

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.

REGULAR MEETING

February 15, 2024

1:05 p.m. or immediately following the preceeding meeting

via Teleconference

Citrus Heights Water District, Building A, General Manager's Office, 6230 Sylvan Rd, Citrus Heights, CA 95610
Dublin Civic Center, City Manager's Office, 2nd Floor, 100 Civic Plaza, Dublin, CA 94568
Larkspur City Hall, City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939
Napa City Hall, City Manager's Office Blue Room, 955 School St, Napa, CA 94559
Soledad City Hall, City Manager's Office, 248 Main Street, Soledad, CA 93960
Walnut Creek City Hall, Office of the City Manager, 3rd Floor, 1666 North Main St, Walnut Creek, CA 94596
Yountville Town Hall, Office of the Town Manager, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following link:
<https://meetings.ringcentral.com/j/1477571947>, or by calling [1-650-242-4929](tel:1-650-242-4929) and entering the meeting ID#: [1477571947](https://meetings.ringcentral.com/j/1477571947)

1. CALL TO ORDER / ROLL CALL

A. Election of Officers

Action

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 **November 2, 2023** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made October through November 2023
- D. Approval of Investments Report through November 2023
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Strategic Plan Update
- H. Receive and File Agency Bonus Awards
- I. Approval of Update to HRP – Section C.5

Action

4. TREASURER'S REPORT

A. Review of Prelim. FYTD Financial Reports & Business Development through November 2023 *Information*

5. OLD BUSINESS – None

6. NEW BUSINESS - None

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: May Meeting Location and Topics, Update on Member Agency Borrowing (requested at May 23 meeting)
- B. Members:

8. ADJOURN MEETING

Next Regular Meeting May 16-17, 2024 at a location TBD

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Sophia Selivanoff at (650) 587-7300. Notification in advance of the meeting will allow for reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
November 2, 2023**

The Regional Government Services Authority held a special meeting of the Executive Committee on November 2, 2023 via teleconference. The meeting was called to order at 3:02 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Dan Buckshi, Chair
Hilary Straus, Vice Chair
Liz Habkirk, Member
Brad Raulston, Member
Dan Schwarz, Member
Members Absent: Megan Hunter, Member
Linda Smith, Member
Other Attendees: Sophia Selivanoff, Executive Director
Richard Averett, Past Executive Director
Lindsay Rice, Accounting Manager
Tiffany Buraglio, Executive Assistant
Sky Woodruff, Authority Counsel
Scott Kivel, Special Counsel

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

Staff requested item 3B be pulled from the consent agenda for discussion

- A. Approval of **September 21, 2023** Minutes
- C. Approval of Payments and Deposits made September 2023
- D. Approval of Investments Report through September 2023
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Strategic Plan Update
- H. Receive and File Agency Bonus Awards

B. Approval of Regularly Scheduled Meetings Calendar

Executive Director Selivanoff solicited feedback on whether or not the regularly scheduled November 16, 2023 meeting should be cancelled due to the bulk of the regular meeting content being covered today. All members were in favor of cancelling the November 16, 2023 meeting with the clarification that the Executive Director should meet soon with the Ad Hoc Committee separately to solidify position goals.

Action: Moved and seconded (Straus/Habkirk) to approve the Consent Agenda with the change to cancel the regularly scheduled November 16, 2023 meeting.

AYES: Buckshi, Straus, Habkirk, Raulston, Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary FYTD Financial Reports & Business Development through August 2023
This is an informational item only. No action was taken.

Accounting Manager Rice reviewed the JPA's financial performance as outlined in the staff report. A request was made for staff to prepare a presentation regarding investment strategies and resources the JPA was utilizing in light of the current interest rate environment.

5. OLD BUSINESS - None

6. NEW BUSINESS

3:12 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9(d)(1))

- Names of Cases:
- Abid-Cummings et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003798
 - Breeze v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003799
 - Dowswell v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003800
 - Sandhu v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003801
 - Souza et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003802

4:18 p.m. Reconvene Meeting

Report Out of Closed Session

The Executive Committee Chair noted that no reportable action was taken in closed session.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: Executive Director Selivanoff announced that RGS would be attending the League City Managers Department Meeting in February after a several year absence. Members were invited to stop by the RGS booth at the conference and to let staff know if there were any particular service lines they would like to see represented by staff at the booth.

B. Members: none

8. ADJOURN – The meeting adjourned at 4:22 p.m. The next regular meeting is scheduled for February 15, 2024, via teleconference.



TO: EXECUTIVE COMMITTEE **EC Meeting: 02-15-2024**
FROM: Tiffany Buraglio, Executive Assistant **Item: 3B**
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 on the Third Thursday of the month - at least twice a year telephonically and up to two in-person, with the May meeting being held on Thursday and Friday.

| Date | EXEC COMM | BOARD | Special Topics | Location | Notes |
|----------------------------------|-----------|-------|---|------------|-----------------|
| 2024 | | | | | |
| February 15 (Thursday) | RGS | RGS | Election of Officers (all), Appoint Members to Executive Committee | Telephonic | 1:00pm-3:00pm |
| May 16-17 (Thursday - Friday) | RGS | RGS | FY23 Audited Financial Statements (moved from Nov. 23), Budget, Conflict of Interest (even years); workshop | TBD | TBD |
| September 19 | RGS | | Meeting Schedule for 2025 | Telephonic | 1:00pm-3:00pm |
| November 21 (Thursday) | RGS | | FY24 Audited Financial Statements, RGS service presentation | TBD | TBD |
| 2025 | | | | | |
| February 20 (Thursday) | RGS | RGS | Election of Officers (all), Appoint Members to Executive Committee | Telephonic | 1:00pm – 3:00pm |
| May 16 (Thursday) | RGS | RGS | Budget, Conflict of Interest (even years); workshop | TBD | TBD |
| September 18 (Thursday) | RGS | | Meeting Schedule for 2026 | Telephonic | 1:00pm – 3:00pm |
| November 20 (Thursday) | RGS | | FY 25 Audited Financial Statements, RGS service presentation | TBD | TBD |
| 2026 | | | | | |
| February 19 (Thursday) | RGS | RGS | Election of Officers (all), Appoint Members to Executive Committee | Telephonic | 1:00pm – 3:00pm |

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-15-2024**
FROM: LINDSAY RICE, Accounting Manager **Item: 3C**
SUBJECT: PAYMENTS AND DEPOSITS – OCTOBER AND NOVEMBER 2023

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 based on approved contracts and agreements. 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 Five Star money market account. Staff always seeks to minimize bank charges.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequent contractual obligations.

