



LOCAL AND REGIONAL GOVERNMENT
SERVICES AUTHORITIES

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LGS EXECUTIVE COMMITTEE AGENDA

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

REGULAR MEETING
August 16, 2012
2:45 p.m.

Falkirk Cultural Center, First Floor
1408 Mission Avenue
San Rafael, CA 94901

1. CALL TO ORDER

A. Election of Officers

Action

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 **May 17th 2012** Minutes

Action

4. TREASURER'S REPORT

A. Review of Fiscal-Year-End Financial Reports through June 2012

Information

B. Approval of Payments and Deposits made March 2012 through June 2012

Action

5. OLD BUSINESS - None

6. NEW BUSINESS

A. Rescind JPA Resolutions Joining CJPIA

Action

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. NEXT MEETING: **November 15th 2:00 p.m. at Yountville Community Boardroom.**

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.

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

The Local Government Services Joint Powers Authority held a regular committee 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 **2:07pm**.

1. CALL TO ORDER

Members Present: Mike Garvey, Chair
Nancy Mackle, Member
Ken Nordhoff, Member
Joni Pattillo, Member
Herb Pike, Member

Members Absent: Dan Schwarz, Vice-Chair
Steve Rogers, Member

Other Attendees: Richard Averett, Executive Director/CFO
Jennifer Bower, Human Resources Director
Jefferson Kise, Project Consultant

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **January 12th 2012** Minutes
ACTION: **M/S Pike/Pattillo** to approve the Consent Agenda.
AYES: Chair Garvey, Members Mackle, Nordhoff, Pattillo and Pike
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Month-End Financial Reports through February 2012
The Executive Director reviewed the unaudited results of the fiscal period July 1st, 2011 through February 29th, 2012. It was noted that LGS net income equals \$71,548 for the fiscal-year-to-date (FYTD). The balance sheet shows Total Equity of \$1,148,910. Reserve contributions for Other Post-Employment Benefit are being set aside monthly. Accruals for earned but not paid leave time have not been posted to the financials. These accruals are posted at the conclusion of the fiscal year.
- B. Approval of Payments and Deposits made December 2011 through February 2012
ACTION: **M/S Pike/Nordhoff** moved to approve the payments and deposits as presented.
AYES: Chair Garvey, Members Mackle, Nordhoff, Pattillo and Pike
NOES: None
ABSTAIN: None

5. OLD BUSINESS

- A. Approval of Cooperation Agreement Utilization Plan to Reduce Duplication
ACTION: **M/S Nordhoff/Pike** moved to approve Cooperation Agreement Utilization Plan to Reduce Duplication.
AYES: Chair Garvey, Members Mackle, Nordhoff, Pattillo and 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 1:45 p.m. in San Rafael at a location to be determined.

9. ADJOURNED – Meeting adjourned at 2:13 p.m.



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

EC Meeting: 8-16-12

Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2012 month-end, and are attached for review. All reports are draft and unaudited.

P&L ANALYSIS

Through June 2012, the net income for the JPAs was as follows:

- LGS net income equals \$153,784 for the fiscal-year-end (FYE). The balance sheet shows Total Equity of \$1,231,146.
- RGS net income equals \$582,595 for the FYE. The balance sheet shows Total Equity of \$1,151,577.
- Combined LGS/RGS net income equals \$736,379 for the 2012 FYE. Combined Total Equity equals \$1,051,577.

Accruals for earned but not paid leave time have been posted to the financials. These accruals have not been reviewed by staff or auditors due to receipt of financials just prior to agenda packet distribution. Financial data will be reviewed by staff prior to the annual audit. Reserve contributions for Other Post-Employment Benefit were set aside monthly, and will be allocated to clients prior to finalizing the fiscal year financial reports. The results shown are preliminary, unaudited estimates. Combined financial performance has continued to be positive since ‘turning the corner’ in March 2007, because increased client services revenue has outstripped more modestly increasing support expenses. However, those support costs have increased more markedly in the last two years in order to maintain service levels for a rapidly increasing customer and employee base. Support cost increases include outside accounting, actuarial and technology services, and office, HR, project management and analytical staff 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. TJPA, with 13 assigned staff, separated from the JPAs December 31, 2011. An outstanding receivable from TJPA continues to be pursued. Gold Coast Health Plan is separating from RGS at the end of August, 2012. And MTC is in the process of reducing the number of assigned LGS staff positions by eight to ten.
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. Historically low interest rates have reduced earnings. For the last two years we were able to more than offset reduced earnings from traditional investment sources by ‘investing’ in client receivables and by maintaining a higher invested balance. These alternant investments have ended, for now, and we are back to 100 percent reliance on traditional investment sources with low yields. Market rates are expected to remain depressed for some time. We continue to explore other safe, alternative investments that fit our risk tolerance and business model.

