



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

October 1, 2018

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 working days 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 _____

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 Monthly Financial Reports

- Financial Report for August, 2018

Action Motion to recommend the Board Approve the Monthly Financial Reports

B. Consider alternatives for the budget surplus from FY 2017-18

- Consider Allocation of District funds among the Reserve Funds and creation of a Pension Rate Stabilization Reserve Fund

Action Motion to recommend the Board Approve changes to the District Reserve Fund Policies and allocation of Reserves

C. Review four Financial Policies from the District Policy Manual

- District Policy 6040 Cash Disbursements – no changes proposed

Action Motion to recommend Board approval of District Policy 6040 with no changes

- District Policy 6060 District Insurance – consider updates to the coverage amounts in this policy

Action Motion to recommend Board approval of changes in District Policy 6060

- District Policy 6070 Investment of District Funds – consider updating the name of the “Capital Projects Reserve Fund” to the “Capital Projects and Equipment Replacement Reserve Fund”

Action Motion to recommend Board approval of changes in District Policy 6070

- District Policy 6090 Accounts Payable Management – Consider changing the word “expenses” to expenditures”

Action Motion to recommend Board approval of changes in District Policy 6090

- District Policy 6120 District Reserves – consider adding a Pension Rate Stabilization Reserve and raising the target balance for the Equipment Replacement Reserve and changing the name of it to “Capital Asset and Equipment Replacement Reserve Fund

Action Motion to recommend Board approval of changes in District Policy 6120

- D. Receive a Report on Progress on the Programmatic Environmental Impact Report – Presentation by Assistant Manager Brian Weber
- E. Consider Amendment to the Agreement with Cardno, increasing the “Not to Exceed” amount by \$46,791 for a total NOE in the current contract amount of \$173,059

Action Motion to recommend Board approve the third Amendment to the Agreement with Cardno

- F. Consider entering into an Agreement with Regional Government Services (RGS) for Conducting a Compensation Study in conjunction with Alameda County Mosquito Abatement District and Contra Costa Mosquito & Vector Control District

Action Motion to recommend Board approve the District Manager enter into a contract with RGS for a compensation study

G. ADJOURNMENT