



**KENSINGTON FIRE PROTECTION DISTRICT
FINANCE COMMITTEE MEETING MINUTES**

DATE/TIME: September 7, 2023, 12:00 p.m. *(time changed to 12:30pm for meeting room availability)*

LOCATION: Kensington Community Center, 59 Arlington Avenue, Meeting Room 3

PRESENT: Directors: President Julie Stein, Director Jim Watt
Staff: Interim GM Mary Morris-Mayorga

1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 12:33 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:01:02)

There was no public comment.

3. ADOPTION OF CONSENT ITEMS (00:01:39)

- a. **Approval of the General Manager's Timesheets (06/01/2023 thru 08/31/2023)**
- b. **Approval of Finance Committee Meeting Minutes of 06/06/2023**

Moved/Seconded: Stein/Watt

Action: Approval of the consent items.

Ayes: Stein, Watt

Nays: None

Absent: None

Motion Passed: 2-0-0

Video Time Stamped: 00:02:11

4. OLD BUSINESS – None

5. NEW BUSINESS (00:02:31)

a. FY 2022-23 OPEB Actuarial Report

The District's consultant, Nicolay Consulting, has begun work on this and anticipates it to be completed near the time that the FY 2022-2023 audit begins.

c. FY 2022-23 Annual Audit

Interim GM Morris-Mayorga reported that the District's current auditor, MUN CPAs, would need to increase the audit fee to \$30,000 and may not have auditors available to meet the District's deadline. An RFP will be issued to seek proposals in hopes of a lower fee. The committee discussed the item and agreed with the approach. There was no public comment.

b. Public Safety Building Budget Revision

Interim GM Morris-Mayorga presented this item as included in the packet for a proposed Public Safety Building project budget revision highlighting items that have changed since initiation of the project along with costs paid to date. She provided clarification on the change in categories to break out costs further. The committee discussed the item with questions and comments on: temporary fire station; change orders; original versus revised project budget; additional engineering and inspection costs; architectural design costs and continued architectural assistance on unforeseen conditions; construction completion update to May based on updated schedule; and notice of completion required by loan.

The committee recommended the Public Safety Building project budget revision for approval by the Board of Directors. There was no public comment.

d. Financial Forecast Update

IGM Morris-Mayorga reviewed this item as included in the packet with updates for: revenues and expenditures updated for June 30, 2023 actuals: property tax and CERBT disbursement; expenditures for retiree health benefits and capital/public safety building (PSB); and expenditure budget estimates of audit, firesafe planting grants, and PSB. The committee discussed the item noting the potential for a recession and requested that the El Cerrito Contract reserves are listed separately which will show the remaining available reserves. Staff will make this update prior to presenting to the Board of Directors. There was no public comment.

The committee recommended the financial forecast for presentation to the Board of Directors.

e. FY 2023-2024 Final Budget

IGM Morris-Mayorga reviewed this item as included in the packet which incorporates the financial forecast updates into the final budget.

The committee recommended the budget for presentation to and adoption by the Board of Directors. There was no public comment.

f. Reserves Policy Potential Revisions

Interim GM Morris-Mayorga reviewed this item as included in the packet with an overview of staff's process for potential recommended revisions to the policy along with samples from other agencies. The Committee discussed the item and provided some initial feedback including an additional agency policy to include then recommended staff present this to the Board for discussion, feedback, and staff direction as determined. There was no public comment.

g. District Policy Updates (as they relate to finance)

Interim GM Morris-Mayorga reviewed this item noting that there is no purchasing policy and many other policies could use updating. The purchasing policy could include a cooperative purchasing component to utilize the bids/proposals of other agencies. This is just intended as a report on the plan and process for updates. There was no public comment.

4. FUTURE AGENDA ITEMS (01:28:20)

The committee discussed recommending to the Board of Directors that the Reserve Policy be thoroughly reviewed for potential revision.

5. ADJOURNMENT: The meeting adjourned at 2:03 p.m.. The next Finance Committee Meeting is anticipated for February, but will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

MINUTES PREPARED BY: Mary Morris-Mayorga, General Manager

These minutes were approved at the Finance Committee Meeting on January 30, 2024.

Attest:

Finance Committee Chair