



**SPECIAL FINANCE/POLICY COMMITTEE MEETING
OF THE BOARD OF TRUSTEES**

LOCATION: TELECONFERENCE – SEE BELOW

June 3, 2021

5:00 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.

IMPORANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District's Promulgation of Rules and Orders)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- 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. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

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**.

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to comments@smcmvcd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before 12:00 PM the day of the meeting will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to comments@smcmvcd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff’s cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

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 located at <https://www.smcmvcd.org/board-meetings> as the place for making 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, City of San Bruno _____
- Carolyn Parker, City of Brisbane _____
- Joe Galligan, City of Burlingame _____
- Kati Martin, City of Half Moon Bay _____
- Donna Rutherford, City of East Palo Alto _____
- Kat Lion, City of Redwood City _____
- Ed Degliantoni, City of San Mateo _____

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 being used).

4. REGULAR AGENDA

- A. Consider recommending having the Board approve the creation of a Debt Service Repayment Reserve and target funding levels.

Report by: Finance Director, Richard Arrow and District Manager, Brian Weber

ACTION: Recommend the Board approve the creation of a Debt Service Repayment Reserve with a target level equal to a minimum of \$50,000 to a maximum of \$2,300,000.

- B.** Discussion and recommendation of funding levels of District reserve funds for fiscal year ending June 30, 2021.

Report by: Finance Director, Richard Arrow and District Manager, Brian Weber

ACTION: Motion to recommend the Board approve funding levels of District Reserves as of June 30, 2021.

- C.** Consider recommending the Board approve the Operations Director job description and amend the District organizational chart to add an Operations Director.

Report by: District Manager, Brian Weber

ACTION: Motion to recommend the Board approve the job description and organizational chart to address the creation of Operations Manager

- D.** Review Financial Report for FY 2020-21 as of April 30, 2021.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve Financial Report for FY 2020-21 as of April 30, 2021.

- E.** Review FY 20-21 budget amendments and FY 21-22 proposed budget

ACTION: Motion to recommend FY 20-21 budget amendments and FY 21-22 final budget for adoption by the Board

- F.** Discussion and recommendation of salary adjustment of Interim Finance Director effective July 1, 2021

ACTION: Motion to recommend District Counsel draft a third amendment to the Employment Agreement for the Position of Interim Finance Director to increase the hourly rate by 3% from \$116.46 to \$119.95 per hour to be considered by the Board at their June 9, 2021 meeting.

- G.** Consider recommending the Board approve the capital purchase of two Single Axle HD Tilt trailers from Vacaville Trailer Sales

ACTION: Recommend the Board approve the purchase of two Single Axle HD Tilt trailers from Vacaville Trailer Sales in the amount of 17,870.42.

- H.** Consider recommending the Board approve the capital purchase of an Unmanned Aerial System “UAS” from Talos Drone

ACTION: Motion to recommend the Board approve the Capital purchase of a DJI Agras T20 Sprayer UAS from Talos Drone in the amount of \$22,190.18

- I.** Discuss moving the next regularly scheduled meeting from July 5 to July 6, 2021, in observance of the Fourth of July.

J. ADJOURMENT