




## BOARD MEMORANDUM

**DATE:** January 12, 2021

**TO:** Board of Directors

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

**SUBJECT:** January 11, 2021 Rescheduled Finance and Administration Committee Meeting Report

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The Finance and Administration Committee met at 6:00 PM on Monday, January 11, 2021 via teleconference. In attendance were Chair Dan Mortensen, Directors Beth Braunstein, Ed Colley, R. J. Kelly and Gary R. Martin. Staff members on the call included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Administrative Technician Melissa Colasanto, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Management Analyst Cheryl Fowler, Sr. Management Analyst Kim Grass, Board Secretary April Jacobs, Chief Engineer Courtney Mael, Human Resources Manager 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 Jonathan Thomas, General Manager Matt Stone and myself. Additional presenters included Ichiko Kido, representative from ratepayer advocate RDN (Robert D. Niehaus, Inc.), communications advisor Tara Bravo from CV Strategies and general counsel Tom Bunn. Members of the public were also present, and a copy of the agenda is attached.

**Item 1: Public Comment** – There was public comment.

**Item 2: Review Strategic Plan Performance Metrics** – Staff and the Committee reviewed performance metrics.

**Item 3: Discuss Cost of Service and Rate Design** – Staff, the Committee and the ratepayer advocate discussed the cost of service and rate design.

**Item 4: Recommend Approval of Repurposing Two Staff Positions and a Revised Classification Plan** – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

**Item 5: Recommend Approval of a Contract Amendment with Equation Technologies for Project Management Services** – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

**Item 6: Recommend Approval of a Use of Office Technology Policy** – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

**Item 7: Recommend Approval of a Revised Investment Policy** – Recommended actions for this item are included in a separate report being submitted at the February 2, 2021 regular Board meeting.

**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 briefly discussed the upcoming schedule for the approval and mailing of the Proposition 218 notice.

**Item 10: Adjournment** – The meeting was adjourned at 10:04 PM.

EC/ed

Attachment

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**Date:** January 4, 2021

**To:** **Finance and Administration Committee**  
Dan Mortensen, Chair  
Beth Braunstein  
Ed Colley  
R. J. Kelly  
Gary R. Martin

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

The **Rescheduled Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, January 11, 2021 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 462-819-021 or GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/462819021>** 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](mailto:edill@scvwa.org)** or mailed to **Erika Dill, Management Analyst II**, 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. *	Review Strategic Plan Performance Metrics	5
3.	Discuss Rate Design and Customer Impact	
4. *	Recommend Approval of Repurposing Two Staff Positions and a Revised Classification Plan	13
5. *	Recommend Approval of a Contract Amendment with Equation Technologies for Project Management Services	27
6. *	Recommend Approval of a Use of Office Technology Policy	31
7. *	Recommend Approval of a Revised Investment Policy	41
8. *	Committee Planning Calendar	63
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 January 5, 2021.

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