



BOARD MEMORANDUM

DATE: April 20, 2021
TO: Board of Directors
FROM: Eric Campbell *EC*
Chief Financial and Administrative Officer
SUBJECT: April 19, 2021 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 6:00 PM on Monday, April 19, 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, Human Resources Manager Ari Mantis, Executive Assistant Leticia Quintero, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, General Manager Matt Stone, Customer Service Manager Kathleen Willson and myself. Members of the public were also present, and a copy of the agenda is attached.

Item 1: Public Comment – There was no public comment.

Item 2: Recommend Approval of a Proposed Employee Salary Adjustment for FY 2021/22 – Recommended actions for this item are included in a separate report being submitted at the June 1, 2021 regular Board meeting.

Item 3: Review Draft Operating FY 2021/22 and FY 2022/23 Biennial Budget – Staff and the Committee reviewed the FY 2021/22 and FY 2022/23 Biennial Budget.

Item 4: Recommend Receiving and Filing of January 2021 Monthly Financial Report – The Committee reviewed the January 2021 Monthly Financial Report and recommended that the report be received and filed.

Item 5: Recommend Receiving and Filing of February 2021 Monthly Financial Report – The Committee reviewed the February 2021 Monthly Financial Report and recommended that the report be received and filed.

Item 6: Committee Planning Calendar – Staff and the Committee reviewed the FY 2020/21 Committee Planning Calendar.

Item 7: General Report on Finance and Administration Activities – Staff advised the Committee that the entire Accounting and Finance Departments have been making progress toward meeting the July 1, 2021 “Go-Live” date for the BAM (Business Account Management) / finance program conversion.

Item 8: Adjournment – The meeting was adjourned at 7:56 PM.

EC/ed

Attachment


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Date: April 12, 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, April 19, 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 (1-833-568-8864), Webinar ID 160 991 3267** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1609913267>** 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 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 Proposed Employee Salary Adjustment for FY 2021/22	7
3.	Review Draft Operating FY 2021/22 and FY 2022/23 Biennial Budget	13
4. *	Recommend Receiving and Filing of January 2021 Monthly Financial Report	41
	January 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2021/04/January-2021-Check-Register.pdf	
5. *	Recommend Receiving and Filing of February 2021 Monthly Financial Report	65
	February 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2021/04/February-2021-Check-Register.pdf	
6. *	Committee Planning Calendar	93
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 (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 April 13, 2021.

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