



BOARD MEMORANDUM

DATE: November 22, 2022

TO: Board of Directors

FROM: Rochelle Patterson 
Chief Financial and Administrative Officer

SUBJECT: November 21, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, November 21, 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, Water Systems Supervisor Ryan Bye, Director of Technology Services Cris Perez, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Fleet & Warehousing Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, Customer Service Manager Kathleen Willson 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 a Revised Employee Manual Policy No. 40 – Flexible Workplace Program – Staff and the Committee discussed this item which will provide additional flexibility of remote days for eligible employees, as well as some policy updates, and unanimously agreed to recommend the item be placed on the Consent Calendar at the December 6, 2022 regular Board meeting.

Item 4: Recommend Approval of a Revised Customer Service Policy – Staff and the Committee discussed this item that will add a fee to customers that are out of compliance for their back flow device inspections, and unanimously agreed to recommend the item be placed on the Consent Calendar for the December 6, 2022 regular Board meeting.

Item 5: Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support – Staff and the Committee discussed this item that will provide one-year of system maintenance and support as well as annual fees for security and enhancements, and unanimously agreed to recommend the item be placed on the Consent Calendar for the December 6, 2022 regular Board meeting.

Item 6: Recommend Approval of Employee Manual No. 42 – Internship Program – Staff presented this item and discussed it with the Committee. With the addition of the revising the staff report with cost examples to reflect 2023 minimum wage, and the policy addition of allowing the GM the discretion to shorten the internship, the Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the December 6, 2022 regular Board meeting.

Item 7: Fleet and Warehouse Update – Staff presented a PowerPoint presentation on fleet maintenance and staffing in the Fleet and Warehousing department, and the Committee was pleased with the informational groundwork, as it prepares them for future action items.

Item 8: Recommend Receiving and Filing of September 2022 Monthly and FY 2022/23 First Quarter Financial Report – Staff presented a PowerPoint presentation, and the Committee enjoyed the visual reporting. This item will be placed as an action item for discussion at the December 6, 2022 regular Board meeting.

Item 9: Committee Planning Calendar – Staff briefly discussed the FY 2022/23 planning calendar and stated next month staff will be presenting the ACFR (Annual Comprehensive Financial Report), as well as a review of the Agency’s bill pay options.

Item 10: Requests for Future Agenda Items – Nothing specific was requested by the Committee but a desire was expressed for more informational discussions in the future.

Item 11: General Report on Finance and Administration Activities – Staff briefly stated that the Customer Service Manager will be attending a webinar on November 29, 2022, put on by the Department of Community Services and Development (CSD) to review the revised program guidelines for the Low-Income Household Water Assistance Program (LIHWAP). LIHWAP provides financial assistance to low-income Californians to help manage their residential water utility costs.

Item 12: Adjournment – The meeting was adjourned at 7:40 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link <https://yourscvwater.com/wp-content/uploads/2022/11/November-21-2022-Meeting-Recording.mp3>


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Attachment



Date: November 14, 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, November 21, 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: 160 917 5768 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1609175768>**. 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

<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 a Revised Employee Manual No. 40 – Flexible Workplace Program Policy	7
4. * Recommend Approval of a Revised Customer Service Policy	19
5. * Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support	35
6. * Recommend Approval of Employee Manual No. 42 – Internship Program	41
7. * Fleet and Warehouse Update	47
8. * Recommend Receiving and Filing of September 2022 Monthly and FY 2022/23 First Quarter Financial Report	57
<p>September 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/11/Check-Register-September-2022.pdf</p>	
9. * Committee Planning Calendar	133
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 November 15, 2022.

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