



SCV
WATER



**SCV WATER AGENCY
TELECONFERENCE
FINANCE AND ADMINISTRATION
COMMITTEE MEETING**

MONDAY, SEPTEMBER 20, 2021

START TIME: 6:00 PM (PST)

Join the Committee meeting from
your computer, tablet or smartphone: **-OR-**
<https://scvwa.zoomgov.com/j/1604240704>

Listen in Toll Free by Phone
+1-(833)-568-8864
Webinar ID: 160 424 0704

To participate in public comment from your computer, tablet, or smartphone:

When the Chair announces the agenda item you wish to speak on, click the **“raise hand” feature in Zoom***. You will be notified when it is your turn to speak.

To participate in public comment via phone:

When the Chair announces the agenda item you wish to speak on, **dial *9 to raise your hand**. Phone participants will be called on by the **LAST TWO digits** of their phone number. **When it is your turn to speak, dial *6 to unmute**. When you are finished with your public comment dial ***6 to mute**.

Can't attend? If you wish to still have your comments/concerns addressed by the Committee, all written public comments can be submitted by 4:00 PM the day of the meeting by either e-mail or mail.** Please send all written comments to Erika Dill. Refer to the Committee Agenda for more information.

*For more information on how to use Zoom go to support.zoom.us or for “raise hand” feature instructions, visit <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>

**All written comments received after 4:00 PM the day of the meeting will be posted to yourscvwater.com the next day. Public comments can also be heard the night of the meeting.


Disclaimer: Pursuant to the Executive Order N-08-21 issued by Governor Newsom, public may not attend meetings in person. Public may use the above methods to attend and participate in the public board meetings.

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Date: September 13, 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, September 20, 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 160 424 0704** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1604240704>** 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.	Discuss Financing Policy – Financial Advisor	
3.	* Recommend Approval of Additional Oracle Software Licenses with DLT Solutions, LLC	5
4.	* Review Financial Performance Metrics	9
5.	* Committee Planning Calendar	15
6.	General Report on Finance and Administration Activities	
7.	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 September 14, 2021.



COMMITTEE MEMORANDUM

DATE: September 13, 2021

TO: Finance and Administration Committee

FROM: Rochelle Patterson *[Signature]*
Director of Finance and Administration

SUBJECT: Recommend Approval of Additional Oracle Software Licenses with DLT Solutions, LLC

SUMMARY AND DISCUSSION

DLT Solutions, LLC. is contracted by Oracle to provide licensing for the product. The Agency recently went live with Oracle Cloud Fusion for its Financial Management Information System (FMIS) and during that process determined there was a need for additional Enterprise Resource Planning (ERP) Cloud Service licenses. The Agency originally contracted for 50 licenses and with this approval will add 30 additional ERP licenses.

The ERP license is used for the day-to-day accounting functions. These functions include the general ledger, budget vs actual, accounts payable, inventory, cash management, HCM, accounts receivable, projects and reporting. Staff will be able to utilize the increased functionality in Oracle – specifically department heads, managers and supervisors – to drill down into pre-close reports. This gives them the ability in real time to review actual coding for revenues, expenses and projects prior to the fiscal close of the month.

DLT went through a competitive procurement process with Maricopa County, Arizona, in 2018, whereby Maricopa negotiated a Master Agreement for the licensing of Oracle products not only for Maricopa, but for the benefit of other federal, state and local agencies who participate in cooperative purchasing arrangements. One of these cooperative purchasing arrangements is Omnia Partners, which specializes in allowing agencies to collectively purchase goods and services from various vendors. The Agency is a member of Omnia Partners and is therefore eligible to participate.

FINANCIAL CONSIDERATIONS

These licenses will follow the same contract term (60 months) as the initial order (DLT #4783878). The additional licenses will be prorated with 42 months remaining. License costs are billed in quarterly installments. The additional licenses will increase the quarterly installment payment by approximately \$8,006. The impact to the FY 2021/22 expense budget will be approximately \$21,350, and funds are available in the technology budget. The total cost for the additional licenses by the end of the term (02/20/2025) will be \$112,698.11 as reflected in the attached quote.

