

## RGS EXECUTIVE COMMITTEE AGENDA

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

### REGULAR MEETING

**September 19, 2024**

**1:00 p.m.**

**via Teleconference**

**Citrus Heights Water District**, Bldg A, General Mgr's Office, 6230 Sylvan Rd, Citrus Heights, CA 95610  
**Dublin Civic Center**, City Manager's Office, 2<sup>nd</sup> Floor, 100 Civic Plaza, Dublin, CA 94568  
**Larkspur City Hall**, City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939  
**Napa City Hall**, City Manager's Office Blue Room, 955 School St, Napa, CA 94559  
**Soledad City Hall**, City Manager's Office, 248 Main Street, Soledad, CA 93960  
**Walnut Creek City Hall**, Office of the City Mgr, 3<sup>rd</sup> Floor, 1666 North Main St, Walnut Creek, CA 94596  
**Yountville Town Hall**, Office of the Town Mgr, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following link: <https://meetings.ringcentral.com/j/1447114136>, or by calling 1-650-242-4929 and entering the meeting ID#: 1447114136

### 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.

### Recess to Closed Session

#### CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Name of cases: Estate of Douglas Breeze et al. v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C099877

Dowswell v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100027

Sandhu v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100028

Souza et al. v. Board of Administration of the California Public Employees'  
Retirement, Third Appellate District Case No. C099861

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

**Recess to Open Session**

**Possible Report out of Closed Session**

*Information*

**3. APPROVAL OF CONSENT AGENDA**

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

- A. Approval of **May 16, 2024** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made April through June 2024
- D. Approval of Investments Report through June 2024
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards
- H. Approval of Update to HRP – Section D.10

*Action*

**4. TREASURER'S REPORT**

- A. Review of Prelim. FYTD Financial Reports & Business Dev. through June 2024

*Information*

**5. OLD BUSINESS – None**

**6. NEW BUSINESS**

- A. Approval of Strategic Plan Update Process
- B. Communications Planning Process

*Action*

*Information*

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

- A. Executive Director:
- B. Members:

**8. ADJOURN MEETING**

**Next Regular Meeting **November 21, 2024 via teleconference****

**Americans with Disabilities Act**

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

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
MAY 16, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 16, 2024 at the River Terrace Inn in Napa, CA. The meeting was called to order at 2:29 p.m.

**1. CALL TO ORDER / ROLL CALL**

Members Present: Dan Buckshi, Chair  
Hilary Straus, Vice Chair  
Liz Habkirk, Member  
Megan Hunter, Member  
Shannon O’Hare, Member  
Brad Raulston, Member  
Linda Smith, Member

Members Absent: None

Other Attendees: Sophia Selivanoff, Executive Director  
Rich Oppenheim, Administrative Services Manager  
Chris Paxton, Client Relations Manager  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager  
Tiffany Buraglio, Executive Assistant  
Fanni Acosta, HR Administration Services  
Betsy Adams, HR Administration Services (Interim)  
Richard Blut, NEOGOV Support Services  
MJ Brown, Transparent Government Services  
Kay Randolph-Pollard, Recruitment Services  
Carrie Rogers, Economic Development Services  
Ashley Metzger, Communications & Engagement Services  
Sky Woodruff, Authority Counsel (via videoconference)  
Scott Kivel, Authority Special Counsel (via videoconference)  
Sophia Kuo, Pun Group (via videoconference)  
Jerry Legg, California CLASS (via videoconference)

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Staff requested item 3I be pulled from the consent agenda for presentation**

- A. Approval of **February 15, 2024** Minutes
  - B. Approval of Regularly Scheduled Meetings Calendar
  - C. Approval of Payments and Deposits made December 2023 through March 2024
  - D. Approval of Investments Report through March 2024
  - E. Receive and File Management Services Agreements Update
  - F. Receive and File Municipal Dental Pool Update
  - G. Receive and File Strategic Plan Update
  - H. Receive and File Agency Bonus Awards
  - J. Approval of update to Conflict of Interest Policy
  - K. Approval of Update to HRP – PTO
- I. Approval of update to Investment Policy  
Accounting Manager Rice noted that the CLASS Prime Fund Yield listed in the staff report should be corrected to 5.411% and announced that Five Star Bank would be matching the LAIF rate. Accounting Manager Rice introduced Jerry Legg with California CLASS who provided an

overview of California CLASS and answered members questions about how California CLASS compared to LAIF in terms of historical performance and fee structure.

**Action:** Moved and seconded (Raulston/Strauss) to approve the Consent Agenda, including 3I  
**AYES:** Buckshi, Straus, Habkirk, Hunter, O’Hare, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

#### **4. TREASURER’S REPORT**

- A. Review of Preliminary FYTD Financial Reports & Business Development through March 2024.  
This is an informational item only. No action was taken.

Accounting Manager Rice reviewed the JPA’s financial performance as outlined in the staff report. Members asked if the legal fee over budget amount was due to the change in legal firm representation and Executive Director Selivanoff noted that legal rates are remaining the same through the next fiscal year, but legal hours have been unpredictable.

#### **2:51 p.m. Member O’Hare left the meeting**

- B. Approval of FY23 Audited Financial Statements  
Accounting Manager Rice noted that this is the JPA’s third year with the Pun Group. Sophia Kuo with the Pun Group provided an overview of the FY23 audited financial statements. It was noted by members that it can be easy to take for granted positive audit results such as those earned by the JPA, and that the results indicated a job well done.

**Action:** Moved and seconded (Hunter/Habkirk to approve the FY23 Audited Financial Statements  
**AYES:** Buckshi, Straus, Habkirk, Hunter, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

#### **2:57 p.m. Member O’Hare rejoined the meeting**

#### **5. OLD BUSINESS - None**

#### **6. NEW BUSINESS**

#### **Staff requested item 6A be pulled from the agenda for presentation at a later point in the meeting**

- B. Update on Customer Service Survey  
This is an informational item only. No action was taken.

Client Relations Manager Paxton reviewed the Customer Service Survey results. Members and staff discussed survey participation rates, various ways to increase customer participation, as well as alternatives to surveys.

- C. Authorize Executive Director to Approve an MSS Repayment Plan  
Executive Director Selivanoff noted that MSS President Averett is requesting that MSS be allowed to repay the outstanding balance over time as opposed to a lump sum so MSS could remain viable in order to explore options to fill a need in the public space. Members did not have a problem with the proposal but wanted to know what plans were for MSS and how those plans aligned with the JPA’s goals. Members also clarified what the anticipated repayment plan would be; and Executive Director Selivanoff explained payments would be made quarterly over the next fiscal year.

**Action:** Moved and seconded (Hunter/Buckshi) to approve the MSS Repayment Plan.  
**AYES:** Buckshi, Straus, Habkirk, Hunter, O’Hare, Raulston, Smith  
**NOES:** None  
**ABSTAIN:** None

**3:22 p.m. Recess to Closed Session**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Executive Director

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: Ad Hoc Committee: Executive Committee Chair Buckshi and Immediate Past Executive Committee Chair Habkirk  
Unrepresented employee: Executive Director

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

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

Names of Cases: Abid-Cummings et al. v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003798  
  
Breeze v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003799  
  
Dowswell v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-8000800  
  
Sandhu v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003801  
  
Souza et al. v. Board of Administration of the California Public Employees’ Retirement System, Sacramento County Superior Court Case No. 34-2022-80003802

**5:03 p.m. Reconvene Meeting**

**Report Out of Closed Session**

The Executive Committee Chair noted that no reportable action was taken in closed session.

**6. NEW BUSINESS**

A. Approval of Addition of AI Policy to Administrative and Financial Policies  
Administrative Services Manager Oppenheim and Communications & Engagement Lead Advisor Metzger presented the new AI policy. Members wanted to know how customers would be made aware of this policy. Executive Director Selivanoff explained that disclosure of AI use would be made at the deliverables phase of the client relationship as opposed to at the contracting phase. Staff emphasized that the JPA is utilizing AI for foundational work, not for end products and that staff would be trained as such.

**Action:** Moved and seconded (Hunter/Raulston) to approve the addition of the AI Policy to the Administrative and Financial Policies/Finance and Operations Policies  
**AYES:** Buckshi, Straus, Habkirk, Hunter, O’Hare, Raulston, Smith

**NOES:** None

**ABSTAIN:** None

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

A. Executive Director: Executive Director Selivanoff noted that July 1, 2024 is the target for the Deltek go live date. It will be a slow roll-out of a very robust system. Members may first notice the change with the new invoices which will be generated by the new system. A question was asked about who was the project manager for the conversion and Executive Director Selivanoff noted Gina Schuchard is the project manager.

B. Members: None

**8. ADJOURN** – The meeting adjourned at 5:30 p.m. The next regular meeting is scheduled for September 19, 2024, via teleconference.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** Tiffany Buraglio, Executive Assistant  
**SUBJECT:** EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

**EC Meeting: 09-19-2024**  
**Item: 3B**

**MEETING SCHEDULE**

The following are regularly scheduled meetings for the next 24 months, along with special topics to be discussed. Quarterly meetings are conducted on the third Thursday of the month - at least twice a year telephonically and up to two in-person, with the May meeting being held on Thursday and Friday.

Date	Who?	Special Topics	Location	Notes
<b>2024</b>				
September 19 (Thursday)	EC	Meeting Schedule for 2025	Telephonic	1:00pm - 3:00pm
November 21 (Thursday)	EC	FY24 Audited Financial Statements, RGS service presentation	Telephonic	1:00pm - 3:00pm
<b>2025</b>				
February 20 (Thursday)	BOD/EC	Election of Officers (all), Appoint Members to Executive Committee, Strategic Plan Activities Update/ Preliminary Budget Alignment	Telephonic	1:00pm - 3:00pm
May 15-16 (Thurs - Fri)	BOD/EC	Adopt Budget, Conflict of Interest (even years); workshop	TBD	TBD
September 18 (Thursday)	EC	Meeting Schedule for 2026	Telephonic	1:00pm - 3:00pm
November 20 (Thursday)	EC	FY 25 Audited Financial Statements, RGS service presentation	Telephonic	1:00pm - 3:00pm
<b>2026</b>				
February 19 (Thursday)	BOD/EC	Election of Officers (all), Appoint Members to Executive Committee, Strategic Plan Activities Update/ Preliminary Budget Alignment	Telephonic	1:00pm - 3:00pm
May 21-22 (Thurs - Fri)	BOD/EC	Adopt Budget, Conflict of Interest (even years); workshop	TBD	TBD
September 19 (Thursday)	EC	Meeting Schedule for 2027	Telephonic	1:00pm - 3:00pm

**TO:** EXECUTIVE COMMITTEE  
**FROM:** LINDSAY RICE, Accounting Manager  
**SUBJECT:** PAYMENTS AND DEPOSITS – APRIL 2024 - JUNE 2024

**EC Meeting: 09-19-2024**  
**Item: 3C**

**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 have been 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. Executive Director or designee reviews and authorizes payments based on approved contracts and agreements. 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 Five Star money market account. Staff always seeks to minimize bank charges.

The second principal and interest payment of \$287,534.25 to California Joint Powers Insurance Authority (CJPIA) was paid on May 30, 2024. Two payments remain on the liability; one due June 1, 2025 for \$287,500 and the final payment of \$525,000 due on June 1, 2026.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequent contractual obligations.



# Regional Government Services Payment and Disbursement Report

As of June 30, 2024

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>111100 - Five Star - Checking</b>						<b>301,394.32</b>
Bill Pmt -Check	04/01/2024	ACH	Scott N. Kivel	Legal Litigation	-45,669.06	255,725.26
Deposit	04/01/2024			Deposit	134,882.22	390,607.48
Deposit	04/01/2024			Deposit	176.00	390,783.48
Deposit	04/01/2024			Deposit	873.32	391,656.80
Deposit	04/01/2024			Deposit	1,000.00	392,656.80
Deposit	04/01/2024			Deposit	2,487.89	395,144.69
Bill Pmt -Check	04/01/2024	ACH	City of Ridgecrest	April 2024 Rent	-300.00	394,844.69
General Journal	04/01/2024	4727		Health Ins premiums 2024-04	-183,574.08	211,270.61
General Journal	04/01/2024	4727		Dental Ins premium 2024-04	-12,844.51	198,426.10
General Journal	04/01/2024	4727		Vision Ins premium 2024-04	-1,698.56	196,727.54
General Journal	04/01/2024	4727		Life disability Ins premium 2023-11	-9,661.95	187,065.59
General Journal	04/01/2024	4727		Q1 2024 HRA Funding	-23,426.28	163,639.31
General Journal	04/01/2024	4739		MX Merchant Fee Payment 2024-03	-962.57	162,676.74
Deposit	04/02/2024			Deposit	2,148.69	164,825.43
Deposit	04/02/2024			Deposit	190.63	165,016.06
Deposit	04/02/2024			Deposit	2,266.00	167,282.06
Deposit	04/03/2024			Deposit	1,500.00	168,782.06
Deposit	04/03/2024			Deposit	12,950.02	181,732.08
Deposit	04/03/2024			Deposit	40,054.00	221,786.08
Transfer	04/03/2024			Funds Transfer from Money Market	457,000.00	678,786.08
General Journal	04/04/2024	4694		Net Pay PPE 3/31/24	-427,779.85	251,006.23
Deposit	04/04/2024			Deposit	8,929.47	259,935.70
General Journal	04/05/2024	4695		Payroll Taxes and Fees PPE 3/31/24	-113,521.59	146,414.11
Deposit	04/05/2024			Deposit	42,992.14	189,406.25
Deposit	04/05/2024			Deposit	424.50	189,830.75
Deposit	04/05/2024			Deposit	1,156.54	190,987.29
Deposit	04/05/2024			Deposit	6,600.00	197,587.29
Check	04/05/2024	795	California State Disbursement Unit	APS payroll disbursement	-244.00	197,343.29
Check	04/05/2024	796	Franchise Tax Board	APS payroll disbursement	-150.00	197,193.29
Check	04/05/2024	797	MiSDU	APS payroll disbursement	-746.53	196,446.76
Bill Pmt -Check	04/08/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-2,173.75	194,273.01
Bill Pmt -Check	04/08/2024	ACH	Wilson Elser Moskowitz Edelman & Dicker	Legal Services	-56.00	194,217.01

