

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

May 19, 2016
2:30 p.m.

Central Marin Police Authority
Community Room
250 Doherty Drive
Larkspur, CA 94939

1. CALL TO ORDER

- A. Election of Officers

Action

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 **February 18, 2016** Minutes
- B. Approval of Payments and Deposits made January 2016 through March 2016
- C. Approval of Investments Report through March 2016
- D. Approval of Regularly Scheduled Meetings Calendar
- E. Acceptance of RGS Position Listings
- F. Approval of Management Services Agreements

Action

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2016
- B. Authorization to Extend External Auditor Engagement

Information
Action

5. OLD BUSINESS - None

6. NEW BUSINESS

- A. Authorize Executive Director to Enter Into Procurement Agreements

Action

7. EXECUTIVE DIRECTOR, COMMITTEE, MSA AND MEMBER REPORTS

- A. Executive Director: updates on actuarial services; CJPIA trailing costs; LGSI apps 6/7
- B. Members:

Information
Information

8. ADJOURN

The next Meeting will take place August 18, 2016 at 1:00 p.m. in Walnut Creek.

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
FEBRUARY 18, 2016**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 18, 2016 at Dublin Civic Center Regional Meeting Room. The meeting was called to order at 12:39 p.m.

1. CALL TO ORDER

Members Present: Ken Nordhoff, Chair
Dan Schwarz, Vice-Chair
Julie Carter, Alternate Member
Steve Rogers, Member
Mike Garvey, Member

Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Administrative Services
Tara Sanders, Deputy Clerk of the Board

2. PUBLIC COMMENT – None.

3. APPROVAL OF CONSENT AGENDA

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

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

AYES: Nordhoff, Carter, Rogers, Schwarz, Garvey

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through December 2015
Executive Director Averett reviewed financial performance.

Executive Director Averett reported that the Authority's financial performance is better than expected at six months into the fiscal year, because new clients and additional work for existing partner agencies is being added at a faster rate than expiring work. From inception, the Authority has contracted with 158 agencies. This is an information item and no action was taken.

5. OLD BUSINESS

A. Approve Updates to Board Training Funds Policy

Director of Administrative Services Bower reviewed the proposed changes to the training allowance, including a one year carry over of unspent allowance, and expanded use of funds by member agencies. Members who are in good standing and have reached one year of service for the Authority are eligible for the funds. Ms. Bower will check each member agency's use of available funds so that member agencies can plan for future use of the funds.

Action: Moved and seconded (Rogers/Garvey) to approve the updated Board Training Funds Policy.

AYES: Nordhoff, Schwarz, Carter, Rogers, Garvey

NOES: None

ABSTAIN: None

Recess to Closed Session 12:52 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 2:45 p.m.

- A. Report from Closed Session – Direction was provided to legal counsel and staff.

6. NEW BUSINESS

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

The Executive Committee directed that staff and counsel comprehensively review the JPA agreement and bring back policy changes, including indemnification, for reconsideration.

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

Executive Director Averett reviewed the report and remaining issues associated with adding this additional service and twenty-one employees, to the RGS model. One concern from the firm is the lack of a defined benefit plan. The chances of going forward with incorporating the firm into RGS are fifty-fifty at best. The Executive Director is seeking feedback and considerations from Committee while continuing to work with the firm. If LGS audit results in discontinuing our PERS contract, then LGS may be a good home for DB plan in a few years if employees can come to RGS for a few years with the possibility of a DB plan option. Committee Members expressed support for the concept, but some Members had reservations about accommodating changes to the RGS model and the cost of these services (as currently charged by the firm).

This item was continued until for further discussions. A Special Meeting in approximately 30 days may be needed to address items A and B.

- C. Authorize an Additional Contribution of \$200,000.00 to MSA for Insurance Reserves
Action: Moved and seconded (Garvey/Schwarz) to approve an additional contribution to MSA.
AYES: Nordhoff, Schwarz, Carter, Rogers, Garvey
NOES: None
ABSTAIN: None
- D. Authorize the Appointment of a Board Secretary
Action: Moved and seconded (Schwarz/Rogers) to approve the appointment of Tiffany Buraglio as Board Secretary.
AYES: Nordhoff, Schwarz, Carter, Rogers, Garvey
NOES: None
ABSTAIN: None

7. EXECUTIVE DIRECTOR, COMMITTEE, MSA AND MEMBER REPORTS

- A. Executive Director: Discussions with CJPIA about a settlement offer, which the Committee would ultimately consider for approval; Meetings calendar – suggested moving the Executive Director Compensation annual review from May to August Meeting, and making the August meeting the annual Board meeting.
(Future meeting topics: Contracting & Subcontracting Guidelines)

Executive Director Averett clarified as required by California Code to have an annual meeting of the Board and requests to have Executive Committee approve budget in May for next year. In August, Board and Committee elections are scheduled, so therefore, the Executive Director requested that the Board not meet in May and have annual meeting at election time in August. Goals are tied to performance for the fiscal year and more appropriate for a report in August.

Vice Chair Schwarz welcomes a review in August.

- B. Members:

RGS Executive Committee Member Carter informed that Dublin is a member of the ABAG PLAN, a pool for insurance purposes with twenty-eight member cities. The pool members wish to stay together yet all need “home” for pool administration. PLAN is a Public Benefit Corporation. Committee Members expressed support for RGS possibly providing contractual work, but not taking on all the responsibilities and risks of an insurance pool.

- 8. ADJOURNMENT** – The meeting adjourned at 3:31 p.m. The next regular meeting is scheduled for May 19, 2016 at 1:00 p.m. in Larkspur.

TO: EXECUTIVE COMMITTEE **EC Meeting: 05-19-2016**
FROM: Richard Averett, CFO **Item: 3B**
SUBJECT: PAYMENTS AND DEPOSITS – JANUARY 2016 THROUGH MARCH 2016

RECOMMENDATION

Review and approve expenditures made by the JPA for the period indicated.

BACKGROUND

The Executive Committee reviews and approves expenditures made by the JPA on a quarterly basis. This approval process is a component of JPA internal controls. Deposit history is also included in the list.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by staff.
2. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. The Executive Director or designee reviews, prints and signs/authorizes checks. All payments, including electronic payments, are reviewed by the Executive Director in a weekly disbursement report submitted by the Finance Department. This report contains all disbursements from the previous week. Information provided includes: date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, and check or journal number.
4. All payments are brought to the next regular meeting of Executive Committee (or Board of Directors) meeting for review and approval.

FISCAL IMPACT

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Rabobank money market account, in the Local Agency Investment Fund (LAIF) investment pool and in the CalTrust medium term and short term investment pools. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequently approved action by the Board/Executive Committee.