Regional Government Services Payment and Deposits Report

As of November 30, 2023

| | | | | | | | Accrual Basis | |
|--|-----------------|------------|------|------|---------------------------------|-------------|-------------------|-----------------|
| | Type | Date | Num | Name | Memo | Amount | Balance | |
| 110090 · Community Bank of the Bay Chkg | | | | | | | 61,532.15 | |
| | Deposit | 10/02/2023 | | | Deposit | 5,873.04 | 67,405.19 | |
| | General Journal | 10/02/2023 | 4483 | | MX Merchant Fee Payment 2023-10 | -980.79 | 66,424.40 | |
| | Deposit | 10/03/2023 | | | Deposit | 3,996.40 | 70,420.80 | |
| | Deposit | 10/03/2023 | | | Deposit | 99.00 | 70,519.80 | |
| | Deposit | 10/04/2023 | | | Deposit | 206.26 | 70,726.06 | |
| | Deposit | 10/06/2023 | | | Deposit | 70.61 | 70,796.67 | |
| | Deposit | 10/06/2023 | | | Deposit | 4,800.00 | 75,596.67 | |
| | Deposit | 10/10/2023 | | | Deposit | 4,700.00 | 80,296.67 | |
| | Deposit | 10/12/2023 | | | Deposit | 2,746.60 | 83,043.27 | |
| | Deposit | 10/16/2023 | | | Deposit | 198.00 | 83,241.27 | |
| | Deposit | 10/17/2023 | | | Deposit | 5,550.00 | 88,791.27 | |
| | Check | 10/17/2023 | | | Bank fee | -123.83 | 88,667.44 | |
| | Transfer | 10/18/2023 | | | Funds Transfer to Five Star | -78,240.00 | 10,427.44 | |
| | Deposit | 10/23/2023 | | | Deposit | 1,649.50 | 12,076.94 | |
| | Deposit | 10/31/2023 | | | Deposit | 26,604.00 | 38,680.94 | |
| | Deposit | 10/31/2023 | | | Deposit | 306.35 | 38,987.29 | |
| | Deposit | 10/31/2023 | | | Deposit | 201.96 | 39,189.25 | |
| | Transfer | 11/08/2023 | | | Funds Transfer to Five Star | -34,189.25 | 5,000.00 | |
| | Check | 11/16/2023 | | | Bank fee | -73.00 | 4,927.00 | |
| | Deposit | 11/21/2023 | | | Deposit | 2,700.10 | 7,627.10 | |
| | General Journal | 11/27/2023 | 4542 | | APS Payroll Check | -105.94 | 7,521.16 | |
| Total 110090 · Community Bank of the Bay Chkg | | | | | | | -54,010.99 | 7,521.16 |
| 111100 · Five Star - Checking | | | | | | | 778,387.54 | |
| | Deposit | 10/02/2023 | | | Deposit | 99,782.99 | 878,170.53 | |
| | Deposit | 10/02/2023 | | | Deposit | 875.00 | 879,045.53 | |
| | Deposit | 10/02/2023 | | | Deposit | 16,399.45 | 895,444.98 | |
| | Deposit | 10/02/2023 | | | Deposit | 1,592.00 | 897,036.98 | |
| | Deposit | 10/02/2023 | | | Deposit | 1,000.00 | 898,036.98 | |
| | General Journal | 10/02/2023 | 4482 | | Health Ins premiums 2023-10 | -155,795.41 | 742,241.57 | |
| | General Journal | 10/02/2023 | 4482 | | Dental Ins premium 2023-10 | -12,807.84 | 729,433.73 | |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|--------|------------------------------------|------------------------------------|-------------|------------|
| General Journal | 10/02/2023 | 4482 | | Life Disability premium 2023-10 | -5,328.38 | 724,105.35 |
| General Journal | 10/02/2023 | 4490 | | HRA Funding Q2 FY24 | -63,615.21 | 660,490.14 |
| General Journal | 10/02/2023 | 4495 | | MX Merchant Fee for closed account | -10.95 | 660,479.19 |
| Deposit | 10/03/2023 | | | Deposit | 1,283.00 | 661,762.19 |
| Deposit | 10/03/2023 | | | Deposit | 30.75 | 661,792.94 |
| Deposit | 10/04/2023 | | | Deposit | 21,422.32 | 683,215.26 |
| Deposit | 10/05/2023 | | | Deposit | 1,499.52 | 684,714.78 |
| Deposit | 10/05/2023 | | | Deposit | 37,238.67 | 721,953.45 |
| General Journal | 10/05/2023 | 4485 | | Net Pay PPE 9/30/2023 | -464,686.14 | 257,267.31 |
| Deposit | 10/06/2023 | | | Deposit | 2,708.64 | 259,975.95 |
| Deposit | 10/06/2023 | | | Deposit | 10,560.38 | 270,536.33 |
| Deposit | 10/06/2023 | | | Deposit | 126,477.36 | 397,013.69 |
| Check | 10/06/2023 | 756 | California State Disbursement Unit | APS payroll disbursement | -244.00 | 396,769.69 |
| Check | 10/06/2023 | 757 | Franchise Tax Board | APS payroll disbursement | -50.00 | 396,719.69 |
| Check | 10/06/2023 | 758 | Franchise Tax Board | APS payroll disbursement | -763.52 | 395,956.17 |
| General Journal | 10/06/2023 | 4486 | | Payroll Taxes PPE 9/30/2023 | -114,416.93 | 281,539.24 |
| Bill Pmt -Check | 10/06/2023 | CC Pay | Employment Research Services | HR background services | -486.11 | 281,053.13 |
| General Journal | 10/06/2023 | 4497 | | Rcl ERS Inv# 71423 | 192.95 | 281,246.08 |
| General Journal | 10/06/2023 | 4497 | | Rcl ERS Inv# 71310 | 293.16 | 281,539.24 |
| Deposit | 10/09/2023 | | | Deposit | 62,521.97 | 344,061.21 |
| General Journal | 10/10/2023 | 4479 | | FSA Contribution PPE 9/30/2023 | -3,970.29 | 340,090.92 |
| General Journal | 10/10/2023 | 4481 | | FSA Admin Fee Payment 2023-09 | -291.30 | 339,799.62 |
| General Journal | 10/10/2023 | 4491 | | 9/30/23 Empower 401a remittance | -61,940.50 | 277,859.12 |
| General Journal | 10/10/2023 | 4491 | | 9/30/23 Empower 457 remittance | -40,778.13 | 237,080.99 |
| General Journal | 10/10/2023 | 4494 | | 2023-09 APS Payroll Fee Payment | -1,689.39 | 235,391.60 |
| Bill Pmt -Check | 10/11/2023 | ACH | Abila | MIP - client software | -1,610.43 | 233,781.17 |
| Bill Pmt -Check | 10/11/2023 | ACH | Alliant Insurance Services | Insurance | -69,339.56 | 164,441.61 |
| Bill Pmt -Check | 10/11/2023 | ACH | Deltek | ERP related services | -285.00 | 164,156.61 |
| Bill Pmt -Check | 10/11/2023 | ACH | Straight Arrow Consulting, LLC | Deltek consulting | -1,645.00 | 162,511.61 |
| General Journal | 10/11/2023 | 4484 | | Funding Wrkr Comp Claim 2023-09 | -2,948.47 | 159,563.14 |
| Bill Pmt -Check | 10/12/2023 | ACH | Standard Insurance Company | Vision Insurance premium | -3,567.13 | 155,996.01 |
| Deposit | 10/13/2023 | | | Deposit | 26,461.95 | 182,457.96 |
| Deposit | 10/13/2023 | | | Deposit | 13,682.83 | 196,140.79 |
| Deposit | 10/13/2023 | | | Deposit | 13,541.00 | 209,681.79 |
| Deposit | 10/13/2023 | | | Deposit | 12,283.00 | 221,964.79 |
| Deposit | 10/13/2023 | | | Deposit | 8,653.60 | 230,618.39 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|------------------------------------|-------------------------------------|--------------|--------------|
| Deposit | 10/13/2023 | | | Deposit | 21,947.01 | 252,565.40 |
| Deposit | 10/16/2023 | | | Deposit | 61,290.31 | 313,855.71 |
| Deposit | 10/16/2023 | | | Deposit | 1,304.89 | 315,160.60 |
| Transfer | 10/18/2023 | | | Funds Transfer from CBB checking | 78,240.00 | 393,400.60 |
| Transfer | 10/18/2023 | | | Funds Transfer from Money Market | 175,000.00 | 568,400.60 |
| Deposit | 10/19/2023 | | | Deposit | 341.73 | 568,742.33 |
| Deposit | 10/19/2023 | | | Deposit | 400.93 | 569,143.26 |
| Deposit | 10/19/2023 | | | Deposit | 13,029.88 | 582,173.14 |
| General Journal | 10/19/2023 | 4487 | | Net Pay PPE 10/15/2023 | -443,019.01 | 139,154.13 |
| Deposit | 10/20/2023 | | | Deposit | 43,442.18 | 182,596.31 |
| Bill Pmt -Check | 10/20/2023 | ACH | WCF Insurance | Workers Comp Insurance 2023-10 | -2,706.25 | 179,890.06 |
| Bill Pmt -Check | 10/20/2023 | ACH | Chmura | Annual renewal | -11,684.10 | 168,205.96 |
| Bill Pmt -Check | 10/20/2023 | ACH | Deltek | ERP related services | -142.50 | 168,063.46 |
| Bill Pmt -Check | 10/20/2023 | ACH | Meyers Nave | Legal Services | -7,398.76 | 160,664.70 |
| Bill Pmt -Check | 10/20/2023 | ACH | Software Simplified | MIP - client third party consultant | -2,837.50 | 157,827.20 |
| Bill Pmt -Check | 10/20/2023 | ACH | The Pun Group LLP | Audit payment | -7,500.00 | 150,327.20 |
| Deposit | 10/20/2023 | | | Deposit | 103,102.53 | 253,429.73 |
| Check | 10/20/2023 | 759 | California State Disbursement Unit | APS payroll disbursement | -244.00 | 253,185.73 |
| Check | 10/20/2023 | 760 | Franchise Tax Board | APS payroll disbursement | -50.00 | 253,135.73 |
| Check | 10/20/2023 | 761 | Franchise Tax Board | APS payroll disbursement | -763.52 | 252,372.21 |
| General Journal | 10/20/2023 | 4488 | | Payroll Taxes PPE 10/15/2023 | -112,412.05 | 139,960.16 |
| Deposit | 10/20/2023 | | | Deposit | 2,100.00 | 142,060.16 |
| Deposit | 10/21/2023 | | | Deposit | 21,422.32 | 163,482.48 |
| Deposit | 10/23/2023 | | | Deposit | 1,262,672.23 | 1,426,154.71 |
| Deposit | 10/23/2023 | | | Deposit | 10,460.78 | 1,436,615.49 |
| Deposit | 10/23/2023 | | | Deposit | 250.00 | 1,436,865.49 |
| Deposit | 10/24/2023 | | | Deposit | 101,082.68 | 1,537,948.17 |
| Deposit | 10/24/2023 | | | Deposit | 1,585.00 | 1,539,533.17 |
| Transfer | 10/24/2023 | | | Funds Transfer to Money Market | -950,000.00 | 589,533.17 |
| General Journal | 10/24/2023 | 4492 | | 10/15/23 Empower 401a remittance | -60,092.10 | 529,441.07 |
| General Journal | 10/24/2023 | 4492 | | 10/15/23 Empower 457 remittance | -40,154.69 | 489,286.38 |
| Deposit | 10/25/2023 | | | Deposit | 57,501.68 | 546,788.06 |
| Bill Pmt -Check | 10/25/2023 | ACH | Cinnovx | CalSAWS subcontractor | -48,150.26 | 498,637.80 |
| Bill Pmt -Check | 10/25/2023 | ACH | David Sodergren | CalSAWS subcontractor | -17,587.50 | 481,050.30 |
| Bill Pmt -Check | 10/25/2023 | ACH | Mary E Uzupis | CalSAWS subcontractor | -20,387.50 | 460,662.80 |
| Bill Pmt -Check | 10/25/2023 | ACH | Placesoft Inc. | CalSAWS subcontractor | -20,764.00 | 439,898.80 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|------------------------------------|-------------------------------------|-------------|------------|
| Bill Pmt -Check | 10/25/2023 | ACH | Quantum Consulting Services | CalSAWS subcontractor | -35,080.00 | 404,818.80 |
| Bill Pmt -Check | 10/25/2023 | ACH | Soconus, Inc | CalSAWS subcontractor | -158,920.00 | 245,898.80 |
| Bill Pmt -Check | 10/25/2023 | ACH | Xtrategi, Inc | CalSAWS subcontractor | -27,013.92 | 218,884.88 |
| Deposit | 10/25/2023 | | | Deposit | 2,491.44 | 221,376.32 |
| Deposit | 10/25/2023 | | | Deposit | 16,633.50 | 238,009.82 |
| General Journal | 10/25/2023 | 4480 | | FSA Contribution PPE 10/15/2023 | -3,970.29 | 234,039.53 |
| Deposit | 10/26/2023 | | | Deposit | 2,749.00 | 236,788.53 |
| Deposit | 10/27/2023 | | | Deposit | 10,702.57 | 247,491.10 |
| Deposit | 10/27/2023 | | | Deposit | 1,046.11 | 248,537.21 |
| Deposit | 10/27/2023 | | | Deposit | 1,576.22 | 250,113.43 |
| Deposit | 10/27/2023 | | | Deposit | 5,698.61 | 255,812.04 |
| Deposit | 10/30/2023 | | | Deposit | 60,960.66 | 316,772.70 |
| Deposit | 10/30/2023 | | | Deposit | 1,182.77 | 317,955.47 |
| Deposit | 10/30/2023 | | | Deposit | 1,000.00 | 318,955.47 |
| Deposit | 10/30/2023 | | | Deposit | 1,569.00 | 320,524.47 |
| Bill Pmt -Check | 10/30/2023 | ACH | US Bank | Credit Card payment | -31,238.31 | 289,286.16 |
| Bill Pmt -Check | 10/30/2023 | ACH | City of Ridgecrest | Client office rental | -300.00 | 288,986.16 |
| Deposit | 10/31/2023 | | | Deposit | 3,097.20 | 292,083.36 |
| Deposit | 10/31/2023 | | | Deposit | 5,149.00 | 297,232.36 |
| General Journal | 11/01/2023 | 4527 | | Health Ins premiums 2023-11 | -155,197.14 | 142,035.22 |
| General Journal | 11/01/2023 | 4527 | | Dental Ins premium 2023-11 | -12,514.72 | 129,520.50 |
| General Journal | 11/01/2023 | 4527 | | Vision Ins premium 2023-11 | -1,746.80 | 127,773.70 |
| General Journal | 11/01/2023 | 4527 | | Life disability Ins premium 2023-11 | -6,168.37 | 121,605.33 |
| Deposit | 11/02/2023 | | | Deposit | 38,654.75 | 160,260.08 |
| General Journal | 11/02/2023 | 4540 | | MX Merchant Fee Payment 2023-10 | -756.49 | 159,503.59 |
| General Journal | 11/02/2023 | 4541 | | MX Merchant Fee | -12.32 | 159,491.27 |
| General Journal | 11/02/2023 | 4541 | | Reimburse MX Merchant Fee | 21.90 | 159,513.17 |
| Deposit | 11/03/2023 | | | Deposit | 250.00 | 159,763.17 |
| Deposit | 11/03/2023 | | | Deposit | 6,199.90 | 165,963.07 |
| Deposit | 11/03/2023 | | | Deposit | 396.00 | 166,359.07 |
| Transfer | 11/03/2023 | | | Funds Transfer from Money Market | 575,000.00 | 741,359.07 |
| Deposit | 11/06/2023 | | | Deposit | 58,965.96 | 800,325.03 |
| Deposit | 11/06/2023 | | | Deposit | 20,059.01 | 820,384.04 |
| General Journal | 11/06/2023 | 4524 | | Net Pay PPE 10/31/2023 | -475,278.32 | 345,105.72 |
| Bill Pmt -Check | 11/07/2023 | ACH | Christine Sliz | Expense Reimbursement | -563.32 | 344,542.40 |
| Check | 11/07/2023 | 762 | California State Disbursement Unit | APS payroll disbursement | -244.00 | 344,298.40 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|-------|-----------------------------------|----------------------------------|--------------|--------------|
| Check | 11/07/2023 | 763 | Franchise Tax Board | APS payroll disbursement | -50.00 | 344,248.40 |
| Check | 11/07/2023 | 764 | Franchise Tax Board | APS payroll disbursement | -763.52 | 343,484.88 |
| Deposit | 11/07/2023 | | | Deposit | 27,944.01 | 371,428.89 |
| General Journal | 11/07/2023 | 4525 | | Payroll Taxes PPE 10/31/2023 | -127,877.51 | 243,551.38 |
| Transfer | 11/08/2023 | | | Funds Transfer from CBB checking | 34,189.25 | 277,740.63 |
| General Journal | 11/08/2023 | 4536 | | FSA Admin Fee Payment 2023-10 | -285.30 | 277,455.33 |
| Deposit | 11/10/2023 | | | Deposit | 52,421.48 | 329,876.81 |
| Bill Pmt -Check | 11/10/2023 | 16502 | Government Tax Seminars, LLC | Annual renewal | -6,250.00 | 323,626.81 |
| Bill Pmt -Check | 11/10/2023 | 16503 | State Compensation Insurance Fund | FY22-23 true-up | -20,416.82 | 303,209.99 |
| Deposit | 11/10/2023 | | | Deposit | 6,321.90 | 309,531.89 |
| General Journal | 11/10/2023 | 4523 | | 11/30/23 Empower 401a remittance | -63,973.25 | 245,558.64 |
| General Journal | 11/10/2023 | 4523 | | 11/30/23 Empower 457 remittance | -41,144.93 | 204,413.71 |
| General Journal | 11/10/2023 | 4538 | | APS Payroll Fee Payment 2023-10 | -1,747.61 | 202,666.10 |
| Deposit | 11/13/2023 | | | Deposit | 2,400.00 | 205,066.10 |
| General Journal | 11/13/2023 | 4535 | | FSA Contribution PPE 10/31/2023 | -3,800.85 | 201,265.25 |
| Bill Pmt -Check | 11/14/2023 | ACH | Abila | MIP - client software | -1,360.43 | 199,904.82 |
| Bill Pmt -Check | 11/14/2023 | ACH | Meyers Nave | Legal Services | -8,767.66 | 191,137.16 |
| Bill Pmt -Check | 11/14/2023 | ACH | WCF Insurance | Workers Comp Insurance 2023-11 | -2,703.00 | 188,434.16 |
| Deposit | 11/14/2023 | | | Deposit | 84,581.68 | 273,015.84 |
| Deposit | 11/15/2023 | | | Deposit | 3,476.63 | 276,492.47 |
| Deposit | 11/15/2023 | | | Deposit | 127,760.02 | 404,252.49 |
| Deposit | 11/16/2023 | | | Deposit | 350.00 | 404,602.49 |
| General Journal | 11/16/2023 | 4526 | | Dental Pool Q3 2023 | 18,009.56 | 422,612.05 |
| Deposit | 11/17/2023 | | | Deposit | 1,257,416.21 | 1,680,028.26 |
| Deposit | 11/17/2023 | | | Deposit | 1,631.76 | 1,681,660.02 |
| Deposit | 11/17/2023 | | | Deposit | 1,021.78 | 1,682,681.80 |
| Deposit | 11/17/2023 | | | Deposit | 1,298.53 | 1,683,980.33 |
| Deposit | 11/17/2023 | | | Deposit | 32,895.00 | 1,716,875.33 |
| Deposit | 11/17/2023 | | | Deposit | 37,167.50 | 1,754,042.83 |
| Deposit | 11/17/2023 | | | Deposit | 40,507.50 | 1,794,550.33 |
| Deposit | 11/17/2023 | | | Deposit | 4,704.12 | 1,799,254.45 |
| Transfer | 11/20/2023 | | | Funds Transfer to Money Market | -745,000.00 | 1,054,254.45 |
| Deposit | 11/21/2023 | | | Deposit | 1,254.00 | 1,055,508.45 |
| Deposit | 11/21/2023 | | | Deposit | 5,016.00 | 1,060,524.45 |
| General Journal | 11/21/2023 | 4530 | | Net Pay PPE 11/15/2023 | -467,817.38 | 592,707.07 |
| Bill Pmt -Check | 11/22/2023 | 16504 | Government Tax Seminars, LLC | Materials | -420.00 | 592,287.07 |