RECOMMENDATION

That the Finance and Administration Committee recommend the Board of Directors approve additional Oracle Software Licenses with DLT Solutions, LLC in the amount of \$112,698.11.

RP

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A TECH DATA COMPANY

Price Quotation

Quote: 5009461
Reference: 1640392
Date: 08/18/2021
Expires: 08/31/2021

To: April Jacobs
Santa Clarita Water Division
27234 Bouquet Canyon Road
Santa Clarita, CA 91350

From: Tyler McCarthy
DLT Solutions, LLC
2411 Dulles Corner Park
Suite 800
Herndon, VA 20171

Phone: (661) 259-2737
Fax:
Email: ccare_scwd@scvwa.org

Phone: (703) 708-9630
Fax: (703) 708-9630
Email: tyler.mccarthy@dlt.com

#	DLT Part No.	MFG Part No.	Contract	Qty	Unit Price	Ext. Price
NOTE						
End User Terms Expansion For avoidance of doubt, the additional quantities of Cloud Services that are ordered hereunder are subject to the terms of the initial order (DLT # 4783878) between the Santa Clarita Water Division and DLT for such Cloud Services.						
NOTE						
In the event Santa Clarita Valley Water District ("You") does not have sufficient budgeted funds for the Services provided through this order, upon written notice to Oracle directly or through DLT Solutions, You may terminate this order immediately without penalty or expense; provided, however, that: (a) for each term of the order, You must provide a purchase order, and (b) Your issuance of the purchase order shall signify to DLT that all funds for the given term have been fully appropriated and are available and no longer subject to any appropriations contingency. Notwithstanding the foregoing, You agree to pay for all services performed by Oracle prior to Oracle's receipt of Your notice of non-appropriations.						
1	9891-32360516	B91079	MSTATE-ORCL-USC	1267	\$80.86253	\$102,452.83
Oracle Fusion Enterprise Resource Planning Cloud Service - Hosted Named User , Monthly **Quantity reflects licenses (30) x months (42.23).** PoP: 8/18/2021 through 2/20/2025						
2	9891-316277	B86668	MSTATE-ORCL-USC	1	\$10,245.28	\$10,245.28
Cloud Priority Support for SaaS - Each, Monthly PoP: 8/18/2021 through 2/20/2025						

Total \$112,698.11



A TECH DATA COMPANY

Price Quotation

Quote: 5009461
Reference: 1640392
Date: 08/18/2021
Expires: 08/31/2021

Contract Serial No. 180233-001
Contract Expires: 11/30/2023
DUNS #: 78-646-8199
Federal ID #: 54-1599882
FOB: Destination
Terms: Net 30 (On Approved Credit)
DLT accepts VISA/MC/AMEX
Ship Via: Fedex Ground/UPS

THIS QUOTE IS SUBJECT TO THE TERMS AND CONDITIONS OF CONTRACT SERIAL NUMBER 180233. CUSTOMER IS DIRECTED TO INCORPORATE (BY REFERENCE) THIS QUOTE IN ANY RESULTING TASK/DELIVERY ORDER OR AWARD. THE TERMS OF THE AFOREMENTIONED CONTRACT ARE THE ONLY CONTROLLING TERMS AND ANY TERMS OR CONDITIONS CONTAINED IN AN ORDER, AWARD OR OTHER INSTRUMENT OF BUYER, WHICH ARE IN ADDITION TO OR INCONSISTENT WITH ANY OF THE TERMS OR CONDITIONS CONTAINED IN THOSE REFERENCED HEREIN, SHALL NOT BE BINDING ON DLT OR ITS MANUFACTURERS AND SHALL NOT APPLY UNLESS SPECIFICALLY AGREED TO IN WRITING BY DLT.

CPARs requests should be sent to the attention of AJ Ezersky at cpars@dlt.com.

PLEASE REMIT PAYMENT TO:	ACH: DLT Solutions, LLC	-OR-	Mail: DLT Solutions, LLC
	Bank of America ABA # 111000012 Acct # 4451063799		P.O. Box 743359 Atlanta, GA 30374-3359

Customer orders subject to applicable sales tax.

