



**San Luis & Delta-Mendota Water Authority
Monday, June 1, 2020, 12:00 p.m.**

**Notice of Special Telephonic Finance & Administration Committee Meeting and
Joint Special Telephonic Finance & Administration Committee Meeting-Special
Board Workshop**

Join Zoom Meeting

<https://us02web.zoom.us/j/82713824290?pwd=OGZmK2xWT3MzY0JWZHFpNExWRFo2dz09>

Meeting ID: 827 1382 4290

Password: 420460

One tap mobile

+16699006833, 82713824290#, 1#,420460# US (San Jose)

+12532158782, 82713824290#,1#,420460# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

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Meeting ID: 827 1382 4290

Password: 420460

Find your local number: <https://us02web.zoom.us/j/82713824290?pwd=OGZmK2xWT3MzY0JWZHFpNExWRFo2dz09>

NOTE: In accordance with the Governor's Executive Order (N-29-20) and the declared State of Emergency as a result of the threat of COVID-19, members of the Finance & Administration Committee, Board of Directors, and Water Authority staff will be participating in this meeting remotely from multiple locations. This meeting will occur exclusively through Zoom. If members of the public have any problems using the call-in number during the meeting, please contact the Authority office at 209-826-9696.

NOTE FURTHER: Any member of the public may address the Finance & Administration Committee/Board concerning any item on the agenda before or during consideration of that item, as appropriate.

Because the notice provides for a special telephonic meeting of the Finance & Administration Committee ("FAC") and a joint special telephonic FAC Meeting/Special Board Workshop, Board Directors/Alternates may discuss items listed on the agenda; however, only FAC Members/Alternates may correct the agenda or vote on action items.

Agenda

1. Call to Order/Roll Call
2. Finance & Administration Committee to Consider Corrections to the Agenda for the Finance & Administration Committee Meeting only, as Authorized by Government Code Section 54950 et seq.

3. Opportunity for Public Comment – Any member of the public may address the Finance & Administration Committee/Board concerning any matter not on the Agenda, but within the Committee's or Board's jurisdiction. Public comment is limited to no more than three minutes per person. For good cause, the Chair of the Finance & Administration Committee may waive this limitation.

ACTION ITEMS

4. **Finance & Administration Committee to Consider Approval of the May 11, 2020 Meeting Minutes**

REPORT ITEMS

5. Report on San Luis Transmission Project
6. Discussion regarding draft Whistleblower Policy
7. FY21 Activity Agreements Budget to Actual Report through 4/30/20
8. FY21 O&M Budget to Actual Report through 4/30/20
9. Procurement Activity Report for 5/1/20 – 5/31/20
10. Update on WIFIA Funding Application
11. Executive Director's Report, Barajas
(May include reports on activities within the Finance & Administration Committee's jurisdiction related to 1) CVP/SWP water operations; 2) California storage projects; 3) regulation of the CVP/SWP; 4) existing or possible new State and Federal policies; 5) Water Authority activities; 6) COVID-19 response)
12. Committee Member Reports
13. Reports Pursuant to Government Code Section 54954.2(a)(3)
14. ADJOURNMENT

Persons with a disability may request disability-related modification or accommodation by contacting Cheri Worthy or Felicia Luna at the San Luis & Delta-Mendota Water Authority Office via telephone (209) 826-9696 or email [cheri.worthy@sldmwa.org or felicia.luna@sldmwa.org] at least 3 days before a regular meeting or 1 day before a special meeting/workshop.

SAN LUIS & DELTA-MENDOTA WATER AUTHORITY
SPECIAL TELEPHONIC FINANCE & ADMINISTRATION COMMITTEE MEETING
AND
JOINT SPECIAL TELEPHONIC FINANCE & ADMINISTRATION COMMITTEE
MEETING
SPECIAL BOARD WORKSHOP MINUTES FOR
MAY 11, 2020

The Finance & Administration Committee of the San Luis & Delta-Mendota Water Authority convened at approximately 12:05 p.m. This meeting was held via teleconference/BlueJeans in accordance with the Governor's Executive Order (N-29-20) and the declared State of Emergency as a result of the threat of COVID-19, with Chair Rick Gilmore presiding.

