



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

November 1, 2021

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.

IMPORANT 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/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**.

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 _____
- Kati Martin, City of Half Moon Bay _____

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.** Presentation of Annual Comprehensive Financial Report for year ended June 30, 2021.

Report by: Ahmed Badawi, CPA Badawi Associates

ACTION: Motion to recommend the Board approve the Annual Comprehensive Financial Report for the year ended June 30, 2021

- B.** Review Preliminary Financial Report for FY 2021-22 as of September 30, 2021.

Report by: Finance Director, Richard Arrow, CPA

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

- C.** 1415 North Carolan Ave. Project Management Report

Report by: District Manager, Brian Weber

No action necessary, information only

- D.** Continuing Discussion of FY 21-22 Vector Control Joint Power Authority Insurance Rates

Report by: Finance Director, Richard Arrow, CPA

No action necessary, information only.

- E. 1.** Consider recommending the Board approve the purchase of 5,500 gallons of BVA2 larvicide oil in the amount of \$56,380.81.
- 2.** Consider recommending the Board approve the Capital purchase of a KingFisher Flex benchtop automated extraction instrument used to test for critical public health pathogens.

Report by: District Manager, Brian Weber

ACTION: Motion to recommend the Board approve the purchase of 5,500 gallons of BVA2 larvicide oil from Adapco in the amount of \$56,380.81 and the

budgeted Capital purchase of a KingFisher Flex in the amount of \$62,511.50.

F. Report on submission of application for reimbursement of COVID-19 District expenditures.

Report by: Finance Director, Richard Arrow

No Action necessary, information only.

G. ADJOURNMENT