

**COUNTY OF MARIN**  
**TREASURY OVERSIGHT COMMITTEE**  
**Regular Meeting**

November 13, 2025; 2:00PM  
Marin County Civic Center  
3501 Civic Center Drive, Room 324-A San Rafael, CA

**Minutes**

**1. Call to Order**

The meeting was called to order at 2:07 p.m.  
Agenda was updated to reflect the correct meeting location.

**2. Roll Call**

Present: Derek Johnson (County Executive), John Carroll (Superintendent of Schools; arrived at 2:08 p.m.), Tracy Smith (School District and Community College Representative), Alyssa Schiffman (Special District Representative, Chair)

Absent: Jean Bonander (At-Large Member of the Public)

Others in Attendance: Mina Martinovich (Director of Finance), Karen Shaw (Department of Finance Division Chief), Victoria Seils (Department of Finance Accounting Unit Manager), Jen Mendoza (Department of Finance Staff)

**3. Approve Minutes - Meeting of May 15, 2025 (ACTION)**

Motion by Derek Johnson to approve the meeting minutes of May 15, 2025

Second by Alyssa Schiffman

Ayes: Derek Johnson, Alyssa Schiffman, Tracy Smith

Nays: None

Abstain: None

Absent: John Carroll, Jean Bonander

**4. Open Time for Public Comment**

No public comment.

**5. Committee Business**

a) Review Government Code (GC) Sections 27130-27137

Director Mina Martinovich provided an overview of the Government Code sections governing the Treasury Oversight Committee, outlining its purpose and historical context. The Committee was established under Board Resolution 96-91 in response to State Legislation enacted in 1996 (GC §27130 et seq.) requiring local oversight of pooled investment deposits.

Although statutory mandates were repealed in 2005 (GC §27131(a)), counties retained the authorization to continue such committees voluntarily. Marin County elected to do so, maintain its focus on reviewing and monitoring the County's investment policy and calling for an annual investment audit.

b) Welcome new Committee member, Dr. Tracy Smith, Superintendent of the Novato Unified School District, representing School Districts Superintendent Representative

Director Martinovich welcomed newly appointed Dr. Tracy Smith, the Superintendent of Novato, who succeeds Dr. Brett Geithman in this role. Documentation regarding Dr. Smith's appointment was included in the meeting packet for review. The Board of Supervisors took formal action to approve her appointment on November 4, 2025.

c) Staff Objectives for 2026:

○ CMTA Investment Policy Certification

Victoria Seils, Treasury Accounting Unit Manager, reported that the County's Statement of Investment Policy – approved by the Treasury Oversight Committee in May 2025 and adopted by the Board of Supervisors in June 2025 – has been formally submitted to the California Municipal Treasurers Association (CMTA) for review under the CMTA Investment Policy Certification Program.

She noted that participation in this program is a positive step for the County, as CMTA certification provides independent validation that the policy aligns with California Government Code requirements, incorporates industry best practices, and reflects strong public stewardship. If CMTA recommends revisions, the County will have an opportunity to make the suggested updates and resubmit the policy within the program's designated time window.

Ms. Seils added that any recommended changes are expected to be incorporated into the Statement of Investment Policy for FY 2026-27, which will be presented to the Committee in May 2026. If approved and adopted, the County anticipates achieving full CMTA certification at that time.

○ RFP for Banking Services

Ms. Seils provided an update on the Request for Proposal (RFP) for Professional Banking Services, previously discussed during the Committee's May 2025 meeting. Since then, staff have advanced from the discovery phase—researching best practices and reviewing sample RFPs from other counties—to prepare an initial draft. Stakeholder input was gathered through a questionnaire, and although response levels were modest, the feedback provided valuable insight into the County's banking service needs.

The RFP will next be presented to the Board of Supervisors in December for review, with the goal of issuing the solicitation by January 2026. The proposal period is expected to remain open for approximately two months, followed by evaluation, selection, and award. The RFP will be advertised through the County's procurement platform, professional associations such as CACTTC and CMTA, and outreach to current and local banking partners to ensure broad participation.

○ Cash Handling Policy Updates

Ms. Seils advised that the cash handling policy updates are nearing completion. Director Martinovich added that the updates being developed are in collaboration with the County's Internal Audit unit, and reflects significant revisions to the March 2017 policy to align with the organization's

new operational landscape and regulatory environment. The changes are influenced by recent developments and will emphasize compliance with U.S. Department of Treasury guidelines. Due to the minting of the last penny, one key element under consideration is adopting the Swedish rounding system for cash payments—rounding to the nearest nickel—while maintaining exact amounts for electronic transactions. The team also plans to coordinate closely with participating pools to ensure a smooth transition. It was noted that implementing these updates will be a gradual, multi-year process.

