

**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\*\*\*  
\*\*NOTE NEW LOCATION\*\***

This meeting of the Authority will be held in Manzanita Hall at 500 County Center, 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 23, 2025

Place: Manzanita Hall  
500 County Center  
Redwood City, California 94063

Zoom Webinar Link: <https://smcgov.zoom.us/j/88613020056>

Phone: (669) 900-6833

Webinar ID: 886 1302 0056

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

1. Roll Call
2. Welcome and introductions
3. Public Comment  
*(This public comment period is reserved for Authority-related matters not on the agenda.)*
4. Action to Set the Agenda
5. Adopt a resolution electing Officers of the Joint Powers Financing Authority, including the President, Secretary, Auditor, Treasurer and Assistant Secretary positions.
6. Adopt a resolution approving regular meeting schedule for 2025.
7. Other Updates:
  - a. 2016 Bond defeasance
  - b. Capital Projects
  - c. Ongoing recruitment for JPFA Board vacancy

8. 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 500 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://www.scmgov.org/ceo/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 17, 2024, at County Government Building, 500 County Center, Redwood City, California, a location freely accessible to members of the public, and emailed on January 17, 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 17, 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

VACANT

# **ITEM NO. 5**

# **ELECTION OF OFFICERS**

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

**Recommendation:**

Adopt a resolution electing the officers of the Joint Powers Financing 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 OF THE JOINT POWERS FINANCING  
AUTHORITY, INCLUDING THE PRESIDENT, SECRETARY, AUDITOR AND  
TREASURER, AND ASSISTANT SECRETARY**

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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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
President

ATTEST:

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

\* \* \*



# **ITEM NO. 7**

# **2025 MEETING SCHEDULE**

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

**Recommendation:**

Adopt a resolution establishing regular meeting schedule of 2025.

**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 [sic] 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, November and December, and subject to cancellation by the Assistant Secretary.

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

**SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY**

**RESOLUTION ESTABLISHING REGULAR MEETING SCHEDULE OF 2025**

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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 2025:

<b>January 23, 2025</b>
<b>February 20, 2025</b>
<b>March 27, 2025</b>
<b>April 24, 2025</b>
<b>May 22, 2025</b>
<b>June 26, 2025</b>
<b><i>No July meeting</i></b>
<b>August 21, 2025</b>
<b>September 25, 2025</b>
<b>October 23, 2025</b>
<b><i>No November or December meeting</i></b>

Regular meetings of the Board shall convene at 11:00 a.m. at Manzanita Hall, 500 County Center, or 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 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
 President

ATTEST:

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

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