

James R. Wilbanks, Ph.D.  
Retirement Administrator



Telephone: (707) 463-4328  
(707) 467-6473  
Fax: (707) 467-6472

**MENDOCINO COUNTY**  
EMPLOYEES' RETIREMENT ASSOCIATION  
625-B KINGS COURT  
UKIAH, CALIFORNIA 95482-5027

Date: May 18, 2016  
To: Board of Retirement  
From: James Wilbanks, Retirement Administrator  
Subject: Administrator Report

---

**Pension Administration System Monthly Report:**

You will notice some changes on the attached report from Linea, specifically on item 3. Budget Overview. The report now reflects the payments made for change orders and the first annual installment to LRS that was paid earlier this year after PAS Go-Live. The contract for the PAS calls for ten annual installment payments to LRS.

Additionally, we have started the Electronic Document Management System (EDMS) project. Based on the timeline for the project, we expect to complete the project in the third quarter of this calendar year.

**625 Kings Court Maintenance Update:**

We continue to work with County building maintenance staff on the minor items identified in the inspection report from last year. A significant number of items have been addressed by County staff. We have received estimates for work projects that the County does not have the staffing to handle. We are moving forward with some smaller projects this year and preparing for two significant projects next year. Including the expected expense for the smaller projects, we will be well below our budgeted expenditure of \$50,000 for building maintenance in FY-16.

The major projects scheduled in FY-2017, assuming the Board approves the budget, are painting the building exterior and replacing the carpet throughout the building. There are additional items that I wish to discuss with the Board for inclusion in these two projects.

We have had to repair and replace some of the exterior siding due to exposure. To help prevent this in the future we will paint the building. There are two additional items that, if we are going to complete, should be done before painting. The two items are: replacing windows and removing the double doors in our conference room.

We have twelve windows throughout the building where the seal between the panes has failed. While none of these windows are leaking, they do impact our utility costs. GSA estimates the cost of replacing the affected windows of \$17,400.

As we all know, the double doors in the MCERA Board room present issues of noise pollution and security. Removing the doors and replacing them with a wall will address both of those issues. GSA estimates doing so would cost \$3,600.

The additional item for consideration as part of the carpeting project is restructuring the MCERA reception area to increase security. Specifically, this includes construction of a barrier, of some sort,

between the public and staff and a means of restricting access to our workspaces. GSA estimates this project will cost \$18,000.

I would like direction from the Board on whether each of these three items should be included in the plan and budget for next year.

**Client Presentation Update:**

The first Retirement 101 presentation took place on May 5, 2016. We had 72 Clients pre-register for the event and 54 were present. We solicited feedback from attendees in the form of evaluation forms. We received 44 evaluations back and the response was overwhelmingly positive. The following table summarizes the survey results.

<b>Question</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>No Opinion</b>
The seminar met my expectations.	52%	48%			
The content was helpful.	68%	32%			
The level of the seminar was appropriate.	59%	36%	2%	2%	
The format was enjoyable.	50%	46%	2%		2%
The speaker had a good understanding of the topics.	75%	25%			
The seminar was worth my time.	75%	25%			
The length of the seminar was appropriate.	48%	52%			
I recommend the seminar be repeated for other members.	84%	16%			

We have two more presentations scheduled in August and November of 2016.

**SACRS Update:**

I will provide a verbal update from the Spring SACRS Conference during the Board meeting.

**Possible Update Regarding SACRS Legislative Agenda (AB1853 and AB 2376):**

If there is any new information regarding the SACRS Legislative Agenda, Assembly Bill 1853 and Assembly Bill 2376, I will provide a verbal update to the Board.

**Administrative and Operations Update:**

We have a Summer Intern that will be working with us this year. Abraham Rawles just completed his sophomore year in college and will be helping with the unfunded actuarial accrued liability (UAAL) analysis and other projects during his time with us.

**Retirement Administrator Evaluation:**

The evaluation form is attached here. Additionally, I will send an electronic version of the file to each Trustee. Please fill out the form and return to the Chair by June 1, 2016.



**MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**Project: PENSION ADMINISTRATION SYSTEM**



<b>Report Type:</b>	Monthly Status Report
<b>Status Date:</b>	5/1/2016
<b>Project Managers:</b>	Rob Ellison – Linea, Jack Blonski – LRS Pension Gold
<b>MCERA Team Members:</b>	Katy Richardson, Judy Zeller, Stan Conwell, Sylvia McGee
<b>Report Period:</b>	April 2016

