



BOARD MEMORANDUM

DATE: June 18, 2024

TO: Board of Directors *RP*

FROM: Rochelle Patterson
Chief Financial and Administrative Officer

SUBJECT: June 17, 2024 Finance and Administration Committee Meeting Recap Report

The Finance and Administration (F&A) Committee met at 5:30 PM on Monday, June 17, 2024, in the Engineering Services Section Boardroom at the Summit Circle location. In attendance were Chair Ken Petersen and Directors Kathye Armitage, Ed Colley and Maria Gutzeit. Staff members in attendance included: Administrative Technician Paul Hoover, General Manager Matt Stone, Information Technology Technician I Oliver Molina, Management Analyst II Erika Dill, Senior Financial Analyst Darine Conner, 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 Adopting Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2024/25 and Requesting Levy of Tax by Los Angeles County and Ventura County – Staff presented this annual item and the Committee unanimously agreed to place this on the Consent Calendar for the July 2, 2024 regular Board meeting.

Item 4: Recommend Approval of Adopting a Resolution Establishing a Special Assessment Tax for Tesoro Del Valle Development – Staff presented this item and the Committee unanimously agreed to place this and the respective public hearing as an action item at the July 16, 2024 regular Board meeting.

Item 5: Discuss and Provide Direction on Interim Financing Obligations (Commercial Paper) for WIFIA Projects – Staff introduced this item. Lora Nichols from financial advisor firm Fieldman Rolapp Associates gave a presentation on WIFIA (Water Infrastructure Finance and Innovation Act) interim financing options. The Committee agreed that the presentation should be given to the full Board for further discussion and will be placed as an action item at the July 2, 2024 regular Board meeting.

Item 6: Discuss Retail Water Rate Timeline – Staff presented and discussed this item with the Committee. This was the first of many water rate discussions staff plans to regularly bring to the F&A Committee as the Cost of Service and Rate Study is developed in-house, allowing for full and timely discussion of all elements over the next year.

Item 7: Recommend Receiving and Filing of April 2024 Financial Report – Staff briefly presented this monthly item and the Committee unanimously agreed to have it placed on the Consent Calendar for the July 2, 2024 regular Board meeting.

Item 8: Committee Planning Calendar – Staff briefly mentioned the upcoming items for the next few F&A Committee meetings. One Director requested that the judgement received from the Whittaker-Bermite lawsuit be discussed at an upcoming Committee meeting.

Item 9: Requests for Future Agenda Items – No other requests at this time.


Item 10: General Report on Finance and Administration Activities – Staff gave updates on the Ratepayer Assistance Program (RAP), which is ending this fiscal year. Currently, the Agency has 639 active customers in the program and received about 320 renewal applications for the next fiscal year. Staff also stated that bar coding has been enabled in the Agency's warehouses for ease of inventory, and the Agency was awarded the GFOA (Government Finance Officers Association) Distinguished Budget Award for its FY 2023/24 and FY 2024/25 Biennial Budget.

Item 11: Adjournment – The meeting was adjourned at 8:02 PM.

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

RP

Attachment





Date: June 10, 2024

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 17, 2024** at **5:30 PM** at **26521 Summit Circle, Santa Clarita, CA 91350** in the **Engineering Services Section 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: 161 198 6493 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1611986493>**. 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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5. * Discuss Interim Financing for WIFIA Loan	21
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7. * Recommend Receiving and Filing of April 2024 Financial Report	53
April 2024 Check Register Link: https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/check-registers/Check-Register-April-2024.pdf	
8. * Committee Planning Calendar	83
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

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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 11, 2024.

MBS

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