



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

Providing Solutions to California Public Agencies

P.O. Box 1350 · Carmel Valley, CA 93924 · 650.587.7300

LGS EXECUTIVE COMMITTEE AGENDA

Agenda materials may be viewed prior to the meeting in the meeting locations of the Association of Bay Area Governments, and the Cities of San Rafael, Yountville and Larkspur.

**REGULAR MEETING
Via Teleconference
August 12, 2010
4:00 p.m.**

San Mateo County Transit District, Executive Conference Room, 3rd Floor
1250 San Carlos Ave., San Carlos, CA 94070
Association of Bay Area Governments (ABAG), Exec. Dir. Office
101 Eighth St., Oakland, CA 94604
Larkspur City Hall, City Manager's Office
400 Magnolia Avenue, Larkspur, CA 94939
San Rafael City Hall, City Manager's Office, Room 203
1400 Fifth Avenue, San Rafael, CA 94901
Yountville Town Hall, Town Manager's Office
6550 Yount Street, Yountville, CA 94599

1. ROLL CALL

2. CHANGES TO THE ORDER OF AGENDA

3. 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 Executive Committee, staff or public request specific items to be removed for separate action.

A. Approval of **June 10, 2010** Minutes

Action

4. TREASURER'S REPORT

A. Review of Month-End Financial Reports through June 2010

Information

B. Approval of Payments and Deposits made May & June 2010

Action

C. Approval of Investments Report through July 2010

Action

5. OLD BUSINESS

A. STARS Update

Information

6. NEW BUSINESS

A. Update on Clients and Prospective Members

Discussion

B. Regularly Scheduled Meetings Calendar

Discussion

7. PUBLIC COMMENT

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

8. NEXT MEETING: **September 9th or October 14th at 4:00 p.m. via teleconference.**

9. ADJOURN

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.

E. Approval of 2011 Budget. Presented by the Executive Director and discussed by the Committee. The Committee expressed that additional client rate reductions be carefully considered in order to minimized the chance that rates would have to be increased at a future date.

ACTION: M/S Nordhoff/Schwarz to approve the 2011 Budget

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

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. STARS update. The Executive Director updated the Committee.

6. NEW BUSINESS

A. Client and Prospective Client Update. The Executive Director noted the increasing number of clients and staff as summarized in the new report format accompanying the position listing. Potential new JPA members were discussed as well as follow-up contacts by Members and the Executive Director.

B. Regularly Scheduled Meetings – The Members reviewed the scheduled upcoming meeting, discussed and expressed a desire to cancel the July 8th meeting if no subsequent business required a meeting, with the next scheduled meeting date August 12th, at 4:00 p.m. This item was for discussion only, and no action was taken.

C. Approval of new JPA member agency, the Town of Yountville.

ACTION: M/S Nordhoff/Schwarz to approve the new JPA member agency.

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

NOES: None

ABSTAIN: None

7. PUBLIC COMMENT – None

8. NEXT MEETING – The July 8th meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be August 12th, 2010 4:00 p.m. via teleconference.

9. ADJOURNED - Meeting adjourned at 12:10 p.m.



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TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/TREASURER
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 8-12-10

Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational financial reports through June 2010 month-end, and are attached for review. All reports are draft and preliminary.

P&L ANALYSIS

Through June 2010, the net income for the JPAs was as follows:

- LGS net income equals \$457,431 for the fiscal-year-to-date (FYTD). The balance sheet shows Total Equity of \$1,081,896.
- RGS net income equals \$338,646 for the FYTD. The balance sheet shows Total Equity of \$398,646.
- Combined LGS/RGS net income equals \$796,343 for the 2010 FYTD. Combined Total Equity equals \$1,480,541.

Accruals for earned but not paid leave time have not been posted to the financials. This usually occurs after the conclusion of the fiscal year. The results shown are preliminary estimates. Combined financial performance has continued the positive trend begun March 2007. This increase is the result of increased client services revenue outstripping more modestly increasing support costs for accounting, technology and administrative services.

Several factors could dampen future financial performance:

1. Loss of a major client (with 10 or more assigned staff) would negatively impact financial performance. No such loss is anticipated. Consortium IV eliminated five training positions by the end of July 2010, and added one position in August 2010. The loss of C-IV staffing has been more than offset by MEA, MTC and TJPA staffing increases.
2. Several smaller client projects will be completed over the next several months. Normal attrition is expected to be replaced by new and repeat client project/interim work, as Executive Committee Members and staff continue to communicate to the public sector about JPA services.
3. Support services cost increases traditionally lag increases in client services provided. Due to growth in clients and employees, support services costs are or will increase for Human Resources management, financial services and administrative support. These increases will remain well below client revenues, but are expected to moderate the pace of net gain experienced in FY2010.
4. Historically low interest rates have reduced earnings, and are expected to remain depressed for some time.

