REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

Dan Schwarz, Chair
Fran Robustelli, Vice Chair
Troy Brown, Member
Chris Foss, Member
Steve Rogers, Member

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
November 15, 2018
11:15 a.m. or immediately following preceding meeting, whichever is earlier

Yountville Town Hall
Town Hall Council Chambers
6550 Yount Street
Yountville, CA 94599

1. CALL TO ORDER / ROLL CALL
A. Election of Officers (held over from cancelled Aug mtg)

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 **May 17, 2018** Minutes *Action*
B. Approval of RGS Position Listings
C. Approval of Payments and Deposits made April 2018 through September 2018
D. Approval of Investments Report through September 2018
E. Approval of Management Services Agreements

4. TREASURER'S REPORT
A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2018 *Information*
B. Approve FY18 Audited Financial Statements *Action*

5. OLD BUSINESS
A. Interim Strategic Plan Update *Action*
B. Approve JPA Meeting Format *Action*

6. NEW BUSINESS
A. Lessons Learned – Independent Contractor Status *Information*

Recess to Closed Session

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

Name of Cases: (1) Administrative Appeal of CalPERS Audit Services Review of Cambria Community Services District
(2) Administrative Appeal of CalPERS Audit Services Review of City of Arroyo Grande

Possible Report Out of Closed Session *Information*

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS
A. Executive Director: *Information*
B. Members: *Information*

8. ADJOURN

Next Regular Meeting TBA.

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
May 17, 2018

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 17, 2018 via teleconference. The meeting was called to order at 2:33 a.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Dan Schwarz, Chair
Fran Robustelli, Vice Chair
Keith Boggs, Member
Troy Brown, Member
Jerry Gruber, Member
Steve Rogers, Member
Julie Carter, Alternate Member

Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Director of HR Services
Sky Woodruff, General Counsel
Scott Kivel, Special Counsel

A. Approval of invitation to Cambria Community Services District to be a member agency of Regional Government Services Authority
Action: Moved and seconded (Rogers/Brown) to approve CCSD membership in RGS
AYES: Schwarz, Robustelli, Boggs, Brown, Gruber, Rogers, Carter
NOES: None
ABSTAIN: None

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **March 12, 2018** Minutes
B. Approval of RGS Position Listings
C. Approval of Regularly Scheduled Meetings Calendar
D. Approval of Payments and Deposits made February 2018 through March 2018
E. Approval of Investments Report through March 2018
F. Approval of Management Services Agreements
G. Approval of Updates to the Personnel Rules, Regulations and Policies
Action: Moved and seconded (Rogers/Brown) to approve consent agenda
AYES: Schwarz, Robustelli, Brown, Gruber, Rogers, Carter
NOES: None
ABSTAIN: Boggs, due to packet unavailability

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2018
Information item; no action was taken. Executive Director Averett noted net loss of $84,708 compared to a budgeted shortfall for the year of $163,000. Net equity is positive $592,201.

B. Approve FY19 Budget
Executive Director Averett noted the budgeted shortfall of $185,986 – slightly greater than the current year's budgeted shortfall of $163,000. This shortfall would by FYE2019 take the net equity below the target minimum of $500,000 unless financial performance can be improved and/or MSA net equity is distributed to member agencies. If the latter happens as planned, staff will recommend increasing the target minimum.
Action: Moved and seconded (Rogers/Carter) to approve FY19 Budget
AYES: Schwarz, Robustelli, Brown, Gruber, Rogers, Carter

NOES: None
ABSTAIN: Boggs, due to packet unavailability

5. OLD BUSINESS

A. Interim Strategic Plan Update.
Information item; no action was taken. Executive Director Averett noted the progress on objective 2.1: expanding the Board and Executive Committee membership to achieve greater geographic diversity and types of agencies/member experience represented.

6. NEW BUSINESS

A. Review Draft Report on JPA Meeting Format
Information item; no action was taken. Executive Director Averett noted that with increase geographic representation, the difficulty of getting attendance for in-person meetings. Virtual meetings are not as conducive to discussion and interaction. The Committee members expressed preference for at least two in-person meetings per year and better if one or two of those meetings be in conjunction with a commonly attended conference. Staff will revise the meeting format proposal for consideration at a future meeting.

3:08 p.m.

Recess to Closed Session
CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Pursuant to Government Code Sections 54956.9(d)(1))

Name of Cases: (1) Administrative Appeal of CalPERS Audit Services Review of Cambria Community Services District
(2) Administrative Appeal of CalPERS Audit Services Review of City of Arroyo Grande

3:22 p.m.

Reconvene Meeting

Report Out of Closed Session – No reportable action was taken.

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

A. Executive Director: update on the Letter Campaign to CalPERS Board and the League's response
B. Members: consider independent lobbyist to help and other JPAs to support effort

8. ADJOURN – The meeting adjourned at 3:33 p.m. The next regular meeting is scheduled for August 16, 2018 at 1:00 p.m. in Dublin.

RGS Position Listings

As of November 1, 2018

Base Department	Job Title	Status Full Time
1000-000 - RGS Admin-General Hours	CEO	1.00
1000-000 - RGS Admin-General Hours	Director of Special Projects	0.30
1000-000 - RGS Admin-General Hours	Administrative Support	0.55
1000-000 - RGS Admin-General Hours	Technical Specialist	0.08
1000-000 - RGS Admin-General Hours	Technical Specialist	1.00
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.00
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.15
1001-000 - RGS Finance-General Hours	Project Advisor	0.48
1001-000 - RGS Finance-General Hours	Technical Specialist	0.92
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.00
1001-000 - RGS Finance-General Hours	Technical Specialist	0.60
1002-000 - RGS HR-Payroll Genl Hrs	Program Advisor	0.45
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.87
1002-000 - RGS HR-Payroll Genl Hrs	Project Coordinator/Technical Specialist	0.92
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.75
1003-002 - Training Svc Grp Admin	Senior Advisor	0.16
1003-002 - Training Svc Grp Admin	Senior Advisor	0.10
1003-002 - Training Svc Grp Admin	Senior Advisor	0.17
1006-000 - Finance Svc Grp Prog Dev	Senior Advisor	0.08
1006-001 - Finance Svc Grp Admin Time	Advisor	0.07
1006-001 - Finance Svc Grp Admin Time	Advisor	0.02
1006-001 - Finance Svc Grp Admin Time	Advisor	0.08
1006-001 - Finance Svc Grp Admin Time	Senior/Lead Advisor	0.56
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.52
1006-001 - Finance Svc Grp Admin Time	Senior/Lead Advisor	0.30
1006-001 - Finance Svc Grp Admin Time	Department Director	1.00
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.47
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.32
1006-001 - Finance Svc Grp Admin Time	Advisor	0.82
1006-001 - Finance Svc Grp Admin Time	Advisor	0.01
1006-001 - Finance Svc Grp Admin Time	Department Director - Urban	0.81
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.25
1007-001 - HR Svc Grp Admin Time	Advisor	0.40
1007-001 - HR Svc Grp Admin Time	Administrative Assistant	0.06
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.07
1007-001 - HR Svc Grp Admin Time	Advisor	0.22
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.49
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.19
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.00
1007-001 - HR Svc Grp Admin Time	Program Coordinator	0.95
1007-001 - HR Svc Grp Admin Time	Advisor	0.36
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.28
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.20
1007-001 - HR Svc Grp Admin Time	Program Coordinator	0.03
1007-001 - HR Svc Grp Admin Time	Program Coordinator	0.60

RGS Position Listings

As of November 1, 2018

1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.80
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.64
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.02
1007-001 - HR Svc Grp Admin Time	Advisor	0.32
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.25
1007-001 - HR Svc Grp Admin Time	Advisor	0.28
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.04
1007-001 - HR Svc Grp Admin Time	Advisor	0.36
1007-001 - HR Svc Grp Admin Time	Advisor	0.02
1007-001 - HR Svc Grp Admin Time	Program Coordinator	0.00
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.07
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.78
1007-001 - HR Svc Grp Admin Time	Project Coordinator/Technical Specialist	0.61
1007-001 - HR Svc Grp Admin Time	Advisor	0.86
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.03
1007-001 - HR Svc Grp Admin Time	Advisor	0.09
1007-001 - HR Svc Grp Admin Time	Department Director	1.00
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.15
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.05
1007-001 - HR Svc Grp Admin Time	Advisor	0.08
1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.23
1007-001 - HR Svc Grp Admin Time	Advisor	0.02
1008-001 - Outreach Svc Grp Admin Time	Department Director	1.00
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.00
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.01
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.03
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.12
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.09
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.03
1011-001 - Planning Svc Grp Admin Time	Senior Advisor	0.83
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.31
1011-001 - Planning Svc Grp Admin Time	Advisor	1.00
1011-001 - Planning Svc Grp Admin Time	Advisor	0.55
1011-001 - Planning Svc Grp Admin Time	Senior/Lead Advisor	0.49
1011-001 - Planning Svc Grp Admin Time	Advisor	0.05
1011-001 - Planning Svc Grp Admin Time	Advisor	0.24
1012-001 - Public Safety Svc Grp Admin	Advisor	0.06
1012-001 - Public Safety Svc Grp Admin	Senior Advisor	0.02
1012-001 - Public Safety Svc Grp Admin	Department Director	0.22
1012-001 - Public Safety Svc Grp Admin	Advisor	0.03
1012-001 - Public Safety Svc Grp Admin	Project Coordinator	0.18
1012-001 - Public Safety Svc Grp Admin	Project Coordinator	0.98
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.10
1260-000 - CalACES-General Hours	Program Coordinator	1.00
1260-000 - CalACES-General Hours	Technical Assistant	1.00
1260-000 - CalACES-General Hours	Project Advisor	1.00

RGS Position Listings

As of November 1, 2018

1260-000 - CalACES-General Hours	Project Advisor	1.00
1260-000 - CalACES-General Hours	Technical Specialist	1.00
1260-000 - CalACES-General Hours	Program Coordinator	1.00
1260-000 - CalACES-General Hours	Program Coordinator	1.00
1260-000 - CalACES-General Hours	Program Advisor	1.00
1260-000 - CalACES-General Hours	Technical Specialist	1.00
1260-000 - CalACES-General Hours	Technical Specialist	1.00
1260-000 - CalACES-General Hours	Technical Assistant	1.00
1260-000 - CalACES-General Hours	Technical Assistant	1.00
1260-001 - CalACES M&O	CEO - Urban	1.00
1320-000 - MERA-General Hours	Program Coordinator	0.13
1320-000 - MERA-General Hours	CEO - Urban	0.76
1320-000 - MERA-General Hours	Senior Advisor	0.34
1330-000 - MGSA-General Hours	Program Coordinator	0.81
1671-001 - Albany - City Clerk Adviser	Project Coordinator	0.03
3060-001 - SVBGSA - General Manager	CEO - Urban	0.87
3060-005 - SVBGSA - General Administratio	Administrative Support	0.20
	FTE	**49.94**
	Employee Count	**110**

REGIONAL GOVERNMENT SERVICES
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TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: RICHARD AVERETT, CFO **Item: 3C**
SUBJECT: PAYMENTS AND DEPOSITS – APRIL 2018 THROUGH SEPTEMBER 2018

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 list.

