



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

**September 4, 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. Consider fixed asset retirements for three District-owned vehicles
- B. Consider establishing an Alternate Retirement System for the District's Limited Term Employee
- C. Receive a report on an Amendment to the Memorandum of Understanding with San Mateo County Employees Retirement Association to shorten the amortization period for the District Supplemental Contribution Account.
- D. Review Monthly Financial Reports
  - Financial Report For FY 2017-18 July 1, 2017 to June 30, 2018
- Action** Motion to recommend the Board Approve the Monthly Financial Reports
- E. 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
- F. Review four Financial Policies from the District Policy Manual
  - District Policy 6010 Budget Preparation – consider adding language to prepare a 2-year budget
  - District Policy 6020 Fixed Asset Accounting Control – no changes

- District Policy 6030 – Expense Authorization – consider raising the limit for purchases requiring board approval from \$7,500 to 15,000
  - District Policy 6050 Disposal of Surplus Equipment – consider deleting language stating that District employees and District Trustees are eligible to bid on surplus property.
  - District Policy 6120 District Reserves – consider adding a Pension Rate Stabilization Reserve and raising the target balance for the Equipment Replacement Reserve.
- G. Receive a Report on Progress on the Programmatic Environmental Impact Report – Presentation by Assistant Manager Brian Weber
- H. Receive a report on hiring a consultant to evaluate the feasibility of installing solar panels at the District Headquarters
- I. Consider making a recommendation to the Board on whether to accept the bid of JJ Commercial Water heaters for purchase and installation a 100-gallon replacement hot water heater.

## **J. ADJOURNMENT**