Local Government Services
Profit & Loss by Class
July 2009 through June 2010

| | <u>Admin - JPAs</u> | <u>C-IV</u> | <u>MEA</u> | <u>MTA</u> | <u>MTC</u> | <u>MTD</u> |
|--|---------------------|---------------------|-----------------------|-------------------------|--------------------------|-------------------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 440301 · Client Billings | 0.00 | 0.00 | 0.00 | 64,078.00 | 1,590,996.24 | 0.00 |
| 440410 · Client Administrative Fees | 0.00 | 85,810.41 | 7,097.19 | -8,043.50 | 2,328.00 | 23,727.37 |
| 440600 · General Liability/EAP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 480000 · Miscellaneous | 0.00 | 12.75 | 0.00 | 0.00 | 10,894.00 | 0.00 |
| Total Income | <u>0.00</u> | <u>85,823.16</u> | <u>7,097.19</u> | <u>56,034.50</u> | <u>1,604,218.24</u> | <u>23,727.37</u> |
| Expense | | | | | | |
| 511010 · Salaries - Regular | -0.02 | 63,402.30 | 6,198.24 | 44,145.78 | 972,516.62 | 19,767.32 |
| 512002 · Medicare Employer Expense | 0.00 | 924.36 | 89.92 | 562.14 | 14,326.64 | 288.32 |
| 512005 · Health Insurance Expense | 2.58 | 5,542.76 | 0.00 | 1,891.69 | 102,304.85 | 0.00 |
| 512006 · Dental Insurance Expense | 0.00 | 2,013.30 | 0.00 | 563.34 | 13,042.23 | 175.05 |
| 512007 · Vision Insurance Expense | 6.61 | 311.57 | 0.00 | 173.18 | 3,114.86 | 39.74 |
| 512008 · Life Insurance Expense | 678.80 | 218.08 | 0.00 | 153.13 | 3,045.01 | 32.48 |
| 512009 · Long Term Disability Expense | 4.96 | 375.67 | 0.00 | 260.80 | 5,182.18 | 56.00 |
| 512010 · Stars 401A Expense | 0.00 | 0.00 | 296.16 | 0.00 | 0.00 | 0.00 |
| 512011 · Stars 457 Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 512012 · Calpers Retirement Expense | -1,475.18 | 11,149.52 | 512.87 | 8,065.36 | 167,694.10 | 3,312.88 |
| 512014 · Short Term Disability Expense | 3.23 | 372.85 | 0.00 | 258.71 | 5,184.49 | 55.58 |
| 512015 · Unemployment Insurance Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 520107 · ADP Payroll Fees | -2.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 520202 · Bank Fees & Services | 178.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 520302 · Legal Services | 0.00 | 0.00 | 0.00 | 0.00 | -155.50 | 0.00 |
| 520503 · Conferences & Meetings | 0.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 520508 · Licenses & Fees | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 520801 · Mileage Reimbursement | 0.00 | 0.00 | 0.00 | -23.42 | 0.00 | 0.00 |
| 521109 · Interest Expense | 89.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 522798 · Miscellaneous Expense | -10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 529997 · Administrative Services - RGS | 398.66 | 0.00 | 0.00 | 0.00 | 8,048.60 | 0.00 |
| Total Expense | <u>0.00</u> | <u>85,810.41</u> | <u>7,097.19</u> | <u>56,050.71</u> | <u>1,294,304.08</u> | <u>23,727.37</u> |
| Net Ordinary Income | 0.00 | 12.75 | 0.00 | -16.21 | 309,914.16 | 0.00 |
| Other Income/Expense | | | | | | |
| Other Expense | | | | | | |
| 529998 · Allocated Admin. Services - RGS | 0.00 | 0.00 | 528.15 | 4,169.93 | 119,381.28 | 1,765.72 |
| Total Other Expense | <u>0.00</u> | <u>0.00</u> | <u>528.15</u> | <u>4,169.93</u> | <u>119,381.28</u> | <u>1,765.72</u> |
| Net Other Income | <u>0.00</u> | <u>0.00</u> | <u>-528.15</u> | <u>-4,169.93</u> | <u>-119,381.28</u> | <u>-1,765.72</u> |
| Net Income | <u><u>0.00</u></u> | <u><u>12.75</u></u> | <u><u>-528.15</u></u> | <u><u>-4,186.14</u></u> | <u><u>190,532.88</u></u> | <u><u>-1,765.72</u></u> |

Local Government Services
Profit & Loss by Class
July 2009 through June 2010

| | <u>RntPk</u> | <u>SBWMA</u> | <u>TAM</u> | <u>TJPA</u> | <u>WTA</u> | <u>TOTAL</u> |
|--|------------------------|------------------------|--------------------------|-------------------------|-----------------------|--------------------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 440301 · Client Billings | 12,323.40 | 162,381.48 | 1,744,093.70 | 1,858,432.73 | 0.00 | 5,432,305.55 |
| 440410 · Client Administrative Fees | 8,567.98 | 5,750.00 | 0.00 | 84,296.00 | 0.00 | 209,533.45 |
| 440600 · General Liability/EAP | 0.00 | 1,416.00 | 0.00 | 15,136.00 | 0.00 | 16,552.00 |
| 480000 · Miscellaneous | 0.00 | 5,500.00 | 0.00 | 32,010.00 | 9,000.00 | 57,416.75 |
| Total Income | <u>20,891.38</u> | <u>175,047.48</u> | <u>1,744,093.70</u> | <u>1,989,874.73</u> | <u>9,000.00</u> | <u>5,715,807.75</u> |
| Expense | | | | | | |
| 511010 · Salaries - Regular | 12,479.40 | 124,137.82 | 980,940.54 | 1,316,599.48 | 0.00 | 3,540,187.48 |
| 512002 · Medicare Employer Expense | 159.82 | 1,748.73 | 14,154.19 | 19,242.47 | 0.00 | 51,496.59 |
| 512005 · Health Insurance Expense | 2,092.48 | 15,373.08 | 61,903.82 | 90,321.16 | 0.00 | 279,432.42 |
| 512006 · Dental Insurance Expense | 135.76 | 2,065.08 | 12,100.24 | 13,897.82 | 0.00 | 43,992.82 |
| 512007 · Vision Insurance Expense | 53.18 | 469.49 | 2,775.49 | 3,276.93 | 0.00 | 10,221.05 |
| 512008 · Life Insurance Expense | 0.00 | 413.04 | 3,187.24 | 4,512.23 | 0.00 | 12,240.01 |
| 512009 · Long Term Disability Expense | 0.00 | 710.64 | 5,464.02 | 7,263.11 | 0.00 | 19,317.38 |
| 512010 · Stars 401A Expense | 0.00 | 2,267.41 | 0.00 | 15,322.85 | 0.00 | 17,886.42 |
| 512011 · Stars 457 Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 512012 · Calpers Retirement Expense | 2,214.72 | 11,636.60 | 165,880.88 | 230,069.31 | 0.00 | 599,061.06 |
| 512014 · Short Term Disability Expense | 0.00 | 701.60 | 5,119.39 | 6,144.05 | 0.00 | 17,839.90 |
| 512015 · Unemployment Insurance Expense | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,000.00 |
| 520107 · ADP Payroll Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -2.75 |
| 520202 · Bank Fees & Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 178.42 |
| 520302 · Legal Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -155.50 |
| 520503 · Conferences & Meetings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 520508 · Licenses & Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 125.00 |
| 520801 · Mileage Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -23.42 |
| 521109 · Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 89.69 |
| 522798 · Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -10.00 |
| 529997 · Administrative Services - RGS | 0.00 | 0.00 | 104,245.14 | 124,340.44 | 0.00 | 237,032.84 |
| Total Expense | <u>17,135.36</u> | <u>159,523.49</u> | <u>1,355,770.95</u> | <u>1,830,989.85</u> | <u>9,000.00</u> | <u>4,839,409.41</u> |
| Net Ordinary Income | 3,756.02 | 15,523.99 | 388,322.75 | 158,884.88 | 0.00 | 876,398.34 |
| Other Income/Expense | | | | | | |
| Other Expense | | | | | | |
| 529998 · Allocated Admin. Services - RGS | 1,554.68 | 13,026.53 | 129,790.41 | 148,080.72 | 669.74 | 418,967.16 |
| Total Other Expense | <u>1,554.68</u> | <u>13,026.53</u> | <u>129,790.41</u> | <u>148,080.72</u> | <u>669.74</u> | <u>418,967.16</u> |
| Net Other Income | <u>-1,554.68</u> | <u>-13,026.53</u> | <u>-129,790.41</u> | <u>-148,080.72</u> | <u>-669.74</u> | <u>-418,967.16</u> |
| Net Income | <u><u>2,201.34</u></u> | <u><u>2,497.46</u></u> | <u><u>258,532.34</u></u> | <u><u>10,804.16</u></u> | <u><u>-669.74</u></u> | <u><u>457,431.18</u></u> |