Local Government Services
Profit & Loss by Class
July 2011 through June 2012

	<u>Admin - JPAs</u>	<u>Lincoln</u>	<u>MTC</u>	<u>MTD</u>
Ordinary Income/Expense				
Income				
440301 - Client Billings	0.00	187,502.75	2,328,223.77	0.00
440410 - Client Administrative Fees	0.00	0.00	0.00	517,758.98
480000 - Miscellaneous	0.00	0.00	22,467.88	0.00
Total Income	<u>0.00</u>	<u>187,502.75</u>	<u>2,350,691.65</u>	<u>517,758.98</u>
Expense				
511010 - Salaries - Regular	70,292.21	120,186.96	1,446,585.41	398,374.38
512001 - Workers Comp Exp outside rate	0.00	0.00	1,261.44	840.96
512002 - Medicare Employer Expense	0.00	1,768.80	20,759.29	5,763.93
512005 - Health Insurance Expense	11,042.72	7,496.14	134,456.84	33,981.09
512006 - Dental Insurance Expense	0.00	698.88	21,024.01	7,155.72
512007 - Vision Insurance Expense	0.00	183.36	4,700.22	1,491.68
512008 - Life Insurance Expense	0.00	421.20	4,650.14	1,316.56
512009 - Long Term Disability Expense	0.00	721.20	7,919.41	2,257.25
512010 - Stars 401A Expense	0.00	0.00	1,640.06	721.51
512011 - Stars 457 Expense	-11.59	0.00	35.44	0.00
512012 - Calpers Retirement Expense	93.08	12,231.77	250,344.83	40,955.68
512014 - Short Term Disability Expense	0.00	715.20	7,886.49	2,240.03
512015 - Unemployment Insurance Expense	28,998.00	0.00	4,057.00	0.00
520202 - Bank Fees & Services	-367.89	0.00	0.00	0.00
520302 - Legal Services	2,300.00	0.00	1,875.00	0.00
520501 - Professional Dues & Membership	2,756.00	0.00	0.00	0.00
521109 - Interest Expense	379.69	0.00	0.00	0.00
522798 - Miscellaneous Expense	1,059.00	0.00	0.00	0.00
529997 - Administrative Services - RGS	1,030,000.00	0.00	0.00	0.00
Total Expense	<u>1,146,541.22</u>	<u>144,423.51</u>	<u>1,907,195.58</u>	<u>495,098.79</u>
Net Ordinary Income	-1,146,541.22	43,079.24	443,496.07	22,660.19
Other Income/Expense				
Other Expense				
529994 - Allowed OPEB Expense	107,004.00	0.00	0.00	0.00
529998 - Allocated Admin. Services - RGS	-1,146,541.22	24,179.42	235,606.93	66,767.61
Total Other Expense	<u>-1,039,537.22</u>	<u>24,179.42</u>	<u>235,606.93</u>	<u>66,767.61</u>
Net Other Income	<u>1,039,537.22</u>	<u>-24,179.42</u>	<u>-235,606.93</u>	<u>-66,767.61</u>
Net Income	<u><u>-107,004.00</u></u>	<u><u>18,899.82</u></u>	<u><u>207,889.14</u></u>	<u><u>-44,107.42</u></u>

Local Government Services
Profit & Loss by Class
July 2011 through June 2012

	<u>Rohnert Park</u>	<u>SBWMA</u>	<u>TAM</u>	<u>TJPA</u>
Ordinary Income/Expense				
Income				
440301 · Client Billings	153,395.08	178,779.23	2,041,289.37	1,366,515.15
440410 · Client Administrative Fees	0.00	750.00	0.00	8,500.00
480000 · Miscellaneous	0.00	8,250.00	290.00	45,000.00
Total Income	<u>153,395.08</u>	<u>187,779.23</u>	<u>2,041,579.37</u>	<u>1,420,015.15</u>
Expense				
511010 · Salaries - Regular	89,817.75	131,051.29	1,110,086.61	895,053.40
512001 · Workers Comp Exp outside rate	0.00	0.00	0.00	0.00
512002 · Medicare Employer Expense	1,207.69	1,899.97	15,880.12	13,047.50
512005 · Health Insurance Expense	13,798.88	16,933.93	79,345.78	76,781.97
512006 · Dental Insurance Expense	834.60	2,162.52	14,484.86	10,301.82
512007 · Vision Insurance Expense	319.08	476.88	3,355.43	1,901.24
512008 · Life Insurance Expense	0.00	435.12	3,095.72	2,740.44
512009 · Long Term Disability Expense	0.00	750.00	5,340.85	4,373.20
512010 · Stars 401A Expense	0.00	104.17	1,249.91	16,717.49
512011 · Stars 457 Expense	0.00	0.00	0.00	-24.97
512012 · Calpers Retirement Expense	16,043.17	12,787.07	193,920.64	157,733.67
512014 · Short Term Disability Expense	0.00	715.20	4,854.46	3,747.40
512015 · Unemployment Insurance Expense	0.00	0.00	1,350.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00
521109 · Interest Expense	0.00	0.00	0.00	0.00
522798 · Miscellaneous Expense	0.00	0.00	0.00	0.00
529997 · Administrative Services - RGS	0.00	0.00	0.00	0.00
Total Expense	<u>122,021.17</u>	<u>167,316.15</u>	<u>1,432,964.38</u>	<u>1,182,373.16</u>
Net Ordinary Income	31,373.91	20,463.08	608,614.99	237,641.99
Other Income/Expense				
Other Expense				
529994 · Allowed OPEB Expense	0.00	0.00	0.00	0.00
529998 · Allocated Admin. Services - RGS	19,781.06	24,215.07	498,953.41	277,037.72
Total Other Expense	<u>19,781.06</u>	<u>24,215.07</u>	<u>498,953.41</u>	<u>277,037.72</u>
Net Other Income	<u>-19,781.06</u>	<u>-24,215.07</u>	<u>-498,953.41</u>	<u>-277,037.72</u>
Net Income	<u><u>11,592.85</u></u>	<u><u>-3,751.99</u></u>	<u><u>109,661.58</u></u>	<u><u>-39,395.73</u></u>

