




BOARD MEMORANDUM

DATE: August 20, 2019
TO: Board of Directors
FROM: Eric Campbell 
Chief Financial and Administrative Officer
SUBJECT: August 19, 2019 Finance and Administration Committee Meeting

The Finance and Administration Committee met at 6:00 PM on Monday, August 19, 2019 in the Training Room of the Rio Vista Water Treatment Plant. In attendance were Committee Chair Dan Mortensen and Directors B. J. Atkins, Ed Colley, Bob DiPrimio, Maria Gutzeit and R. J. Kelly. Staff members present were Controller Amy Aguer, Management Analyst Erika Dill, Director of Finance and Administration Rochelle Patterson, Director of Technology Services Cris Pérez, General Manager Matt Stone and myself. No members of the public were present. A copy of the agenda is attached.

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

Item 2: Recommend Approval of a Resolution Amending the FY 2019/20 Budget – Recommended actions for this item are included in a separate report being submitted at the September 3, 2019 regular Board meeting.

Item 3: Recommend Approval of Resolutions Authorizing FY 2019/20 Water Supply Contract Payments – Recommended actions for this item are included in a separate report being submitted at the September 3, 2019 regular Board meeting.

Item 4: Recommend Approval of a Revised Purchasing Policy – Recommended actions for this item are included in a separate report being submitted at the September 3, 2019 regular Board meeting.

Item 5: Recommend Approval of a Driving and Vehicle Policy – Recommended actions for this item are included in a separate report being submitted at the September 3, 2019 regular Board meeting.

Item 6: Discuss Audio Visual Options for Board Meetings – Staff and the Committee discussed audio visual options for Board meetings, and will continue this item at the September 16, 2019 regular Finance and Administration Committee meeting.

Item 7: Quarterly Review of Financial Forecast – Staff and the Committee reviewed the financial forecast.

Item 8: Recommend Receiving and Filing of May 2019 Monthly Financial Report – The Committee reviewed the May 2019 Monthly Financial Report and recommended that the report be received and filed.

Item 9: Recommend Receiving and Filing of June 2019 Monthly Financial Report – The Committee reviewed the June 2019 Monthly Financial Report and recommended that the report be received and filed.

Item 10: Committee Planning Calendar – Staff and the Committee reviewed the FY 2019/20 Committee Planning Calendar.

Item 11: General Report on Finance and Administration Activities – Staff informed the Committee that five bids were received back from the RFP released for a new financial management system. The Committee also directed staff to look into the Agency's ability to utilize reserves to pay certain obligations and then reimburse itself as a means of saving the Agency money on interest payments, where possible.

Item 12: Adjournment – The meeting adjourned at 7:26 PM.

EC/ed


Attachment

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Date: August 12, 2019

To: **Finance and Administration Committee**
Dan Mortensen, Chair
B. J. Atkins
Ed Colley
Robert DiPrimio
Maria Gutzeit
R. J. Kelly

From: Eric Campbell 
Chief Financial and Administrative Officer

A meeting of the **Finance and Administration Committee** is scheduled to meet on **Monday, August 19, 2019 at 6:00 PM** at **Rio Vista Water Treatment Plant** located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Training Room.

MEETING AGENDA

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5. *	Recommend Approval of Driving and Vehicle Policy	25
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7.	Quarterly Review of Financial Forecast	
8. *	Recommend Receiving and Filing of May 2019 Monthly Financial Report	35
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10. * Committee Planning Calendar 259
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 Santa Clarita Valley Water Agency 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 the Santa Clarita Valley Water Agency, 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 August 12, 2019.

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