

## **RGS EXECUTIVE COMMITTEE AGENDA**

*Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting. For a teleconference meeting, the public may participate in the meeting at any of the teleconference locations listed.*

### **REGULAR MEETING**

**via Videoconference**

**September 17, 2020**

**1:05 p.m. (or immediately following preceeding meeting)**

In keeping with Governor Newsom's Executive Orders N-29-20 and N-35-20, the Executive Committee meeting will be conducted by videoconference and will not be held at any public offices. The public may participate in the meeting by joining a RingCentral Meeting utilizing the following link: <https://meetings.ringcentral.com/j/1492728471> or by calling 1 (623) 404-9000 and entering the meeting ID#: 149 272 8471. When joining the meeting, you will be in a virtual waiting room. In order for the moderator to allow you entry from the waiting room into the meeting, you will need to email the moderator at [tburaglio@rgs.ca.gov](mailto:tburaglio@rgs.ca.gov) at least 15 minutes prior to the meeting start time and identify yourself by name (if joining via the web link) or by the phone number utilized if calling in via phone.

#### **1. CALL TO ORDER / ROLL CALL**

- A. Election of Officer – Vice Chair

#### **2. PUBLIC COMMENT**

- A. 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.

#### **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 **June 24, 2020** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made April 2020 through August 2020
- E. Approval of Investments Report through August 2020
- F. Approval of Management Services Agreements
- G. Approval of Dental Pool Associate Members
- H. Approval of Updates to the Personnel Rules, Regulations and Policies

Action

#### **4. TREASURER'S REPORT**

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through July 2020
- B. Approval of Transfer/Expenditure of Legal Services Budget to RGS Insurance Reserve

Information

Action

#### **5. OLD BUSINESS**

- A. Update of Adopted Strategic Plan

Information

#### **6. NEW BUSINESS - None**

- A. Approval of Appointments to the Executive Director Ad Hoc Committee
- B. Approval of Ad Hoc Committee Authority to Determine Timing of Compensation Study Award
- C. Update on HR Model for Fixed Price Services

Action

Action

Information

## **Recess to Closed Session**

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
(Pursuant to Government Code Section 54956.9(d)(4))

Initiation of litigation: (1) Six potential cases

## **Recess to Open Session**

## **Possible Report Out of Closed Session**

*Information*

## **7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

- A. Executive Director: Updates on PACE & STARS (marketing services); potential new JPA Members - special districts; clients serviced since inception
- B. Members:

*Information*

*Information*

## **8. ADJOURN OPEN MEETING**

**The next Regular Meeting will take place on **November 19, 2020** via Videoconference**

### **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) 587-7300. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
JUNE 24 2020**

The Regional Government Services Authority held a regular meeting of the Executive Committee on June 24, 2020 via teleconference. The meeting was called to order at 10:09 a.m.

**1. CALL TO ORDER / ROLL CALL**

**Introductions**

Members Present: Steve Rogers, Chair  
Liz Habkirk, Member  
Dan Schwarz, Member  
Linda Smith, Member  
Members Absent: Michael McHatten, Vice-Chair  
Dan Buckshi, Member  
Other Attendees: Richard Averett, Executive Director  
Sophia Selivanoff, Deputy Executive Director for Client Services  
Jefferson Kise, Director of Finance and Operations  
Tiffany Buraglio, Executive Assistant  
Brent Slama, RGS Board of Directors Member

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Staff requested item 3H to be pulled from the Consent Agenda for discussion.**

- A. Approval of **February 7, 2020** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made January 2020 through March 2020
- E. Approval of Investments Report through March 2020
- F. Approval of Management Services Agreements
- G. Approval of Municipal Dental Pool Update
  - Action:** Moved and seconded (Smith/Schwarz) to approve consent agenda.
  - AYES:** Rogers, Habkirk, Schwarz, Smith
  - NOES:** None
  - ABSTAIN:** None

**H. Approval of Updates to Personnel Rules, Regulations and Policies**

Executive Director Averett stated that the necessity of modifying the Member in Good Standing policy was realized when one Member went on Administrative leave and another Member separated from a Member Agency. Both instances occurred as we were attempting to confirm a quorum for an upcoming regular meeting. Without a mechanism to temporarily excuse a member, the governing body will have difficulty achieving quorum as well as putting the member agency in jeopardy of losing member reimbursement funds. Chair Rogers agreed this was a unique situation and the language proposed served to not penalize a member agency who has otherwise been a good, active member. Executive Director Averett noted that the language would continue to evolve, as Deputy Director Selivanoff noticed there was no mechanism to remove an Executive Committee member who also was a Board member. Chair Rogers noted that a commonsense rule should apply for some details of the policy. Member Smith asked for a definition of the term “temporarily inactive” in the policy. Executive Director Averett said he would borrow Chair Rogers’ “common sense” policy in defining the term, as he did not have a strict definition, but a safeguard to making a reasonable decision is that the policy requires the

Executive Director to present the exception to the Chair for approval. Chair Rogers requested additional language modifications to be brought to the September meeting.

**Action:** Moved and seconded (Smith/Habkirk) to approve updates to Personnel Rules, Regulations and Policies, with additional language to be presented on policy 50-1, Member in Good Standing, at the September Executive Committee meeting.

**AYES:** Rogers, Buckshi, Habkirk, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

#### **4. TREASURER'S REPORT**

##### **A. Authorize Auditor Extension**

Executive Director stated there was no additional information to add to what was in the report. Jefferson Kise confirmed that the request was to extend the services of Badawi & Associates for the first of two 1-year extensions now that RGS has completed three years of financial audits with the firm. Chair Rogers added their town had the same relationship with Badawi and they were satisfied with the audit services.

**Action:** Moved and seconded (Smith/Schwarz) to authorize auditor extension for one year.

**AYES:** Rogers, Habkirk, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

##### **B. Approval of FY21 Budget**

Finance Manager Kise introduced the FY21 Budget by stating that the current economic climate has been impacting RGS as member agencies have been impacted. RGS has made cuts to projected administrative revenue in the proposed budget which carry into the next year as well. Cuts were also made to the projections on the advisory portion of the budget. Because RGS is a fee for service agency and most consulting services are provided by hourly staff, when revenue drops, payroll expenses drop as well. Currently the JPA's two largest clients have stable funding and one is projected to increase services support in the next fiscal year. Member Smith asked for a clarification in the difference in the professional services fee which Kise said was due to the largest client adding consultants part-way through the last fiscal year. The budget projects both the growth in professional fees as well as the corresponding expense reimbursement revenue. Chair Rogers asked Executive Director Averett to clarify the CJPIA booked expense. Executive Director Averett reviewed the history with CJPIA which has led to a dispute over the amount of retrospective calculations being assessed to the JPA. The amount has not been paid and is still under dispute, but the full amount has been booked until the matter is resolved. Executive Director Averett also noted that the JPA has started to take steps to rebuild the reserves by increasing the amounts contributed in the FY21 budget.

**Action:** Moved and seconded (Habkirk/Smith) to approve FY21 Budget.

**AYES:** Rogers, Habkirk, Schwarz, Smith

**NOES:** None

**ABSTAIN:** None

#### **5. OLD BUSINESS - None**

#### **6. NEW BUSINESS - None**

#### **7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS**

A. Executive Director: Executive Director Averett thanked Brent Slama for attending the Executive Committee meeting and mentioned there has been some interest in STARS by some smaller local agencies.

B. Members: Chair Rogers encouraged the members to utilize RGS member services funds while navigating these unique times and circumstances.

8. **ADJOURN** – The meeting adjourned at 10:36 a.m. The next regular meeting is scheduled for September 17, 2020 via teleconference.

## RGS Position Listing

September 1, 2020

Base Department	Job Title	Status Full Time
1000-000 - RGS Admin-General Hours	Deputy COO	0.03
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.11
1000-000 - RGS Admin-General Hours	Technical Specialist	0.19
1000-000 - RGS Admin-General Hours	Administrative Support	0.48
1000-000 - RGS Admin-General Hours	Administrative Support	1.00
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1.04
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.06
1000-000 - RGS Admin-General Hours	CEO	1.13
1001-000 - RGS Finance-General Hours	Project Advisor	0.20
1001-000 - RGS Finance-General Hours	Technical Specialist	0.81
1001-000 - RGS Finance-General Hours	Technical Advisor	0.83
1001-000 - RGS Finance-General Hours	Technical Specialist	0.90
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.08
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.45
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.58
1002-000 - RGS HR-Payroll Genl Hrs	Project Advisor	0.80
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.88
1003-002 - Training Svc Grp Admin	Senior Advisor	0.07
1003-002 - Training Svc Grp Admin	Senior Advisor	0.09
1003-002 - Training Svc Grp Admin	Intern	0.17
1003-002 - Training Svc Grp Admin	Senior Advisor	0.34
1006-001 - Finance Svc Grp Admin Time	Advisor	0.007
1006-001 - Finance Svc Grp Admin Time	Advisor	0.022
1006-001 - Finance Svc Grp Admin Time	Advisor	0.08
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.09
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.14
1006-001 - Finance Svc Grp Admin Time	Advisor	0.20
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.28
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.40
1006-001 - Finance Svc Grp Admin Time	Advisor	0.41
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.46
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.55
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.90
1007-001 - HR Svc Grp Admin Time	Advisor	0.012
1007-001 - HR Svc Grp Admin Time	Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.06
1007-001 - HR Svc Grp Admin Time	Advisor	0.07
1007-001 - HR Svc Grp Admin Time	Advisor	0.08
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.11
1007-001 - HR Svc Grp Admin Time	Advisor	0.12
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.12
1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.16
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.17

## RGS Position Listing

September 1, 2020

1007-001 - HR Svc Grp Admin Time	Project Advisor	0.18
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.19
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.20
1007-001 - HR Svc Grp Admin Time	Advisor	0.21
1007-001 - HR Svc Grp Admin Time	Advisor	0.22
1007-001 - HR Svc Grp Admin Time	Advisor	0.25
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.28
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.32
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.37
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.37
1007-001 - HR Svc Grp Admin Time	Advisor	0.39
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.40
1007-001 - HR Svc Grp Admin Time	Technical Specialist	0.42
1007-001 - HR Svc Grp Admin Time	Advisor	0.70
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.83
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1.01
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.19
1007-001 - HR Svc Grp Admin Time	Senior Advisor	1.23
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.05
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.83
1008-001 - Outreach Svc Grp Admin Time	Deputy COO	1.12
1011-001 - Planning Svc Grp Admin Time	Advisor	0.06
1011-001 - Planning Svc Grp Admin Time	Advisor	0.06
1011-001 - Planning Svc Grp Admin Time	Advisor	0.17
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.22
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.54
1011-001 - Planning Svc Grp Admin Time	Advisor	1.22
1012-001 - Public Safety Svc Grp Admin	Advisor	0.020
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.04
1014-001 - EM Svc Grp Admin Time	COO	0.06
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.08
1014-001 - EM Svc Grp Admin Time	Advisor	0.33
1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.11
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.18
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.22
1016-001 - Econ Dev Svc Grp Admin Time	Senior Advisor	0.05
1260-000 - CalSAWS-General Hours	Project Coordinator	0.57
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.58
1260-000 - CalSAWS-General Hours	Project Coordinator	0.63
1260-000 - CalSAWS-General Hours	Project Coordinator	0.70
1260-000 - CalSAWS-General Hours	Project Advisor	0.70
1260-000 - CalSAWS-General Hours	Project Coordinator	0.70
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.76
1260-000 - CalSAWS-General Hours	Project Advisor	0.81
1260-000 - CalSAWS-General Hours	Project Advisor	0.84
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.87
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.87