Documentation to be submitted to validate Invoice for payment:

- a. Authorized Services shall be invoiced with a corresponding time report for the period of performance identifying names, days, and hours worked.
- b. Authorized reimbursable expenses shall be invoiced with a detailed expense report, documented by copies of supporting receipts.
- c. Authorized Education or Training shall be invoiced with a Report identifying date and name of class completed, and where applicable the name of attendees.

The Quote Number referenced above incorporates Oracle's Technical Support Policies located at: <http://www.oracle.com/us/support/policies/index.html>. Issuance of an order pursuant to this quote is acknowledgement and acceptance of these terms and conditions. Please reference and incorporate this Quote Number on your purchase order.

Accounts Receivable - Past Due Amounts

Weekly Scorecard Example

Accounts Receivable - Past Due Amounts

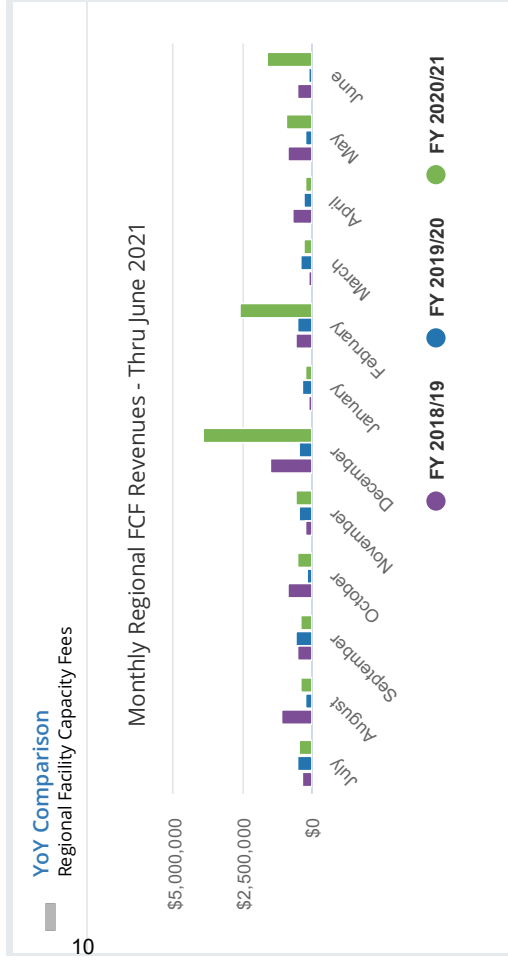
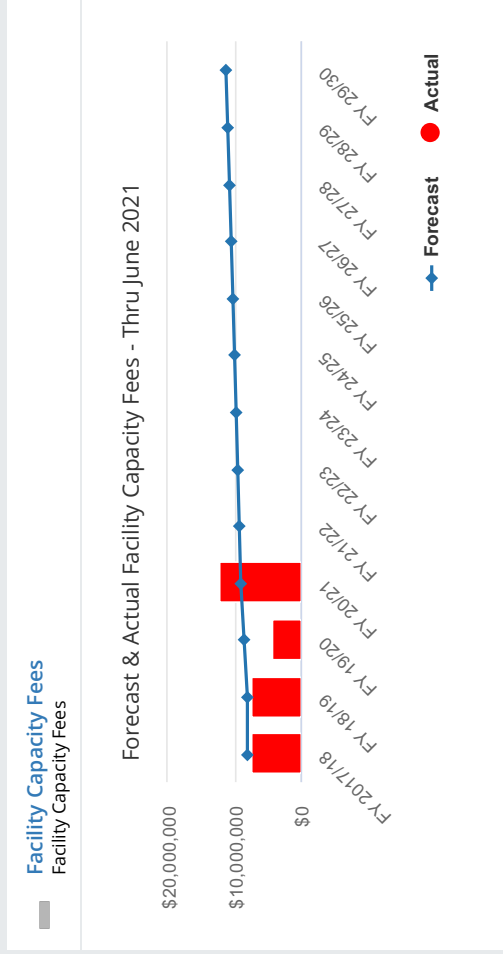
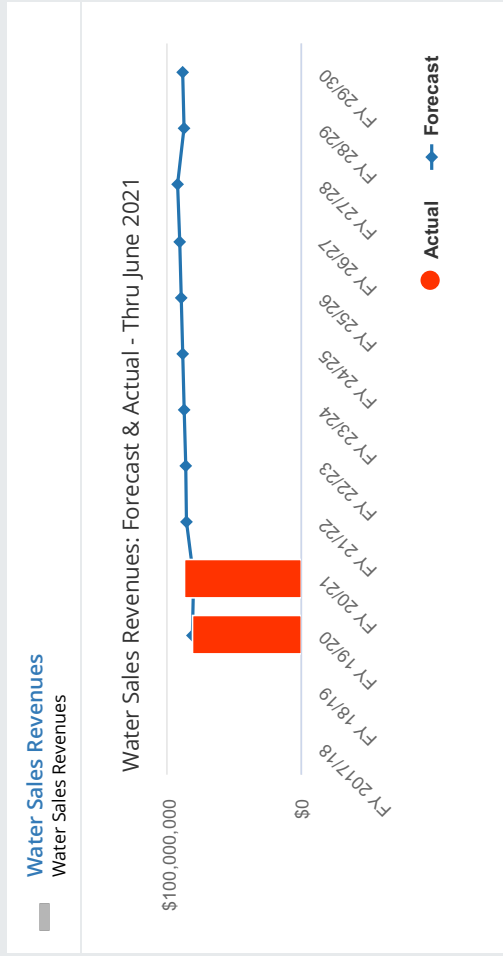
SCV Water Retail Accounts Receivable: Past Due Accounts