Local Government Services
Balance Sheet
As of June 30, 2010

| | <u>Jun 30, 10</u> |
|--|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 110010 - Wells Fargo - Cash | -37,069.90 |
| Total Checking/Savings | <u>-37,069.90</u> |
| Accounts Receivable | |
| 131320 - Accounts Receivable - Trade | 802,210.08 |
| Total Accounts Receivable | <u>802,210.08</u> |
| Other Current Assets | |
| 143006 - Due from RGS | 1,400,416.10 |
| Total Other Current Assets | <u>1,400,416.10</u> |
| Total Current Assets | <u>2,165,556.28</u> |
| TOTAL ASSETS | <u><u>2,165,556.28</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 222001 - Accounts Payable - RGS | 49,623.47 |
| Total Accounts Payable | <u>49,623.47</u> |
| Other Current Liabilities | |
| 214055 - Due to RGS | 8,043.50 |
| 221001 - Calpers Retirement Liab | 27,517.42 |
| 221003 - 457/401A Retirement Liab | 8,245.55 |
| 221006 - FSA Health & Day Care | 2,886.72 |
| 221009 - General Liability Insurance | -1,000.00 |
| 221015 - Health Insurance Liability | -29,486.90 |
| 221016 - Long Term Disability Liability | -1,480.56 |
| 221017 - Short Term Disability Liability | -1,883.37 |
| 221023 - Dental Insurance Liability | -4,072.37 |
| 221024 - Vision Insurance Liability | -955.80 |
| 221025 - Life Insurance/AD&D Liability | -1,031.55 |
| 230060 - Accrued Salaries, Wages & Taxes | 151,878.11 |
| 240010 - Deferred Revenue | 479,750.00 |
| 240011 - Refundable Deposits | 240,000.00 |
| 250001 - Accrued Vacation, Sick & Admin | 387,422.31 |
| 250002 - Contra Vacation, Sick and Admin | -231,796.06 |
| Total Other Current Liabilities | <u>1,034,037.00</u> |
| Total Current Liabilities | <u>1,083,660.47</u> |
| Total Liabilities | 1,083,660.47 |
| Equity | |
| 370000 - Fund Bal Unreserved/Unrestrictd | 209,129.99 |
| 3900 - Retained Earnings | 415,334.64 |
| Net Income | 457,431.18 |
| Total Equity | <u>1,081,895.81</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>2,165,556.28</u></u> |



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TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/Treasurer
SUBJECT: PAYMENTS MADE IN MAY AND JUNE 2010

EC Meeting: 8-12-10

Item: 4B

RECOMMENDATION

Review and approve expenditures made by the JPA for the months of May and June 2010.

BACKGROUND

The Executive Committee reviews and approves expenditures made by the JPA on a monthly basis. This approval process is a component of the JPA's internal controls.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by the JPA fiscal agent, McGilloway Ray Brown & Kaufman Accounting and Consulting (MRBK);
2. The fiscal agent reviews for accuracy, including reviewing payments for employee benefits against payroll and employee census data, and prepares checks and supporting documentation for Executive Director;
3. The Executive Director reviews and signs/authorizes the check or electronic payment;
4. MRBK prepares and submits to our bank, Wells Fargo, a wire transfer record, and the Executive Director electronically reviews and approves each wire; and
5. All payments are brought to the next Executive Committee meeting for review and approval.

FISCAL IMPACT

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Local Agency Investment Fund (LAIF) and CalTrust medium term investment pool. Note that any apparent negative balances at the end of a month are due to timing of expenses consistent with accrual accounting. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved FY2010 budget or in subsequently approved action by the Executive Committee.

**Local Government Services
Account QuickReport
As of May 31, 2010**

| | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|------------------------------------|-----------------|-------------|------------|----------------------------|---|------------|-------------------------|--------------------------|
| 110010 - Wells Fargo - Cash | | | | | | | | -52,546.22 |
| | Deposit | 05/03/2010 | | | Deposit | √ | 25,305.72 | -27,240.50 |
| | Deposit | 05/06/2010 | | | Deposit | √ | 137,469.46 | 110,228.96 |
| | Check | 05/06/2010 | EFT | ADP Net Checks | 04/30 Payroll | √ | -103,793.07 | 6,435.89 |
| | Check | 05/06/2010 | EFT | ADP FWH/SWH/Med | 04/30 Payroll | √ | -33,676.39 | -27,240.50 |
| | Deposit | 05/07/2010 | | | Deposit | √ | 8,647.17 | -18,593.33 |
| | Check | 05/07/2010 | EFT | AIG Retirement | 04/30/10 401 EFT | √ | -774.12 | -19,367.45 |
| | Check | 05/07/2010 | EFT | AIG Retirement | 04/30/10 457 EFT | √ | -7,855.05 | -27,222.50 |
| | Check | 05/07/2010 | EFT | ADP Fees | 04/30/10 Payroll | √ | -18.00 | -27,240.50 |
| | Deposit | 05/10/2010 | | | Deposit | √ | 27,240.50 | 0.00 |
| | Check | 05/11/2010 | 1649 | CalPers - Retirement | 04/30/10 Employer Code 1816 less 1360.67 Adj 7/ | √ | -24,333.35 | -24,333.35 |
| | Deposit | 05/11/2010 | | | Deposit | √ | 188.22 | -24,145.13 |
| | Check | 05/11/2010 | EFT | Wells Fargo | Service Charge | √ | -188.22 | -24,333.35 |
| | Check | 05/12/2010 | 1650 | Allied Administrators | June premium | √ | -3,910.60 | -28,243.95 |
| | Check | 05/13/2010 | 1651 | Vision Service Plan | May premium-12 275218 0001 | √ | -898.64 | -29,142.59 |
| | Check | 05/13/2010 | 1652 | Flex-Plan Services, Inc. | May 15 Premiums | √ | -2,486.68 | -31,629.27 |
| | Deposit | 05/14/2010 | | | Deposit | √ | 4,178.90 | -27,450.37 |
| | Check | 05/14/2010 | EFT | ADP Fees | 04/30/10 Payroll | √ | -268.30 | -27,718.67 |
| | Deposit | 05/19/2010 | | | Deposit | √ | 26,820.03 | -898.64 |
| | Check | 05/20/2010 | 1653 | Reliance | June Prepaid premiums | √ | -4,242.90 | -5,141.54 |
| | Deposit | 05/20/2010 | | | Deposit | √ | 142,638.55 | 137,497.01 |
| | Check | 05/20/2010 | EFT | ADP Net Checks | 05/15 Payroll | √ | -108,089.13 | 29,407.88 |
| | Check | 05/20/2010 | EFT | ADP FWH/SWH/Med | 05/15 Payroll | √ | -33,650.78 | -4,242.90 |
| | Bill Pmt -Check | 05/21/2010 | 1654 | Alliant Insurance Services | Bond for 7/01/10-7/01/11 Cust No. L0349693 | √ | -500.00 | -4,742.90 |
| | Deposit | 05/21/2010 | | | Deposit | √ | 8,580.46 | 3,837.56 |
| | Check | 05/21/2010 | EFT | AIG Retirement | 05/15/10 457 EFT | √ | -7,833.21 | -3,995.65 |
| | Check | 05/21/2010 | EFT | AIG Retirement | 05/15/10 401 EFT | √ | -747.25 | -4,742.90 |
| | Check | 05/24/2010 | 1655 | CalPers - Retirement | 05/15/10 Employer Code 1816 | | -25,895.53 | -30,638.43 |
| | Deposit | 05/26/2010 | | | Deposit | √ | 500.00 | -30,138.43 |
| | Deposit | 05/28/2010 | | | Deposit | √ | 4,486.80 | -25,651.63 |
| | Check | 05/28/2010 | EFT | ADP Fees | 05/15/10 Payroll | √ | -243.90 | -25,895.53 |
| | Check | 05/31/2010 | 1656 | CalPers | H2010051816000-Jun Premium | | -31,765.54 | -57,661.07 |
| | | | | | | | <u>-5,114.85</u> | <u>-57,661.07</u> |
| Total 110010 - Wells Fargo - Cash | | | | | | | | |
| TOTAL | | | | | | | <u>-5,114.85</u> | <u>-57,661.07</u> |

