



BOARD MEMORANDUM

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

The Finance and Administration Committee met at 6:00 PM on Monday, July 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 Terri Bell, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Executive Assistant Leticia Quintero, Director of Finance and Administration Rochelle Patterson, General Manager Matt Stone and myself. Members of the public were present, and a copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Recommend Approval a Resolution Revising the Appropriations Limits for FY 2020/21 and FY 2021/22 – Recommended actions for this item are included in a separate report being submitted at the Aug 3, 2021 regular Board meeting.

Item 3: Recommend Approval of a Resolution Authorizing FY 2021/22 Water Supply Contract Payments – Recommended actions for this item are included in a separate report being submitted at the Aug 3, 2021 regular Board meeting.

Item 4: Review Performance Metrics – This item was postponed until the August 16, 2021 regular Finance and Administration Committee meeting.

Item 5: Recommend Receiving and Filing of May 2021 Monthly Financial Report – The Committee reviewed the May 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 2021/22 Committee Planning Calendar.

Item 7: General Report on Finance and Administration Activities – Staff advised the Committee that the Finance department met the “Go-Live” deadline for the new accounting software launch, and was able to preliminarily close out the fiscal year in one day rather than a month.

Item 8: Adjournment – The meeting was adjourned at 6:40 PM.

EC/ed

Attachment

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Date: July 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, July 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-08-21 issued by Governor Gavin Newsom on June 11, 2021, any Director may call into an Agency Committee meeting using the Agency's **Call-In Number (1-833-568-8864), Webinar ID 160 356 0494** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1603560494>** 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 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 Approval of a Resolution Revising the Appropriations Limits for FY 2020/21 and FY 2021/22	7
3. *	Recommend Approval of a Resolution Authorizing FY 2021/22 Water Supply Contract Payments	13
4.	Review Performance Metrics	
5. *	Recommend Receiving and Filing of May 2021 Monthly Financial Report	19
	May 2021 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2021/06/Check-Register-May-2021.pdf	
6. *	Committee Planning Calendar	37
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.

July 12, 2021
Page 3 of 3

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 July 13, 2021.

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