



## 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**  
**August 27, 2015**  
**1:45 p.m.**

**Leshar Center for the Arts**  
**Encore Room**  
1601 Civic Drive  
Walnut Creek, CA 94596

**1. CALL TO ORDER**

A. Election of Officers

Action

**2. CHANGES TO THE ORDER OF AGENDA**

**3. PUBLIC COMMENT**

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.

**4. 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 **April 16, 2015** Minutes

Action

B. Approval of Payments and Deposits made February 2015 through June 2015

C. Approval of Investments Report through June 2015

D. Approval of Regularly Scheduled Meetings Calendar

E. Acceptance of RGS Position Listings

F. Approval of Management Services Agreements

**5. TREASURER'S REPORT**

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through June 2015

Information

**6. OLD BUSINESS - None**

**7. NEW BUSINESS**

A. Approval of Membership Change

Action

B. Executive Director Compensation Review Process

Information

**Recess to Closed Session**

**1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): One potential case.

**Reconvene Regular Meeting**

C. Report from Closed Session

Information

**8. EXECUTIVE DIRECTOR, COMMITTEE, MSA AND MEMBER REPORTS**

A. Executive Director: Study Session topics – Study Session topics (Contracting & Subcontracting Guidelines and developing JPA Goals) for Nov meeting; future study sessions w CM Dept conf; reduce BOD and FC meetings until more Members

Information

B. MSA: MIC Board Member update – City of Cudahy joining Upland & MSA as of 7/1/15

Information

C. Finance Committee:

Information

D. Members: Status of BES training, timing and costs

Information

**9. ADJOURN**

**The next Meeting will take place November 19, 2015 at 1:00 p.m. in Yountville.**

**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) 587-7301. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

*RGS provides quality, innovative, cost-effective services exclusively to public agencies.*

Main 650.587.7300 Fax 650.587.7311 P.O. Box 1350 Carmel Valley, CA 93924

[www.rgs.ca.gov](http://www.rgs.ca.gov)

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
APRIL 16, 2015**

The Regional Government Services Authority held a regular meeting of the Executive Committee on April 16, 2015 at the Larkspur City Council Chambers. The meeting was called to order at 2:01 p.m.

**1. CALL TO ORDER**

Members Present: Ken Nordhoff, Chair  
Dan Schwarz, Vice-Chair  
Mike Garvey, Executive Committee Member  
Steve Rogers, Member  
Julie Carter, Alternate Member  
Members Absent: Herb Pike, Member  
Other Attendees: Richard Averett, Executive Director  
Jennifer Bower, Director of Human Resources

**2. CHANGES TO THE ORDER OF AGENDA – None**

**3. PUBLIC COMMENT – None**

**4. APPROVAL OF CONSENT AGENDA**

- A. Approval of **August 21, 2014** Minutes
  - B. Approval of Payments and Deposits made July 2014 through January 2015
  - C. Approval of Regularly Scheduled Meetings Calendar
  - D. Acceptance of RGS Position Listings
  - E. Approval of Management Services Agreements
- Action:** Moved and seconded (Garvey/Rogers) to approve consent agenda.  
**AYES:** Nordhoff, Schwarz, Garvey, Rogers, Carter  
**NOES:** None  
**ABSTAIN:** None

**5. TREASURER'S REPORT**

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through January 2015  
Executive Director Averett reviewed the preliminary year-to-date financial reports, noting that projected year-end results would likely be break even or slightly negative due to investments in the RGS training program, professional development training for our Advisors, website development and continued funding of our claims reserve. This is an information item and no action was taken.

**6. OLD BUSINESS – None**

**7. NEW BUSINESS**

- A. Review Client Report and Outreach  
Discussion of Outreach/Strategic Planning initiative and possible similar financial/ERP implementation services. Discussion of JPA training program and how to integrate with Member Agencies' training schedules and budgets for the year; possibly discipline-level academies (e.g. planners or for boards/commissions). One or two problems encountered by Commissions, with multiple agencies represented so participants focus on common issues, not specific problems. Sonoma State offers this – very little marketing. Sharing experiences; possibly invite attorneys to participate; involve participants in planning training/workshops, like the focus group that helped us with the current training program. This is an information item and no action was taken.

**8. EXECUTIVE DIRECTOR, COMMITTEE, MSA AND MEMBER REPORTS**

- A. Executive Director: Study Session topics – Non-profit contracting & subcontracting; update (demo) on website development; Board Member succession plan; five-year outlook and goals for interim; core JPA needs and how help agencies with robust RGS services; Southern California Member Agency candidates; starting Study Session a little earlier than 12 noon, in case a Member Agency representative has to leave early Friday.
  - B. MSA: MIC Manager leaving Keenan for employment with another insurance pool.
  - C. Finance Committee: None.
  - D. Members: Member Garvey updated the Committee on the Executive Seminar program; a program like BES is anticipated to be offered, and more details will be forthcoming. Vice Chair Schwarz noted that agencies using significant RGS services need estimated hours/costs for budgeting and project management – perhaps a ‘client manager’ function or letter to client agency.
9. **ADJOURNMENT** – The meeting adjourned at 3:21 p.m. The next regular meeting is scheduled for June 25-26, 2015 at 10:00 a.m. at Bodega Bay Lodge.



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 08-27-2015**  
**FROM:** Richard Averett, Chief Financial Officer **Item: 4B**  
**SUBJECT: PAYMENTS AND DEPOSITS – FEBRUARY 2015 THROUGH JUNE 2015**

**RECOMMENDATION**

Review and approve expenditures made by the JPA for the period(s) 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 reports 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, 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, and in Local Agency Investment Fund (LAIF) and 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 FY2015 budget or in subsequently approved action by the Board/Executive Committee.

## Regional Government Services Cash receipts and disbursements for Board reporting

As of June 30, 2015

	Type	Date	Num	Name	Memo	Amount	Balance
<b>110060 - Rabobank Checking Account</b>							<b>92,720.51</b>
	General Journal	02/02/2015	756			-210,000.00	-117,279.49
	Payment	02/02/2015	588111	City of Santa Clara		3,806.25	-113,473.24
	Payment	02/02/2015	51098	Rocklin		7,655.94	-105,817.30
	Payment	02/02/2015	49353	Portola Valley		2,854.94	-102,962.36
	Payment	02/02/2015	73633	MTC		1,579.37	-101,382.99
	Payment	02/02/2015	7003001492	MERA		3,146.86	-98,236.13
	Payment	02/02/2015	1076	Bell Canyon		625.00	-97,611.13
	Deposit	02/02/2015			Deposit	140,000.00	42,388.87
	Deposit	02/03/2015			Deposit	15,969.23	58,358.10
	General Journal	02/04/2015	757			235,000.00	293,358.10
	Check	02/04/2015	ZBA	LGS		-2,280.00	291,078.10
	General Journal	02/05/2015	538		1/31/14 net pay	-191,442.83	99,635.27
	General Journal	02/05/2015	543		1/31/15 flex contribution. net # 107400	-1,587.08	98,048.19
	General Journal	02/05/2015	754			110,000.00	208,048.19
	Check	02/05/2015	ZBA	LGS		-94,438.12	113,610.07
	Check	02/06/2015	105	Franchise Tax Board	Dias - PPE 2015-01-31-15	-310.90	113,299.17
	General Journal	02/06/2015	539		1/31/15 payroll taxes and fees	-70,029.79	43,269.38
	Check	02/06/2015	ZBA	LGS		-35,711.48	7,557.90
	Payment	02/06/2015	41811	Winters		1,960.00	9,517.90
	Payment	02/06/2015	32505	VCTC2		2,656.00	12,173.90
	Payment	02/06/2015	181149	Santa Cruz		856.88	13,030.78
	Payment	02/06/2015	38410	Half Moon Bay		14,646.65	27,677.43
	Payment	02/06/2015	19857	Avalon		1,668.55	29,345.98
	Deposit	02/06/2015			Deposit	14,500.00	43,845.98
	Deposit	02/06/2015			Deposit	750.00	44,595.98
	Bill Pmt -Check	02/06/2015	5083	CCMF		-500.00	44,095.98
	Payment	02/09/2015	324875	Walnut Creek		4,712.50	48,808.48
	Payment	02/09/2015	738934	Vallejo		2,075.00	50,883.48
	Payment	02/09/2015	238283	South San Francisco		840.00	51,723.48
	Payment	02/09/2015	73803	MTC		9,371.25	61,094.73
	Payment	02/09/2015	123616	Healdsburg		8,729.00	69,823.73
	Payment	02/09/2015	95669101	Michael Bush		1,420.98	71,244.71
	Deposit	02/09/2015			Deposit	675.00	71,919.71
	Deposit	02/09/2015			Deposit	675.00	72,594.71
	Deposit	02/09/2015			Deposit	2,415.60	75,010.31
	Deposit	02/09/2015			Deposit	2,499.78	77,510.09
	Deposit	02/09/2015			Deposit	200,000.00	277,510.09
	Check	02/10/2015	SVCCHRG		Service Charge	-235.21	277,274.88

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	02/10/2015	5084	Superior Vision Srvs Inc, NGLIC		-865.69	276,409.19
Bill Pmt -Check	02/10/2015	5085	UnitedHealthcare of California		-25,128.01	251,281.18
Bill Pmt -Check	02/10/2015	5086	Employment Development Dept		-13,023.00	238,258.18
Bill Pmt -Check	02/10/2015	5087	Employment Research Services		-710.00	237,548.18
Bill Pmt -Check	02/10/2015	5088	Kaiser Foundation Health Plan		-31,253.28	206,294.90
Bill Pmt -Check	02/10/2015	5089	James Marta & Company		-2,500.00	203,794.90
Bill Pmt -Check	02/10/2015	5090	Alexander Gams		-1,000.00	202,794.90
Bill Pmt -Check	02/10/2015	5091	Bartel Associates		-600.00	202,194.90
General Journal	02/11/2015	542		1/31/15 UTC 401A payment PPE	-26,976.21	175,218.69
General Journal	02/11/2015	542		1/31/15 UTC 457 payment PPE	-10,703.85	164,514.84
General Journal	02/11/2015	755			-145,000.00	19,514.84
Check	02/11/2015	ZBA	LGS		-6,755.60	12,759.24
General Journal	02/15/2015	563		FSA Funding 1/31/15 Payroll	-1,587.08	11,172.16
General Journal	02/15/2015	563		FSA Funding 2/15/15 Payroll	-1,698.44	9,473.72
General Journal	02/15/2015	563		FSA Funding Jan 2015 Admin Fee	-798.00	8,675.72
Payment	02/17/2015	181693	Santa Cruz		9,278.00	17,953.72
Payment	02/17/2015	853347	Oakland		3,375.00	21,328.72
Payment	02/17/2015	69905	Monterey Regional Waste Management Distri		528.00	21,856.72
Payment	02/17/2015	73929	MTC		37,337.53	59,194.25
Payment	02/17/2015	65441	Larkspur		9,102.60	68,296.85
Payment	02/17/2015	260899	UC Hastings		31,855.00	100,151.85
Deposit	02/17/2015			Deposit	1,350.00	101,501.85
Deposit	02/17/2015			Deposit	101,980.60	203,482.45
General Journal	02/19/2015	752			75,000.00	278,482.45
Payment	02/19/2015	2000610746	Marin County		17,807.44	296,289.89
General Journal	02/20/2015	753			105,000.00	401,289.89
General Journal	02/20/2015	544		2/15/14 net pay	-184,170.76	217,119.13
Check	02/20/2015	ZBA	LGS		-98,309.28	118,809.85
Check	02/23/2015	106	Franchise Tax Board	Dias - PPE 2015-02-15	-210.23	118,599.62
General Journal	02/23/2015	545		2/15/15 payroll taxes and fees	-64,899.53	53,700.09
Check	02/23/2015	ZBA	LGS		-28,096.96	25,603.13
Bill Pmt -Check	02/23/2015	5092	Tripepi Smith & Associates		-10,595.00	15,008.13
Bill Pmt -Check	02/23/2015	5093	US Bank		-8,316.94	6,691.19
Bill Pmt -Check	02/23/2015	5094	Managed Health Network		-271.50	6,419.69
Bill Pmt -Check	02/23/2015	5095	Employment Research Services		-822.00	5,597.69
Bill Pmt -Check	02/23/2015	5096	Meyers Nave		-2,272.43	3,325.26
Check	02/24/2015	ZBA	LGS		-5,036.77	-1,711.51
Payment	02/24/2015	43868	Yountville		23,118.94	21,407.43