## RGS Position Listing

September 1, 2020

1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Deputy COO	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Senior Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.01
1260-000 - CalSAWS-General Hours	Lead Advisor	1.01
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.02
1260-001 - CalSAWS M&O	COO	1.00
1320-000 - MERA-General Hours	Senior Advisor	0.25
1320-000 - MERA-General Hours	COO	0.67
1320-002 - MERA-Implementation Coord	Advisor	0.002
3060-001 - SVBGSA - General Manager	Senior Advisor	0.77
3060-002 - SVBGSA - Finance	Senior Advisor	0.54
3060-005 - SVBGSA - General Administratio	Administrative Assistant	0.15
3060-005 - SVBGSA - General Administratio	Administrative Support	0.25
3060-005 - SVBGSA - General Administratio	COO	0.73
<b>FTE</b>		<b>71.47</b>
<b>Employee Count</b>		<b>130</b>



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 09-17-2020**  
**FROM:** Tiffany Buraglio, Executive Assistant **Item: 3C**  
**SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS**

### MEETING SCHEDULE

The following are regularly scheduled meetings for the next 24 months, along with special topics to be discussed. Quarterly meetings are conducted telephonically twice a year on the Third Thursday of the month and up to two in-person in conjunction with a relevant conference or other event. NOTE: In person meetings are suspended during the Coronavirus pandemic.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
<b>2020</b>					
September 17 (Thursday)	RGS		Exec Dir Ad Hoc Committee Formation, Meeting Schedule for 2021	telephonic	1:00pm-3:00pm
November 19 (Thursday)	RGS		FY20 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm
<b>Tentative 2021</b>					
February 5 TBD	RGS	RGS	Election of Officers (all)	Carlsbad	With CM Dept Mtg 11:30am-1:00pm
May 20 (Thursday)	RGS		Next FY Budget, Exec Dir Ad Hoc Committee Formation	telephonic	1:00pm-3:00pm
September 16 (Thursday)	RGS		Meeting Schedule for 2022	TBD	1:00pm-3:00pm
November 19 (Thursday)	RGS		FY21 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm
<b>Tentative 2022</b>					
February TBD	RGS	RGS	Election of Officers (all)	TBD	With CM Dept Mtg 11:30 - 1:00pm
May TBD	RGS		Next FY Budget, Exec Dir Ad Hoc Committee Formation	TBD	1:00pm – 3:00pm

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 09-17-2020**  
**FROM:** RICHARD AVERETT, CFO **Item: 3D**  
**SUBJECT: PAYMENTS AND DEPOSITS – APRIL 2020 THROUGH AUGUST 2020**

**RECOMMENDATION**

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

**BACKGROUND**

The Executive Committee reviews and approves expenditures made by the JPA on a quarterly basis. This approval process is a component of JPA internal controls. Deposit history is also included in the report.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by staff.
2. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. Executive Director or designee reviews and authorizes payments. All payments, including electronic payments, are reviewed again by the Executive Director in a weekly disbursement report submitted by the Finance Department. This report contains all disbursements from the previous week. Information provided includes: date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, and check or journal number.
4. All payments are brought to the next regular meeting of Executive Committee (or Board of Directors) 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 Community Bank of the Bay money market account, in the Local Agency Investment Fund (LAIF) investment pool and in the CalTrust medium term and short-term investment pools. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequently approved action by the Board/Executive Committee.

**Regional Government Services**  
**Payment and Disbursement Report**  
As of August 30, 2020

9:07 AM

09/10/2020

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
110090 - Community Bank of the Bay Chkg						97,292.68
General Journal	04/01/2020	2744		Dental premium 2020-04	-6,245.79	91,046.89
Deposit	04/01/2020			Deposit	65,956.95	157,003.84
Deposit	04/01/2020			Deposit	1,650.40	158,654.24
Deposit	04/02/2020			Deposit	750.00	159,404.24
Bill Pmt -Check	04/03/2020	16037	Scott N. Kivel		-10,026.59	149,377.65
Deposit	04/03/2020			Deposit	152.85	149,530.50
Deposit	04/03/2020			Deposit	35,629.80	185,160.30
General Journal	04/05/2020	2743		Health Premiums 2020-04	-83,050.10	102,110.20
General Journal	04/06/2020	2739		3/31/20 net pay	-282,369.70	-180,259.50
Transfer	04/06/2020			Funds Transfer	175,000.00	-5,259.50
Deposit	04/06/2020			Deposit	16,183.39	10,923.89
General Journal	04/07/2020	2740		3/31/20 payroll taxes and fees	-85,651.34	-74,727.45
Transfer	04/07/2020			Funds Transfer	85,000.00	10,272.55
Deposit	04/07/2020			Deposit	5,949.89	16,222.44
Transfer	04/08/2020			Funds Transfer	45,000.00	61,222.44
Deposit	04/09/2020			Deposit	368.00	61,590.44
General Journal	04/09/2020	2774		3/31/20 MM 401a remittance	-39,286.76	22,303.68
General Journal	04/09/2020	2774		3/31/20 MM 457 remittance	-22,266.07	37.61
General Journal	04/09/2020	2803		FSA Contribution PE 3-31-20	-1,218.54	-1,180.93
General Journal	04/09/2020	2805		2020-03 FSA admin fee	-93.55	-1,274.48
Bill Pmt -Check	04/10/2020	16038	Employment Research Services		-911.46	-2,185.94
Bill Pmt -Check	04/10/2020	16039	Katty VonBerg		-162.50	-2,348.44
Deposit	04/10/2020			Deposit	1,500.00	-848.44
Deposit	04/11/2020			Deposit	1,455.60	607.16
Deposit	04/13/2020			Deposit	42,616.99	43,224.15
General Journal	04/14/2020	2756		3/31/20 MM 401a remittance R Gonzalez	-318.43	42,905.72
General Journal	04/14/2020	2756		3/31/20 MM 457 remittance R Gonzalez	-75.00	42,830.72
General Journal	04/15/2020	2761		MHN Premium 2020-03	-446.60	42,384.12
General Journal	04/15/2020	2762		Vision premium pmt 2020-04	-984.35	41,399.77
General Journal	04/15/2020	2763		Wrkr Comp Claim Funding	-4,356.64	37,043.13
General Journal	04/16/2020	2764		Wrkr Comp Claim funding	-2,572.26	34,470.87
Deposit	04/17/2020			Deposit	17,443.75	51,914.62
Deposit	04/20/2020			Deposit	34,106.83	86,021.45
Transfer	04/20/2020			Funds Transfer	305,000.00	391,021.45
General Journal	04/21/2020	2775		4/15/20 net pay	-269,936.06	121,085.39
Deposit	04/21/2020			Deposit	1,719.28	122,804.67
Deposit	04/22/2020			Deposit	4,777.48	127,582.15
General Journal	04/22/2020	2776		4/15/20 payroll taxes and fees	-79,353.65	48,228.50

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	04/22/2020	2778		Oregoan Wrkrs Comp Exp Q1 2020	-14.47	48,214.03
Deposit	04/23/2020			Deposit	763,410.44	811,624.47
Deposit	04/23/2020			Deposit	19,332.28	830,956.75
Transfer	04/23/2020			Funds Transfer	-470,000.00	360,956.75
Bill Pmt -Check	04/24/2020	Wire	GovTech Consulting		-21,238.15	339,718.60
Bill Pmt -Check	04/24/2020	Wire	Mary E Uzupis		-31,748.98	307,969.62
Bill Pmt -Check	04/24/2020	Wire	Quantum Consulting Services		-100,248.95	207,720.67
Bill Pmt -Check	04/24/2020	Wire	Soconus, Inc		-87,130.00	120,590.67
Bill Pmt -Check	04/24/2020	Wire	Xstrategi, Inc		-19,360.00	101,230.67
Deposit	04/24/2020			Deposit	91.50	101,322.17
General Journal	04/24/2020	2804		4/15/20 FSA contribution	-1,542.07	99,780.10
General Journal	04/27/2020	2777		4/15/20 MM 401a remittance	-38,114.88	61,665.22
General Journal	04/27/2020	2777		4/15/20 MM 457 remittance	-21,385.16	40,280.06
Bill Pmt -Check	04/27/2020	Wire	Badawi & Associates		-2,679.00	37,601.06
Bill Pmt -Check	04/27/2020	Wire	Meyers Nave		-1,839.02	35,762.04
Bill Pmt -Check	04/27/2020	16040	Employment Research Services		-503.12	35,258.92
Bill Pmt -Check	04/27/2020	16041	eSkill Corporation		-6,800.00	28,458.92
Bill Pmt -Check	04/27/2020	16042	Mary E Uzupis		-121.20	28,337.72
Bill Pmt -Check	04/27/2020	16043	Scott N. Kivel		-1,323.58	27,014.14
Bill Pmt -Check	04/27/2020	16044	Tracker RMS		-5,130.00	21,884.14
Bill Pmt -Check	04/27/2020	16045	US Bank		-9,447.66	12,436.48
Deposit	04/27/2020			Deposit	88,602.99	101,039.47
General Journal	04/27/2020	2785		Life and Disability premium for 2020-04	-2,657.97	98,381.50
Deposit	04/28/2020			Deposit	1,500.00	99,881.50
Deposit	04/29/2020			Deposit	67,789.25	167,670.75
Deposit	04/29/2020			Deposit	337.50	168,008.25
Deposit	04/30/2020			Deposit	2,951.83	170,960.08
General Journal	05/01/2020	2786		Health All premiums 2020-05	-91,965.74	78,994.34
General Journal	05/01/2020	2787		Dental premium 2020-05	-6,842.78	72,151.56
Deposit	05/04/2020			Deposit	3,937.50	76,089.06
Deposit	05/05/2020			Deposit	159,332.49	235,421.55
Transfer	05/05/2020			Funds Transfer	140,000.00	375,421.55
General Journal	05/06/2020	2782		4/30/20 net pay	-284,141.37	91,280.18
Deposit	05/07/2020			Deposit	2,093.75	93,373.93
General Journal	05/07/2020	2783		4/30/20 payroll taxes and fees	-82,716.74	10,657.19
Deposit	05/07/2020			Deposit	217.56	10,874.75
Check	05/07/2020	500	Franchise Tax Board		-1,454.40	9,420.35
Deposit	05/08/2020			Deposit	18,012.20	27,432.55
Deposit	05/08/2020			Deposit	1,725.00	29,157.55
General Journal	05/08/2020	2829		FSA Admin Fee 2020-04	-140.75	29,016.80
Bill Pmt -Check	05/11/2020	16046	Employment Research Services		-280.00	28,736.80
Bill Pmt -Check	05/11/2020	16047	Katty VonBerg		-150.00	28,586.80

