

**MercedCERA RETIREMENT BOARD AGENDA
THURSDAY, APRIL 14, 2022 – 8:15 A.M.
MERCED COUNTY EMPLOYEES’ RETIREMENT ASSOCIATION**

**MERCED COUNTY ADMINISTRATION BUILDING
2222 M STREET, MERCED
LOS BANOS AND LIVINGSTON CONFERENCE ROOMS, BASEMENT
ZOOM CONFERENCE**

<https://us06web.zoom.us/j/93030195748?pwd=NGhFeGltSVhaSTlsK2JGWE83TVFvdz09>
DIAL IN NUMBER: 669-900-6833, MEETING ID: 930 3019 5748, PASSCODE: 095484
(FOR USE ONLY IF ZOOM CONNECTION MALFUNCTIONS)
TELEPHONE NUMBER: 1-310-372-7549, CONFERENCE CODE: 975839

CALL TO ORDER - 8:15 A.M.

Important Notice Regarding SARS-COV-2

In order to minimize the spread of COVID-19, the Board of Retirement is meeting at the County of Merced Administration Building conference center to provide for sufficient social distancing for the Board and members of the public. Additionally, members of the MercedCERA Board as well as members of the public may elect to participate in this meeting offsite via conference call. Members of the public may attend the meeting in person or listen to the meeting and offer public comment telephonically by calling into the telephone number provided above and entering the stated conference code. If you have any issues participating in the meeting telephonically or require reasonable accommodation for your participation, please contact MercedCERA staff at 209-726-2724. Please turn your cell phone or other electronic device to non-audible mode.

ROLL CALL

APPROVAL OF MINUTES – March 10, 2022

PUBLIC COMMENT

Members of the public may comment on any item under the Board’s jurisdiction including items on the Board’s agenda. Matters presented under this item will not be discussed or acted upon by the Board at this time. Persons addressing the Board will be limited to a maximum of five (5) minutes in total. Please state your name for the record.

CONSENT CALENDAR

Consent matters are expected to be routine and may be acted upon, without discussion, as one unit. If an item is taken off the Consent Calendar for discussion, it will be heard as the last item(s) of the Board Action/Discussion as appropriate.

RETIREMENTS: Pursuant to Govt. Code § 31663.25 or § 31672

All items of earnable compensation for service or disability retirements listed below are in compliance with the pay code schedule approved by the Board of Retirement. The retirement is authorized; however, administrative adjustments may be necessary to alter the amount due to: audit, late arrival of data, court order, etc.

- | | | | |
|------------------|---------------------|--------------|-----------------|
| a. Lovell, Roger | Information Systems | 2 Yrs. Svc. | Eff: 03/12/2022 |
| b. Hogue, Susana | H.S.A. | 27 Yrs. Svc. | Eff: 03/22/2022 |

c. Nuno, Isabel	H.S.A.	10 Yrs. Svc.	Eff: 03/26/2022
d. Xiong, Thomas	Sheriff	30 Yrs. Svc.	Eff: 03/26/2022
e. Olson, William	District Attorney	5 Yrs. Svc.	Eff: 04/02/2022
f. Burns, Yvonne	District Attorney	35 Yrs. Svc.	Eff: 03/26/2022
g. Goulart, Mary	C.E.D.	30 Yrs. Svc.	Eff: 04/01/2022
h. Arana, Mary Ellen	H.S.A.	38 Yrs. Svc.	Eff: 03/26/2022
i. Terry, Jeffrey	H.S.A.	11 Yrs. Svc.	Eff: 03/26/2022
j. Michaud, Irene	H.S.A.	22 Yrs. Svc.	Eff: 04/09/2022
k. Smith, Michelle	H.S.A.	22 Yrs. Svc.	Eff: 03/26/2022
l. Jenkins, Robert (SCD)	Probation	18 Yrs. Svc.	Eff: 07/04/2020*
m. Martin, Janice	H.S.A.	15 Yrs. Svc.	Eff: 03/36/2022
n. Montoya, Steven	Behavioral Health	2 Yrs. Svc	Eff: 03/31/2022
o. Dacanay, Raul	D.P.W.	10 Yrs. Svc.	Eff: 03/26/2022
p. Rocha, Aurora	H.S.A.	22 Yrs. Svc.	Eff: 03/19/2022
q. Wagner, Nicole (SCD)	Sheriff	15 Yrs. Svc.	Eff: 08/05/2021
r. Miller, Brian	Sheriff	36 Yrs. Svc.	Eff: 03/27/2022
s. Smith, Jill	H.S.A.	26 Yrs. Svc.	Eff: 04/09/2022
t. Rodriguez, Jesse	Admin Svc.	31 Yrs. Svc.	Eff: 03/26/2022
u. Ortega, Dion	D.P.W.	10 Yrs. Svc.	Eff: 04/07/2022

YTD fiscal year 2021/2022 retirees: 81
YTD fiscal year 2020/2021 retirees: 88*
YTD fiscal year 2019/2020 retirees: 105

MONTHLY BUDGET REPORT: Submitted

VIRTUAL MEETINGS: Reaffirm the adoption of Merced County Employee’s Retirement Association Resolution No. 2021-02, and its findings that the Governor’s proclaimed state of emergency related to the COVID-19 pandemic remains active, that the state of emergency impacts the ability of the Trustees and public to safely meet in person, and state or local officials continue to impose or recommend measures to promote social distancing.

CLOSED SESSION

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Board may meet in closed session with members of its staff, county employees and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified below. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

(1) DISCUSSION AND POSSIBLE ACTION REGARDING INVESTMENTS IN RECOMMENDED FUNDS, ROLL CALL VOTE REQUIRED.

(Govt. Code § 54956.81)

1. Discussion and possible action to adopt the recommendations from Cliffwater LLC on managers/funds – Cliffwater.

(2) DISABILITY RETIREMENT APPLICATIONS: PERSONNEL EXCEPTION

(Govt. Code § § 54957, 31532; Cal Const. art. I, § 1)

1. Informal Hearing
 - a. Daniel, Autumn
2. Formal Hearing
 - a. None

3. Disability update and possible action:
 - a. Aceves, Martin
 - b. Arroyo, Elizabeth
 - c. Brooks, Roland
 - d. Castillo, Araceli
 - e. Cureton, Michael
 - f. Elias, Robert
 - g. Kayser, Esther
 - h. Moua, Keo

RETURN TO OPEN SESSION

Report on any action taken in closed session.

BOARD ACTION/DISCUSSION

1. Discussion and possible action to approve bid received by Golden Valley Engineering and Surveying in the amount of \$600,000 from Request for Qualification (RFQ) dated February 2, 2022 for Architectural & Engineering Services for vacant lot located at 690 W. 19th Street in Merced, CA. – Staff.
2. Discussion and possible action to approve the Board Resolution and Member Sign-Off policy pertaining to Domestic Relations Orders for MercedCERA Members – Staff.
3. Discussion and possible action to approve the Board Resolution and Delegation of Spending Authority Policy of the Plan Administrator – Staff.
4. Review calendar of any training sessions and authorize expenditures for Trustees and Plan Administrator. Pursuant to Govt. Code § 31522.8 and MercedCERA’s Trustees Education and Training Policy requirements. Examples of upcoming training and educational sessions:
 - SACRS Spring Conference, May 10-13, 2022, Rancho Las Palmas, CA.
 - CALAPRS Virtual Trustee Round Table, Friday, April 29, 2022 (9:30 A.M. to 2:30 P.M.)
 - CALAPRS Principles of Pension Governance for Trustees, August 29-September 1, 2022 (location TBD)
 - SACRS Fall Conference, November 8-11, 2022, Long Beach, CA. (registration not open yet)

INFORMATION ONLY

- The MercedCERA Board voted unanimously via role call vote in closed session on January 28, 2021 to redeem our full commitment in KLS Diversified Hedge Fund. MercedCERA has received \$8,584,045.49, which equates to a realized loss of \$415,954.51.

MercedCERA UPCOMING BOARD MEETINGS

Please note: The MercedCERA Board Meeting and/or Education Day times and dates may be changed in accordance with the Ralph M. Brown Act by the MercedCERA Board as required.

- April 28, 2022 (Please note: Conference Room Change on Agenda)
- May 12, 2022

ADJOURNMENT

The Agenda and supporting documentation, including any material that was submitted to the Merced County Employees' Retirement Association Board after the distribution of the Agenda, are available online at www.co.merced.ca.us/retirement.

All supporting documentation for Agenda items, including any material that was submitted to the retirement board after the distribution of the Agenda, is also available for public inspection Monday through Friday from 8:00 a.m. to 5:00 p.m. at the administrative office for the Merced County Employees' Retirement Association located at 3199 M Street, Merced, California 95348.

Persons who require accommodation for a disability in order to review an agenda, or to participate in a meeting of the Merced County Employees' Retirement Association per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to Merced County Employees' Association, 3199 M Street, Merced, CA 95348 or telephonically by calling (209) 726-2724. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

Persons who require accommodation for any audio, visual or other disability or Spanish or Hmong interpretation in order to review an agenda, or to participate in a meeting of the Merced County Employees' Retirement Association per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation. Please address your written request to Merced County Employees' Association, 3199 M Street, Merced, CA 95348 or telephonically by calling (209) 726-2724. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

Spanish and Hmong interpreters are available.

Interpretes de espanol y hmong estan disponibles.

Peb muaj tug paab txhais lug Mev hab Hmoob.

**MercedCERA RETIREMENT BOARD AGENDA
THURSDAY, MARCH 10, 2022 – 8:15 A.M.
MERCED COUNTY EMPLOYEES’ RETIREMENT ASSOCIATION**

**MERCED COUNTY ADMINISTRATION BUILDING
2222 M STREET, MERCED
LOS BANOS AND LIVINGSTON CONFERENCE ROOMS, BASEMENT
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(FOR USE ONLY IF ZOOM CONNECTION MALFUNCTIONS)
TELEPHONE NUMBER: 1-310-372-7549, CONFERENCE CODE: 975839

CALL TO ORDER - 8:15 A.M.

ROLL CALL

Board members present: Ryan Paskin, Alfonse Peterson, Scott Johnston, Wendy Alvares, David Ness, Janey Cabral, Mike Harris, Scott Silveira (arrived at 8:20 A.M.) and Aaron Rosenberg (arrived at 8:16 A.M.) **Absent:** Karen Adams. Counsel: Jeff Grant. **Staff:** Martha Sanchez, Mark Harman, Sheri Villagrana, Brenda Mojica, Kenter Ludlow, Wendy Calderon, Monica Gallegos and Emma McWatters.

APPROVAL OF MINUTES – February 24, 2022

**The MercedCERA Board voted unanimously via roll call vote to approve the February 24, 2022 meeting minutes.
Peterson/Cabral U/A (6/0) Johnston abstained.**

PUBLIC COMMENT

No Comment.

CONSENT CALENDAR

Consent matters are expected to be routine and may be acted upon, without discussion, as one unit. If an item is taken off the Consent Calendar for discussion, it will be heard as the last item(s) of the Board Action/Discussion as appropriate.

RETIREMENTS: Pursuant to Govt. Code § 31663.25 or § 31672

All items of earnable compensation for service or disability retirements listed below are in compliance with the pay code schedule approved by the Board of Retirement. The retirement is authorized; however, administrative adjustments may be necessary to alter the amount due to: audit, late arrival of data, court order, etc.

- | | | | |
|------------------------|-----------------|--------------|-----------------|
| a. Hajik, Steven | Ag. Com. | 5 Yrs. Svc. | Eff: 02/12/2022 |
| b. Brown, James | CEO | 36 Yrs. Svc. | Eff: 02/25/2022 |
| c. Stiehr, Christopher | Sheriff’s Dept. | 1 Yr. Svc. | Eff: 02/26/2022 |
| d. Dias, Lyalla | H.S.A. | 11 Yrs. Svc. | Eff: 03/01/2022 |

YTD fiscal year 2021/2022 retirees: 61
YTD fiscal year 2020/2021 retirees: 88
YTD fiscal year 2019/2020 retirees: 105

MONTHLY BUDGET REPORT: Submitted

VIRTUAL MEETINGS: Reaffirm the adoption of Merced County Employee's Retirement Association Resolution No. 2021-02, and its findings that the Governor's proclaimed state of emergency related to the COVID-19 pandemic remains active, that the state of emergency impacts the ability of the Trustees and public to safely meet in person, and state or local officials continue to impose or recommend measures to promote social distancing.

The MercedCERA Board voted unanimously via roll call vote to approve the consent calendar as presented.

Johnston/Cabral U/A (7/0)

CLOSED SESSION

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Board may meet in closed session with members of its staff, county employees and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified below. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

(1) DISCUSSION AND POSSIBLE ACTION REGARDING INVESTMENTS IN RECOMMENDED FUNDS, ROLL CALL VOTE REQUIRED.

(Govt. Code § 54956.81)

1. One fund.

(2) DISABILITY RETIREMENT APPLICATIONS: PERSONNEL EXCEPTION

(Govt. Code § § 54957, 31532; Cal Const. art. I, § 1)

1. Informal Hearing
 - a. Wagner, Nicole
2. Formal Hearing
 - a. None
3. Disability update and possible action:
 - a. Aceves, Martin
 - b. Arroyo, Elizabeth
 - c. Brooks, Roland
 - d. Castillo, Araceli
 - e. Cureton, Michael
 - f. Daniel, Autumn
 - g. Elias, Robert
 - h. Kayser, Esther
 - i. Moua, Keo

RETURN TO OPEN SESSION

(1) DISCUSSION AND POSSIBLE ACTION REGARDING INVESTMENTS IN RECOMMENDED FUNDS, ROLL CALL VOTE REQUIRED.

(Govt. Code § 54956.81)

1. One fund.

The MercedCERA Board voted unanimously via roll call vote a commitment of up to \$8 million to Rockpoint Real Estate Fund VIII, L.P., a private real estate partnership focused on investments in office, multi-family and hospitality sectors, subject to satisfactory legal negotiations.

Cabral/Johnston U/A (8/0)

(2) DISABILITY RETIREMENT APPLICATIONS: PERSONNEL EXCEPTION

(Govt. Code § § 54957, 31532; Cal Const. art. I, § 1)

1. Informal Hearing
 - a. Wagner, Nicole

The MercedCERA Board voted unanimously via roll call vote to approve a service connected disability for Nicole Wagner and deny a non-service connected disability. Cabral/Peterson U/A (8/0)

2. Formal Hearing
 - b. None

No action taken.