Members and Alternate Members in Attendance

Ex Officio

Cannon Michael

Division 1

Rick Gilmore, Member - Anthea Hansen, Alternate

Division 2

Bobbie Ormonde, Member

Division 3

Chris White, Member - Jarrett Martin, Alternate

Division 4

Sara Singleton, Member - Dana Jacobsen, Alternate

Division 5

Steve Stadler, Alternate for Bill Pucheu

Friant Water Authority

Doug DeFlitch, Alternate for Jason Phillips

Board of Directors Present

Division 1

Rick Gilmore, Director

Anthea Hansen, Alternate

Division 2

Absent

Division 3

Chris White, Director

Cannon Michael, Director

Division 4

Sara Singleton, Alternate

Division 5

Steve Stadler, Director

Authority Representatives Present

Federico Barajas, Executive Director
Rebecca Akroyd, General Counsel
Pablo Arroyave, Chief Operating Officer
Scott Petersen, Water Policy Director
Joyce Machado, Director of Finance
Lauren Neves, Accountant III
Bob Martin, Facilities O&M Director
Stewart Davis, IT Officer

Others in Attendance

Minnie Moreno, Del Puerto Water District
Don Willard, Friant Water Authority
Sarah Woolf, Water Wise

1. Call to Order/Roll Call

Chair and Member Rick Gilmore called the meeting to order at approximately 12:05pm.

2. Corrections to the Agenda

There were no corrections to the agenda.

3. Opportunity for Public Comment

There was no public comment.

4. Agenda Item 4: Finance & Administration Committee to Consider Approval of the April 6, 2020 Meeting Minutes.

Member Chris White made the motion to approve the April 6, 2020 meeting minutes. The motion was seconded by Chair Rick Gilmore and passed unanimously. The Committee action is reported as follows:

AYES: Michael, Gilmore, Ormonde, White, Singleton, Stadler, DeFlicht

NOES: None

ABSTENTIONS: None

5. Finance & Administration Committee to Consider Recommendation to the Board of Directors to Accept the Treasurer’s Report for the Quarter Ending March 31, 2020.

Director of Finance Joyce Machado presented the Treasurer’s Report for the quarter ending March 31, 2020. She stated that total Operational Cash was \$37,350,568.99 while other cash totaled \$4,013,264.45 of DHCCP restricted cash. Alternate Steve Stadler made the motion to accept the Treasurer’s Report for quarter ending March 31, 2020. The motion was seconded by Member Sara Singleton and passed unanimously. The Committee action is reported as follows:

AYES: Michael, Gilmore, Ormonde, White, Singleton, Stadler, DeFlicht
NOES: None
ABSTENTIONS: None

6. Finance & Administration Committee to Consider Recommendation to Board of Directors to Authorize Execution of Single Source Contract with Oracle NetSuite for Purchase of Business Software Solutions, and Expenditure of up to \$220,000 from FY21 O&M Budget.

Chief Operating Officer Pablo Arroyave presented to the committee the need for a single source contract with Oracle NetSuite. He explained that the Authority had looked into several programs but NetSuite was the only one who was able to meet all of the needs of the Authority within the timeframe needed. Arroyave explained that the current version of Oracle used will no longer be supported at year-end and the Great Plains accounting software does not meet the needs being implemented as a result of adoption of the strategic plan. In order to properly implement a new business software program, the Authority needs to award a contract by the end of May. Arroyave continued to explain that there will be additional costs that were not included in the original budgeted amount which will be a one-time cost and NetSuite will also be providing a discount for the first year of implementation. Member Rick Gilmore made the motion to recommend authorizing execution of Single Source Contract with Oracle NetSuite for the purchase of Business Software Solutions. The motion was seconded by Alternate Steve Stadler and passed unanimously. The Committee action is reported as follows:

AYES: Michael, Gilmore, Ormonde, White, Singleton, Stadler, DeFlicht
NOES: None
ABSTENTIONS: None

7. Finance & Administration Committee to Consider Recommendation to Board of

Directors to Authorize Adoption of Bylaws for the San Luis & Delta-Mendota Water Authority.

