

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

Notice is hereby given of the time and place of a special 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:

*****BY VIDEOCONFERENCE ONLY*****

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, the Governor's Executive Order N-29-20, and the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting location of the Joint Powers Financing Authority is no longer open for public meetings.

Public Participation

- * Written public comments may be emailed to rmanchia@scmgov.org and sgolestan@smcgov.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.
- * Spoken public comments will also be accepted during the meeting through Zoom.
- * Please see instructions for written and spoken public comments at the end of this agenda.

Time: 11:00 a.m.

Date: Wednesday, May 27, 2020

Place: Zoom Videoconference Link: <https://smcgov.zoom.us/j/93149719138>
Or via Dial-in only: 669 900 6833 US (San Jose)
Meeting ID: 931 4971 9138

The agenda of said meeting shall be as follows:

1. *Roll Call*
2. *Public Comment*
3. *Approval of the Minutes of April 24, 2019 and September 25, 2019*
4. *Amend Article II of Bylaws Concerning Officers*
5. *Ratification of Designation of Roberto Manchia as Assistant Secretary and Signatory and Certain Prior Actions*
6. *Discussion of and Potential Recommendation to Board of Supervisors Regarding JPFA member vacancy*
7. *Update on Current Projects*
8. *Future Projects – Update of the Major Capital Construction Projects.*
Projects include: Cordilleras Mental Health Facility, North County Health Hub, and South County Homeless Shelter
9. *Approval of Next Fiscal Year's Meeting Dates*
10. *Other Business*
11. *Adjournment*

Instructions for Public Comment During Videoconference Meetings

During videoconference meetings of the JPFA, members of the public may address the JPFA members as follows:

***Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to rmanchia@smcgov.org and sgolestan@smcgov.org.
2. Your email 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.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 24 hours prior to the meeting, it will be provided to the JPFA members and made publicly available on the JPFA website along with the agenda at <https://cmo.smcgov.org/joint-powers-financing-authority>. We cannot guarantee that e-mails received less than 24 hours before the meeting will be read during the meeting but such emails will still be included in the administrative record of the meeting.

***Spoken Comments:**

Spoken public comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The May 27, 2020 meeting may be accessed through Zoom online at:
<https://smcgov.zoom.us/j/93149719138>
The meeting ID is: 931 4971 9138. The meeting may also be accessed via telephone by dialing (669) 900-6833 (Local). Enter the meeting ID: 931 4971 9138, then press #.
2. 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.
3. 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.
4. When the JPFA Clerk 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.
5. When called, please limit your remarks to the time limit allotted.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Roberto Manchia at least 48 hours before the meeting at (650) 363-4597 or by email to RManchia@smcgov.org. Notification in advance of the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to the meeting and the materials related to it.

Joint Powers Financing Authority – May 2020

Steve Alms

Thomas F. Casey III

John M. Gemello

Paul Scannell

VACANT

Governing Board of San Mateo County

Joint Powers Financing Authority

DRAFT MINUTES OF APRIL 24, 2019 MEETING

Meeting began at 11:05 a.m.

1. Roll Call

Members Present: Steve Alms, Thomas Casey III, Paul Scannell, John Gemello and James Fox.

Members Absent: None

Staff Present: Roberto Manchia, Budget Director; Paul Okada, Chief Deputy County Counsel; Justin Mates, Deputy County Counsel; Kim-Anh Le, Deputy Controller; Ngoc Nguyen, Controller Division Manager; and Sukhmani Purewal, Assistant Clerk of the Board.

2. Public Comment

None

3. Selection of Officers

- Motion by Mr. Thomas Casey, seconded by Mr. Steve Alms and approved unanimously to elect the current officers for Chair and Vice-Chair.

4. Annual Audit of the Authority – Review and approval of the Independent Auditor’s Reports, Management Discussion and Analysis, Basic Financial Statements and Supplemental Information for the Fiscal Year Ended June 30, 2018.

- Speakers: Kim-Anh Le, Deputy Controller; Roberto Manchia, Budget Director.
- Motion by Mr. Steve Alms, seconded by Mr. James Fox and approved unanimously to approve the Annual Audit of the Authority.

5. Future Projects – Update of the Major Capital Construction Projects. Projects include: San Mateo County Health Campus, County Parking Structure #2, County Office Building #3, Relocation of Lathrop House, Cordilleras Mental Health Facility, North County Health Hub, South County Homeless Shelter, and Morgue.