3. Disability update and possible action:
 - j. Aceves, Martin
 - k. Arroyo, Elizabeth
 - l. Brooks, Roland
 - m. Castillo, Araceli
 - n. Cureton, Michael
 - o. Daniel, Autumn
 - p. Elias, Robert
 - q. Kayser, Esther
 - r. Moua, Keo

No action taken.

BOARD ACTION/DISCUSSION

1. Discussion regarding quarterly investment performance and current market conditions with possible action on any funds or managers – Cliffwater.

No action taken.

2. Review calendar of any training sessions and authorize expenditures for Trustees and Plan Administrator. Pursuant to Govt. Code § 31522.8 and MercedCERA’s Trustees Education and Training Policy requirements. Examples of upcoming training and educational sessions:
 - National Association of Securities Professionals (NASP) Annual Day of Education for Trustees and Staff, March 23-24, 2022, Los Angeles, CA.
 - SACRS Spring Conference, May 10-13, 2022, Rancho Las Palmas, CA.

No action taken.

INFORMATION ONLY

Martha Sanchez- Introduced Monica Gallegos to the MercedCERA Board as a new analyst.

ADJOURNMENT

The meeting adjourned at 8:50 A.M.

Accepted By,

Trustee Name/Position	Signature	Date
Ryan Paskin/ Chair		
Al Peterson/Secretary		

Merced County Employees' Retirement Association
 Non-Administrative Expenditures Report (Preliminary)
 For the Month Ended March 31, 2022

Consent Budget Items

Non-Administrative Expenses	Original Projection	Current Projection	Expended 03/2022	Expended YTD	Bal Remaining	% Exp YTD
21800 · Investment Expenses	3,250,000.00	3,250,000.00	103,840.06	1,668,821.91	1,581,178.09	51%
3/1/2022 Nossaman - 2022-01 Varagon CPDL			87.75			
3/1/2022 Nossaman - 2022-01 Carnelian EC IV			6,958.80			
3/1/2022 Nossaman - 2022-01 AG Annex Fund			14,293.35			
3/1/2022 Nossaman - 2022-01 Accel-KKR GCP IV			117.00			
3/1/2022 Nossaman - 2022-01 Threshold Ventures IV			21,309.75			
3/1/2022 Nossaman - 2022-01 New Bldg Legal			2,740.05			
3/1/2022 Nossaman - 2022-01 Thoma Bravo DF IV			17,289.45			
3/4/2022 Taconic MDOF III - 2021-Q3 & Q4 Mgt Fees			20,807.35			
3/17/2022 Yard Masters - Weed Control for New Bldg			950.00			
3/31/2022 SSGA - 2022-Q4 Mgmt Fees			19,286.56			
Total 21800 · Investment Expenses			103,840.06			
21802 · Actuarial Services	150,000.00	150,000.00	-	101,580.60	48,419.40	68%
Total 21802 · Actuarial Services			-			
21812 · Data Processing	90,000.00	90,000.00	9,520.61	38,609.50	51,390.50	43%
3/1/2022 2022-01 Cradlepoint Data Chgs			264.00			
3/1/2022 2021-01 IS Billing			4,605.36			
3/4/2022 Comcast - 2022-02 Wifi Chgs			257.87			
3/23/2022 Comcast - 2022-03 Wifi Chgs			278.07			
3/31/2022 2021-02 IS Billing			3,851.31			
3/31/2022 2022-02 Cradlepoint Data Chgs			264.00			
Total 21812 · Data Processing			9,520.61			
21834 · Legal Services	365,000.00	365,000.00	31,631.61	231,198.33	133,801.67	63%
3/1/2022 2022-02 - Cost Allocation - Co Couns			5,267.08			
3/1/2022 2022-03 - Cost Allocation - Co Couns			5,267.08			
3/10/2022 Hanson Bridgett - 2022-01 Legal Svcs			6,790.20			
3/15/2022 Nossaman - 2022-02 Gen Adv & Couns			3,050.60			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			100.00			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			1,110.00			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			1,757.50			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			1,800.00			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			416.75			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			70.00			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			444.00			
3/16/2022 Ted Cabral - 2022-02 Disab Legal Svcs			5,161.50			
3/29/2022 Hanson Bridgett - 2022-02 Legal Svcs			396.90			
Total 21834 · Legal Services			31,631.61			

Merced County Employees' Retirement Association
 Non-Administrative Expenditures Report (Preliminary)
 For the Month Ended March 31, 2022

Non-Administrative Expenses	Original Projection	Current Projection	Expended 03/2022	Expended YTD	Bal Remaining	% Exp YTD
21840 · Custodial Banking Services	135,000.00	135,000.00	26,202.73	57,690.04	77,309.96	43%
3/1/2022 2022-01 Wire Fees			165.00			
3/3/2022 2022-03 Northern Trust STIF Custodial Fee			747.73			
3/25/2022 2021-Q4 Northern Trust Custody Fees			25,125.00			
3/31/2022 2022-02 Wire Fees			165.00			
Total 21840 · Custodial Banking Services			<u>26,202.73</u>			
22350 · Software and Technology	425,000.00	425,000.00	9,516.37	326,646.07	98,353.93	77%
3/8/2022 CDWG - Adobe Acrobat Pro 2020 (4 Licenses)			1,635.72			
3/9/2022 PensionX - 2022-03 SLA			900.00			
3/29/2022 CPAS - 2022-04 Hosting			6,107.00			
3/29/2022 LexisNexis - 2022-02 Svcs			873.65			
Total 22350 · Software and Technology			<u>9,516.37</u>			
Depreciation Expense	250,000.00	250,000.00	-	-	250,000.00	
Total Non-Administrative Items	<u>4,665,000.00</u>	<u>4,665,000.00</u>	<u>180,711.38</u>	<u>2,424,546.45</u>	<u>2,240,453.55</u>	52%

Merced County Employees' Retirement Association
Non-Administrative Expenses Prev Year Comparison (Preliminary)
3/31/2022

Expense	<u>March 2022</u>	<u>March 2021</u>	<u>\$ Change</u>	<u>% Change</u>
62025 · Non-Administrative Expenses				
21800 · Investment Expenses	\$ 103,840.06	\$ 38,583.47	\$ 65,256.59	169.13%
21802 · Actuarial Services	-	3,919.50	(3,919.50)	-100.00%
21812 · Data Processing	9,520.61	4,523.67	4,996.94	110.46%
21834 · Legal Services	31,631.61	27,387.21	4,244.40	15.50%
21840 · Custodial Banking Services	26,202.73	961.77	25,240.96	2624.43%
22350 · Software and Technology	9,516.37	100,262.66	(90,746.29)	-90.51%
Total 62025 · Non-Administrative Expenses	<u>\$ 180,711.38</u>	<u>\$ 175,638.28</u>	<u>\$ 5,073.10</u>	2.89%

Merced County Employees' Retirement Association
 Capital Asset Expenditures Report (Preliminary)
 For the Month Ended March 31, 2022

Capital Assets Expenditures	Adopted	Current Budget	Expended 03/2022	Expended YTD	Bal Remaining	% Exp YTD
81386 - Cubicle Expansion	18,500.00	18,500.00	-	16,836.78	1,663.22	91%
Total 81386 - Cubicle Expansion			-			
81453 - HVAC Replacement Units	-	39,408.78	-	39,408.78	-	100%
Total 81453 - HVAC Replacement Units			-			
Total Capital Assets Expenditures	18,500.00	57,908.78	-	56,245.56	1,663.22	97%

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended March 31, 2022

Administrative Budget	Adopted	Current Budget	Expended 03/2022	Expended YTD	Bal Remaining	% Exp YTD
10110 · Salaries & Wages	1,650,000.00	1,650,000.00	94,610.04	811,815.78	838,184.22	49%
3/4/2022 Office Payroll 2022 PP 05			45,034.88			
3/18/2022 Office Payroll 2022 PP 06			49,564.37			
3/22/2022 2022-01 PARS			10.79			
Total 10110 · Salaries & Wages			94,610.04			
20600 · Communications	7,100.00	7,100.00	874.75	4,108.57	2,991.43	58%
3/1/2022 2022-01 iPhone Chgs			132.00			
3/1/2022 2022-01 Comm Chgs			234.80			
3/9/2022 AT&T - 2022-02 CALNET			144.74			
3/31/2022 2022-02 iPhone Chgs			132.00			
3/31/2022 2022-02 Comm Chgs			231.21			
Total 20600 · Communications			874.75			
20900 · Household Expense	13,500.00	13,500.00	1,890.76	8,800.74	4,699.26	65%
3/4/2022 Geil Enterprises - 2022-02 Custodial Svcs			831.00			
3/8/2022 ADT - 2022-03 Security Svc			94.38			
3/16/2022 Geil Enterprises - 2022-03 Custodial Svcs			831.00			
3/17/2022 Bob's Pest Control - 2022-02 Svcs			40.00			
3/23/2022 ADT - Inv 909240959 - 2022-04 Security Svc			94.38			
Total 20900 · Household Expense			1,890.76			
21000 · Insurance - Other	90,000.00	96,000.00	-	95,796.00	204.00	100%
Total 21000 · Insurance - Other			-			
21301 · Maintenance Structure Improvement	19,000.00	19,000.00	680.00	8,081.13	10,918.87	43%
3/4/2022 Yard Masters - 2022-02 Landscape Maint			340.00			
3/31/2022 Yard Masters - 2022-03 Landscape Maint			340.00			
Total 21301 · Maintenance Structure Improvement			680.00			
21500 · Membership	7,500.00	7,500.00	-	4,435.00	3,065.00	59%
Total 21500 · Membership			-			
21700 · Office Expense - General	18,000.00	18,000.00	457.55	5,804.80	12,195.20	32%
3/1/2022 2022-01 Stores Billing			371.61			
3/1/2022 Reimb for KN95 Masks			44.22			
3/9/2022 First Choice - 2022-02 Water Cooler Rental			7.00			
3/21/2022 First Choice - 2022-03 Water Svc			39.13			
3/21/2022 Ingraham Trophies - 3 Name Plates			40.59			
3/29/2022 Reimb from REMCO for Data & Labels			(45.00)			
Total 21700 · Office Expense - General			457.55			

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended March 31, 2022

Administrative Budget	Adopted	Current Budget	Expended 03/2022	Expended YTD	Bal Remaining	% Exp YTD
21710 · Office Expense - Postage	16,500.00	16,500.00	5,062.83	13,249.47	3,250.53	80%
3/1/2022 2021-01 IS Postage			2,333.12			
3/1/2022 2022-01 Mailroom Chgs			150.05			
3/31/2022 2022-02 Mailroom Chgs			88.29			
3/31/2022 2021-02 IS Postage			2,491.37			
Total 21710 · Office Expense - Postage			<u>5,062.83</u>			
21805 · Audits	90,000.00	90,000.00	-	48,268.20	41,731.80	54%
Total 21805 · Audits			<u>-</u>			
21808 · Board Membership	18,000.00	18,000.00	1,800.00	6,400.00	11,600.00	36%
3/23/2022 2022-01 Bd Mtgs			200.00			
3/23/2022 2022-01 Bd Mtgs			200.00			
3/23/2022 2022-01 Bd Mtgs			200.00			
3/23/2022 2022-01 Bd Mtgs			100.00			
3/23/2022 2022-01 Bd Mtgs			200.00			
3/23/2022 2022-02 Bd Mtgs			200.00			
3/23/2022 2022-02 Bd Mtgs			200.00			
3/23/2022 2022-02 Bd Mtgs			200.00			
3/23/2022 2022-02 Bd Mtgs			100.00			
3/24/2022 2022-02 Bd Mtgs			200.00			
Total 21808 · Board Membership			<u>1,800.00</u>			
21811 · Court Reporters	2,000.00	2,000.00	-	-	2,000.00	0%
Total 21811 · Court Reporters			<u>-</u>			
21816 · Medical Services	25,000.00	19,000.00	-	-	19,000.00	0%
Total 21816 · Medical Services			<u>-</u>			
21872 · Investigations	1,000.00	1,000.00	-	-	1,000.00	0%
Total 21872 · Investigations			<u>-</u>			
21900 · Publications & Legal Notices	4,500.00	4,500.00	-	3,504.29	995.71	78%
Total 21900 · Publications & Legal Notices			<u>-</u>			
22300 · Spec Dept Exp - Other	500.00	500.00	-	6.31	493.69	1%
Total 22300 · Spec Dept Exp - Other			<u>-</u>			

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended March 31, 2022

Administrative Budget	Adopted	Current Budget	Expended 03/2022	Expended YTD	Bal Remaining	% Exp YTD
22310 · Election Expense	20,000.00	20,000.00	-	-	20,000.00	0%
Total 22310 · Election Expense			-			
22327 · Spec Dept Exp - Cost Allocation	27,000.00	27,000.00	4,467.00	20,101.50	6,898.50	74%
3/1/2022 2022-02 - Cost Allocation			2,233.50			
3/1/2022 2022-03 - Cost Allocation			2,233.50			
Total 22327 · Spec Dept Exp - Cost Allocation			4,467.00			
22500 · Transportation & Travel	400.00	400.00	35.09	46.18	353.82	12%
3/1/2022 2021-10 & 2021-11 Mail Runs			16.02			
3/10/2022 2022-01 & 2022-02 Mail Runs			19.07			
Total 22500 · Transportation & Travel			35.09			
22505 · Trans & Travel - Staff Development	4,000.00	4,000.00	-	-	4,000.00	0%
Total 22505 · Trans & Travel - Staff Development			-			
22515 · Trans & Travel - In State	35,000.00	35,000.00	(200.00)	4,103.53	30,896.47	12%
3/29/2022 Ret of Overpmt of SACRS Travel Reimb			(200.00)			
Total 22515 · Trans & Travel - In State			(200.00)			
22516 · Trans & Travel - Out of State	7,500.00	7,500.00	-	-	7,500.00	0%
Total 22516 · Trans & Travel - Out of State			-			
22600 · Utilities	17,000.00	17,000.00	1,119.92	12,056.37	4,943.63	71%
3/17/2022 City of Merced - 2022-02 WS&G			200.89			
3/21/2022 PG&E - 2022-02 Svcs			919.03			
Total 22600 · Utilities			1,119.92			
Depreciation Expense	23,000.00	23,000.00	-	-	23,000.00	
Total Administrative Budget	2,096,500.00	2,096,500.00	110,797.94	1,046,577.87	1,049,922.13	50%

Merced County Employees' Retirement Association
Quarterly Expense Report (Preliminary)
For the Fiscal Quarter Ended March 31, 2022