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/11/2020	16048	The Catalyst Group		-1,996.10	26,590.70
Deposit	05/11/2020			Deposit	17,300.59	43,891.29
General Journal	05/11/2020	2830		FSA Contribution PPE 4-30-20	-1,542.07	42,349.22
General Journal	05/12/2020	2784		4/30/20 MM 401a remittance	-40,152.47	2,196.75
General Journal	05/12/2020	2784		4/30/20 MM 457 remittance	-25,981.67	-23,784.92
General Journal	05/12/2020	2832		L Wong Direct Depo Rej PPE 4-30-20	131.00	-23,653.92
Deposit	05/13/2020			Deposit	18,970.68	-4,683.24
Deposit	05/15/2020			Deposit	22,803.00	18,119.76
Deposit	05/15/2020			Deposit	165,761.75	183,881.51
General Journal	05/18/2020	2801		Vision premium pmt 2020-05	-968.41	182,913.10
General Journal	05/18/2020	2802		MHN Premium 2020-05	-446.60	182,466.50
Deposit	05/18/2020			Deposit	24,731.59	207,198.09
Check	05/18/2020	501	Linda Wong		-131.00	207,067.09
General Journal	05/18/2020	2828		Dental Pool Revenue	13,266.55	220,333.64
Transfer	05/20/2020			Funds Transfer	160,000.00	380,333.64
Deposit	05/20/2020			Deposit	600.00	380,933.64
General Journal	05/21/2020	2821		5/15/20 net pay	-284,776.97	96,156.67
Deposit	05/22/2020			Deposit	818,110.49	914,267.16
Deposit	05/22/2020			Deposit	25,915.90	940,183.06
Transfer	05/22/2020			Funds Transfer	-565,000.00	375,183.06
General Journal	05/22/2020	2822		5/15/20 payroll taxes and fees	-83,072.00	292,111.06
Check	05/22/2020	502	Franchise Tax Board		-670.90	291,440.16
Check	05/22/2020	503	Linda Wong		-1,478.79	289,961.37
Check	05/22/2020	504	Franchise Tax Board		-534.13	289,427.24
Bill Pmt -Check	05/26/2020	Wire	GovTech Consulting		-20,625.00	268,802.24
Bill Pmt -Check	05/26/2020	Wire	Quantum Consulting Services		-91,340.00	177,462.24
Bill Pmt -Check	05/26/2020	Wire	Soconus, Inc		-71,250.00	106,212.24
Bill Pmt -Check	05/26/2020	Wire	Mary E Uzupis		-32,287.50	73,924.74
Bill Pmt -Check	05/26/2020	Wire	Xtrategi, Inc		-19,360.00	54,564.74
Bill Pmt -Check	05/26/2020	16049	Auburn Area Recreation and Park District		-550.03	54,014.71
Bill Pmt -Check	05/26/2020	16050	City of Colfax		-550.03	53,464.68
Bill Pmt -Check	05/26/2020	16051	The Howard E Nyhart Company Inc.		-350.00	53,114.68
Bill Pmt -Check	05/26/2020	16052	US Bank		-5,510.02	47,604.66
Bill Pmt -Check	05/26/2020	Wire	Meyers Nave		-5,963.00	41,641.66
Deposit	05/26/2020			Deposit	79,298.52	120,940.18
Deposit	05/26/2020			Deposit	1,625.00	122,565.18
General Journal	05/26/2020	2833		L Wong Direct Depo Rej PPE 5-15-20	1,478.79	124,043.97
Deposit	05/27/2020			Deposit	814.80	124,858.77
General Journal	05/27/2020	2819		Life and Disability premium for 2020-05	-2,759.43	122,099.34
General Journal	05/27/2020	2820		5/15/20 MM 401a remittance	-40,507.95	81,591.39
General Journal	05/27/2020	2820		5/15/20 MM 457 remittance	-24,774.79	56,816.60
General Journal	05/27/2020	2831		FSA Contribution PPE 5-15-20	-1,542.07	55,274.53

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/29/2020			Deposit	110,048.02	165,322.55
Transfer	05/29/2020			Funds Transfer	-25,000.00	140,322.55
Deposit	06/01/2020			Deposit	7,711.42	148,033.97
Deposit	06/01/2020			Deposit	12,971.76	161,005.73
General Journal	06/01/2020	2825		Health Premium 2020-06	-96,638.63	64,367.10
General Journal	06/01/2020	2826		Dental premium 2020-06	-7,071.02	57,296.08
Deposit	06/01/2020			Deposit	521.35	57,817.43
Deposit	06/03/2020			Deposit	39.44	57,856.87
Transfer	06/03/2020			Funds Transfer	300,000.00	357,856.87
Deposit	06/04/2020			Deposit	120.75	357,977.62
Deposit	06/04/2020			Deposit	45,204.28	403,181.90
General Journal	06/04/2020	2823		5/30/20 net pay	-272,787.75	130,394.15
General Journal	06/05/2020	2824		5/31/20 payroll taxes and fees	-78,875.69	51,518.46
Deposit	06/08/2020			Deposit	40,024.21	91,542.67
General Journal	06/08/2020	2863		2020-05 FSA admin fee	-128.75	91,413.92
General Journal	06/09/2020	2858		5/31/20 MM 401a remittance	-38,227.42	53,186.50
General Journal	06/09/2020	2858		5/31/20 MM 457 remittance	-24,510.22	28,676.28
General Journal	06/09/2020	2861		5/31/20 FSA contribution	-1,542.07	27,134.21
Bill Pmt -Check	06/10/2020	16053	CCMF		-3,000.00	24,134.21
Bill Pmt -Check	06/10/2020	16054	Employment Research Services		-224.50	23,909.71
Bill Pmt -Check	06/10/2020	16055	Scott N. Kivel		-657.28	23,252.43
Bill Pmt -Check	06/10/2020	16056	Suzanne Hill		-487.50	22,764.93
General Journal	06/11/2020	2840		Vision premium pmt 2020-06	-1,078.11	21,686.82
General Journal	06/11/2020	2841		MHN Premium 2020-06	-446.60	21,240.22
Deposit	06/11/2020			Deposit	967.50	22,207.72
Deposit	06/12/2020			Deposit	4,230.00	26,437.72
Deposit	06/15/2020			Deposit	13,104.30	39,542.02
Deposit	06/18/2020			Deposit	732,113.42	771,655.44
Transfer	06/18/2020			Funds Transfer	-418,000.00	353,655.44
Deposit	06/19/2020			Deposit	2,225.00	355,880.44
Deposit	06/19/2020			Deposit	7,019.90	362,900.34
General Journal	06/19/2020	2842		6/15/20 net pay	-271,802.76	91,097.58
General Journal	06/22/2020	2843		6/15/20 payroll taxes and fees	-79,827.48	11,270.10
Deposit	06/22/2020			Deposit	141,483.16	152,753.26
Transfer	06/24/2020			Funds Transfer	120,000.00	272,753.26
General Journal	06/24/2020	2862		6/15/20 FSA contribution	-3,542.15	269,211.11
Bill Pmt -Check	06/25/2020	Wire	Mary E Uzupis		-24,937.50	244,273.61
Bill Pmt -Check	06/25/2020	Wire	Quantum Consulting Services		-62,212.00	182,061.61
Bill Pmt -Check	06/25/2020	Wire	Soconus, Inc		-66,120.00	115,941.61
Bill Pmt -Check	06/25/2020	Wire	Xtrategi, Inc		-18,480.00	97,461.61
Bill Pmt -Check	06/25/2020	16057	Navia Benefits Solutions		-1,800.64	95,660.97
Bill Pmt -Check	06/25/2020	16058	United States Treasury		-213.15	95,447.82

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/25/2020	16059	US Bank		-7,674.87	87,772.95
Bill Pmt -Check	06/25/2020	16060	Employment Research Services		-318.50	87,454.45
General Journal	06/25/2020	2847		6/15/20 MM 401a remittance	-38,487.73	48,966.72
General Journal	06/25/2020	2847		6/15/20 MM 457 remittance	-22,977.46	25,989.26
Bill Pmt -Check	06/25/2020	wire	GovTech Consulting		-20,000.00	5,989.26
Deposit	06/26/2020			Deposit	8,506.25	14,495.51
Deposit	06/26/2020			Deposit	68,857.29	83,352.80
Deposit	06/29/2020			Deposit	531.25	83,884.05
Deposit	06/29/2020			Deposit	121,313.55	205,197.60
Deposit	06/30/2020			Deposit	976.50	206,174.10
Deposit	06/30/2020			Deposit	40.25	206,214.35
Transfer	06/30/2020			Funds Transfer	100,000.00	306,214.35
Transfer	06/30/2020			Funds Transfer	-200,000.00	106,214.35
General Journal	06/30/2020	2864		Life and Disability premium for 2020-06	-2,759.43	103,454.92
Deposit	06/30/2020			Deposit	1,961.40	105,416.32
General Journal	06/30/2020	2867		Q2 2020 HRA Contribution	-1,750.00	103,666.32
General Journal	07/01/2020	2859		Kaiser, Anthem, Comp Care Premium 2020-07	-90,451.69	13,214.63
General Journal	07/01/2020	2860		Dental premium 2020-07	-6,725.37	6,489.26
Deposit	07/02/2020			Deposit	592.50	7,081.76
Deposit	07/02/2020			Deposit	7,872.52	14,954.28
Deposit	07/06/2020			Deposit	78,677.04	93,631.32
Transfer	07/06/2020			Funds Transfer	340,000.00	433,631.32
General Journal	07/07/2020	2872		6/30/20 net pay	-270,254.74	163,376.58
General Journal	07/08/2020	2873		6/30/20 payroll taxes and fees	-79,705.56	83,671.02
Deposit	07/08/2020			Deposit	112.50	83,783.52
General Journal	07/09/2020	2919		2020-07 FSA admin fee	-128.75	83,654.77
Bill Pmt -Check	07/10/2020	16061	Cameron Park Community Services District		-1,132.00	82,522.77
Bill Pmt -Check	07/10/2020	16062	City of Dublin		-675.00	81,847.77
Bill Pmt -Check	07/10/2020	16063	Meyers Nave		-4,901.90	76,945.87
Bill Pmt -Check	07/10/2020	16064	Scott N. Kivel		-713.66	76,232.21
General Journal	07/10/2020	2871		6/30/15 MM 401a remittance	-38,090.31	38,141.90
General Journal	07/10/2020	2871		6/30/15 MM 457 remittance	-23,746.47	14,395.43
General Journal	07/10/2020	2918		6/30/20 FSA contribution	-1,375.41	13,020.02
General Journal	07/13/2020	2869		Vision premium pmt 2020-07	-1,022.83	11,997.19
General Journal	07/13/2020	2870		MHN Premium 2020-07	-446.60	11,550.59
Deposit	07/13/2020			Deposit	15,344.86	26,895.45
Deposit	07/17/2020			Deposit	5,300.00	32,195.45
Deposit	07/20/2020			Deposit	730,561.16	762,756.61
Deposit	07/20/2020			Deposit	67,955.19	830,711.80
Transfer	07/20/2020			Funds Transfer	-170,000.00	660,711.80
Bill Pmt -Check	07/20/2020	Wire	Liberty Mutual		-2,230.00	658,481.80
General Journal	07/21/2020	2882		7/15/20 net pay	-266,766.12	391,715.68