Local Government Services
Account QuickReport
As of June 30, 2010

| | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|------------------------------------|-------------|-------------|------------|--------------------------|-----------------------------|------------|-------------------------|--------------------------|
| 110010 - Wells Fargo - Cash | | | | | | | | -57,661.07 |
| | Deposit | 06/01/2010 | | | Deposit | √ | 25,895.53 | -31,765.54 |
| | Deposit | 06/04/2010 | | | Deposit | √ | 141,749.59 | 109,984.05 |
| | Check | 06/04/2010 | EFT | ADP Net Checks | 05/31 Payroll | √ | -107,822.04 | 2,162.01 |
| | Check | 06/04/2010 | EFT | ADP FWH/SWH/Med | 05/31 Payroll | √ | -33,927.55 | -31,765.54 |
| | Check | 06/07/2010 | 1657 | Flex-Plan Services, Inc. | May 31 premiums | √ | -2,686.68 | -34,452.22 |
| | Deposit | 06/07/2010 | | | Deposit | √ | 8,699.85 | -25,752.37 |
| | Check | 06/07/2010 | EFT | AIG Retirement | 05/31/10 457 EFT | √ | -7,925.74 | -33,678.11 |
| | Check | 06/07/2010 | EFT | AIG Retirement | 05/31/10 401 EFT | √ | -774.11 | -34,452.22 |
| | Check | 06/11/2010 | 1658 | Flex-Plan Services, Inc. | Apr 30 premiums | √ | -2,486.68 | -36,938.90 |
| | Check | 06/11/2010 | 1659 | CalPers - Retirement | 05/31/10 Employer Code 1816 | √ | -26,538.53 | -63,477.43 |
| | Deposit | 06/11/2010 | | | Deposit | √ | 32,232.72 | -31,244.71 |
| | Check | 06/11/2010 | EFT | Wells Fargo | Service Charge | √ | -196.23 | -31,440.94 |
| | Check | 06/11/2010 | EFT | ADP Fees | 05/31/10 Payroll | √ | -270.95 | -31,711.89 |
| | Deposit | 06/16/2010 | | | Deposit | √ | 29,225.21 | -2,486.68 |
| | Check | 06/21/2010 | 1660 | Vision Service Plan | Jun premium-12 275218 0001 | √ | -967.42 | -3,454.10 |
| | Deposit | 06/21/2010 | | | Deposit | √ | 160,087.07 | 156,632.97 |
| | Check | 06/21/2010 | EFT | ADP Net Checks | 06/15 Payroll | √ | -118,018.23 | 38,614.74 |
| | Check | 06/21/2010 | EFT | ADP FWH/SWH/Med | 06/15 Payroll | √ | -42,068.84 | -3,454.10 |
| | Check | 06/22/2010 | 1661 | Allied Administrators | Jul premium | √ | -4,260.70 | -7,714.80 |
| | Deposit | 06/22/2010 | | | Deposit | √ | 8,816.46 | 1,101.66 |
| | Check | 06/22/2010 | EFT | AIG Retirement | 06/15/10 457 EFT | √ | -7,996.20 | -6,894.54 |
| | Check | 06/22/2010 | EFT | AIG Retirement | 06/15/10 401 EFT | √ | -820.26 | -7,714.80 |
| | Check | 06/23/2010 | 1662 | CalPers - Retirement | 06/15/10 Employer Code 1816 | √ | -27,432.45 | -35,147.25 |
| | Deposit | 06/23/2010 | | | Deposit | | 10.00 | -35,137.25 |
| | Deposit | 06/23/2010 | | | Deposit | | 2.75 | -35,134.50 |
| | Deposit | 06/24/2010 | | | Deposit | √ | 7,714.80 | -27,419.70 |
| | Check | 06/25/2010 | 1663 | Chung, Winnie | License renewal expense | | -125.00 | -27,544.70 |
| | Check | 06/25/2010 | 1664 | Flex-Plan Services, Inc. | Jun 15 premiums | | -2,686.68 | -30,231.38 |
| | Check | 06/25/2010 | 1665 | Reliance | July Prepaid premiums | | -4,402.50 | -34,633.88 |
| | Deposit | 06/25/2010 | | | Deposit | √ | 249.20 | -34,384.68 |
| | Check | 06/25/2010 | EFT | ADP Fees | 06/15/10 Payroll | √ | -249.20 | -34,633.88 |
| | Check | 06/30/2010 | 1666 | CalPers | H2010071816000-Jul Premium | | -28,923.21 | -63,557.09 |
| | Check | 06/30/2010 | 1667 | Vision Service Plan | Jul premium-12 275218 0001 | | -945.26 | -64,502.35 |
| | Deposit | 06/30/2010 | | | Deposit | √ | 27,432.45 | -37,069.90 |
| | | | | | | | <u>20,591.17</u> | <u>-37,069.90</u> |
| Total 110010 - Wells Fargo - Cash | | | | | | | <u>20,591.17</u> | <u>-37,069.90</u> |
| TOTAL | | | | | | | <u>20,591.17</u> | <u>-37,069.90</u> |



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

Providing Solutions to California Public Agencies

P.O. Box 1350 · Carmel Valley, CA 93924 · 831.308.1508

TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/Treasurer
SUBJECT: INVESTMENT REPORT

EC Meeting: 8-12-10

Item: 4C

RECOMMENDATION

Review and accept JPA investments made through July 2010.