General Counsel Rebecca Akroyd reviewed the draft bylaws and the minor changes that had been incorporated into the draft. Akroyd sought a recommendation to the Board for discussion at the May Board of Directors meeting, and explained staff's recommendation that the bylaws would go to the Board for approval at the June Board of Directors meeting. This would allow for any additional comments before approval. Committee members recommended holding a workshop prior to the Board meeting, and suggested clarifying the role of the Finance & Administration Committee in making audit recommendations. Member Sara Singleton made the motion to recommend adoption of Bylaws for the San Luis & Delta-Mendota Water Authority. The motion was seconded by Member Chris White and passed unanimously. The Committee action is reported as follows:

AYES:	Michael, Gilmore, Ormonde, White, Singleton, Stadler, DeFlicht
NOES:	None
ABSTENTIONS:	None

REPORT ITEMS

8. FY21 Activity Agreements Budget to Actual Report through 3/31/20.

Director of Finance Joyce Machado reported on the Budget to Actual Comparison Summary for March 1, 2020 through March 31, 2020 for the member-funded activities. Machado stated that for the one-month period, the budget was trending positive with overall spending through March 31, 2020 at 1.13% of the approved budget.

9. FY21 O&M Budget to Actual Report through 3/31/20.

Director of Finance Joyce Machado reported to the Committee that for WY20 the self-funded routine O&M expenses through March 31, 2020 were under budget by \$490,283. Machado stated that staff is currently working to complete the WY17 and WY18 final accountings by month end. The Intertie cost recovery remains outstanding.

10. Procurement Activity Report for 4/9/20 – 4/30/20

Director of Finance Joyce Machado presented the first procurement activity report as part of the new procurement policy approved by the board on April 9th. She explained that this report will identify all contracts executed using informal bidding, formal bidding, or single source procurement procedures.

There were two contracts executed during April 2020. On April 10th, a contract in the amount of \$161,000 was awarded to Reclamation for the O'Neill pumping plant arc flash facility rating and protective relay review. The contract was a single source solicitation and the funding source is EO&M. The second contract was executed April 20th with USGS for the monitoring of Panoche Silver Creek in the amount of \$7,900. This was also a single source contract solicitation and the funding source for the contract is the GBD activity agreement.

II. Executive Director's Report

Executive Director Federico Barajas had three brief updates for the committee. First, Barajas provided an update regarding the B.F. Sisk Dam Raise project. In fiscal year 2020 there was a balance of \$123,139 uncommitted dollars and staff is recommending to the board to use this money to supplement the \$1.5 million in fiscal year 2021 to help with deliverables associated with this fiscal year.

Second, Barajas asked General Counsel Rebecca Akroyd to review language that needed to be restated for clarity within the Procurement Policy. Akroyd explained that the Finance & Administration Committee had recommended that section 1.1 of the policy include the requirement "to reference a specific project, service, or purchase in the budget" to allow for more comfort of the committee *if* the policy was going to delegate to the Executive Director the authority to enter into a contract over \$200,000 if specifically referenced in the budget. When the delegation over \$200,000 was removed during Board discussion, staff neglected to remove the corresponding language requiring specific reference to items in the budget. The Committee agreed that the extraneous language should be removed.

Third, Barajas asked Chief Operating Officer Pablo Arroyave to provide key updates on the B.F. Sisk Dam Raise project schedule. Arroyave noted that the Notice of Intent pursuant to NEPA and the Notice of Preparation pursuant to CEQA will be published this Thursday. Also, the first administrative draft of the EIR was distributed to the technical team, with comments due May 22nd. In regards to the overall schedule, the first public draft of the EIR is expected in late July.

Lastly, Barajas noted that a Board of Directors Workshop would need to be scheduled within the next week to discuss policy items related to the bylaws.

12. Agenda Item II: Committee Member Reports

No reports given.

13. **Agenda Item 12: Reports Pursuant to Government Code Sec 54954.2**

No reports given.

14. **Agenda Item 13: Adjournment.**

The meeting was adjourned at approximately 1:05 p.m.