**Regional Government Services**  
**Cash receipts and disbursements for Board reporting**  
As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	02/24/2015	69211	Windsor		3,497.50	24,904.93
Payment	02/24/2015	25983	Ross		995.00	25,899.93
Payment	02/24/2015	45652	Livermore AR&PD		8,293.35	34,193.28
Payment	02/24/2015	61268	Dixon		6,894.26	41,087.54
Payment	02/24/2015	8607031	C - IV		72,665.31	113,752.85
Payment	02/24/2015	68493	Artesia		14,020.00	127,772.85
Deposit	02/24/2015			Deposit	1,627.50	129,400.35
Deposit	02/24/2015			Deposit	18,332.53	147,732.88
Deposit	02/24/2015			Deposit	12,860.00	160,592.88
Deposit	02/24/2015			Deposit	1,500.00	162,092.88
General Journal	02/26/2015	715			-115,000.00	47,092.88
Check	02/27/2015	ZBA	LGS		-6,666.24	40,426.64
General Journal	02/27/2015	562		2/15/15 UTC 401A payment PPE	-28,296.66	12,129.98
General Journal	02/27/2015	562		2/15/15 UTC 457 payment PPE	-13,778.62	-1,648.64
Check	02/28/2015	107	Franchise Tax Board Sonoma County Employees' Retirement Assoc	Dias - PPE 2015-02-28	-215.74	-1,864.38
Payment	02/28/2015	485	San Mateo County		1,380.00	-484.38
Payment	02/28/2015	2324447	Novato Sanitary District		25,950.00	25,465.62
Payment	02/28/2015	57913	Hughson		3,680.00	29,145.62
Payment	02/28/2015	46166	Dublin		1,874.24	31,019.86
Payment	02/28/2015	28218	Arroyo Grande		4,123.00	35,142.86
Payment	02/28/2015	265595			12,420.00	47,562.86
Deposit	02/28/2015			Deposit	2,453.19	50,016.05
General Journal	03/01/2015	543R		1/31/15 Flex contribution. Ref # 107400	1,587.08	51,603.13
Payment	03/02/2015	26072	Willits		935.00	52,538.13
Payment	03/02/2015	32589	VCTC2		4,067.00	56,605.13
Payment	03/02/2015	489944	Vacaville		6,930.00	63,535.13
Payment	03/02/2015	1469801	CFASC		2,218.75	65,753.88
Payment	03/02/2015	141717	Sausalito		10,820.25	76,574.13
Payment	03/02/2015	589025	City of Santa Clara		4,081.25	80,655.38
Payment	03/02/2015	51399	Rocklin		7,732.24	88,387.62
Payment	03/02/2015	49415	Portola Valley		2,798.88	91,186.50
Payment	03/02/2015	38505	Half Moon Bay		6,662.50	97,849.00
Payment	03/02/2015	1266	Central Marin Police Auth		1,849.48	99,698.48
Deposit	03/02/2015			Deposit	350.00	100,048.48
Check	03/03/2015	ZBA	LGS		-18,939.10	81,109.38
General Journal	03/03/2015	561		2/28/15 Flex contribution. Ref #201647	-1,698.44	79,410.94
General Journal	03/04/2015	766			190,000.00	269,410.94
Deposit	03/04/2015			Deposit	15,969.23	285,380.17

**Regional Government Services**  
**Cash receipts and disbursements for Board reporting**  
As of June 30, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
General Journal	03/05/2015	559		2/28/14 net pay	-198,171.34	87,208.83
Check	03/05/2015	ZBA	LGS		-85,364.28	1,844.55
				Feb 2015 Reliance Life/Disability Premium Payment		
General Journal	03/05/2015	600			-2,384.03	-539.48
General Journal	03/05/2015	767			70,000.00	69,460.52
Payment	03/05/2015	3836	Port of San Luis		9,141.50	78,602.02
Payment	03/05/2015	41990	Winters		5,092.50	83,694.52
Payment	03/05/2015	7003001518	MERA		2,430.00	86,124.52
Payment	03/05/2015	65629	Larkspur		9,671.95	95,796.47
Payment	03/05/2015	41382	Colma		1,965.00	97,761.47
Payment	03/05/2015	16588	Coastside Fire		3,600.00	101,361.47
Payment	03/05/2015	19985	Avalon		11,064.06	112,425.53
Deposit	03/05/2015			Deposit	1,820.14	114,245.67
Deposit	03/05/2015			Deposit	431.57	114,677.24
General Journal	03/06/2015	560		2/28/15 payroll taxes and fees	-67,161.26	47,515.98
Check	03/06/2015	ZBA	LGS		-30,143.72	17,372.26
Deposit	03/06/2015			Deposit	14,500.00	31,872.26
				PPE 2/28/15 457 Cont T Fuller Correction		
General Journal	03/09/2015	598		Feb 2015 FSA Admin Fee Payment	-794.05	31,078.21
General Journal	03/09/2015	599			-113.10	30,965.11
Payment	03/09/2015	239016	South San Francisco		960.00	31,925.11
Payment	03/09/2015	308939	San Rafael		21,832.50	53,757.61
Payment	03/09/2015	15319	San Mateo County Mosquito and Vector Cont		332.00	54,089.61
Payment	03/09/2015	53376	Ross Valley Sanitation District		19,205.55	73,295.16
Payment	03/09/2015	224315	Rohnert Park		207.65	73,502.81
Payment	03/09/2015	29467	Pacifica		23,191.39	96,694.20
Payment	03/09/2015	122770	Oroville		9,583.00	106,277.20
Payment	03/09/2015	74323	MTC		952.15	107,229.35
Payment	03/09/2015	66468	Cotati		21,512.50	128,741.85
Payment	03/09/2015	116831	Albany		1,757.50	130,499.35
Payment	03/09/2015	365495	Michael Bush		1,492.79	131,992.14
General Journal	03/10/2015	711			15,000.00	146,992.14
Check	03/10/2015	SVCCHRG		Service Charge	-193.63	146,798.51
Bill Pmt -Check	03/10/2015	5097	Delta Dental of California		-17,579.49	129,219.02
Bill Pmt -Check	03/10/2015	5098	UnitedHealthcare of California		-25,995.32	103,223.70
Bill Pmt -Check	03/10/2015	5099	Employment Research Services		-532.00	102,691.70
Bill Pmt -Check	03/10/2015	5100	Kaiser Foundation Health Plan		-36,041.83	66,649.87
Bill Pmt -Check	03/10/2015	5101	Superior Vision Srvs Inc, NGLIC		-881.52	65,768.35
Bill Pmt -Check	03/10/2015	5102	Keenan & Associates		-9,500.00	56,268.35



## Regional Government Services Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Check	03/11/2015	ZBA	LGS		-6,199.33	50,069.02
General Journal	03/11/2015	597		PPE 2/28/15 401A CONTRIBUTION	-27,691.95	22,377.07
General Journal	03/11/2015	597		PPE 2/28/15 451 CONTRIBUTION	-17,716.79	4,660.28
Payment	03/12/2015	74432	MTC	Payment	47,208.36	51,868.64
Payment	03/12/2015	123976	Healdsburg		8,337.50	60,206.14
Payment	03/12/2015	20528	Calistoga		61.75	60,267.89
Deposit	03/12/2015			Deposit	675.00	60,942.89
Deposit	03/12/2015			Deposit	85,935.12	146,878.01
Deposit	03/12/2015			Deposit	545.00	147,423.01
General Journal	03/13/2015	714			-290,000.00	-142,576.99
Payment	03/13/2015	2000614563	Marin County		19,183.44	-123,393.55
Payment	03/13/2015	2000614563	LGS - TAM		15,691.20	-107,702.35
Deposit	03/13/2015			Deposit	140,000.00	32,297.65
Check	03/15/2015	108	Franchise Tax Board	Dias - PPE 2015-03-15	-314.56	31,983.09
Check	03/16/2015	ZBA	LGS		-461.00	31,522.09
Payment	03/16/2015	32623	VCTC2		4,814.00	36,336.09
Payment	03/16/2015	224450	Rohnert Park		8,760.00	45,096.09
Payment	03/16/2015	132839	Oakdale		3,478.13	48,574.22
Payment	03/16/2015	74476	MTC		7,311.46	55,885.68
Payment	03/16/2015	261122	UC Hastings		18,975.00	74,860.68
Payment	03/16/2015	38592	Half Moon Bay		7,356.25	82,216.93
Payment	03/16/2015	176222	Gilroy		9,531.00	91,747.93
Payment	03/16/2015	61402	Dixon		6,075.14	97,823.07
Payment	03/16/2015	265822	Arroyo Grande		20,900.00	118,723.07
Deposit	03/16/2015			Deposit	2,025.00	120,748.07
General Journal	03/17/2015	581		3/15/15 Flex contribution. Ref #203670	-1,803.70	118,944.37
Check	03/17/2015	ZBA	LGS		-19,097.69	99,846.68
Payment	03/17/2015	2000615344	Marin County		183.10	100,029.78
General Journal	03/18/2015	713			190,000.00	290,029.78
General Journal	03/19/2015	582		3/15/14 net pay	-187,552.03	102,477.75
General Journal	03/19/2015	712			100,000.00	202,477.75
Check	03/19/2015	ZBA	LGS		-92,304.19	110,173.56
General Journal	03/20/2015	583		3/15/15 payroll taxes and fees	-64,967.98	45,205.58
Check	03/20/2015	ZBA	LGS		-31,432.25	13,773.33
Payment	03/23/2015	44016	Yountville		23,187.35	36,960.68
Payment	03/23/2015	60712	WETA		1,030.00	37,990.68
Payment	03/23/2015	490427	Vacaville		5,670.00	43,660.68
Payment	03/23/2015	91011	St Helena		285.80	43,946.48
Payment	03/23/2015	141878	Sausalito		12,152.50	56,098.98

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	03/23/2015	589884	City of Santa Clara		1,975.00	58,073.98
Payment	03/23/2015	26089	Ross		153.00	58,226.98
Payment	03/23/2015	122853	Oroville		11,237.33	69,464.31
Payment	03/23/2015	132902	Oakdale		3,511.25	72,975.56
Payment	03/23/2015	45993	Livermore AR&PD		7,890.58	80,866.14
Payment	03/23/2015	65764	Larkspur		7,297.05	88,163.19
Payment	03/23/2015	28516	Dublin		3,906.00	92,069.19
Payment	03/23/2015	16632	Coastside Fire		6,000.00	98,069.19
Payment	03/23/2015	68685	Artesia		24,365.00	122,434.19
Payment	03/23/2015	117017	Albany		4,916.25	127,350.44
Deposit	03/23/2015			Deposit	18,332.53	145,682.97
Deposit	03/23/2015			Deposit	12,860.00	158,542.97
Deposit	03/23/2015			Deposit	2,780.01	161,322.98
General Journal	03/24/2015	748			-85,000.00	76,322.98
General Journal	03/24/2015	585		Navarro & Matthews separation net pay	-2,510.19	73,812.79
General Journal	03/25/2015	586		Navarro & Matthews separation taxes and fees	-491.66	73,321.13
General Journal	03/25/2015	587		Life and Disability premium for 2015-03	-2,180.68	71,140.45
Check	03/25/2015	ZBA	LGS		-461.00	70,679.45
Bill Pmt -Check	03/25/2015	5105	US Bank		-11,946.17	58,733.28
Bill Pmt -Check	03/25/2015	5106	Alexander Gams		-360.00	58,373.28
Bill Pmt -Check	03/25/2015	5107	Meyers Nave		-3,019.68	55,353.60
Bill Pmt -Check	03/25/2015	5108	Employment Research Services		-218.00	55,135.60
Bill Pmt -Check	03/25/2015	5109	Bartel Associates		-400.00	54,735.60
Bill Pmt -Check	03/25/2015	5110	Kaiser Foundation Health Plan		-1,329.95	53,405.65
Bill Pmt -Check	03/25/2015	5111	Kaiser Foundation Health Plan		-45,883.47	7,522.18
			Sonoma County Employees'			
Payment	03/26/2015	538	Retirement Assoc		2,128.50	9,650.68
Payment	03/26/2015	2334054	San Mateo County		23,600.00	33,250.68
Payment	03/26/2015	58001	Novato Sanitary District		9,343.75	42,594.43
Payment	03/26/2015	124183	Healdsburg		2,784.00	45,378.43
Payment	03/26/2015	20601	Calistoga		367.65	45,746.08
Payment	03/26/2015	2000616711	LGS - TAM		15,106.64	60,852.72
Deposit	03/26/2015			Deposit	200,000.00	260,852.72
General Journal	03/27/2015	588		Wire for HRA Q1 contribution	-13,500.00	247,352.72
Check	03/27/2015	ZBA	LGS		-6,604.49	240,748.23
General Journal	03/27/2015	749			-185,000.00	55,748.23
General Journal	03/27/2015	584		3/15/15 UTC 401A payment PPE	-27,693.45	28,054.78
General Journal	03/27/2015	584		3/15/15 UTC 457 payment PPE	-17,643.00	10,411.78

