



## BOARD MEMORANDUM

**DATE:** November 16, 2021

**TO:** Board of Directors

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

**SUBJECT:** November 15, 2021 Finance and Administration Committee Meeting Report

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The Finance and Administration Committee met at 6:00 PM on Monday, November 15, 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, Accounting Technician II Kyle Arnold, Assistant General Manager Steve Cole, Financial Analyst Darine Conner, Management Analyst II Erika Dill, Sr. Management Analyst Kim Grass, GIS Manager Jose Huerta, Director of Finance and Administration Rochelle Patterson, Director of Tech Services Cris Perez, Executive Assistant Leticia Quintero, General Manager Matt Stone, Customer Service Manager Kathleen Willson and myself. Financial consultants Robert Porr and Lora Carpenter from Fieldman Rolapp were present, along with members of the public. A copy of the agenda is attached.

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

**Item 2: Discuss Financing Policy – Financial Advisor** – The Committee discussed the item and provided input to staff. Staff will periodically inform the Committee of any communications with the E&O (Engineering and Operations) Committee and Engineering staff regarding funds availability and project prioritization of the pay-go capital plan.

**Item 3: Recommend Approval of a Resolution Revising Wholesale Water Rates** – The Committee discussed the item and provided input to staff. Staff will seek legal counsel's comments on the comparative risks from ratepayers on any deferral/passing on the collection of costs from its one wholesale customer. Staff will be present two options on wholesale water rates at the December 7, 2021 regular Board meeting: 1) Full cost recovery and 2) the lower risk phase-in of full cost-of-service in the wholesale rates. Note, this Item will come back for discussion/recommendation at a future Board meeting.

**Item 4: Recommend Approval of a Revised Purchasing Policy** – The Committee discussed and approved to add a section in the Purchasing Policy giving authority to the General Manager to purchase treatment resin in excess of \$100k, and agreed that it be placed on the consent calendar to be approved at the December 7, 2021 regular Board meeting.

**Item 5: Technology Update** – Staff presented a GIS (Geographic Information Systems) PowerPoint presentation and recommended it be presented at the December 7, 2021 regular Board meeting.

**Item 6: Recommend Receiving and Filing the July 2021 Monthly Financial Report** – Staff and the Committee reviewed the July 2021 Monthly Financial Report and recommended it be placed on the consent calendar to be filed and received at the December 7, 2021 regular Board meeting.

**Item 7: Committee Planning Calendar** – Staff and the Committee briefly reviewed the FY 2021/22 Committee Planning Calendar.

**Item 8: General Report on Finance and Administration Activities** – Staff discussed Agency historical debt and revenue data, and also presented a PowerPoint presentation on the California Waste and Wastewater Arrearage Payment Program. The Committee recommended the same be presented at the December 7, 2021 regular Board meeting.

**Item 9: Adjournment** – The meeting was adjourned at 8:54 PM.

EC/ed

Attachment

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**AMENDED**

**Date:** November 12, 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, November 15, 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 AB 361 this meeting is being held remotely. The SCV Water Board will continue to hold remote Board and Committee meetings due to the continuing State of Emergency for COVID-19 and state and local official's continuance to impose or recommend measures to promote social distancing. Any Director may call into the Agency Committee meeting using the **Agency's Call-In Number (1-833-568-8864), Webinar ID 161 239 7975 or Zoom Webinar by clicking on the link <https://scvwa.zoomgov.com/j/1612397975>** without otherwise complying with the Brown Act's teleconferencing requirements.

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 Zoom Webinar link above. Please see the notice below if you have a disability and require an accommodation in order to participate in the meeting.

**If the State of Emergency for COVID-19 expires prior to this meeting and after the posting of this Agenda, this meeting will be held in person at the Santa Clarita Valley Water Agency, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Board and Training Rooms.**

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.	* Recommend Approval of a Resolution Revising Wholesale Water Rates	7
4.	* Recommend Approval of a Revised Purchasing Policy	17
5.	* Technology Update	21
6.	* Recommend Receiving and Filing of July 2021 Monthly Financial Report	33
	July 2021 Check Registers Link: <a href="https://yourscvwater.com/wp-content/uploads/2021/11/Check-Register-July-2021.pdf">https://yourscvwater.com/wp-content/uploads/2021/11/Check-Register-July-2021.pdf</a>	
7.	* Committee Planning Calendar	51
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.

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 November 12, 2021.

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