

RGS EXECUTIVE COMMITTEE AGENDA

Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting. For a teleconference meeting, the public may participate in the meeting at any of the teleconference locations listed.

REGULAR MEETING
November 22 2019
10:30 a.m.

Hotel Abrego
Abrego I Room
755 Abrego Street
Monterey, CA 93940

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT

- A. Each speaker is limited to two minutes. If you are addressing the Executive Committee (EC) on a non-agenda item, the EC may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the EC's general policy is to refer items to staff for attention, or have a matter placed on a future EC agenda for a more comprehensive action or report.

3. APPROVAL OF CONSENT AGENDA

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

- A. Approval of **August 15, 2019** Minutes **Action**
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar (special topic – 2020 meeting schedule)
- D. Approval of Payments and Deposits made July 2019 through September 2019
- E. Approval of Investments Report through September 2019
- F. Approval of Management Services Agreements
- G. Approval of Updates to the Personnel Rules, Regulations and Policies

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through September 2019 **Information**
- B. Approve FY19 Audited Financial Statements **Information**

5. OLD BUSINESS - None

6. NEW BUSINESS

- A. Approval of the City of Napa as a New RGS Member Agency **Action**
- B. Approval of Associate Membership for Dental Pool Participants **Action**
- C. Approval of Executive Director's Authority to Designate Staff Authorized to Sign Documents normally signed by the Executive Director **Action**

Recess to Closed Session

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

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

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
(Pursuant to Government Code Section 54956.9(d)(4))

Initiation of litigation: (1) Sixteen potential cases

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Ad Hoc Committee: Chair Robustelli and Member Schwarz

Unrepresented employee: Executive Director

Recess to Open Session

Possible Report Out of Closed Session

Information

D. Award of Executive Director Performance Bonus

Action

E. Approval of Executive Director Amended Employment Agreement

Action

F. Approval of external consultant for compensation methodology and annual process for Executive Director performance and compensation review

Action

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: Updates on Municipal Dental Pool, PACE, MIC and STARS, potential new Member Agencies, software implementation

Information

B. Members:

Information

8. ADJOURN OPEN MEETING

9. CONVENE STRATEGIC PLANNING SESSION

10. ADJOURN STRATEGIC PLANNING SESSION

The next Regular Meeting will take place on February 7, 2020 at 12:00 noon in Napa in conjunction with League of CA Cities City Managers Conference

Americans with Disabilities Act

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

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
AUGUST 15, 2019**

The Regional Government Services Authority held a regular meeting of the Executive Committee on August 15, 2019 via teleconference. The meeting was called to order at 1:41 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Fran Robustelli, Chair
Dan Buckshi, Member
Julie Carter, Alternate Member
Dan Schwarz, Member
Members Absent: Steve Rogers, Vice Chair
Michael McHatten, Member
Other Attendees: Richard Averett, Executive Director
Sophia Selivanoff, Deputy Executive Director for Client Services
Jeff Kise, Finance and Operations Manager
Rich Oppenheim, Administrative Services Manager
Tiffany Buraglio, Executive Assistant
Sky Woodruff, Agency General Counsel
Scott Kivel, Agency Special Counsel

A. Election of Officers

Action: Moved and seconded (Schwarz/Carter) to appoint Fran Robustelli as Executive Committee Chair and Steve Rogers as Executive Committee Vice Chair

AYES: Robustelli, Buckshi, Carter, Schwarz

NOES: None

ABSTAIN: None

2. PUBLIC COMMENT - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **May 16, 2019** Minutes
- B. Approval of RGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made April 2019 through June 2019
- E. Approval of Investments Report through June 2019
- F. Approval of Management Services Agreements

Staff requested item 3C be pulled from the Consent Agenda for discussion.

Action: Moved and seconded (Buckshi/Schwarz) to approve consent agenda items A, B, D, E and F.

AYES: Robustelli, Buckshi, Carter, Schwarz

NOES: None

ABSTAIN: None

C. Approval of Regularly Scheduled Meetings Calendar

Executive Director Averett wanted to make the dates in particular for the November 2019 and February 2020 in-person meetings known to get them on your calendar. At the last meeting the group discussed holding a meeting on the last day of the February League City Managers conference, but Executive Director Averett and Deputy Director for Client Services Selivanoff noted that at the last meeting CJPIA had a lunch meeting at the outset of the conference and it did not conflict with conference sessions. Executive Director Averett wanted thoughts from the group on preferred meeting dates and times in conjunction with the League City Managers

Conference. Member Buckshi expressed a preference of waiting until the schedule is published to avoid a conflict. Vice Chair Schwarz normally travels on the first day so normally that would be a conflict but due to location this year that wouldn't be an issue for him. Executive Director Averett noted that a meeting time will be held on everyone's calendar for now, and requested members to let staff know if conflicts arise.

Action: Moved and seconded (Carter/Schwarz) to approve consent agenda item C

AYES: Robustelli, Buckshi, Carter, Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through June 2019

Information item; no action was taken. Finance and Operations Manager Kise noted the financial report is an unaudited version of the full fiscal year report. The year loss is about half of what had been forecast at the May meeting, and was down quite significantly from the original projection at the outset of the year. While RGS income from serving LGS and MSA ended at mid-fiscal year, some of the lost revenue is being made up from revenue from MSS and the Municipal Dental Pool in addition to the active client base of RGS. With regard to reserves, the JPA received reserve funds when MSA was dissolved. Operating reserves are currently fully funded. The claims reserve is about 70% funded. Staff plans to freeze funding level on insurance reserves and allow operating reserves to fluctuate with financial performance throughout the year once the audit is complete. Finance and Operations Manager Kise noted that the training academies are doing really well and is a profitable service line as well as providing good exposure for the JPA.

5. OLD BUSINESS

A. Interim Strategic Plan Update

Administrative Services Manager Oppenheim noted since last meeting we expect to bring an outside strategic planner on board to perform a five-year strategic plan. Once they are selected the firm will be reaching out ahead of the November meeting for some feedback from the members and will facilitate a strategic planning workshop at the November meeting. The JPA is also bringing in a consultant to conduct customer feedback interviews to assist the JPA in developing feedback strategies to meet evolving needs and retain partner agencies. Ideally the JPA would like a consultant who can deliver both projects. The new social media coordinator is continuing to expand the JPA's social media presence. The Public Works service line is in demand and the JPA is continuing to look for advisors in this area, The JPA has added a new Emergency Services advisor and the Recruitment Team is utilizing a new online skills testing platform.

Action: Moved and seconded (Schwarz/Buckshi) to receive Interim Strategic Plan updates

AYES: Robustelli, Buckshi, Carter, Schwarz

NOES: None

ABSTAIN: None

6. NEW BUSINESS

1:15 p.m. Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

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

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

(Pursuant to Government Code Section 54956.9(d)(4))

Initiation of litigation: (1) Sixteen potential cases

1:30 p.m. Reconvene Meeting

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

7. EXECUTIVE DIRECTOR AND COMMITTEE MEMBERS

- A. Executive Director: Executive Director Averett provided updates on the pools the JPA is involved in. The Dental Pool has a draft contract with Delta Dental and a meeting tomorrow to finalize that. The JPA has received confirmation that there will be payment for work performed for the first 6 months of the year and should be getting paid quarterly or semi-annually thereafter. The payment is more than anticipated because the pool has grown more than anticipated. In the Dental Pool there are currently 19 agencies, over 3,500 members and another 500 members might be coming in with a possible 3 to 5 agencies joining in September. PACE is the JPA RGS belongs to for major medical. PACE has 29 agencies and over 1,500 subscribers and 2,000 dependents, coming to a total of almost 3,600 lives covered by the program. There are no outstanding issues on PACE. RGS currently has a staff member serving as chair of PACE. MIC is the general liability/workers compensation buying pool. There are currently 8 members in PACE. Jeff Kise serves as treasurer for MIC. There are no outstanding issues with PACE. STARS only has 2 agencies participating in the retirement plan JPA. STARS is having a conference call with Keenan to enlist their help with marketing. With just a few additional members bringing in a few more million in assets, the JPA's costs drop quite a bit and it becomes much more competitive. With regards to potential RGS membership opportunities, Napa membership is a possibility and otherwise staff is not in active discussion with any other agencies at this time. Staff will be revisions to the Member benefit reimbursement policy in anticipation of the time when there are Board members who don't serve on Executive Committee, and the EC is doing most of the work. Staff anticipate presenting a proposed policy update at the November Executive Committee meeting.
- B. Members: Executive Director Averett asked Chair Robustelli to update the group on the Executive Director Compensation Committee. Chair Robustelli reported there is an ad hoc committee made up of Chair Robustelli and Vice Chair Schwarz. The committee is meeting with staff in September to map out a review process of Executive Director performance and compensation.

- 8. ADJOURN** – The meeting adjourned at 2:46 p.m. The next regular meeting is scheduled for November 22, 2019 at 10:30 a.m. in Monterey.

RGS Position Listing

November, 2019

Base Department	Job Title	Status Full Time
1000-000 - RGS Admin-General Hours	Deputy COO	0.08
1000-000 - RGS Admin-General Hours	Technical Specialist	0.11
1000-000 - RGS Admin-General Hours	Coordinating Advisor	0.15
1000-000 - RGS Admin-General Hours	Administrative Support	0.53
1000-000 - RGS Admin-General Hours	Administrative Support	0.99
1000-000 - RGS Admin-General Hours	Deputy Executive Director	1.01
1000-000 - RGS Admin-General Hours	Administrative Services Manager	1.05
1000-000 - RGS Admin-General Hours	CEO	1.07
1001-000 - RGS Finance-General Hours	Technical Advisor	0.12
1001-000 - RGS Finance-General Hours	Project Advisor	0.43
1001-000 - RGS Finance-General Hours	Technical Specialist	0.61
1001-000 - RGS Finance-General Hours	Technical Specialist	0.89
1001-000 - RGS Finance-General Hours	Coordinating Advisor	1.07
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.40
1002-000 - RGS HR-Payroll Genl Hrs	Coordinating Advisor	0.60
1002-000 - RGS HR-Payroll Genl Hrs	Technical Specialist	0.87
1002-000 - RGS HR-Payroll Genl Hrs	Project Coordinator	0.89
1003-002 - Training Svc Grp Admin	Senior Advisor	0.09
1003-002 - Training Svc Grp Admin	Senior Advisor	0.09
1003-002 - Training Svc Grp Admin	Senior Advisor	0.14
1003-002 - Training Svc Grp Admin	Senior Advisor	0.33
1006-001 - Finance Svc Grp Admin Time	Advisor	0.015
1006-001 - Finance Svc Grp Admin Time	Advisor	0.05
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.05
1006-001 - Finance Svc Grp Admin Time	Advisor	0.08
1006-001 - Finance Svc Grp Admin Time	Advisor	0.10
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.12
1006-001 - Finance Svc Grp Admin Time	Advisor	0.22
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.23
1006-001 - Finance Svc Grp Admin Time	Project Advisor	0.54
1006-001 - Finance Svc Grp Admin Time	Advisor	0.70
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.75
1006-001 - Finance Svc Grp Admin Time	Senior Advisor	0.96
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.001
1007-001 - HR Svc Grp Admin Time	Advisor	0.002
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.002
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.006
1007-001 - HR Svc Grp Admin Time	Advisor	0.009
1007-001 - HR Svc Grp Admin Time	Senior Advisor	0.009
1007-001 - HR Svc Grp Admin Time	Advisor	0.030
1007-001 - HR Svc Grp Admin Time	Advisor	0.034
1007-001 - HR Svc Grp Admin Time	Advisor	0.05
1007-001 - HR Svc Grp Admin Time	Advisor	0.07
1007-001 - HR Svc Grp Admin Time	Technical Advisor	0.08
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.10
1007-001 - HR Svc Grp Admin Time	Advisor	0.13

