



REGULAR MEETING MINUTES

Date: 1/26/2018
Time: 10:00 a.m.
Administration Building – Sharon Heights
701 Laurel St., Menlo Park, CA 94025

A. Committee Chair Craib called the meeting to order at 10:22 a.m.

B. Roll Call

Present: Craib, Shepherd, Ohtaki
Absent: Tronson, Mueller
Staff: Nick Pegueros, Administrative Services Director
Dan Jacobson, Interim Finance and Budget Manager
Brandon Cortez, Management Analyst I

C. Public Comment

- Cecilia Taylor would like for the committee to consider the creation of a Belle Haven Amenities fund and to find current funds and funding sources that would be adequate for allocation into the fund.
- Jim Lewis voiced his support for the creation of a finance dashboard to keep the public better informed.

D. Regular Business

D1. Approve the minutes of the December 15, 2017, Finance and Audit Committee Special Meeting.

ACTION: Motion and second (Craib/Shepherd) to approve minutes for the December 15, 2017, Finance and Audit Committee Special Meeting, passed 3-0-2 (Tronson and Mueller absent).

D2. Approve the 2018 Finance & Audit Committee meeting schedule.

ACTION: Motion and second (Craib/Shepherd) to approve the proposed schedule, passed 3-0-2 (Tronson and Mueller absent).

D3. Discuss and approve the 2018 Finance & Audit Committee Work Plan.

ACTION: Motion and Second (Craib/Shepherd) for staff to present a formal work plan and create subcommittees for the work plan items at the March 5th, 2018, meeting, passed 3-0-2, (Tronson and Mueller absent).

E. Director's Report

This item was not heard.

F. Adjournment

Chair Craib adjourned the meeting at 11:02 a.m.