



## KENSINGTON FIRE PROTECTION DISTRICT Finance Committee Meeting

**Agenda**  
**Thursday, July 16, 2020, 2:00pm**

**Via Zoom Teleconference**

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/98009345697>

Or iPhone one-tap :

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312 626 6799 or +1 646 558 8656

Webinar ID: 980 0934 5697

International numbers available: <https://zoom.us/u/aecjyArYKm>

**1. Call to Order/Roll Call**

President Stein and Director Dommer

**2. Public Comment**

**3. Approve Minutes of the March 2, and May 22, 2020 Finance Committee Meetings**

**4. Discussion Items**

4.1. Standard Review Process of the Interim General Manager's Timesheets/Reimbursements

4.2. Transmittal Approval Process

4.3. RDC Architecture Invoices – KFPD vs. KPPCSD Work Billings for April and May 2020

4.4. Role and Responsibilities of the Finance Committee – Initial Planning

4.5. Financing Components and Arrangements on the Public Safety Building Renovation

**5. Future Agenda Items**

**6. Adjournment**



**KENSINGTON FIRE PROTECTION DISTRICT**  
**Finance Committee Meeting Minutes**  
**Monday, March 2, 2020, 4:00pm**

**Kensington public Safety Building, Conference Room**  
**217 Arlington Avenue, Kensington, CA 94707**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office Administrator, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Committee: President Stein and Director Dommer

*Note: Minutes were prepared from District documents; missing information will be updated as soon as available and reported at the Finance Committee Meeting.*

**1. Call to Order/Roll Call**

President Stein called the meeting to order at \_\_\_\_pm. Members present: President Stein, Director Dommer

**2. Public Comment**

**3. FY 2019 Kensington Fire Protection District 2019 – Financial Statements – Final Draft**

These were provided to the committee and will be presented to the Board of Directors at the March 11<sup>th</sup> meeting.

**4. Review of Investments**

**5. Midyear Review:**

a. Fire Contract

This will be included in the mid-year report to the Board of Directors at the March 11<sup>th</sup> meeting.

b. District Budget

RGS proposed mid-year revisions to the Finance Committee which will be revised based upon input received and presented to the Board of Directors at the March 11<sup>th</sup> meeting.

*Excerpted from RGS Monthly Report:* RGS is recommending a truncated budget process adequate enough to meet legal requirements and permit functioning in the new fiscal year, but to hold off full blown more participatory budget discussion and processes until after the emergency. This will also have the advantage of allowing the District to complete its budget when impacts of the crisis will be better known as well as to allow RGS's successor to have a more direct hand in the budget they will need to work under.

**6. Budget Authorization Policy**

No activity has been performed yet on these items.

**7. Upcoming Issues**

a. Purchasing Policy and Procedures

b. Payroll Approval Policy

- c. Credit Card Policy  
No activity has been performed yet on these items.

**8. Agenda Items for Next Meeting**  
The budget will be discussed in May.

**9. Scheduling Next Meeting**  
A meeting may be planned for April, no date has been set.

**10. Adjournment**  
The meeting was adjourned at \_\_\_\_pm.



**KENSINGTON FIRE PROTECTION DISTRICT**  
**Finance Committee Meeting Minutes**  
**Friday, May 22, 2020, 2:00pm**

**Via Zoom Teleconference**

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/99121580793>

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+1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 991 2158 0793

International numbers available: <https://zoom.us/j/99121580793>

Directors: Don Dommer and Julie Stein

**1. Call to Order/Roll Call**

President Stein called the meeting to order at 2:10pm. Members present: President Stein, Director Dommer

**2. Discussion ItemsKensington**

**2.1. Budget Development**

Interim General Manager Mary Morris-Mayorga reviewed the Budget Development Manual which will serve as the foundation for the budget. Given time constraints, a high level budget has been developed at this point. Additional detail will be incorporated prior to Board presentation. The committee referred the Budget to the Board of Directors.

**2.2. Long-Term Financial Plan**

Interim General Manager reviewed the initial components of the long-term financial plan and stated that it would be more fully developed in the coming months.

**2.3. Fire Services Contract Fee**

Chief Pigoni reviewed the documents provided for the fire services contract fee. This item will be presented to the Board of Directors in June.

**2.4. Building Renovation and Cost Allocation Methodologies**

Interim General Manager Morris-Mayorga provided an update to the committee on the potential building renovation cost allocation methodologies for information only.

**2.5. Purchasing/Procurement Policy**

Interim General Manager Morris-Mayorga discussed the draft outline of the administrative purchasing/procurement procedure. Additional work on this item is in progress.

**2.6. Payroll Approval Policy**

Interim General Manager Morris-Mayorga presented proposed amendments to Policy 130 Pay Periods to incorporate internal controls. The committee referred this amendment to the Board of Directors.

**2.7. KPPCSD Lease**

Interim General Manager Morris-Mayorga provided an update to the committee on the status of the KPPCSD lease extension which is in progress with legal counsel.

**2.8. Outside Service Providers**

In reviewing the March and prior RGS invoices, Interim General Manager evaluated whether the employees' work was performed within the scope of services and all looked acceptable. She noted RGS worked on job descriptions, provided GM and support staff job descriptions and recommendations for recruitment as well as the contract extension for the CPA and audit. The \$38,000 and \$25,000 monthly invoices for March and April are included in the year-to-date \$177,000 expended. It is recommended that KFPD dispute specific charges for March or pay the bill since it is due. Director Dommer and President Stein recommend putting the March invoice on the next Special Board meeting.

**3. Future Agenda Items**

**4. Public Comment**

**5. Adjournment**

The meeting was adjourned at 3:53pm.