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/22/2020			Deposit	22,982.37	414,698.05
General Journal	07/22/2020	2883		7/15/20 payroll taxes and fees	-77,454.06	337,243.99
General Journal	07/22/2020	2885		Wire to Wrkrs Comp Fund Acct	-2,991.07	334,252.92
General Journal	07/22/2020	2921		OR Wrkrs Comp Exp 2020-06	-14.91	334,238.01
Bill Pmt -Check	07/24/2020	16065	Alliant Insurance Services		-14,716.26	319,521.75
Bill Pmt -Check	07/24/2020	16066	CSAC Excess Insurance Authority	VOID:	0.00	319,521.75
Bill Pmt -Check	07/24/2020	16067	Meyers Nave		-1,370.63	318,151.12
Bill Pmt -Check	07/24/2020	16068	State Compensation Insurance Fund		-4,511.58	313,639.54
Bill Pmt -Check	07/24/2020	16069	Tripepi Smith & Associates		-1,127.00	312,512.54
Bill Pmt -Check	07/24/2020	16070	US Bank		-2,113.02	310,399.52
Deposit	07/24/2020			Deposit	32,799.35	343,198.87
General Journal	07/24/2020	2884		7/15/20 MM 401a remittance	-33,528.93	309,669.94
General Journal	07/24/2020	2884		7/15/20 MM 457 remittance	-22,877.95	286,791.99
Bill Pmt -Check	07/24/2020	Wire	GovTech Consulting		-21,750.00	265,041.99
Bill Pmt -Check	07/24/2020	Wire	Mary E Uzupis		-21,612.50	243,429.49
Bill Pmt -Check	07/24/2020	Wire	Quantum Consulting Services		-61,452.00	181,977.49
Bill Pmt -Check	07/24/2020	Wire	Soconus, Inc		-73,245.00	108,732.49
Bill Pmt -Check	07/24/2020	Wire	Xtrategi, Inc		-19,360.00	89,372.49
Deposit	07/24/2020			Deposit	638.01	90,010.50
General Journal	07/24/2020	2920		7/15/20 FSA contribution	-1,375.41	88,635.09
Transfer	07/25/2020			Funds Transfer	-550,000.00	-461,364.91
Transfer	07/27/2020			Funds Transfer	150,000.00	-311,364.91
Transfer	07/27/2020			Funds Transfer	-200,000.00	-511,364.91
Deposit	07/27/2020			Deposit	52,990.09	-458,374.82
General Journal	07/27/2020	2896		Life and Disability premium for 2020-07	-2,728.67	-461,103.49
Transfer	07/28/2020			Funds Transfer	-210,000.00	-671,103.49
Deposit	07/29/2020			Deposit	84,546.25	-586,557.24
Deposit	07/30/2020			Deposit	180.00	-586,377.24
Transfer	07/30/2020			Funds Transfer	-150,000.00	-736,377.24
Deposit	07/30/2020			Deposit	90.00	-736,287.24
Deposit	07/31/2020			Deposit	2,407.00	-733,880.24
Deposit	07/31/2020			Deposit	10,502.85	-723,377.39
Deposit	08/03/2020			Deposit	1,795.14	-721,582.25
Transfer	08/03/2020			Funds Transfer	90,000.00	-631,582.25
Deposit	08/03/2020			Deposit	62,630.99	-568,951.26
Transfer	08/05/2020			Funds Transfer	200,000.00	-368,951.26
Deposit	08/06/2020			Deposit	593.75	-368,357.51
General Journal	08/06/2020	2897		7/31/20 net pay	-278,722.12	-647,079.63
Transfer	08/06/2020			Funds Transfer	75,000.00	-572,079.63
Deposit	08/07/2020			Deposit	4,799.55	-567,280.08
General Journal	08/07/2020	2898		7/31/20 payroll taxes and fees	-80,174.98	-647,455.06
Deposit	08/07/2020			Deposit	2,738.60	-644,716.46



Type	Date	Num	Name	Memo	Amount	Balance
General Journal	08/07/2020	2905		7/31/20 MM 401a remittance	-38,512.97	-683,229.43
General Journal	08/07/2020	2905		7/31/20 MM 457 remittance	-23,668.10	-706,897.53
Bill Pmt -Check	08/10/2020	16071	IMPLAN		-1,500.00	-708,397.53
Deposit	08/10/2020			Deposit	250.00	-708,147.53
Transfer	08/11/2020			Funds Transfer	60,000.00	-648,147.53
General Journal	08/11/2020	2906		Health Ins premiums 2020-08	-90,451.69	-738,599.22
General Journal	08/11/2020	2906		Dental Ins premium 2020-08	-6,725.37	-745,324.59
General Journal	08/11/2020	2907		Vision premium pmt 2020-08	-1,022.83	-746,347.42
General Journal	08/11/2020	2907		MHN Premium 2020-08	-446.60	-746,794.02
Deposit	08/12/2020			Deposit	22,584.70	-724,209.32
Deposit	08/13/2020			Deposit	2,692.71	-721,516.61
Deposit	08/14/2020			Deposit	3,300.00	-718,216.61
Deposit	08/17/2020			Deposit	90,399.95	-627,816.66
Transfer	08/19/2020			Funds Transfer	285,000.00	-342,816.66
Bill Pmt -Check	08/20/2020	16072	CSAC Excess Insurance Authority		-2,550.00	-345,366.66
General Journal	08/20/2020	2916		8/15/20 net pay	-267,889.92	-613,256.58
Deposit	08/20/2020			Deposit	5,460.00	-607,796.58
General Journal	08/21/2020	2917		8/15/20 payroll taxes and fees	-75,555.42	-683,352.00
Deposit	08/21/2020			Deposit	23,607.49	-659,744.51
General Journal	08/25/2020	2915		8/15/20 MM 401a remittance	-37,642.71	-697,387.22
General Journal	08/25/2020	2915		8/15/20 MM 457 remittance	-23,487.09	-720,874.31
Deposit	08/25/2020			Deposit	800,679.43	79,805.12
Bill Pmt -Check	08/25/2020	16073	Employment Research Services		-684.70	79,120.42
Bill Pmt -Check	08/25/2020	16074	Meyers Nave		-434.48	78,685.94
Bill Pmt -Check	08/25/2020	16075	Scott N. Kivel		-942.39	77,743.55
Bill Pmt -Check	08/25/2020	16076	US Bank		-11,675.09	66,068.46
Deposit	08/25/2020			Deposit	54,869.42	120,937.88
Bill Pmt -Check	08/25/2020	Wire	Cinnovx		-22,680.00	98,257.88
Bill Pmt -Check	08/25/2020	Wire	GovTech Consulting		-20,875.00	77,382.88
Bill Pmt -Check	08/25/2020	Wire	Mary E Uzupis		-26,512.50	50,870.38
Bill Pmt -Check	08/25/2020	Wire	LLC		-23,631.10	27,239.28
Bill Pmt -Check	08/25/2020	Wire	Quantum Consulting Services		-67,298.00	-40,058.72
Bill Pmt -Check	08/25/2020	Wire	Soconus, Inc		-71,375.00	-111,433.72
Bill Pmt -Check	08/25/2020	Wire	Xtrategi, Inc		-20,240.00	-131,673.72
Deposit	08/26/2020			Deposit	2,363.40	-129,310.32
Deposit	08/27/2020			Deposit	334.94	-128,975.38
Deposit	08/27/2020			Deposit	44,602.79	-84,372.59
Deposit	08/27/2020			Deposit	2,013.31	-82,359.28
General Journal	08/28/2020	2926		Life and Disability premium for 2020-08	-2,728.67	-85,087.95
Total 110090 - Community Bank of the Bay Chkg					-182,380.63	-85,087.95

**TOTAL**

**-182,380.63**  
**-85,087.95**  
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**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD AVERETT, Executive Director/CFO  
**SUBJECT:** INVESTMENT REPORT

**EC Meeting: 09-17-2020**  
**Item: 3E**

**RECOMMENDATION**

Review and accept JPA investments made through August 2020.

**BACKGROUND**

The Executive Committee regularly reviews the investment policy, with the latest approved policy being February 7, 2020. The approved investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, and the California Investment Trust pool (CalTrust). The JPA is also authorized to make cash flow loans to other public agencies. Currently the JPA has no such 'alternative' investments. RGS has money market accounts at the Community Bank of the Bay, a LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

**FISCAL IMPACT**

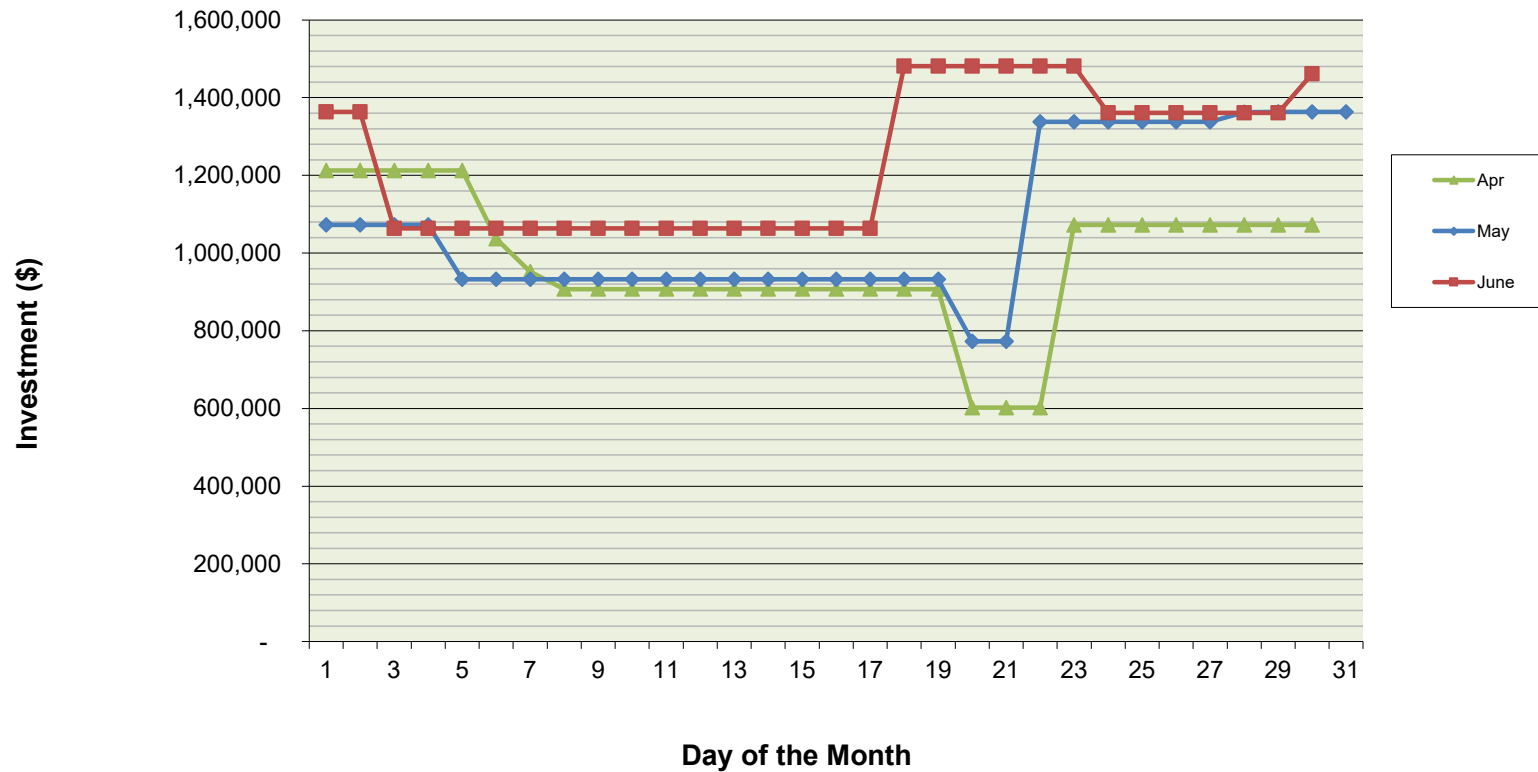
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for the fiscal year end statements. This annual entry amounted to \$6,817 for FY20.