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. The Executive Director or designee reviews, prints and signs/authorizes checks. All payments, including electronic payments, are reviewed 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 Rabobank 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 September 30, 2018

	Type	Date	Num	Name	Memo	Amount	Balance
110060 · Rabobank Checking Account							**84,176.99**
	Deposit	04/02/2018			Deposit	276,366.80	360,543.79
	Deposit	04/02/2018			Deposit	2,925.00	363,468.79
	Transfer	04/02/2018			Funds Transfer	-41.03	363,427.76
	Transfer	04/02/2018			Funds Transfer	-6,106.57	357,321.19
	Deposit	04/03/2018			Deposit	72,738.76	430,059.95
	Transfer	04/04/2018			Funds Transfer	-110,000.00	320,059.95
	General Journal	04/05/2018	1840		3/31/18 net pay	-201,032.07	119,027.88
	Deposit	04/06/2018			Deposit	40,125.70	159,153.58
	General Journal	04/06/2018	1841		3/31/18 payroll taxes and fees	-59,307.04	99,846.54
	Bill Pmt -Check	04/09/2018	5463	Bartel Associates		-360.00	99,486.54
	Bill Pmt -Check	04/09/2018	5464	City of Cupertino		-850.00	98,636.54
	Bill Pmt -Check	04/09/2018	5465	Mary E Uzupis		-18,375.00	80,261.54
	Bill Pmt -Check	04/09/2018	5466	Scott N. Kivel		-36,697.76	43,563.78
	Bill Pmt -Check	04/09/2018	5467	Guillermo Gonzalezv		-2,500.00	41,063.78
	General Journal	04/09/2018	1880		2018-05 FSA admin fee	-51.10	41,012.68
	General Journal	04/10/2018	1839		3/31/18 MM 401a remittance	-28,071.31	12,941.37
	General Journal	04/10/2018	1839		3/31/18 MM 457 remittance	-14,002.62	-1,061.25
	Deposit	04/10/2018			Deposit	420.00	-641.25
	General Journal	04/10/2018	1881		3/31/18 FSA contribution	-992.46	-1,633.71
	Transfer	04/11/2018			Funds Transfer	15,000.00	13,366.29
	Deposit	04/12/2018			Deposit	126,282.01	139,648.30
	General Journal	04/13/2018	1854		Tracker RMS Annual Payment 2018-04	-9,120.00	130,528.30
	Check	04/13/2018			Service Charge	-268.73	130,259.57
	Deposit	04/16/2018			Deposit	6,949.89	137,209.46
	Deposit	04/16/2018			Deposit	48,142.41	185,351.87
	Transfer	04/18/2018			Funds Transfer	130,000.00	315,351.87
	Deposit	04/19/2018			Deposit	6,304.50	321,656.37
	General Journal	04/19/2018	1866		4/15/18 net pay	-209,105.03	112,551.34
	Deposit	04/20/2018			Deposit	48,393.12	160,944.46
	General Journal	04/20/2018	1863		Health Ins Actives premium 2018-04	-25,090.68	135,853.78
	General Journal	04/20/2018	1867		4/15/18 payroll taxes and fees	-62,637.12	73,216.66
	General Journal	04/23/2018	1862		Health Ins Actives premium 2018-04	-22,023.80	51,192.86
	General Journal	04/23/2018	1864		MHN Premium 2018-04	-369.60	50,823.26
	General Journal	04/23/2018	1865		Vision premium pmt 2018-04 and Retro	-797.07	50,026.19
	General Journal	04/23/2018	1868		Discovery Cobra Benefits 2018-04	-7,008.78	43,017.41
	Deposit	04/23/2018			Deposit	24,130.26	67,147.67
	Deposit	04/24/2018			Deposit	682.50	67,830.17
	Bill Pmt -Check	04/24/2018	5468	Employment Research Services		-353.70	67,476.47
	Bill Pmt -Check	04/24/2018	5469	Joe A. Gonsalves & Son		-2,500.00	64,976.47

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/24/2018	5470	Meyers Nave		-11,533.10	53,443.37
Bill Pmt -Check	04/24/2018	5471	The Sacramento Bee		-627.00	52,816.37
Bill Pmt -Check	04/24/2018	5472	US Bank		-14,121.48	38,694.89
General Journal	04/24/2018	1882		4/15/18 FSA contribution	-992.46	37,702.43
Check	04/24/2018	158	Monterey County		-606.17	37,096.26
Deposit	04/25/2018			Deposit	52,157.46	89,253.72
Deposit	04/25/2018			Deposit	220.42	89,474.14
Deposit	04/26/2018			Deposit	13,504.20	102,978.34
Deposit	04/26/2018			Deposit	1,718.15	104,696.49
Transfer	04/26/2018			Funds Transfer	-75,000.00	29,696.49
General Journal	04/26/2018	1874		4/15/18 MM 401a remittance	-29,186.24	510.25
General Journal	04/26/2018	1874		4/15/18 MM 457 remittance	-13,990.63	-13,480.38
Deposit	04/27/2018			Deposit	23,726.25	10,245.87
Deposit	04/27/2018			Deposit	17,134.24	27,380.11
General Journal	04/27/2018	1873		Life and Disability premium for 2018-04	-1,436.79	25,943.32
Deposit	04/30/2018			Deposit	390.00	26,333.32
Deposit	04/30/2018			Deposit	420.00	26,753.32
Deposit	04/30/2018			Deposit	182.58	26,935.90
Deposit	04/30/2018			Deposit	209,592.50	236,528.40
General Journal	04/30/2018	1879		Dental premium 2018-05	-3,161.84	233,366.56
Deposit	04/30/2018			Deposit	2,408.00	235,774.56
Deposit	05/01/2018			Deposit	91,435.17	327,209.73
Transfer	05/01/2018			Funds Transfer	-6,147.60	321,062.13
Deposit	05/03/2018			Deposit	9,675.00	330,737.13
Deposit	05/03/2018			Deposit	583.00	331,320.13
Deposit	05/03/2018			Deposit	28,730.34	360,050.47
Deposit	05/04/2018			Deposit	26,233.31	386,283.78
General Journal	05/04/2018	1871		4/30/18 net pay	-217,928.21	168,355.57
General Journal	05/07/2018	1872		4/30/18 payroll taxes and fees	-68,080.03	100,275.54
Bill Pmt -Check	05/07/2018	5473	Employment Research Services		-188.50	100,087.04
Bill Pmt -Check	05/07/2018	5474	Guillermo Gonzalezv		-2,500.00	97,587.04
Bill Pmt -Check	05/07/2018	5475	Mary E Uzupis		-32,229.70	65,357.34
Deposit	05/07/2018			Deposit	52,672.32	118,029.66
Check	05/07/2018	159	Monterey County		-584.06	117,445.60
Deposit	05/08/2018			Deposit	26,547.18	143,992.78
General Journal	05/08/2018	1919		2018-04 FSA admin fee	-63.30	143,929.48
General Journal	05/09/2018	1883		4/30/18 MM 401a remittance	-30,894.07	113,035.41
General Journal	05/09/2018	1883		4/30/18 MM 457 remittance	-19,114.30	93,921.11
Transfer	05/09/2018			Funds Transfer	-85,000.00	8,921.11
General Journal	05/09/2018	1917		4/30/18 FSA contribution	-992.46	7,928.65

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Check	05/13/2018			Service Charge	-251.57	7,677.08
Deposit	05/14/2018			Deposit	51,426.33	59,103.41
Deposit	05/14/2018			Deposit	39.00	59,142.41
Deposit	05/14/2018			Deposit	435.12	59,577.53
Deposit	05/15/2018			Deposit	6,949.89	66,527.42
General Journal	05/15/2018	1894		Health Ins Actives premium 2018-05	-22,023.80	44,503.62
General Journal	05/15/2018	1897		Vision premium pmt 2018-05	-488.92	44,014.70
General Journal	05/15/2018	1898		MHN Premium 2018-05	-369.60	43,645.10
General Journal	05/15/2018	1899		Wrkrs Comp Claim Reimburse 2018-05	-2,611.43	41,033.67
Deposit	05/16/2018			Deposit	611.35	41,645.02
General Journal	05/16/2018	1895		Health Ins Actives premium 2018-05	-24,361.30	17,283.72
Deposit	05/17/2018			Deposit	23,842.40	41,126.12
Transfer	05/18/2018			Funds Transfer	120,000.00	161,126.12
Deposit	05/18/2018			Deposit	36,443.77	197,569.89
Deposit	05/18/2018			Deposit	6,553.65	204,123.54
General Journal	05/20/2018	1901		5/15/18 payroll taxes and fees	-66,144.37	137,979.17
Transfer	05/21/2018			Funds Transfer	50,000.00	187,979.17
General Journal	05/21/2018	1900		5/15/18 net pay	-211,904.41	-23,925.24
Deposit	05/21/2018			Deposit	9,466.05	-14,459.19
Deposit	05/21/2018			Deposit	12,671.36	-1,787.83
Transfer	05/21/2018			Funds Transfer	60,000.00	58,212.17
Deposit	05/22/2018			Deposit	84,251.31	142,463.48
Check	05/22/2018	160	Monterey County		-633.95	141,829.53
Deposit	05/24/2018			Deposit	200,028.34	341,857.87
General Journal	05/24/2018	1905		5/15/18 MM 401a remittance	-30,883.79	310,974.08
General Journal	05/24/2018	1905		5/15/18 MM 457 remittance	-18,151.45	292,822.63
General Journal	05/24/2018	1918		5/15/18 FSA contribution	-992.46	291,830.17
Bill Pmt -Check	05/25/2018	5476	Dept Consumer & Business Services		-15.48	291,814.69
Bill Pmt -Check	05/25/2018	5477	Employment Research Services		-86.00	291,728.69
Bill Pmt -Check	05/25/2018	5478	Joe A. Gonsalves & Son		-2,500.00	289,228.69
Bill Pmt -Check	05/25/2018	5479	Mary E Uzupis		-7,310.46	281,918.23
Bill Pmt -Check	05/25/2018	5480	Scott N. Kivel		-17,716.20	264,202.03
Bill Pmt -Check	05/25/2018	5481	US Bank		-15,005.43	249,196.60
Deposit	05/25/2018			Deposit	1,718.15	250,914.75
Deposit	05/25/2018			Deposit	2,775.30	253,690.05
Deposit	05/25/2018			Deposit	26,593.77	280,283.82
Deposit	05/25/2018			Deposit	13,504.20	293,788.02
General Journal	05/25/2018	1909		Life and Disability premium for 2018-05	-1,443.66	292,344.36
Deposit	05/25/2018			Deposit	8,085.70	300,430.06
Deposit	05/29/2018			Deposit	85,565.72	385,995.78

