



BOARD MEMORANDUM

DATE: May 16, 2023
TO: Board of Directors *RP*
FROM: Rochelle Patterson
Chief Financial and Administrative Officer
SUBJECT: May 15, 2023 Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, May 15, 2023 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair Ken Petersen and Directors Kathye Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included Chief Operations Officer Keith Abercrombie, Director of Operations and Maintenance Mike Alvord, Assistant General Manager Steve Cole, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Human Resources Manager Ari Mantis, Fleet and Warehouse Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Jonathan Thomas, Water Resources Planner Rick Vasilopoulos, and myself. General counsel Joanna Gin from BBK answered questions. 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 no public comment.

Item 3: Recommend Approval of a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2022/23 – Staff presented this item as a companion piece to Budget approval and the Committee unanimously agreed to place it on the Consent Calendar for the June 6, 2023 regular Board meeting.

Item 4: Recommend Approval of a Resolution Adopting the Appropriation Limit for FY 2023/24 – Staff presented this item as a companion piece to Budget approval and the Committee unanimously agreed to place it on the Consent Calendar for the June 6, 2023 regular Board meeting.

Item 5: Recommend Approval of Revised Agency Classification Plan, Position Control and Job Descriptions – Staff presented this item and answered questions for the Committee. It was noted that the requirement in the job description for the Utility Operations Technician II to have a Grade 1 Treatment Operator's certification would be stricken from the job description, as it is not needed for this level. The majority of the Committee agreed to have this placed on the Consent Calendar for the June 6, 2023 regular Board meeting.

Item 6: Recommend Receiving and Filing of March 2023 and FY 2022/23 Third Quarter Financial Report – Staff presented this item and the Committee unanimously agreed to have it placed as an action item for the June 6, 2023 regular Board meeting.

Item 7: Recommend Approval of a Proposition 218 Notice, Ballots and a Resolution Initiating Proceedings to Adopt Water Standby Charges for Tesoro Del Valle Development, Set a Public Hearing and Other Related Matters – Staff presented this item and had a lengthy discussion with the Committee, with questions being answered by legal counsel Joanna Gin from BBK. Staff was directed to include a history of prior actions taken by the Board of Directors in the staff report. The Committee discussed this item and opted to open it for further discussion with full Board consideration at the June 6, 2023 regular Board meeting.

Item 8: Committee Planning Calendar – Staff briefly discussed the planning calendar and noted that due to a scheduling conflict, the upcoming September 18, 2023 regular F&A meeting will be pushed to September 25, 2023 or cancelled, which will be finalized at a future date.

Item 9: Requests for Future Agenda Items – None at this time.

Item 10: General Report on Finance and Administration Activities – Staff briefly stated that Rio Vista location's solar panels are now running at 100% capacity as of May 5, 2023, and anticipates higher solar offsets, resulting in reduced purchased power costs. Staff also states that as of May 16, 2023, the Agency is conducting a "soft launch" of the recently Board-approved Ratepayer Assistance Program (RAP) hosted on the SCV Water website, with notifications and messages going to customers May 24, 2023. The Agency anticipates that applications for the program will begin being accepted on June 1, 2023.

Item 11: Adjournment – The meeting was adjourned at 7:10 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:

<https://www.yourscvwater.com/sites/default/files/2023-05/May%2015%2C%202023%20F%26A%20Meeting%20Recording.mp3>

RP

Attachment

M65



AMENDED

Date: May 9, 2023

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, May 15, 2023** 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: 160 840 9319 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1608409319>**. 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.	* Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2022/23	7
4.	* Approve a Resolution Adopting the Appropriation Limit for FY 2023/24	11
5.	* Recommend Approval of Revised Agency Classification Plan, Position Control and Job Descriptions	17
6.	* Recommend Receiving and Filing of March 2023 and FY 2022/23 Third Quarter Financial Report	97
	March 2023 Check Registers Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20-%20March%202023.pdf	
7.	* Recommend Approval of a Proposition 218 Notice, Ballots and a Resolution Initiating Proceedings to Adopt Water Standby Charges for Tesoro Del Valle Development, Set a Public Hearing and Other Related Matters	189
8.	* Revised Committee Planning Calendar	247
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 May 9, 2023.

[This page intentionally left blank.]