- Speakers: Roberto Manchia, Budget Director; Justin Mates, Deputy County Counsel; Paul Okada, Chief Deputy County Counsel; Mark Epstein, Financial Advisor.
- Staff provided updates on the relocation of Lathrop House, Regional Operations Center (ROC), Parking Structure #2, COB#3, SMC Health Campus, Morgue, South County Homeless Shelter, Cordilleras Mental Health Facility, North County Health Hub, Animal Shelter, and Project Development Unit (PDU) staffing. Members and Staff had productive discussion on the above projects.

6. Next Fiscal Year's Meeting Dates

Meetings occur on 4th Wednesday of every month. The next regular meetings will be on August 28, 2019 and September 26, 2019.

7. Other Business

None

8. Adjournment

Meeting adjourned at 11:55 a.m.

Governing Board of San Mateo County Joint Powers Financing Authority

DRAFT MINUTES OF SEPTEMBER 25, 2019 MEETING

The meeting began at 10:04 a.m.

1. Roll Call

Members Present: Steve Alms, Thomas Casey III, Paul Scannell, and James Fox.

Members Absent: John Gemello

Staff Present: Roberto Manchia, Chief Financial Officer; Jim Saco, Ret. Budget Director, Paul Okada, Chief Deputy County Counsel; Justin Mates, Deputy County Counsel; Kim-Anh Le, Deputy Controller; and Sherry Golestan, Deputy Clerk of the Board.

2. Public Comment

None.

3. Update on Current Projects

- Speakers: Roberto Manchia, Chief Financial Officer provided a status update on the following projects: County Office Building 3, Parking Structure 2, Regional Operations Center, San Mateo Medical Center, Skylonda Fire Station, and the Animal Shelter.

4. Update on 2019 Series A Forward Funding

- Speakers: Roberto Manchia, Eric Tashman, Mary Collins reported on the status of the 2019 Series A Forward Funding and closing schedule. The Controller's Office noted that the FY 2018-19 CAFR will not be completed by the print date for the OS supplement (October 17th) but Mr. Tashman noted that unaudited financials will suffice so long as there are no material changes from the unaudited financials to the CAFR. A signing date of October 11th is anticipated and the supplement will be approved by the Board of Supervisors at its October 8th meeting.

5. Future Projects – Update of the Major Capital Construction Projects. Projects

include: Cordilleras Mental Health Facility, North County Health Hub, and South County Homeless Shelter

- Speakers: Roberto Manchia, Jim Saco
- Staff provided updates on property negotiations for the South County Homeless Shelter, Cordilleras, and North County Health Hub

6. Approval of Next Fiscal Year's Meeting Dates

- Motion by Steve Alms, seconded by Jim Fox, and carried unanimously, the Board approved the regular meeting schedule of every fourth Wednesday of the month at 11:00 a.m.

7. Other Business

Roberto Manchia shared that the JPFA received a notice from the IRS regarding an audit of the Lease Revenue Bonds (Capital Projects), 2014 Series A (Maple Street Correctional Center). Staff is working with Orrick on the audit response.

8. Adjournment

Meeting adjourned at 10:53 a.m.

Dated: September 25, 2019

Paul Scannell
President
San Mateo County Joint Powers Financing Authority

Roberto Manchia
Assistant Secretary

BY-LAWS OF THE SAN MATEO COUNTY
JOINT POWERS FINANCING AUTHORITY

Adopted May 19, 1993

ARTICLE I – THE AUTHORITY

Section 1.1. Name. The official name of the Authority shall be the “San Mateo County Joint Powers Financing Authority”.

Section 1.2. Board Members. The Authority shall be administered by a governing board (the “Board”). The members of the Board shall serve terms as provided for in the Joint Exercise of Powers Agreement (The “Agreement”) by and between the County and Commission. The term of office of a member of the Board shall terminate only when a replacement member has been selected and the successor to such member becomes a member of the Board. Members of the Board shall, to the extent required by law, comply with the requirements of the California Political Reform Act, as amended from time to time, and any other requirements applicable to members of the governing board of a joint powers authority.

Section 1.3. Office and Place of Meetings. The business office of the Authority shall be at 590 Hamilton Street, Redwood City, California 94063, or at such other place as may be designated by the Board. Regular meetings shall be held at 590 Hamilton Street, Redwood City, California 94063, or at such other place at the Board may designate.

Section 1.4. Compensation. Members may receive their actual and necessary expenses, including travel expenses incurred in the discharge of their duties, but only when authorized by the Authority and approved by the County and only if there are unencumbered funds available for such purpose.

Section 1.5. Conflict of Interest Code. The Board 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.

ARTICLE II – OFFICERS

Section 2.1. Officers. The Officers of the Authority shall be the President, Secretary, Auditor and Treasurer who shall be elected by the Board.

Section 2.2. President. 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. Except as otherwise authorized by resolution of the Board, the Present or the President’s designee shall sign all contracts, deeds and other instruments executed by the Authority.

