




## BOARD MEMORANDUM

**DATE:** September 26, 2023

**TO:** Board of Directors

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

**SUBJECT:** September 25, 2023 Rescheduled 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, September 25, 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: Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Administrative Technician Paul Hoover, Right-of-Way Agent Kristina Jacob, Chief Engineer Courtney Mael, Fleet & Warehouse Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Jonathan Thomas, 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 no public comment.

**Item 3: Recommend Approval of a Resolution Adopting a Revised Investment Policy** – Staff presented this item and the Committee unanimously agreed to place this item on the Consent Calendar for the October 17, 2023 regular Board meeting.

**Item 4: Recommend Approval of the First Addendum to Ground Lease for the Property at 22722 Soledad Canyon Road** – Staff presented an update on the revised lease terms for the current tenant at 22722 Soledad Canyon Road, Action Family Counseling. The Committee asked for some clarification on terms in the lease, but agreed to place the item on the Consent Calendar for the October 17, 2023 regular Board meeting.

**Item 5: Recommend Approval of Purchase of Two (2) Backhoe Replacements for Agency Fleet** – Staff presented this item to the Committee, and after some clarifying questions were answered, agreed to have the item placed on the Consent Calendar for the October 17, 2023 regular Board meeting.

**Item 6: Recommend Approval of a Revised Customer Service Policy** – Staff presented this item and the Committee unanimously agreed to place this item on the Consent Calendar for the October 17, 2023 regular Board meeting.

**Item 7: Fleet and Warehouse Update** – Staff presented a PowerPoint update on fleet and warehousing activities.

**Item 8: Recommend Receiving and Filing of July 2023 Monthly Financial Report** – Staff presented this item and the Committee unanimously agreed to have it placed on the Consent Calendar for the October 17, 2023 regular Board meeting.

**Item 9: Committee Planning Calendar** – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings.

**Item 10: Requests for Future Agenda Items** – One Director requested clarifying the different types of capacity fees and their purpose when the subject is next presented to the Committee.

**Item 11: General Report on Finance and Administration Activities** – Staff reported that the enrollment in the Ratepayer Assistance Program is currently up to 342 applications.

**Item 12: Adjournment** – The meeting was adjourned at 6:31 PM.

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

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Attachment

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**Date:** September 18, 2023

**To:** **Finance and Administration Committee**  
Ken Petersen, Chair  
Kathye Armitage  
Ed Colley  
Maria Gutzeit

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

The **Rescheduled Finance and Administration Committee** is scheduled for **Monday, September 25, 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: 161 183 6917 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1611836917>**. 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 a Resolution Adopting a Revised Investment Policy   | 9           |
| 4. *        | Recommend Approval of the First Addendum to Ground Lease for the Property at 22722 Soledad Canyon Road  | 29          |
| 5. *        | Recommend Approval of Purchase of Two (2) Backhoes for Agency Fleet   | 69          |
| 6. *        | Recommend Approval of a Revised Customer Service Policy   | 75          |
| 7.          | Fleet and Warehouse Update  |             |
| 8. *        | Recommend Receiving and Filing of July 2023 Monthly Financial Report  | 79          |
|             | July 2023 Check Registers Link:<br><a href="https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20-%20July%202023.pdf">https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check%20Register%20-%20July%202023.pdf</a>  |             |
| 9. *        | Committee Planning Calendar   | 107         |
| 10.         | Requests for Future Agenda Items  |             |
| 11.         | General Report on Finance and Administration Activities   |             |
| 12.         | 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 September 19, 2023.

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