**TO:** Finance Committee  
Kensington Fire Protection District

**DATE:** July 16, 2020

**RE:** Standard Review Process of the Interim General Manager's  
Timesheets/Reimbursements

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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### **Recommended Action**

For information only, no action required.

### **Background**

At the May 22, 2020 Finance Committee Meeting the Interim General Manager reviewed a recommended amendment to Policy 130 - Pay Periods to incorporate internal controls. This policy was approved by the Board of Directors, first and second readings were held, and has now been adopted by Resolution.

In accordance with the policy, the Interim General Manager is providing timesheets for review by the Finance Committee. Per the policy no official action is required if there are no issues with reporting (i.e. timesheets appear to be reasonably report the activities of the Interim General Manager to the best of the committee's knowledge); in the event there are issues, the Finance Committee could refer these to the Board of Directors.

In addition, the Interim General Manager is providing a copy of reimbursements which are paid through either the transmittal process or checking account in order to follow a similar review process.

### **Fiscal Impact**

Payment of wages and reimbursements are included in the budget.

**Attachments:** Policy 130 Pay Periods and Timesheets (Amended 7.8.2020)  
Interim General Manager's Timesheets (5/31, 6/15, 6/30/2020)  
Interim General Manager's Reimbursement - 7/8/2020

**KENSINGTON FIRE PROTECTION DISTRICT  
EMPLOYEE HANDBOOK**

**POLICY TITLE: Pay Periods and Time Sheets**  
**POLICY NUMBER: 130**

**130.10** The salaries and wages of all District employees shall be paid bi-monthly, being seven business days after the 15th day and seven business days after the last day of every month. Pay periods are 1st-15th and 16th – 31st.

**130.20** Unless otherwise specified through individual employment agreements, all employees must complete timesheets bi-monthly. Timesheets must be completed and submitted on or before the last day of the pay period. Late submittal may delay payment of wages. All timesheets, except that of the General Manager shall be reviewed and approved by the General Manager prior to payroll processing. General Manager timesheets shall be submitted for payroll processing and to the Finance Committee for review. Any issues arising out of the General Manager's timesheets may be referred by the Finance Committee to the Board of Directors.



## Kensington Fire Protection District Employee Timesheet

Employee Name:	Mary A. Morris-Mayorga
Title:	Interim General Manager
Pay Period Start:	5/16/2020
Pay Period End:	5/31/2020

Date	Category/Expectation	Hours	Comments
5/16/2020	General Administration, ,	3.25	Finance Committee-Agenda/Packet, Manual
5/17/2020	General Administration, Administration Transition	5.25	Billing review , Finance Committee-Agenda/Packet
5/18/2020	General Administration, Administration Transition, Internal Controls/Payments/Banking Services	8.00	Billing review, agendas, emails, RGS call/email, Policy 130, evaluate banking services
5/19/2020	General Administration, Administration Transition, Public Safety Building/KPPCSD Lease	6.50	Finance Committee Agenda/Packet, contract termination, Emails, FC items, lease review
5/20/2020	General Administration, External Relationships	8.00	Finance Committee-Agenda/Packet, Finance Committee-Agenda/Packet, Finance Committee-Agenda/Packet, call w/Bill Lyndsay
5/21/2020	General Administration, Budget Development, Budget Development	8.00	Finance Committee updates, review lease history, Lease/atty, emails, EPC, Action Plan
5/22/2020	General Administration	7.00	Outside services, calls-Stein/Padian, FC Meeting
5/26/2020	General Administration, Public Safety Building/KPPCSD Lease	4.00	Policies, Call w/BOD President
5/27/2020	General Administration, Public Safety Building/KPPCSD Lease	4.50	BOD Agenda, Special BOD Meeting, Linda/RGS
5/28/2020	General Administration, Cost-Savings/Outsourcing/Staffing	6.50	Agreements, Poll BOD Special Meeting, Julie/Action Plan, EPC
5/29/2020	General Administration, Public Safety Building/KPPCSD Lease	4.00	KPPCSD Lease, Briefing/Dommer, Special Meeting Coordination/Planning, emails
5/30/2020	Cost-Savings/Outsourcing/Staffing	2.00	Admin Support/BOD Clerk, Student Intern
Total Hours		67.00	
Rate		\$ 90.00	
Total Gross Pay		\$ 6,030.00	

Mary A. Morris-Mayorga

Employee Signature

5/31/2020

Date





## Kensington Fire Protection District Employee Timesheet

Employee Name: Mary A. Morris-Mayorga  
 Title: Interim General Manager  
 Pay Period Start: 6/1/2020  
 Pay Period End: 6/15/2020

Date	Category/Expectation	Hours	Comments
6/1/2020	Gen Admin, PSB, KPPCSD Lease	5.00	Emails, Lease/Legal, Special BOD Mtg Agenda/Package. PSB review
6/2/2020	Gen Admin, Cost-savings/sourcing/staffing, PSB, Adm Trans	8.00	Special BOD Mtg Agenda/Package, RGS, PSB
6/3/2020	Gen Admin, PSB, KPPCSD Lease	8.00	Special Mtg, RDC call, Agreement w/legal
6/4/2020	Gen Admin, Budget Development	8.00	BOD Meeting Agenda Packet, Briefing/Kosel
6/5/2020	Gen Admin, Budget Development	9.00	BOD Meeting Agenda Packet, Budget, BOD President
6/6/2020	Gen Admin, Budget Development	2.00	BOD Meeting Agenda Packet, Budget
6/8/2020	Gen Admin, Internal controls, PSB	7.00	BOD pkt update, RDC, Mechanics Bank, emails, MV Agmnt
6/9/2020	Gen Admin, Internal Controls, PSB	7.00	Emails, minutes, agreement, payments
6/10/2020	Gen Admin, Admin Transition	9.00	Briefing/Nagel, Pkt update, BOD Mtg
6/11/2020	Gen Admin, PSB, KPPCSD Lease, Admin Transition	8.00	Emails, minutes, Calls-interview, RDC, legal, CalPERS
6/12/2020	Gen Admin, Internal Controls	7.50	Minutes/signatures, legal, CCC transmittal
6/13/2020	Gen Admin	1.50	Task list, minutes
6/15/2020	Gen Admin, Internal Controls, PSB	5.50	Document signatures/BOD President, PERS recon, minutes, RGS Letter