RGS Position Listing

November, 2019

1007-001 - HR Svc Grp Admin Time	Project Advisor	0.15
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.15
1007-001 - HR Svc Grp Admin Time	Advisor	0.16
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.18
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.19
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.24
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.29
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.29
1007-001 - HR Svc Grp Admin Time	Advisor	0.30
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.31
1007-001 - HR Svc Grp Admin Time	Advisor	0.32
1007-001 - HR Svc Grp Admin Time	Advisor	0.33
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.40
1007-001 - HR Svc Grp Admin Time	Project Advisor	0.48
1007-001 - HR Svc Grp Admin Time	Lead Advisor	0.49
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.49
1007-001 - HR Svc Grp Admin Time	Advisor	0.49
1007-001 - HR Svc Grp Admin Time	Administrative Support	0.53
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.54
1007-001 - HR Svc Grp Admin Time	Project Coordinator	0.78
1007-001 - HR Svc Grp Admin Time	Advisor	0.86
1007-001 - HR Svc Grp Admin Time	Advisor	0.90
1007-001 - HR Svc Grp Admin Time	Project Coordinator	1.15
1007-001 - HR Svc Grp Admin Time	Lead Advisor	1.42
1007-001 - HR Svc Grp Admin Time	Senior Advisor	1.48
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.05
1008-001 - Outreach Svc Grp Admin Time	Project Advisor	0.07
1008-001 - Outreach Svc Grp Admin Time	Advisor	0.09
1008-001 - Outreach Svc Grp Admin Time	Senior Advisor	0.14
1008-001 - Outreach Svc Grp Admin Time	Deputy COO	1.02
1011-001 - Planning Svc Grp Admin Time	Advisor	0.06
1011-001 - Planning Svc Grp Admin Time	Advisor	0.10
1011-001 - Planning Svc Grp Admin Time	Senior Advisor	0.19
1011-001 - Planning Svc Grp Admin Time	Project Advisor	0.27
1011-001 - Planning Svc Grp Admin Time	Advisor	0.30
1011-001 - Planning Svc Grp Admin Time	Lead Advisor	0.52
1011-001 - Planning Svc Grp Admin Time	Advisor	0.75
1012-001 - Public Safety Svc Grp Admin	Advisor	0.017
1012-001 - Public Safety Svc Grp Admin	Advisor	0.019
1012-001 - Public Safety Svc Grp Admin	Advisor	0.031
1013-001 - Risk Mgt Svc Grp Admin Time	Project Advisor	0.007
1014-001 - EM Svc Grp Admin Time	Senior Advisor	0.029
1014-001 - EM Svc Grp Admin Time	Advisor	0.15
1014-001 - EM Svc Grp Admin Time	COO	0.34
1015-001 - PW Svc Grp Admin Time	Senior Advisor	0.015
1015-001 - PW Svc Grp Admin Time	Advisor	0.020
1015-001 - PW Svc Grp Admin Time	Advisor	0.023

RGS Position Listing

November, 2019

1015-001 - PW Svc Grp Admin Time	Chief Executive Officer	0.04
1015-001 - PW Svc Grp Admin Time	Project Coordinator	0.11
1015-001 - PW Svc Grp Admin Time	Project Advisor	0.12
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	0.80
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Deputy COO	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Advisor	1.00
1260-000 - CalSAWS-General Hours	Senior Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Lead Advisor	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Program Coordinator	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Administrative Assistant	1.00
1260-000 - CalSAWS-General Hours	Project Advisor	1.00
1260-000 - CalSAWS-General Hours	Technical Specialist	1.00
1260-000 - CalSAWS-General Hours	Project Coordinator	1.00
1260-000 - CalSAWS-General Hours	Coordinating Advisor	1.00
1260-001 - CalSAWS M&O	COO	1.00
1320-000 - MERA-General Hours	Senior Advisor	0.18
1320-000 - MERA-General Hours	COO	0.67
1330-000 - MGSA-General Hours	Project Coordinator	0.64
3060-001 - SVBGSA - General Manager	COO	0.79
3060-005 - SVBGSA - General Administratio	Administrative Assistant	0.11
3060-005 - SVBGSA - General Administratio	Senior Advisor	0.13
3060-005 - SVBGSA - General Administratio	Administrative Support	0.21
FTE		67.77
Employee Count		135

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: Tiffany Buraglio, Executive Assistant **Item: 3C**
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 telephonically twice a year on the Third Thursday of the month and up to two in conjunction with a relevant conference or other event.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
2019					
November 22 (Friday)	RGS		Strategic Plan Development, Exec Dir Comp Committee Review, FY19 Audited Financial Statements	Monterey	With CALPELRA 10:30am-2:30pm
Tentative 2020					
February 7	RGS	RGS	Election of Officers (all)	Napa	With CM Dept Mtg 12:00 noon-3:00pm
May 21 (Thursday)	RGS		FY20 Budget; Conflict of Interest Policy update (even years), Exec Dir Ad Hoc Committee Formation	telephonic	1:00pm-3:00pm
September 17	RGS		Meeting Schedule for 2021	Walnut Creek	1:00pm-3:00pm
November 19 (Thursday)	RGS		FY20 Audited Financial Statements, Exec Dir Comp & Perf Committee Review	telephonic	1:00pm-3:00pm
Tentative 2021					
February TBD	RGS	RGS	Election of Officers (all)	TBD	With CM Dept Mtg 11:30am-1:00pm
May 20 (Thursday)	RGS		FY21 Budget, Exec Dir Ad Hoc Committee Formation	telephonic	
August 19 (Thursday)	RGS		Meeting Schedule for 2022	telephonic	

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: RICHARD AVERETT, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – JULY 2019 THROUGH SEPTEMBER 2019

RECOMMENDATION

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

BACKGROUND

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

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

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

FISCAL IMPACT

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

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

Regional Government Services Payment and Disbursement Report

As of September 30, 2019

2:16 PM

11/08/2019

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
110060 - Rabobank Checking Account						63,717.26
Deposit	07/01/2019			Deposit	110.20	63,827.46
Deposit	07/01/2019			Deposit	204,704.36	268,531.82
Transfer	07/03/2019			Funds Transfer	25,000.00	293,531.82
Deposit	07/05/2019			Deposit	1,673.70	295,205.52
Deposit	07/05/2019			Deposit	2,934.65	298,140.17
Deposit	07/05/2019			Deposit	9,065.80	307,205.97
Deposit	07/05/2019			Deposit	5,949.89	313,155.86
General Journal	07/07/2019	2382		6/30/19 net pay	-214,132.10	99,023.76
General Journal	07/08/2019	2383		6/30/19 payroll taxes and fees	-67,935.04	31,088.72
Deposit	07/08/2019			Deposit	33,619.05	64,707.77
Bill Pmt -Check	07/09/2019	5634	Mary E Uzupis		-31,577.19	33,130.58
Bill Pmt -Check	07/09/2019	5635	Matrix6, Inc.		-13,953.30	19,177.28
Bill Pmt -Check	07/09/2019	5636	Quantum Consulting Services		-32,006.00	-12,828.72
Bill Pmt -Check	07/09/2019	5637	Tripepi Smith & Associates		-17.50	-12,846.22
Transfer	07/10/2019			Funds Transfer	60,000.00	47,153.78
General Journal	07/10/2019	2389		401a PPE 6-30-19	-27,826.98	19,326.80
General Journal	07/10/2019	2438		6/15/19 FSA contribution	-650.41	18,676.39
General Journal	07/11/2019	2387		Dental premium 2019-07	-2,784.27	15,892.12
General Journal	07/11/2019	2388		Wrkr Comp Claim Funding 2019-07	-7,644.54	8,247.58
General Journal	07/11/2019	2390		457 Contribution PPE 6-30-19	-12,340.54	-4,092.96
General Journal	07/11/2019	2437		FSA dmin Fee	-55.00	-4,147.96
Transfer	07/12/2019			Funds Transfer	10,000.00	5,852.04
Deposit	07/15/2019			Deposit	2,475.15	8,327.19
Deposit	07/16/2019			Deposit	114,539.62	122,866.81
General Journal	07/17/2019	2395		Health Ins Actives premium 2019-07	-16,084.29	106,782.52
General Journal	07/17/2019	2396		Health Ins Actives premium 2019-07	-19,262.31	87,520.21
General Journal	07/17/2019	2397		MHN Premium 2019-07 & 2019-05	-739.20	86,781.01
General Journal	07/17/2019	2398		Vision premium pmt 2019-07	-452.93	86,328.08
Transfer	07/18/2019			Funds Transfer	155,000.00	241,328.08
Deposit	07/19/2019			Deposit	6,893.90	248,221.98
Deposit	07/19/2019			Deposit	12,537.74	260,759.72
General Journal	07/19/2019	2393		7/15/19 net pay	-186,522.88	74,236.84
General Journal	07/22/2019	2394		7/15/19 payroll taxes and fees	-54,443.09	19,793.75
Deposit	07/22/2019			Deposit	130.50	19,924.25
Deposit	07/22/2019			Deposit	287,059.48	306,983.73
Deposit	07/23/2019			Deposit	3,396.03	310,379.76
Transfer	07/23/2019			Funds Transfer	-200,000.00	110,379.76
General Journal	07/23/2019	2401		Fund Wrks Comp Claims	-2,817.29	107,562.47