BACKGROUND

The JPA Board of Directors approved an updated investment policy June 10, 2010, authorizing investment in Federal Treasures and Agency Notes, as well as allowing cash-flow loans to other public agencies. Federal notes can be for up to five years maturity in accordance with CA Code. The Board had previously approved an updated investment policy on June 10, 2009, enabling the agency to invest in bank sweep accounts, the Local Agency Investment Fund (LAIF), timed deposits such as Certificates of Deposit (CDs), and the California Investment Trust pool (CalTrust). RGS and LGS LAIF and CalTrust investment activity has been consolidated into a RGS LAIF account and a RGS CalTrust account.

Investments in LAIF began in June 22, 2007, and investments in CalTrust began in late-January 2009. Investment activity for the current period is summarized in the attached material.

FISCAL IMPACT

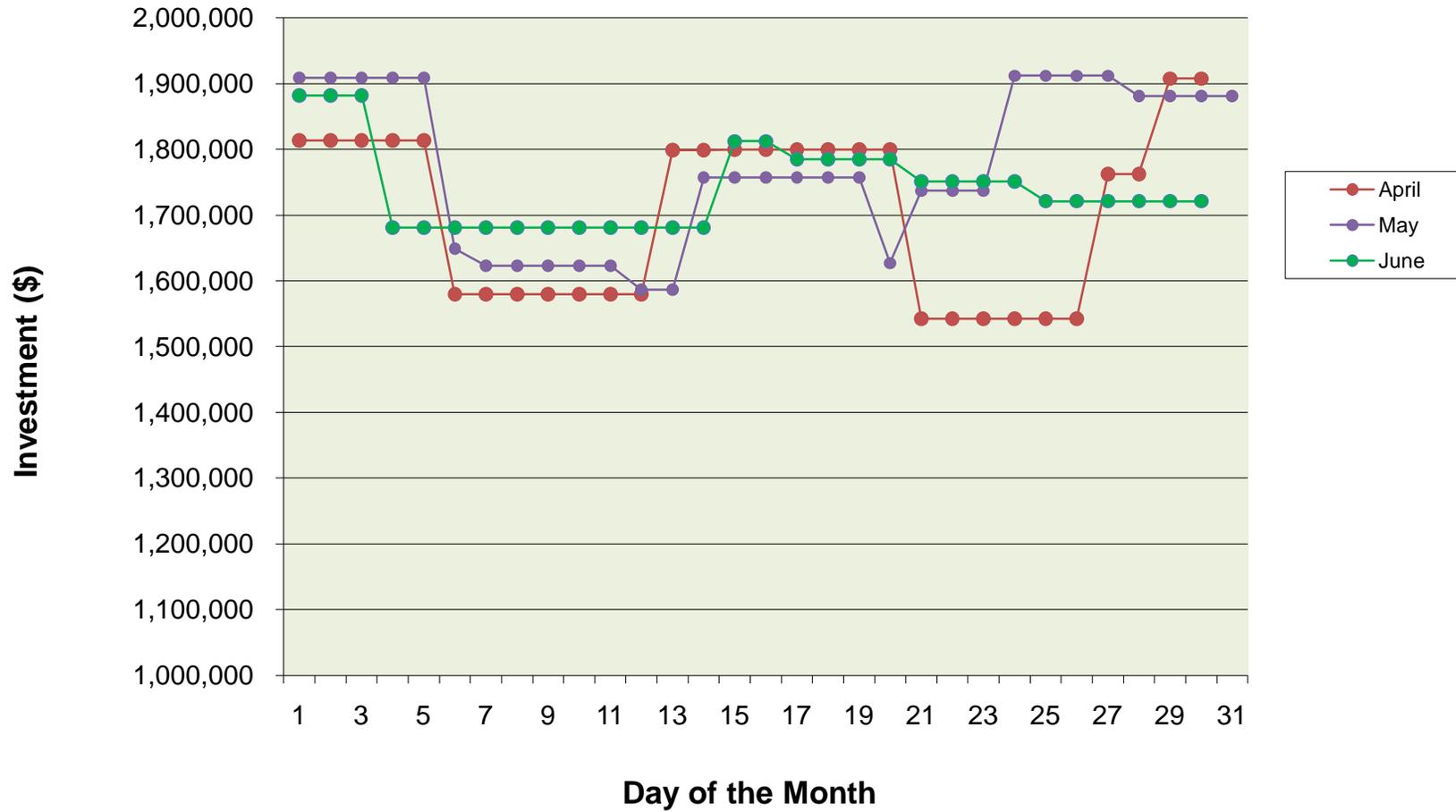
The impact of JPA LAIF and CalTrust investment activity this period is projected to yield approximately \$1,750 per month. In fiscal year 2010, the JPAs budgeted \$1,375 per month for investment earnings. Fiscal year 2010 earnings were approximately \$400 below the budgeted amount of \$16,500 primarily because of declining interest earnings, partially offset by positive cash flow, close management of cash, and additional funds invested in CalTrust on March 1 and May 28, 2010. Fiscal year 2011 budgeted earnings are \$15,000 and the first month's preliminary earnings are \$1,763. We are continuing to invest the maximum cash available, leaving only the minimum checking account balances needed to cover obligations.

Interest rate declines have moderated, and no significant decrease or increase is foreseen in the near-term. CalTrust medium term investments are currently yielding approximately 80 basis points more than LAIF. The near-term strategy has been to increase Caltrust medium term investments and research safe alternative investment vehicles. The Board of Directors annually reviews the investment policy at their June meetings.