Total Hours	85.50
Rate	\$ 90.00
Total Gross Pay	<u>\$ 7,695.00</u>

Mary A. Morris-Mayorga

Employee Signature

6/15/2020

Date

Weekly Total	May 13 - 17, 2020	34.25
	May 18 - 24, 2020	47.50
	May 25 - 31, 2020	21.00
	June 1 - 7, 2020	40.00
	June 8 - 14, 2020	40.00



## Kensington Fire Protection District Employee Timesheet

Employee Name:	Mary A. Morris-Mayorga
Title:	Interim General Manager
Pay Period Start:	6/16/2020
Pay Period End:	6/30/2020

Date	Category/Expectation	Hours	Comments
6/16/2020	Gen Admin, Payments	3.00	Minutes, bills, PERS recon, prop tax billing
6/17/2020	Gen Admin, PSB/KPPCSD Lease	8.50	Minutes, emails, PSB proj, agendas, RGS letter
6/18/2020	Gen Admin, CERBT	4.00	CERBT review/docs, Conflict of Interest
6/19/2020	Gen Admin, PSB/KPPCSD Lease	7.00	RGS letter, emails, GM recruit posting
6/20/2020	Gen Admin	2.00	EPC agenda/posting, emails, planning
6/22/2020	Gen Admin, Payments, PRA, KPPCSD	6.00	Agendas/minutes, post jobs, PRA, PSB w/Bill
6/23/2020	Gen Admin, PSB	6.00	Policies/legal, Mack5, Zoom, MV Cheng agmt
6/24/2020	Gen Admin	6.50	Agenda review, emails, doc sigs, elections
6/25/2020	Gen Admin, Payments, PSB	7.50	Transmittal, bank bal, Ofc Team, ESR007, Resos
6/26/2020	Gen Admin	4.00	Special Mtg, ethics, tax roll prep
6/29/2020	Gen Admin, Banking	5.00	PSB w/Admin temp, banking
6/30/2020	Gen Admin	7.75	Agenda/minutes/Zoom, ZoneHaven, pkt docs

Total Hours	67.25
Rate	\$ 90.00
Total Gross Pay	\$ 6,052.50

Mary A. Morris-Mayorga

Employee Signature

6/30/2020

Date

Finance Committee 7/16/2020

Weekly Total	May 13 - 17, 2020	29.75
	May 18 - 24, 2020	37.50
	May 25 - 31, 2020	21.00
	June 1 - 7, 2020	40.00
	June 8 - 14 2020	40.00
	June 15 - 21 2020	30.00
	June 22 - 28 2020	30.00





**TO:** Finance Committee  
Kensington Fire Protection District

**DATE:** July 16, 2020

**RE:** Transmittal Approval Process

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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### **Recommended Action**

For information only, no action required.

### **Background**

The recent staff transition as well as COVID-19 changes to business operations have presented the opportunity to review certain processes and procedures. Two District policies (*Policy 7 Expense Authorization* and *Policy 8 Checking Account*) provide internal controls over payments:

- Commitment of funds greater than \$5,000 shall first be submitted to the Board of Directors for approval or in conformance with prior Board action/authorization:
- Must be authorized by the KFPD budget;
- Require two signatures (Manager and/or Directors on the Finance Committee).

In refining the internal procedure components of compliance with these policies as well as incorporating additional payment mechanisms, staff would like to review those with the Finance Committee and will be incorporating them into the *Administrative Procedures Manual*.

### **Fiscal Impact**

There is no fiscal impact.

**Attachments:** Policy 7 Expense Authorization  
Policy 8 Checking Account  
Administrative Procedures Manual, Payments of Bills and Claims

## Payment of Bills and Claims

Payments for goods and services (excluding payroll which is prescribed by the Employee Handbook and/or contract) must be made in accordance with District Policies using efficient methods and mechanisms. Two District policies (*Policy 7 Expense Authorization* and *Policy 8 Checking Account*) provide internal controls over payments:

- Commitment of funds greater than \$5,000 shall first be submitted to the Board of Directors for approval or in conformance with prior Board action/authorization:
- Must be authorized by the KFPD budget;
- Require two signatures (Manager and/or Directors on the Finance Committee).

### Supporting Documentation

Documentation substantiating the business purpose of the expenditure is required and may include but not be limited to: service request, packing slip, order confirmation, email, invoice, contract, amortization schedule, etc. The nature or purpose of the purchase or service must be clearly identified. This documentation will be retained electronically with the payment for audit and records retention as required.

### Authorization

All payments must be supported by appropriate authorization containing the initials or signature of the requesting party (General Manager, Board Member, Fire Chief and/or personnel, administrative support, finance support). There may be cases in which this authorization occurs through Board action; therefore, minutes or resolution may be used for this purpose. Authorization signatures and initials can be collected in a variety of formats, all of which are considered legal: physical (“wet”); electronic via email, DocuSign or other mode; or any newly identified format as approved by the General Manager.