ITEM NO.
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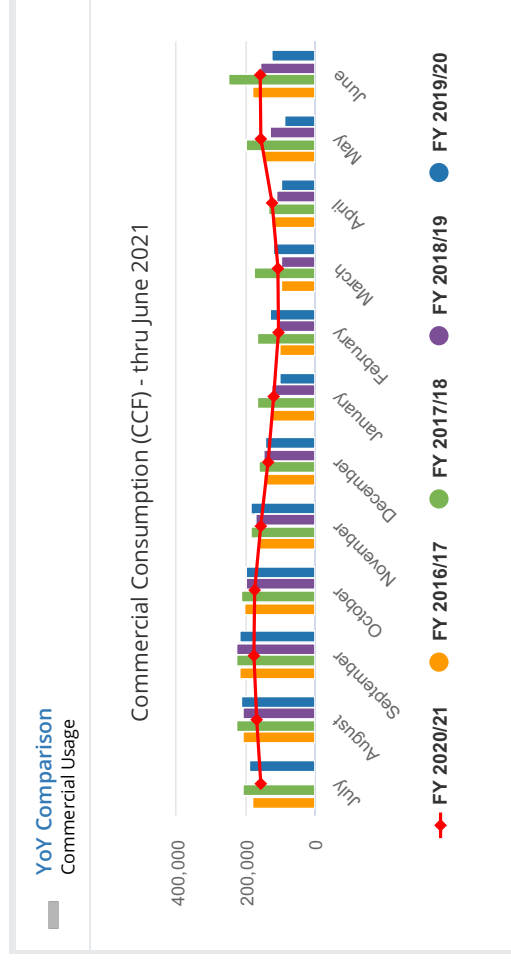
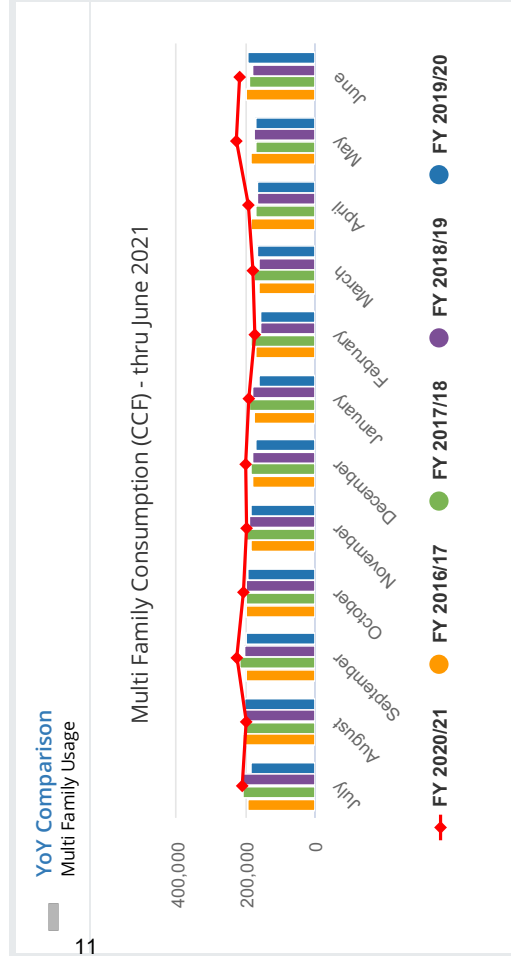