INVESTMENT REPORT FY2010

| Date | Other | APRIL | | | Other | MAY | | | Other | JUNE | | |
|-----------------------|-----------------|-----------|-------------|----------------------|-----------------|-----------|-------------|----------------------|-----------------|-----------|-------------|----------------------|
| | | CalTrust | LAIF | Combined | | CalTrust | LAIF | Combined | | CalTrust | LAIF | Combined |
| 1 | - | 1,061,643 | 752,012 | 1,813,655 | | 1,062,983 | 845,968 | 1,908,951 | | 1,314,338 | 567,968 | 1,882,307 |
| 2 | - | 1,061,643 | 752,012 | 1,813,655 | | 1,062,983 | 845,968 | 1,908,951 | | 1,314,338 | 567,968 | 1,882,307 |
| 3 | - | 1,061,643 | 752,012 | 1,813,655 | | 1,062,983 | 845,968 | 1,908,951 | | 1,314,338 | 567,968 | 1,882,307 |
| 4 | - | 1,061,643 | 752,012 | 1,813,655 | | 1,062,983 | 845,968 | 1,908,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 5 | - | 1,061,643 | 752,012 | 1,813,655 | | 1,062,983 | 845,968 | 1,908,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 6 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 585,968 | 1,648,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 7 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 559,968 | 1,622,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 8 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 559,968 | 1,622,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 9 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 559,968 | 1,622,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 10 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 559,968 | 1,622,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 11 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 559,968 | 1,622,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 12 | - | 1,061,643 | 518,012 | 1,579,655 | | 1,062,983 | 523,968 | 1,586,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 13 | - | 1,061,643 | 737,012 | 1,798,655 | | 1,062,983 | 523,968 | 1,586,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 14 | - | 1,061,643 | 737,012 | 1,798,655 | | 1,062,983 | 693,968 | 1,756,951 | | 1,314,338 | 366,968 | 1,681,307 |
| 15 | - | 1,061,643 | 737,968 | 1,799,611 | | 1,062,983 | 693,968 | 1,756,951 | | 1,314,338 | 497,968 | 1,812,307 |
| 16 | - | 1,061,643 | 737,968 | 1,799,611 | | 1,062,983 | 693,968 | 1,756,951 | | 1,314,338 | 497,968 | 1,812,307 |
| 17 | - | 1,061,643 | 737,968 | 1,799,611 | | 1,062,983 | 693,968 | 1,756,951 | | 1,314,338 | 470,968 | 1,785,307 |
| 18 | - | 1,061,643 | 737,968 | 1,799,611 | | 1,062,983 | 693,968 | 1,756,951 | | 1,314,338 | 470,968 | 1,785,307 |
| 19 | - | 1,061,643 | 737,968 | 1,799,611 | | 1,062,983 | 693,968 | 1,756,951 | | 1,314,338 | 470,968 | 1,785,307 |
| 20 | - | 1,061,643 | 737,968 | 1,799,611 | | 1,062,983 | 563,968 | 1,626,951 | | 1,314,338 | 470,968 | 1,785,307 |
| 21 | - | 1,061,643 | 480,968 | 1,542,611 | | 1,062,983 | 673,968 | 1,736,951 | | 1,314,338 | 436,968 | 1,751,307 |
| 22 | - | 1,061,643 | 480,968 | 1,542,611 | | 1,062,983 | 673,968 | 1,736,951 | | 1,314,338 | 436,968 | 1,751,307 |
| 23 | - | 1,061,643 | 480,968 | 1,542,611 | | 1,062,983 | 673,968 | 1,736,951 | | 1,314,338 | 436,968 | 1,751,307 |
| 24 | - | 1,061,643 | 480,968 | 1,542,611 | | 1,062,983 | 848,968 | 1,911,951 | | 1,314,338 | 436,968 | 1,751,307 |
| 25 | - | 1,061,643 | 480,968 | 1,542,611 | | 1,062,983 | 848,968 | 1,911,951 | | 1,314,338 | 406,968 | 1,721,307 |
| 26 | - | 1,061,643 | 480,968 | 1,542,611 | | 1,062,983 | 848,968 | 1,911,951 | | 1,314,338 | 406,968 | 1,721,307 |
| 27 | - | 1,061,643 | 700,968 | 1,762,611 | | 1,062,983 | 848,968 | 1,911,951 | | 1,314,338 | 406,968 | 1,721,307 |
| 28 | - | 1,061,643 | 700,968 | 1,762,611 | | 1,312,983 | 567,968 | 1,880,951 | | 1,314,338 | 406,968 | 1,721,307 |
| 29 | - | 1,061,643 | 845,968 | 1,907,611 | | 1,312,983 | 567,968 | 1,880,951 | | 1,314,338 | 406,968 | 1,721,307 |
| 30 | - | 1,061,643 | 845,968 | 1,907,611 | | 1,312,983 | 567,968 | 1,880,951 | | 1,314,338 | 406,968 | 1,721,307 |
| 31 | | | | | | 1,312,983 | 567,968 | 1,880,951 | | | | |
| Market Value-Gain (Lo | | 1,068,314 | 845,968 | 6,671 | Market Valu | 1,319,088 | 567,968 | 6,105 | Market Valu | 1,325,709 | 406,968 | 11,371 |
| | BUDGETED | Proj'd CT | Proj'd LAIF | CUMULATIVE | BUDGETED | Proj'd CT | Proj'd LAIF | CUMULATIVE | BUDGETED | Proj'd CT | Proj'd LAIF | CUMULATIVE |
| | EARNINGS | mo. Int. | mo. Int. | Budget/Proj'd | EARNINGS | mo. Int. | mo. Int. | Budget/Proj'd | EARNINGS | mo. Int. | mo. Int. | Budget/Proj'd |
| Budget | \$1,375 | | | \$13,750 | \$1,375 | | | \$15,125 | \$1,375 | | | \$16,500 |
| Est. Earn. | | \$1,340 | \$290 | \$12,607 | | 1356 | 308 | \$14,270 | | 1,650 | 187 | \$16,108 |