Non-Administrative Projection											
		Current						Remaining			
		Projection	Q1 Expended	Q1 %	Q2 Expended	Q2 %	Q3 Expended	Q3 %	Total Expended	Projected	% Exp
21800	Investment Expenses	\$ 3,250,000.00	\$ 284,856.23	9%	\$ 792,504.10	24%	\$ 591,461.58	18%	\$ 1,668,821.91	\$ 1,581,178.09	51%
21802	Actuarial Services	150,000.00	9,067.50	6%	28,041.85	19%	64,471.25	43%	101,580.60	48,419.40	68%
21812	Data Processing	90,000.00	11,011.39	12%	13,508.41	15%	14,089.70	16%	38,609.50	51,390.50	43%
21834	Legal Services	365,000.00	56,738.37	16%	98,176.92	27%	76,283.14	21%	231,198.43	133,801.57	63%
21840	Custodial Banking Services	135,000.00	2,424.03	2%	26,337.36	20%	28,928.65	21%	57,690.04	77,309.96	43%
22350	Software & Technology	425,000.00	174,776.79	41%	120,710.63	28%	31,158.65	7%	326,646.07	98,353.93	77%
	Depreciation Expense	250,000.00	-	0%	-	0%	-	0%	-	250,000.00	0%
Total Non-Administrative Items		<u>\$ 4,665,000.00</u>	<u>\$ 538,874.31</u>	<u>12%</u>	<u>\$ 1,079,279.27</u>	<u>23%</u>	<u>\$ 806,392.97</u>	<u>17%</u>	<u>\$ 2,424,546.55</u>	<u>\$ 2,240,453.45</u>	<u>52%</u>
Capital Assets Budget											
		Current						Remaining			
		Appropriation	Q1 Expended	Q1 %	Q2 Expended	Q2 %	Q3 Expended	Q3 %	Total Expended	Appropriation	% Exp
81386	Cubicle Expansion	\$ 18,500.00	\$ -	0%	\$ 16,836.78	91%	\$ -	0%	\$ 16,836.78	\$ 1,663.22	91%
81453	HVAC Replacement Units	39,408.78	-		39,408.78		-		39,408.78	-	100%
Total Capital Assets Budget		<u>\$ 57,908.78</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 56,245.56</u>	<u>97%</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 56,245.56</u>	<u>\$ 1,663.22</u>	<u>97%</u>
Administrative Budget											
		Current						Remaining			
		Appropriation	Q1 Expended	Q1 %	Q2 Expended	Q2 %	Q3 Expended	Q3 %	Total Expended	Appropriation	% Exp
10110	Salaries & Wages	\$ 1,650,000.00	\$ 226,952.98	14%	\$ 314,151.85	19%	\$ 270,710.95	16%	\$ 811,815.78	\$ 838,184.22	49%
20600	Communications	7,100.00	1,032.36	15%	1,542.77	22%	1,533.44	22%	4,108.57	2,991.43	58%
20900	Household Expense	13,500.00	2,660.14	20%	2,725.14	20%	3,415.46	25%	8,800.74	4,699.26	65%
21000	Insurance-Other	96,000.00	95,796.00	100%	-	0%	-	0%	95,796.00	204.00	100%
21301	Maintenance Structure Improvement	19,000.00	2,705.09	14%	4,263.69	22%	1,112.35	6%	8,081.13	10,918.87	43%
21500	Membership	7,500.00	4,000.00	53%	435.00	6%	-	0%	4,435.00	3,065.00	59%
21700	Office Expense-General	18,000.00	1,843.70	10%	3,033.36	17%	927.74	5%	5,804.80	12,195.20	32%
21710	Office Expense-Postage	16,500.00	2,511.50	15%	4,494.50	27%	6,243.47	38%	13,249.47	3,250.53	80%
21805	Audits	90,000.00	11,304.50	13%	24,939.00	28%	12,024.70	13%	48,268.20	41,731.80	54%
21808	Board Membership	18,000.00	2,000.00	11%	2,100.00	12%	2,300.00	13%	6,400.00	11,600.00	36%
21811	Court Reporters	2,000.00	-	0%	-	0%	-	0%	-	2,000.00	0%
21816	Medical Services	19,000.00	-	0%	-	0%	-	0%	-	19,000.00	0%
21872	Investigations	1,000.00	-	0%	-	0%	-	0%	-	1,000.00	0%
21900	Publications & Legal Notices	4,500.00	3,504.29	78%	-	0%	-	0%	3,504.29	995.71	78%
22300	Spec Dept Expense-Other	500.00	-	0%	6.31	1%	-	0%	6.31	493.69	1%
22310	Election Expense	20,000.00	-	0%	-	0%	-	0%	-	20,000.00	0%
22327	Spec Dept Exp-Cost Allocation	27,000.00	6,700.50	25%	6,700.50	25%	6,700.50	25%	20,101.50	6,898.50	74%
22500	Transportation & Travel	400.00	-	0%	-	0%	46.18	12%	46.18	353.82	12%
22505	Trans & Travel-Staff Development	4,000.00	-	0%	-	0%	-	0%	-	4,000.00	0%
22515	Trans & Travel-In State	35,000.00	2,550.00	7%	1,621.53	5%	(68.00)	0%	4,103.53	30,896.47	12%
22516	Trans & Travel-Out Of State	7,500.00	-	0%	-	0%	-	0%	-	7,500.00	0%
22600	Utilities	17,000.00	4,480.83	26%	4,290.46	25%	3,285.08	19%	12,056.37	4,943.63	71%
	Depreciation Expense	23,000.00	-	0%	-	0%	-	0%	-	23,000.00	0%
Total Administrative Budget		<u>\$ 2,096,500.00</u>	<u>\$ 368,041.89</u>	<u>18%</u>	<u>\$ 370,304.11</u>	<u>18%</u>	<u>\$ 308,231.87</u>	<u>15%</u>	<u>\$ 1,046,577.87</u>	<u>\$ 1,049,922.13</u>	<u>50%</u>
Total MercedCERA		<u>\$ 6,819,408.78</u>	<u>\$ 906,916.20</u>	<u>13%</u>	<u>\$ 1,505,828.94</u>	<u>22%</u>	<u>\$ 1,114,624.84</u>	<u>16%</u>	<u>\$ 3,527,369.98</u>	<u>\$ 3,292,038.80</u>	<u>52%</u>

Merced County Employees' Retirement Association
Non-Admin Expenses Prev Year Comparison (Preliminary)
For the Quarter Ended March 31, 2022

	<u>Jan - Mar 22</u>	<u>Jan - Mar 21</u>	<u>\$ Change</u>	<u>% Change</u>
Expense				
62025 · Non-Administrative Expenses				
21800 · Investment Expenses				
IED0003 · Mellon LC SIF	11,547.44	11,126.91	420.53	3.78%
IED0004 · Mellon Dynamic	107,741.97	102,969.90	4,772.07	4.63%
IEE0006 · Acadian Ex US SCF	32,339.00	24,270.00	8,069.00	33.25%
IEE0007 · Driehaus ISCG	34,521.00	27,682.00	6,839.00	24.71%
IEF0001 · Barrow Hanley	57,208.00	54,291.00	2,917.00	5.37%
IEP0001 · SSgA RAS	19,286.56	9,605.48	9,681.08	100.79%
IER0001 · UBS Realty Investors	71,699.56	76,621.18	(4,921.62)	-6.42%
IEX0015 · KKR Global Infrastructure II	12,998.00	16,877.00	(3,879.00)	-22.98%
IEX0018 · GSO EOF	19,104.00	-	19,104.00	100.00%
IEX0038 · Taconic MDOF III	20,807.35	5,130.14	15,677.21	305.59%
ISC001 · Meketa Investment Group	55,500.00	54,500.00	1,000.00	1.84%
ISC002 · Cliffwater LLC	33,333.33	66,666.66	(33,333.33)	-50.00%
ISL001 · Nossaman - Investments	92,404.80	2,586.60	89,818.20	3472.44%
21800 · Investment Expenses - Other	22,970.57	420.00	22,550.57	5369.18%
Total 21800 · Investment Expenses	591,461.58	452,746.87	138,714.71	30.64%
21802 · Actuarial Services	64,471.25	34,134.50	30,336.75	88.87%
21812 · Data Processing	14,089.70	13,852.81	236.89	1.71%
21834 · Legal Services	76,283.14	91,028.36	(14,745.22)	-16.20%
21840 · Custodial Banking Services	28,928.65	3,636.03	25,292.62	695.61%
22350 · Software and Technology	31,158.65	118,241.69	(87,083.04)	-73.65%
Total 62025 · Non-Administrative Expenses	\$ 806,392.97	\$ 713,640.26	\$ 92,752.71	13.00%

Date: April 14, 2022

To: MercedCERA Board of Retirement

From: Kristie Santos, Plan Administrator

Subject: Recommended Proposal for Architectural and Engineering Services for Vacant Lot Located at 690 W. 19th Street.

Item Number: 1

Item Type: Action

Staff Recommendation:

1. Approve the Board Subcommittee and Staff recommendation to grant the bid for Architectural and Engineering Services for Vacant Lot, submitted by Golden Valley Engineering and Surveying (GVES) not to exceed \$600,000, pending legal review of all contracts.

Discussion:

On December 8, 2021, the City of Merced Planning Commission approved MercedCERA's preliminary design and request for an offsite parking waiver for the proposed building and lot located at 690 W. 19th Street, in Merced, CA. This preliminary approval cleared the way for the MercedCERA Board to begin preparing the land, obtain additional needed reports and refined plans to ultimately get viable construction bids to determine the feasibility of a new headquarter building.

On February 2, 2022, a Request for Qualification (RFQ) was sent out to four firms currently on retainer with the County of Merced for Architectural and Engineering Services to prepare the vacant lot located at 690 W. 19th Street in Merced, CA. The four firms included:

- Teter, LLP
- LDA Partners
- Lionakis
- Golden Valley Engineering and Surveying (GVES)

Two bids were received from Teter, LLP and Golden Valley Engineering and Surveying. Both bids were received within the time and date specified. Both firms received high scores for key staff experience and experience performing the duties as requested by MercedCERA. However, only Golden Valley Engineering and Surveying proposed a project manager as requested by MercedCERA and therefore received the highest score. GVES also presented the most detailed fee proposal of the received bids.

The GVES bid consists of the following;

- The first phase (Design) consists of civil improvements and building design refinements needed for the construction bid process. The first phase is not to exceed \$310,000.
- The second phase (Construction Administration) consists of the actual construction bid process and weekly/biweekly meetings through the end of construction, addendums to the bid process and finalized plans upon construction completion. The second phase is not to exceed \$290,000.
- Project Management Costs associated with this project are estimated to be \$140,000 (estimated three days per week by Mark Wilson Construction).
- The items not included in the bid include the following;
 - Pre-engineered metal building or trusses
 - “Dry” utilities design and plans
 - Fire alarm, fire sprinkler, security, data and communication (Design and Built)
 - Soil reports and testing
 - Construction staking
 - FEMA LOMR-F application
 - Traffic Control Plan, if required
 - City fees
- The total bid is estimated to be \$600,000.

A thorough legal review is recommended on all contracts during this process.

By approving the recommended bid, the Board of Retirement is authorizing the Plan Administrator to contract with GVES for an amount not to exceed \$600,000 to prepare the vacant lot, refine current plans and create new plans needed for appropriate construction bid to determine feasibility of proposed new headquarter building, pending legal review of the contract. The Board would also be authorizing the Plan Administrator and Legal Counsel to consult with outside counsel (Nossaman LLC) on items that are not within MercedCERA’s Staff expertise.

Recommendation:

Approve the Board Subcommittee and Staff recommendation to grant the bid for Architectural and Engineering Services for vacant lot, submitted by Golden Valley Engineering and Surveying (GVES) not to exceed \$600,000, pending legal review of all contracts.



RESPONSE TO REQUEST FOR QUALIFICATIONS & PROPOSALS

To Provide Building, Engineering and
Project Management Services for
Merced “CERA”

Submitted By:

Jim Xu | Principal Engineer |
Golden valley engineering & Surveying |
405 W 19th St | Merced | CA | 95340 |
P:209.722.3200

Submitted To:

Kristen Santos | Plan Administrator |
Merced County Employees' Retirement
Association |
3199 M St. | Merced | CA | 95348 |
P:209.726.2724

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Cover Letter

March 04, 2022
Kristen Santos, Plan Administrator
Merced County Employees' Retirement Association
3199 M. Street
Merced, CA. 95348

Dear Ms. Kristen Santos and governing Board members:

We are pleased to submit the following proposal in response to the Request for Qualifications. We understand that the Merced County Employee's Retirement Association is seeking qualified professional consultants to provide Building Design, Engineering and Project Management Services for a new headquarter building for the Merced County Employees' Retirement Association (MercedCERA).

We feel that our qualifications and experiences make us well suited for the task. Over the past several years Golden Valley Engineering & Surveying, Inc. (GVES) has provided architectural design, civil and structural engineering, land surveying services for government agencies, institutions, developers, corporations, and school districts. We have provided (MercedCERA) with building design services in the past. During that period, we believe, a great working relationship was developed with the (MercedCERA) staff. We look forward and hope to further build on that relationship if our firm is selected. GVES is familiar with local requirements and conditions, and our office being located in the City of Merced allows our team members to participate in project meetings as well as be involved in job site visits with clients.

In addition to our in-house professionals in the fields of surveying, building design, civil and structural engineering, GVES will be supported by CHEN Engineering for electrical design, Nexus Engineering for mechanical and plumbing design, Sam Harned Landscape Architecture for landscaping design, Facility Designs for interior design and Mark Wilson Construction INC. to render construction management services.

Upon careful review of our proposal, it will be determined that we have the necessary staff, experience, and tools to provide Architectural, Engineering and Project Management Services for a new headquarter building for the Merced County Employees' Retirement Association. Insurance Certificates and key personnel resumes will be provided upon request. We are very excited about this project, Our team looks forward to speaking with you regarding our proposal.

