




BOARD MEMORANDUM

DATE: July 19, 2022
TO: Board of Directors
FROM: Rochelle Patterson 
Director of Finance and Administration
SUBJECT: July 18, 2022 Finance and Administration Committee Meeting Report

The Finance and Administration Committee met at 5:30 PM on Monday, July 18, 2022 in the Board Room of the Rio Vista Water Treatment Plant. In attendance were Chair R. J. Kelly and Directors Beth Braunstein and Gary R. Martin. Staff members in attendance included Controller Amy Aguer, Accounting Technician II Kyle Arnold, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, Chief Engineer Courtney Mael, Management Analyst I Liza Moncada, Director of Finance and Administration Rochelle Patterson, Executive Assistant Leticia Quintero, Director of Tech Services Cris Perez, General Manager Matt Stone, IT Tech I Jonathan Thomas, Customer Service Manager Kathleen Willson and myself. Members of the public were present. A copy of the agenda is attached.

Item 1: Pledge of Allegiance

Item 2: Public Comment – There was public comment.

Item 3: Recommend Approval of a Resolution Authorizing FY 2022/23 Water Supply Contract Payments – Staff presented this item and the Committee unanimously agreed to recommend the item be placed on the Consent Calendar for the August 2, 2022 regular Board meeting.

Item 4: Recommend Approval of a Contract Amendment with Robert D. Niehaus, Inc. for Ratepayer Advocate Services – Staff presented this item and the Committee unanimously recommended the item be placed on the Consent Calendar for the August 2, 2022 regular Board meeting.

Item 5: Recommend Approval of a Contract with Chandler Asset Management, Inc. for As-Needed Investment Advisory Services – Staff presented this item and the Committee unanimously recommended the item be placed on the Consent Calendar for the August 2, 2022 regular Board meeting.

Item 6: Recommend Receiving and Filing of May 2022 Financial Report – Staff presented this item and the Committee unanimously agreed that it be placed on the Consent Calendar for the August 2, 2022 regular Board meeting.

Item 7: Committee Planning Calendar – Staff and the Committee briefly discussed the FY 2022/23 planning calendar and made mention that the future calendar will include quarterly updates from the Fleet and Warehouse staff.

Item 8: General Report on Finance and Administration Activities – Staff advised the Committee that staff recently had issued Request for Proposals (RFP) to prepare a Retail Capacity Fee Study for the Valencia Water Division. While a number of firms expressed interest, only one firm submitted a proposal. The other interested firms indicated they were booked with other work during the requested project time frame. The firm that did propose is well qualified, and the proposal was within the General Manager’s spending authority. In order to further expedite the work, the General Manager will issue a contract to Bartle Wells Associates, but wanted this to be reported to the Committee for awareness.

An update on Accounts Receivable will also be given next month. Finally, Chair R.J. Kelley and Directors Braunstein and Martin offered their congratulations and well wishes to CFAO Eric Campbell on his retirement as this marked his final F&A Committee Meeting.

Item 9: Adjournment – The meeting was adjourned at 6:08 PM.

EC


Attachment

M65



Date: July 11, 2022

To: **Finance and Administration Committee**
R.J. Kelly, Chair
Beth Braunstein
Ed Colley
Jerry Gladbach
Gary R. Martin

From: Eric Campbell 
Chief Financial and Administrative Officer

The **Finance and Administration Committee** is scheduled for **Monday, July 18, 2022** at **5:30 PM** at **27234 Bouquet Canyon Road, Santa Clarita, CA 91350** in the **Board Room**. Members of the public may attend in person or virtually. To attend this meeting virtually, please see below.

IMPORTANT NOTICES

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually by using the **Agency's Call-In Number 1-(833)-568-8864, Webinar ID: 161 963 0630 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1619630630>**. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom Webinar link above. However, in the event there is a disruption of service which prevents the Agency from broadcasting the meeting to members of the public using either the call-in option or internet-based service, this meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is being provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in person.

Attendees should be aware that while the Agency is following all applicable requirements and guidelines regarding COVID-19, the Agency cannot ensure the health of anyone attending a Committee meeting. Attendees should therefore use their own judgment with respect to protecting themselves from exposure to COVID-19.

Members of the public unable to attend this meeting may submit comments either in writing to edill@scvwa.org or by mail 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 start of the meeting. Anything received after 4:00 PM the day of the meeting will be made available at the meeting, if practical, and will be posted on the SCV Water website the following day. All correspondence with comments, including letters or emails, will be posted in their entirety.

MEETING AGENDA

<u>ITEM</u>		<u>PAGE</u>
1.	<u>PLEDGE OF ALLEGIANCE</u>	
2.	<u>PUBLIC COMMENTS</u> – 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.)	
3. *	Recommend Approval of FY 2022/23 Water Supply Contract Payments	7
4. *	Recommend Approval of a Contract Amendment with Robert D. Niehaus, Inc. for Ratepayer Advocate Services	13
5. *	Recommend Approval of a Contract with Chandler Asset Management, Inc. for As-Needed Investment Advisory Services	23
6. *	Recommend Receiving and Filing of May 2022 Financial Report	71
	May 2022 Check Registers Link: https://yourscvwater.com/wp-content/uploads/2022/07/Check-Register-May-2022.pdf	
7. *	Committee Planning Calendar	101
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 **Erika Dill, Management Analyst II** at (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.

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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 Committee 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 12, 2022.

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