

## RGS EXECUTIVE COMMITTEE AGENDA

*Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.*

**REGULAR MEETING**  
**February 18, 2016**  
**12:30 noon**

**Dublin Civic Center**  
**Regional Meeting Room**  
100 Civic Plaza, First Floor  
Dublin, CA 94568

**1. CALL TO ORDER**

**2. 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.

**3. APPROVAL OF CONSENT AGENDA**

Consent agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Executive Committee, staff or public request specific items to be removed for separate action.

A. Approval of **November 19, 2015** Minutes *Action*

B. Approval of Payments and Deposits made October 2015 through December 2015

C. Approval of Investments Report through December 2015

D. Approval of Regularly Scheduled Meetings Calendar

E. Acceptance of RGS Position Listings

F. Approval of Management Services Agreements

**4. TREASURER'S REPORT**

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2015 *Information*

**5. OLD BUSINESS**

A. Approve Updates to Board Training Funds Policy *Action*

**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**

B. Report from Closed Session *Information*

**6. NEW BUSINESS**

A. Consider Amendments to the Restated Joint Powers Agreement to provide that the JPA will indemnify Member Agencies and to add Associate Membership status *Action*

B. Authorize the Executive Director to negotiate for inclusion of a Private Firm's Services *Action*

C. Authorize an Additional Contribution to MSA for Insurance Reserves *Action*

D. Authorize the Appointment of a Board Secretary *Action*

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

A. Executive Director: CJPIA update; meetings calendar – move Exec Dir Comp annual review from May to August meeting, make August the annual Board meeting; future meeting topics: Contracting & Subcontracting Guidelines. *Information*

B. Members: *Information*

**8. ADJOURN**

**The next Meeting will take place May 19, 2016 at 1:00 p.m. in Larkspur.**

**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.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
NOVEMBER 19, 2015**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 19, 2015 at Yountville Community Hall Art Room. The meeting was called to order at 10:27 a.m.

**1. CALL TO ORDER**

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

**2. PUBLIC COMMENT – None.**

**3. APPROVAL OF CONSENT AGENDA**

Item 3F was pulled by the Vice Chair so he could abstain from voting on an item affecting his agency.

- A. Approval of **August 27, 2015** Minutes
- B. Approval of Payments and Deposits made July 2015 through September 2015
- C. Approval of Investments Report through September 2015
- D. Approval of Regularly Scheduled Meetings Calendar
- E. Acceptance of RGS Position Listings
- G. Approval of RGS Template Agreements by Executive Director  
**Action:** Moved and seconded (Rogers/Carter) to approve consent agenda items A-E and G.  
**AYES:** Nordhoff, Schwarz, Carter, Rogers  
**NOES:** None  
**ABSTAIN:** None
- F. Approval of Management Services Agreements  
**Action:** Moved and seconded (Rogers/Carter) to approve consent agenda item.  
**AYES:** Nordhoff, Carter, Rogers  
**NOES:** None  
**ABSTAIN:** Schwarz

**4. TREASURER'S REPORT**

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2015  
Executive Director Averett reviewed financial performance, noting that preliminary net gain is \$228,844 and the reported net equity is slightly understated compared to the FY2015 audited financial statements by the amount of the audit adjustments primarily for over-accrual of vacation leave. This is an information item and no action was taken.
- B. Approval of Independently Audited FY2015 Audited Financial Statements  
Executive Director Averett reviewed the audited financial statements and noted that net negative loss of \$227,006 due to an additional member contribution to insurance reserves (MSA). Net equity was \$741,810. All previous auditor comments have been successfully addressed.  
**Action:** Moved and seconded (Schwarz/Rogers) to approve Independently Audited FY2015 Audited Financial Statements  
**AYES:** Nordhoff, Schwarz, Carter, Rogers  
**NOES:** None  
**ABSTAIN:** None

**5. OLD BUSINESS**

A. Approval of Training Funds Policy Update

Discussed and referred to staff for development of guidelines for use and funding levels. Spending with RGS is a priority, including such RGS services as: team building; facilitation; include the BES-replacement training offered by Stanford and Berkeley; professional development; address rollover of unused funds. All funding should incorporate promotion of RGS services.

This item was continued to a future meeting.

B. Approval of RGS Five-Year Goals

Discussion and amendment of Goals as presented. Provide Committee with yearly updates (at November meeting).

**Recessed for lunch at 11:30 a.m.**

**Reconvened at 1:19 p.m.**

**Action:** Moved and seconded (Schwarz/Rogers) to approve RGS Five-Year Goals as amended, and return to the Committee for review at the next regular meeting.

**AYES:** Nordhoff, Schwarz, Carter, Rogers

**NOES:** None

**ABSTAIN:** None

**Recess to Closed Session 1:50 p.m.**

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 3:30 p.m.**

C. Report from Closed Session

The Chair reported that no action was taken. Direction was provided and awaiting follow-up report.

**6. NEW BUSINESS**

A. Approve Ad Hoc Compensation Committee Decisions

Discussion. For future meetings, the Chair and Vice-Chair will review performance and serve as the Executive Director Compensation Committee, a Standing Committee. Place this item on the May meeting calendar.

**Action:** Moved and seconded (Carter/Schwarz) to approve Ad Hoc Compensation Committee Decisions

**AYES:** Nordhoff, Schwarz, Carter, Rogers

**NOES:** None

**ABSTAIN:** None

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

A. Executive Director: future study session topics, such as contracting and subcontracting guidelines, to be addressed in study session retreat in the Fall (November, Thursday/Friday) rather than springtime. Potential topics include enhancing and protecting the organizational structure and business model; building on MSA model; marketing the agencies.

B. MSA: updates on MIC will be provided in MSA meetings.

C. Finance Committee: future Finance Committee activity will be assumed by Executive Committee until more Executive Committee/Board members warrant reactivation of the Finance Committee.

D. Members: none.

**8. ADJOURNMENT** – The meeting adjourned at 3:48 p.m. The next regular meeting is scheduled for February 18, 2016 at 1:00 p.m. in Dublin.

**TO:** EXECUTIVE COMMITTEE

**EC Meeting: 02-18-2016**

**FROM:** Richard Averett, CFO

**Item: 3B**

**SUBJECT: PAYMENTS AND DEPOSITS – OCTOBER 2015 THROUGH DECEMBER 2015**

**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 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 money market account, and in the 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 budget or in subsequently approved action by the Board/Executive Committee.

Regional Government Services  
Transactions by Account  
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
<b>110060 - Rabobank Checking Account</b>						<b>9,573.07</b>
Payment	10/01/2015	21107	Avalon		20,473.74	30,046.81
Payment	10/01/2015	17071	Coastside Fire		366.24	30,413.05
Payment	10/01/2015	126589	Healdsburg		19,375.00	49,788.05
Payment	10/01/2015	54177	Hillsborough		10,050.00	59,838.05
Payment	10/01/2015	67264	Larkspur		11,019.90	70,857.95
Payment	10/01/2015	47847	Livermore AR&PD		1,790.95	72,648.90
Payment	10/01/2015	58636	Novato Sanitary District		5,980.00	78,628.90
Payment	10/01/2015	244257	South San Francisco		6,014.00	84,642.90
Deposit	10/02/2015			Deposit	600.00	85,242.90
Payment	10/02/2015	78291	MTC		61,629.48	146,872.38
Payment	10/02/2015	33361	VCTC2		1,857.00	148,729.38
Deposit	10/02/2015			Deposit	2,667.85	151,397.23
Transfer	10/05/2015			Funds Transfer	630,000.00	781,397.23
General Journal	10/05/2015	785		ACH Pay Superior Vision Oct 2015 Premium	-997.28	780,399.95
Payment	10/05/2015	278789	Alameda		2,300.00	782,699.95
Payment	10/05/2015	19164	Menlo Park FPD		1,134.00	783,833.95
Payment	10/05/2015	55075	Ross Valley Sanitation District		21,182.10	805,016.05
Payment	10/05/2015	45478	San Mateo Harbor Dist		34,328.00	839,344.05
Payment	10/05/2015	618635	San Bernardino Associated Governments (SA		4,381.65	843,725.70
Payment	10/05/2015	244415	South San Francisco		2,008.00	845,733.70
Payment	10/05/2015	746390	Vallejo		12,660.00	858,393.70
Payment	10/05/2015	71312	Windsor		701.45	859,095.15
Payment	10/05/2015	43461	Winters		1,645.00	860,740.15
General Journal	10/06/2015	784		Xfer to CTST from Rabo Checking	-260,000.00	600,740.15
General Journal	10/06/2015	787		9/30/15 net pay	-197,630.29	403,109.86
General Journal	10/06/2015	792		JE# 792 Delta Dental Payment Oct 2015 Premium	-6,871.57	396,238.29
General Journal	10/06/2015	793		Kaiser Oct 2015 Cobra Premium Payment	-1,329.95	394,908.34
General Journal	10/06/2015	793		Kaiser Oct 2015 Active Premium Payment	-51,602.27	343,306.07
General Journal	10/06/2015	794		UHC Oct 2015 Premium Payment	-20,271.11	323,034.96
Check	10/06/2015	ACH	LGS		-102,939.57	220,095.39
General Journal	10/07/2015	788		9/30/15 payroll taxes and fees	-67,044.29	153,051.10
Check	10/07/2015	ACH	LGS		-36,841.99	116,209.11
Bill Pmt -Check	10/09/2015	5173	Terry Roemer		-297.00	115,912.11
General Journal	10/09/2015	822		2015-09 FSA admin fee	-145.40	115,766.71
Check	10/09/2015	ACH	LGS		-6,534.84	109,231.87
Payment	10/09/2015	90088453 (McFall)	Arroyo Grande		1,700.00	110,931.87
General Journal	10/12/2015	795		9/30/15 UTC 401a remittance	-28,901.61	82,030.26
General Journal	10/12/2015	795		9/30/15 UTC 457 remittance	-15,776.76	66,253.50
General Journal	10/13/2015	838		FSA Premium PPE 9-30-15	-2,418.97	63,834.53
Check	10/13/2015	ACH	LGS		-461.00	63,373.53