Best Regards,

Jim Xu, Principal Engineer
Golden Valley Engineering & Surveying
405 W 19th St, Merced, CA 95340
p: 209.722.3200 | f: 209.722.3254
e: jimxu@gves.us

Project Understanding

Project Scope

The preliminary Site Plan design of the proposed 2-story 12,500 sq. ft. office building, as well as renderings shows our understanding of the project scope. We plan to meet with designated board members and staff to thoroughly go over each and everyone of their needs. As previously done we have incorporated and maximised the total square footage of the proposed building to suit and accommodate all current and future employees. We have planned not only for today but for future expansions as well. From the amount of offices required, meeting spaces, storage, private conference rooms, dias room, elevators and lobby design we know exactly what our client needs. Additionally, the cohiveness and centralized design of all office spaces on the first floor make it easy for people to collaborate and maximised productivity. On the second floor we have grouped meeting, privacy and training spaces to reduce distraction of employees and insure tranquility of all visitors. The beautiful exterior modern design of the building seamlessly blends with the surrounding structures. Large glass entry and windows throughout bathes the interior with natural light. Off-site and on-site parking designs eliminate and or minimize cross-traffic with all oncoming traffic. Furthermore, GVES will walk hand in hand with all board members through all phases of the design and construction process alike. From Engineer's Cost Estimates, civil and building design complete construction documents, bidding services, construction administration and construction management. It is our goal and mission here at GVES to provide our client with the most efficient and cost effective solution.

General Approach

Your project will have GVES' full effort approach. Our general approach is as follows.

- Assess and verify MCERA's program requirements by area, function and relationship.
- Review existing site conditions, familiarize with MCERA's existing site program and functional use including the study of adjacencies, Study of Geotechnical Report and survey data, provide drainage design, sizing and calculations circulation, parking and applicable code and standard requirements, such as fire-life safety, seismic and accessibility compliance, and site security in order to develop the most efficient and flexible Site Design.
- Communicate and correspond with clients and consultants to meet MCERA's requirements.
- Conduct in-house QA and disciplinary coordination before each Client Review.
- GVES to evaluate most cost-effective construction type, based on current market conditions and availability of materials
- GVES to work with construction manager to provide value engineering recommendations and Engineer's estimate of construction costs
- GVES to provide construction documents for our clients review upon 50% , 80% and 100% completion.



19TH STREET ELEVATION (NORTH)

Firm Qualifications

GVES has been a part of the greater Merced area since our founding in 1998. Over the last 24 years, the integrity, reliability, and long-term relationships with many public and private sectors have earned us a large portion of the available projects within the City and County of Merced.

GVES will work cooperatively with our client, City of Merced and other City consultants to ensure successful project outcomes.

GVES' office is located at 405 W. 19th Street, Merced. Close proximity to the project site will allow our staff to respond to MCERA needs and requests in a matter of minutes. Through the normal course of our daily work, we are often called upon to meet with clients and agencies at a moment's notice. Our team members have always responded promptly to requests for site visits and respond to emergencies on an immediate basis. Most of our work has been in the private sector. Private sector clients insist upon controlling project costs. This will carry over to projects and services we would provide to MCERA.

Our team is knowledgeable with City of Merced, state and federal code regulations and building standard codes. Our company has provided building design, surveying, civil engineering and structural engineering services such as site master planning, public street & utility improvements, parking lot facility design, building design, SWPPP design, and project management and administration to name a few. GVES brings a firm of 19 well-trained and highly motivated professionals working together to offer our client programmatic, cost-effective, and adaptive design solutions. Each of our team members will be committed and focused on the assigned projects and tasks. As a multidisciplinary company, GVES can function more efficiently because the benefit of providing Building, Engineering and Surveying services under one roof is the ease of coordination. Our commitment to our clients involves listening to their needs and helping them through the design and construction process from conception to completion. GVES roots are deeply inveted into our communities. Since our humble beginnings in 1998 we have developed long lasting relationships with city and county officials throughout the central valley. More importantly the ever lasting relationship and satisfaction of our clients in the private and public sectors.



Key Personnel

Principal Engineer: Jim Xu, PE, SE

Licensed Professional Engineer Civil & Structural, Certified CASp Specialist, Plans Examiner and Inspector

With over 35 years of experience, one of the founding principals of GVES, Jim’s objective is to achieve a finished project which meets the dynamic needs of the client. He accomplishes this by facilitating communication between the client, project consultants, contractors and the jurisdictional authorities. Jim specializes in complete design, code compliance, ADA compliance and site inspections. His experience as a civil and structural engineer, ICC certified plan examiner, inspector, and qualified SWPPP developer (QSD) and practitioner (QSP) enable him to translate concepts into design. For this project, Jim will be responsible for the management and administration of architectural, engineering services.

Relevant Project Experience *(see Project Experience for project details)*

Merced Irrigation District(MID) Corp. Yard, Merced, CA

Project manager responsible for master planning, civil design, structural engineering and construction management. The 20 acre MID Corp Yard is a \$15 million project consists of a 30,000 s.f. operation building, 45,000 s.f maintenance shop building, 40,000 s.f. covered parking, storm drainage basin, and parking lots.

“The Bus”, Transit Joint Power Authority, Merced, CA.

Project manager responsible for civil design, and construction management. Project consists of a 5,500 s.f. operations building and a 9,900 s.f. shop building a 2,460 s.f. bus wash building and a gas and diesel fuel island.

“Merced Rescue Mission” Merced, CA.

Project manager responsible for master planning, civil, architectural, structural MEP design, and construction management. Located in Merced, this 5 acre campus of hope consists of medical respite care, classrooms, chapel and offices to name a few.

“Greystone Business Park” Merced, CA.

Project manager responsible for schematic designs, master planning, construction plans & specifications, construction cost estimates, construction staking and surveying. This 5 acre 6 Office building complex was completed in 2007 and features a total of 48,000 SF. Of office space. Project is fully completed and all buildings are occupied.

“Yosemite Professional Plaza” Merced, CA.

Project manager responsible for master planning, civil, architectural and structural design, and construction management. The 9.5 Acre commercial development consist of 6 buildings (totaling over 100,000 SF) of professional and medical offices.

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Unique Qualifications

- Close Working Relationship with City Staff, Planning Commission Members
- Positive rapport with City Building, Public Works, Fire, Engineering & Planning Departments
- Addresses any unforeseen project variables in a timely manner
- Adaptable to project's dynamic and changing conditions
- Great team leadership and project management skills

Education

- Ph.D. Program Structural Engineering 1988-1999
University of California, Los Angeles
- M.S., Structural Engineering - 1988
University of California, Los Angeles
- B.S., Structural Engineering - 1985
Nanjing Institute of Technology, China

Professional License(s)/ Certifications

- Structural Engineer: CA # S4043
 - Civil Engineer: CA # C49906
 - CASPp-214
 - ICC Plans Examiner
 - QSD & QSP
-

GVES Team:

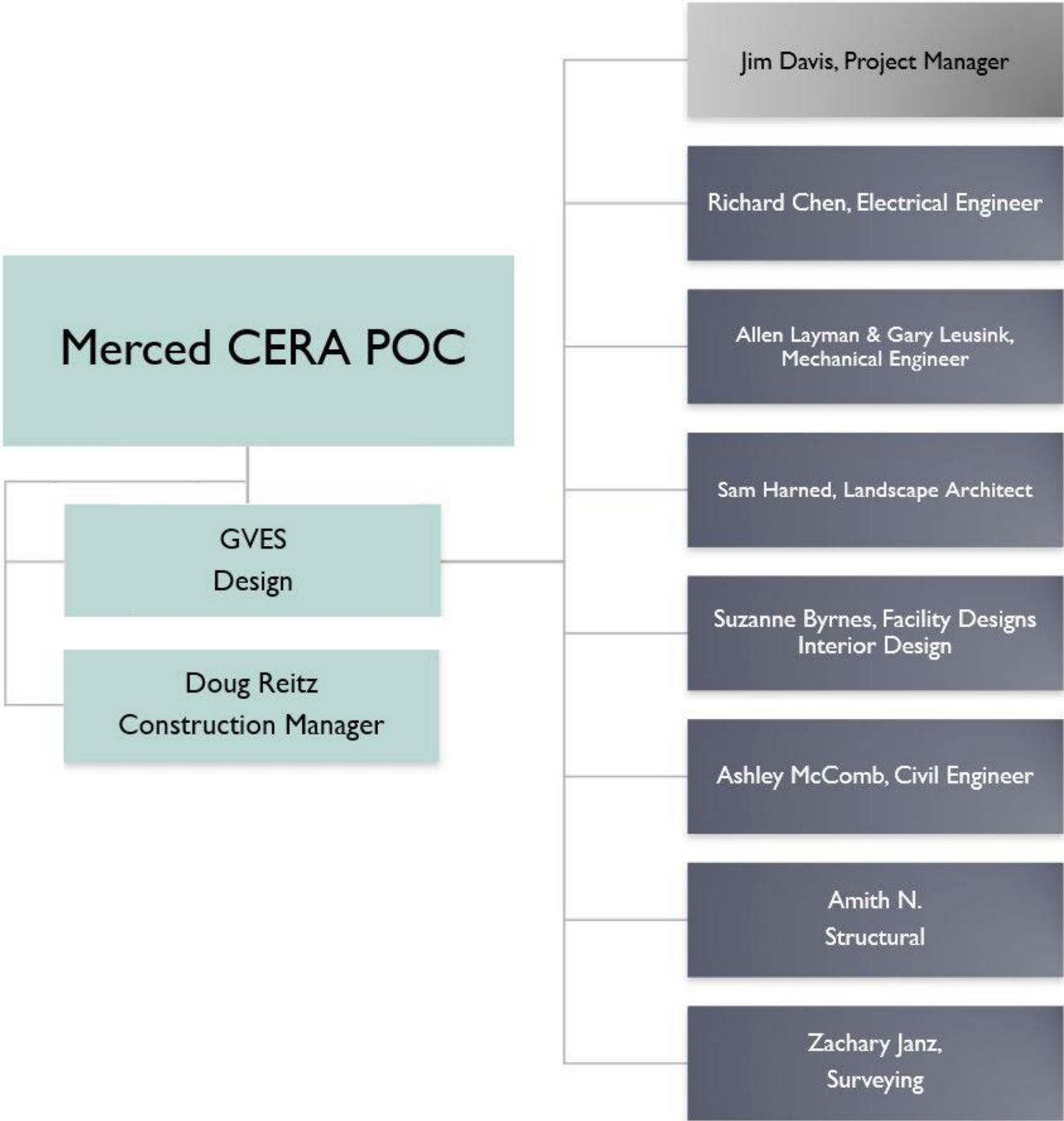
Name	Title / License	Qualifications	Role and Project Responsibilities/Tasks
Jim Xu, P.E.	Principal, Structural & Civil Engineer, CAPs, ICC Plans Examiner, QSD & QSP	Jim has directed and performed numerous civil and structural design projects and manage countless architectural projects during his 30-year career. His experience as a civil engineer, ICC Certified Plan Examiner, Inspector, and CAPs enables him to translate concepts into the design, address any unforeseen project variable in a timely manner, adapt to project's dynamic and changing conditions.	Team leader Assist with regulatory compliance Quality control Coordinate our work with other project consultants and client Provide civil and structural designs Master planning Commercial site development Entitlements and permitting
Ashley McComb Thanadabouth	Civil Engineer	with over 15 years of experience, Ashley has provided civil site layout and design, engineering cost estimates, and utility design. Additionally, she has completed storm water drainage basin storage designs and SWPPP services on several projects. To broaden her experience, Ashley had spent a couple of years working as Associate City Engineer at the City of Merced. Her experience at the city includes: manage capital improvement projects and infrastructure, prepare grant application, review and plan check permit applications, prepare and present City Administrative Reports for Council and Committee review and address public inquiries.	Manage projects Schematic Design Produce civil & structural designs Produce presentation materials, engineering cost estimate and construction documents Coordinate with consultants and communicate with contractor and clients Assist clients in obtaining approval from local jurisdictions Prepare SWPPP & BMP report Construction Administration

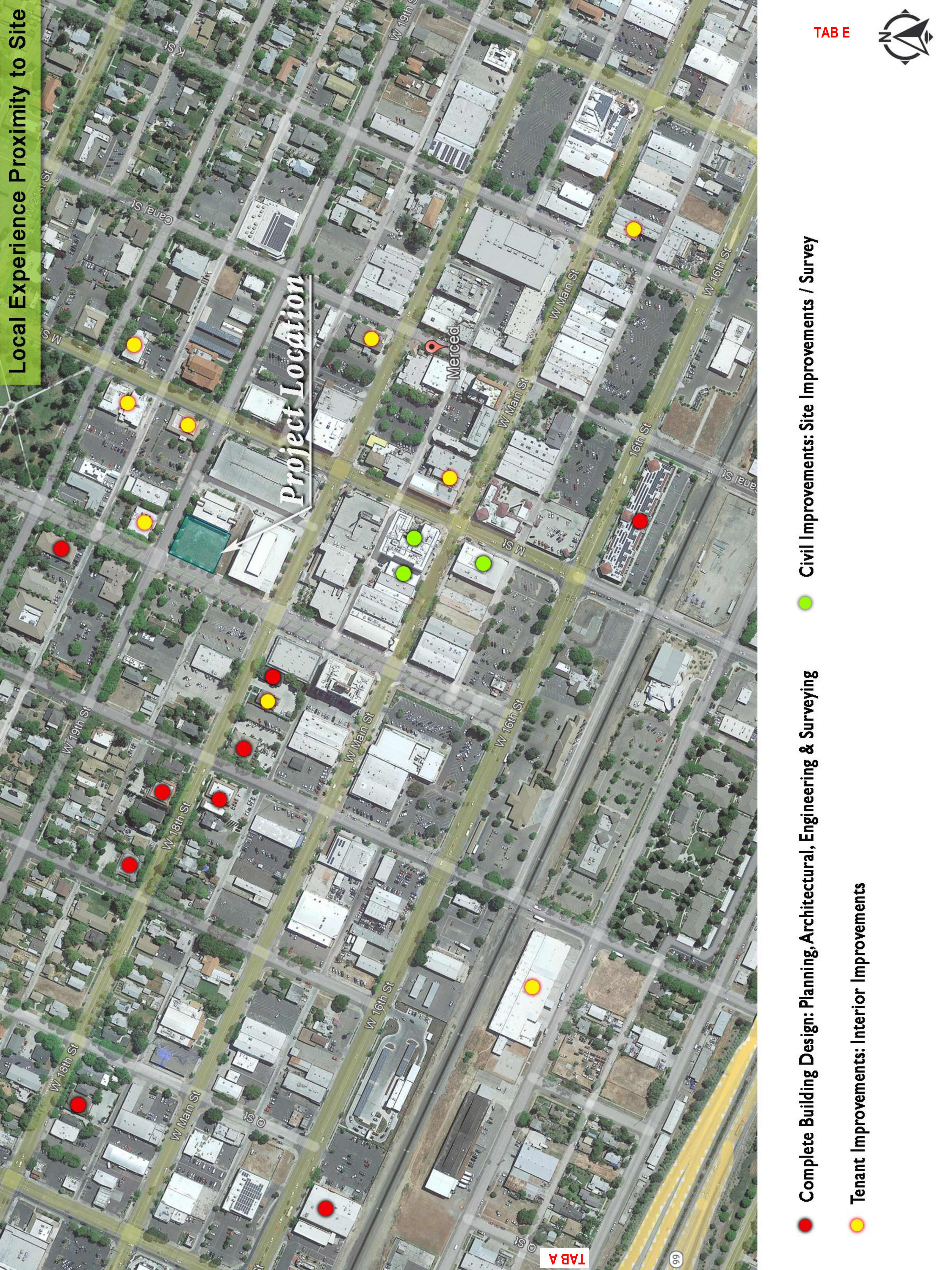
Amith Neelagiriappa	Civil Engineer	Amith's firm experience includes a wide variety of project types including commercial, industrial, governmental, public school, and residential projects involving the use of concrete, masonry, steel, and wood materials.	Produce civil & structural designs Produce presentation materials, engineering cost estimates and construction documents Coordinate with consultants and communicate with contractors and clients Manage Projects
Zachary Janz	Chief Surveyor	With over 15 years of experience Zach manages and oversees all surveying aspects. Zach's project experiences range widely from aerial surveys, construction staking, commercial building condo descriptions and elevation certifications, and parking lot staking, industrial plant, and LOMR as well as other FEMA related issues	Manage Projects Topographic Surveys Construction Staking Legal Descriptions Parcel Maps Parcel Line Adjustments Elevation Certificates Alta Land Title Surveys GPS Surveys Horizontal and Vertical Control Networks. Produce construction drawings Provide bidding assistance Provide Construction Administration service
Jim Davis	Project Manager	With over 30 years of construction and project management experience, Jim has been a unique asset to our firm. He has worked on a wide variety of project types. He has in-depth expertise about construction and Construction Administration	Project Manager Responsible for programming, schematic design, and design development Produce construction documents Provide bidding assistance Provide construction administration services