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|------------------------------------|----------------------------------|-------------|------------|
| Deposit | 11/22/2023 | | | Deposit | 118,581.98 | 710,869.05 |
| General Journal | 11/22/2023 | 4531 | | Payroll Taxes PPE 11/15/2023 | -116,035.64 | 594,833.41 |
| Check | 11/22/2023 | 765 | California State Disbursement Unit | APS payroll disbursement | -244.00 | 594,589.41 |
| Check | 11/22/2023 | 766 | Franchise Tax Board | APS payroll disbursement | -50.00 | 594,539.41 |
| Check | 11/22/2023 | 767 | Franchise Tax Board | APS payroll disbursement | -763.52 | 593,775.89 |
| Bill Pmt -Check | 11/24/2023 | ACH | Cinnovx | CalSAWS subcontractor | -47,951.00 | 545,824.89 |
| Bill Pmt -Check | 11/24/2023 | ACH | David Sodergren | CalSAWS subcontractor | -18,900.00 | 526,924.89 |
| Bill Pmt -Check | 11/24/2023 | ACH | Mary E Uzupis | CalSAWS subcontractor | -15,137.50 | 511,787.39 |
| Bill Pmt -Check | 11/24/2023 | ACH | Placesoft Inc. | CalSAWS subcontractor | -21,576.00 | 490,211.39 |
| Bill Pmt -Check | 11/24/2023 | ACH | Quantum Consulting Services | CalSAWS subcontractor | -40,558.97 | 449,652.42 |
| Bill Pmt -Check | 11/24/2023 | ACH | Soconus, Inc | CalSAWS subcontractor | -155,371.00 | 294,281.42 |
| Bill Pmt -Check | 11/24/2023 | ACH | Xtrategi, Inc | CalSAWS subcontractor | -22,880.00 | 271,401.42 |
| Deposit | 11/24/2023 | | | Deposit | 1,871.99 | 273,273.41 |
| Deposit | 11/24/2023 | | | Deposit | 3,189.52 | 276,462.93 |
| Deposit | 11/24/2023 | | | Deposit | 684.00 | 277,146.93 |
| Deposit | 11/24/2023 | | | Deposit | 1,540.00 | 278,686.93 |
| Deposit | 11/24/2023 | | | Deposit | 14,345.25 | 293,032.18 |
| Bill Pmt -Check | 11/24/2023 | ACH | Deltek | ERP related services | -142.50 | 292,889.68 |
| Bill Pmt -Check | 11/24/2023 | ACH | US Bank | Credit Card payment | -22,177.79 | 270,711.89 |
| Bill Pmt -Check | 11/24/2023 | ACH | City of Ridgecrest | Client office rental | -300.00 | 270,411.89 |
| Deposit | 11/27/2023 | | | Deposit | 70,115.75 | 340,527.64 |
| Deposit | 11/27/2023 | | | Deposit | 1,000.00 | 341,527.64 |
| Deposit | 11/27/2023 | | | Deposit | 1,264.12 | 342,791.76 |
| Deposit | 11/28/2023 | | | Deposit | 37,270.00 | 380,061.76 |
| Deposit | 11/28/2023 | | | Deposit | 3,227.00 | 383,288.76 |
| Deposit | 11/28/2023 | | | Deposit | 362.05 | 383,650.81 |
| Deposit | 11/28/2023 | | | Deposit | 21,422.32 | 405,073.13 |
| Deposit | 11/29/2023 | | | Deposit | 3,585.00 | 408,658.13 |
| Deposit | 11/29/2023 | | | Deposit | 8,356.10 | 417,014.23 |
| Transfer | 11/29/2023 | | | Funds Transfer to Money Market | -200,000.00 | 217,014.23 |
| Deposit | 11/30/2023 | | | Deposit | 9,840.00 | 226,854.23 |
| Deposit | 11/30/2023 | | | Deposit | 2,496.23 | 229,350.46 |
| Transfer | 11/30/2023 | | | Funds Transfer from Money Market | 78,000.00 | 307,350.46 |
| General Journal | 11/30/2023 | 4528 | | 11/15/23 Empower 401a remittance | -61,610.07 | 245,740.39 |
| General Journal | 11/30/2023 | 4528 | | 11/15/23 Empower 457 remittance | -44,536.78 | 201,203.61 |

| | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> | <u>Balance</u> |
|-------------------------------------|-------------|-------------|------------|-------------|-------------|--------------------|-------------------|
| Total 111100 · Five Star - Checking | | | | | | -577,183.93 | 201,203.61 |
| TOTAL | | | | | | -631,194.92 | 208,724.77 |

TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: INVESTMENT REPORT

EC Meeting: 02-15-2024
Item: 3D

RECOMMENDATION

Review and accept JPA investments made through November 2023.

BACKGROUND

The Investment Policy, approved February 7, 2020, will be brought to the Executive Committee when changes are necessitated in accordance with California code. The Investment policy shall be reviewed internally at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and yield. There are no applicable updates required to the policy at this time. The 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 Five Star Bank and 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.

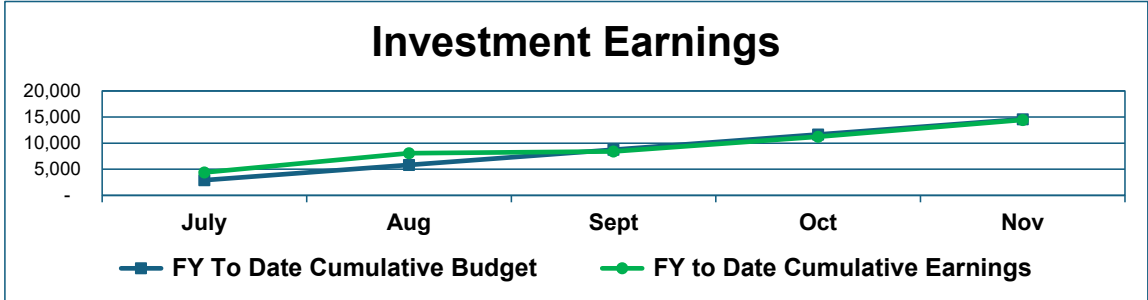
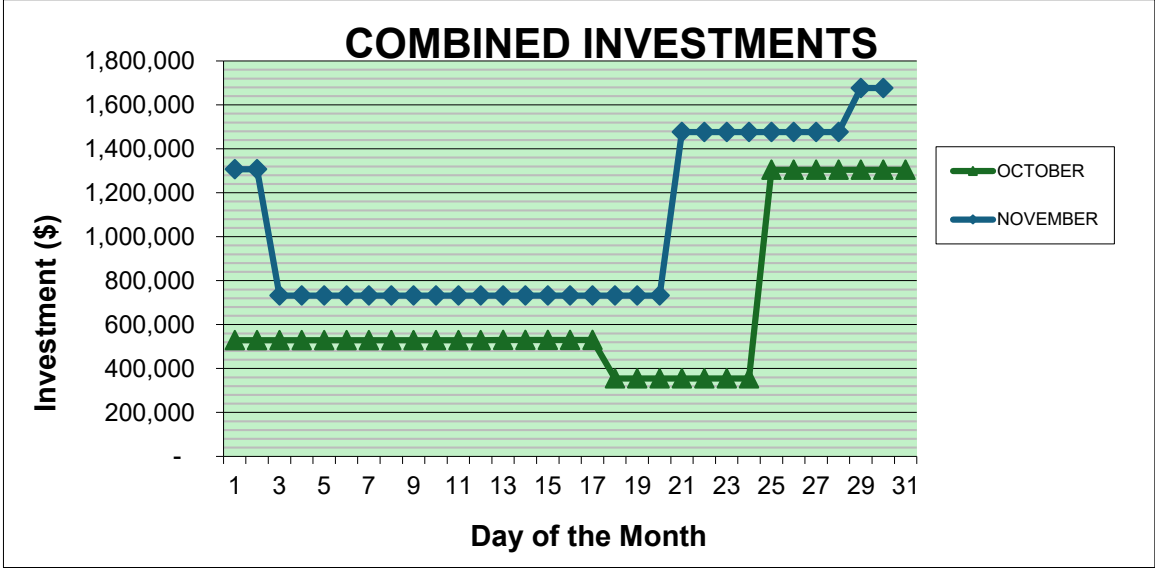
FISCAL IMPACT

In September 2023 the JPA underwent a banking transition from Community Bank of the Bay (CBB) to Five Star Bank (FSB). The CBB check and Money Market accounts remain open with minimal balances as we ensure all clients have made the banking information change in their records.