### Method or Mechanism

Payments of \$5,000 or less may typically be paid using these methods: check, electronic check, bill payment, electronic funds transfer (EFT), debit card, authorized account transfer directly to vendor, and County via transmittal. Two authorization signatures are required and may be collected in accordance with those listed under “Authorization” above. Payments greater than \$5,000 will typically be paid via County transmittal following approval by the Board of Directors and signature by the General Manager and/or Directors on the Finance Committee. Exceptions to the mechanism for this payment are acceptable and in accordance with District Policies once payment has been authorized by Board action.



**TO:** Finance Committee  
Kensington Fire Protection District

**DATE:** July 16, 2020

**RE:** RDC Architecture Invoices for Building Renovation

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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**Recommended Action**

Consider RDC Architecture invoices for submitting payment approval to the Board of Directors.

**Background**

At the June 26, 2020 Board of Directors Meeting concerns were raised over the validity of charges on RDC Architecture April and May 2020 invoices, specifically that they may be the responsibility of KPPCSD.

Per discussion with RDC, the work covered by the invoices was directed by KFPD to work with KPPCSD on design of that space to see if it could fit downstairs. At the same time, RDC worked with KFPD to modify the shared, garage, and upstairs spaces to meet KFPD needs. The invoices represent the portions of work implemented in the Fire Department spaces, under direction of the Fire Department and KFPD Board Members. Initial plans were developed based on KFPD Board Member directives, and subsequent re-designs were based on feedback from the Fire Chief. The contract with KPPCSD was to design their space only, concurrent with any changes with the Fire Department. The design work with KPPCSD used more than the entire contract amount on design of the tenant space alone and the agreement with KPPCSD did not include design time for fire department spaces.

**Fiscal Impact**

There is no fiscal impact at this time.

**Attachments:** RDC Architecture Invoices, April and May 2020  
RDC ESR006

18294  
Sonoma Highway  
Sonoma  
CA 95476

TEL 707 996 8448  
FAX 707 996 8542

ARCHITECTURE

May 31, 2020

**Accounts Payable**  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

RDC Inv No. 2016029-20  
Services through May 2020

Reference: Kensington Fire Station: ESR 006

**INVOICE**

<u>Basic Services</u>	<u>Limit</u>	<u>Hours</u>	<u>Rate</u>	<u>Subtotal</u>	<u>Total</u>
Architect					
Principal		11.50	\$245	2,817.50	
Project Manager		5.83	\$195	1,136.85	
Sr. Architect			\$178	0.00	
Architect			\$167	0.00	
Job Captain / Designer		16	\$139	2,224.00	
Programmer			\$111	0.00	
Clerical		0.78	\$90	70.20	6,248.55
Consultants				0.00	
				0.00	0.00
<b>Total Basic Services</b>					<b>6,248.55</b>
<b>TOTAL CURRENT</b>				<i>MMMM</i>	<b>\$6,248.55</b>

<u>History:</u>	<u>Basic</u>	<u>Supplemental</u>	<u>Expenses</u>	<u>Total</u>
Previous Invoices	20,214.66	0.00	0.00	20,214.66
Previous Payments				<u>13,929.25</u>
<b>PAST DUE</b>				<b>\$6,285.41</b>

**TOTAL DUE** **\$12,533.96**

**SUMMARY**

**Previous Amount Invoiced** \$20,214.66  
**Current Invoice Amount** \$6,248.55

**RossDrulisCusenbery Architecture, Inc.**  
**Time by Project Detail**  
 May 2020

	Date	Name	Duration	Notes
<b>Kensington Fire Station Master Plan</b>				
<b>Arch.</b>				
	05/01/2020	Zall, Mark A.	0.25	Renovation Design
	05/04/2020	Zall, Mark A.	1.00	DECON ROOM DESIGN
	05/05/2020	Zall, Mark A.	2.00	Plan design, Review work, write emails
	05/06/2020	Zall, Mark A.	0.75	Floor Plan design, Direct staff
	05/07/2020	Zall, Mark A.	0.25	Review design drawings, send revisions to Owners KFD & KPD
	05/11/2020	Zall, Mark A.	0.50	Check archive files, Email board member.
	05/14/2020	Zall, Mark A.	0.33	Review meeting minutes email, prep for meeting report
	05/18/2020	Zall, Mark A.	0.50	Review and distribute meeting notes
	05/19/2020	Zall, Mark A.	0.25	Email response to Owner Question. Review with Mallory Cusenbery.
Total Arch.			5.88	
<b>Clerical</b>				
	05/26/2020	Burnside, Melissa A	0.78	Meeting note coordination, correspondence filing
Total Clerical			0.78	
<b>Design</b>				
	05/01/2020	Guzman, Gerardo	4.00	Design Options
	05/04/2020	Guzman, Gerardo	8.00	Renovation Options
	05/07/2020	Guzman, Gerardo	4.00	Renovation Options
Total Design			16.00	
<b>Officer</b>				
	05/01/2020	Cusenbery, Mallory S.	0.50	Final internal plan prep, team coord., correspondence.
	05/11/2020	Cusenbery, Mallory S.	2.00	Proposal, correspondence, team coord.
	05/12/2020	Cusenbery, Mallory S.	2.00	Phone w/Manil. Strategic w/MZ. Correspondence w/DD, JS. Proposal.
	05/13/2020	Cusenbery, Mallory S.	3.00	Conference call. Follow-up minutes. Scheduling. Coordination.
	05/19/2020	Cusenbery, Mallory S.	0.50	Correspondence, team coord.
	05/22/2020	Cusenbery, Mallory S.	1.50	Phone call DD. Follow up Open Items confirmation request letter.
	05/26/2020	Cusenbery, Mallory S.	2.00	Clarification letter follow-through, phone convo w/Mary minutes, correspondence.
Total Officer			11.50	
Total Kensington Fire Station Master Plan			34.11	
<b>TOTAL</b>			<u>34.11</u>	

General building: FS

Fire station, at request of Fire Chief.