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	07/23/2019	2402		Fund Wrkrs Comp claims	-16,201.59	91,360.88
General Journal	07/24/2019	2403		7/15/19 MM 401a remittance	-25,574.49	65,786.39
General Journal	07/24/2019	2403		7/15/19 MM 457 remittance	-10,668.14	55,118.25
General Journal	07/24/2019	2439		7/15/19 FSA contribution	-650.41	54,467.84
Bill Pmt -Check	07/25/2019	5638	Employment Research Services		-228.00	54,239.84
Bill Pmt -Check	07/25/2019	5639	Meyers Nave		-9,786.32	44,453.52
Bill Pmt -Check	07/25/2019	5640	Oregon Dept of Revenue		-19.17	44,434.35
Bill Pmt -Check	07/25/2019	5641	Suzanne Hill		-180.00	44,254.35
Bill Pmt -Check	07/25/2019	5642	Tripepi Smith & Associates		-1,127.00	43,127.35
Bill Pmt -Check	07/25/2019	5643	US Bank		-22,044.66	21,082.69
Deposit	07/25/2019			Deposit	11,367.50	32,450.19
Deposit	07/25/2019			Deposit	660.00	33,110.19
Bill Pmt -Check	07/29/2019	5644	United States Treasury		-218.05	32,892.14
Deposit	07/29/2019			Deposit	216,869.54	249,761.68
General Journal	07/29/2019	2427		Life and Disability premium for 2019-07	-1,262.55	248,499.13
Deposit	07/30/2019			Deposit	5,949.89	254,449.02
Transfer	07/30/2019			Funds Transfer to Money Market	-240,000.00	14,449.02
General Journal	07/31/2019	2436		Wire Fees 2019-07	-120.00	14,329.02
General Journal	07/31/2019	2436		Scanner Fee 2019-07	-50.00	14,279.02
Deposit	08/01/2019			Deposit	42,920.70	57,199.72
Deposit	08/02/2019			Deposit	18,419.75	75,619.47
Deposit	08/02/2019			Deposit	230.00	75,849.47
Deposit	08/05/2019			Deposit	2,946.82	78,796.29
Deposit	08/05/2019			Deposit	15,780.03	94,576.32
Transfer	08/05/2019			Funds Transfer	210,000.00	304,576.32
General Journal	08/06/2019	2433		7/31/19 net pay	-219,739.93	84,836.39
Deposit	08/07/2019			Deposit	2,620.49	87,456.88
General Journal	08/07/2019	2434		7/31/19 payroll taxes and fees	-68,565.06	18,891.82
General Journal	08/07/2019	2488		Annual Payroll Fees	-568.17	18,323.65
Transfer	08/08/2019			Funds Transfer	150,000.00	168,323.65
General Journal	08/08/2019	2475		FSA Admin Fee 2019-08	-55.00	168,268.65
Bill Pmt -Check	08/09/2019	5645	Employment Research Services		-620.65	167,648.00
Bill Pmt -Check	08/09/2019	5646	Mary E Uzupis		-33,530.46	134,117.54
Bill Pmt -Check	08/09/2019	5647	Matrix6, Inc.		-29,324.07	104,793.47
Bill Pmt -Check	08/09/2019	5648	Medix Consulting LLC		-8,983.20	95,810.27
Bill Pmt -Check	08/09/2019	5649	Quantum Consulting Services		-31,078.00	64,732.27
Bill Pmt -Check	08/09/2019	5650	Scott N. Kivel		-7,145.59	57,586.68
Bill Pmt -Check	08/09/2019	5651	Suzanne Hill		-330.00	57,256.68
Deposit	08/09/2019			Deposit	2,026.12	59,282.80
General Journal	08/09/2019	2426		7/31/19 Mass Mutual 457 remittance	-12,793.29	46,489.51
General Journal	08/09/2019	2426		7/31/19 Mass Mutual 401a remittance	-29,439.69	17,049.82
General Journal	08/09/2019	2473		FSA Contribution PPE 7-31-19	-650.41	16,399.41

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/12/2019			Deposit	23,211.58	39,610.99
Deposit	08/13/2019			Deposit	1,818.45	41,429.44
Transfer	08/13/2019			Funds Transfer	10,000.00	51,429.44
Deposit	08/14/2019			Deposit	67,358.56	118,788.00
General Journal	08/14/2019	2428		Health Ins CC premium 2019-08	-20,364.89	98,423.11
General Journal	08/14/2019	2429		Health Ins Kaiser premium 2019-08	-17,281.82	81,141.29
General Journal	08/14/2019	2430		Dental premium 2019-08	-2,612.17	78,529.12
General Journal	08/14/2019	2431		Vision premium pmt 2019-08	-425.72	78,103.40
General Journal	08/14/2019	2432		MHN Premium Payment 2019-08	-369.60	77,733.80
Deposit	08/16/2019			Deposit	22,860.15	100,593.95
Transfer	08/18/2019			Funds Transfer	-90,000.00	10,593.95
Deposit	08/19/2019			Deposit	1,916.82	12,510.77
Deposit	08/19/2019			Deposit	30,934.12	43,444.89
Deposit	08/20/2019			Deposit	4,125.85	47,570.74
Deposit	08/20/2019			Deposit	15,345.00	62,915.74
Transfer	08/20/2019			Funds Transfer	220,000.00	282,915.74
General Journal	08/21/2019	2441		8/15/19 net pay	-203,220.82	79,694.92
General Journal	08/21/2019	2444		Claims Funding 2019-08	-5,992.50	73,702.42
Deposit	08/21/2019			Deposit	7,094.90	80,797.32
General Journal	08/22/2019	2442		8/15/19 payroll taxes and fees	-61,846.08	18,951.24
Deposit	08/23/2019			Deposit	3,300.50	22,251.74
Deposit	08/23/2019			Deposit	31,005.04	53,256.78
General Journal	08/26/2019	2443		8/15/19 MM 401a remittance	-26,854.24	26,402.54
General Journal	08/26/2019	2443		8/15/19 MM 457 remittance	-12,235.19	14,167.35
Bill Pmt -Check	08/26/2019	5652	Alameda MAD		-2,719.75	11,447.60
Bill Pmt -Check	08/26/2019	5653	Employment Research Services		-216.50	11,231.10
Bill Pmt -Check	08/26/2019	5654	Meyers Nave		-8,876.41	2,354.69
Bill Pmt -Check	08/26/2019	5655	US Bank		-4,246.81	-1,892.12
Deposit	08/26/2019			Deposit	52,441.38	50,549.26
General Journal	08/26/2019	2474		FSA Contribution PPE 8-15-19	-650.41	49,898.85
Deposit	08/28/2019			Deposit	685.80	50,584.65
Deposit	08/28/2019			Deposit	66.70	50,651.35
General Journal	08/28/2019	2449		Trsf to open CBB	-2,500.00	48,151.35
Deposit	08/29/2019			Deposit	288,138.70	336,290.05
Deposit	08/30/2019			Deposit	1,414.20	337,704.25
Deposit	08/30/2019			Deposit	2,765.85	340,470.10
Deposit	08/30/2019			Deposit	690.00	341,160.10
Transfer	08/30/2019			Funds Transfer	-330,000.00	11,160.10
General Journal	08/30/2019	2448		Life and Disability premium for 2019-08	-1,306.50	9,853.60
Check	08/31/2019			Service Charge	-155.00	9,698.60
Check	08/31/2019			Service Charge	-0.01	9,698.59
Deposit	09/04/2019			Deposit	73,694.94	83,393.53

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	09/05/2019	2450		Trsf Wrks Comp Claims 2019-08	-6,471.90	76,921.63
Transfer	09/05/2019			Funds Transfer	195,000.00	271,921.63
Deposit	09/06/2019			Deposit	6,968.75	278,890.38
Deposit	09/06/2019			Deposit	3,301.10	282,191.48
General Journal	09/06/2019	2452		8/31/19 net pay	-201,732.46	80,459.02
General Journal	09/09/2019	2453		8/31/19 payroll taxes and fees	-60,869.27	19,589.75
Deposit	09/09/2019			Deposit	17,548.34	37,138.09
Deposit	09/10/2019			Deposit	5,949.89	43,087.98
General Journal	09/10/2019	2459		Wrks Comp reimb 9-10-19	-3,020.25	40,067.73
General Journal	09/10/2019	2528		2019-09 FSA admin fee	-55.00	40,012.73
Transfer	09/11/2019			Funds Transfer	160,000.00	200,012.73
General Journal	09/11/2019	2526		8/31/19 FSA contribution	-650.41	199,362.32
Bill Pmt -Check	09/12/2019	5656	Employment Research Services		-1,572.50	197,789.82
Bill Pmt -Check	09/12/2019	5657	GovTech Consuslting		-22,000.00	175,789.82
Bill Pmt -Check	09/12/2019	5658	Mary E Uzupis		-28,641.72	147,148.10
Bill Pmt -Check	09/12/2019	5659	Matrix6, Inc.		-35,831.25	111,316.85
Bill Pmt -Check	09/12/2019	5660	Medix Consulting LLC		-23,520.00	87,796.85
Bill Pmt -Check	09/12/2019	5661	Quantum Consulting Services		-34,718.00	53,078.85
Bill Pmt -Check	09/12/2019	5662	Scott N. Kivel		-6,174.40	46,904.45
General Journal	09/12/2019	2458		8/31/19 MM 401a remittance	-26,578.23	20,326.22
General Journal	09/12/2019	2458		8/31/19 MM 457 remittance	-12,410.24	7,915.98
Transfer	09/12/2019			Funds Transfer	-2,000.00	5,915.98
Deposit	09/16/2019			Deposit	17,155.63	23,071.61
Transfer	09/17/2019			Funds Transfer	265,000.00	288,071.61
Transfer	09/18/2019			Funds Transfer	140,000.00	428,071.61
General Journal	09/19/2019	2470		FY20 Insurance Premuim	-109,516.00	318,555.61
General Journal	09/19/2019	2471		9/15/19 net pay	-201,560.93	116,994.68
Deposit	09/20/2019			Deposit	935.91	117,930.59
General Journal	09/20/2019	2468		FY20 Keenan Insurance Broker Fee	-22,250.00	95,680.59
General Journal	09/20/2019	2469		FY20 Excess Premium Keenan	-14,102.28	81,578.31
General Journal	09/20/2019	2472		9/15/19 payroll taxes and fees	-60,404.98	21,173.33
Deposit	09/23/2019			Deposit	26,991.92	48,165.25
Transfer	09/24/2019			Funds Transfer	58,000.00	106,165.25
Transfer	09/24/2019			Funds Transfer	150,000.00	256,165.25
General Journal	09/24/2019	2527		9/15/19 FSA contribution	-650.41	255,514.84
Bill Pmt -Check	09/25/2019	5664	Employment Research Services		-2,067.05	253,447.79
Bill Pmt -Check	09/25/2019	5663	Keenan & Associates		-9,212.72	244,235.07
Bill Pmt -Check	09/25/2019	5665	Meyers Nave		-14,582.26	229,652.81
Bill Pmt -Check	09/25/2019	5666	US Bank		-17,340.52	212,312.29
Deposit	09/25/2019			Deposit	171.10	212,483.39
Deposit	09/25/2019			Deposit	159,508.45	371,991.84
General Journal	09/25/2019	2480		9/15/19 Mass Mutual 457 remittance	-26,307.92	345,683.92

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	09/25/2019	2480		9/15/19 Mass Mutual 401a remittance	-13,277.36	332,406.56
General Journal	09/25/2019	2481		Health Ins Actives premium 2019-09	-20,364.89	312,041.67
General Journal	09/25/2019	2482		Dental premium 2019-09	-2,734.15	309,307.52
General Journal	09/25/2019	2483		Health Ins Kaiser premium 2019-09	-17,281.82	292,025.70
General Journal	09/25/2019	2484		MHN Premium 2019-09	-369.60	291,656.10
General Journal	09/25/2019	2485		Vision premium pmt 2019-09	-389.26	291,266.84
Transfer	09/26/2019			Funds Transfer	-250,000.00	41,266.84
Deposit	09/26/2019			Deposit	327,807.42	369,074.26
Transfer	09/27/2019			Funds Transfer	-335,000.00	34,074.26
Deposit	09/27/2019			Deposit	10,218.95	44,293.21
General Journal	09/29/2019	2493		Life and Disability premium for 2019-09	-1,327.34	42,965.87
General Journal	09/30/2019	2479		HRA 2019 Q3 Funding	-9,750.00	33,215.87
Deposit	09/30/2019			Deposit	203,185.85	236,401.72
Deposit	09/30/2019			Deposit	63,881.50	300,283.22
Check	09/30/2019			Service Charge	-295.00	299,988.22
Total 110060 - Rabobank Checking Account					<u>236,270.96</u>	<u>299,988.22</u>
TOTAL					<u>236,270.96</u>	<u>299,988.22</u>

TO: EXECUTIVE COMMITTEE
FROM: RICHARD AVERETT, Executive Director/CFO
SUBJECT: INVESTMENT REPORT

EC Meeting: 11-22-2019
Item: 3E

RECOMMENDATION

Review and accept JPA investments made through September 2019.

