

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
FINANCE COMMITTEE
MEETING MINUTES
December 1, 2021**

In compliance with the provisions of the Government Code section 54953(e), 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)
Adam Rak (City of San Carlos)

Guests or Staff Attending:

Grace Zhang – Maze & Associates Staff
Carrie Tam, Tammy Mak – City of San Carlos Finance Staff
Sean Charpentier, Kaki Cheung, Kim Wever – C/CAG Staff

1. Call to order

At 12:02 P.M. Chair Colson called the 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 October 18, 2021 meeting. (Action)

Motion – To approve the minutes of the October 18, 2021 Finance Committee meeting, Hurt/Romero. Roll Call was taken. All members in attendance voted to approve. Motion passed 5-0

5. Receive copies of monthly investment statements for July, August, and September 2021. (Information)

The Finance committee members reviewed the investment statements, cash flow reports, and the new investment summary page.

Member Hurt asked C/CAG about environmentally friendly investment practices. The Committee discussed and directed staff to research San Mateo County Investment Pool Fund

(CoPool) and Local Agency Investment Fund (LAIF)'s environmental, social and corporate governance (ESG) practices. The Committee also directed staff to prepare a draft letter or memo expressing support for ESG investing.

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 her quarterly report.

Motion – To recommend no change to the C/CAG investment portfolio. The Committee guided staff to continue monitoring the interest rates, Rak/Chuang. Roll Call was taken. All members in attendance voted to approve. Motion passed 5-0

7. Accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2021 and the Memorandum on Internal Control and Required Communications for the Year Ended June 30, 2021 and communicate with representative from auditing firm. (Action)

C/CAG Executive Director Sean Charpentier stated that there were not any notable findings in the audit. He introduced Grace Zhang, a representative from Maze & Associates, the accounting firm that performed the annual audits.

Grace Zhang reported that the audit was clean and consistent. She thanked the City of San Carlos staff, Carrie Tam and Tammy Mak, and C/CAG staff for their support.

Member Romero and Chair Colson requested that full audits be included in the agenda packet in the future, in addition to posting them online.

Motion – To accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2021 and the Memorandum on Internal Control and Required Communications for the Year Ended June 30, 2021, Hurt/Romero. Roll Call was taken. All members in attendance voted to approve. Motion passed 5-0

8. Accept the following C/CAG Programs Audits:

8A. Accept the C/CAG Single Audit Report for the Year Ended June 30, 2021 (Action)

8B. Accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2021 (Action)

8C. Accept the Pedestrian/Bicycle Projects Transportation Development Act (TDA) Article III Fund Financial Statements (Audit) for the Year Ended June 30, 2021 (Action)

Motion – To accept C/CAG Program Audits including C/CAG Single Audit for the Year Ended June 30, 2021, Measure M Financial Statements (Audit) for the Year Ended June 30, 2021, and the TDA Article III Financial Statements (Audit) for the Year Ended June 30, 2021, Romero/Rak. Roll Call was taken. All members in attendance voted to approve. Motion passed 5-0

9. Review and approve the 2022 Finance Committee Meeting Calendar. (Action)

Motion – To approve the 2022 Finance Committee Meeting Calendar, Romero/Hurt. Roll Call was taken. All members in attendance voted to approve. Motion passed 5-0

10. Review and recommend increase of C/CAG Members Fees. (Action)

C/CAG Executive Director Sean Charpentier summarized the Committee's discussion from their October's meeting and presented staff findings on "a not to exceed cap" for CPI (Consumer Price Index). The Finance Committee members reviewed and supported staff's recommendation.

Vice Chair Rak directed staff to include information on the source of population data and its calculation to the Board. He also request providing early notice to the Finance Directors at local jurisdictions.

Member Chuang directed staff to explain and include a timeline to the Board for adoption.

Motion – To recommend Board approval of a one-time "catch up" increase of 5% and then annual increase to match CPI (not to exceed 3%) to the C/CAG Membership Fees under General Fund and Gas Tax, Romero/Hurt. Roll Call was taken. All members in attendance voted to approve. Motion passed 5-0

11. Adjournment.

The meeting adjourned at approximately 12:55 P.M.