

MARIN
COUNTYWIDE SUCCESSOR AGENCY OVERSIGHT BOARD

January 27, 2020

2:30 P.M.

3501 Civic Center Drive, Room 410B
San Rafael, California 94903

MINUTES

1. Call to Order

The meeting was called to order at 2:30 PM

2. ROLL CALL

Present:

Matthew Hymel, County Administrator, County of Marin; Nadine Hade, Interim Finance Director, City of San Rafael; Greg Nelson, Vice President, College Operations & Fiscal Service, California Community Colleges; Terena Mares, Deputy Superintendent, Marin County Office of Education; Susannah Clark, Citizen

Absent:

Independent Special Districts (to be assigned); Recognized Employee Organization (to be assigned);

Others in attendance:

Roy Given, Director of Finance, County of Marin; Sandy Kacharos, Tax Division Chief, Department of Finance, County of Marin; Lisa DeCarlo, Chief of Administrative Services, Department of Finance, County of Marin, Substitute Board Secretary; Dana Proctor, Senior Accountant/Property Tax, Department of Finance, County of Marin; Renee Brewer, County Counsel, County of Marin; Genevieve Hahn-Kerr, Accountant II, Community Development Agency, County of Marin; Leelee Thomas, Planning Manager, Community Development Agency; Brooke Kerrigan, Accounting Supervisor, City of Novato

Called in:

Brent Kuhn, Consultant, City of San Rafael

3. APPROVAL OF MINUTES – MEETING OF JANUARY 31, 2019 (ACTION)

MOTION by Terena Mares to approve January 31, 2019 minutes

Second by Susannah Clark

AYES: ALL

4. APPROVAL OF MINUTES – MEETING OF June 19, 2019 (ACTION)

MOTION by Susannah Clark to approve June 19, 2019 minutes

Second by Nadine Hade

AYES: ALL

5. PUBLIC COMMENT

None

If you are a person with a disability and require information or materials in alternative formats (such as, Braille, large print, audiotape or CD-ROM), or if you require accommodation to participate in a county program, service or activity, please contact department staff at 415-473-6154; Voice/CRS dial 711



6. DISCUSSION ITEMS

- a. Oversight responsibilities under Health & Safety Code 34179 (Refer to Section 5 of the Manual)

In reference to the letter at the beginning of the meeting, Roy Given explained the dual roles and responsibilities of Marin County Department of Finance acting as Administrative staff to the Board and as the Marin County Auditor-Controller, acting independently in that capacity. The Department of Finance staff will alert the Board to any potential issues prior to Board approval and the Board would decide to approve or not to approve. After the ROPS have gone to the State for final approval, if there are any issues raised, the Department of Finance will act in the capacity of Auditor-Controller to review and resolve any issues and alert the Board as necessary.

Authorizing resolutions would be distributed to the separate Successor Agencies to be submitted online.

- b. Background – Administrative Budget and ROPS
Combined with above discussion.
- c. Form 700
Roy Given reminded everyone that as Board members they are required to submit a 700 Form.
- d. County of Marin DOF Admin Fees
The Department of Finance charges administrative fees to support this Board.
- e. Prior Period Adjustment Reporting
The State is looking at the differences between actual payments and previously authorized estimated obligations each year. If a Successor Agency does not spend the money approved through their ROPS on authorized obligations, then the State is requiring that those funds be identified through the PPA process and recaptured for use in subsequent ROPS.
- f. Administrative Budget Fees and ROPS Approval
There is no timing for the approval, but Successor Agencies should have both approved by their governing board sometime during the year.

Matthew Hymel requested that going forward, the Successor Agencies should have their Administrative Budget Fees and ROPS approved by their governing board before this Oversight Board approves them. Staff will notify the Successor Agencies of this new requirement.

7. SUCCESSOR AGENCY REPORTS

- a. Marin Successor Agency
No presentation. Genevieve Hahn-Kerr was present to answer questions.
- b. Novato Successor Agency
No presentation. Brooke Kerrigan, Accounting Supervisor, was present to answer questions and noted that the Novato Successor Agency successfully completed a bond refinance (refunding) in 2019 that will result in substantial savings over the life of the bonds.
- c. San Rafael Successor Agency
No presentation. Nadine Hade, Interim Finance Director, San Rafael.

8. ADMINISTRATIVE ACTIONS

County of Marin Successor Agency:

- i. Approve 2020-21 Successor Agency budget – County of Marin
MOTION by Terena Mares to approve 2020-21 Successor Agency budget – County of Marin.
Second by Greg Nelson
AYES: ALL
- ii. Approve 2020-21 Successor Agency ROPS – County of Marin
MOTION by Terena Mares to approve 2020-21 Successor Agency ROPS – County of Marin
Second by Greg Nelson
AYES: ALL

San Rafael Successor Agency:

- i. Approve 2020-21 Successor Agency budget –San Rafael
Explanation of line items.
MOTION by Greg Nelson to Approve 2020-21 Successor Agency budget – San Rafael
Second by Susannah Clark
AYES: ALL
- ii. Approve 2020-21 Successor Agency ROPS – San Rafael
MOTION by Greg Nelson to Approve 2020-21 Successor Agency ROPS – San Rafael
Second Susannah Clark
AYES: ALL
- iii. Approve 2020-21 Request for Temporary Transfer of Funds – San Rafael
MOTION by Greg Nelson to approve 2020-21 Successor Agency request for temporary transfer of funds – San Rafael
Second by Susannah Clark
AYES: ALL

Novato Successor Agency:

- i. Approve 2020-21 Successor Agency budget – Novato
MOTION by Terena Mares to approve 2020-21 Successor Agency budget – Novato
Second by Nadine Hade
AYES: ALL
- ii. Approve 2020-21 Successor Agency ROPS – Novato
MOTION by Terena Mares to approve 2020-21 Successor Agency ROPS – Novato
Second by Nadine Hade
AYES: ALL

9. OTHER BUSINESS

- o Vacant Board seats

Independent Special Districts (to be assigned); Recognized Employee Organization (to be assigned);

10. ADJOURN

The meeting ended at 3:15 PM