BACKGROUND

The Executive Committee regularly reviews the investment policy, with the latest approved policy being May 17, 2018. The approved investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, and the California Investment Trust pool (CalTrust). The JPA is also authorized to make cash flow loans to other public agencies. Currently the JPA has no such 'alternative' investments. RGS has money market accounts at Rabobank and the Community Bank of the Bay, a LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

FISCAL IMPACT

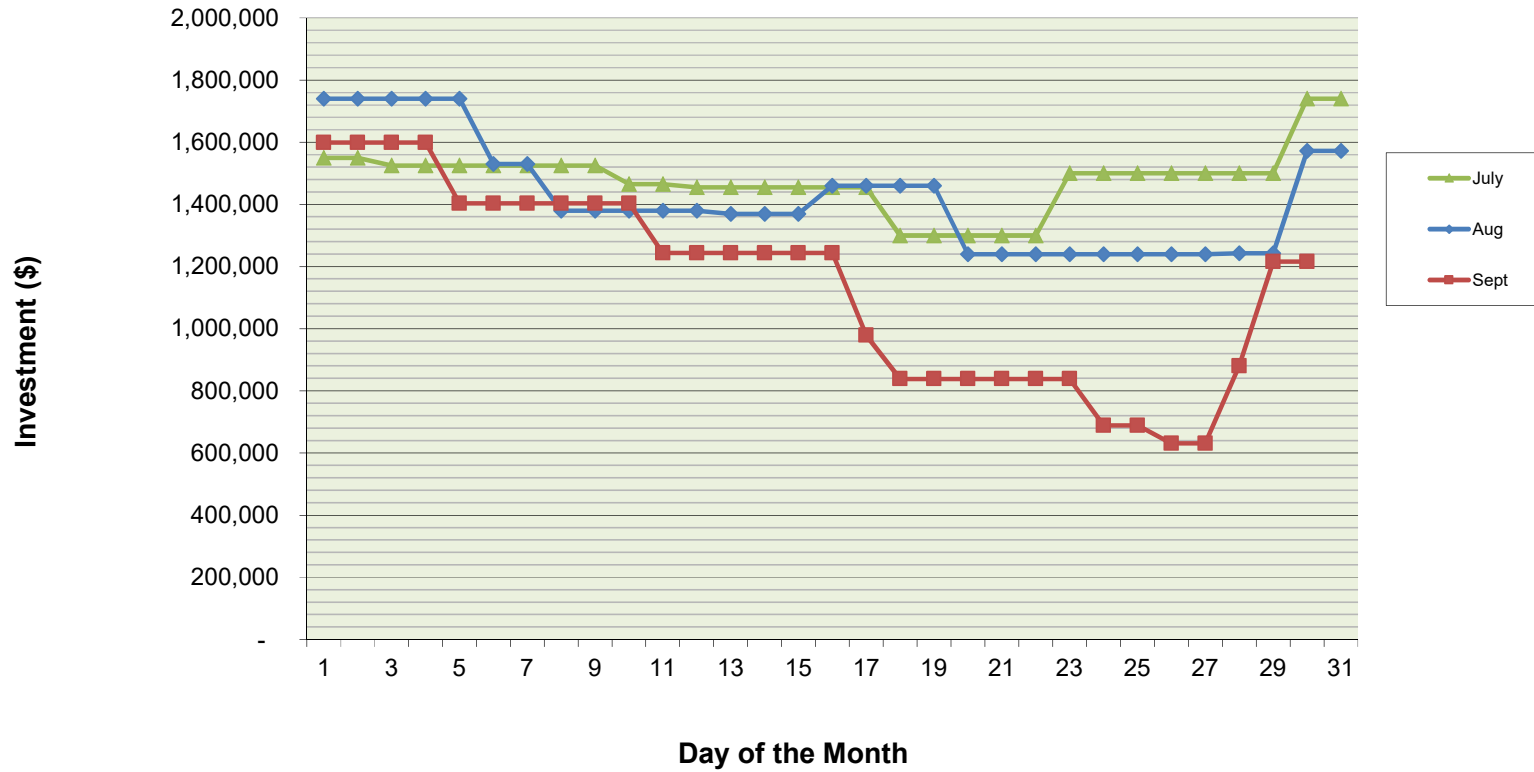
Market fluctuations result in unrealized net gains and net losses in the CalTrust portfolio returns. The JPA does not post mark to market entries every month because they distort the operating performance measurement. Interest earnings are posted monthly, and the mark to market entries will be made for the fiscal year end statements.

Currently the CalTrust Medium Term and Short-Term yields are inverted with the short-term yield at 2.18% and medium term at 2.09% (as of 9/30/19). The LAIF yield has averaged 2.28% in September 2019.

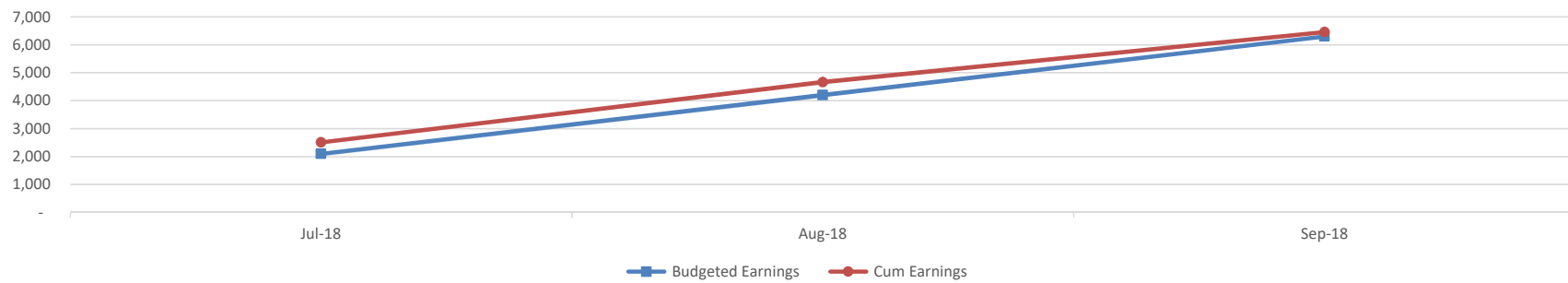
**INVESTMENT REPORT
FY 2020**

Date	July				Aug				Sept			
	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money</u>	<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>
	<u>Accounts</u>	<u>Short & Medium</u>			<u>Accounts</u>	<u>Short & Medium</u>			<u>Mkt</u>	<u>Short & Medium</u>		
1	399,352	1,149,273	1,195	1,549,819	589,352	1,149,273	1,195	1,739,819	421,954	1,175,601	1,195	1,598,750
2	399,352	1,149,273	1,195	1,549,819	589,412	1,149,273	1,195	1,739,880	421,954	1,175,601	1,195	1,598,750
3	374,352	1,149,273	1,195	1,524,819	589,412	1,149,273	1,195	1,739,880	421,954	1,175,601	1,195	1,598,750
4	374,352	1,149,273	1,195	1,524,819	589,412	1,149,273	1,195	1,739,880	421,954	1,175,601	1,195	1,598,750
5	374,352	1,149,273	1,195	1,524,819	589,412	1,149,273	1,195	1,739,880	226,954	1,175,601	1,195	1,403,750
6	374,352	1,149,273	1,195	1,524,819	379,412	1,149,273	1,195	1,529,880	226,954	1,175,601	1,195	1,403,750
7	374,352	1,149,273	1,195	1,524,819	379,412	1,149,273	1,195	1,529,880	226,954	1,175,601	1,195	1,403,750
8	374,352	1,149,273	1,195	1,524,819	229,412	1,149,273	1,195	1,379,880	226,954	1,175,601	1,195	1,403,750
9	374,352	1,149,273	1,195	1,524,819	229,412	1,149,273	1,195	1,379,880	226,954	1,175,601	1,195	1,403,750
10	314,352	1,149,273	1,195	1,464,819	229,412	1,149,273	1,195	1,379,880	226,954	1,175,601	1,195	1,403,750
11	314,352	1,149,273	1,195	1,464,819	229,412	1,149,273	1,195	1,379,880	66,954	1,175,601	1,195	1,243,750
12	304,352	1,149,273	1,195	1,454,819	229,412	1,149,273	1,195	1,379,880	66,954	1,175,601	1,195	1,243,750
13	304,352	1,149,273	1,195	1,454,819	219,412	1,149,273	1,195	1,369,880	66,954	1,175,601	1,195	1,243,750
14	304,352	1,149,273	1,195	1,454,819	219,412	1,149,273	1,195	1,369,880	66,954	1,175,601	1,195	1,243,750
15	304,352	1,149,273	1,195	1,454,819	219,412	1,149,273	1,195	1,369,880	66,954	1,175,601	1,195	1,243,750
16	304,352	1,149,273	1,195	1,454,819	309,412	1,149,273	1,195	1,459,880	66,954	1,175,601	1,195	1,243,750
17	304,352	1,149,273	1,195	1,454,819	309,412	1,149,273	1,195	1,459,880	66,954	910,601	1,195	978,750
18	149,352	1,149,273	1,195	1,299,819	309,412	1,149,273	1,195	1,459,880	66,954	770,601	1,195	838,750
19	149,352	1,149,273	1,195	1,299,819	309,412	1,149,273	1,195	1,459,880	66,954	770,601	1,195	838,750
20	149,352	1,149,273	1,195	1,299,819	89,412	1,149,273	1,195	1,239,880	66,954	770,601	1,195	838,750
21	149,352	1,149,273	1,195	1,299,819	89,412	1,149,273	1,195	1,239,880	66,954	770,601	1,195	838,750
22	149,352	1,149,273	1,195	1,299,819	89,412	1,149,273	1,195	1,239,880	66,954	770,601	1,195	838,750
23	349,352	1,149,273	1,195	1,499,819	89,412	1,149,273	1,195	1,239,880	66,954	770,601	1,195	838,750
24	349,352	1,149,273	1,195	1,499,819	89,412	1,149,273	1,195	1,239,880	66,954	620,601	1,195	688,750
25	349,352	1,149,273	1,195	1,499,819	89,412	1,149,273	1,195	1,239,880	66,954	620,601	1,195	688,750
26	349,352	1,149,273	1,195	1,499,819	89,412	1,149,273	1,195	1,239,880	8,954	620,601	1,195	630,750
27	349,352	1,149,273	1,195	1,499,819	89,412	1,149,273	1,195	1,239,880	8,954	620,601	1,195	630,750
28	349,352	1,149,273	1,195	1,499,819	91,912	1,149,273	1,195	1,242,380	258,954	620,601	1,195	880,750
29	349,352	1,149,273	1,195	1,499,819	91,912	1,149,273	1,195	1,242,380	593,954	620,601	1,195	1,215,750
30	589,352	1,149,273	1,195	1,739,819	421,954	1,149,273	1,195	1,572,421	593,996	620,601	1,195	1,215,792
31	589,352	1,149,273	1,195	1,739,819	421,954	1,149,273	1,195	1,572,421	-	-	-	-

