



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

June 3, 2024

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 MEETINGS:

- The District's Board Room is open to the public at this time.
- The meeting will be conducted via teleconference using Zoom.
- All public members seeking to observe and/or address the local legislative body may participate in the meeting telephonically or electronically as described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting via Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. If the line is busy, more phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

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 resolve such requests swiftly 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 distributed after the agenda posting deadline for the meeting are available for public inspection, and 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 at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

1. CALL TO ORDER

2. ROLL CALL

- Ron Collins (Chair), City of San Carlos _____
- Muhammad Baluom, City of Millbrae _____
- Ray Williams, Town of Portola Valley _____
- Robert Riechel, City of San Bruno _____
- Michael Yoshida, City of South San Francisco _____
- Mason Brutschy, Town of Atherton _____
- Kati Martin, City of Half Moon Bay _____
- Paul Norton City of Foster City (Chair) _____
- Kat Lion, City of Redwood City _____

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. Resolution M-005-24 recommending approval of the Final Assessment Diagram and Engineers Report and Stating the Intention to Continue to Levy the North and West County Mosquito and Disease Control Assessment District**

Report by: District Manager Brian Weber

ACTION: Recommend the Board approve resolution M-005-24 and the Final Assessment Diagram and Engineers Report and State the Intention to Continue to Levy the North and West County Mosquito and Disease Control Assessment District.

B. Review the Preliminary Financial Report for FY 2023-24 as of April 30, 2024

Report by: Finance Director, Richard Arrow, CPA

ACTION: Recommend the Board approve the Financial Report for FY 2023-24 as of April 30, 2024

C. Presentation and review of proposed FY 24-25 Draft Budget and FY 23-24 spending plan with recommended FY 23-24 Budget revisions.

Report by: Richard Arrow, Finance Director.

ACTION: Recommend forwarding FY 24-25 Draft Budget and FY 23-24 to the Board of Trustees with recommended FY 23-24 Budget revisions.

D. Recommended Reserve levels as of June 30, 2024

Report by: Richard Arrow, Finance Director

ACTION: Recommend forwarding the proposal of recommended reserve levels to the Board of Trustees for fiscal year ended June 30, 2024

E. Recommend the Board authorize the District Manager and Counsel to negotiate a contract not to exceed \$475,000 with Capital Project

Management (CPM) for Construction and Project Management services at 1415 North Carolan Ave, Burlingame, and project update

Report by: District Manager Brian Weber

ACTION: Recommend the Board authorize the District Manager and Counsel to negotiate a contract with Capital Project Management (CPM) for Construction and Project Management services at 1415 North Carolan Ave, not exceeding \$475,000.

F. Resolution M-006-24 Health Reimbursement Arrangement Plan Amendment with Mid America to include Board Members

Report by: District Manager Brian Weber

ACTION: Approve resolution M-006-24, a contract amendment with Mid-America Administrative and Retirement Solutions for the District's Health Reimbursement Arrangement to include Board Members

G. Review the independent audit proposal from Pun & Associates for \$137,500 for five years beginning July 1, 2024.

Report by: Finance Director Richard Arrow

ACTION: Recommend the Board approve the independent audit proposal from Pun and Associates for \$137,500 for five years.

H. Retirement of one technician pickup truck from fixed asset inventory

Report by: District Manager, Brian Weber

ACTION: Recommend the Board approve the retirement of one technician pickup truck from fixed asset inventory.