Interest rates continue to decline reflecting economic stimulus action by the Fed. The CalTrust short-term yield is running at .73% and medium term at 1.13% (as of early Sept 2020). The LAIF yield has averaged .72% in September 2020. The Community Bank of the Bay Money Market rate is currently a very competitive .75%.

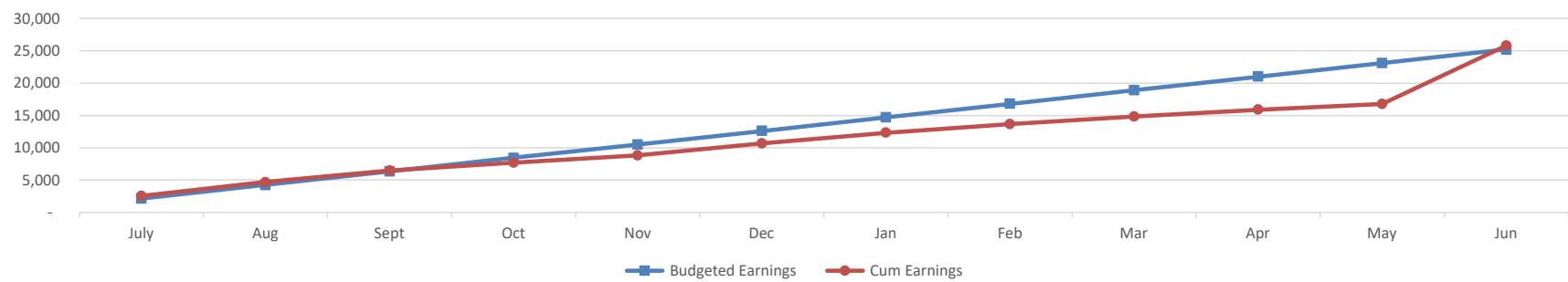
**INVESTMENT REPORT  
FY 2020**

Date	Apr				May				June			
	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>
	<u>Accounts</u>	<u>Short &amp; Medium</u>			<u>Accounts</u>	<u>Short &amp; Medium</u>			<u>Accounts</u>	<u>Short &amp; Medium</u>		
1	760,582	450,601	1,195	1,212,378	621,012	450,601	1,195	1,072,808	886,370	450,601	26,195	1,363,166
2	760,582	450,601	1,195	1,212,378	621,012	450,601	1,195	1,072,808	886,370	450,601	26,195	1,363,166
3	760,582	450,601	1,195	1,212,378	621,012	450,601	1,195	1,072,808	586,370	450,601	26,195	1,063,166
4	760,582	450,601	1,195	1,212,378	621,012	450,601	1,195	1,072,808	586,370	450,601	26,195	1,063,166
5	760,582	450,601	1,195	1,212,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
6	585,582	450,601	1,195	1,037,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
7	500,582	450,601	1,195	952,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
8	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
9	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
10	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
11	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
12	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
13	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
14	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
15	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
16	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
17	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	586,370	450,601	26,195	1,063,166
18	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	1,004,370	450,601	26,195	1,481,166
19	455,582	450,601	1,195	907,378	481,012	450,601	1,195	932,808	1,004,370	450,601	26,195	1,481,166
20	150,582	450,601	1,195	602,378	321,012	450,601	1,195	772,808	1,004,370	450,601	26,195	1,481,166
21	150,582	450,601	1,195	602,378	321,012	450,601	1,195	772,808	1,004,370	450,601	26,195	1,481,166
22	150,582	450,601	1,195	602,378	886,012	450,601	1,195	1,337,808	1,004,370	450,601	26,195	1,481,166
23	620,582	450,601	1,195	1,072,378	886,012	450,601	1,195	1,337,808	1,004,370	450,601	26,195	1,481,166
24	620,582	450,601	1,195	1,072,378	886,012	450,601	1,195	1,337,808	884,370	450,601	26,195	1,361,166
25	620,582	450,601	1,195	1,072,378	886,012	450,601	1,195	1,337,808	884,370	450,601	26,195	1,361,166
26	620,582	450,601	1,195	1,072,378	886,012	450,601	1,195	1,337,808	884,370	450,601	26,195	1,361,166
27	620,582	450,601	1,195	1,072,378	886,012	450,601	1,195	1,337,808	884,370	450,601	26,195	1,361,166
28	620,582	450,601	1,195	1,072,378	886,012	450,601	26,195	1,362,808	884,370	450,601	26,195	1,361,166
29	620,582	450,601	1,195	1,072,378	886,370	450,601	26,195	1,363,166	884,370	450,601	26,195	1,361,166
30	620,582	450,601	1,195	1,072,378	886,370	450,601	26,195	1,363,166	984,370	450,601	26,195	1,461,166
31					886,370	450,601	26,195	1,363,166				

## COMBINED INVESTMENTS



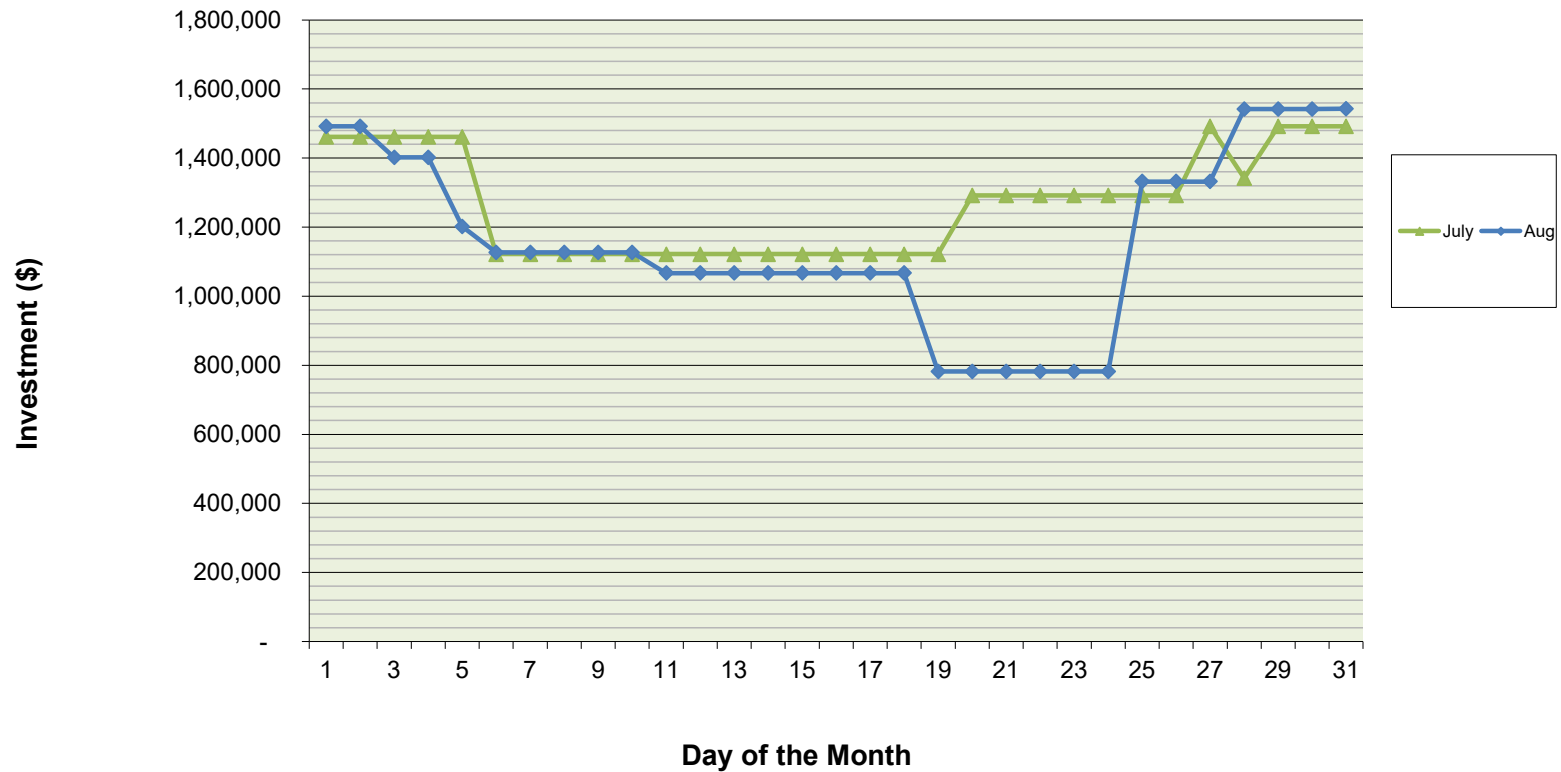
## Investment Earnings



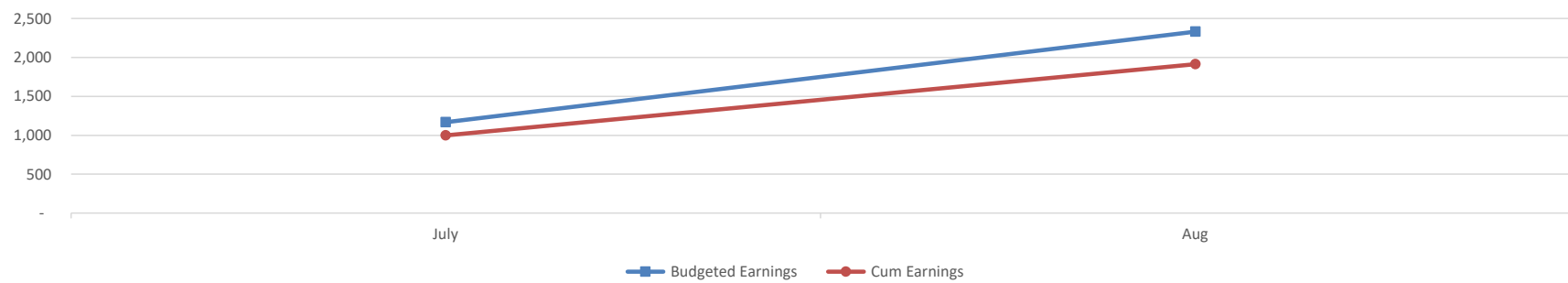
**INVESTMENT REPORT  
FY 2021**

Date	July				Aug							
	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>
	<u>Accounts</u>	<u>Short &amp; Medium</u>			<u>Accounts</u>	<u>Short &amp; Medium</u>			<u>Accounts</u>	<u>Short &amp; Medium</u>		
1	984,877	450,601	26,195	1,461,673	815,355	650,601	26,195	1,492,151				-
2	984,877	450,601	26,195	1,461,673	815,355	650,601	26,195	1,492,151				-
3	984,877	450,601	26,195	1,461,673	725,355	650,601	26,195	1,402,151				-
4	984,877	450,601	26,195	1,461,673	725,355	650,601	26,195	1,402,151				-
5	984,877	450,601	26,195	1,461,673	525,355	650,601	26,195	1,202,151				-
6	644,877	450,601	26,195	1,121,673	450,355	650,601	26,195	1,127,151				-
7	644,877	450,601	26,195	1,121,673	450,355	650,601	26,195	1,127,151				-
8	644,877	450,601	26,195	1,121,673	450,355	650,601	26,195	1,127,151				-
9	644,877	450,601	26,195	1,121,673	450,355	650,601	26,195	1,127,151				-
10	644,877	450,601	26,195	1,121,673	450,355	650,601	26,195	1,127,151				-
11	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
12	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
13	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
14	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
15	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
16	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
17	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
18	644,877	450,601	26,195	1,121,673	390,355	650,601	26,195	1,067,151				-
19	644,877	450,601	26,195	1,121,673	105,355	650,601	26,195	782,151				-
20	814,877	450,601	26,195	1,291,673	105,355	650,601	26,195	782,151				-
21	814,877	450,601	26,195	1,291,673	105,355	650,601	26,195	782,151				-
22	814,877	450,601	26,195	1,291,673	105,355	650,601	26,195	782,151				-
23	814,877	450,601	26,195	1,291,673	105,355	650,601	26,195	782,151				-
24	814,877	450,601	26,195	1,291,673	105,355	650,601	26,195	782,151				-
25	814,877	450,601	26,195	1,291,673	655,355	650,601	26,195	1,332,151				-
26	814,877	450,601	26,195	1,291,673	655,355	650,601	26,195	1,332,151				-
27	814,877	650,601	26,195	1,491,673	655,355	650,601	26,195	1,332,151				-
28	664,877	650,601	26,195	1,341,673	865,355	650,601	26,195	1,542,151				-
29	814,877	650,601	26,195	1,491,673	865,355	650,601	26,195	1,542,151				-
30	814,877	650,601	26,195	1,491,673	865,355	650,601	26,195	1,542,151				-
31	815,355	650,601	26,195	1,492,151	865,665	650,601	26,195	1,542,461				-