**Regional Government Services
Transactions by Account
As of March 31, 2016**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
110060 · Rabobank Checking Account							20,310.06
	Deposit	01/04/2016			Deposit	750.00	21,060.06
	Payment	01/04/2016	17276	Coastside Fire		433.44	21,493.50
	Payment	01/04/2016	54682	Hillsborough		1,537.50	23,031.00
	Payment	01/04/2016	61542	WETA		824.00	23,855.00
	Payment	01/04/2016	1315	CFASC		125.00	23,980.00
	Transfer	01/07/2016			Funds Transfer	385,000.00	408,980.00
	General Journal	01/07/2016	900		12/31/15 net pay	-188,467.92	220,512.08
	Check	01/07/2016	ZBA	LGS		-97,367.45	123,144.63
	General Journal	01/08/2016	901		12/31/15 payroll taxes and fees	-73,269.97	49,874.66
	Payment	01/08/2016	70232	Artesia		22,997.50	72,872.16
	Payment	01/08/2016	79770	MTC		84,973.99	157,846.15
	Deposit	01/08/2016			Deposit	15,291.00	173,137.15
	Deposit	01/08/2016			Deposit	14,500.00	187,637.15
	Check	01/08/2016	114	Franchise Tax Board		-58.95	187,578.20
	Check	01/08/2016	ZBA	LGS		-42,900.19	144,678.01
	General Journal	01/11/2016	902		12/31/15 UTC 401a remittance	-27,733.00	116,945.01
	General Journal	01/11/2016	902		12/31/15 UTC 457 remittance	-19,222.67	97,722.34
	Bill Pmt -Check	01/11/2016	5193	Employment Research Services		-897.76	96,824.58
	Bill Pmt -Check	01/11/2016	5194	Managed Health Network		-470.60	96,353.98
	Bill Pmt -Check	01/11/2016	5195	Mary E Uzupis		-5,162.50	91,191.48
	Bill Pmt -Check	01/11/2016	5196	One Mind Communications		-4,500.00	86,691.48
	Bill Pmt -Check	01/11/2016	5197	Tripepi Smith & Associates		-309.30	86,382.18
	Deposit	01/11/2016			Deposit	750.00	87,132.18
	Payment	01/11/2016	240996	Michael Bush		1,492.79	88,624.97
	Payment	01/11/2016	281149	Alameda		10,900.00	99,524.97
	Payment	01/11/2016	70299	Artesia		48,810.00	148,334.97
	Payment	01/11/2016	116400	Patterson		15,050.40	163,385.37
	Payment	01/11/2016	54248	Rocklin		17,208.15	180,593.52
	Payment	01/11/2016	111457	Santa Barbara Metropolitan Transportation		777.75	181,371.27
	Payment	01/11/2016	990581255	Stanislaus Council of Govts		375.00	181,746.27
	Payment	01/11/2016	72201	Windsor		208.71	181,954.98
	Payment	01/12/2016	2000669560	Marin County		17,853.87	199,808.85
	Transfer	01/12/2016			Funds Transfer	-180,000.00	19,808.85
	Check	01/12/2016	ZBA	LGS		-6,627.86	13,180.99
	General Journal	01/12/2016	931		2015- FSA admin fee	-138.30	13,042.69
	General Journal	01/12/2016	933		12/31/15 FSA contribution	-1,925.67	11,117.02
	Check	01/12/2016			Service Charge	-190.93	10,926.09
	Payment	01/14/2016	2000670043	Marin County		11,440.80	22,366.89
	Payment	01/14/2016	31635	Dublin		2,700.00	25,066.89
	Payment	01/14/2016	314884	San Rafael		19,180.10	44,246.99
	Payment	01/14/2016	22238	Dyett & Bhatia		21,330.00	65,576.99
	Check	01/19/2016	ZBA	LGS - TAM*		-18,292.58	47,284.41
	Payment	01/20/2016	79960	MTC		735.13	48,019.54

**Regional Government Services
Transactions by Account
As of March 31, 2016**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Payment	01/20/2016	58952	Novato Sanitary District		5,462.50	53,482.04
Payment	01/20/2016	619536	San Bernardino Assoc Govts		985.95	54,467.99
Payment	01/20/2016	33635	VCTC2		9,649.25	64,117.24
Check	01/21/2016	ZBA	LGS		-461.00	63,656.24
Check	01/21/2016	115	Franchise Tax Board		-164.43	63,491.81
Deposit	01/22/2016			Deposit	140,000.00	203,491.81
Deposit	01/22/2016			Deposit	255,255.59	458,747.40
Payment	01/22/2016	21777	Avalon-Cabrillo		12,671.12	471,418.52
Payment	01/22/2016	22255	Dyett & Bhatia		8,300.00	479,718.52
Transfer	01/22/2016			Funds Transfer	215,000.00	694,718.52
General Journal	01/22/2016	904		01/15/16 net pay	-209,708.83	485,009.69
Check	01/22/2016	ZBA	LGS		-88,768.42	396,241.27
General Journal	01/25/2016	905		01/15/16 payroll taxes and fees	-76,878.58	319,362.69
Bill Pmt -Check	01/25/2016	5198	City of Foster City	BAERS Annual Membership	-2,756.00	316,606.69
Bill Pmt -Check	01/25/2016	5199	Employment Research Services		-235.00	316,371.69
Bill Pmt -Check	01/25/2016	5200	Mary E Uzupis		-4,245.03	312,126.66
Bill Pmt -Check	01/25/2016	5201	Meyers Nave		-19,334.37	292,792.29
Bill Pmt -Check	01/25/2016	5202	Tripepi Smith & Associates		-7,500.00	285,292.29
Bill Pmt -Check	01/25/2016	5204	US Bank		-15,958.30	269,333.99
Bill Pmt -Check	01/25/2016	5204	Keenan & Associates (MIC)		-20,572.44	248,761.55
Transfer	01/25/2016			Funds Transfer	-170,000.00	78,761.55
General Journal	01/25/2016	914		Dental premium 2016-01	-6,996.66	71,764.89
General Journal	01/25/2016	915		Vision premium pmt 2016-01	-1,040.34	70,724.55
General Journal	01/25/2016	916		Health Ins Actives premium 2016-01	-51,580.82	19,143.73
General Journal	01/25/2016	916		Health Ins COBRA premium 2016-01	-1,322.50	17,821.23
Check	01/25/2016	ZBA	LGS		-34,551.49	-16,730.26
Deposit	01/26/2016			Deposit	750.00	-15,980.26
Payment	01/26/2016	116568	Patterson		15,964.00	-16.26
Payment	01/26/2016	46020	San Mateo Harbor Dist		29,308.25	29,291.99
Payment	01/26/2016	144351	Sausalito		11,161.96	40,453.95
Payment	01/26/2016	45811	Yountville		37,581.43	78,035.38
General Journal	01/27/2016	920		1/15/16 UTC 401a remittance	-30,829.53	47,205.85
General Journal	01/27/2016	920		1/15/16 UTC 457 remittance	-20,915.83	26,290.02
Check	01/27/2016	ZBA	LGS		-6,526.21	19,763.81
General Journal	01/27/2016	932		1/15/16 FSA contribution	-1,956.97	17,806.84
Payment	01/28/2016	22743	Belvedere		5,605.00	23,411.84
Payment	01/28/2016	8776362	C - IV		131,571.11	154,982.95
Payment	01/28/2016	31782	Dublin		3,375.00	158,357.95
Payment	01/28/2016	2478753	San Luis Obispo		32,153.00	190,510.95
Payment	01/28/2016	2478589	SLOCOG Pub Ed Svc		9,067.50	199,578.45
Payment	01/28/2016	315227	San Rafael		30,252.00	229,830.45
General Journal	01/28/2016	917		Life and Disability premium for 2016-01	-2,935.78	226,894.67
Transfer	01/29/2016			Funds Transfer	-195,000.00	31,894.67
Check	01/29/2016	ZBA	LGS		-19,876.33	12,018.34