0.25 Renovation Design  
 1.00 DECON ROOM DESIGN  
 2.00 Plan design, Review work, write emails  
 0.75 Floor Plan design, Direct staff  
 0.25 Review design drawings, send revisions to Owners KFD & KPD  
 0.50 Check archive files, Email board member.  
 0.33 Review meeting minutes email, prep for meeting report  
 0.50 Review and distribute meeting notes  
 0.25 Email response to Owner Question. Review with Mallory Cusenbery.

100% Fire Department-related

Minutes only prepared for Fire Board, none for PD Board

4.00 Design Options  
 8.00 Renovation Options  
 4.00 Renovation Options

Fire Station options initiated at request of Fire Chief and Board Member Dommer: move office from bedroom, reconfigure dining area.

Mack5 under contract w/KFPD

Board Members Dommer & Stein

KFPD



18294  
Sonoma Highway  
Sonoma  
CA 95476

TEL 707 996 8448  
FAX 707 996 8542

RosDrulisCusenbery

ARCHITECTURE

April 30, 2020

**Accounts Payable**  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

RDC Inv No. 2016029-19  
Services through April 2020

Reference: Kensington Fire Station: ESR 006

**INVOICE**

<u>Basic Services</u>	<u>Limit</u>	<u>Hours</u>	<u>Rate</u>	<u>Subtotal</u>	<u>Total</u>
Architect					
Principal		7.50	\$245	1,837.50	
Project Manager		3.25	\$195	633.75	
Sr. Architect			\$178	0.00	
Architect			\$167	0.00	
Job Captain / Designer		27.44	\$139	3,814.16	
Programmer			\$111	0.00	
Clerical			\$90	0.00	6,285.41
Consultants				0.00	
				0.00	0.00
Not ready for approval. Need to discuss w/ MMM (Mary)					
<b>Total Basic Services</b>					<b>6,285.41</b>
DocuSigned by: <i>Julie Stein</i> 547D6A1DC5474E3...					
<b>TOTAL CURRENT</b>			President of the Board of Directors		<b>\$6,285.41</b>

*MMM*

<u>History:</u>	<u>Basic</u>	<u>Supplemental</u>	<u>Expenses</u>	<u>Total</u>
Previous Invoices	13,929.25	0.00	0.00	13,929.25
Previous Payments				<u>5,051.25</u>
<b>PAST DUE</b>				<b>\$8,878.00</b>

**TOTAL DUE** **\$15,163.41**

**SUMMARY**

Previous Amount Invoiced \$13,929.25  
Current Invoice Amount \$6,285.41

Confirmed with Mallory/RDC this was only work initiated by KFPD.

**RossDrulisCusenbery Architecture, Inc.**  
**Time by Project Detail**  
**April 2020**

	Date	Name	Duration	Notes
<b>Kensington Fire Station Master Plan</b>				
<b>Arch.</b>				
	04/07/2020	Zall, Mark A.	0.50	Research building systems for renovation, direct staff
	04/09/2020	Zall, Mark A.	1.00	Renovation design of second floor
	04/14/2020	Zall, Mark A.	1.50	direct staff, renovation design plans, send plans to KFD
	04/28/2020	Zall, Mark A.	0.25	Email from Fire Chief, Plan Revisions
Total Arch.			3.25	
<b>Design</b>				
	04/07/2020	Guzman, Gerardo	4.00	Design Options
	04/08/2020	Guzman, Gerardo	4.00	Design Options
	04/10/2020	Guzman, Gerardo	2.00	Design Options
	04/13/2020	Guzman, Gerardo	2.00	Design Options
	04/14/2020	Guzman, Gerardo	2.00	Design Options
	04/22/2020	Guzman, Gerardo	2.00	Design Options
	04/27/2020	Gao, Xiaoyu	2.57	refine drawing
	04/28/2020	Gao, Xiaoyu	0.87	plan refine
	04/30/2020	Guzman, Gerardo	8.00	Design Options
Total Design			27.44	
<b>Officer</b>				
	04/03/2020	Cusenbery, Mallory S.	0.50	Open-ended add service; correspondence re: plan development, strategizing for upcoming Board meeting.
	04/14/2020	Cusenbery, Mallory S.	0.50	Team coordination, Email text
	04/15/2020	Cusenbery, Mallory S.	1.50	Phone call with Don Dommer, coord w/MZ on submittal, text.
	04/28/2020	Cusenbery, Mallory S.	3.00	Revisions to plan based on Chief's comments. Comment response matrix. Phone call DD. Correspondence DD/JS.
	04/29/2020	Cusenbery, Mallory S.	2.00	Phone call with Manil at Mack5, prep, follow up. Correspondence.
Total Officer			7.50	
Total Kensington Fire Station Master Plan			38.19	
<b>TOTAL</b>			<b>38.19</b>	

Working @ direction of Fire Department

0.50 Research building systems for renovation, direct staff  
 1.00 Renovation design of second floor  
 1.50 direct staff, renovation design plans, send plans to KFD  
 0.25 Email from Fire Chief, Plan Revisions

Initial fire station revisions: moving office upstairs, reconfigure restrooms, etc.

