

**NOTICE AND AGENDA  
OF REGULAR MEETING OF GOVERNING BOARD OF  
SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY**

Notice is hereby given of the time and place of a regular meeting of the Governing Board of the San Mateo County Joint Powers Financing Authority (the "Authority") and of the business to be transacted at said meeting. Said meeting is to be held at the time and place hereinafter set forth:

**\*\*\*IN-PERSON MEETING WITH REMOTE PARTICIPATION AVAILABLE\*\*\***

This meeting of the Authority will be held in the Criminal Justice Training Room at 400 County Center, 1<sup>st</sup> Floor, Redwood City, California 94063. Members of the public will be able to participate in person at the meeting location or remotely via the Zoom platform.

\* For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

Time: 11:00 a.m.

Date: Thursday, January 18, 2024

Place: Criminal Justice Training Room  
400 County Center, 1<sup>st</sup> Floor  
Redwood City, California 94063

Zoom Videoconference Link: <https://smcgov.zoom.us/j/93033381407>

Or via Dial-in: (669) 900-6833

Meeting ID: 930 3338 1407

*The agenda of said meeting shall be as follows:*

1. Roll Call
2. Welcome and introductions
3. Public Comment
4. Action to Set the Agenda
5. Election of Officers for the Authority (President, Secretary, Auditor, Treasurer and Assistant Secretary positions)
6. Approval of the Minutes for September 27, 2023 Authority meeting
7. Proposed Conflict of Interest (COI) code for the Authority Board
8. Adopt regular meeting schedule for 2024
9. Staff update: 2024 Forward Delivery Refunding bonds
10. Staff update: Financial Advisor and Banking Group RFP
11. Capital Projects Updates
12. Adjournment

**\*Public Participation – Written Public Comments:**

- Written public comments should be emailed to [rmanchia@scmgov.org](mailto:rmanchia@scmgov.org) and [spurewal@scmgov.org](mailto:spurewal@scmgov.org) and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
- The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
- Written comments received by 5:00 p.m. on the day before the meeting will be distributed to the Members of the JPFA Board and made publicly available on the JPFA's agenda webpage. The Clerk will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will still be included in the administrative record.

**\*Public Participation – Spoken Public Comments:**

- Spoken public comments will be accepted during the meeting through Zoom (see Zoom link on the first page of the Agenda) or in-person.
- You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
- You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
- When the Board President or Clerk of the Board calls for the item on which you wish to speak, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
- For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the JPFA Board. The JPFA Board has designated the office of the Clerk of the Board of Supervisors, located at 400 County Center, Redwood City, CA 94063, for the purpose of making those public records available for inspection. Documents and upcoming meetings are also available on the JPFA's website at <https://cmo.scmgov.org/joint-powers-financing-authority>.*

AFFIDAVIT OF POSTING AND OF MAILING OF NOTICE

STATE OF CALIFORNIA            )

COUNTY OF SAN MATEO         )

Roberto Manchia hereby declares that he is a citizen of the United States of America, over the age of 18 years; that at all times herein mentioned he was an employee of the County of San Mateo; that acting for the Governing Board of the San Mateo County Joint Powers Financing Authority he posted on January 12, 2024, at County Government Building, 400 County Center, Redwood City, California, a location freely accessible to members of the public, and emailed on January 12, 2024 a Notice of Regular Meeting of the Governing Board, a copy of which is attached hereto, addressed to each member of the Governing Board on list attached hereto; and that on said day there was regular communication electronically mailed to the members' names shown on the attached list.

Dated: January 12, 2024, at Redwood City, California.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

  
\_\_\_\_\_

Joint Powers Financing Authority Board Members

Paul T. Scannell

Donna Vaillancourt

Paul Okada

John C. Beiers

Fiorella Giantomaso

# **ITEM NO. 5**

# **ELECTION OF OFFICERS**

**To:** Honorable Members of the Joint Powers Financing Authority  
**From:** Robert Manchia, Assistant Secretary  
**Subject:** Resolution to elect officers

**Recommendation:**

Staff recommends that the Authority approve a Resolution electing the officers of the Authority, including the President, Secretary, Auditor and Treasurer, and Assistant Secretary.

**Background:**

Section 2.6 of the Authority Bylaws provides that “[e]lection of officers shall be the first order of business at the first regular meeting of the Authority held on the third Thursday of January in each year or such other date and at such hour as may be fixed by the Board.”

