



## BOARD MEMORANDUM

**DATE:** August 17, 2021

**TO:** Board of Directors *EC*

**FROM:** Eric Campbell  
Chief Financial and Administrative Officer

**SUBJECT:** August 16, 2021 Finance and Administration Committee Meeting Report

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The Finance and Administration Committee met at 6:00 PM on Monday, August 16, 2021 via teleconference. In attendance were Chair Dan Mortensen, Directors Beth Braunstein, Ed Colley, R. J. Kelly and Gary R. Martin. Staff members on the call included Controller Amy Aguer, Senior Engineer Shadi Bader, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Human Resources Analyst Jenny Joo, Chief Engineer Courtney Mael, Human Resources Manager Ari Mantis, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Executive Assistant Leticia Quintero, Associate Engineer Elizabeth Sobczak, General Manager Matt Stone, Customer Service Manager Kathleen Willson, Principal Engineer Jason Yim and myself. Spring Canyon representative Carter Froelich attended, as well as Tesoro Representatives Michael Schlesinger, Jim Zimmerman, John P. Yearer and Ralph Holmes. Financial consultants Robert Porr and Lora Carpenter from Fieldman Rolapp were present, along with General Counsel Lutfi Kharuf. Members of the public were also present, and a copy of the agenda is attached.

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

**Item 2: Discuss Financing Policy – Financial Advisor** – Staff and the Committee discussed the financing policy for future infrastructure funding.

**Item 3: Discuss Establishing a Community Facility District (CFD) for the Spring Canyon Development** – Staff and the Committee discussed this item and made recommendations which are included in a separate report being submitted at the September 7, 2021 regular Board meeting.

**Item 4: Discuss Establishing a Community Facility District (CFD) for The Highlands at Tesoro del Valle** – Staff and the Committee discussed this item and made recommendations which are included in a separate report being submitted at the September 7, 2021 regular Board meeting.

**Item 5: Recommend Approval of Employee Manual Policy No. 40 – Establishing a Flexible Workplace Program** – Recommended actions for this item are included in a separate report being submitted at the September 21, 2021 regular Board meeting.

**Item 6: Recommend Approval of a Resolution Adjusting Employer's Contributions for PERS Medical Insurance** – Recommended actions for this item are included in a separate report being submitted at the September 7, 2021 regular Board meeting.

**Item 7: Review Financial Performance Metrics** – This item has been continued to the September 20, 2021 regular Finance and Administration Committee meeting.

**Item 8: Recommend Receiving and Filing of June 2021 Monthly Financial Report** – The Committee reviewed the June 2021 Monthly Financial Report and recommended that the report be received and filed.

**Item 9: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2021/22 Committee Planning Calendar.

**Item 10: General Report on Finance and Administration Activities** – Staff advised the Committee that the Oracle system project module is up and running and going well, but needs some fine-tuning and testing. The Agency's Accounts Receivable balances between March and June 2021 will be reported to the State Water Control Board for reimbursement, and the Agency is looking into utilizing GovInvest, a software tool to analyze pension and other employment benefits.

**Item 11: Adjournments** – The meeting was adjourned at 11:00 PM.

EC/ed

Attachment

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**Date:** August 9, 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, August 16, 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 160 370 4477** or **Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1603704477>** 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](mailto: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. *	Discuss Establishing a Community Facility District (CFD) for the Spring Canyon Development	7
4. *	Discuss Establishing a Community Facility District (CFD) for the Tesoro Development	59
5. *	Recommend Approval of Employee Manual 40 - Flexible Workplace Program	115
6. *	Recommend Approval of a Resolution Adjusting Employer's Contributions for PERS Medical Insurance	123
7. *	Review Financial Performance Metrics	127
8. *	Recommend Receiving and Filing of June 2021 Monthly Financial Report	133
	June 2021 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2021/08/Check-Register-June-2021.pdf">https://yourscvwater.com/wp-content/uploads/2021/08/Check-Register-June-2021.pdf</a>	
9. *	Committee Planning Calendar	189
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 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 August 10, 2021.

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