



BOARD MEMORANDUM

DATE: February 28, 2023

TO: Board of Directors

FROM: Rochelle Patterson *RP*
Chief Financial and Administrative Officer

SUBJECT: February 27, 2023 Rescheduled Finance and Administration Committee Meeting Recap Report

The rescheduled Finance and Administration (F&A) Committee met at 5:30 PM on Monday, February 27, 2023 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair Ken Petersen and Directors Kathye Armitage and Maria Gutzeit. Staff members in attendance included Controller Amy Aguer, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Chief Engineer Courtney Mael, Orlando Moreno, Brent Payne, General Manager Matt Stone, IT Technician I Jonathan Thomas, Customer Service Manager Kathleen Willson and myself. Agency's Bond Counsel Jon Guz of Stradling Yocca 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 no public comment.

Item 3: Recommend Adopting a Resolution to Declare Intent to Reimburse Capital Expenditures for a Groundwater Treatment Project Using Incentive Grant and Loan Funds from the State Water Resources Control Board to Comply with Internal Revenue Service Regulations – Staff presented this item and discussed it with the Committee. It was unanimously agreed to have the item placed on the Consent Calendar for the March 7, 2023 regular Board meeting.

Item 4: Review Ratepayer Assistance Pilot Program – Staff presented this item and discussed it with the Committee who unanimously agreed to place it as an action item for the April 18, 2023 regular Board meeting.

Item 5: Recommend Approval of a Revised Debt Management Policy – Staff presented this item and answered a few questions for the Committee. They agreed to unanimously place the item on the Consent Calendar for the March 7, 2023 regular Board meeting.

Item 6: Recommend Approval of a Resolution Authorizing (1) the Issuance of One or More Series of Revenue Bonds by the Upper Santa Clara Valley Joint Powers Authority; (2) the Execution of Certain Documents; and (3) Certain Other Actions – Jon Guz from Stradling Yocca made a presentation about the documents and resolutions that would need to be adopted to begin the bond financing process. The Committee unanimously agreed to have the item placed as an action item at the April 4, 2023 regular Board meeting.

Item 7: Review FY 2023/24 and FY 2024/25 Biennial Budget Calendar – Staff presented this informational item for the Committee.

Item 8: Recommend Receiving and Filing of December 2022 Financial Report and Mid-Year FY 2022/23 Budget Review (2nd Quarter) – Staff presented this report and the Committee unanimously agreed to have it placed as an action item for the March 7, 2023 regular Board meeting.

Item 9: Committee Planning Calendar – Staff briefly stated that the Chiller Replacement item for the March Committee may be moved to a future date.

Item 10: Requests for Future Agenda Items – None at this time.

Item 11: General Report on Finance and Administration Activities – Staff had no items on which to report.

Item 12: Adjournment – The meeting was adjourned at 7:15 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:
<https://www.yourscvwater.com/sites/default/files/SCVWA/committee-meetings/2023/FA/Feb-27-23-Committee-Meeting-Recording.mp3>

RP


Attachment

M65



Date: February 21, 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 rescheduled for **Monday, February 27, 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: 161 448 9516 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614489516>**. 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 Adopting a Resolution to Declare Intent to Reimburse Capital Expenditures for a Groundwater Treatment Project Using Incentive Grant and Loan Funds from the State Water Resources Control Board to Comply with Internal Revenue Service Regulations	9
4. *	Review Ratepayer Assistance Pilot Program	19
5. *	Recommend Approval of a Revised Debt Management Policy	25
6. *	Recommend Approval of a Resolution Authorizing (1) the Issuance of One or More Series of Revenue Bonds by the Upper Santa Clara Valley Joint Powers Authority; (2) the Execution of Certain Documents; and (3) Certain Other Actions	41
7. *	Review FY 2023/24 and FY 2024/25 Biennial Budget Calendar	181
8. *	Recommend Receiving and Filing of December 2022 Financial Report and Mid-Year FY 2022/23 Budget Review (2 nd Quarter)	183
	December 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2023/02/Check-Register-December-2022.pdf	
9. *	Committee Planning Calendar	267
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 February 21, 2023.

[This page intentionally left blank.]