The Authority Bylaws state that the Authority shall be administered by a governing board, and that the officers “shall be the President, Secretary, Auditor and Treasurer who shall be elected by the Board.” Authority Bylaws, § 1.2 and 2.1.

Section 2.2 of the Authority Bylaws outline the duties of the President of the Board of the Authority. It states, in pertinent part, that:

The President shall preside at all meetings of the Authority, and shall submit such information and recommendations to the Board as he or she may consider proper concerning the business, policies, and affairs of the Authority. The President shall also serve as the chief executive officer of the Authority and shall be responsible for execution and supervision of the affairs of the Authority.

Section 2.3 of the Authority Bylaws outline the duties of the Secretary of the Board of the Authority. It states, in pertinent part, that: “The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office.”

The Joint Exercise of Powers Agreement by and between the County of San Mateo and Community Development Commission of the County of San Mateo (the “JPFA Agreement”) provides that “there shall be an Auditor and a Treasurer of the Authority which may be the same person.” JPFA Agreement, § 4(D)(1). The duties of the Auditor and Treasurer are outlined in the JPFA Agreement at Section 4(D) and are governed by California Government Code § 6505-6505.6.

The JPFA Agreement further provides that “[t]he Board shall have the power to appoint such other officers and employees as it deems necessary and to retain independent counsel, consultants and accountants.” *Id.*, §4(D)(6).

**RESOLUTION NO.\_**  
**SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY**  
**RESOLUTION ELECTING OFFICERS**

Resolved, by the Board of the San Mateo County Joint Powers Financing Authority (the "Authority"), that:

**WHEREAS**, the Authority Bylaws state that the Authority shall be administered by a governing board, and that the officers "shall be the President, Secretary, Auditor and Treasurer who shall be elected by the Board;" and

**WHEREAS**, the Joint Exercise of Powers Agreement by and between the County of San Mateo and Community Development Commission of the County of San Mateo (the "JPFA Agreement") provides that "[t]he Board shall have the power to appoint such other officers and employees as it deems necessary and to retain independent counsel, consultants and accountants;" and

**WHEREAS**, the Authority Bylaws, provide that "[e]lection of officers shall be the first order of business at the first regular meeting of the Authority held on the third Thursday of January in each year or such other date and at such hour as may be fixed by the Board;" and

**WHEREAS**, the Board of the Authority has considered a motion to nominate and elect officers and now desires to elect the President, Secretary, Auditor and Treasurer, and Assistant Secretary.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to the Bylaws of the Authority and the JPFA Agreement, the Board of the Authority has elected the following persons to serve as officers of the Authority and to serve in such capacities until their respective successors are elected:

1. \_\_\_\_\_, is hereby elected President
2. \_\_\_\_\_ is hereby elected Secretary
3. \_\_\_\_\_ is hereby elected Treasurer
4. \_\_\_\_\_ is hereby elected Auditor
5. \_\_\_\_\_ is hereby elected Assistant Secretary

**BE IT FURTHER RESOLVED**, that Authority staff is hereby authorized and directed to submit an updated registry of public agencies to the California Secretary of State to reflect the names of the elected officers.

**BE IT FURTHER RESOLVED** that the Assistant Secretary or designee, is hereby authorized to execute, on behalf of the Authority, all documents, and the taking of all necessary actions in order to effectuate the purposes of this Resolution.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
President

ATTEST:

By \_\_\_\_\_  
Secretary

\* \* \*

**ITEM NO. 6**

**APPROVAL OF**

**MINUTES OF**

**SEPTEMBER 27, 2023**

**MEETING**

**DRAFT MINUTES**  
**OF REGULAR MEETING OF GOVERNING BOARD OF**  
**SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY FOR SEPTEMBER 27,**  
**2023 MEETING**

**\*\*\*IN-PERSON MEETING WITH REMOTE PARTICIPATION AVAILABLE\*\*\***

This meeting of the San Mateo County Joint Powers Financing Authority (“JPFA” or the “Authority”) was held in the Criminal Justice Training Room at 400 County Center, 1<sup>st</sup> Floor, Redwood City, and by teleconference pursuant to Government Code Section 54953(e). The teleconference location at which this agenda was also posted was: Carmel Valley Ranch, Vintner Room, One Old Ranch Road, Carmel, CA 93923. Members of the public were able to participate in the meeting remotely via the Zoom platform or in person at either location.

Time: 11:00 a.m.

