



**FINANCE/REAL ESTATE COMMITTEE MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW**

September 5, 2023

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 members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling 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 swiftly resolve such requests 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 that are distributed after the agenda posting deadline for the meeting are available for public inspection 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

- Mason Brutschy (Chair), Town of Atherton _____
- Muhammad Baluom, City of Millbrae _____
- Ray Williams, Town of Portola Valley _____
- Robert Riechel, (Chair) City of San Bruno _____
- Carolyn Parker, City of Brisbane _____
- Kati Martin, City of Half Moon Bay _____
- Paul Norton (Chair), City of Foster City _____
- Kat Lion, City of Redwood City _____
- Michael Yoshida, City of South San Francisco _____
- Paul Fregulia, Town of Woodside _____
- Rena Gilligan, City of Burlingame _____
- Ron Collins, City of San Carlos _____

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. Report on PARS Investments as of June 30, 2023

Report by: Andrew Brown, U.S. Bank
Jennifer Meza, PARS

ACTION: Informational only, no action required.

B. Report on Ad Hoc Committee on Real Estate

Report by: District Manager, Brian Weber

ACTION: Recommend the District Manager to finalize construction documents, scope of services, and cost estimates to the Board of Trustees.

C. Review the Preliminary Financial Report for FY 2022-23 as of June 30, 2023.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve the Financial Report for FY 2022-23 as of June 30, 2023

D. Review the Preliminary Financial Report for FY 23-24 as of July 31, 2023.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve the Financial Report for FY 2023-24 as of July 31, 2023.

E. Consider requesting the Board of Trustees transfer District Reserves funds to the District's alternative depository (CalCLASS) more than \$1,000,000.

Report by: Finance Director, Richard Arrow

ACTION: Motion to recommend the Board authorize District Manager Weber to begin transferring from reserve funds in excess of \$ 1,000,000 held by the San Mateo County Treasury to CalCLASS to maximize interest earning potential.

F. Recommend the Capital purchase of a KingFisher Duo Prime benchtop automated extraction instrument for \$ 18,437.75 from Thermo Scientific

Report by: District Manager, Brian Weber

ACTION: Motion to recommend the Board approve the Capital purchase of a KingFisher Duo Prime benchtop automated extraction instrument for \$ 18,437.75 from Thermo Scientific