

## RGS BOARD 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**  
**February 21, 2019**  
**1:00 p.m.**

**Larkspur City Hall**  
**Council Chambers**  
**400 Magnolia Ave, 2<sup>nd</sup> Fl**  
**Larkspur, CA 94939**

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

**2. PUBLIC COMMENT**

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

A. Approval of **November 15, 2018** Minutes

*Action*

**4. TREASURER'S REPORT - None**

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

A. Appointment of Michael McHatten to Serve on Executive Committee

*Action*

B. Receive Resignation of Troy Brown from Executive Committee

*Information*

C. Approval of Salary Schedule Update

*Action*

**7. EXECUTIVE DIRECTOR AND MEMBER REPORTS**

A. Executive Director:

*Information*

B. Members:

*Information*

**8. ADJOURN**

**Next Regular Meeting September 10, 2019**

**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  
BOARD OF DIRECTORS MINUTES  
NOVEMBER 15, 2018**

The Regional Government Services Authority held a regular meeting of the Board of Directors on November 15, 2018 at Yountville Town Hall Council Chambers. The meeting was called to order at 11:31 a.m.

**1. CALL TO ORDER**

Members Present: Dan Schwarz, Chair  
Julie Carter, Alternate Member  
Steve Rogers, Member  
Absent: Fran Robustelli, Vice Chair  
Other Attendees: Richard Averett, Executive Director  
Sophia Selivanoff, Director of Client Services  
Mark Moses, Director of Finance Services  
Kendall Flint, Director of Communications  
Jeff Kise, Finance & Operations Manager  
Rich Oppenheim, Administrative Services Manager  
Chris Paxton, Project Advisor  
Sky Woodruff, Agency General Counsel  
Scott Kivel, Agency Special Counsel

**A. Election of Officers**

**Action:** Moved and seconded (Carter/Rogers) to nominate and elect Fran Robustelli as Chair.

**AYES:** Schwarz, Carter, Rogers

**NOES:** None

**ABSTAIN:** None

**Action:** Moved and seconded (Carter/Schwarz) to nominate and elect Steve Rogers as Vice Chair.

**AYES:** Schwarz, Carter, Rogers

**NOES:** None

**ABSTAIN:** None

Vice Chair Rogers then chaired the rest of the rest of the meeting.

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**A. Approval of May 17, 2018 Minutes**

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

**AYES:** Schwarz, Carter, Rogers

**NOES:** None

**ABSTAIN:** None

**4. TREASURER’S REPORT - None**

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

**A. Approval of Resolution RGSBOD2018-02 to Apply for Certificate of Consent to Self-Insure**  
Executive Director Averett noted that this action is required with the pending dissolution of Municipal Services Authority. Chair Rogers asked for public comment and there was none.

**Action:** Moved and seconded (Carter/Schwarz) to approve Resolution RGSBOD2018-02 to Apply for Certificate of Consent to Self-Insure  
**AYES:** Schwarz, Carter, Rogers  
**NOES:** None  
**ABSTAIN:** None

**7. EXECUTIVE DIRECTOR AND MEMBER REPORTS**

- A. Executive Director: none
- B. Members: none

**8. ADJOURNMENT** - The meeting adjourned at 11:37 a.m. The next regular meeting date is scheduled for review by the Executive Committee at their 11-15-2018 meeting.

**TO:** BOARD OF DIRECTORS **BOD Meeting: 2-21-19**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 6A**  
**SUBJECT: APPOINTMENT OF NEW EXECUTIVE COMMITTEE MEMBER**

**RECOMMENDATION**

Approval of appointment of Michael McHatten as a Regional Government Services Authority Executive Committee Member, effective February 21, 2019.

**BACKGROUND**

The Amended and Restated Joint Powers Agreement authorizes the Board of Directors to select new members to the JPA Board of Directors. Members of the Executive Committee may, but need not be, Members of the Board of Directors. The Board seeks Executive Committee members with different skills, perspectives and knowledge of the diverse needs of the public sector.

