



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

**May 31, 2022**

**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 COVID-19 AND TELECONFERENCED MEETINGS:**

Based on the authority under AB 361 and the guidance from the County Public Health Officer and the CDC to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District's Board Room is not 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. More phone numbers can be found on Zoom's website at <https://zoom.us/j/6503448592> 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**.

**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](mailto: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 \_\_\_\_\_
- 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 used).

**4. REGULAR AGENDA**

**A.** Consider Reserve Balances as of June 30, 2022, and make a recommendation to the Board

**Report by:** Finance Director, Richard Arrow

**ACTION:** Motion to recommend the Board approve SMCMVCD reserve balances estimated at June 30, 2022

**B.** Review Draft Employee Manual Policy **5201 Employee Wellness Benefit**

**ACTION:** Motion to recommend the Board approve Draft Employee Manual Policy **5201 Employee Wellness Benefit**

**C.** Special Tax and Benefit Assessment discussion

**Report by: Brian Weber, District Manager**

**D.** Review Preliminary Financial Report for FY 2021-22 as of April 30, 2022.

**Report by:** Finance Director Richard Arrow, CPA

**ACTION:** Motion to recommend the Board approve Financial Report for FY 2021-22 as of April 30, 2022

**E.** Status of FY 22-23 Budget and update of FY 21-22 Revenues and Expenditures

**Report by:** Finance Director, Richard Arrow

**ACTION:** Submit recommended FY 22-23 budget to the Board of Trustees

**F.** Discussion and recommendation of salary adjustment of Interim Finance

Director effective July 1, 2022

**ACTION:** Motion to recommend District Counsel finalize a fourth amendment to the Employment Agreement for the Position of Interim Finance Director to be presented for approval by the Board at their June 8, 2022, meeting.