**1. Current Period Activities**

Activity	Comments																														
Design	1. Design for all phases of the project and change orders is complete. The ten correspondence documents and five reports as requested by MCERA have completed design.																														
Data Conversion	2. The final data conversion and updates was completed on 1/4/2016 to coincide with the go-live event. Any additional data conversion issues discovered at this point forward will be resolved either through data scripts or through the online interface of the application.																														
Development	3. Development for all phase of the project is complete including the ten correspondence documents and the five reports as mentioned in #1 above.																														
User Acceptance Testing	4. User Acceptance Testing was completed on 10/29/2015.																														
Production Parallel Processing	5. Production Parallel began Monday 11/4/2015 and was completed on 12/31/2015.																														
Go-Live Full Production Mode	6. Go-Live, or the conclusion of the parallel processing time period, when PensionGold becomes the system of record, was completed on 1/4/2016. PensionGold is live and is the system of record for membership information at MCERA.																														
Warranty & Maintenance	7. The 90 day warranty period concluded April 4, 2016. 8. MCERA has entered into the Maintenance and Support arrangement with LRS.																														
New Trouble Tickets	9. All trouble tickets that were critical for go-live were resolved prior to the go-live time period. Moving forward, all trouble tickets will be handled via the same process as part of the warranty period and production support.																														
Project Change Requests	10. The following change requests were approved and executed as part of the PensionGold project: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Change Order</th> <th>Date Completed</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>In House Check / Advice / 1099 Printing</td> <td align="center">8/26/2015</td> <td align="right">\$ 22,500.00</td> </tr> <tr> <td>Positive Pay File (Bank of America)</td> <td align="center">11/6/2015</td> <td align="right">\$ 3,000.00</td> </tr> <tr> <td>Change RRCD (Cemetery District) to Biweekly Reporting</td> <td align="center">11/10/2015</td> <td align="right">\$ 2,250.00</td> </tr> <tr> <td>Member Direct Updates – Adding additional features for Members</td> <td align="center">1/21/2016</td> <td align="right">\$ 1,200.00</td> </tr> <tr> <td>Benefit Setup Account Adjustment - Zero out Employee COLA and Employer Contributions and Create GL Transaction</td> <td align="center">1/21/2016</td> <td align="right">\$ 2,850.00</td> </tr> <tr> <td>Changes to Service and Non Service Survivorship benefits</td> <td align="center">1/21/2016</td> <td align="right">\$ 600.00</td> </tr> <tr> <td>Change Continuance Calculations for COLA</td> <td align="center">3/31/2016</td> <td align="right">\$ 900.00</td> </tr> <tr> <td>Cleared Check Processing (Bank Reconciliation) Modification</td> <td align="center">In Progress</td> <td align="right">\$ 1,350.00</td> </tr> <tr> <td><b>TOTAL Change Orders</b></td> <td></td> <td align="right"><b>\$ 34,650.00</b></td> </tr> </tbody> </table>	Change Order	Date Completed	Amount	In House Check / Advice / 1099 Printing	8/26/2015	\$ 22,500.00	Positive Pay File (Bank of America)	11/6/2015	\$ 3,000.00	Change RRCD (Cemetery District) to Biweekly Reporting	11/10/2015	\$ 2,250.00	Member Direct Updates – Adding additional features for Members	1/21/2016	\$ 1,200.00	Benefit Setup Account Adjustment - Zero out Employee COLA and Employer Contributions and Create GL Transaction	1/21/2016	\$ 2,850.00	Changes to Service and Non Service Survivorship benefits	1/21/2016	\$ 600.00	Change Continuance Calculations for COLA	3/31/2016	\$ 900.00	Cleared Check Processing (Bank Reconciliation) Modification	In Progress	\$ 1,350.00	<b>TOTAL Change Orders</b>		<b>\$ 34,650.00</b>
Change Order	Date Completed	Amount																													
In House Check / Advice / 1099 Printing	8/26/2015	\$ 22,500.00																													
Positive Pay File (Bank of America)	11/6/2015	\$ 3,000.00																													
Change RRCD (Cemetery District) to Biweekly Reporting	11/10/2015	\$ 2,250.00																													
Member Direct Updates – Adding additional features for Members	1/21/2016	\$ 1,200.00																													
Benefit Setup Account Adjustment - Zero out Employee COLA and Employer Contributions and Create GL Transaction	1/21/2016	\$ 2,850.00																													
Changes to Service and Non Service Survivorship benefits	1/21/2016	\$ 600.00																													
Change Continuance Calculations for COLA	3/31/2016	\$ 900.00																													
Cleared Check Processing (Bank Reconciliation) Modification	In Progress	\$ 1,350.00																													
<b>TOTAL Change Orders</b>		<b>\$ 34,650.00</b>																													

**2. Scheduled Activities**

Activity	Comments	Start Date	Due Date	Status	Percent Complete
Requirements	11. Delivery by MCERA to LRS of items identified in requirements sessions	12/10/2013	1/10/2014 1/24/2014	Complete	100%
Data Conversion	12. Data Conversion is complete as of 1/4/2016.	12/2/2013	1/4/2016	Complete	100%



**MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**Project: PENSION ADMINISTRATION SYSTEM**



Activity	Comments	Start Date	Due Date	Status	Percent Complete
Deliverable 1	13. Design, development, system release testing, UAT training, and UAT complete.	12/19/2013	9/30/2014	Complete	100%
Deliverable 2	14. Design, development, system release testing, UAT training, and UAT complete.	6/23/2014	6/30/2015	Complete	100%
Deliverable 3	15. Design, development, system release testing, UAT training, and UAT complete.	4/15/2015	4/30/2016	Complete	100%
Parallel Processing	16. Pension Gold run in parallel with existing systems and processes	11/2/2015	12/31/2015	Complete	100%
Production Go-Live	17. Milestone date for system go-live and beginning of parallel processing.	N/A	1/4/2016	Complete	100%
Project Completion	18. All documentation delivered (complete) 19. Training (ad-hoc reporting and correspondence training pending) 20. Old system discontinued (complete) 21. Warranty period completed (complete) 22. System acceptance sign off (complete)	N/A	4/30/2016	In process	N/A

**3. Budget Overview**

Description	Approved Budget	Paid To Date
Pension Admin System Implementation		
LRS (Hosting, software, vendor implementation services, includes change orders)	*\$1,409,460.00	**\$164,708.10
LRS additional support	\$0.00	\$0.00
County IT	N/A	\$45,428.25
Linea	\$490,500.00	\$ 401,335.02
<b>Total for all Phases</b>	<b>\$1,899,960.00</b>	<b>\$611,471.37</b>
<b>Projected Total for all Phases</b>		<b>***\$1,865,310.00</b>

\*Represents \$1,374,810 original budget + \$34,650 in change orders = \$1,409,460.00

\*\*Represents \$130,058.10 2016 Annual Payment + \$34,650 in change orders = \$164,708.10 as of 4/30/2016

\*\*\*Assumes Linea completes the project at \$455,850 or \$34,650 under budget