



BOARD MEMORANDUM

DATE: May 17, 2022
TO: Board of Directors
FROM: Eric Campbell 
Chief Financial and Administrative Officer
SUBJECT: May 16, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 5:30 PM on Monday, May 16, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair R. J. Kelly, Directors Ed Colley and Gary R. Martin. Staff members in attendance included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Assistant General Manager Steve Cole, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Executive Assistant Eunie Kang, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Director of Water Resources (interim) Dirk Marks, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Fleet and Warehousing Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, Customer Service Manager Kathleen Willson 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 public comment.

Item 3: Recommend Approval of a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2021/22 – Staff and the Committee discussed this item and unanimously agreed to recommend the item be placed on the consent calendar for the June 7, 2022 regular Board meeting.

Item 4: Recommend Approval of a Resolution Adopting the Appropriation Limit for FY 2022/23 – Staff and the Committee discussed this item and unanimously agreed to recommend the item be placed on the consent calendar for the June 7, 2022 regular Board meeting.

Item 5: Recommend Approval of Employee Manual 41 – Fleet Management Policy – Staff discussed this item and the Committee requested there be some clarifications on the policy which will be addressed when presented at the June 7, 2022 regular Board meeting.

There were two concerns raised by the Committee. The first was to add a clarifying statement to the Policy that excluded supervisors from requesting data without authorization. The following has been added to Section 41.9, “Any requests for data by a supervisor must be approved by the Chief Operating Officer or designated employee.”

The second question was in regard to the telematics and GPS device and if the data collected from the device would need to be disclosed if a Public Records Act request was received. The answer is ordinarily yes. The use, location or operation of any Agency vehicle, including the data collected from the telematics or GPS device (during the course of business) is generally subject to a PRA request.

Item 6: Discuss Upcoming Capacity Fee Study – Staff debriefed the Committee on plans for the upcoming Valencia Division capacity fee study. Committee discussion of this item included questions about whether there was any legal alternative to put an interim retail capacity fee in place for the Valencia Division sooner, and whether there were alternatives to expedite getting to an Agency-wide retail capacity fee. Staff will discuss these with legal counsel, and further details will be presented in future F&A Committee meetings.

Item 7: Recommend Receiving and Filing of FY 2021/22 Third Quarter Financial Report – Staff presented this item and the Committee unanimously agreed that it be placed on the consent calendar for the June 7, 2022 regular Board meeting.

Item 8: Recommend Receiving and Filing of March 2022 Financial Report – Staff presented this item and the Committee unanimously agreed that it be placed on the consent calendar for the June 7, 2022 regular Board meeting.

Item 9: Committee Planning Calendar – Staff briefly discussed the remaining FY 2021/22 and upcoming FY 2022/23 planning calendar.

Item 8: General Report on Finance and Administration Activities – Staff advised the Committee that the upcoming upgraded CIS billing program EnQuesta will be going live at the end of this month.

Item 9: Adjournment – The meeting was adjourned at 6:49 PM.

EC/ed


Attachment

M65



Date: May 9, 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 on **Monday, May 16, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the **Board Room**. 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: 161 440 8781 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1614408781>**. 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 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 and 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. *	Recommend Approval of a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2021/22	7
4. *	Recommend Approval of a Resolution Adopting the Appropriation Limit for FY 2022/23	11
5. *	Recommend Approval of Employee Manual 41 - Fleet Management Policy	17
6.	Discuss Upcoming Capacity Fee Study	25
7. *	Recommend Receiving and Filing of FY 2021/22 Third Quarter Financial Report	33
8. *	Recommend Receiving and Filing of March 2022 Financial Report	43
	March 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/05/Check-Register-March-2022.pdf	
9. *	Committee Planning Calendar	93
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 May 10, 2022.

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