

**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 9, 2011** 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 **1:53 p.m.**

**1. CALL TO ORDER**

Members Present: Dan Schwarz, Board Chair  
Steven Rogers, Board Vice-Chair  
Nancy Mackle, Board Member  
Joni Pattillo, Board Member

Members Absent: Herb Pike, Board Member

Other Attendees: Mike Garvey, Executive Committee Chair  
Richard Averett, Executive Director/CFO  
Jennifer Bower, Human Resources Director

- A. Appointment of new JPA Executive Committee Member, Walnut Creek City Manager, Ken Nordhoff  
**ACTION: M/S Mackle/Rogers** to approve the Walnut Creek City Manager as a JPA Executive Committee Member.  
**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo  
**NOES:** None  
**ABSTAIN:** None

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

**3. APPROVAL OF CONSENT AGENDA**

- A. Approval of **December 9, 2010** Minutes  
**ACTION: M/S Rogers/Mackle** to approve the December 9, 2010 Minutes as presented.  
**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo  
**NOES:** None  
**ABSTAIN:** None

**4. TREASURER'S REPORT**

- A. Approval of the FY2010 Audit with SAS 114 Letter. The Executive Director reviewed the financial statements which had previously been presented to the Executive Committee and distributed to the Board.  
**ACTION: M/S Rogers/Mackle** to approve the Audit for Fiscal Year 2010 with SAS 114 letter as presented.  
**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo  
**NOES:** None  
**ABSTAIN:** None
- B. Approval of 2012 Budget. Presented by the Executive Director and discussed by the Board.  
**ACTION: M/S Mackle/Rogers** to approve 2012 Budget as presented.  
**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo  
**NOES:** None  
**ABSTAIN:** None
- C. Approval of Investment Policy Update. The Executive Director reviewed the investment policy and recommended no changes.  
**ACTION: M/S Pattillo/Mackle** Approval of Investment Policy Update as presented.  
**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo  
**NOES:** None  
**ABSTAIN:** None
- D. Approval of Reserve Policy Designation for OPEB.  
**ACTION: M/S Rogers/Mackle** to approve Reserve Policy Designation for OPEB.  
**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo  
**NOES:** None  
**ABSTAIN:** None

**5. OLD BUSINESS** - None

**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 Rogers/Pattillo** to approve the Rules and Regulations Update as presented.

**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo

**NOES:** None

**ABSTAIN:** None

B. Approval of Records Retention Policy – The Human Resources Director presented a Records Retention Policy to be adopted by the Joint Powers Authority.

**ACTION:** **M/S Rogers/Mackle** to approve the Records Retention Policy as presented.

**AYES:** Chair Schwarz, Vice-Chair Rogers, Members Mackle and Pattillo

**NOES:** None

**ABSTAIN:** None

**7. PUBLIC COMMENT** - None

**8. NEXT MEETING** – June 14, 2012, at 10:30 a.m. location to be determined.

**9. ADJOURNED** - Meeting adjourned at 2:09 p.m.