Date: Wednesday, September 27, 2023

Place: Criminal Justice Training Room – 400 County Center, 1<sup>st</sup> Floor – Redwood City, CA

Zoom Videoconference Link: <https://smcgov.zoom.us/j/94704289844>

Or via Dial-in: (669) 900-6833

Meeting ID: 947 0428 9844

**The meeting began at 11:00 AM.**

1. Roll Call

Sherry Golestan, Deputy Clerk made brief opening statement acknowledging Paul Okada’s remote appearance, that his remote location is connected to the main meeting by video, that the notice and agenda of the meeting identify his remote location; that the remote location is posted and accessible to the public; and that all votes shall be by roll call.

**Members Present: 3 - Paul Okada; Donna Vaillancourt; President Paul Scannell**  
**Members Absent: 0 - None.**

**Staff Present:**

Roberto Manchia, JPFA Asst. Secretary/County Chief Financial Officer

Adam Ely, Deputy County Executive

Daniel McCloskey, Deputy County Attorney for JPFA

Sherry Golestan, Deputy Clerk of the Board

2. Welcome and introductions

3. Public Comment

**None.**

4. Approval of the Minutes for July 27, 2022 meeting

**MOTION: Donna Vaillancourt / SECOND: Paul Okada**

Ayes: 3-Paul Okada; Donna Vaillancourt; President Paul Scannell

Noes: 0-None.

5. Staff update: Financial Advisor and Banking Group RFPs including Anticipated Timeline

**Speakers Recognized by the President:**

Roberto Manchia, JPFA Asst. Secretary  
Donna Vaillancourt, Board Member  
Paul Scannell, President  
Paul Okada, Board Member  
Eric Tashman  
John Palmer

Mr. Manchia updated the Authority regarding staff plans to publish a request for proposals for a financial advisor to support the Authority and the County in connection with future bond issuances. The firm the County and Authority have been using for these services is CFS, with which Mark Epstein was affiliated. The members and Mr. Manchia discussed that the financial transaction tracking function provided by Key Analytics, a CFS affiliate, works with US Bank and will be addressed separately. Once an advisor is selected, the advisor will provide support to select banking service providers.

Paul Scannell and Paul Okada will be considered for participation of the RFP selection process.

6. Board of Supervisors resolution declaring the official intent of the County of San Mateo to reimburse certain expenditures in relation to South San Francisco Health Campus Construction from proceeds of indebtedness.

**Speakers Recognized by the President:**

Roberto Manchia, Asst. JPFA Secretary/County Chief Financial Officer  
Paul Scannell, President  
Donna Vaillancourt, Board Member  
Daniel McCloskey, JPFA Deputy County Attorney

Mr. Manchia updated the Authority regarding potential to issue bonds in 2024. There is \$10M to date from the Measure K and \$31M from the General Fund that has been identified for capital projects, but not spent. The idea is to pay for the Wellness Center from the General Fund, pending decisions about from Health and HSA regarding their floors in the new building. The Capital Plan will now include the 455 County Center Project, as it is an older building which will need refurbishment and renovation of interior and exterior for approximately \$50M dollars.

The resolution to reimburse expenditures of bonded indebtedness has been approved by the County Board with no further action needed by the Authority.

7. North County Satellite Health Clinic (Wellness Center) and Other Capital Projects Updates

**Speakers Recognized by the President:**

Adam Ely, Deputy County Executive

Roberto Manchia, Asst. JPFA Secretary/County Chief Financial Officer

Paul Scannell, President

Paul Okada, Board Member

Adam Ely provided an update regarding various capital projects.

- The SSF Wellness Center project will be located where the current South San Francisco courthouse site is located. Pursuant to a demographic study that Health conducted, they found there is a lack of services in that area of the County. This would optimize and create space so that the County can get out of its existing leased spaces elsewhere. It is a 3-story space at 78,000 square feet. The design is with XL Construction, who also built the Navigation Center. They are out for pre-construction bidding prices to try to bring the price down. There is some pre-work that needs to be done at that location for the Courthouse and Probation, for telephony/physical relocations and modular units. Mr. Manchia noted that the Health is expected to cover the debt service for their space. Human Services Agency will either pay or cover the debt service for their space via an MOU we are working on with them.
- Cordilleras: All buildings on site are in place and they are working on the interiors in different stages of completion. The project had a delay due to the storms earlier this year. As a result, move-in process can begin in the early part of 2024, and then an additional year of site work after residents move in. The building will handle severe storms better pending another 100-year event which may require items to address at that time. The County worked with the Resource Conservation District to ensure that the outfall of water is stable. The project is tracking within budget.
- County Office Building 3 (COB3): Projecting to be finished by early 2024 due to delay from the storms which caused water intrusion on the 5<sup>th</sup> floor. There will be site work done to tie COB3 to the rest of County Center and for which the County has landscape architects.
- San Mateo Medical Center: Administration building was completed in April 2023 with a ribbon-cutting celebration. Next steps are to abate and demolish the existing older building, which is complex due to being connected with the hospital building. The project may be completed by May 2025.