Regional Government Services
Transactions by Account
As of March 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	01/31/2016	934		C Carter Net Pay PPE 9-30-15	-116.90	11,901.44
Payment	02/01/2016	70401	Artesia		24,247.50	36,148.94
Payment	02/01/2016	17341	Coastside Fire		1,125.00	37,273.94
Payment	02/01/2016	43255	Colma		8,449.50	45,723.44
Payment	02/01/2016	128104	Healdsburg		10,090.50	55,813.94
Payment	02/01/2016	48859	Livermore AR&PD		41.65	55,855.59
Payment	02/01/2016	7003001779	MERA		3,007.31	58,862.90
Payment	02/01/2016	58997	Novato Sanitary District		5,577.50	64,440.40
Payment	02/01/2016	50334	Portola Valley		1,591.52	66,031.92
Payment	02/01/2016	15204	REMIF		90.00	66,121.92
Payment	02/01/2016	54451	Rocklin		13,073.60	79,195.52
Payment	02/01/2016	229867	Rohnert Park		4,064.00	83,259.52
Payment	02/01/2016	111644	Santa Barbara Metropolitan Transportation		44.50	83,304.02
Payment	02/01/2016	85330	Seaside		2,300.00	85,604.02
Payment	02/01/2016	247188	South San Francisco		3,038.00	88,642.02
Payment	02/01/2016	335518	Walnut Creek		4,332.00	92,974.02
Payment	02/01/2016	1363	CFASC		2,500.00	95,474.02
Payment	02/01/2016	33688	VCTC2		4,996.45	100,470.47
Bill Pmt -Check	02/01/2016	5205	GODBE CORPORATION		-16,130.00	84,340.47
Bill Pmt -Check	02/01/2016	5206	Managed Health Network		-506.80	83,833.67
Bill Pmt -Check	02/01/2016		Tripepi Smith & Associates	VOID:	0.00	83,833.67
Check	02/01/2016	ZBA	LGS		-336.00	83,497.67
Deposit	02/03/2016			Deposit	6,949.89	90,447.56
Payment	02/03/2016	2000673823	MGSA		143.75	90,591.31
Payment	02/03/2016	2000673823	Marin County		5,472.00	96,063.31
Transfer	02/03/2016			Funds Transfer	310,000.00	406,063.31
Deposit	02/04/2016			Deposit	4,025.42	410,088.73
Deposit	02/04/2016			Deposit	3,148.88	413,237.61
Deposit	02/04/2016			Deposit	6,000.00	419,237.61
Payment	02/04/2016	51483	Colfax		3,610.00	422,847.61
Payment	02/04/2016	22278	Dyett & Bhatia		13,915.60	436,763.21
Payment	02/04/2016	80274	MTC		76,334.67	513,097.88
Payment	02/04/2016	56026	Ross Valley Sanitation District		14,792.20	527,890.08
Payment	02/04/2016	61642	WETA		309.00	528,199.08
Payment	02/04/2016	44237	Winters		1,120.00	529,319.08
General Journal	02/04/2016	927		1/31//16 net pay	-215,438.38	313,880.70
Check	02/04/2016	ZBA	LGS		-94,236.55	219,644.15
Deposit	02/05/2016			Deposit	727.95	220,372.10
General Journal	02/05/2016	928		1/31//16 payroll taxes and fees	-75,385.03	144,987.07
Deposit	02/05/2016			Deposit	22,091.03	167,078.10
Check	02/05/2016	ZBA	LGS		-32,154.37	134,923.73
Check	02/05/2016	116	Franchise Tax Board		-460.08	134,463.65
Bill Pmt -Check	02/07/2016	5207	Tripepi Smith & Associates		-7,972.50	126,491.15
Check	02/07/2016	117	Franchise Tax Board		-415.46	126,075.69

**Regional Government Services
Transactions by Account
As of March 31, 2016**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Deposit	02/08/2016			Deposit	3,640.35	129,716.04
Payment	02/08/2016	5695462	Michael Bush		1,492.79	131,208.83
Payment	02/08/2016	281858	Alameda		12,550.00	143,758.83
Payment	02/08/2016	21833	Avalon		8,360.00	152,118.83
Payment	02/08/2016	57949	Cotati		1,045.50	153,164.33
Payment	02/08/2016	17363	Coastside Fire		433.44	153,597.77
Payment	02/08/2016	428314	Hayward		14,173.75	167,771.52
Payment	02/08/2016	68028	Larkspur		10,096.50	177,868.02
Payment	02/08/2016	135223	Oakdale		3,146.87	181,014.89
Payment	02/08/2016	33258	Pacifica		665.00	181,679.89
Payment	02/08/2016	2479992	San Luis Obispo		1,266.00	182,945.89
Payment	02/08/2016	16341	San Mateo County Mosquito		2,885.50	185,831.39
Payment	02/08/2016	85429	Seaside		178.02	186,009.41
Payment	02/08/2016	247346	South San Francisco		200.00	186,209.41
Payment	02/08/2016	990582931	Stanislaus Council of Govts		13,112.50	199,321.91
Payment	02/08/2016	38729	Union City		13,750.00	213,071.91
Payment	02/08/2016	749966	Vallejo		3,060.00	216,131.91
Payment	02/08/2016	185	Ventura Council of Govts		552.50	216,684.41
Payment	02/08/2016	72438	Windsor		2,577.71	219,262.12
Transfer	02/09/2016			Funds Transfer	-150,000.00	69,262.12
General Journal	02/09/2016	964		1/31/16 FSA contribution	-1,979.70	67,282.42
Check	02/09/2016			Service Charge	-125.59	67,156.83
General Journal	02/10/2016	939		1/31/16 UTC 401a remittance	-31,110.78	36,046.05
General Journal	02/10/2016	939		1/31/16 UTC 457 remittance	-18,749.47	17,296.58
Check	02/10/2016	ZBA	LGS		-7,124.10	10,172.48
General Journal	02/10/2016	965		2016-01 FSA admin fee & Annual Participant Fee	-853.00	9,319.48
Bill Pmt -Check	02/11/2016	5208	Kittelson & Associates		-2,000.00	7,319.48
Bill Pmt -Check	02/11/2016	5209	Mary E Uzupis		-21,087.50	-13,768.02
General Journal	02/11/2016	936		Dental premium 2016-02	-6,522.15	-20,290.17
General Journal	02/12/2016	935		Health Ins Actives premium 2016-02	-21,607.43	-41,897.60
General Journal	02/12/2016	937		Vision premium pmt 2016-02	-962.71	-42,860.31
General Journal	02/12/2016	938		Health Ins Actives premium 2016-02	-55,676.84	-98,537.15
General Journal	02/12/2016	938		Health Ins COBRA premium 2016-02	-1,322.50	-99,859.65
Transfer	02/12/2016			Funds Transfer	110,000.00	10,140.35
Payment	02/16/2016	2000676095	LGS - TAM		15,349.04	25,489.39
Deposit	02/16/2016			Deposit	727.95	26,217.34
Deposit	02/16/2016			Deposit	15,291.00	41,508.34
Payment	02/16/2016	235288	Benicia		4,425.00	45,933.34
Payment	02/16/2016	40007	Los Altos Hills		1,992.00	47,925.34
Payment	02/16/2016	400111	Salinas		1,708.00	49,633.34
Payment	02/16/2016	2480650	SLOCOG Pub Ed Svc		541.97	50,175.31
Payment	02/16/2016	16372	San Mateo County Mosquito		2,042.50	52,217.81
Payment	02/16/2016	1372	CFASC		6,084.25	58,302.06
Payment	02/18/2016	2000676510	Marin County		7,654.00	65,956.06

