

**LOCAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
BOARD MINUTES**

**APPROVED
ACTION MINUTES**

The Local Government Services Joint Powers Authority held the annual Board meeting on **June 10, 2010** at Cavallo Point Lodge at the Golden Gate, Suite 2404, 601 Murray Circle, Fort Baker, Sausalito, Ca 94965. The meeting was called to order at **10:20 a.m.**

1. CALL TO ORDER

Members: vacant, LGS Chair
Henry Gardner, LGS Vice-Chair
Dan Schwarz, Board Member
Ken Nordhoff, Board Member

Other Attendees: Mike Garvey, LGS Executive Committee Chair, Richard Averett, LGS Executive Director/CFO; and Jennifer Bower, LGS Director of HR

A. Selection of Board Officers.

ACTION: M/S Schwarz/Gardner to approve Ken Nordhoff as Chair and Dan Schwarz as Vice-Chair.

AYES: Vice-Chair Gardner, Member Nordhoff, Member Schwarz

NOES: None

ABSTAIN: None

B. Approval of appointment of Ken Nordhoff from the City of San Rafael as a new JPA Executive Committee Member.

ACTION: M/S Schwarz/Gardner to approve the appointment of Ken Nordhoff as a new JPA Executive Committee Member.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

The Chair recessed the Board Meeting to the LGS Executive Committee Meeting at 10:28 a.m., then reconvened the Board meeting at 12:20 p.m.

C. Approval of appointment of Steve Rogers from the Town of Yountville as a new JPA Executive Committee Member.

ACTION: M/S Gardner/Schwarz to approve the appointment of Steve Rogers as a new JPA Executive Committee Member.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

2. CHANGES TO THE ORDER OF AGENDA - None.

3. APPROVAL OF CONSENT AGENDA

A. Approval of **June 10, 2009** Minutes

ACTION: M/S Gardner/Schwarz to approve the consent agenda without change.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Approval of the FY2009 Audit with SAS 114 Letter. The Treasurer reviewed the financial statements.

ACTION: M/S Schwarz/Gardner Approval of Audit with SAS 114 letter as presented.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

B. Approval of 2011 Budget. The Board reviewed the budget. The Board expressed its concern with the strategy of continuing to reduce client fees as the JPA improved its financial performance, noting that rates may have to be increased if conditions warranted. The Treasurer responded that rates were reviewed after the

year's performance was assured and never reduced precipitously without adequate margin to maintain financial integrity without increasing rates.

ACTION: M/S Schwarz/Gardner Approval of 2011 Budget as presented.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

C. Approval of Investment Policy Update. The Executive Director reviewed the proposed changes to the policy, including authorizing the Executive Director/CFO to invest in U.S. Treasuries and agency notes, other public agency debt, and client agency advances (effectively 'loaning' to client agencies).

ACTION: M/S Gardner/Schwarz Approval of Investment Policy Update as presented.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

D. Approval of Reserve Policy and Designation of estimated FYE 2010 Reserve Amount.

ACTION: M/S Gardner/Schwarz Approval of Reserve Policy and application to determination of the FYE 2010 Reserve Amount.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. STARS Update – The Executive Director updated the Board on the status of the program and the long-term objectives of having a competitive benefit plan and the resources to repay legal and then other allowable costs.

6. NEW BUSINESS

A. Approval of Rules and Regulations Update. The Director of Human Resources reviewed the changes to the Rules and Regulations.

ACTION: M/S Schwarz/Gardner to approve the Rules and Regulations Update as presented.

AYES: Chair Nordhoff, Vice-Chair Schwarz, Member Gardner

NOES: None

ABSTAIN: None

B. Satisfaction Survey was presented to the Board. Board comments regarding the survey were that it was found to be very thorough and that there had been a high response from employees. The Board congratulated the Human Resources for her initiative and professional work.

7. **PUBLIC COMMENT** - None.

8. **NEXT MEETING** – June 9, 2010, at 10:00 a.m. location to be determined.

9. **ADJOURNED** - Meeting adjourned at 1:00 p.m.