members did not support approval, all Committee members present supported advancing the proposed resolution revising the FY 2022/23 Budget for full Board consideration at the April 26, 2022 special Board meeting.

Item 5: Recommend Receiving and Filing of Annual List of Professional Services Contracts – Staff and the Committee discussed this item and unanimously agreed that it be placed on the consent calendar for the April 26, 2022 special Board meeting.

Item 6: Technology Update – Staff presented an update of the most recent activities of the Technology Services department, including expanding GIS service for the Agency, managing cybersecurity, upgrading systems, expanding cloud services and servicing trouble tickets.

Item 7: Recommend Receiving and Filing of January 2022 Financial Report – Staff presented this item and unanimously agreed that it be placed on the consent calendar for April 26, 2022 special Board meeting.

Item 6: Recommend Receiving and Filing of February 2022 Financial Report – Staff presented this item and unanimously agreed that it be placed on the consent calendar for April 26, 2022 special Board meeting.

Item 7: Committee Planning Calendar – Staff advised the Committee of a few upcoming items to be added to the remaining FY 2021/22 calendar, including a June 2022 discussion of project schedules and assumptions in fees and rates, and a timetable for revisiting adjustments and studies. Staff also plans a July 2022 discussion of long-term capital financing options, including loans and grants.

Item 8: General Report on Finance and Administration Activities – Staff discussed the shrinking outstanding account receivable balances due to the extraordinary activities of the customer care team. Staff is collecting unpaid balances as well as executing payment plans for past-due customers. Staff also stated that the interim audit is set to begin in May 2022 with the new Oracle system.

Item 9: Adjournment – The meeting was adjourned at 7:36 PM.

EC/ed

Attachment

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Date: April 11, 2022

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

From: Eric Campbell 
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled on **Monday, April 18, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the Board Room. 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: 160 454 6252 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1604546252>**. 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 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 start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting and 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 Approval of Revised Position Control for FY 2022/23	7
4.	* Recommend Approval of a Resolution Revising the FY 2022/23 Budget	17
5.	* Recommend Receiving and Filing of Annual List of Professional Services Contracts	45
6.	Technology Update	
7.	* Recommend Receiving and Filing of January 2022 Financial Report January 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/04/Check-Register-Januray-2022.pdf	55
8.	* Recommend Receiving and Filing of February 2022 Financial Report February 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/04/Check-Register-February-2022.pdf	77
9.	* Committee Planning Calendar	99
10.	General Report on Finance and Administration Activities	
11.	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 April 12, 2022.

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