

MCE EXECUTIVE COMMITTEE MEETING MINUTES
Friday, November 1, 2019
12:18 P.M.

Mt. Diablo Room
2300 Clayton Road, Suite 1150
Concord, CA 94520

Charles F. McGlashan Board Room
1125 Tamalpais Avenue
San Rafael, CA 94901

Hyatt Regency Hotel
1209 L Street
Sacramento, CA 95814

Present: Denise Athas, City of Novato (*San Rafael*)
Sloan Bailey, Town of Corte Madera (*San Rafael*)
Lisa Blackwell, Town of Danville (*Concord*)
Tom Butt, City of Richmond (*Sacramento*)
Kevin Haroff, City of Larkspur (*Concord*)
Bob McCaskill, City of Belvedere (*San Rafael*)
Tim McGallian, City of Concord (*Concord*)
Kate Sears, County of Marin (*San Rafael*)

Absent: Barbara Coler, Town of Fairfax
Ford Greene, Town of San Anselmo
Renata Sos, Town of Moraga

**Staff
& Others:** Jessica Brooks, Assistant Board Clerk
John Dalessi, Operations and Development
Jenna Famular, Community Development Manager
Darlene Jackson, Board Clerk
Vicken Kasarjian, Chief Operating Officer
Shaheen Khan, Director of Human Resources
Garth Salisbury, Director of Finance
Shalini Swaroop, General Counsel
Dawn Weisz, Chief Executive Officer

1. Roll Call

Chair Kate Sears called the regular Executive Committee meeting to order at 12:18 p.m. with quorum established by roll call.

2. Board Announcements (Discussion)

There were none.

3. Public Open Time (Discussion)

Chair Sears opened the public comment period and there were no comments.

The Committee adjourned to Closed Session at 12:23p.m. and reconvened at 1:15 p.m.

4. Report from Chief Executive Officer (Discussion)

Due to limited time and pressing action items, CEO Dawn Weisz did not present a report.

5. Consent Calendar (Discussion/Action)

C.1 Approval of 6.7.19 Meeting Minutes

Action: Due to the amount of time consumed during Closed Session, this item was deferred to the 12.6.19 Executive Committee meeting.

6. Resolution 2019-05 Establishing the Annual Salary of the Chief Executive Officer (Discussion/Action)

Chair Sears announced no action was taken on this item during Closed Session.

Action: No action was taken. This item was deferred to be discussed at a later meeting to be determined and noticed accordingly.

7. Receive Applicant Analysis and Consider Recommendation to the Board to Approve the Cities of Vallejo and Pleasant Hill as MCE Members for a 2021 Enrollment (Discussion/Action)

Jenna Famular, Community Development Manager, presented this item along with John Dalessi, Operations and Development, and both addressed questions from Committee members.

Acting Chair Bailey opened the public comment period and there were no comments.

Action: It was M/S/C (Haroff/Bailey) to recommend to the Board to Approve the Cities of Vallejo and Pleasant Hill as MCE Members for a 2021 Enrollment. Motion carried by unanimous vote. (Absent: Directors: Coler, Greene and Sos).

8. FY 2019/20 Operating Fund Budget Amendment (Discussion/Action)

Garth Salisbury, Director of Finance, presented this item and addressed questions from Committee members.

Chair Sears opened the public comment period and there were no comments.

Action: It was M/S/C (McCaskill/Athas) to recommend that the MCE Board approve the proposed FY 2019/20 Operating Fund Budget Amendment to include the creation and initial funding of a Resiliency Reserve in the amount of \$3,000,000. Absent: Directors, Coler, Greene and Sos).

9. Creation of an Operating Reserve Fund (Discussion/Action)

Acting Chair Sloan Bailey assumed facilitator responsibilities.

Garth Salisbury, Director of Finance, presented this item and addressed questions from Committee members.

Chair Bailey opened the public comment period and there were no comments.

Action: No action was taken. This item will be placed on the 11.21.19 Board Agenda.

10. Amendments to MCE Policy 013: Reserve Policy (Discussion/Action)

Garth Salisbury, Director of Finance, presented this item and addressed questions from Committee members.

Chair Bailey opened the public comment period and there were no comments.

Action: No action was taken. This Item will be placed on the 11.21.19 Board Agenda. Absent: Directors Blackwell, Butt, Coler, Greene, McGallian, Sears and Sos).

11. Revolving Credit Facility Agreement with JPMorgan Chase Bank, N.A. (Discussion/Action)

Maira Strauss, Senior Finance Analyst, presented this item and addressed questions from Committee members.

Chair Bailey opened the public comment period and there were no comments.

Action: No action was taken. This item will be placed on the 11.21.19 Board Agenda. Absent: Directors Blackwell, Butt, Coler, Greene, McGallian, Sears and Sos).


12. Review Draft 11.21.19 Board Agenda (Discussion)

This item was not discussed due to time constraints.

Action: No action was required.

13. Adjournment

Acting Chair Bailey adjourned the meeting at 2:51 p.m. to the next scheduled Executive Committee Meeting on December 6, 2019.


Sloan Bailey, Acting Committee Chair

Attest:


Dawn Weisz, Secretary