



OneShoreline
Building Solutions for a Changing Climate

**Flood and Sea Level Rise Resiliency District
Board of Directors Meeting
June 8, 2020**

Agenda Item 4.B. – Adopt District Conflict of Interest Code (ACTION)

The Conflict of Interest Code:

- **Incorporates by reference Section 18730, which provides the rules for disqualification procedures, reporting economic interests, and references the current gift limit.**
- **Lists all agency positions involving the making of decisions that “may foreseeably have a material effect on economic interests.”**
- **Describes the types of economic interests that officials in one or more job classifications must disclose on the Form 700.**

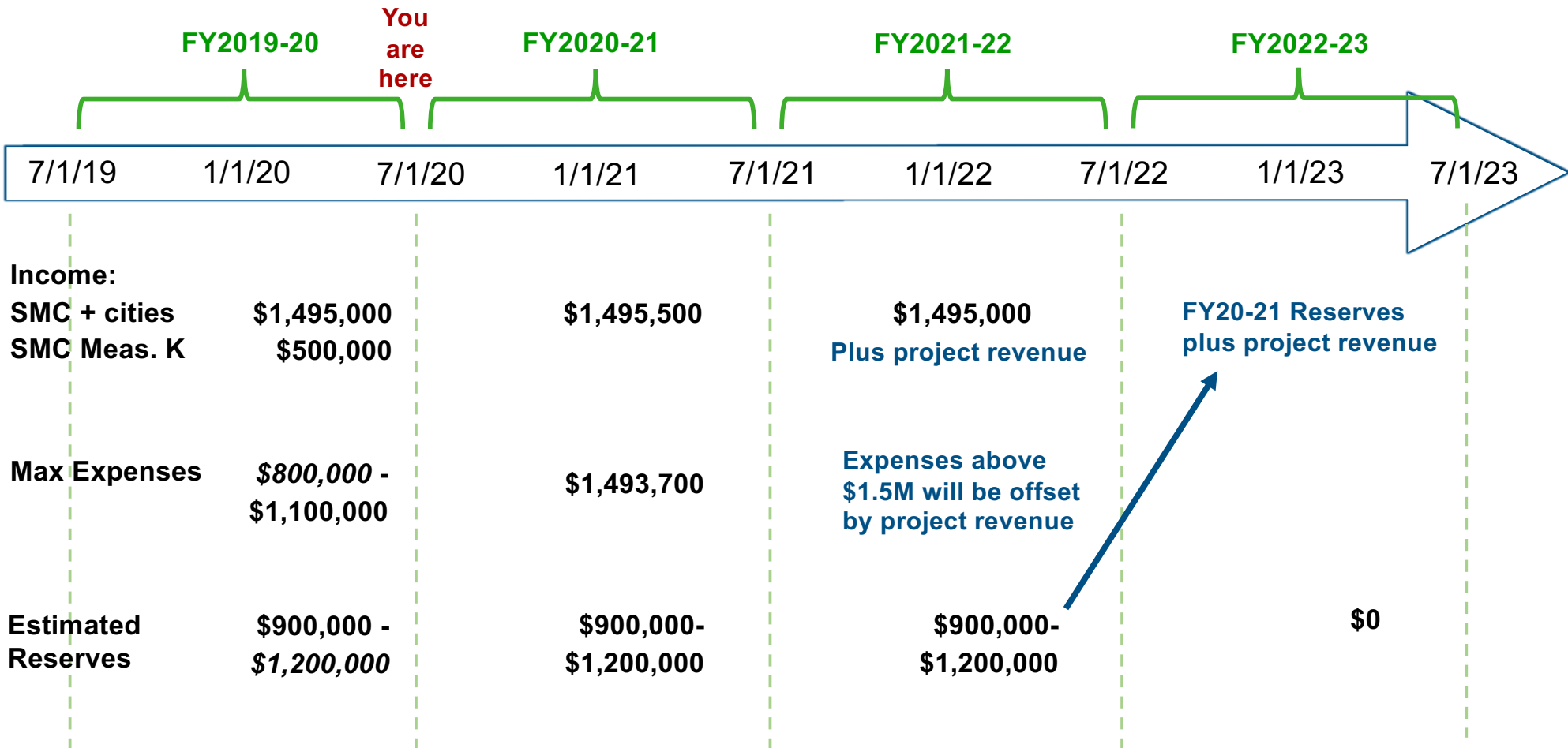
Since the Code was considered at the April 13 Board meeting, this portion of the Code has been modified to clarify that public officials are not required to disclose financial information unrelated to their public duties.