8. Other Business (*Discussion only*)

**Speakers recognized by the President:**

Roberto Manchia, Asst. JPFA Secretary/County Chief Financial Officer

Sherry Golestan, Deputy Clerk of the Board

Paul Scannell, JPFA President

Paul Okada, Board Member

Donna Vaillancourt, Board Member

Daniel McCloskey, JPFA Deputy County Attorney

Mr. Manchia noted that four applications have been received for the two vacant JPFA board member positions, which will be submitted to the Board of Supervisors for consideration at close of the October 6, 2023 deadline.

Board and staff discussed the date of the next meeting, which will be held on Thursday, January 18, 2024 at 11:00 AM.

9. Adjournment  
**The meeting adjourned at 11:50 AM.**

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# **ITEM NO. 7**

# **CONFLICT OF INTEREST CODE**

**To:** Honorable Members of the Joint Powers Financing Authority  
**From:** Robert Manchia, Assistant Secretary  
**Subject:** Resolution to adopt Conflict of Interest Code

**Recommendation:**

Staff recommends that the Authority approve a Resolution adopting the proposed conflict-of-interest code attached thereto as Exhibit A and authorize submission of the approved code to the San Mateo County Board of Supervisors as the code reviewing body for the Authority.

**Background:**

The Political Reform Act (California Government Code 81000 *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Code of Regs, Title 2, Division 6, Section 18730, which contains the terms of a standard conflict of interest code. Each local governmental agency is allowed to incorporate those terms by reference, including future amendments made by the FPPC, into its own conflict of interest code.

The San Mateo County Joint Powers Financing Authority (“Authority”) Bylaws state that the Authority “shall, to the extent required by law, adopt a conflict of interest code and submit such code to the Board of Supervisors of the County, which is hereby designated as the Authority’s code reviewing body.” Authority Bylaws, § 1.5.

When the Authority was established in 1993, the Authority determined that it was exempt from the conflict-of-interest code requirements of the Political Reform Act because it lacked “designated employees.” Authority Res. 93-1, § 6. The Authority resolution listed “supporting facts” for the exemption based on criteria apparently then in effect, specifically that “(1) the Authority does not have regulatory, quasi-regulatory, permit, licensing or planning authority functions; (2) the Authority will not acquire real property in the foreseeable future; and (3) the annual operating budget exclusive of salaries for the Authority is less than \$70,000, as set forth in 2 Cal. Code of Regs. Section 18751(d).” Authority Res. 93-1, § 6.

The regulatory criteria have since been revised to adjust these standards and to indicate that boards that possess decisionmaking authority may not be within the exemption. This would include boards that take actions that have “a financial effect on any person other than the governmental agency making the decision.” 2 Cal. Code of Regs. § 18751(d); and 18700(c)(2)-(4).

In view of these statutory changes, staff has prepared a conflict-of-interest code that incorporates the standard terms adopted by the FPPC, which require that each agency to designate: (a) the positions whose duties require disclosure certain economic interests; and (b) the categories of economic interests that must be disclosed. The proposed conflict-of-interest code is attached as Exhibit A to the proposed resolution presented to the Authority Board.

**Conflict of Interest Code of**  
**The San Mateo County Joint Powers Financing Authority**

I. **Background**

The Political Reform Act of 1974 (Government Code Section 81000 *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest code. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of positions and disclosure categories, meets the requirements of the Political Reform Act.

II. **Adoption of Conflict-of-Interest Code**

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference herein and, along with this document identifying designated positions and disclosure categories, constitute the Conflict-of-Interest Code of the San Mateo County Joint Powers Financing Authority (the “Authority”).