Local Government Services
Profit & Loss by Class
July 2011 through June 2012

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
440301 · Client Billings	6,255,705.35
440410 · Client Administrative Fees	527,008.98
480000 · Miscellaneous	76,007.88
Total Income	<u>6,858,722.21</u>
Expense	
511010 · Salaries - Regular	4,261,448.01
512001 · Workers Comp Exp outside rate	2,102.40
512002 · Medicare Employer Expense	60,327.30
512005 · Health Insurance Expense	373,837.35
512006 · Dental Insurance Expense	56,662.41
512007 · Vision Insurance Expense	12,427.89
512008 · Life Insurance Expense	12,659.18
512009 · Long Term Disability Expense	21,361.91
512010 · Stars 401A Expense	20,433.14
512011 · Stars 457 Expense	-1.12
512012 · Calpers Retirement Expense	684,109.91
512014 · Short Term Disability Expense	20,158.78
512015 · Unemployment Insurance Expense	34,405.00
520202 · Bank Fees & Services	-367.89
520302 · Legal Services	4,175.00
520501 · Professional Dues & Membership	2,756.00
521109 · Interest Expense	379.69
522798 · Miscellaneous Expense	1,059.00
529997 · Administrative Services - RGS	1,030,000.00
Total Expense	<u>6,597,933.96</u>
Net Ordinary Income	260,788.25
Other Income/Expense	
Other Expense	
529994 · Allowed OPEB Expense	107,004.00
529998 · Allocated Admin. Services - RGS	0.00
Total Other Expense	<u>107,004.00</u>
Net Other Income	<u>-107,004.00</u>
Net Income	<u><u>153,784.25</u></u>

Local Government Services
Balance Sheet
As of June 30, 2012

	<u>Jun 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
110010 - Wells Fargo - Cash	-81,407.66
Total Checking/Savings	<u>-81,407.66</u>
Accounts Receivable	
131320 - Accounts Receivable - Trade	827,683.12
Total Accounts Receivable	<u>827,683.12</u>
Other Current Assets	
143006 - Due from RGS	2,097,369.69
Total Other Current Assets	<u>2,097,369.69</u>
Total Current Assets	2,843,645.15
Other Assets	
160001 - Workers Comp Deposits/Credits	36,272.00
Total Other Assets	<u>36,272.00</u>
TOTAL ASSETS	<u>2,879,917.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
221001 - Calpers Retirement Liab	24,756.18
221003 - 457/401A Retirement Liab	6,372.93
221009 - General Liability Insurance	-1,500.00
221015 - Health Insurance Liability	-24,660.79
221023 - Dental Insurance Liability	-3,701.38
221024 - Vision Insurance Liability	-1,045.49
221025 - Life Insurance/AD&D Liability	0.09
230060 - Accrued Salaries, Wages & Taxes	134,952.29
240010 - Deferred Revenue	579,000.00
240011 - Refundable Deposits	240,402.70
250001 - Accrued Vacation, Sick & Admin	377,858.06
250002 - Contra Vacation, Sick and Admin	-35,745.55
Total Other Current Liabilities	<u>1,296,689.04</u>
Total Current Liabilities	1,296,689.04
Long Term Liabilities	
260001 - Gen Liab Ins Claims Payable	64,078.00
260002 - Other Post Employment Benefits	288,004.00
Total Long Term Liabilities	<u>352,082.00</u>
Total Liabilities	1,648,771.04
Equity	
370000 - Fund Bal Unreserved/Unrestrictd	1,416,167.86
3900 - Retained Earnings	-338,806.00
Net Income	153,784.25
Total Equity	<u>1,231,146.11</u>
TOTAL LIABILITIES & EQUITY	<u>2,879,917.15</u>



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TO: EXECUTIVE COMMITTEE **EC Meeting: 8-16-12**
FROM: RICHARD H. AVERETT, CFO/Treasurer **Item: 4B**
SUBJECT: PAYMENTS MADE MARCH 2012 THROUGH JUNE 2012

RECOMMENDATION

Review and approve expenditures made by the JPA for the period(s) indicated.

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 staff or 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. Invoices are approved for payment by the Executive Director;
4. The Executive Director reviews and signs/authorizes the check or electronic payment;
5. MRBK prepares and submits to our bank, Wells Fargo, a wire transfer record, and the Executive Director or his designee electronically reviews and approves each wire; and
6. 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 and short term investment pools. Note that any apparent negative bank 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 FY2012 budget or in subsequently approved action by the Executive Committee.