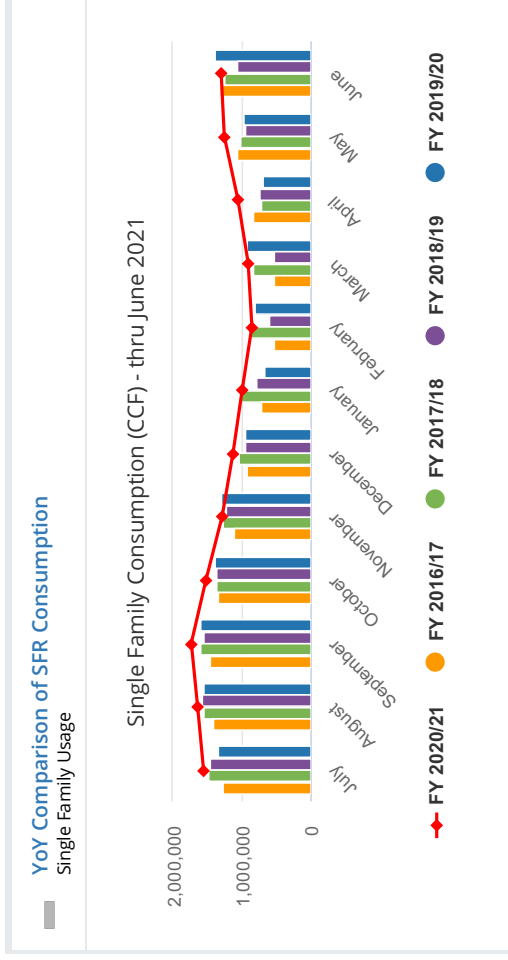
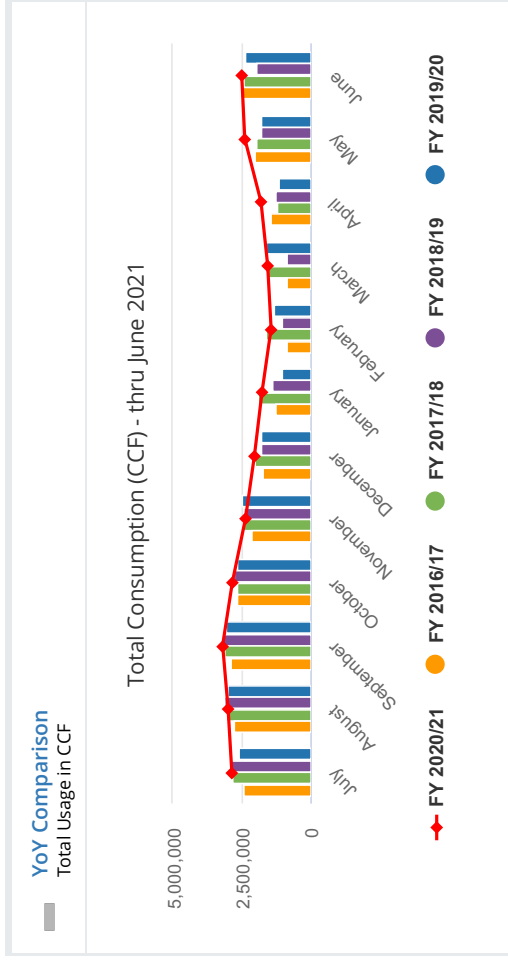
Financial Dashboard