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	03/30/2015	183117	Santa Cruz		59.13	10,470.91
Payment	03/30/2015	15421	San Mateo County Mosquito and Vector Cont		1,328.00	11,798.91
Payment	03/30/2015	51648	Rocklin		7,325.28	19,124.19
Payment	03/30/2015	49491	Portola Valley		1,989.40	21,113.59
Payment	03/30/2015	3902	Port of San Luis		193.75	21,307.34
Payment	03/30/2015	7003001536	MERA		1,664.63	22,971.97
Payment	03/30/2015	46279	Hughson		1,932.81	24,904.78
Payment	03/30/2015	176341	Gilroy		5,346.00	30,250.78
Payment	03/30/2015	1353	Central Marin Police Auth		979.40	31,230.18
Payment	03/30/2015	8623580	C - IV		91,724.72	122,954.90
Deposit	03/30/2015			Deposit	2,175.00	125,129.90
General Journal	03/31/2015	721			-95,000.00	30,129.90
Check	03/31/2015	ZBA	LGS		-20,513.02	9,616.88
General Journal	04/01/2015	764			-135,000.00	-125,383.12
Deposit	04/01/2015			Deposit	140,000.00	14,616.88
Payment	04/02/2015	42152	Winters		2,310.00	16,926.88
Payment	04/02/2015	740431	Vallejo		2,407.00	19,333.88
Payment	04/02/2015	82033	Seaside		1,020.00	20,353.88
Deposit	04/02/2015			Deposit	83,560.66	103,914.54
General Journal	04/03/2015	763			-90,000.00	13,914.54
Check	04/06/2015	ZBA	LGS		-106,935.76	-93,021.22
General Journal	04/06/2015	604		3/31/14 net pay	-211,292.24	-304,313.46
General Journal	04/06/2015	765			415,000.00	110,686.54
Deposit	04/06/2015			Deposit	15,969.23	126,655.77
Check	04/07/2015	ZBA	LGS		-39,097.78	87,557.99
General Journal	04/07/2015	605		3/31/15 payroll taxes and fees	-75,865.95	11,692.04
Payment	04/07/2015	69575	Windsor		7,512.50	19,204.54
Payment	04/07/2015	53534	Ross Valley Sanitation District		26,372.83	45,577.37
Payment	04/07/2015	29823	Pacifica		13,979.50	59,556.87
Payment	04/07/2015	38643	Half Moon Bay		1,895.16	61,452.03
Payment	04/07/2015	66610	Cotati		22,401.25	83,853.28
Payment	04/07/2015	20130	Avalon		9,992.44	93,845.72
Deposit	04/07/2015			Deposit	7,858.50	101,704.22
General Journal	04/08/2015	606		4/9/14 net pay - separation pay	-996.86	100,707.36
Check	04/09/2015	SVCCHRG		Service Charge	-155.25	100,552.11
General Journal	04/09/2015	607		4/9/15 payroll taxes and fees - separation pay	-177.41	100,374.70
Bill Pmt -Check	04/10/2015	5112	Superior Vision Srvs Inc, NGLIC		-954.42	99,420.28
Bill Pmt -Check	04/10/2015	5113	Managed Health Network		-271.50	99,148.78

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/10/2015	5114	UnitedHealthcare of California		-21,485.32	77,663.46
Bill Pmt -Check	04/10/2015	5115	Workstation Ergonomics		-220.00	77,443.46
Bill Pmt -Check	04/10/2015	5116	Delta Dental of California		-6,377.38	71,066.08
Bill Pmt -Check	04/10/2015	5117	James Marta & Company		-2,860.00	68,206.08
Bill Pmt -Check	04/10/2015	5118	CIPMA-HR		-85.00	68,121.08
Bill Pmt -Check	04/10/2015	5119	Meyers Nave		-1,155.33	66,965.75
Bill Pmt -Check	04/10/2015	5120	Bartel Associates		-200.00	66,765.75
Bill Pmt -Check	04/10/2015	5121	Tripepi Smith & Associates		-8,251.60	58,514.15
Check	04/13/2015	ZBA	LGS		-6,590.07	51,924.08
General Journal	04/13/2015	631		3/31/15 UTC 401A payment PPE	-31,031.80	20,892.28
General Journal	04/13/2015	631		3/31/15 UTC 457 payment PPE	-19,636.82	1,255.46
Payment	04/13/2015	239829	South San Francisco		3,402.02	4,657.48
Payment	04/13/2015	309593	San Rafael		22,298.75	26,956.23
Payment	04/13/2015	296412	Greenfield		760.00	27,716.23
Payment	04/13/2015	5479284	Michael Bush		1,492.79	29,209.02
General Journal	04/14/2015	657		Exp Lost Earnings due to excluded employee Apr 2015	-4.66	29,204.36
Check	04/14/2015	ZBA	LGS		-461.00	28,743.36
Payment	04/14/2015	2000620198	Marin County		13,604.80	42,348.16
Deposit	04/14/2015			Deposit	6,402.86	48,751.02
Check	04/15/2015	ZBA	LGS		-22,875.03	25,875.99
General Journal	04/17/2015	658		FSA Funding PPE 3/31/15	-1,603.70	24,272.29
General Journal	04/17/2015	658		FSA Funding PPE 4/15/15	-1,772.45	22,499.84
General Journal	04/17/2015	658		FSA Admin Fee March 2015	-113.20	22,386.64
Payment	04/17/2015	74940	MTC		25,549.36	47,936.00
Payment	04/17/2015	74941	MTC		12,154.24	60,090.24
Payment	04/17/2015	75010	MTC		457.83	60,548.07
Payment	04/17/2015	20197	Avalon		2,000.00	62,548.07
Deposit	04/17/2015			Deposit	14,500.00	77,048.07
Deposit	04/17/2015			Deposit	1,290.80	78,338.87
General Journal	04/20/2015	717			175,000.00	253,338.87
Payment	04/20/2015	26327	Willits		947.10	254,285.97
Payment	04/20/2015	32706	VCTC2		5,534.00	259,819.97
Payment	04/20/2015	577	Sonoma County Employees' Retirement Assoc		4,745.00	264,564.97
Payment	04/20/2015	224976	Rohnert Park		6,103.00	270,667.97
Payment	04/20/2015	12401	Oroville		9,429.00	280,096.97
Payment	04/20/2015	133075	Oakdale		4,538.13	284,635.10
Payment	04/20/2015	610460	Napa LAFCO		987.50	285,622.60
Payment	04/20/2015	610460	Napa		3,537.50	289,160.10

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	04/20/2015	65978	Larkspur		11,586.00	300,746.10
Payment	04/20/2015	61629	Dixon		7,815.77	308,561.87
Payment	04/20/2015	16691	Coastside Fire		5,437.50	313,999.37
Payment	04/20/2015	266284	Arroyo Grande		23,300.00	337,299.37
Deposit	04/20/2015			Deposit	18,332.53	355,631.90
Deposit	04/20/2015			Deposit	1,701.98	357,333.88
Check	04/21/2015	ZBA	LGS		-95,803.10	261,530.78
General Journal	04/21/2015	716			50,000.00	311,530.78
General Journal	04/21/2015	633		4/15/14 net pay	-191,183.64	120,347.14
Check	04/22/2015	ZBA	LGS		-32,789.94	87,557.20
General Journal	04/22/2015	634		4/15/15 payroll taxes and fees	-65,629.52	21,927.68
Payment	04/22/2015	60815	WETA		1,648.00	23,575.68
Payment	04/22/2015	124528	Healdsburg		5,523.85	29,099.53
Payment	04/22/2015	28842	Dublin		4,774.00	33,873.53
Payment	04/22/2015	68824	Artesia		29,200.00	63,073.53
Payment	04/23/2015	26246	Ross		33.00	63,106.53
Payment	04/23/2015	75183	MTC		66,876.37	129,982.90
Deposit	04/23/2015			Deposit	200,000.00	329,982.90
General Journal	04/24/2015	758			-275,000.00	54,982.90
General Journal	04/24/2015	640		Separation pay - Lutenski	-1,912.92	53,069.98
General Journal	04/24/2015	642		4/15/15 UTC 401A payment PPE	-28,378.37	24,691.61
General Journal	04/24/2015	642		4/15/15 UTC 457 payment PPE	-18,173.26	6,518.35
Payment	04/24/2015	2000622043	LGS - TAM		13,337.52	19,855.87
Bill Pmt -Check	04/26/2015	5122	US Bank		-11,681.65	8,174.22
Bill Pmt -Check	04/26/2015	5123	Employment Research Services		-273.00	7,901.22
Bill Pmt -Check	04/26/2015	5124	Kaiser Foundation Health Plan		-37,770.75	-29,869.53
Bill Pmt -Check	04/26/2015	5125	Superior Vision Srvs Inc, NGLIC		-881.25	-30,750.78
Bill Pmt -Check	04/26/2015	5126	Michael Garvey		-50.91	-30,801.69
Bill Pmt -Check	04/26/2015	5127	UnitedHealthcare of California		-20,499.62	-51,301.31
Bill Pmt -Check	04/26/2015	5128	Kaiser Foundation Health Plan		-1,329.95	-52,631.26
Check	04/27/2015	ZBA	LGS		-6,650.34	-59,281.60
General Journal	04/27/2015	651		Life and Disability premium for 2015-04	-2,152.76	-61,434.36
General Journal	04/27/2015	733			-200,000.00	-261,434.36
General Journal	04/27/2015	641		Separation pay - Lutenski	-1,133.13	-262,567.49
Payment	04/27/2015	31845	West Valley Sanitation		637.50	-261,929.99
Payment	04/27/2015	327159	Walnut Creek		32,897.50	-229,032.49
Payment	04/27/2015	491193	Vacaville		7,290.00	-221,742.49
Payment	04/27/2015	990564608	Stanislaus Council of Governments		6,075.00	-215,667.49
Payment	04/27/2015	240226	South San Francisco		5,968.00	-209,699.49

## Regional Government Services Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	04/27/2015	591078	City of Santa Clara		2,293.75	-207,405.74
Payment	04/27/2015	309964	San Rafael		23,700.00	-183,705.74
Payment	04/27/2015	2340056	San Mateo County		25,675.00	-158,030.74
Payment	04/27/2015	53743	Ross Valley Sanitation District		22,942.13	-135,088.61
Payment	04/27/2015	30025	Pacifica		13,947.75	-121,140.86
Payment	04/27/2015	1108	Oroville		1,794.23	-119,346.63
Payment	04/27/2015	7003001559	MERA		5,742.46	-113,604.17
Payment	04/27/2015	46318	Livermore AR&PD		8,694.10	-104,910.07
Payment	04/27/2015	38738	Half Moon Bay		5,975.00	-98,935.07
Payment	04/27/2015	176601	Gilroy		5,886.00	-93,049.07
Payment	04/27/2015	41690	Colma		1,441.00	-91,608.07
Payment	04/27/2015	8639189	C - IV		94,938.46	3,330.39
Payment	04/27/2015	117370	Albany		9,785.00	13,115.39
Deposit	04/27/2015			Deposit	12,860.00	25,975.39
Bill Pmt -Check	04/27/2015	5130	Managed Health Network		-470.60	25,504.79
Check	04/28/2015	ZBA	LGS		-461.00	25,043.79
Payment	04/28/2015	2000622852	Marin County		8,471.00	33,514.79
Check	04/29/2015	ZBA	LGS		-21,580.51	11,934.28
Payment	05/01/2015	42352	Winters		1,820.00	13,754.28
Payment	05/01/2015	15515	San Mateo County Mosquito and Vector Cont		174.30	13,928.58
Payment	05/01/2015	58132	Novato Sanitary District		4,945.00	18,873.58
Payment	05/01/2015	109398	Santa Barbara Metropolitan Transportation		4,581.50	23,455.08
Payment	05/01/2015	46377	Hughson		2,181.73	25,636.81
Payment	05/01/2015	356267	Antioch		1,800.00	27,436.81
Deposit	05/01/2015			Deposit	2,764.14	30,200.95
Deposit	05/01/2015			Deposit	197.80	30,398.75
Payment	05/04/2015	44259	Yountville		28,959.29	59,358.04
Payment	05/04/2015	225242	Rohnert Park		73.03	59,431.07
Payment	05/04/2015	51964	Rocklin		8,546.16	67,977.23
Payment	05/04/2015	49565	Portola Valley		2,243.22	70,220.45
Payment	05/04/2015	90998	Novato		1,656.25	71,876.70
Payment	05/04/2015	20785	Calistoga		95.00	71,971.70
Payment	05/04/2015	20269	Avalon		23,235.43	95,207.13
Payment	05/04/2015	2000623669	MGSA		603.12	95,810.25
Deposit	05/04/2015			Deposit	62.02	95,872.27
Deposit	05/04/2015			Deposit	1,006.63	96,878.90
Deposit	05/04/2015			Deposit	18,759.00	115,637.90
Deposit	05/04/2015			Deposit	15,969.23	131,607.13