Local Government Services
Receipts and Disbursements
Feb 1, 2012 - June 30, 2012

110010 - Wells Fargo - Cash

Type	Date	Num	Name	Memo	Clr	Amount	Balance
							-76,744.39
Deposit	03/01/2012			Deposit	√	14,488.00	-62,256.39
Deposit	03/02/2012			Deposit	√	24,816.76	-37,439.63
Check	03/02/2012	EFT	ADP Fees	ADP Fees	√	-338.97	-37,778.60
Deposit	03/06/2012			Deposit	√	92,577.08	54,798.48
Check	03/06/2012	EFT	ADP Net Checks	Feb 28 Payroll	√	-1,500.00	53,298.48
Check	03/06/2012	EFT	ADP Net Checks	Feb 28 Payroll	√	-91,077.08	-37,778.60
Deposit	03/07/2012			Deposit	√	24,350.15	-13,428.45
Check	03/07/2012	EFT	ADP FWH/SWH/Med	Feb 28 Payroll	√	-24,350.15	-37,778.60
Deposit	03/08/2012			Deposit	√	37,032.30	-746.30
Check	03/08/2012	EFT	Unified Trust	401/457 Deposits	√	-6,432.98	-7,179.28
Check	03/09/2012	1846	CalPers - Retirement	Employer Code 1816 022812 plus survivor benefits	√	-21,893.39	-29,072.67
Deposit	03/12/2012			Deposit	√	174.97	-28,897.70
Check	03/12/2012	EFT	Wells Fargo	Service Charges	√	-174.97	-29,072.67
Deposit	03/16/2012			Deposit	√	421.12	-28,651.55
Check	03/16/2012	EFT	ADP Fees	ADP Fees	√	-421.12	-29,072.67
Deposit	03/19/2012			Deposit	√	3,892.20	-25,180.47
Deposit	03/20/2012			Deposit	√	21,893.39	-3,287.08
Deposit	03/21/2012			Deposit	√	99,946.06	96,658.98
Check	03/21/2012	EFT	ADP Net Checks	Mar 15 Payroll	√	-98,446.06	-1,787.08
Check	03/21/2012	EFT	ADP Net Checks	Mar 15 Payroll	√	-1,500.00	-3,287.08
Deposit	03/22/2012			Deposit	√	29,215.72	25,926.64
Check	03/22/2012	EFT	ADP FWH/SWH/Med	Mar 15 Payroll	√	-29,215.72	-3,287.08
Deposit	03/23/2012			Deposit	√	6,493.04	3,205.96
Check	03/23/2012	EFT	Unified Trust	401/457 Deposits	√	-6,493.04	-3,287.08
Deposit	03/28/2012			Deposit	√	3,299.83	12.75
Check	03/29/2012	1847	CalPers - Retirement	Employer Code 1816 031512 plus survivor benefits	√	-23,322.69	-23,309.94
Check	03/29/2012	1848	Flex-Plan Services, Inc.	Jan 16-30 2012 Contributions	√	-3,299.84	-26,609.78
Check	03/30/2012	1849	Reliance	Feb Contributions	√	-3,892.20	-30,501.98
Check	03/30/2012	1850	Allied Administrators	Apr premium Employer I.D. 79360	√	-4,386.34	-34,888.32
Check	03/30/2012	1851	Vision Service Plan	Apr Premium 12 275218 00001	√	-883.36	-35,771.68
Check	03/30/2012	1852	CalPers	100000013105169 Apr Invoice	√	-32,141.87	-67,913.55
Check	03/30/2012	1853	Vision Service Plan	VOID: Apr Premium 12 275218 00003	√	0.00	-67,913.55
Check	03/30/2012	1854	Vision Service Plan	Apr Premium 12 275218 00001	√	-15.28	-67,928.83
Deposit	03/30/2012			Deposit	√	386.12	-67,542.71
Check	03/30/2012	EFT	ADP Fees	ADP Fees	√	-386.12	-67,928.83
Deposit	04/03/2012			Deposit	√	30,514.73	-37,414.10
Deposit	04/05/2012			Deposit	√	101,527.93	64,113.83
Check	04/05/2012	EFT	ADP Net Checks	Mar 31 Payroll	√	-1,500.00	62,613.83
Check	04/05/2012	EFT	ADP Net Checks	Mar 31 Payroll	√	-100,027.93	-37,414.10
Deposit	04/06/2012			Deposit	√	31,227.58	-6,186.52
Check	04/06/2012	EFT	ADP FWH/SWH/Med	Mar 31 Payroll	√	-31,227.58	-37,414.10
Deposit	04/09/2012			Deposit	√	5,284.98	-32,129.12
Check	04/10/2012	1855	CalPers - Retirement	Employer Code 1816 033112 plus survivor benefits	√	-24,626.71	-56,755.83
Deposit	04/10/2012			Deposit	√	38,719.19	-18,036.64
Check	04/10/2012	EFT	Unified Trust	401/457 Deposits	√	-6,577.32	-24,613.96
Deposit	04/11/2012			Deposit	√	176.43	-24,437.53
Check	04/11/2012	EFT	Wells Fargo	Service Charges	√	-176.43	-24,613.96
Deposit	04/13/2012			Deposit	√	373.97	-24,239.99
Check	04/13/2012	EFT	ADP Fees	ADP Fees	√	-373.97	-24,613.96
Deposit	04/17/2012			Deposit	√	24,626.71	12.75
Deposit	04/19/2012			Deposit	√	94,931.98	94,944.73
Check	04/19/2012	EFT	ADP Net Checks	Apr 15 Payroll	√	-93,264.34	1,680.39
Check	04/19/2012	EFT	ADP FWH/SWH/Med	Apr 15 Payroll	√	-1,500.00	180.39
Check	04/19/2012	EFT	Unified Trust	401/457 Deposits	√	-167.64	12.75
Deposit	04/20/2012			Deposit	√	26,446.08	26,458.83
Check	04/20/2012	EFT	ADP FWH/SWH/Med	Apr 15 Payroll	√	-26,446.08	12.75
Deposit	04/23/2012			Deposit	√	6,175.80	6,188.55
Check	04/23/2012	EFT	Unified Trust	401/457 Deposits	√	-6,175.80	12.75
Check	04/24/2012	1856	CalPers - Retirement	Employer Code 1816 041512 plus survivor benefits	√	-24,626.71	-24,613.96
Check	04/24/2012	1857	Zimmerman, Karita		√	-2,510.43	-27,124.39
Deposit	04/27/2012			Deposit	√	350.37	-26,774.02
Check	04/27/2012	EFT	ADP Fees	ADP Fees	√	-350.37	-27,124.39
Check	04/30/2012	1858	Flex-Plan Services, Inc.	Feb 1-29 2012 Contributions	√	-6,599.65	-33,724.04
Check	04/30/2012	1859	CalPers	100000013129868 May Invoice	√	-31,161.65	-64,885.69
Check	04/30/2012	1860	Reliance	VOID: Feb/Mar Contributions	√	0.00	-64,885.69
Check	04/30/2012	1862	Reliance	Mar Contributions	√	-3,711.46	-68,597.15
Check	04/30/2012	1863	Reliance	Apr Contributions	√	-3,883.26	-72,480.41
Check	04/30/2012	1864	Vision Service Plan	May Premium 12 275218 00001-Zimmerman	√	-15.28	-72,495.69
Check	04/30/2012	1865	Vision Service Plan	May Premium 12 275218 00001	√	-959.76	-73,455.45
Check	04/30/2012	1866	Allied Administrators	VOID: May premium Employer I.D. 79360	√	0.00	-73,455.45