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/08/2024	ACH	Abigail Scott	Expense Reimbursement	-73.42	194,143.59
Bill Pmt -Check	04/08/2024	ACH	Ashley Metzger	Expense Reimbursement	-514.14	193,629.45
Bill Pmt -Check	04/08/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-585.15	193,044.30
Bill Pmt -Check	04/08/2024	ACH	Brad Gross	Expense Reimbursement	-1,173.16	191,871.14
Bill Pmt -Check	04/08/2024	ACH	Brett Miller	Expense Reimbursement	-685.00	191,186.14
Bill Pmt -Check	04/08/2024	ACH	Cherie Johnson	Expense Reimbursement	-3,174.57	188,011.57
Bill Pmt -Check	04/08/2024	ACH	Jen Simon	Expense Reimbursement	-89.38	187,922.19
Bill Pmt -Check	04/08/2024	ACH	Josh Metz	Expense Reimbursement	-1,642.13	186,280.06
Bill Pmt -Check	04/08/2024	ACH	Justin Stephenson	Expense Reimbursement	-386.55	185,893.51
Bill Pmt -Check	04/08/2024	ACH	Matthew Jadich	Expense Reimbursement	-128.20	185,765.31
Bill Pmt -Check	04/08/2024	ACH	Melissa Thomas	Expense Reimbursement	-311.40	185,453.91
Bill Pmt -Check	04/08/2024	ACH	Peggy Macias	Expense Reimbursement	-240.23	185,213.68
Bill Pmt -Check	04/08/2024	ACH	Raul Gonzalez	Expense Reimbursement	-548.34	184,665.34
Deposit	04/08/2024			Deposit	1,548.60	186,213.94
Deposit	04/08/2024			Deposit	5,250.00	191,463.94
General Journal	04/08/2024	4742		FSA Admin Fee Payment 2024-03	-275.60	191,188.34
Deposit	04/09/2024			Deposit	45,753.98	236,942.32
Deposit	04/09/2024			Deposit	6,275.00	243,217.32
General Journal	04/09/2024	4728		401a Empower remittance PPE 3/31/24	-63,730.51	179,486.81
General Journal	04/09/2024	4728		457 Empower remittance PPE 3/31/24	-44,195.77	135,291.04
Deposit	04/10/2024			Deposit	5,088.18	140,379.22
General Journal	04/10/2024	4736		Payroll Fee Payment 2024-03	-1,796.25	138,582.97
Deposit	04/11/2024			Deposit	18,442.14	157,025.11
Deposit	04/11/2024			Deposit	538.08	157,563.19
Deposit	04/11/2024			Deposit	8,446.10	166,009.29
Deposit	04/11/2024			Deposit	2,100.00	168,109.29
General Journal	04/11/2024	4743		FSA contribution PPE 3/31/24	-4,753.22	163,356.07
Bill Pmt -Check	04/12/2024	ACH	Deltek	ERP related services	-142.50	163,213.57
Bill Pmt -Check	04/12/2024	ACH	Redwood Public Law, LLP	Legal Services	-1,618.16	161,595.41
Bill Pmt -Check	04/12/2024	ACH	WCF Insurance	Workers Comp Insurance 2024-04	-2,703.00	158,892.41
Deposit	04/12/2024			Deposit	159.88	159,052.29
Deposit	04/12/2024			Deposit	10,260.00	169,312.29
Deposit	04/12/2024			Deposit	425.00	169,737.29
Deposit	04/15/2024			Deposit	1,780.00	171,517.29
Deposit	04/15/2024			Deposit	2,400.00	173,917.29
General Journal	04/15/2024	4752		Dental Pool Revenue Q1 2024	18,651.33	192,568.62
Deposit	04/16/2024			Deposit	700.00	193,268.62

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/16/2024			Deposit	23,087.68	216,356.30
Deposit	04/17/2024			Deposit	79,344.23	295,700.53
Transfer	04/18/2024			Funds Transfer from Money Market	310,000.00	605,700.53
Deposit	04/18/2024			Deposit	4,200.00	609,900.53
Deposit	04/19/2024			Deposit	2,737.60	612,638.13
Deposit	04/19/2024			Deposit	3,939.20	616,577.33
Deposit	04/19/2024			Deposit	10,635.00	627,212.33
Deposit	04/19/2024			Deposit	1,206,765.45	1,833,977.78
Transfer	04/19/2024			Funds Transfer to Money Market	-1,127,000.00	706,977.78
Deposit	04/19/2024			Deposit	1,050.00	708,027.78
General Journal	04/19/2024	4731		Net Pay PPE 4/15/24	-438,204.76	269,823.02
Bill Pmt -Check	04/22/2024	ACH	The Pun Group LLP	Audit Services	-10,967.00	258,856.02
Bill Pmt -Check	04/22/2024	ACH	Cherie Johnson	Expense Reimbursement	-1,743.93	257,112.09
Bill Pmt -Check	04/22/2024	ACH	Christina Nygard	Expense Reimbursement	-44.77	257,067.32
Bill Pmt -Check	04/22/2024	ACH	Denise Silva	Expense Reimbursement	-340.39	256,726.93
Bill Pmt -Check	04/22/2024	ACH	Deona Knight	Expense Reimbursement	-269.97	256,456.96
Bill Pmt -Check	04/22/2024	ACH	Melissa Thomas	Expense Reimbursement	-329.96	256,127.00
Bill Pmt -Check	04/22/2024	ACH	MJ Brown	Expense Reimbursement	-85.76	256,041.24
Bill Pmt -Check	04/22/2024	ACH	Raul Gonzalez	Expense Reimbursement	-331.84	255,709.40
Bill Pmt -Check	04/22/2024	ACH	Tom Schwedhelm	Expense Reimbursement	-58.96	255,650.44
Deposit	04/22/2024			Deposit	88,790.32	344,440.76
Deposit	04/22/2024			Deposit	300.00	344,740.76
General Journal	04/22/2024	4732		Payroll Tax and Fees PEE 4/15/24	-119,258.89	225,481.87
Check	04/22/2024	798	California State Disbursement Unit	APS payroll disbursement	-244.00	225,237.87
Check	04/22/2024	799	Franchise Tax Board	APS payroll disbursement	-150.00	225,087.87
Check	04/22/2024	800	MISDU	APS payroll disbursement	-746.53	224,341.34
Deposit	04/23/2024			Deposit	21,422.32	245,763.66
Deposit	04/23/2024			Deposit	2,400.00	248,163.66
Transfer	04/24/2024			Funds Transfer from Money Market	93,500.00	341,663.66
General Journal	04/24/2024	4729		401a Empower remittance PPE 4/15/24	-65,635.50	276,028.16
General Journal	04/24/2024	4729		457 Empower remittance PPE 4/15/24	-46,839.23	229,188.93
Bill Pmt -Check	04/25/2024	ACH	David Sodergren	CalSAWS subcontractor	-24,474.68	204,714.25
Bill Pmt -Check	04/25/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-19,337.50	185,376.75
Bill Pmt -Check	04/25/2024	ACH	Quantum Consulting Services	CalSAWS subcontractor	-15,625.00	169,751.75
Bill Pmt -Check	04/25/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-146,626.00	23,125.75
Deposit	04/25/2024			Deposit	4,960.20	28,085.95
Bill Pmt -Check	04/26/2024	ACH	US Bank	Credit Card payment	-23,847.30	4,238.65

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/26/2024			Deposit	596.49	4,835.14
Deposit	04/26/2024			Deposit	3,149.57	7,984.71
Deposit	04/26/2024			Deposit	5,568.48	13,553.19
General Journal	04/26/2024	4744		FSA contribution PPE 4/15/24	-4,753.22	8,799.97
Deposit	04/29/2024			Deposit	221,475.12	230,275.09
Deposit	04/29/2024			Deposit	326.28	230,601.37
Deposit	04/29/2024			Deposit	21,655.76	252,257.13
Deposit	04/29/2024			Deposit	3,373.56	255,630.69
Deposit	04/29/2024			Deposit	115,337.59	370,968.28
Deposit	04/30/2024			Deposit	3,300.00	374,268.28
Deposit	04/30/2024			Deposit	1,001.00	375,269.28
Deposit	04/30/2024			Deposit	2,400.00	377,669.28
General Journal	04/30/2024	4754		Rcl ERs CC Payment to Receivable	251.50	377,920.78
General Journal	04/30/2024	4754		Rcl ERs CC Payment to Receivable	505.16	378,425.94
Bill Pmt -Check	05/01/2024	ACH	City of Ridgecrest	May 2024 Rent	-300.00	378,125.94
Deposit	05/01/2024			Deposit	1,173.16	379,299.10
Deposit	05/01/2024			Deposit	42,300.00	421,599.10
Deposit	05/02/2024			Deposit	658.98	422,258.08
Deposit	05/02/2024			Deposit	2,400.00	424,658.08
General Journal	05/02/2024	4775		5/03/24 Payroll run - Special	-3,097.68	421,560.40
General Journal	05/02/2024	4779		MX Merchant Fee Payment 2024-04	-1,698.34	419,862.06
General Journal	05/02/2024	4787		Health Ins premiums 2024-05	-190,145.40	229,716.66
General Journal	05/02/2024	4787		Dental Ins premium 2024-05	-13,734.97	215,981.69
General Journal	05/02/2024	4787		Vision Ins premium 2024-05	-1,838.01	214,143.68
General Journal	05/02/2024	4787		Life disability Ins premium 2024-05	-6,187.69	207,955.99
Deposit	05/03/2024			Deposit	125.52	208,081.51
Deposit	05/03/2024			Deposit	3,256.00	211,337.51
Deposit	05/03/2024			Deposit	4,696.98	216,034.49
Deposit	05/03/2024			Deposit	25,815.98	241,850.47
Deposit	05/03/2024			Deposit	3,829.85	245,680.32
Transfer	05/03/2024			Funds Transfer from Money Market	250,000.00	495,680.32
General Journal	05/03/2024	4776		5/3/24 payroll taxes	-745.03	494,935.29
Bill Pmt -Check	05/06/2024	16512	Employment Research Services	Professional Services	-913.50	494,021.79
Bill Pmt -Check	05/06/2024	16513	Genevieve Marsh Design Group	Professional Services	-170.00	493,851.79
General Journal	05/06/2024	4733		Net Pay PPE 4/30/24	-449,325.27	44,526.52
Deposit	05/06/2024			Deposit	1,000.00	45,526.52
Deposit	05/06/2024			Deposit	2,400.00	47,926.52

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	05/06/2024			Funds Transfer from Money Market	8,600.00	56,526.52
Transfer	05/06/2024			Funds Transfer from Money Market	100,000.00	156,526.52
General Journal	05/06/2024	4801		VISA/MC Adjustments 2024-05	0.02	156,526.54
General Journal	05/06/2024	4801		VISA/MC Adjustments 2024-05	-3.34	156,523.20
Bill Pmt -Check	05/07/2024	ACH	Ashley Metzger	Expense Reimbursement	-184.20	156,339.00
Bill Pmt -Check	05/07/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-1,197.83	155,141.17
Bill Pmt -Check	05/07/2024	ACH	Carrie Rogers	Expense Reimbursement	-1,637.57	153,503.60
Bill Pmt -Check	05/07/2024	ACH	Cherie Johnson	Expense Reimbursement	-100.00	153,403.60
Bill Pmt -Check	05/07/2024	ACH	Daisy Villasenor	Expense Reimbursement	-223.78	153,179.82
Bill Pmt -Check	05/07/2024	ACH	Deanna Rotert	Expense Reimbursement	-640.88	152,538.94
Bill Pmt -Check	05/07/2024	ACH	Grady Howe	Expense Reimbursement	-855.89	151,683.05
Bill Pmt -Check	05/07/2024	ACH	Jen Simon	Expense Reimbursement	-82.81	151,600.24
Bill Pmt -Check	05/07/2024	ACH	Josh Metz	Expense Reimbursement	-2,301.50	149,298.74
Bill Pmt -Check	05/07/2024	ACH	Justin Stephenson	Expense Reimbursement	-931.05	148,367.69
Bill Pmt -Check	05/07/2024	ACH	Katherine Wylie	Expense Reimbursement	-568.52	147,799.17
Bill Pmt -Check	05/07/2024	ACH	Melissa Thomas	Expense Reimbursement	-686.93	147,112.24
Bill Pmt -Check	05/07/2024	ACH	Mike Tombakian	Expense Reimbursement	-2,693.84	144,418.40
Bill Pmt -Check	05/07/2024	ACH	Peggy Macias	Expense Reimbursement	-484.48	143,933.92
Bill Pmt -Check	05/07/2024	ACH	Tom Schwedhelm	Expense Reimbursement	-58.96	143,874.96
General Journal	05/07/2024	4734		Payroll Taxes PPE 4/30/24	-122,615.26	21,259.70
Check	05/07/2024	801	California State Disbursement Unit	APS payroll disbursement	-244.00	21,015.70
Check	05/07/2024	802	Franchise Tax Board	APS payroll disbursement	-150.00	20,865.70
Check	05/07/2024	803	Franchise Tax Board	APS payroll disbursement	-50.00	20,815.70
Check	05/07/2024	804	MISDU	APS payroll disbursement	-746.53	20,069.17
Transfer	05/07/2024			Funds Transfer from Money Market	120,000.00	140,069.17
General Journal	05/08/2024	4783		FSA admin fee payment 2024-04	-270.30	139,798.87
Deposit	05/09/2024			Deposit	31,381.88	171,180.75
Deposit	05/09/2024			Deposit	45,603.86	216,784.61
Deposit	05/09/2024			Deposit	7,450.00	224,234.61
Deposit	05/09/2024			Deposit	60.98	224,295.59
Deposit	05/09/2024			Deposit	732.82	225,028.41
Deposit	05/09/2024			Deposit	1,178.84	226,207.25
General Journal	05/09/2024	4777		Unemployment Expense True Up 2024	-1.20	226,206.05
General Journal	05/09/2024	4782		401a Empower remittance PPE 4/30/24	-66,951.76	159,254.29
General Journal	05/09/2024	4782		457 Empower remittance PPE 4/30/24	-45,720.55	113,533.74
Deposit	05/10/2024			Deposit	9,252.76	122,786.50
Deposit	05/10/2024			Deposit	2,750.00	125,536.50

