



BOARD MEMORANDUM

DATE: September 22, 2020

TO: Board of Directors 

FROM: Eric Campbell
Chief Financial and Administrative Officer

SUBJECT: September 21, 2020 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, September 21, 2020 via teleconference. In attendance were Committee Chair Bob DiPrimio and Directors B. J. Atkins, Kathy Colley, Maria Gutzeit, R. J. Kelly and Dan Mortensen. Staff members on the call were Controller Amy Aguer, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst Erika Dill, Sr. Management Analyst Kim Grass, Board Secretary April Jacobs, IT Technician Craig Larsen, Chief Engineer Courtney Mael, IT Technician Craig Larsen, Public Information Officer Kathie Martin, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, General Manager Matt Stone, and myself. Ratepayer Advocate Ichiko Kido of RDN (Robert D. Neihaus, Inc.) and Tara Bravo of CV Strategies were also on the call, along with members of the public. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Cost of Service Study & Rate Transition Project

- a. Proposition 218 Mailer – Staff presented options for format and content of a future Proposition 218 notification mailer and gathered suggestions from the Committee.
- b. Financial Aspects Under Development – Staff presented information to the Committee on elements of the cost of service study and shared work in progress on a model to complete analysis of the rate options.

Item 3: Recommend Approval of the Retail Debt Threshold Calculation – Recommended actions for this item are included in a separate report being submitted at the October 6, 2020 regular Board meeting.

Item 4: Recommend Receiving and Filing of July 2020 Monthly Financial Report – The Committee reviewed the July 2020 Monthly Financial Report and recommended that the report be received and filed.

Item 5: Committee Planning Calendar – Staff and the Committee reviewed the FY 2020/21 Committee Planning Calendar.

Item 6: General Report on Finance and Administration Activities – Staff informed the Committee that an item regarding the Customer Care locations will be added to the upcoming Finance and Administration Calendar.

Item 7: Adjournment – The meeting was adjourned at 7:59 PM.

EC/ed

Attachment

MGS



Date: September 14, 2020

To: **Finance and Administration Committee**
Robert DiPrimio, Chair
B. J. Atkins
Kathy Colley
Maria Gutzeit
R. J. Kelly
Dan Mortensen

From: Eric Campbell
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, September 21, 2020 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCE NOTICE

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number (1-866-899-4679), Access Code 166-776-901** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/166776901>** without otherwise complying with the Brown Act's teleconferencing requirements.

Pursuant to the above Executive Order, the public may not attend the meeting in person. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or GoToMeeting link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

We request that the public submit any comments in writing if practicable, which can be sent to **edill@scvwa.org** or mailed to **Erika Dill, Management Analyst**, SCV Water, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. All written comments received before 4:00 PM the day of the meeting will be distributed to the Committee members and posted on the SCV Water website prior to the meeting. Anything received after 4:00 PM the day of the meeting will be posted on the SCV Water website the following day.

MEETING AGENDA

<u>ITEM</u>	<u>PAGE</u>
1. Public Comments – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or at the time each item is considered. Please complete and return a comment request form to the Committee Chair. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
2. * Cost of Service Study & Rate Transition Project	
a. Proposition 218 Mailer	5
b. Financial Aspects under development	17
3. * Recommend Approval of the Retail Debt Threshold Calculation	33
4. * Recommend Receiving and Filing of July 2020 Monthly Financial Report	35
July 2020 Check Registers Link: https://yourscvwater.com/financial-information	
5. * Committee Planning Calendar	57
6. General Report on Finance and Administration Activities	
7. 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 (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 Board 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

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practical, these public records will also be made available on the Agency's Internet Website, accessible at <http://www.yourscvwater.com>.

Posted on September 15, 2020.

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