



BOARD MEMORANDUM

DATE: April 21, 2020
TO: Board of Directors
FROM: Eric Campbell
Chief Financial and Administrative Officer
SUBJECT: April 20, 2020 Finance and Administration Committee Meeting

The Finance and Administration Committee met at 6:00 PM on Monday, April 20, 2020 via teleconference. In attendance were Committee Chair Dan Mortensen and Directors Tom Campbell, Kathy Colley, Bob DiPrimio, Maria Gutzeit and R. J. Kelly. Staff members on the call were Controller Amy Aguer, Director of Operations and Maintenance Mike Alvord, 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, Human Resources Supervisor Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of IT Cris Perez, General Manager Matt Stone, and myself. Financial Advisors Robert Porr and Lora Carpenter were also present on the call, along with at least one member of the public. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Recommend Approval of a Cost of Living Adjustment (COLA) for FY 2020/21 – Staff and Committee discussed the Cost of Living Adjustment. The Committee recommended to defer consideration of a COLA adjustment at this time, but include funds in the FY 20/21 Budget, and consider the matter in August 2020, once more information is available on the impacts of the COVID-19 pandemic response and when the anticipated Classification and Compensation Study is available.

Item 3: Review FY 2020/21 Budget – Staff and the Committee reviewed the status of the FY 2020/21 Budget.

Item 4: Review Long-Term Financial Forecast – Staff and the Committee reviewed the Long-Term Financial Forecast.

Item 5: Recommend Approval of a Revised Purchasing Policy – Recommended actions for this item are included in a separate report being submitted at the May 5, 2020 regular Board meeting.

Item 6: Recommend Receiving and Filing of February 2020 Monthly Financial Report – The Committee reviewed the February 2020 Monthly Financial Report and recommended that the report be received and filed.

Item 7: Committee Planning Calendar – Staff and the Committee reviewed the FY 2019/20 Committee Planning Calendar.

Item 8: General Report on Finance and Administration Activities – no report was given.

Item 9: Adjournment – The meeting was adjourned at 7:36 PM.

EC/ed

Attachment

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Date: April 13, 2020

To: **Finance and Administration Committee**
Dan Mortensen, Chair
Tom Campbell
Kathy Colley
Robert DiPrimio
Maria Gutzeit
R. J. Kelly

From: Eric Campbell
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled to meet via teleconference on **Monday, April 20, 2020 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 (1 877 568 4106), Access Code 240-413-165** **or GoToMeeting by clicking on the link <https://global.gotomeeting.com/join/240413165>** 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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8.	General Report on Finance and Administration Activities	
9.	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.