A reduction of investible funds is due to the initial CJPIA settlement payment made in September for \$512,740. As of November 2023, the JPA is achieving an annual percentage yield of 3.82% with FSB Money Market. Staff is utilizing the FSB Money Market account as a primary investment vehicle for liquidity purposes. As the JPA accumulates more cash, it is anticipated that funds will be invested for a longer duration at higher interest rates in approved investment vehicles. Staff anticipates bringing forward additional investment vehicles such as California CLASS in a revised investment policy.

**INVESTMENT REPORT
FY 2023-2024**

| <u>Date</u> | <u>OCTOBER</u> | | | | <u>NOVEMBER</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 & Medium</u> | | | <u>Accounts</u> | <u>Short & Medium</u> | | |
| 1 | 528,675 | (0) | 60 | 528,735 | 1,306,218 | (0) | 656 | 1,306,874 |
| 2 | 529,007 | (0) | 60 | 529,067 | 1,306,218 | (0) | 656 | 1,306,874 |
| 3 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 4 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 5 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 6 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 7 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 8 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 9 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 10 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 11 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 12 | 529,007 | (0) | 60 | 529,067 | 731,218 | (0) | 656 | 731,874 |
| 13 | 529,007 | (0) | 656 | 529,662 | 731,218 | (0) | 656 | 731,874 |
| 14 | 529,007 | (0) | 656 | 529,662 | 731,218 | (0) | 656 | 731,874 |
| 15 | 529,007 | (0) | 656 | 529,662 | 731,218 | (0) | 656 | 731,874 |
| 16 | 529,007 | (0) | 656 | 529,662 | 731,218 | (0) | 656 | 731,874 |
| 17 | 529,007 | (0) | 656 | 529,662 | 731,218 | (0) | 656 | 731,874 |
| 18 | 354,007 | (0) | 656 | 354,662 | 731,218 | (0) | 656 | 731,874 |
| 19 | 354,007 | (0) | 656 | 354,662 | 731,218 | (0) | 656 | 731,874 |
| 20 | 354,007 | (0) | 656 | 354,662 | 731,218 | (0) | 656 | 731,874 |
| 21 | 354,007 | (0) | 656 | 354,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 22 | 354,007 | (0) | 656 | 354,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 23 | 354,007 | (0) | 656 | 354,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 24 | 354,007 | (0) | 656 | 354,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 25 | 1,304,007 | (0) | 656 | 1,304,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 26 | 1,304,007 | (0) | 656 | 1,304,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 27 | 1,304,007 | (0) | 656 | 1,304,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 28 | 1,304,007 | (0) | 656 | 1,304,662 | 1,476,218 | (0) | 656 | 1,476,874 |
| 29 | 1,304,007 | (0) | 656 | 1,304,662 | 1,676,218 | (0) | 656 | 1,676,874 |
| 30 | 1,304,007 | (0) | 656 | 1,304,662 | 1,676,218 | (0) | 656 | 1,676,874 |
| 31 | 1,304,013 | (0) | 656 | 1,304,669 | | | | |



Management Services Agreement Report

| Agency Name | Services | Type | Service Group | Service Span | Agreement Date | Agreement Expiration Terms | Contract Amount |
|---|---|------------------|----------------------------|--------------|----------------|----------------------------|-----------------|
| Akron Regional Transit Authority | NEOGOV Implementation | Agreement | HR | Project | 13 Mar 2023 | N/A | \$ 85,800 |
| Alliance of Pest Control Districts | On Call HR Services Amend #1 | Amend | HR | On Call | 18 Feb 2021 | 12/31/2025 | \$ 30,000 |
| Anderson Springs Community Services District | Finance Services | Short Form | Finance | Project | 19 Sep 2023 | 6/30/2024 | \$ 6,000 |
| Arcata ED Corporation | ED Finance Services | Agreement | ED | Project | 02 Jan 2024 | 9/30/2024 | \$ 325,000 |
| Auburn | Planning Phase 2 | Agreement | Planning | Project | 13 Mar 2023 | 9/30/2024 | \$ 150,000 |
| Bakersfield | NEOGov Support | Agreement | HR | Project | 10 Jul 2023 | 6/30/2024 | \$ 40,000 |
| Belmont | Finance & Payroll (Amend #1) | Amend | Finance | Continuous | 18 Aug 2023 | N/A | \$ 140,000 |
| Belvedere | Transparent Govt (Amend #3) | Amend | Transparent Govt | Project | 17 Oct 2022 | N/A | \$ 105,000 |
| Belvedere Tiburon Library | Staffing Assessment/Comp Study | Short Form | HR | Project | 11 Dec 2023 | 5/31/24 | \$ 22,100 |
| Best Best & Krieger | Governance and Outreach Services | Agreement | Outreach, Transparent Govt | Project | 12 Jun 2023 | 5/31/2024 | no NTE |
| Byron - Brentwood - Knightsen Union Cemetery District | On Call HR Services (Amend #2) | Amend | HR | On Call | 26 Jul 2021 | N/A | \$ 20,000 |
| CalSAWS | Management and Administrative Services (Amend # 38) | Amend | Contract Staffing | Continuous | 17 Feb 2009 | N/A | no NTE |
| Cameron Park Community Services District | Recruiting Services (Amend #1) | Amend | Recruiting | Continuous | 01 Jun 2023 | N/A | \$ 17,000 |
| Capitola | Total Comp Study | Agreement | HR | Project | 01 Sep 2023 | N/A | \$ 28,500 |
| Carmel Valley Recreation & Parks District | Grant Assistance | Agreement | Finance | Project | 06 Apr 2022 | 6/30/2024 | \$ 62,500 |
| Carpinteria | HR Services (Amend #1) | Amend | HR,Recruitment | Continuous | 25 Jul 2022 | N/A | \$ 160,000 |
| Castro Valley Sanitary District | HR & Finance Srvs (Amend #1) | Agreement | HR | Continuous | 14 Dec 2021 | 12/31/2024 | \$ 90,000 |
| Central Coast Marketing Team | Econ Dev & Recruiting - (Amend #2) | Amend | ED,Recruitment | Continuous | 01 May 2021 | N/A | \$ 109,200 |
| Central Contra Costa Sanitary District | Risk Mgmt (Amend #1) | Agreement | Risk Management | Continuous | 19 Jun 2023 | 3/31/2024 | \$ 7,800 |
| Central Contra Costa Sanitary District | Finance Services (Procurement) | Agreement | Finance | Project | 27 Dec 2023 | 6/30/2024 | \$ 25,800 |
| Chester Public Utility District | HR Services | Agreement | HR | Project | 17 Jul 2023 | 6/30/2025 | \$ 50,000 |
| Citrus Heights Water District | Comm & Engagement (TO 2023-01) | TO | Outreach | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Finance Services (TO 2023-03 Audit) | TO | Finance | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Finance Services (TO 2023-04 CIP) | TO | Finance | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Finance Services (TO 2023-05 Grant App & Admin) | TO | Finance | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Finance Services (TO 2023-06 Operations) | TO | Finance | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Finance Services (TO 2023-07 Special Projects) | TO | Finance | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Finance Services (TO 2023-08 Monthly Financial Reports) | TO | Finance | Continuous | 17 May 2017 | N/A | no NTE |
| Citrus Heights Water District | Master Agreement | Master Agreement | Finance,HR,Outreach | Continuous | 17 May 2017 | N/A | no NTE |
| Clayton | Transparent Govt & Recruiting Services (Amend #1) | Amend | HR | Project | 01 Jul 2023 | 12/31/2024 | \$ 21,000 |
| Clear Creek Community Services District | General HR Services | Agreement | HR | Continuous | 01 May 2023 | 6/30/2024 | \$ 15,000 |
| Clearlake | Finance Services 2023 | Agreement | Finance | Continuous | 01 Mar 2023 | N/A | \$ 20,000 |
| Colusa Groundwater Authority | Program Administration (Amend #1) | Amend | Contract Staffing | Continuous | 25 May 2022 | N/A | \$ 175,000 |
| Community Medical Centers | Emergency Grant Assistance (Amend #2) | Amend | EMS | Continuous | 11 Nov 2020 | N/A | \$ 70,000 |
| Contra Costa Mosquito and Vector | Board Training | Short Form | Training | Project | 30 Oct 2023 | 5/30/2024 | \$ 9,840 |
| Contra Costa Transportation Authority | HR Management Services | Agreement | HR | On Call | 01 Jul 2022 | 6/30/2024 | \$ 60,000 |
| Del Paso Manor Water District | Governance Support | Agreement | HR | Continuous | 03 Jul 2023 | 6/30/24 | \$30,000 |
| Del Rey Oaks | Financial Services (Amend #1) | Amend | Finance | Continuous | 01 Aug 2022 | 6/30/2024 | \$ 207,900 |
| Desert Water Agency | Communication & Engagement | Agreement | Outreach | Project | 01 Dec 2022 | N/A | \$ 210,000 |
| Diablo Water District | DLM & Payroll Services | Agreement | HR | Project | 01 Sep 2023 | 6/30/2024 | \$ 50,000 |
| Dublin San Ramon Services District | In House Academy | Agreement | Training | Project | 10 Aug 2023 | 6/30/2024 | no NTE |
| Dublin San Ramon Services District | Outreach | Agreement | Outreach | On Call | 12 Jun 2023 | 12/31/2024 | \$ 72,600 |
| Durham Irrigation District | Payroll Reporting Assitance | Agreement | HR | Project | 16 May 2023 | N/A | \$ 5,000 |
| East Bay Dischargers Authority | Finance & Admin Support | Agreement | Finance | Continuous | 30 Nov 2023 | 12/31/2024 | \$ 136,528 |
| East Palo Alto | ED Strategy | Short Form | ED | Project | 27 Nov 2023 | 3/31/2024 | \$ 10,000 |
| El Centro | Finance Services (Confidential) | Agreement | Finance | Project | 17 Apr 2023 | 6/30/2024 | \$ 50,000 |
| Emeryville | Finance Srvs Amend #3 (HR Srvs) | Amend | HR | Continuous | 02 Sep 2022 | 12/31/2024 | \$ 142,000 |
| Fairfield | HR Management Services (Amend #1) | Amend | HR | On Call | 25 Nov 2020 | 6/30/2024 | \$ 100,000 |
| Feather River Air Quality Management District | HR Services Amend #1 | Agreement | HR | Continuous | 01 Jul 2021 | N/A | \$ 70,000 |
| Folsom | Finance & Payroll Services | Agreement | Finance | Continuous | 12 Oct 2022 | N/A | no NTE |
| Monterey County (FORA) | Dissolution Assistance (Amend #5) | Amend | ED | Continuous | 29 Jun 2020 | 6/30/2025 | \$ 200,000 |
| Foster City | Levee Project Management (Amend #3) | Amend | Public Works | Continuous | 01 Jan 2020 | 6/30/2024 | \$ 391,620 |
| Golden Hills Community Services District | Annual Planning Meeting Facilitation | Agreement | OD | Project | 25 Jan 2024 | 6/30/2026 | \$ 10,000 |
| Greenfield | Project Assessment (Amend #3) | Amend | Public Works | Continuous | 20 Dec 2021 | 6/30/2024 | \$ 130,000 |