Local Government Services
Receipts and Disbursements
Feb 1, 2012 - June 30, 2012

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	04/30/2012	1867	Allied Administrators	May premium Employer I.D. 79360	√	-3,851.20	-77,306.65
Deposit	05/01/2012			Deposit	√	24,626.71	-52,679.94
Deposit	05/04/2012			Deposit	√	129,304.96	76,625.02
Check	05/04/2012	EFT	ADP Net Checks	Apr 30 Payroll	√	-98,725.40	-22,100.38
Check	05/04/2012	EFT	ADP FWH/SWH/Med	Apr 30 Payroll	√	-29,061.56	-51,161.94
Check	05/04/2012	EFT	ADP FWH/SWH/Med	Apr 30 Payroll	√	-1,500.00	-52,661.94
Check	05/04/2012	EFT	ADP Fees	ADP Fees	√	-18.00	-52,679.94
Deposit	05/07/2012			Deposit	√	6,599.65	-46,080.29
Deposit	05/08/2012			Deposit	√	40,015.83	-6,064.46
Check	05/08/2012	EFT	Unified Trust	401/457 Deposits	√	-6,343.75	-12,408.21
Check	05/10/2012	1861	CalPers - Retirement	Employer Code 1816 043012 plus survivor benefits	√	-23,886.02	-36,294.23
Deposit	05/11/2012			Deposit	√	559.07	-35,735.16
Check	05/11/2012	EFT	Wells Fargo	Service Charges	√	-183.30	-35,918.46
Check	05/11/2012	EFT	ADP Fees	ADP Fees	√	-375.77	-36,294.23
Deposit	05/21/2012			Deposit	√	147,813.19	111,518.96
Check	05/21/2012	EFT	ADP FWH/SWH/Med	May 15 Payroll	√	-110,135.83	1,383.13
Check	05/21/2012	EFT	ADP FWH/SWH/Med	May 15 Payroll	√	-35,202.32	-33,819.19
Check	05/21/2012	EFT	ADP FWH/SWH/Med	May 15 Payroll	√	-1,500.00	-35,319.19
Check	05/22/2012	EFT	Unified Trust	401/457 Deposits	√	-6,361.35	-41,680.54
Deposit	05/23/2012			Deposit	√	7,594.72	-34,085.82
Deposit	05/23/2012			Deposit	√	10,212.55	-23,873.27
Deposit	05/24/2012			Deposit	√	23,886.02	12.75
Check	05/31/2012	1868	Flex-Plan Services, Inc.	Mar 1-31, Apr 1-30, May 1-15 2012 Contributions	√	-14,165.80	-14,153.05
Check	05/31/2012	1869	CalPers	100000013150348 Jun Invoice	√	-22,599.54	-36,752.59
Check	05/31/2012	1870	CalPers - Retirement	Employer Code 1816 051512 plus survivor benefits	√	-26,384.27	-63,136.86
Check	05/31/2012	1872	CalPers - Retirement	Employer Code 1816 Annual ER Portion of Surviv	√	-2,480.40	-65,617.26
Check	05/31/2012	1873	Allied Administrators	Jun premium Employer I.D. 79360	√	-4,142.40	-69,759.66
Check	05/31/2012	1874	Vision Service Plan	Jun Premium 12 275218 00001	√	-929.20	-70,688.86
Check	05/31/2012	1875	Vision Service Plan	Jun Premium 12 275218 00003 Zimmerman	√	-15.28	-70,704.14
Check	05/31/2012	1887	Reliance	May Contributions	√	-2,275.94	-72,980.08
Deposit	06/01/2012			Deposit	√	346.47	-72,633.61
Check	06/01/2012	EFT	ADP Fees	ADP Fees	√	-346.47	-72,980.08
Deposit	06/06/2012			Deposit	√	142,368.17	69,368.09
Check	06/06/2012	EFT	ADP Net Checks	May 31 Payroll	√	-107,956.96	-38,568.87
Check	06/06/2012	EFT	ADP FWH/SWH/Med	May 31 Payroll	√	-32,911.21	-71,480.08
Check	06/06/2012	EFT	ADP FWH/SWH/Med	May 31 Payroll	√	-1,500.00	-72,980.08
Deposit	06/07/2012			Deposit	√	20,668.95	-52,311.13
Check	06/07/2012	EFT	Unified Trust	401/457 Deposits	√	-6,503.15	-58,814.28
Check	06/08/2012	1871	CalPers - Retirement	Employer Code 1816 053112 plus survivor benefits	√	-26,198.29	-85,012.57
Deposit	06/11/2012			Deposit	√	176.87	-84,835.70
Check	06/11/2012	EFT	Wells Fargo	Service Charges	√	-176.87	-85,012.57
Deposit	06/12/2012			Deposit	√	22,599.54	-62,413.03
Deposit	06/15/2012			Deposit	√	378.62	-62,034.41
Check	06/15/2012	EFT	ADP Fees	ADP Fees	√	-378.62	-62,413.03
Deposit	06/18/2012			Deposit	√	57,669.44	-4,743.59
Deposit	06/19/2012			Deposit	√	2,480.40	-2,263.19
Deposit	06/21/2012			Deposit	√	141,430.45	139,167.26
Check	06/21/2012	EFT	ADP Net Checks	Jun 15 Payroll	√	-107,206.18	31,961.08
Check	06/21/2012	EFT	ADP FWH/SWH/Med	Jun 15 Payroll	√	-32,029.64	-68.56
Check	06/21/2012	EFT	ADP FWH/SWH/Med	Jun 15 Payroll	√	-2,194.63	-2,263.19
Check	06/22/2012	1886	CalPers - Retirement	Employer Code 1816 061512 plus survivor benefits	√	-25,371.16	-27,634.35
Bill Prmt -Check	06/25/2012	1876	Department of Homeland Security	H-1B Doc prep forV.Tabjulu+ Premium Processing	√	-1,075.00	-28,709.35
Bill Prmt -Check	06/25/2012	1877	Payal Singh, Attorney	Legal Fees for ER sponsorship process for V.Tabjulu	√	-1,125.00	-29,834.35
Bill Prmt -Check	06/25/2012	1878	Department of Homeland Security	H-1B Doc prep forV.Tabjulu+ Premium Processing	√	-1,225.00	-31,059.35
Check	06/25/2012	1881	CalPers	100000013240925 Jul Invoice	√	-29,400.35	-60,459.70
Check	06/25/2012	1885	Vision Service Plan	Jul Premium 12 275218 00003 Zimmerman	√	-15.28	-60,474.98
Check	06/25/2012	1884	Vision Service Plan	Jul Premium 12 275218 00001	√	-959.76	-61,434.74
Check	06/25/2012	1883	Allied Administrators	Jul premium Employer I.D. 79360	√	-3,421.53	-64,856.27
Deposit	06/25/2012			Deposit	√	6,479.08	-58,377.19
Check	06/25/2012	EFT	Unified Trust	401/457 Deposits	√	-6,479.08	-64,856.27
Check	06/28/2012	1879	EDD	932-0540-9 1st QTR 2012	√	-3,524.56	-68,380.83
Bill Prmt -Check	06/28/2012	1880	Payal Singh, Attorney	Legal Fees for ER sponsorship process for V.Tabjulu	√	-750.00	-69,130.83
Deposit	06/29/2012			Deposit	√	358.97	-68,771.86
Check	06/29/2012	EFT	ADP Fees	ADP Fees	√	-358.97	-69,130.83
Check	06/30/2012	1888	Reliance	May Contributions	√	-3,927.35	-73,058.18
Check	06/30/2012	1889	Flex-Plan Services, Inc.	May 16-31, Jun 1-15, Jun 16-30 2012 Contributions	√	-8,349.48	-81,407.66
						-4,663.27	-81,407.66
						-4,663.27	-81,407.66

