

**MARIN**  
**COUNTYWIDE SUCCESSOR AGENCY OVERSIGHT BOARD**

**January 31, 2019**  
9:00 A.M. – 10:00 A.M.  
3501 Civic Center Drive, Room 324A  
San Rafael, California 94903

**MINUTES**

1. Call to Order

The meeting was called to order at 9:02 AM

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; Mina Martinovich, Assistant Director, Department of Finance, County of Marin; Sandy Kacharos, Tax Division Chief, Department of Finance, County of Marin; Anya Bakerink, Accounting Unit Manager/Property Tax, Department of Finance, County of Marin; Sharmon Freund, Administrative Services Associate, 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; Michael Antwine, Assistant City Manager, City of Novato

3. APPROVAL OF MINUTES – MEETING OF AUGUST 31, 2018 (ACTION)

MOTION by Nadine Hade to approve August 31, 2018 minutes with correction to Tony Clark's title. Tony Clark had been the City of Novato's Finance Manager, not the Finance Director and has since left the City of Novato.

Second by Terena Mares

AYES: ALL

4. PUBLIC COMMENT

None

If you are a person with a disability and require information or materials in alternative formats (such as, Braille, large print, audiotope 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.



- 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 as staff, the Department of Finance will alert the Board to any potential issues prior to Board approval. 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 as 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.

## 6. SUCCESSOR AGENCY REPORTS

- a. Marin Successor Agency  
No presentation. Genevieve Hahn-Kerr was present to answer questions.
- b. Novato Successor Agency  
No presentation. Michael Antwine was present to answer questions.
- c. San Rafael Successor Agency  
No presentation. No representative for San Rafael was present. Roy Given would be available to answer questions.

After group discussion, it was decided to change the agenda format for future meetings to combine the report section with the voting actions.

## 7. ADMINISTRATIVE ACTIONS

- i. Approve 2019-20 Successor Agency budget – County of Marin

Discussion and explanation of legal fees, salaries and benefit line items. It was determined future budget items would reference actual costs.

MOTION by Terena Mares to approve 2019-20 Successor Agency budget – County of Marin up to the amount of \$250,000 with correction to salary and benefits and subsequent review by the Marin DOF as to alignment with actual costs.

Second by Greg Nelson

AYES: ALL

Greg Nelson stepped out of the room at 9:24 AM

- ii. Approve 2019-20 Successor Agency ROPS – County of Marin

Discussion and explanation of what is the obligation for unfunded ROPS versus funded ROPS and reserve balance.

MOTION by Nadine Hade to approve 2019-20 Successor Agency ROPS – County of Marin

Second by Terena Mares

ABSENT: Greg Nelson

AYES: Matthew Hymel, Nadine Hade, Susannah Clark,

Greg Nelson returned at 9:30 AM

- iii. Approve 2019-20 Successor Agency budget – Novato

Explanation of line items.

MOTION by Susannah Clark to Approve 2019-20 Successor Agency budget –  
Novato  
Second by Terena Mares  
AYES: ALL

iv. Approve 2019-20 Successor Agency ROPS – Novato

Discussion and explanation of the obligations. All have been previously  
approved by State Finance.

MOTION by Terena Mares to Approve 2019-20 Successor Agency ROPS –  
Novato  
Second by Matthew Hymel  
AYES: ALL

v. Approve 2019-20 Successor Agency budget – San Rafael

MOTION by Terena Mares to approve 2019-20 Successor Agency budget –  
San Rafael  
Second by Greg Nelson  
AYES: ALL

vi. Approve 2019-20 Successor Agency ROPS – San Rafael

MOTION by Greg Nelson to approve 2019-20 Successor Agency ROPS – San  
Rafael with corrections to ROPS line #33 ROPS 15-16 RPTTF Shortfall;  
replace “County of Merced” with “City of San Rafael” and ROPS line #9 Agency  
Admin Cost Allowance; replace “Admin Cost-Litigation” with “Admin Costs”.  
Second by Terena Mares  
AYES: ALL

vii. Approve Request for Temporary Transfer of Funds – San Rafael

MOTION by Greg Nelson to approve Request for Temporary Transfer of Funds  
– San Rafael  
Second by Terena Mares  
AYES: ALL

8. OTHER BUSINESS

- o Oversight Board administration updates: County DOF Admin Costs
- o Website links between Successor Agencies and MCSAOB
- o Vacant Board seats  
Independent Special Districts (to be assigned); Recognized Employee Organization (to  
be assigned);

9. ADJOURN

The meeting ended at 9:56 AM