**Regional Government Services  
Transactions by Account  
As of December 31, 2015**

Type	Date	Num	Name	Memo	Amount	Balance
Payment	10/14/2015	2000653479	Marin County		12,712.00	76,085.53
Check	10/14/2015			Service Charge	-196.25	75,889.28
Check	10/15/2015	ACH	LGS		-19,507.03	56,382.25
Deposit	10/16/2015			Deposit	1,456.20	57,838.45
Deposit	10/16/2015			Deposit	14,500.00	72,338.45
Check	10/16/2015	ACH	LGS		-539.00	71,799.45
Payment	10/18/2015	35181172	Michael Bush		1,492.79	73,292.24
Payment	10/18/2015	279292	Alameda		5,500.00	78,792.24
Payment	10/18/2015	42666	Colma		6,812.00	85,604.24
Payment	10/18/2015	39493	Los Altos Hills		4,482.00	90,086.24
Payment	10/18/2015	78463	MTC		237.90	90,324.14
Payment	10/18/2015	244680	South San Francisco		5,890.00	96,214.14
Payment	10/18/2015	4282	Yountville		41,290.66	137,504.80
Payment	10/20/2015	67489	Cotati		336.00	137,840.80
Payment	10/20/2015	126923	Healdsburg		9,610.00	147,450.80
Payment	10/20/2015	50063	Portola Valley		2,154.04	149,604.84
Payment	10/20/2015	53484	Rocklin		17,211.86	166,816.70
Payment	10/20/2015	55200	Ross Valley Sanitation District		21,402.45	188,219.15
Payment	10/20/2015	45552	San Mateo Harbor Dist		34,637.25	222,856.40
Payment	10/20/2015	143593	Sausalito		11,195.69	234,052.09
Payment	10/20/2015	33407	VCTC2		5,811.75	239,863.84
Payment	10/20/2015	71434	Windsor		9,914.00	249,777.84
Transfer	10/20/2015			Funds Transfer	125,000.00	374,777.84
Transfer	10/21/2015			Funds Transfer	-70,000.00	304,777.84
Transfer	10/21/2015			Funds Transfer	150,000.00	454,777.84
General Journal	10/21/2015	817		10/15/15 net pay	-200,328.61	254,449.23
Check	10/21/2015	ACH	LGS		-96,131.49	158,317.74
Deposit	10/22/2015			Deposit	2,184.15	160,501.89
General Journal	10/22/2015	818		10/15/15 payroll taxes and fees	-64,681.66	95,820.23
General Journal	10/22/2015	821		10/15/15 FSA contribution	-2,631.47	93,188.76
Check	10/22/2015	ACH	LGS		-34,608.56	58,580.20
General Journal	10/23/2015	819		10/15/15 net pay	-3,123.81	55,456.39
Payment	10/23/2015	22102	Dyett & Bhatia, Urban & Regional Planners		1,200.00	56,656.39
Payment	10/23/2015	32134	Pacifica		9,293.75	65,950.14
Payment	10/23/2015	27017	Ross		75.00	66,025.14
Payment	10/23/2015	43575	Winters		2,275.00	68,300.14
Bill Pmt -Check	10/25/2015	5174	Meyers Nave		-3,087.40	65,212.74
Bill Pmt -Check	10/25/2015	5175	US Bank		-17,624.76	47,587.98
General Journal	10/26/2015	820		10/15/15 payroll taxes and fees	-1,475.89	46,112.09
General Journal	10/26/2015	823		10/15/15 UTC 401a remittance	-28,519.16	17,592.93
General Journal	10/26/2015	823		10/15/15 UTC 457 remittance	-14,409.24	3,183.69

Regional Government Services  
Transactions by Account  
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	10/26/2015	2000655557	MGSA		143.75	3,327.44
Deposit	10/26/2015			Deposit	250,000.00	253,327.44
Deposit	10/26/2015			Deposit	12,860.00	266,187.44
Payment	10/26/2015	119385	Albany		7,600.00	273,787.44
Payment	10/26/2015	22530	Belvedere		6,056.25	279,843.69
Payment	10/26/2015	8735886	C - IV		126,073.87	405,917.56
Payment	10/26/2015	21844	Calistoga		739.10	406,656.66
Payment	10/26/2015	618831	San Bernardino Associated Governments (SA		4,865.70	411,522.36
Payment	10/26/2015	244867	South San Francisco		1,640.00	413,162.36
Check	10/26/2015	ACH	LGS		-5,942.45	407,219.91
Payment	10/27/2015	233363	Benicia		900.00	408,119.91
Payment	10/27/2015	134473	Oakdale		3,064.07	411,183.98
Payment	10/27/2015	115599	Patterson		15,104.70	426,288.68
Payment	10/27/2015	2468483	San Luis Obispo		9,376.50	435,665.18
Payment	10/27/2015	110848	Santa Barbara Metropolitan Transportation		635.00	436,300.18
Payment	10/27/2015	495750	Vacaville		900.00	437,200.18
Payment	10/27/2015	332752	Walnut Creek		13,822.50	451,022.68
Transfer	10/27/2015			Funds Transfer	-225,000.00	226,022.68
Payment	10/28/2015	30912	Dublin		6,900.00	232,922.68
Payment	10/28/2015	54296	Hillsborough		10,950.00	243,872.68
Payment	10/28/2015	187273	Menlo Park		5,075.00	248,947.68
Payment	10/28/2015	19406	Menlo Park FPD		7,055.00	256,002.68
General Journal	10/28/2015	825		Life and Disability premium for 2015-09	-2,858.91	253,143.77
Transfer	10/28/2015			Funds Transfer	-45,000.00	208,143.77
Transfer	10/28/2015			Funds Transfer	-150,000.00	58,143.77
Check	10/28/2015	ACH	LGS		-461.00	57,682.77
Payment	10/29/2015	2000656258	LGS - TAM		17,929.76	75,612.53
Deposit	10/29/2015			Deposit	140,000.00	215,612.53
Deposit	10/29/2015			Deposit	5,097.15	220,709.68
Deposit	10/29/2015			Deposit	2,184.45	222,894.13
General Journal	10/29/2015	826		10/15/15 UTC 401a remittance - Oppenheim catch u	-449.63	222,444.50
Check	10/29/2015	ACH	LGS		-19,734.81	202,709.69
Deposit	10/30/2015			Deposit	31,734.91	234,444.60
Payment	10/30/2015	67419	Larkspur		9,591.00	244,035.60
Payment	10/30/2015	5199	Monterey County LAFCO		319.13	244,354.73
Payment	10/30/2015	313687	San Rafael		27,263.00	271,617.73
Transfer	10/30/2015			Funds Transfer	-195,000.00	76,617.73
Deposit	10/30/2015			Deposit	3,470.10	80,087.83
Payment	11/02/2015	279606	Alameda		13,250.00	93,337.83
Payment	11/02/2015	21275	Avalon		12,518.00	105,855.83
Payment	11/02/2015	1194	CFASC		5,501.25	111,357.08

