



## BOARD MEMORANDUM

**DATE:** October 16, 2018  
**TO:** Board of Directors  
**FROM:** Beverly Johnson, Director of Finance *BJ*  
Rochelle Patterson, Director of Administrative Services *R Patterson*  
**SUBJECT:** October 15, 2018 Finance and Administration Committee Meeting

---

The Finance and Administration Committee met at 6:00 PM on Monday, October 15, 2018 in the Training Room of the Rio Vista Water Treatment Plant. In attendance were Committee Chair Dan Mortensen, Directors B. J. Atkins, Ed Colley, Dean Efstathiou, Maria Gutzeit and R.J. Kelly. Staff members present were Eric Campbell, Erika Dill, Cris Perez, us, as well as Joe Byrne, General Counsel. Two members of the public were present. A copy of the agenda is attached.

**Item 1: Public Comment** – There was public comment.

**Item 2: Discuss USCVJPA Intent to Issue Tax Exempt Obligations** – Staff and the Committee discussed the USCVJPA's intent to issue tax exempt obligations in the future. This item will now be considered at the November 6, 2018 USCVJPA regular Board meeting.

**Item 3: Recommend Approval of a Resolution Authorizing Professional Services Agreement with AAC Utility Partners for Selection Services for New Financial Management System** – Staff and the Committee discussed this item, and the Committee has asked staff to return to AAC Utility Partners for a revised proposal which would include more detailed timelines and price breakdowns. The item is scheduled to be reconsidered at the November 19, 2018 regular Finance and Administration Committee meeting.

**Item 4: Recommend Approval of a Resolution Adopting a Records Retention Policy and Schedule** – Recommended actions for this item are included in a separate report being submitted at the November 6, 2018 regular Board meeting.

**Item 5: Discuss Reserve Fund Policy** – Due to time constraints, this item has been moved to the October 22, 2018 Special Finance and Administration Committee meeting.

**Item 6: Continue Discussion of Development of Rate-setting Process Incorporating an Independent Ratepayer Advocate Function** – Due to time constraints, this item has been moved to the October 22, 2018 Special Finance and Administration Committee meeting.

**Item 7: Review Valencia Water Company January 22, 2018 and December 31, 2017 Financial Statements** – The Committee reviewed the Valencia Water Company's January 22, 2018 and December 31, 2017 financial statements and recommended that the reports be received and filed.

**Item 8: Recommend Receiving and Filing of August 2018 Monthly Financial Report** – The Committee reviewed the August 2018 Monthly Financial Report and recommended that the report be received and filed.

**Item 9: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2018/19 Committee Planning Calendar.

**Item 10: General Report on Finance and Administration Activities** – Staff advised the Committee of the time-sensitive forthcoming CalPERS resolutions going straight to the Board at the November 6, 2018 and December 4, 2018 regular Board meetings. Staff also advised the committee that the 1<sup>st</sup> Quarter State Water Project had no activity to be reported. Additionally, staff discussed whether, for consistency sake, to combine NWD and VWD's line items for the purchase water pass-through charge, as SCWD currently does on its statement.

**Item 11: Adjournment** – The meeting adjourned at 8:20 PM.

BJ & RP/ed

Attachments

M65



**Date:** October 8, 2018

**To:** **Finance and Administration Committee**

Dan Mortensen, Chair  
B. J. Atkins  
Ed Colley  
Robert DiPrimio  
Dean Efstathiou  
Maria Gutzeit  
R. J. Kelly

**From:** Beverly Johnson, Director of Finance  
Rochelle Patterson, Director of Administrative Services

A handwritten signature in blue ink, appearing to be "Bj".

A handwritten signature in blue ink, appearing to be "RP".

The **Finance and Administration Committee** is scheduled to meet on **Monday, October 15, 2018 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

<u>ITEM</u>		<u>PAGE</u>
1.	Public Comments	
2. *	Discuss USCVJPA Intent to Issue Tax Exempt Obligations	3
3. *	Recommend Approval of a Resolution Authorizing Professional Services Agreement with AAC Utility Partners for Selection Services for New Financial Management System	9
4. *	Recommend Approval of a Resolution Adopting a Records Retention Policy and Schedule	103
5. *	Discuss Reserve Fund Policy	131
6. *	Continue Discussion of Development of Rate-setting Process Incorporating an Independent Ratepayer Advocate Function	147
7. *	Review Valencia Water Company January 22, 2018 and December 31, 2017 Financial Statements	169

- |     |   |  |     |
|-----|---|--|-----|
| 8.  | * | Recommend Receiving and Filing of August 2018 Monthly Financial Report | 189 |
| 9.  | * | Committee Planning Calendar  | 289 |
| 10. |   | General Report on Finance and Administration Activities                |     |
| 11. |   | 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 October 9, 2018.

M65