



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

Thursday, January 23, 2025 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 - Diamond Environmental Services LP, Foyer, 807 E Mission, San Marcos, CA 92069

### 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

Jed Smith

Diana Maier

#### DIRECTOR ABSENT

Matt Samson

## 2. Adoption of Agenda

Director Khush made the motion to adopt the agenda. Vice Chair Maier seconded the motion.

There were no public comments.

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

## 3. Public Comment on Non-Agenda Matters

There were no public comments.

## 4. Regular Items

- a. Minutes of the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on November 21, 2024

**RECOMMENDATION:** Approve the minutes

Director Khush made the motion to approve the minutes. Vice Chair Maier seconded the motion.

There were no public comments.

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

- b. Annual Comprehensive Financial Report and Auditor's Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2023

**RECOMMENDATION:** Review the Annual Comprehensive Financial Report and Auditor's Memorandum on Internal Control and Required Communications for the Fiscal Year Ended June 30, 2024

Finance Director Bret Uppendahl introduced Consultant David Alvey with Maze and Associates, who presented this item.

Discussion followed.

There were no public comments.

This was an information item. No formal action was taken.

- c. Monthly Financial Update

**RECOMMENDATION:** Review the Monthly Financial Update

Finance Director presented this item.

There was discussion throughout.

There were no public comments.

This was an information item. No formal action was taken.

d. Human Resources Quarterly Update

**RECOMMENDATION:** Receive Human Resources (HR) staff update

Human Resources Manager Vikkie Garay presented this item.

Discussion ensued.

There were no public comments.

This was an information item. No formal action was taken.

**5. Upcoming Meeting**

The Board Secretary announced that only the Finance & Administration Committee would meet on Thursday, February 27, 2025.

**6. Adjournment**

There being no further action, the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors adjourned on January 23, 2025 at 10:21 a.m.



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Terrie Gillen  
Board Secretary

The Finance & Administration Committee accepted the minutes at their meeting on February 27, 2025.