Regional Government Services
Transactions by Account
As of March 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/18/2016			Deposit	5,096.85	71,052.91
Deposit	02/18/2016			Deposit	750.00	71,802.91
Payment	02/18/2016	902466	Central Marin Police Auth		685.58	72,488.49
Payment	02/18/2016	54991	Hillsborough		525.00	73,013.49
Payment	02/18/2016	33730	VCTC2		700.50	73,713.99
Transfer	02/18/2016			Funds Transfer	200,000.00	273,713.99
General Journal	02/18/2016	949		Add'l Contribution to MSA	-200,000.00	73,713.99
Transfer	02/19/2016			Funds Transfer	185,000.00	258,713.99
General Journal	02/19/2016	947		02/15/16 net pay	-230,533.05	28,180.94
Check	02/19/2016	ZBA	LGS		-17,661.27	10,519.67
General Journal	02/22/2016	948		02/15/16 payroll taxes and fees	-76,408.67	-65,889.00
Deposit	02/22/2016			Deposit	1,456.20	-64,432.80
Payment	02/22/2016	30697	Municipal Pooling Auth		1,710.00	-62,722.80
Payment	02/22/2016	93757	Novato		8,970.00	-53,752.80
Payment	02/22/2016	33483	Pacifica		1,852.50	-51,900.30
Payment	02/22/2016	50450	Piedmont		15,345.00	-36,555.30
Payment	02/22/2016	17418	Pittsburg		627.00	-35,928.30
Payment	02/22/2016	56234	Ross Valley Sanitation District		13,424.85	-22,503.45
Payment	02/22/2016	46096	San Mateo Harbor Dist		33,396.07	10,892.62
Payment	02/22/2016	247688	South San Francisco		2,260.00	13,152.62
Payment	02/22/2016	247790	South San Francisco		3,720.00	16,872.62
Payment	02/22/2016	187	Ventura Council of Govts		2,380.00	19,252.62
Payment	02/22/2016	1387	CFASC		16,617.35	35,869.97
Check	02/22/2016	ZBA	LGS		-31,933.11	3,936.86
Check	02/22/2016	ZBA	LGS		-95,091.99	-91,155.13
Check	02/22/2016	118	Franchise Tax Board		-569.57	-91,724.70
Deposit	02/24/2016			Deposit	160,239.59	68,514.89
General Journal	02/24/2016	951		2/15/16 UTC 401a remittance	-16,784.73	51,730.16
General Journal	02/24/2016	951		2/15/16 UTC 457 remittance	-32,681.07	19,049.09
Transfer	02/24/2016			Funds Transfer	-175,000.00	-155,950.91
Bill Pmt -Check	02/25/2016	5210	CCMF		-500.00	-156,450.91
Bill Pmt -Check	02/25/2016	5211	Meyers Nave		-15,317.42	-171,768.33
Bill Pmt -Check	02/25/2016	5212	Tripepi Smith & Associates		-745.00	-172,513.33
Bill Pmt -Check	02/25/2016	5213	US Bank		-22,009.50	-194,522.83
Payment	02/25/2016	32056	Dublin		2,700.00	-191,822.83
Payment	02/25/2016	22318	Dyett & Bhatia		1,050.00	-190,772.83
Payment	02/25/2016	10738102	Placer County MAD		2,578.00	-188,194.83
Payment	02/25/2016	15236	REMIF		4,044.00	-184,150.83
Payment	02/25/2016	230218	Rohnert Park		3,712.00	-180,438.83
Payment	02/25/2016	85559	Seaside		1,552.50	-178,886.33
Payment	02/25/2016	45961	Yountville		30,207.81	-148,678.52
General Journal	02/25/2016	953		Life and Disability premium for 2016-02	-2,990.95	-151,669.47
Check	02/25/2016	ZBA	LGS		-6,719.02	-158,388.49
Deposit	02/26/2016			Deposit	927.91	-157,460.58

Regional Government Services
Transactions by Account
As of March 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Payment	02/26/2016	22862	Belvedere		3,206.25	-154,254.33
Payment	02/26/2016	51541	Colfax		5,320.00	-148,934.33
Payment	02/26/2016	619896	San Bernardino Assoc Govts		1,111.95	-147,822.38
Payment	02/26/2016	315791	San Rafael		9,877.50	-137,944.88
Deposit	02/26/2016			Deposit	135.93	-137,808.95
Payment	02/29/2016	282364	Alameda		10,350.00	-127,458.95
Payment	02/29/2016	8795863	C - IV		128,986.25	1,527.30
Payment	02/29/2016	43396	Colma		5,698.50	7,225.80
Payment	02/29/2016	107160	Kittelson & Associates, Inc.		5,825.00	13,050.80
Payment	02/29/2016	7003001795	MERA		5,082.65	18,133.45
Payment	02/29/2016	116927	Patterson		20,645.00	38,778.45
Payment	02/29/2016	50402	Portola Valley		2,194.50	40,972.95
Payment	02/29/2016	54710	Rocklin		5,137.87	46,110.82
Payment	02/29/2016	230429	Rohnert Park		4,640.00	50,750.82
Payment	02/29/2016	2482575	San Luis Obispo		32,098.72	82,849.54
Payment	02/29/2016	2482335	SLOCOG Pub Ed Svc		15,232.50	98,082.04
Payment	02/29/2016	16398	San Mateo County Mosquito		893.00	98,975.04
Payment	02/29/2016	990584180	Stanislaus Council of Govts		5,250.00	104,225.04
Payment	02/29/2016	498491	Vacaville		17,520.00	121,745.04
Payment	02/29/2016	33766	VCTC2		5,339.50	127,084.54
Payment	02/29/2016	336334	Walnut Creek		4,218.00	131,302.54
Payment	02/29/2016	61731	WETA		309.00	131,611.54
Deposit	02/29/2016			Deposit	5,096.25	136,707.79
Deposit	02/29/2016			Deposit	2,912.70	139,620.49
Deposit	03/01/2016			Deposit	19,762.28	159,382.77
Payment	03/01/2016	2000678806	LGS - TAM		24,873.52	184,256.29
Check	03/01/2016	ZBA	LGS		-19,051.39	165,204.90
Deposit	03/02/2016			Deposit	750.00	165,954.90
Payment	03/02/2016	39899	Half Moon Bay		4,574.25	170,529.15
Payment	03/02/2016	128602	Healdsburg		9,490.50	180,019.65
Payment	03/02/2016	44423	Winters		4,305.00	184,324.65
Payment	03/03/2016	22022	Avalon		9,185.00	193,509.65
Payment	03/03/2016	32647	Economic & Planning Systems		2,650.00	196,159.65
Payment	03/03/2016	40069	Los Altos Hills		498.00	196,657.65
Payment	03/03/2016	80726	MTC		69,390.66	266,048.31
General Journal	03/04/2016	959		02/29/16 net pay	-220,668.33	45,379.98
Deposit	03/04/2016			Deposit	17,915.17	63,295.15
Check	03/04/2016	ZBA	LGS		-94,907.40	-31,612.25
General Journal	03/04/2016	998		02/15/16 FSA contribution	-1,879.70	-33,491.95
General Journal	03/07/2016	960		02/29/16 payroll taxes and fees	-74,894.14	-108,386.09
Deposit	03/07/2016			Deposit	750.00	-107,636.09
Payment	03/07/2016	235678	Benicia		1,012.50	-106,623.59
Payment	03/07/2016	902537	Central Marin Police Auth		1,203.43	-105,420.16
Payment	03/07/2016	68069	Cotati		1,417.00	-104,003.16

Regional Government Services
Transactions by Account
As of March 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Payment	03/07/2016	135417	Oakdale		3,643.76	-100,359.40
Payment	03/07/2016	50559	Piedmont		2,640.00	-97,719.40
Payment	03/07/2016	10739867	Placer County MAD		3,486.91	-94,232.49
Payment	03/07/2016	72690	Windsor		1,550.00	-92,682.49
Check	03/07/2016	ZBA	LGS		-32,529.84	-125,212.33
Payment	03/08/2016	2000680095	MGSA		215.50	-124,996.83
Deposit	03/08/2016			Deposit	6,949.89	-118,046.94
General Journal	03/08/2016	973		2/29/16 UTC 401a remittance	-31,878.73	-149,925.67
General Journal	03/08/2016	973		2/29/16 UTC 457 remittance	-16,113.79	-166,039.46
Check	03/09/2016	ZBA	LGS		-7,208.56	-173,248.02
Check	03/09/2016			Service Charge	-167.66	-173,415.68
Bill Pmt -Check	03/10/2016	5215	Managed Health Network		-506.80	-173,922.48
Bill Pmt -Check	03/10/2016	5216	Mary E Uzupis		-32,492.72	-206,415.20
Bill Pmt -Check	03/10/2016	5217	Michael Garvey		-42.58	-206,457.78
Bill Pmt -Check	03/10/2016	5218	Tripepi Smith & Associates		-78.75	-206,536.53
Payment	03/10/2016	2000680731	Marin County		12,076.40	-194,460.13
Deposit	03/10/2016			Deposit	750.00	-193,710.13
Payment	03/10/2016	10420278	Michael Bush		1,492.79	-192,217.34
Payment	03/10/2016	68255	Larkspur		2,984.50	-189,232.84
Deposit	03/10/2016			Deposit	45.07	-189,187.77
Deposit	03/11/2016			Deposit	1,455.90	-187,731.87
Transfer	03/11/2016			Funds Transfer	93,000.00	-94,731.87
General Journal	03/11/2016	969		Health Ins Actives premium 2016-03	-24,821.50	-119,553.37
General Journal	03/11/2016	969		Health Ins Actives premium 2016-02	0.00	-119,553.37
General Journal	03/11/2016	970		Health Ins Actives premium 2016-03	-56,734.80	-176,288.17
General Journal	03/11/2016	970		Health Ins COBRA premium 2016-03	-1,322.50	-177,610.67
General Journal	03/11/2016	971		Dental premium 2016-03	-7,025.43	-184,636.10
Check	03/11/2016	ZBA	LGS		-336.00	-184,972.10
General Journal	03/14/2016	972		Vision premium pmt 2016-03	-1,085.50	-186,057.60
Deposit	03/14/2016			Deposit	190.20	-185,867.40
Deposit	03/14/2016			Deposit	5,800.00	-180,067.40
Deposit	03/14/2016			Deposit	9,491.00	-170,576.40
Payment	03/14/2016	17445	Coastside Fire		577.92	-169,998.48
Payment	03/14/2016	498780	Vacaville		2,160.00	-167,838.48
Payment	03/14/2016	68301	Larkspur		10,462.00	-157,376.48
Deposit	03/14/2016			Deposit	1,245.90	-156,130.58
Deposit	03/14/2016			Deposit	2,911.80	-153,218.78
Bill Pmt -Check	03/15/2016	5219	Keenan & Associates		-6,962.00	-160,180.78
Check	03/15/2016	ZBA	LGS		-18,152.88	-178,333.66
Payment	03/17/2016	59153	Novato Sanitary District		1,552.50	-176,781.16
Payment	03/17/2016	191	Ventura Council of Govts		1,530.00	-175,251.16
Payment	03/17/2016	22332	Dyett & Bhatia		8,418.04	-166,833.12
Payment	03/18/2016	33802	VCTC2		4,500.00	-162,333.12
Payment	03/18/2016	46118	Yountville		40,298.28	-122,034.84

