



BOARD MEMORANDUM

DATE: October 20, 2020
TO: Board of Directors
FROM: Eric Campbell *EC*
Chief Financial and Administrative Officer
SUBJECT: October 19, 2020 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, October 19, 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, Director of Operations and Maintenance Mike Alvord, Accounting Tech II Kyle Arnold, Senior Engineer Shadi Bader, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst Erika Dill, Administrative Analyst Cheryl Fowler, Sr. Management Analyst Kim Grass, GIS Supervisor/Planner Jose Huerta, Board Secretary April Jacobs, Chief Engineer Courtney Mael, Human Resources Supervisor Ari Mantis, Director of Water Resources Dirk Marks, Public Information Officer Kathie Martin, Executive Assistant Leticia Quintero, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, IT Technician Rene Ponce, Administrative Analyst Mona Restivo, General Manager Matt Stone, Customer Service Manager Kathleen Willson, Principal Engineer CIP Design Jason Yim and myself. CPS HR Consulting representatives Suzanne Ansari, Jan Bentley and Igor Shegolev 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: Recommend Approval of Changes to the Agency’s Classification Plan and Salary Ranges – This item will be further discussed at the November 16, 2020 regular Finance and Administration Committee meeting.

Item 3: Review Plan for Consolidation of Customer Service Centers – Staff and the Committee discussed the plan for the consolidation of Customer Service Centers.

Item 4: Recommend Receiving and Filing of August 2020 Monthly Financial Report – The Committee reviewed the August 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 cost of service work is ongoing and will be shifted to the December 16, 2020 regular Finance and Administration Committee meeting.

Item 7: Adjournment – The meeting was adjourned at 8:20 PM.

EC/ed


Attachment

M65



Date: October 12, 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, October 19, 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 (1-877-309-2073), Access Code 322-344-405** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/322344405>** 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 Changes to the Agency’s Classification Plan and Salary Ranges	5
	Attachment A	9
	Attachment B	13
	Attachment C	197
3. *	Review Plan for Consolidation of Customer Service Centers	283
4. *	Recommend Receiving and Filing of August 2020 Monthly Financial Report	287
	August 2020 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2020/10/August-2020-Check-Registers.pdf	
5. *	Committee Planning Calendar	309
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.

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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 October 14, 2020.

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