Regional Government Services  
Transactions by Account  
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	11/02/2015	7003001709	AMERA		1,166.47	112,523.55
Payment	11/02/2015	78758	MTC		96,330.67	208,854.22
Payment	11/02/2015	990577272	Stanislaus Council of Governments		14,059.98	222,914.20
Payment	11/02/2015	71581	Windsor		864.12	223,778.32
Deposit	11/02/2015			Deposit	750.00	224,528.32
Deposit	11/02/2015			Deposit	108.00	224,636.32
Deposit	11/02/2015			Deposit	58,187.97	282,824.29
General Journal	11/03/2015	830		Dental premium 2015-11	-7,009.14	275,815.15
General Journal	11/03/2015	831		Health Ins Actives premium 2015-11	-47,878.48	227,936.67
General Journal	11/03/2015	831		Health Ins COBRA premium 2015-11	-1,329.95	226,606.72
General Journal	11/03/2015	832		UHC Premum Payment 2015-11	-21,195.54	205,411.18
Transfer	11/04/2015			Funds Transfer	240,000.00	445,411.18
General Journal	11/05/2015	834		10/31/15 net pay	-221,458.02	223,953.16
Check	11/05/2015	ACH	LGS		-98,914.72	125,038.44
Payment	11/06/2015	2045	Central Marin Police Auth		1,301.52	126,339.96
Payment	11/06/2015	110974	Santa Barbara Metropolitan Transportation		2,055.00	128,394.96
Payment	11/06/2015	747245	Vallejo		14,280.00	142,674.96
Deposit	11/06/2015			Deposit	15,969.23	158,644.19
Transfer	11/06/2015			Funds Transfer	10,000.00	168,644.19
General Journal	11/06/2015	835		10/31/15 payroll taxes and fees	-76,917.65	91,726.54
Check	11/06/2015	ACH	LGS		-35,109.29	56,617.25
General Journal	11/09/2015	836		10/31/15 UTC 401a remittance	-31,461.98	25,155.27
General Journal	11/09/2015	836		10/31/15 UTC 457 remittance	-16,523.32	8,631.95
Deposit	11/09/2015			Deposit	87,507.92	96,139.87
Deposit	11/09/2015			Deposit	3,260.24	99,400.11
Payment	11/09/2015	40108624	Michael Bush		1,492.79	100,892.90
Payment	11/09/2015	53687	Rocklin		16,527.41	117,420.31
Payment	11/09/2015	191246	Santa Cruz		3,300.00	120,720.31
Payment	11/09/2015	33441	VCTC2		125.00	120,845.31
Check	11/09/2015	ACH	LGS		-5,363.48	115,481.83
Deposit	11/10/2015			Deposit	140,000.00	255,481.83
Bill Pmt -Check	11/10/2015	5176	James Marta & Company		-13,000.00	242,481.83
Bill Pmt -Check	11/10/2015	5177	Liebert Cassidy Whitmore	Annual Premium Liebert Library 12/1/15 - 11/30/16	-895.00	241,586.83
Bill Pmt -Check	11/10/2015	5178	Managed Health Network		-1,411.80	240,175.03
Bill Pmt -Check	11/10/2015	5179	Murphy, Campbell, Alliston & Quinn		-385.00	239,790.03
Bill Pmt -Check	11/10/2015	5180	One Mind Communications	RGS/LGS/MSA Brans Campaign Design Developm	-1,500.00	238,290.03
Transfer	11/10/2015			Funds Transfer	-225,000.00	13,290.03
General Journal	11/10/2015	869		2015-10 FSA admin fee	-136.10	13,153.93
General Journal	11/10/2015	870		10/31/15 FSA contribution	-2,418.97	10,734.96
Check	11/10/2015			Service Charge	-187.79	10,547.17
Payment	11/12/2015	2000659455	Marin County		30,272.00	40,819.17



Regional Government Services  
Transactions by Account  
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Payment	11/13/2015	21347	Avalon		7,521.32	48,340.49
Payment	11/13/2015	67498	Larkspur		620.00	48,960.49
Payment	11/13/2015	39650	Los Altos Hills		7,968.00	56,928.49
Payment	11/13/2015	58770	Novato Sanitary District		3,795.00	60,723.49
Deposit	11/13/2015			Deposit	14,500.00	75,223.49
Deposit	11/13/2015			Deposit	128.94	75,352.43
General Journal	11/16/2015	840		Vision premium pmt 2015-11	-1,085.22	74,267.21
Deposit	11/16/2015			Deposit	12,860.00	87,127.21
Payment	11/16/2015	103	Stars		675.00	87,802.21
Payment	11/16/2015	228698	Rohnert Park		5,248.00	93,050.21
Payment	11/17/2015	2000659932	Marin County		15,224.79	108,275.00
Check	11/17/2015	ACH	LGS		-18,923.78	89,351.22
Transfer	11/18/2015			Funds Transfer	290,000.00	379,351.22
Deposit	11/19/2015			Deposit	0.00	379,351.22
General Journal	11/19/2015	844		11/15/15 net pay	-190,650.85	188,700.37
Check	11/19/2015	ACH	LGS		-88,179.28	100,521.09
Payment	11/20/2015	1240	CFASC		7,382.75	107,903.84
Payment	11/20/2015	10724325	Placer County MAD		5,480.00	113,383.84
Deposit	11/20/2015			Deposit	197.80	113,581.64
General Journal	11/20/2015	845		11/15/15 payroll taxes and fees	-63,306.90	50,274.74
Check	11/20/2015	ACH	LGS		-29,705.06	20,569.68
Check	11/20/2015	111	Franchise Tax Board		-430.07	20,139.61
Deposit	11/23/2015			Deposit	250,000.00	270,139.61
Payment	11/23/2015	119662	Albany		5,462.50	275,602.11
Payment	11/23/2015	22038	Calistoga		1,294.85	276,896.96
Payment	11/23/2015	42880	Colma		7,663.50	284,560.46
Payment	11/23/2015	48347	Livermore AR&PD		1,228.68	285,789.14
Payment	11/23/2015	115930	Patterson		17,028.10	302,817.24
Payment	11/23/2015	111143	Santa Barbara Metropolitan Transportation		833.75	303,650.99
Payment	11/23/2015	84636	Seaside		862.50	304,513.49
Payment	11/23/2015	245518	South San Francisco		2,170.00	306,683.49
Payment	11/23/2015	496358	Vacaville		13,100.00	319,783.49
Deposit	11/23/2015			Deposit	727.95	320,511.44
Deposit	11/23/2015			Deposit	1,456.20	321,967.64
Transfer	11/24/2015			Funds Transfer	-225,000.00	96,967.64
General Journal	11/24/2015	871		11/15/15 FSA contribution	-2,418.97	94,548.67
Deposit	11/25/2015			Deposit	750.00	95,298.67
Payment	11/25/2015	51301	Colfax		5,035.00	100,333.67
Payment	11/25/2015	31220	Dublin		2,287.50	102,621.17
General Journal	11/25/2015	854		11/15/15 UTC 401a remittance	-27,643.96	74,977.21
General Journal	11/25/2015	854		11/15/15 UTC 457 remittance	-11,637.86	63,339.35

**Regional Government Services  
Transactions by Account  
As of December 31, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Deposit	11/25/2015			Deposit	3,216.63	66,555.98
Check	11/25/2015	ACH	LGS		-5,237.06	61,318.92
Bill Pmt -Check	11/27/2015	5181	Meyers Nave		-3,727.89	57,591.03
Bill Pmt -Check	11/27/2015	5182	US Bank		-23,635.59	33,955.44
Deposit	11/27/2015			Deposit	727.95	34,683.39
Payment	11/30/2015	2000661850	LGS - TAM		18,675.20	53,358.59
Payment	11/30/2015	2000661850	Marin County		652.70	54,011.29
Deposit	11/30/2015			Deposit	612.10	54,623.39
Payment	11/30/2015	21428	Avalon		8,302.80	62,926.19
Payment	11/30/2015	8750740	C - IV		130,047.80	192,973.99
Payment	11/30/2015	902254	Central Marin Police Auth		1,280.74	194,254.73
Payment	11/30/2015	67660	Cotati		210.00	194,464.73
Payment	11/30/2015	127506	Healdsburg		10,891.20	205,355.93
Payment	11/30/2015	54473	Hillsborough		11,812.50	217,168.43
Payment	11/30/2015	106329	Kittelson & Associates, Inc.		250.00	217,418.43
Payment	11/30/2015	7003001729	MERA		4,143.34	221,561.77
Payment	11/30/2015	134730	Oakdale		364.39	221,926.16
Payment	11/30/2015	55559	Ross Valley Sanitation District		16,938.75	238,864.91
Payment	11/30/2015	2472391	San Luis Obispo		30,124.50	268,989.41
Payment	11/30/2015	314253	San Rafael		28,012.91	297,002.32
Payment	11/30/2015	619153	San Bernardino Associated Governments (SA		536.55	297,538.87
Payment	11/30/2015	748130	Vallejo		10,680.00	308,218.87
Payment	11/30/2015	333725	Walnut Creek		18,468.00	326,686.87
Payment	11/30/2015	71853	Windsor		8,828.14	335,515.01
Payment	11/30/2015	45518	Yountville		37,362.05	372,877.06
General Journal	11/30/2015	859		Life and Disability premium for 2015-11	-2,821.60	370,055.46
General Journal	11/30/2015	883		C Carter Pay PPE 11/15/15 Ck# 110	-71.66	369,983.80
Transfer	12/01/2015			Funds Transfer	-125,000.00	244,983.80
General Journal	12/01/2015	861		Health Ins Kaiser Actives premium 2015-	-53,198.21	191,785.59
General Journal	12/01/2015	861		Health Ins Kaiser COBRA premium 2015-12	-1,329.95	190,455.64
Bill Pmt -Check	12/01/2015		Year End Adjustment V	QuickBooks generated zero amount transaction for	0.00	190,455.64
Check	12/01/2015	ZBA	LGS		-18,102.83	172,352.81
Transfer	12/02/2015			Funds Transfer	-125,000.00	47,352.81
Payment	12/03/2015	17189	Coastside Fire		1,762.50	49,115.31
Payment	12/03/2015	31319	Dublin		2,925.00	52,040.31
Payment	12/03/2015	50191	Portola Valley		2,167.76	54,208.07
Payment	12/03/2015	15126	REMIF		1,278.00	55,486.07
Payment	12/03/2015	143914	Sausalito		13,152.29	68,638.36
Transfer	12/03/2015			Funds Transfer	340,000.00	408,638.36
General Journal	12/04/2015	860		Dental premium 2015-12	-7,141.18	401,497.18
General Journal	12/04/2015	862		Health Ins UHC premium 2015-12	-22,167.74	379,329.44