Management Services Agreement Report

| Agency Name | Services | Type | Service Group | Service Span | Agreement Date | Agreement Expiration Terms | Contract Amount |
|---|--|----------------------|-------------------|--------------|----------------|----------------------------|-----------------|
| Hayward | Finance & Payroll Services | Agreement | Finance | On Call | 25 Jan 2024 | 6/30/2024 | \$ 79,999 |
| Hercules | HR Support (Amend #2) | Amend | HR | Continuous | 17 Jan 2023 | N/A | \$ 250,000 |
| Hollister | Finance and HR Services | Agreement | Multiple | Project | 17 Apr 2023 | 6/30/2024 | \$ 75,000 |
| Humboldt Bay Municipal Water District | Comp & Benefits Study | Agreement | HR | Project | 14 Dec 2023 | 6/30/2024 | \$ 31,800 |
| Indian Wells Valley Groundwater Authority | Admin Services | Agreement | Contract Staffing | Continuous | 13 Dec 2023 | 12/13/2024 | no NTE |
| Ironhouse Sanitary District | HR Management Services (Amend #1) | Amend | HR | Continuous | 05 Apr 2016 | N/A | no NTE |
| Irwindale | Business Friendly Services | Agreement | ED | Project | 12 Feb 2024 | 2/12/2025 | \$ 25,000 |
| James Irvine Foundation | Grant Advisement Services | Agreement | ED | Project | 01 Jul 2022 | N/A | \$ 25,000 |
| Kern County Employee's Retirement System | Total Comp Study | Agreement | HR | Project | 18 Jul 2023 | N/A | \$ 14,300 |
| Kuna Firefighters Local | Finance Services | Agreement | Finance | Project | 27 Jul 2023 | 12/31/2024 | \$ 5,000 |
| Larkspur | Governance Support Services (TO 2023-01) | Agreement | Transparent Govt | Project | 16 Aug 2023 | 3/31/2024 | \$ 50,000 |
| Larkspur | Master Agreement | Agreement | OD | Continuous | 11 Aug 2023 | N/A | no NTE |
| Larkspur | OD Services (TO 2023-02) | TO | OD | Project | 16 Aug 2023 | N/A | \$ 4,950 |
| Larkspur | OD Services (TO 2024-01) | TO | OD | Project | 16 Aug 2023 | N/A | \$ 5,202 |
| Las Gallinas Valley Sanitary District | Finance & HR Services (Amend #3) | Amend | Finance,HR | On Call | 04 Dec 2020 | 6/30/2024 | \$ 190,500 |
| Los Altos Hills | Recruiting Services | Agreement | HR | Project | 15 Sep 2023 | 6/30/2024 | \$ 15,000 |
| Los Vaqueros Reservoir | Transparent Govt Services | Agreement | Transparent Govt | Continuous | 08 Mar 2023 | N/A | \$ 25,000 |
| Los Vaqueros Reservoir | Transparent Govt Services Amend #1 | Agreement | Transparent Govt | Continuous | 08 Mar 2023 | 6/30/2024 | \$ 49,999 |
| Madera County Mosquito & Vector Control District | HR Support Services | Agreement | HR,OD | Project | 17 Oct 2023 | 6/30/2024 | no NTE |
| Marin County | HR & RV Relocation Services | Agreement | Planning | Project | 01 Sep 2023 | 6/30/2024 | \$ 50,000 |
| Marin Emergency Radio Authority | Admin Services | Agreement | Contract Staffing | Continuous | 01 Jul 2023 | 6/30/2025 | no NTE |
| Marin Municipal Water District | Class/Comp & Recruiting Svcs (Amend #2) | Amend | HR | Continuous | 10 Dec 2021 | 12/31/2026 | \$ 300,000 |
| Marin Sonoma Mosquito and Vector Control District | HR Services (Amend #1) | Amend | HR | Continuous | 01 Apr 2023 | 6/30/2024 | \$ 30,000 |
| Marin Wildfire Prevention Authority | Recruiting Services | Agreement | HR | Project | 17 May 2023 | 6/30/2024 | \$ 10,000 |
| Marina | HR Services Recruiting (2023) | Agreement | HR,Recruitment | Project | 06 Jan 2023 | N/A | \$ 15,000 |
| Marina | Planning Projects | Agreement | Planning | Project | 30 Sep 2020 | N/A | no NTE |
| Marina | Class, Comp & Recruiting | Agreement | HR | Project | 13 Feb 2023 | N/A | \$ 25,000 |
| Marina Coast Water District | Class & Comp Study | Agreement | HR | Project | 01 May 2023 | 6/30/2024 | \$ 42,600 |
| Marina Coast Water District | Financial Analysis & Reporting | Agreement | Finance | Project | 15 Feb 2023 | N/A | \$ 49,000 |
| Marina Coast Water District | HR Services Amend #1 | Amend | HR | Continuous | 15 May 2023 | N/A | \$ 99,000 |
| Mendocino Coast Healthcare District | Agency Administration Services | Agreement | Contract Staffing | Continuous | 21 Nov 2023 | 6/30/2024 | \$ 117,400 |
| Mendocino County | Fiscal System Review (Amend #1) | Amend | Finance | Project | 07 Oct 2022 | 6/30/2024 | \$ 30,000 |
| Mill Valley | HR Planning Scope (Amend #1) | Amend | HR | On Call | 16 Aug 2018 | N/A | no NTE |
| Monterey County Convention and Visitors Bureau | Recruiting Services | Agreement | HR | Project | 09 May 2023 | N/A | \$ 19,500 |
| Monterey Peninsula Regional Park District | Finance Services | Agreement | Finance | On Call | 10 Nov 2021 | N/A | \$ 40,000 |
| Monterey Peninsula Regional Park District | Project Mgmt, Grants, Permitting (FY2022-2023) | Agreement | Multiple | Continuous | 01 Aug 2022 | N/A | \$ 115,000 |
| Monterey Peninsula Regional Park District | Strategic Plan Facilitation | Short Form | OD | Project | 12 Dec 2023 | 5/31/2024 | \$ 6,500 |
| Monterey Peninsula Water Management District | HR Services (Amend #7) | Agreement | HR | Continuous | 20 Dec 2016 | 6/30/2024 | \$ 130,000 |
| Mountain View | Revenue Enhancement Project (Amend #1) | Agreement | Finance | Continuous | 01 Jul 2023 | 6/30/2024 | \$ 26,000 |
| Nevada County Consolidated Fire District | HR Support Amend #2 | Amend | HR | Continuous | 01 May 2023 | 6/30/2024 | \$ 25,000 |
| Novato | Finance Projects (Amend #2) | Agreement | Finance | Continuous | 29 Jun 2020 | N/A | \$ 108,000 |
| Oakland | HR Comp Services PO | Purchase Orders (PO) | HR | Project | 07 Jun 2023 | N/A | \$ 8,600 |
| Oro Loma Sanitary District | HR Services | Agreement | HR | Continuous | 02 Feb 2024 | 6/30/2025 | \$ 50,000 |
| Pacifica | Civic Center Finance & ED (Amend #1) | Amend | Finance | Continuous | 15 Sep 2021 | 6/30/2025 | \$ 119,000 |
| Pacifica | Financial Services (Amend #2) | Agreement | Finance | Continuous | 04 Jan 2022 | 6/30/2025 | \$ 279,590 |
| Pajaro Regional Flood Management Agency | Fin & HR/Recruitment | Agreement | Multiple | Project | 02 Jun 2023 | 5/31/2024 | \$ 50,000 |
| Peninsula Clean Energy | HR & Governance Services (Amend #2) | Amend | Transparent Govt | Project | 24 Apr 2019 | 6/30/2024 | no NTE |
| Placer Mosquito and Vector Control District | HR Services (Amend #1) | Amend | HR | On Call | 01 Aug 2021 | N/A | \$ 60,000 |
| Pleasanton | HR Services (DLM) | Agreement | HR | Project | 09 Jul 2023 | 6/30/2024 | \$ 60,000 |
| Pleasanton | NeoGov Insight & OHC Optimization | Agreement | HR | Project | 05 May 2023 | N/A | \$ 15,000 |
| Redwood Empire School's Insurance Group | OD Services | Agreement | Other | Project | 05 Jul 2023 | 6/30/24 | \$ 11,275 |
| Regional Water Authority | Recruiting Services - (Amend #1) | Amend | HR | Project | 25 May 2022 | N/A | \$ 34,000 |
| Richardson Bay Regional Agency | Executive Management | Agreement | Contract Staffing | Continuous | 15 Oct 2021 | N/A | no NTE |
| Richmond | Finance & HR Support (Amend #2) | Agreement | Multiple | Continuous | 01 Mar 2022 | 6/30/2024 | \$ 700,000 |