<p>Sam Harned</p>	<p>Landscape Architect</p>	<p>Sam Harned has over 21 years of experience covering all aspects of landscape architectural services from schematic and conceptual design to preparation of construction documents and construction administration. Sam has worked on a broad range of public and private projects including hotels, apartments, streetscapes, schools, civic facilities, and parks. Sam had worked on the MID Cooperation Yard with GVES.</p>	<p>Project Manager Project inception & initiation Responsible for programming, schematic design, and design development Produce construction documents Provide bidding assistance Provide construction administration services</p>
<p>Richard Chen</p>	<p>Electrical Engineer</p>	<p>Richard Chen has been part of our team for over 20 years. He has 22 years of electrical design experience on industrial, commercial, institutional, health care facilities and residential projects. Richard and his team have the resources and versatility required to meet demanding design and construction schedules. Richard had worked on the MID Cooperation Yard and The Bus Maintenance Facility project with GVES.</p>	<p>Project Manager Electrical construction documents and designs Power distribution Interior lighting design, emergency egress and exit signs and calculations Exterior building and parking lot lighting design Construction administration Assist in coordinating with utility companies for new service</p>
<p>Allen Layman & Gary Leusink</p>	<p>Mechanical Engineer</p>	<p>Allen Layman is the president of Nexus Engineering. He has 26 years of experience in mechanical design, project management, construction administration and project feasibility. Nexus Engineering provides HVAC, plumbing and fire protection engineering services to health care, institutional, school, and commercial sectors.</p>	<p>Project Manager HVAC systems, construction documents and designs Plumbing design Title 24 calculations Design development and meetings as required Construction administration</p>

Suzzane Byrnes	Interior Designer	<p>Facility Designs a full-service interior design firm that offers interior design and decorating solutions to commercial projects. Their team is experienced in design and procurement for facilities ranging from business, education, healthcare, and government. The Facility Designs interior design department will work hand-in-hand with the client to produce spaces that are both responsive to their intended use and attractive. Services provided include but are not limited to space planning and interior architecture, construction floor plans and interior elevations, color palette consultation, custom furniture and textile design, delivery, and installation to name a few</p>	<p>Preliminary designs and interior finishes Space planning and interior architecture Construction floor plans and interior elevations, Color palette consultation Custom furniture and textile design Delivery and installation Finish schedules Site visits and client meetings</p>
Doug Reitz	Construction Manager	<p>MWC's public and private projects range in size from 1,000 square feet to 100,000 square feet including new facilities, tenant improvements and modernizations. Our pre-construction and construction services are based on three simple words. "Listen. Plan. Build." We believe in listening to the team first, to learn the key elements and needs of the project. Then through communication and collaboration, we carefully plan the project together before we begin to build</p>	<p>Construction management Constructability review Estimate development Value engineering Schedule development Safety Analysis Logistical planning Site Logistics Weekly pre-installation meetings Construction supervision Daily reports Clash detection & coordination</p>

Project Team Identification





Project Location

Merced

● Complete Building Design: Planning, Architectural, Engineering & Surveying

● Tenant Improvements: Interior Improvements

● Civil Improvements: Site Improvements / Survey



Project Experience & Firm Qualifications

“Greystone Business Park”, Yosemite Ave and “G” Street, Merced, CA.

Project Status: Completed 2007

Staff Involved: Jim Xu (Project Engineer),

Greystone Business Park is strategically located in a vibrant and growing area of North Merced. Located at 360 East Yosemite Avenue in Merced, the 5-acre 6 Office building complex was completed in 2007 and features a total of 48,000 SF. Project is fully completed and all buildings are occupied. The GVES team provided schematic designs, master planning, construction plans & specifications, construction cost estimates, construction staking and surveying. We also assisted with building permitting and project bidding.



“Yosemite Professional Plaza”, E. Yosemite Ave., Merced, CA

Project Status: Completed in, 2005

Staff Involved: Jim Xu (Project Engineer)

Project Contact: Steve Enad; Phone (209) 658-4467

The Yosemite Professional Plaza a 5-Acre commercial development consisting of 6 buildings (totaling over 100,000 SF) of professional and medical offices. This project having being completed in 2005 currently has all available buildings occupied. GVES provided master planning, surveying, building design, civil engineering, structural engineering, plan check approval, construction staking and construction management services.



“Millennium Office Complex”, “G” St. and Yosemite Ave., Merced, CA.

Project Status: Completed

Staff Involved: Jim Xu (Project Engineer),

Millennium Office Complex located in Northern Merced features 3 individual office buildings totaling 21,000 SF. of office space. Project is fully completed and all buildings are occupied. The GVES team provided schematic designs, construction plans & specifications, architectural, civil, electrical, mechanical and plumbing. Construction cost estimates, construction staking and surveying. We also assisted with building permitting and project bidding and negotiation process.



“Moonlight Downtown Offices”, SE Corner of 16th and “M” St., Merced, CA.

Project Status: Completed

Staff Involved: Jim Xu (Project Engineer)

Project Contact: Chuck McMahan; (209) 756-2111

Moonlight Offices located in Downtown Merced, offering over 27,000 SF. of commercial office space GVES provided complete architectural, engineering and civil design. Complete construction documents: civil, architectural, structural, mechanical, electrical, plumbing designs and specifications, surveying, plan check approval, construction staking and construction management services.



“The Plaza at El Portal”, Merced, CA

Project Status: completed 2014

Staff Involved: Jim Xu (Project Engineer)

Project Contact: Moonlight Investments; Chuck McMahan; phone: (209)756-2111



The Plaza at El Portal is an 18 Acre commercial development consisting of 26 buildings (totaling over 200,000 SF) of professional and medical offices and restaurants. This \$40 million project is fully completed and all buildings are occupied. GVES provided master planning, surveying, building design, civil engineering, structural engineering, construction staking and construction management services. As part of the public outreach

effort, neighborhood meetings were hosted by GVES.



“Merced Rescue Mission”, Highway 59 and Cone Ave., Merced, CA.

Project Status: On-going

Staff Involved: Jim Xu (Project Engineer)

Project Contact: Bruce Metcalf; phone: (209)480-3899

Merced County Rescue Mission is building a Village of Hope, a 5-acre campus just south of the Merced Fairgrounds. Construction of the new buildings will consist of new classrooms, a chapel, offices and care facilities. The GVES team provided “Merced Rescue Mission” with schematic design, construction documents; civil, architectural, structural, mechanical, electrical, plumbing designs and specifications, construction cost estimates and construction staking. We also assisted with building permitting and project bidding process. Our multi-disciplinary Civil/Structural Engineering team is adept at understanding and identifying engineering problems of any scale. Phase 1 is expected to be complete later this year.

merced county rescue mission



HOPE. BUILD. GROW.
BUILDING HOPE CAMPAIGN

“Fahrens Park Plaza”, SE corner of Highway 59 and Buena Vista Dr. Merced, CA

Project Status: Complete

Staff Involved: Jim Xu (Project Engineer)

Project Contact: Steiner Development Inc.: Tori Reyna; Phone: (209) 722-6400

With over 90,000 SF. of commercial and office space, Fahrens Park Plaza is strategically located near a rapidly evolving residential and commercial area in the city of Merced. GVES provided master-planning, schematic designs, construction documents; civil, architectural, structural, mechanical, electrical, plumbing designs and specifications, construction cost estimates and surveying and construction staking. We also assisted with building permitting and project bidding process as well as construction administration.



“Merced Irrigation District” (MID), Corp. Yard Phase I & II **3312 Franklin Road, Merced, CA**

Project Status: Complete in April, 2020

Staff Involved: Jim Xu (Project Engineer)

Project Contact: MID: Chris Cuttone; Phone: (209) 354-2816

Construction Cost: 15 million

This 20-acre government job for MID Corp. Yard expansion project consists of a 30,000 s.f. office building, a 45,000 s.f. shop building, and a 5,000 s.f. covered equipment parking/storage area. Our services for this project include (not limited to) the following:



1. Schematic design
2. Civil & building designs
3. Complete Construction Documents: civil, architectural, structural, mechanical, electrical, plumbing designs and specifications
4. SWPPP services
5. Engineer's Construction Cost Estimate
6. Bidding services
7. Surveying and Construction Staking,
8. Construction Administration Services
9. Construction Inspection



“THE BUS”, Transit Joint Powers Authority for Merced County **1950 Wardrobe Ave. Merced, CA**

Project Status: Completed 2018 Staff Involved: Duane Andrews (Surveyor),

Jim Xu (Project Engineer)

Project Contact: John Ainsworth; Phone: 385-6846

Construction Cost: 8 million

“THE BUS” This new operations and maintenance facility on a 6.5-acre parcel consists of a 5,500 s.f. operations building, a 9,900 s.f. maintenance building, a 3,000 s.f. covered bus detail area, a 2,460 s.f. bus wash building and gas and diesel fuel island. The GVES team provided TJPAMC with design, construction plans & specifications, construction cost estimates and construction staking. We assisted TJPAMC with building permitting and project bidding. Our multi-disciplinary Civil/Structural Engineering team is adept at understanding and identifying engineering problems on any scale. We specialize in working with our clients to provide accurate and economical engineering solutions.



References

Merced Irrigation District Corp. – MID Yard Expansion.

GVES has provided complete Architectural, Engineering and Civil Design services to numerous MID projects. Jim Xu has actively participated in project meetings and has promptly responded to phone calls and correspondences.

*Project Contact: MID: Chris Cuttone; Phone: (209) 354-2816
Address: 744 W. 20th St. Merced, CA. 95340*



Blue Moon Construction, Inc. – The Plaza at El Portal, Merced, CA.

GVES provided master planning, surveying, building design, civil engineering, structural engineering, construction staking and construction management services.

*Project Contact: President: Chuck McMahan; Phone: (209)756-2111
master planning, surveying, building design, civil engineering, structural engineering, construction staking and construction management services.*

Merced County Rescue Mission – Campus of Hope, Merced, CA.

GVES provided complete Construction Documents; civil, architectural, structural, mechanical, electrical, plumbing designs and specifications.

Project Contact: Executive Director; Bruce Metcalf; Phone: (209)480-3899



The Bus “MCAG” – Transit Joint Powers Authority, Merced, CA.

GVES provided complete Construction Documents; civil, architectural, structural, mechanical, electrical, plumbing designs, specification, construction cost estimates & construction administration.

Project Contact: Contract Manager; Alicia Ochoa-Jones; Phone: (209) 723-3153x164



Additional Client References:

UC Merced

Ranchwood Homes,

Merced Gateway Commercial Dev.,

Steiner Development,

Contact: Min Jiang

Contact: Greg Hosteler

Contact: Eric Pluim

Contact: Lou Steiner

Phone: 209-658-8479

Phone: 209-826-6200

Phone: 916-745-2175

Phone: 209-631-2654

Request for Qualifications



New Headquarter Building



**MARK WILSON
CONSTRUCTION**

5799 E. Clinton Avenue • Fresno, CA 93727
Office: (559) 348-0421 • Fax: (559) 348-0471
doug@markwilsonconstruction.com



**MARK WILSON
CONSTRUCTION**

March 2, 2022

Merced County Employee's Retirement Association
3199 M. Street
Merced, CA 95348

RE: New Headquarter Building for the Merced CERA

Ms. Santos,

Thank you for this opportunity to propose on the New Headquarter Building for the Merced CERA.

Mark Wilson Construction (MWC) prides itself on assembling teams to meet unique project needs. This is no exception for Merced CERA. Our philosophy is "**Listen. Plan. Build.**" and we are ready to listen to your needs for this project.

The key component to achieving our philosophy is "**Communication and Collaboration**" throughout the design and construction phases. These are the types of projects that are in our wheelhouse and make up the majority of the projects we perform each year. We look forward to an interview to discuss how we will bring value to Merced CERA.

MWC has grown steadily over the last 25 years keeping our focus on projects here in the Central Valley with one local office to serve your needs. Our team members have performed numerous projects through CM Multi-Prime, Lease-Lease-Back and Hard Bid delivery methods. Each have been successful and have had challenges. The challenges have made us stronger and better prepared for future projects.

We look forward to the opportunity to discuss our approach to this project.

