

MINUTES
SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY BOARD
July 12, 2001

Chairperson Mossar called the meeting to order at 9:30 a.m. at the City of Palo Alto City Manager's Conference Room, 7th Floor, 250 Hamilton Avenue, Palo Alto, California 94301.

1. **ROLL CALL**

Members Present: Duane Bay, City of East Palo Alto
Dena Mossar, City of Palo Alto
Chuck Kinney, City of Menlo Park

Members Absent: Greg Zlotnick, Santa Clara Valley Water District
Rose Jacobs Gibson, San Mateo Co. Flood Control District

Associate Members Present: None

JPA Staff Present: Cynthia D'Agosta, Executive Director
Andrew Kloak, Consultant

Others Present: Sam Hertzberg (San Mateo County Parks)

2. PUBLIC COMMENT - None

3. **URGENT BUSINESS**

i. Authorization of Executive Director to sign contracts necessary for JPA to become an employer.

Ms. D'Agosta stated that while the JPA Board had already approved the contract in April (with Resolution #01-04-26) for the Association of California Water Agencies (ACWA) for employee benefits, there are a few more contracts that are necessary to be signed for the JPA to become an independent employer.

The first contract is Insurance Services for Long and Short-Term Disability Coverage through the Sher Company, the second is to Cover Deferred Compensation Coverage through the Lincoln Financial Group and, the third, is to establish the Public Employee Retirement System on an interim basis through Phase II Systems.

Chairperson Mossar asked if there would be a requirement to notify the Board that the Executive Director is signing contracts. She wanted to stipulate that it does not authorize the JPA to spend money nor cede authority to the Executive Director or staff for financial expenditures.

Ms. D'Agosta stated the authorization was limited to sign the contracts necessary to become an independent employer and all matters related to that only.

ii. Authorization of Executive Director to sign contracts with Wells Fargo Bank, thereby transferring fiscal agent responsibilities for the JPA from the City of Palo Alto to the JPA. (Resolution Required.)

Director Kinney said that he uses the Well Fargo Bank himself for the same purposes and said it was excellent.

Director Bay said he was in support of this. He hoped that there was no part of this that had the JPA's limited staff doing any more accounting and bookkeeping than there is now.

Ms. D'Agosta stated that it will be no more work than having any agency be the fiscal agent, and that Wells Fargo has been analyzed to do the most for the JPA.

iii. Authorization of Executive Director to hire and fire employees of the JPA.

Director Kinney wanted to clarify that the hiring is within the confines of the approved budget. Ms. D'Agosta stated that it is within the perimeters of the approved budget and JPA will follow state and local agencies guidelines for both hiring and firing.

Chairperson Mossar clarified that hiring and firing authorization gives the Executive Director authority to control staff and it is not the Board's responsibility to hire and fire anyone. Ms. D'Agosta stated that this was correct.

Director Bay asked relative to the hiring and firing if the personnel policies were in place. Ms. D'Agosta stated that a draft of these are currently under review with Greg Stepanichich (JPA legal counsel) and this will come up at the July 26th Board Meeting.

Chairperson Mossar moved to approve the three items with the stipulation that financial caution be followed.

Director Kinney motioned to approve the items as presented.

Director Bay seconded.

Approved 3-0 with two members absent.

4. **ADJOURNMENT**

Director Kinney motioned to close the meeting.

Director Bay seconded.

Meeting Adjourned at 9:45 a.m.

MINUTES PREPARED AND SUBMITTED BY:

Andrew Kloak
San Francisquito Creek Joint Powers Authority