




BOARD MEMORANDUM

DATE: September 17, 2019
TO: Board of Directors
FROM: Eric Campbell 
Chief Financial and Administrative Officer
SUBJECT: September 16, 2019 Finance and Administration Committee Meeting

The Finance and Administration (F&A) Committee met at 6:00 PM on Monday, September 16, 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 Chief Operating Officer Keith Abercrombie, Controller Amy Aguer, Assistant General Manager Steve Cole, Management Analyst Erika Dill, Senior Management Analyst Kim Grass, GIS Supervisor/Planner Jose Huerta, Director of Finance and Administration Rochelle Patterson, Director of Technology Services Cris Pérez, and myself. Developer representative Matthew Villalobos from Spring Canyon's Raintree Investment Corporation, as well as seven members of the public were present. A copy of the agenda is attached.

Item 1: Public Comment – There was public comment.

Item 2: Recommend Approval of Establishing a Community Facilities District (CFD) for the Spring Canyon Development – Staff and the Committee discussed establishing a Community Facilities District (CFD) for the Spring Canyon Development and will continue discussion on this item at the October 21, 2019 regular F&A Committee meeting.

Item 3: Discuss Updated Facility Capacity Fee (FCF) Study – Staff and the Committee discussed updates on the FCF Study.

Item 4: Recommend Approval of a Resolution to Enter into an Enterprise License Agreement with ESRI – Recommended actions for this item are included in a separate report being submitted at the October 1, 2019 regular Board meeting.

Item 5: Continue Discussion of Audio Visual Options for Board Meetings – Recommended actions for this item are included in a separate, combined report with Item 6 and are being submitted at the October 15, 2019 regular Board meeting.

Item 6: Recommend Approval of a Revised Retention Schedule – Recommended actions for this item are included in a separate, combined report with Item 5 and are being submitted at the October 1, 2019 regular Board meeting.

Item 7: Recommend Receiving and Filing of July 2019 Monthly Financial Report – The Committee reviewed the July 2019 Monthly Financial Report and recommended that the report be received and filed.

Item 8: Committee Planning Calendar – Staff and the Committee reviewed the FY 2019/20 Committee Planning Calendar.

Item 9: General Report on Finance and Administration Activities – Staff updated the Committee on several activities in the Finance and Administration department that are included in the Administration Section Report for the October 1, 2019 meeting.

Item 10: Adjournment – The meeting was adjourned at 8:10 PM.

EC/ed


Attachment





Date: September 16, 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, September 16, 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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1.	Public Comments	
2. *	Recommend Approval of Establishing a Community Facilities District (CFD) for the Spring Canyon Development	3
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4. *	Recommend Approval of a Resolution to Enter into an Enterprise License Agreement with ESRI	5
5. *	Continue Discussion of Audio Visual Options for Board Meetings	19
6. *	Recommend Approval of a Revised Record Retention Schedule	21
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8. *	Committee Planning Calendar	131
9.	General Report on Finance and Administration Activities	

10. 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 September 10, 2019.