Sincerely,

Doug Reitz
President



**MARK WILSON
CONSTRUCTION**

Merced CERA - New Headquarter Building Project Understanding

Firm's Information

Mark Wilson Construction
5799 E. Clinton Avenue
Fresno, CA 93727
Phone: (559) 348-0421
FAX: (559) 348-0471
www.markwilsonconstruction.com

Doug Reitz
Mobile: (559) 905-4191
doug@markwilsonconstruction.com
Class B – General Contractor California State License Board #774987, issued 2/14/2000
Expiration Date: February 28, 2024

Location and Composition

MWC is located in Fresno, California and has one office to serve all of our projects. We focus on work, specifically in the Central Valley.

Staffing

Executive Team

- President – Doug Reitz
- Director of Field Operations – Cole Bendoski
- Director of Business Operations – Dawnette Rivas

Employees by Department

- Accounting (2)
- Contracts (2)
- Estimating (2)
- Project Management (3)
- Superintendents (10)
- Project Administrators (7)

Project Types and Size

MWC's public and private projects range in size from 1,000 square feet to 100,000 square feet including new facilities, tenant improvements and modernizations. Our pre-construction and construction services are based on three simple words. "Listen. Plan. Build." We believe in listening to the team first, to learn the key elements and needs of the project. Then through communication and collaboration, we carefully plan the project together before we begin to build.



Listen. Plan. Build.



**MARK WILSON
CONSTRUCTION**

Merced CERA - New Headquarter Building Project Understanding

History and Philosophy

In 1997, we began with a vision to set a new standard for responsible building in the San Joaquin Valley. Today, we carry on the traditions of Founder and Board Member Mark Wilson and continue to grow using the “Builder First” mentality.

"BUILDER FIRST"

Under the direction of our President, Doug Reitz, we believe in building projects that have the complete dedication of the entire team: from the owners to the architects to the subcontractors, regardless of the size of the project. Together, with our partners we focus intently on the vision of the project and pay attention to the smallest details of the work without resting on a nostalgic “way of doing things.”

"LISTEN. PLAN. BUILD."

From preconstruction through project close out, communication is implemented with each professional involved in the project. This LISTEN. PLAN. BUILD. and COMMUNICATE & COLLABORATE philosophy guides our team on every project.



Services

MWC’s public and private projects range in size from 1,000 square feet to 100,000 square feet including new facilities, tenant improvements and modernizations. Our pre-construction and construction services are based on three simple words. “Listen. Plan. Build.” We believe in listening to the team first, to learn the key elements and needs of the project. Then through communication and collaboration, we carefully plan the project together before we begin to build.

Our delivery methods include:

- *Hard Bid*
- *Select Bid*
- *CM Multiple Prime*
- *CM-at-Risk*
- *Lease - Lease Back*
- *Negotiated Sum*
- *Cost Plus Fee*

Listen. Plan. Build.



**MARK WILSON
CONSTRUCTION**

Merced CERA - New Headquarter Building Project Understanding

Design Build

- *Our pre-construction services include:*
- *Constructability Review*
- *Estimate Development*
- *Value Engineering*
- *Schedule Development*
- *Project Advertising*
- *Safety Analysis*
- *Logistical Planning*

Our construction services include:

- *Site Logistics*
- *Weekly Pre-installation Meetings*
- *Safety Reviews*
- *Construction Supervision*
- *Daily Reports*
- *Clash Detection & Coordination*



Listen. Plan. Build.

The experience and knowledge of Mark Wilson Construction (MWC) extends from preconstruction services through the final closeout of the project. The experience for each team member noted below encompasses projects completed at MWC as well as other construction companies throughout their career.

We have assembled a team for the project that offers a wide range of experience in numerous types of projects and construction techniques. All the team members listed below are employees of MWC and all duties performed will be done “in-house.” There will be one outside consultant for safety. By performing all project functions “in-house” it provides one source of authority and control for the project. The owner can be confident there will be unmatched communication, responsibility, and accountability throughout the project.

Following is the staffing to be used on the project:



Mark Wilson - Chairman of the Board

As the founder of Mark Wilson Construction in 1997, Mark will remain involved in all of the day-to-day operations. His philosophy has been engrained in all the employees at MWC and he will assure that it continues for years to come.



Doug Reitz – President / Owner

Doug has been with MWC for 7 years, has 33 years of experience in the construction industry and will review all aspects of the preconstruction, construction, and close out for the project. He will work directly with the project team to ensure that proper communication and coordination is implemented with the Owner, Designers, Subcontractors, and the Inspection Team. Doug is available for OAC meetings and will visit the project at a minimum of twice per month to review progress.



Cole Bendoski - Director of Field Operations

With 21 years of construction experience, Cole came to MWC in 2018. He will be dedicated to the project from preconstruction and throughout the construction of the project. During preconstruction, Cole will oversee the process of estimating, constructability review, value engineering, scheduling, and creation of scopes. He will also oversee all preconstruction and design review meetings with the owner & the design team. During construction Cole will provide oversight for the project providing support for the team.



Ken Eynaud - Director of Estimating

As MWC’s Director of Estimating, Ken brings to the team over 18 years of experience within the Central Valley’s construction industry, and as a graduate of Fresno State he is dedicated to continuing to build for the betterment of the local community and its partners. Ken, and his team’s commitment to MWC’s philosophy to listen, plan, build, will be arduously deployed in the preconstruction and cost development activities and phases of the project. Through a collaborative and well communicated approach, the most cost effective and quality driven method will be developed to deliver the project on time and within budget.



Todd Ronlake
Project Manager

With 32 years of construction experience, Todd came to MWC in 2020. Todd will take the lead through preconstruction and construction, reviewing estimates, scopes, schedules and meeting directly with the owner, contractor and the Architect on the projects. During construction, he will monitor construction and will be the direct contact for the project and the architect to report progress.



Sergio Garcia

Project Administrator, Sergio came to MWC in 2020. Sergio will be involved with all aspects of project administration coordinating and processing all RFI's submittals and change orders. He will drive the paperwork process that will help keep the project on schedule.

Safety Consultant

MWC will provide safety consultation through two separate entities. The project will be reviewed every two weeks by one of the consultants. Lorie Baugh with Safety Compliance Co. and Joseph Angulo with BBSI have an extensive background with OSHA Safety Requirements and will provide a thorough review of all aspects of safety on the project.



**MARK WILSON
CONSTRUCTION**

Merced CERA – New Headquarter Building Project Experience



Project Name:	Realty Concepts Building DB
Location:	Clovis, CA
Owner:	Realty Concepts - JP Shamshoian 559-490-1500
Architect:	SIM/PBK Architects - John Smith 559-448-8400
Description of Project:	Demolition and Tenant Improvement of 20,000 SF building including HVAC, low voltage and fire alarm for new office space.
Contract Value:	\$2.1 million

Listen. Plan. Build.



**MARK WILSON
CONSTRUCTION**

Merced CERA – New Headquarter Building Project Experience



Project Name:	Realty Concepts Building
Location:	Clovis, CA
Owner:	Realty Concepts - JP Shamshoian 559-490-1500
Architect:	Paul Halajian Architects - Paul Halajian 559-297-7900
Description of Project:	Construction of new 3-story Building at Centennial Plaza
Contract Value:	\$2.9 million

Listen. Plan. Build.



**MARK WILSON
CONSTRUCTION**

**Merced CERA – New Headquarter Building
Project Experience**



Project Name:	Professional Services Building
Location:	Clovis, CA
Owner:	Clovis Unified School District – Denver Stairs 559-327-9260
Architect:	Darden Architects – Mike Fennacy - 559-448-8051
Description of Project:	Modernization of office, meeting, lecture and medical center
Contract Value:	\$2.8 million



Listen. Plan. Build.



**MARK WILSON
CONSTRUCTION**

**Merced CERA – New Headquarter Building
Project Experience**



Project Name:	El Capitan Courtyard & Streetscape Work
Location:	Merced, CA
Owner:	El Capitan Hotel
Architect:	Golden Valley Engineering & Surveying
Description of Project:	Exterior and sitework improvement to courtyard
Contract Value:	\$2 million

Listen. Plan. Build.

The following projects are in Construction with Merced City School District where we are acting as PM / CM:

Franklin Elementary School 21st Century Technology and Phase 1 Classroom Environments Upgrades Project 4.5 million

Galen Clark Preschool Inclusion Services Project - \$600 K

The following projects are in preconstruction with Merced City School District where we are acting as PM / CM

Sheehy Elementary School 21st Century Technology and Classroom Environment Upgrades Project \$6 million

Tenaya Middle School Technology and Classroom Upgrades Project \$5 million



Young Elementary School – LLB

Owner Denver Stairs, Clovis Unified School District
1450 Herndon Ave., Clovis, CA 93611 (559) 327-9000

Architect Aya Shitanishi, Teter Architects
7535 N. Palm Ave., Fresno, CA 93711 (559) 437-0887

Project Description Young Elementary School. New Elementary School

Contract \$29,800,000

Bailey Intermediate School Modernization – CM

Owner Danny Barrigan, Firebaugh-Las Deltas Unified School District
1976 Morris Kyle Dr., Firebaugh, CA 93622 (559) 659-1476

Architect Rachel Knod, Gonzalez Architects
7545 N. Del Mar Ave., Fresno, CA 93711 (559) 497-1542

Project Description Modernization of existing classrooms

Contract \$4,539,134

Professional Learning Center – CM

Owner Rick Lawson, Clovis Unified School District
1450 Herndon Ave., Clovis, CA 93611 (559) 327-9240

Architect Mike Fennacy, Darden Architects
6790 N. West Ave., Fresno, CA 93711 (559) 448-8051

Project Description Professional Learning Center and Mi Care: Remove and remodel entire space in 8 Phases.

Contract \$2,200,700

Roosevelt Pool Complex – HB

Owner Alex Belanger, Fresno Unified School District
4600 N. Brawley, Fresno, CA 93722 (559) 457-3074

Architect Nancy Overstreet – TAM CZ Architects
5650 N Fresno St., Fresno, CA 93710 (559) 435-4750

Project Description New Pool Complex at Roosevelt High School.

Contract \$5,600,000

Caruthers High School Portable Classroom - CM

Owner Debra Hayne, Caruthers Unified School District
PO Box 127 #1 Tiller Ave, Caruthers, CA 93609

Architect SIM-PBK
7790 N. Palm Ave, Fresno CA 93611

Project Description Relocating (1) classroom relocatable building

Contract \$100,575

Merced City School District – CM

Owner Ken Testa, Merced City School District
2105 Wardrobe Ave, Merced, CA 95340

Architect Darden Architects, Grant Dodson
6790 N. West Ave, Fresno CA 93711

Project Description Providing PM an CM services to Galen Clark Preschool, Sheehy Elementary School, Tenaya Middle School and Franklin Elementary School

Contract \$10,000,000

Contract Structure Proposed

Time and Material based on estimated time frame for the project.

Proposed Fee Structure

The proposed fees are as follows and include the items:

Project Executive	\$185/hr
Project Manager	\$150/hr
Project Representative	\$150/hr
Project Administrator	\$95/hr
Project Scheduler	\$120/hr
Project Estimator	\$120/hr
Clerical	\$70/hr

Estimated 10 months 3 days per week Project Manager	768 hours @ \$150/hr = \$115,200
Estimated 10 months 1 day Project Administrator	256 hours @ \$95/hr = <u>\$24,320</u>
Total	\$139,520

Reimbursable costs to be determined

We appreciate the opportunity to work with you on this project and hope that we will have the opportunity to discuss the project further. Once approved we can discuss any final items for the contract and final scope.



March 4, 2022

Ms. Kristie Santos, Plan Administrator
Merced County Employees' Retirement Association
3100 M Street
Merced, CA 95340

Re: Proposal for Architectural/Engineering/Survey service for new office building located on SE corner of N Street and West 19th Street, Merced

Dear Kristie:

Thank you for giving us the opportunity to be of service to you again. We can provide:

PHASE ONE – DESIGN

CIVIL IMPROVEMENT PLANS

- Complete topo and boundary survey
- Civil improvement notes
- Demolition plan
- Site plan with key notes
- Site horizontal control plan (dimension plan)
- Site grading plan
- Site utilities plan (sewer, water and storm drainage)
- Earth calculations
- Engineering cost estimate
- Storm drain calculations
- pump station design if any
- SWPPP
- ISR 1510 plan and MS4 mitigation
- Civil improvement details
- Misc. (prints or any reimbursements)

BUILDING

- Title sheet
- Floor plan
- Elevations
- Roof plan and details
- Enlarged floor plans
- Ceiling plan and details
- Room finish schedule

- Door and window schedule
- Sections
- Code checking
- ADA compliance
- Foundation plan and details
- Structural sections and details
- Roof & floor framing plan and details
- Ceiling framing and details
- Structural calculations
- Coordination
- Plan check and revisions
- Preliminary cost estimate
- Book specifications
- Misc. (prints or any reimbursements)
- Electrical engineering (by Rihard Chen Engineering)
- Mechanical and plumbing (by Lexus Engineers)
- landscaping plan and details
- Interior design
- Soil engineering
- Misc. (prints or any reimbursements)

TOTAL COST FOR PHASE ONE NOT TO EXCEED (NTE) \$ 310,000.00

PHASE TWO - CONSTRUCTION ADMINISTRATION (CA) and CONSTRUCTION MANAMMENT (CM)

- Attending the pre-bid and bid opening meetings
- RFI and clarifications
- Preparation of addendum as required
- Attending the pre-construction meeting
- Review and process submittal and RFI
- Review contractor's substitution requests
- Inspections/observations/site visit
- Weekly meetings
- Provide construction management (by Mark Willson)
- Final reports and project closeout
- Final as-built drawings
- Misc. (prints or any reimbursements)

TOTAL COST FOR PHASE TWO (CA) & (CM): \$ 290,000.00

GRAND TOTAL: \$ 600,000.00

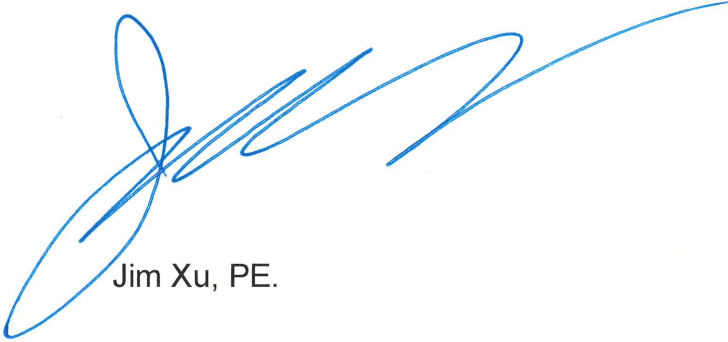
Excluded:

- Pre-engineered metal building or trusses
- "Dry" utilities design and plans
- Fire alarm, fire sprinkler, security, data and communication (design and built)
- City fees

We are a local Engineering and Survey firm and familiar with local conditions and local codes and regulations. We have been working very closely with City Staff on many similar projects.

