



## BOARD MEMORANDUM

**DATE:** August 16, 2022  
**TO:** Board of Directors  
**FROM:** Rochelle Patterson *RP*  
Chief Financial and Administrative Officer  
**SUBJECT:** August 15, 2022 Finance and Administration Committee Meeting Report

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The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, August 15, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Acting Chair Ed Colley, Directors Kathye Armitage and Beth Braunstein. Chair R.J. Kelly attended remotely. Staff members in attendance included Controller Amy Aguer, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Fleet and Warehousing Supervisor Jesus Martinez Ramirez, Director of Technology Services Cris Perez, General Manager Matt Stone, IT Technician I Jonathan Thomas, Customer Service Manager Kathleen Willson, and myself. Financial Advisor Lora Carpenter of Fieldman Rolapp 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 public comment.

**Item 3: Recommend Approval of a Revised Customer Service Policy** – Staff presented this item and the Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the September 6, 2022 regular Board meeting.

**Item 4: Recommend Approval of a Revised Debt Management Policy** – Staff and the Committee discussed this item, but before accepting the changes in the revised policy, the Committee wanted to see rate impact scenarios. These scenarios and this item will be presented at the October 24, 2022 rescheduled F&A Committee meeting.

**Item 5: Recommend Approval to Complete Letter of Interest (LOI) Form for the EPA's WIFIA Program** – Staff and the Committee discussed the item. The Committee was in agreement with the item as presented but asked that staff include the financial impact if the Agency is invited to file a WIFIA application. The Committee agreed to present it as an action item at the September 6, 2022 regular Board meeting.

**Item 6: Recommend Approval of a Resolution Adjusting Employer's Contributions for CalPERS Medical Insurance** – Staff presented this item, and public comment was read aloud from an out-of-state retiree on a fixed income, whose income would be significantly impacted by the rise of cost in the only program offered to the retiree. There is only one plan option for out-of-state retirees. Additionally, she pointed out that – due to CalPERS policy – she and her SCV Water retiree husband only receive the benefit of one employee and asked the Committee to consider several scenarios to address this issue.

After discussing this issue at length, and due to the approaching open enrollment period as well as the deadline for the CalPERS resolution and employee/retiree/director notifications, the Committee agreed to recommend this item be presented as an action item at the September 6, 2022 regular Board meeting.

To address the concerns of the retirees, staff plans to review its current policy, and research and conduct a survey of how other agencies handle this type of scenario. Staff plans to present its results at the October 17, 2022 regular F&A Committee meeting.

**Item 7: Technology Update** – Staff presented Technology Services updates to the Committee.

**Item 8: Fleet and Warehouse Update** – Staff presented Fleet and Warehousing updates to the Committee.

**Item 9: Recommend Receiving and Filing of FY 2021/22 Fourth Quarter and June 2022 Financial Report** – The Committee unanimously agreed that this item be placed on the Consent Calendar for the September 6, 2022 regular Board meeting.

**Item 10: Committee Planning Calendar** – Staff briefly discussed the FY 2022/23 planning calendar and stated that a review of the Agency's holiday schedule will be presented at the September 19, 2022 regular F&A Committee meeting.

**Item 11: Requests for Future Agenda Items** – The Committee would like a review of the Agency's overall hiring process.

**Item 12: General Report on Finance and Administration Activities** – Staff advised the Committee that the Agency's policy pertaining to SB114 (Covid-19 Leave Policy) will be expiring September 30, 2022, unless another State Bill is presented or the Board decides to extend the policy. If extended, the action would need to be taken by the September 20, 2022 regular Board meeting.

Staff also updated the Committee on the past-due Accounts Receivable (AR) balances, noting that this balance is currently approximately \$278,400 higher than the start of the pandemic. Also, the Agency received approximately \$652,000 in relief from the state for customer arrearages but is returning nearly \$20,000 back to the state as required for any unapplied arrearage funds.

**Item 13: Adjournment** – The meeting was adjourned at 9:08 PM.

RP

Attachment

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**Date:** August 8, 2022

**To:** **Finance and Administration Committee**  
R.J. Kelly, Chair  
Kathye Armitage  
Beth Braunstein  
Ed Colley  
Maria Gutzeit

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

The **Finance and Administration Committee** is scheduled for **Monday, August 15, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the **Board Room** and the **teleconference site** listed below.

**DIRECTOR KELLY  
TELECONFERENCE SITE LOCATED AT  
4791 LOOKING GLASS TRAIL  
DENVER, NC 28037  
1-(661)-510-1025**

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: 160 470 1459 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1604701459>**. 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 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 start of the meeting. Anything received after 4:00 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 Revised Customer Service Policy	7
4. * Recommend Approval of a Revised Debt Management Policy	129
5. * Recommend Approval to Complete Letter of Interest Form for the EPA's WIFIA Program	145
6. ♠ Recommend Approval of a Resolution Adjusting Employer's Contributions for PERS Medical Insurance	
7. Technology Update	
8. * Fleet and Warehouse Update	175
9. * Recommend Receiving and Filing of FY 2021/22 Fourth Quarter and June 2022 Financial Report	185
June 2022 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2022/08/Check-Register-June-2022.pdf">https://yourscvwater.com/wp-content/uploads/2022/08/Check-Register-June-2022.pdf</a>	
10. * Committee Planning Calendar	251
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 August 9, 2022.

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