



## BOARD MEMORANDUM

**DATE:** August 22, 2023

**TO:** Board of Directors

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

**SUBJECT:** August 21, 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, August 21, 2023, in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair Ken Petersen and Directors Kathye Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included: Controller Amy Aguer, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, General Manager Matt Stone, IT Technician I Jonathan Thomas and myself. Alayne Sampson from Chandler Asset Management, Inc., Lora Nichols from Fieldman Rolapp, and Liesel Hans from Alliance for Water Efficiency (AWE) 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: Investment Advisor Financial Market Update** – Alayne Sampson from Chandler Asset Management presented a financial market update to the Committee.

**Item 4: Discuss Water Affordability Study** – Liesel Hans from the Alliance for Water Efficiency made a presentation of water affordability study components. The Committee discussed this item but were not in favor of moving forward with a study at this time, as they felt that Agency staff would be able to conduct this analysis.

**Item 5: Review Financing Plan Scenarios** – Lora Nichols of Fieldman Rolapp presented an update of several different financing scenarios for the Agency's Capital Improvement Projects. The Committee expressed a preference to stay with the original financing scenario (3A) for now as presented to the Board of Directors in February 2023. General Manager Stone indicated staff will further review and prioritize the capital spending plan based on the Committee's preferred financing scenario and provide further information on options and priorities.

**Item 6: Recommend Approval of a Revised Position Control** – Staff presented this item and the Committee unanimously agreed to place this item on the Consent Calendar for the September 5, 2023 regular Board meeting.

**Item 7: Recommend Approval of a Revised Surplus Policy** – Staff presented this item and the Committee unanimously agreed to place this item on the Consent Calendar for the September 5, 2023 regular Board meeting.

**Item 8: Recommend Approval of Revised Ratepayer Advocate Process and Provide Direction Related to Ratepayer Advocate Service Contract** – Staff presented this item and the Committee heard several public comments. The Committee agreed to recommend approval of the proposed revisions to Ratepayer Advocate Process and directed staff to prepare a Request for Proposal (RFP) for the Ratepayer Advocate role.

**Item 9: Recommend Receiving and Filing of June 2023 Monthly and FY 2022/23 Fourth Quarter Financial Report** – Staff presented this item to the Committee and unanimously agreed to have it presented as an action item for the September 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** – One Director had follow-up questions about the Purchasing Policy, and staff replied that if needed, a revision to the Purchasing Policy will be presented.

**Item 12: General Report on Finance and Administration Activities** – Staff mentioned that the Agency had received the Excellence award from the Government Finance Officers Association (GFOA) for the Agency's Annual Comprehensive Financial Report (ACFR), and had successfully submitted an application to GFOA for consideration of the Distinguished Budget Award for its FY 2023/24 and FY 2024/25 Biennial Budget. Staff reported that the Agency has received 230 applications for the Ratepayer Assistance Program, and that the ground lease options for the Soledad Road property discussed last month were moving forward with positive reception from the current tenant, Action Family Counseling.

**Item 13: Adjournment** – The meeting was adjourned at 8:12 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:** August 14, 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, August 21, 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: 160 683 3879 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1606833879>**. 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.	Investment Advisor Financial Market Update	
4. *	Discuss Water Affordability Study	7
5. *	Review Financing Plan Scenarios	29
6. *	Recommend Approval of a Revised Position Control	41
7. *	Recommend Approval of a Revised Surplus Policy	47
8. *	Recommend Approval of Revised Ratepayer Advocate Process and Provide Direction Related to Ratepayer Advocate Service Contract	57
9. *	Recommend Receiving and Filing of June 2023 Monthly and FY 2022/23 Fourth Quarter Financial Report	71
	June 2023 Check Registers Link: <a href="https://yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20-%20June%202023.pdf">https://yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20-%20June%202023.pdf</a>	
10. *	Committee Planning Calendar	163
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 15, 2023.

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