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	05/10/2024	4780		APS Payroll Fee Payment 2024-04	-1,858.27	123,678.23
Bill Pmt -Check	05/13/2024	ACH	Deltek	ERP related services	-142.50	123,535.73
Bill Pmt -Check	05/13/2024	ACH	Scott N. Kivel	Legal Litigation	-60,280.89	63,254.84
Bill Pmt -Check	05/13/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-3,583.75	59,671.09
Bill Pmt -Check	05/13/2024	ACH	The Pun Group LLP	Audit Services	-2,000.00	57,671.09
Bill Pmt -Check	05/13/2024	16515	Careers in Government	Annual Membership	-3,100.00	54,571.09
Bill Pmt -Check	05/13/2024	16516	Neogov	Annual Subscriptions	-11,293.04	43,278.05
Deposit	05/13/2024			Deposit	1,740.00	45,018.05
Deposit	05/13/2024			Deposit	2,400.00	47,418.05
General Journal	05/13/2024	4784		FSA contribution 4/30/24	-4,846.97	42,571.08
Deposit	05/14/2024			Deposit	7,760.00	50,331.08
Deposit	05/15/2024			Deposit	11,839.67	62,170.75
Deposit	05/16/2024			Deposit	211.20	62,381.95
Deposit	05/16/2024			Deposit	3,538.40	65,920.35
Deposit	05/16/2024			Deposit	13,200.00	79,120.35
Deposit	05/16/2024			Deposit	13,200.00	92,320.35
Deposit	05/16/2024			Deposit	11,098.70	103,419.05
Deposit	05/17/2024			Deposit	10,669.73	114,088.78
Deposit	05/17/2024			Deposit	2,825.00	116,913.78
Bill Pmt -Check	05/20/2024	16514	Tripepi Smith & Associates	Website Hosting Services	-502.00	116,411.78
Bill Pmt -Check	05/20/2024	ACH	Abila	MIP - client software	-1,455.68	114,956.10
Bill Pmt -Check	05/20/2024	ACH	James Irvine Foundation	Client duplicate payment refund	-700.00	114,256.10
Deposit	05/20/2024			Deposit	21,422.32	135,678.42
Transfer	05/20/2024			Funds Transfer from Money Market	456,000.00	591,678.42
Deposit	05/20/2024			Deposit	550.00	592,228.42
Transfer	05/21/2024			Funds Transfer from Money Market	35,000.00	627,228.42
General Journal	05/21/2024	4771		Net Pay PPE 5/15/24	-473,623.44	153,604.98
Deposit	05/21/2024			Deposit	5,400.00	159,004.98
Bill Pmt -Check	05/22/2024	ACH	Ashley Metzger	Expense Reimbursement	-293.09	158,711.89
Bill Pmt -Check	05/22/2024	ACH	Cherie Johnson	Expense Reimbursement	-550.52	158,161.37
Bill Pmt -Check	05/22/2024	ACH	Chris Paxton	Expense Reimbursement	-521.26	157,640.11
Bill Pmt -Check	05/22/2024	ACH	Christopher Grogan	Expense Reimbursement	-1,660.29	155,979.82
Bill Pmt -Check	05/22/2024	ACH	Danielle Benoit	Expense Reimbursement	-3,406.08	152,573.74
Bill Pmt -Check	05/22/2024	ACH	Denise Silva	Expense Reimbursement	-213.52	152,360.22
Bill Pmt -Check	05/22/2024	ACH	Harrison Tregenza	Expense Reimbursement	-651.41	151,708.81
Bill Pmt -Check	05/22/2024	ACH	Justin Stephenson	Expense Reimbursement	-823.95	150,884.86
Bill Pmt -Check	05/22/2024	ACH	Raul Gonzalez	Expense Reimbursement	-367.93	150,516.93

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/22/2024	ACH	Veronica Lara	Expense Reimbursement	-1,393.36	149,123.57
Deposit	05/22/2024			Deposit	1,183,733.25	1,332,856.82
Deposit	05/22/2024			Deposit	124,866.94	1,457,723.76
Deposit	05/22/2024			Deposit	492.79	1,458,216.55
Transfer	05/22/2024			Funds Transfer to Money Market	-840,000.00	618,216.55
General Journal	05/22/2024	4772		Payroll Taxes and Fees PPE 5/15/24	-132,266.49	485,950.06
Check	05/22/2024	805	California State Disbursement Unit	APS payroll disbursement	-244.00	485,706.06
Check	05/22/2024	806	Franchise Tax Board	APS payroll disbursement	-150.00	485,556.06
Check	05/22/2024	807	MISDU	APS payroll disbursement	-746.53	484,809.53
Deposit	05/23/2024			Deposit	1,342.53	486,152.06
Deposit	05/23/2024			Deposit	4,681.26	490,833.32
Deposit	05/23/2024			Deposit	2,400.00	493,233.32
Bill Pmt -Check	05/24/2024	ACH	David Sodergren	CalSAWS subcontractor	-26,700.96	466,532.36
Bill Pmt -Check	05/24/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-28,787.50	437,744.86
Bill Pmt -Check	05/24/2024	ACH	Quantum Consulting Services	CalSAWS subcontractor	-21,250.00	416,494.86
Bill Pmt -Check	05/24/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-156,248.78	260,246.08
Deposit	05/24/2024			Deposit	2,605.00	262,851.08
Deposit	05/24/2024			Deposit	5,090.56	267,941.64
Deposit	05/24/2024			Deposit	8,010.00	275,951.64
Transfer	05/24/2024			Funds Transfer to Money Market	-150,000.00	125,951.64
Bill Pmt -Check	05/24/2024	ACH	US Bank	Credit Card payment	-21,789.62	104,162.02
Deposit	05/24/2024			Deposit	2,400.00	106,562.02
Deposit	05/28/2024			Deposit	2,199.22	108,761.24
Deposit	05/28/2024			Deposit	3,421.20	112,182.44
General Journal	05/28/2024	4770		Reimburse Wrkr Comp claims 2024-05	-3,609.81	108,572.63
General Journal	05/28/2024	4786		401a Empower contribution PPE 5-15-24	-69,334.74	39,237.89
General Journal	05/28/2024	4786		457 Empower contribution PPE 5-15-24	-43,987.25	-4,749.36
Transfer	05/29/2024			Funds Transfer from Money Market	277,000.00	272,250.64
Deposit	05/29/2024			Deposit	800.00	273,050.64
Deposit	05/29/2024			Deposit	2,075.00	275,125.64
Deposit	05/30/2024			Deposit	1,753.76	276,879.40
Deposit	05/30/2024			Deposit	2,250.00	279,129.40
General Journal	05/30/2024	4785		FSA contribution PPE 5/15/24	-4,846.97	274,282.43
General Journal	05/30/2024	4788		Payment to CJPIA	-287,534.25	-13,251.82
Bill Pmt -Check	05/31/2024	16517	eSkill Corporation	Annual Subscription	-7,400.00	-20,651.82
Transfer	05/31/2024			Funds Transfer from Money Market	200,000.00	179,348.18
Deposit	05/31/2024			Deposit	28.16	179,376.34

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/31/2024			Deposit	1,871.82	181,248.16
Deposit	05/31/2024			Deposit	3,649.36	184,897.52
Deposit	05/31/2024			Deposit	3,400.00	188,297.52
Deposit	05/31/2024			Deposit	11,599.36	199,896.88
Deposit	05/31/2024			Deposit	37,640.34	237,537.22
Deposit	05/31/2024			Deposit	43,682.25	281,219.47
Deposit	05/31/2024			Deposit	135,502.77	416,722.24
Deposit	05/31/2024			Deposit	89,686.10	506,408.34
Deposit	05/31/2024			Deposit	1,031.97	507,440.31
Deposit	06/03/2024			Deposit	6,483.00	513,923.31
General Journal	06/03/2024	4814		Health Ins premiums 2024-06	-189,895.42	324,027.89
General Journal	06/03/2024	4814		Dental Ins premium 2024-06	-13,808.16	310,219.73
General Journal	06/03/2024	4814		Vision Ins premium 2024-06	-1,846.08	308,373.65
General Journal	06/03/2024	4814		Life disability Ins premium 2024-06	-5,748.01	302,625.64
Deposit	06/03/2024			Deposit	110,844.68	413,470.32
Bill Pmt -Check	06/03/2024	ACH	City of Ridgecrest	June 2024 Rent	-300.00	413,170.32
General Journal	06/03/2024	4826		MX Merchant Fee Payment 2024-05	-1,327.09	411,843.23
Deposit	06/05/2024			Deposit	35.16	411,878.39
Deposit	06/05/2024			Deposit	2,773.25	414,651.64
Transfer	06/05/2024			Funds Transfer from Money Market	235,000.00	649,651.64
Bill Pmt -Check	06/06/2024	ACH	Abila	MIP - client software	-1,455.66	648,195.98
General Journal	06/06/2024	4773		New Pay PPE 5/31/24	-451,921.17	196,274.81
Deposit	06/06/2024			Deposit	7,679.45	203,954.26
Bill Pmt -Check	06/07/2024	ACH	Betsy Adams	Expense Reimbursement	-334.02	203,620.24
Bill Pmt -Check	06/07/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-839.41	202,780.83
Bill Pmt -Check	06/07/2024	ACH	Brad Gross	Expense Reimbursement	-1,242.38	201,538.45
Bill Pmt -Check	06/07/2024	ACH	Charley Howard	Expense Reimbursement	-214.33	201,324.12
Bill Pmt -Check	06/07/2024	ACH	Cherie Johnson	Expense Reimbursement	-1,485.07	199,839.05
Bill Pmt -Check	06/07/2024	ACH	Danielle Benoit	Expense Reimbursement	-367.47	199,471.58
Bill Pmt -Check	06/07/2024	ACH	Josh Metz	Expense Reimbursement	-2,445.73	197,025.85
Bill Pmt -Check	06/07/2024	ACH	June Hutchinson	Expense Reimbursement	-838.50	196,187.35
Bill Pmt -Check	06/07/2024	ACH	Justin Stephenson	Expense Reimbursement	-1,146.56	195,040.79
Bill Pmt -Check	06/07/2024	ACH	Kay Randolph Pollard	Expense Reimbursement	-320.23	194,720.56
Bill Pmt -Check	06/07/2024	ACH	Lindsay Rice	Expense Reimbursement	-356.24	194,364.32
Bill Pmt -Check	06/07/2024	ACH	Melissa Thomas	Expense Reimbursement	-680.85	193,683.47
Bill Pmt -Check	06/07/2024	ACH	Pete Quijada	Expense Reimbursement	-1,526.33	192,157.14
Bill Pmt -Check	06/07/2024	ACH	Raul Gonzalez	Expense Reimbursement	-1,428.26	190,728.88



Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	06/07/2024	ACH	Rhiannon Chin	Expense Reimbursement	-100.63	190,628.25
Bill Pmt -Check	06/07/2024	ACH	Rich Oppenheim	Expense Reimbursement	-274.00	190,354.25
Bill Pmt -Check	06/07/2024	ACH	Richard Blut	Expense Reimbursement	-317.78	190,036.47
Bill Pmt -Check	06/07/2024	ACH	Steve Flint	Expense Reimbursement	-111.22	189,925.25
Bill Pmt -Check	06/07/2024	ACH	ThuyTein Nguyen	Expense Reimbursement	-923.96	189,001.29
Bill Pmt -Check	06/07/2024	ACH	Tiffany Buraglio	Expense Reimbursement	-231.08	188,770.21
Bill Pmt -Check	06/07/2024	ACH	Tom Schwedhelm	Expense Reimbursement	-105.86	188,664.35
Bill Pmt -Check	06/07/2024	ACH	Xenia Bradford	Expense Reimbursement	-846.10	187,818.25
Bill Pmt -Check	06/07/2024	ACH	Yogesh Patel	Expense Reimbursement	-679.31	187,138.94
General Journal	06/07/2024	4774		Payroll Taxes and Fees PPE 5/31/24	-124,076.15	63,062.79
Deposit	06/07/2024			Deposit	576.90	63,639.69
Deposit	06/07/2024			Deposit	5,326.60	68,966.29
Deposit	06/07/2024			Deposit	998.46	69,964.75
Deposit	06/07/2024			Deposit	71,268.81	141,233.56
Check	06/07/2024	809	California State Disbursement Unit	APS payroll disbursement	-244.00	140,989.56
Check	06/07/2024	810	Franchise Tax Board	APS payroll disbursement	-150.00	140,839.56
Check	06/07/2024	811	MISDU	APS payroll disbursement	-746.53	140,093.03
General Journal	06/07/2024	4822		APS Check # 808 McCrory PPE 5/31/24	-1,156.60	138,936.43
Bill Pmt -Check	06/10/2024	ACH	Cherie Johnson	Expense Reimbursement	-3,194.25	135,742.18
General Journal	06/10/2024	4824		FSA Admin Fee Payment 2024-05	-286.90	135,455.28
General Journal	06/10/2024	4825		APS Payroll Fee Payment 2024-05	-1,831.58	133,623.70
General Journal	06/11/2024	4800		401a Empower remittance PPE 5/31/24	-66,163.74	67,459.96
General Journal	06/11/2024	4800		457 Empower remittance PPE 5/31/24	-44,314.21	23,145.75
Deposit	06/11/2024			Deposit	900.00	24,045.75
Deposit	06/11/2024			Deposit	69,026.42	93,072.17
Deposit	06/13/2024			Deposit	9,349.45	102,421.62
Deposit	06/13/2024			Deposit	600.00	103,021.62
General Journal	06/13/2024	4819		MX Refund Training Araceli Cardona	-125.00	102,896.62
Deposit	06/13/2024			Deposit	125.00	103,021.62
Bill Pmt -Check	06/14/2024	ACH	Deltek	ERP related services	-142.50	102,879.12
Bill Pmt -Check	06/14/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-940.00	101,939.12
Deposit	06/14/2024			Deposit	125.00	102,064.12
General Journal	06/14/2024	4823		FSA Contribution PPE 5-31-24	-5,204.11	96,860.01
Bill Pmt -Check	06/17/2024	16518	Foran Glennon Palandech Ponzi & Rudloff	Legal Services	-11,053.46	85,806.55
Bill Pmt -Check	06/17/2024	16519	MCHCD	Client duplicate payment refund	-5,549.35	80,257.20
Deposit	06/17/2024			Deposit	2,528.87	82,786.07
Deposit	06/17/2024			Deposit	850.00	83,636.07

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/18/2024			Deposit	21,422.32	105,058.39
Transfer	06/18/2024			Funds Transfer from Money Market	10,000.00	115,058.39
Transfer	06/18/2024			Funds Transfer from Money Market	500,000.00	615,058.39
Deposit	06/18/2024			Deposit	475.00	615,533.39
Transfer	06/19/2024			Funds Transfer from Money Market	541,000.00	1,156,533.39
Bill Pmt -Check	06/20/2024	ACH	Deltek	Annual Technology Licenses	-56,750.00	1,099,783.39
Bill Pmt -Check	06/20/2024	ACH	Scott N. Kivel	Legal Litigation	-56,473.95	1,043,309.44
Deposit	06/20/2024			Deposit	690.20	1,043,999.64
Deposit	06/21/2024			Deposit	21,247.39	1,065,247.03
Deposit	06/21/2024			Deposit	300.00	1,065,547.03
Deposit	06/21/2024			Deposit	1,540.00	1,067,087.03
Deposit	06/21/2024			Deposit	1,258,360.92	2,325,447.95
Transfer	06/21/2024			Funds Transfer to CLASS	-500,000.00	1,825,447.95
Transfer	06/21/2024			Funds Transfer to Money Market	-910,000.00	915,447.95
General Journal	06/21/2024	4815		Net Pay PPE 6/15/24	-432,172.23	483,275.72
Bill Pmt -Check	06/21/2024	ACH	Cherie Johnson	Expense Reimbursement	-1,546.04	481,729.68
Bill Pmt -Check	06/24/2024	ACH	Charley Howard	Expense Reimbursement	-119.56	481,610.12
Bill Pmt -Check	06/24/2024	ACH	Deanna Rotert	Expense Reimbursement	-826.39	480,783.73
Bill Pmt -Check	06/24/2024	ACH	Justin Stephenson	Expense Reimbursement	-936.95	479,846.78
Bill Pmt -Check	06/24/2024	ACH	Laura Alba	Expense Reimbursement	-461.21	479,385.57
Bill Pmt -Check	06/24/2024	ACH	Patty Howard	Expense Reimbursement	-139.36	479,246.21
Bill Pmt -Check	06/24/2024	ACH	Prem Venugopalan	Expense Reimbursement	-232.57	479,013.64
Bill Pmt -Check	06/24/2024	ACH	Yogesh Patel	Expense Reimbursement	-3,567.59	475,446.05
Deposit	06/24/2024			Deposit	1,793.00	477,239.05
Deposit	06/24/2024			Deposit	12,645.00	489,884.05
General Journal	06/24/2024	4816		Payroll Taxes 6/15/24	-115,482.55	374,401.50
General Journal	06/24/2024	4830		FSA Contribution PPE 6-15-24	-5,204.11	369,197.39
Check	06/24/2024	812	California State Disbursement Unit	APS payroll disbursement	-244.00	368,953.39
Check	06/24/2024	813	Franchise Tax Board	APS payroll disbursement	-150.00	368,803.39
Check	06/24/2024	814	MISDU	APS payroll disbursement	-746.53	368,056.86
Bill Pmt -Check	06/25/2024	ACH	David Sodergren	CalSAWS subcontractor	-15,571.20	352,485.66
Bill Pmt -Check	06/25/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-19,244.62	333,241.04
Bill Pmt -Check	06/25/2024	ACH	Quantum Consulting Services	CalSAWS subcontractor	-21,250.00	311,991.04
Bill Pmt -Check	06/25/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-137,729.00	174,262.04
Deposit	06/25/2024			Deposit	1,519.00	175,781.04
Deposit	06/26/2024			Deposit	30,084.13	205,865.17
Deposit	06/26/2024			Deposit	135,273.34	341,138.51

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/27/2024			Deposit	333.76	341,472.27
Deposit	06/27/2024			Deposit	3,287.44	344,759.71
Deposit	06/27/2024			Deposit	3,513.36	348,273.07
Transfer	06/27/2024			Funds Transfer	82,000.00	430,273.07
Bill Pmt -Check	06/28/2024	16520	CALED	Professional Services	-680.00	429,593.07
Bill Pmt -Check	06/28/2024	16521	Keenan & Associates (MIC)	Professional Services	-1,000.00	428,593.07
Deposit	06/28/2024			Deposit	115,081.75	543,674.82
Deposit	06/28/2024			Deposit	4,998.70	548,673.52
Deposit	06/28/2024			Deposit	26,716.50	575,390.02
Deposit	06/28/2024			Deposit	212.91	575,602.93
Deposit	06/28/2024			Deposit	738.97	576,341.90
Deposit	06/28/2024			Deposit	1,050.00	577,391.90
Bill Pmt -Check	06/28/2024	ACH	Cherie Johnson	Expense Reimbursement	-1,241.84	576,150.06
General Journal	06/28/2024	4833		401a Empower remittance PPE 6/15/24	-64,691.75	511,458.31
General Journal	06/28/2024	4833		457 Empower remittance PPE 6/15/24	-42,356.99	469,101.32
Total 111100 · Five Star - Checking					167,707.00	469,101.32
<b>TOTAL</b>					<b>167,707.00</b>	<b>469,101.32</b>



**TO:** EXECUTIVE COMMITTEE  
**FROM:** LINDSAY RICE, Accounting Manager  
**SUBJECT:** INVESTMENT REPORT

**EC Meeting: 09-19-2024**  
**Item: 3D**

**RECOMMENDATION**

Review and accept JPA investments made through June 2024.

**BACKGROUND**

The Investment Policy, approved February 7, 2020, will be brought to the Executive Committee when changes are necessitated in accordance with California code. The Investment policy shall be reviewed internally at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and yield. There are no applicable updates required to the policy at this time. The 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, the California Investment Trust pool (CalTrust), and California Cooperative Liquid Assets Securities System (CLASS). RGS has a money market account at the Five Star Bank, a LAIF account, a California CLASS Prime Fund account, and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

**FISCAL IMPACT**

In September 2023 the JPA underwent a banking transition from Community Bank of the Bay (CBB) to Five Star Bank (FSB). The CBB check and Money Market accounts were closed effective March 1, 2024 after ensuring clients made the banking information change in their records.

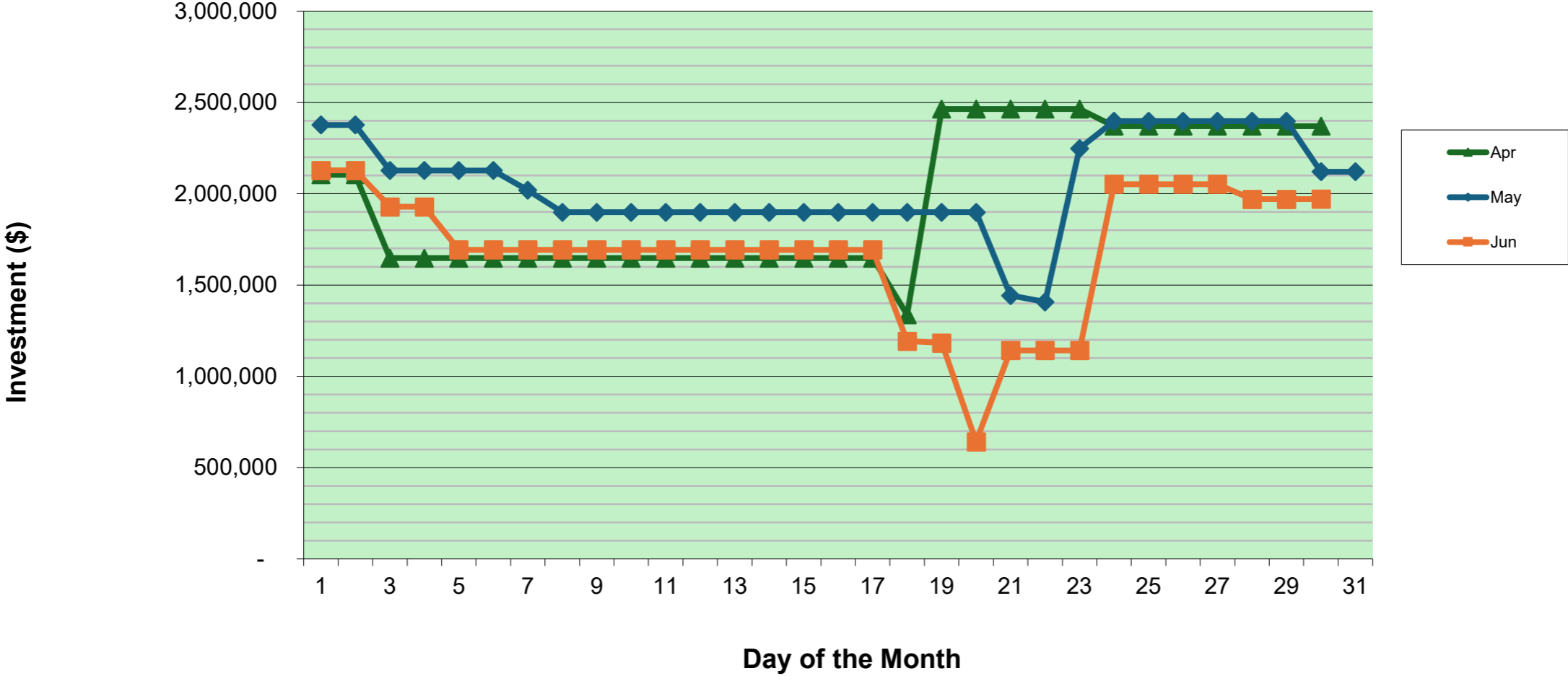
Over the fiscal year, the JPA has been able to increase funds available for longer term investment with high liquidity. In June 2024 the JPA opened a Prime Fund account with California CLASS.

As of June 2024, the JPA is achieving an annual percentage yield of 4.42% with FSB Money Market and an average monthly yield of 5.40% with California CLASS. Staff is utilizing the FSB Money Market account as an investment vehicle for short term purposes and California CLASS for longer term investing.