Total 110010 - Wells Fargo - Cash



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, EXECUTIVE DIRECTOR
SUBJECT: RESCIND RESOLUTIONS JOINING CJPIA

EC Meeting: 8-16-12

Item: 6A

RECOMMENDATION

Rescind Resolutions LGSEC2008-01, LGSEC 2008-02, LGSEC 2008-03 where the JPAs joined the CJPIA and utilized CJPIA for general liability and workers' compensation coverage.

BACKGROUND

RGS and LGS joined the California Joint Powers Insurance Authority in August, 2008 for the purpose of obtaining General Liability, Workers Compensation and Crime insurance coverage. At the January 12, 2012 meeting, the Board elected to form an insurance JPA through which members could purchase insurance coverage. Municipal Services Authority was formed and LGS and RGS became members. As of July 1, 2012, LGS and RGS have begun receiving general liability and workers' compensation coverage through MSA.

The CJPIA has requested the JPA rescind its resolutions joining the CJPIA and agreeing to be self-insured through their pool, effectively and officially ending our membership in the CJPIA.

FISCAL IMPACT

There is no fiscal impact of rescinding resolutions



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TO: EXECUTIVE COMMITTEE **EC Meeting: 8-14-08**
FROM: RICHARD H. AVERETT, CFO/Treasurer **Item: 6C**
SUBJECT: CJPIA MEMBERSHIP AND PARTICIPATION IN LIABILITY PROTECTION PROGRAM, DELEGATION OF TORT LIABILITY CLAIMS HANDLING AND COVERAGE OF ALL OFFICERS AND EMPLOYEES UNDER A MASTER FAITHFUL PERFORMANCE BOND

RECOMMENDATION

1. Approve **Resolution LGSEC2008-01** authorizing membership in the California Joint Powers Insurance Authority and participation in its joint protection program providing liability coverage through self-insurance, loss pooling and excess insurance.
2. Approve **Resolution LGSEC2008-02** establishing a policy which delegates tort liability claims handling responsibilities to the California Joint Powers Insurance Authority (CJPIA).
3. Approve **Resolution LGSEC2008-03** approving coverage of all officers and employees under one master faithful performance bond.

BACKGROUND

The Authority has purchased liability insurance from various private insurance companies recommended by our broker, Alliant Insurance Services. Policy costs have been very reasonable and Alliant has been a responsive broker.

Staff has identified an alternative workers' compensation coverage provider, the CJPIA, and CJPIA requires agencies joining and using their workers' compensation program also use their general liability program. Initial costs for general liability coverage from CJPIA is higher than our current rates, but net costs savings from workers comp, general liability and fiduciary bond coverage is substantially less. In addition, CJPIA provides superior claims handling and contract review services, and is a considerably more efficient from a staff perspective because all of our coverage needs are handled with one provider.

After considerable review, the California Joint Powers Insurance Authority (CJPIA) offers the best fit for LGS/RGS because it provides a self-insurance program that shares risks among 120+ public agencies, financial incentives for and assistance with reducing claims, full management of claims, and ease of administration for LGS/RGS staff. In order to participate, LGS/RGS must adopt resolutions joining and participating in their programs and designating representatives and risk management staff.

