



**FINANCE COMMITTEE MEETING  
OF THE BOARD OF TRUSTEES**

**September 3, 2019**

**5:30 P.M.**

**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.

Finance Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Chindi Peavey, District Manager at least one (1) working day before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a Finance Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Finance Committee members. The Finance Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. 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 \_\_\_\_\_  
Rick Wykoff, City of Foster City \_\_\_\_\_  
Carolyn Parker, City of Brisbane \_\_\_\_\_

**4. 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 five minutes per person (or ten minutes where a translator is being used).

**5. REGULAR AGENDA**

- A. Review Unaudited Financial Documents for fiscal year 2018-19; Fiscal Year End  
Report by Finance Director, Richard Arrow

**ACTION:** Motion to approve Financial Documents for Fiscal Year 2018-19, July 2018 through June 2019

- B. Review Financial Documents for fiscal year 2018-2019; for the month of July 2019  
Report by Finance Director, Richard Arrow

**ACTION:** Motion to approve Financial Documents for Fiscal Year 2018-19; through July 2019

- C. Consider recommending the Board approve Resolution M-001-020  
Transferring \$250,000 from the District General Fund # 02706 to the District Capital Fund # 02705

**ACTION:** Motion to approve recommending the Board approve Resolution M-001-020

D. Receive an Update on Real Property Acquisition

E. Consider recommending amending District Policy 6120 to establish a Reserve for Real Estate

**ACTION**: Motion to approve recommending changes to District Policy 6120 District Reserves to add a Reserve for Real Estate

F. Consider recommending allocating Fund balance among the District's Reserve Funds

**ACTION**: Motion to recommend approving the allocation of District Fund Balance among Reserve funds

G. Receive an update on the FY 2018-19 Audit

H. Consider recommending disposal of surplus items as follows:

**ACTION**: Motion to recommend approval of disposing of an ultralow temperature freezer

I. Consider recommending that the Board approve an amendment to the contract for legal services with Burke Williams & Sorenson

**ACTION**: Motion to recommend approval of an amendment to the contract for legal services with Burke Williams & Sorenson

**J. Adjournment**