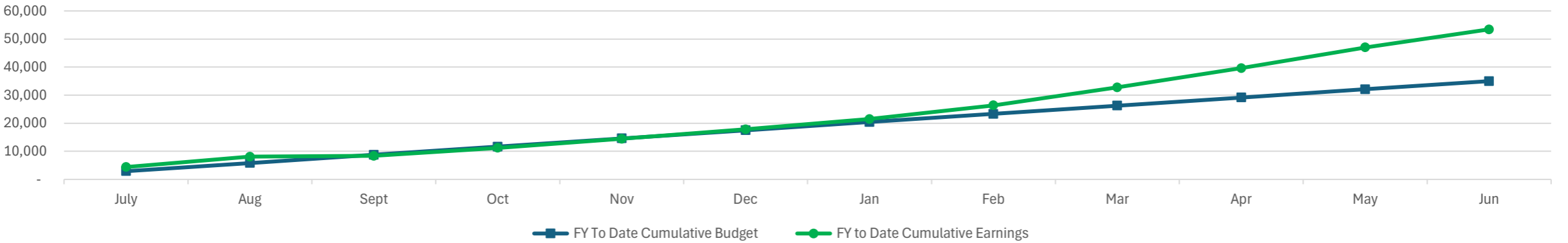
**INVESTMENT REPORT  
FY 2023-2024**

Date	Money Mkt Accounts	Apr			May				Money Mkt Accounts	CLASS	Jun		
		CalTrust Short & Medium	LAIF	Combined	CalTrust Short & Medium	LAIF	Combined	CalTrust Short & Medium			LAIF	Combined	
1	2,103,080	-	662	2,103,742	2,376,409	-	669	2,377,078	2,127,217	-	-	669	2,127,886
2	2,103,080	-	662	2,103,742	2,376,409	-	669	2,377,078	2,127,217	-	-	669	2,127,886
3	1,646,080	-	662	1,646,742	2,126,409	-	669	2,127,078	1,927,217	-	-	669	1,927,886
4	1,646,080	-	662	1,646,742	2,126,409	-	669	2,127,078	1,927,217	-	-	669	1,927,886
5	1,646,080	-	662	1,646,742	2,126,409	-	669	2,127,078	1,692,217	-	-	669	1,692,886
6	1,646,080	-	662	1,646,742	2,126,409	-	669	2,127,078	1,692,217	-	-	669	1,692,886
7	1,646,080	-	662	1,646,742	2,017,809	-	669	2,018,478	1,692,217	-	-	669	1,692,886
8	1,646,080	-	662	1,646,742	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
9	1,646,080	-	662	1,646,742	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
10	1,646,080	-	662	1,646,742	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
11	1,646,080	-	662	1,646,742	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
12	1,646,080	-	669	1,646,749	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
13	1,646,080	-	669	1,646,749	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
14	1,646,080	-	669	1,646,749	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
15	1,646,080	-	669	1,646,749	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
16	1,646,080	-	669	1,646,749	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
17	1,646,080	-	669	1,646,749	1,897,809	-	669	1,898,478	1,692,217	-	-	669	1,692,886
18	1,336,080	-	669	1,336,749	1,897,809	-	669	1,898,478	1,192,217	-	-	669	1,192,886
19	2,463,080	-	669	2,463,749	1,897,809	-	669	1,898,478	1,182,217	-	-	669	1,182,886
20	2,463,080	-	669	2,463,749	1,897,809	-	669	1,898,478	641,217	-	-	669	641,886
21	2,463,080	-	669	2,463,749	1,441,809	-	669	1,442,478	641,217	500,000	-	669	1,141,886
22	2,463,080	-	669	2,463,749	1,406,809	-	669	1,407,478	641,217	500,000	-	669	1,141,886
23	2,463,080	-	669	2,463,749	2,246,809	-	669	2,247,478	641,217	500,000	-	669	1,141,886
24	2,369,580	-	669	2,370,249	2,396,809	-	669	2,397,478	1,551,217	500,000	-	669	2,051,886
25	2,369,580	-	669	2,370,249	2,396,809	-	669	2,397,478	1,551,217	500,000	-	669	2,051,886
26	2,369,580	-	669	2,370,249	2,396,809	-	669	2,397,478	1,551,217	500,000	-	669	2,051,886
27	2,369,580	-	669	2,370,249	2,396,809	-	669	2,397,478	1,551,217	500,000	-	669	2,051,886
28	2,369,580	-	669	2,370,249	2,396,809	-	669	2,397,478	1,469,217	500,000	-	669	1,969,886
29	2,369,580	-	669	2,370,249	2,396,809	-	669	2,397,478	1,469,217	500,000	-	669	1,969,886
30	2,369,580	-	669	2,370,249	2,119,809	-	669	2,120,478	1,469,217	500,738	-	669	1,970,624
31					2,119,809		669	2,120,478					

# COMBINED INVESTMENTS



# Investment Earnings



**Management Services Agreement Report**

Agency Name	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Akron Regional Transit Authority	NEOGOV Implementation	Agreement	HR (C&C, NEOGOV, DLM)	Project	13 Mar 2023	NA \$ 85,800
Alameda County	Risk Mgmt Assessment	Agreement	Risk Mgmt	Continuous	01 Jul 2024	6/30/2025 \$ 250,000
Alliance of Pest Control Districts	HR Amend #3	Amend	HR (C&C, NEOGOV, DLM)	On Call	18 Feb 2021	12/31/25 \$ 70,000
Auburn	Planning Phase 2	Agreement	Planning	Project	13 Mar 2023	9/30/2024 \$ 160,000
Belmont	Finance & Payroll (Amend #1)	Amend	Finance	Continuous	18 Aug 2023	NA \$ 140,000
Belvedere	HR & Recruiting Svcs (Amend #6)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	17 Oct 2023	NA \$ 149,150
Best Best & Krieger	Transparent Govt & Comms Svcs (Amend #2)	Amend	Comms & Eng	Continuous	12 Jun 2023	5/31/25 no NTE
Buena Park Library District	HR/Finance Assessment	Agreement	Multiple	Project	06 Aug 2024	12/31/24 \$ 22,000
Calabasas	Transparent Govt Svcs	Agreement	Transparent Govt	On Call	13 May 2024	12/31/2024 \$ 23,600
California Association For Local ED	ED Finance	Subagreement	ED	Project	08 Jan 2024	9/30/24 \$ 25,600
California Urban Water Agencies	Comm & Eng, Transparent Govt, Fin Svcs	Agreement	Multiple	Project	05 Mar 2024	4/30/2027 no NTE
CalSAWS	Mgmt and Administrative Svcs (Amend # 41)	Amend	Contract Staffing	Continuous	22 Feb 2018	NA no NTE
Carpinteria	HR Svcs (Amend #1)	Amend	HR,Recruitment	Continuous	25 Jul 2022	NA \$ 160,000
Castro Valley Sanitary District	Finance Audit Svcs (Amend #1)	Amend	Finance	Continuous	29 Feb 2024	12/31/25 \$ 168,000
Castroville Community Svcs District	GM Recruitment	Agreement	Recruiting	Project	02 Aug 2024	12/31/2024 \$ 25,000
Central Coast Marketing Team	Econ Dev & Recruiting - (Amend #2)	Amend	ED,Recruitment	Continuous	01 May 2021	NA \$ 109,200
Citrus Heights Water District	Comm & Eng (TO 2023-01)	TO	Outreach	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	Finance Svcs (TO 2023-03 Audit)	TO	Finance	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	Finance Svcs (TO 2023-04 CIP)	TO	Finance	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	Finance Svcs (TO 2023-06 Operations)	TO	Finance	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	Finance Svcs (TO 2023-07 Special Projects)	TO	Finance	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	Finance Svcs (TO 2023-08 Monthly Financial Rpts)	TO	Finance	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	HR Svcs (TO 2024-02)	TO	HR (C&C, NEOGOV, DLM)	Continuous	17 May 2017	6/30/2025 \$ 22,000
Citrus Heights Water District	Master Agreement	Master Agreement	Finance,HR,Outreach	Continuous	17 May 2017	NA no NTE
Citrus Heights Water District	Recruiting Svcs (TO 2024-01)	TO	Recruiting	Project	17 May 2017	NA no NTE
Coachella Valley Public Cemetery District	HR Svcs	Agreement	,HR (C&C, NEOGOV, DLM)	On Call	30 Aug 2024	6/30/2025 \$ 10,000
Colusa Groundwater Authority	Program Administration (Amend #1)	Amend	Contract Staffing	Continuous	25 May 2022	NA \$ 175,000
Community Medical Centers	Emergency Grant Assistance (Amend #2)	Amend	Emergency Svcs	Continuous	11 Nov 2020	NA \$ 70,000
Community Medical Centers	Emergency Svcs	Agreement	Emergency Svcs	Continuous	01 Jul 2024	6/30/2026 \$ 100,000
Contra Costa County Fire Protection District	Finance & Payroll Transition	Agreement	Finance	Project	01 Apr 2024	4/30/25 \$ 150,000
Contra Costa Transportation Authority	HR Mgmt Svcs (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2022	6/30/2025 \$ 60,000
Del Paso Manor Water District	Governance Support	Agreement	HR	Continuous	01 Jul 2023	NA \$ 30,000
Del Rey Oaks	Financial Svcs (Amend #2)	Amend	Finance	Continuous	01 Aug 2022	6/30/2025 \$ 893,600
Desert Healthcare District	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	08 May 2024	12/31/2024 \$ 40,000
Desert Water Agency	Comms & Eng Svcs (2022)	Agreement	Outreach	Project	01 Dec 2022	12/31/2023 \$ 210,000
Dublin San Ramon Svcs District	On-Call Graphic Design Svcs	Agreement	Organizational Development	On Call	01 Jul 2024	6/30/2027 no NTE
Dublin San Ramon Svcs District	On-Call Graphic Design Svcs (TO 2024-01)	TO	Comms & Eng	On Call	01 Jul 2024	6/30/2027 \$ 2,050
East Bay Dischargers Authority	Finance & Admin Support	Agreement	Finance	Continuous	30 Nov 2023	12/31/2024 \$ 136,528
East Kern Health Care District	Transparent Govt & Outreach Amend #1	Amend	Transparent Govt	Continuous	28 May 2024	6/30/2025 \$ 99,790
East Palo Alto	ED Svcs (Amend #1)	Agreement	ED	Project	04 Dec 2023	9/30/2024 \$ 10,000
Emeryville	Finance Svcs Amend #4 (HR Svcs)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	22 Sep 2022	12/31/2024 \$ 202,000
Fairfield	On Call HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	On Call	31 Jul 2024	6/30/2027 \$ 100,000
Feather River Air Quality Mgmt District	HR & Transparent Govt Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	08 Apr 2024	12/31/25 \$ 35,000
First 5 Yolo	Finance Svcs	Agreement	Finance	Continuous	11 Jun 2024	4/30/25 \$ 39,200
Fox Canyon Groundwater Mgmt Agency	Administrative Svcs	Agreement	Contract Staffing	Continuous	04 Apr 2024	12/31/2024 \$ 25,000
Golden Hills Community Svcs District	Annual Planning Meeting Facilitation	Agreement	Organizational Development	Project	25 Jan 2024	6/30/2026 \$ 10,000
Greenfield	Project Assistance (Amend #4)	Agreement	Public Works	Continuous	20 Dec 2021	6/30/2025 \$ 15,500
Hayward	Finance & Payroll Svcs	Agreement	Finance	On Call	25 Jan 2024	NA \$ 74,999
Hercules	HR Support (Amend #2)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	17 Jan 2023	NA \$ 230,000
Humboldt Bay Municipal Water District	Comp & Benefits Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	14 Dec 2023	12/31/2024 \$ 31,800
Indian Wells Valley Groundwater Authority	Admin Svcs	Agreement	Contract Staffing	Continuous	13 Dec 2023	12/13/24 no NTE
Ironhouse Sanitary District	HR Mgmt Svcs (Amend #1)	Amend	HR	Continuous	05 Apr 2016	NA no NTE
James Irvine Foundation	Grant Advisement Svcs	Agreement	ED	Project	01 Jul 2022	NA \$ 25,000
La Mesa	Transparent Govt Svcs	Agreement	Transparent Govt	Project	01 Apr 2024	3/31/2026 \$ 25,000