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/29/2018			Deposit	14,035.85	400,031.63
Transfer	05/29/2018			Funds Transfer	-275,000.00	125,031.63
General Journal	05/29/2018	1908		Discovery Cobra Benefits 2018-05	-7,008.78	118,022.85
General Journal	05/30/2018	1910		Dental premium 2018-06	-3,161.84	114,861.01
Transfer	05/31/2018			Funds Transfer	-6,147.60	108,713.41
Deposit	06/01/2018			Deposit	59,280.01	167,993.42
Transfer	06/01/2018			Funds Transfer	-75,000.00	92,993.42
Deposit	06/05/2018			Deposit	36,112.71	129,106.13
Transfer	06/05/2018			Funds Transfer	230,000.00	359,106.13
Transfer	06/05/2018			Funds Transfer	-14,417.00	344,689.13
General Journal	06/06/2018	1913		5/31/18 net pay	-218,998.73	125,690.40
General Journal	06/07/2018	1914		5/31/18 payroll taxes and fees	-66,492.25	59,198.15
Check	06/07/2018	161	Monterey County		-648.67	58,549.48
Bill Pmt -Check	06/08/2018	5482	EMC Research		-9,950.00	48,599.48
Bill Pmt -Check	06/08/2018	5483	Employment Research Services		-151.00	48,448.48
Bill Pmt -Check	06/08/2018	5484	Keenan & Associates		-1,500.00	46,948.48
Bill Pmt -Check	06/08/2018	5485	Mary E Uzupis		-6,558.34	40,390.14
General Journal	06/11/2018	1912		5/31/15 MM 401a remittance	-30,571.19	9,818.95
General Journal	06/11/2018	1912		5/31/15 MM 457 remittance	-15,084.92	-5,265.97
Bill Pmt -Check	06/11/2018	5486	Guillermo Gonzalezv		-2,500.00	-7,765.97
Bill Pmt -Check	06/11/2018	5487	Meyers Nave		-43,230.79	-50,996.76
Bill Pmt -Check	06/11/2018	5488	Tripepi Smith & Associates		-75.00	-51,071.76
Deposit	06/11/2018			Deposit	139,802.07	88,730.31
Deposit	06/11/2018			Deposit	250.00	88,980.31
General Journal	06/11/2018	1964		FSA Contribution PPE 5-31-18	-992.46	87,987.85
General Journal	06/11/2018	1966		FSA Admin Fee 2018-05	-62.20	87,925.65
Deposit	06/12/2018			Deposit	1,455.90	89,381.55
General Journal	06/12/2018	1923		Health Ins Actives premium 2018-06	-24,361.30	65,020.25
General Journal	06/13/2018	1922		Health Ins Actives premium 2018-06	-22,023.80	42,996.45
Check	06/13/2018			Service Charge	-269.49	42,726.96
Deposit	06/15/2018			Deposit	1,652.70	44,379.66
Deposit	06/15/2018			Deposit	18,825.75	63,205.41
Deposit	06/18/2018			Deposit	942.50	64,147.91
Deposit	06/18/2018			Deposit	96,508.63	160,656.54
General Journal	06/19/2018	1927		Discovery Benefits Premium Payment 2018-06	-7,008.78	153,647.76
Deposit	06/20/2018			Deposit	1,718.15	155,365.91
Deposit	06/20/2018			Deposit	13,504.20	168,870.11
Deposit	06/20/2018			Deposit	9.00	168,879.11
Transfer	06/21/2018			Funds Transfer	100,000.00	268,879.11
General Journal	06/21/2018	1928		6/15/18 net pay	-192,835.96	76,043.15

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/22/2018			Deposit	1,650.10	77,693.25
Deposit	06/22/2018			Deposit	23,235.93	100,929.18
Deposit	06/22/2018			Deposit	109.00	101,038.18
Transfer	06/22/2018			Funds Transfer	100,000.00	201,038.18
Transfer	06/22/2018			Funds Transfer	100,000.00	301,038.18
General Journal	06/22/2018	1929		6/15/18 payroll taxes and fees	-56,169.30	244,868.88
Deposit	06/22/2018			Deposit	1,900.00	246,768.88
Check	06/22/2018	162	Monterey County		-629.84	246,139.04
Bill Pmt -Check	06/25/2018	5489	CCMF		-3,000.00	243,139.04
Bill Pmt -Check	06/25/2018	5490	CJPIA		-100,000.00	143,139.04
Bill Pmt -Check	06/25/2018	5491	EMC Research		-9,950.00	133,189.04
Bill Pmt -Check	06/25/2018	5492	Employment Research Services		-123.00	133,066.04
Bill Pmt -Check	06/25/2018	5493	Joe A. Gonsalves & Son		-2,500.00	130,566.04
Bill Pmt -Check	06/25/2018	5494	Mary E Uzupis		-38,621.63	91,944.41
Bill Pmt -Check	06/25/2018	5495	US Bank		-8,437.36	83,507.05
Deposit	06/26/2018			Deposit	493.50	84,000.55
Deposit	06/26/2018			Deposit	54,251.46	138,252.01
General Journal	06/26/2018	1925		MHN Premium Payment 2018-06	-369.60	137,882.41
General Journal	06/26/2018	1926		Vision premium pmt 2018-06	-453.30	137,429.11
Deposit	06/26/2018			Deposit	41,010.92	178,440.03
Transfer	06/26/2018			Funds Transfer	-75,000.00	103,440.03
General Journal	06/26/2018	1965		FSA Contributiuon PPE 6-15-18	-992.46	102,447.57
General Journal	06/27/2018	1924		6/15/18 MM 401a remittance	-27,787.42	74,660.15
General Journal	06/27/2018	1924		6/15/18 MM 457 remittance	-13,170.27	61,489.88
Deposit	06/28/2018			Deposit	6,500.00	67,989.88
Deposit	06/28/2018			Deposit	210,073.10	278,062.98
Transfer	06/29/2018			Funds Transfer	-250,000.00	28,062.98
General Journal	06/29/2018	1941		Wrkrs Comp Claims Reimburse 2018-06	-3,136.13	24,926.85
General Journal	06/29/2018	1942		Q2 HRA Payment	-6,500.00	18,426.85
General Journal	06/29/2018	1943		Life and Disability premium for 2018-06	-1,443.66	16,983.19
General Journal	06/29/2018	1944		Dental premium 2018-07	-3,161.84	13,821.35
Transfer	06/29/2018			Funds Transfer	-6,147.60	7,673.75
Check	06/30/2018	163	Monterey County		-101.57	7,572.18
Deposit	07/02/2018			Deposit	444,921.91	452,494.09
General Journal	07/02/2018	2002		FSA Reconciliation plan year	-338.13	452,155.96
Transfer	07/03/2018			Funds Transfer	-180,000.00	272,155.96
Deposit	07/05/2018			Deposit	2,967.15	275,123.11
Deposit	07/05/2018			Deposit	13,899.78	289,022.89
Deposit	07/05/2018			Deposit	88,372.77	377,395.66
Deposit	07/06/2018			Deposit	897.57	378,293.23

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/06/2018			Deposit	17,514.57	395,807.80
Transfer	07/06/2018			Funds Transfer	225,000.00	620,807.80
General Journal	07/06/2018	1947		6/30/18 net pay	-195,629.37	425,178.43
Deposit	07/06/2018			Deposit	750.00	425,928.43
Transfer	07/09/2018			Funds Transfer	-300,000.00	125,928.43
General Journal	07/09/2018	1948		6/30/18 payroll taxes and fees	-55,228.74	70,699.69
Deposit	07/09/2018			Deposit	33,098.88	103,798.57
Bill Pmt -Check	07/10/2018	5496	DCBS		-113.83	103,684.74
Bill Pmt -Check	07/10/2018	5497	Keenan & Associates		-12,702.89	90,981.85
Bill Pmt -Check	07/10/2018	5498	Linda L. Daube		-4,625.00	86,356.85
Bill Pmt -Check	07/10/2018	5499	Municipal Insurance Cooperative		-140,305.00	-53,948.15
Bill Pmt -Check	07/10/2018	5500	Oregon Dept of Revenue		-23.01	-53,971.16
Bill Pmt -Check	07/10/2018	5501	Tripepi Smith & Associates		-1,032.00	-55,003.16
Transfer	07/10/2018			Funds Transfer	115,000.00	59,996.84
General Journal	07/11/2018	1946		6/30/18 MM 401a remittance	-26,797.54	33,199.30
General Journal	07/11/2018	1946		6/30/18 MM 457 remittance	-13,295.07	19,904.23
General Journal	07/11/2018	1998		6/30/18 FSA contribution	-992.46	18,911.77
General Journal	07/11/2018	2000		2018-06 FSA admin fee	-61.10	18,850.67
Deposit	07/13/2018			Deposit	57,250.43	76,101.10
Check	07/13/2018			Service Charge	-302.67	75,798.43
General Journal	07/16/2018	1951		Health Ins Actives premium 2018-07	-13,810.23	61,988.20
General Journal	07/16/2018	1952		MHN Premium Payment 2018-07	-369.60	61,618.60
General Journal	07/16/2018	1953		Vision premium pmt 2018-07	-444.12	61,174.48
General Journal	07/16/2018	1954		MSA Crime Premium FY19	-3,511.00	57,663.48
General Journal	07/16/2018	1955		MSA Cyber Liability Premium FY19	-5,376.72	52,286.76
Deposit	07/16/2018			Deposit	40,921.43	93,208.19
General Journal	07/16/2018	2013		Health Ins COBRA premium 2018-07	-5,249.01	87,959.18
Deposit	07/18/2018			Deposit	144.43	88,103.61
Transfer	07/18/2018			Funds Transfer	160,000.00	248,103.61
General Journal	07/19/2018	1962		7/15/18 net pay	-174,792.46	73,311.15
Deposit	07/20/2018			Deposit	820.50	74,131.65
Deposit	07/20/2018			Deposit	12,901.02	87,032.67
General Journal	07/20/2018	1963		7/15/18 payroll taxes and fees	-45,514.22	41,518.45
Deposit	07/23/2018			Deposit	825.05	42,343.50
Deposit	07/23/2018			Deposit	103.55	42,447.05
Transfer	07/23/2018			Funds Transfer	10,000.00	52,447.05
Deposit	07/24/2018			Deposit	476.25	52,923.30
Deposit	07/24/2018			Deposit	94,169.29	147,092.59
General Journal	07/24/2018	1999		7/15/18 FSA contribution	-992.46	146,100.13
Bill Pmt -Check	07/25/2018	5502	Joe A. Gonsalves & Son		-2,500.00	143,600.13