4.00 Design Options  
 4.00 Design Options  
 2.00 Design Options  
 2.00 Design Options  
 2.00 Design Options  
 2.00 Design Options  
 2.57 refine drawing  
 0.87 plan refine

KFPD Board

0.50 Team coordination, Email text  
 1.50 Phone call with Don Dommer, coord w/MZ on submittal, text.  
 3.00 Revisions to plan based on Chief's comments. Comment response matrix. Phone call DD. Correspondence DD/JS.  
 2.00 Phone call with Manil at Mack5, prep, follow up. Correspondence.

100% Fire Department-related

Proj No <u>2016029</u>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 006</b>
	<b>Extra Services Request</b>	Date:	<u>10/07/19</u>
<b>RossDrulisCusenbery</b>		Owner's Contract Number:	_____

<b>Description:</b>	<b>DSA MEETING(S) &amp; PUBLIC MEETING(S)</b>
Design Change - Project _____	Originator <u>Mallory Cusenbery</u>
Scope Change - Services <u>X</u>	Reference Documents _____
Added Consultants _____	ASI Number _____

**DESCRIPTION OF POTENTIAL CHANGE**

Scope of Services: The scope of services include the following.  
 RDC:  
 1. Attend meetings with Department of the State Architect (DSA) and/or other regulatory agencies with the project structural engineer, IDA, to determine the limitations on renovation of an essential services building.  
 2. Attend Public Meeting(s) to present the conceptual design of the project.

IDA: Attend meetings with DSA and/or other regulatory agencies to determine the limitations on renovation of an essential services building. Refer to attached IDA proposal dated 10/07/2019 for Structural Engineering scope of services.

Driver of Change: The Kensington Fire Protection District (KFPD) is considering renovating the existing Public Safety Building. There is a recently discovered earthquake fault along the east property line. The California Building Code (CBC) defines a fire station as an essential services building. The CBC places limits on renovation or construction of an essential services building and the allowed proximity to earthquake faults. Meetings with DSA and/or other regulatory are needed to fully understand these limitations. KFPD has requested RDC attendance at Public Meeting(s).

Exclusions:  
 Compensation: Hourly, time and materials. RDC rates listed below. IDA rates listed on the attached proposal.  
 Attachments: IDA Fee Proposal dated 10/07/2019

**IMPACT OF POTENTIAL CHANGE**

		Mark Up per Contract: <u>1.00</u>	
		<b>Firm</b>	<b>Base Cost</b>
			<b>Subtotal w/ markup per Contract</b>
<b>Schedule Impact - Days</b>		<b>Architect</b>	<b>RDC Architecture</b>
Delays of Milestone (Work Days) <u>0</u> Days		Structural Engineer	<b>IDA</b>
Delays Proj Completion(Work Days) <u>0</u> Days		Electrical Engineer	
		Mechanical Engineer	
		Civil Engineer	
		Kitchen Consultant	
		Cost Estimator	
<b>Architectural Services</b>		<b>Reimbursable Costs</b>	
<b>RDC Personnel</b>	Rate Hours Subtotal	<b>Description</b>	
Principal	\$245 0 \$0	Reproduction	\$0.00 \$0.00
Proj Mgr	\$195 0 \$0	Travel	Travel to Meetings \$TBD \$0.00 \$0.00
Sr Arch	\$178 0 \$0	Other	\$0.00 \$0.00
Architect	\$167 0 \$0		
Job Captain	\$139 0 \$0		
Designer	\$139 0 \$0		
Programmer	\$111 0 \$0		
Clerical	\$90 0 \$0		
<b>Total RDC Labor Costs</b>	<b>\$0</b>	<b>Total Amount Being Requested</b>	<b>Hourly TBD</b>

Note: The rates above are based on the architect's current 2019 rates.

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		
Proceed:	Proj Mgr _____ Client <i>[Signature]</i>	<u>10/07/19</u>	
Other	Proj Mgr _____ Client _____		
( Note in Comments)	Client _____		



## STRUCTURAL ENGINEERS

October 7, 2019

Project No. 16066

MARK ZALL  
 Associate  
 Ross Drulis Cusenbery Architecture  
 18294 Sonoma Hwy  
 Sonoma, CA 95476  
 mzall@rdcarchitecture.com

SUBJECT: EXTRA SERVICE REQUEST #2  
 Kensington Fire Station  
 Report Update

SCOPE OF EXTRA SERVICES: Based on the email received on June 19, 2019, your office has requested the following additional structural services. The scope of the revision is itemized as follows:

1. Meet with Division of the State Architect (DSA) to determine restrictions for an essential services building related to the earthquake fault located within close proximity to the building.

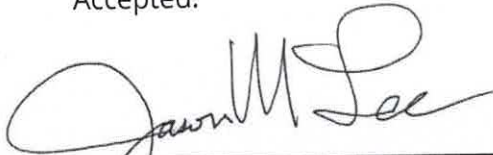
Please confirm the scope of these requested revisions.

FEE PROPOSAL: The fee for these revisions is on an hourly rate basis plus reimbursable expenses. Our engineer rates are as follows

Principal	\$200.00/hour to \$235/hour
Project Engineer	\$150.00/hour to \$180/hour

AGREEMENT: If the terms are acceptable, please sign below and return a copy for our files.

Accepted:

  
 \_\_\_\_\_  
 Jason M. Lee, SE 4980  
 Principal  
 IDA Structural Engineers, Inc.

10/7/2019  
 \_\_\_\_\_  
 Date

MARK ZALL  
 ASSOCIATE  
 Ross Drulis Cusenbery Architecture  
 \_\_\_\_\_  
 Date



**TO:** Finance Committee  
Kensington Fire Protection District

**DATE:** July 16, 2020

**RE:** Roles and Responsibilities of the Finance Committee

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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**Recommended Action**

For information only, no action required.

