

**REGIONAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
EXECUTIVE COMMITTEE MINUTES
AUGUST 16, 2012**

The Regional Government Services Joint Powers Authority held a regular meeting of the Executive Committee at the Falkirk Cultural Center, 1408 Mission Avenue, San Rafael, CA. The meeting was called to order at 1:45 p.m.

1. CALL TO ORDER

Members Present: Mike Garvey, Chair
Dan Schwarz, Vice-Chair
Nancy Mackle, Member
Ken Nordhoff, Member
Herb Pike, Member
Steve Rogers, Member
Members Absent: Joni Pattillo, Member
Other Attendees: Jim Hill, Alternate Member
Richard Averett, Executive Director/CFO
Glenn Lazof, RGS Project Manager
Sherry Kelly, Authority Clerk

A. Election of Officers

Actions: Moved, seconded (Pike/Nordhoff) and carried unanimously to adopt a policy to elect a chair and vice-chair annually at the August meeting. Member Mackle nominated Vice-Chair Schwarz as chair. By acclamation, Member Schwarz was elected chair effective immediately. Member Nordhoff nominated Member Rogers as vice-chair. By acclamation, Member Rogers was elected vice-chair effective immediately.

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of May 17, 2012 Minutes
 - B. Approval of management services agreement with the City of Belvedere
 - C. Approval of management services agreement with the Town of Colma
 - D. Approval to management services agreement with the City of Nevada City
 - E. Approval of management services agreement with the Town of Portola Valley
 - F. Approval of management services agreement with the City of Rocklin
 - G. Approval of management services agreement with the City of Santa Clara
 - H. Approval of management services agreement with the City of Hughson
- Action:** Moved, seconded (Garvey/Pike) and carried unanimously to approve the Consent Calendar with the exception that Chair Schwarz abstained due to absence on item 3A.

4. TREASURER'S REPORT

- A. Review of Fiscal-Year-End Financial Reports through June 2012
Information: Report presented by the Executive Director. Preliminary FYE results include OPEB and vacation accruals and would be, if adjustments do not materially affect results, be the JPA's best year in its 10-year history. Gold Coast's leaving will impact future financial performance.
- B. Approval of Payments and Deposits made March 2012 through June 2012
Action: Moved, seconded (Rogers/Nordhoff) and carried unanimously to approve payments and deposits as presented.

- C. Approval of Investments Report through July 2012
Action: Moved, seconded (Pike/Mackle) and carried unanimously to approve the Investments Report as presented.

5. OLD BUSINESS – None

6. NEW BUSINESS

A. Client Report

Discussion: The Executive Director reviewed the client and employee lists, and noted staff attendance at upcoming conferences and other meetings for purposes of informing agencies of RGS' services. He stated that there will be a reduction of approximately 54 positions due to Gold Coast Health Plan's separation and MTC reduced LGS staffing both effective this month. He reported that he received a call from the City Manager of Monterey, who informed him that there are six cities in Monterey County considering the formation of a JPA to address water supply issues, and that they may be in need of an interim, part-time executive director.

Several members commented that in addition to recruiting new agencies, staff and member agencies, staff should develop a plan for recruiting retirees especially in the financial and engineering areas to be better able to provide additional services for clients.

B. Regularly Scheduled Meetings Calendar

Discussion: Members reviewed the meeting schedule for 2013 and 2014 and agreed that the Executive Director should fill in locations for upcoming meetings based on an alphabetical or geographic rotation.

C. Rescind JPA Resolutions Joining CJPIA

Action: Moved, seconded (Nordhoff/Rogers) and carried unanimously to rescind Resolutions RGSEC2008-01, RGSEC2008-02, and RGSEC2008-03 ending the JPA's membership in the CJPIA.

D. Executive Director Annual Performance Review – Appointment of Review Ad Hoc Committee

Action: Chair Schwarz and Members Garvey and Mackle were nominated to serve on an ad hoc committee to conduct the annual review of the Executive Director. Moved, seconded (Nordhoff/Pike) and carried unanimously to appoint Chair Schwarz and Members Garvey and Mackle to this Ad Hoc Committee.

Recessed to Closed Session – 2:42 p.m.

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(c): One potential case
Significant exposure to litigation pursuant to Government Code Section 54956.9(b): Three potential cases

Reconvened to Regular Meeting – 3:21 p.m.

E. Report from Closed Session

Action: No reportable actions.

7. EXECUTIVE DIRECTOR, COMMITTEE, MSA AND MEMBER REPORTS

A. Executive Director: Updates on Gold Coast Health Plan, TAM property acquisition; Defined Benefit Plan; RGS main office location; financial services provision review

Information: The Executive Director provided oral updates. He reported that Gold Coast will stop utilizing RGS' services this month. He stated that the TAM property acquisition is on hold. He reported that staff is looking into forming a Defined Benefit Plan and will report back with its findings to the Finance Committee prior to bringing a report to the Executive Committee. Director Averett informed the committee that he has his house up for sale, and since his office is currently

located below his home, the JPA may need to acquire office space for RGS in the near future. He stated that Mr. Lazof is heading up the financial services provision review.

B. Finance Committee: Auditor engagement letters for FY2012 approved; RPP being drafted
Information: Finance Committee Chair Nordhoff reported that the Committee reviewed and approved the Auditor Engagement Letters at its meeting on July 30th. He stated that the Committee directed staff to look at amending the audit rotation policy for issuing RFPs for auditor services to provide an exception that after five years the current auditor could be considered upon approval of the Board. Director Averett reported that the RFP is being drafted.

C. MSA: staff to develop reserve policy
Information: The Executive Director reported that staff will be developing a reserve policy for Board review and approval.

D. Members: - None

8. **PUBLIC COMMENT** - None

9. **ADJOURNMENT** – The meeting adjourned at 3:27 p.m. The next meeting is scheduled for November 15, 2012 at 1:00 p.m. at the Yountville Community Boardroom.