



## BOARD MEMORANDUM

**DATE:** June 21, 2022

**TO:** Board of Directors

**FROM:** Eric Campbell   
Chief Financial and Administrative Officer

**SUBJECT:** June 20, 2022 Finance and Administration Committee Meeting Report

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The Finance and Administration Committee met at 5:30 PM on Monday, June 20, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair R. J. Kelly and Directors Beth Braunstein, Jerry Gladbach and Gary R. Martin. Staff members in attendance included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Human Resources Manager Ari Mantis, Director of Finance and Administration Rochelle Patterson, Executive Assistant Leticia Quintero, Director of Tech Services Cris Perez, IT Tech I Jonathan Thomas, 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 a Resolution Authorizing July 2022 Water Supply Contract Payment** – Staff presented this item and the Committee unanimously agreed to recommend the item be placed on the consent calendar for the July 5, 2022 regular Board meeting.

**Item 4: Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2022/23 and Requesting Levy of Tax by Los Angeles County and Ventura County** – Staff presented this item. Based on projections of tax revenues at the current tax rate of \$.0706 per \$100 assessed property valuation it was determined that there were adequate revenues to pay for expenditures for FY 2022/23. It was noted that adjustments to the tax rate in future years may be warranted as conditions change and new projects are approved. The Committee unanimously agreed to maintain the current tax rate and recommend the item be placed on the consent calendar for the July 5, 2022 regular Board meeting.

**Item 5: Recommend Approval of Revised Capitalization Policy for Fixed Assets** – Staff discussed this item. Modifications were made to the existing policy to incorporate changes due to new accounting standards (Government Accounting Standards Board (GASB) pronouncement 87 and 96). The Committee unanimously agreed to recommend the item be placed on the consent calendar for the July 5, 2022 regular Board meeting.

**Item 6: Recommend Approval of Revised Agency Classification Plan and Position Control** – Staff presented and discussed two items. The first, a change in the job description title of the Buildings & Grounds Supervisor to Facilities Supervisor, as well as modifying the pay range from 31 to 33 in order to be consistent with other like positions was discussed. The second, a change in the position control which reclassified the Lead Electrical/Instrumentation Technician to Water Systems Supervisor and modified the pay range from 33 to 35 was discussed. The Committee unanimously agreed and recommend the item be placed on the

consent calendar for the July 5, 2022 regular Board meeting.

**Item 7: Recommend Receiving and Filing of April 2022 Financial Report** – Staff presented this item and the Committee unanimously agreed that it be placed on the consent calendar for the July 5, 2022 regular Board meeting.

**Item 8: Committee Planning Calendar** – Staff and the Committee briefly discussed the FY 2022/23 planning calendar and the attendance of the Directors at the next few months of meetings.

**Item 9: General Report on Finance and Administration Activities** – Staff advised the Committee that on Thursday, June 16, 2022, Fitch upgraded the Agency's credit rating from AA to AA+ for its senior debt and from AA- (positive) to AA (stable outlook) for its subordinate debt.

**Item 10: Adjournment** – The meeting was adjourned at 6:08 PM.

EC/ed

Attachment





**Date:** June 13, 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 for **Monday, June 20, 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: 160 155 8511 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1601558511>**. 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](mailto: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.	<b><u>PLEDGE OF ALLEGIANCE</u></b>	
2.	<b><u>PUBLIC COMMENTS</u></b> – 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 Resolution Authorizing July 2022 Water Supply Contract Payment	7
4.	* Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2022/23 and Requesting Levy of Tax by Los Angeles County and Ventura County	11
5.	* Recommend Approval of Revised Agency Classification Plan and Position Control	19
6.	* Recommend Approval of Revised Capitalization Policy for Fixed Assets	31
7.	* Recommend Receiving and Filing of April 2022 Financial Report  April 2022 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2022/06/Check-Register-April-2022.pdf">https://yourscvwater.com/wp-content/uploads/2022/06/Check-Register-April-2022.pdf</a>	37
8.	* Committee Planning Calendar	69
9.	General Report on Finance and Administration Activities	
10.	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 June 14, 2022.

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