## COMBINED INVESTMENTS



## Investment Earnings



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 09-7-2020**  
**FROM:** RICHARD H AVERETT, Executive Director **Item: 3F**  
**SUBJECT: CLIENT SERVICES – MANAGEMENT SERVICES AGREEMENTS**

**RECOMMENDATION**

Approve authorizing the Executive Director to execute management services agreements with the agencies described in the following table:

AGENCY	START DATE	NTE (IF ANY)	SERVICE(S) PROVIDED
Atherton	June 2020	\$10,000	HR Services
Cloverdale	Aug. 2020	\$25,000	HR Services
Compton	June 2020	\$42,500	HR Assessment
Cosumnes Community Services District	July 2020	\$3,500	Short Form – Outreach Services
Davis	Aug. 2020	\$16,000	Financial Services
Douglas County (Nevada)	Dec. 2019	\$6,000	Short Form – Payroll Accounting
Fort Ord Reuse Authority	June 2020	\$150,000	Outreach Services
Las Gallinas Valley Sanitary District	June 2020	\$81,000	Financial Services
Marina	May 2020	\$10,200	Training & Coaching
Novato	June 2020	\$58,000	Financial Services
Placer Mosquito & Vector Control District	July 2020	\$10,000	HR Services
Salinas	Aug. 2020	\$100,000	Financial Services
Salinas	July 2020		HR Services
Sausalito	June 2020	\$25,000	Financial Services
Sausalito	July 2020	\$25,000	HR Services
Seaside	May 2020	\$1,800	Short Form – HR Services
Silicon Valley Regional Interoperability Authority	July 2020	\$270,720	Management Staffing
Solano County Water Agency	June 2020	\$150,000	HR & Finance
Sonoma County Employees Retirement Association	Aug. 2020	\$17,570	Compensation Study
Sunnyvale	July 2020	\$13,200	Training
Valley Water (SCVWD)	July 2020	\$37,000	Leadership Academy
Ventura County Transportation Commission	July 2020	\$50,000	HR Services

AGENCY	START DATE	NTE (IF ANY)	SERVICE(S) PROVIDED
Willows	Aug. 2020	\$100,000	Financial Services

All management services agreements use, whenever possible, the standard RGS template agreement approved by JPA Counsel. Changes to the terms of the standard RGS agreement or use of a partner agency's standard agreement are countersigned by JPA Counsel.

### **FISCAL IMPACT**

The hourly or monthly rates charged to all partner agencies for services are sufficient to pay all salaries, benefits, insurance and administrative costs of the JPA.

### **SUMMARY OF AGREEMENTS BY AGENCY TYPE & SERVICE GROUP RGS 2020 Service Agreements: May – August**

Entity Type	Service Type	Agrmt Count	Agrmt Value
<b>City</b>		<b>15</b>	<b>\$683,900</b>
	Financial Services	7	\$308,000
	HR Services	3	\$77,500
	Outreach	1	\$25,000
	Planning	2	\$250,000
	Training	2	\$23,400
<b>Special District</b>		<b>12</b>	<b>\$649,790</b>
	Financial Services	1	\$81,000
	HR Services	8	\$378,290
	Outreach	2	\$153,500
	Training	1	\$37,000
<b>Grand Total</b>		<b>27</b>	<b>\$1,333,690</b>



**SUMMARY OF AGREEMENTS  
BY AGENCY TYPE & SERVICE GROUP  
RGS 2020 Service Agreements: January - August**

Entity Type	Service Type	Agrmt Count	Agrmt Value
<b>City</b>		<b>33</b>	<b>\$1,501,399</b>
	Financial Services	12	\$452,999
	HR Services	13	\$435,300
	Outreach	3	\$55,000
	Planning	3	\$534,700
	Training	2	\$23,400
<b>County</b>		<b>4</b>	<b>\$110,907</b>
	Financial Services	1	\$6,000
	HR Services	1	\$10,000
	Outreach	2	\$94,907
<b>Special District</b>		<b>25</b>	<b>\$1,219,340</b>
	Financial Services	3	\$151,000
	HR Services	15	\$834,290
	Outreach	2	\$153,500
	Training	5	\$80,550
<b>Grand Total</b>		<b>62</b>	<b>\$2,831,646</b>

**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD H. AVERETT, Executive Director  
**SUBJECT:** APPROVAL OF MUNICIPAL DENTAL POOL UPDATE

**EC Meeting: 9-17-2020**  
**Item: 3G**

**RECOMMENDATION**

Approve Municipal Dental Pool update.

**BACKGROUND**

At the November 22, 2019 Executive Committee meeting, authority was granted for the Executive Director to approve new RGS Dental Pool Associate Memberships.

The current RGS Dental Pool Associate Members are:

- City of Alhambra
- City of Azusa
- City of Baldwin Park
- City of Bellflower
- City of Bishop
- City of Chino
- City of Claremont
- City of Dana Point
- City of Desert Hot Springs
- City of Hawaiian Gardens
- City of Larkspur / Central Marin Police Authority
- City of Lynwood
- City of Oxnard
- City of Pico Rivera
- City of Rialto
- City of Santa Ana
- City of Upland
- County of Mendocino
- Town of Corte Madera
- Town of Woodside
- Central Marin Fire Authority
- Regional Government Services
- East Contra Costa Fire Protection District
- Metropolitan Transportation Commission

**REVIEW FOR THIS MEETING**

As of January 1, 2020, five new agencies joined the pool, bringing the total to 24. No new joining agencies are presented this quarter, with proposals out to several agencies. It has been confirmed that there will be no rate increases for the 2021 year.

**FISCAL IMPACT**

Adding new Associate Members will increase monthly premiums paid into the pool, which has contributed to increased reserves and should contribute to price stability for Pool Members. As the total premiums paid increase, RGS' administrative fee revenue has increase.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 9-17-2020**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 3H**  
**SUBJECT: PERSONNEL RULES, REGULATIONS AND POLICIES UPDATES**

### **RECOMMENDATION**

Approval of updates to the personnel rules, regulations, and policies.

### **BACKGROUND**

At the November 16, 2017 Board of Directors meeting, the Board approved bringing only individual sections of the Personnel Rules, Regulations and Policies which had undergone material changes for approval. Minor changes such as spelling and grammar corrections are not presented for approval.

It was also approved that such changes would be brought to the Executive Committee Consent Calendar for approval instead of the Board of Directors.

The Personnel Rules, Regulations, and Policies continue to be presented as one all-encompassing document to all JPA employees. Given the nature of the JPA, with employees at various worksites, there is a need for employees to be able to use a single document to find information relevant to employment rules, policies, practices, and procedures. This document is available on the online payroll/timecard program, which is where many JPA employment-related documents are placed for easy access. All employees must log in to this system regularly. The document is also available to the public upon request.

### **REVIEW FOR THIS MEETING**

- Member in Good Standing Policy – Changes approved June 24, 2020 are proposed to be further amended to provide greater clarity on Board and Executive Committee member participation in JPA governance and to provide improved operational flexibility in holding governance meetings.

The Joint Powers Agreement limits the Executive Committee to no more than seven individuals, with up to two Alternate committee members. For continuity of familiarity with JPA operations, it is proposed that the Board select Alternate Executive Committee members when the number of Board Members exceeds seven, and then to select Alternate members from the Board Members.

Proposed changes would provide that:

- Member Services funds may be withheld in part or in total for failure to participate in Board and/or Executive Committee activities;
- The Executive Director's determination of Member's "temporarily inactive" status would be limited to no more than one month;
- Board Members are encouraged to designate an alternate member for their Agency;
- A Board Member's designated alternate would also be that Member's alternate on the Executive Committee;

- Should a Board Member be temporarily unable to perform JPA duties, the designated Agency alternate or the interim replacement of the individual serving on the RGS Board would be automatically on the RGS Board and Executive Committee, if that member was also serving both bodies. An Agency's governing body could also designate a different representative until a permanent replacement is appointed.
  - If the Board of Directors has designated Alternate Executive Committee Members, those members would be called upon to fulfill meeting quorum requirements, when Board members and their alternates are insufficient in number to constitute a quorum.
- Update to Employer/Employee Relations, Grievance Procedure, and Disciplinary Policies - The goal of the update is to revise the PR&R to more accurately reflect our unique organization and employment model. All positions within the JPA are at-will positions. An at-will employee is one who serves at the pleasure of the appointing authority, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due process or evidentiary appeal.

Since RGS is an "at will" employer, staff seeks to adjust language to reflect that model. Staff recommends the following:

- Revision of Section 2 – Employer/Employee Relations
- Complete removal of Section 30 – Grievance Procedure
- Revision of Section 31 – Disciplinary Process. Some elements of this policy will be retained but renamed/revised as a Corrective Action policy.

The current language in Sections 30 and 31 of the PR&R can lend credibility to an employee's claim that they are not "at will" but are entitled to the processes described in these sections listed above. These policy revisions and removals impact terminology used in other sections within the PR&R, which will require minor language changes throughout the document for consistency. For example, all references to Grievances have been removed throughout the document and discipline/disciplinary process have been revised to corrective action. (A red-lined copy of the all impacted policies is included.)

### **FISCAL IMPACT**

There are no fiscal impacts of approving the proposed changes.

## PART J – BOARD POLICIES

**SECTION 50:**           **Board Policies**  
**POLICY TITLE:**       **Member in Good Standing**  
**POLICY NUMBER:**   **50.1**  
**LAST UPDATE:**       **06/20**

**Overview:** The Executive Committee's definition of a member in good standing assists it in exercising its authority to cancel an Agency's Membership. Every member agency has one Board representative. The Board of Directors, in turn, appoints members to the Executive Committee. This policy applies to all Directors and Committee Members.

