



**FINANCE/POLICY COMMITTEE MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW
April 29, 2024
5:30 PM
AGENDA**

The Finance Committee is not a decision-making body and can only make recommendations to the Board. All decisions are made by the full Board at the monthly meeting of the Board of Trustees.

IMPORTANT NOTICE REGARDING MEETINGS:

- The District's Board Room is open to the public at this time.
- The meeting will be conducted via teleconference using Zoom.
- All public members seeking to observe and/or address the local legislative body may participate in the meeting telephonically or electronically as described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting via Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. If the line is busy, more phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting, at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to resolve such requests swiftly to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records distributed after the agenda posting deadline for the meeting are available for public inspection, and at the same time, they are distributed to all or a majority of the members of the Board. The Board has designated the District’s website at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

1. CALL TO ORDER

2. ROLL CALL

- Ron Collins (Chair), City of San Carlos _____
- Muhammad Baluom, City of Millbrae _____
- Ray Williams, Town of Portola Valley _____
- Robert Riechel, City of San Bruno _____
- Michael Yoshida, City of South San Francisco _____
- Mason Brutschy, Town of Atherton _____
- Kati Martin, City of Half Moon Bay _____
- Donna Rutherford, City of East Palo Alto _____
- Kat Lion, City of Redwood City _____
- Laura Walsh, Town of Colma _____

3. PUBLIC COMMENTS AND ANNOUNCEMENTS

This time is reserved for members of the public to address the Finance Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is used).

4. REGULAR AGENDA

A. Review new Draft Policy 2181 Workplace Violence Prevention Plan

Report by: District Manager, Brian Weber

ACTION: Recommend forwarding draft policy and recommendation to the Board of Trustees for approval.

B. Review Draft Policy 4030 Remuneration and Reimbursement related to the \$100 increase in trustee compensation for the attendance of approved meetings.

Report by: District Manager, Brian Weber

ACTION: Recommend forwarding Draft Policy 4030 to the Board of Trustees for further discussion and approval.

B.2 Review Draft Policies 4060 and 4070 related to the \$200 increase in Board Secretary compensation for Board meeting minutes.

Report by: District Manager, Brian Weber

ACTION: Recommend the Board approve the attached edits to Policy 4060 Board Secretary and Policy 4070 Board Assistant Secretary

C. Review the Preliminary Engineer's Report calculating the Assessment(s) and Consider the Adoption of Resolution M-003-24.

Report by: District Manager Brian Weber

ACTION: Recommend the Board approve resolution M-003-24 and the Preliminary Assessment Diagram and Engineers Report and State the Intention to Continue to Levy the North and West County Mosquito and Disease Control Assessment District.

C.2 Resolution M-004-24 – Special Tax

Report By: Brian Weber, District Manager

ACTION: Motion to recommend Resolution M-004-24 maintaining the amount of the Special Mosquito Control Tax without changes for Mosquito Control Services within the originally designated cities and unincorporated areas for the Fiscal year 2024-2025 and authorizing the continued collection of the tax.

D.1 Review the Preliminary Financial Report for FY 2023-24 as of March 31, 2024.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Recommend the Board approve the Financial Report for FY 2023-24 as of March 31, 2024

D.2 Review the Preliminary Financial Report for FY 2023-24 as of February 29, 2024.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Recommend the Board approve the Financial Report for FY 2023-24 as of February 29, 2024

E. Presentation and review of proposed FY 24-25 Draft Budget and FY 23-24 spending plan.

Report by: Richard Arrow, Finance Director.

ACTION: Recommend forwarding FY 24-25 Draft Budget and FY 23-24 to the Board of Trustees.

F. Report and recommendation of District fund transfers from the County Treasury to CalCLASS.

Report By: Finance Director, Richard Arrow

ACTION: Recommend the Board authorize the District Manager to transfer up to \$1,000,000 from the District Reserves held by the San Mateo County Treasury to CalCLASS, not to exceed 50% of the total District's fund balances.

G. Status report on 1415 North Carolan Ave, Burlingame

Report by: District Manager Brian Weber

ACTION: No action is necessary; information only.