FISCAL IMPACT

The cost of general liability and fiduciary bond coverage from our current provider is expected to be \$5,000 for LGS and \$4,200 for RGS. Annualized CJPIA costs are expected to be \$20,139 for LGS and \$6,102 for RGS. CJPIA requires first year deposits of \$43,433 and \$10,821, respectively. If exposure remains relatively consistent and claims low, this annual deposit will be reduced each year and CJPIA would refund annual deposits less actual expenses beginning after eight years of

participation. The average costs noted above are CJPIA's projections based on our risks and loss history.

Combining LGS and RGS projected liability and workers' compensation costs for fiscal year 2009, the two agencies are expected to save \$131,000 by using CJPIA's services.

RESOLUTION NO. LGSEC2008-01

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE LOCAL GOVERNMENT SERVICES AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY, AND FURTHER APPROVING PARTICIPATION IN ITS JOINT PROTECTION PROGRAM PROVIDING LIABILITY COVERAGE THROUGH SELF-INSURANCE, LOSS POOLING AND EXCESS INSURANCE.

THE EXECUTIVE COMMITTEE OF THE LOCAL GOVERNMENT SERVICES AUTHORITY DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

WHEREAS, the Executive Committee of the Local Government Services (LGS), a Joint Powers Authority, has the authority to enter into agreements with other public agencies to provide and receive services;

WHEREAS, pursuant to the provisions of Sections 990, 990.4, 990.8, and 6500 of the Government Code, California Joint Powers Insurance Authority ("California JPIA") has been created by a Joint Powers Agreement; and

WHEREAS, a Joint Protection Program has been developed by said California JPIA pursuant to the provisions of said Agreement; and

WHEREAS, Article 21 of said Agreement provides for additional members to become parties to the Joint Powers Agreement creating the California JPIA, after the first year of its operation, and thereupon enter the Joint Protection Program providing General and Automobile Liability Coverage through self-insurance and loss pooling; and

WHEREAS, the self-insurance and loss pooling programs of the California JPIA, as well as its group insurance coverage programs, offer significant advantages to the Agency in terms of cost, protection, risk management and loss control advice and assistance, and entering such programs would be and is in the best interest of this Agency.

NOW, THEREFORE, THE EXECUTIVE COMMITTEE OF THE LOCAL GOVERNMENT SERVICES AUTHORITY DOES HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Section 1. That the Executive Director of the Local Government Services Authority is hereby authorized and directed to execute the Joint Powers Agreement on behalf of the Local Government Services Authority binding the Member to the terms and conditions of said Agreement.

Section 2. That the Local Government Services Authority hereby joins the Joint Protection Program of California JPIA, providing self-insurance and loss pooling for General and Automobile Liability for a period of not less than three (3) years.

PASSED AND APPROVED by the Executive Committee of the Local Government Services Authority this 14th day of August, 2008 by the following vote:

AYES: Garvey and Chan
NOES: None
ABSENT: Bonander
ABSTAIN: None

Chair, Local Government Services Authority

ATTEST:

Executive Committee Secretary

I hereby certify, under the penalty of perjury, that the above and foregoing is a true and correct copy of Resolution No. 1 as adopted by the Executive Committee of the Local Government Services Authority, on the 14th day of August, 2008.

RESOLUTION NO. LGSEC2008-02

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF LOCAL
GOVERNMENT SERVICES AUTHORITY ESTABLISHING A
POLICY WHICH DELEGATES TORT LIABILITY CLAIMS
HANDLING RESPONSIBILITIES TO THE CALIFORNIA JOINT
POWERS INSURANCE AUTHORITY AS AUTHORIZED BY
GOVERNMENT CODE SECTIONS 910, ET SEQ.**

THE EXECUTIVE COMMITTEE OF LOCAL GOVERNMENT SERVICES AUTHORITY
DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Whereas, Local Government Services Authority is a member of the California Joint Powers Insurance Authority (California JPIA), and pursuant to Government Code sections 990.4, et seq. and 6500 et seq. pools its self-insured liability claims and losses with other California JPIA members under a Memorandum of Coverage; and

Whereas, the Joint Powers Agreement creating the California JPIA authorizes it to exercise powers common to members and appropriate to defend and indemnify members from liability claims under the Memorandum of Coverage,

NOW, THEREFORE, THE EXECUTIVE COMMITTEE OF LOCAL GOVERNMENT
SERVICES AUTHORITY DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Local Government Services Authority delegates to California JPIA authority to act on its behalf pursuant to Government Code sections 910, et seq. to accept, reject, return as insufficient, or return as untimely any claims against it, and to provide any notices authorized under those statutes on behalf of Local Government Services Authority.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

SECTION 3. The Local Government Services Authority Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 14th day of August, 2008.

Chair

ATTEST:

Secretary

RESOLUTION NO. LGSEC2008-03

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE LOCAL GOVERNMENT SERVICES AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, APPROVING COVERAGE OF ALL OFFICERS AND EMPLOYEES UNDER ONE MASTER FAITHFUL PERFORMANCE BOND.

WHEREAS, prior to January 1, 1997, the California Government Code required that local public agency treasurers be individually bonded and;

WHEREAS, Executive Committees also had the authority to require bonds of other officers or employees; and

WHEREAS, California Government Code Section 1481 was amended January 1, 1997 with Assembly Bill 3472 to extend master bonding provisions to local public agencies; and

WHEREAS, Assembly Bill 3472 requires the Executive Committee to adopt a resolution approving coverage of all their officers and employees under one master bond; and

WHEREAS, approval of such resolution eliminates the necessity of writing bonds on specifically named individuals for their term of office, reducing both cost and paperwork,

NOW, THEREFORE BE IT RESOLVED that the Executive Committee of the Local Government Services Authority authorizes the coverage of all their officers and employees under one master bond.