Management Services Agreement Report

| Agency Name | Services | Type | Service Group | Service Span | Agreement Date | Agreement Expiration Terms | Contract Amount |
|--|---|------------------|-------------------|--------------|----------------|----------------------------|-----------------|
| Regional San & Sacramento Area Sewer Dist | HR Services | Agreement | HR | Project | 04 Apr 2023 | N/A | \$ 110,400 |
| Salinas | Recruiting and Class with General HR | Agreement | HR,Recruitment | Project | 19 Jul 2021 | N/A | no NTE |
| Salinas Valley Basin Groundwater Sustainability Agency | Management Services (Amend #5) | Amend | Contract Staffing | Continuous | 01 Aug 2017 | N/A | no NTE |
| Salinas Valley Basin Groundwater Sustainability Agency | Management Services (Amend #7) | Amend | Contract Staffing | Continuous | 01 Aug 2017 | 6/30/2024 | no NTE |
| San Diego Local Agency Formation Commission | HR Services | Agreement | HR | Continuous | 04 Nov 2022 | 6/30/2024 | \$ 100,000 |
| San Juan Bautista | HR Services (Amend #2) | Amend | HR | Continuous | 20 Dec 2021 | 6/30/2026 | \$ 70,000 |
| San Juan Bautista | Procurement & Housing (Amend #1) | Amend | Finance | Continuous | 15 Apr 2022 | 6/30/2025 | \$ 100,000 |
| San Lorenzo Valley Water District | Finance Services (Amend #1) | Amend | Finance | Continuous | 16 Oct 2023 | 9/30/24 | \$ 118,300 |
| San Luis Obispo County Air Pollution Control District | Payroll Consulting Services | Agreement | HR | On Call | 14 Apr 2023 | N/A | \$ 10,000 |
| San Miguel Community Services District GSA | Communications Training & Class/Comp | Agreement | Training | Project | 29 Jul 2023 | N/A | \$ 21,776 |
| San Ramon Valley Fire | Payroll Services | Agreement | HR | Continuous | 01 Aug 2023 | 6/12/2025 | \$ 75,000 |
| San Simeon Community Services District | Finance Services (Amend #2) | Agreement | Finance | On Call | 01 Jun 2023 | 6/30/2025 | \$ 52,000 |
| Sand City | Finance & HR Support (Amend #2) | Amend | Finance | Continuous | 16 Feb 2023 | 6/30/2024 | \$ 299,216 |
| Santa Barbara County | HR Services FY23-24 | Master Agreement | HR | Continuous | 16 May 2023 | 6/30/2024 | \$ 250,000 |
| Santa Cruz Regional | Classification Study | Agreement | HR | Project | 27 Jul 2023 | N/A | \$ 25,300 |
| Santa Maria Valley Water Conservation District | Administration Services | Agreement | Contract Staffing | Continuous | 10 Jan 2024 | 1/31/2025 | no NTE |
| Santa Rosa | Strategic Planning (Amend #1) | Amend | OD | Project | 23 Aug 2022 | 12/31/25 | \$9,144 |
| Santa Ynez River Water Conservation District, ID #1 | Recruiting Services | Agreement | Recruiting | Project | 12 Oct 2023 | 6/30/2024 | \$ 34,000 |
| Scotts Valley | Community Development Projects | Agreement | Planning | Continuous | 15 Dec 2016 | N/A | no NTE |
| Scotts Valley | Payroll Audit Services | Agreement | HR | Project | 17 Aug 2023 | N/A | \$ 56,850 |
| Sedona Fire District | Total Compensation Study | Agreement | HR | Project | 15 Jan 2024 | 6/30/2024 | \$38,800 |
| Self-Directed Tax-Advantaged Retirement System | Fiscal and Administrative Support (Amend #1) | Amend | Contract Staffing | Continuous | 13 Dec 2016 | N/A | no NTE |
| Solano County Mosquito Abatement District | Recruiting Services | Agreement | HR | Project | 09 May 2023 | N/A | \$ 17,500 |
| Solano County Water Agency | HR & Financial Services (Amend #2) | Amend | Finance,HR | On Call | 01 Jul 2020 | 6/30/2024 | \$ 150,000 |
| Sonoma Mendocino ED District | Agency Administration Services | Agreement | ED | Continuous | 08 Dec 2023 | 6/8/2025 | \$ 119,700 |
| Sonora | Compensation Study Amend #1 | Amend | HR | Project | 06 Feb 2023 | N/A | \$ 33,500 |
| St. Helena | Financial Services (Amend #1) | Amend | Finance | Continuous | 09 Aug 2022 | N/A | \$ 50,000 |
| St. Helena | HR Services (Amend #4) | Amend | HR | Continuous | 05 Aug 2022 | 6/30/2024 | \$ 221,200 |
| Stanislaus Consolidated Fire Protection District | HR and Clerk Services (Payroll) | Agreement | Clerk Services,HR | On Call | 29 Apr 2021 | N/A | no NTE |
| Sunnyvale | Payroll Services | Agreement | HR | Project | 20 Dec 2022 | 12/31/2024 | \$ 100,000 |
| The University Corporation at Monterey Bay | DART Initiative (Amend #1) | Agreement | ED | Project | 29 Jul 2022 | N/A | \$ 404,000 |
| Town of Tiburon | Finance & OD Services - Amend #1 | Amend | Finance | Project | 07 Jun 2023 | 6/30/2024 | \$ 115,000 |
| Transportation Authority of Marin | Recruiting Services | Agreement | HR | Project | 14 Dec 2023 | 6/30/2025 | \$ 25,000 |
| Tri-Valley San Joaquin Valley Regional Rail Authority | On Call HR Services | Agreement | HR | On Call | 25 Oct 2021 | N/A | \$ 40,000 |
| Truckee Donner Public Utility District | Governance Support Services | Agreement | Transparent Govt | Project | 13 Nov 2023 | N/A | \$ 12,865 |
| Twain Harte Community Services District | Finance & Payroll Services | Agreement | Multiple | Project | 05 Feb 2024 | 12/31/2024 | \$ 69,800 |
| University of California Santa Cruz | ED UCMBEST - Amend #3 | Amend | ED | Continuous | 01 Oct 2020 | 6/30/2024 | \$ 119,930 |
| Valley Water | Emergency Response Procedures | Agreement | EMS | Continuous | 01 Feb 2023 | N/A | \$ 225,000 |
| Valley Water | Property Rights Negotiations | Agreement | Planning | Project | 15 Apr 2023 | 12/31/2025 | \$ 225,000 |
| Valley Water | Training Academies | Agreement | Training | Project | 01 Jul 2023 | 6/30/2024 | \$ 15,000 |
| Ventura County Department of Airports | Strategic Planning | Agreement | OD | Project | 13 Mar 2023 | 6/30/2024 | \$ 9,990 |
| Walnut Creek | Budget Project (TO 2023-01) | TO | Finance | Continuous | 01 Jan 2022 | N/A | no NTE |
| Walnut Creek | Master Agreement | Agreement | EMS,HR,Planning | Continuous | 01 Jan 2022 | N/A | \$ 495,000 |
| Walnut Creek | Master Agreement (Amend #1) | Amend | HR | Continuous | 01 Jan 2022 | N/A | \$ 775,000 |
| Walnut Creek | Master Agreement (TO 2022-01) | TO | EMS | Project | 01 Jan 2022 | N/A | no NTE |
| Walnut Creek | Master Agreement (TO 2022-02) | TO | Planning | Project | 01 Jan 2022 | N/A | no NTE |
| Walnut Creek | Master Agreement (TO 2022-03) | TO | Recruitment | Project | 01 Jan 2022 | N/A | \$ 50,000 |
| Walnut Creek | Risk Mgmt & Admin Support | Short Form | HR | Project | 08 Jan 2024 | 6/30/2024 | \$ 64,000 |
| West Business Development Center | Communications & Public Affairs | Agreement | Outreach | Project | 20 Jun 2023 | N/A | \$ 11,900 |
| West County Wastewater | HR & Finance Services (FY 2023-2024) Amend #2 | Amend | Multiple | Continuous | 01 Jul 2022 | 6/30/2024 | \$ 110,000 |
| West Valley Sanitation District | HR Services - Amend #1 | Amend | HR | Continuous | 01 Jul 2023 | 6/30/2024 | \$ 30,000 |
| Westlake Village | Financial Services | Agreement | Finance | Continuous | 12 Apr 2023 | 4/11/2024 | \$ 10,000 |
| Willows | HR Payroll Services (Amend #1) | Agreement | Finance | Continuous | 01 Jul 2022 | 12/31/2024 | \$ 30,000 |
| Woodside | CEQA Assistance (Amend #1) | Amend | Planning | Project | 19 Apr 2023 | N/A | \$ 33,015 |

Management Services Agreement Report

| Agency Name | Services | Type | Service Group | Service Span | Agreement Date | Agreement Expiration Terms | Contract Amount |
|-------------|-------------------------------------|------|--------------------|--------------|----------------|----------------------------|-----------------|
| Yountville | TO 2023-01 (Fin Svcs) | TO | Finance | Project | 19 Jul 2016 | NA | no NTE |
| Yountville | TO 2023-04 (Class & Comp Services) | TO | HR | Project | 19 Jul 2016 | N/A | \$ 5,500 |
| Yountville | TO 2023-05 (Comm & Engage Services) | TO | Comms & Engagement | Project | 19 Jul 2016 | 2/28/2024 | \$ 6,500 |
| Yountville | TO 2023-06 (HR Services) | TO | HR | On Call | 19 Jul 2016 | 6/30/2024 | \$ 20,000 |
| Yountville | TO 2024-01 (Comm & Engage Services) | TO | Comms & Engagement | Project | 19 Jul 2016 | N/A | no NTE |

Service Span Key

- **Yellow Highlights** - New Contracts/Amendments since last Board Meeting.
- **On-Call** - agency calls us to provide service periodically when they need it.
- **Project Specific** – the work involves a specific project to be completed and then contract is done.
- **Continuous Services** – we are always there and provide continuous services.

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-15-2024**
FROM: TIFFANY BURAGLIO, Executive Assistant **Item: 3F**
SUBJECT: RECEIVE AND FILE MUNICIPAL DENTAL POOL UPDATE

RECOMMENDATION

Receive and file this 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. Keenan & Associates administers the pool and RGS provides financial oversight services.

Thirty-four agencies currently participate in the RGS Dental Pool as Associate Members. These agencies represent approximately 5,500 subscribers.

| | |
|----------------------------|--|
| City of Alhambra | City of Larkspur |
| City of Azusa | City of Lynwood |
| City of Baldwin Park | City of Oxnard |
| City of Bellflower | City of Pico Rivera |
| City of Bishop | City of Santa Ana |
| City of Brea | City of Upland |
| City of Chino | Town of Corte Madera |
| City of Claremont | Town of Yucca Valley |
| City of Dana Point | Central Marin Fire Authority |
| City of Desert Hot Springs | Central Marin Police Authority |
| City of Firebaugh | County of Kings Superior Court of CA |
| City of Folsom | Greater Los Angeles County VCD |
| City of Fountain Valley | Jurupa CSD |
| City of Glendora | Metropolitan Transportation Commission |
| City of Hawaiian Gardens | Phelan Pinon Hills CSD |
| City of Jurupa Valley | Regional Government Services |
| City of Laguna Niguel | Sacramento Area Council of Governments |

REVIEW FOR THIS MEETING

Effective January 1, 2024, three additional joined the pool: Greater Los Angeles County Vector Control District, Jurupa Community Services District, and the City of Yucca Valley. The Town of Woodside left the pool as of January 1, 2024. The San Bernardino County Employees' Retirement Association is scheduled to join the pool effective March 1, 2024.

Keenan is investigating the possibility of investing retained earnings of the pool.

FISCAL IMPACT

Adding new Associate Members will stabilize monthly premiums paid into the pool after the loss of Mendocino County. RGS' administrative fee is 1 percent of premiums paid. Through November 31, 2023, MDP administrative fee revenue was 116.23% over budget with a total of \$30,009 collected.

TO: EXECUTIVE COMMITTEE
FROM: RICHARD OPPENHEIM, Administrative Services Manager
SUBJECT: RECEIVE AND FILE STRATEGIC PLAN UPDATE

EC Meeting: 02-15-2024
Item: 3G

RECOMMENDATION

Receive and file report on strategic plan update.

STRATEGIC PLAN UPDATES

Staff have used feedback from the Executive Committee to create a new update format, which is included in the agenda binder for review.

BACKGROUND

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

- Goal 1: Outstanding Service.** 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.

During the September 2023 meeting, staff asked the Executive Committee what information they were looking to receive in strategic plan updates and how often they wanted to receive it. Members wanted updates no more frequently than a quarterly basis. They indicated they were not interested in seeing repeat updates which had not changed, but items that demonstrated progress toward strategic goals.

FISCAL IMPACT

There is no fiscal impact for approving the updates.



Updated: February 15, 2024



Outstanding Service

Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.



Leadership, Staffing, and Teamwork

Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.



Financial and Risk Management

Ensure continued financial stability and growth with effective risk management.



RGS Growth

Develop and promote the RGS story, building on core values and strengths that serve local government.



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.

GOALS

This plan maps high-level goals and strategies that will guide RGS in achieving its mission over the next five years.

MISSION

To provide quality, innovative, cost-effective services to public agencies.

VALUES

- Caring Public Service*
- Flexibility*
- Empowering*
- Custom Solution-Oriented*



Updated: February 15, 2024



Outstanding Service

Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.



RGS Strategic Services Consultant Chris Paxton named RGS Relationship Manager to focus on customer relations, customer feedback, contract and service expectations, scoping issues, and problem prevention with a systemic approach.



Leadership, Staffing, and Teamwork

Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.



With the support of RGS' Organizational Development team facilitated values discussions with service line leads and identified employee behaviors that support and detract from each organizational value.