Regional Government Services
Transactions by Account
As of March 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	03/18/2016			Deposit	919.71	-121,115.13
Transfer	03/18/2016			Funds Transfer	300,000.00	178,884.87
General Journal	03/21/2016	979		03/15/16 net pay	-245,027.54	-66,142.67
Deposit	03/21/2016			Deposit	3,000.00	-63,142.67
Payment	03/21/2016	120814	Albany		5,890.00	-57,252.67
Payment	03/21/2016	22115	Avalon		595.30	-56,657.37
Payment	03/21/2016	23829	Cameron Park CSD		1,000.00	-55,657.37
Payment	03/21/2016	68138	Cotati		657.00	-55,000.37
Payment	03/21/2016	107413	Kittelson & Associates, Inc.		3,525.00	-51,475.37
Payment	03/21/2016	93990	Novato		16,282.50	-35,192.87
Payment	03/21/2016	17418	Pittsburg		2,398.00	-32,794.87
Payment	03/21/2016	56478	Ross Valley Sanitation District		21,256.15	-11,538.72
Payment	03/21/2016	144799	Sausalito		4,555.03	-6,983.69
Payment	03/21/2016	248542	South San Francisco		3,038.00	-3,945.69
Transfer	03/21/2016			Funds Transfer	80,000.00	76,054.31
Check	03/21/2016	ZBA	LGS		-91,738.49	-15,684.18
General Journal	03/22/2016	980		03/22/16 payroll taxes and fees	-82,096.35	-97,780.53
General Journal	03/22/2016	982		3/15/16 UTC 401a remittance	-34,908.72	-132,689.25
General Journal	03/22/2016	982		3/15/16 UTC 457 remittance	-15,307.69	-147,996.94
Check	03/22/2016	ZBA	LGS		-31,750.00	-179,746.94
Deposit	03/23/2016			Deposit	225,710.01	45,963.07
Deposit	03/23/2016			Deposit	6.59	45,969.66
Payment	03/23/2016	18543	Contra Costa Transit		820.00	46,789.66
Payment	03/23/2016	32406	Dublin		2,700.00	49,489.66
Payment	03/23/2016	10742212	Placer County MAD		2,916.63	52,406.29
Bill Pmt -Check	03/24/2016	5220	Employment Research Services		-214.00	52,192.29
Bill Pmt -Check	03/24/2016	5221	Managed Health Network		-506.80	51,685.49
Bill Pmt -Check	03/24/2016	5222	Meyers Nave		-24,347.08	27,338.41
Bill Pmt -Check	03/24/2016	5223	US Bank		-17,784.85	9,553.56
Transfer	03/24/2016			Funds Transfer	-160,000.00	-150,446.44
Check	03/24/2016	ZBA	LGS		-7,378.61	-157,825.05
General Journal	03/24/2016	999		02/29/16 FSA contribution	-1,879.70	-159,704.75
Deposit	03/25/2016			Deposit	140,000.00	-19,704.75
Transfer	03/25/2016			Funds Transfer	-157,000.00	-176,704.75
General Journal	03/25/2016	981		Life and Disability premium for 2016-03	-2,970.46	-179,675.21
Payment	03/28/2016	5478	Nannette Brown		18.17	-179,657.04
Payment	03/28/2016	283137	Alameda		1,700.00	-177,957.04
Payment	03/28/2016	22176	Avalon-Cabrillo		7,828.88	-170,128.16
Payment	03/28/2016	22176	Avalon		11,280.80	-158,847.36
Payment	03/28/2016	243342	Benicia		300.00	-158,547.36
Payment	03/28/2016	8811694	C - IV		162,504.74	3,957.38
Payment	03/28/2016	902599	Central Marin Police Auth		1,137.52	5,094.90
Payment	03/28/2016	43534	Colma		5,436.50	10,531.40
Payment	03/28/2016	7003001813	MERA		5,710.71	16,242.11

**Regional Government Services
Transactions by Account
As of March 31, 2016**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Payment	03/28/2016	2486016	San Luis Obispo		20,060.10	36,302.21
Payment	03/28/2016	316341	San Rafael		21,195.00	57,497.21
Payment	03/28/2016	144848	Sausalito		10,301.30	67,798.51
Payment	03/28/2016	85975	Seaside		690.00	68,488.51
Payment	03/28/2016	3016148	Ukiah		4,312.50	72,801.01
Payment	03/28/2016	39508	Union City		17,480.00	90,281.01
Payment	03/28/2016	499128	Vacaville		17,600.00	107,881.01
Payment	03/28/2016	59239	Vallejo Sanitation		10,600.00	118,481.01
Payment	03/28/2016	337214	Walnut Creek		4,560.00	123,041.01
Payment	03/28/2016	61820	WETA		3,708.00	126,749.01
Transfer	03/29/2016			Funds Transfer	-150,000.00	-23,250.99
Payment	03/30/2016	2000684169	LGS - TAM		29,699.04	6,448.05
Deposit	03/30/2016			Deposit	24,398.68	30,846.73
Transfer	03/30/2016			Funds Transfer	-125,000.00	-94,153.27
General Journal	03/30/2016	989		HRA Contribution Q1 2016	-12,750.00	-106,903.27
Check	03/30/2016	ZBA	LGS		-18,442.57	-125,345.84
General Journal	03/30/2016	1000		3/15/16 FSA contribution	-1,890.23	-127,236.07
Payment	03/31/2016	2000684361	MGSA		108.00	-127,128.07
Payment	03/31/2016	22927	Belvedere		3,443.75	-123,684.32
Payment	03/31/2016	8813111	C - IV		4,571.00	-119,113.32
Payment	03/31/2016	51629	Colfax		4,037.50	-115,075.82
Payment	03/31/2016	30767	Municipal Pooling Auth		6,907.50	-108,168.32
Payment	03/31/2016	1455	CFASC		4,695.75	-103,472.57
Payment	03/31/2016	44643	Winters		4,060.00	-99,412.57
Total 110060 · Rabobank Checking Account					<u>-119,722.63</u>	<u>-99,412.57</u>
TOTAL					<u>-119,722.63</u>	<u>-99,412.57</u>

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

EC Meeting: 05-19-2016
Item: 3C

RECOMMENDATION

Review and accept JPA investments made through March 2016.

