



# NOTICE OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, January 25, 2024 at 9:30 AM

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## MINUTES

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### LOCATIONS:

**Open Session to start at or after 9:30 a.m.**

Marin Water Board Room – 220 Nellen Avenue, Corte Madera, CA 94925

Outside location for Director Larry Russell – Contractors State License Board, First Floor Lobby, 9821 Business Park Drive, Sacramento, CA 95827

### Public Participation:

The public may attend this meeting in-person or remotely using the following methods:

On a computer or smart device, go to: <https://marinwater.zoom.us/j/81110533069>

By phone, dial: **1-669-444-9171** and use Webinar ID: **811 1053 3069**

### AGENDA ITEMS:

#### 1. Call to Order and Roll Call

Chair Jed Smith called the meeting to order at 9:30 a.m.

#### DIRECTORS PRESENT

Ranjiv Khush

Larry Russell (Arrived at 9:35 a.m.)

Matt Samson

Monty Schmitt

Jed Smith

#### 2. Adoption of Agenda

A motion made by Director Khush and seconded by Director Samson to approve the agenda.

Voting Yea: Directors Khush, Samson, Schmitt, and Smith

Absent: Director Russell

### 3. Public Comment on Non-Agenda Matters

There was one (1) public comment.

### 4. Regular Items

- a. Minutes of the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors of October 26, 2023

**RECOMMENDATION:** Approve the minutes of the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors of October 26, 2023

A motion was made by Director Samson and seconded by Vice Chair Schmitt.

There was no public comment.

Voting Yea: Directors Khush, Samson, Schmitt, and Smith

Absent: Director Russell

- b. Human Resources Updates – Diversity Equity and Inclusion (DEI) Training

**RECOMMENDATION:** Receive updates from the Human Resources Department

Human Resources Manager Vikkie Garay presented this item.

(Director Russell arrived at 9:35 a.m.)

The Board provided feedback.

There was no public comment.

This was an information item. The Board did not take any formal action.

- c. Annual Comprehensive Financial Report and Auditor's Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2023

**RECOMMENDATION:** Review the Annual Comprehensive Financial Report and Auditor's Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2023

Finance Director Bret Uppendahl introduced this item and consultant David Alvey, with Maze & Associates, who presented to the Board the results of the District's audit.

Discussion ensued.

There was no public comment.

This was an information item. The Board did not take any formal action.

- d. Monthly Financial Update

**RECOMMENDATION:** Receive monthly financial update and overview of year-to-date financials

Director Uppendahl presented this item. Discussion followed.

There were two (2) public comments.

This was an information item. The Board did not take any formal action.

e. Quarterly Investment Report – September 2023

**RECOMMENDATION:** Receive staff update on the District's investment portfolio

Director Uppendahl presented this item. There were no board comments.

There were no public comments.

This was an information item. The Board did not take any formal action.

f. Review of Board Compensation and Board Travel Policies

**RECOMMENDATION:** Receive a review of the Board Compensation and Board Travel Policies and provide input regarding possible revisions

General Counsel Molly MacLean presented Board policies related to travel and compensation, as well as possible consideration of dual noticing of committee meetings as special board meetings. Ms. MacLean also proposed a legal review of the Brown Act, applicable campaign laws, and future review of the Board Handbook. The Board provided feedback.

There was one (1) public comment.

This was an information item. The Board did not take any formal action.

**5. Upcoming Meeting**

Chair Smith announced that the next FAC meeting would take place on Thursday, February 15, 2024.

**6. Adjournment**

There being no further business, the meeting adjourned at 11:31 a.m.

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Board Secretary