




## BOARD MEMORANDUM

**DATE:** March 21, 2023

**TO:** Board of Directors

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

**SUBJECT:** March 20, 2023 Finance and Administration Committee Meeting Recap Report

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The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, March 20, 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, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Fleet and Warehouse Supervisor Jesus Martinez Ramirez, IT Technician I Jonathan Thomas, and myself. 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 Resolution Establishing the Valencia Retail Service Area Capacity Fee** – This item was pulled from the Agenda in order to allow stakeholders more time to review the Valencia Service Area Retail Water Capacity Fee Study. There was a brief discussion with questions and comments from two Committee members, which will be addressed at the April 17, 2023 regular F&A Committee meeting when this item is brought to Committee for review and consideration.

**Item 4: Recommend Approval of Recycled Water Technician Coordinator Classifications** – Staff presented this item and discussed it with the Committee who unanimously agreed to place it as a Consent Calendar item for the April 4, 2023 regular Board meeting.

**Item 5: Recommend Approval of Staffing for FY 2023/24 and Proposed FY 2024/25** – Staff presented this item and discussed it with the Committee, who requested that if there were position savings due to a reduced level of service from consultants, it be included in the report. There was an additional request to see if staff could compare the Agency's staffing levels to other like agencies. The Committee agreed to place this as an action item at the April 4, 2023 regular Board meeting.

**Item 6: Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment for FY 2023/24** – Staff presented both CPI (Consumer Price Index) and ECI (Employer Cost Index) data to the Committee who reviewed and discussed it. The majority of the Committee agreed to recommend a 6% COLA for staff for FY 2023/24 to the Board as an

action item at the April 4, 2023 regular Board meeting.

**Item 7: Recommend Receiving and Filing Annual List of Professional Services Contracts** – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the April 4, 2023 regular Board meeting.

**Item 8: Recommend Approval to Authorize the General Manager to Enter into a Contract with Cintas for Uniform and Facility Services** – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the April 4, 2023 regular Board meeting.

**Item 9: Recommend Receiving and Filing of January 2023 Financial Report** – Staff presented this report and the Committee unanimously agreed to have it placed on the Consent Calendar for the April 4, 2023 regular Board meeting.

**Item 10: Committee Planning Calendar** – Staff briefly stated that responses to the RFP were due on March 20, 2023 and at the time of the meeting were unsure if the Chiller Replacement item for the April Committee may be moved to a future date due to supply issues.

**Item 11: Requests for Future Agenda Items** – None at this time.

**Item 12: General Report on Finance and Administration Activities** – Staff reported that the Low-Income Household Water Assistance Program (LIHWAP) had recently raised their threshold of assistance from \$2,000 to \$15,000 for qualifying customers, and that this notification would be included on future bill inserts as well as marketed to targeted low-income customers. It was also noted that customers who had previously utilized this benefit would not be eligible for the extended benefit in the future.

**Item 13: Adjournment** – The meeting was adjourned at 7:14 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:  
<https://www.yourscvwater.com/sites/default/files/2023-03/Meeting%20Recording.mp3>

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Attachment

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**Date:** March 13, 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, March 20, 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: 160 060 7119 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1600607119>**. 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.	* Recommend Approval of a Resolution Establishing the Valencia Retail Service Area Capacity Fee	7
4.	* Recommend Approval of Recycled Water Coordinator Technician Classifications	187
5.	* Recommend Approval of Staffing for FY 2023/24 and Proposed FY 2024/25	209
6.	* Review COLA Data and Recommend Approval of a Proposed Employee Salary Adjustment for FY 2023/24	219
7.	* Recommend Receiving and Filing Annual List of Professional Services Contracts	225
8.	* Recommend Approval to Authorize General Manager to Enter into a Contract with Cintas for Uniform and Facility Services	233
9.	* Recommend Receiving and Filing of January 2023 Financial Report	241
	January 2023 Check Registers Link: <a href="https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/Check-Register-January-2023.pdf">https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/Check-Register-January-2023.pdf</a>	
10.	* Committee Planning Calendar	275
11.	Requests for Future Agenda Items	
12.	General Report on Finance and Administration Activities	
13.	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 March 14, 2023.

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