Key Metrics Scorecard



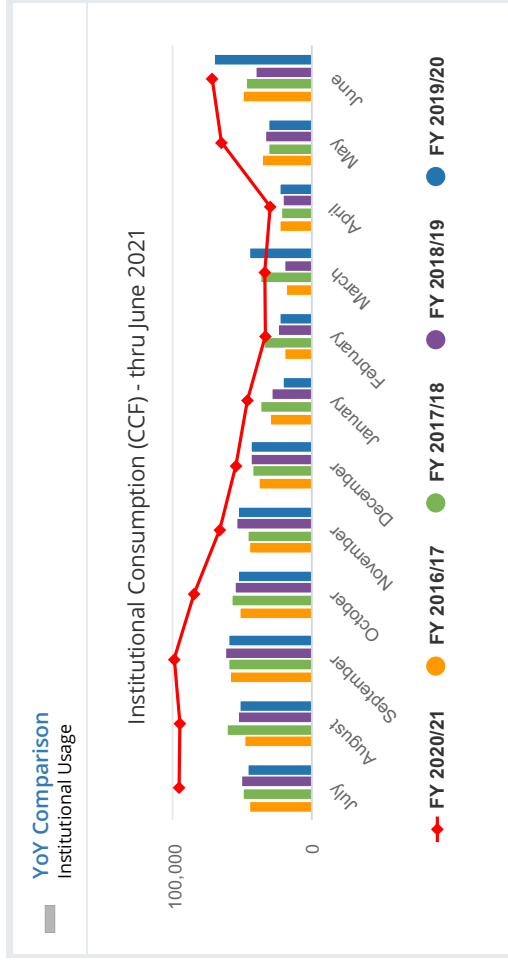
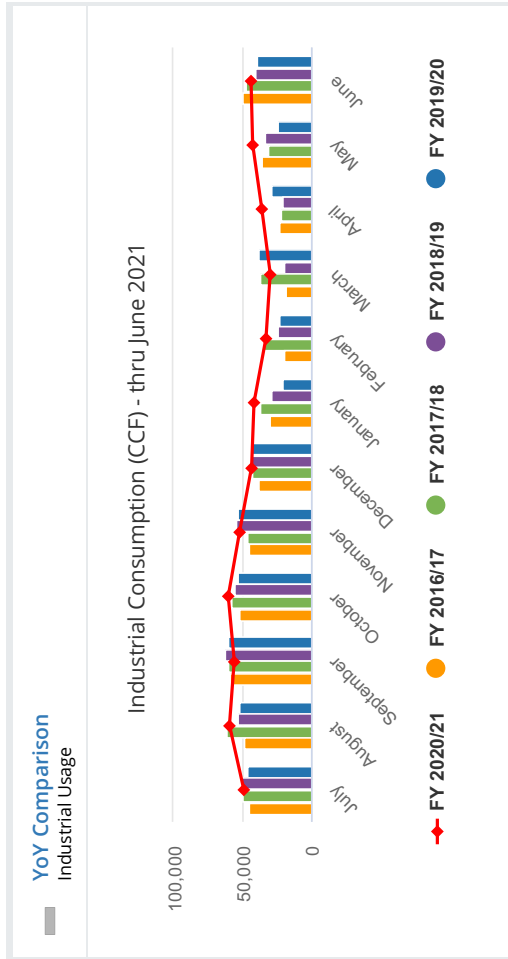
Usage Dashboard