50.1.1 **Responsibilities of Board & Executive Committee Members:** Board and Committee Members support the work of the JPA by actively participating in the governance, including attendance at JPA meetings, and ~~in strategic planning~~ workshops. ~~They~~ Members also serve a key role in promoting the JPA's mission to provide professional and cost-effective services to public agencies and non-profits. Both governance and outreach require active participation by members. Day-to-day operations are led by the Executive Director, with the Executive Committees and Executive Director relationship as a partnership, with the appropriate involvement of the Board and Executive Committee members as both critical and expected. These guidelines are proposed to assist the governing bodies in determining membership in good standing.

- All members will be responsible for regularly attending meetings, either in person or by sending a designated alternate. A member in good standing will be one who either personally, or via an alternate, attended three-fourths (3/4) of scheduled meetings during the fiscal year.
- All members will actively contribute to the work of the Board and/or Executive Committee and show concern for the JPA's development. This includes but is not limited to:
  - Informing other public agencies about the mission of the JPA.
  - Acting as an ambassador for the JPA, representing the JPA to other public agencies in a positive manner.
  - Keeping up to date on current trends in public governance and determining how the JPA can effectively serve other public agencies in light of changing trends.
  - Reviewing the annual financial statements of the JPA and ensuring, through their governance role, that the JPA is operated in an ethical, legal and financially sustainable manner.
- After successfully completing a year of service on the Board or Executive Committee, a Member Agency shall be fully eligible for ~~training resources and reimbursements as other Members; all of which are~~ Member Services funds subject to appropriation and funding availability.

50.1.2 **Active Engagement:** The Executive Director and Board or Executive Committee members encourage all members to actively engage in the work of the JPA. A recurring or continued failure of a member to actively participate shall

## PART J – BOARD POLICIES

result in an action item on the next ~~regular~~ agenda which will consider a reduction or elimination of Member Services funding for Board and/or Executive Committee service, and up to the removal of the Executive Committee member. ~~Removal by the Board or Executive Committee shall be considered removal by the other body, and removal by the Executive Committee will cancel the Agency Membership represented by the member. Failure of a member to meet the above guidelines as determined by a two-thirds majority of the other Board members will result in the removal of the member.~~

50.1.2.1 **Exceptions:** Should an Executive Committee or Board member become temporarily unable to perform the duties outlined above, the Executive Director may determine the member to be temporarily inactive from Committee participation for no more than one (1) month and shall notify the Chair of the Board of Directors and/or Chair of the Executive Committee. This action would preserve the membership status and the excused member's service credit would not be adversely impacted, while the number of members required for a quorum is based on the number of active members.

Board Members are encouraged to designate an alternate member for their Agency. This alternate Board member is considered the alternate for that member on the Executive Committee. Should a Board Member be temporarily unable to perform JPA duties, the designated Agency alternate or the interim replacement of the individual serving on the RGS Board would be automatically on the RGS Board and Executive Committee, if that member was also serving both bodies. Alternatively, the governing body of a Member Agency may designate another representative to the Board and Executive Committee during a period of unavailability of an Agency member representative and until a permanent replacement is appointed.

If the Board of Directors has designated Alternate Executive Committee Members, those members would be called upon to fulfill meeting quorum requirements when Board members and their alternates are insufficient in number to constitute a quorum.

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** JEFFERSON KISE, Finance Manager  
**SUBJECT:** FINANCIAL REPORT ANALYSIS

**EC Meeting: 09-17-2020**  
**Item: 4A**

### **RECOMMENDATION**

No action is required of the Executive Committee. These are informational, preliminary financial reports through July 2020, and are attached for review.

### **ANALYSIS**

All reports are draft and unaudited. Accruals for earned but not paid vacation leave time are posted to the financials monthly. When cash is received on an advanced billing, it is posted to the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. There is no impact on net position of the agency.

### **Fiscal Year 2020**

The unaudited FYE20 financial results reflect a loss of \$31,332. The degree to which this is an improvement over the \$160,300 loss projected in May is not as great as it appears. Fiscal year end adjustments of insurance claim related expenses reduced operating expenses by \$113,000, which when added back would amount to a loss of \$144,332. While in the end these expenses belong in the reserve, staff wishes to remain consistent in presentation through the end of the fiscal year.

FY20 was a year of significant growth for the JPA. Total revenue was up \$4,012,500 or 44% compared to the prior fiscal year. The growth was largely attributable to the growth in staff assigned to one client, therefore as is consistent with the JPA business model the corresponding salary and benefit expenses grew as well. There are several reasons for why profitability did not grow in relationship to revenue. The most significant reason relates to COVID19 in that employees did not use much vacation time. This means the JPA carried both their salary expense and vacation accrual through the year. Normally when vacation time is taken the reduction in the leave accrual offsets the salary cost. This item alone totals \$135,000 at the end of the year.

First year contributions to the claims reserve were \$100,000 which was augmented by a \$15,471 insurance reimbursement. However, the Arroyo Grande CalPERS settlement as well as workers compensation claims and legal expenses allocated at the end of the year left the reserve with a deficit balance of \$27,522. This deficit will be made up by increased FY21 contributions and claims reimbursements (the JPA has already met its retention on the active Workers Compensation claim so it is receiving periodic claims reimbursements from the carrier). In May the JPA was forecasted to finish the year with a fund balance of \$102,000. The balance prior to any further audit adjustments is \$167,875 which includes the claims reserve balance.

### **Fiscal Year 2021**

For the first month of the fiscal year, the July JPA performance resulted in net income of \$17,751 which is triple the profit budgeted and significantly better than the \$26,593 loss for the same period last year. Client billings and expense reimbursements were greater than forecasted, and administrative services revenue for Municipal Shared Services, the Municipal Dental pool and STARS also exceeded the amount budgeted. The vacation accrual balance continues to grow and exceeded the amount budgeted for the same reason discussed above. The Professional Fees line item is inflated by the pass-through costs of contractors working for CalSAWS. The offset for this can be seen in the client expense reimbursement revenue item.

The July 31<sup>st</sup> net position is \$198,128 reflecting both the profitable month and budgeted contributions to the claims reserve.

## Regional Government Services

12:29 PM

## Profit &amp; Loss

09/11/2020

July 2019 through June 2020

Accrual Basis

Jul '19 - Jun 20

## Ordinary Income/Expense

## Income

440301 - Client Billings 10,419,236

440400 - Admin Services

440402 - MSS 80,000

440403 - Municipal Dental Pool 50,663

440404 - STARS 5,100

Total 440400 - Admin Services 135,763

480000 - Miscellaneous Income

480100 - Client Expense Reimbursement 2,633,459

480200 - Purchasing Card Rebate 3,883

480300 - Other 2,803

Total 480000 - Miscellaneous Income 2,640,145

Total Income 13,195,144

Gross Profit 13,195,144

## Expense

511010 - Salaries - Regular 8,112,256

511072 - Salaries - Nonbillable 135,348

512002 - Medicare Employer Expense 117,672

512003 - Workers' Comp Exp clerical 71

512004 - Employee Assistance Program 5,127

512005 - Health Insurance Expense 718,249

512006 - Dental Insurance Expense 56,681

512007 - Vision Insurance Expense 8,839

512008 - Life Insurance Expense 6,850

512009 - Long Term Disability Expense 9,598

512011 - Stars 401A Expense 800,401

512014 - Short Term Disability Expense 8,794

512015 - Unemployment Expense 53,302

512018 - FSA Health &amp; Day Care Expense 1,662

512019 - Employee Expense Allowances 82,541

520107 - APS (ADP) Payroll Fees 12,399

520108 - Communications - Agency Expense 6,164

520201 - Office Supplies 111

520202 - Bank Fees &amp; Services 4,670

520204 - Printing &amp; Postage 50,156

520301 - Audit Services 26,790

520302 - Legal Services 65,618

520314 - Administrative Services 45,500

520320 - Professional Services 2,237,159

520501 - Professional Dues &amp; Membership 46,127

520502 - Training &amp; Development 19,235

520503 - Conferences &amp; Outreach 41,865

520504 - Publications 16,254

520505 - Program Hosting Expenses 8,967

520508 - Licenses &amp; Fees 1,555

520700 - Workers Comp Insurance Expense 42,589

520701 - General Liability Insurance Exp 70,035

520702 - Claims Expense 0

520801 - Mileage Reimbursement 58,333

520803 - Travel Reimbursement 163,495

520805 - Supplies &amp; Meals Reimbursement 16,933

520904 - Computer Install &amp; Maintenance 45,637

522798 - Miscellaneous Expense

560100 - Service Group Admin costs

570100 - Equipment Purchase 270

Total Expense 13,097,253



Net Ordinary Income	97,891
Other Income/Expense	
Other Income	
520100 - Investment Income	26,277
Total Other Income	<u>26,277</u>
Other Expense	
529991 - RGS Claims Reserve Contribution	100,000
529996 - Attributed OPEB / HRA Expense	55,500
529997 - Unallocated Admin. Svcs - RGS	-1,996,123
529999 - Allocated Unbillable Expenses	1,996,123
Total Other Expense	<u>155,500</u>
Net Other Income	<u>-129,223</u>
Net Income	<u><u>-31,332</u></u>

**Regional Government Services**  
**Profit & Loss**  
**July 2020**

4:06 PM  
09/10/2020  
Accrual Basis  
Jul 20

Ordinary Income/Expense	
Income	
440301 · Client Billings	967,912
440400 · Admin Services	
440402 · MSS	5,000
440403 · Municipal Dental Pool	4,166
440404 · STARS	1,258
Total 440400 · Admin Services	10,424
480000 · Miscellaneous Income	
480100 · Client Expense Reimbursement	274,431
Total 480000 · Miscellaneous Income	274,431
Total Income	1,252,767
Gross Profit	1,252,767
Expense	
511010 · Salaries - Regular	742,073
511072 · Salaries - Nonbillable	16,872
512002 · Medicare Employer Expense	10,725
512003 · Workers' Comp Exp clerical	18
512004 · Employee Assistance Program	447
512005 · Health Insurance Expense	81,083
512006 · Dental Insurance Expense	6,483
512007 · Vision Insurance Expense	995
512008 · Life Insurance Expense	858
512009 · Long Term Disability Expense	976
512011 · Stars 401A Expense	70,680
512014 · Short Term Disability Expense	918
512015 · Unemployment Expense	1,050
512018 · FSA Health & Day Care Expense	129
512019 · Employee Expense Allowances	6,318
520107 · APS (ADP) Payroll Fees	949
520108 · Communications - Agency Expense	390
520204 · Printing & Postage	66
520302 · Legal Services	1,732
520314 · Administrative Services	691
520320 · Professional Services	254,035
520501 · Professional Dues & Membership	5,206
520502 · Training & Development	2,058
520700 · Workers Comp Insurance Expense	4,697
520701 · General Liability Insurance Exp	4,083
520801 · Mileage Reimbursement	1,541
520803 · Travel Reimbursement	410
520805 · Supplies & Meals Reimbursement	89
520904 · Computer Install & Maintenance	2,983
522798 · Miscellaneous Expense	
560100 · Service Group Admin costs	
Total Expense	1,218,555

	<u>Jul 20</u>
Net Ordinary Income	34,212
Other Income/Expense	
Other Income	
520100 - Investment Income	997
Total Other Income	<u>997</u>
Other Expense	
529991 - RGS Claims Reserve Contribution	12,500
529996 - Attributed OPEB / HRA Expense	4,958
529997 - Unallocated Admin. Svcs - RGS	-150,308
529999 - Allocated Unbillable Expenses	150,308
Total Other Expense	<u>17,458</u>
Net Other Income	<u>-16,461</u>
Net Income	<u><u>17,751</u></u>

