



LOCAL AND REGIONAL GOVERNMENT
SERVICES AUTHORITIES

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MUNICIPAL SERVICES AUTHORITY (MSA) AGENDA

Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.

REGULAR MEETING
Via Teleconference

February 27, 2014
1:40 p.m.

Yountville Town Hall, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599
Walnut Creek City Hall, City Manager's Office, 1666 North Main Street, Walnut Creek, CA 94596
Larkspur City Hall, City Manager's Office, 400 Magnolia Avenue, Larkspur, CA 94939

Association of Bay Area Governments, Finance Director's Office, 101 8th St., First Floor, Oakland, CA 94607
Dublin Civic Center, City Manager's Office, 100 Civic Plaza, Dublin, CA 94568
SamTrans, Executive Conference Room, Third Floor, 1250 San Carlos Avenue, San Carlos, CA 94070
San Rafael City Hall, City Manager's Office, 1400 Fifth Avenue, San Rafael, CA 94901

1. CALL TO ORDER

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 **December 5, 2013** Minutes
- B. Approval of Fiscal-Year-To-Date Financial Reports through December 2013
- C. Approval of Payments and Deposits made July 2013 through December 2013
- D. Approval of FY2013 Audited Financial Statements

Action

4. TREASURER'S REPORT - None

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. PUBLIC COMMENT

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

8. ADJOURN

The next Regular Meeting will take place on May 15, 2014 at 1:00 p.m. in Yountville.

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.

Administrative Offices:
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**MUNICIPAL SERVICES AUTHORITY
BOARD OF DIRECTORS MINUTES
DECEMBER 5, 2013**

The Municipal Services Authority held a regular meeting of the Board of Directors on December 5, 2013 at San Rafael City Hall, 1400 Fifth Street, San Rafael, CA 94901. The meeting was called to order at 2:27 p.m.

1. CALL TO ORDER

Members Present: Ken Nordhoff, Chair, Member for Local Government Services
Dan Schwarz, MSA Board Member

Members Absent: Steve Rogers, Vice-Chair, Member for Regional Government Services

Other Attendees: Nancy Mackle
Julie Carter
Richard Averett, Executive Director
Jennifer Bower, Director of HR
Glenn Lazof, Deputy Chief Financial Officer

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **August 22, 2013** Minutes

Action: Moved and seconded (Schwarz/Nordhoff) and carried unanimously to approve consent agenda.

4. TREASURER'S REPORT - None

5. OLD BUSINESS

A. Replacement WC Carrier

Information: Executive Director Averett informed the Board that a replacement workers' compensation insurance carrier had been found, and that a buffer layer of insurance had been added to bring down the deductible to \$100,000. Both the replacement primary carrier and the buffer layer policies cost a total of less than \$13,000 more than the previous primary carrier, still about \$14,000 below the budgeted amount.

6. NEW BUSINESS

A. Approve **Resolution No MSABOD2013-01** to Authorize Executive Director to join PACE Health Insurance JPA for Employee Health Insurance

Action: The PACE program was discussed, including the amount of time required of the Executive Director to serve on the PACE Board of Directors.

Moved and seconded (Schwarz/Nordhoff) and carried unanimously.

B. Authorize Executive Director to Facilitate Joint Purchase of Benefits for Other Agencies

Action: Member Schwarz and Executive Director Averett discussed utilizing MSA to purchase group dental insurance, with the intent to enable non-member and member agencies to participate in benefit. The Members asked staff for single page written reports on these types of ventures in the future and to call for a Board meeting when specific action is required to move forward on this proposal. Moved and seconded (Schwarz/Nordhoff) to explore joint purchase of benefits for other agencies and carried unanimously.