RGS HR Manager Deona Knight and RGS' HR Admin Team implemented a Paid Time Off (PTO) leave program for employees who work an average 20 hours or more each week. This plan meets PSL requirements while adding flexibility for the use of leave.



Updated: February 15, 2024



Financial and Risk Management

Ensure continued financial stability and growth with effective risk management.



Deputy CFO Gina Schuchard and RGS' Finance Admin Team launched a new Expense Reimbursement process to quickly compensate employees for expenses.



RGS changed costing methodology and is now reimbursed directly by CalSAWS for post-employment cashouts.



RGS Growth

Develop and promote the RGS story, building on core values and strengths that serve local government.



MILESTONES - Training Services



Academy Attendees

1577
★ 1500th
Attendee

Fall
2023



Attendee Agencies

204
★ 200th
Agency



Updated: February 15, 2024

25 Agencies

8 States
Beyond CA:
AZ, CO, ID,
NV, NM, OR,
UT, WA



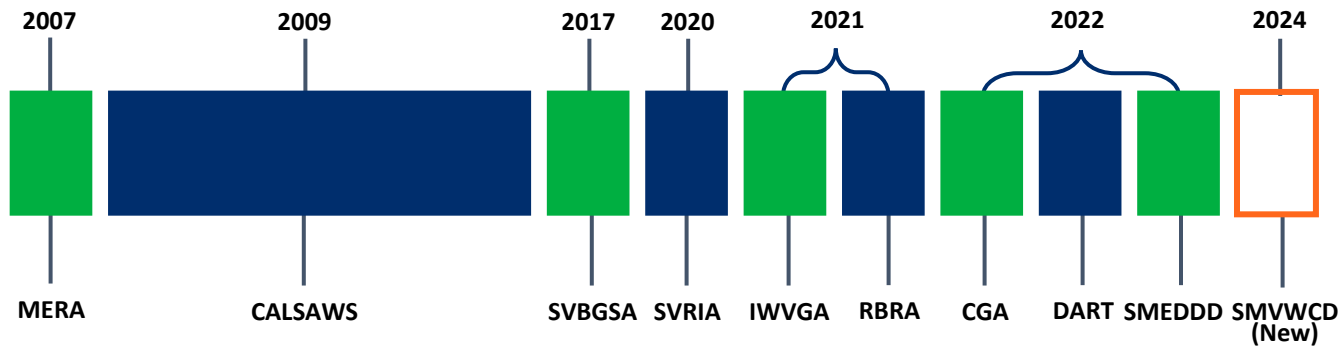
Attendees Beyond CA



Agency Administration Success

10 JPA
Administration
Agencies

\$18.2 Annual
Revenue
FY 2023
Million



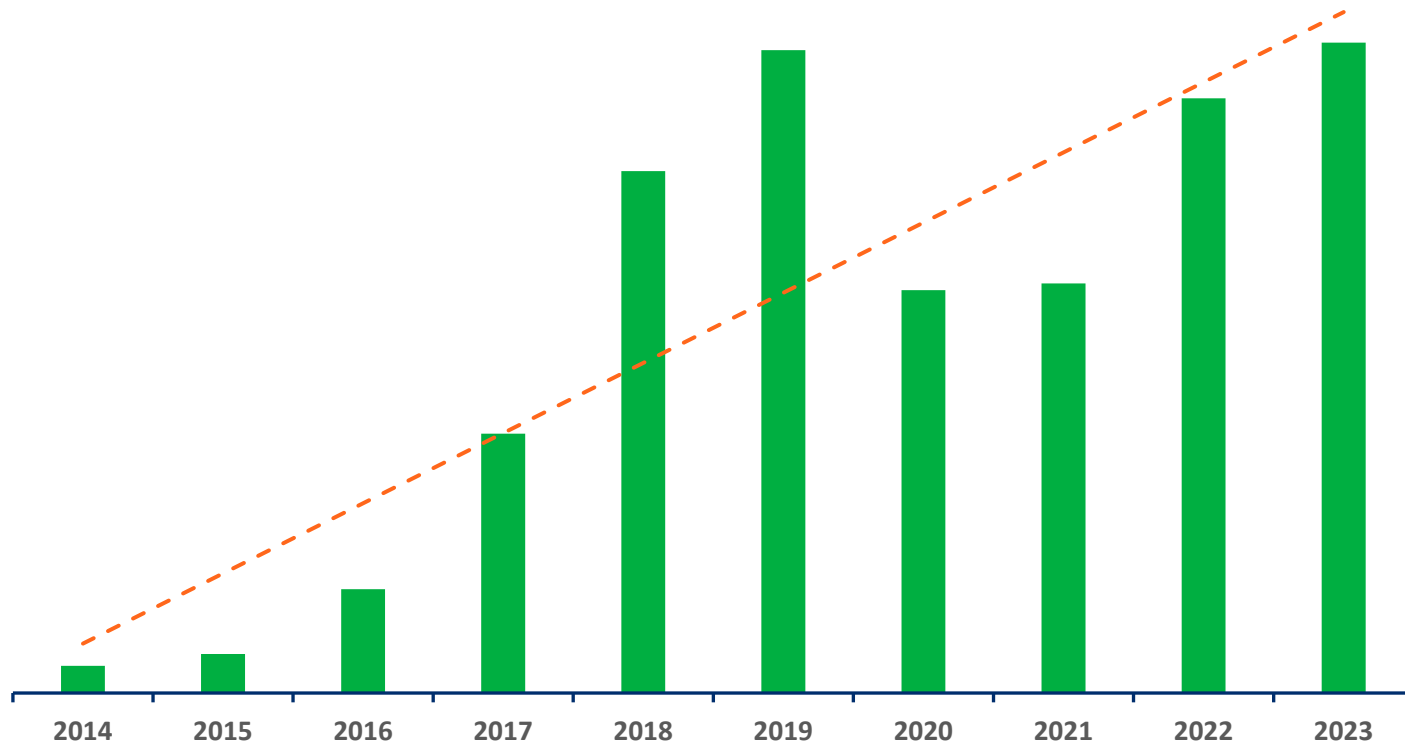


Updated: February 15, 2024



HR Service Line Growth

HR Services - Annual Billable Hours





Updated: February 15, 2024



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.



Ashley Metzger of the Communications and Engagement Service line, was invited to present at the 2024 Annual California Association of Public Information Officers (CAPIO) Conference on “Communication Around First Amendment Audits” with BBK. She was also invited to speak at two CSDA Special District Leadership Academies on “Communication in the Fast Lane” with Member Straus.



RGS’ Piret Harmon, serving as General Manager for the Salinas Valley Basin Groundwater Sustainability Agency, led a discussion on Seawater Intrusion: Challenges and Opportunities at the [11th World Water-Tech Summit](#).



The RGS Economic Development team worked with the City of Fort Bragg to advance a [Blue Economy-focused economic diversification strategy](#) and identified a partnership opportunity with [Oneka Technologies](#) to deploy wave-powered desalination, made possible by a [\\$1.5M grant](#) from the California Department of Water Resources, which the City secured with guidance from RGS.



RGS’s Diversity, Equity, and Inclusion (DEI) team highlighted the [“Top Ten” easy and practical tips](#) to kickstart progress without extensive planning or hefty budgets.



Updated: February 15, 2024



RGS officially became a Partner in the [Government Alliance on Race and Equity \(GARE\)](#) community, allowing RGS us to access tools and share success stories, expanding our capacity to address challenges, share insights, and make a positive impact on a larger scale.



Carrie Rogers of RGS' Economic Development service line presented two webinars on the [Business-Friendly Check-Up](#) tool: the first to member agencies of the [Silicon Valley Economic Development Alliance \(SVEDA\)](#) on December 6, 2023, the second to over 50 members of the [California Association for Local Economic Development \(CALED\)](#) on January 10.



Josh Metz of RGS' Economic Development Service Line helped the Monterey Bay Drone Automation and Robotics Technology (DART) initiative co-host the US Commercial Service and specialists from US embassies in Germany, Turkey, Croatia, and Romania [for a trade-focused exchange](#).

TO: EXECUTIVE COMMITTEE
FROM: DEONA KNIGHT, HR Manager
SUBJECT: AGENCY BONUS AWARDS UPDATE

EC Meeting: 02-15-2024
Item: 3H

RECOMMENDATION

Receive and file agency bonus awards update.

BACKGROUND

At the September 15, 2022 meeting, the Executive Committee approved a Pay for Performance Program which included a request of staff to report on a regular basis to the Executive Committee the number of recipients and total amount of agency bonus awards.

REVIEW FOR THIS MEETING

During the period of November 2, 2023 through February 2, 2024 no bonuses were proposed.

FISCAL IMPACT

No fiscal impact.

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-15-2024**
FROM: DEONA KNIGHT, HR Manager **Item: 3I**
SUBJECT: UPDATE TO HUMAN RESOURCES POLICIES – SECTION C.5

RECOMMENDATION

Approve an addition to the RGS Human Resources Policies, Section C.5 Employment Administration/Compensation.

BACKGROUND

RGS establishes a standard pay schedule based in part on competitive labor market data for small Bay area agencies. The pay ranges described are generally appropriate compensation for the majority of RGS' services. On occasion, service needs may fall outside of the RGS pay schedule. This is particularly relevant when RGS is providing staff to an unstaffed or partially staffed agency with a complex mission, extensive customer base, or extraordinary technical demands. To meet a client's need with incidental placement of an RGS employee into a pay rate not represented on RGS' standard pay schedule, staff is proposing inserting following language as the second paragraph in Section C.5, Compensation :

“Upon demonstration of extraordinary business necessity to meet the needs of an RGS client and when the client's service agreement provides for full employment cost recovery, the Executive Director may approve a contractually agreed-upon pay rate of an employee that is outside of the standard pay schedule. In accordance with the State Controller's Government Compensation in California guidelines the actual pay rate will be reported to the State Controller's Office.”

FISCAL IMPACT

No fiscal impact resulting from approving this policy.



TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: PRELIMINARY FINANCIAL PERFORMANCE

EC Meeting: 02-15-2024
Item: 4A

RECOMMENDATION

Review preliminary financial reports for FY23-24 through November 2023.

REPORT NOTATIONS

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 adjusted and revenue is recognized. There is no impact on net position of the agency.

FISCAL YEAR 23-24

For the month of November 2023, the JPA had a net gain of \$90,292 bringing the year-to-date net income to \$314,635. Five months into the year, trends are consistent month to month. For November, a 5% decrease in client billings corresponds with a 5% decrease in salary expense.

Budgeted client billing revenue is \$18,260,233 for FY23-24. Through five months, or 42% of the year, client billing generated \$746,000 or 46% over the year-to-date budget amount totaling \$8,354,057. Interest earnings are back on track with budget after a couple of months lower than expected due to the necessity for the JPA to keep the majority of funds as available cash.

PRELIMINARY FY23-24 SERVICE LINE REVENUE

| | | | |
|---|-----------|--------------------------------|-------------------|
| Contract Staff | 7,405,655 | Public Works | 73,576 |
| Finance | 873,989 | Land Use Services ¹ | 62,989 |
| HR | 728,291 | Misc Billings ² | 57,460 |
| Economic Development | 332,144 | Transparent Gvt ³ | 52,035 |
| Comm & Engagement | 141,055 | Agency Admin ⁴ | 47,292 |
| Recruiting | 184,057 | Org Development | 14,479 |
| Training | 128,321 | | |
| Total Preliminary FY23-24 Service Line Revenue | | | 10,101,343 |

¹ Land Use Services was formerly known as Planning.

² Misc Billing consists of the following services lines: Emergency Management, Public Safety, Risk Management, and Outreach

³ Transparent Gvt was formerly known as Clerk Services.

