APPROVED ACTION MINUTES

LOCAL GOVERNMENT SERVICES

JOINT POWERS AUTHORITY EXECUTIVE COMMITTEE MINUTES

The Local Government Services Joint Powers Authority held a regular committee meeting by teleconference on December 9, 2010 at 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, San Mateo County Transit District, Room 650, 1250 San Carlos Ave., San Carlos, CA 94070, San Rafael City Hall, City Manager's Conference Room, 1400 Fifth Avenue, San Rafael, CA 94915, Yountville Town Hall, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599. The meeting was called to order at 4:21 p.m.

1. ROLL CALL

A. Members Present: Steve Rogers, Member Jim Schutz, Member

Julie Carter, Alternate Member Herb Pike, Alternate Member

Amy Koenig, Alternate Member

Members Absent: Michael Garvey, Chair

Other Attendees: Richard Averett, LGS Executive Director/CFO

B. Nominations were accepted for a new Vice-Chair for the Executive Committee

ACTION: M/S Pike/Schutz to nominate Dan Schwarz as the new Vice-Chair for the Executive

Committee.

AYES: Members Rogers, Schutz, Alternate Members Pike, Koenig and Carter

NOES: None ABSTAIN: None

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

A. Approval of October 14, 2010 Minutes.

ACTION: M/S Pike/Rogers to approve the minutes of the October 14, 2010 as presented.

AYES: Members Rogers, Schutz, Alternate Members Pike, Koenig and Carter

NOES: None ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of month-end preliminary financial reports through October 2010. The Executive Director reviewed the reports and noted that leave accruals and other fiscal-year-end adjustments had not been included in the reports presented. The Executive Director noted that we are tracking slightly better than last year at this time as well as noting the addition of a "reserve" contingent on the Balance Sheet. The Board approved of a reserve policy at the June 10, 2010 Board meeting. The reports were received as presented.
- B. Approval of Payments and Deposits made September and October 2010.

ACTION: M/S Pike/Koenig to approve the payments and deposits as presented. AYES: Members Rogers, Schutz, Alternate Members Pike, Koenig and Carter

NOES: None ABSTAIN: None

C. Approval of Investments Report through November 2010. The Executive Director noted that in late November, we activated the use of our CalTrust short term account. He also reviewed the use of "alternate" investments in JPA receivables and noted that advance payments were included in invested funds.

ACTION: M/S Pike/Rogers to approve the investments report as presented. **AYES:** Members Rogers, Schutz, Alternate Members Pike, Koenig and Carter

NOES: None ABSTAIN: None

5. OLD BUSINESS

A. None

4:42 LGS Executive Committee Chair, Mike Garvey joined the meeting.

6. NEW BUSINESS

- A. Client and Prospective Client Update. A contract with San Mateo County looks like it will most likely not come to fruition. Contracts with Marin Municipal Water District and the City of San Bruno are likely to start in the next couple of weeks. The City of Lincoln might also sign a contract before the next Executive Committee meeting.
- B. Regularly Scheduled Meetings The Members reviewed the scheduled upcoming meeting, discussed and expressed a desire to cancel the January 13th meeting if no subsequent business required a meeting; with the next scheduled meeting date February 10th. This item was for discussion only, and no action was taken.
- 7. PUBLIC COMMENT None.
- **8. NEXT MEETING** The January 13th meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be at 4:00 p.m. on February 10, 2011 via teleconference.
- **9. ADJOURNED -** Meeting adjourned at 4:45 p.m.