




## BOARD MEMORANDUM

**DATE:** March 17, 2020  
**TO:** Board of Directors  
**FROM:** Eric Campbell   
Chief Financial and Administrative Officer  
**SUBJECT:** March 16, 2020 Finance and Administration Committee Meeting

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The Finance and Administration Committee met at 7:30 PM on Monday, March 16, 2020 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Directors Tom Campbell, Kathy Colley and Bob DiPrimio, whereas Committee Chair Dan Mortensen and Directors Maria Gutzeit and R. J. Kelly attended via teleconference. Staff members present were Chief Operating Officer Keith Abercrombie, Director of Operations & Maintenance Mike Alvord, Assistant General Manager Steve Cole, Management Analyst Erika Dill, Sr. IT Technician Jeff Herbert, Human Resources Supervisor Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of IT Cris Perez, General Manager Matt Stone, IT Technician Jonathan Thomas and myself. Board member Ed Colley was also present, and Financial Auditor Brandon Young from LSL (Lance, Soll & Lunghard, LLP) attended via teleconference. No members of the public were present. A copy of the agenda is attached.

**Item 1: Public Comment** – There was no public comment.

**Item 2: Recommend Receiving and Filing of SCV Water June 30, 2019 Financial Statement** – Recommended actions for this item are included in a separate report being submitted at the April 7, 2020 regular Board meeting.

**Item 3: Recommend Approval of a Resolution Awarding a Contract to Emtec Consulting Services, LLC for Customization and Implementation of the FMIS** – Recommended actions for this item are included in a separate report being submitted at the April 7, 2020 regular Board meeting.

**Item 4: Recommend Approval of Position Control for FY 2020/21** – Recommended actions for this item are included in a separate report being submitted at the April 7, 2020 regular Board meeting.

**Item 5: Review FY 2020/21 Budget Calendar** – Staff and the Committee reviewed the FY 2020/21 Budget Calendar.

**Item 6: Discuss Financing Plan and 1% Property Tax Revenues** – Staff and the Committee discussed the Financing Plan and 1% Property Tax Revenues.

**Item 7: Recommend Approval of Delegation of Authority to Request Disbursements from the OPEB Prefunding Plan** – Recommended actions for this item are included in a separate report being submitted at the April 7, 2020 regular Board meeting.

**Item 8: Review Annual List of Professional Services Contracts** – Staff and the Committee reviewed the annual list of professional services contracts.

**Item 9: Recommend Approval of an Intra-Agency Expense Allocation for PFAS Treatment** – Recommended actions for this item are included in a separate report being submitted at the April 7, 2020 regular Board meeting.

**Item 10: Recommend Approval of a Resolution Awarding a Contract to Valley Maintenance Corp. for Janitorial Services** – Recommended actions for this item are included in a separate report being submitted at the April 7, 2020 regular Board meeting.

**Item 11: Recommend Receiving and Filing of January 2020 Monthly Financial Report** – The Committee reviewed the January 2020 Monthly Financial Report and recommended that the report be received and filed.

**Item 12: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2019/20 Committee Planning Calendar.

**Item 13: General Report on Finance and Administration Activities** – The possibility of future Committee meetings via teleconference was briefly discussed.

**Item 14: Adjournment** – The meeting was adjourned at 8:57 PM.

EC/ed

Attachment

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## **SECOND AMENDED AGENDA**

**Date:** March 10, 2020

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

**From:** Eric Campbell  
Chief Financial and Administrative Officer

A meeting of the **Finance and Administration Committee** is scheduled to meet on **Monday, March 16, 2020 at 6:00 pm or immediately following the special meeting of the Santa Clarita Valley Water Agency Board of Directors** at **Rio Vista Water Treatment Plant** located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the **Board and Training Rooms**.

### **TELECONFERENCING NOTICE**

Pursuant to the provisions of Executive Order N-25-20 issued by Governor Gavin Newsom on March 12, 2020, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number 877-568-4106, Access Code 313-663-821** without otherwise complying with the Brown Act's teleconferencing requirements. The Agency's Committee meetings shall remain open to the public at the Agency's Office and any member of the public wishing to make any comments to the Committee may do so in person or by calling in to the call in number above.

### **AMENDED MEETING AGENDA**

#### **ITEM**

#### **PAGE**

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.	*	Recommend Receiving and Filing of SCV Water June 30, 2019 Financial Statement	3
3.	*	Recommend Approval of a Resolution Awarding a Contract to Emtec, Consulting Services, LLC for Customization and Implementation of the FMIS	101
4.	*	Recommend Approval of Position Control for FY 2020/21	303
5.	*	Review FY 2020/21 Budget Calendar	311
6.		Discuss Financing Plan and 1% Property Tax Revenues	
7.	*	Recommend Approval of Delegation of Authority to Request Disbursements from the OPEB Prefunding Plan	313
8.	*	Review Annual List of Professional Services Contracts	317
9.	*	Recommend Approval of an Intra-Agency Expense Allocation for PFAS Treatment	323
10.	*	Recommend Approval of a Resolution Awarding a Contract to Valley Maintenance Corp. for Janitorial Services	329
11.	*	Recommend Receiving and Filing of January 2020 Monthly Financial Report	429
12.	*	Committee Planning Calendar	457
13.		General Report on Finance and Administration Activities	
14.		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 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.

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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 March 15, 2020.

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