



## KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

**DATE/TIME:** December 04, 2020 / 1:00pm

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Stein, Director Dommer  
Staff: IGM Mary Morris-Mayorga, GM Hansell (Joined at 1:45pm)  
Consultants: Deputy General Counsel Rachel Hundley

### 1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 1:05 p.m. and called roll.

### 2. PUBLIC COMMENT:

No public comment.

### 3. APPROVE MINUTES OF THE AUGUST 27, 2020 FINANCE COMMITTEE MEETING:

The minutes were approved

### 4. DISCUSSION ITEMS:

#### 4.1 General Manager's Timesheets/Reimbursements:

President Stein thanked IGM Morris-Mayorga for showing how she was spending her time programmatically because she felt that it gave the District a lot of data to see exactly how the GM spends their time and provided a good analysis for future reference. Both Director Stein & Dommer approved her timesheets with no other comments.

President Stein stated that the District has a new GM Bill Hansell and, although he will not be taking over until January 1, he had been authorized to start work ahead of time to start transitioning over to being the new GM. She stated that she would like to take his timesheets to the full Board and Director Dommer agreed.

#### 4.3 General Manager Transition Task List: (Note: Agenda Order Changed)

President Stein asked IGM Morris-Mayorga to walk through the transition plan with them for more clarification. IGM Morris-Mayorga walked through the plan and explained the process. Director Stein stated that her concern was how long it will take Bill to run everything on his own. IGM Morris-Mayorga responded by stating that it depended on how long it will take him to familiarize himself with everything. He has experience working at another District in a similar way so he should be familiar with the systems at this District. Director Stein expressed concern regarding the bank account and asked if Brenda was removed off the account and Mary informed her that yes, Brenda had been removed and Mary was now on the account. Director Stein's other concern was how the bank account

*Finance Committee Minutes of December 04, 2020*

should be set up when the Finance Committee changes. Mary said that they would have to update the signature forms for the new committee members and for Bill. The current check signing policy requires 2 signatures, one from a Finance Committee member and the GM, or both members of the committee. Director Dommer requested that he would like to see a master plan or schedule in advance to make sure everything is balanced out.

**4.2 Public Safety Building Budget Cost Estimate:** (Note: Agenda Order Changed)

IGM Morris-Mayorga reviewed the construction costs and the contingencies as recommended by Mack 5 which was 10% for change orders and 15% for renovation projects. She reported that the replacement cost must remain under \$4.1 million and, as of right now, an estimate with an elevator is \$4.5 million so there would need to be a scope adjustment for the 50% threshold.

**5. FUTURE AGENDA ITEMS:**

There were no items requested.

**6. ADJOURNMENT:**

Meeting adjourned at 2:06pm

DocuSigned by:

*Julie Stein*

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