**Management Services Agreement Report**

Agency Name	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Larkspur	HR Investigation Svcs (TO 2024-03)	TO	HR (C&C, NEOGOV, DLM)	Project	16 Aug 2023	NA no NTE
Larkspur	Master Agreement	Agreement	Organizational Development	Continuous	16 Aug 2023	NA no NTE
Larkspur	OD Team Building Svcs (TO 2024-02)	TO	Organizational Development	Project	16 Aug 2023	NA \$ 5,200
Las Gallinas Valley Sanitary District (LGVSD)	Finance & HR Svcs (Amend #4)	Amend	Finance	Continuous	04 Dec 2020	9/30/24 \$ 190,500
Livermore-Amador Valley Water Mgmt Agency	Finance Svcs	Agreement	Finance	Continuous	30 May 2024	NA \$ 92,000
Los Altos Hills	Finance Svcs	Agreement	Finance	Continuous	08 Apr 2024	12/31/24 \$ 60,000
Los Vaqueros Reservoir JPA	Transparent Govt Svcs (Amend #2)	Amend	Transparent Govt	Continuous	08 Mar 2023	6/30/2025 \$ 56,199
Madera County Mosquito & Vector Control District	HR Support Svcs	Agreement	HR,Organizational Development	Project	17 Oct 2023	NA no NTE
Marin County	Outreach Svcs	Agreement	Other	Project	01 Aug 2024	12/31/2025 \$ 80,000
Marin Emergency Radio Authority	Admin Svcs	Agreement	Contract Staffing	Continuous	01 Jul 2023	6/30/2025 no NTE
Marin Municipal Water District	Class/Comp & Recruiting Svcs (Amend #2)	Amend	HR	Continuous	10 Dec 2021	12/31/2026 \$ 300,000
Marin Municipal Water District	Training	Agreement	Training	Project	16 Aug 2024	11/30/2024 \$ 25,000
Marin Sonoma Mosquito and Vector Control District	Finance Svcs	Agreement	Finance	Continuous	10 Apr 2024	6/30/2025 \$ 35,100
Marin Wildfire Prevention Authority	Recruiting Svcs	Agreement	HR	Project	17 May 2023	NA \$ 10,000
Marina	Planning Projects	Agreement	Planning	Project	30 Sep 2020	NA no NTE
Marina Coast Water District	Finance Svcs (FY 24-25)	Agreement	Finance	On Call	16 Aug 2024	6/30/25 \$ 49,000
Marina Coast Water District	HR Svcs (FY 24-25)	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	16 Aug 2024	NA \$ 190,000
Mendocino Coast Healthcare District	Agency Administration Svcs (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	23 Dec 2023	6/30/2027 \$ 286,200
Mendocino County	Fiscal System Review (Amend #4)	Amend	Finance	Project	07 Oct 2022	6/30/2025 \$ 208,000
Menifee	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	05 Jun 2024	6/30/25 \$ 24,500
Merced County Association of Govts	Mgmt Coaching	Agreement	Organizational Development	Project	01 Mar 2024	NA \$ 10,032
Mill Valley	HR Planning Scope (Amend #1)	Amend	HR	On Call	16 Aug 2016	NA no NTE
Modesto Irrigation District	Administrative Assessment	Agreement	HR (C&C, NEOGOV, DLM)	Project	26 Jun 2024	NA \$ 17,000
Monterey County	Classification & Compensation	Agreement	HR (C&C, NEOGOV, DLM)	Project	22 Apr 2024	12/31/2024 \$ 12,400
Monterey County Convention and Visitors Bureau	Meeting Mgmt Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	05 Jun 2024	6/30/2025 \$ 39,110
Monterey Peninsula Regional Park District	Finance Svcs	Agreement	Finance	On Call	08 Nov 2021	NA \$ 40,000
Monterey Peninsula Regional Park District	Grant Mgmt	Agreement	Public Works	Continuous	01 Jul 2024	6/30/2025 \$ 40,000
Monterey Peninsula Regional Park District	Grant Writing	Agreement	PES	Continuous	01 Jul 2024	6/30/2025 \$ 40,000
Monterey Peninsula Regional Park District	Project Mgmt, Grants, Permitting (FY2022-2023)	Agreement	Multiple	Continuous	01 Aug 2022	NA \$ 115,000
Monterey Peninsula Regional Park District	Strategic Plan Facilitation (Amend #1)	Agreement	Organizational Development	Project	12 Dec 2023	5/31/25 \$ 5,000
Monterey Peninsula Water Mgmt District	HR Svcs (2024)	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2026 no NTE
Municipal Shared Svcs Corporation	Admin Svcs	Short Form	Contract Staffing	Continuous	01 May 2024	6/30/2025 \$ 12,800
Napa	Transparent Govt Svcs	Agreement	Transparent Govt	Project	18 Mar 2024	12/31/2024 \$ 22,000
Nevada County Consolidated Fire District	HR Support	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2025 \$ 50,000
North Edge Business Financing and Community Development (formerly AEDC)	ED Svcs (Project Mapping Tool)	Agreement	ED	Project	16 Aug 2024	9/30/2024 \$ 30,000
North Kern-South Tulare Hospital District	Transparent Govt	Agreement	Transparent Govt	Project	08 Mar 2024	12/31/2024 \$ 25,370
Novato	Finance Projects (Amend #2)	Agreement	Finance	Continuous	29 Jun 2020	NA \$ 108,000
Pacifica	Financial Svcs (Amend #2)	Agreement	Finance	Continuous	04 Jan 2022	6/30/2025 \$ 279,590
Pajaro Regional Flood Mgmt Agency	HR & Finance (Amend # 2)	Amend	Multiple	Continuous	20 Jun 2023	10/31/24 \$ 193,100
Peninsula Clean Energy	HR Svcs (Amend #1)	Amend	HR	Project	24 Apr 2019	6/30/2024 no NTE
Placerville	Recruiting Svcs	Agreement	Recruiting	Project	16 Jul 2024	6/30/25 \$ 19,000
Quartz Hill Water District	Comp Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	28 Aug 2024	1/31/25 \$ 20,200
Redwood Empire School's Insurance Group	OD Svcs (Amend #1)	Amend	Organizational Development	Continuous	05 Jul 2023	6/30/2025 \$ 16,275
Richardson Bay Regional Agency	Amend #1 (2023 renewal)	Agreement	Contract Staffing	Continuous	15 Oct 2021	NA no NTE
Sacramento Regional County Sanitation District and Sacramento Area Sewer District	Finance Assessment (Amend #1)	Amend	Multiple	Project	13 Apr 2023	12/31/2024 \$ 129,300
Salinas	Recruiting and Class with General HR	Agreement	HR,Recruitment	Project	23 Jul 2021	NA no NTE
Salinas Valley Basin Groundwater Sustainability Agency	Mgmt Svcs (Amend #8)	Amend	Contract Staffing	Continuous	01 Aug 2017	6/30/25 \$ 1,502,174
San Diego Local Agency Formation Commission	HR Svcs	Agreement	HR	Continuous	04 Nov 2022	NA \$ 100,000
San Juan Bautista	HR Svcs (Amend #3)	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	20 Dec 2021	6/30/2026 \$ 120,000
San Juan Bautista	Procurement & Housing (Amend #1)	Amend	Finance	Continuous	15 Apr 2022	6/30/2025 \$ 100,000
San Lorenzo Valley Water District	Finance & HR Svcs (Amend #2)	Amend	Multiple	On Call	16 Oct 2023	9/30/24 \$ 118,300
San Mateo County Mosquito and Vector Control District	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2024	6/30/25 \$ 25,000
San Miguel Community Svcs District GSA	Comm Training & Class/Comp	Agreement	Training	Project	29 Jul 2023	NA \$ 21,776
San Ramon Valley Fire Protection District	Payroll Svcs	Agreement	HR	Continuous	01 Aug 2023	6/12/2025 \$ 75,000



**Management Services Agreement Report**

Agency Name	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
San Simeon Community Srvs District	Finance Srvs (Amend #2)	Finance	On Call	01 Jun 2023	5/31/2025	\$ 52,000
Sand City	Finance Srvs (Amend #3)	Finance	Continuous	16 Feb 2023	6/30/2025	\$ 299,216
Santa Barbara County	Master Agreement (FY 24-25)	Multiple	Continuous	01 Jul 2024	6/30/2025	\$ 192,000
Santa Maria Valley Water Conservation District	Administration Srvs	Contract Staffing	Continuous	10 Jan 2024	1/31/2025	no NTE
Santa Rosa	Strategic Planning (Amend #1)	Organizational Development	Project	23 Aug 2022	12/31/25	\$ 9,144
Santa Ynez River Water Conservation District, ID #1	Recruiting Srvs	Recruiting	Project	12 Oct 2023	NA	\$ 34,000
Sites Project Authority	Transparent Govt Srvs	Transparent Govt	Project	05 Aug 2024	12/31/2025	\$ 40,630
Solano County Water Agency	HR Srvs (Amend #3)	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2020	6/30/2025	\$ 150,000
Soledad	Recruiting Srvs 2024	HR (C&C, NEOGOV, DLM)	Project	13 May 2024	6/30/25	\$ 10,000
Solvang	Class & Comp Study	HR (C&C, NEOGOV, DLM)	Project	15 May 2024	12/31/2024	\$ 68,800
Solvang	Recruiting	Recruiting	Project	15 May 2024	12/31/2024	\$ 15,000
Sonoma Mendocino ED District	Agency Administration Srvs	ED	Continuous	08 Dec 2023	6/8/2025	\$ 119,700
South Lake Tahoe	Rec Center Bus & Ops Plan	Organizational Development	Project	25 May 2024	NA	\$ 37,500
St. Helena	HR Srvs (Amend #4)	HR (C&C, NEOGOV, DLM)	Continuous	05 Aug 2022	NA	\$ 221,200
Stanislaus Consolidated Fire Protection District	HR and Clerk Srvs (Payroll)	Clerk Srvs,HR	On Call	29 Apr 2021	NA	no NTE
Sunnyvale	In-House Training	Training	Project	01 Aug 2024	10/31/2024	\$ 13,468
The University Corporation at Monterey Bay	DART ED Srvs (Amend #1)	ED	Project	01 Oct 2023	9/30/2024	\$ 750,000
Town of Tiburon	Finance Srvs	Finance	Continuous	01 Jul 2024	6/30/2025	\$ 165,000
Truckee Donner Public Utility District	Transparent Govt/Procurement/Recruiting	Multiple	Continuous	22 Apr 2024	12/31/24	\$ 62,000
Tukwila, WA	Classification Study	HR (C&C, NEOGOV, DLM)	Project	17 Jun 2024	3/31/25	\$ 17,400
Twain Harte Community Srvs District	Finance & Payroll Srvs	Multiple	Project	05 Feb 2024	12/31/24	\$ 69,800
Santa Clara Valley Water	Emergency Response Procedures	Emergency Srvs	Continuous	01 Feb 2023	12/31/2025	\$ 225,000
Walnut Creek	HR Srvs	HR (C&C, NEOGOV, DLM)	Continuous	01 Jan 2024	6/30/2025	\$ 120,000
West County Wastewater	HR & Finance Srvs (FY 2024-2025) Amend #3	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2025	\$ 160,000
West Valley Sanitation District	Amend #1	HR (C&C, NEOGOV, DLM)	Continuous	16 Jul 2021	NA	\$ 30,000
Willows	HR Payroll Srvs (Amend #3)	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2022	6/30/25	\$ 62,500
Windsor	Finance Transition Srvs	Finance	Project	27 Aug 2024	6/30/2025	no NTE
Woodside	CEQA Initial Study	Planning	Project	29 Jul 2024	6/28/2025	\$ 31,020
Yolo Transportation District	Grant Project	Finance	Project	26 Jun 2024	6/30/2025	\$ 40,000
Yolo Transportation District	Transparent Govt Srvs (Amend #1)	Transparent Govt	Continuous	01 May 2024	12/31/2025	\$ 21,000
Yountville	TO 2023-01 (Fin Svcs)	Finance	Project	19 Jul 2016	NA	no NTE
Yountville	TO 2024-01 (Comm & Engage Srvs)	Comms & Eng	Project	19 Jul 2016	NA	no NTE
Yountville	TO 2024-02 (Class and Comp Svcs)	HR (C&C, NEOGOV, DLM)	Project	19 Jul 2016	12/31/24	\$ 5,212

**Service Span Key**

- **Yellow Highlights** - New Contracts/Amendments since last Board Meeting.
- **On-Call** - agency calls us to provide service periodically when they need it.
- **Project Specific** – the work involves a specific project to be completed and then contract is done.
- **Continuous Services** – we are always there and provide continuous services.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** TIFFANY BURAGLIO, Executive Assistant  
**SUBJECT:** RECEIVE AND FILE MUNICIPAL DENTAL POOL UPDATE

**EC Meeting: 09-19-2024**  
**Item: 3F**

**RECOMMENDATION**

Receive and file this Municipal Dental Pool update.

**BACKGROUND**

At the November 22, 2019, Executive Committee meeting, authority was granted for the Executive Director to approve new RGS Dental Pool Associate Memberships. Keenan & Associates administers the pool and RGS provides financial oversight services.

Thirty-five agencies currently participate in the RGS Dental Pool as Associate Members. These agencies represent approximately 5,500 subscribers.

City of Alhambra	City of Lynwood
City of Azusa	City of Oxnard
City of Baldwin Park	City of Pico Rivera
City of Bellflower	City of Santa Ana
City of Bishop	City of Upland
City of Brea	Town of Corte Madera
City of Chino	Town of Yucca Valley
City of Claremont	Central Marin Fire Authority
City of Dana Point	Central Marin Police Authority
City of Desert Hot Springs	County of Kings Superior Court of CA
City of Firebaugh	Greater Los Angeles County VCD
City of Folsom	Jurupa CSD
City of Fountain Valley	Metropolitan Transportation Commission
City of Glendora	Phelan Pinon Hills CSD
City of Hawaiian Gardens	Regional Government Services
City of Jurupa Valley	Sacramento Area Council of Governments
City of Laguna Niguel	San Bernardino Co Employees' Retirement Association
City of Larkspur	

**REVIEW FOR THIS MEETING**

One new agency is anticipated to join the pool effective January 1, 2025, which will result in an increase of 29 covered employees. The Keenan underwriting team is always in the process of issuing proposals for prospective new members to the pool.

**FISCAL IMPACT**

Adding new Associate Members will stabilize monthly premiums paid into the pool after the loss of Mendocino County. RGS' administrative fee is 1 percent of premiums paid. For FY24, MDP administrative fee revenue was 19% over budget with a total of \$76,944 collected.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** DEONA KNIGHT, HR Manager  
**SUBJECT:** RECEIVE AND FILE AGENCY BONUS AWARDS UPDATE

**EC Meeting: 09-19-2024**  
**Item: 3G**

**RECOMMENDATION**

Receive and file agency bonus awards update.

**BACKGROUND**

At the September 15, 2022 meeting, the Executive Committee approved a Pay for Performance Program which included a request of staff to report on a regular basis to the Executive Committee the number of recipients and total amount of agency bonus awards. Since the decision to award bonuses resides with the Executive Director, it was suggested by staff that the report also note if the actual awards were consistent with the recommendations of HR.

**REVIEW FOR THIS MEETING**

During the period of May 17, 2023 through September 1, 2023 three \$1,000 spot bonuses were proposed and reviewed by HR. The bonuses were approved and awarded consistent with HR recommendations.