**Regional Government Services  
Transactions by Account  
As of December 31, 2015**

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	12/04/2015	864		11/30/15 net pay	-209,426.44	169,903.00
Check	12/04/2015	ZBA	LGS		-97,292.41	72,610.59
General Journal	12/07/2015	865		11/30/15 payroll taxes and fees	-73,123.20	-512.61
Payment	12/07/2015	22604	Belvedere		5,391.25	4,878.64
Payment	12/07/2015	51313	Colfax		3,990.00	8,868.64
Payment	12/07/2015	32514	Economic & Planning Systems		850.00	9,718.64
Payment	12/07/2015	67684	Larkspur		8,647.75	18,366.39
Payment	12/07/2015	79260	MTC		404.89	18,771.28
Payment	12/07/2015	58819	Novato Sanitary District		8,395.00	27,166.28
Payment	12/07/2015	10726703	Placer County MAD		4,322.50	31,488.78
Payment	12/07/2015	45690	San Mateo Harbor Dist		30,600.25	62,089.03
Payment	12/07/2015	45724	San Mateo Harbor Dist		506.03	62,595.06
Payment	12/07/2015	990579243	Stanislaus Council of Governments		1,575.00	64,170.06
Payment	12/07/2015	37764	Union City		11,660.00	75,830.06
Payment	12/07/2015	43888	Winters		2,765.00	78,595.06
Check	12/07/2015	112	Franchise Tax Board		-445.80	78,149.26
Check	12/07/2015	ZBA	LGS		-34,642.24	43,507.02
Deposit	12/08/2015			Deposit	44,370.91	87,877.93
Bill Pmt -Check	12/08/2015	5183	Employment Research Services		-1,146.70	86,731.23
Bill Pmt -Check	12/08/2015	5184	James Marta & Company		-10,250.00	76,481.23
Bill Pmt -Check	12/08/2015	5185	Managed Health Network	Dec 2015 Premium	-470.60	76,010.63
General Journal	12/09/2015	872		11/30/15 UTC 401a remittance	-28,867.19	47,143.44
General Journal	12/09/2015	872		11/30/15 UTC 457 remittance	-10,855.07	36,288.37
Check	12/09/2015	ZBA	LGS		-5,338.71	30,949.66
General Journal	12/09/2015	907		11/30/15 FSA contribution	-2,418.97	28,530.69
General Journal	12/09/2015	909		2015-11 FSA admin fee	-137.20	28,393.49
Payment	12/10/2015	2000664211	Marin County		10,805.20	39,198.69
Deposit	12/10/2015			Deposit	727.95	39,926.64
Deposit	12/11/2015			Deposit	16,135.89	56,062.53
Deposit	12/11/2015			Deposit	4,099.95	60,162.48
Payment	12/11/2015	44944269	Michael Bush		1,492.79	61,655.27
Payment	12/11/2015	22134	Calistoga		826.50	62,481.77
Payment	12/11/2015	902294	Central Marin Police Auth		1,548.63	64,030.40
Payment	12/11/2015	106512	Kittelson & Associates, Inc.		300.00	64,330.40
Payment	12/11/2015	39760	Los Altos Hills		2,075.00	66,405.40
Payment	12/11/2015	19660	Menlo Park FPD		85.00	66,490.40
Payment	12/11/2015	398651	Salinas		10,185.00	76,675.40
Deposit	12/11/2015			Deposit	106.55	76,781.95
Deposit	12/11/2015			Deposit	14,500.00	91,281.95
Transfer	12/14/2015			Funds Transfer	-65,000.00	26,281.95
Deposit	12/15/2015			Deposit	1,500.00	27,781.95

**Regional Government Services  
Transactions by Account  
As of December 31, 2015**

Type	Date	Num	Name	Memo	Amount	Balance
Payment	12/15/2015	280487	Alameda		14,650.00	42,431.95
Payment	12/15/2015	32533	Economic & Planning Systems		1,410.00	43,841.95
Payment	12/15/2015	93112	Novato		675.00	44,516.95
Payment	12/15/2015	144039	Sausalito		12,726.28	57,243.23
Check	12/15/2015	ZBA	LGS		-461.00	56,782.23
Payment	12/17/2015	43029	Colma		4,126.50	60,908.73
Payment	12/17/2015	79418	MTC		103,681.11	164,589.84
Deposit	12/17/2015			Deposit	26,192.39	190,782.23
Transfer	12/21/2015			Funds Transfer	225,000.00	415,782.23
General Journal	12/21/2015	877		12/15/15 net pay	-249,658.66	166,123.57
Deposit	12/21/2015			Deposit	3,991.35	170,114.92
Deposit	12/21/2015			Deposit	727.95	170,842.87
Payment	12/21/2015	15160	REMIF		1,468.35	172,311.22
Payment	12/21/2015	229106	Rohnert Park		5,024.00	177,335.22
Payment	12/21/2015	192725	Santa Cruz		4,250.00	181,585.22
Payment	12/21/2015	246232	South San Francisco		3,534.00	185,119.22
Payment	12/21/2015	119967	Albany		4,536.25	189,655.47
Payment	12/21/2015	8761980	C - IV		139,509.81	329,165.28
Payment	12/21/2015	48577	Livermore AR&PD		1,020.43	330,185.71
Payment	12/21/2015	19733	Menlo Park FPD		106.25	330,291.96
Payment	12/21/2015	134889	Oakdale		3,511.25	333,803.21
Payment	12/21/2015	54122	Rocklin		13,691.89	347,495.10
Payment	12/21/2015	55702	Ross Valley Sanitation District		16,204.50	363,699.60
Payment	12/21/2015	314543	San Rafael		1,464.00	365,163.60
Payment	12/21/2015	84938	Seaside		7,072.50	372,236.10
Payment	12/21/2015	37988	Union City		16,280.00	388,516.10
Payment	12/21/2015	497032	Vacaville		17,910.00	406,426.10
Payment	12/21/2015	33555	VCTC2		4,880.00	411,306.10
Payment	12/21/2015	334552	Walnut Creek		3,021.00	414,327.10
Payment	12/21/2015	72068	Windsor		1,240.00	415,567.10
Transfer	12/21/2015			Funds Transfer	80,000.00	495,567.10
General Journal	12/22/2015	878		12/15/15 payroll taxes and fees	-94,014.56	401,552.54
Bill Pmt -Check	12/22/2015	5186	Bartel Associates		-7,500.00	394,052.54
Bill Pmt -Check	12/22/2015	5187	City of Foster City		-250.00	393,802.54
Bill Pmt -Check	12/22/2015	5188	Mary E Uzupis		-21,674.29	372,128.25
Bill Pmt -Check	12/22/2015	5189	Meyers Nave		-11,218.39	360,909.86
Bill Pmt -Check	12/22/2015	5190	Murphy, Campbell, Alliston & Quinn		-262.50	360,647.36
Bill Pmt -Check	12/22/2015	5191	Tripepi Smith & Associates		-7,500.00	353,147.36
Bill Pmt -Check	12/22/2015	5192	US Bank		-19,488.58	333,658.78
Transfer	12/22/2015			Funds Transfer	-110,000.00	223,658.78
Check	12/22/2015	ZBA	LGS		-122,673.34	100,985.44

**Regional Government Services  
Transactions by Account  
As of December 31, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Check	12/22/2015	ZBA	LGS		-39,666.48	61,318.96
Payment	12/24/2015	21642	Avalon		8,085.00	69,403.96
Payment	12/24/2015	22665	Belvedere		9,238.75	78,642.71
Payment	12/24/2015	902344	Central Marin Police Auth		587.64	79,230.35
Payment	12/24/2015	17268	Coastside Fire		1,500.00	80,730.35
Payment	12/24/2015	39827	Los Altos Hills		996.00	81,726.35
Payment	12/24/2015	10729170	Placer County MAD		3,435.50	85,161.85
Payment	12/24/2015	2475145	SLOCOG Pub Ed Svc		7,011.00	92,172.85
Payment	12/24/2015	45748	San Mateo Harbor Dist		24,685.00	116,857.85
Payment	12/24/2015	44006	Winters		1,400.00	118,257.85
Deposit	12/24/2015			Deposit	3,000.00	121,257.85
Deposit	12/28/2015			Deposit	250,000.00	371,257.85
Deposit	12/28/2015			Deposit	15,291.00	386,548.85
Payment	12/28/2015	51365	Colfax		4,085.00	390,633.85
Payment	12/28/2015	39695	Half Moon Bay		1,947.50	392,581.35
Payment	12/28/2015	127864	Healdsburg		8,850.50	401,431.85
Payment	12/28/2015	67839	Larkspur		9,461.90	410,893.75
Payment	12/28/2015	7003001748	MERA		11,999.52	422,893.27
Payment	12/28/2015	7003001750	MERA		2,196.86	425,090.13
Payment	12/28/2015	50264	Portola Valley		1,673.84	426,763.97
Payment	12/28/2015	4550	Public Technology Institute (PTI)		50.50	426,814.47
Payment	12/28/2015	2475815	San Luis Obispo		23,752.36	450,566.83
Payment	12/28/2015	111388	Santa Barbara Metropolitan Transportation		1,805.50	452,372.33
Payment	12/28/2015	85007	Seaside		178.26	452,550.59
Payment	12/28/2015	246416	South San Francisco		46,011.50	498,562.09
Payment	12/28/2015	478911	Vallejo		12,720.00	511,282.09
Payment	12/28/2015	45679	Yountville		34,470.54	545,752.63
General Journal	12/28/2015	895		Vision premium pmt 2015-12	-1,041.25	544,711.38
Deposit	12/28/2015			Deposit	750.00	545,461.38
General Journal	12/29/2015	882		12/15/15 UTC 401a remittance	-32,454.19	513,007.19
General Journal	12/29/2015	882		12/15/15 UTC 457 remittance	-12,511.56	500,495.63
Payment	12/29/2015	2000667431	MGSA		296.13	500,791.76
Transfer	12/29/2015			Funds Transfer	-200,000.00	300,791.76
Check	12/29/2015	ZBA	LGS		-5,438.60	295,353.16
General Journal	12/29/2015	908		12/15/15 FSA contribution	-2,418.97	292,934.19
Deposit	12/30/2015			Deposit	145,534.83	438,469.02
Payment	12/30/2015	2000667654	LGS - TAM		13,520.52	451,989.54
General Journal	12/30/2015	896		Life and Disability premium for 2015-12	-2,856.46	449,133.08
General Journal	12/30/2015	897		HRA Contribution Q4 2015	-59,250.00	389,883.08
Transfer	12/30/2015			Funds Transfer	-135,000.00	254,883.08
Transfer	12/30/2015			Funds Transfer	-225,000.00	29,883.08