Michael McHatten has been the City Manager of the City of Soledad since January, 2017 and is also the Executive Director of the Soledad Successor Agency of the Former Redevelopment Agency. He is the former City Administrator of Angel’s Camp. Mr. McHatten is also currently serving as Board president of the Salinas Valley Basin Groundwater Sustainability Agency. Mr. McHatten has over twenty-five years of administrative, management and leadership experience.

Soledad is a former partner agency with RGS and the GSA is a current partner agency. The Soledad City Council may consider joining RGS as a member agency at it’s March meeting.

Adding Mr. McHatten to the RGS Executive Committee will help fulfill goal 2.1 of the RGS Strategic Plan: Pursue increased representation from different geographic areas and perspectives. Mr. McHatten’s position with Soledad brings geographic diversity to the Board with his location in Monterey County, as well as a different perspective on the challenges of municipalities in that region.

**FISCAL IMPACT**

There is a minor fiscal impact of approving this appointment, anticipating travel reimbursement costs for Mr. McHatten to attend Executive Committee meetings.

**TO:** BOARD OF DIRECTORS  
**FROM:** RICH OPPENHEIM, Administrative Services Manager  
**SUBJECT:** **UPDATED SALARY SCHEDULE**

**BOD Meeting: 02-21-2019**  
**Item: 6C**

**RECOMMENDATION**

Approval of the salary schedule for Regional Government Services Authority.

**BACKGROUND**

RGS' salary schedule has been updated to include a pay range for a Deputy CEO classification. This addition will be used for the new Deputy Executive Director position internally, but also gives RGS a path to assign external Deputy CEO-level resources at partner agencies, such as an Assistant General Manager. Additionally, the upper ranges of the Technical Specialist, Administrative Assistant, and Intern positions have been increased to allow more variances in pay at those levels. This updated salary schedule will replace the current salary schedule on our public website.

As part of its business plan implementation, RGS sets salaries in coordination with billing schedules for each partner agency. The RGS salary schedule was last updated on November 2017 to more closely match the work roles that RGS is asked to perform, using titles that are different from but still generally understood by most public-sector agencies.

RGS salary schedules have broad salary ranges in order for the JPA to appropriately allow compensation variances between rural and urban areas, as well as geographically diverse regions of the State even though employees may perform the same duties. Appointments may be made at any place on the salary schedule. Increases or Cost of Living Adjustments (COLAs) are not automatic as they must be earned based on a variety of factors. Employees with similar duties in multiple assignments may be compensated differently based on the duties and region to which they are assigned. These differences are clearly delineated in a personnel action form for the employee.

California Code of Regulations Section CCR 570.5 stipulates that government entities have publicly available pay schedules. In addition, the Public Employees' Retirement Law (PERL) Government Code Sections 20636 and 20636.1 defines compensation earnable for public agency members. RGS is not governed by PERL, therefore it follows CCR 570.5 for compensation earnable and approved requirements by the governing body. In order to meet the definition of compensation earnable, an amount of pay must either constitute a pay rate or special compensation as defined in the statutes. Section 20636(d) further requires that pay rate and special compensation schedules be approved by the governing body and that those schedules or similar documents be public records available for public scrutiny.

**FISCAL IMPACT**

All salaries and benefits are recovered by service charges/bill rates paid by agency partners.

## Salary Schedule

Level	Classification	Hourly Range Bottom	Hourly Range Top
<b>Executive</b>			
	CEO	70.00	150.00
	Deputy CEO	70.00	135.00
<b>Department Head</b>			
	COO	70.00	150.00
	Deputy COO	70.00	120.00
	Department Director	45.00	90.00
<b>Manager/Professional</b>			
	Lead Advisor	60.00	115.00
	Senior Advisor	55.00	110.00
	Advisor	50.00	100.00
	Coordinating Advisor	45.00	90.00
<b>Analyst/Professional</b>			
	Project Advisor	35.00	75.00
	Project Coordinator	25.00	65.00
<b>Technical</b>			
	Administrative Support	35.00	80.00
	Technical Advisor	35.00	65.00
	Technical Specialist	20.00	55.00
<b>Clerical</b>			
	Administrative Assistant	15.00	40.00
<b>Internships</b>			
	Intern	12.00	25.00