COMBINED INVESTMENTS



Investment Earnings



TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
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:

AGENCY	START DATE	NTE (IF ANY)	SERVICE(S) PROVIDED
Cloverdale	Aug 2019		HR Services
Delta Diablo	Aug 2019	\$50,000	Labor Relations
Elk Grove Water District	Sept. 2019	\$20,000	HR Services
Hidden Valley Lake Homeowner's Association	Oct. 2019	\$7,500	Financial Services
Kensington Fire Protection District	Oct. 2019	\$30,000	HR Services
Las Gallinas Valley Sanitary District	Oct. 2019	\$22,150	HR Services
Marysville	Sept. 2019	\$20,000	Financial Services
Mendocino County Resource Conservation District (Short Form)	Sept. 2019	\$2,500	HR Services
Napa Valley Transit (Sub to GHD)	Aug. 2019	\$42,120	Outreach
Newark	Oct. 2019	\$10,000	HR Services
Pajaro Valley Water Management Agency	Sept. 2019	\$20,000	HR Services
Sacramento	Oct. 2019	\$24,999	Management Training
Sacramento Suburban Water District	Sept. 2019	\$12,500	HR Services - Recruiting
Sausalito	Sept. 2019	\$114,400	Strategic Planning
Sonoma	Aug. 2019	\$16,400	Management Training
South Pasadena	Oct. 2019	\$25,000	HR Services
St. Helena	Sept. 2019	\$24,500	Strategic Planning
Sunnyvale	July 2019	\$77,000	Public Works
Valley Water (Santa Clara Valley Water)	July 2019	\$37,000	Management Training
Walnut Creek	Aug.2019		Financial Services

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 a partner agency's standard agreement are countersigned by JPA Counsel.

FISCAL IMPACT

The hourly or monthly rates charged to all partner agencies for services are sufficient to pay all salaries, benefits, insurance and administrative costs of the JPA.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: RICHARD H. AVERETT, Executive Director **Item: 3G**
SUBJECT: PERSONNEL RULES, REGULATIONS AND POLICIES UPDATES

RECOMMENDATION

Approval of updates to the personnel rules, regulations, and policies.

BACKGROUND

At the November 16, 2017 Board of Directors meeting, the Board approved bringing only individual sections of the Personnel Rules, Regulations and Policies which had undergone material changes for approval. Minor changes such as spelling and grammar corrections are not presented for approval.

It was also approved that such changes would be brought to the Executive Committee Consent Calendar for approval instead of the Board of Directors.

The Personnel Rules, Regulations, and Policies continue to be presented as one all-encompassing document to all JPA employees. Given the nature of the JPA, with employees at various worksites, there is a need for employees to be able to use a single document to find information relevant to employment rules, policies, practices, and procedures. This document is available on the ESelfserve payroll/timecard program, which is where many JPA employment-related documents are placed for easy access. All employees must log in to this system regularly. The document is also available to the public upon request.

REVIEW FOR THIS MEETING

- Update to the Bring Your Own Device Program – This program provides a way to accommodate employees who may already have or want to purchase their own computer and/or communications equipment (as an alternative to RGS-provided equipment. Language to the Bring Your Own Device Program policy has been modified to clarify what hardware and software the BYOD program is intended to cover. Clarification was necessary for advisors to know what they need to have available when beginning work with the JPA and outside of that, what items the JPA will provide. (A red-lined copy of the current policy is included.)
- Addition of the Surplus Property Disposal Policy – The Surplus Property Disposal policy was added to establish procedures for disposal of JPA property which has become obsolete or worn out or otherwise surplus to the needs of the JPA. Supplies and equipment valued at less than \$500 may be disposed of at the Executive Director's discretion. Items valued at over \$500 shall be offered for sale by the Executive Director with proceeds from the sale being credited to the RGS general fund. (A copy of the proposed policy is included.)
- Update to Board Member Agency Training Funds Policy – The JPA Member Agency Training Funds policy was created to recognize the contributions of member agencies in service to the JPA.
 - The policy would be renamed Member Services Reimbursement. The policy name change reflects a shift in how funds can be used, from primarily for Training (with no more than 50% for external agency training reimbursement, with the rest for RGS training or other

service line work) to Member Services Reimbursement, which can be used only for RGS services.

- Another proposed change is to provide \$10,000 for Board Member service on the Executive Committee and \$2,000 for Board Member service, for a \$2,000 per year increase per year per Agency (for those Member representatives also serving on the Executive Committee.) As the JPA membership grows, we soon may reach the Executive Committee limit of seven members. Growth in JPA Membership thereafter will mean that some Board Members will not serve on the Executive Committee. (Executive Committee membership may change with Board appointments/reappointments, but the number of Committee membership is limited by the JPA Agreement.) The proposed changes would recognize the more significant workload on Committee members versus those serving on the Board and not on the Executive Committee. Funding level will continue to be reviewed annually for availability.
- It is also recommended that reimbursement funds be usable only during the Fiscal Year (FY) in which they are received. There will not be a carryover of funds to the following FY. This will help the JPA better respond to shifts in funding availability and decrease administrative resources in tracking the funds across two fiscal years. Current Training Funds allocated in FY2020 with an original expiration date of June 30, 2021 may be rolled over into the balance of Member Services Reimbursement funds one time at the implementation of this new policy but will only be available until December 31, 2020. Funds rolled over past June 30, 2020 may only be used for RGS services. RGS Staff will provide quarterly updates of current Member Services Reimbursement funds.
- The adoption of the changes to this policy will be contingent upon the removal of current Board Policy 50.2: Board Member Mobile Computing Device Policy. Discontinuing the Board Member Mobile Computing Device Policy will allow for more funds to be allocated to the updated Member Services Reimbursement program and reduce administrative work to update and implement the Computing Device Policy. Staff use envisioned under this policy has been supplanted by the internal Bring Your Own Device Program. (A redlined copy of the Board Member Agency Training Funds Policy and the proposed deleted Mobile Computing Device Policy are included.)

FISCAL IMPACT

If the recommended changes are approved, there would be an increase of \$2,000 per member agency for the Member Training Funds policy modifications, partially offset by the proposed elimination of the Mobile Computing Device Policy. The total net annual cost impact would be an increase of approximately \$10,000.

SECTION 43: Office Equipment/Computer Policy
POLICY TITLE: Bring Your Own Device Program
POLICY NUMBER: 43.7
LAST UPDATE: 11/17/19

Bring Your Own Device Program: ~~Employees who receive the~~ The Bring Your Own Device (BYOD) reimbursement program as specified in their employment agreement ~~program provides that each employee who does not have a JPA provided computer,~~ shall be paid a designated amount per hour worked for the use and maintenance of the employee's own personal electronic equipment and associated supplies. Employees use JPA programs through their own devices such as file storage, email, voice mail, a variety of applications, including video conferencing, collaboration software, time and attendance tracking, VPN, customer management software, and other such applications.

This ~~program reimbursement program~~ is for any employee-owned devices (~~smartphone, cell phone, tablet, notebook, or PC, Mac, printer~~) ~~or and~~ applications necessary to perform job tasks as determined by their assignment and supervisor, including business office software and anti-virus/anti-malware protection services (freeware is not sufficient protection for employment with the JPA). ~~(mobile or cloud based) that accesses JPA networks through the use of telecommunications services.~~ The purchase of other applications specific to an assignment will be assessed on a case-by-case basis by an employee's supervisor and approved by JPA management. ~~Employees use JPA programs through their own devices such as file storage, email, voice mail, a variety of applications, including RingCentral, Glip, eSelfserve, VPN, Tracker, and other such applications.~~ This program shall be periodically assessed and the amount per hour is adjusted, but no frequently than once per calendar year.

SECTION 49: Financial Policies
POLICY TITLE: Surplus Property Disposal
POLICY NUMBER: 49.5
LAST UPDATE: 11/19

DISPOSAL OF SURPLUS AGENCY SUPPLIES, EQUIPMENT OR PROPERTY:

The Executive Director may identify from time to time supplies and equipment or other property which are no longer in use or which have become obsolete or worn out or otherwise surplus to the needs of the Agency. If such supplies or equipment cannot be used or are unsuitable for Agency use, the Director may dispose of such supplies and equipment that cannot be exchanged for or traded in on new equipment or supplies when the value of such supplies and equipment is less than \$500.

49.5.1 **Valuation:** Determining whether an item has value greater than \$500 can be done by any reasonable means. For example, entering the item and age on google and searching for its value, printing the page in PDF as support documentation.

49.4.2 **Low Value Property:** If the surplus property which is not required for Agency use has an estimated market value of less than \$500, the Executive Director or designee may authorize the disposal of the property without advertising for bids or may sell or donate the property to a school, public agency, or non-profit organization. The Director may also sell such property to a member of Agency staff, provided that a written report of such disposal is made at the subsequent meeting of the Agency Board of Directors.

49.5.3 **High Value Property:** If the surplus property which is not required for Agency use has an estimated market value of \$500 or more, the Executive Director shall dispose of the property by advertising it for sale. The manner of advertising shall be in a manner that fosters competition to the extent practical, considering the value of the item and the availability of prospective purchasers; specifically, the cost of noticing the sale should not exceed 20% of the estimated value of the property. The property shall be sold to the highest bidder. Agency staff may also bid on such property in the same manner and regulation as any other person or entity. If no bids are received, the Director may dispose of in the same manner as an item under \$500.

49.5.3.1 **Proceeds from Sale:** The amount received for any property sold pursuant to this policy shall be credited to the Agency's general fund as determined by the Agency's Finance and Operations Manager.

SECTION 50: Board Policies

POLICY TITLE: ~~Board~~ Member Agency Services Reimbursement Training Funds

POLICY NUMBER: 50.3

LAST UPDATE: 11/~~17~~19

50.3.1 **Policy:** The JPA provides funds for use of Member Services Reimbursement training support to JPA governing member agencies in good standing to recognize the contribution member agencies make to JPA governance. Additionally, the policy seeks to recognize the contributions of members that serve on both the Executive Committee and the Board, since the Executive Committee is where most of the member work is conducted.

50.3.2 **Availability:** Training Member Services Reimbursement funds are available based on funding availability and services provided. Beginning in FY ~~15/16~~20/21, member agencies are eligible to receive training Member Services Reimbursement funds at the beginning of each fiscal year after completing each full fiscal year of service in good standing. Service of less than a fiscal year does not qualify for training funds. Earned Member Services Reimbursement training funds may be carried over for one fiscal year only must be used within the fiscal year they are received. The amount per member agency may be adjusted annually based on the level of services provided and funds available for training support Member services reimbursements.

50.3.3 **Amount:** Training The Member Services Reimbursement funds dollar limits are set each year for the subsequent year. For example, for Fiscal Year 2017/18 the amount is \$10,000 and not eligible to receive until 7/1/2018. amount will vary based on service on the Board or service on the Board and Executive Committee

- Members that serve on the Board will receive \$2,000 in member services funds each year.
- Members that also serve on the Executive Committee will receive an additional \$10,000 in member services funds every fiscal year.