Regional Government Services  
Transactions by Account  
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	12/31/2015			Deposit	9,246.39	39,129.47
Check	12/31/2015	ZBA	LGS		-18,463.82	20,665.65
Total 110060 · Rabobank Checking Account					<u>11,092.58</u>	<u>20,665.65</u>
<b>TOTAL</b>					<u><u>11,092.58</u></u>	<u><u>20,665.65</u></u>

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

**EC Meeting: 02-18-2016**

**Item: 3C**

**RECOMMENDATION**

Review and accept JPA investments made through December 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. The Board has authorized investments in Federal Treasuries and Agency Notes, as well as 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 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 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.

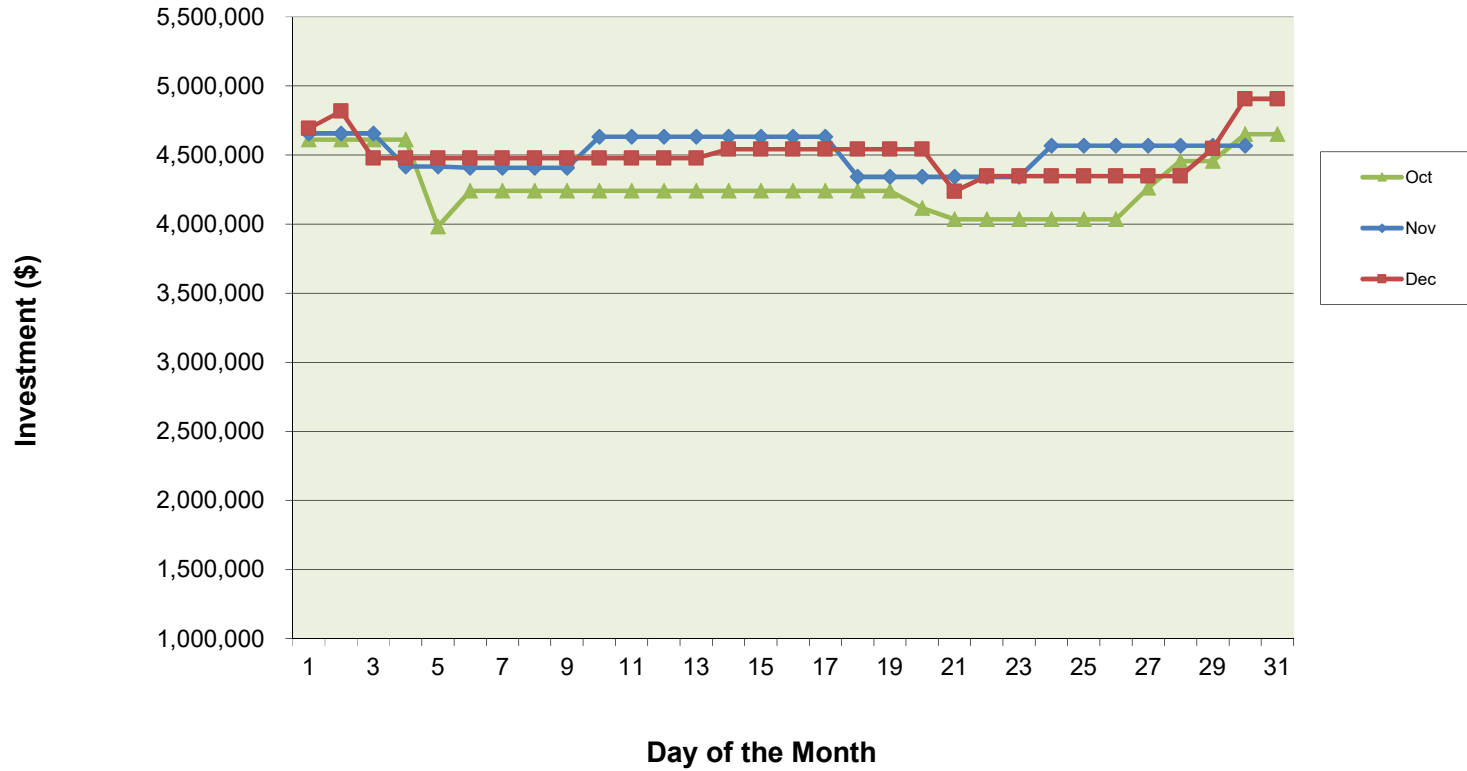
CalTrust Medium term investments are currently yielding approximately 96 basis points, and CalTrust short term investments are currently yielding 61 basis points. LAIF is yielding 46 basis points.

**INVESTMENT REPORT  
FY 2016**

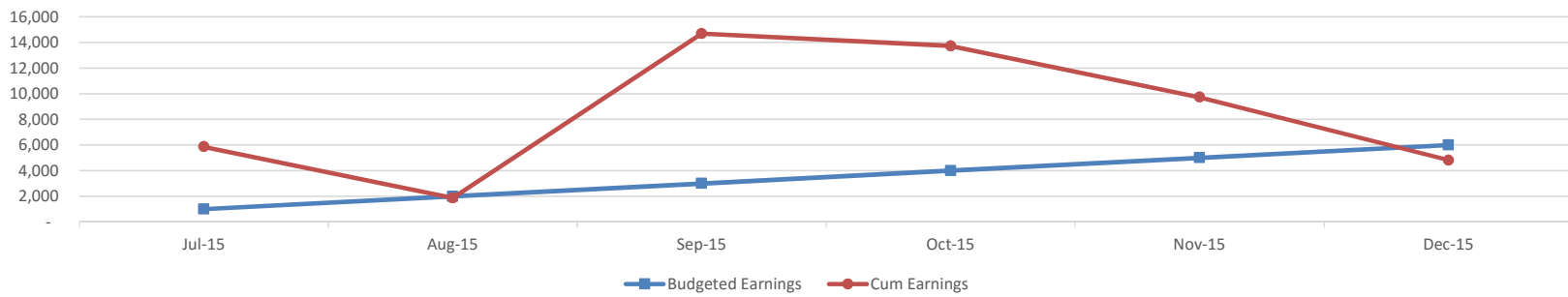
Date	Oct				Nov				Dec			
	<u>Rabobank</u> <u>Money Mkt</u>	<u>CalTrust</u> <u>Short &amp;</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank</u> <u>Money Mkt</u>	<u>CalTrust</u> <u>Short &amp;</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank</u> <u>Money Mkt</u>	<u>CalTrust</u> <u>Short &amp;</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	838,814	3,770,897	1,142	4,610,854	423,864	4,231,769	1,171	4,656,804	458,913	4,231,769	1,171	4,691,853
2	838,814	3,770,897	1,142	4,610,854	423,864	4,231,769	1,171	4,656,804	458,913	4,356,769	1,171	4,816,853
3	838,814	3,770,897	1,142	4,610,854	423,864	4,231,769	1,171	4,656,804	118,913	4,356,769	1,171	4,476,853
4	838,814	3,770,897	1,142	4,610,854	183,864	4,231,769	1,171	4,416,804	118,913	4,356,769	1,171	4,476,853
5	208,814	3,770,897	1,142	3,980,854	183,864	4,231,769	1,171	4,416,804	118,913	4,356,769	1,171	4,476,853
6	208,814	4,030,897	1,142	4,240,854	173,864	4,231,769	1,171	4,406,804	118,913	4,356,769	1,171	4,476,853
7	208,814	4,030,897	1,142	4,240,854	173,864	4,231,769	1,171	4,406,804	118,913	4,356,769	1,171	4,476,853
8	208,814	4,030,897	1,142	4,240,854	173,864	4,231,769	1,171	4,406,804	118,913	4,356,769	1,171	4,476,853
9	208,814	4,030,897	1,142	4,240,854	173,864	4,231,769	1,171	4,406,804	118,913	4,356,769	1,171	4,476,853
10	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	118,913	4,356,769	1,171	4,476,853
11	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	118,913	4,356,769	1,171	4,476,853
12	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	118,913	4,356,769	1,171	4,476,853
13	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	118,913	4,356,769	1,171	4,476,853
14	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	183,913	4,356,769	1,171	4,541,853
15	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	183,913	4,356,769	1,171	4,541,853
16	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	183,913	4,356,769	1,171	4,541,853
17	208,814	4,030,897	1,142	4,240,854	398,864	4,231,769	1,171	4,631,804	183,913	4,356,769	1,171	4,541,853
18	208,814	4,030,897	1,142	4,240,854	108,864	4,231,769	1,171	4,341,804	183,913	4,356,769	1,171	4,541,853
19	208,814	4,030,897	1,142	4,240,854	108,864	4,231,769	1,171	4,341,804	183,913	4,356,769	1,171	4,541,853
20	83,814	4,030,897	1,142	4,115,854	108,864	4,231,769	1,171	4,341,804	183,913	4,356,769	1,171	4,541,853
21	153,814	3,880,897	1,142	4,035,854	108,864	4,231,769	1,171	4,341,804	103,913	4,131,769	1,171	4,236,853
22	153,814	3,880,897	1,142	4,035,854	108,864	4,231,769	1,171	4,341,804	213,913	4,131,769	1,171	4,346,853
23	153,814	3,880,897	1,142	4,035,854	108,864	4,231,769	1,171	4,341,804	213,913	4,131,769	1,171	4,346,853
24	153,814	3,880,897	1,142	4,035,854	333,864	4,231,769	1,171	4,566,804	213,913	4,131,769	1,171	4,346,853
25	153,814	3,880,897	1,142	4,035,854	333,864	4,231,769	1,171	4,566,804	213,913	4,131,769	1,171	4,346,853
26	153,814	3,880,897	1,142	4,035,854	333,864	4,231,769	1,171	4,566,804	213,913	4,131,769	1,171	4,346,853
27	378,814	3,880,897	1,142	4,260,854	333,864	4,231,769	1,171	4,566,804	213,913	4,131,769	1,171	4,346,853
28	423,814	4,030,897	1,142	4,455,854	333,864	4,231,769	1,171	4,566,804	213,913	4,131,769	1,171	4,346,853
29	423,814	4,030,897	1,142	4,455,854	333,864	4,231,769	1,171	4,566,804	413,913	4,131,769	1,171	4,546,853
30	423,814	4,225,897	1,142	4,650,854	333,864	4,231,769	1,171	4,566,804	548,913	4,356,769	1,171	4,906,853
31	423,814	4,225,897	1,142	4,650,854					548,913	4,356,769	1,171	4,906,853



