

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

*****IN-PERSON MEETING WITH REMOTE PARTICIPATION AVAILABLE*****

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:

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 22, 2026

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

Zoom Webinar Link: <https://smcgov.zoom.us/j/95113234492>

Phone: (669) 900-6833

Webinar ID: 951 1323 4492

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. Approve the minutes of the Regular October 24, 2024 and March 20, 2025 Special meetings.
6. Adopt a resolution electing Officers of the Joint Powers Financing Authority, including the President, Secretary, Auditor, Treasurer and Assistant Secretary positions.
7. Adopt a resolution approving regular meeting schedule for 2026.
8. Other Updates:
 - a. 2016 Bond defeasance
 - b. Capital Projects
 - c. Ongoing recruitment for JPFA Board vacancy
9. Adjournment

***Public Participation – Written Public Comments:**

- Written public comments should be emailed to rmanchia@smcgov.org and sgolestan@smcgov.org and should include the specific agenda item on which you are commenting, or note that your comment concerns an Authority-related 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. Emailed written comments received after that time will be included in the administrative record after the meeting.

***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.smcgov.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 16, 2026, at County Government Building, 500 County Center, Redwood City, California, a location freely accessible to members of the public, and emailed on January 16, 2026 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 16, 2026, 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

DRAFT MINUTES
OF REGULAR MEETING OF GOVERNING BOARD OF
SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY

Time: 11:00 a.m.

Date: Thursday, October 24, 2024

Place: **County Executive's Office - Steelhead Conference Room**
500 County Center, 5th Floor
Redwood City, California 94063

Zoom Videoconference Link: <https://smcgov.zoom.us/j/86219955516>

Or via Dial-in: (669) 900-6833

Meeting ID: 862 1995 5516

The meeting began at 11:04 AM.

1. Roll Call

Sukhmani Purewal, Assistant Clerk of the Board took the roll call.

Members Present: 4 - Paul Okada; John C. Beiers; Donna Vaillancourt and President Paul T. Scannell

Members Absent: 0

Staff Present:

Roberto Manchia, JPFA Asst. Secretary/County Chief Financial Officer

Daniel McCloskey, Lead Deputy County Attorney for JPFA

Sukhmani Purewal, Assistant Clerk of the Board

2. Welcome and introductions

3. Public Comment

None.

4. Action to Set the Agenda

MOTION: Donna Vaillancourt / SECOND: Paul Scannell

Ayes: 4-Paul Okada; John C. Beiers; Donna Vaillancourt, and President Paul Scannell

Noes: 0-None.

5. Approval of the Minutes for the June 20, 2024 meeting

MOTION: Paul Okada / SECOND: Donna Vaillancourt

Ayes: 4-Paul Okada; John C. Beiers; Donna Vaillancourt, and President Paul Scannell

Noes: 0-None.

6. Introduce Public Resources Advisory Group, Inc. (PRAG), new municipal financial advisor to the County and Joint Powers Financing Authority

Roberto Manchia introduced the JPFA's new municipal financial advisor through the County's RFP process, Jo Mortensen from PRAG, who spoke to PRAG's 40 years of expertise and her background.

7. Independent Auditor's Reports, Management's Analysis and Financial Statements for FY end June 30, 2024

President Scannell opened discussion on this item with members and Roberto Manchia.

8. Capital Projects Updates

Roberto Manchia provided updates on Cordilleras, Fashion Island Boulevard (Bridgepointe) for Human Services Agency/Family Justice Center.

9. Other Updates:

- a. 2025 meetings
- b. Vacancy on the JPFA Board

Roberto Manchia provided updates on the above and vacancy continues due to prospective applicant declining joining meeting.

Public Comment for Items 6-9 taken:

ET16435

10. Adjournment
The meeting adjourned at 12:10 PM.

DRAFT MINUTES
OF SPECIAL MEETING OF THE GOVERNING BOARD OF
SAN MATEO COUNTY JOINT POWERS FINANCING AUTHORITY

Time: 11:00 a.m.

Date: Thursday, March 20, 2025

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

Zoom Webinar Link: <https://smcgov.zoom.us/j/83355030588>

Phone: (669) 900-6833

Webinar ID: 833 5503 0588

The Special meeting began at 11:03 AM.

1. Roll Call

Sherry Golestan, Deputy Clerk of the Board took the roll call.

Members Present: 3 - Donna Vaillancourt; Paul Okada; and President Paul T. Scannell

Members Absent: 1 – John C. Beiers

Staff Present: Roberto Manchia, JPFA Asst. Secretary/County CFO; Daniel McCloskey, Lead Deputy County Attorney; and Sherry Golestan, Deputy Clerk of the Board

2. Welcome and introductions

No discussion.

3. Action to Set the Special Meeting Agenda

MOTION: Paul Okada / SECOND: Donna Vaillancourt

Ayes: 3-Paul Okada; Donna Vaillancourt, and President Paul Scannell

Noes: 0-None.

Absent: 1- John C. Beiers.

4. Adopt a resolution:

A) Authorizing the President, Secretary, Auditor Treasurer and Assistant Secretary of the Authority or designees (the “Authorized Officers”), acting in consultation with the County Attorney, to take all necessary and advisable steps to defease the Refunding Lease Revenue Bonds, 2016 Series A (Youth Services Campus), including but not limited to establishing an escrow account, purchasing securities for the escrow, and executing any related agreements, notices, approvals, or documents to effectuate the defeasance and to give effect to this Resolution; and

B) Approving a form of escrow agreement substantially in the form of Attachment A, to be used in connection with the defeasance authorized by this Resolution.

Speakers:

Roberto Manchia; John Palmer; Jo Mortensen; Paul Okada, Donna Vaillancourt; Paul T. Scannell; Suzy Niederhofer

MOTION: Donna Vaillancourt / SECOND: Paul Okada

Ayes: 3-Paul Okada; Donna Vaillancourt, and President Paul Scannell

Noes: 0-None.

Absent: 1- John C. Beiers.

JPFA RESOLUTION NO. 2025-003

5. Other Updates:

a. Capital Projects

Speakers:

Roberto Manchia; Paul T. Scannell

6. Adjournment

MOTION: Paul Okada / SECOND: Donna Vaillancourt

Ayes: 3-Paul Okada; Donna Vaillancourt, and President Paul Scannell

Noes: 0-None.

Absent: 1- John C. Beiers.

The meeting adjourned at 11:19 AM.

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

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 22nd day of January, 2026.

President

ATTEST:

By _____
Secretary

* * *

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 2026.

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 on a quarterly basis, 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 2026

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 2026:

| |
|---|
| January 22, 2026 |
| April 16, 2026 |
| June 25, 2026 |
| <i>No July meeting</i> |
| September 24, 2026 |
| <i>No November or December meeting</i> |

Regular meetings of the Board shall convene at 11:00 a.m. at Manzanita Hall, 500 County Center, or the Boards and Commissions Meeting 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 22nd day of January, 2026.

President

ATTEST:

By _____

Secretary

* * *