



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

Thursday, January 23, 2025 at 9:30 AM

MINUTES

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 - Diamond Environmental Services LP, Foyer, 807 E Mission, San Marcos, CA 92069

Public Participation:

The public attended this meeting in-person or remotely using the following methods: on a computer or smart device, <https://marinwater.zoom.us/j/81110533069>, or by phone, 1-669-444-9171 using 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

Jed Smith

Diana Maier

DIRECTOR ABSENT

Matt Samson

2. Adoption of Agenda

Director Khush made the motion to adopt the agenda. Vice Chair Maier seconded the motion.

There were no public comments.

Voting Yea: Directors Khush, Russell, Maier, and Smith

3. Public Comment on Non-Agenda Matters

There were no public comments.

4. Regular Items

- a. Minutes of the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on November 21, 2024

RECOMMENDATION: Approve the minutes

Director Khush made the motion to approve the minutes. Vice Chair Maier seconded the motion.

There were no public comments.

Voting Yea: Directors Khush, Russell, Maier, and Smith

- b. 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, 2024

Finance Director Bret Uppendahl introduced Consultant David Alvey with Maze and Associates, who presented this item.

Discussion followed.

There were no public comments.

This was an information item. No formal action was taken.

- c. Monthly Financial Update

RECOMMENDATION: Review the Monthly Financial Update

Finance Director presented this item.

There was discussion throughout.

There were no public comments.

This was an information item. No formal action was taken.

d. Human Resources Quarterly Update

RECOMMENDATION: Receive Human Resources (HR) staff update

Human Resources Manager Vikkie Garay presented this item.

Discussion ensued.

There were no public comments.

This was an information item. No formal action was taken.

5. Upcoming Meeting

The Board Secretary announced that only the Finance & Administration Committee would meet on Thursday, February 27, 2025.

6. Adjournment

There being no further action, the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors adjourned on January 23, 2025 at 10:21 a.m.

Board Secretary