- Remote Deposit Expansion

Ms. Seils reported ongoing efforts to expand participation in the County’s remote deposit program. Over the years, the program has steadily grown, and recent stakeholder engagement—particularly through the professional banking services RFP process—has helped identify additional entities that may benefit from enrollment. She emphasized the importance of extending this program to all eligible participants as a means of promoting operational efficiency, cost savings, and risk management by reducing the need for physical bank visits. In addition, the Treasury team is exploring new technologies, including the potential use of smart safe systems, to further streamline cash handling and improve service delivery.

- d) Other Committee Member Matters

County Executive, Derek Johnson, continued the staff objectives conversation. He commended the Treasury team for its progress on the Request for Proposal (RFP) for professional banking services and related efforts to modernize the County’s financial operations. These initiatives aim to improve efficiency, reduce operational friction, and enhance integration with the County’s ERP systems. The RFP evaluation and award are anticipated in the spring, with implementation to begin in the summer under a phased, well-coordinated approach.

## 6. **Director of Finance Report**

- a) Review and Monitoring of Marin County Monthly Investment Reports

Mina Martinovich, Director of Finance, emphasized that one of the Oversight Committee’s key responsibilities is to provide regular updates on the status and balance of the County’s investments, including the composition and performance of those investments. County of Marin prepares these investment reports monthly. These reports, which are also presented to the County Board of Supervisors and made available on the County’s public website, ensure transparency and accountability. Ms. Martinovich also confirmed that all Committee members are authorized to access and review the monthly investment reports.

- b) Review of Fitch Rating of Marin County Investment Pool as of 6/30/2025

Karen Shaw, Treasury Division Chief, presented a report on the Fitch Rating of the Marin County Investment Pool. The rating is based on the County’s investment resiliency, market volatility, and ongoing monitoring practices. Fitch also reviews portfolio sensitivity to market fluctuations. It was noted that a monthly surveillance document is shared with Fitch, providing detailed reporting on the County’s full investment portfolio, including metrics and reconciliation data. The County maintains regular communication with Fitch to ensure alignment on credit ratings and risk

assessments. Ms. Shaw also discussed benchmarking performance against other counties and state treasuries to evaluate investment outcomes and ensure best practices. These reviews help identify strengths and areas for improvement in portfolio management. The next comprehensive review with Fitch is expected soon, as it has been approximately two years since the last full evaluation.

c) Review and Approve FY 2024-25 Treasury Oversight Compliance Examination (Action Item)

The Department of Finance is providing the Treasury Oversight Compliance Examination Report, which was audited by CliftonLarsonAllen LLP (CLA). This engagement represents an agreed-upon procedures report focused on testing compliance and oversight responsibilities of the Treasury Oversight Committee. The examination was conducted in September 2025 and complements the County's Annual Comprehensive Financial Report (ACFR), which is a more comprehensive review evaluating cash and investments in accordance with Governmental Accounting Standards Board (GASB) requirements. The ACFR provides detailed disclosures on weighted average maturity of investments, investment concentrations and associated risks, and fair value reporting. While the ACFR offers an in-depth analysis of investment activities, the Compliance Examination engagement serves as a supplementary compliance review to ensure continued adherence to oversight and reporting standards. No findings were noted as a result of the Treasury Oversight Compliance Examination, and the Department looks forward to continuing this engagement in the next fiscal cycle for FY 2026.

Motion by Derek Johnson to approve the Fiscal Year 2024-25 Treasury Oversight Compliance Examination

Second by John Carroll

Ayes: Derek Johnson, John Carroll, Alyssa Schiffman, Tracy Smith

Nays: None

Abstain: None

Absent: Jean Bonander

**7. Discussion Items for Next Meeting:**

- a) Call for Treasury Oversight Compliance Examination for FY 2025-26
- b) Review and approve Statement of Investment Policy for FY 2026-27
- c) Review and approve Long-Term Investment Pool Statement of Investment Policy for FY 2026-27

**8. Schedule for Spring 2026 Meeting**

The Spring 2026 Treasury Oversight Committee will take place on Thursday, May 14, 2026.

**9. Adjournment**

The meeting was adjourned at 2:35 p.m.