

**MARIN COUNTYWIDE SUCCESSOR AGENCY
OVERSIGHT BOARD (MCSAOB) MINUTES**
Marin County Civic Center Room 324A
January 30, 2025
10:30 a.m.

1. CALL TO ORDER

The meeting was called to order at 10:33 a.m.

2. ROLL CALL

Present:

Derek Johnson, County Executive, County of Marin; Eresa Puch, Assistant VP of MCCD Administrative Services; Breean Brown, Assistant Superintendent of Business Services; Carla Carvalho-DeGraff, Finance Director, City of Novato

Absent:

Elizabeth Rodriguez, MAPE Representative

Vacant:

Marin Citizen Representative; Independent Special Districts Representative

Other Attendees:

Renee Brewer, Deputy County Counsel, County of Marin; Mina Martinovich, Director of Finance, County of Marin; Sandra Kacharos, Assistant Director of Finance, County of Marin; Ashia Ismail, Finance Division Chief, County of Marin; Long Truong, Accounting Unit Manager, County of Marin; James Lei, Accountant II, County of Marin; Vanessa Riedel, Senior Accountant, County of Marin; Jen Mendoza, Finance Administrative Staff, County of Marin; Christina Soares, City of Novato; Leelee Thomas, Deputy Director of Housing and Federal Grants, CDA, County of Marin; Genevieve Hahn Kerr, Department Analyst, CDA, County of Marin; Miguel Lien cres, Department Analyst II, CDA, County of Marin; Shawn Plate, City of San Rafael; Lauren Benjamin, Finance Administrative Staff, County of Marin; Stephanie Moulton – Peters, Marin County District 3 Supervisor

3. APPROVAL OF MINUTES ACTION ITEMS:

- i. ACTION 1: Approve Minutes – Meeting of January 18, 2024, Special Meeting of January 29, 2024, and Special Meeting of July 9, 2024

Motion by Breean Brown to approve the meeting minutes of January 18, 2024; Special Meeting of January 29, 2024; and Special Meeting of July 9, 2024 with corrections.

Second by Carla Carvalho - DeGraff

Ayes: Derek Johnson, Eresa Puch, Breean Brown, Carla Carvalho-DeGraff

Absent: Elizabeth Rodriguez

4. PUBLIC COMMENT

None

5. DISCUSSION: 15 minutes

- a. Redevelopment Agency Dissolution Overview ([HSC 34170-34191.6](#)):

Overview presented by: Sandra Kacharos

The dissolution of Redevelopment Agencies (RDAs) took effect on February 1, 2012, under ABX1 26. Successor Agencies were created to replace RDAs, with responsibilities that include managing former redevelopment project areas, paying enforceable obligations such as bonds and agreements, and disposing of assets. Property taxes that once funded RDAs must now first be used to cover these obligations, with any remaining funds—known as residual property taxes—redistributed proportionally to cities, counties, schools, and special districts.

The Countywide Oversight Board plays a fiduciary role on behalf of bondholders and local agencies, reviewing and approving Recognized Obligation Payment Schedules (ROPS), administrative budgets, and other official actions. The Oversight Board typically meets each January to meet the February 1 submission deadline. The State Department of Finance (DOF) acts as the final authority on approving expenditures and issues binding determination letters each April, while the County Auditor-Controller manages property tax distributions through the Redevelopment Property Tax Trust Fund (RPTTF) and handles prior period adjustments.

In Marin County, there are three successor agencies: Marin County, Novato, and San Rafael, with San Rafael in the final stage of dissolution. The board is currently reviewing and approving the 2025–2026 ROPS and budgets for Marin and Novato, as well as receiving a dissolution update from San Rafael. Determination letters from the state provide the legal basis for allocations, and any changes from prior periods are reconciled through adjustment processes managed by the Auditor-Controller.

6. AGENCY REPORTS & CORRESPONDING ACTION ITEMS:

- a. Marin Successor Agency

Presented by: Leelee Thomas and Genevieve Hahn Kerr

- i. County of Marin CDA Successor Agency Report

The Marin County Successor Agency staff presented their FY 2025–26 Recognized Obligation Payment Schedule (ROPS) and budget to the Oversight Board. The most significant update is that the agency's largest obligation—its bonds—will be fully repaid in September 2025. This payoff will substantially reduce future obligations, including related costs for audits, disclosures, fiscal agent fees, and contracts, and will lower the overall ROPS request by about 36% compared to the prior year. The administrative budget is also reduced, down about 38% due to declining needs.

Two long-term obligations will remain: ongoing housing assistance payments to the Marin City Community Land Corporation, which continue through 2041 and equal 20% of projected tax revenues, and an obligation of \$1.2 million for the Marin City Community Center, of which about \$716,000 remains unspent. Community Center

funds are capped at this amount and are disbursed based on invoices for eligible projects, though planning delays have slowed expenditures.

Board members asked about the timeframe for winding down the agency. Staff confirmed that while bonds will be retired this year, the housing pledge keeps the agency active until 2041. They noted, however, that after bond repayment, significant property tax revenues will flow back to taxing entities such as the county, schools, and special districts starting in FY 2026. Questions were also raised about administrative costs, which tend to be somewhat higher in Marin due to the complexity of housing and community obligations, but staff emphasized that all costs must be documented and reconciled through the redevelopment dissolution process. Public discussion focused on the connection between the Marin City Community Land Corporation, Ridgeway Apartments, and the Marin City Community Center. Staff clarified that Ridgeway was converted to 100% affordable housing in 2008, with housing set-aside funds supporting its ground lease, while the Community Center obligation is a separate fixed allocation established before dissolution.

