




## BOARD MEMORANDUM

**DATE:** October 25, 2022

**TO:** Board of Directors

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

**SUBJECT:** October 24, 2022 Rescheduled Finance and Administration Committee Meeting Report

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The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, October 24, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair R.J. Kelly, Directors Kathye Armitage, Beth Braunstein, Ed Colley, Maria Gutzeit and Ken Petersen. Staff members in attendance included Controller Amy Aguer, Management Analyst II Erika Dill, Senior Management Analyst Kim Grass, GIS Manager Jose Huerta, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Director of Technology Services Cris Perez, IT Technician I Jonathan Thomas and myself. Presenters included municipal advisors Lora Carpenter and Robert Porr from Fieldman Rolapp. 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 Approval of a Revised Employee Manual Policy No. 18 – Other Benefits** – Staff presented this item and the Committee requested that staff confirm with Agency’s counsel that health premiums may be paid out of a Health Reimbursement Account (HRA) as presented in the staff report. This was indeed confirmed with Agency’s counsel; however it was clarified that only retirees’ premiums may be paid out of an HRA (not active employees). As confirmed, the majority of the Committee recommended that this be placed as an action item at the November 15, 2022 regular Board meeting.

**Item 4: Recommend Approval of Contract Renewal of Enterprise GIS Software License Agreement with ESRI** – Staff and the Committee discussed this item and unanimously agreed to recommend the item be placed on the Consent Calendar for the November 15, 2022 regular Board meeting.

**Item 5: Discuss Pay-Go, Debt Projections and Future Rate Impact Scenarios** – Staff and municipal advisors from Fieldman Rolapp presented this item and the Committee discussed it at length. The Committee requested a review of capital projects which will be reviewed at the December 6, 2022 regular Board meeting, and then this item will be further considered at the January 23, 2022 rescheduled Finance and Administration Committee meeting.

**Item 6: Recommend Receiving and Filing of August 2022 Financial Report** – The Committee unanimously agreed that this item be placed on the Consent Calendar for the November 15, 2022 regular Board meeting.

**Item 7: Committee Planning Calendar** – Staff briefly discussed the FY 2022/23 planning calendar and stated that a review of the Agency’s bill pay options will be reviewed at a future F&A meeting.

**Item 8: Requests for Future Agenda Items** – During presentation of Item 3, it was requested by a Committee member that the Directors’ Health Reimbursement Account be reviewed. A Committee member also requested that a ratepayer assistance program be discussed again at a future Finance and Administration Committee meeting.

**Item 9: General Report on Finance and Administration Activities** – Staff stated that the LOI (Letter of Intent) application for the WIFIA program was completed and submitted, and the Agency is expecting to hear an answer whether it is invited to apply in about 8 weeks. The Agency’s financial auditors are also presently conducting the year-end audit.

**Item 10: Adjournment** – The meeting was adjourned at 7:44 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link <https://yourscvwater.com/wp-content/uploads/2022/10/Oct-24-2022-FA-Meeting-Recording.mp3>.

RP

Attachment

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**Date:** October 17, 2022

**To:** **Finance and Administration Committee**  
R.J. Kelly, Chair  
Kathye Armitage  
Beth Braunstein  
Ed Colley  
Maria Gutzeit  
Ken Petersen

**From:** Rochelle Patterson  
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, October 24, 2022** 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: 161 179 8619 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1611798619>**. 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**

<b><u>ITEM</u></b>	<b><u>PAGE</u></b>
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 Revised Employee Manual Policy No. 18 – Other Benefits	9
4. * Recommend Approval of Contract Renewal of Enterprise GIS Software License Agreement with ESRI	21
5. * Discuss Pay-Go, Debt Projections and Future Rate Impact Scenarios	27
6. * Recommend Receiving and Filing of August 2022 Financial Report	53
August 2022 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2022/10/Check-Register-August-2022.pdf">https://yourscvwater.com/wp-content/uploads/2022/10/Check-Register-August-2022.pdf</a>	
7. * Committee Planning Calendar	87
8. Requests for Future Agenda Items	
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 October 18, 2022.

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