**FISCAL IMPACT**

The bonus program funding was authorized at the September 15, 2022 meeting. No changes or additional impacts are expected at this time.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** DEONA KNIGHT, HR Manager  
**SUBJECT:** UPDATE TO HUMAN RESOURCES POLICIES – SECTION D.10

**EC Meeting: 09-19-2024**  
**Item: 3H**

**RECOMMENDATION**

Approve a change to the RGS Human Resources Policies, Section D.10 Bereavement Leave.

**BACKGROUND**

To comply with Government Code section 12945.7, which requires employers with five or more employees to provide eligible employees up to five days of unpaid bereavement leave following the death of a family member, staff is proposing the following updated language for Section D.10, Bereavement Leave:

“To be eligible for bereavement leave, an employee must be employed with RGS for at least 30 days before taking the leave and inform Human Resources of the need to take the leave by emailing hradmin@rgs.ca.gov and completing a Request for Bereavement Leave Form. Employees are able to take up to 5 days of bereavement leave, using accrued leave or unpaid, in the event of death of any of the following family members: employee’s current spouse, domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. Exceptions to this list of qualifying family members may be made on a case-by-case basis by the Human Resources Manager. Paid bereavement leave may be provided for employees as defined in their individual employment agreements. Bereavement leave must be completed within three months following the death of person for whom you are taking leave.”

**FISCAL IMPACT**

No fiscal impact resulting from approving this policy.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** LINDSAY RICE, Accounting Manager  
**SUBJECT:** **FY23-24 YEAR-END PRELIMINARY FINANCIAL PERFORMANCE**

**EC Meeting: 09-19-2024**  
**Item: 4A**

### **RECOMMENDATION**

Review preliminary financial reports for year ending FY23-24.

### **FISCAL YEAR 23-24**

The unaudited FY23-24 net income totals \$979,140. Client billing revenue grew 12.6% or \$2.3 million compared to last fiscal year. This increase is due to several continuing factors that include: an increase in new clients (50) or new projects totaling \$1,382,614, additional service line or project agreements for current or past clients including extended agreements or on-going work totaling \$952,321 and an increase in CalSAWS billing of \$889,801. Additionally, bill rates are revised each July based on economic indicators that increase the basis of all agreements/projects. Training Academies, included in the amounts above, exceeded expectations by \$165,000. Projects completed and closed out in FY22-23 totaled \$928,084, resulting in a FY 23-24 net \$2.3 million increase. This last fiscal year, growth has come from a focus on an increase in clients, services lines, and services offered.

### **REVENUE/INCOME**

- CalSAWS client billing revenue increased \$889,801 or 8.6% from \$10.4M to \$11.3M. During the fiscal year, CalSAWS staffing increased from 58 to 66 salaried positions.
- Client Expense Reimbursement has decreased by \$1.4M or 29.2% from last fiscal year. This impact is primarily due to the reduction in CalSAWS subcontractor operations. Also included in this account are direct client reimbursements for client-related travel/expenses.
- The change in Other (Misc Income), a decrease of 99.5 % or \$908,000, is due to several year-end accounting adjustments in FY22-23 that resulted in a favorable increase in net position for the year. In FY22-23, the accounting adjustment included \$510,000 in CalSAWS compensated absences adjustments and \$331,000 in adjustments to the CJPIA liability. The elimination of the liabilities on the balance sheet results in an accounting adjustment on the income statement.
- Income related to third party relationships increased by \$7,062 from \$100,569 to \$107,569. MSS contract services were budgeted at a lower rate than what occurred for the fiscal year. The amendment to decrease the monthly contract services was placed into effect as of May 2024.
- Interest earnings are \$53,440 and exceeded the budget by \$18,440 due to increased long-term investment funds and the utilization of a high yielding interest rate Money Market account at Five Star bank.
- Overall, Total Income decreased by \$31,636 or \$13,574, when including investment income, as compared to FY22-23.

## **EXPENDITURES**

- As with most agencies, payroll and employee benefits comprise the majority of operational expenses for RGS. Payroll and benefits have increased by 6.1% or \$1,062,368 when compared to FY22-23. CalSAWS salaried employees increased by a net 8 positions during FY23-24 from 58 to 66 positions and RGS FTE increased by a net position of 1 NTE for a total of 141 NTE's.
- Travel, mileage, supplies & meal reimbursement expenses increased by \$28,450 or 6.3%. Total travel-related expenses were \$447,445 as compared to \$418,995 in FY22-23. The majority of these expenses are billable to clients.
- The client pass-through expenses reflect the CalSAWS subcontractor consultant costs which are billed to the client at a markup. These expenses were anticipated to decrease through FY23-24 as the program enters a maintenance phase. Comparing totals at the end of each fiscal year, there has been a decrease of \$1.3M or 29.5%. This is \$107,500 on average per month and aligns with the decrease that was budgeted.
- Insurance claim reimbursements total \$18,400. The long-term worker compensation claim will officially come to a close in the first quarter of FY24-25.
- The Authority's Write Off policy was in place for the full fiscal year as represented by the introduction of the Bad Debt Expense and Losses Paid accounts.
- HRA Benefit Expense will fluctuate each year based on staffing as it is a vesting program.
- Legal services, including Meyers Nave, Redwood Public Law, Wilson Elser, and Foran Glennon, and legal litigation which are CalPERS related items, are over budget by \$58,000 and \$278,000 respectively. Increased PERS activity August through October lead to a significant increase in expenses of \$289,193 during the fiscal year.
- Professional Services decreased by 67% as consulting services were discontinued. The expenses associated with this account for the fiscal year are associated with hiring related background services.
- Technology-related costs include administrative tools used internally, Deltek implementation costs, as well as reimbursable technology used by clients.
- When comparing FY23-24 to FY22-23, total expenses decreased by less than 1%. The increases in payroll and benefits were offset by the decrease in pass-through client expenses.

## **OUTCOME COMPARED TO BUDGET**

- A conservative net gain of \$28,010 was projected for the fiscal year. The ending net income of \$979,140 is 3,495.7% of the budgeted amount. An increase in clients, service lines, and training academies over the last fiscal year and through the current fiscal year have put RGS in a solid financial position. Total income continues to exceed budgeted amounts by a larger margin of \$1.9M (8.5%) than the most significant expense, salary costs, that was over budget by \$781,000 (5.8%). The second biggest expense, medical benefits, ended \$86,000 under budget contributing to the gain.

## SERVICE LINE PERFORMANCE

### PRELIMINARY FY23-24 SERVICE LINE REVENUE

Contract Staff	17,727,400	Transparent Gvt <sup>3</sup>	153,070
Finance	2,057,247	Misc Billings <sup>2</sup>	140,677
HR	1,733,230	Public Works	121,285
Economic Development	764,641	Agency Admin <sup>4</sup>	116,470
Training	393,293	Land Use Services <sup>1</sup>	109,500
Recruiting	356,317	Org Development	30,018
Communication & Eng	327,805		
<b>Total Preliminary FY23-24 Service Line Revenue</b>			<b>24,030,953</b>

<sup>1</sup> Land Use Services was formerly known as Planning.

<sup>2</sup> Misc Billing consists of the following services lines: Emergency Management, Public Safety, Risk Management, and Outreach.

<sup>3</sup> Transparent Gvt was formerly known as Clerk Services.

<sup>4</sup> Agency Admin includes income from MSS, STARS, Municipal Dental Pool, purchasing card rebates, ERC refund, and the CJPIA adjustment.

## RESERVES:

- Reserve policy is illustrated in the table below.

RESERVES	Current Target Balances	FYE22 Audited Retained Earnings	FYE23 Audited Retained Earnings	FY24 Projected Retained Earnings
Operating	\$2,300,000	\$421,184	\$1,331,072	\$2,310,213
Claims	\$590,000	\$590,000	\$590,000	\$590,000
Bonus	\$590,400	\$590,400	\$590,400	\$590,400
Totals	<b>\$3,480,400</b>	<b>\$1,601,584</b>	<b>\$2,511,472</b>	<b>\$3,490,613</b>

# Regional Government Services Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23	\$ Change	% Change	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
440301 · Client Billings	20,460,135	18,163,483	2,296,652	12.6%	18,260,233	2,199,902	112.0%
440400 · Admin Services				0.0%			
440402 · MSS	10,400	7,200	3,200	44.4%	5,000	5,400	208.0%
440403 · Municipal Dental Pool	76,943	73,370	3,573	4.9%	62,000	14,943	124.1%
440404 · STARS	20,226	19,937	289	1.5%	20,000	226	101.1%
<b>Total 440400 · Admin Services</b>	<b>107,569</b>	<b>100,507</b>	<b>7,062</b>	<b>7.0%</b>	<b>87,000</b>	<b>20,569</b>	<b>123.6%</b>
480000 · Miscellaneous Income							
480100 · Client Expense Reimbursement	3,453,648	4,880,508	(1,426,860)	-29.2%	3,787,114	(333,466)	91.2%
480200 · Purchasing Card Rebate	4,855	5,437	(583)	-10.7%	5,000	(145)	97.1%
480600 · Insurance Recovery	126	-	126	0.0%	-	126	100.0%
480900 · Other	4,620	912,654	(908,034)	-99.5%	-	4,620	100.0%
<b>Total 480000 · Miscellaneous Income</b>	<b>3,463,249</b>	<b>5,798,599</b>	<b>(2,335,350)</b>	<b>-40.3%</b>	<b>3,792,114</b>	<b>(328,865)</b>	<b>91.3%</b>
<b>Total Income</b>	<b>24,030,953</b>	<b>24,062,590</b>	<b>(31,636)</b>	<b>-0.1%</b>	<b>22,139,347</b>	<b>1,891,606</b>	<b>108.5%</b>
<b>Gross Profit</b>	<b>24,030,953</b>	<b>24,062,590</b>	<b>(31,636)</b>	<b>-0.1%</b>	<b>22,139,347</b>	<b>1,891,606</b>	<b>108.5%</b>
<b>Expense</b>							
511010 · Salaries - Regular	14,294,198	13,510,105	784,093	5.8%	13,513,000	781,198	105.8%
511072 · Salaries - Nonbillable	76,624	78,092	(1,468)	-1.9%	128,000	(51,376)	59.9%
512002 · Medicare Employer Expense	205,515	194,473	11,043	5.7%	198,000	7,515	103.8%
512003 · Workers' Comp Exp clerical	-	10	(10)	0.0%	-	-	0.0%
512004 · Employee Assistance Program	-	3,422	(3,422)	0.0%	5,000	(5,000)	0.0%
512005 · Health Insurance Expense	1,848,512	1,641,716	206,796	12.6%	1,934,300	(85,788)	95.6%
512006 · Dental Insurance Expense	155,186	138,846	16,340	11.8%	138,000	17,186	112.5%
512007 · Vision Insurance Expense	21,050	16,580	4,471	27.0%	20,000	1,050	105.3%
512008 · Life Insurance Expense	11,776	10,898	877	8.0%	12,000	(224)	175.4%
512009 · Long Term Disability Expense	15,987	16,319	(332)	-2.0%	17,000	(1,013)	69.3%
512011 · Stars 401A/457b Expense	1,435,167	1,345,270	89,897	6.7%	1,378,800	56,367	104.1%
512014 · Short Term Disability Expense	19,934	18,772	1,162	6.2%	16,000	3,934	124.6%
512015 · Unemployment Expense	43,267	39,485	3,782	9.6%	50,000	(6,733)	86.5%
512018 · FSA Health & Day Care Expense	4,274	3,739	535	14.3%	4,000	274	106.9%
512019 · Employee Expense Allowances	171,913	164,592	7,321	4.4%	168,000	3,913	102.3%
512020 · HRA Retirement Benefit Expense	181,345	240,062	(58,717)	-24.5%	203,000	(21,655)	89.3%
520107 · APS (ADP) Payroll Fees	23,669	20,483	3,186	15.6%	25,000	(1,331)	94.7%
520108 · Communications - Agency Expense	8,509	5,440	3,069	56.4%	5,000	3,509	170.2%
520201 · Office Supplies	436	535	(98)	-18.4%	1,000	(564)	43.6%
520202 · Bank Fees & Services	17,206	7,085	10,121	142.8%	6,000	11,206	286.8%
520204 · Printing & Postage	11,546	9,043	2,503	27.7%	11,000	546	105.0%
520301 · Audit Services	18,467	18,105	362	2.0%	18,470	(3)	100.0%
520302 · Legal Services	88,217	67,161	21,056	31.4%	30,000	58,217	294.1%
520303 · Legal - litigation	443,819	154,626	289,193	187.0%	166,000	277,819	267.4%
520314 · Administrative Services	12,090	9,617	2,473	25.7%	10,000	2,090	120.9%
520320 · Professional Services	18,211	56,159	(37,947)	-67.6%	35,000	(16,789)	52.0%
520501 · Professional Dues & Membership	72,782	85,315	(12,533)	-14.7%	70,300	2,482	103.5%
520502 · Training & Development	14,255	5,950	8,305	139.6%	48,000	(33,745)	29.7%
520503 · Conferences & Outreach	86,042	75,103	10,940	14.6%	55,000	31,042	156.4%
520504 · Publications	69,708	57,458	12,250	21.3%	45,000	24,708	154.9%
520505 · Program Hosting Expenses	2,830	-	2,830	0.0%	6,000	(3,170)	47.2%
512017 · Bad Debt Expense	-	147,549	(147,549)	0.0%	-	-	0.0%
520507 · Losses Paid	200	-	200	0.0%	2,000	(1,800)	10.0%
520508 · Licenses & Fees	2,787	476	2,311	485.4%	25,000	(22,213)	11.1%
520700 · Workers Comp Insurance Expense	33,647	36,704	(3,057)	-8.3%	17,000	16,647	197.9%
520701 · General Liability Insurance Exp	60,157	59,572	584	1.0%	60,000	157	100.9%