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/25/2018	5503	Mary E Uzupis		-36,304.85	107,295.28
Bill Pmt -Check	07/25/2018	5504	Meyers Nave		-17,782.55	89,512.73
Bill Pmt -Check	07/25/2018	5505	Scott N. Kivel		-9,291.53	80,221.20
Bill Pmt -Check	07/25/2018	5506	United States Treasury		-219.28	80,001.92
Bill Pmt -Check	07/25/2018	5507	US Bank		-11,487.32	68,514.60
Deposit	07/25/2018			Deposit	32,610.60	101,125.20
Transfer	07/25/2018			Funds Transfer	100,000.00	201,125.20
Transfer	07/25/2018			Funds Transfer	-120,000.00	81,125.20
General Journal	07/25/2018	1971		7/31/18 MM 401a remittanc7/15/18 MM 401a remittance	-24,880.41	56,244.79
General Journal	07/25/2018	1971		7/15/18 MM 457 remittance	-16,264.82	39,979.97
Deposit	07/27/2018			Deposit	18,881.82	58,861.79
Deposit	07/27/2018			Deposit	1,833.01	60,694.80
Deposit	07/27/2018			Deposit	6,949.89	67,644.69
Deposit	07/27/2018			Deposit	14,955.01	82,599.70
General Journal	07/27/2018	1974		MSA Wrkrs Comp Claims Reimburse 2018-07	-3,194.12	79,405.58
General Journal	07/30/2018	1975		Dental premium 2018-08	-3,044.56	76,361.02
General Journal	07/30/2018	2001		Returned Wire Dental Premium 2018-08	3,019.56	79,380.58
General Journal	07/30/2018	2005		Life and Disability premium for 2018-07	-1,354.20	78,026.38
Transfer	07/31/2018			Funds Transfer	-2,307.96	75,718.42
Deposit	08/01/2018			Deposit	850.00	76,568.42
Deposit	08/01/2018			Deposit	132,223.62	208,792.04
Deposit	08/02/2018			Deposit	6,718.40	215,510.44
Deposit	08/03/2018			Deposit	35,395.64	250,906.08
General Journal	08/06/2018	1972		7/31/18 net pay	-210,203.38	40,702.70
Transfer	08/06/2018			Funds Transfer	25,000.00	65,702.70
General Journal	08/07/2018	1973		7/31/18 payroll taxes and fees	-62,158.68	3,544.02
Deposit	08/07/2018			Deposit	1,650.10	5,194.12
Deposit	08/08/2018			Deposit	90,545.25	95,739.37
General Journal	08/09/2018	1994		7/31/18 MM 401a remittance	-30,077.09	65,662.28
General Journal	08/09/2018	1994		7/31/18 MM 457 remittance	-19,913.88	45,748.40
General Journal	08/09/2018	1997		Health Ins Actives premium 2018-	-50,067.72	-4,319.32
General Journal	08/09/2018	2032		7/31/18 FSA contribution	-992.46	-5,311.78
General Journal	08/09/2018	2034		2018-07 FSA admin fee	-63.30	-5,375.08
Bill Pmt -Check	08/10/2018	5508	Dan Siwulec Communications Marketing, Inc		-1,935.00	-7,310.08
Bill Pmt -Check	08/10/2018	5509	Keenan & Associates (MIC)	Municipal Dental Pool	-3,044.56	-10,354.64
Bill Pmt -Check	08/10/2018	5510	Mary E Uzupis		-28,175.00	-38,529.64
Bill Pmt -Check	08/10/2018	5511	Meyers Nave		-13,303.26	-51,832.90
Bill Pmt -Check	08/10/2018	5512	Suzanne Hill		-922.50	-52,755.40
Bill Pmt -Check	08/10/2018	5513	Tripepi Smith & Associates		-90.00	-52,845.40
Deposit	08/10/2018			Deposit	2,548.27	-50,297.13

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/10/2018			Deposit	23,748.51	-26,548.62
Transfer	08/10/2018			Funds Transfer	25,000.00	-1,548.62
Transfer	08/10/2018			Funds Transfer	100,000.00	98,451.38
General Journal	08/10/2018	1995		Health Ins Actives premium 2018-08	-13,810.23	84,641.15
General Journal	08/10/2018	1996		MHN Premium Payment 2018-08	-369.60	84,271.55
Deposit	08/13/2018			Deposit	79,312.95	163,584.50
Check	08/14/2018			Service Charge	-318.69	163,265.81
Deposit	08/17/2018			Deposit	764.52	164,030.33
Deposit	08/17/2018			Deposit	17,400.53	181,430.86
Deposit	08/20/2018			Deposit	637.50	182,068.36
Deposit	08/20/2018			Deposit	31,063.20	213,131.56
Transfer	08/21/2018			Funds Transfer	60,000.00	273,131.56
General Journal	08/21/2018	2010		8/15/18 net pay	-204,861.46	68,270.10
Deposit	08/22/2018			Deposit	3,662.80	71,932.90
Deposit	08/22/2018			Deposit	29,755.55	101,688.45
General Journal	08/22/2018	2007		Vision premium pmt 2018-08	-444.12	101,244.33
General Journal	08/22/2018	2011		8/15/18 payroll taxes and fees	-56,768.48	44,475.85
Deposit	08/23/2018			Deposit	3,300.20	47,776.05
Deposit	08/23/2018			Deposit	571.14	48,347.19
Deposit	08/23/2018			Deposit	11,150.10	59,497.29
Deposit	08/24/2018			Deposit	5,307.75	64,805.04
Bill Pmt -Check	08/24/2018	5514	Dan Siwulec Communications Marketing, Inc		-8,348.89	56,456.15
Bill Pmt -Check	08/24/2018	5515	David Sodergren		-6,304.56	50,151.59
Bill Pmt -Check	08/24/2018	5516	Employment Research Services		-618.50	49,533.09
Bill Pmt -Check	08/24/2018	5517	Joe A. Gonsalves & Son		-2,500.00	47,033.09
Bill Pmt -Check	08/24/2018	5518	Liebert Cassidy Whitmore		-4,530.50	42,502.59
Bill Pmt -Check	08/24/2018	5519	Suzanne Hill		-240.00	42,262.59
Bill Pmt -Check	08/24/2018	5520	US Bank		-11,626.35	30,636.24
Deposit	08/24/2018			Deposit	18,725.00	49,361.24
General Journal	08/24/2018	2006		8/15/18 MM 401a remittance	-28,480.86	20,880.38
General Journal	08/24/2018	2006		8/15/18 MM 457 remittance	-17,239.05	3,641.33
General Journal	08/24/2018	2033		8/15/18 FSA contribution	-992.46	2,648.87
Deposit	08/27/2018			Deposit	109.00	2,757.87
Deposit	08/27/2018			Deposit	237,815.50	240,573.37
General Journal	08/27/2018	2009		Life and Disability premium for 2018-08	-1,328.99	239,244.38
Deposit	08/29/2018			Deposit	50,466.98	289,711.36
Transfer	08/30/2018			Funds Transfer	-2,307.96	287,403.40
Transfer	08/31/2018			Funds Transfer	-250,000.00	37,403.40
Deposit	08/31/2018			Deposit	14,290.60	51,694.00
Deposit	08/31/2018			Deposit	2,475.15	54,169.15

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	09/04/2018			Deposit	6,949.89	61,119.04
Deposit	09/04/2018			Deposit	176,084.76	237,203.80
Transfer	09/04/2018			Funds Transfer	-25,000.00	212,203.80
General Journal	09/07/2018	2029		08/31/18 net pay	-205,583.60	6,620.20
Transfer	09/10/2018			Funds Transfer	60,000.00	66,620.20
Transfer	09/10/2018			Funds Transfer	85,000.00	151,620.20
General Journal	09/10/2018	2030		08/31/18 payroll taxes and fees	-62,974.91	88,645.29
Deposit	09/10/2018			Deposit	9,868.25	98,513.54
General Journal	09/11/2018	2038		Abraham Wrkrs Comp claims	-6,991.64	91,521.90
General Journal	09/11/2018	2063		2018-08 FSA admin fee	-61.10	91,460.80
General Journal	09/12/2018	2031		8/31/18 MM 401a remittance	-29,527.23	61,933.57
General Journal	09/12/2018	2031		8/31/18 MM 457 remittance	-14,271.21	47,662.36
General Journal	09/12/2018	2039		Health Ins Actives premium 2018-09	-13,810.23	33,852.13
General Journal	09/12/2018	2040		Health Ins Actives premium 2018-09	-23,631.92	10,220.21
General Journal	09/12/2018	2041		Vision premium pmt 2018-09	-416.58	9,803.63
General Journal	09/12/2018	2042		MHN Premium Payment 2018-09	-369.60	9,434.03
General Journal	09/12/2018	2061		8/31/18 FSA contribution	-992.46	8,441.57
Check	09/14/2018			Service Charge	-237.90	8,203.67
Deposit	09/15/2018			Deposit	5,777.81	13,981.48
Deposit	09/17/2018			Deposit	260.00	14,241.48
Bill Pmt -Check	09/17/2018	5521	David Sodergren		-29,748.61	-15,507.13
Bill Pmt -Check	09/17/2018	5522	Employment Research Services		-204.80	-15,711.93
Bill Pmt -Check	09/17/2018	5523	Keenan & Associates (MIC)		-3,103.20	-18,815.13
Bill Pmt -Check	09/17/2018	5524	Mary E Uzupis		-34,346.23	-53,161.36
Bill Pmt -Check	09/17/2018	5525	Scott N. Kivel		-24,906.15	-78,067.51
Bill Pmt -Check	09/17/2018	5526	Tripepi Smith & Associates		-310.00	-78,377.51
Transfer	09/18/2018			Funds Transfer	150,000.00	71,622.49
Deposit	09/18/2018			Deposit	29,357.18	100,979.67
Transfer	09/19/2018			Funds Transfer	75,000.00	175,979.67
Deposit	09/20/2018			Deposit	1,650.10	177,629.77
Transfer	09/20/2018			Funds Transfer	65,000.00	242,629.77
General Journal	09/20/2018	2054		9/15/18 net pay	-180,363.18	62,266.59
Deposit	09/21/2018			Deposit	1,705.61	63,972.20
General Journal	09/21/2018	2055		9/15/18 payroll taxes and fees	-52,076.26	11,895.94
Check	09/21/2018	164	Monterey County		-720.69	11,175.25
Deposit	09/24/2018			Deposit	172,756.19	183,931.44
Bill Pmt -Check	09/25/2018	5527	Joe A. Gonsalves & Son		-2,500.00	181,431.44
Bill Pmt -Check	09/25/2018	5528	Meyers Nave		-8,004.64	173,426.80
Bill Pmt -Check	09/25/2018	5529	US Bank		-14,503.52	158,923.28
Bill Pmt -Check	09/25/2018	5530	Yountville*		-850.00	158,073.28