COMBINED INVESTMENTS



INVESTMENT REPORT FY2011

| <u>Date</u> | <u>JULY</u> | | | | <u>AUGUST</u> | | | | <u>SEPTEMBER</u> | | | | |
|--------------------------|-----------------|------------------|--------------------|----------------------|-----------------|------------------|--------------------|----------------------|------------------|------------------|--------------------|----------------------|--|
| | <u>Other</u> | <u>CalTrust</u> | <u>LAIF</u> | <u>Combined</u> | <u>Other</u> | <u>CalTrust</u> | <u>LAIF</u> | <u>Combined</u> | <u>Other</u> | <u>CalTrust</u> | <u>LAIF</u> | <u>Combined</u> | |
| 1 | | 1,315,988 | 406,968 | 1,722,957 | | | | - | | | | - | |
| 2 | | 1,315,988 | 406,968 | 1,722,957 | | | | - | | | | - | |
| 3 | | 1,315,988 | 406,968 | 1,722,957 | | | | - | | | | - | |
| 4 | | 1,315,988 | 406,968 | 1,722,957 | | | | - | | | | - | |
| 5 | | 1,315,988 | 406,968 | 1,722,957 | | | | - | | | | - | |
| 6 | | 1,315,988 | 406,968 | 1,722,957 | | | | - | | | | - | |
| 7 | | 1,315,988 | 227,968 | 1,543,957 | | | | - | | | | - | |
| 8 | | 1,315,988 | 227,968 | 1,543,957 | | | | - | | | | - | |
| 9 | | 1,315,988 | 327,968 | 1,643,957 | | | | - | | | | - | |
| 10 | | 1,315,988 | 327,968 | 1,643,957 | | | | - | | | | - | |
| 11 | | 1,315,988 | 327,968 | 1,643,957 | | | | - | | | | - | |
| 12 | | 1,315,988 | 327,968 | 1,643,957 | | | | - | | | | - | |
| 13 | | 1,315,988 | 327,968 | 1,643,957 | | | | - | | | | - | |
| 14 | | 1,315,988 | 327,968 | 1,643,957 | | | | - | | | | - | |
| 15 | | 1,315,988 | 328,778 | 1,644,767 | | | | - | | | | - | |
| 16 | | 1,315,988 | 328,778 | 1,644,767 | | | | - | | | | - | |
| 17 | | 1,315,988 | 328,778 | 1,644,767 | | | | - | | | | - | |
| 18 | | 1,315,988 | 328,778 | 1,644,767 | | | | - | | | | - | |
| 19 | | 1,315,988 | 328,778 | 1,644,767 | | | | - | | | | - | |
| 20 | | 1,315,988 | 328,778 | 1,644,767 | | | | - | | | | - | |
| 21 | | 1,315,988 | 216,778 | 1,532,767 | | | | - | | | | - | |
| 22 | | 1,315,988 | 216,778 | 1,532,767 | | | | - | | | | - | |
| 23 | | 1,315,988 | 216,778 | 1,532,767 | | | | - | | | | - | |
| 24 | | 1,315,988 | 216,778 | 1,532,767 | | | | - | | | | - | |
| 25 | | 1,315,988 | 216,778 | 1,532,767 | | | | - | | | | - | |
| 26 | | 1,315,988 | 331,778 | 1,647,767 | | | | - | | | | - | |
| 27 | | 1,315,988 | 559,778 | 1,875,767 | | | | - | | | | - | |
| 28 | | 1,315,988 | 559,778 | 1,875,767 | | | | - | | | | - | |
| 29 | | 1,315,988 | 559,778 | 1,875,767 | | | | - | | | | - | |
| 30 | | 1,315,988 | 524,778 | 1,840,767 | | | | - | | | | - | |
| 31 | | 1,315,988 | 524,778 | 1,840,767 | | | | - | | | | - | |
| Market Value-Gain (Loss) | | | | Market Value | - | | | | Market Value | - | | | |
| | <u>BUDGETED</u> | <u>Proj'd CT</u> | <u>Proj'd LAIF</u> | <u>CUMULATIVE</u> | <u>BUDGETED</u> | <u>Proj'd CT</u> | <u>Proj'd LAIF</u> | <u>CUMULATIVE</u> | <u>BUDGETED</u> | <u>Proj'd CT</u> | <u>Proj'd LAIF</u> | <u>CUMULATIVE</u> | |
| | <u>EARNINGS</u> | <u>mo. Int.</u> | <u>mo. Int.</u> | <u>Budget/Proj'd</u> | <u>EARNINGS</u> | <u>mo. Int.</u> | <u>mo. Int.</u> | <u>Budget/Proj'd</u> | <u>EARNINGS</u> | <u>mo. Int.</u> | <u>mo. Int.</u> | <u>Budget/Proj'd</u> | |
| Budget | \$1,250 | | | \$1,250 | \$1,250 | | | \$2,500 | \$1,250 | | | \$3,750 | |
| Est. Earn. | | \$1,608 | \$156 | \$1,764 | | | | \$1,764 | | | | \$1,764 | |



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

Providing Solutions to California Public Agencies

P.O. Box 1350 · Carmel Valley, CA 93924 · 650.587.7300

TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, EXECUTIVE DIRECTOR
SUBJECT: CLIENT AND MEMBERSHIP REPORT

EC Meeting: 8-12-10

Item: 6A

CURRENT CLIENTS:

The following is a listing of LGS and RGS current clients. LGS has 43 positions supporting clients and RGS has 33 positions supporting clients and JPA administration.

Cities

Belvedere
Rohnert Park
Sausalito
Vallejo

Calistoga
San Rafael
Stockton

Other Agencies

Consortium IV
Marin Emergency Radio Authority
Marin General Services Authority
Menlo Park Fire Protection District
Sonoma-Marín Area Rail Transit District
Transbay Joint Powers Authority
Ventura Co. Medi-Cal Managed Care Comm.

Marin County Transit District
Marin Energy Authority
Marin Telecommunications Authority
Metropolitan Transportation Commission
South Bayside Waste Management Authority
Transportation Authority of Marin
Ventura County Transportation Commission

POTENTIAL CLIENTS AND CHANGES TO CURRENT CLIENT SERVICES:

Discussions with Infrequent but on-going discussions have taken place with Southern Marin Sanitation District and the Town of Ross, and with the Marin Telecommunications Authority for RGS to hire a General Manager.

C-IV is winding down the Training phase of their implementation program, with one position eliminated in late March and the remaining four eliminated in July. A C-IV Technical Manager was added August 1, 2010.

Other existing clients have added additional positions to compliment their existing staffing.

POTENTIAL MEMBER AGENCIES:

| Agency | Contact | Contact | |
|-----------------------|-------------------------------------|--|---|
| County of Marin | Matthew Hymel, County Administrator | Mona Miyasato, Chief Asst County Administrator | RHA: followed up with Dave Hill. Back in Matthew's court. |
| City of Albany | Beth Pollard, City Administrator | | |
| Town of San Anselmo | Debbie Stutsman, Town Manager | | |
| City of Mountain View | | | Mike: in discussions |
| City of Mission Viejo | | Irwin Bornstein, Asst City Mgr/Dir. of Admin. Services | RHA: mild interest |
| City of Pleasanton | Nelson Fialho, City Manager | | |
| City of Concord | Dan Keen, City Mgr | | Ken discussed with Dan; RHA followed up and will send sample staff rpt. |
| City of Dublin | Joni Pattillo, City Mgr | | Mike: talked with & scheduled mtg to discuss. |

