



BOARD MEMORANDUM

DATE: September 18, 2018
TO: Board of Directors
FROM: Beverly Johnson, Director of Finance *BJ*
Rochelle Patterson, Director of Administrative Services *RP*
SUBJECT: September 17, 2018 Finance and Administration Committee Meeting

The Finance and Administration Committee met at 6:00 PM on Monday, September 17, 2018 in the Training Room of the Rio Vista Water Treatment Plant. In attendance were Committee Chair Dan Mortensen, Directors B. J. Atkins, Ed Colley, Bob DiPrimio, Dean Efstathiou, Maria Gutzeit and R.J. Kelly. Staff members present were Keith Abercrombie, Mike Alvord, Eric Campbell, Erika Dill, Ari Mantis, Mark Passamani, Cris Perez, Matt Stone and us. Two members of the public were present. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Recommend Approval of an Emergency Response Specialist – Staff and the Committee discussed this item and determined that the job description and classification level need further development and will be considered again at the October 15, 2018 regular Finance and Administration Committee meeting.

Item 3: Recommend Approval of a Safety Incentive Plan – Recommended actions for this item are included in a separate report being submitted at the October 2, 2018 regular Board meeting.

Item 4: Review and Discuss New Agency Recruitment and Positions – Staff and the Committee reviewed and discussed the status of the new Agency's recruitment and positions.

Item 5: Continue Discussion of Development of Rate-setting Process Incorporating an Independent Ratepayer Advocate Function – Staff and the Committee continued to discuss the rate-setting process and the ratepayer advocate function, and have added the item to the calendar to be discussed again in October 2018 by the Finance and Administration Committee.

Item 6: Recommend Receiving and Filing of July 2018 Monthly Financial Report – The Committee reviewed the July 2018 Monthly Financial Report and recommended that the report be received and filed.

Item 7: Committee Planning Calendar – Staff and the Committee reviewed the FY 2018/19 Committee Planning Calendar.

Item 8: General Report on Finance and Administration Activities – There was no report.

Item 9: Adjournment – The meeting adjourned at 9:13 PM.

BJ & RP/ed

Attachments

MBS

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Date: September 10, 2018

To: **Finance and Administration Committee**

Dan Mortensen, Chair
B. J. Atkins
Ed Colley
Robert DiPrimio
Dean Efstathiou
Maria Gutzeit
R. J. Kelly

From: Beverly Johnson, Director of Finance
Rochelle Patterson, Director of Administrative Services

A handwritten signature in blue ink, appearing to be "Bj", is written over the name Beverly Johnson.

A handwritten signature in blue ink, appearing to be "RP", is written over the name Rochelle Patterson.

The **Finance and Administration Committee** is scheduled to meet on **Monday, September 17, 2018 at 6:00 PM** at **Rio Vista Water Treatment Plant** located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Training Room.

MEETING AGENDA

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9. Adjournment

- * Indicates attachments
- ◆ To be distributed

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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 (661) 297-1600, or writing to Santa Clarita Valley Water Agency 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 Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Santa Clarita Valley Water Agency, 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 12, 2018.