Member Services Reimbursement funding levels are set each year for the subsequent year. For example, for Fiscal Year 2020/21 the amount is \$12,000 and not eligible to use until the fiscal year starting 7/1/2020.

50.3.4 **How ~~Training~~ Member Services Reimbursement Funds Can Be Used:** The use of training Member Services Reimbursement funds ~~(or credits)~~ should encourage the awareness and/or use of JPA services by member agencies. Training Member Services Reimbursement funds may be used for any ~~of the following, with a maximum of 50% allocated to non-RGS provided services.~~ JPA service line, including the following service lines (or any other service line added beyond this policy date):

- ~~Premier leadership programs such as the California Local Governance Summer Institute at Stanford.~~

- ~~RGS sponsored and provided training, such as enrolling employees into the various JPA provided academies.~~
- ~~Coaching provided by RGS staff.~~
- ~~Human Resources assistance in a variety of functional areas provided by advisors, including an assessment of a member's organization's human resource practices and procedures.~~
- ~~Finance assistance as an assessment of a member's organization's finance functions, services, practices, and procedures.~~Human Resources
- Recruitment
- Training and Development
- Finance
- Outreach and Communications
- Planning
- Emergency Management Services
- Public Safety
- Risk Management
- Public Works

50.3.5 **How to Request Funds:** Requests for specific use of ~~training~~ Member Services Reimbursement funds should be directed to the JPA's administrative services manager.

SECTION 50: Board Policies
POLICY TITLE: Mobile Computing Device
POLICY NUMBER: 50.2
LAST UPDATE: 11/17

- 50.2.1 **Overview:** The JPA has appointed officials who provide service boards, committees, or subcommittees. Regional Government Services employs administrative staff, who provide services to all JPAs. As appointed officials and staff are located throughout the JPA's service areas, a paperless agenda process is vital to streamline the agenda process, enhance efficiency and mobility, and provide a cost savings through the use of mobile devices.
- 50.2.2 **Mobile Computing Device Eligibility:** The JPA will provide an expense reimbursement to JPA Officials, management team, and designated other JPA staff as deemed necessary for work purposes by the Executive Director. Reimbursement is for one device per individual for Board or Executive Committee Members, regardless of the number of Boards or Committees served.
- 50.2.3 **Mobile Computing Device Expense Reimbursement Amount:** This reimbursement is for the purchase of a laptop or tablet (not cell phone) to access agenda packets electronically, enhance efficiency, and align with established and emerging best practices. The amount of reimbursement will be up to \$1,000.00 to purchase the device and beneficial applications and accessories. Should the appointed official or employee choose options costing more than the JPA standard, the difference will not be paid nor will the JPA reimburse for monthly or annual internet or data services.
- 50.2.4 **Technology and Reimbursement Amount Review:** The amount of the reimbursement is intended to be a one-time per user amount subject to review every three years. The executive director will review the state of technology every three years to determine if updated devices or reimbursement amounts are reasonable taking into account current advancements in technology.
- 50.2.5 **Hardware, Software, and Accessories Requirements:**
- **Hardware:** Any eligible mobile computing device must have Wi-Fi capabilities and be able to support running core Microsoft Office programs and Adobe Reader. The device must be able to access the internet via an internet browser.
 - **Accessories and Applications:** Applications currently utilized by the JPA are Microsoft Office and Adobe Acrobat. Any device purchased under this mobile computing device policy must have Adobe Reader and Microsoft Office installed.
 - **Warranty and Optional Accessories:** The purchase of an extended warranty or optional accessories such as covers or carrying cases will be included under the mobile computing device policy reimbursement amount up to the \$1,000.00 limit.

PART J – BOARD POLICIES

- 50.2.6 **Damage:** Should any damage or loss of function to the device occur, it is the responsibility of the owner to repair or replace device.
- 50.2.7 **Program Continuity:** This program may be modified, temporarily discontinued, or eliminated based on the JPA's financial condition and after notification of participants.

TO: EXECUTIVE COMMITTEE
FROM: JEFFERSON KISE, Finance Manager
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 11-22-2019
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through September 2019, 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.

Through the three months ended September 30th, 2019, the JPA has a \$44,000 loss on \$2,638,000 in revenue and worked on 107 client contracts. RGS budgeted \$9,835 million in revenue for the fiscal year and \$12,000 loss, anticipating that losses would build up in the first half of the fiscal year, and be largely offset in the second half – consistent with historical trends and longer-term investments in staffing, business software, and ramp-up costs associated with the expansion of CalSAWS services.

Notable first quarter impacts include:

RGS has run 2 leadership academies and webinars, with 35 participants, from 13 different agencies.

One an active Worker's Comp claim is generating far more in claims cost than anticipated, costing \$41,700 in this fiscal year.

Legal fees are outpacing the budget due to the active defense in the new CalPERS action against 16 former RGS employees.

JPA Admin overhead costs continue to reflect the cost cutting initiated in the Fall of 2016. These measures were undertaken to counteract expenses incurred by the JPA in response previous CalPERS actions.

Note: all balance sheet accounts do not reflect any FY19 audit adjustments. Net equity, including operating and insurance reserves, for the JPA is \$1,728,000. The operating reserve minimum target is 10% of budgeted client revenue or \$837,000 for the current fiscal year. The minimum target for the insurance reserve balance is 150% of booked claims liabilities or \$1.2 million for the current fiscal year. With funding from the dissolution of MSA the current operating reserve target of \$837,000 is met, and the insurance reserve is 74% funded at \$891,000.

Regional Government Services

1:04 PM

Profit & Loss

11/07/2019

July through September 2019

Accrual Basis

TOTAL

Ordinary Income/Expense

Income

440301 - Client Billings	2,084,838
440400 - Admin Services	
440402 - MSS	30,000
440403 - Municipal Dental Pool	11,400
440404 - STARS	-1,768
Total 440400 - Admin Services	39,632

480000 - Miscellaneous Income

480100 - Client Expense Reimbursement	512,364
480200 - Purchasing Card Rebate	686
480300 - Other	638
Total 480000 - Miscellaneous Income	513,688

Total Income	2,638,158
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Gross Profit	2,638,158
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Expense

511010 - Salaries - Regular	1,619,733
511072 - Salaries - Nonbillable	25,536
512002 - Medicare Employer Expense	23,640
512003 - Workers' Comp Exp clerical	35
512004 - Employee Assistance Program	1,110
512005 - Health Insurance Expense	103,544
512006 - Dental Insurance Expense	7,592
512007 - Vision Insurance Expense	1,212
512008 - Life Insurance Expense	1,245
512009 - Long Term Disability Expense	1,544
512011 - Stars 401A Expense	163,409
512014 - Short Term Disability Expense	1,341
512015 - Unemployment Expense	6,846
512018 - FSA Health & Day Care Expense	165
512019 - Employee Expense Allowances	21,247
520107 - APS (ADP) Payroll Fees	2,888
520108 - Communications - Agency Expense	1,672
520201 - Office Supplies	93
520202 - Bank Fees & Services	1,398
520204 - Printing & Postage	3,599
520301 - Audit Services	24,111
520302 - Legal Services	45,991
520314 - Administrative Services	11,376
520320 - Professional Services	411,437
520501 - Professional Dues & Membership	11,323
520502 - Training & Development	125
520503 - Conferences & Meetings	6,911
520504 - Publications	1,939
520505 - Program Hosting Expenses	804
520508 - Licenses & Fees	1,250
520700 - Workers Comp Insurance Expense	10,647
520701 - General Liability Insurance Exp	16,749
520702 - Claims Expense	41,674
520801 - Mileage Reimbursement	15,383
520803 - Travel Reimbursement	47,473
520805 - Supplies & Meals Reimbursement	5,304
520904 - Computer Install & Maintenance	6,051
522798 - Miscellaneous Expense	
560100 - Service Group Admin costs	
570100 - Equipment Purchase	39
Total Expense	2,646,436

Net Ordinary Income	-8,278
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	<u>TOTAL</u>
Other Income/Expense	
Other Income	
520100 · Investment Income	6,452
Total Other Income	<u>6,452</u>
 Other Expense	
529991 · RGS Claims Reserve	24,999
529996 · Attributed OPEB / HRA Expense	17,499
529997 · Unallocated Admin. Svcs - RGS	-538,837
529999 · Allocated Unbillable Expenses	538,837
Total Other Expense	<u>42,498</u>
 Net Other Income	<u>-36,046</u>
 Net Income	<u><u>-44,324</u></u>

Regional Government Services
Balance Sheet
As of September 30, 2019

1:24 PM
11/07/2019
Accrual Basis
Sep 30, 19

ASSETS

Current Assets

Checking/Savings

110030 - LAIF Account	1,230
110040 - CalTRUST Medium Term Fund	302,261
110050 - CalTRUST Short Term Fund	320,855
110060 - Rabobank Checking Account	299,988
110070 - Rabobank Money Market	591,492
110080 - Union Bank Worker Comp Checking	2,618
110090 - Community Bank of the Bay Chkg	2,000
111000 - Community Bank of the Bay MMkt	2,500

Total Checking/Savings	1,522,944
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Accounts Receivable

131130 - Accounts Receivable	1,475,178
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Total Accounts Receivable	1,475,178
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Other Current Assets

12000 - Undeposited Funds	-63,882
120005 - Prepaid Expenses	46,922
120010 - Prepaid Insurance	116,311
131131 - Accounts Receivable - Misc	24,974

Total Other Current Assets	124,325
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Total Current Assets	3,122,447
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Other Assets

180001 - Loan due to JPA	21,999
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Total Other Assets	21,999
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TOTAL ASSETS	3,144,446
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

220010 - Accounts Payable	209,398
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Total Accounts Payable	209,398
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Other Current Liabilities

214070 - Due To/From MSA	-146,563
221003 - 457/401A Retirement Liability	50,126
221006 - FSA Liability	650
221008 - Workers' Comp. Liability	0
221015 - Health Insurance Liability	-965
221016 - Long Term Disability Liability	-10
221017 - Short Term Disability Liability	-6
221023 - Dental Insurance Liability	-275
221024 - Vision Insurance Liability	-233
221025 - Life Insurance/AD&D Liability	445
221029 - Garnishments	0
230060 - Accrued Salaries, Wages & Taxes	309,620
240010 - Deferred Revenue	53,752
250001 - Accrued Vacation	133,312

Total Other Current Liabilities	399,853
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Total Current Liabilities	609,251
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Sep 30, 19

Long Term Liabilities

260005 - Health Reimbursement Account	7,749
260006 - IBNR - GL	80,000
260007 - IBNR - WC	50,000
260008 - Case Reserves - WC	52,894
260009 - Workers Comp Claims Liability	160,873
260010 - General Liability Claims	456,096

Total Long Term Liabilities	807,612
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Total Liabilities	1,416,863
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Equity

32000 - Retained Earnings	-263,584
370000 - Fund Bal Unreserved/Unrestrictd	2,010,487
390000 - Insurance Claims Reserves	25,000
Net Income	-44,321

Total Equity	1,727,582
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TOTAL LIABILITIES & EQUITY	3,144,445
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TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: RICHARD AVERETT, Executive Director/CFO **Item: 4B**
**SUBJECT: INFORMATON UPDATE ON THE AUDIT OF FISCAL YEAR ENDING JUNE
30, 2019**

RECOMMENDATION

This is an informational report only, no action is required.