**Local Government Services
Position Allocation Chart**

| Contracting Organization | | TAM | TJPA | MTC | MEA | SBWMA | Marin Transit | Rohnert Park | Total FTE | Total Position count |
|---|----------------------|--------------|--------------|--------------|-------------|--------------|----------------------|---------------------|------------------|-----------------------------|
| LGS employee, FTE, and Position Title | Employee Name | LGS | LGS | LGS | LGS | LGS | | LGS | | |
| Accountant | Sylvia Wong | | 1.00 | | | | | | 1.00 | 1.00 |
| Administrative Assistant | Kimberly Sow | | | 1.00 | | | | | 1.00 | 1.00 |
| Administrative Assistant/Office Manager | Nila Gonzales | | 1.00 | | | | | | 1.00 | 1.00 |
| Assistant Program Coordinator | Rachel Zack | | | 1.00 | | | | | 1.00 | 1.00 |
| Associate Project Delivery Manager | Bill Whitney | 1.00 | | | | | | | 1.00 | 1.00 |
| Associate Project Delivery Manager | Dan Cherrier | 1.00 | | | | | | | 1.00 | 1.00 |
| Arterial Operations Coordinator | Vansi Tabjulu | | | 1.00 | | | | | 1.00 | 1.00 |
| Climate Initiative Coordinator | Brenda Dix | | | 1.00 | | | | | 1.00 | 1.00 |
| Contract Compliance Manager/Finance Coordinator | Sara Gigliotti | | 1.00 | | | | | | 1.00 | 1.00 |
| Contract Compliance Officer | Eddie Phillips | | 1.00 | | | | | | 1.00 | 1.00 |
| Contract Coordinator | Winnie Chung | | | 1.00 | | | | | 1.00 | 1.00 |
| Contract Coordinator | Michele Gillaspie | | | 1.00 | | | | | 1.00 | 1.00 |
| Contract Coordinator | Christine Carrillo | | | 1.00 | | | | | 1.00 | 1.00 |
| Engineering Manager | Ed Sum | | 1.00 | | | | | | 1.00 | 1.00 |
| Executive Assistant | Denise Merleno | 1.00 | | | | | | | 1.00 | 1.00 |
| Executive Director TAM | Dianne Steinhauser | 1.00 | | | | | | | 1.00 | 1.00 |
| Executive Director TJPA | Maria Ayerdi-Kaplan | | 1.00 | | | | | | 1.00 | 1.00 |
| Executive Director MEA | Dawn Weisz | | | | 1.00 | | | | 1.00 | 1.00 |
| FastTrack Administrator | Manuel Espiritu | | | 1.00 | | | | | 1.00 | 1.00 |
| Finance and Administration Specialist | Grace Zhaung | 1.00 | | | | | | | 1.00 | 1.00 |
| Finance and Grant Manager | Lauren Gradia | | | | | | 1.00 | | 1.00 | 1.00 |
| Finance and Systems Accountant | Araceli Fierro | | 1.00 | | | | | | 1.00 | 1.00 |
| 511 Coordinator | Sara Burnworth | | | 1.00 | | | | | 1.00 | 1.00 |
| 511 Transit | Alysha Nachtigall | | | 1.00 | | | | | 1.00 | 1.00 |
| Information Technology Manager | Mike Daniels | | 1.00 | | | | | | 1.00 | 1.00 |
| Interim Project Manager | Johnny Chung | | | | | | | 0.80 | 0.80 | 1.00 |
| Junior Planner | Rebecca Armenta | | 1.00 | | | | | | 1.00 | 1.00 |
| Landscape Architect Planner | Anna Young | | | 1.00 | | | | | 1.00 | 1.00 |
| Manager of Finance and Administration | Li Zhang | 1.00 | | | | | | | 1.00 | 1.00 |
| Manager of Programming and Legislation | David Chan | 1.00 | | | | | | | 1.00 | 1.00 |
| Planning Manager | Karita Zimmerman | 1.00 | | | | | | | 1.00 | 1.00 |
| Planning Technician | Laramie Bowron | | | 1.00 | | | | | 1.00 | 1.00 |
| Principal Engineer | Brian Dykes | | 1.00 | | | | | | 1.00 | 1.00 |
| Project Delivery Manager | Bill Gamlen | 1.00 | | | | | | | 1.00 | 1.00 |
| Project Coordinator | Jaime Tuckey | | | | 1.00 | | | | 1.00 | 1.00 |
| Receptionist | Nannette Brown | 1.00 | | | | | | | 1.00 | 1.00 |
| Recycling Program Manager | Cliff Feldman | | | | | 1.00 | | | 1.00 | 1.00 |
| Regional Rideshare Program Coordinator | Barbara Laurenson | | | 0.60 | | | | | 0.60 | 1.00 |
| Regional Transportation Funding Coord | Amy Burch | | | 1.00 | | | | | 1.00 | 1.00 |
| Senior Program Manager | Bob Beck | | 1.00 | | | | | | 1.00 | 1.00 |
| Translink Program Coordinator/Contract Analyst | Kimpreet Puar | | | 1.00 | | | | | 1.00 | 1.00 |
| Transportation Human Services Coordinator | Drennen Shelton | | | 1.00 | | | | | 1.00 | 1.00 |
| Traveler Information Coordinator | Andrew Pease | | | 1.00 | | | | | 1.00 | 1.00 |
| LGS FTE per Client Total | | 10.00 | 11.00 | 16.60 | 2.00 | 1.00 | 1.00 | 0.80 | 42.40 | |
| Total Positions | | 10 | 11 | 17 | 2 | 1 | 1 | 1 | 43.00 | 43.00 |

Legend
8/1/10

| | |
|---|------------------------------------|
| Yellow: Pending selection; not in counts. | New clients (under small projects) |
| Pink: Pending separation from employment | Clients Leaving |
| Green: FTE counts/totals | Tangerine Position counts/totals |

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TO: EXECUTIVE COMMITTEE **EC Meeting: 8-12-10**
FROM: RICHARD H. AVERETT, CFO/TREASURER **Item: 6B**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

Meeting Schedule for the next 12 Months

The following are regularly scheduled meetings for the upcoming year, along with special topics to be discussed. All meetings are conducted by teleconference on the second Thursday of each month, starting at 4:00 p.m. with the exception of the annual Budget Review and Adoption meeting, which will be conducted in person starting at 10 a.m.

| Date | EXEC COMM | BOD | Special Topic | Location | Notes |
|---------------------------|-----------|-----|--|-----------------------------|----------------------|
| August (Thursday) 12 | Yes | | | Teleconference | |
| September (Thursday) 9 | Yes | | | Teleconference | Recommend Cancelling |
| October (Thursday) 14 | Yes | | | Teleconference | |
| November (Thursday) 18 | Yes | | | Teleconference | |
| December (Thursday) 9 | Yes | | | Teleconference | |
| January (Thursday) 13 | Yes | | | Teleconference | |
| February (Thursday) 10 | Yes | | | Teleconference | |
| March (Thursday) 10 | Yes | | | Teleconference | |
| April (Thursday) 14 | Yes | | | Teleconference | |
| May (Thursday) 12 | Yes | | | Teleconference | |
| June (Thursday) 9 | Yes | Yes | Election of Officers, FY12 Budget, Investment Policy, Rules & Regs | Cavallo Point, Marin County | |
| July (Thursday) 14 | Yes | | | Teleconference | |