

LOCAL AND REGIONAL GOVERNMENT
SERVICES AUTHORITIES

Providing Solutions to California Public Agencies

www.lgs.ca.gov

www.rgs.ca.gov

RGS EXECUTIVE COMMITTEE AGENDA

Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.

SPECIAL MEETING
Via Teleconference

December 10, 2012
10:15 a.m.

Association of Bay Area Governments, Finance Dir. Office, Rm.301, 101 Eighth St., Oakland, CA 94604
Dublin Civic Center, City Manager's Office, 100 Civic Plaza, Dublin, CA 94568
Larkspur City Hall, City Manager's Office, 400 Magnolia Avenue, Larkspur, CA 94939
SamTrans, Executive Conference Room, 1250 San Carlos Ave, San Carlos, CA 94070-1306
San Rafael City Hall, Human Resources, 1400 Fifth Avenue, San Rafael, CA 94915
Walnut Creek City Hall, City Manager's Office, 1666 North Main Street, Walnut Creek, CA 94596
Yountville Town Hall, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599

1. CALL TO ORDER

2. CHANGES TO THE ORDER OF AGENDA

3. APPROVAL OF CONSENT AGENDA

Consent agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Executive Committee, staff or public request specific items to be removed for separate action.

A. Approval of **November 15th 2012** Minutes

Action

4. TREASURER'S REPORT - None

5. OLD BUSINESS

Recess to Closed Session

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR
2. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Michael Garvey, Nancy Mackle and Dan Schwartz
Unrepresented employee: Executive Director

Reconvene Regular Meeting

A. Report from Closed Session

6. NEW BUSINESS - None

7. EXECUTIVE DIRECTOR, FINANCE COMMITTEE, MSA AND MEMBER REPORTS - None

8. PUBLIC COMMENT

Each speaker is limited to two minutes. If you are addressing the Executive Committee (EC) on a non-agenda item, the EC may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the EC's general policy is to refer items to staff for attention, or have a matter placed on a future EC agenda for a more comprehensive action or report.

9. NEXT MEETING: February 21st 1:00 p.m. at Dublin City Hall Regional Meeting Room.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Richard Averett at (650) 587-7301. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

Administrative Offices:
Human Resources:

P.O. Box 1350 · Carmel Valley, CA 93924
P.O. Box 1077 · Camarillo, CA 93011

ph: 831/308-1508
ph: 650/587-7316

fax: 831/308-1509
fax: 650/587-7317

**REGIONAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
EXECUTIVE COMMITTEE MINUTES
NOVEMBER 15, 2012**

The Regional Government Services Joint Powers Authority held a regular meeting of the Executive Committee at the Yountville Community Center Board Room, 6516 Washington Street, Yountville, CA 94599. The meeting was called to order at 1:50 p.m.

1. CALL TO ORDER

Members Present: Dan Schwarz, Chair
Steve Rogers, Vice-Chair
Ken Nordhoff, Member
Julie Carter, Alternate Member
Anil Comelo, Alternate Member

Members Absent: Herb Pike, Member
Mike Garvey, Member

Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Human Resources
Glenn Lazof, Project Manager
Sherry Kelly, Authority Clerk

2. CHANGES TO THE ORDER OF AGENDA

None. By consensus, members agreed that in the future approval of Payments and Deposits and the Investment Reports should be placed on the Consent Calendar.

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **August 16th 2012** Minutes
- B. Approval of management services agreement with the City of Half Moon Bay
- C. Approval of management services agreement with the Cities of Livermore and Industry
- D. Approval of management services agreement with the City of Vallejo
- E. Approval of management services agreement with Lassen County
- F. Approval of management services agreement with Livermore Area Recreation and Park District
Action: Moved, seconded (Rogers/Comelo) and carried unanimously to approve the Consent Calendar.

4. TREASURER'S REPORT

- A. Review of Fiscal-Year-End Financial Reports through September 2012
Information: Reported presented by Glenn Lazof, Project Manager.
- B. Approval of Payments and Deposits made July 2012 through September 2012
Action: Moved, seconded (Rogers/Comelo; Absent – Nordhoff) and carried unanimously to approve Payments and Deposits.
- C. Approval of Investments Report through October 2012
Action: Moved, seconded (Carter/Rogers; Absent – Nordhoff) and carried unanimously to approve the Investment Report.

5. OLD BUSINESS

Recessed to Closed Session at 2:00 p.m.

- 1. UPDATE ON CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9(a): One potential case. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): Three potential cases.

Reconvened Regular Meeting at 2:10 p.m.

- A. Report from Closed Session
Action: No reportable action.

6. NEW BUSINESS

A. Review Client Report

Discussion: The Executive Director reviewed the Client Report. Members discussed the need to recruit employees in the areas of finance, building inspectors, and code enforcement officers. Members discussed a model whereby several smaller agencies might share these types of employees. Chair Schwarz and Vice Chair Rogers offered to get together to explore possible employee sharing in these areas with some local agencies. Members also discussed the need to educate employees that are ready to retire about opportunities with RGS. Ms. Bowers stated staff would prepare marketing materials and do some advertising.

B. Regularly Scheduled Meetings Calendar

Discussion: Members reviewed the calendar. It was suggested that the August 2013 meeting be held in San Rafael.

7. EXECUTIVE DIRECTOR, FINANCE COMMITTEE, MSA AND MEMBER REPORTS

A. Executive Director: Updates on Defined Benefit Plan; JPA office; 4B & C to Consent

Information: The Executive Director reported that the discussion on Defined Benefit Plans was covered as part of the study session. He stated that he has not yet sold his home and the JPA may need to lease office space if, and when, that occurs.

B. Finance Committee: Auditor RFP for FY2013 audit; Admin cost allocation; FY2012 Prelim financial results; Recommendation for additional insurance reserve contributions

Information: Member Nordhoff reported that the Finance Committee held a teleconference meeting on November 6, 2012. At this meeting the Finance Committee approved the RFP for Independent Audit Services. The RFP will be issued on December 3, 2012. There is an item on the Board's agenda to authorize the Finance Committee to select the audit firm upon receipt of the RFPs. The Executive Director reported that the Finance Committee reviewed the insurance reserves of the JPAs and that there is a corresponding action item on the Board's agenda. The Executive Director reported that the Finance Committee directed staff to develop a Policy related to Administrative Cost Allocation and present this to the Board in the future.

C. MSA: Staff to develop proposed reserve policies for all three JPAs

Information: The Executive Director reported that, at the Finance Committee meeting of November 6, 2012, a recommendation was made that staff also develop a Policy related to inter-agency loan approval for reserve funds. There is an item on the Board's agenda related to this matter.

D. Members: - No comments.

8. PUBLIC COMMENT - None

9. ADJOURNMENT: The meeting adjourned at 2:42 p.m. The next meeting is scheduled for February 21, 2013 at 1:00 p.m. at Dublin City Hall, Regional Meeting Room, Dublin, California.