



BOARD MEMORANDUM

DATE: December 12, 2023

TO: Board of Directors

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

SUBJECT: December 11, 2023 Rescheduled Finance and Administration
Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, December 11, 2023, in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair Ken Petersen and Directors Kathy Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included: Controller Amy Aguer, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Buyer Katie Fowler, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Chief of Engineering Courtney Mael, Human Resources Manager Ari Mantis, IT Technician I Oliver Molina, IT Technician II Jonathan Thomas and myself. Additional SCV Water staff and members of the public were present. Christian Townes from audit firm Lance, Soll & Lunghard, LLP (LSL) also presented. A copy of the Agenda is attached.

Item 1: Pledge of Allegiance

Item 2: Public Comment – There was public comment.

Item 3: Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2023 – Staff presented this item and discussed it with the Committee, who agreed to place it as an action item at the December 19, 2023 regular Board meeting.

Item 4: Recommend Approval of an HCM Implementation Contract with Apps Associates – Staff presented this item and discussed it with the Committee, the majority of the Committee agreed to place it as an action item for the December 19, 2023 regular Board meeting.

Item 5: Recommend Approval to Direct the General Manager to Enter Into a Contract with PlanetBids – Staff presented this item and discussed it briefly with the Committee, who agreed to place it on the Consent Calendar for the December 19, 2023 regular Board meeting.

Item 6: Review Facility Capacity Fee (FCF) Revenues and Study Components – Staff presented this item and engaged in a lengthy discussion with the Committee. This item will continue to return to future F&A Committee meetings to be discussed further.

Item 7: Recommend Receiving and Filing of October 2023 Monthly Financial Report – Staff briefly discussed this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the December 19, 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 – No requests at this time.

Item 10: General Report on Finance and Administration Activities – Staff reported that the State’s arrearages funds allocated to customers affected by the Pandemic may still be forthcoming for past-due customers, and that the Low Income Household Water Assistance Program (LIWAP) program for low-income customers has been extended until March 2024.

Item 11: Adjournment – The meeting was adjourned at 7:27 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:
[Finance and Administration Committee Meeting Recording](#)

RP

Attachment

MBS



Date: December 4, 2023

To: **Finance and Administration Committee**
Ken Petersen, Chair
Kathye Armitage
Ed Colley
Maria Gutzeit

From: Rochelle Patterson
Chief Financial and Administrative Officer

The **Rescheduled Finance and Administration Committee** is scheduled for **Monday, December 11, 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: 161 890 3097 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1618903097>**. 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

1. **PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENTS** – 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.) To participate in public comment from your computer, tablet, or smartphone, click the “raise hand” feature in Zoom. You will be notified when it is your turn to speak, please unmute when requested. To participate in public comment via phone, dial *9 to raise your hand. When it is your turn to speak, dial *6 to unmute.

<u>ITEM</u>	<u>PAGE</u>
3. * Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2023	9
4. * Recommend Approval of an HCM Implementation Contract with Apps Associates	131
5. * Recommend Approval to Direct the General Manager to Enter Into a Contract with PlanetBids	183
6. * Review Facility Capacity Fee (FCF) Revenues and Study Components	187
7. * Recommend Receiving and Filing of October 2023 Monthly Financial Report	193
October 2023 Check Registers Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-October%202023.pdf	
8. * Committee Planning Calendar	223
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 December 5, 2023.

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