

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

October 30, 2023

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 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. 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 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 at <https://www.smcnvcd.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

- 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 _____
- Ron Collins, City of San Carlos _____

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. Presentation of the Annual Conference Financial Report as of June 30, 2023

Report by: Richard Arrow, CPA, and Ahmed Badawi, CPA of Badawi and Associates.

ACTION: Motion to recommend the final draft of the Annual Comprehensive Financial Report to the Board of Trustees.

B. Review the Preliminary Financial Report for FY 2023-24 as of September 2023.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve the Financial Report for FY 2023-24 as of September 30, 2023

C. Receive a PowerPoint presentation from Capital Program Management, Inc. (CPM) and consider recommending the Board authorize the District Manager to enter into an agreement with CPM for a not-to-exceed amount of \$25,000.

Report by: Sharon Thomas, AIA – Senior Project Manager and Brian Weber, District Manager

ACTION: Recommend the Board authorize the District Manager to enter into an agreement with CPM for a not-to-exceed amount of \$25,000.

D. Approve the purchase of an FS-Guard 300 Pro fire pump skid for the application of larvicides from Dultmeier sales for \$9609

Report by: Casey Stevenson, Operations Director

ACTION: Recommend the Board approve the purchase of an FS-Guard 300 Pro fire pump skid from Dultmeier sales in the amount of \$10,922.64

E. Approve the purchase of a 3-year multi-instrument service contract from Thermofisher for \$37,957 to maintain the laboratory PCR machine and other specialized equipment

Report by: Brian Weber, District Manager

ACTION: Recommend the Board approve the purchase of a multi-instrument service plan from Thermofisher for \$37,957