




BOARD MEMORANDUM

DATE: May 19, 2020
TO: Board of Directors 
FROM: Eric Campbell
Chief Financial and Administrative Officer
SUBJECT: May 18, 2020 Finance and Administration Committee Meeting

The Finance and Administration Committee met at 6:00 PM on Monday, May 18, 2020 via teleconference. In attendance were Committee Chair Dan Mortensen and Directors Tom Campbell, Bob DiPrimio, Maria Gutzeit and R. J. Kelly. 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, Sr. IT Technician Jeff Herbert, Board Secretary April Jacobs, Administrative Technician Eunie Kang, Human Resources Supervisor Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of IT Cris Perez, General Manager Matt Stone, and myself. Financial Advisors Robert Porr, Lora Carpenter and Doug Brown were also present on the call, along with at least one member of the public. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Approve a Resolution Approving an Official Statement and Authorizing Certain Other Actions in Connection with the Issuance of the Series 2020A and 2020B Revenue Bonds (New Bonds and Refunding of 2010A, 2015A, 2016A and 2017A Revenue Bonds) – This item will continue to be discussed at the June 2, 2020 regular Board meeting.

Item 3: Status of Employee Compensation & Classification Study – Staff and the Committee reviewed the status of the Employee Compensation and Classification Study.

Item 4: Recommend Approval of a Lactation Accommodation Policy – Recommended actions for this item are included in a separate report being submitted at the June 2, 2020 regular Board meeting.

Item 5: Recommend Approval of Employee Manual Policy Changes – Recommended actions for this item are included in a separate report being submitted at the June 2, 2020 regular Board meeting.

Item 6: Recommend Approval of a Resolution Revising the FY 2020/21 Budget – Recommended actions for this item are included in a separate report being submitted at the June 2, 2020 regular Board meeting.

Item 7: Recommend Approval of a Resolution Adopting the Appropriation Limit of All As-Yet Unappropriated Funds for FY 2019/20 – Recommended actions for this item are included in a separate report being submitted at the June 2, 2020 regular Board meeting.

Item 8: Recommend Approval of a Resolution Adopting the Appropriation Limit for FY 2020/21 – Recommended actions for this item are included in a separate report being submitted at the June 2, 2020 regular Board meeting.

Item 9: Discuss Retail Cost-of-Service and Rate Design – Staff and the Committee discussed the retail cost-of-service and rate design.

Item 10: Recommend Receiving and Filing of March 2020 Monthly Financial Report – The Committee reviewed the March 2020 Monthly Financial Report and recommended that the report be received and filed.

Item 11: Committee Planning Calendar – Staff and the Committee reviewed the FY 2019/20 Committee Planning Calendar.

Item 12: General Report on Finance and Administration Activities – no report was given.

Item 13: Adjournment – The meeting was adjourned at 7:43 PM.

EC/ed


Attachment

MBS



Date: May 11, 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

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, May 18, 2020 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCING 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 990-558-141** **or GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/990558141>** 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. *	Recommend Approval of a Resolution Approving Certain Portions of an Official Statement in Connection with Bonds to be Issued by the Upper Santa Clara Valley Joint Powers Authority and Authorizing Certain Acts In Connection Therewith	5
3.	Review Status of Employee Compensation and Classification Plan Study	115
4. *	Recommend Approval of a Lactation Accommodation Policy	119
5. *	Recommend Approval of Employee Manual Policy Changes	145
6. *	Recommend Approval of a Resolution Revising the FY 2020/21 Budget	161
7. *	Recommend Approval of a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2019/20	161
8. *	Recommend Approval of a Resolution Adopting the Appropriation Limit for FY 2020/21	165
9.	Discuss Retail Cost-of-Service and Rate Design	
10. *	Recommend Receiving and Filing of March 2020 Monthly Financial Report	171
11. *	Committee Planning Calendar	247
12.	General Report on Finance and Administration Activities	
13.	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 practical, these public records will also be made available on the Agency's Internet Website, accessible at <http://www.yourscvwater.com>.

Posted on May 13, 2020.

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