

**MUNICIPAL SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
NOVEMBER 17, 2016**

Approved Action Minutes

The Municipal Services Authority held a regular meeting of the Board of Directors on November 17, 2016 at the Yountville Community Center Art Room. The meeting was called to order at 11:45 a.m.

**1. CALL TO ORDER**

Members Present: Ken Nordhoff, Chair

Dan Schwarz, Vice-Chair

Steve Rogers, Member

Other Attendees: Richard Averett, Executive Director

Jennifer Bower, Director of Administrative Services

Julie Carter, RGS Executive Committee Member

Jeff Kise, Finance and Operations Manager

Fran Robustelli, Walnut Creek ACM

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **September 15, 2016** Minutes

**Action:** Moved and seconded (Rogers/Schwarz) to approve consent agenda items.

**AYES:** Nordhoff, Schwarz, Rogers

**NOES:** None

**ABSTAIN:** None

**4. TREASURER'S REPORT**

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2016

This is an information item and no action was taken. Executive Director Averett reviewed the financial performance of the agency, noting the agency is on track to achieve the budgeted performance. Actual claims may be greater or less than actuarially estimated.

B. Approval of independently audited FY2016 Financial Statements

**Action:** Moved and seconded (Rogers/Schwarz) to approve Independently Audited FY2016 Financial Statements.

**AYES:** Nordhoff, Schwarz, Rogers

**NOES:** None

**ABSTAIN:** None

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

A. Approval of Auditor RFP and Authorization to Issue RFP

**Action:** Moved and seconded (Schwarz/Rogers) to approve Auditor RFP and Authorization to Issue RFP

**AYES:** Nordhoff, Schwarz, Rogers

**NOES:** None

**ABSTAIN:** None

**7. EXECUTIVE DIRECTOR AND MEMBER REPORTS:**

A. Executive Director: none

B. Members: none

**8. ADJOURNMENT –** The meeting adjourned at 11:48 p.m. The next regular meeting is scheduled for February 16, 2017 at 10:00 a.m. in Dublin.