



**Finance and Investment Committee Meeting**  
**Monday, October 5, 2020 4:00 p.m.**  
**Meeting Via Zoom**  
Regular Meeting Agenda

**NOTICE OF TELECONFERENCED MEETING**

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), Committee Members may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Members of the Public may participate and provide public comments to teleconference meetings as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/81484774791>

Meeting ID: 814 8477 4791

Password: 94022

Phone: (669) 900 6833

Before speaking, please identify yourself by name and where you reside.

**Note: All votes shall be made by roll call and individual votes will be stated in the minutes**

**PLEASE NOTE: Some of the items below contain links to the documents. If you use a browser that does not show a link, the links are on items 3, 4, and 5.**

1. Roll call (introduction of guests in audience, if any)
2. Introductions: Mitch Barker, Andrew Brown, Will Rodgers, PARS.
3. Approval of minutes – [Special Meeting, Monday, September 14, 2020](#).
4. [Report on PARS Investments](#) – Mitch Barker, Andrew Brown, Will Rodgers
5. Report on Finance activities of interest – Sarina Revillar – (audit, [deposits](#): schedule and atty ltr re: statute of limitations) ([Policy](#))
6. Report on recent Council activities of interest – Michelle Wu / Kavita Tanka (Greenwaste contract and related annual cost increase, Town Hall expansion, ad hoc Committee re: Audit planning, Ad Hoc Undergrounding Committee, Fire District consolidation, Associate Committee member status)
7. Next meeting: Date and Non-recurring topics TBD
8. Topics for future meetings include: Earthquake quote, Cyber review, and Workers comp rates; Review of long-term capital plans and related policies; review Finance Department quarterly report on financial controls; policy and procedure staff manual review, sewer allocation overhead adjustments – prior periods.
9. Presentations from the floor
10. Adjournment

**Notice to the Public**

Any writings or documents provided to the Finance and Investment Committee regarding any item on the open session portion of the agenda will be made available for public inspection at the Town Clerk's office, 26379 Fremont Road, Los Altos Hills during normal business hours.

Distribution:

**Public posting** by Deborah Padovan

**Email distribution** by Deborah Padovan to Committee members and other invited attendees: Michelle Wu (Mayor), Kavita Tanka (Vice Mayor), Carl Cahill, (Town Manager), Committee Members: Nathan Blair, Allan Epstein, Cheryl Evans, Kjell Karlsson (Associate Member), Jim Lai (Associate Member), Frank Lloyd (Associate Member), Susan Mason, Christopher Nam, Stan Mok, Medha Rishi, Roddy Sloss, and Chris Welborn.

Attachments:

Draft minutes from September 14, 2020 meeting

PARS investment presentation

Deposits update schedule and atty ltr re: deposits statute of limitations

Update of Unclaimed and Uncashed Check Policy

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