



BOARD MEMORANDUM

DATE: December 14, 2021

TO: Board of Directors

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

SUBJECT: December 13, 2021 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, December 13, 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, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, Human Resources Manager Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Executive Assistant Leticia Quintero, General Manager Matt Stone, Customer Service Manager Kathleen Willson and myself. Brandon Young from the Agency's auditor LSL (Lance, Soll and Lunghard, LLP) was present, along with members of the public. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2021 – Staff and the Committee reviewed the SCV Water ACFR Fiscal Year ended June 30, 2021 and recommended a brief presentation be given to the Board and it be received and filed at the December 21, 2021 regular Board meeting.

Item 3: Recommend Approval of a Resolution Appointing Dirk S. Marks as Interim Director of Water Resources and Approving Employment Agreement – The Committee discussed this item and unanimously agreed to place this item on the consent calendar for the December 21, 2021 regular Board meeting.

Item 4: Update to the Recommendation for Approval of a Resolution Revising Wholesale Water Rates – Staff provided the Committee with an update on the wholesale water rate proposal and were reminded of the two alternatives that were previously identified at the November 15, 2021 meeting. At that time the Committee directed staff to get legal input on the two options and bring a preferred option to the Board. Based on input from the Agency's legal counsel, staff reported its recommendation to take the wholesale water rate to the Board for action on January 18, 2022 with an effective date of April 1, 2022. Some Committee members were concerned about the proposed effective date and the corresponding revenue impact. Some of this concern was alleviated following additional discussion regarding the temporary alternative supply of water that Water Works District 36 plans to utilize this year during its planned well maintenance. This was viewed as a cooperative effort during an anticipated low imported water supply allocation year. This item will be presented for Board consideration at the January 18, 2022 meeting.

Item 5: Recommend Receiving and Filing the August 2021 Monthly Financial Report – Staff and the Committee reviewed the August 2021 Monthly Financial Report and recommended it be placed on the consent calendar to be filed and received at the December 21, 2021 regular Board meeting.

Item 6: Committee Planning Calendar – Staff and the Committee briefly reviewed the FY 2021/22 Committee Planning Calendar.

Item 7: General Report on Finance and Administration Activities – Staff mentioned bringing back the financing guidelines for additional discussion. Staff is also looking into the benefits of a 115 Trust for the Agency's pension obligations.

Item 8: Adjournment – The meeting was adjourned at 7:35 PM.

EC/ed

Attachment

M65



Date: December 6, 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 **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, December 13, 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 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 160 516 8064 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1605168064>** 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 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 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.)	
2. *	Recommend Receiving and Filing of SCV Water Annual Comprehensive Financial Report (ACFR) ended June 30, 2021	7
3. *	Recommend Approval of a Resolution Appointing Dirk S. Marks as Interim Director of Water Resources and Approving Employment Agreement	127
4. *	Update to the Recommendation for Approval of a Resolution Revising Wholesale Water Rates	141
5. *	Recommend Receiving and Filing of August 2021 Monthly Financial Report	143
	August 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2021/12/Check-Register-August-2021.pdf	
6. *	Committee Planning Calendar	161
7.	General Report on Finance and Administration Activities	
8.	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 December 7, 2021.

[This page intentionally left blank.]