



## RGS BOARD AGENDA

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

**REGULAR MEETING**  
**August 27, 2015**  
**1:00 p.m.**

**Leshar Center for the Arts**  
**Encore Room**  
1601 Civic Drive  
Walnut Creek, CA 94596

**1. CALL TO ORDER**

A. Election of Officers

*Action*

**2. CHANGES TO THE ORDER OF AGENDA**

**3. PUBLIC COMMENT**

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

**4. 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 Board, staff or public request specific items to be removed for separate action.

A. Approval of **April 16, 2015** Minutes

*Action*

**5. TREASURER'S REPORT - None**

**6. OLD BUSINESS - None**

**7. NEW BUSINESS**

A. Appointment of Finance Committee Members

*Action*

B. Appointment of Municipal Services Authority Members

*Action*

**8. ADJOURN**

**The next Regular Meeting will take place on November 19, 2015 at 1:00 p.m. in Yountville.**

**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.

*RGS provides quality, innovative, cost-effective services exclusively to public agencies.*

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**REGIONAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
APRIL 16, 2015**

The Regional Government Services Authority held a regular meeting of the Board of Directors on April 16, 2015 at the Larkspur City Council Chambers. The meeting was called to order at 3:22 p.m.

**1. CALL TO ORDER**

Members Present: Ken Nordhoff, Chair  
Dan Schwarz, Vice-Chair  
Steve Rogers, Member  
Julie Carter, Alternate Member  
Members Absent: Herb Pike, Member  
Other Attendees: Richard Averett, Executive Director  
Jennifer Bower, Director of Human Resources  
Mike Garvey, Executive Committee Member

**2. CHANGES TO THE ORDER OF AGENDA – None**

**3. PUBLIC COMMENT – None**

**4. APPROVAL OF CONSENT AGENDA**

- A. Approval of **April 3, 2015** Minutes
  - B. Approval of San Rafael JPA Membership End
  - C. Approval of Fiscal Year 2016 Budget
  - D. Approval of Fiscal Year 2014 Audited Financial Statements
  - E. Approval of Additional Contribution to MSA Claims Reserves
- Action:** Moved and seconded (Carter/Schwarz) to approve consent agenda.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None.

**5. TREASURER’S REPORT - None**

**6. OLD BUSINESS - None**

**7. NEW BUSINESS**

- A. Approval of the Annually Updated and Revised Personnel Rules, Regulations and Policies  
**Action:** Moved and seconded (Schwarz/Rogers) to approve the updated Personnel Rules, Regulations and Policies.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None
- B. Approval of the Salary Schedule  
**Action:** Moved and seconded (Carter/Schwarz) to approve the salary schedule.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None
- C. Appoint Alternate Member to the Finance Committee  
**Action:** Moved and seconded (Nordhoff/) to appoint Member Rogers as an alternate to the Finance Committee.  
**AYES:** Nordhoff, Schwarz, Rogers, Carter  
**NOES:** None

**ABSTAIN:** None

8. **ADJOURNMENT** – The meeting adjourned at 3:27 p.m. The next regular meeting is scheduled for August 20, 2015 at 1:00 p.m. in Walnut Creek.



**TO:** BOARD OF DIRECTORS  
**FROM:** RICHARD AVERETT, Executive Director  
**SUBJECT:** FINANCE COMMITTEE APPOINTMENTS

**BOD Meeting:** 8-27-2015

**Item:** 7A

**RECOMMENDATION**

Appoint Finance Committee members to serve for the fiscal year.

**BACKGROUND**

At the May 17, 2012 Board of Directors meeting, Members recommended that a Finance Committee be formed to perform audit oversight, review alternative investments, investment policy changes, and other finance-related assignments.

At the August 22, 2013 Board of Directors meeting, Members voted to increase the membership of the Finance Committee from two members to three, and at the April 16, 2015 meeting the Members appointed an Alternate Finance Committee Member to serve in the absence of one of the three Members. With the change in JPA member status of one agency, the current Finance Committee is comprised of Ken Nordhoff, Dan Schwarz and Steve Rogers. The Board could reappoint these three individuals and appoint an alternate or appoint a different mix of Board and Executive Committee Members to the Committee. The Board could also appoint two individuals and one alternate to the Finance Committee.

**FISCAL IMPACT**

There is no fiscal impact of appointing members to the Finance Committee.



**TO:** BOARD OF DIRECTORS  
**FROM:** RICHARD H. AVERETT, EXECUTIVE DIRECTOR  
**SUBJECT:** MSA BOARD MEMBER APPOINTMENTS

**BOD Meeting: 8-27-2015**

**Item: 7B**

**RECOMMENDATION**

Appoint two members to the Municipal Services Authority (MSA) Board of Directors.

**BACKGROUND**

MSA was created January 12, 2012. One member was appointed from the Local Government Services Authority (LGS) Board and the second member was elected from the Regional Government Services Authority (RGS) Board, both to comprise the two-member MSA Board of Directors. Alternate members from each JPA were also appointed to serve in the absence of the designated member.

Because of the infrequent but inherent difficulty in always obtaining a MSA quorum, at the May 16, 2013 meeting the Board approved increasing the number of MSA Board Members to three, with the additional member coming from RGS membership. The current RGS representatives on the MSA Board of Directors are Dan Schwarz and Steve Rogers. The Board could reappoint these individuals or other JPA Board representatives to the MSA Board.

**FISCAL IMPACT**

There is no fiscal impact of appointing members to the MSA Board of Directors.