



# NOTICE OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, April 25, 2024 at 9:30 AM

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## MINUTES

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### LOCATIONS:

**Open Session to start at or after 9:30 a.m.**

Marin Water Board Room – 220 Nellen Avenue, Corte Madera, CA 94925

Outside location for Director Larry Russell – Contractors State License Board, First Floor Lobby, 9821  
Business Park Drive, Sacramento, CA 95827

### Public Participation:

The public attended this meeting in-person or remotely using the following methods:  
on a computer or smart device, <https://marinwater.zoom.us/j/81110533069>, or by phone,  
1-669-444-9171, using Webinar ID: 811 1053 3069.

### AGENDA ITEMS:

#### 1. Call to Order and Roll Call

Chair Jed Smith called the meeting to order at 9:30 a.m.

#### **DIRECTORS PRESENT**

Ranjiv Khush

Larry Russell

Monty Schmitt (*arrived at 9:31 a.m.*)

Jed Smith

#### **DIRECTOR ABSENT**

Matt Samson

#### 2. Adoption of Agenda

A motion was made by Director Khush and seconded by Director Russell to adopt the agenda.

There were no public comments.

Voting Yea: Directors Khush, Russell, Schmitt, and Smith

Absent: Director Samson

### **3. Public Comment on Non-Agenda Matters**

There was one (1) public comment.

### **4. Regular Items**

- a. Minutes of the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on March 28, 2024

**RECOMMENDATION:** Approve the minutes

A motion was made by Director Khush and seconded by Vice Chair Schmitt to approve the minutes.

There were no public comments.

Voting Yea: Directors Khush, Russell, Schmitt, and Smith

Absent: Director Samson

- b. Human Resources Update

**RECOMMENDATION:** Receive update from Human Resources

Human Resources Manager Vikkie Garay provided an update of the Human Resources Department's recruitments and 360-manager review program. Discussion between the directors and staff occurred throughout the presentation.

There were no public comments.

This was an information item. The Board did not take any formal action.

- c. Monthly Financial Update

**RECOMMENDATION:** Review the Monthly Financial Update

Finance Director Bret Uppendahl provided a review of the monthly financial reports. There was discussion between the Board and staff during and after the presentation.

There were no public comments.

This was an information item. The Board did not take any formal action.

- d. Water Supply Financial Planning Review

**RECOMMENDATION:** Receive an update on financial planning related to water supply roadmap projects

Director Uppendahl also provided an overview of the budget and financial planning of the water supply roadmap projects. There was discussion throughout the presentation.

There was one (1) public comment.

This was an information item. The Board did not take any formal action.

e. Review of Revised Board Reimbursement of Travel Expenses Policy

**RECOMMENDATION:** Review proposed changes to the Board Reimbursement of Travel Expenses Policy and refer it to a regular bi-monthly Board meeting to allow the Board to consider approval of the revised policy

General Counsel Molly MacLean introduced this item and Staff Attorney Jerrad Mills presented the proposed changes to the Board Reimbursement of Travel Expenses Policy. Discussion ensued and the Board requested minor changes to note that the categories for reimbursement would include official actions.

There were no public comments.

A motion was made by Director Khush and seconded by Vice Chair Schmitt to refer this item to the Board to consider for approval at a future meeting with the above change.

f. Review of Revised Board Compensation Policy

**RECOMMENDATION:** Review proposed changes to the Board Compensation Policy and refer it to a regular bi-monthly Board meeting to allow the Board to consider approval of the revised policy

General Counsel MacLean presented changes to the Board Compensation Policy. Discussion followed and it was requested that the threshold for submittal of receipts be changed from \$10 to \$25.

There were no public comments.


A motion was made by Director Khush and seconded by Vice Chair Schmitt to refer this item to the Board to consider for approval at a future meeting with the above change.

## 5. Upcoming Meeting

The Board Secretary announced that the next Finance & Administration Committee Meeting/Special Meeting of the Board of Directors was scheduled for May 23rd.

## 6. Adjournment

There being no further business, the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors adjourned at 11:16 a.m.



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Terrie Gillen, CMC  
Board Secretary

The minutes were approved at the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on May 23, 2024.