

**Finance and Investment Committee Special Meeting  
Town of Los Altos Hills - ZOOM call, December 6, 2021**

**Members present:** Nate Blair, Allan Epstein, Cheryl Evans, Kjell Karlsson, Susan Mason, Chris Nam, Medha Rishi, and Roddy Sloss

**Members absent:** Chris Nam, Chris Wellborn

**Associate members:** Jim Lai, absent; Frank Lloyd, present

**Council present:** George Tyson, Vice Mayor

**Staff present:** Peter Prinejad, City Manager Sarina Revillar, Administrative Services Director, Oscar Antillon, Public Works Director

**Public present:** None.

Ms. Mason called the meeting to order at 4 pm.

**Approval of minutes – Susan Mason**

The November 8, 2021 minutes were unanimously approved as corrected by roll call vote of all attending members.

**Finance Updates – Sarina Revillar**

Ms. Revillar asked the FIC to review and comment on the Town’s proposed overall Finance Compensation strategy and planning (as opposed to individual compensation). Ms. Revillar will form a subcommittee of less than five FIC members to address the matter and report to the FIC at its February 2022 meeting. Annual Fiscal Year 2022-23 Budget and Mid-Year Budget Update work will begin in January.

**FIC Goals and Objectives – Susan Mason**

Peter Prinejad, City Manager, joined this discussion that concluded the FIC Goals and Objectives draft report requested by Staff for review on January 10, 2022 and is planned for Council discussion on January 25, 2022. The principal purpose of the Council review is to identify non- recurring projects involving Staff time in the 2022 calendar year. The report will include estimated Staff time needed. To the extent such projects in total exceed available Staff time, proposed Projects will be ranked by urgency for Council’s review and direction on which projects, if any, will either be approved with additional resources or will not be approved for performance during calendar 2022.

With that clarification, the FIC formed an ad hoc committee comprising Allan Epstein, Cheryl Evans and Roddy Sloss to identify recurring tasks and their timing, and Non-Recurring projects identifying the estimated Staff time needed. The sub-committee will present its report at the next FIC meeting presently scheduled for Wednesday, December 15, 2021.

Continued

**Sewer Update – Oscar Antillon**

Mr. Antillon presented PowerPoint slides providing an overview of the Town’s Sewer System, the annual sewer maintenance plan, a listing of 10 active sewer projects, an analysis of 78 active engineering projects of which 56% are sewer related, and an update on the following specific sewer projects: annual sewer cost review used to determine if and when a rate change is needed, analysis of recurring work performed by contractors including upcoming contracts that are expiring and require either renewal and/or a request for competitive quotes. The items discussed in more detail were West Bay sewer contract renewal, anticipated incremental recurring costs for the Palo Alto plant upgrade and replacement, a sewer connect fee study that is expected to issue in December, Palo Alto and Los Altos conveyance costs and measurement methods, and proposed use of ARPA funds such as converting the Purissima sewer lines from pump station to gravity, a worthwhile but expensive project the cost of which will be borne by affected users similar to Connect Fees.

**Council Report – George Tyson**

Next Council meeting is expected to be brief as new Mayor and Vice Mayor are scheduled to be elected.

**Review of next meeting date – Susan Mason**

The next meeting will be Wednesday, December 15, 2021 for the primary purpose of completing a submittal to Staff describing the non-recurring projects requiring Staff time.

**Presentations from the floor - None**

**Adjournment:** As there were no further comments, the meeting adjourned at 5:45 pm.

Respectfully submitted: Roddy Sloss, Committee Secretary

---