



## BOARD MEMORANDUM

**DATE:** April 18, 2023

**TO:** Board of Directors *RP*

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

**SUBJECT:** April 17, 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, April 17, 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 Chief Operations Officer Keith Abercrombie, Assistant General Manager Steve Cole, Senior Financial Analyst Darine Conner, Management Analyst II Erika Dill, Administrative Services Manager Kim Grass, Chief Engineer Courtney Mael, Fleet and Warehouse Supervisor Jesus Martinez Ramirez, General Manager Matt Stone, IT Technician I Jonathan Thomas, Buildings and Grounds Supervisor Roland Valiente and myself. Michael DeGroot and Doug Dove from Bartle Wells presented, along with Anthony Elowsky from RDN, and General counsel Lutfi Kharuf from BBK answered questions. 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 a Resolution Establishing the Valencia Retail Service Area Capacity Fee** – This item was originally scheduled to be considered at the March 20, 2023 F&A Committee meeting but as requested, was pulled from the Agenda in order to allow stakeholders more time to review the Valencia Service Area Retail Water Capacity Fee Study. At the April 17, 2023 F&A Committee meeting, this item was re-introduced and discussed at length after presentations from independent public financial advisors Bartle Wells Associates, who conducted the Study, and economic consultant firm and the Agency's Ratepayer Advocate from Robert D. Niehaus, Inc. (RDN). There was also a question and answer segment with legal counsel Lutfi Kharuf from Agency law firm Best Best & Krieger (BBK). Two written public comments were provided to the Committee from the Building Industry Association of Southern California, Inc. (BIASC) and Santa Clarita Valley Chamber of Commerce, asking to further table the discussion to allow more time for stakeholder review. However, due to the Study being available on the SCV Water website since March 15, 2023 and a previous stakeholder meetings, the majority of the Committee members agreed to present this as an action item for full Board's consideration at the May 2, 2023 regular Board meeting.

**Item 4: Review and Recommend Approval of a Resolution Adopting the FY 2023/24 and FY 2024/25 Biennial Budget** – Staff presented this item and discussed it with the Committee. The Committee agreed to place it as an action item on the May 16, 2023 regular Board meeting.

**Item 5: Recommend Approval of a Construction Contract with EMCOR Services Mesa Energy (EMCOR) for Replacement of the HVAC Chiller at Rio Vista** – Staff presented this item and answered questions for the Committee, who agreed to place this on the Consent Calendar for the May 2, 2023 regular Board meeting.

**Item 6: Recommend Receiving and Filing of February 2023 Financial Report** – Staff presented this report and the Committee unanimously agreed to have it placed on the Consent Calendar for the May 2, 2023 regular Board meeting.

**Item 7: Committee Planning Calendar** – Staff briefly discussed the upcoming planning calendar and reminded the Committee that the Preliminary Official Statement for the upcoming bond issue was scheduled to be presented at the May 15, 2023 F&A Committee meeting.

**Item 8: Requests for Future Agenda Items** – None at this time.

**Item 9: General Report on Finance and Administration Activities** – Staff briefly stated the FY 2022/23 Interim Audit will be performed the week of May 1, 2023. Staff also stated that the Customer Care department would host an SCV Water booth on Wednesday, April 19, 2023 at the Canyon Country Farmers Market, as well as at the Old Town Newhall Farmers Market on Saturday, April 22, 2023. The purpose of the Agency's presence at these events is to bring awareness of the Low Income Household Water Assistance Program (LIHWAP), which offers financial assistance to eligible residential customers on their water bills.

**Item 10: Adjournment** – The meeting was adjourned at 8:22 PM.

The meeting recording is available on the SCV Water Website or by clicking the following link:  
<https://www.yourscvwater.com/sites/default/files/2023-04/April%2017%2C%202023%20F%26A%20Meeting%20Recording.mp3>

RP


Attachment

M65



**Date:** April 10, 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, April 17, 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: 161 870 1489 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1618701489>**. 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 Establishing the Valencia Retail Service Area Capacity Fee	7
4. *	Review and Recommend Approval of a Resolution Adopting the FY 2023/24 and FY 2024/25 Biennial Budget	187
5. *	Recommend Approval of a Construction Contract with EMCOR Services Mesa Energy (EMCOR) for Replacement of HVAC Chiller at Rio Vista	229
6. *	Recommend Receiving and Filing of February 2023 Financial Report	249
	February 2023 Check Registers Link: <a href="https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/Check-Register-February-2023.pdf">https://www.yourscvwater.com/sites/default/files/SCVWA/departments/finance/Check-Register-February-2023.pdf</a>	
7. *	Committee Planning Calendar	321
8.	Requests for Future Agenda Items	
9.	General Report on Finance and Administration Activities	
10.	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 April 11, 2023.

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