If you have any questions, please contact us at your convenience.

Sincerely,
Golden Valley Engineering & Surveying



Jim Xu, PE.

Accepted By: _____; Dated: _____
Ms. Kristie Santos

Effective date: January 1, 2022

CHARGE RATE SCHEDULE

STRUCTURAL/CIVIL ENGINEER - PRINCIPAL	\$	195.00/HR.
LICENSED LAND SURVEYOR - PRINCIPAL	\$	195.00/HR.
LICENSED ARCHITECT	\$	165.00/HR.
LICENSED LAND SURVEYOR - CHIEF	\$	165.00/HR.
LICENSED CIVIL ENGINEER	\$	165.00/HR.
PROJECT MANAGER	\$	130.00/HR.
STRUCTURAL ENGINEERING DESIGNER	\$	120.00/HR.
BUILDING DESIGNER	\$	120.00/HR.
CIVIL ENGINEERING DESIGNER	\$	120.00/HR.
DRAFTSMAN	\$	95.00/HR.
SURVEY CREWS (2 MEN NON PREVAILING WAGE)	\$	200.00/HR.
SURVEY CREWS (3 MEN NON PREVAILING WAGE)	\$	250.00/HR.
SURVEY CREWS (PREVAILING WAGE)	\$	250.00/HR.
CLERICAL	\$	55.00/HR
BLUE PRINTS (24X36)	\$	3.00/SHT
BLUE PRINTS (30X42)	\$	5.00/SHT
PLOTTING SERVICE (24X36)	\$	12.00/SHT
COLOR PRINTS (8 1/2X11)	\$	2.00/SHT
COLOR PRINTS (24X36)	\$	100.00/SHT
OUTSIDE SERVICES		COST + 10%

ESTIMATE FOR CONSTRUCTION DOCUMENT AND CONSTRUCTION ADMINISTRATION AND MANAGEMENT

Task	CE	SE	PM	Surveyor	Field Crews	Designer	LABOR TOTAL
(hourly rate)	\$ 165.00	\$ 195.00	\$ 130.00	\$ 150.00	\$ 200.00	\$ 95.00	
PHASE ONE - DESIGN							
CIVIL IMPROVEMENT PLANS							
Complete topo and boundary survey				8	8		16 \$ 4,320.00
civil improvement notes							8 \$ 760.00
demolition plan							8 \$ 760.00
site plan with key notes							24 \$ 2,280.00
site horizontal control plan (dimension plan)			16				8 \$ 2,840.00
site grading plan		8					24 \$ 3,840.00
site utilities plan (sewer, water and storm drainage)		8					24 \$ 3,840.00
earth calculations							16 \$ 1,520.00
engineering cost estimate							24 \$ 2,280.00
storm drain calculations	24						\$ 3,960.00
pump station design if any	16						8 \$ 3,400.00
SWPPP	16						8 \$ 3,400.00
ISR 1510 plan and MS4 mitigation	16						8 \$ 3,400.00
civil improvement details		4					24 \$ 3,060.00
Misc. (prints or any reimbursements)							\$ 340.00
TOTAL CIVIL AND SURVEYING							\$ 40,000.00
BUILDING							
Title sheet			16				\$ 2,080.00
Floor plan		8	80				80 \$ 19,560.00
elevations			80				40 \$ 14,200.00
roof plan and details		24	40				\$ 9,880.00
enlarged floor plans			40				\$ 5,200.00
Ceiling plan and details			40				\$ 5,200.00
room finish schedule			40				\$ 5,200.00
door and window schedule			40				\$ 5,200.00
sections			40				\$ 5,200.00
Code checking		8	24				\$ 4,680.00
ADA compliance		8	24				\$ 4,680.00
foundation plan and details	24	16	40				\$ 12,280.00
structural sections and details	40	24	80				\$ 21,680.00
roof & floor framing plan and details	16	24	80				\$ 17,720.00

ceiling framing and details	8				40		\$ 6,520.00
structural calculations	60	8					\$ 11,460.00
coordination	40	40			40		\$ 19,600.00
plan check and revisions	24	40			40		\$ 16,960.00
Preliminary cost estimate	24	8					\$ 5,520.00
book specifications	24				24		\$ 7,080.00
Misc. (prints or any reimbursements)							\$ 100.00
TOTAL GVES BUILDING							\$ 200,000.00
electrical engineering (by Peter Kwan Engineering)							\$ 18,000.00
mechanical and plumbing (by Lexus Engineers)							\$ 25,000.00
landscaping design (by Sam Harned Landscape Architecture)							\$ 7,000.00
Interior design (by Facility Design)							\$ 16,000.00
Soil engineering							\$ 2,000.00
Misc. (prints or any reimbursements)							\$ 2,000.00
TOTAL CONSULTANTS							\$ 70,000.00
TOTAL BUILDING							\$ 270,000.00
GRAND TOTAL FOR DESIGN PHASE							\$ 310,000.00
PHASE TWO - CONSTRUCTION ADMINISTRATION (CA)							
Attending the pre-bid and bid opening meetings	2	2			2		\$ 980.00
RFI and clarifications	8	8			24		\$ 6,000.00
Preparation of addendum as required	8	8			24		\$ 6,000.00
Attending the pre-construction meeting	2	2			2		\$ 980.00
Review and process submittal and RFI	80	8			120		\$ 30,360.00
Review contractor's substitution requests	16	8			16		\$ 6,280.00
Inspections/observations/site visit	24	80			80		\$ 29,960.00
Bi-Weekly meetings	24	40			120		\$ 27,360.00
Final reports and project closeout	8	24			40		\$ 11,200.00
Final as-built drawings						16	\$ 2,280.00
Misc. (prints or any reimbursements)							\$ 2,280.00
TOTAL COST FOR GVES CA							\$ 130,000.00
TOTAL COST FOR CONSULTANTS CA							\$ 20,000.00
TOTAL COST FOR CA							\$ 150,000.00
CONSTRUCTION MANAGEMENT (CM) - BY MARK WILLSON							\$ 140,000.00
TOTAL COST FOR PHASE TWO (CA + CM)							\$ 290,000.00
GRAND TOTAL							\$ 600,000.00



Merced County Employees' Retirement Association

Date: April 14, 2022

To: MercedCERA Board of Retirement

From: Martha Sanchez, Benefits and Administration Manager

Subject: Domestic Relations Order Resolution and Member Sign-Off

Item Number: 2

Item Type: Action

Staff Recommendation:

1. To approve the Resolution, as written, and member sign-off designating member as constructive trustee.

Discussion:

Staff of the Merced County Employees' Retirement Association (MercedCERA) routinely administer retirement benefits in domestic relations proceedings, which can be very complex. These proceedings involve complex community property rights, complicated pension options and complex tax issues.

As a matter of law, MercedCERA must be joined to Domestic Relations Orders (DRO's) that are set forth in the County Employees Retirement Law of 1937 (CERL) and California Family Code (2060 et seq. of Family Code). A DRO also cannot place undue burden on the retirement system.

On occasion, a MercedCERA member will notify the system that they were married previously while earning MercedCERA benefits, does not have, and is unable to locate with reasonable diligence, the DRO, or the DRO is silent as to the distribution of retirement benefits and no other documentation is provided by the member, and MercedCERA is not joined at all in the DRO.

In the past, for these types of situations, members were asked to return to court or obtain a sign-off/waiver from their ex-spouse releasing the ex-spouse's right of any claim or payout of retirement benefits. Benefits were often held by staff until the sign-off was obtained or diligence in locating the ex-spouse was complete. This practice created a hardship for many members, as they have been asked to locate ex-spouses they may not have communicated with in over 10 years. This practice also creates a financial hardship for the member who is trying to retire, yet can't and has no other financial support.

After consultation with fiduciary counsel, holding benefits from our members until an ex-spouse is located and sign-off of the waiver is complete is a breach of our fiduciary duties and loyalty. With that being said, a new waiver and resolution were created

where members acknowledge that they in fact are the “constructive trustee” and solely responsible for any overpayment and agree to pay the ex-spouse (or nonmember spouse) any benefit owed to them. They also agree to indemnify MercedCERA against any claim brought by the non-member spouse.

MercedCERA will always defer to the DRO for instructions on how to pay out benefits to members and non-member spouses. MercedCERA will also seek instructions from courts pending any legal questions by the Board’s attorneys.

Recommendation:

Approve the Resolution, as written, and approve the member sign-off designating member as constructive trustee.

**RESOLUTION OF THE BOARD OF RETIREMENT OF
MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
RESOLUTION 2022-xx
REGARDING ADMINISTRATION OF MEMBER BENEFITS POTENTIALLY
IMPACTED BY DOMESTIC RELATIONS ORDERS AND/OR OTHER MARITAL
DISSOLUTION AGREEMENTS**

WHEREAS, the Merced County Employees' Retirement Association ("MercedCERA") and the MercedCERA Board of Retirement (the "Board") are governed by the County Employees Retirement Law of 1937 (Government Code sections 31450, *et seq.*) ("CERL") and the Public Employees' Pension Reform Act of 2013 (Government Code sections 7522, *et seq.*) ("PEPRA"), as adopted by the County of Merced (collectively, "CERL, as adopted").

WHEREAS, the disposition of retirement benefits in domestic relations proceedings involves complex material rights and tax issues, and neither MercedCERA, nor its agents and consultants are authorized to give legal advice to its members, their beneficiaries, or any others who may claim an interest in the retirement and related benefits provided by MercedCERA to members and beneficiaries under CERL, as adopted, or other applicable law ("MercedCERA benefits").

WHEREAS, when a nonmember former spouse ("Nonmember Former Spouse") claims a community property interest in MercedCERA benefits, those interests are to be set forth in a Domestic Relations Order ("DRO") that complies with the requirements of CERL, as adopted, the California Family Code ("Family Code"), and other laws applicable to MercedCERA. Under California law, a DRO may not place any additional burden upon the retirement system than is permitted by CERL, as adopted. In addition, MercedCERA is to be joined as a party to the dissolution of marriage action pursuant to sections 2060 *et seq.* of the Family Code, in which such DRO is issued. Further, the court in which the proceeding for dissolution of marriage is pending is to reserve jurisdiction over the disposition of MercedCERA benefits.

WHEREAS, on occasion, MercedCERA members inform MercedCERA that they were previously married while they earned MercedCERA benefits, but (1) they do not have, and are unable to locate with reasonable diligence, the DRO, typically when the DRO was issued many years prior to the member's retirement, or (2) the DRO is silent with respect to the distribution of MercedCERA benefits and no other documents provided by the member to MercedCERA purport to assign MercedCERA benefits to the Nonmember Former Spouse, and (3) the DRO does not join MercedCERA as a party.

WHEREAS, MercedCERA and its Board have fiduciary responsibilities of prudence and loyalty to act in the overall best interest of all members and beneficiaries of MercedCERA.

WHEREAS, MercedCERA generally postpones the payment of a member's benefits otherwise due under CERL, as adopted, when the member has a Nonmember Former Spouse, pending determination of the community property rights of the Nonmember Former Spouse by a court of competent jurisdiction, to avoid overpayment of the member's benefits and the additional burdens that overpayments place on the system and its members and beneficiaries,

WHEREAS, this Resolution is intended to comply with the requirements of the Internal Revenue Code of 1986, and the regulations issued thereunder, as applicable.

NOW, THEREFORE BE IT RESOLVED, that the MercedCERA Board declares the following:

1. The foregoing Recitals are incorporated herein by this reference.

2. When an MercedCERA member informs MercedCERA that the member was previously married while earning MercedCERA benefits, and the member states in writing and under penalty of perjury that (1) the member does not have, and is unable to locate with reasonable diligence, the DRO, or (2) the DRO is provided and is silent with respect to the distribution of MercedCERA benefits and no other documents purport to assign MercedCERA benefits to the Nonmember Former Spouse, and (3) the DRO does not join MercedCERA as a party, then MercedCERA is authorized to pay the declarant member his or her MercedCERA benefits without reservation of funds for the Nonmember Former Spouse; provided, however, that the member shall also agree in writing to act as constructive trustee of any MercedCERA benefits that are assigned to the Nonmember Former Spouse under applicable law by a court of competent jurisdiction (“Former Spouse Court Order”), which have been paid to declarant member by MercedCERA. Such member shall further agree in writing, as trustee, to promptly pay or transmit any such MercedCERA benefits as determined in the Former Spouse Court Order to the Nonmember Former Spouse at the Nonmember Former Spouse's last known address upon entry of any such court order and, in addition, shall agree in writing to defend, indemnify and hold harmless MercedCERA, the Board, and their respective officers, employees, and agents against any loss, claim, damage, liability, suit, judgment, order, expense (including reasonable attorneys’ fees), or proceeding of, or brought by, the Nonmember Former Spouse and/or his or her agents, heirs or assigns, with respect to such MercedCERA benefits.

3. If MercedCERA is joined in a DRO provided to it by a member or otherwise obtained by MercedCERA, then in lieu of the actions set forth in paragraph 2, MercedCERA should seek instructions from the court that issued the DRO with respect to the distribution of MercedCERA benefits; provided, however, that pending resolution of such proceedings, unless prohibited by the DRO itself, MercedCERA is to distribute to the member that portion of the MercedCERA benefits that would not reasonably be claimed by the Nonmember Former Spouse (e.g., one-half of community property interest and separate property earned before the marriage and/or after the date of separation).

Ryan Paskin
Chair of the Board

Attest:

Kristen Santos
Plan Administrator



Merced County Employees' Retirement Association

Certification Regarding MercedCERA and Nonmember Former Spouse

I am a member of the Merced County Employees' Retirement Association ("MercedCERA"), and I was previously married to an individual who never was a member of MercedCERA ("Nonmember Former Spouse") while I was earning MercedCERA retirement and related benefits ("MercedCERA benefits"). I hereby declare under penalty of perjury that [check either line 1 or 2]:

(1) _____ I do not have, and am unable to locate with reasonable diligence, a Domestic Relations Order (DRO) or other similar court order dividing marital property as between myself and the Nonmember Former Spouse, or

(2) _____ The DRO, which I have provided to MercedCERA, is silent with respect to the distribution of MercedCERA benefits and no other documents purport to assign MercedCERA benefits to the Nonmember Former Spouse.

I hereby further declare under penalty of perjury that any DRO issued with respect to the Nonmember Former Spouse and me does not join MercedCERA as a party.

