

**MUNICIPAL SERVICES AUTHORITY
JOINT POWERS AUTHORITY
BOARD OF DIRECTORS MINUTES**

The Municipal Services Authority held a regular Board of Directors meeting on **May 17th, 2012** at Walnut Creek Downtown Library, Las Trampas Conference Room, 2nd Fl., 1644 N. Broadway, Walnut Creek, CA 94594. The meeting was called to order at **1:08pm**.

1. CALL TO ORDER

Members Present: Herb Pike, Alternate Member for Regional Government Services
Ken Nordhoff, Member for Local Government Services

Members Absent: Steve Rogers, Chair

Other Attendees: Richard Averett, Executive Director/CFO
Jennifer Bower, Director of HR
Jefferson Kise, Project Consultant
David Rendeiro, Keenan and Associates
Bill Poland, Keenan and Associates

Michael Garvey, RGS Exec Comm. Chair
Nancy Mackle, RGS Board Member
Joni Pattillo, LGS Board Member

2. CHANGES TO THE ORDER OF AGENDA - None

1:13 p.m. Attendee Mackle arrived

3. APPROVAL OF CONSENT AGENDA

A. Approval of **January 12th 2012** Minutes

ACTION: **M/S Nordhoff/Pike** moved to approve the January 12th, 2012 minutes as presented.

AYES: Member Nordhoff, Alternate Member Pike

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Approval of FY2013 budget and member allocation

The Executive Director discussed the proposed FY2013 budget, commenting that the contributions from the members will fully fund the premium and administration costs for the JPA as well as establishing a reserve for potential losses. It was noted that the premium cost for the Worker's Compensation coverage was an estimate based on the prior year coverage supported by input from the MSA Insurance Broker.

Bill Poland from Keenan & Associate, MSA Insurance Broker, indicated that a Worker's Compensation quote should be available within a week, although he confirmed that the amount budgeted should be adequate.

The Executive Director further commented on the consideration of self insuring the Worker's Compensation coverage and advised that he concluded that the \$250,000 self insured retention was too much at this time when the JPA was just establishing its loss reserves. The Board members agreed with this conclusion.

ACTION: **M/S Pike/Nordhoff** moved to approve the FY2013 Budget and member allocation as presented.

AYES: Member Nordhoff and Alternate Member Pike

NOES: None

ABSTAIN: None

5. OLD BUSINESS

A. Approval of Cooperation Agreement Utilization Plan to Reduce Duplication

ACTION: **M/S Pike/Nordhoff** moved to approve Cooperation Agreement Utilization Plan to Reduce Duplication as presented

AYES: Member Nordhoff and Alternate Member Pike

NOES: None

ABSTAIN: None

6. NEW BUSINESS - None

7. **PUBLIC COMMENT** - None

8. **NEXT MEETING:** The next meeting will be held on August 16th at 1:00 p.m. in San Rafael at a location to be determined.

9. **ADJOURNED** - Meeting adjourned at 1:15 p.m.