- ii. ACTION 2: Approve 2025-26 Successor Agency ROPS and Approve 2025-26 Successor Agency Budget – County of Marin

Motion by Eresa Puch to approve the 2025-26 County of Marin Successor Agency ROPS and Approve 2025-26 Successor Agency Budget – County of Marin

Second by Breean Brown

Ayes: Derek Johnson, Eresa Puch, Breean Brown, Carla Carvalho DeGraff

Absent: Elizabeth Rodriguez

- b. Novato Successor Agency

Presented by: Christine Soares, City of Novato

- i. City of Novato Successor Agency Report

The City of Novato submitted its 2025–26 Recognized Obligation Payment Schedule (ROPS) with a request that was reduced by \$311,000 from the prior year. During the presentation, staff highlighted the status of the city’s bonds, noting that the Series B bond will expire in September 2030, while the Series A bond will continue through 2040. After 2030, only the Series A bond will remain, simplifying future reporting cycles. In addition, the city explained its cash balance requirements, which include holding one advance debt service payment in reserve as part of its bond refinancing agreement. For example, the \$1,949,283 currently set aside represents a reserve amount equal to the the September 2027 debt service payment, and each year’s ROPS submission includes this advance funding to ensure compliance with the bond indentures.

Discussion focused heavily on the administrative budget. While the detailed schedule submitted showed \$104,000 in administrative costs, the agency’s official request was for \$120,000. This discrepancy was explained by staff, who noted that the worksheet did not account for the recently hired Deputy Finance Director, who is included as 0.2 FTE in the budget, nor did it reflect anticipated cost-of-living adjustments (COLA) or changes as contracts expire. Staff emphasized that with the department’s reorganization and added internal capacity, general overhead costs are expected to decrease in the long term.

The board raised concerns about approving a higher figure without sufficient backup documentation. Two options were discussed: either approving the \$104,000 supported by the detailed schedule or conditionally approving the \$120,000 if additional justification could be provided quickly. Staff clarified that if actual expenses exceed \$104,000, the difference could be recovered later through the Prior Period Adjustment (PPA) process. Ultimately, the board approved the ROPS with an administrative budget of \$104,478, to be split evenly between A and B allocations at \$52,239 each. The board also directed staff to amend line item 7 of the ROPS schedule so that it aligns with the approved figure, ensuring consistency across the documentation. This resolution allows the city to proceed with timely submission to the state, while leaving the door open to seek recovery of higher costs in future reporting cycles if necessary.

- ii. ACTION 3: Approve 2025-26 Successor Agency ROPS – Novato
Motion by Carla Carvalho DeGraff to approve the 2025-26 Novato Successor Agency ROPS as amended on line 7 to account for the approved administrative budget divided into A and Be allocations at \$52,239 each.
Second by Eresa Puch.
Ayes: Derek Johnson, Eresa Puch, Breean Brown, Carla Carvalho DeGraff
Absent: Elizabeth Rodriguez

- iii. ACTION 4: Approve 2025-26 Successor Agency budget – Novato
Motion by Carla Carvalho DeGraff to approve the Novato successor agency administrative budget of \$104,478 to be split evenly between A and B allocations at \$52,239 each.
Second by Eresa Puch.
Ayes: Derek Johnson, Eresa Puch, Breean Brown, Carla Carvalho DeGraff
Absent: Elizabeth Rodriguez

c. San Rafael Successor Agency

Presented by: Shawn Plate

- i. Report on status of successor agency dissolution.

The City of San Rafael’s successor agency provided a status update on its dissolution process. At the prior meeting, the agency requested formal dissolution, but the state rejected the request because one remaining parcel of land had not yet been disposed of in accordance with the approved Long-Range Property Management Plan. While 23 other parcels were successfully transferred, this final parcel—a small remnant hillside lot—does not qualify for government use and must instead be sold. Progress on the matter had been delayed due to staffing changes, but the city has now hired legal support and initiated discussions with adjacent property owners regarding a potential sale. Once sold, the net proceeds (after selling costs) will be remitted back to the county, and the agency will resubmit its dissolution request.

Because the agency is already in dissolution status and filed its “last and final ROPS,” there are no new ROPS or administrative budget requests this year. The board discussed the mechanics of the state’s rejection and clarified that, in practice, the dissolution will be delayed until the parcel is resolved. Should a sale occur in the

interim, the board would need to hold a special meeting to authorize it, as the agency cannot proceed without board approval. Staff further explained that San Rafael's successor agency is unique in that it no longer receives tax increment revenues, since its former tax increment was tied solely to debt service that has now ended. Currently, only supplemental property taxes flow through the Redevelopment Property Tax Trust Fund (RPTTF) and are distributed as residual, meaning there is no financial burden on taxing entities. The board accepted the report as informational, with no action required at this time, and acknowledged that dissolution will move forward once the final parcel is sold and the resubmission is cleared by the state.

7. OTHER BUSINESS:

Presented by Sandra Kacharos

The board discussed two vacant seats, one for a special districts representative and one for citizen representation. Outreach efforts have been made, including engaging with the Marin City Community Services District and extending invitations at public meetings, but no volunteers have stepped forward yet. The clerk's office is involved in outreach and advertisement support. Members were reminded to complete and submit their Form 700 filings by April 1st.

Next Annual Meeting date January 15, 2026

8. ADJOURN

The Meeting was adjourned at 11:22 p.m.