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	05/05/2015	747			175,000.00	306,607.13
General Journal	05/06/2015	655		4/30/14 net pay	-199,351.83	107,255.30
Deposit	05/06/2015			Deposit	140,000.00	247,255.30
Check	05/06/2015	ZBA	LGS		-101,777.32	145,477.98
General Journal	05/07/2015	656		4/30/15 payroll taxes and fees	-68,504.37	76,973.61
Check	05/07/2015	ZBA	LGS		-34,904.60	42,069.01
Deposit	05/08/2015			Deposit	27,400.77	69,469.78
Bill Pmt -Check	05/11/2015	5131	Employment Development Dept		-1,242.00	68,227.78
Bill Pmt -Check	05/11/2015	5132	CCMF		-3,000.00	65,227.78
Bill Pmt -Check	05/11/2015	5133	Delta Dental of California		-5,659.14	59,568.64
Bill Pmt -Check	05/11/2015	5134	James Marta & Company		-3,000.00	56,568.64
Bill Pmt -Check	05/11/2015	5135	Meysers Nave		-1,463.94	55,104.70
Bill Pmt -Check	05/11/2015	5136	Terry Roemer		-297.00	54,807.70
Bill Pmt -Check	05/11/2015	5137	Liebert Cassidy Whitmore		-55.00	54,752.70
Payment	05/12/2015	2000625384	Marin County		13,029.80	67,782.50
Check	05/12/2015			Service Charge	-135.69	67,646.81
Payment	05/13/2015	261526	UC Hastings		25,645.00	93,291.81
Payment	05/13/2015	184573	Santa Cruz		1,195.00	94,486.81
Payment	05/13/2015	80362	Capitola		10,600.00	105,086.81
Payment	05/13/2015	10299516	Michael Bush		1,492.79	106,579.60
Check	05/13/2015	ZBA	LGS		-461.00	106,118.60
General Journal	05/14/2015	663		4/30/15 UTC 401A payment PPE	-29,152.93	76,965.67
General Journal	05/14/2015	663		4/30/15 UTC 457 payment PPE	-19,976.38	56,989.29
Payment	05/14/2015	2000625795	Marin County		8,514.00	65,503.29
Check	05/14/2015	ZBA	LGS		-6,654.42	58,848.87
General Journal	05/14/2015	784		Accrue 457 Plan for 4/30/15 not paid by ACH Debit	3,877.83	62,726.70
Payment	05/15/2015	44341	Yountville		24,446.80	87,173.50
Payment	05/15/2015	225453	Rohnert Park		6,890.00	94,063.50
Payment	05/15/2015	16749	Coastside Fire		4,500.00	98,563.50
Payment	05/15/2015	20337	Avalon		2,000.00	100,563.50
Deposit	05/15/2015			Deposit	14,500.00	115,063.50
Deposit	05/15/2015			Deposit	2,289.00	117,352.50
Check	05/15/2015	ZBA	LGS		-21,910.94	95,441.56
General Journal	05/15/2015	775		FSA Funding Payment 4/30/15	-1,772.45	93,669.11
General Journal	05/15/2015	775		FSA Funding Payment 5/15/15	-1,772.45	91,896.66
General Journal	05/15/2015	775		FSA Admin Fee Payment	-126.10	91,770.56
Payment	05/18/2015	32781	VCTC2		4,538.00	96,308.56
Payment	05/18/2015	491670	Vacaville		5,220.00	101,528.56

## Regional Government Services

### Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	05/18/2015	142306	Sausalito		12,723.50	114,252.06
Payment	05/18/2015	109613	Santa Barbara Metropolitan Transportation		5,117.50	119,369.56
Payment	05/18/2015	53952	Ross Valley Sanitation District		19,215.60	138,585.16
Payment	05/18/2015	133309	Oakdale		3,312.50	141,897.66
Payment	05/18/2015	296640	Greenfield		805.00	142,702.66
Payment	05/18/2015	61807	Dixon		6,928.39	149,631.05
Payment	05/18/2015	66762	Cotati		17,870.00	167,501.05
Payment	05/18/2015	41822	Colma		524.00	168,025.05
Deposit	05/18/2015			Deposit	18,332.53	186,357.58
General Journal	05/20/2015	718			110,000.00	296,357.58
General Journal	05/21/2015	719			145,000.00	441,357.58
General Journal	05/21/2015	670		5/15/15 net pay - separation pay	-184,065.48	257,292.10
Check	05/21/2015	ZBA	LGS		-101,305.14	155,986.96
General Journal	05/22/2015	671		5/15/15 payroll taxes and fees	-61,475.03	94,511.93
Payment	05/22/2015	990566183	Stanislaus Council of Governments		9,150.00	103,661.93
Payment	05/22/2015	240835	South San Francisco		4,464.00	108,125.93
Payment	05/22/2015	2346556	San Mateo County		28,450.00	136,575.93
Payment	05/22/2015	54725	Olivehurst Public Utilities District		456.25	137,032.18
Payment	05/22/2015	66125	Larkspur		60.70	137,092.88
Payment	05/22/2015	124852	Healdsburg		9,222.00	146,314.88
Payment	05/22/2015	29133	Dublin		4,588.00	150,902.88
Check	05/22/2015	ZBA	LGS		-35,519.67	115,383.21
Payment	05/26/2015	31917	West Valley Sanitation		4,162.50	119,545.71
Payment	05/26/2015	328047	Walnut Creek		12,825.00	132,370.71
Payment	05/26/2015	592129	City of Santa Clara		1,206.25	133,576.96
Payment	05/26/2015	617538	San Bernardino Associated Governments (SA)		1,132.95	134,709.91
Payment	05/26/2015	52150	Rocklin		13,505.99	148,215.90
Payment	05/26/2015	1363	Oroville		9,816.66	158,032.56
Payment	05/26/2015	613941	Napa LAFCO		1,805.00	159,837.56
Payment	05/26/2015	46598	Livermore AR&PD		9,675.93	169,513.49
Payment	05/26/2015	1490	Central Marin Police Auth		968.23	170,481.72
Payment	05/26/2015	8658782	C - IV		87,639.00	258,120.72
Payment	05/26/2015	69011	Artesia		31,065.00	289,185.72
Payment	05/26/2015	266731	Arroyo Grande		23,300.00	312,485.72
Payment	05/26/2015	356692	Antioch		150.00	312,635.72
Payment	05/26/2015	117668	Albany		15,485.00	328,120.72
Deposit	05/26/2015			Deposit	200,000.00	528,120.72
General Journal	05/27/2015	681		5/15/15 UTC 401A payment PPE	-27,015.07	501,105.65



**Regional Government Services**  
**Cash receipts and disbursements for Board reporting**  
As of June 30, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
General Journal	05/27/2015	681		5/15/15 UTC 457 payment PPE	-15,309.05	485,796.60
General Journal	05/27/2015	2			-465,000.00	20,796.60
Payment	05/27/2015	2000627920	LGS - TAM		17,930.32	38,726.92
Bill Pmt -Check	05/27/2015	5138	US Bank		-11,986.76	26,740.16
Bill Pmt -Check	05/27/2015	5139	Managed Health Network		-470.60	26,269.56
Bill Pmt -Check	05/27/2015	5140	Superior Vision Srvs Inc, NGLIC		-970.29	25,299.27
Check	05/27/2015	ZBA	LGS		-6,646.07	18,653.20
General Journal	05/28/2015	1			15,000.00	33,653.20
Check	05/28/2015	ZBA	LGS		-461.00	33,192.20
Payment	05/29/2015	310596	San Rafael		26,070.00	59,262.20
Payment	05/29/2015		Novato Sanitary District		6,900.00	66,162.20
Payment	05/29/2015	7003001583	MERA		3,958.70	70,120.90
Payment	05/29/2015	38857	Half Moon Bay		8,250.00	78,370.90
Payment	05/29/2015	20413	Avalon		24,166.83	102,537.73
Deposit	05/29/2015			Deposit	12,860.00	115,397.73
Deposit	05/29/2015			Deposit	509.23	115,906.96
Deposit	05/29/2015			Deposit	2,402.07	118,309.03
Check	05/29/2015	ZBA	LGS		-22,318.62	95,990.41
General Journal	05/31/2015	683		Life and Disability premium for 2015-03 2014 FSA balance due (Zuniga McGuire net of small credits)	-3,825.34	92,165.07
General Journal	06/01/2015	682			-994.03	91,171.04
Payment	06/01/2015	70109	Windsor		22,070.85	113,241.89
Payment	06/01/2015	91552	St Helena		90.00	113,331.89
Payment	06/01/2015	49664	Portola Valley		2,149.40	115,481.29
Payment	06/01/2015	30487	Pacifica		11,727.50	127,208.79
Payment	06/01/2015	91224	Novato		1,075.56	128,284.35
Payment	06/01/2015	614364	Napa LAFCO		29.40	128,313.75
Payment	06/01/2015	38925	Los Altos Hills		3,569.00	131,882.75
Payment	06/01/2015	66208	Larkspur		10,350.90	142,233.65
Payment	06/01/2015	46484	Hughson		3,792.41	146,026.06
Payment	06/01/2015	176924	Gilroy		6,399.00	152,425.06
Payment	06/01/2015	66805	Cotati		3,597.45	156,022.51
Deposit	06/01/2015			Deposit	197.80	156,220.31
General Journal	06/01/2015	681		Vision premium pmt 2015-	-970.29	155,250.02
General Journal	06/01/2015	682		Healt Ins Actives premium 2015-06	-22,119.97	133,130.05
Check	06/01/2015	ZBA	LGS		-1,700.00	131,430.05
Deposit	06/02/2015			Deposit	30,479.06	161,909.11
General Journal	06/02/2015	679		Kaiser healt Ins Actives premium 2015- 06	-43,223.55	118,685.56

**Regional Government Services**  
**Cash receipts and disbursements for Board reporting**  
As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	06/02/2015	679		Kaiser healt Ins COBRA premium 2015-06	-1,329.95	117,355.61
Transfer	06/03/2015			Funds Transfer	170,000.00	287,355.61
Deposit	06/04/2015			Deposit	15,969.23	303,324.84
Payment	06/04/2015	2000629553	MGSA		380.18	303,705.02
Transfer	06/04/2015			Funds Transfer	85,000.00	388,705.02
Check	06/04/2015	ZBA	LGS		-98,935.59	289,769.43
General Journal	06/04/2015	693		5/31/15 net pay	-186,046.59	103,722.84
Deposit	06/05/2015			Deposit	759.74	104,482.58
Payment	06/05/2015	1518	Central Marin Police Auth		1,956.58	106,439.16
Payment	06/05/2015	75994	MTC		64,729.70	171,168.86
Payment	06/05/2015	75993	MTC		62,916.73	234,085.59
Payment	06/05/2015	296755	Greenfield		2,644.25	236,729.84
Payment	06/05/2015	5056	Monterey County LAFCO		90.00	236,819.84
Check	06/05/2015	ZBA	LGS		-33,178.99	203,640.85
General Journal	06/05/2015	694		5/31/15 payroll taxes and fees	-62,006.06	141,634.79
Transfer	06/08/2015			Funds Transfer	-75,000.00	66,634.79
Payment	06/09/2015	15433607	Michael Bush		1,492.79	68,127.58
Payment	06/09/2015	101 & 102	Stars		4,600.00	72,727.58
Payment	06/09/2015	266877	Arroyo Grande		935.00	73,662.58
Payment	06/09/2015	80644	Capitola		13,800.00	87,462.58
Payment	06/09/2015	4429	Public Technology Institute (PTI)		2,911.75	90,374.33
Payment	06/09/2015	225881	Rohnert Park		8,648.25	99,022.58
Payment	06/09/2015	185418	Santa Cruz		3,110.00	102,132.58
Payment	06/09/2015	142479	Sausalito		9,891.50	112,024.08
Payment	06/09/2015	328513	Walnut Creek		4,997.50	117,021.58
Transfer	06/10/2015			Funds Transfer	-50,000.00	67,021.58
Check	06/10/2015	ZBA	LGS		-461.00	66,560.58
General Journal	06/11/2015	787		5/31/15 UTC 401a remittance	-26,830.91	39,729.67
General Journal	06/11/2015	787		5/31/15 UTC 457 remittance	-15,556.87	24,172.80
Check	06/11/2015	ZBA	LGS		-10,800.95	13,371.85
Check	06/12/2015	ZBA	LGS		-1,875.32	11,496.53
Check	06/12/2015			Service Charge	-113.94	11,382.59
Deposit	06/15/2015			Deposit	197.80	11,580.39
Deposit	06/15/2015			Deposit	9,691.36	21,271.75
Deposit	06/15/2015			Deposit	140,349.99	161,621.74
Deposit	06/15/2015			Deposit	162,250.01	323,871.75
Deposit	06/15/2015			Deposit	12,860.00	336,731.75
Payment	06/15/2015	92023	Truckee		750.00	337,481.75

