

**AGENDA** San Mateo County Harbor District—Finance Committee  
**Thursday, April 23, 2015 - 6:30pm to 8:30pm**

Committee Members: Sabrina Brennan and Tom Mattusch

Meeting Location: MWSD 8888 Cabrillo Hwy, Montara, CA 94037

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Item 1—6:30pm (10 min)

Introductions

Item 2—6:40pm (10 min)

Adopt Finance Committee Responsibilities

- See revisions in **red** on page 2

Item 3—6:50pm (30 min)

Review and Discuss Fish Buying Fees

- Feb. 4, 2015 Meeting Video, watch Item 3 & 4:  
<http://sabinabrennan.com/meeting-videos/2015/2/7/february-4-2015-harbor-district-meeting>
- Feb. 4, 2015 Board Packet Item 3 & 4:  
<http://www.smharbor.com/harbordistrict/packets/packet02042015.pdf>

Item 4—7:20pm (30 min)

Review and Discuss Staff response to Finance Committee questions/requests info regarding the Preliminary Operating and Capital Budget for fiscal year 2015/16

- Questions and requests were emailed to the Finance Director and Acting General Manager on April 7, 2015. Questions are also included in the March 2015 Finance Committee Report.
- Explore ideas for reducing Operating Expenses
- Link to FY15/16 Budget Workshop VIDEO: <https://www.youtube.com/watch?v=vAqxI8odn7c>
- FY14/15 Budget Presentation PDF: <http://bit.ly/1P1aTKz>
- Link to FY14/15 Budget Workshop VIDEO: <https://www.youtube.com/watch?t=724&v=X-vmNHZr0Os>

Item 5—7:50pm (20 min)

Discuss RFP criteria for ongoing I-T services

- Discuss Forensic Audit of I-T Services: process and timeline
- Review Acting GM's April 2015 Request for I-T Services
- Review April 2015 I-T Proposals

Item 6

8:10pm (15 min)

Review and Discuss JPA Agreement with City of South San Francisco

- Oyster Point Marina Liaison Committee

Item 7—8:25pm (5 min)

Agenda suggestions for May 21, 2015 meeting

Item 8—8:30pm

**Adjourn Meeting**

## Finance Committee Responsibilities

### **Budgeting and Financial Planning**

- Develop long-range financial goal recommendations along with funding strategies to achieve them
- Develop multi-year operating budget recommendations that integrate strategic plan objectives and initiatives.

### **Reporting**

- Work with staff to develop useful and readable report formats.
- Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
- Work with staff to understand the implications of the reports.

### **Internal Controls and Accountability Policies**

- Review approved financial policies and procedures.
- **Work with auditor to review and advise internal controls.**
- **Work with staff to create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.**
- **Work with auditor and staff to ensure policies and procedures for financial transactions is documented in a manual, and the manual is reviewed annually, and updated as necessary.**
- Increase access to information about District finances
- Increase access to new technologies for openness and accountability

### **Audit**

- Recruit and recommend auditor
- Review the draft audit
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned

### **Investments**

- Review investment policy at least annually and update if necessary.
- Ensure provisions of the policy are followed.
- Evaluate investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.

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## Committee Membership Application

[http://www.smharbor.com/harbordistrict/committee/SMCHD\\_committee\\_application.pdf](http://www.smharbor.com/harbordistrict/committee/SMCHD_committee_application.pdf)

### Standing Committee Bylaws:

*Each Commissioner serving on a committee can select up to two public members to serve on the committee. All members of the public appointed to a committee must be confirmed by a board vote. A member of the public can serve as chair if agreed to by both committee board members.*