## COMBINED INVESTMENTS



## Investment Earnings



**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-18-2016**  
**FROM:** TIFFANY BURAGLIO, Executive Assistant **Item: 3D**  
**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>2016</b>					
February 18 (Thursday)	RGS LGS			Dublin	
May 19 (Thursday)	RGS LGS	RGS LGS MSA	Personnel Rules, Regulations & Policies, FY17 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even yrs), Exec Dir Compensation Committee	Larkspur	
August 18 (Thursday)	RGS LGS	RGS LGS MSA	Election of Officers (all)	Walnut Creek	
November 17 (Thursday)	RGS LGS	MSA	FY16 Audited Financial Statements, Agency 5-Year Goals	Yountville	
<b>2017</b>					
February 16 (Thursday)	RGS LGS	MSA	Personnel Rules, Regulations & Policies	Dublin	
May 18 (Thursday)	RGS LGS	RGS LGS MSA	FY18 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even years), Executive Director Compensation Committee	Larkspur	
August 17 (Thursday)	RGS LGS	RGS LGS MSA	Election of Officers (all)	Walnut Creek	
November 16 (Thursday)	RGS LGS	MSA	FY17 Audited Financial Statements, Agency 5-Year Goals	Yountville	
<b>2018</b>					
February 15 (Thursday)	RGS LGS	MSA	Personnel Rules, Regulations & Policies	Dublin	

## RGS Position Listings

Job Title	Base Department	Status Full Time
Administrative Support	1000-000 - RGS Admin-General Hours	0.56
CEO - Urban	1000-000 - RGS Admin-General Hours	1
Department Director - Urban	1000-000 - RGS Admin-General Hours	0.93
Technical Specialist	1000-000 - RGS Admin-General Hours	0.5
Manager of Financial Operations	1001-000 - RGS Finance-General Hours	1
Project Advisor	1001-000 - RGS Finance-General Hours	0.25
Project Advisor	1001-000 - RGS Finance-General Hours	0.29
Technical Specialist - Urban	1001-000 - RGS Finance-General Hours	0.72
Technical Assistant	1002-000 - RGS HR-Payroll Genl Hrs	0.63
Technical Specialist - Urban	1002-000 - RGS HR-Payroll Genl Hrs	0.47
Advisor	1010-000 - RGS Advisors-General Hours	0.02
Advisor	1010-000 - RGS Advisors-General Hours	0.03
Advisor	1010-000 - RGS Advisors-General Hours	0.05
Advisor	1010-000 - RGS Advisors-General Hours	0.13
Advisor	1010-000 - RGS Advisors-General Hours	0.2
Advisor	1010-000 - RGS Advisors-General Hours	0.34
Advisor	1010-000 - RGS Advisors-General Hours	0.38
Advisor	1010-000 - RGS Advisors-General Hours	0.72
Advisor	1010-000 - RGS Advisors-General Hours	0.75
Advisor	1010-000 - RGS Advisors-General Hours	0.75
Advisor	1010-000 - RGS Advisors-General Hours	0.75
Advisor	1010-000 - RGS Advisors-General Hours	1
Coordinating Advisor	1010-000 - RGS Advisors-General Hours	0.2
Coordinating Advisor	1010-000 - RGS Advisors-General Hours	1
Department Director - Urban	1010-000 - RGS Advisors-General Hours	1
Program Advisor	1010-000 - RGS Advisors-General Hours	0.1
Program Advisor	1010-000 - RGS Advisors-General Hours	0.15
Program Advisor	1010-000 - RGS Advisors-General Hours	0.33
Program Advisor	1010-000 - RGS Advisors-General Hours	0.52
Program Advisor	1010-000 - RGS Advisors-General Hours	0.55
Program Advisor	1010-000 - RGS Advisors-General Hours	0.61
Program Advisor	1010-000 - RGS Advisors-General Hours	0.81
Program Advisor	1010-000 - RGS Advisors-General Hours	0.91
Project Advisor	1010-000 - RGS Advisors-General Hours	0.2
Project Advisor	1010-000 - RGS Advisors-General Hours	0.24
Project Advisor	1010-000 - RGS Advisors-General Hours	0.25
Project Advisor	1010-000 - RGS Advisors-General Hours	0.25
Project Advisor	1010-000 - RGS Advisors-General Hours	0.43
Project Advisor	1010-000 - RGS Advisors-General Hours	0.54
Project Advisor	1010-000 - RGS Advisors-General Hours	1
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.05
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.06
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.09

Senior Advisor	1010-000 - RGS Advisors-General Hours	0.14
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.17
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.25
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.52
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.78
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.05
Technical Specialist	1010-000 - RGS Advisors-General Hours	1
Advisor	1050-001 - Belvedere-General Hours	0.27
Technical Specialist	1100-000 - Dublin-General Hours	0.2
Senior Advisor	1130-000 - Larkspur-General Hours	0.75
Program Advisor	1150-000 - Menlo Park-General Hours	0.06
Technical Assistant	1150-000 - Menlo Park-General Hours	0.09
Technical Specialist - Urban	1180-000 - Rocklin-General Hours	0.6
Technical Specialist - Urban	1180-002 - Rocklin Insp Svcs	0.91
Program Coordinator	1190-000 - RP-General Hours	0.4
Department Director - Urban	1200-000 - San Rafael-General Hours	1
Department Director - Urban	1220-000 - Sausalito-General Hours	1
Program Coordinator	1240-000 - Walnut Creek-General Hours	0.46
Senior Advisor	1250-000 - Yountville-General Hours	0.68
Technical Advisor	1250-000 - Yountville-General Hours	0.44
Technical Specialist	1250-000 - Yountville-General Hours	0.35
Program Coordinator	1260-000 - C-IV-General Hours	1
Project Advisor	1260-000 - C-IV-General Hours	1
Technical Assistant	1260-000 - C-IV-General Hours	1
Technical Assistant	1260-000 - C-IV-General Hours	1
Technical Assistant	1260-000 - C-IV-General Hours	1
Technical Assistant	1260-000 - C-IV-General Hours	1
Technical Assistant	1260-000 - C-IV-General Hours	1
Technical Assistant	1260-000 - C-IV-General Hours	1
Technical Specialist	1260-000 - C-IV-General Hours	1
Technical Specialist	1260-000 - C-IV-General Hours	1
Technical Specialist	1260-000 - C-IV-General Hours	1
Technical Specialist	1260-000 - C-IV-General Hours	1
CEO - Urban	1260-001 - C-IV M&O	1
CEO - Urban	1320-000 - MERA-General Hours	0.58
Program Coordinator	1320-000 - MERA-General Hours	0.16
Senior Advisor	1320-000 - MERA-General Hours	0.15
CEO - Urban	1330-000 - MGSA-General Hours	0.47
Program Coordinator	1330-000 - MGSA-General Hours	0.7
Program Advisor	1380-000 - TAM-General Hours	1
Program Advisor	1380-008 - TAM-Measure A - 4 Prog Admin	1
Intern	1400-000 - Portola Valley-General Hours	0.5
Technical Specialist	1410-000 - Cent Marin Police Auth-Gen Hrs	0.1
Technical Specialist - Urban	1440-001 - MTC-1256	1
Technical Specialist	1440-003 - MTC-1112	1
Program Coordinator	1440-004 - MTC-1413	0.94
Program Coordinator	1440-004 - MTC-1413	1
Program Advisor	1440-005 - MTC-1122	0.7