BACKGROUND

The outside audit firm of Badawi and Associates was retained to complete the FY2019 audit. The audit began in mid-August and continues as of this writing.

UPDATE

Completion of the audit has been extended for two significant reasons: late data and dissolution of the MSA and LGS JPAs.

RGS only recently (November 3rd) received the retrospective adjustment report and workbooks from California Joint Powers Insurance Authority (CJPIA). The retrospective adjustment was a 330% increase in the combined Workers Compensation and General Liability balance, increasing the total liability from \$617,000 for FY18 to \$2,053,000 for FY19. Pressed for an explanation for the significant increase, CJPIA admitted that their reporting in prior years had errors in underlying formulas. Staff is appealing what has been reported, although the FY19 audit is expected to reflect this higher balance while attempting to resolve the new, higher number.

The second reason for the delay stems from the complexity of the entries associated with the dissolution of Local Government Services Authority and Municipal Services Authority. Staff expects to have the FY19 audit completed in December 2019 and will distribute it as soon as it is available. Approval will be agendized for the February 7, 2020 Executive Committee meeting.

TO: EXECUTIVE COMMITTEE
FROM: Richard Averett, Executive Director
SUBJECT: **RGS BOARD MEMBERSHIP - CITY OF NAPA**

EC Meeting: 11-22-19
Item: 6A

RECOMMENDATION

Approve the City of Napa as a Regional Government Services Authority Member Agency, effective immediately. The Napa City Council approved membership in RGS at their November 5, 2019 City Council meeting.

BACKGROUND

The Amended and Restated Joint Powers Agreement authorizes the Executive Committee to approve new JPA member agencies. A two-thirds vote of the Executive Committee is required. If the Executive Committee approves adding a new member it does so by executing an Addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority, and authorizes the Chair to enter into a membership agreement by execution of the Addendum.

The City of Napa is the largest city and county seat in the County of Napa. Napa was incorporated on March 23, 1872 and reincorporated in 1874 as the City of Napa. Early city industries included tanneries, prune processing and a State hospital. Today, Napa is more known for its tourist economy, with wineries, fine food and luxury hotels topping the list. The City had a population count of 76,915 as of the 2010 census.

The City of Napa was a partner agency of RGS in 2013 when RGS provided Human Resources services. The current Napa Assistant City Manager was a participant on the RGS Board and EC during her tenure as Assistant City Manager at the City of Walnut Creek.

Adding the City of Napa to the RGS Board will help fulfill goal 2.1 of the RGS Strategic Plan: *Pursue increased Board membership with similar powers as current members and geographic and socio-economic diversity*. Napa brings Board membership to 6.

FISCAL IMPACT

After one year of membership, Napa would be eligible to receive the same training funds as other Members in good standing. This funding, if approved by the Board or Executive Committee in the annual budget, would be available in FY2021.

**ADDENDUM
TO
AMENDED AND RESTATED JOINT POWERS AGREEMENT
CREATING THE REGIONAL GOVERNMENT SERVICES AUTHORITY**

RECITALS

WHEREAS, the Members entered into an Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority ("RGS"), effective August 25, 2016.

WHEREAS, Article II, Section 1 of said agreement provides that public entities may join as members of RGS if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee.

WHEREAS, Article II, Section 1 further provides that new members shall be included within the term "members" following the execution of an addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority.

WHEREAS, said addendum shall be executed by the new member and the Chair of the Executive Committee.

AGREEMENT

NOW, THEREFORE, RGS, through the Chair of its Executive Committee, and the City of Napa enter into this Addendum to memorialize and acknowledge the addition of the City of Napa as a member of RGS.

The City of Napa acknowledges it will be subject to the provisions of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority following execution of this Addendum by both parties.

CITY OF NAPA

Dated: _____ By: _____
Assistant City Manager

REGIONAL GOVERNMENT SERVICES AUTHORITY

Dated: _____ By: _____
Executive Committee Chair

APPROVED AS TO FORM

Dated: _____ By: _____
Legal Counsel
REGIONAL GOVERNMENT SERVICES AUTHORITY

RESOLUTION R2019-118

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY OF NAPA TO BECOME A MEMBER OF THE REGIONAL GOVERNMENT SERVICES AUTHORITY, A JOINT POWERS AUTHORITY

WHEREAS, California law authorizes cities and other public agencies to contract, by joint powers agreement, to form separate legal entities identified as Joint Powers Authorities (JPAs), which are authorized to exercise authority that is common to the members of the JPA (California Government Code Sections 6500, *et seq.*); and

WHEREAS, Regional Government Services Authority (RGS) is a JPA formed and governed by California public agencies to serve the needs of local government agencies in California, having served over 250 agencies since 2002; and

WHEREAS, RGS has the experienced staff to assist agencies with managing special projects, conducting independent operational assessments, assisting new or acting staff, and consulting on best practices in human resources and municipal finance; and

WHEREAS, all public agencies benefit by having a resource of experienced advisors, and the City can assist in ensuring this JPA remains a valuable asset to the City and other local government agencies by being a member of RGS.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby authorizes the City of Napa to join as a member of the joint powers authority identified as the "Regional Government Services Authority," hereinafter "RGS," and authorizes the City Manager to execute on behalf of the City any documents necessary to implement the City's membership in RGS including the "Joint Powers Agreement Creating the Regional Government Services Authority."
2. The City Council also authorizes the City Manager to designate the City's representative to serve on the RGS Board of Directors, which may also include service on the RGS Executive Committee.
3. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.
4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 5th day of November, 2019 by the following vote:

AYES: Luros, Sedgley, Alessio, Gentry, Techel

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:



Tiffany Carranza
City Clerk

Approved as to form:



Michael W. Barrett
City Attorney

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-19**
FROM: Richard Averett, Executive Director **Item: 6B**
SUBJECT: APPROVE ASSOCIATE MEMBERSHIP METHODOLOGY – DENTAL POOL PARTICIPANTS

RECOMMENDATION

1. Receive and accept the executed the Dental Administrative Services Contract between RGS and Delta Dental;
2. Confirm the Executive Director's approval of the existing 19 participating agencies in the pool as RGS Associate Members for Municipal Dental Pool (MDP) purposes; and
3. Approve the recommended methodology for using the Associate Membership classification provided for in Regional Government Services (RGS) joint powers agreement ("Agreement") for MDP participants and authorize the Executive Director to approve MDP Associate Membership.

BACKGROUND

At the Executive Committee's February 21, 2019 meeting, the Committee approved authorizing the Executive Director to enter into a contract with Delta Dental for Municipal Dental Pool. The provider (Delta Dental) required that participating agencies be "members" of the RGS JPA, but after discussions with RGS general counsel, it was proposed through Keenan, that "associate membership" satisfy this requirement. Delta Dental agreed to accept associate membership, thus allowing agencies to participate in the pool without taking on the rights and obligations of full membership.

The Associate Membership category was created in the 2016 amendments to the Joint Powers Agreement approved by Walnut Creek, Dublin, Larkspur and Yountville, and all subsequent Member Agencies. Article II, section 2 of the amended Agreement states:

***Associate Membership.** Public entities may join RGS as associate members, by virtue of contracting for services with RGS, which contract shall include an addendum to this Agreement and must be approved by the Executive Committee, or by other means as approved by the Executive Committee. Associate membership shall be on terms and conditions approved by the Executive Committee, and the Executive Committee shall establish the rights, privileges, duties and obligations of associate members consistent with this Agreement. Associate members shall not have the right to appoint a representative to the Board of Directors, nor shall they have a right to any of RGS' assets upon dissolution. The debts, liabilities and obligations of RGS shall not be the debts, liabilities and obligations of its associate members."*

Use of associate membership for the dental pool does not preclude use of this membership category for other purposes, so this use will be referred to as MDP Associate Membership. It is proposed that the Executive Committee establish the terms and conditions of this membership as having those rights conferred by the MDP Acceptance Form, (including no right to RGS governance duties or responsibilities, no right to RGS assets upon dissolution nor obligations of RGS) and to be bound by the terms and conditions of the MDP Administrative Services Agreement.

Furthermore, it is proposed that the Executive Committee delegate to the Executive Director or the Executive Director's designee, preliminary authority to approve associate membership for an agency, with

confirmation at the next regularly scheduled Executive Committee meeting (as is done for Management Services Agreements). Approval of this delegation would essentially confirm associate membership for the 19 agencies already participating in the pool (listed in Appendix A-1 of the PPO Contract MDP Final, shown below). There are approximately five agencies requesting to join MDP effective January 1, and this delegation would allow the Executive Director to execute MDP Acceptance Forms with these agencies.

The five agencies requesting to join MDP effective January 1, 2020 are:

- City of Hawaiian Gardens
- City of Baldwin Park
- City of Rialto
- City of Lynwood
- City of Upland

Prior to approval of any agency's associate membership in RGS, Keenan & Associates conducts an evaluation as to loss experience and risk profile for the MDP.

FISCAL IMPACT

There is no direct fiscal impact of delegating to the Executive Director authority to approve MDP Associate Membership. However, as the Pool increases monthly 'premiums', RGS revenue increases for the fiscal oversight and management role performed. RGS receives 1% of monthly charges, paid twice per year. Current revenue is over \$3,000 per month and is expected to grow to \$4,000 per month next year, resulting in \$20,000 or more greater than budgeted for FY2020 (\$25,000).

APPENDIX A-1
PARTICIPATING EMPLOYERS

<u>Group Name</u>	<u>Group Number</u>
City of Pico Rivera	18840
City of Claremont	19137
City of Azusa	19180
Regional Government Services	19207
City of Santa Ana	19209
City of Chino	19211
County of Mendocino	19212
Metropolitan Transportation Commission (MTC)	19213
City of Bishop	19214
Cit of Larkspur	19215
East Contra Costa Protection District	19216
City of Desert Hot Springs	19217
City of Alhambra	19223
City of Dana Point	19236
Town of Corte Madera	19243
Central Marin Fire Authority	19249
City of Bellflower	19294
City of Oxnard	19828
Town of Woodside	19947

**AGREEMENT AND ACCEPTANCE OF
THE MUNICIPAL DENTAL POOL SERVICES AGREEMENT**

WHEREAS, the undersigned public agency (“Agency”) seeks to become a member of the Regional Government Services Authority Municipal Dental Pool (the “Dental Pool”); and

WHEREAS, membership in the Dental Pool is offered to full and associate members of the Regional Government Services Joint Powers Authority (RGS); and

WHEREAS, Agency seeks associate membership in RGS for the purpose of joining the Dental Pool and RGS desires to grant such membership.

NOW, THEREFORE, it is agreed

1. As of the Effective Date noted below, Agency is granted associate membership in RGS as such membership is defined in the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority.
2. Associate membership does not confer a right to any of RGS’ assets upon dissolution nor does it oblige associate member to any of the debts, liabilities or obligations of RGS.
3. Agency hereby elects to become a Participating Employer in the MDP Administrative Services Agreement, as defined therein.
4. As a Participating Member, Agency agrees that it shall be bound by all terms and conditions of the MDP Administrative Services Agreement attached hereto as Exhibit A, as if the Agency had been an original signatory thereto.