**Regional Government Services**  
**Cash receipts and disbursements for Board reporting**  
**As of June 30, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Payment	06/15/2015	20497	Avalon		2,000.00	339,481.75
Payment	06/15/2015	261751	UC Hastings		1,840.00	341,321.75
Payment	06/15/2015	109760	Santa Barbara Metropolitan Transportation		1,269.79	342,591.54
Payment	06/15/2015	266970	Arroyo Grande		20,300.00	362,891.54
Payment	06/15/2015	54186	Ross Valley Sanitation District		21,741.52	384,633.06
Deposit	06/15/2015			Deposit	14,500.00	399,133.06
Transfer	06/16/2015			Funds Transfer	-360,000.00	39,133.06
Check	06/17/2015	ZBA	LGS		-20,899.58	18,233.48
Transfer	06/18/2015			Funds Transfer	290,000.00	308,233.48
General Journal	06/18/2015	677		Dental premium 2015-06	-5,876.05	302,357.43
Deposit	06/19/2015			Deposit	17,868.47	320,225.90
Payment	06/19/2015	2000632519	LGS - TAM Santa Barbara Metropolitan Transportation		16,767.08	336,992.98
Payment	06/19/2015	109813			2,357.50	339,350.48
Payment	06/19/2015	32896	VCTC2		3,918.00	343,268.48
Transfer	06/19/2015			Funds Transfer	32,000.00	375,268.48
General Journal	06/19/2015	673		6/15/15 net pay	-194,471.02	180,797.46
Check	06/19/2015	ZBA	LGS		-96,485.30	84,312.16
Payment	06/22/2015	2000632884	Marin County		12,473.65	96,785.81
Payment	06/22/2015	69163	Artesia		28,090.00	124,875.81
Payment	06/22/2015	177178	Gilroy		4,320.00	129,195.81
Payment	06/22/2015	46906	Livermore AR&PD		9,433.88	138,629.69
Payment	06/22/2015	328970	Walnut Creek		10,545.00	149,174.69
Payment	06/22/2015	44552	Yountville		15,810.44	164,985.13
Transfer	06/22/2015			Funds Transfer	70,000.00	234,985.13
Transfer	06/22/2015			Funds Transfer	70,000.00	304,985.13
General Journal	06/22/2015	674		6/15/15 payroll taxes and fees	-69,307.91	235,677.22
Check	06/22/2015	ZBA	LGS		-33,932.14	201,745.08
Check	06/23/2015	ZBA	LGS		-341.19	201,403.89
General Journal	06/24/2015	671		6/15/15 UTC 401a remittance	-29,024.43	172,379.46
General Journal	06/24/2015	671		6/15/15 UTC 457 remittance	-14,619.54	157,759.92
Check	06/24/2015	ZBA	LGS		-7,302.23	150,457.69
Payment	06/25/2015	2000633601	Marin County		8,342.00	158,799.69
Bill Pmt -Check	06/26/2015	5141	Employment Research Services		-2,453.50	156,346.19
Bill Pmt -Check	06/26/2015	5142	Managed Health Network	MHN July 2015 Premium	-470.60	155,875.59
Bill Pmt -Check	06/26/2015	5143	Meyers Nave		-441.18	155,434.41
Bill Pmt -Check	06/26/2015	5144	US Bank		-7,678.62	147,755.79
Payment	06/26/2015	112296	Apple Valley		5,925.00	153,680.79
Payment	06/26/2015	20576	Avalon		25,213.14	178,893.93

## Regional Government Services Cash receipts and disbursements for Board reporting

As of June 30, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	06/26/2015	8675483	C - IV		88,336.42	267,230.35
Payment	06/26/2015	311267	San Rafael		22,515.00	289,745.35
Transfer	06/26/2015			Funds Transfer	-125,000.00	164,745.35
General Journal	06/26/2015	678		2015 HRA Q2 contribution	-14,500.00	150,245.35
General Journal	06/27/2015	680		Life and Disability premium for 2015-06	-2,616.67	147,628.68
Payment	06/29/2015	1581	Central Marin Police Auth		1,237.52	148,866.20
Payment	06/29/2015	16833	Coastside Fire		7,987.50	156,853.70
Payment	06/29/2015	42040	Colma		1,506.50	158,360.20
Payment	06/29/2015	62063	Dixon		6,587.09	164,947.29
Payment	06/29/2015	66398	Larkspur		10,035.90	174,983.19
Payment	06/29/2015	7003001608	MERA		4,612.44	179,595.63
Payment	06/29/2015	114174	Patterson		8,312.50	187,908.13
Payment	06/29/2015	49759	Portola Valley		4,683.12	192,591.25
Payment	06/29/2015	52541	Rocklin		11,512.34	204,103.59
			Santa Barbara Metropolitan			
Payment	06/29/2015	109954	Transportation		1,782.50	205,886.09
Payment	06/29/2015	492719	Vacaville		6,840.00	212,726.09
Payment	06/29/2015	1494987	CFASC		713.75	213,439.84
Transfer	06/30/2015			Funds Transfer	110,000.00	323,439.84
General Journal	06/30/2015	683		D. Steinhauser HRA funding	-85,884.00	237,555.84
Transfer	06/30/2015			Funds Transfer	-200,000.00	37,555.84
Check	06/30/2015	ZBA	LGS		-21,470.69	16,085.15
General Journal	06/30/2015	695		FSA Payment Funding 5/31/15 Payroll	-3,138.59	12,946.56
General Journal	06/30/2015	695		FSA Payment Funding 6/15/15 Payroll	-1,988.86	10,957.70
General Journal	06/30/2015	695		FSA Admin Fee Payment May 2015	-117.20	10,840.50
Total 110060 - Rabobank Checking Account					<u>-81,880.01</u>	<u>10,840.50</u>
<b>TOTAL</b>					<b><u>-81,880.01</u></b>	<b><u>10,840.50</u></b>



**TO:** EXECUTIVE COMMITTEE  
**FROM:** Richard Averett, CFO  
**SUBJECT:** INVESTMENT REPORT

**EC Meeting: 08-27-2015**  
**Item: 4C**

**RECOMMENDATION**

Review and accept JPA investments made through June 2015.

**BACKGROUND**

The Board of Directors or their designee annually reviews the investment policy at the final fiscal year meeting, with the latest approved policy being April 16, 2015. Over the past few years, Directors authorized investments in Federal Treasuries and Agency Notes, as well as allowing cash-flow loans to other public agencies. Loans and advances to other public agencies have been made on three occasions to two agencies. Both agencies have used delayed payment of fees for services and have completely repaid the 'loans' with interest. Currently the JPAs have no alternative investments. Federal notes can be for up to five-year maturities in accordance with California Code. The Board approved investment policy also enables the agency to invest in bank sweep accounts, the Local Agency Investment Fund (LAIF), timed deposits such as Certificates of Deposit (CDs), and the California Investment Trust pool (CalTrust). RGS, LGS and MSA investment activity has been consolidated into one RGS LAIF account and into RGS CalTrust accounts. Investment activity for the current period is summarized in the attached material.

**FISCAL IMPACT**

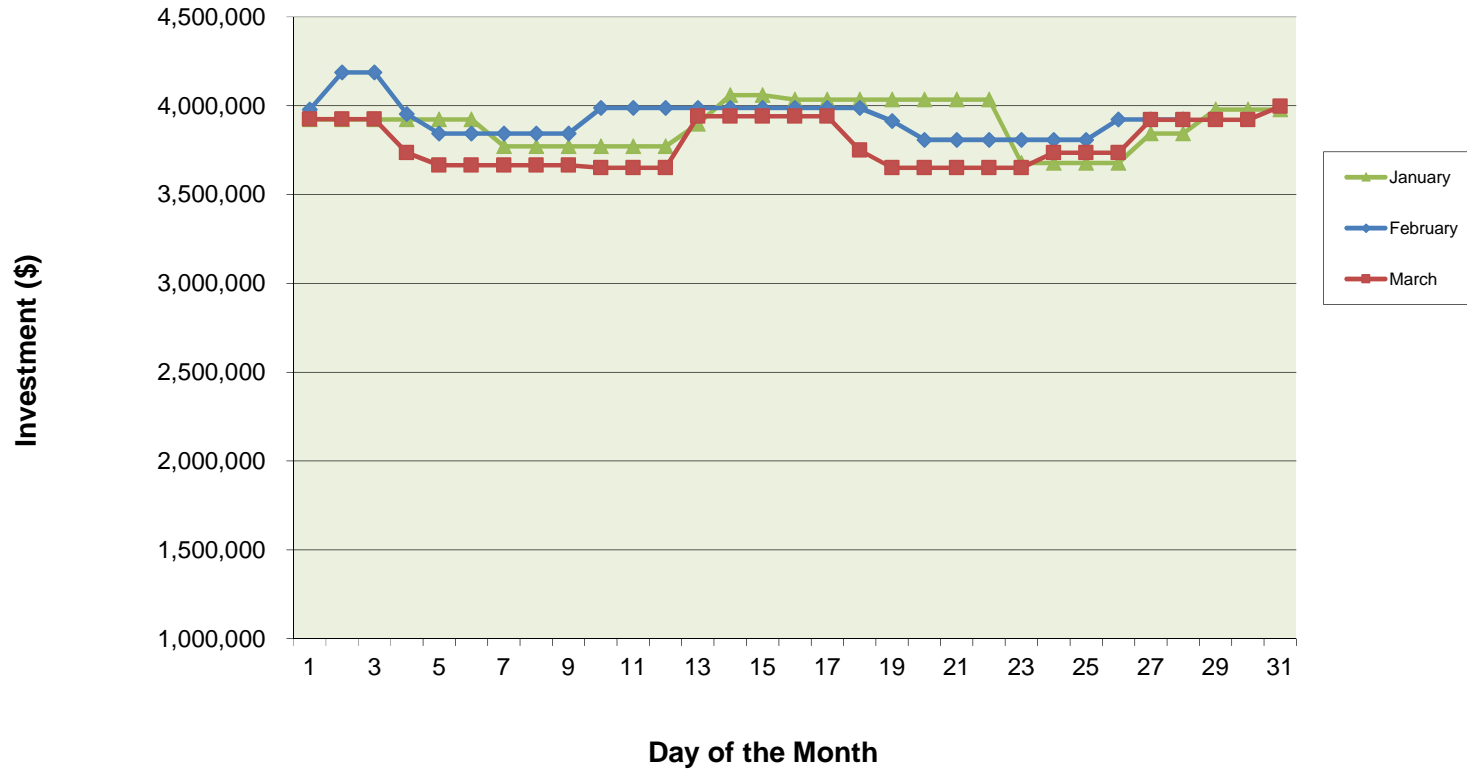
Market fluctuations result in unrealized net gains and net losses in the CALTRUST portfolio returns. Month-to-month market adjustments continue to be reflected in our investment earnings, in keeping with the practice begun in fiscal year 2013. These swings in paper value are augmented by interest earnings. Earnings fiscal-year-to-date continue to exceed budgeted investment earnings.

CalTrust Medium term investments are currently yielding approximately 51 basis points more than LAIF, and CalTrust short term investments are currently yielding 17 basis points more than LAIF, which is yielding 33 basis points.

