

**REGIONAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
EXECUTIVE COMMITTEE MINUTES**

**APPROVED
ACTION MINUTES**

The Regional 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 4:45 p.m.

1. ROLL CALL

- A. Members Present: Mike Garvey, Chair
Jim Schutz, Member
Amy Koenig, Alternate Member
Steve Rogers, Member
Julie Carter, Alternate Member
Herb Pike, Alternate Member
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/Carter** to nominate Dan Schwarz as the new Vice-Chair for the Executive Committee.
AYES: Chair Garvey, 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.
B. Approval of management services agreement with the County of San Mateo
C. Approval of management services agreement with the City of Davis
D. Approval of management services agreement with the City of San Bruno
ACTION: **M/S Rogers/Pike** to approve Consent Items A-D as presented.
AYES: Chair Garvey, 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: Chair Garvey, Members Rogers and 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/Schutz** to approve the investments report as presented.
AYES: Chair Garvey, Members Rogers and Schutz, Alternate Members Pike, Koenig and Carter
NOES: None
ABSTAIN: None

5. OLD BUSINESS

- A. None

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.
- C. Designate an Executive Committee Representative to Meet with the Executive Director Regarding Compensation Review – Attendees discussed being comfortable with Chair Mike Garvey performing this role and his developing recommendations for consideration at the next Executive Committee meeting.

ACTION: **M/S Rogers/Koenig** to appoint Mike Garvey as the Executive Committee representative.

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

NOES: None

ABSTAIN: None

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 4:15 p.m. on February 10, 2011 via teleconference.

9. ADJOURNED - Meeting adjourned at 5:00 p.m.