



## BOARD MEMORANDUM

**DATE:** January 25, 2022

**TO:** Board of Directors *EC*

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

**SUBJECT:** January 24, 2022 Rescheduled Finance and Administration Committee Meeting Report

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The Finance and Administration Committee met at 6:00 PM on Monday, January 24, 2022 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 Accounting Technician II Kyle Arnold, Administrative Technician Terri Bell, Assistant General Manager Steve Cole, Chief Engineer Courtney Mael, Customer Service Manager Kathleen Willson, Director of Finance and Administration Rochelle Patterson, Executive Assistant Leticia Quintero, Financial Analyst Darine Conner, General Manager Matt Stone, Management Analyst II Erika Dill, and Sr. Management Analyst Kim Grass. General Counsel Lutfi Kharuf from BBK Law was present, along with members of the public. A copy of the agenda is attached.

**Item 1: Pledge of Allegiance**

**Item 2: Public Comment** – There was public comment.

**Item 3: Recommend Approval of a Professional Services Agreement for Oracle Managed Services** – Staff and the Committee discussed this item and agreed that it be presented for consideration at the February 15, 2022 regular Board meeting. Additionally, the Committee requested that staff provide an update on the services contract utilization in six months.

**Item 4: Discuss Ratepayer Assistance Program** – Due to the need to research a Brown Act compliance concern, this item was postponed and will now be heard at the February 28, 2022 regular Finance and Administration Committee meeting.

**Item 5: Recommend Approval of a Resolution Adopting a Revised Investment Policy** – Staff and the Committee discussed this item and agreed to place it on the Consent Calendar for the February 15, 2022 regular Board meeting.

**Item 6: Recommend Receiving and Filing of FY 2021/22 First Quarter Financial Report (July – September 2021)** – Staff and the Committee discussed this item and agreed that it be presented for consideration at the February 15, 2022 regular Board meeting.

**Item 7: Committee Planning Calendar** – Staff and the Committee briefly reviewed the FY 2021/22 Committee Planning Calendar.

**Item 8: General Report on Finance and Administration Activities** – Staff expressed its gratitude for the team's work with Oracle and the visual reports that resulted from the new system.

**Item 9: Adjournment** – The meeting was adjourned at 7:21 PM.

EC/ed

Attachment

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**Date:** January 18, 2022

**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 **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, January 24, 2022 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY  
NO PHYSICAL LOCATION FOR MEETING**

**TELECONFERENCING NOTICE**

Pursuant to the provisions of AB 361 this meeting is being held remotely. The SCV Water Board will continue to hold remote Board and Committee meetings due to the continuing State of Emergency for COVID-19 and state and local official's continuance to impose or recommend measures to promote social distancing. Any Director may call into the Agency Committee meeting using the **Agency's Call-In Number (1-833-568-8864), Webinar ID 160 590 4467 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1605904467>** without otherwise complying with the Brown Act's teleconferencing requirements.

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 Zoom Webinar link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

**If the State of Emergency for COVID-19 expires prior to this meeting and after the posting of this Agenda, this meeting will be held in person at the Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Board and Training Rooms.**

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.	<b><u>PLEDGE OF ALLEGIANCE</u></b>	
2.	<b><u>PUBLIC COMMENTS</u></b> – Members of the public may comment as to items within the subject matter jurisdiction of the Agency that are not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so at the time each item is considered. (Comments may, at the discretion of the Committee Chair, be limited to three minutes for each speaker.)	
3. *	Recommend Approval of a Professional Services Agreement for Oracle Managed Services	9
4. ♦	Discuss Ratepayer Assistance Program	
5. *	Recommend Approval of a Resolution Adopting a Revised Investment Policy	37
6. *	Recommend Receiving and Filing of FY 2021/22 First Quarter Financial Report (July – September 2021)	65
	September 2021 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2022/01/September-2021-Check-Register.pdf">https://yourscvwater.com/wp-content/uploads/2022/01/September-2021-Check-Register.pdf</a>	
7. *	Committee Planning Calendar	121
8.	General Report on Finance and Administration Activities	
9.	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 **Erika Dill, Management Analyst II** at (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 Committee 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 19, 2022.

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