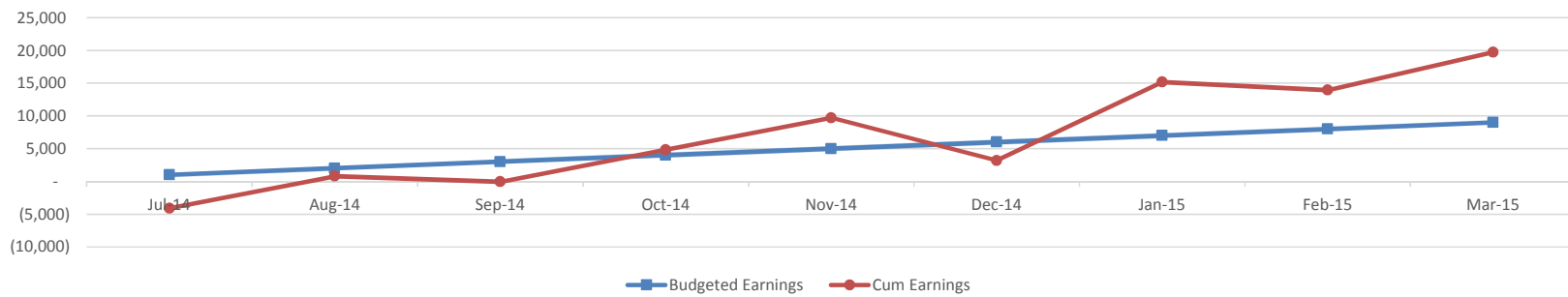
**INVESTMENT REPORT  
FY2015**

Date	January				February				March			
	<u>Rabobank</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>
	<u>Money Mkt</u>	<u>Short &amp; Medium</u>			<u>Money Mkt</u>	<u>Short &amp; Medium</u>			<u>Money Mkt</u>	<u>Short &amp; Medium</u>		
1	472,286	3,448,422	1,141	3,921,850	428,448	3,548,422	1,141	3,978,011	228,496	3,695,647	1,141	3,925,285
2	472,286	3,448,422	1,141	3,921,850	638,448	3,548,422	1,141	4,188,011	228,496	3,695,647	1,141	3,925,285
3	472,286	3,448,422	1,141	3,921,850	638,448	3,548,422	1,141	4,188,011	228,496	3,695,647	1,141	3,925,285
4	472,286	3,448,422	1,141	3,921,850	403,448	3,548,422	1,141	3,953,011	38,496	3,695,647	1,141	3,735,285
5	472,286	3,448,422	1,141	3,921,850	293,448	3,548,422	1,141	3,843,011	38,496	3,625,647	1,141	3,665,285
6	472,286	3,448,422	1,141	3,921,850	293,448	3,548,422	1,141	3,843,011	38,496	3,625,647	1,141	3,665,285
7	322,286	3,448,422	1,141	3,771,850	293,448	3,548,422	1,141	3,843,011	38,496	3,625,647	1,141	3,665,285
8	322,286	3,448,422	1,141	3,771,850	293,448	3,548,422	1,141	3,843,011	38,496	3,625,647	1,141	3,665,285
9	322,286	3,448,422	1,141	3,771,850	293,448	3,548,422	1,141	3,843,011	38,496	3,625,647	1,141	3,665,285
10	322,286	3,448,422	1,141	3,771,850	293,448	3,693,422	1,141	3,988,011	23,496	3,625,647	1,141	3,650,285
11	322,286	3,448,422	1,141	3,771,850	293,448	3,693,422	1,141	3,988,011	23,496	3,625,647	1,141	3,650,285
12	322,286	3,448,422	1,141	3,771,850	293,448	3,693,422	1,141	3,988,011	23,496	3,625,647	1,141	3,650,285
13	447,286	3,448,422	1,141	3,896,850	293,448	3,693,422	1,141	3,988,011	313,496	3,625,647	1,141	3,940,285
14	509,286	3,548,422	1,141	4,058,850	293,448	3,693,422	1,141	3,988,011	313,496	3,625,647	1,141	3,940,285
15	509,286	3,548,422	1,141	4,058,850	293,448	3,693,422	1,141	3,988,011	313,496	3,625,647	1,141	3,940,285
16	484,286	3,548,422	1,141	4,033,850	293,448	3,693,422	1,141	3,988,011	313,496	3,625,647	1,141	3,940,285
17	484,286	3,548,422	1,141	4,033,850	293,448	3,693,422	1,141	3,988,011	313,496	3,625,647	1,141	3,940,285
18	484,286	3,548,422	1,141	4,033,850	293,448	3,693,422	1,141	3,988,011	123,496	3,625,647	1,141	3,750,285
19	484,286	3,548,422	1,141	4,033,850	218,448	3,693,422	1,141	3,913,011	23,496	3,625,647	1,141	3,650,285
20	484,286	3,548,422	1,141	4,033,850	113,448	3,693,422	1,141	3,808,011	23,496	3,625,647	1,141	3,650,285
21	484,286	3,548,422	1,141	4,033,850	113,448	3,693,422	1,141	3,808,011	23,496	3,625,647	1,141	3,650,285
22	484,286	3,548,422	1,141	4,033,850	113,448	3,693,422	1,141	3,808,011	23,496	3,625,647	1,141	3,650,285
23	128,372	3,548,422	1,141	3,677,935	113,448	3,693,422	1,141	3,808,011	23,496	3,625,647	1,141	3,650,285
24	128,372	3,548,422	1,141	3,677,935	113,448	3,693,422	1,141	3,808,011	108,496	3,625,647	1,141	3,735,285
25	128,372	3,548,422	1,141	3,677,935	113,448	3,693,422	1,141	3,808,011	108,496	3,625,647	1,141	3,735,285
26	128,372	3,548,422	1,141	3,677,935	228,448	3,693,422	1,141	3,923,011	108,496	3,625,647	1,141	3,735,285
27	293,372	3,548,422	1,141	3,842,935	228,448	3,693,422	1,141	3,923,011	293,496	3,625,647	1,141	3,920,285
28	293,372	3,548,422	1,141	3,842,935	228,448	3,693,422	1,141	3,923,011	293,496	3,625,647	1,141	3,920,285
29	428,372	3,548,422	1,141	3,977,935					293,496	3,625,647	1,141	3,920,285
30	428,372	3,548,422	1,141	3,977,935					293,496	3,625,647	1,141	3,920,285
31	428,372	3,548,422	1,141	3,977,935					388,496	3,606,264	1,141	3,995,902

## COMBINED INVESTMENTS



## Investment Earnings

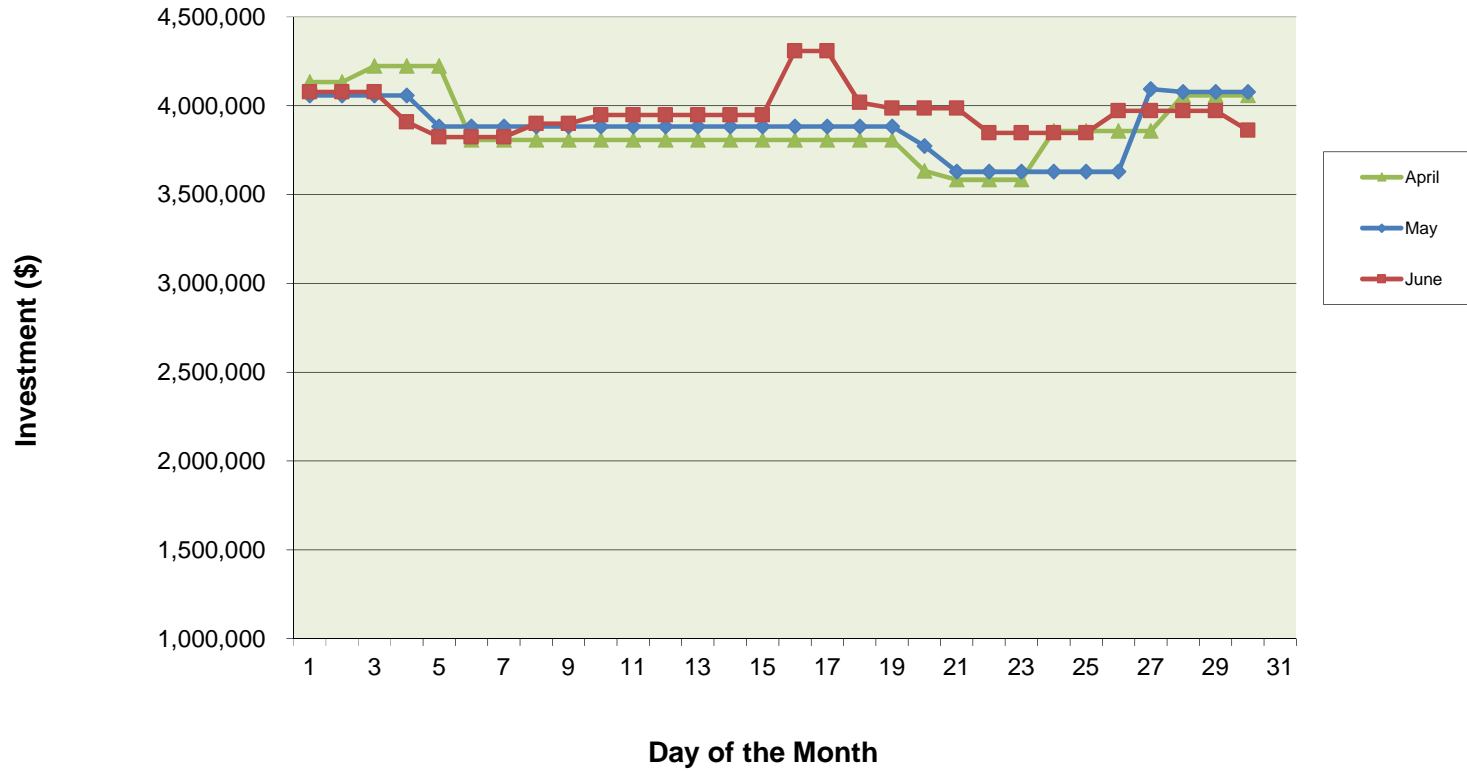


**INVESTMENT REPORT  
FY2015**

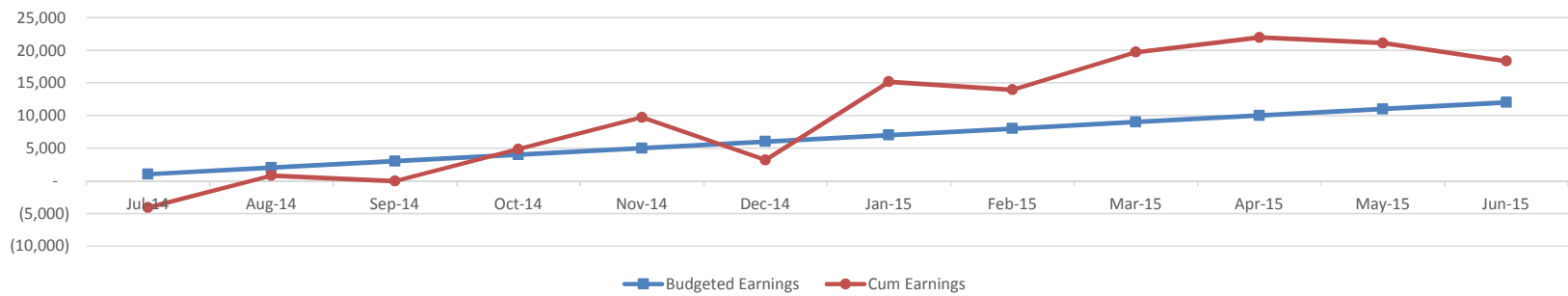
Date	April				May				June			
	<u>Rabobank Money Mkt</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank Money Mkt</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank Money Mkt</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	523,496	3,608,423	1,141	4,133,060	498,577	3,558,423	1,141	4,058,141	518,632	3,558,667	1,141	4,078,440
2	523,496	3,608,423	1,141	4,133,060	498,577	3,558,423	1,141	4,058,141	518,632	3,558,667	1,141	4,078,440
3	613,496	3,608,423	1,141	4,223,060	498,577	3,558,423	1,141	4,058,141	518,632	3,558,667	1,141	4,078,440
4	613,496	3,608,423	1,141	4,223,060	498,577	3,558,423	1,141	4,058,141	348,632	3,558,667	1,141	3,908,440
5	613,496	3,608,423	1,141	4,223,060	323,577	3,558,423	1,141	3,883,141	263,632	3,558,667	1,141	3,823,440
6	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	263,632	3,558,667	1,141	3,823,440
7	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	263,632	3,558,667	1,141	3,823,440
8	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	338,632	3,558,667	1,141	3,898,440
9	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	338,632	3,558,667	1,141	3,898,440
10	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	388,632	3,558,667	1,141	3,948,440
11	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	388,632	3,558,667	1,141	3,948,440
12	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	388,632	3,558,667	1,141	3,948,440
13	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	388,632	3,558,667	1,141	3,948,440
14	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	388,632	3,558,667	1,141	3,948,440
15	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	388,632	3,558,667	1,141	3,948,440
16	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	748,632	3,558,667	1,141	4,308,440
17	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	748,632	3,558,667	1,141	4,308,440
18	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	458,632	3,558,667	1,141	4,018,440
19	198,496	3,608,423	1,141	3,808,060	323,577	3,558,423	1,141	3,883,141	426,632	3,558,667	1,141	3,986,440
20	23,496	3,608,423	1,141	3,633,060	213,577	3,558,423	1,141	3,773,141	426,632	3,558,667	1,141	3,986,440
21	23,496	3,558,423	1,141	3,583,060	68,577	3,558,423	1,141	3,628,141	426,632	3,558,667	1,141	3,986,440
22	23,496	3,558,423	1,141	3,583,060	68,577	3,558,423	1,141	3,628,141	286,632	3,558,667	1,141	3,846,440
23	23,496	3,558,423	1,141	3,583,060	68,577	3,558,423	1,141	3,628,141	286,632	3,558,667	1,141	3,846,440
24	298,496	3,558,423	1,141	3,858,060	68,577	3,558,423	1,141	3,628,141	286,632	3,558,667	1,141	3,846,440
25	298,496	3,558,423	1,141	3,858,060	68,577	3,558,423	1,141	3,628,141	286,632	3,558,667	1,141	3,846,440
26	298,496	3,558,423	1,141	3,858,060	68,577	3,558,423	1,141	3,628,141	411,632	3,558,667	1,141	3,971,440
27	298,496	3,558,423	1,141	3,858,060	533,577	3,558,423	1,141	4,093,141	411,632	3,558,667	1,141	3,971,440
28	498,496	3,558,423	1,141	4,058,060	518,577	3,558,423	1,141	4,078,141	411,632	3,558,667	1,141	3,971,440
29	498,496	3,558,423	1,141	4,058,060	518,577	3,558,423	1,141	4,078,141	411,632	3,558,667	1,141	3,971,440
30	498,496	3,558,423	1,141	4,058,060	518,577	3,558,423	1,141	4,078,141	301,632	3,558,667	1,141	3,861,440
31					518,577	3,558,423	1,141	4,078,141				



