




BOARD MEMORANDUM

DATE: December 13, 2022

TO: Board of Directors 

FROM: Rochelle Patterson
Chief Financial and Administrative Officer

SUBJECT: December 12, 2022 Rescheduled Finance and Administration Committee Meeting Report

The rescheduled Finance and Administration (F&A) Committee met at 5:30 PM on Monday, December 12, 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, Director of Technology Services Cris Perez, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, General Manager Matt Stone, IT Technician I Jonathan Thomas, Customer Service Manager Kathleen Willson and myself. Brandon Young from the Agency's auditing firm LSL (Lance, Soll & Lunghard, LLP) also 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 Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2022 – Staff introduced this item and Brandon Young from the Agency's auditing firm LSL presented the report. The Committee unanimously agreed to recommend the item be placed as an action item to be presented at the December 20, 2022 regular Board meeting.

Item 4: Recommend Approval of Contract and Materials for Microwave Upgrade Project – Staff presented and discussed this item with the Committee. Staff also stated that since the original report on this item had been published, it was determined that an additional approximate \$20,000 was needed to be approved for FCC licensing fees, bringing the total approval amount to \$220,000. After addressing a few questions about these licensing fees and cybersecurity, the Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the December 20, 2022 regular Board meeting.

Item 5: Overview and Discussion of Bill Pay Options – Staff presented a PowerPoint presentation that disclosed Agency costs associated with accepting customers' payments. Survey data was presented on what a peer group of agencies does. The Committee discussed whether to maintain or change the current practice of not charging for credit card payments. Committee members also requested additional information on a few related questions.

This item will be discussed again at a future F&A Committee meeting.

Item 6: Committee Planning Calendar – Staff briefly stated the items that are scheduled for the next few months of the FY 2022/23 planning calendar.

Item 7: Requests for Future Agenda Items – None at this time.

Item 8: General Report on Finance and Administration Activities – Staff briefly stated that updated Accounts Receivable balances will be presented at the next Committee meeting.

Item 9: Adjournment – The meeting was adjourned at 7:20 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link <https://yourscvwater.com/wp-content/uploads/2022/12/Dec-12-2022-FA-Meeting-Recording.mp3>

RP


Attachment

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Date: December 5, 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 rescheduled for **Monday, December 12, 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: 160 967 2842 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1609672842>**. 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 Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2022	9
4.	* Recommend Approval of Contract and Materials for Microwave Upgrade Project	123
5.	* Overview and Discussion of Bill Pay Options	129
6.	* Committee Planning Calendar	137
7.	Requests for Future Agenda Items	
8.	General Report on Finance and Administration Activities	
9.	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 7, 2022.

MBS

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