

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
FINANCE COMMITTEE
MEETING MINUTES
May 12, 2021**

In compliance with Governor's Executive Order N-29-20, and pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer, this meeting was conducted via remote conferencing

Committee Members Attending:

Marie Chuang (Town of Hillsborough)
Davina Hurt (City of Belmont)
Carlos Romero (City of East Palo Alto)
Donna Colson (City of Burlingame)

Committee Member(s) Absent:

Adam Rak (City of San Carlos)

Guests or Staff Attending:

Carrie Tam – City of San Carlos Finance Staff
Sandy Wong, Sean Charpentier, Kaki Cheung, Kim Wever – C/CAG Staff

1. Call to order

At 12:04 P.M. Chair Colson called Finance Committee meeting to order.

2. Brief overview of teleconference meeting procedures

C/CAG Staff Kim Wever described how the Finance Meeting would run virtually.

3. Public comment on related items not on the agenda.

There were no public comments regarding items not on the Agenda.

4. Approval of minutes of February 24, 2021 meeting. (Action)

Member Hurt moved and Member Chuang seconded the approval of the February 24, 2021 meeting minutes. Roll Call was taken. Motioned passed unanimously (4-0).

5. Receive copies of monthly investment statements for January, February, and March 2021. (Information)

The Finance committee members reviewed the investment statements and cash flow reports. The Committee had no questions. Chair Colson acknowledged that staff does a great job tracking all the different funds

6. Review of the quarterly investment report and recommend modifications to the C/CAG investment portfolio as needed. (Action)

Carrie Tam, City of San Carlos Finance Manager, provided a summary of the quarterly report.

Chair Colson mentioned Sandie Arnett, County of San Mateo Treasurer invites this Committee to visit when COVID restrictions are further reduced to allow in-person visits.

Chair Colson requested staff to add side by side summary of LAIF and CoPool performance and diversification. Committee members were supportive of this request. Committee would also like a market trends overview to be provided in the summary. Carrie Tam, City of San Carlos Finance Manager, confirmed that this summary would be under the informational item, “receive copies of monthly investment statements”. Chair Colson will work with the staff to develop the summary.

Member Hurt asked for staff recommendation on the current investment portfolio range. Sandy Wong, C/CAG Executive Director stated that staff historically has not made recommendations. Carrie Tam, City of San Carlos Finance Manager, generally it is easier to transfer to/from LAIF, since CoPool has a three-day turnaround and charges for wires after a certain number of transactions.

Member Romero moved to recommend no change to the C/CAG investment portfolio, but guided staff to continue monitoring the interest rates. Member Chuang seconded. Roll Call was taken. Motioned passed unanimously (4-0).

7. Review the initial draft, assumptions, and input on the C/CAG Fiscal Year 2021/22 Program Budget and Member Fees. (Action)

Sandy Wong, C/CAG Executive Director presented a summary of the draft C/CAG Fiscal Year 2021/22 Program Budget and Member Fees.

Sandy Wong, C/CAG Executive Director mentioned that CalPERS has solicited to set up a trust for the unfunded pension liability of around \$600K. C/CAG does have a trust for OPEB, but not the pension liability. The Committee has tabled this topic to the next Committee meeting.

Member Romero recommended that the C/CAG Board should decide on the federal lobbyist, but looking at the budget the Committee can recommend that the C/CAG can afford it.

Member Chuang agrees that with COVID that the membership fees should remain flat. Member Chuang request a review on population for the membership fees calculation. Sandy Wong, C/CAG Executive Director, stated that the C/CAG Board does approve the population annually and that the membership fees have been flat for the last four years. In the past, the increase has been based on CPI index or something similar and it was around 4-5%. Member Romero recommends to start mentioning the potential increase in member fees soon, so the members have sufficient time to review and bring to their respective city councils before FY22/23 budget

is developed.

Member Romero moved to recommend the proposed C/CAG Program Budget as is and Member Chuang seconded. Roll Call was taken. Motioned passed 4-0.

8. Adjournment

The meeting adjourned at approximately 1:05 P.M.