Regional Government Services
Payment and Disbursement Report
As of September 30, 2018

	Type	Date	Num	Name	Memo	Amount	Balance
	General Journal	09/25/2018	2056		9/15/18 MM 401a remittance	-25,640.34	132,432.94
	General Journal	09/25/2018	2056		9/15/18 MM 457 remittance	-10,219.36	122,213.58
	General Journal	09/25/2018	2062		9/15/18 FSA contribution	-992.46	121,221.12
	Deposit	09/27/2018			Deposit	234,710.77	355,931.89
	General Journal	09/28/2018	2057		HRA Contribution Q3 2018	-142,750.00	213,181.89
	Deposit	09/28/2018			Deposit	288.86	213,470.75
	General Journal	09/28/2018	2060		Life and Disability premium for 2018-09	-1,328.99	212,141.76
	Transfer	09/28/2018			Funds Transfer	-2,307.96	209,833.80
	Transfer	09/28/2018			Funds Transfer	-190,000.00	19,833.80
Total 110060 · Rabobank Checking Account						-64,343.19	19,833.80
TOTAL						**-64,343.19**	**19,833.80**

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: RICHARD AVERETT, Executive Director/CFO **Item: 3D**
SUBJECT: **INVESTMENT REPORT**

RECOMMENDATION

Review and accept JPA investments made through September 2018.

BACKGROUND

The Board of Directors or their designee annually reviews the investment policy, with the latest approved policy being May 26, 2017. The Board 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, LGS and MSA investment activity has been consolidated into one RGS Rabobank money market account, one RGS LAIF account and into RGS CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

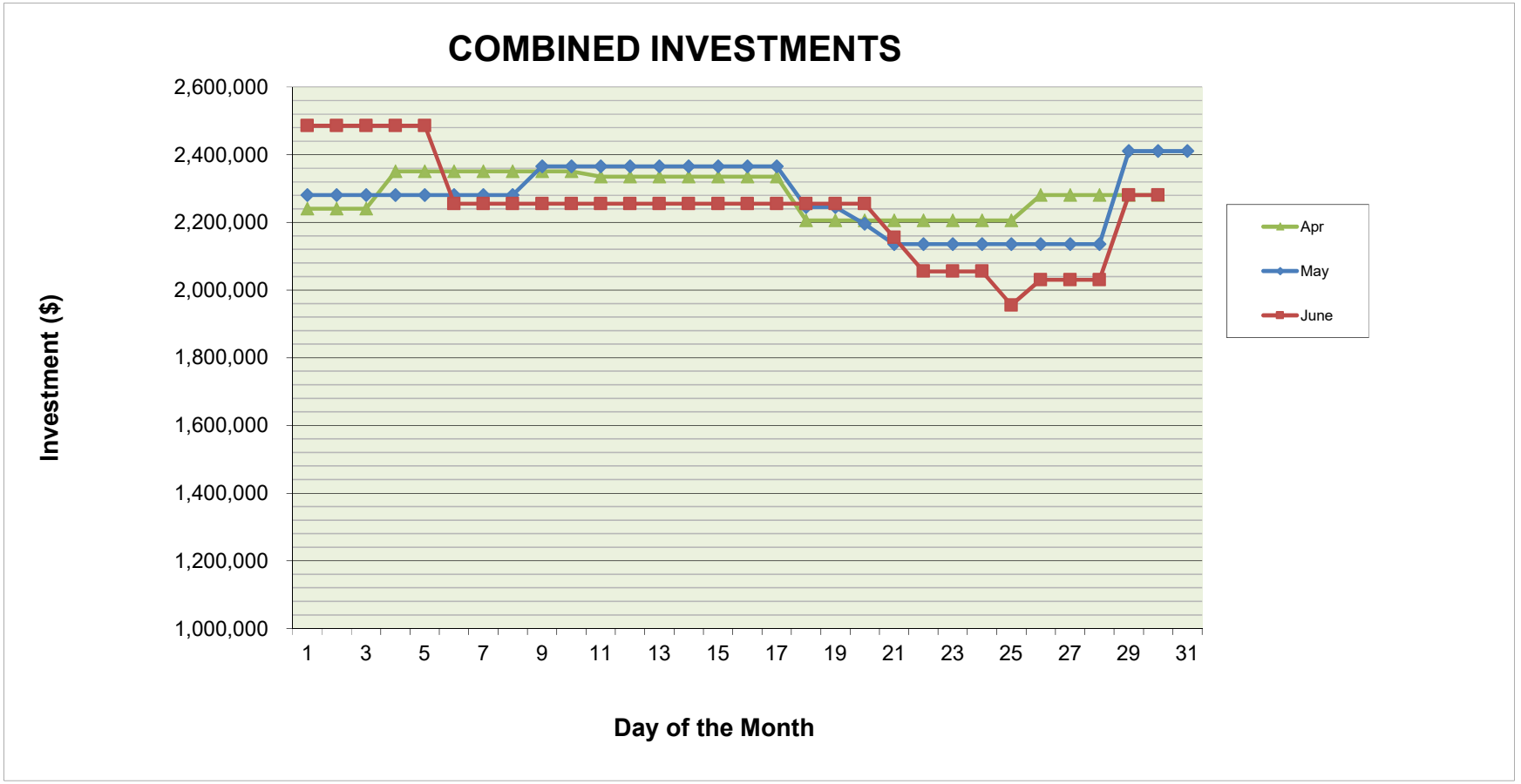
FISCAL IMPACT

Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. Month-to-month market adjustments are reflected in investment reports. Changes in 'paper' or market value are augmented by interest earnings.

CalTrust Medium Term investments are currently yielding approximately 63 basis points above LAIF's return, and CalTrust short term investments are currently yielding 18 basis points above LAIF's 219 basis points daily yield.

INVESTMENT REPORT
FY 2018

	Apr				May				June			
Date	Rabobank Money Mkt	CalTrust Short & Medium	LAIF	Combined	Rabobank Money Mkt	CalTrust Short & Medium	LAIF	Combined	Rabobank Money Mkt	CalTrust Short & Medium	LAIF	Combined
1	110,197	2,129,192	1,195	2,240,583	150,223	2,129,192	1,195	2,280,609	405,251	2,079,192	1,195	2,485,637
2	110,197	2,129,192	1,195	2,240,583	150,223	2,129,192	1,195	2,280,609	405,251	2,079,192	1,195	2,485,637
3	110,197	2,129,192	1,195	2,240,583	150,223	2,129,192	1,195	2,280,609	405,251	2,079,192	1,195	2,485,637
4	220,197	2,129,192	1,195	2,350,583	150,223	2,129,192	1,195	2,280,609	405,251	2,079,192	1,195	2,485,637
5	220,197	2,129,192	1,195	2,350,583	150,223	2,129,192	1,195	2,280,609	405,251	2,079,192	1,195	2,485,637
6	220,197	2,129,192	1,195	2,350,583	150,223	2,129,192	1,195	2,280,609	175,251	2,079,192	1,195	2,255,637
7	220,197	2,129,192	1,195	2,350,583	150,223	2,129,192	1,195	2,280,609	175,251	2,079,192	1,195	2,255,637
8	220,197	2,129,192	1,195	2,350,583	150,223	2,129,192	1,195	2,280,609	175,251	2,079,192	1,195	2,255,637
9	220,197	2,129,192	1,195	2,350,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
10	220,197	2,129,192	1,195	2,350,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
11	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
12	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
13	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
14	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
15	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
16	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
17	205,197	2,129,192	1,195	2,335,583	235,223	2,129,192	1,195	2,365,609	175,251	2,079,192	1,195	2,255,637
18	75,197	2,129,192	1,195	2,205,583	115,223	2,129,192	1,195	2,245,609	175,251	2,079,192	1,195	2,255,637
19	75,197	2,129,192	1,195	2,205,583	115,223	2,129,192	1,195	2,245,609	175,251	2,079,192	1,195	2,255,637
20	75,197	2,129,192	1,195	2,205,583	115,223	2,079,192	1,195	2,195,609	175,251	2,079,192	1,195	2,255,637
21	75,197	2,129,192	1,195	2,205,583	55,223	2,079,192	1,195	2,135,609	75,251	2,079,192	1,195	2,155,637
22	75,197	2,129,192	1,195	2,205,583	55,223	2,079,192	1,195	2,135,609	75,251	1,979,192	1,195	2,055,637
23	75,197	2,129,192	1,195	2,205,583	55,223	2,079,192	1,195	2,135,609	75,251	1,979,192	1,195	2,055,637
24	75,197	2,129,192	1,195	2,205,583	55,223	2,079,192	1,195	2,135,609	75,251	1,979,192	1,195	2,055,637
25	75,197	2,129,192	1,195	2,205,583	55,223	2,079,192	1,195	2,135,609	75,251	1,879,192	1,195	1,955,637
26	150,197	2,129,192	1,195	2,280,583	55,223	2,079,192	1,195	2,135,609	150,251	1,879,192	1,195	2,030,637
27	150,197	2,129,192	1,195	2,280,583	55,223	2,079,192	1,195	2,135,609	150,251	1,879,192	1,195	2,030,637
28	150,197	2,129,192	1,195	2,280,583	55,223	2,079,192	1,195	2,135,609	150,251	1,879,192	1,195	2,030,637
29	150,197	2,129,192	1,195	2,280,583	330,223	2,079,192	1,195	2,410,609	400,251	1,879,192	1,195	2,280,637
30	150,197	2,129,192	1,195	2,280,583	330,223	2,079,192	1,195	2,410,609	400,251	1,879,192	1,195	2,280,637
31					330,223	2,079,192	1,195	2,410,609				-