Key Metrics Scorecard



Usage Dashboard

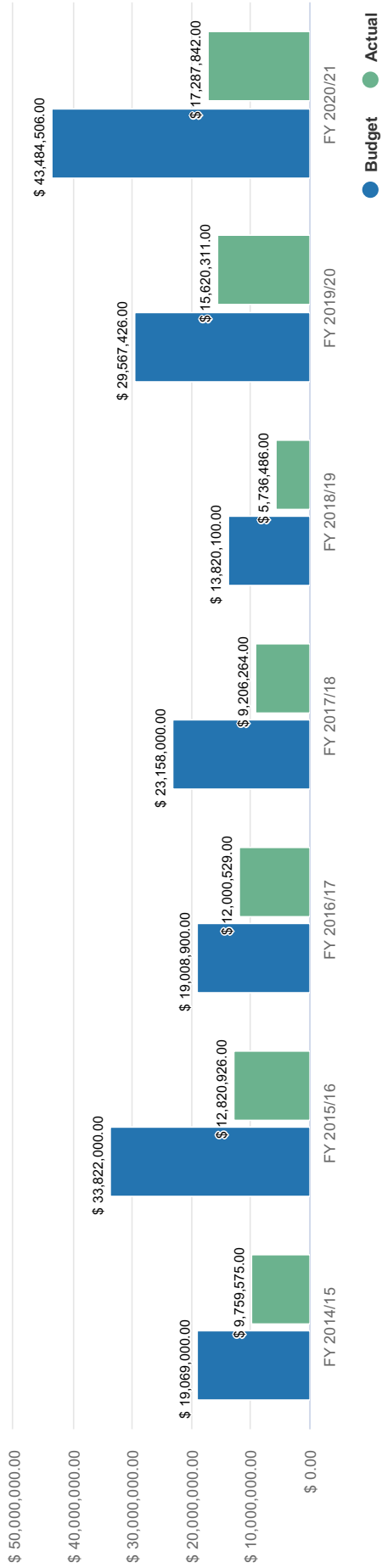
Key Metrics Scorecard



CIP and Pay-Go - Regional & Retail Combined

Key Metrics Scorecard

CIP and Pay-Go - Regional & Retail Combined



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**Finance and Administration Committee
Planning Calendar
FY 2021/22**

	Item	July 6 Board	July 19 Comm	Aug 3 Board	Aug 16 Comm	Sept 7 Board	Sept 20 Comm	Oct 5 Board	Oct 18 Comm	Nov 2 Board	Nov 15 Comm	Dec 7 Board	Dec 13 RESCHEDULED Comm	Jan 4 Board	Jan 24 RESCHEDULED Comm	Feb 15 Board	Feb 28 RESCHEDULED Comm	Mar 15 Board	Mar 21 Comm	April 5 Board	April 18 Comm	May 3 Board	May 16 Comm	June 7 Board	June 20 Comm	June 21 Board
1	Approve a Resolution Allowing for PFAS Financing	C																								
2	Recommend Approval of Revised Customer Service Policy	C																								
3	Recommend Approval of a Contract Amendment with Equation Technologies for Project Management Services	C																								
4	Recommend Approval of Resolutions Setting Santa Clarita Valley Water Agency Tax Rate for FY 2021/22 and Requesting Levy of Tax by Los Angeles County and Ventura County (consent)	C																								
5	Recommend Approval of Resolution Authorizing July 2021 Water Supply Contract Payment (consent)	C																								
6	Recommend Receiving and Filing of April 2021 Monthly Financial Report (consent)	C																								
7	Recommend Approval of a Resolution Revising the Appropriations Limits for FY 2020/21 and FY 2021/22		C	C																						
8	Recommend Approval of a Resolution Authorizing FY 2021/22 Water Supply Contract Payments (consent)		C	C																						
9	Recommend Receiving and Filing of May 2021 Monthly Financial Report (consent)		C	C																						

**ITEM NO.
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**Finance and Administration Committee
Planning Calendar
FY 2021/22**

Item	July 6 Board	July 19 Comm	Aug 3 Board	Aug 16 Comm	Sept 7 Board	Sept 20 Comm	Oct 5 Board	Oct 18 Comm	Nov 2 Board	Nov 15 Comm	Dec 7 Board	Dec 13 RESCHEDULED Comm	Jan 4 Board	Jan 24 RESCHEDULED Comm	Feb 15 Board	Feb 28 RESCHEDULED Comm	Mar 15 Board	Mar 21 Comm	April 5 Board	April 18 Comm	May 3 Board	May 16 Comm	June 7 Board	June 20 Comm	June 21 Board
10	Discuss Financing Policy - Financial Advisor			C																					
11	Discuss Establishing a Community Facility District (CFD) for the Spring Canyon Development		C	C	C																				
12	Discuss Establishing a Community Facility District (CFD) for The Highlands at Tesoro del Valle Development		C	C	C																				
13	Recommend Approval of Employee Manual 40 - Flexible Workplace Program		C	C	C																				
14	Recommend Approval of a Resolution Adjusting Employer's Contributions for PERS Medical Insurance		C	C	C																				
15	Review Financial Performance Metrics			P																					
16	Recommend Receiving and Filing of June 2021 Monthly Financial Report (consent)		C	C																					
17	Discuss Financing Policy - Financial Advisor					P	P																		
18	Recommend Approval of Additional Oracle Software Licenses with DLT Solutions, LLC					P	P																		
19	Review Financial Performance Metrics					P																			
20	Discuss Financing Policy							P																	
21	Discuss Wholesale Water Rates - Ratepayer Advocate							P																	
22	Discuss Approval of a Mission Village CFD							P	P																
23	Technology Update							P	P																
24	Recommend Receiving and Filing of July 2021 Monthly Financial Report (consent)							P	P																
25	Recommend Receiving and Filing of August 2021 Monthly Financial Report (consent)							P	P																