Program Advisor	1440-005 - MTC-1122	0.8
Technical Assistant	1440-006 - MTC-1153	1
Program Coordinator	1440-007 - MTC-6032	1
Program Advisor	1440-012 - MTC-1222	0.5
Technical Specialist	1440-013 - MTC-9130	1
Program Advisor	1470-000 - Marin County-General Hours	0.6
Program Coordinator	1470-000 - Marin County-General Hours	1
Project Advisor	1590-000 - South San Francisco-Gen Hrs	0.45
Advisor	1640-000 - WETA - General Hours	0.2
Department Director	1650-000 - Oakdale-General Hours	0.3
Project Advisor	1700-000 - Pacifica-General Hours	0.25
Program Advisor	1810-000 - Winters-General Hours	0.73
Advisor	1830-000 - Benicia-General Hours	0.2
Senior Advisor	1830-000 - Benicia-General Hours	0.4
Advisor	1890-000 - Novato Sanitary-General Hrs	0.3
Coordinating Advisor	1900-000 - Vacaville-General Hours	0.38
Department Director - Urban	1900-000 - Vacaville-General Hours	0.5
Program Coordinator	1930-000 - Healdsburg-General Hours	0.93
Project Advisor	1951-000 - D&B-SC Analysis Issues Oppty	0.2
Senior Advisor	2060-000 - Novato-General Hours	0.25
Deputy Department Director	2170-000 - San Mateo Harbor Dist-General	0.5
Administrative Support - Urban	2250-000 - Contra Costa Transit-General H	0.75
Department Director - Urban	2260-000 - San Luis Obispo-General Hours	0.6
Program Advisor	2270-000 - D&B-Burbank General Hours	0.2
	<b>FTE</b>	<b>65.22</b>
	<b>Employee count</b>	<b>114</b>

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 02-18-2016**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 3F**  
**SUBJECT: CLIENT SERVICES – MANAGEMENT SERVICES AGREEMENTS**

**RECOMMENDATION**

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

<b>Agency</b>	<b>Start Date</b>	<b>NTE (if any)</b>	<b>Service(s) Provided</b>
City of Novato	January 2016	-	Executive Management Consultant
City of Seaside	October 2015	-	Human Resources
City of Vacaville (Purchase Order)	October 2015	\$90,000	Economic Development
Kittelson & Associates <i>for</i> Transportation Agency of Monterey County (Client Partner Agreement)	October 2015	\$34,800	Public Engagement and Outreach
Marin Emergency Radio Authority	January 2016	-	Executive Officer
Municipal Pooling Authority	January 2016	-	Human Resources
San Luis Obispo County (Purchase Order)	November 2015	-	Human Resources
San Luis Obispo Council of Governments (Client Partner Agreement)	October 2015	\$45,000	Public Engagement and Outreach

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 Agencies for services are sufficient to pay all salaries, benefits, insurance and administrative costs of the JPA.

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

**EC Meeting: 02-18-2016**

**Item: 4A**

**RECOMMENDATION**

No action is required of the Executive Committee. These are informational, preliminary financial reports through December 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. When cash is received on an advanced billing, it is posted to the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. There is no impact on net position of the agency.

Fiscal year to-date (FYTD), the net income for the JPA was \$281,730. Through the same period, net equity for the JPA was \$1,018,067. Positive financial performance has continued from the prior fiscal year's last four months, although slowing in November and December 2015. The JPA is continuing to add new work faster than expiring contracts. Increased administrative expenses typically lag increased client work, so the last two months of this reporting period are beginning to reflect increase, along with the added costs of implementing risk mitigation strategies as previously discussed.

**Regional Government Services**  
**Profit & Loss**  
July through December 2015

	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
440301 · Client Billings	4,260,156
440400 · LGS & MSA - Admin. Services	456,587
480000 · Miscellaneous Income	141,327
<b>Total Income</b>	<u>4,858,071</u>
<b>Gross Profit</b>	4,858,071
<b>Expense</b>	
511010 · Salaries - Regular	3,365,106
511072 · Salaries - Nonbillable	(3,094)
512002 · Medicare Employer Expense	48,460
512003 · Workers' Comp Exp clerical	30,000
512004 · Employee Assistance Program	2,172
512005 · Health Insurance Expense	186,764
512006 · Dental Insurance Expense	18,508
512007 · Vision Insurance Expense	2,649
512008 · Life Insurance Expense	2,251
512009 · Long Term Disability Expense	2,556
512011 · Stars 401A Expense	351,383
512014 · Short Term Disability Expense	2,394
512015 · Unemployment Expense	19,105
512018 · FSA Health & Day Care Expense	529
512019 · Employee Expense Allowances	60,483
520107 · APS (ADP) Payroll Fees	4,513
520108 · Communications - Agency Expense	1,401
520109 · Communications - Employee Reimb	444
520201 · Office Supplies	257
520202 · Bank Fees & Services	1,865
520204 · Printing & Postage	2,518
520301 · Audit Services	26,250
520302 · Legal Services	29,258
520314 · Administrative Services	206
520320 · Professional Services	43,287
520501 · Professional Dues & Membership	9,765
520503 · Conferences & Meetings	31,407
520504 · Publications	28,756
520701 · General Liability Insurance Exp	198,500
520801 · Mileage Reimbursement	15,510
520803 · Travel Reimbursement	43,913
520805 · Supplies & Meals Reimbursement	3,462
520904 · Computer Install & Maintenance	19,828
522798 · Miscellaneous Expense	-
<b>Total Expense</b>	<u>4,550,406</u>
<b>Net Ordinary Income</b>	307,664
<b>Other Income/Expense</b>	
<b>Other Income</b>	
520100 · Investment Income	4,816
<b>Total Other Income</b>	<u>4,816</u>
<b>Other Expense</b>	
529996 · Attributed OPEB / HRA Expense	30,751
529997 · Unallocated Admin. Svcs - RGS	(612,442)
529999 · Allocated Unbillable Expenses	612,442
<b>Total Other Expense</b>	<u>30,751</u>
<b>Net Other Income</b>	<u>(25,935)</u>
<b>Net Income</b>	<u><u>281,730</u></u>
<b>Combined JPA Income</b>	<u><u>276,295</u></u>



**Regional Government Services**  
**Balance Sheet**  
As of December 31, 2015

	<b>Dec 31, 15</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
110030 - LAIF Account	1,171
110040 - CalTRUST Medium Term Fund	3,756,296
110050 - CalTRUST Short Term Fund	598,826
110060 - Rabobank Checking Account	20,666
110070 - Rabobank Money Market	548,913
<b>Total Checking/Savings</b>	4,925,872
<b>Accounts Receivable</b>	
131130 - Accounts Receivable	1,087,834
<b>Total Accounts Receivable</b>	1,087,834
<b>Other Current Assets</b>	
120005 - Prepaid Expenses	25,248
120010 - Prepaid Insurance	362
131131 - Accounts Receivable - Misc	3,174
145000 - Due from LGS	1,246
<b>Total Other Current Assets</b>	30,030
<b>Total Current Assets</b>	6,043,736
<b>TOTAL ASSETS</b>	<b>6,043,736</b>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
220010 - Accounts Payable	6,413
<b>Total Accounts Payable</b>	6,413
<b>Other Current Liabilities</b>	
214060 - Due to LGS	2,992,864
214070 - Due To/From MSA	1,394,168
221003 - 457/401A Retirement Liability	46,734
221006 - FSA Liability	911
221015 - Health Insurance Liability	(759)
221016 - Long Term Disability Liability	(16)
221017 - Short Term Disability Liability	(15)
221023 - Dental Insurance Liability	26
221024 - Vision Insurance Liability	8
221025 - Life Insurance/AD&D Liability	(25)
221029 - Garnishments	281
230060 - Accrued Salaries, Wages & Taxes	278,261
240010 - Deferred Revenue	63,173
250001 - Accrued Vacation	261,895
<b>Total Other Current Liabilities</b>	5,037,505
<b>Total Current Liabilities</b>	5,043,918
<b>Long Term Liabilities</b>	
260005 - Health Reimbursement Account	(18,249)
<b>Total Long Term Liabilities</b>	(18,249)
<b>Total Liabilities</b>	5,025,669
<b>Equity</b>	
32000 - Retained Earnings	(183,206)
370000 - Fund Bal Unreserved/Unrestrictcd	919,544
Net Income	281,730
<b>Total Equity</b>	1,018,067
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,043,736</b>

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-18-2016**  
**FROM:** Jennifer Bower, Director of Administrative Services **Item: 5A**  
**SUBJECT: APPROVE BOARD TRAINING FUNDS POLICY UPDATES**

**RECOMMENDATION**

Approve the revised Board Training Funds Policy.

**BACKGROUND**

Per the Executive Committee's direction, staff is proposing revisions to the Training Funds Policy. The proposed revisions clarify member eligibility and carry-forward of unused funds, as well as broaden the programs on which the Member Agencies may use these funds.