COMBINED INVESTMENTS
Investment ($)
2,600,000
2,400,000
2,200,000
2,000,000
1,800,000
1,600,000
1,400,000
1,200,000
1,000,000
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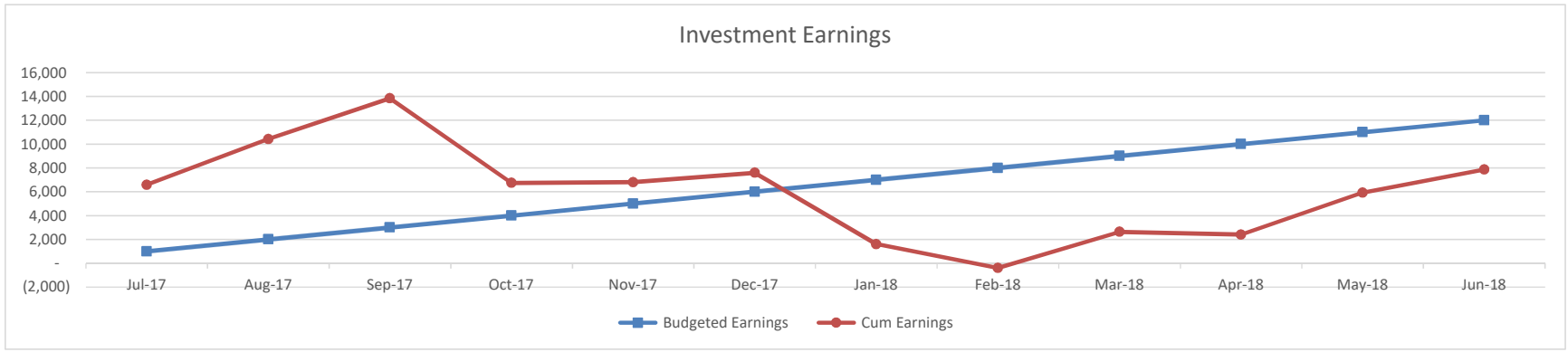
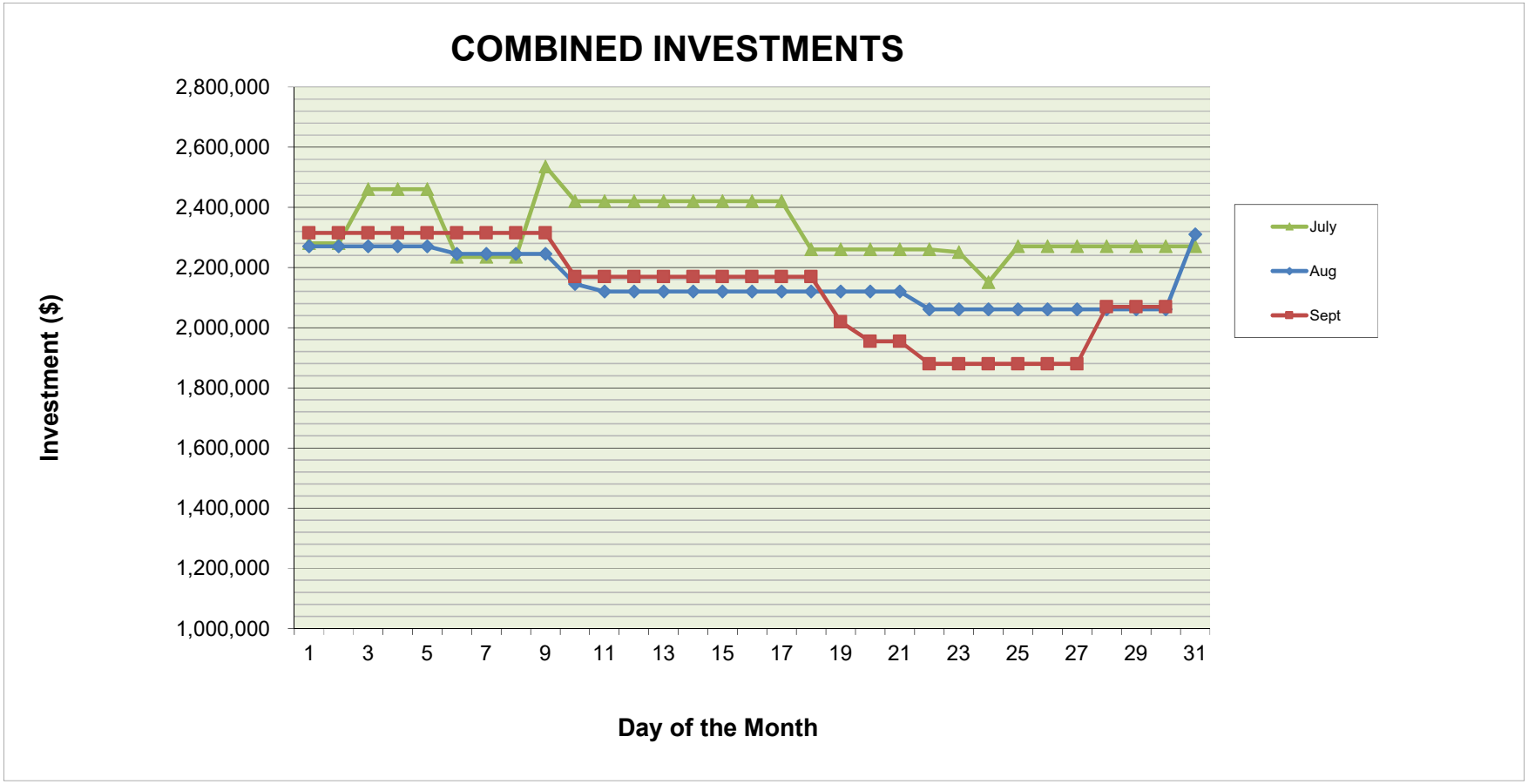
Day of the Month
Apr
May
June


Investment Earnings
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
(2,000)
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Budgeted Earnings
Cum Earnings

INVESTMENT REPORT
FY 2019

	July				Aug				Sept			
Date	Rabobank Money Mkt	CalTrust Short & Medium	LAIF	Combined	Rabobank Money Mkt	CalTrust Short & Medium	LAIF	Combined	Rabobank Money Mkt	CalTrust Short & Medium	LAIF	Combined
1	400,282	1,879,192	1,195	2,280,668	190,327	2,079,192	1,195	2,270,713	330,350	1,983,210	1,195	2,314,755
2	400,282	1,879,192	1,195	2,280,668	190,327	2,079,192	1,195	2,270,713	330,350	1,983,210	1,195	2,314,755
3	580,282	1,879,192	1,195	2,460,668	190,327	2,079,192	1,195	2,270,713	330,350	1,983,210	1,195	2,314,755
4	580,282	1,879,192	1,195	2,460,668	190,327	2,079,192	1,195	2,270,713	330,350	1,983,210	1,195	2,314,755
5	580,282	1,879,192	1,195	2,460,668	190,327	2,079,192	1,195	2,270,713	330,350	1,983,210	1,195	2,314,755
6	355,282	1,879,192	1,195	2,235,668	165,327	2,079,192	1,195	2,245,713	330,350	1,983,210	1,195	2,314,755
7	355,282	1,879,192	1,195	2,235,668	165,327	2,079,192	1,195	2,245,713	330,350	1,983,210	1,195	2,314,755
8	355,282	1,879,192	1,195	2,235,668	165,327	2,079,192	1,195	2,245,713	330,350	1,983,210	1,195	2,314,755
9	355,282	2,179,192	1,195	2,535,668	165,327	2,079,192	1,195	2,245,713	330,350	1,983,210	1,195	2,314,755
10	240,282	2,179,192	1,195	2,420,668	165,327	1,979,192	1,195	2,145,713	185,350	1,983,210	1,195	2,169,755
11	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
12	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
13	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
14	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
15	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
16	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
17	240,282	2,179,192	1,195	2,420,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
18	80,282	2,179,192	1,195	2,260,668	140,327	1,979,192	1,195	2,120,713	185,350	1,983,210	1,195	2,169,755
19	80,282	2,179,192	1,195	2,260,668	140,327	1,979,192	1,195	2,120,713	185,350	1,833,210	1,195	2,019,755
20	80,282	2,179,192	1,195	2,260,668	140,327	1,979,192	1,195	2,120,713	185,350	1,768,210	1,195	1,954,755
21	80,282	2,179,192	1,195	2,260,668	140,327	1,979,192	1,195	2,120,713	185,350	1,768,210	1,195	1,954,755
22	80,282	2,179,192	1,195	2,260,668	80,327	1,979,192	1,195	2,060,713	110,350	1,768,210	1,195	1,879,755
23	70,282	2,179,192	1,195	2,250,668	80,327	1,979,192	1,195	2,060,713	110,350	1,768,210	1,195	1,879,755
24	70,282	2,079,192	1,195	2,150,668	80,327	1,979,192	1,195	2,060,713	110,350	1,768,210	1,195	1,879,755
25	190,282	2,079,192	1,195	2,270,668	80,327	1,979,192	1,195	2,060,713	110,350	1,768,210	1,195	1,879,755
26	190,282	2,079,192	1,195	2,270,668	80,327	1,979,192	1,195	2,060,713	110,350	1,768,210	1,195	1,879,755
27	190,282	2,079,192	1,195	2,270,668	80,327	1,979,192	1,195	2,060,713	110,350	1,768,210	1,195	1,879,755
28	190,282	2,079,192	1,195	2,270,668	80,327	1,979,192	1,195	2,060,713	300,383	1,768,210	1,195	2,069,788
29	190,282	2,079,192	1,195	2,270,668	80,327	1,979,192	1,195	2,060,713	300,383	1,768,210	1,195	2,069,788
30	190,282	2,079,192	1,195	2,270,668	80,327	1,979,192	1,195	2,060,713	300,383	1,768,210	1,195	2,069,788
31	190,282	2,079,192	1,195	2,270,668	330,327	1,979,192	1,195	2,310,713				-