[Insert Name of Public Agency]

BY: _____

Name: **[Insert Name of Person Signing]**

Title: **[Insert Title of Person Signing]**

Effective Date: **[Insert Effective Date of Membership]**

REGIONAL GOVERNMENT SERVICES

BY: _____

Name: Richard H. Averett

Title: Executive Director

Date: _____

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: Richard H. Averett, Executive Director **Item: 6C**
SUBJECT: EXECUTIVE DIRECTOR DELEGATION OF SIGNATURE AUTHORITY

RECOMMENDATION

Approval of Executive Director's authority to designate staff authorized to sign those documents the Executive Director regularly executes in the normal course of JPA business.

BACKGROUND

As provided for in the JPA Formation Document, Article I, 4(b), the JPA has the power to "make, assume and enter into contracts, including contracts with its Members, associate members, partner agencies, consultants, [employees] and vendors." The Executive Director has heretofore been the exclusive signatory for these contracts.

Delegation of signature authority as it pertains to contracts is appropriate for the increasing activity of the JPA, with over a hundred active employees and over a hundred active client agency contracts. As more and more clients and employees do business with the JPA, having a second authorized signatory ensures that neither clients nor employees awaiting executed agreements are delayed by potential schedule availability of a sole signatory authority.

Delegation of signature authority to the Deputy Executive Director or other staff as appropriate will enhance the effectiveness and efficiency of daily operations while maintaining the integrity of JPA internal controls. This will be documented in a written policy on delegation of authority to assist all staff in knowing who has authority to sign in all circumstances. At the time of this meeting, it is the Executive Director's intent to authorize the Deputy Executive Director to sign in all those instances where the Executive Director currently signs for the Agency and may be unavailable to sign.

FISCAL IMPACT

There is no fiscal impact of approving this recommendation.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: AD HOC COMMITTEE **Item: 6D**
SUBJECT: EXECUTIVE DIRECTOR PERFORMANCE BONUS

RECOMMENDATION

The Ad Hoc Committee recommends the following for Executive Committee action:

1. Award the Executive Director the maximum pay for performance, the lesser of 5% of salary or \$10,000.

BACKGROUND

Section 1.2 of the Executive Director's employment agreement titled Compensation Adjustments and Bonus Program states that "Employee may receive compensation adjustments as determined by the RGS Executive Committee. In addition, employee is eligible to receive an annual performance bonus of base salary of up to 3% for an overall rating of above average or a 5% amount with an overall rating of excellent."

In May 2019, the Executive Committee appointed a standing sub-committee for the purposes of considering annually reviewing Executive Director performance.

On July 9, 2019, the Ad Hoc Committee met with the RGS Administrative Services Manager to discuss the Executive Director performance review. The Ad Hoc Committee recommended resuming annual performance reviews and moving forward with a past year review. Additionally, they requested information regarding past criteria for bonuses in addition to compensation.

The Ad Hoc Committee discussed the use of the strategic plan as the Executive Director's goals for a performance evaluation. They recommended using the Interim Strategic Plan goals as a reference for Executive Director performance goals. The Ad Hoc Committee directed the Executive Director to determine goals for a performance review using the Strategic Plan, complete an initial sub-evaluation of those goals, and provide the sub-evaluation to the Ad Hoc Committee.

On September 11, 2019, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager. Ahead of this meeting, the Executive Director provided the performance goals for a past-year review and an initial sub-evaluation of goals. The Administrative Manager also provided Executive Director compensation and performance history and parameters since 2011.

Executive Director Goals identified were:

- A. Fiscal Sustainability: Increase client revenues, diversify revenue sources, insure client satisfaction, increase outreach, control administrative costs appropriate to services provided, and maximize insurance value (through claims recovery and increasing self-insurance, thus controlling premium costs).

- B. Risk Management: Reduce exposure to adverse determination of employment status.
- C. Governance: Increase the number and geographic diversity of Board Member agencies from the current agencies and Bay Area; and increase Board/Executive Committee involvement in RGS governance.
- D. Organizational Sustainability: Develop staff, systems and processes to support a flexible, strong organization to meet the challenges and opportunities in the municipal sector.

The Ad Hoc Committee reviewed Executive Director performance review goals and sub-evaluation of those goals provided by the Executive Director. They acknowledged the Executive Director's positive progress and performance during the past year in in the intervening years since the last performance review.

FISCAL IMPACT

The fiscal impact to the JPA is \$10,000 performance bonus for the Executive Director.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: AD HOC COMMITTEE **Item: 6E**
SUBJECT: EXECUTIVE DIRECTOR AMENDED EMPLOYMENT AGREEMENT
(COMPENSATION INCREASE)

RECOMMENDATION

The Ad Hoc Committee recommends the following for Executive Committee action:

1. Adjust Executive Director base salary by the Consumer Price Index (CPI) for the San Francisco-Oakland-Hayward area for June 2019, which is 3.2%.

BACKGROUND

Section 1.2 of the Executive Director's employment agreement titled Compensation Adjustments and Bonus Program states that "Employee may receive compensation adjustments as determined by the RGS Executive Committee."

In May 2019, the Executive Committee appointed a standing sub-committee for the purposes of considering annually reviewing Executive Director compensation.

On July 9, 2019, the Ad Hoc Committee met with the RGS Administrative Services Manager to discuss Executive Director compensation. The Ad Hoc Committee directed RGS Staff to provide updated Executive Director compensation data using existing methodology. They wanted to have a follow up meeting to review this data and get the Executive Director's input on the compensation methodology.

On September 11, 2019, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager to review Executive Director compensation. Ahead of this meeting, the Administrative Services Manager provided updated Executive Director compensation survey data, the compensation methodology approved by the Executive Committee in 2015, and Executive Director compensation and performance history and parameters since 2011.

The Ad Hoc Committee reviewed Executive Director compensation data and methodology established by the Executive Committee in 2015. They did recommend continuing with that methodology. However, they acknowledged a compensation methodology for the Executive Director is challenging due to the JPA's unique structure and purpose, and lack of clear comparator agencies. They acknowledged there had not been an ED compensation increase since 2015. They recommended that there be a CPI increase to the Executive Director's salary based on the Bay Area CPI percentage. The Ad Hoc Committee directed the Administrative Services Manager to provide the CPI value for this increase.

FISCAL IMPACT

The fiscal impact to the JPA is the CPI increase of 3.2% to the Executive Director's compensation.

TO: EXECUTIVE COMMITTEE **EC Meeting: 11-22-2019**
FROM: AD HOC COMMITTEE **Item: 6F**
SUBJECT: EXECUTIVE DIRECTOR COMPENSATION METHODOLOGY AND
ANNUAL COMPENSATION AND PERFORMANCE REVIEW PROCESS

RECOMMENDATION

The Ad Hoc Committee makes the following recommendations for Executive Committee action:

1. Engage the services of a firm that conducts compensation reviews for the purpose of establishing and then implementing a comparison methodology that the committee can recommend.
2. Approve annual process for Executive Director compensation and performance review.

BACKGROUND

In May 2019, the Executive Committee appointed a standing sub-committee for the purposes of considering annually reviewing Executive Director performance and tri-annually reviewing compensation.

On July 9, 2019, the Ad Hoc Committee met with the RGS Administrative Services Manager to discuss Executive Director performance review and compensation. The Ad Hoc Committee directed RGS Staff to provide updated Executive Director compensation data using existing methodology. They wanted to review the compensation methodology and wanted a follow up meeting to get the Executive Director's input on compensation and performance issues. The Ad Hoc Committee also directed RGS Staff to develop a process for annual Executive Director performance and compensation review.

On September 11, 2019, the Ad Hoc Committee met with the RGS Executive Director and Administrative Services Manager. Ahead of this meeting, the Administrative Services Manager provided updated Executive Director compensation survey data, the compensation methodology approved by the Executive Committee in 2015, and a draft process for an annual performance and tri-annual compensation review.

The Ad Hoc Committee did not recommend using the existing compensation methodology. They acknowledged a compensation methodology for the Executive Director is challenging due to the JPA's unique structure and purpose, and lack of clear comparator agencies. They recommended retaining an external firm to develop a new compensation methodology and comparator agencies for future compensation reviews.

They also reviewed the draft process for an annual Executive Director performance review and tri-annual compensation review. The Ad Hoc Committee recommended that process be amended to include an annual review of compensation, and that we allow for a consideration of adjustment by CPI in the intervening years between the tri-annual compensation study.

FISCAL IMPACT

The fiscal impact to the JPA is the search for and work done by an external firm to help the JPA establish a new Executive Director compensation methodology.

Process for Executive Director Compensation and Performance Review

The Executive Committee (EC) has authorized an annual review of Executive Director (ED) performance and compensation. Below is the annual process for achieving both of these goals:

At May EC Meeting

1. The Administrative Services Manager (ASM) will inform the EC that the ED annual performance evaluation/compensation review is approaching.
2. The EC will form an Ad Hoc Committee composed of the existing EC Chair and the former EC Chair to review ED performance and compensation and make recommendations.

September

3. The ASM will coordinate the review process and provide last year's performance review and the latest available Consumer Price Index for San Francisco Bay Area Urban Region. Every three years the ASM will provide an updated Executive Director salary survey using comparator agencies established by the Executive Committee.
4. The ED will complete a self-assessment of performance, including a report on various JPA operations, issues and matters pertinent to the governance and management of the organization, and offer any changes to next year's Executive Director goals for the Ad Hoc Committee's consideration.
5. The ASM will meet with the Ad Hoc Committee as necessary to clarify last year's outcomes, answer any questions, and review compensation (including the updated tri-annual ED salary survey in the year it is conducted).
6. The ED will meet with the Ad Hoc Committee to review the past year's performance and next year's goals and address any compensation issues.

Ahead of the November EC Meeting

7. The Ad Hoc Committee will make recommendations to the EC regarding overall rating of performance, performance bonus decisions, and goals for next year's reviews. Additionally, they will make recommendations about compensation, based on a tri-annual ED salary study, and a cost of living compensation adjustment in the intervening years.

At November EC Meeting

8. The EC will hold a closed session to discuss performance evaluation with the ED. This will be added to the agenda as a closed session to discuss Public Employee Performance Evaluation for Executive Director.
9. The Executive Committee will hold a closed session to discuss Ad Hoc Committee compensation recommendations with the larger EC and the Executive Director. This will be added to the agenda as a closed session for Conference with Labor Negotiators. The Labor Negotiators in this case would be the Ad Hoc Committee serving as the agency

designated representatives. [Note: the Brown Act prohibits the discussion of compensation in closed sessions related to performance, which is why the two items need to be done in separate closed sessions.]

10. The EC will take action on an open agenda item to decide on recommendations proposed by the Ad Hoc Committee for a potential performance bonus and/or compensation increase in accordance with the JPA's Personnel Rules and Regulations and the Employment Agreement with the Executive Director.

After November EC Meeting

11. ASM will implement any performance bonus and/or compensation increases in the HR and payroll systems.
12. ASM will place ED performance evaluation and any documentation about subsequent actions in the Executive Director's employee personnel file.