



## BOARD MEMORANDUM

**DATE:** June 20, 2023

**TO:** Board of Directors *RP*

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

**SUBJECT:** June 19, 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, June 19, 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: Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Director of Technology Services Cris Perez, Fleet and Warehouse Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Jonathan Thomas, and myself. Financial Advisors Lora Nichols from Fieldman Rolapp and Jon Guz from Stradling Yocca 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 Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2023/24 and Requesting Levy of Tax by Los Angeles County and Ventura County** – Staff presented this item and the Committee unanimously agreed to place it on the Consent Calendar for the July 11, 2023 special Board meeting.

**Item 4: Recommend Approval of a Preliminary Official Statement** – Staff presented this item and the Committee agreed to send it for full Board consideration at the July 18, 2023 regular Board meeting.

**Item 5: Technology Update** – Staff presented this item and the Committee engaged in questions and brief discussion.

**Item 6: Fleet and Warehousing Update** – Staff presented this item, and the Committee requested that staff present it to the Board at the August 15, 2023, regular Board meeting.

**Item 7: Recommend Receiving and Filing of April 2023 Monthly Financial Report** – Staff presented this item and agreed to have it placed on the Consent Calendar for the July 11, 2023 special Board meeting.

**Item 8: Committee Planning Calendar** – Staff briefly discussed the planning calendar and noted upcoming meetings and Agenda items. Upcoming items include updating the Agency Purchasing Policy, a new contract for janitorial services, and an affordability study.

**Item 9: Requests for Future Agenda Items** – None at this time.

**Item 10: General Report on Finance and Administration Activities** – Staff briefly discussed department updates, such as the Ratepayer Assistance Program (RAP) and the PAFR (Popular Annual Financial Report). Staff reported that to date the Agency has only received 72 RAP applications, five of which are ineligible, and the remaining 67 have been sorted into priority and non-priority groups. The PAFR will be the Agency's first and is designed to be published in a less technical style to raise public awareness about the Agency's financial status and performance.

**Item 11: Adjournment** – The meeting was adjourned at 7:30 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:

<https://www.yourscwater.com/sites/default/files/2023-06/Meeting%20Recording%206-19-23.mp3>

RP


Attachment

M65



**Date:** June 12, 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, June 19, 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: 160 840 9319 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1608409319>**. 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 Adopting Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2023/24 and Requesting Levy of Tax by Los Angeles County and Ventura County  | 7           |
| 4.          | * Recommend Approval of a Resolution Authorizing the Approval of the Preliminary Official Statement for Issuance of the 2023A Revenue Bond  | 15          |
| 5.          | Technology Update   |             |
| 6.          | Fleet and Warehouse Update  |             |
| 7.          | * Recommend Receiving and Filing of April 2023 Financial Report   | 123         |
|             | April 2023 Check Registers Link:<br><a href="https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20April%202023.pdf">https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20April%202023.pdf</a>   |             |
| 8.          | * Committee Planning Calendar   | 159         |
| 9.          | Requests for Future Agenda Items  |             |
| 10.         | General Report on Finance and Administration Activities   |             |
| 11.         | 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 June 13, 2023.

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