



BOARD MEMORANDUM

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

The Finance and Administration Committee met at 6:00 PM on Monday, November 16, 2020 via teleconference. In attendance were 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, Senior Engineer Shadi Bader, Administrative Assistant Terri Bell, 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, Executive Assistant Leticia Quintero, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, IT Technician Rene Ponce, Associate Engineer Elizabeth Sobczak, General Manager Matt Stone, Customer Service Manager Kathleen Willson, Principal Engineer CIP Design Jason Yim and myself. CPS HR Consulting representatives Suzanne Ansari and Jan Bentley and were also on the call, along with financial consultant Robert Porr and members of the public. A copy of the agenda is attached.

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

Item 2: Recommend Approval of Changes to the Agency’s Classification Plan and Salary Ranges – Recommended actions for this item are included in a separate report being submitted at the December 1, 2020 regular Board meeting.

Item 3: Recommend Approval of a Revised Reserve Policy – Recommended actions for this item are included in a separate report being submitted at the December 1, 2020 regular Board meeting.

Item 4: Recommend Approval of a Revised Asset Capitalization Policy – Recommended actions for this item are included in a separate report being submitted at the December 1, 2020 regular Board meeting.

Item 5: Recommend Approval of a Revised Employment Status and Work Policy – Recommended actions for this item are included in a separate report being submitted at the December 1, 2020 regular Board meeting.

Item 6: Recommend Approval of a Resolution Approving Statements of Work and a Hosting Service Agreement with Systems & Software, Inc. (S&S) for enQuesta v6 Client Information System (CIS) Upgrade – Recommended actions for this item are included in a separate report being submitted at the December 1, 2020 regular Board meeting.

Item 7: Recommend Receiving and Filing of September 2020 Monthly Financial Report

– The Committee reviewed the September 2020 Monthly Financial Report and recommended that the report be received and filed.

Item 8: Committee Planning Calendar – Staff and the Committee reviewed the FY 2020/21 Committee Planning Calendar.

Item 9: General Report on Finance and Administration Activities – Staff informed the Committee that all customers now have access to the PayNearMe option of paying their water bill.

Item 7: Adjournment – The meeting was adjourned at 8:25 PM.

EC/ed

Attachment

M65



Date: November 9, 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, November 16, 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 377-764-125** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/377764125>** 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	11
Attachment B	13
Attachment C	17
Attachment D	201
3. * Recommend Approval of a Revised Reserve Policy	349
4. * Recommend Approval of a Revised Asset Capitalization Policy	375
5. * Recommend Approval of a Revised Employment Status and Work Policy	381
6. * Recommend Approval of a Resolution Approving Statements of work and a Hosting Service Agreement with Systems & Software, Inc. (S&S) for enQuesta v6 Client Information System (CIS) Upgrade	385
7. * Recommend Receiving and Filing of September 2020 Monthly Financial Report	471
September 2020 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2020/11/September-2020-Check-Registers.pdf	
8. * Committee Planning Calendar	527
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 (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 November 10, 2020.

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