



## BOARD MEMORANDUM

**DATE:** March 16, 2021

**TO:** Board of Directors

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

**SUBJECT:** March 15, 2021 Finance and Administration Committee Meeting Report

---

The Finance and Administration Committee met at 6:00 PM on Monday, March 15, 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, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Communications Manager Kathie Martin, Executive Assistant Leticia Quintero, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Associate Engineer Elizabeth Sobczack, General Manager Matt Stone, Customer Service Manager Kathleen Willson, Principal Engineer Jason Yim and myself. Additional speakers included 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: Recommend Approval of a Resolution Authorizing the Restructuring of the VWD Acquisition Loan** – Recommended actions for this item are included in a separate report being submitted at the April 6, 2021 regular Board meeting.

**Item 3: Recommend Approval of a Proposition 218 Notice for Retail Water Rate Plan** – This item will be discussed at the April 6, 2021 regular Board meeting.

**Item 4: Recommend Approval of Employee Manual Policy 9.10 - Establishing a Stipend for Class A Commercial Driver License (CDL) Holders** – Recommended actions for this item are included in a separate report being submitted at the April 6, 2021 regular Board meeting.

**Item 5: Recommend Approval of Additional Senior Engineer Staff Position** – Recommended actions for this item are included in a separate report being submitted at the April 6, 2021 regular Board meeting.

**Item 6: Review Budget Calendar** – Staff and the Committee reviewed the Budget calendar.

**Item 7: Review Annual List of Professional Services Contracts** – The Committee reviewed the annual list of professional services contracts and recommended that the report be received and filed.

**Item 8: Recommend Receiving and Filing of November 2020 Monthly Financial Report**  
– The Committee reviewed the November 2020 Monthly Financial Report and recommended that the report be received and filed.

**Item 9: Recommend Receiving and Filing of December 2020 Monthly Financial Report** –  
The Committee reviewed the December 2020 Monthly Financial Report and recommended that the report be received and filed.

**Item 10: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2020/21 Committee Planning Calendar.

**Item 11: General Report on Finance and Administration Activities** – Staff advised the Committee that the Accounting Department has been making progress in combining and integrating processes, and will have only one single check register come March 2021. Customer Service has also been successful in reducing accounts receivable balances.

**Item 10: Adjournment** – The meeting was adjourned at 8:22 PM.

EC/ed

Attachment


M65



**AMENDED**

**Date:** March 15, 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, March 15, 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), Webinar ID 161 981 0684** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1619810684>** 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. *	Recommend Approval of a Resolution Authorizing the Restructuring of the VWD Acquisition Loan	5
3.	Recommend Approval of a Proposition 218 Notice for Retail Water Rate Plan	9
4. *	Recommend Approval of Employee Manual Policy 9.10 - Establishing a Stipend for Class A Commercial Driver License (CDL) Holders	19
5. *	Recommend Approval of Additional Senior Engineer Staff Position	25
6. *	Review Budget Calendar	27
7. *	Review Annual List of Professional Services Contracts	29
8. *	Recommend Receiving and Filing of November 2020 Monthly Financial Report	39
	November 2020 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2021/02/November-2020-Check-Registers.pdf">https://yourscvwater.com/wp-content/uploads/2021/02/November-2020-Check-Registers.pdf</a>	
9. *	Recommend Receiving and Filing of December 2020 Monthly Financial Report	63
	December 2020 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2021/02/Check-Register-December-2020.pdf">https://yourscvwater.com/wp-content/uploads/2021/02/Check-Register-December-2020.pdf</a>	
10. *	Committee Planning Calendar	115
11.	General Report on Finance and Administration Activities	
12.	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 March 15, 2021.

M65

**[This page intentionally left blank.]**