



## BOARD MEMORANDUM

**DATE:** July 18, 2023  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer  
**SUBJECT:** July 17, 2023 Finance and Administration Committee Meeting Recap Report

---

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, July 17, 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: Director of Operations and Maintenance Mike Alvord, Engineer Robert Banuelos, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Buyer Katie Fowler, Administrative Services Manager Kim Grass, Right-of-Way Agent Kristina Jacob, Chief Engineer Courtney Mael, General Manager Matt Stone, IT Technician I Jonathan Thomas and myself. Guillermo Frias from BB&K also 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 public comment.

**Item 3: Discuss and Recommend Actions for Ground Lease Property at 22722 Soledad Canyon Road** – Staff presented this item and the Committee heard public comment from the current tenant, Action Family Counseling. The Committee discussed the item and agreed on Option 2 and directed staff to begin work on negotiating a new lease. This item will return to the Finance and Administration Committee as an action item in the next few months.

**Item 4: Recommend Approval of a Resolution Authorizing FY 2023/24 Water Supply Contract Payments** – Staff presented this item and the Committee unanimously agreed to place it on the Consent Calendar for the August 1, 2023 regular Board meeting.

**Item 5: Recommend Approval of a Contract with Premier Property Preservation for Janitorial Services** – Staff presented this item and answered a few questions and unanimously agreed to place it on the Consent Calendar for the August 1, 2023 regular Board meeting.

**Item 6: Recommend Approval of a Revised Purchasing Policy** – Staff presented this item and had some questions regarding non-discretionary items, specifically inventory, as referred to in the policy. After some discussion, it was agreed to remove the reference to inventory in the current proposed policy so that the item could move forward for Board consideration. The Committee directed staff to rework the language regarding inventory in a separate revised policy at a future Finance and Administration Committee meeting, and the Committee agreed to place this item on the Consent Calendar for the August 1, 2023 regular Board meeting.

**Item 7: Recommend Receiving and Filing of May 2023 Monthly Financial Report** – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the August 1, 2023 regular Board meeting.

**Item 8: Committee Planning Calendar** – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

**Item 9: Requests for Future Agenda Items** – One Director expressed his desire for the Board to consider renaming one of its facilities in honor of the late E. G. “Jerry” Gladbach. This concept will be discussed in the Agency’s future Agenda Planning meetings.

**Item 10: General Report on Finance and Administration Activities** – Staff briefly mentioned other future items that will be considered later in the calendar year, and that the number of applications now received by the Agency for the Ratepayer Assistance Program has reached 184.

**Item 11: Adjournment** – The meeting was adjourned at 7:21 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:  
<https://www.yourscvwater.com/sites/default/files/2023-07/Recording.mp3>

RP


Attachment

M65



**Date:** July 10, 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, July 17, 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: 160 084 1468 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1600841468>**. 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 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.	<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. *	Discuss and Recommend Actions for Ground Lease Property at 22722 Soledad Canyon Road	7
4. *	Recommend Approval of a Resolution Authorizing FY 2023/24 Water Supply Contract Payments	55
5. *	Recommend Approval of a Contract with Premier Property Preservation for Janitorial Services	61
6. *	Recommend Approval of a Revised Purchasing Policy	95
7. *	Recommend Receiving and Filing of May 2023 Financial Report	111
	May 2023 Check Registers Link: <a href="https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-May-2023.pdf">https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-May-2023.pdf</a>	
8. *	Committee Planning Calendar	143
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 July 11, 2023.

**[This page intentionally left blank.]**