



KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE SPECIAL MEETING MINUTES

DATE/TIME: December 04, 2020 / 2:15pm

LOCATION: Via Zoom

PRESENT: Directors: President Stein, Director Dommer
Staff: IGM Mary Morris-Mayorga, GM Hansell
Consultants: Deputy General Counsel Rachel Hundley

1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 2:16 p.m. and called roll.

2. PUBLIC COMMENT:

No public comment.

3. CONSIDER AND REFER TO THE BOARD OF DIRECTORS A CONSULTING AGREEMENT WITH MARY MORRIS-MAYORGA FOR OPERATIONAL SUPPORT (SUPPORTING MATERIALS)

Deputy General Counsel Hundley reviewed the proposed consultant agreement to contract with Mary Morris-Mayorga for operational support services. This contract was based on the same contract that they used for Mary prior to being hired as Interim GM, so all of the standard terms have remained the same. The original draft had a period of 6 months and it was changed to 4 months due to Mary's travel plans. The contract would be on an as needed basis with an hourly rate of \$100. She asked the committee for their feedback regarding the terms going through the end of April, the hourly rate, and if they should recommend a not-to-exceed clause or leave it blank and have the full Board weigh in on what they would like to see for the NTE, if they would like one. She explained the scope of work would include operational support during the General Manager transition.

Director Stein asked what the distinction was between item 1 and 2. DGC Hundley stated that the first item was about her sharing her knowledge of things and the second item would be her actually doing things. Director Stein asked if the District needed Mary beyond the April contract date, would they renew the contract or is she allowed to come back and help the District? DGC Hundley suggested that it would be appropriate to either negotiate or create a new contract. Director Stein asked what she thought would work best for the NTE, a dollar amount or hours. She recommended to have a lump sum amount since the hours would be difficult to anticipate. Director Stein also mentioned that she did not have enough time to go over was what that figure would be based on the budget and whether there was room in the budget for this. She doesn't feel comfortable recommending a limit in this meeting because she would like to see the latest financial report and see if there was a place in the existing budget to find room for this. If there wasn't room in the budget, then there would have to be a budget amendment.

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DGC Hundley suggested that they could shorten the terms of the contract and when GM Hansell has a better idea as to what he needs help with in February, they could do an amendment to the contract at the February meeting.

Director Stein suggested that they could wait until after January 1, and at the January Board meeting, when GM Hansell was officially in place as GM, he could bring a proposal to the Board for these services. DGC Hundley was worried that if they did wait and there was a gap before that, people may contact Mary with questions while she's not on a contract and would not be getting paid.

Director Stein stated that they could put a list of variables together and have the Board discuss it and would be willing to recommend going through to February and then GM Hansell could bring it back to the Board if he thought he needed more time. Director Dommer suggested not making the contract too short because there would be a little bit of a learning curve. Director Stein agreed to go through to April 30th but would like to have a NTE clause included in the contract. Director Dommer did not want to go to the Board with the contract until they have calculated a dollar amount to include, so Stein calculated some numbers and Dommer suggested to go on the higher end that way they do not have to keep coming back to the Board for approval and thought that \$10,000 was a good amount to begin with. Stein's concern was having too much available and then going through it when it wasn't needed and suggested \$7,500 instead which Dommer agreed to.

4. ADJOURNMENT:

Meeting adjourned at 2:56pm

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