Pursuant to the Political Reform Act and its regulations, individuals holding designated positions shall file statements of economic interest electronically or with the Authority, which shall retain a copy and forward the originals to the San Mateo County Clerk, which shall be the filing officer. Pursuant to the Authority’s By-laws (at § 1.5), the San Mateo County Board of Supervisors shall be the code reviewing body.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless this Authority, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

**Conflict of Interest Code of  
The San Mateo County Joint Powers Financing Authority**

**List of Designated Positions and Financial Disclosure Categories**

- III. Each individual holding a position listed in the table below must file a statement disclosing the kinds of financial interests shown for the designated individual's position. Statements must be filed at the time and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<b>Designated Positions</b>	<b>Disclosure Category</b>
Members, Joint Powers Financing Authority	1, 2, 3, 4
Assistant Secretary, Joint Powers Financing Authority	1, 2, 3, 4
Consultants*	

\*The President of the Authority, or designee, after consultation with the County Attorney, shall review the duties and authority of any consultants retained by the Authority. Those consultants who, within the meaning of 2 Cal. Code of Regulations § 18700 et. seq are required to file statements of economic interests, shall do so. During each calendar year, the Authority shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict-of-Interest Code. Nothing herein excuses any consultant from any other provision of this Conflict-of-Interest Code, specifically those dealing with disqualification.

IV. **Disqualification of Individuals Holding Designated Positions**

Individuals holding designated positions must disqualify themselves from making or participating in the making of any decision if the individual holding the designated position has a reportable financial interest which it is reasonably foreseeable may be affected materially by the decision. No individual holding a designated position shall be required to disqualify themselves with respect to any matter which could not be legally acted upon or decided without their participation.

**Conflict of Interest Code of  
The San Mateo County Joint Powers Financing Authority**

**Description of Disclosure categories**

- a. Category 1: A designated individual assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated individual.
  
- b. Category 2: A designated individual assigned to Category 2 is required to disclose interests in real property which may foreseeably be materially affected by any decision made or participated in by the designated individual.
  
- c. Category 3: A designated individual assigned to Category 3 is required to disclose income which may foreseeably be materially affected by any decision made or participated in by the designated individual.
  
- d. Category 4: A designated individual assigned to Category 4 is required to disclose any business entity in which the designated individual is a director, officer, partner, trustee, or holds any position of management which may foreseeably be materially affected by any decision made or participated in by the designated individual.

**RESOLUTION NO. \_\_\_\_**  
**SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY**  
**RESOLUTION ADOPTING CONFLICT OF INTEREST CODE**

Resolved, by the Board of the San Mateo County Joint Powers Financing Authority (the "Authority"), that:

**WHEREAS**, the Political Reform Act of 1974 and the regulations issued by the Fair Political Practices Commission (FPPC) requires the adoption of a Conflict of Interest Code to establish which officials, employees and consultants are required to file Statements of Economic Interests (FPPC Form 700); and

**WHEREAS**, the Authority Bylaws state that the Authority "shall, to the extent required by law, adopt a conflict of interest code and submit such code to the Board of Supervisors of the County, which is hereby designated as the Authority's code reviewing body;" and

**WHEREAS**, when the Authority was established in 1993, the Authority determined that it was exempt from the conflict-of-interest code requirements of the Political Reform Act because it lacked "designated employees" based on supporting facts then in effect; and

**WHEREAS**, in view of statutory changes, the Authority desires to adopt a conflict-of-interest code that incorporates the standard terms adopted by the FPPC, which require that each agency to designate: (a) the positions whose duties require disclosure certain economic interests; and (b) the categories of economic interests that must be disclosed.

**NOW, THEREFORE, BE IT RESOLVED**, the Authority hereby approves and adopts the Conflict-of-Interest Code of the San Mateo County Joint Powers Financing Authority in the form presented as Exhibit A hereto, together with such changes thereto as may be approved by the Authority; and

**BE IT FURTHER RESOLVED**, that Authority staff is hereby authorized and directed to submit the approved Conflict-of-Interest Code to the San Mateo County Board of Supervisors as the code reviewing body.

**BE IT FURTHER RESOLVED** that designated employees and/or board members shall, within 30 days of assuming or departing office, file all Statements of Economic Interests (Form 700) with their agency that the agency shall make and retain a copy of and forward the original to the County Clerk who shall be the filing officer.

**BE IT FURTHER RESOLVED** that designated employees and/or board members who are added to an agency's list of designated filers as a result of a code amendment shall file an Assuming Office Statement (Form 700) within 30 days of the date which the County Clerk notifies their agency of the Authority's approval of its amended code.