**Background**

During the Board Meeting on July 8, 2020, President Stein reported that committee roles and responsibilities versus those of the General Manager were on the horizon as an upcoming project. The Interim General Manager is in the process of evaluating the current structure, designing the proposed structure, and beginning collaboration with committees. A Finance Committee is typically established by the Board of Directors to assist with oversight of financial activities, primarily responsible for:

- discussing financial matters and providing input on;
- reviewing financial reports (budget, audit) and disbursements;
- evaluating recommended policy and procedural changes; and
- reporting/referring back to the Board of Directors for actions.

It allows for some level of work of the Board to be completed in committee meetings prior to presentation to the Board of Directors to assist in facilitating efficient Board Actions/Meetings.

Several examples are attached for discussion purposes at the Finance Committee which will assist in gaining committee feedback in order to further develop a document for Board approval.

**Fiscal Impact**

There is no fiscal impact at this time.

**Attachments:** Policy 1140 Committees of the Board of Directors  
Samples from Other Agencies

## KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 1140

**1140.10** The Board President shall appoint such temporary committees as may be deemed necessary or advisable by President and/or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

**1140.11A** temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board members.

**1140.12A** temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

**1140.13A** temporary advisory committee shall meet on an as-needed basis and shall not have a meeting schedule fixed by resolution or formal action of the Board.

**1140.20** The following shall be standing committees of the Board:

**1140.21** A Finance Committee composed of two members of the Board of Directors.

**1140.22** An Emergency Preparedness and Warning Systems Committee composed of two members of the Board of Directors, plus a supplemental number of members of the public as needed to fulfill the mission of the committee.

**1140.30** The Board President shall appoint and publicly announce the Board members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

**1140.31** New standing committees may be formed and announced at any time during the calendar year, subject to approval of the Board.

**1140.32** Standing committees attain a quorum when a simple majority of the committee members are present.

**1140.33** The President may appoint or remove members of the public at any time, subject to approval of the Board.

**1140.40** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**1140.50** The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

**1140.60** The Board's standing Emergency Preparedness Committee shall be concerned with (1) recommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach; (2) identifying opportunities for articulation with community members and other agencies to reduce risk and enhance evacuation procedures and public safety; (3) development of public education initiatives to accomplish the first two goals; (4) articulation with the KPPCSD standing committee on Emergency Preparedness, as well as other Local, County, and State agencies, to achieve the previous goal.

14.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

14.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.

14.7 The Board's legal Counsel shall brief each new Director on the roles and responsibilities of the office within 60 days of taking office. Board members should avail themselves of this opportunity to ask questions about this Board Policy Manual and applicable Operation policies.

## **POLICY 15** **Committees of the Board of Directors**

15.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

15.2 The following shall be standing committees of the Board:

- (a) Administrative Committee - This committee is responsible for: 1) leading the Board policy development process and reviews; 2) interacting with staff as the building committee for all new construction projects; 3) conducting the Chief's annual performance evaluation; 4) being the liaison with the Chief officers for all issues that are not assigned to the Fire Committee or the JPA Committee; and 5) other duties as directed by the President.
- (b) Finance Committee - This committee is responsible for: 1) working with staff to develop the annual budget and review the annual audit; 2) working with staff in periodically evaluating and recommending changes to the budget line item descriptions/categories; 3) working with staff to monitor the annual expenditures and revenue on a semi-annual basis as a minimum; 4) working with staff on Annexations/Consolidations; 5) monitoring investments in accordance with the Investment Policy; 6) meet & confer with Union and necessary Union grievances; and 7) other duties as directed by the President.
- (c) Joint Powers Authority (JPA) Committee - This committee is responsible for representing the interests of the EDH Fire Department on the El Dorado County Emergency Services Authority.

15.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.



The Board President may also identify an alternate committee member from time to time as necessary to have two committee members present when one of the standing committee members cannot participate.

15.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns as specified above. Said assignment shall be made by the Board President. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

- (a) All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

## **POLICY 16** **Basis of Authority**

16.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

16.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole.

## **POLICY 17** **Ethics Training**

17.1 All Directors of El Dorado Hills County Water District shall receive a minimum of two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

17.2 All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

17.3 Directors shall obtain proof of participation after completing the ethics training.

- (a) District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Directors receive the training and are public records subject to disclosure under the California Public Records Act.

17.4 District staff shall provide the Board of Directors with information on available training that meets the requirements of this policy.

17.5 Ethics training may consist of either a training course or a set of self-study materials with tests and may be taken at home, in person or online.

17.6 In case of non-compliance, the Board President will be notified .

## FINANCE AND AUDIT COMMITTEE CHARTER

This Finance and Audit Committee Charter was adopted by the Board of Directors of the Sacramento Metropolitan Fire District on this 11<sup>th</sup> day of July, 2013.

### I. Purpose

The purpose of the Finance and Audit Committee shall be to (1) assure that the District's Board fulfills its responsibilities for the District's audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting; and (2) provide an avenue of communication between management, the independent auditors, the internal auditors, and the Board of Directors.

### II. Authority

The Finance and Audit Committee receives its authority and its assignments from the Board of Directors. The Committee regularly reports to the Board. The Committee has direct authority and responsibility to select, appoint, compensate, evaluate and, where appropriate, replace the independent auditors. The Committee has direct access to the independent auditors as well as access to anyone in the District. The Committee may investigate any financial activity of the District. The Committee has the ability to contractually bind the District, commit the District to pay for services, expenses, or other costs, and retain, at the District's expense, special legal, accounting or other consultants or experts, all as it deems necessary in the performance of its duties subject to availability of Board-approved appropriations. The District will provide appropriate funding for its expenses and for payment of compensation to auditing firms and other advisors it determines necessary to carry out its duties.