Agenda Item 4.C. – Adopt Resolution authorizing the CEO to apply for grant funds for the CA Natural Resources Agency Urban Flood Protection Grant Program (ACTION)

- **Grant is funded by Proposition 68 through the California Natural Resources Agency (CNRA) Urban Flood Protection Program.**
- **CNRA requires a resolution of the applicant agency's governing board that approves the filing of an application and appoints an agent to execute and submit all documents necessary for the completion of this grant request.**
- **The District is currently coordinating with Belmont, San Carlos, and the County to begin the design, environmental documentation, and permitting of a stormwater capture basin, bank stabilization, and water quality improvements along Belmont Creek within Twin Pines Park. This grant would support the implementation that project.**

Agenda Item 5.A. - Approve FY 2020-21 Operating Budget

General Budget Scenario Through June 30, 2023



The FY 2020-21 Operating Budget

General Operations and Administration

- agreement w/ County for fiscal and legal services (\$215K)
- contracts for HR and audit (\$150K)
- salaries and benefits of management and administration (\$449K)
- office lease & supplies (\$109K)
- Other (\$19K)

\$942,000

Regional Projects Administration

- salaries and benefits of District employees working on existing MOUs and developing new ones (\$220K)
- consultants on MOU projects (\$273K)
- Outreach/long-term funding (\$55K)
- Other (\$4K)

\$552,000

Flood Control Zones

- Colma Creek (revenue \$3.638M, expenses \$9.02M, reserves \$16.69M)
- San Bruno Creek (revenue \$324K, expenses \$722K, reserves \$2.59M)
- San Francisquito Creek (income \$372K, expenses \$363K, reserves \$884K)

Countywide Projects and Financing Strategies

- Examples: stormwater plan, financing strategy

Planned for FY21-22

Revenues from the County and 20 cities slightly exceed estimated expenses of \$1,494,000.

Agenda Item 5.A.

Changes from the information provided at the May 11, 2020 Board meeting:

- **Includes a modest amount of revenue from interest (\$500)**
- **The estimated carryover of the FY 2019-20 fund balance reflects current information**
- **Costs for contracted financial services provided by the County has been reduced to reflect a District independent accounting system**
- **Annual audit costs reflect information gained through the selection process**
- **Additional funding is provided to ensure effective communication with the public and local jurisdictions and to initiate the investigation into on-going funding for District operations**
- **Staffing costs have been revised to reflect recent changes**

Agenda Item 5.B. - Review Approve an Agreement with Macias Gini & O'Connell, LLP for financial auditing services

- **California Government Code requires independent special districts to submit an annual financial audit performed by an independent certified public accountant.**
- **On 3/31/2020, the District issued an RFP for auditing services and received four proposals; following interviews, staff selected Macias Gini & O'Connell, LLP (MGO).**
- **MGO met all requirements, has a very large state and local government practice, including as the financial auditor of San Mateo County and thus has a working knowledge of County financial systems and controls (including cash receipts and disbursements, journal entries, etc), which is especially important for audits of FY2019-20 and FY2020-21 while the District is linked to County financial controls.**
- **The anticipated cost of the FY2019-20 audit is \$56,500 and the FY2020-21 audit is \$66,800 (which includes a Single Audit, if needed). It has an initial three-year term through May 31, 2023, with an option to extend.**
- **The Agreement covers all required audits and financial statements, additional audits that may be required by grant programs, and State reporting requirements.**

Agenda Item 5.B. - Adopt Resolution amending San Mateo County Flood and Sea Level Rise Resiliency District Fiscal Year 2019-2020 Salary Schedule effective April 1, 2020

On February 24, 2020, the Board adopted an FY2019-20 salary schedule, which included the classifications, compensation, number of positions, and vacation benefits. The new Schedule makes the following changes to that Schedule effective April 1, 2020:

- Full-time employees accrue at least 12 vacation days (to a cap of 22.5 days) and 12 sick days each year (no cap). Part-time employees accrue both on a pro rata basis.**
- When an employee separates from the District, the employee's remaining vacation leave is added to their final compensation, while sick leave is not.**
- The District will contribute to a 401(a) retirement account an amount equal to 6% of the employee's annual salary and match, on a dollar-for-dollar basis, contributions the employee makes (subject to IRS contribution limits) into a 457(b) retirement account, up to an amount equal to 9% of the employee's annual salary (the CEO will determine such benefits for part-time employees).**
- The District covers 75% of the costs of health, vision, and dental benefits while full-time employees cover 25% of the costs and, CEO will determine such benefits for part-time employees.**
- Changes the job classification of engineers to the actual titles given to employees.**

Next Board meeting

June 22, 2020

4:00 pm