



BOARD MEMORANDUM

DATE: November 21, 2023

TO: Board of Directors *RP*

FROM: Rochelle Patterson
Chief Financial and Administrative Officer

SUBJECT: November 20, 2023 Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, November 20, 2023, in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair Ken Petersen and Directors Kathye Armitage and Ed Colley. Staff members in attendance included: Controller Amy Aguer, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Buyer Katie Fowler, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Human Resources Ari Mantis, Director of Tech Service Cris Pérez, Fleet & Warehouse Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Oliver Molina, Customer Service Manager Kathleen Willson 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 HCM Implementation Contract with Apps Associates – Staff presented this item and discussed it with the Committee. This item will be brought back to the F&A Committee at a future date.

Item 4: Recommend Approval of a Purchase Order for Fleet Replacement Vehicles – Staff presented this item and discussed it with the Committee, who agreed to place it as an action item at the December 5, 2023 regular Board meeting.

Item 5: Recommend Approval of a Contract Renewal with Systems & Software, Inc. for enQuesta Customer Service System Maintenance and Support – Staff presented this item to the Committee, and after some discussion, agreed to have it placed as an action item at the December 5, 2023 regular Board meeting.

Item 6: Recommend Approval of a Revised Driving and Vehicle Policy – Staff presented this item and the Committee unanimously agreed to place this item on the Consent Calendar for the December 5, 2023 regular Board meeting.

Item 7: Recommend Approval of a Revised Employee Manual Section No. 10 – Overtime – Staff presented this item and discussed it with the Committee, who agreed that with certain revisions (comp time options for exempt employees be struck, and the

provision to roll over 20 hours to the next year was added), the item be placed on the Consent Calendar for the December 5, 2023 regular Board meeting.

Item 8: Recommend Receiving and Filing of August 2023 Monthly Financial Report – Staff briefly presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the December 5, 2023 regular Board meeting.

Item 9: Recommend Receiving and Filing of September 2023 Monthly and FY 2023/24 First Quarter Financial Report – Staff presented this item to the Committee, which will be presented as an action item at the December 5, 2023 regular Board meeting.

Item 10: Committee Planning Calendar – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

Item 11: Requests for Future Agenda Items – No requests at this time.

Item 12: General Report on Finance and Administration Activities – Staff reported that the enrollment in the Ratepayer Assistance Program is currently up to approximately 450 applications, and that several Employee Manual policy revisions will be brought to Committee in the next few months due to new laws taking effect January 2024.

Item 13: Adjournment – The meeting was adjourned at 7:40 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link: [Finance and Administration Committee Meeting Recording](#).

RP

Attachment

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Date: November 13, 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, November 20, 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: 160 576 5271 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1605765271>**. 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.

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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 November 14, 2023.

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