



BOARD MEMORANDUM

DATE: September 20, 2022
TO: Board of Directors
FROM: Rochelle Patterson 
Chief Financial and Administrative Officer
SUBJECT: September 19, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, September 19, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair R.J. Kelly, Directors Kathye Armitage, Beth Braunstein, Ed Colley, Maria Gutzeit and Ken Petersen. Staff members in attendance included Controller Amy Aguer, Management Analyst II Erika Dill, Senior Management Analyst Kim Grass, Human Resources Analyst Jenny Joo, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Fleet and Warehousing Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Jonathan Thomas, and myself. Chandler Asset representatives Mia Corral and Alayne Sampson also presented. 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 a Resolution Adopting a Revised Investment Policy – Staff and the Committee discussed this item, which includes additions for best practices, and pending some adjusted language in the policy. The Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the October 4, 2022 regular Board meeting.

Item 4: Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions – Staff presented this item, answered clarifying questions, and the Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the October 4, 2022 regular Board meeting.

Item 5: Recommend Approval of a Revised Employee Manual Policy No. 13 – Holidays – Staff and the Committee discussed the item. A majority of the Committee was in agreement to add an additional floating holiday to align with that offered by the Agency's comparable market agencies, but asked to clarify certain language in the policy, including the exact number of hours offered, and the increments, if any, in which they may be taken. The Committee agreed to present it as an action item at the October 4, 2022 regular Board meeting.

Item 6: Flexible Workplace Program Policy – Status Update – Staff presented this item, and the Committee was pleased to hear of the success of the program. The Committee agreed to consider adding an additional flexible workplace day to the program and include additional flexibility at a near future Finance and Administration Committee meeting.

Item 7: Recommend Receiving and Filing of July 2022 Financial Report – The Committee unanimously agreed that this item be placed on the Consent Calendar for the October 4, 2022 regular Board meeting.

Item 8: Committee Planning Calendar – Staff briefly discussed the FY 2022/23 planning calendar and stated that a review of the Agency's debt impact scenarios as well as retiree medical benefits will be presented at the October 24, 2022 rescheduled F&A Committee meeting.

Item 9: Requests for Future Agenda Items – The Committee did not have any specific future item requests but did request that the Committee hear from the Human Resources department when discussing employee-related items.

Item 10: General Report on Finance and Administration Activities – Staff presented a PowerPoint presentation on the overall recruiting process of the Agency, and the Committee thoroughly enjoyed it.

Item 11: Adjournment – The meeting was adjourned at 7:58 PM.

RP

Attachment

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Date: September 12, 2022

To: **Finance and Administration Committee**
R.J. Kelly, Chair
Kathye Armitage
Beth Braunstein
Ed Colley
Maria Gutzeit
Ken Petersen

From: Rochelle Patterson
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, September 19, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the **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: 160 867 9546 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1608679546>**. 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, 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

<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.)	7
3.	* Recommend Approval of a Resolution Adopting a Revised Investment Policy	9
4.	* Recommend Approval of a Revised Classification Plan and Position Control	43
5.	* Recommend Approval of a Revised Employee Manual Policy No. 13 – Holidays	77
6.	* Flexible Workplace Program Policy – Status Update	87
7.	* Recommend Receiving and Filing of July 2022 Financial Report July 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/09/Check-Register-July-2022.pdf	101
8.	* Committee Planning Calendar	135
9.	Requests for Future Agenda Items	
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 September 12, 2022.



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