**Finance and Administration Committee
Planning Calendar
FY 2021/22**

Item	July 6 Board	July 19 Comm	Aug 3 Board	Aug 16 Comm	Sept 7 Board	Sept 20 Comm	Oct 5 Board	Oct 18 Comm	Nov 2 Board	Nov 15 Comm	Dec 7 Board	Dec 13 RESCHEDULED Comm	Jan 4 Board	Jan 24 RESCHEDULED Comm	Feb 15 Board	Feb 28 RESCHEDULED Comm	Mar 15 Board	Mar 21 Comm	April 5 Board	April 18 Comm	May 3 Board	May 16 Comm	June 7 Board	June 20 Comm	June 21 Board
26	Recommend Approval of Wholesale Water Rates									P	P														
27	Review Performance Metrics									P															
28	Recommend Receiving and Filing of September 2021 Monthly Financial Report (consent)									P	P														
29	Recommend Receiving and Filing of SCV Water Comprehensive Annual Financial Report (CAFR) ended June 30, 2021 (consent)											P													
30	Technology Update											P													
31	Recommend Receiving and Filing of October 2020 Monthly Financial Report (consent)											P													
32	Recommend Approval of a Revised Investment Policy - (Annually adopted via reso) (consent)													P	P										
33	Recommend Receiving and Filing of November 2021 Monthly Financial Report (consent)													P	P										
34	Review Performance Metrics															P									
35	Recommend Receiving and Filing of December 2021 Monthly Financial Report (consent)															P	P								
36	Review Budget Calendar																P								
37	Review Annual List of Professional Services Contracts (consent)																	P							
38	Technology Update																								
39	Recommend Receiving and Filing of January 2021 Monthly Financial Report (consent)																								

**Finance and Administration Committee
Planning Calendar
FY 2021/22**

	Item	July 6 Board	July 19 Comm	Aug 3 Board	Aug 16 Comm	Sept 7 Board	Sept 20 Comm	Oct 5 Board	Oct 18 Comm	Nov 2 Board	Nov 15 Comm	Dec 7 Board	Dec 13 RESCHEDULED Comm	Jan 4 Board	Jan 24 RESCHEDULED Comm	Feb 15 Board	Feb 28 RESCHEDULED Comm	Mar 15 Board	Mar 21 Comm	April 5 Board	April 18 Comm	May 3 Board	May 16 Comm	June 7 Board	June 20 Comm	June 21 Board
40	Recommend Approval of a Proposed Employee Salary Adjustment for FY 2022/23																									
41	Review Status of Operating FY 2021/22 and FY 2022/23 Biennial Budget																									
42	Recommend Receiving and Filing of February 2021 Monthly Financial Report (consent)																									
43	Recommend Approval of a Resolution Revising the FY 2021/22 and FY 2022/23 Biennial Budget																									
44	Approve a Resolution Adopting the Appropriation of All As-Yet Unappropriated Funds for FY 2021/22 (consent)																									
45	Approve a Resolution Adopting the Appropriation Limit for FY 2022/23 (consent)																									
46	Review Performance Metrics																									
47	Recommend Receiving and Filing of March 2021 Monthly Financial Report (consent)																									
48	Recommend Approval of Resolution Authorizing July 2021 Water Supply Contract Payment																									
49	Technology Update																									
50	Recommend Receiving and Filing of April 2021 Monthly Financial Report (consent)																									