



AGENDA

Finance Committee

March 13, 2017 6:30 PM – 8:30 PM

**San Mateo County Harbor District
504 Avenue Alhambra, 2nd Floor, Conference Room
El Granada, CA 94018**

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 72 hours in advance.

A. Committee Member Items:

1. OPM Cost Benefit Analysis
2. Cost Effective Project Management
 1. Consultant and/or contractor selection best practices
 2. Cost effective project phasing
 3. RFP best practices
3. Review RFP policy & minimum number of bids
4. Outline of budget process and time table
 1. Historical operating results with major sector results for revenue and expense
 2. Invested capital and sources of that Capital?
5. Status of Audit
6. Legal Service fee report follow-up
7. Permit Approval Process, Permit Audit & Enforcement
8. Lease Approval Process, Lease Audit & Enforcement
9. Transparent Reporting of Fees Collected by the District
10. Committee meeting minutes- (Notes from Sept 30 & February 8*)
11. Update on executive search for Director of Administration

B. Commission Requested Business

1. Approval notes of September 30, 2016 Finance Committee meeting
 1. Clarification of Recommendation Regarding Staff Reporting on Terms and Conditions Statewide
2. Approval notes of February 8
3. Finance Committee Scope Recommendations to the Commission

Agenda posted as required:
March 10, 2017 at 12:00 PM


Debbie Gehret
Deputy Secretary

Role and Scope of Committee:

Excerpt from approved minutes 12/07/2016

Establish Role and Scope for Harbor District Standing Committees (Lazof)

Motion: (Brennan/Chang Kiraly) Commission requests that each standing committee of the District recommend a scope of duties to be adopted by the Board of Harbor Commissioners. It is further requested that the proposed scope be provided to the General Manager of the District by February 28, 2017 to provide adequate review and of each recommendation prior to consideration at a regular meeting during the first quarter of the Calendar year. Staff will also work towards a consistency in language and format in all committee scope documents.

Ayes: All in favor

Excerpts from 12/7/16 Staff report

Background/Discussion:

Preliminary research indicated that committees may lack Commission approved scope. The approved committee scope can guide the work of committees and be a transparency tool, as descriptive information for each committee's charge would be on the District web site. This information will also be useful should we proceed with open recruitment of public members for standing committees. (Per subsequent item on this agenda) Phrasing such as "work with staff" within Committee objectives suggests the committee's role is to advise professional staff, as opposed to reinforcing the committee's advisory role to the Board of Harbor Commissioners. Approved committee tasks and scope should be clearly worded such that committees are charged with advising the Commission regarding policies that provide oversight to the District. Therefore it is suggested that these committees be tasked to develop and recommend an official scope of duties for adoption by the full Commission, with the additional direction that the advisory role of committees is emphasized.

Each committee's self-recommended definition or scope should be ratified by the full Commission subject to revisions as may be recommended by staff or acted upon by this Commission. Committees would be free to use existing materials or provide new recommendations.

A sampling of the record of responsibilities, goals and objectives as determined by Standing committees are listed below:

Finance Committee-The Committee formerly adopted the following as responsibilities:

Budgeting and Financial Planning

Develop long-range financial goal recommendations along with funding strategies to 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 are 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.



Finance Committee Minutes: (Unapproved) – September 30, 2016
meeting

Topics of Discussion

Introductions:

Committee Members Present: President Mattusch, Commissioner Brennan
Public: Ratts
Staff: Lazof
Committee Members Absent: None

Approval of Notes from August 11 meeting:

Notes approved unanimously
The Committee Recommends Discussion of Staff's Plan of Action for Lease Reviews Discussion at Commission Meeting
Committee glad Auditor RFP is out. Will review proposals at October 20 meeting, make recommendations to Commission. Option to invite finalists to Commission meeting. Staff to get proposals to Committee early to permit time for review.
Committee recommends that District Staff report on Statewide Terms and Conditions following meetings of Port Captains and Harbormasters

Future Topics:

Staffs to see if District Counsel has categorized legal expenses and if so have available for next meeting
Opportunity to review the Strategic Plan RFP for adequacy of requirements to provide a section on long term financial outlook for the District

Budget Workshops
Combine all CCWD items

President Mattusch Motion to Adjourn, 2nd by Commissioner Brennan
Meeting adjourned

Future Topics:

Agenda Items not discussed due to lack of time, (either at Committee or for Staff preparation)

- A. Quarterly Revenues from Lessees
- B. Report Information from Port Captains on Terms and Conditions Statewide
- C. Water Meter on Ice Machine, fish buyers, install pay station, Kayak
- D. CCWD Report
- E. Is District Charged Tiered Rates by CCWD
- F. Lost Water through Leaks CCWD to send out auditors
- G. Possible to recover melting water for landscape or boat wash use
- H. Cost to Mitigate Landfill Flooding at OPM
- I. CIP – Co-ordinate with City on OPM
- J. Workshops



Finance Committee Minutes: (Unapproved) – February 8, 2017
meeting

Topics of Discussion

Introductions:

Committee Members Present: Commissioner Brennan, Commissioner Larenas

Public: Bud Ratts

Staff: McGrath

Committee Members Absent: None

The Committee discussed I. Status of Fees and Charges Mavericks Surf Contest – Evaluation of Current Permit Language for District Cost Recovery. There was no recommendation to the Commission.

Commissioner XXXX Motion to Adjourn, 2nd by Commissioner XXX
Meeting adjourned

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