⁴ Agency Admin includes income from MSS, STARS, Municipal Dental Pool, purchasing card rebates, ERC refund, and the CJPIA adjustment.

Expenses through November total \$9.8M. Expenses for the JPA are averaging \$1.96M per month. November expenses were \$100,000 (5%) lower than average. The largest contributing factor is due to total benefits continuing to be under budget month after month. The budget was adopted with projected medical increases as of January 2024. At November 2023, benefits as a whole are \$91,000 under budget for the year.

A budgeted conservative net gain of \$28,010 is projected for the fiscal year. The year-to-date net income of \$314,635 is 1,123% over the budgeted amount. An increase in clients, service lines, and training academies over the last fiscal year have put RGS in a position to start the year off strong. Total income continues to exceed budgeted amounts by a larger margin than salary and benefit costs.

Reserve policy is illustrated in the table below. FYE 2023 audited retained earnings will be available in May.

| RESERVES | Current Target Balances | FY22 Audited Retained Earnings | FYE23 Projected Retained Earnings | FY24 Projected Retained Earnings |
|-----------|-------------------------|--------------------------------|-----------------------------------|---|
| Operating | \$2,300,000 | \$421,184 | \$462,659 | |
| Claims | \$590,000 | \$590,000 | \$590,000 | |
| Bonus | \$590,400 | \$590,400 | \$590,400 | |
| Totals | \$3,480,400 | \$1,601,584 | \$1,643,059 | \$1,671,070 |

Regional Government Services Profit & Loss Budget vs. Actual

July through November 2023

12/01/2023
Accrual Basis

| | <u>Jul - Nov 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|---------------------|-------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 440301 · Client Billings | 8,354,057 | 18,260,233 | (9,906,176) | 46% |
| 440400 · Admin Services | | | | |
| 440402 · MSS | 5,000 | 5,000 | - | 100% |
| 440403 · Municipal Dental Pool | 30,010 | 62,000 | (31,990) | 48% |
| 440404 · STARS | 7,961 | 20,000 | (12,039) | 40% |
| Total 440400 · Admin Services | <u>42,971</u> | <u>87,000</u> | <u>(44,029)</u> | <u>49%</u> |
| 480000 · Miscellaneous Income | | | | |
| 480100 · Client Expense Reimbursement | 1,699,995 | 3,787,114 | (2,087,119) | 45% |
| 480200 · Purchasing Card Rebate | 2,825 | 5,000 | (2,175) | 57% |
| 480900 · Other | 1,497 | - | 1,497 | 100% |
| Total 480000 · Miscellaneous Income | <u>1,704,317</u> | <u>3,792,114</u> | <u>(2,087,797)</u> | <u>45%</u> |
| Total Income | <u>10,101,344</u> | <u>22,139,347</u> | <u>(12,038,003)</u> | <u>46%</u> |
| Gross Profit | 10,101,344 | 22,139,347 | (12,038,003) | 46% |
| Expense | | | | |
| 511010 · Salaries - Regular | 5,856,721 | 13,513,000 | (7,656,279) | 43% |
| 511072 · Salaries - Nonbillable | 8,759 | 128,000 | (119,241) | 7% |
| 512002 · Medicare Employer Expense | 84,448 | 198,000 | (113,552) | 43% |
| 512004 · Employee Assistance Program | - | 5,000 | (5,000) | 0% |
| 512005 · Health Insurance Expense | 694,022 | 1,934,300 | (1,240,278) | 36% |
| 512006 · Dental Insurance Expense | 60,655 | 138,000 | (77,345) | 44% |
| 512007 · Vision Insurance Expense | 8,432 | 20,000 | (11,568) | 42% |
| 512008 · Life Insurance Expense | 927 | 12,000 | (11,073) | 8% |
| 512009 · Long Term Disability Expense | 6,616 | 17,000 | (10,384) | 39% |
| 512010 · Stars 457 Expense | - | 27,500 | (27,500) | 0% |
| 512011 · Stars 401A Expense | 588,903 | 1,351,300 | (762,397) | 44% |
| 512014 · Short Term Disability Expense | 8,252 | 16,000 | (7,748) | 52% |
| 512015 · Unemployment Expense | 4,146 | 50,000 | (45,854) | 8% |
| 512018 · FSA Health & Day Care Expense | 1,421 | 4,000 | (2,579) | 36% |
| 512019 · Employee Expense Allowances | 72,271 | 168,000 | (95,729) | 43% |
| 512020 · HRA Retirement Benefit Expense | 105,174 | 203,000 | (97,826) | 52% |
| 520107 · APS (ADP) Payroll Fees | 8,672 | 25,000 | (16,328) | 35% |
| 520108 · Communications - Agency Expense | 2,004 | 5,000 | (2,996) | 40% |
| 520201 · Office Supplies | 52 | 1,000 | (948) | 5% |
| 520202 · Bank Fees & Services | 10,037 | 6,000 | 4,037 | 167% |
| 520204 · Printing & Postage | 4,649 | 11,000 | (6,351) | 42% |
| 520301 · Audit Services | 7,500 | 18,470 | (10,970) | 41% |
| 520302 · Legal Services | 44,519 | 30,000 | 14,519 | 148% |
| 520303 · Legal - litigation | 189,916 | 166,000 | 23,916 | 114% |

| | <u>Jul - Nov 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|-----------------------|----------------------|-----------------------|---------------------|
| 520314 · Administrative Services | 5,800 | 10,000 | (4,200) | 58% |
| 520320 · Professional Services | 4,968 | 35,000 | (30,032) | 14% |
| 520501 · Professional Dues & Membership | 32,283 | 70,300 | (38,017) | 46% |
| 520502 · Training & Development | 9,960 | 48,000 | (38,040) | 21% |
| 520503 · Conferences & Outreach | 27,858 | 55,000 | (27,142) | 51% |
| 520504 · Publications | 41,883 | 45,000 | (3,117) | 93% |
| 520505 · Program Hosting Expenses | 2,603 | 6,000 | (3,397) | 43% |
| 520508 · Licenses & Fees | 1,431 | 2,000 | (569) | 72% |
| 520509 · Meeting Expenses | - | 25,000 | (25,000) | 0% |
| 520700 · Workers Comp Insurance Expense | 14,719 | 17,000 | (2,281) | 87% |
| 520701 · General Liability Insurance Exp | 25,212 | 60,000 | (34,788) | 42% |
| 520702 · Claims Expense | 12,987 | 19,000 | (6,013) | 68% |
| 520801 · Mileage Reimbursement | 38,243 | 56,000 | (17,757) | 68% |
| 520803 · Travel Reimbursement | 203,275 | 219,000 | (15,725) | 93% |
| 520805 · Supplies & Meals Reimbursement | 35,410 | 36,000 | (590) | 98% |
| 520904 · Technology, Licensing & Support | 22,834 | 200,000 | (177,166) | 11% |
| 520905 · Enterprise Software - RGS | 3,223 | - | 3,223 | 100% |
| 520906 · Service Line Software - RGS | 162 | 1 | 161 | 16175% |
| 520907 · Enterprise Consulting - RGS | 4,833 | - | 4,833 | 100% |
| 520920 · Enterprise Software - Client | 5,692 | - | 5,692 | 100% |
| 521001 · Pass through client expenses | 1,538,733 | 3,186,467 | (1,647,734) | 48% |
| 522798 · Miscellaneous Expense | - | 2,000 | (2,000) | 0% |
| 560100 · Service Group Admin costs | - | - | - | 0% |
| 570100 · Equipment Purchase | 964 | 7,000 | (6,036) | 14% |
| Total Expense | <u>9,801,167</u> | <u>22,146,338</u> | <u>(12,345,171)</u> | <u>44%</u> |
| Net Ordinary Income | 300,177 | (6,991) | 307,168 | -4294% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 520100 · Investment Income | 14,458 | 35,000 | (20,542) | 41% |
| Total Other Income | <u>14,458</u> | <u>35,000</u> | <u>(20,542)</u> | <u>41%</u> |
| Other Expense | | | | |
| 529997 · Unallocated Admin. Svcs - RGS | (1,295,204) | - | (1,295,204) | 100% |
| 529999 · Allocated Unbillable Expenses | 1,295,204 | - | 1,295,204 | 100% |
| Total Other Expense | <u>-</u> | <u>-</u> | <u>-</u> | <u>0%</u> |
| Net Other Income | <u>14,458</u> | <u>35,000</u> | <u>(20,542)</u> | <u>41%</u> |
| Net Income | <u><u>314,635</u></u> | <u><u>28,009</u></u> | <u><u>286,626</u></u> | <u><u>1123%</u></u> |

Regional Government Services Balance Sheet

As of November 30, 2023

8:25 AM

01/06/2024

Accrual Basis

Nov 30, 23

ASSETS

Current Assets

Checking/Savings

| | |
|--|-----------|
| 110030 · LAIF Account | 656 |
| 110080 · Union Bank Worker Comp Checking | 819 |
| 110090 · Community Bank of the Bay Chkg | 7,521 |
| 111000 · Community Bank of the Bay MMkt | 3,678 |
| 111100 · Five Star - Checking | 401,204 |
| 111110 · Five Star - Money Market | 1,397,786 |

Total Checking/Savings 1,811,663

Accounts Receivable

| | |
|------------------------------|-----------|
| 131130 · Accounts Receivable | 3,205,934 |
|------------------------------|-----------|

Total Accounts Receivable 3,205,934

Other Current Assets

| | |
|-------------------------------------|---------|
| 120005 · Prepaid Expenses | 287,038 |
| 120010 · Prepaid Insurance | 69,620 |
| 120100 · FSA Funding Deposit | 4,528 |
| 131131 · Accounts Receivable - Misc | 73,964 |

Total Other Current Assets 435,150

Total Current Assets 5,452,748

TOTAL ASSETS 5,452,748

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|---------------------------|---------|
| 220010 · Accounts Payable | 438,758 |
|---------------------------|---------|

Total Accounts Payable 438,758

Other Current Liabilities

| | |
|--|--------|
| 220012 · Accounts Payable - Misc. | 2,530 |
| 221003 · 457/401A Retirement Liability | 97,981 |
| 221006 · FSA Liability | 7,599 |
| 221011 · Calpers Retirement Liability | 3 |
| 221015 · Health Insurance Liability | 80,552 |
| 221016 · Long Term Disability Liability | 954 |
| 221017 · Short Term Disability Liability | 1,154 |
| 221023 · Dental Insurance Liability | -1,501 |
| 221024 · Vision Insurance Liability | -278 |
| 221025 · Life Insurance/AD&D Liability | -2,881 |
| 221026 · Child Support IWO | 244 |
| 221029 · Garnishments | 814 |

| | Nov 30, 23 |
|--|-------------------|
| 230060 · Accrued Salaries, Wages & Taxes | 461,686 |
| 230062 · Compensated Absences - RGS | 104,588 |
| 240010 · Deferred Revenue | 142,654 |
| Total Other Current Liabilities | 896,098 |
| Total Current Liabilities | 1,334,856 |
| Long Term Liabilities | |
| 260005 · Health Reimbursement Account | 41,573 |
| 260006 · IBNR - GL | 25,000 |
| 260012 · Due to CJPIA | 987,260 |
| Total Long Term Liabilities | 1,053,833 |
| Total Liabilities | 2,388,689 |
| Equity | |
| 32000 · Retained Earnings | 1,857,405 |
| 370000 · Fund Bal Unreserved/Unrestrictd | 892,019 |
| Net Income | 314,635 |
| Total Equity | 3,064,059 |
| TOTAL LIABILITIES & EQUITY | 5,452,748 |