



BOARD MEMORANDUM

DATE: March 22, 2022
TO: Board of Directors 
FROM: Eric Campbell
Chief Financial and Administrative Officer
SUBJECT: March 21, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, March 21, 2022 via teleconference. In attendance were Chair R. J. Kelly, Directors Beth Braunstein, Ed Colley, Jerry Gladbach and Gary R. Martin. Staff members on the call included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Senior Engineer Shadi Bader, Administrative Technician Terri Bell, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Executive Assistant Leticia Quintero, General Manager Matt Stone, Customer Service Manager Kathleen Willson, Principal Engineer Jason Yim and myself. 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: Review Budget Calendar – Staff and the Committee reviewed the FY 2022/23 Budget Calendar.

Item 4: Recommend Approval of a Proposed Employee Salary Adjustment for FY 2022/23 – Staff presented Consumer Price Index (CPI) data for 2021 and estimated fiscal impacts for a range of COLA options. The CPI trended higher in the second half of 2021, ending up 6.9% year-over-year in December. Based on these factors and the budget impacts, staff proposed a 4.5% employee salary COLA adjustment for FY 2022/23. An alternative metric, the Employer Cost Index (ECI) compiled by the U.S. Bureau of Labor Statics, was also requested by a committee member and staff provided this information for discussion. The ECI metric indicates a year-over-year change of 5.5% in December 2021. After discussion and consideration of both metrics and budget impact information, the Committee unanimously recommended a 5.5% COLA for 2022/23. This recommendation will be presented for consideration at the April 5, 2022 regular Board meeting. Direction was given to staff to present both the CPI and ECI information in future salary adjustment discussions.

Item 5: Recommend Receiving and Filing of FY 2021/22 Second Quarter Financial Report (October – December 2021) – Staff and the Committee discussed this item and unanimously agreed that it placed on the consent calendar for the April 5, 2022 regular Board meeting.

Item 6: Recommend Receiving and Filing of December 2021 Financial Report – Staff and the Committee discussed this item and unanimously agreed that it be placed on the consent calendar for April 5, 2022 regular Board meeting.

Item 7: Committee Planning Calendar – Staff and the Committee reviewed the FY 2021/22 Committee Planning Calendar, asked for clarification of the Professional Services Contract item, and confirmed that the Ratepayer’s Assistance Program will be discussed at the April 5, 2022 regular Board meeting.

Item 8: General Report on Finance and Administration Activities – Staff briefly discussed that the Finance and Administration (F&A) department is currently engaged in its annual Budget review and development cycle. It was also requested by a Committee member, and unanimously agreed upon, that future F&A Committee meetings will now begin at 5:30 PM.

Item 9: Adjournment – The meeting was adjourned at 7:22 PM.

EC/ed


Attachment

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Date: March 14, 2022

To: **Finance and Administration Committee**
R.J. Kelly, Chair
Beth Braunstein
Ed Colley
Jerry Gladbach
Gary R. Martin

From: Eric Campbell 
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, March 21, 2022 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING NOTICE

Pursuant to the provisions of AB 361 this meeting is being held remotely. The SCV Water Board will continue to hold remote Board and Committee meetings due to the continuing State of Emergency for COVID-19 and state and local official's continuance to impose or recommend measures to promote social distancing. Any Director may call into the Agency Committee meeting using the **Agency's Call-In Number (1-833-568-8864), Webinar ID 160 965 8755 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1609658755>** without otherwise complying with the Brown Act's teleconferencing requirements.

The public may not attend the meeting in person. 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. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

If the State of Emergency for COVID-19 expires prior to this meeting and after the posting of this Agenda, this meeting will be held in person at the Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Board and Training Rooms.

We request that the public submit any comments in writing if practicable, which can be sent to edill@scvwa.org or mailed to **Erika Dill, Management Analyst II**, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

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.	* Review Budget Calendar	7
4.	* Recommend Approval of a Proposed Employee Salary Adjustment for FY 2022/23	9
5.	* Recommend Receiving and Filing of FY 2021/22 Second Quarter Financial Report (October – December 2021)	15
6.	* Recommend Receiving and Filing of December 2021 Financial Report	25
	December 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/03/Check-Register-December-2021.pdf	
7.	* Committee Planning Calendar	67
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 March 15, 2022.

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