



BOARD MEMORANDUM

DATE: April 16, 2024

TO: Board of Directors

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

SUBJECT: April 15, 2024 Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, April 15, 2024, in the Engineering Services Section Boardroom at the Summit Circle location. In attendance were Chair Ken Petersen and Directors Kathy Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included: Director of Operations and Maintenance Mike Alvord, Assistant General Manager Steve Cole, Management Analyst II Erika Dill, Administrative Technician Paul Hoover, Fleet & Warehousing Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Oliver Molina, Director of Technology Services Cris Perez, Buildings & Grounds Supervisor Roland Valiente 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 public comment.

Item 3: Recommend Approval of an Internal Control Policy – Staff presented this item and after some brief discussion, the Committee unanimously agreed to place it on the Consent Calendar for the May 13, 2024 rescheduled Board meeting.

Item 4: Review Annual List of Professional Services Contracts – Staff presented this item and after some comments and discussion, the Committee unanimously agreed to place this item on the Consent Calendar for the May 13, 2024 rescheduled Board meeting.

Item 5: Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions – Staff presented this item for the second time after the original March 18, 2024 presentation, at which time the Committee had asked staff to reassess the proposed new positions by providing budgetary offsets, if any, as well as additional justification for certain positions. Staff also revised the presentation and recommended that three positions be deferred and reassessed during the next budget cycle. After reviewing and discussing, the Committee unanimously agreed to place this as an action item to be considered at the May 13, 2024 rescheduled Board meeting.

Item 6: Recommend Receiving and Filing of February 2024 Monthly Financial Report – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the May 13, 2024 rescheduled Board meeting.

Item 7: Committee Planning Calendar – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

Item 8: Requests for Future Agenda Items – One of the Directors touched on an issue that came up during outside business regarding the use of non-disclosure agreements (NDA) in public agencies. The Director would like to explore the topic to possibly develop a future policy.

Item 9: General Report on Finance and Administration Activities – Staff was pleased to update the Committee on the status of Human Resource's implementation of core HCM (Human Capital Management) in Oracle, stating that progress is moving more quickly than anticipated. Staff also disclosed that the Agency's Ratepayer Assistance Program (RAP) which now has 602 active participants, and that the annual allotted \$100K to this program is set to roll over for FY 2024/25. Staff also mentioned the accounting department is gearing up for its annual audit process.

Item 10: Adjournment – The meeting was adjourned at 6:29 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link: [April 15, 2024 F&A Meeting Recording](#).

RP


Attachment

MBS



Date: April 8, 2024

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, April 15, 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: 161 820 1423 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1618201423>**. 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.

<u>ITEM</u>	<u>PAGE</u>
3. * Recommend Approval of an Internal Control Policy	7
4. * Review Annual List of Professional Services Contracts	21
5. * Recommend Approval of a Revised Classification Plan, Position Control and Job Descriptions	27
6. * Recommend Receiving and Filing of February 2024 Monthly Financial Report	67
February 2024 Check Register Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-February-2024.pdf	
7. * Committee Planning Calendar	95
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 April 9, 2024.

MBS

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