Section 2.3. Secretary. 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.

Section 2.4. Assistant Secretary. The County's Chief Financial Officer, or if the position of Chief Financial Officer is vacant, the County's Budget Director, shall serve as the ex officio Assistant Secretary and shall be an authorized signatory for all contracts, deeds, and other instruments executed by the Authority. As directed by the Secretary, the Assistant Secretary shall be authorized to carry out the duties of the Secretary including, but not limited to, keeping the records of the Authority, acting as Secretary of the meetings of the Authority and recording all votes, and keeping a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose.

Section 2.42.5. Treasurer. The Treasurer of the Authority shall perform the duties set forth in the Agreement.

Section 2.52.6. Auditor. The Auditor of the Authority shall perform the duties set forth in the Agreement.

Section 2.62.7. Election of Officers. Election 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 on such other date and at such hour as may be fixed by the Board.

Section 2.72.8. Authorization to Bind Authority. No member, officer, agent or employee of the Authority, without prior specific or general authority by a vote of the Board, shall have any power or authorization to bind the Authority by any contract, to pledge its credit, or to render it liable for any purpose in any amount.

ARTICLE III – EMPLOYEES AND AGENTS

Section 3.1. Appointment of Employees and Agents. The Authority may from time to time request from the County or the Commission the services of such personnel, counsel or agents, permanent or temporary, as may be necessary to carry out the business and affairs of the Authority. The Board may in addition employ temporary professional and technical personnel, on such terms and at such rates of compensation as the Board may determine, for the performance of Authority business and affairs, provided that adequate sources of funds are identified for the payment of such temporary professional and technical services.

ARTICLE IV – MEETINGS

Section 4.1. Regular Meetings. Regular 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. If at any time any regular meeting falls on a legal holiday, such regular meeting shall be held on the next business day at the same time.

At least 72 hours before a regular meeting, an agenda containing a brief general description of each item of business to be transacted or discussed shall be posted at a location freely accessible to members of the public. The agenda shall specify the time and location of the regular meeting. No action shall be taken on any item not appearing on the posted agenda except as permitted by law.

The 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.

Section 4.2. Special Meetings. A special meeting may be called at any time by the President or upon the request of two of the members of the Board by delivering written notice to each member and to each person or entity entitled by law to receive such notices. Notices to the Board shall be sufficient if delivered to the Clerk of the Board of Supervisors of the County. Notice to other personal or entities entitled by law to receive notices must be delivered personally or by mail and must be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted and shall be posted at least 24 hours prior to the special meeting in allocation that is freely accessible to members of the public. No other business shall be considered at such meetings by the Board. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary of the Authority a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the time such special meeting convenes.

Section 4.3. Closed Sessions. Nothing contained in these by-laws shall be construed to prevent the Authority Board from holding closed sessions during a regular or special meeting concerning any matter permitted by law to be considered in a closed session.

Section 4.4. Public Hearings. All public hearings held by the Board shall be held during regular or special meetings of the Board.

Section 4.5. Adjourning Meetings and Continuing Public Hearings to Other Times or Places. The Board may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time-to-time. If all members are absent from any regular meeting or

adjourned regular meeting the Secretary of the Authority may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as proved in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is held, it shall be held at the hour specified for regular meetings.

Any public hearing being held, or any hearing noticed or ordered to be held at any meeting, may by order or notice of continuance be continued or recontinued to any subsequent meeting in the same manner and to the same extent set forth herein for the adjournment of the meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing a copy of the order or notice of continuance shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

Section 4.6. Meetings to be Open and Public. All meetings of Authority members to take action or to deliberate concerning Authority business and its conduct shall be open and public. All persons shall be permitted to attend any such meetings except as otherwise provided or permitted by law and Section 4.3 of these by-laws.

Section 4.7. Quorum. A majority of the members of the Board shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other official purposes, except that less than a quorum may adjourn from time to time until a quorum is obtained.

Section 4.8. Order of Business. At the regular meetings of the Authority, the following shall be the general order of business:

1. Roll Call
2. Approval of Minutes
3. Reports
4. Unfinished Business
5. New Business
6. Matters Not Appearing on the Agenda
7. Adjournment.

Section 4.9. Parliamentary Procedure. The rules of parliamentary procedure set forth in Robert's Rules of Order shall govern all meetings of the Authority, except as otherwise herein provided.

ARTICLE V – AMENDMENTS

Section 5.1. Amendments to By-Laws. These by-laws may be amended by the Authority at any regular or special meeting by majority vote, provided that the proposed amendment to any particular section is included in the notice of such meeting.