	<b>Jul '23 - Jun 24</b>	<b>Jul '22 - Jun 23</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>520702 · Claims Expense</b>	23,846	13,056	10,791	82.7%	19,000	4,846	125.5%
<b>520801 · Mileage Reimbursement</b>	67,525	68,550	(1,025)	-1.5%	56,000	11,525	120.6%
<b>520803 · Travel Reimbursement</b>	328,101	297,277	30,824	10.4%	219,000	109,101	149.8%
<b>520805 · Supplies &amp; Meals Reimbursement</b>	51,820	53,169	(1,349)	-2.5%	36,000	15,820	143.9%
<b>520904 · Technology, Licensing &amp; Support</b>	103,958	162,871	(58,912)	-36.2%	200,000	(96,042)	52.0%
<b>521001 · Pass through client expenses</b>	3,077,144	4,367,135	(1,289,991)	-29.5%	3,186,467	(109,323)	96.6%
<b>522798 · Miscellaneous Expense</b>	-	(0)	0	0.0%	2,000	(2,000)	0.0%
<b>570100 · Equipment Purchase</b>	1,931	5,664	(3,733)	-65.9%	7,000	(5,069)	27.6%
<b>Total Expense</b>	<b>23,123,652</b>	<b>23,206,480</b>	<b>(82,828)</b>	<b>-0.4%</b>	<b>22,146,337</b>	<b>977,315</b>	<b>104.4%</b>
<b>Net Ordinary Income</b>	907,302	856,109	51,192	6.0%	(6,990)	914,292	-12,980.0%
<b>Other Income/Expense</b>							
<b>Other Income</b>							
<b>520100 · Investment Income</b>	53,440	38,237	15,204	39.8%	35,000	18,440	152.7%
<b>520200 · Insurance Claim Reimbursements</b>	18,399	15,540	2,859	18.4%			
<b>Total Other Income</b>	<b>71,839</b>	<b>53,777</b>	<b>18,062</b>	<b>33.6%</b>	<b>35,000</b>	<b>36,839</b>	<b>205.3%</b>
<b>Other Expense</b>							
<b>529997 · Unallocated Admin. Svcs - RGS</b>	(3,005,046)	(2,514,733)	(490,313)	-19.5%			
<b>529999 · Allocated Unbillable Expenses</b>	3,005,046	2,514,733	490,313	19.5%			
<b>Total Other Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>			
<b>Net Other Income</b>	<b>71,839</b>	<b>53,777</b>	<b>18,062</b>	<b>33.6%</b>	<b>35,000</b>	<b>36,839</b>	<b>205.3%</b>
<b>Net Income</b>	<b>979,140</b>	<b>909,886</b>	<b>69,254</b>	<b>7.6%</b>	<b>28,010</b>	<b>951,130</b>	<b>3,495.7%</b>

# Regional Government Services Balance Sheet

As of June 30, 2024

Accrual Basis

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
110030 · LAIF Account	669	102,257	(101,588)	-99.3%
110040 · CalTRUST Medium Term Fund	-	44,909	(44,909)	-100.0%
110050 · CalTRUST Short Term Fund	-	715,783	(715,783)	-100.0%
110080 · US Bank Worker Comp Checking	2,497	1,239	1,258	101.6%
110090 · Community Bank of the Bay Chkg	-	869,373	(869,373)	-100.0%
111000 · Community Bank of the Bay MMkt	-	153,001	(153,001)	-100.0%
111100 · Five Star - Checking	469,101	-	469,101	100.0%
111110 · Five Star - Money Market	1,474,897	-	1,474,897	100.0%
111120 · California CLASS	500,738	-	500,738	100.0%
<b>Total Checking/Savings</b>	<b>2,447,902</b>	<b>1,886,562</b>	<b>561,340</b>	<b>29.8%</b>
<b>Accounts Receivable</b>				
131130 · Accounts Receivable	2,731,671	3,289,606	(557,935)	-17.0%
<b>Total Accounts Receivable</b>	<b>2,731,671</b>	<b>3,289,606</b>	<b>(557,935)</b>	<b>-17.0%</b>
<b>Other Current Assets</b>				
120005 · Prepaid Expenses	228,071	165,788	62,283	37.6%
120010 · Prepaid Insurance	24,472	15,415	9,057	58.8%
120100 · FSA Funding Deposit	4,528	4,528	-	0.0%
131131 · Accounts Receivable - Misc	82,126	205,892	(123,766)	-60.1%
131140 · Allowance for Doubtful Accounts	-	(146,729)	146,729	100.0%
<b>Total Other Current Assets</b>	<b>339,196</b>	<b>244,893</b>	<b>94,303</b>	<b>38.5%</b>
<b>Total Current Assets</b>	<b>5,518,769</b>	<b>5,421,061</b>	<b>97,709</b>	<b>1.8%</b>
<b>Other Assets</b>				
180001 · Loan due to JPA	-	158	(158)	-100.0%
<b>Total Other Assets</b>	<b>-</b>	<b>158</b>	<b>(158)</b>	<b>-100.0%</b>
<b>TOTAL ASSETS</b>	<b>5,518,769</b>	<b>5,421,219</b>	<b>97,551</b>	<b>1.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
220010 · Accounts Payable	321,705	473,240	(151,535)	-32.0%
<b>Total Accounts Payable</b>	<b>321,705</b>	<b>473,240</b>	<b>(151,535)</b>	<b>-32.0%</b>
<b>Other Current Liabilities</b>				
220012 · Accounts Payable - Misc.	6,957	18,504	(11,547)	-62.4%
221003 · 457/401A Retirement Liability	110,195	58,698	51,497	87.7%
221006 · FSA Liability	5,476	-	5,476	100.0%
221011 · Calpers Retirement Liability	3	-	3	100.0%

	<b>Jun 30, 24</b>	<b>Jun 30, 23</b>	<b>\$ Change</b>	<b>% Change</b>
221015 · Health Insurance Liability	22,474	(2,485)	24,959	1004.4%
221016 · Long Term Disability Liability	855	-	855	100.0%
221017 · Short Term Disability Liability	1,569	-	1,569	100.0%
221023 · Dental Insurance Liability	(105)	-	(105)	-100.0%
221024 · Vision Insurance Liability	(245)	-	(245)	-100.0%
221025 · Life Insurance/AD&D Liability	96	-	96	100.0%
221026 · Child Support IWO	991	-	991	100.0%
221029 · Garnishments	150	-	150	100.0%
230060 · Accrued Salaries, Wages & Taxes	556,616	628,386	(71,769)	-11.4%
230062 · Compensated Absences - RGS	172,454	95,829	76,624	80.0%
240010 · Deferred Revenue	69,323	73,600	(4,277)	-5.8%
<b>Total Other Current Liabilities</b>	<b>946,808</b>	<b>872,532</b>	<b>74,277</b>	<b>8.5%</b>
<b>Total Current Liabilities</b>	<b>1,268,513</b>	<b>1,345,772</b>	<b>(77,258)</b>	<b>-5.7%</b>
<b>Long Term Liabilities</b>				
260005 · Health Reimbursement Account	34,917	38,975	(4,058)	-10.4%
260006 · IBNR - GL	25,000	25,000	-	0.0%
260012 · Due to CJPIA	699,726	1,500,000	(800,274)	-53.4%
<b>Total Long Term Liabilities</b>	<b>759,643</b>	<b>1,563,975</b>	<b>(804,331)</b>	<b>-51.4%</b>
<b>Total Liabilities</b>	<b>2,028,157</b>	<b>2,909,746</b>	<b>(881,590)</b>	<b>-30.3%</b>
<b>Equity</b>				
32000 · Retained Earnings	1,619,454	709,568	909,886	128.2%
370000 · Fund Bal Unreserved/Unrestrictd	892,019	892,019	-	0.0%
Net Income	979,140	909,886	69,254	7.6%
<b>Total Equity</b>	<b>3,490,613</b>	<b>2,511,473</b>	<b>979,140</b>	<b>39.0%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,518,770</b>	<b>5,421,219</b>	<b>97,551</b>	<b>1.8%</b>

**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager  
**SUBJECT:** **PROCESS FOR UPDATING RGS' STRATEGIC PLAN**

**EC Meeting: 09-19-2024**  
**Item: 6A**

**RECOMMENDATION**

- Approve the proposed modification to current strategic plan goals:
- Form a Strategic Plan Update Ad Hoc Committee and appoint members

**BACKGROUND**

In February 2020, the Executive Committee approved RGS's Strategic Plan. Since approval of that plan, staff have provided quarterly strategic plan updates that identify actions staff have taken that support accomplishment of strategic goals.

In 2023, RGS staff and the Executive Committee began to assess the 5-Year Strategic Plan in anticipation of the 5-year timeframe reaching completion. In May 2023, RGS staff, leaders, and the Executive Committee held a workshop to redefine the agency's values and determine vision statements to guide staff work. In April 2024, staff developed a survey on Emerging Changes to identify the issues that are impacting local governments and their communities. In May 2024, these efforts expanded in a second workshop to envision a successful future direction for RGS and the actions necessary to achieve this vision. These workshops provided staff an opportunity to receive feedback from the Executive Committee.

Staff have assembled the outputs from each workshop and reviewed them against the existing 5-Year Strategic Plan to assess how the impact of our past five years of experience is re-shaping our strategic roadmap.

**DISCUSSION**

Staff propose a revision of the original five strategic goals, consolidating them into four more distinct categories that will provide a foundation to accomplish the future envisioned in the workshops. The revised goals will allow staff, working with the ad hoc committee, to more effectively align clear implementation strategies with each goal.

**Proposed Revised 2025 Strategic Plan Goals:**

1. Outstanding Service
2. Effective Culture
3. Organizational Viability
4. Public Service Leadership

## **Plan Update Process**

RGS' Executive Director, Sophia Selivanoff, has outlined a strategic plan update process, incorporating the work from our May 2023 and May 2024 workshops and linked to current understanding of our industry as well as RGS' issues, strengths and risks. Key activities in this process include:

**Form a Strategic Plan Ad Hoc Committee:** Executive Committee formation of a strategic plan ad hoc committee to work closely with staff to refine the expressed vision and support our development of an updated action plan. This is particularly critical when considering foundational model(s) for services offered in the future.

**Identify an RGS Leader as a Sponsor for Each Goal:** Identifying a staff sponsor to develop the operational plan for each goal will help ensure that each goal moves forward. Each sponsor will develop three key projects to carry out in FY26 to advance RGS toward that strategic goal. Staff proposes to identify sponsors promptly, and target completion of a draft of key projects and activities for each goal to be presented to the Board in February 2025.

**Align Strategic Plan to RGS Budget for FY26:** Allocation of specific resources for administrative (unbilled) staff time, as well as any needed technology, consultant expertise, etc. will commit essential funding for achieving project objectives to advance strategic goals. Although RGS historically adopts a budget in May, a February 2025 review of mid-year financials will support a forecast of appropriate project budget allocations for FY26.

## **FISCAL IMPACT**

Limited administrative costs for planning activity will be incurred this FY, and it is anticipated that this will be absorbed into already-planned administrative expenditure. Future fiscal year budgets will commit necessary funding to support the longer-term implementation of the strategic plan.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** ASHLEY METZGER, Communications Manager  
**SUBJECT:** COMMUNICATIONS PLANNING PROCESS

**EC Meeting: 09-19-2024**  
**Item: 6B**

**RECOMMENDATION**

Receive and file communications update.

**BACKGROUND**

In 2023, RGS adopted a new set of values. At RGS, we aim to be: flexible, solution-driven, empowering, and caring. In May of 2024, the Board of Directors participated in a strategic plan workshop with staff leadership. Throughout the workshop, participants noted a need for enhanced communication and branding. RGS Executive Director created the Communications Manager role and authorized a series of interim updates and long-term planning.

RGS wanted its brand to reflect its values and communicate more openness and accessibility. In July, RGS unveiled an updated logo and shared with its team a new brand kit. The logo and brand kit were developed in-house and do not represent a large departure from the former brand presentation. The previous logo used fonts that were no longer in circulation. The kit includes more usable, modern fonts and colors. Similarly, the logo retained the same colors and elements with a simpler, cleaner look. Staff plans to evaluate the new brand and consider a more substantial shift, if appropriate, in the coming years.

This summer, RGS' Executive Director, Sophia Selivanoff, compiled a small group of advisors to discuss business development strategies. The team continues to meet to evaluate opportunities (like conferences) and strategies (like cross-Service Line referrals) to increase awareness of RGS services and expertise.

In September, RGS launched an updated website. RGS used in-house staff to update the website look and usability. RGS also took over the website hosting and domains to enhance control and security. While the team streamlined the site, much of the content and structure remains. RGS will monitor site metrics and refine content, as well as exploring the possibility of a longer-term, more inclusive process to garner team and partner agency feedback to enhance the site further.

RGS will monitor web and social analytics to assess the impact of the updates. The team will also return with a plan for the longer-term coordination of the brand, business development plan, and web presence.

**FISCAL IMPACT**

Future fiscal year budgets will include funding for long-term efforts.