I agree that if MercedCERA pays me all of my MercedCERA benefits without reservation of any funds for the Nonmember Former Spouse, that I am acting as constructive trustee of any MercedCERA benefits that are assigned to the Nonmember Former Spouse under applicable law by a court of competent jurisdiction ("Former Spouse Court Order"), which have been paid to me by MercedCERA.

I further agree, as trustee, to promptly pay or transmit any such MercedCERA benefits as determined in the Former Spouse Court Order to the Nonmember Former Spouse at the Nonmember Former Spouse's last known address upon entry of any such court order and, in addition, agree to defend, indemnify and hold harmless MercedCERA, the Board, and their respective officers, employees, and agents against any loss, claim, damage, liability, suit, judgment, order, expense (including reasonable attorneys' fees), or proceeding of, or brought by, the Nonmember Former Spouse and/or his or her agents, heirs or assigns, with respect to such MercedCERA benefits.

I have read and understand the above, and I have had the opportunity to consult with my own advisors regarding the consequences thereof. I am not relying on MercedCERA to provide legal or any other advice to me with respect to this Certification.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Signature: _____

Printed Name: _____

Date: _____

3199 M Street • Merced, CA 95348 • (p) 209.726.2724 (f) 209.725.3637

www.mercedcera.com • mcera@countyofmerced.com

Date: April 14, 2022

To: MercedCERA Board of Retirement

From: Kristie Santos, Plan Administrator

Subject: Spending Authority of Plan Administrator

Item Number: 3

Item Type: Action

Staff Recommendation:

1. Approve the updated Spending Authority Policy and Resolution of the Plan Administrator, which rescinds Resolution 2016-04.

Discussion:

The MercedCERA Board of Retirement asked the Plan Administrator to bring a policy to the Board with delegated authority to spend up to a certain amount without Board approval in an emergency. The need for this policy arose when the MercedCERA Headquarters Building located at 3199 M Street had HVAC issues, which resulted in water damage to the building over a weekend. Staff hurried to bring an item to the Board to repair the HVAC units and repair damage to the interior of the building.

Current spending authority for the Plan Administrator is very low; with Resolution 2008-03 designating spending authority limits on services by the Plan Administrator of \$10,000 and \$5,000 for goods. Resolution 2016-04 reiterates the spending authority of Resolution 2008-03 (and rescinds 2008-03) and states the Board Chair must also sign contracts that exceed \$25,000 per year. Resolution 2016-04 was approved when an interim Plan Administrator was hired to oversee the organization prior to the current Plan Administrator being hired. These amounts are extremely low and outdated considering the complexity of MercedCERA. Most, if not all contracts today exceed \$25,000. Resolution 2016-04 is attached for informational purposes.

Most expenditures come through the MercedCERA Budget each year (which requires Board approval), with thoughtful planning. This includes contracts and projected expenditures such as legal fees related to investments and disabilities. Staff spend many hours to insure the budget process is comprehensive and complete.

The current Plan Administrator brought a delegated authority policy to the Board to address investments and investment related expenses (also includes contracts). The investment delegated authority policy is attached for informational purposes.

This proposed policy and resolution is to clean up outdated spending authority resolutions and address emergency situations that are more administrative in nature, such as HVAC replacement or security issues.

Recommendation:

Approve the updated Spending Authority Policy and Resolution of the Plan Administrator, which rescinds Resolution 2016-04.

**RESOLUTION OF THE BOARD OF RETIREMENT OF
MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
RESOLUTION 2022-
REGARDING DELEGATED SPENDING AUTHORITY OF THE
PLAN ADMINISTRATOR**

WHEREAS, the Board of Retirement ("Board") of the Merced County Employees' Retirement Association ("MercedCERA") is the governing board of MercedCERA with plenary authority for administration of MercedCERA; and

WHEREAS, the MercedCERA By Laws provides that the day to day operation of the Retirement system is delegated to the Plan Administrator; and

WHEREAS, the Retirement system has the need to engage independent contractors and vendors to perform services for the system and its members or to purchase goods; and

WHEREAS, Resolution 2008-03 was adopted by the Board on June 12, 2008, delegating spending authority to the Plan Administrator of up to \$10,000 for services and up to \$5,000 for goods; and

WHEREAS, Resolution 2016-04 adopted by the Board on July 16, 2016, rescinded Resolution 2008-03 and delegated spending authority to the Plan Administrator of up to \$10,000 for services and up to \$5,000 for goods and required the Board Chair to sign contracts exceeding \$25,000; and

WHEREAS, the Board finds it necessary to increase the spending limits delegated to the Plan Administrator to provide for the efficient and effective management of MercedCERA.

NOW THEREFORE, BE IT RESOLVED, that the Board rescinds Resolution 2016-04 and delegates authority to the Plan Administrator to approve transactions and contract for goods and services as provided and subject to the limits in the "Delegation of Spending Authority for Plan Administrator Policy," attached to this Resolution as Attachment A. The Board also recognizes the previously adopted Investment Delegation of Authority Policy approved on April 9, 2020, and attached to this Resolution as Attachment B, which details investment authority delegated to the Plan Administrator. This Resolution supersedes and rescinds any previous resolution to the extent the previous resolution is inconsistent with it.

ADOPTED: April 14, 2022

Aye:

Nay:

Abstain:

Absent:

Chair, Ryan Paskin

ATTEST:

Kristen Santos, Plan Administrator



Merced County Employees' Retirement Association

DELEGATION OF SPENDING AUTHORITY FOR PLAN ADMINISTRATOR POLICY

PURPOSE

The purpose of this Policy is to provide for the efficient and effective management of the Merced County Employees' Retirement Association (MercedCERA) by delegating spending authority to the MercedCERA Plan Administrator.

POLICY

The MercedCERA Retirement Board (Board) hereby delegates and/or confirms its delegation of authority to the Plan Administrator, on behalf of and in the name of MercedCERA, to approve payments for such goods and services as the Plan Administrator determines to be reasonably required to accomplish the necessary work of the Board subject to the limitations below.

A. Delegated Authority up to \$250,000

The Board delegates authority to the Plan Administrator to, without prior Board approval, approve transactions and contract for goods or services that do not obligate MercedCERA to pay more than \$100,000 per vendor in a fiscal year, up to a maximum contract value of \$250,000.00. Under this delegation, the Plan Administrator's authority includes, but is not limited to, approving payments and executing contracts for:

- Goods and services from any vendor the Plan Administrator deem necessary and appropriate to accomplish the work of the Board, including goods and services for which the County of Merced has approved vendors;
- Expenses arising from MercedCERA-related litigation, including expenses arising from court judgments, settlements, attorney's fees, and litigation costs; and
- Expenses deemed an urgent or emergency need, which can include costs required to secure the integrity of MercedCERA's administrative building or ensure workplace and employee safety. Examples may include emergency repair or replacement to HVAC system(s), plumbing emergencies, broken window(s), broken doors, broken equipment, fire and or flood damage, public health measures, and building/staff security.

When feasible, the Plan Administrator shall obtain competitive bids or quotes from vendors before procuring the required good or service.

B. Delegated Authority for Contract Amendments

The Board delegates authority to the Plan Administrator to negotiate and execute amendments to existing Board approved contracts for goods and services that do not obligate MercedCERA to pay more than \$100,000 per vendor in a fiscal year and do not increase the maximum contract value by more than \$250,000.00.

C. Delegated Authority in Excess of \$250,000

Subject to previously approved budgeted amounts, the Plan Administrator has the authority to approve payments and execute agreements to secure services and service providers up to an amount that the Plan Administrator deems necessary and appropriate for the following items:

- Evaluating disability retirement applications;
- Evaluating investments;
- Charges from Merced County departments;
- Insurance costs (e.g., fiduciary insurance); and
- Emergency management costs in response to a force majeure event or a government-declared state of emergency impacting MercedCERA and its employees and members.

When feasible or necessary, the Plan Administrator shall obtain competitive bids or quotes from vendors before procuring the required good or service.

APPLICATION

The Plan Administrator's authority under this policy is subject to compliance with the Board's approved budget for the applicable fiscal year, and keeping all expenditures within previously budgeted amounts.. The budget process is the Board's mechanism to approve most costs associated with MercedCERA.

MercedCERA's General Counsel shall review any contracts or contract amendments entered into pursuant to this policy upon the Plan Administrator's request. General Counsel shall review any claims settled pursuant to this delegation.

The Plan Administrator shall provide an informational item to the Board (at the soonest possible public Board meeting) of any expenses and contracts or contract amendments entered into pursuant to Sections A through C of this policy for an amount greater than \$20,000. Such items shall indicate what competitive process, if any, was used for each procurement.

BACKGROUND

The Plan Administrator has been appointed by the Board in accordance with Government Code Sections 31522.1 and 31522.2 and is responsible for the management of MercedCERA including the retirement fund, operating budget, appointment and management of personnel, and the other day-to-day activities of the retirement system.

Pursuant to Government Code Sections 31522.2 and 31590, the Plan Administrator has authority, on behalf of the Board, to: sign or authorize all warrants, checks, and electronic fund transfers drawn on the retirement fund, and to sign all documents, including contracts, necessary to carry out any decision, including investment decisions, made or approved by the Board; to negotiate and sign contracts with vendors, consultants, and payees of the system as required by contract or applicable law; and any other decisions made or approved by the Plan Administrator pursuant to a delegation of authority granted by the Board to the Plan Administrator for such decisions.

This Policy is adopted by the Merced County Employees' Retirement Association Board of Retirement on April 14, 2022.

Ryan Paskin, Chair

Kristen Santos, Plan Administrator

MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT POLICY
INVESTMENT DELEGATION OF AUTHORITY FOR
THE PLAN ADMINISTRATOR

Purpose and Scope

The Merced County Employees' Retirement Association (MCERA) exists for the purposes of providing accurate, timely benefits to its members and their beneficiaries.

The Board of Retirement (the Board), having exclusive authority and fiduciary responsibility for the investment and administration of the fund, hereby establishes the following "Investment Delegation of Authority for the Plan Administrator" (the Policy) for the investment and administration of the assets and funds of MCERA. The Board reserves the right to amend, supplement, or rescind this Policy at any time.

Authority of the Board of Retirement

Article XVI, §17 of the Constitution of the State of California vests the Board with "plenary authority and fiduciary responsibility for the investment of moneys and the administration of the system". Government Code §31596.1 authorizes the Board to retain investment managers "in connection with the administration of the Board's investment program".

Policy Statements

- The Board's Investment Consultant(s) shall bring investment opportunities to the Board for its determination through the Plan Administrator.
- After the Board has made a determination to invest MCERA funds with an investment manager(s) and or fund(s), or to increase, decrease or otherwise change the amount of such investments, there is certain documentation that must be executed on behalf of the Board in order to effectuate the Board's decision and respond to the demands of the day to day operations of the investment(s).
- Once the Board has determined that the investment is in the best interest of the Fund, the Plan Administrator has the delegated authority by the Board to execute all and any documentation with the investment manager on behalf of the Board.
- The Board also authorizes the Plan Administrator to consult with legal counsel and consultant(s) to implement the best terms for MCERA which may include but is not limited to; fees and fee structures, side letter terms, Limited Partner Agreements, Subscription documents and amendments to such documents, liquidation terms and individually managed account terms and conditions.
- After consulting with legal counsel, the Chair and/or the Vice Chair of the Board, and after attempting to negotiate terms with a fund or manager, the Plan Administrator shall have the authority to rescind a decision to invest if, in the Plan Administrator's discretion, it is in the best interest of MCERA.
- The delegation of authority set forth includes execution, negotiation and renegotiation of financial contracts including but not limited to custodial

bank contracts and existing manager or consultant contracts to implement the best terms for MCERA. The Plan Administrator does not have the authority to terminate a manager without Board Action.

- The Plan Administrator shall consult with MCERA investment consultant(s) for recommendations for rebalancing the asset class or allocation of the portfolio back to the target weights and or ranges as specified in the Investment Policy Statement (IPS).
- The Plan Administrator is hereby authorized to rebalance the portfolio, if applicable, after capital calls, cash distributions and or redemptions up to 2.5% of the value of the portfolio. The Plan Administrator shall notify the Investment Committee and or the Chair and Vice Chair when rebalancing is needed.
- Any significant actions of the Plan Administrator authorized by this Policy shall be reported to the Board at a subsequent regularly scheduled meeting.

This Policy is adopted by the Merced County Employees' Retirement Association Board of Retirement on April 9, 2020.

Original Signed on April 9, 2020

Ryan Paskin, Chair

Original Signed on April 9, 2020

Alfonse Peterson, Secretary

Original Signed on April 9, 2020

Kristen Santos, Plan Administrator

MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

**RESOLUTION NO. 2016-04
PERTAINING TO: RETIREMENT PLAN ADMINISTRATOR CONTRACT
AUTHORITY**

WHEREAS, the Board of Retirement ("Board") of the Merced County Employees' Retirement Association ("MCERA") is the governing board of MCERA with plenary authority for administration of MCERA; and

WHEREAS, Article I of the MCERA By Laws provides that the day to day operation of the Retirement system is delegated to the Plan Administrator; and

WHEREAS, the Retirement system periodically has the need to engage independent contractors to perform services for the system and its members or to purchase goods; and

WHEREAS, Resolution 2008-03 was adopted by the Board on June 12, 2008, designating authority limits for the Retirement Plan Administrator of \$10,000 and under for services and \$5,000 and under for goods.

THEREFORE, BE IT RESOLVED that the MCERA Board of Retirement rescinds Resolution 2008-03 and at present delegates authority to the Retirement Plan Administrator to enter into agreements and the Board Chair to sign contracts for services or goods where the aggregate annual cost does not exceed twenty five thousand dollars (\$25,000). This limit is further defined by the Board to be established at the following limits, without prior Board of Retirement approval:

Services: \$10,000 and under
Goods: \$5,000 and under

Ayes: Rhodes, Kinchloe, Ness, Paskin, Pacheco and Peterson.

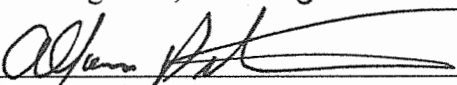
Noes: None.

Abstain: None

Absent: Adams, Ingersoll and Kelsey.



Darlene Ingersoll, Board Chair



Al Peterson, Secretary

I hereby certify that on the 14th day of July 2016, the Board of Retirement of Merced County Employees' Retirement Association made and adopted this Resolution.



Thomas W. Watson, MCERA Interim Plan Administrator