## COMBINED INVESTMENTS



## Investment Earnings





**TO:** EXECUTIVE COMMITTEE **EC Meeting: 08-27-2015**  
**FROM:** TIFFANY BURAGLIO, Executive Assistant **Item: 4D**  
**SUBJECT:** EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

**Meeting Schedule**

The following are regularly scheduled meetings for the upcoming years, along with special topics to be discussed. Quarterly meetings are conducted in person at a Member Agency site on the third Thursday of the month, starting at 1:00 p.m. unless noted below.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
<b>2015</b>					
June 25-26 (Thurs-Fri) <b>CANCELLED</b>	RGS & LGS		Executive Committee Study Session	Bodega Bay	Study Session cancelled due to lack of quorum
August 27 (Thursday)	RGS & LGS, Finance	RGS, LGS & MSA	Election of Officers (all)	Walnut Creek	Rescheduled due to host agency conflict
November 19 (Thursday)	RGS & LGS, Finance	RGS, LGS & MSA	FY15 Audited Financial Statements	Yountville	
<b>2016</b>					
February 18 (Thursday)	RGS & LGS, Finance	RGS & LGS & MSA	Personnel Rules, Regulations & Policies	Dublin	
May 20 (Thursday)	RGS & LGS, Finance	RGS, LGS & MSA	FY17 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even yrs)	Larkspur	
August 18 (Thursday)	RGS & LGS, Finance	RGS & LGS & MSA	Election of Officers (all)	Walnut Creek	
November 17 (Thursday)	RGS & LGS, Finance	RGS & LGS & MSA	FY16 Audited Financial Statements	Yountville	
<b>2017</b>					
February 16 (Thursday)	RGS & LGS, Finance	RGS & LGS & MSA	Personnel Rules, Regulations & Policies	Dublin	
May 18 (Thursday)	RGS & LGS, Finance	RGS & LGS & MSA	FY18 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even yrs)	Larkspur	

**RGS Employees**

<b>Base Department</b>	<b>Job Title</b>	<b>Status Full Time</b>
1000-000 - RGS Admin-General Hours	Administrative Support	0.56
1000-000 - RGS Admin-General Hours	CEO - Urban	1
1000-000 - RGS Admin-General Hours	Department Director - Urban	0.93
1001-000 - RGS Finance-General Hours	Advisor	1
1001-000 - RGS Finance-General Hours	Project Advisor	0.29
1001-000 - RGS Finance-General Hours	Technical Specialist - Urban	0.72
1002-000 - RGS HR-Payroll Genl Hrs	Technical Assistant	0.63
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist - Urban	0.47
1010-000 - RGS Advisors-General Hours	Advisor	0.02
1010-000 - RGS Advisors-General Hours	Advisor	0.05
1010-000 - RGS Advisors-General Hours	Advisor	0.18
1010-000 - RGS Advisors-General Hours	Advisor	0.75
1010-000 - RGS Advisors-General Hours	Department Director	1
1010-000 - RGS Advisors-General Hours	Program Advisor	0.05
1010-000 - RGS Advisors-General Hours	Program Advisor	0.1
1010-000 - RGS Advisors-General Hours	Program Advisor	0.33
1010-000 - RGS Advisors-General Hours	Program Advisor	0.55
1010-000 - RGS Advisors-General Hours	Project Advisor	0.2
1010-000 - RGS Advisors-General Hours	Project Advisor	0.24
1010-000 - RGS Advisors-General Hours	Senior Advisor	0.05
1010-000 - RGS Advisors-General Hours	Senior Advisor	0.06
1010-000 - RGS Advisors-General Hours	Senior Advisor	0.14
1010-000 - RGS Advisors-General Hours	Senior Advisor	0.25
1010-000 - RGS Advisors-General Hours	Senior Advisor	0.52
1010-000 - RGS Advisors-General Hours	Senior Advisor	0.05
1010-000 - RGS Advisors-General Hours	Technical Specialist	0.02
1010-000 - RGS Advisors-General Hours	Technical Specialist	0.2
1050-001 - Belvedere-General Hours	Advisor	0.27
1080-000 - Cotati-General Hours	Advisor	0.34
1100-000 - Dublin-General Hours	Program Advisor	0.15
1100-000 - Dublin-General Hours	Technical Specialist	0.2
1120-000 - Hughson-General Hours	Department Director	0.2
1130-000 - Larkspur-General Hours	Program Advisor	0.61
1150-000 - Menlo Park-General Hours	Program Advisor	0.06
1150-000 - Menlo Park-General Hours	Technical Assistant	0.09
1180-000 - Rocklin-General Hours	Technical Specialist - Urban	0.6
1180-002 - Rocklin Insp Svcs	Technical Specialist - Urban	0.91
1190-000 - RP-General Hours	Program Coordinator	0.4
1200-000 - San Rafael-General Hours	Department Director - Urban	1
1220-000 - Sausalito-General Hours	Department Director - Urban	1
1240-000 - Walnut Creek-General Hours	Administrative Support - Urban	0.75
1240-000 - Walnut Creek-General Hours	Program Coordinator	0.46
1250-000 - Yountville-General Hours	Advisor	0.13
1250-000 - Yountville-General Hours	Senior Advisor	0.68
1250-000 - Yountville-General Hours	Technical Advisor	0.44

1250-000 - Yountville-General Hours	Technical Specialist	0.35
1260-000 - C-IV-General Hours	Program Coordinator	1
1260-000 - C-IV-General Hours	Project Advisor	1
1260-000 - C-IV-General Hours	Technical Assistant	1
1260-000 - C-IV-General Hours	Technical Specialist	1
1260-001 - C-IV M&O	CEO - Urban	1
1280-000 - Half Moon Bay-General Hours	Senior Advisor	0.17
1310-000 - Livermore AR&PD-General Hours	Advisor	0.6
1320-000 - MERA-General Hours	CEO - Urban	0.58
1320-000 - MERA-General Hours	Program Coordinator	0.16
1320-000 - MERA-General Hours	Senior Advisor	0.15
1330-000 - MGSA-General Hours	CEO - Urban	0.47
1330-000 - MGSA-General Hours	Program Coordinator	0.7
1350-000 - MPFPD-General Hours	Project Advisor	0.2
1380-000 - TAM-General Hours	Advisor	0.03
1380-000 - TAM-General Hours	Program Advisor	1
1400-000 - Portola Valley-General Hours	Intern	0.5
1410-000 - Cent Marin Police Auth-Gen Hrs	Technical Specialist	0.1
1420-000 - VCTC-General Hours	Program Advisor	0.52
1440-001 - MTC-1256	Technical Specialist - Urban	1
1440-004 - MTC-1413	Program Coordinator	0.94
1440-005 - MTC-1122	Program Advisor	0.7
1440-005 - MTC-1122	Project Advisor	1
1440-007 - MTC-6032	Program Coordinator	1
1440-008 - MTC-1212	Program Coordinator	1
1440-010 - MTC-6840	Technical Specialist	1
1440-012 - MTC-1222	Program Advisor	0.5
1470-000 - Marin County-General Hours	Program Advisor	0.6
1470-000 - Marin County-General Hours	Program Coordinator	1
1590-000 - South San Francisco-Gen Hrs	Project Advisor	0.45
1620-000 - Avalon-General Hours	Advisor	0.38
1620-000 - Avalon-General Hours	Advisor	0.6
1640-000 - WETA - General Hours	Advisor	0.2
1650-000 - Oakdale-General Hours	Department Director	30.48
1670-000 - Albany-General Hours	Senior Advisor	0.78
1690-000 - RVSD-General Hours	Program Advisor	0.81
1700-000 - Pacifica-General Hours	Project Advisor	0.54
1740-000 - Dixon-General Hours	Program Advisor	0.73
1820-000 - Artesia-General Hours	Advisor	1
1820-000 - Artesia-General Hours	Program Advisor	0.91
1820-000 - Artesia-General Hours	Project Advisor	0.43
1830-000 - Benicia-General Hours	Senior Advisor	0.4
1890-000 - Novato Sanitary-General Hrs	Advisor	0.3
1900-000 - Vacaville-General Hours	Coordinating Advisor	0.38
1930-000 - Healdsburg-General Hours	Program Coordinator	0.93
1990-000 - Coastside Fire-General Hours	Advisor	0.72
1990-000 - Coastside Fire-General Hours	Project Advisor	0.25

2000-000 - Arroyo Grande-General Hours	CEO - Urban	1
2090-000 - Napa LAFCO-General Hours	Senior Advisor	0.09
2130-000 - Los Altos Hills-General Hours	Advisor	0.75
2170-000 - San Mateo Harbor Dist-General	Deputy Department Director	0.95
2260-000 - San Luis Obispo-General Hours	Department Director - Urban	0.6
	<b>FTE</b>	<b>81.6</b>
	<b>Employee Count</b>	<b>97</b>



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 08-27-2015**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 4F**  
**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
City of Alameda	June 2015	\$25,000	Finance Services Manager
City of Albany	July 2015	\$60,250	Finance Advisor
City of Antioch	March 2015	\$6,375	Retreat Planning/Team Building Workshop
City of Avalon	March 2015	\$30,000	Training Services
City of Belvedere	June 2015	--	Planning Services
City of Benicia	June 2015	\$45,000	Outreach Services
City of Colfax	June 2015	\$85,000	Coordinating Advisor
City of Dublin	June 2015	\$15,000	Economic Development Support Services
City of Los Altos Hills	March 2015	--	Interim Finance Director
City of Hillsborough	July 2015	--	Senior Accountant
City of Menlo Park	May 2015	\$25,980	Outreach Services
City of Patterson	June 2015	--	Human Resources Services
City of Santa Cruz	July 2015	\$9,750	Outreach Services
City of South San Francisco	April 2015	\$75,000	Project Management Advisor
Contra Costa Transportation Authority	May 2015	\$7,000	Administrative Services
Dyett & Bhatia for City of Santa Cruz	June 2015	\$40,850	Public Outreach
Economic & Planning Systems, Inc. (EPS) for County of El Dorado	May 2015	\$5,700	Public Outreach

*RGS provides quality, innovative, cost-effective services exclusively to public agencies.*

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Menlo Fire	June 2015	\$35,000	Mechanic Services
Placer County	June 2015	\$13,000	Inspection Services
Placer Mosquito and Vector District	June 2015	--	HR and Financial Advisor Services
Port of Oakland	April 2015	\$50,000	Mediation & Employee Coaching
Ross Valley Sanitation District	May 2015	\$235,000	Human Resources Services
San Luis Obispo County	July 2015	\$125,000	Department Director – Urban
San Mateo Harbor District	May 2015	\$150,000	Interim General Manager
Santa Barbara Metropolitan Transportation District	April 2015	\$8,625	Procurement Recruitment
Stanislaus Council of Governments (StanCOG)	April 2015	\$50,000	Public Outreach
West Valley Sanitation District	March 2015	\$4,950	Compensation Study

All management services agreements use the standard RGS agreement unless otherwise noted, with any minor adjustments reviewed and approved by JPA counsel.