COMBINED INVESTMENTS
Investment ($)
2,800,000
2,600,000
2,400,000
2,200,000
2,000,000
1,800,000
1,600,000
1,400,000
1,200,000
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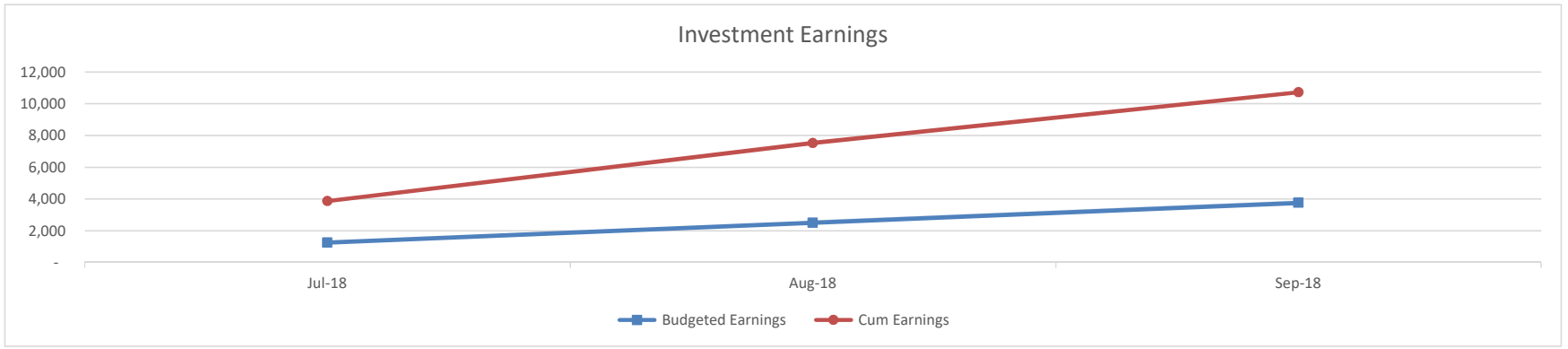
Day of the Month
July
Aug
Sept


Investment Earnings
12,000
10,000
8,000
6,000
4,000
2,000
-
Jul-18
Aug-18
Sep-18
Budgeted Earnings
Cum Earnings

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: RICHARD H AVERETT, Executive Director **Item: 3E**
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
Alameda County Mosquito Abatement District (ACMAD)	October 2018	$20,000	Collaborative Compensation Study
Atwater	April 2018	$75,000	Outreach — Master Services
Castro Valley Sanitation District (CVSan)	October 2018		HR Services
Concord	June 2018		Finance & HR
Eureka	May 2018	$70,588	Ballot Measure Education Program
Eureka	May 2018	$25,000	Mixed Mode Survey
Gwynne Pugh Urban Design LAMetro Division 6	June 2018	$24,470	Public Outreach
Inverness Public Utilities District	July 2018	$3,000	HR Services
Marin Municipal Water District	August 2018	$61,000	Leadership Training & Development
Martinez	May 2018	$10,000	HR Services
Menifee	June 2018	$6,000	NeoGov Services
Menifee	February 2018	$24,500	Recruitment
Monterey Peninsula Regional Park District	May 2018	$25,000	Capitol Project Management
North San Juan Fire Protection District	May 2018	$39,000	HR Services
Port Hueneme	October 2018	$20,000	HR Services
Regional Water Authority	July 2018		HR Services — Master Agreement
San Bruno	August 2018		Community Devolvement Assistance
San Mateo County Mosquito and Vector Control District	July 2018	$20,000	HR Services

Agency	Start Date	NTE (if any)	Service(s) Provided
San Mateo Resource Conservation District	May 2018		Finance Services
San Rafael	July 2018	$70,000	Financial Services
Santa Clara Valley Water District (SCVWD)	August 2018	$27,000	Training – Supervisor/Manager Lead & Communications
Santa Paula	July 2018	$24,000	Procurement Assessment
Santa Paula	April 2018	$8,150	Recruitment
Sausalito	June 2018		Financial Services
Sebastopol	July 2018	$50,000	HR Services
Solano County Water Agency	July 2018	$150,000	HR & Finance Services — Master Agreement
South Lake Tahoe	July 2018	$6,974	HR Assessment
South Lake Tahoe	August 2018	$7,000	Public Works Assessment
Sunnyvale	August 2018	$3,000	Delegation Training
Ukiah	July 2018	$2,000	Litigation Support
Ventura County Transportation Commission (VCTC)	July 2018	$50,000	HR Services
Watsonville	August 2018	$10,000	ERP Implementation
West County Wastewater District (WCWD)	May 2018	$655,000	Various under Master Agreement

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 client partner'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

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: JEFFERSON KISE, Finance Manager **Item: 4A**
SUBJECT: FINANCIAL REPORT ANALYSIS

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through September 2018, and are attached for review.

ANALYSIS

All reports are draft and unaudited. Accruals for earned but not paid 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.

For FY2019 RGS budgeted a $185,980 loss on $9,689,000 in client revenue. Through September 30th, 2018, the JPA has a $4,163 profit on $2,263,262 in revenue and is currently supporting 113 client contracts. Additionally, RGS has 4 leadership academies under way which reach 19 different agencies.

JPA Admin overhead costs continue to reflect the cost cutting initiated in the Fall of 2016. These measures were undertaken to counteract expenses ($1,134,000 in direct costs since tracking began in Dec 2015) incurred by the JPAs in response to the CalPERS audit.

Net equity for the JPA is $688,354, below the target balance of $960,000. Note the minimum reserve requirement revised at the Committee's November 16, 2017 meeting, from $500,000 to equal 10% of annual revenue (equivalent to $969,000 in FY2019) per the Strategic Plan. Staff will also be proposing a designated reserve for contingencies. MSA's allocation of assets should assist RGS in achieving these objectives.

Regional Government Services
Profit & Loss
July through September 2018

4:12 PM
10/24/2018
Accrual Basis

	Jul 18	Aug 18	Sep 18	TOTAL
Ordinary Income/Expense				
Income				
440301 · Client Billings	650,452	681,353	627,971	1,959,776
440400 · LGS & MSA - Admin. Services	19,999	19,999	19,999	59,997
480000 · Miscellaneous Income	54,007	107,915	81,567	243,489
Total Income	724,458	809,267	729,537	2,263,262
Gross Profit	724,458	809,267	729,537	2,263,262
Expense				
511010 · Salaries - Regular	509,054	537,256	494,384	1,540,694
511072 · Salaries - Nonbillable	924	-6,264	1,722	-3,618
512002 · Medicare Employer Expense	7,375	7,781	7,129	22,285
512003 · Workers' Comp Exp clerical	3,729	3,729	3,750	11,208
512004 · Employee Assistance Program	370	370	370	1,110
512005 · Health Insurance Expense	32,632	32,636	32,656	97,924
512006 · Dental Insurance Expense	2,580	2,580	2,580	7,740
512007 · Vision Insurance Expense	421	421	421	1,263
512008 · Life Insurance Expense	438	432	432	1,302
512009 · Long Term Disability Expense	521	513	513	1,547
512011 · Stars 401A Expense	53,904	56,797	52,267	162,968
512014 · Short Term Disability Expense	467	460	460	1,387
512015 · Unemployment Expense	807	882	702	2,391
512018 · FSA Health & Day Care Expense	399	63	61	523
512019 · Employee Expense Allowances	7,338	7,493	6,726	21,557
520107 · APS (ADP) Payroll Fees	762	754	765	2,281
520108 · Communications - Agency Expense	460	376	414	1,250
520202 · Bank Fees & Services	380	707	288	1,375
520204 · Printing & Postage	2,781	166	731	3,678
520302 · Legal Services	6,830	22,780	2,859	32,469
520320 · Professional Services	28,480	60,641	56,638	145,759
520501 · Professional Dues & Membership	3,557	3,047	1,706	8,310
520502 · Training & Development	70	140		210
520503 · Conferences & Meetings	4,911	3,275	1,356	9,542
520504 · Publications	1,830	6,884	3,527	12,241
520701 · General Liability Insurance Exp	18,932	18,932	18,932	56,796
520801 · Mileage Reimbursement	3,893	3,944	3,228	11,065
520803 · Travel Reimbursement	7,461	26,821	13,549	47,831
520805 · Supplies & Meals Reimbursement	786	1,792	1,314	3,892
520904 · Computer Install & Maintenance	3,191	3,189	3,305	9,685
522798 · Miscellaneous Expense				
560100 · Service Group Admin costs				
570100 · Equipment Purchase	380	1,019		1,399
Total Expense	705,663	799,616	712,785	2,218,064
Net Ordinary Income	18,795	9,651	16,752	45,198
Other Income/Expense				
Other Income				
520100 · Investment Income	3,867	3,659	3,196	10,722
Total Other Income	3,867	3,659	3,196	10,722
Other Expense				
529996 · Attributed OPEB / HRA Expense	17,229	17,229	17,299	51,757
529997 · Unallocated Admin. Svcs - RGS	-124,432	-127,618	-112,790	-364,840
529999 · Allocated Unbillable Expenses	124,432	127,618	112,790	364,840
Total Other Expense	17,229	17,229	17,299	51,757
Net Other Income	-13,362	-13,570	-14,103	-41,035
Net Income	**5,433**	**-3,919**	**2,649**	**4,163**

Regional Government Services
Balance Sheet
As of September 30, 2018

10:17 AM
10/30/2018
Accrual Basis

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
110030 · LAIF Account	1,201
110040 · CalTRUST Medium Term Fund	1,582,381
110050 · CalTRUST Short Term Fund	202,479
110060 · Rabobank Checking Account	20,554
110070 · Rabobank Money Market	300,383
Total Checking/Savings	2,106,998
Accounts Receivable	
131130 · Accounts Receivable	1,254,877
Total Accounts Receivable	1,254,877
Other Current Assets	
120005 · Prepaid Expenses	20,813
120010 · Prepaid Insurance	0
131131 · Accounts Receivable - Misc	4,331
Total Other Current Assets	25,144
Total Current Assets	3,387,019
Other Assets	
180001 · Loan due to JPA	33,322
Total Other Assets	33,322
TOTAL ASSETS	**3,420,341**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
220010 · Accounts Payable	70,124
Total Accounts Payable	70,124
Other Current Liabilities	
214060 · Due to LGS	597,474
214070 · Due To/From MSA	1,653,293
221003 · 457/401A Retirement Liability	38,085
221006 · FSA Liability	993
221008 · Workers' Comp. Liability	0
221009 · General Insurance Liability	51
221015 · Health Insurance Liability	-8,053
221016 · Long Term Disability Liability	-7
221017 · Short Term Disability Liability	-2
221023 · Dental Insurance Liability	-59
221024 · Vision Insurance Liability	0
221025 · Life Insurance/AD&D Liability	-2
221029 · Garnishments	1,444
230060 · Accrued Salaries, Wages & Taxes	259,975
240010 · Deferred Revenue	68,652
240011 · Refundable Deposits	20,885
250001 · Accrued Vacation	120,128
Total Other Current Liabilities	2,752,857
Total Current Liabilities	2,822,981
Long Term Liabilities	
260005 · Health Reimbursement Account	-90,993
Total Long Term Liabilities	-90,993
Total Liabilities	2,731,988
Equity	
32000 · Retained Earnings	-235,355
370000 · Fund Bal Unreserved/Unrestrictd	919,544
Net Income	4,165
Total Equity	688,354
TOTAL LIABILITIES & EQUITY	**3,420,342**

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: RICHARD AVERETT, Executive Director/CFO **Item: 4B**
SUBJECT: **APPROVAL OF AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30, 2018**

RECOMMENDATION

Review and approve the independent audit reports for fiscal year (FY) 2018.