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 approved investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, and the California Investment Trust pool (CalTrust). The JPAs are also authorized to make cash flow loans to other public agencies. Currently the JPAs have no such ‘alternative’ investments. RGS, LGS and MSA investment activity has been consolidated into one RGS Rabobank money market account, one RGS LAIF account and into RGS CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

FISCAL IMPACT

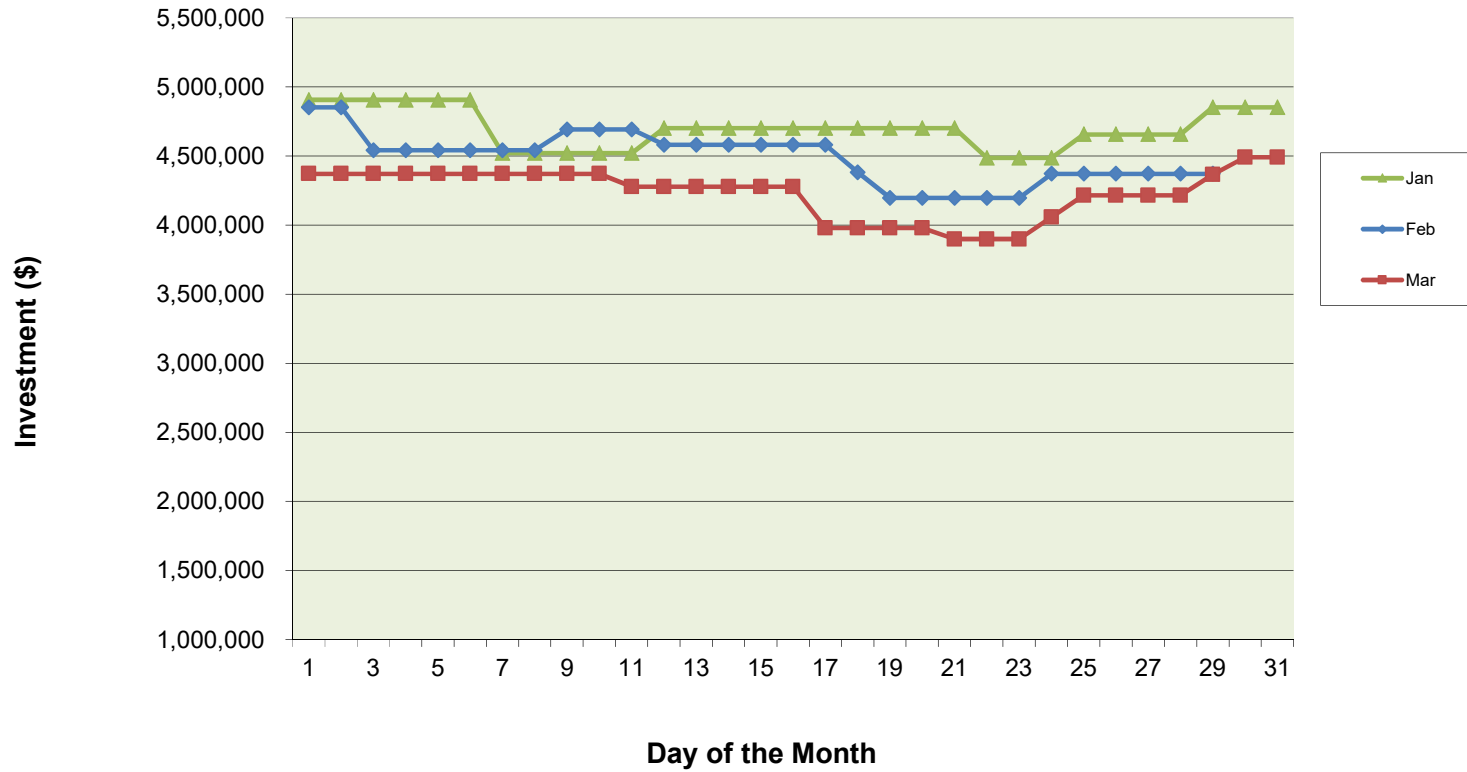
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. Month-to-month market adjustments are reflected in investment reports. Changes in ‘paper’ or market value are augmented by interest earnings.

CalTrust Medium Term investments are currently yielding approximately 99 basis points, and CalTrust short term investments are currently yielding 71 basis points. LAIF is yielding 53 basis points.

