



BOARD MEMORANDUM

DATE: January 24, 2023

TO: Board of Directors *RP*

FROM: Rochelle Patterson
Chief Financial and Administrative Officer

SUBJECT: January 23, 2023 Rescheduled Finance and Administration Committee Meeting Recap Report

The rescheduled Finance and Administration (F&A) Committee met at 5:30 PM on Monday, January 23, 2023 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair Ken Petersen and Directors Kathye Armitage and Maria Gutzeit. Staff members in attendance included Controller Amy Aguer, Director of Technology Services Cris Perez, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, General Manager Matt Stone, IT Technician I Jonathan Thomas, Customer Service Manager Kathleen Willson and myself. Lora Carpenter from Fieldman Rolapp 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 public comment.

Item 3: Recommend Approval of a Contract with S&S and Associated Costs for Meter Device Management System Project – Staff presented this item and discussed it with the Committee. It was unanimously agreed to have the item placed on the Consent Calendar for the February 7, 2023 regular Board meeting.

Item 4: Recommend Approval of a Resolution Establishing a Health Reimbursement Arrangement (HRA) with IGOE for Retired Employees — Staff presented this item. A public comment by a retired employee was read and the item was discussed by the Committee. After confirming that the arrangement will be effective March 1, 2023, but the cash-in-lieu option will be retroactive to January 1, 2023 (the effective date of the Policy), the Committee unanimously agreed to place the item on the Consent Calendar for the February 7, 2023 regular Board meeting.

Item 5: Discuss Implementing a Credit Card Processing Fee – Staff presented this item and discussed it with the Committee. A majority of the Committee was not in favor of charging customers for credit card processing fees at this time but would reconsider the matter when the next retail water rate study is being prepared.

Item 6: Continued Discussion of Ratepayer Assistance Programs – Staff presented a PowerPoint presentation on Ratepayer Assistance Programs and discussed the item with the Committee. The Committee directed staff to draft a policy for a Pilot Ratepayer Assistance Program assuming a funding cap of \$100,000 and eligibility parameters as presented by staff.

This will be presented at the February 27, 2023 rescheduled Finance and Administration Committee meeting.

Item 7: Review Financing Plan Options and Preliminary Financing Schedule (Preliminary and Subject to Change) – Staff introduced this item, and Lora Carpenter from the firm Fieldman Rolapp presented a PowerPoint presentation on the continued discussion of financing options. The Committee discussed the options and agreed on a financing plan. The agreed financing plan will be presented to the Board at the February 7, 2023 regular Board meeting.

Item 8: Recommend Receiving and Filing of October 2022 Financial Report – Staff presented this report and the Committee unanimously agreed to have it placed on the Consent Calendar for the February 7, 2023 regular Board meeting.

Item 9: Recommend Receiving and Filing of November 2022 Financial Report – Staff presented this report and the Committee unanimously agreed to have it placed on the Consent Calendar for the February 7, 2023 regular Board meeting.

Item 10: Committee Planning Calendar – Staff briefly stated the items that are scheduled for the next few months of the FY 2022/23 planning calendar.

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

Item 12: General Report on Finance and Administration Activities – Staff briefly updated the Committee on the status of Accounts Receivable balances and stated that continued outreach efforts are helping to reduce overdue customer bills. Staff also presented a PowerPoint presentation depicting the erosion of the lower solar panel field at Rio Vista due to water runoff, and stated that the cost of the repairs are within the General Manager's purchasing authority. Staff will review the proposed work with the General Manager and Sustainability Manager prior to a work authorization.

Item 13: Adjournment – The meeting was adjourned at 7:46 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link <https://yourscvwater.com/wp-content/uploads/2023/01/January-23-2023-FA-Meeting-Recording.mp3>

RP


Attachment

MBS



Date: January 17, 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 rescheduled for **Monday, January 23, 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: 161 359 4992 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1613594992>**. 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 Approval of a Contract with S&S and Associated Costs for Meter Device Management System Project	9
4.	* Recommend Approval of a Resolution Establishing a Health Reimbursement Arrangement (HRA) with IGOE for Retired Employees	13
5.	* Discuss Implementing a Credit Card Processing Fee	33
6.	* Continued Discussion of Ratepayer Assistance Programs	41
7.	* Review Financing Plan Options and Preliminary Financing Schedule (Preliminary and Subject to Change)	47
8.	* Recommend Receiving and Filing of October 2022 Financial Report	73
	October 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2023/01/Check-Register-October-2022.pdf	
9.	* Recommend Receiving and Filing of November 2022 Financial Report	97
	November 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2023/01/Check-Register-November-2022.pdf	
10.	* Committee Planning Calendar	131
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 January 17, 2023.

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