**Regional Government Services**  
**Balance Sheet**  
As of June 30, 2020

4:09 PM

09/10/2020

Accrual Basis

Jun 30, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

110030 · LAIF Account	26,251
110040 · CalTRUST Medium Term Fund	313,289
110050 · CalTRUST Short Term Fund	154,640
110080 · Union Bank Worker Comp Checking	1,909
110090 · Community Bank of the Bay Chkg	103,666
111000 · Community Bank of the Bay MMkt	984,877

**Total Checking/Savings** 1,584,632

**Accounts Receivable**

131130 · Accounts Receivable	1,527,371
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**Total Accounts Receivable** 1,527,371

**Other Current Assets**

120005 · Prepaid Expenses	66,376
120100 · FSA Funding Deposit	1,801
131131 · Accounts Receivable - Misc	20,602

**Total Other Current Assets** 88,779

**Total Current Assets** 3,200,782

**Other Assets**

180001 · Loan due to JPA	23,240
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**Total Other Assets** 23,240

**TOTAL ASSETS** 3,224,022

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

220010 · Accounts Payable	207,340
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**Total Accounts Payable** 207,340

**Other Current Liabilities**

214070 · Due To/From MSA	0
220012 · Accounts Payable - Misc.	273
221003 · 457/401A Retirement Liability	61,837
221006 · FSA Liability	1,375
221008 · Workers' Comp. Liability	0
221015 · Health Insurance Liability	-5,279
221023 · Dental Insurance Liability	-414
221024 · Vision Insurance Liability	-539
221029 · Garnishments	0
230060 · Accrued Salaries, Wages & Taxes	349,487
240010 · Deferred Revenue	27,066
250001 · Accrued Vacation	241,531

**Total Other Current Liabilities** 675,337

**Total Current Liabilities** 882,677

	<u>Jun 30, 20</u>
<b>Long Term Liabilities</b>	
260006 · IBNR - GL	60,000
260007 · IBNR - WC	7,788
260008 · Case Reserves - WC	52,894
260009 · Workers Comp Claims Liability	156,113
260010 · General Liability Claims	1,896,676
<b>Total Long Term Liabilities</b>	<u>2,173,471</u>
<b>Total Liabilities</b>	3,056,148
<b>Equity</b>	
32000 · Retained Earnings	-692,810
370000 · Fund Bal Unreserved/Unrestrictd	919,542
390000 · Insurance Claims Reserves	-27,522
Net Income	-31,335
<b>Total Equity</b>	<u>167,875</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,224,023</u></u>

## Regional Government Services

## Balance Sheet

As of July 31, 2020

4:09 PM

09/10/2020

Accrual Basis

Jul 31, 20

## ASSETS

## Current Assets

## Checking/Savings

110030 · LAIF Account	26,288
110040 · CalTRUST Medium Term Fund	513,651
110050 · CalTRUST Short Term Fund	154,758
110080 · Union Bank Worker Comp Checking	3,434
110090 · Community Bank of the Bay Chkg	36,623
111000 · Community Bank of the Bay MMkt	815,356

Total Checking/Savings	1,550,110
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## Accounts Receivable

131130 · Accounts Receivable	1,700,280
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Total Accounts Receivable	1,700,280
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## Other Current Assets

120005 · Prepaid Expenses	58,507
120010 · Prepaid Insurance	14,536
120100 · FSA Funding Deposit	1,801
131131 · Accounts Receivable - Misc	7,421

Total Other Current Assets	82,265
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Total Current Assets	3,332,655
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## Other Assets

180001 · Loan due to JPA	22,240
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Total Other Assets	22,240
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## TOTAL ASSETS

3,354,895

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

220010 · Accounts Payable	258,393
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Total Accounts Payable	258,393
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## Other Current Liabilities

214070 · Due To/From MSA	0
220012 · Accounts Payable - Misc.	273
221003 · 457/401A Retirement Liability	62,181
221006 · FSA Liability	1,315
221008 · Workers' Comp. Liability	0
221015 · Health Insurance Liability	-5,692
221016 · Long Term Disability Liability	6
221017 · Short Term Disability Liability	10
221023 · Dental Insurance Liability	-448
221024 · Vision Insurance Liability	-567
221025 · Life Insurance/AD&D Liability	133
221028 · Misc Benefits Liability	653
221029 · Garnishments	0
230060 · Accrued Salaries, Wages & Taxes	358,429
240010 · Deferred Revenue	46,717
250001 · Accrued Vacation	258,402

Total Other Current Liabilities	721,412
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## Total Current Liabilities

979,805

**Jul 31, 20**

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**Long Term Liabilities**

260005 · Health Reimbursement Account	4,958
260006 · IBNR - GL	60,000
260007 · IBNR - WC	7,788
260008 · Case Reserves - WC	52,894
260009 · Workers Comp Claims Liability	154,646
260010 · General Liability Claims	1,896,676

<b>Total Long Term Liabilities</b>	<b>2,176,962</b>
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<b>Total Liabilities</b>	<b>3,156,767</b>
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**Equity**

32000 · Retained Earnings	-724,144
370000 · Fund Bal Unreserved/Unrestrictd	919,542
390000 · Insurance Claims Reserves	-15,022
Net Income	17,751

<b>Total Equity</b>	<b>198,127</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,354,894</b>
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**TO:** EXECUTIVE COMMITTEE **EC Meeting: 9-17-2020**  
**FROM:** JEFFERSON KISE, Finance Manager **Item: 4B**  
**SUBJECT: APPROVAL OF TRANSFER/EXPENDITURE OF LEGAL SERVICES BUDGET  
TO RGS RESERVES**

### **RECOMMENDATION**

Staff recommends the Executive Committee approve a one-time transfer of \$90,000 from the FY21 budgeted legal expense operating budget to the claims reserve account budget.

### **ANALYSIS**

An insurance claims reserve account was established in FY20 to cover insurance claim related expenses such as legal and professional fees, as well as the self-insured retention associated with a claim. The full accounting treatment of the new reserve was completed while closing the books for the FY20 audit. This process revealed that while the FY21 budget had moved Worker's Compensation claims expense to the reserve, legal fees has not been included. For FY21 the JPA budgeted \$143,000 in total legal costs. An analysis of the FY20 costs along with knowledge of the current claim-related activities results in the recommendation to move \$90,000 of the legal fee budget over to the claims reserve budget. This change will increase the FY21 claims reserve budget from \$150,000 to \$240,000 and reduce the operating legal services budget to \$53,000. Moving forward, invoices for claims related costs will be charged directly to the reserve and not reflected in operating expenses.



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 9-17-2020**  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager **Item: 5A**  
**SUBJECT: UPDATES TO ADOPTED STRATEGIC PLAN**

### **UPDATES**

RGS staff will continue to use the recently adopted 5-Year Strategic Plan to guide our work and priorities moving forward. Several implementation strategies already in progress (e.g. customer service, compensation model, etc.) will continue and others will be pursued when administrative resources are available to launch work groups to support implementation strategies.

### **BACKGROUND**

In February 2020, the Executive Committee approved RGS' 5-Year strategic plan to replace the interim strategic plan. The RGS strategic plan identified the following goals:

- Goal 1: Outstanding Service for Local Government.** Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.
- Goal 2: Leadership, Staffing, and Teamwork.** Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.
- Goal 3: Financial and Risk Management.** Ensure continued financial stability and growth with effective risk management.
- Goal 4: RGS Growth.** Develop and promote the RGS story, building on core values and strengths that serve local government.
- Goal 5: Industry Leadership.** Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

After adoption of the strategic plan, staff were preparing to form work teams for each of the goals to move forward on implementation strategies and measures/outcomes for each goal. However, COVID-related uncertainty regarding revenues has delayed the formation of workgroups to keep RGS administrative costs down. RGS Executive Director delivered a message to RGS employees announcing the adoption of the plan, shared the strategic plan goals, implementation strategies, and plans to form work teams to support implementation strategies as soon as possible.

### **FISCAL IMPACT**

The fiscal impact of implementing staff work teams to support strategic plan goals strategies will result in increased administrative costs to RGS, and therefore, a narrower, selective approach will be used when funding allows.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 9-17-2020**  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager **Item: 6A**  
**SUBJECT: APPROVE APPOINTMENTS TO EXECUTIVE DIRECTOR AD HOC COMMITTEE**

**RECOMMENDATION**

Staff recommends the following actions regarding the Ad Hoc Committee:

- Form the Ad Hoc Committee to review Executive Director performance and compensation.
- Appoint a second member to the Ad Hoc Committee for the upcoming Fiscal Year to assist the existing Executive Committee Chair.

**BACKGROUND**

In November 2019, the Executive Committee approved an annual process recommended by the Ad Hoc Committee to review of the RGS Executive Director compensation and performance. The process specifies the appointment of a new Ad Hoc Committee annually to work with staff to complete this review and make recommendations to the Executive Committee.

The Ad Hoc Committee is composed of the existing Chair of the Executive Committee and the immediate past Chair of the Executive Committee. For this Fiscal Year, the existing Chair is Steve Rogers and the past Chair is no longer on the Executive Committee. The Executive Committee will need to appoint a member to the Ad Hoc Committee to serve with the existing Chair.

Once formed, the Administrative Services Manager will coordinate with the Ad Hoc Committee in moving through the steps in the adopted process for Executive Director performance and compensation review. These actions will be completed ahead of the November 2020 meeting, in accordance with the approved process.

**FISCAL IMPACT**

There is no fiscal impact to forming the Ad Hoc Committee to review Executive Director compensation and performance.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 09-17-2020**  
**FROM:** AD HOC COMMITTEE **Item: 6B**  
**SUBJECT: EXECUTIVE DIRECTOR COMPENSATION STUDY**

### **RECOMMENDATION**

Authorize the Ad Hoc Committee to direct staff to move forward with a third-party vendor to develop a compensation methodology and to prepare an Executive Director compensation study.

### **BACKGROUND**

In November 2019, the Executive Committee approved an annual process recommended by the Ad Hoc Committee for an annual performance review and a tri-annual compensation study. The Committee also approved the recommendations of the Ad Hoc Committee to engage the services of an outside firm to develop a new compensation methodology and comparison study for Ad Hoc Committee consideration for the tri-annual study. RGS frequently performs these services for its clients, so the Ad Hoc committee wanted an outside vendor's independence.

RGS's Administrative Services Manager reached out to qualified firms to submit a proposal for the Executive Director methodology and study. Only one firm responded with a proposal. The Koff and Associates proposal totaled \$9,900.00.

On May 5, 2020, the Ad Hoc Committee and the Administrative Services Manager met to discuss the proposal and RGS' current revenues in order to decide on whether to engage with the vendor. The Ad Hoc Committee commented that it was good practice to have a solid Executive Director compensation study to use for future Executive Director compensation discussions. Subsequently, staff have recommended postponing this study until mid-year, based on financial performance. Koff and Associates has indicated that they would honor their proposal later in this fiscal year when we are ready to proceed.

### **FISCAL IMPACT**

The fiscal impact to the JPA would be \$9,900 for work proposed by Koff and Associates to help the JPA establish a new compensation methodology for the Executive Director position and to conduct a study of comparable compensations. Staff would keep the Ad Hoc Committee informed as to RGS's capacity to move forward with the work.