FINANCE COMMITTEE MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW
May 4, 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.

IMPORTANT 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. Receive presentation from SCI Consulting Group regarding the Engineer’s Report calculating the Assessment(s) and Consider Recommending that the Board Approve the Preliminary Assessment Diagram and Engineers Report and Stating its Intention to Continue to Levy the North and West County Mosquito and Disease Control Assessment District on the North and West County Areas for Fiscal Year 2020-21.

      Presentation by: Sonia Ortega, Project Analyst, SCI Consulting Group

      **ACTION:** Motion to recommend the Board Approve Resolution M-009-20 approving the Preliminary Assessment Diagram and Engineers Report and Stating its Intention to Continue to Levy the North and West County Mosquito and Disease Control Assessment District.

   B. Review Financial Documents for the month of March, 2020

      Report by Finance Director, Richard Arrow, CPA
ACTION: Motion to recommend the Board approve Financial Documents for March 2020

C. FY 20-21 Continued Budget Discussion

ACTION: Recommend the Board approve revisions to the FY 20-21 Budget

D. Receive a report on the Status of Office Automation Project to use a software program to automate the processing, recording and approval of invoices in the District’s accounts payable and Consider recommending that the Board approve the Project

ACTION: Recommend the Board approve the Office Automation Project and associated changes in internal controls

E. Receive a Report on the use of DocuSign to digitally sign low risk documents such as Board Meeting Minutes and Board Resolutions and similar internal documents

5. ADJOURNMENT