



BOARD MEMORANDUM

DATE: February 27, 2024

TO: Board of Directors

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

SUBJECT: February 26, 2024 Rescheduled Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, February 26, 2024, in the Engineering Services Section Boardroom at the Summit Circle location. In attendance were Chair Ken Petersen and Directors Kathy Armitage and Maria Gutzeit. Staff members in attendance included: Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician II Jonathan Thomas and myself. Additional SCV Water staff and members of the public were present. Matt Zerega of Terra Verde 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 Approval of a Revised Employee Manual No. 7: Employment Status Policy – Staff presented this item and the Committee unanimously agreed to place the item on the Consent Calendar for the March 19, 2024 regular Board meeting

Item 4: Recommend Approval of a Revised Employee Manual No. 9: Pay Plan – Staff presented this item and the Committee unanimously agreed to place it on the Consent Calendar for the March 19, 2024 regular Board meeting.

Item 5: Recommend Approval of a Revised Employee Manual No. 12: Shift Work Policy – Staff presented this item and discussed it with the Committee, who unanimously agreed to place it on the Consent Calendar for the March 19, 2024 regular Board meeting.

Item 6: Recommend Approval of Various Revised Employee Policies – Staff presented this item which included legislative updates to policies 5.0, 6.0, 10.0 and 20.0, and the Committee unanimously agreed to place it on the Consent Calendar for the March 19, 2024 regular Board meeting.

Item 7: Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment (COLA) for FY 2024/25 – The General Manager presented this item. The Committee members discussed it and unanimously selected a 4% COLA salary adjustment to recommend to the Board of Directors, and agreed to place it as an action item for the March 19, 2024 regular Board meeting.

Item 8: Review Budget Calendar – Staff presented this item and reviewed it with the Committee.

Item 9: Fleet and Warehouse Update – Staff presented this item and an informational presentation was given by Terra Verde representative Matt Zerega.

Item 10: Recommend Receiving and Filing of December 2023 Monthly / FY 2023/24 Second Quarter Financial Report, and Mid-Year Budget Review – Staff presented this item and the Committee unanimously agreed to have it placed as an action item for the March 19, 2024 regular Board meeting.

Item 11: Committee Planning Calendar – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

Item 12: Requests for Future Agenda Items – No requests at this time.

Item 13: General Report on Finance and Administration Activities – Staff gave a PowerPoint presentation of current career path scenarios for each department. This illustrated the need for the Agency to consider adding new classifications to the current classification plan in order to straddle large gaps between current positions, creating a clear way for employees to achieve growth by climbing the career ladder.

Item 10: Adjournment – The meeting was adjourned at 7:05 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link: [Rescheduled F&A Meeting Recording](#)

RP

Attachment

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Date: February 20, 2024

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, February 26, 2024 at 5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350** in the **Engineering Services Section 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: 161 465 8688** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614658688>**. 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.

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<p>December 2023 Check Register Link: https://yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-December-2023_0.pdf</p>	
11. * Committee Planning Calendar	193
12. Requests for Future Agenda Items	
13. General Report on Finance and Administration Activities	
14. 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 20, 2024.

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