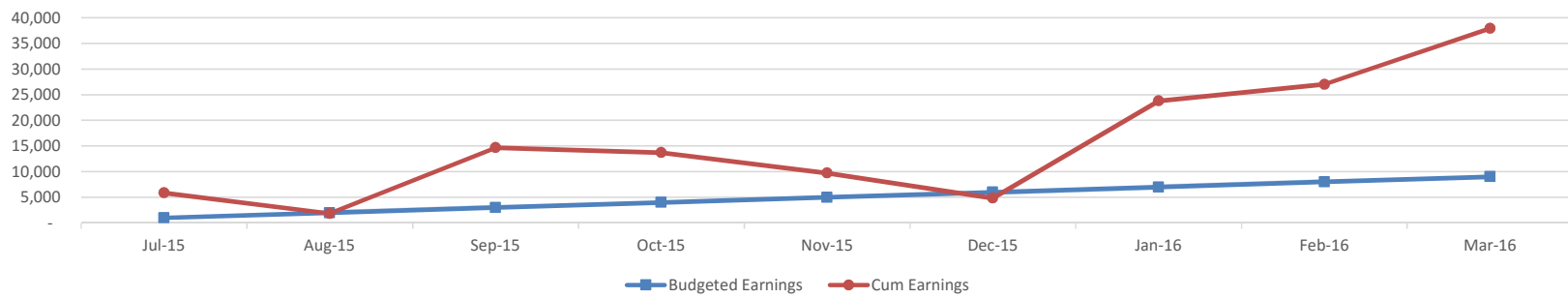
**INVESTMENT REPORT
FY 2016**

Date	Jan				Feb				Mar			
	<u>Rabobank</u> <u>Money Mkt</u>	<u>CalTrust</u> <u>Short &</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank</u> <u>Money Mkt</u>	<u>CalTrust</u> <u>Short &</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Rabobank</u> <u>Money Mkt</u>	<u>CalTrust</u> <u>Short &</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	548,950	4,356,769	1,171	4,906,890	494,003	4,356,769	1,171	4,851,942	199,040	4,171,769	1,171	4,371,979
2	548,950	4,356,769	1,171	4,906,890	494,003	4,356,769	1,171	4,851,942	199,040	4,171,769	1,171	4,371,979
3	548,950	4,356,769	1,171	4,906,890	184,003	4,356,769	1,171	4,541,942	199,040	4,171,769	1,171	4,371,979
4	548,950	4,356,769	1,171	4,906,890	184,003	4,356,769	1,171	4,541,942	199,040	4,171,769	1,171	4,371,979
5	548,950	4,356,769	1,171	4,906,890	184,003	4,356,769	1,171	4,541,942	199,040	4,171,769	1,171	4,371,979
6	548,950	4,356,769	1,171	4,906,890	184,003	4,356,769	1,171	4,541,942	199,040	4,171,769	1,171	4,371,979
7	163,950	4,356,769	1,171	4,521,890	184,003	4,356,769	1,171	4,541,942	199,040	4,171,769	1,171	4,371,979
8	163,950	4,356,769	1,171	4,521,890	184,003	4,356,769	1,171	4,541,942	199,040	4,171,769	1,171	4,371,979
9	163,950	4,356,769	1,171	4,521,890	334,003	4,356,769	1,171	4,691,942	199,040	4,171,769	1,171	4,371,979
10	163,950	4,356,769	1,171	4,521,890	334,003	4,356,769	1,171	4,691,942	199,040	4,171,769	1,171	4,371,979
11	163,950	4,356,769	1,171	4,521,890	334,003	4,356,769	1,171	4,691,942	106,040	4,171,769	1,171	4,278,979
12	343,950	4,356,769	1,171	4,701,890	224,003	4,356,769	1,171	4,581,942	106,040	4,171,769	1,171	4,278,979
13	343,950	4,356,769	1,171	4,701,890	224,003	4,356,769	1,171	4,581,942	106,040	4,171,769	1,171	4,278,979
14	343,950	4,356,769	1,171	4,701,890	224,003	4,356,769	1,171	4,581,942	106,040	4,171,769	1,171	4,278,979
15	343,950	4,356,769	1,171	4,701,890	224,003	4,356,769	1,171	4,581,942	106,040	4,171,769	1,171	4,278,979
16	343,950	4,356,769	1,171	4,701,890	224,003	4,356,769	1,171	4,581,942	106,040	4,171,769	1,171	4,278,979
17	343,950	4,356,769	1,171	4,701,890	224,003	4,356,769	1,171	4,581,942	106,040	3,871,769	1,171	3,978,979
18	343,950	4,356,769	1,171	4,701,890	24,003	4,356,769	1,171	4,381,942	106,040	3,871,769	1,171	3,978,979
19	343,950	4,356,769	1,171	4,701,890	24,003	4,171,769	1,171	4,196,942	106,040	3,871,769	1,171	3,978,979
20	343,950	4,356,769	1,171	4,701,890	24,003	4,171,769	1,171	4,196,942	106,040	3,871,769	1,171	3,978,979
21	343,950	4,356,769	1,171	4,701,890	24,003	4,171,769	1,171	4,196,942	26,040	3,871,769	1,171	3,898,979
22	128,950	4,356,769	1,171	4,486,890	24,003	4,171,769	1,171	4,196,942	26,040	3,871,769	1,171	3,898,979
23	128,950	4,356,769	1,171	4,486,890	24,003	4,171,769	1,171	4,196,942	26,040	3,871,769	1,171	3,898,979
24	128,950	4,356,769	1,171	4,486,890	199,003	4,171,769	1,171	4,371,942	186,040	3,871,769	1,171	4,058,979
25	298,950	4,356,769	1,171	4,656,890	199,003	4,171,769	1,171	4,371,942	343,040	3,871,769	1,171	4,215,979
26	298,950	4,356,769	1,171	4,656,890	199,003	4,171,769	1,171	4,371,942	343,040	3,871,769	1,171	4,215,979
27	298,950	4,356,769	1,171	4,656,890	199,003	4,171,769	1,171	4,371,942	343,040	3,871,769	1,171	4,215,979
28	298,950	4,356,769	1,171	4,656,890	199,003	4,171,769	1,171	4,371,942	343,040	3,871,769	1,171	4,215,979
29	493,950	4,356,769	1,171	4,851,890	199,003	4,171,769	1,171	4,371,942	493,040	3,871,769	1,171	4,365,979
30	493,950	4,356,769	1,171	4,851,890					493,040	3,996,769	1,171	4,490,979
31	493,950	4,356,769	1,171	4,851,890					493,040	3,996,769	1,171	4,490,979

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 5-19-2016**
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
2016					
May 19 (Thursday)	RGS LGS	RGS LGS MSA	Election of Officers (all), FY17 Budget & MSA rates	Larkspur	
August 18 (Thursday)	RGS LGS	RGS LGS MSA	Personnel Rules, Regulations & Policies, Admin & Financial Policies, Conflict of Interest (even years), Exec Dir Compensation Committee	Walnut Creek	
November 17 (Thursday)	RGS LGS	MSA	FY16 Audited Financial Statements, Agency 5-Year Goals,	Yountville	
2017					
February 16 (Thursday)	RGS LGS	MSA	Personnel Rules, Regulations & Policies	Dublin	
May 18 (Thursday)	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	
2018					
February 15 (Thursday)	RGS LGS	MSA	Personnel Rules, Regulations & Policies	Dublin	
May 17 (Thursday)	RGS LGS	MSA	FY19 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even years), Executive Director Compensation Committee	Larkspur	

RGS Position Listings

May 1, 2016

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 Manager	1000-000 - RGS Admin-General Hours	0.15
Technical Specialist	1000-000 - RGS Admin-General Hours	1
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	0.1
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	0.2
Advisor	1010-000 - RGS Advisors-General Hours	0.25
Advisor	1010-000 - RGS Advisors-General Hours	0.3
Advisor	1010-000 - RGS Advisors-General Hours	0.3
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	25
Coordinating Advisor	1010-000 - RGS Advisors-General Hours	0.2
Coordinating Advisor	1010-000 - RGS Advisors-General Hours	1
Department Director	1010-000 - RGS Advisors-General Hours	0.5
Department Director - Urban	1010-000 - RGS Advisors-General Hours	1
Intern	1010-000 - RGS Advisors-General Hours	0.5
Intern	1010-000 - RGS Advisors-General Hours	0.5
Intern	1010-000 - RGS Advisors-General Hours	0.5
Program Advisor	1010-000 - RGS Advisors-General Hours	0.06
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	0.25
Program Advisor	1010-000 - RGS Advisors-General Hours	0.25
Program Advisor	1010-000 - RGS Advisors-General Hours	0.25
Program Advisor	1010-000 - RGS Advisors-General Hours	0.2
Project Advisor	1010-000 - RGS Advisors-General Hours	0.2
Technical Assistant	1010-000 - RGS Advisors-General Hours	0.09
Advisor	1010-000 - RGS Advisors-General Hours	0.2
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	0.81

RGS Position Listings

May 1, 2016

Program Advisor	1010-000 - RGS Advisors-General Hours	0.9
Program Advisor	1010-000 - RGS Advisors-General Hours	1
Program Advisor	1010-000 - RGS Advisors-General Hours	1
Project Advisor	1010-000 - RGS Advisors-General Hours	0.2
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	0.65
Project Advisor	1010-000 - RGS Advisors-General Hours	0.8
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	0.14
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	0.34
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.75
Advisor	1010-000 - RGS Advisors-General Hours	0.3
Project Advisor	1010-000 - RGS Advisors-General Hours	0.5
Advisor	1010-000 - RGS Advisors-General Hours	0.25
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.8
Senior Advisor	1010-000 - RGS Advisors-General Hours	0.05
Senior Advisor	1010-000 - RGS Advisors-General Hours	1
Senior Advisor	1010-000 - RGS Advisors-General Hours	1
Technical Specialist	1010-000 - RGS Advisors-General Hours	1
Technical Specialist	1100-000 - Dublin-General Hours	0.2
Department Director - Urban	1130-000 - Larkspur-General Hours	0.7
Senior Advisor	1130-000 - Larkspur-General Hours	0.75
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
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 Advisor	1260-000 - C-IV-General Hours	1
Program Coordinator	1260-000 - C-IV-General Hours	1
Project Advisor	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 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

RGS Position Listings

May 1, 2016

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
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
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	0.8
Technical Assistant	1440-006 - MTC-1153	1
Program Coordinator	1440-007 - MTC-6032	1
Program Advisor	1440-012 - MTC-1222	0.5
Program Advisor	1470-000 - Marin County-General Hours	0.6
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
Program Advisor	1810-000 - Winters-General Hours	0.73
Senior Advisor	1830-000 - Benicia-General Hours	0.4
Coordinating Advisor	1900-000 - Vacaville-General Hours	0.38
Senior Advisor	2060-000 - Novato-General Hours	0.25
Senior Advisor	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
FTE		92.43
Employee Count		120

TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, Executive Director
SUBJECT: CLIENT SERVICES – MANAGEMENT SERVICES AGREEMENTS

EC Meeting: 05-19-2016
Item: 3F

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 Albany	April 2016	-	Financial Services
City of Arvin	March 2016	\$5,000	Human Resources
City of Gilroy	March 2016	-	Financial Services
City of Half Moon Bay	February 2016	\$30,000	Community Development Advisor
City of Industry	February 2016	\$350,000	Human Resources
City of Seaside	March 2016	-	Community Development Project Advisor
City of Ukiah	March 2016	-	Financial Advisory Services
City of Ukiah	March 2016	-	Financial Advisory Services
Association of Bay Area Governments	April 2016	-	Financial Services
Cameron Park Community Services District	February 2016	\$5,000	Financial Advisory Services
Ironhouse Sanitary District	April 2016	-	Human Resources
Livermore Area Recreation & Park District	March 2016	-	CIP Project Advisor
Monterey Regional Airport	May 2016	-	Human Resources
Placer Mosquito and Vector Control District	April 2016	\$5,000	Human Resources
Ross Valley Sanitary District	May 2016	\$263,000	Human Resources
Sonoma County Library	March 2016	-	Labor Negotiations
Vallejo Sanitation and Flood Control District	January 2016	-	Finance Advisor
Ventura County Transportation Commission	March 2016	\$100,000	Human Resources

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: 05-19-2016
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through March 2016, 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 \$5,500 after making an additional \$200,000 contribution to insurance reserves, approved in February 2016. Through the same period, net equity for the JPA was \$791,000. Financial performance has been negatively impacted by added outside and staffing costs associated with the CalPERS audit of LGS and its impact on JPA client agencies. The JPA is continuing to add new work faster than expiring contracts, while taking steps to limit administrative expenses to those necessary for risk mitigation strategies and to serve existing partner agencies and prospective clients.