### III. Membership

- A. The current Finance Committee will be renamed "Finance and Audit Committee". The officers of the Board of Directors will annually appoint three members and an alternate to serve on this committee. The members of this committee will select a committee chairperson and an alternate chairperson from their membership.
- B. All members of the Committee shall be independent of the District's management and free of any relationship that, in the judgment of the Board, would interfere with their exercise of independent judgment as

## Sample

Committee members. Members will not have an interest in the organization or engage in related party transactions that would have a material adverse effect on their independence or ability to act in the best interest of the stakeholders.

- C. All members of the Committee shall possess or obtain basic understanding of governmental financial reporting. They shall also gain a basic understanding of overall compliance requirements for the grants awarded to the District. The Committee may consult with the Chief Financial Officer to assist it in the performance of its duties.

### IV. Meetings

- A. The Committee shall meet as frequently as circumstances dictate, but no less than four times annually. The chairperson of the Committee shall approve the agenda prepared by the Board Clerk in advance of each meeting. A majority of the members of the Committee shall constitute a quorum. The Board Clerk shall prepare Action Minutes of each meeting for approval by the Committee.
- B. The Committee shall, through its chairperson, report regularly to the Board following the meetings of the Committee, addressing such matters as the quality of the District's annual financial statements, compliance with legal or regulatory requirements, the performance and independence of the external auditors, resolution of internal control findings, or other matters related to the Committee's functions and responsibilities.
- C. Meetings of this committee will be open for public participation.

### V. Scope of Responsibilities and Duties

- A. Committee Review
1. Review and reassess the adequacy of this charter biennially and submit the charter to the Board of Directors for approval if changes are necessary.
  2. Annually self-evaluate the Committee's performance of its responsibilities. For this purpose, a self-assessment questionnaire can be developed with the assistance of the CFO. The questionnaire may ask members to address questions regarding:
    - performance of each activity identified in this charter
    - opinion of committee members about the performance of the committee in the past year

- any changes that should be made for the following year

#### B. Independent Auditors

1. Approve audit services and any permissible non-audit services prior to the commencement of the services.
2. Before engaging the services of an audit firm or extending an audit contract, the Committee shall review the independence and performance of the independent auditors and retain or discharge the independent auditors as circumstances warrant. It shall prescribe such policies and procedures as it deems appropriate pertaining to relationships with the independent auditors, including clear hiring policies for employees and former employees of the independent auditors. An audit firm may not perform any audit service for the District if the District's CFO or Controller was employed by that firm and participated in any capacity in the audit of the District during the one-year period preceding the date of initiation of the audit.
3. On an annual basis, receive the independent auditor's "Communication with Those In Charge with Governance" letter and review all significant relationships the auditor has with the District to determine the auditors' independence and objectivity, including non-audit services and the fees proposed and charged therefore. It shall take appropriate action in response to these matters to satisfy itself of the auditors' independence.
4. At least annually, obtain and review a report by the independent auditors describing: the firm's internal quality-control procedures; any material issues raised by the most recent internal quality-control review, or peer review, of the firm, or by any inquiry or investigation by governmental or professional authorities, within the preceding five years, respecting one or more independent audits carried out by the firm, and any steps taken to deal with any such issues; and (to assess the auditors' independence) all relationships between the independent auditors and the District.
5. Discuss the independent auditor's audit plan for upcoming audits with the Chief Financial Officer or their designee at a scheduled Finance and Audit Committee public meeting before the start of the auditor's fieldwork.

#### C. Financial Reporting and Internal Controls

1. Review the District's annual audited financial statements with the independent auditor in open session. The review should include

discussion of significant issues regarding accounting principles, practices, audit findings, disclosures, judgments and any other requirements under accounting standards and rules.

2. Work with management to review the adequacy of the District's system of internal controls over accounting and financial reporting and address reports of variance from those controls.

#### D. Other Finance and Audit Committee Responsibilities

1. Review complaints received by the District through its employee hotline regarding accounting, internal accounting controls, or auditing matters.
2. Perform any other activities consistent with this Charter, the District's by-laws, and governing law, as the Committee or the Board deems necessary and appropriate.
3. Periodically, but at least annually, review materials or receive education on new accounting and auditing-related developments and best practices.



**TO:** Finance Committee  
Kensington Fire Protection District

**DATE:** July 16, 2020

**RE:** Financing Components and Arrangements on the Public Safety Building Renovation

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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**Recommended Action**

For information only, no action required.

**Background**

As presented during the Board Meeting on July 8, 2020, KFPD and KPPCSD Interim General Managers are discussing the potential road map for the remainder of the Public Safety Building Renovation project. Financial components of those discussions are: project cost estimate, allocation of space and corresponding cost for each agency's occupied space, funding of costs by each agency, temporary space, and future lease.

For funding of the construction costs allocated to each agency, there are a variety of options for structuring including: payment from capital or other reserves for all or a portion of, some form of debt financing for all or a portion of, and some combination of both. In the event KPPCSD does not have available reserves for the full renovation cost estimate to be allocated to the space, there are additional options which are being discussed and evaluated: loan from KFPD to KPPCSD pursuant to a formal loan agreement, new lease payment that includes repayment of the allocated renovation costs, and some combination thereof.

These financing discussions are in process; a plan showing potential options will be presented to the Board as soon as it is complete. Additional updates to this will be discussed at the Finance Committee Meeting.

**Fiscal Impact**

There is no fiscal impact at this time.