



## BOARD MEMORANDUM

**DATE:** January 14, 2020  
**TO:** Board of Directors  
**FROM:** Eric Campbell   
Chief Financial and Administrative Officer  
**SUBJECT:** January 13, 2020 Special Finance and Administration Committee Meeting

---

The Finance and Administration Committee met at 6:00 PM on Monday, January 13, 2020 in the Training Room of the Rio Vista Water Treatment Plant. In attendance were Committee Chair Dan Mortensen, Directors B.J. Atkins, Ed Colley, Bob DiPrimio, Maria Gutzeit and R. J. Kelly. Staff members present were Financial Analyst Darine Conner, Management Analyst Erika Dill, Director of Finance and Administration Rochelle Patterson, General Manager Matt Stone, Customer Service Manager Kathleen Willson and myself. Financial Consultants Robert Porr and Anderson Cooper were present, as well as two members of the public. A copy of the agenda is attached.

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

**Item 2: Recommend Approval of a Resolution Authorizing (1) the Issuance of One or More Series of Revenue Bonds by the Upper Santa Clara Valley Joint Powers Authority; (2) the Execution of Certain Documents; and (3) Certain Other Actions** – Recommended actions for this item are included in a separate report being submitted at the February 4, 2020 regular Board meeting.

**Item 3: Recommend Approval of a Customer Service Policy and Revised Fees for Reconnection of Service** – Recommended actions for this item are included in a separate report being submitted at the February 4, 2020 regular Board meeting.

**Item 4: Recommend Approval of a Community Facility District (CFD) Policy** – Recommended actions for this item are included in a separate report being submitted at the February 4, 2020 regular Board meeting.

**Item 5: Discuss Retail Cost-of-Service and Rate Design** – Staff and the Committee discussed the retail cost-of-service and rate design.

**Item 6: Recommend Approval of a Resolution to Enter Into a Contract with Fieldman Rolapp** – Recommended actions for this item are included in a separate report being submitted at the February 4, 2020 regular Board meeting.

**Item 7: Status of State Water Contract Fund** – Staff and the Committee discussed the status of the State Water Contract Fund.

**Item 8: Recommend Approval of a Resolution Adopting a Revised Investment Policy** – Recommended actions for this item are included in a separate report being submitted at the February 4, 2020 regular Board meeting.

**Item 9: Recommend Approval of a Ticket Distribution Policy** – Recommended actions for this item are included in a separate report being submitted at the February 4, 2020 regular Board meeting.

**Item 10: Discuss Components of Monthly Financial Packet** – Staff and the Committee discussed the components of the monthly financial packet.

**Item 11: Committee Planning Calendar** – Staff and the Committee reviewed the FY 2019/20 Committee Planning Calendar.

**Item 12: General Report on Finance and Administration Activities** – Staff advised the Committee that the Compensation and Classification Study updates will be delayed due to staff changes at the contracting agency.

**Item 13: Adjournment** – The meeting was adjourned at 8:51 PM.

EC/ed

Attachment


M65



**AMENDED**

**Date:** January 9, 2020

**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 special meeting of the **Finance and Administration Committee** is scheduled to meet on **Monday, January 13, 2020 at 6:00 PM** at **Rio Vista Water Treatment Plant** located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Training Room.

**SPECIAL MEETING AGENDA**

<b><u>ITEM</u></b>		<b><u>PAGE</u></b>
1.	Public Comments	
2. *	Recommend Approval of a Resolution Authorizing (1) the Issuance of One or More Series of Revenue Bonds by the Upper Santa Clara Valley Joint Powers Authority; (2) the Execution of Certain Documents; and (3) Certain Other Actions	3
3. *	Recommend Approval of a Customer Service Policy and Revised Fees for Reconnection of Service	127
4. *	Recommend Approval of a Community Facility District (CFD) Policy	233
5.	Discuss Retail Cost-of-Service and Rate Design	
6. *	Recommend Approval of a Resolution to Enter Into a Contract with Fieldman Rolapp	239
7.	Status of State Water Contract Fund	

8.	* Recommend Approval of a Resolution Adopting a Revised Investment Policy	335
9.	* Recommend Approval of a Ticket Distribution Policy	347
10.	Discuss Components of Monthly Financial Packet	
11.	* Committee Planning Calendar	365
12.	General Report on Finance and Administration Activities	
13.	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>.