



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

August 31, 2020

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 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 Dr. Chindi Peavey, District Manager, at least 48 hours before the meeting at (650) 344-8592 or cpeavey@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 _____

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. Review Financial Documents for FY 2019-20 as of June 30, 2020

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve Financial Documents for FY 2019-20 as of June 30, 2020

- B. Review Financial Documents for FY 2020-21 as of July 31, 2020

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve Financial Documents for FY 2020-21 as of July 31, 2020

- C. Receive an Update on FY 19-20 audit

Report by: Interim Finance Director, Richard Arrow, CPA
Informational Only

- D. Consider recommending the Board approve authorizing the District Manager to sign an Agreement for Consultation Services with Badawi and Associates for auditing District Finances for fiscal years 20-21, 21-22, and 22-23.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve an Agreement for Consultant Services with Badawi and Associates

- E. Receive an Update on Education Omnibus Trailer Bill (AB77/SB98)

Report by: Finance Director, Richard Arrow, CPA
Informational Only

- F. Consider recommending the Board approve the retirement of the Environmental Chamber from the Fixed Asset Inventory.

ACTION: Motion to recommend the Board approve the retirement of the Environmental Chamber from the Fixed Asset Inventory.

- G. Receive a report on the removal of equipment with a value of less than \$5,000 from capital asset inventory records for year ended June 30, 2020.

Report by: Finance Director, Richard Arrow, CPA
Informational only

- H. Consider recommending the Board approve the District Manager accept the bid from DENNCO for the purchase and installation of an exhaust fan for the Laboratory Fume Hood in the Insecticide Testing Room

ACTION: Motion to recommend the Board approve the District Manager accept the bid from DENNCO for the purchase and installation of an exhaust fan for the Laboratory Fume Hood in the Insecticide Testing Room.

- I. Purchase of Environmental Chamber from Caron Products & Services, Inc.

ACTION: Motion to recommend the Board approve the Purchase of an Environmental Chamber from Caron Products & Services, Inc.

ADJOURNMENT