PASSED, APPROVED AND ADOPTED THIS 14th day of August, 2008.

Chair, Local Government Services Authority

ATTEST:

Executive Committee Secretary



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TO: EXECUTIVE COMMITTEE **EC Meeting: 8-14-08**
FROM: RICHARD H. AVERETT, CFO/Treasurer **Item: 6D**
**SUBJECT: SELF-INSURANCE OF WORKERS' COMPENSATION FOR ITS EMPLOYEES
THROUGH THE SELF-INSURANCE AND LOSS POOLING PROGRAM OF
CJPIA**

RECOMMENDATION

Approve **Resolution LGSEC2008-04** authorizing and approving the Executive Director to execute the self insurance of workers' compensation for its employees through the self-insurance and loss pooling program of California Joint Powers Insurance Authority.

BACKGROUND

The Authority has purchased workers' compensation insurance from the State Compensation Insurance Fund (SCIF) since February 1, 2007. Working with SCIF over the last one and a half years has been extremely frustrating due to their seeming random assignment of worker classifications, disjointed coordination of rates and classification, lack of responsiveness and overly burdensome reporting requirements.

Staff has for some time pursued alternative workers' compensation coverage, and has reviewed various programs offered by public agencies and private vendors. Changing carriers recently became a priority when SCIF began assigning different classification codes to our workers that significantly increased our rates. Rates increased 350 percent, then 1,000 percent for newer employees. (Staff is appealing these increases because they are arbitrary, unsupported and inconsistent with other, similar worker classifications.)

After considerable review, the California Joint Powers Insurance Authority (CJPIA) offers the best fit for LGS/RGS because it provides a self-insurance program that shares risks among 120+ public agencies, financial incentives for and assistance with reducing claims, full management of claims, and ease of administration for LGS/RGS staff. In order to participate, LGS/RGS must adopt a resolution declaring that our agency is self-insured and participating in the California JPIA workers' compensation program.

FISCAL IMPACT

The cost of workers' compensation insurance from SCIF for fiscal year 2009 is expected to be \$126,000 for LGS and \$30,000 for RGS, assuming our appeal of current classification assignments is unsuccessful. Annualized CJPIA costs are expected to be \$6,124 for LGS and \$1,664 for RGS. CJPIA requires first year deposits of \$35,604 and \$8,841, respectively. If exposure remains relatively consistent and claims low, this annual deposit will be reduced each year and CJPIA would refund annual deposits less actual expenses beginning after eight years of participation. The average costs noted above are CJPIA's projections based on our number of employees and loss history.

RESOLUTION NO. LGSEC2008-04

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE LOCAL GOVERNMENT SERVICES AUTHORITY, SAN MATEO COUNTY, CALIFORNIA, TO AUTHORIZE AND APPROVE SELF-INSURANCE OF WORKERS' COMPENSATION FOR ITS EMPLOYEES THROUGH THE SELF-INSURANCE AND LOSS POOLING PROGRAM OF CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

WHEREAS, the Executive Committee of the Local Government Services (LGS), a Joint Powers Authority, has the authority to enter into agreements with other public agencies to provide and receive services;

WHEREAS, pursuant to the provisions of Section 6500 et seq. and also Section 990.4 and 990.8 of the California Government Code, the California Joint Powers Insurance Authority was created in 1977; and

WHEREAS, the Local Government Services Authority has become a member of California Joint Powers Insurance Authority, and also of its General Liability Program; and

WHEREAS, California Joint Powers Insurance Authority has established and administered a successful Workers' Compensation Self-insurance and Loss Pooling Program for its members since January 1, 1980; and

WHEREAS, there are significant financial and administrative advantages for the Local Government Services Authority to provide workers' compensation coverage for its employees through the said Self-insurance and Loss Pooling Program of California Joint Powers Insurance Authority.

WHEREAS, the Executive Committee of the Local Government Services wishes to enter said agreement, with an effective date of this agreement being August 1, 2008.

Section 1. Workers' compensation coverage for employees of the Local Government Services Authority through the Workers' Compensation Self-insurance and Loss Pooling Program of California Joint Powers Insurance Authority is hereby authorized and directed effective August 1, 2008.

Section 2. The Executive Director of the Local Government Services Authority is authorized and directed to apply to the Department of Industrial Relations for a Certificate of Consent to Self-insure, and to take such other actions as be necessary to effectuate self-insurance of workers' compensation for Agency employees.

Section 3. That an Initial Annual Workers' Compensation Deposit of \$35,604, or such pro-rata part thereof as the Authority might determine for coverage of less than a fiscal period, is approved and the appropriate officers of the Agency are authorized to pay the same to the California JPIA.

Section 4. That a Loss Retention level of \$50,000 per occurrence is approved for all employees.

Section 5. That the Chair shall sign and the Executive Committee Secretary shall certify to the passage and adoption of this Resolution, and thereupon the same shall take effect and be in force.

Section 6. That the Executive Committee Secretary is directed to forward a certified copy of this Resolution to California Joint Powers Insurance Authority, 8081 Moody Street, La Palma, California 90623.

BE IT RESOLVED that the Executive Committee of the Local Government Services hereby authorizes the Executive Director to enter into membership with the California Joint Powers Insurance Authority for Worker's Compensation Insurance.

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Executive Committee of the Local Government Services at a publicly noticed meeting thereof held on the 14th day of August 2008, by the following vote:

AYES: Garvey and Chan

NOES: None

ABSTAIN: None

APPROVED: _____

Michael P. Garvey, Chair Executive Committee
Local Government Service

Executive Committee Secretary