**FISCAL IMPACT**

There will be no fiscal impact to RGS of the proposed changes. The current approved amount allotted per Member Agency is \$12,000 as compensation to the Member Agency for time spent by Agency staff in their governance roll. The funding amount for future years is determined by approximate value of services rendered and availability of funds, and is appropriated as part of the annual budget approval process.

## **Board Training Funds Policy**

It is the policy of the JPA to provide training support to JPA governing member agencies in good standing. (See the Member in Good Standing policy for terms eligibility for training support.) The purpose of JPA training support for governing member agencies is recognize the contribution those agencies make to the governance of the JPA.

Training funds are available based on JPA funding availability and services provided the JPA. They are for a full year of service during the previous fiscal year, available only after the year has ended, and may be carried over for one fiscal year only. In 2014/15, \$12,000 is budgeted per member agency. The amount per member agency may be adjusted annually based on the level of services provided the JPA and funds available for training support.

Training funds may be used for any of the following by member agency staff:

- RGS sponsored training, such as the California Local Governance Summer Institute at Stanford or other such premier leadership programs.
- RGS sponsored and provided training, such as enrolling employees into the various RGS-provided academies.
- Coaching provided by RGS staff.
- Human Resources assistance in a variety of functional areas provided by RGS advisors, including an assessment of your organization's human resource practices and procedures.
- Finance assistance as an assessment of your organization's finance functions, services, practices, and procedures.

The use of training funds (or credits) should encourage the awareness and/or use of JPA services by member agencies and other public agencies. To that end, the JPA will prepare message material (such as a video about the value of JPA membership or use of JPA services for member agencies' governing bodies and executive management).

Requests for specific use of training funds should be directed to the JPA Director of Administrative Services.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 02-18-2016**  
**FROM:** Richard Averett, Executive Director **Item: 6A**  
**SUBJECT: AMMENDMENTS TO JOINT POWERS AGREEMENT TO PROVIDE  
MEMBER INDEMNITY AND TO ADD ASSOCIATE MEMBERSHIP**

### **RECOMMENDATION**

Recommend to Member Agencies that they approve amending the Restated Joint Powers Agreement to add a Member Indemnification provision and to add an Associate Membership category.

### **BACKGROUND**

The Amended and Restated Joint Powers Agreement was last amended in January 2005 to allow the JPA Board of Directors to add member agencies in the future without amending the Agreement each time a Member Agency was added or deleted. In a recent review, JPA legal counsel identified an additional measure that might enhance protection of Member Agencies and another that might enhance protection for the JPA and client agencies from adverse determinations of employer/employee status. Any amendment to the joint powers agreement would require approval by a majority vote of the Member Agencies' governing bodies.

### **PROPOSED CHANGES**

1. Member Agencies already have low exposure to claims upon the JPA. The existing Agreement provides that JPA "debts, liabilities and obligations shall not be the debts, liabilities and obligations of its members." However, by amending the Agreement to provide that the JPA will indemnify the Member Agencies for any liability of the Member Agencies related to JPA operations, an additional assurance could be added. Proposed language to be added to Article VII, Miscellaneous Provisions is as follows:
  9. RGS shall indemnify, defend and hold harmless the Members from and against any and all losses, liability, claims suits, actions, damages, causes of actions, and costs, including but not limited to reasonable attorneys' fees, arising out of the operation of RGS, except when such liability arises due to the sole negligence or willful misconduct of the Member.
2. The current Amended and Restated Joint Powers Agreement allows for one type of membership in the JPA: "Member". Members have the power to hold office in the JPA, vote on JPA matters and approve new membership to the JPA. The Joint Exercise of Powers Act (Government Code § 6500 et seq.) empowers public agencies to exercise by cooperative action any existing power common to the contracting public entities. Section 6505 provides that, "One or more of the parties may agree to provide all or a portion of the services to the other parties in the manner provided in the agreement." Thus, JPAs have statutory authority to employ staff and provide services. In defining the term "employee," the *Cargill* Court held that unless given reason to conclude that the Legislature intended the term to have a different meaning, "we also can only adhere to the common law test." The Legislature has carved out a statutory exception to CalPERS exclusive reliance on the common law employment test.

By creating a non-voting JPA membership status it is believed that the same statutory employer protections afforded governing members can be extended to client agencies. If approved, Agreement amendment language will be prepared for the Member Agencies' consideration. For client agreements expected to cost a substantial amount (i.e. likely to require client governing body approval), the JPA template will be modified to include Associate Membership.

### **FISCAL IMPACT**

If these amendments are approved for submittal to Member Agencies for their approval, and that approval is gained, additional legal services will be required during preparation and implementation of the changes. Legal costs are not expected to be significantly more than routinely incurred. If client agencies do not want to be associate members and take advantage of the additional protections afforded by it, there will be lost revenue opportunity. Missed revenue as a result of this change is not expected to be significant, if at all.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 2-18-2016**  
**FROM:** Richard Averett, Executive Director **Item: 6B**  
**SUBJECT: AUTHORIZE EXECUTIVE DIRECTOR TO PURSUE INCLUSION  
OF A PRIVATE FIRM'S SERVICES**

### **RECOMMENDATION**

Authorize the Executive Director to pursue inclusion of a private firm's services and personnel as another service line offered by Regional Government Services. Any significant policy decisions that either diverge from or impact the existing RGS model will be brought back to the governing body for consideration.

### **BACKGROUND**

In late-2015, the Executive Director began discussions with the president of an actuarial services firm specializing in public sector work, to possibly 'merge' the services and personnel into RGS or another corporate form. This firm was formed a few years after RGS began operations in January 2002. It provides public agencies with quality and cost-effective actuarial consulting services including retiree medical and pension GASB valuations, 2<sup>nd</sup> Tier design, actuarial audits and CalPERS retirement consulting. The firm has a client base of over 300 California cities, counties and special districts and serves these public agencies with a staff of 21 employees. The corporate structure is a limited liability corporation, with a President (65 percent owner) and four other co-owners/employees. Most employees hold actuarial licenses.

### **PRIMARY OBJECTIVES**

The primary objectives of bringing this enterprise into RGS are to add a necessary service line to complement existing HR and Finance services, associate with a highly respected firm, gain immediate business relationships with hundreds of public agencies, and to gain the skills of a highly trained and diverse workforce.

### **DISCUSSION**

Staff consulted with RGS legal counsel about various options including purchasing the private firm, forming a new public/private JPA, and other possible corporate structure. At this point, the path being considered is to bring the firm's services and personnel into the existing RGS JPA.

In addition to the legal considerations, several issues have arisen during discussions with the partners and will be briefly reviewed during the Executive Committee meeting. Those issues include:

1. Determination of value and compensation for partner equity;
2. Desire for a non-PERS defined benefit option;
3. Consideration of office space rental;
4. Review of contracting with/providing services for private companies (a minor portion of existing services); and
5. Integration of operations and outreach to clients of both agencies.

**FISCAL IMPACT**

It is not expected that there will be immediate, significant net costs or gains from bringing this firm's services and personnel into the JPA. Over time the additional client base should result in cross-services to more agencies, resulting in enhanced financial stability and incremental net gain.

**TO:** EXECUTIVE COMMITTEE

**EC Meeting: 02-18-2016**

**FROM:** Richard Averett, CFO

**Item: 6C**

**SUBJECT: ADDITIONAL CONTRIBUTION TO MSA FOR INSURANCE RESERVES**

**RECOMMENDATION**

Authorize an additional contribution to MSA of \$200,000 for insurance reserves.

**BACKGROUND**

Prior California Joint Powers Insurance Authority (CJPIA) RGS loss run for claims originating while the Agency was a member of the CJPIA insurance pool indicated a need to build Municipal Services Authority (MSA) reserves for eventual significant payouts. Final costs of the claims and costs passed through to the Agency are not known at this time, however approximately \$800,000 in MSA reserves have been set aside for these expenses and remaining MSA net equity (for other claims and for all other purposes) has been increased to \$1.8 million.

Staff is proposing additional contributions to MSA to better prepare the insurance pool to meet these and other expenses. A contribution of \$200,000 is expected to result in RGS net equity at fiscal-year-end of approximately \$800,000. With this proposed contribution from RGS, the current, preliminary MSA net equity before audit adjustments would be approximately \$2 million.

**FISCAL IMPACT**

An additional contribution of \$200,000 to MSA would reduce RGS net equity to \$800,000 or slightly more than the fiscal year-end target level of \$791,000 and better prepare the MSA for prior period claims expenses, future claims and needed reserves. RGS second-half financial performance for FY2016 is expected to neither add nor detract significantly from net equity.



**TO:** EXECUTIVE COMMITTEE  
**FROM:** Richard Averett, Executive Director  
**SUBJECT:** **AUTHORIZE APPOINTMENT OF BOARD SECRETARY**

**EC Meeting: 2-18-2016**  
**Item: 6D**

**RECOMMENDATION**

Authorize the appointment of Tiffany Buraglio as Board Secretary.

**BACKGROUND**

The JPA Executive Director has served in this capacity for much of the JPA's existence, while many of the duties of the office have been completed by RGS part-time staff. As reporting requirements have increased, especially those requiring Board Secretary signature, it is appropriate to designate the staff who regularly perform the duties.

The Executive Committee can act on behalf of the Board of Directors per the authority delegated to it under the joint powers agreement.

**FISCAL IMPACT**

There is no fiscal impact of this appointment.