




BOARD MEMORANDUM

DATE: June 16, 2020
TO: Board of Directors 
FROM: Eric Campbell
Chief Financial and Administrative Officer
SUBJECT: June 15, 2020 Finance and Administration Committee Meeting

The Finance and Administration Committee met at 6:00 PM on Monday, June 15, 2020 via teleconference. In attendance were Committee Chair Bob DiPrimio and Directors B. J. Atkins, Kathy Colley, Maria Gutzeit, R. J. Kelly and Dan Mortensen. Staff members on the call were Controller Amy Aguer, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst Erika Dill, Sr. Management Analyst Kim Grass, Sr. IT Technician Jeff Herbert, Board Secretary April Jacobs, Administrative Technician Eunie Kang, Human Resources Supervisor Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of IT Cris Pérez, General Manager Matt Stone, and myself. Spring Canyon representatives Justin Rich, Matthew Villalobos and Carter Froelich were also present on the call, along with several members of the public. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Discuss Establishment of a Community Facility (CFD) Policy for Spring Canyon Project – Staff and the Committee discussed establishing a CFD for the Spring Canyon Project and the Committee directed staff to continue the work with the developer and come back to Committee with a resolution to establish a CFD for a specific amount.

Item 3: Review Performance Metrics – Staff and the Committee reviewed performance metrics.

Item 4: Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2020/21 and Requesting Levy of Tax by Los Angeles County and Ventura County – Recommended actions for this item are included in a separate report being submitted at the July 7, 2020 regular Board meeting.

Item 5: Recommend Approval of a Resolution Authorizing July 2020 Water Supply Contract Payment – Recommended actions for this item are included in a separate report being submitted at the July 7, 2020 regular Board meeting.

Item 6: Recommend Approval of a Temporary Telecommuting Policy– Recommended actions for this item are included in a separate report being submitted at the July 7, 2020 regular Board meeting.

Item 7: Recommend Receiving and Filing of April 2020 Monthly Financial Report – The Committee reviewed the April 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 advised the Committee that efforts to resume progress on the FMIS (Financial Management Information System) project would soon continue after being halted due to Covid-19.

Item 10: Adjournment – The meeting was adjourned at 8:06 PM.

EC/ed

Attachment

MGS



Date: June 8, 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, June 15, 2020 at 6:00 PM**; dial-in information is listed below.

**TELECONFERENCE ONLY
NO PHYSICAL LOCATION FOR MEETING**

TELECONFERENCE 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 565-931-357** or **GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/565931357>** 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.)	
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3.	Review Performance Metrics	23
4. *	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2020/21 and Requesting Levy of Tax by Los Angeles County and Ventura County	31
5. *	Recommend Approval of a Resolution Authorizing July 2020 Water Supply Contract Payment	39
6. *	Recommend Approval of a Temporary Telecommuting Policy	43
7. *	Recommend Receiving and Filing of April 2020 Monthly Financial Report	49
8. *	Committee Planning Calendar	77
9.	General Report on Finance and Administration Activities	
10.	Adjournment	
*	Indicates attachments	
◆	To be distributed	