BACKGROUND

The outside audit firm of Badawi and Associates was retained to complete the FY2018 audit. The June 30, 2018 audited financial statements for the JPA, along with the audit report and Management Letter will be posted to the JPA web site.

AUDIT RESULTS

Audit results are summarized below, with more information and analysis in the Management Discussion and Analysis section of the audit report. The FY2018 results reflect the continuing investment made to enhance capacity and financial sustainability of the JPA. The net financial position of the JPA will permit a continued ability to provide quality services to our clients.

RGS FINANCIAL HIGHLIGHTS

- The audited financial statements reflect a $7,283 profit on $9,180,635 of revenue which compares favorably with the fiscal year budget of a $163,000 loss on $9,983,000 in client revenue.
- Revenue was up 3% compared to FY2017 and the Authority continues to expand its service offerings and the number of partner agencies served. In FY2018 RGS administered 160 client contracts, and reached another 35 agencies through their participation in our 5 leadership academies.
- Net Assets at the end of the fiscal year are $684,187 which is below the minimum target of $960,000.

The FY2018 results should also be considered in a historical perspective. In FY2014, LGS had 6 clients and paid an admin fee to RGS that covered 45% of the RGS administrative overhead, and another 2% was covered by MSA. RGS served 66 clients that year. By FY2018, RGS served 160 clients and the 1 LGS client covered just 18% of RGS administrative costs and MSA covered another 4%. In this five-year period, RGS revenue grew 37%, annual client count grew 124%, and administrative overhead grew 20% all while supporting the time and expenses associated with CalPERS' increased activity to limit outside contracting by agencies with CalPERS retirement benefits.

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: RICHARD AVERETT, Executive Director **Item: 5A**
SUBJECT: **STRATEGIC PLAN UPDATE**

RGS Strategic Plan High-Level Goals

1. Develop 5-Year Strategic Plan
2. Increase Membership to Seven Agencies by 2018.
3. Ensure RGS' Continued Financial Stability
4. Move LGS to Dormant Status
5. Expand Communication with Executive Committee
6. Update on Potential New Service Areas
7. Align Client Development and Service Delivery with Best Management Practices

Quarterly Progress Report for 11-15-2018 meeting

2.1. Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity.

- Two recent additions to the Executive Committee have resigned due to relocation and workload.
- Membership information sent to CMs in Monterey Co and Santa Clara Co.

3.2.1. Establish regional hubs where there is a confluence of client needs and advisor talent.

- Edward Raya hired as HR Lead Advisor for Southern California hub.

3.4.1. Support employee learning, enrichment, and recognition

- Allocated Staff Development funds for service lines to maintain professional staff that have skills and knowledge to effectively advise partner agencies.
- Training and Development service line trainings available to RGS Advisors at no cost.
- Widened Advisor selection to non- traditional backgrounds (private and non-profit backgrounds) and training them for public-sector work.
- Distributed tools and resources developed by internal technical experts to expand overall service line knowledge and skills.

3.4.3. Establish clear performance standards for workforce and provide ongoing and project-based performance feedback.

- Evaluative feedback about performance being shared with service line and regional leaders.

4.2. Consider LGS as an inactive entity that exists to complete its duties and as it applies to MSA.

- Dissolution of LGS & MSA agendized for November 15, 2018, along with identification of a successor agent.

5.1. Possibly develop a RGS Binder for review with Executive Committee Members individually (with policies, organization, goals, etc.).

- Built out an electronic binder for Board members to access important policies and documents

5.3. Monthly updates (e.g. newsletter, email), with links to public RGS client work and new programs.

- Monthly newsletters distributed to Board members and wider audience

6. Update on Potential New Service Areas

6.2.1. Launched

6.2.1.1. Emergency/EOC Training Services

• New service line leader identified (Steven Hancock), and another Advisor interested. Held Initial meeting to discuss service line. Preparing survey of needs for distribution to newsletter recipients.

6.2.2. In Development

6.2.2.1. Public Safety Services

• Developing service line and identifying potential partner agencies. Have an Advisor prepared to do work as it develops.

6.2.2.2. Fire Administrative Services

• Awaiting feedback on a proposed contract to serve 18 fire districts.

6.2.2.3. Occupational Safety and Risk Management

• Continuing demand for this work, but only one staff. Continuing to look for service Lead and additional Advisors.

6.2.2.4. Payroll Consulting Services

• Continuing demand; currently providing several payroll consulting services. Looking for service Lead and additional Advisors.

6.2.2.5. Capital Project Management

• Working begun on project management assignments. Continuing to look for service lead to develop this service line.

6.2.3. Continuing to Explore

6.2.3.1. Transportations Planning Services

• Still exploring this service area and waiting for the right confluence of talent and service area leadership.

6.2.3.2. IT Services

• Still exploring this service area and waiting for the right confluence of talent and service area leadership.

6.2.3.3. New markets captured through mergers

• Exploring private-sector planning firm that may be part of our RGS Planning Service line.

7.3 Develop strategies to achieve the optimum mix of Partner Agencies

• Allocated outreach funds to maintain and increase visibility in the public-sector community.
• Monthly newsletter distributed to current/potential partner agencies, and Advisors.
• Exploring different models such as client agencies being associate members of JPA.

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-15-2018**
FROM: RICHARD AVERETT, Executive Director **Item: 5B**
SUBJECT: JPA MEETINGS FORMAT

RECOMMENDATION

Approval of a JPA meetings schedule and format for the next calendar year.

BACKGROUND

Responding to the feedback received at the May RGS Executive Committee meeting and general counsel's opinion that RGS can reasonably be considered a statewide agency and therefore could hold meetings in any part of the state with low risk of being viewed in violation of the Brown Act, staff is proposing the following yearly meeting schedule for the RGS Board of Directors and Executive Committee.

PROPOSED MEETING SCHEDULE

Board of Directors: one regular meeting per year, in conjunction with the February in-person Executive Committee meeting.

Executive Committee: four regular meetings per year, comprised of two in-person meetings, in conjunction with the League's City Manager Conference (February 2019) and the California Joint Powers Authorities conference (September 2019). These two in-person meetings would include extended subject matter in addition to regular RGS business, such as strategic planning and/or presentations that might attract other conference-attending leaders. Two additional regular telephonic meetings would be scheduled each year.

RGS pay for travel to/from the in-person meetings, one night's lodging, and associated meals. Conference registration fees may be reimbursed.

February Meeting
Held in conjunction with the League City Managers Department Meeting (February 13-15, 2019 in San Diego)
Date: February 12 at 2:00 p.m. to 5:00 p.m., with last hour being presentation open to conference attendees; followed by RGS dinner.
Location: San Diego (and will rotate with the League CM Department Meeting location)
Attendance: Board and Executive Committee
Topics: General JPA business topics to be discussed early on the afternoon preceding the conference, followed by a workshop (e.g. speaker/educational opportunity) the last hour. Client representatives and (or all) conference attendees invited to workshop.

May Meeting
Telephonic meeting
Date: May 16 from 10:00 a.m. until 12:00 p.m. (third Thursday in May)
Location: video conference
Attendance: Executive Committee
Topics: General JPA topics. May be cancelled if no urgent business.

September Meeting

Held in conjunction with the California Association of Joint Powers Authorities conference (September 10-12, 2019 in South Lake Tahoe)

Date: September 9 (Monday) from 2:00 p.m. until 5:00 p.m., with last hour being presentation open to conference attendees; followed by RGS dinner

Location: South Lake Tahoe

Attendance: Executive Committee

Topics: General JPA business topics to be discussed early on the afternoon preceding the conference, followed by a workshop (e.g. speaker/educational opportunity) the last hour. Client representatives and (or all) conference attendees invited to workshop.

November Meeting

Telephonic meeting

Date: November 21 from 10:00 a.m. until 12:00 p.m. (third Thursday)

Location: video conference

Attendance: Executive Committee

Topics: General JPA topics. May be cancelled if no urgent business.

Below are four conferences, and associated costs, the Executive Committee may want to staff consider as meeting 'co-sites' for RGS. There may be others of interest to most Executive Committee Members, which staff can explore.

PARMA
Disneyland – Anaheim
February 10-13, 2109
Costs:

- Registration: $350 public entity member/$500 public entity non-member
- Travel: ~$425 if driving from Bay Area/~$75 if driving from So Cal
- Lodging: ~$225/night (although Disney hotels are notorious for selling out and this cost could increase significantly if booking outside conference blocks)

RGS Session: Sunday morning/afternoon before Welcome Breakfast begins at 8:30am Monday

League of California Cities City Managers Conference
San Diego
February 13-15, 2019
Costs:

- Registration: $650 city manager member/$1650 non-member city/$775 League Partner
- Travel: ~$525 if driving from Bay Area/~$175 if driving from So Cal
- Lodging: ~$250/night

RGS Session: Wednesday morning/early afternoon before Concurrent Sessions begin at 3:45pm

California Association of Joint Powers Authorities
South Lake Tahoe
September 10-12, 2019
Costs:

- Registration: $350 member/$750 non-member (2018 rates)
- Travel: ~$200 if driving from Bay Area/~$450 if driving from So Cal
- Lodging: ~$225/night

RGS Session: Tuesday afternoon before Welcome Reception begins at 5:00pm (2018 schedule)

CALPELRA
Monterey
November 19-22, 2019
Costs:

- Registration: $695 includes membership/$1045 non-member (includes membership) (2018 rates)
- Travel ~$200 if driving from Bay Area/~$300 if driving from So Cal
- Lodging: ~$250/night (although Monterey hotels are notorious for selling out and this cost could increase significantly if booking outside conference blocks)

RGS Session: Tuesday morning/afternoon before Welcome Reception begins at 5pm (2018 schedule)

NOTE – all registration fees are based on ***Early Registration***. This could increase cost for the February conference options.