**Regional Government Services
Profit & Loss by Class
July 2015 through March 2016**

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
440301 · Client Billings	6,518,932
440400 · LGS & MSA - Admin. Services	684,290
480000 · Miscellaneous Income	326,190
Total Income	<u>7,529,412</u>
Gross Profit	7,529,412
Expense	
511010 · Salaries - Regular	5,267,070
511072 · Salaries - Nonbillable	20,634
512002 · Medicare Employer Expense	75,580
512003 · Workers' Comp Exp clerical	45,000
512004 · Employee Assistance Program	3,764
512005 · Health Insurance Expense	305,198
512006 · Dental Insurance Expense	28,754
512007 · Vision Insurance Expense	4,102
512008 · Life Insurance Expense	3,621
512009 · Long Term Disability Expense	4,113
512011 · Stars 401A Expense	550,000
512014 · Short Term Disability Expense	3,863
512015 · Unemployment Expense	43,718
512018 · FSA Health & Day Care Expense	1,045
512019 · Employee Expense Allowances	87,817
520107 · APS (ADP) Payroll Fees	7,521
520108 · Communications - Agency Expense	3,024
520109 · Communications - Employee Reimb	669
520201 · Office Supplies	1,839
520202 · Bank Fees & Services	3,228
520204 · Printing & Postage	8,826
520301 · Audit Services	26,250
520302 · Legal Services	67,183
520314 · Administrative Services	226
520320 · Professional Services	171,287
520501 · Professional Dues & Membership	20,821
520503 · Conferences & Meetings	57,072
520504 · Publications	32,955
520508 · Licenses & Fees	1,080
520701 · General Liability Insurance Exp	297,747
520801 · Mileage Reimbursement	23,548
520803 · Travel Reimbursement	66,502
520805 · Supplies & Meals Reimbursement	6,050
520904 · Computer Install & Maintenance	26,633
522798 · Miscellaneous Expense	
Total Expense	<u>7,266,740</u>
Net Ordinary Income	262,672
Other Income/Expense	
Other Income	
520100 · Investment Income	37,921
Total Other Income	<u>37,921</u>
Other Expense	
529990 · Contribution to MSA Reserves	200,000
529996 · Attributed OPEB / HRA Expense	45,751
529997 · Unallocated Admin. Svcs - RGS	-1,279,981
529999 · Allocated Unbillable Expenses	1,279,981
Total Other Expense	<u>245,751</u>
Net Other Income	<u>-207,830</u>
Net Income	<u><u>54,842</u></u>
Combined Results	<u><u>-636</u></u>

Regional Government Services
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
110030 · LAIF Account	1,172
110040 · CalTRUST Medium Term Fund	3,787,646
110050 · CalTRUST Short Term Fund	240,230
110060 · Rabobank Checking Account	-99,413
110070 · Rabobank Money Market	493,073
Total Checking/Savings	<u>4,422,708</u>
Accounts Receivable	
131130 · Accounts Receivable	1,366,349
Total Accounts Receivable	<u>1,366,349</u>
Other Current Assets	
120005 · Prepaid Expenses	19,638
120010 · Prepaid Insurance	0
131131 · Accounts Receivable - Misc	3,366
Total Other Current Assets	<u>23,004</u>
Total Current Assets	<u>5,812,061</u>
TOTAL ASSETS	<u><u>5,812,061</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
220010 · Accounts Payable	43,240
Total Accounts Payable	<u>43,240</u>
Other Current Liabilities	
214060 · Due to LGS	2,726,052
214070 · Due To/From MSA	1,491,456
221003 · 457/401A Retirement Liability	57,036
221006 · FSA Liability	822
221015 · Health Insurance Liability	-4,865
221016 · Long Term Disability Liability	-38
221017 · Short Term Disability Liability	-31
221023 · Dental Insurance Liability	-303
221024 · Vision Insurance Liability	136
221025 · Life Insurance/AD&D Liability	-38
221029 · Garnishments	1,425
230060 · Accrued Salaries, Wages & Taxes	386,832
240010 · Deferred Revenue	45,791
250001 · Accrued Vacation	285,623
Total Other Current Liabilities	<u>4,989,898</u>
Total Current Liabilities	5,033,138
Long Term Liabilities	
260005 · Health Reimbursement Account	-12,249
Total Long Term Liabilities	<u>-12,249</u>
Total Liabilities	5,020,889
Equity	
32000 · Retained Earnings	-183,206
370000 · Fund Bal Unreserved/Unrestrictd	919,544
Net Income	54,833
Total Equity	<u>791,171</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,812,060</u></u>

TO: EXECUTIVE COMMITTEE **EC Meeting: 5-19-2016**
FROM: RICHARD AVERETT, Executive Director **Item: 4B**
**SUBJECT: AUTHORIZE EXECUTIVE DIRECTOR TO EXTEND EXTERNAL AUDITOR
ENGAGEMENT**

RECOMMENDATION

Authorize the Executive Director to extend external auditor engagement for one additional year.

BACKGROUND

The engagement with James Marta and Associates was approved for independent audit of fiscal years 2013 through 2015. JPA policy allows for the possibility of a two-year extension. This engagement was for RGS, LGS and MSA. Three fiscal year financial reports have been performed for the JPAs and staff is requesting the Executive Committee extend the engagement for the FY2016 audits. The firm has performed well and gained a sound understanding of the needs of all three JPAs. Given the current workload on staff, it is requested that a one-year extension be approved so staff can focus the time and expense necessary to solicit and select a new auditor to higher priority work.

FISCAL IMPACT

The three-year engagement used a cost of living escalator for the second and third year services. The last year of audit costs total \$26,250 and the fourth year costs would be \$28,800.

TO: EXECUTIVE COMMITTEE **EC Meeting: 5-19-2016**
FROM: RICHARD AVERETT, Executive Director **Item: 6A**
**SUBJECT: AUTHROIZE EXECUTIVE DIRECTOR TO ENTER INTO PROCUREMENT
AGREEMENTS**

RECOMMENDATION

Authorize the Executive Director to enter into procurement agreements to provide and acquire goods and services consistent with and supporting the JPA's purpose and best business practices.

BACKGROUND

The authority of the Executive Director to enter into agreements to procure non-routine goods and services for the JPA is not specifically designated under existing policies. Up to this point, the JPA has not had the need to procure items beyond the scope of general office supplies and equipment, professional services, staffing and specific partner agency project resources. Currently, the JPA does not own or lease capital assets.

Recently, the need arose for an automobile for a senior employee who travels extensively. Normally, mileage reimbursement would be a sufficient method of meeting this business need. However, this assumes the employee has a safe and reliable vehicle to use for business travel, and this may not be the case for individual employees having to travel a thousand or more miles a month throughout the state. The Executive Director is seeking authorization to procure those goods and services that meet core business needs in cost-effective ways. In this particular case, leasing or purchasing a vehicle may be more cost effective than renting a vehicle as needed.

FISCAL IMPACT

Authorizing this flexibility may result in initial costs in excess of reimbursement, but would be evaluated from a life-cycle cost perspective to meet operational needs and would be recoverable in client billing rates.