**BE IT FURTHER RESOLVED** that any designated employee and/or board member who is removed from an agency's designated list of filers as a result of a code amendment shall file a Leaving Office Statement (Form 700) within 30 days of the date which the County Clerk notifies their agency of the Authority's approval of its Conflict-of-Interest Code.

**BE IT FURTHER RESOLVED** that each designated employee shall file all annual Statements of Economic Interest with the employee's agency and that the agency shall make and retain a copy of and forward the original to the County Clerk.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
President

ATTEST:

By \_\_\_\_\_  
Secretary

\* \* \*

**ITEM NO. 8**

**2024 MEETING  
SCHEDULE**

**To:** Honorable Members of the Joint Powers Financing Authority  
**From:** Robert Manchia, Assistant Secretary  
**Subject:** Resolution to establish regular meeting schedule

**Recommendation:**

Staff recommends that the Authority approve a Resolution establishing a regular meeting schedule.

**Overview/Background:**

The Joint Exercise of Powers Agreement by and between the County of San Mateo and Community Development Commission of the County of San Mateo (the “JPFA Agreement”) provides that “The Board shall hold at least one regular meeting each year, and, by resolution, may provide for the holding of regular meetings at more frequent intervals. The date upon which, and the hour and place at which, each such regular meeting shall be held shall be fixed by resolution of the Board.” JPFA Agreement, § 4(C)(1).

The San Mateo County Joint Powers Financing Authority (“Authority”) Bylaws state, in pertinent part, that: “[r]egular meetings shall be held at the business office of the Authority, or at such other place as the Authority by resolution may designate, on dates and at a time as fixed by Resolution of the Authority.” Authority Bylaws, § 4.1. The Bylaws further provide that: “[t]he Authority shall in each year hold a regular meeting on the third Thursday of January in each year or on such other dated and at such hour as shall be fixed by the Board.”

Establishing a regular meeting schedule will facilitate the execution of the Board’s duties. The proposed resolution would set regular meetings most months of the year, except for July and December, and subject to cancellation by the Assistant Secretary in consultation with the President of the Board.

**RESOLUTION NO. \_\_\_\_\_**

**SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY  
RESOLUTION ESTABLISHING REGULAR MEETING SCHEDULE**

Resolved, by the Governing Board (“Board”) of the San Mateo County Joint Powers Financing Authority (the “Authority”), that:

**WHEREAS**, the Joint Exercise of Powers Agreement by and between the County of San Mateo and Community Development Commission of the County of San Mateo (the “JPFA Agreement”) provides that “The Board shall hold at least one regular meeting each year, and, by resolution, may provide for the holding of regular meetings at more frequent intervals. The date upon which, and the hour and place at which, each such regular meeting shall be held shall be fixed by resolution of the Board;” and

**WHEREAS**, the Authority Bylaws state, in pertinent part, that: “[r]egular meetings shall be held at the business office of the Authority, or at such other place as the Authority by resolution may designate, on dates and at a time as fixed by Resolution of the Authority” and further provide that: “[t]he Authority shall in each year hold a regular meeting on the third Thursday of January in each year or on such other dated and at such hour as shall be fixed by the Board;” and

**WHEREAS**, the Board desires to establish and adopt a regular meeting schedule to facilitate the Authority in carrying out its duties.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to the Bylaws of the Authority and the JPFA Agreement, the Board of the Authority establishes the following regular meeting schedule for 2024:

<b>January 18, 2024</b>
<b>February 22, 2024</b>
<b>March 21, 2024</b>
<b>April 18, 2024</b>
<b>May 23, 2024</b>
<b>June 20, 2024</b>
<b>August 22, 2024</b>
<b>September 19, 2024</b>
<b>October 24, 2024</b>

Regular meetings of the Board shall convene at 11:00 a.m. at the Criminal Justice Training Room at 400 County Center, 1st Floor, Redwood City, California 94063 or at such other location as the Board may designate.

**BE IT FURTHER RESOLVED**, that the Assistant Secretary of the Authority, or designee, is hereby authorized and directed to determine in consultation with the President of the Board or designee, whether to proceed or cancel any regular meeting set forth in this schedule and to determine any alternate designation of the meeting location.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
 President

ATTEST:

By \_\_\_\_\_  
 Secretary

\* \* \*