**FISCAL IMPACT**

The hourly rates charged to all Agencies for services are sufficient to pay all salary, benefit, insurance and administrative costs of the JPA.



**TO:** EXECUTIVE COMMITTEE  
**FROM:** Richard Averett, Executive Director/Chief Financial Officer  
**SUBJECT:** FINANCIAL REPORT ANALYSIS

**EC Meeting: 08-27-2015**

**Item: 5A**

**RECOMMENDATION**

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2015, 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. The Authorities receive advance payments from a few clients which precede the provision of contracted services. These are posted in the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. Both the advance and true up invoices are reflected in accounts receivable until paid to assist with tracking payments and collections. While this invoicing and collections process helps staff track and manage client revenues, accounting standards consider this to reflect a temporary overstatement of assets and liabilities. There is no impact on net position of either agency.

Through June 2015, the net income for the JPA was \$170,288. Through the same period, net equity for the JPA was \$686,967. Net income as stated here does not include a mid-year transfer to the insurance pool for claims reserve, and will be restated to include this "expense". Net equity is correctly stated to include this mid-year additional insurance pool contribution.



Regional Government Services  
Profit Loss by Class  
July 2014 through June 2015

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
440301 · Client Billings	7,131,868
440400 · LGS & MSA - Admin. Services	816,111
480000 · Miscellaneous Income	198,847
Total Income	<u>8,146,826</u>
Gross Profit	8,146,826
Expense	
511010 · Salaries - Regular	5,917,145
511072 · Salaries - Nonbillable	18,891
512002 · Medicare Employer Expense	85,075
512003 · Workers' Comp Exp clerical	73,050
512004 · Employee Assistance Program	2,630
512005 · Health Insurance Expense	271,054
512006 · Dental Insurance Expense	28,799
512007 · Vision Insurance Expense	4,369
512008 · Life Insurance Expense	3,217
512009 · Long Term Disability Expense	5,402
512010 · Stars 457 Expense	250
512011 · Stars 401A Expense	615,314
512014 · Short Term Disability Expense	2,982
512015 · Unemployment Expense	57,465
512018 · FSA Health & Day Care Expense	419
512019 · Employee Expense Allowances	89,825
520104 · Telephone/Internet	209
520107 · APS (ADP) Payroll Fees	8,581
520108 · Communications - Agency Expense	6,086
520109 · Communications - Employee Reimb	49
520201 · Office Supplies	813
520202 · Bank Fees & Services	2,880
520204 · Printing & Postage	5,604
520301 · Audit Services	22,860
520302 · Legal Services	32,968
520314 · Administrative Services	4,863
520320 · Professional Services	24,427
520501 · Professional Dues & Membership	10,574
520503 · Conferences & Meetings	75,508
520504 · Publications	37,596
520508 · Licenses & Fees	1,315
520701 · General Liability Insurance Exp	362,000
520801 · Mileage Reimbursement	33,958
520803 · Travel Reimbursement	66,364
520805 · Supplies & Meals Reimbursement	11,778
520904 · Computer Install & Maintenance	27,548
522798 · Miscellaneous Expense	-
Total Expense	<u>7,911,867</u>
Net Ordinary Income	234,959
Other Income/Expense	
Other Income	
520100 · Investment Income	18,333
Total Other Income	<u>18,333</u>
Other Expense	
529996 · Attributed OPEB / HRA Expense	83,004
529997 · Unallocated Admin. Svcs - RGS	(1,030,937)
529999 · Allocated Unbillable Expenses	1,030,937
Total Other Expense	<u>83,004</u>
Net Other Income	<u>(64,671)</u>
Net Income	<u><u>170,288</u></u>
Combined JPA Net Income (loss)	<u><u>386,883</u></u>

**Regional Government Services**  
**Balance Sheet**  
As of June 30, 2015

	<b>Jun 30, 15</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
110030 · LAIF Account	1,169
110040 · CalTRUST Medium Term Fund	3,402,838
110050 · CalTRUST Short Term Fund	158,523
110060 · Rabobank Checking Account	10,841
110070 · Rabobank Money Market	301,684
<b>Total Checking/Savings</b>	3,875,055
<b>Accounts Receivable</b>	
131130 · Accounts Receivable	889,610
<b>Total Accounts Receivable</b>	889,610
<b>Other Current Assets</b>	
120001 · Deposit in Transit	200,000
120005 · Prepaid Expenses	(3,067)
120010 · Prepaid Insurance	807
131131 · Accounts Receivable - Misc	2,350
<b>Total Other Current Assets</b>	200,090
<b>Total Current Assets</b>	4,964,755
<b>TOTAL ASSETS</b>	<b>4,964,755</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
220010 · Accounts Payable	1,788
<b>Total Accounts Payable</b>	1,788
<b>Other Current Liabilities</b>	
214060 · Due to LGS	2,235,965
214070 · Due To/From MSA	1,357,318
221003 · 457/401A Retirement Liability	42,088
221006 · FSA Liability	1,222
221015 · Health Insurance Liability	625
221023 · Dental Insurance Liability	61
221024 · Vision Insurance Liability	(10)
221029 · Garnishments	(0)
230060 · Accrued Salaries, Wages & Taxes	295,984
240010 · Deferred Revenue	16,004
250001 · Accrued Vacation	264,989
<b>Total Other Current Liabilities</b>	4,214,246
<b>Total Current Liabilities</b>	4,216,034
<b>Long Term Liabilities</b>	
260005 · Health Reimbursement Account	61,754
<b>Total Long Term Liabilities</b>	61,754
<b>Total Liabilities</b>	4,277,788
<b>Equity</b>	
32000 · Retained Earnings	49,272
370000 · Fund Bal Unreserved/Unrestrictd	467,407
Net Income	170,288
<b>Total Equity</b>	686,967
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,964,755</b>



**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD AVERETT, Executive Director  
**SUBJECT:** MEMBERSHIP CHANGE

**Study Session: 8-27-2015**  
**Item: 7A**

### **RECOMMENDATION**

Approval of the Regional Government Services Authority membership expiration for the Association of Bay Area Governments (ABAG), effective August 15, 2015.

### **BACKGROUND**

The Executive Committee approved the *JPA Member in Good Standing Policy* at the January 12, 2012 meeting. As stated by the policy, criteria for a “member in good standing” includes:

- Regular attendance at meetings, as defined by attendance at three-fourths (75%) of the scheduled meetings during a fiscal year.
- Actively contributing to the work of the Board and/or Executive Committee and showing concern for the JPA’s development.

Pertaining to the first criteria, ABAG representatives have been unable to regularly attend JPA meetings over the past two fiscal years. In early July 2015, a letter was sent to the Executive Director of ABAG inquiring as to their interest in continuing membership on the Board. Executive Director Averett received a call from the ABAG Executive Director on July 15, 2015 expressing their desire to withdraw their membership on the Board.

Approval of the recommended action would also remove ABAG’s membership on the Board and any committees appointed by the Board or Chair.

### **FISCAL IMPACT**

There is no significant fiscal impact of approving this membership status change for one member agency.



**TO:** EXECUTIVE COMMITTEE  
**FROM:** Jennifer Bower, Administrative Services Director  
**SUBJECT:** Executive Director Compensation Review Process

**EC Meeting: 08-27-2015**  
**Item: 7B**

### **Recommendation**

1. Approval of a process for reviewing the Executive Director's FY2015 performance and goal establishment for the next year.
2. Approval of the compensation methodology outlined below.

### **Background and Methodology**

**Review Process:** For prior reviews of the Executive Director, the Committee selected several different processes, including appointing the Chair as labor negotiator and an Ad Hoc Committee structure. Another option is to use the Finance Committee as a reviewing Committee. Given the current number of Executive Committee members – five – and the expectation that additional members will be added over the next 12 months, staff proposes that the Committee authorize the Finance Committee to take on this additional duty at least until such time that the Executive Committee determines that another standing committee is needed for this specific purpose.

**Compensation Methodology:** In June 2014, RGS staff brought Executive Director Compensation methodology to the Executive Committee for discussion and direction. The compensation methodology included each JPA Board Member's Agency costs for the following: Total Annual Compensation; Employer Retirement Costs; Employer Paid Member Contribution; Employer Paid Deferred Compensation Contributions; Auto Allowance/Transit Subsidy; Other Compensation Based Benefits; and Special Benefits/Bonus Eligibility.

The Committee directed staff to continue the methodology presented and to add in at least one other Bay Area or Statewide public agency.

Since that date, two RGS member agencies have left and at this time no other agency has been invited and accepted membership. The surveyed agencies as of June 2014 are not the same as current JPA membership, and JPA member agencies are likely to continue changing over the years. If only current member agencies are surveyed, agencies joining and leaving the JPA would affect the compensation methodology, causing the total compensation amounts to go up or down, depending on the new or leaving agency. For example, Bay Area compensation rates are generally the highest in the State; Southern California, Sacramento area, the San Joaquin Valley area, or the Central Coast all have compensation levels that are generally lower. Should an agency from one of those areas join, it would have an impact on the Executive Director's compensation review, but would not impact the duties, goals, or objectives.

### **Analysis**

If the Committee desires a consistent pool of agencies to be surveyed, it is recommended that the agencies from the 2014 study be the standard, even if no longer a JPA member agency,

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creating consistency and data reliability. Since the Committee directed that the compensation approach include one other Bay Area agency or another agency somewhere else within the State, two agencies were added to the survey pool. Both agencies appear to be politically stable and unlikely to become members of the RGS. They are:

- East Bay Regional Park District – A large agency with an exclusive Bay Area focus.
- California Joint Powers Insurance Authority – A state-wide organization serving many other public agencies.

The survey results are attached.

**Executive Director**

**Data effective 8/7/15 with known 7/1/2015 adjustments without bonus information**

Title	RGS Max Salary	RGS Total Comp	Total Comp Average	DIFF +/-	Total Comp Median	DIFF +/-
Executive Director	199,139	236,147	274,127	-13.85%	273,737	-13.73%

Agency Name	Title	Max Annual Salary	EPMC	Er Retirement Costs	Def Comp (401 or 457)	Auto Allow/ Transit Subsidy	Other Comp-Based Benefits	Special Benefits\ Bonus Elig.	Total Comp	Comments
San Rafael	City Manager	202,596	21,648	93,194	21,078	4,800	0	0	343,316	
CA Joint Powers Ins Authority	CEO	220,224	14,165	51,456	0	0	6,600	0	292,445	auto allowance, meeting stipends, bonus etc
Walnut Creek	City Manager	225,036	0	42,816	0	6,000	0	1,400	275,252	special benefit/phone allowance
East Bay Regional Park District	General Manager	214,908	6,447	47,035	0	6,000	0	0	274,390	receives vehicle; value at 6000 a year
Dublin	City Manager	249,816	0	9,868	5,000	6,500	1,900	0	273,084	ER PERS Rate now 3.95% due to Employee pick up, technology allowance & FSA contribution
ABAG	Executive Director	203,461	15,752	45,254	0	0	2,200	0	266,667	auto allowance, meeting stipends, bonus etc
Larkspur	City Manager	187,860	0	27,802	2,570	4,800	1,800	9,393	234,225	Other benefits/tech allowance;Spec Benefitis eligible for PFP up to 5%
Yountville	Town Manager	176,000	0	32,120	12,320	4,800	900	7,500	233,640	Other Benefit/auto allowance;Special benefit merit bonus
RGS	Executive Director/CFO	199,139	0	19,872	9,936	7,200	0	0	236,147	Auto Allowance/Cell combined
<b>Total</b>		<b>1,679,901</b>							<b>2,193,019</b>	
<b>Average</b>		<b>209,988</b>							<b>274,127</b>	
<b>% Difference</b>		<b>-5.17%</b>	below						<b>-13.85%</b>	below
<b>Median</b>		<b>209,185</b>							<b>273,737</b>	
<b>% Difference</b>		<b>-4.80%</b>	below						<b>-13.73%</b>	below