7. PUBLIC COMMENT - None

8. ADJOURNMENT – The meeting adjourned at 2:54 p.m. The next meeting date and location has yet to be determined.

**MSA P&L for FY2014
July-December 2013**

| | | |
|------------|----------------------------------|------------|
| Income | | |
| | 440410 · Member Contributions | \$ 167,496 |
| | Total Income | \$ 167,496 |
| Expense | | |
| | 520100 · Broker Expense | \$ 19,000 |
| | 520200 · Admin Fee Expense | \$ 15,000 |
| | 520300 · Gen Liability Insur Exp | \$ 32,130 |
| | 520400 · Worker Comp Insur Exp | \$ 30,722 |
| | Total Expense | \$ 96,852 |
| Net Income | | \$ 70,643 |

9:03 AM

01/27/14

Accrual Basis

Municipal Services Authority
Balance Sheet
As of December 31, 2013

| | <u>Dec 31, 13</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 110010 · Union Bank Cash | 4,000.00 |
| Total Checking/Savings | 4,000.00 |
| Accounts Receivable | |
| 120100 · Due From/To RGS-LGS | 1,019,062.86 |
| Total Accounts Receivable | 1,019,062.86 |
| Other Current Assets | |
| 130100 · Prepaid Expenses | 64,146.30 |
| Total Other Current Assets | 64,146.30 |
| Total Current Assets | 1,087,209.16 |
| TOTAL ASSETS | <u>1,087,209.16</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 320000 · Unrestricted Net Assets | 1,016,565.48 |
| Net Income | 70,643.68 |
| Total Equity | 1,087,209.16 |
| TOTAL LIABILITIES & EQUITY | <u>1,087,209.16</u> |

Regional Government Services
Disbursements and Deposits
July - December, 2013

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|-------------------|-------------------------|------------|-------------------|---|-------------------|
| Beginning Balance | | | | | |
| 07/01/2013 | Journal Entry | | | FY14 Member contributions | 335,000.00 |
| 07/01/2013 | Bill | 149486 | Keenan Associates | Inv#149486 3rd. Qtr. Broker fee - P & C Consulting | -9,500.00 |
| | | | | Inv#152218 - 7/1/13-7/1/14 - Great American E & S Ins. Co. Premium - Excess Workers | |
| 07/11/2013 | Bill | 152218 | Keenan Associates | Comp. - Tax & Stamping fee. | -11,436.62 |
| 07/11/2013 | Bill | 152177 | Keenan Associates | Inv#152177 7/1/13-7/1/14 Star Insurance - Est. Payroll Premium for 2013-2014. | -50,008.00 |
| 07/30/2013 | Journal Entry | | | Admin Fee from MSA | -2,500.00 |
| 07/31/2013 | Bill | 152372 | Keenan Associates | Inv#152372 7/1/13-7/1/14 General Liability | -64,260.00 |
| 08/30/2013 | Bill | 155036 | Keenan Associates | Inv#155036 4th. Qtr. Billing 10/1-12/31/13 | -9,500.00 |
| 08/31/2013 | Journal Entry | UI-30 | | Admin Fee from MSA | -2,500.00 |
| 09/05/2013 | Journal Entry | | | Refund Great American E&S Ins Co Worker's Comp premium for 9/5/13-7/1/14 | 41,107.00 |
| 09/30/2013 | Journal Entry | UI-35 | | Admin Fee from MSA | -2,500.00 |
| 09/30/2013 | Bill | 155657 | Keenan Associates | Inv#155657 9/4/13-7/1/14 Premium-Excess WC | -42,401.00 |
| 10/31/2013 | Journal Entry | UI-40 | | Admin Fee from MSA | -2,500.00 |
| 11/30/2013 | Journal Entry | UI-49 | | Admin Fee from MSA | -2,500.00 |
| 12/15/2013 | Bill | 157809 | Keenan Associates | Inv#157809 1st.Qtr billing. 1/1/14-3/31/14 | -9,500.00 |
| 12/31/2013 | Journal Entry | UI-59 | | Admin Fee from MSA | -2,500.00 |
| TOTAL | | | | | 164,501.38 |

Thursday, Feb 06, 2014 02:29:12 PM PST GMT-8 - Accrual Basis