

**REGIONAL GOVERNMENT SERVICES  
JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS MINUTES  
NOVEMBER 15, 2012**

The Regional Government Services Joint Powers Authority held a regular meeting of the Board of Directors at the Yountville Community Center Board Room, 6516 Washington Street, Yountville, CA 94599. The meeting was called to order at 2:45 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  
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**

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **August 16, 2012** Minutes

**Action:** Moved, seconded (Nordhoff/Comelo) and carried unanimously to approve the Consent Calendar.

**4. TREASURER'S REPORT**

A. Review Preliminary FY2012 Audit Results

**Information:** Executive Director Averett presented the Audit Results. He pointed out that there has been a change to the accrual process. While accrued liabilities for OPEB and unused vacation balances are included, sick and administrative leave are not, as they are traditionally not paid out when an employee separates from employment. This change has been made upon review and recommendation of the auditors.

**5. OLD BUSINESS**

A. Auditor Rotation Policy – Finance Committee Authority to Award Auditor Engagement

**Action:** Moved, seconded (Rogers/Comelo) and carried unanimously to authorize the Finance Committee to select the Auditor upon receipt of the RFPs.

**6. NEW BUSINESS**

A. Approval of Finance Committee Recommendation to RGS and LGS Boards to Make Additional RGS and LGS Insurance Pool Contributions to MSA

**Action:** Moved, seconded (Rogers/Comelo) and carried unanimously to 1) approve an additional RGS insurance pool contribution of \$300,000 to the Municipal Services Authority; 2) direct staff to return with a recommendation for appropriate reserve levels for LGS, RGS and MSA in light of MSA's formation for insurance pooling; and 3) direct staff to develop an inter-agency loan approval policy for reserve funds.

B. Defined Benefit Plan – Establishment of a Process for 2.5% at 55

**Action:** Items 6B and 6C were discussed and acted upon as one item. The Executive Director reported on the status of establishing PARS Defined Benefit Plans for the staff of two potential clients: LA IMPACT and SolTrans. He stated that effective January 1, 2013 state law will be modified for retirement benefits and that certain actions will need to be taken prior to the end of the year to ensure the current employees of these organizations will be eligible for the plans that they have already been working towards. He asked for approval to notice the 2.5% at 55 actuarial costs and indicated that there will be a need to call a special meeting in early December for the Board to take further action. Moved, seconded (Comelo/Rogers) and

carried unanimously to receive the actuarial study findings and to post the results in order to proceed with establishment of these plans.

C. Defined Benefit Plan – Establishment of a Process for 2% at 60

**Action:** This DB plan would be a second tier of the 2.5% at 55 plan, and therefore does not require posting. See item 6B for discussion.

**7. PUBLIC COMMENT** – None

**8. ADJOURNMENT** - The meeting adjourned at 3:10 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.