

**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****via Teleconference****November 21, 2024****1:05 p.m. or immediately following the preceeding meeting**

**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**, Assistant City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939  
**Napa City Hall**, Assistant 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/1459691998>, or by calling 1-650-242-4929 and entering the meeting ID#: 145 969 1998

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

A. Election of Officers

**2. PUBLIC COMMENT**

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

**3. APPROVAL OF CONSENT AGENDA**

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

- A. Approval of **September 19, 2024** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made July through September 2024
- D. Approval of Investments Report through September 2024
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards Update

**Action**

H. Approval of Update to HRP – Workplace Violence and AI Policy

**4. TREASURER’S REPORT**

- A. Review of Preliminary FYTD Financial Reports through September 2024
- B. Receive and File FY24 Audited Financial Statements - Sophia Kuo, The Pun Group
- C. Authorize Extension of External Auditor Engagement

Information

Information

Action

**5. OLD BUSINESS – None**

**6. NEW BUSINESS**

- A. Approval of Finance & Agency Operations Policies
- B. Communications Planning Process
- C. Board Orientation Presentation

Action

Information

Information

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

- A. Executive Director:
- B. Members:

**8. ADJOURN MEETING**

**Next Regular Meeting February 20, 2025 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  
SEPTEMBER 19, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 19, 2024 via teleconference. The meeting was called to order at 1:07 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  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager  
Ashley Metzger, Communications & Engagement Services  
Tiffany Buraglio, Executive Assistant  
Sky Woodruff, Authority Counsel  
Scott Kivel, Authority Special Counsel  
Colleen Tribby, Alternate Member  
Jim Schutz, Principal, JMSB Strategies, LLC

**2. PUBLIC COMMENT – None**

**1:09 p.m. Recess to Closed Session**

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

Names 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

**1:15 p.m. Member Raulston joined the meeting**

**1:19 p.m. Member Straus joined the meeting**

**1:55 p.m. Authority Counsel Woodruff and Authority Special Counsel Kivel left the Meeting**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

**2:48 p.m. Jim Schutz left the meeting**

**2:50 p.m. Reconvene Meeting**

### **Report Out of Closed Session**

The Executive Committee Chair reported that the committee conducted a performance review of the Executive Director. The Executive Committee recommended that the Executive Director receive a one-time bonus in the amount of \$10,000 as part of compensation, effective at the next possible pay period.

### **3. APPROVAL OF CONSENT AGENDA**

**Staff requested item 3B be pulled from the consent agenda for discussion**

- A. Approval of May 16, 2024 Minutes
- C. Approval of Payments and Deposits made April 2024 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

#### **B. Approval of Regularly Scheduled Meetings Calendar**

Executive Director Selivanoff noted that the members desired a second in-person meeting, held in conjunction with the League of California Cities City Managers Conference in February, 2025. The committee also expressed an interest in meeting in person again in May, possibly returning to a Monterey location.

**Action:** Moved and seconded (Smith/Buckshi) to approve the Consent Agenda, including 3B

**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 June 2024.

This is an informational item only. No action was taken.

Accounting Manager Rice asked the committee if there were any questions regarding the financial reports and the committee members had none. Executive Director Selivanoff noted that the JPA had a good financial performance over the last year and the agency is looking to make some wise investments with the increase in funds. A question was asked

about how the recent interest rate cut by the Federal Reserve would affect the JPA and Accounting Manager Rice said she would look into that.

**2:59 p.m. Member Straus left the meeting**

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

**A. Approval of Strategic Plan Update Process**

Administrative Services Manager Oppenheim reviewed the Strategic Plan Update Process, reminding the committee the existing plan was approved in February 2020. Staff is proposing consolidating the five original goals into four, providing a strong foundation to work on the goals identified in the past two workshops. Executive Director Selivanoff added that staff is also requesting an ad hoc committee to be formed to assist in refining the four goals. Executive Director Selivanoff is hoping to better define what the future of RGS business is and to align the goals with the annual budget.

**Action:** Moved and seconded (Habkirk/Hunter) to approve the Strategic Plan Update Process

**AYES:** Buckshi, Habkirk, Hunter, O'Hare, Raulston, Smith

**NOES:** None

**ABSTAIN:** None

**Action:** Moved and seconded (Hunter/O'Hare) to appoint Member Raulston and Alternate Member Tribby to the Strategic Plan Ad Hoc Committee

**AYES:** Buckshi, Habkirk, Hunter, O'Hare, Raulston, Smith

**NOES:** None

**ABSTAIN:** None

**B. Communications Planning Process**

This is an informational item only. No action was taken.

Lead Advisor Metzger presented the Communications Planning Process. Progress has been made following the May workshop, and now the Communications team is working to define long-term goals.

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

**A. Executive Director:** Executive Director Selivanoff noted that Member Smith will be leaving the City of Dublin and moving to the City of Orinda. Alternate Member Tribby will be assuming the City Manager role at Dublin and staff will prepare to formally remove Member Smith and appoint Alternate Member Tribby to the Executive Committee at the November meeting.

**B. Members:** All members thanked Member Smith for her great job on the Board and Executive Committee for the past several years.

**8. ADJOURN** – The meeting adjourned at 3:08 p.m. The next regular meeting is scheduled for November 21, 2024, via teleconference.

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

**EC Meeting: 11-21-2024**  
**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>2024-2025</b>				
November 21 (Thursday)	BOD/ EC	BOD: Appoint to EC; EC – Off Cycle Officer Election; New Member Orientation presentation; FY24 Audited Financial Statements, RGS service presentation	Remote	1:00pm - 3:00pm
February 20 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, COLA and/or labor market data	Remote	1:00pm - 3:00pm
May 8-9 (Thurs - Fri)	BOD/ EC	FY26 Election of Officers (all), Appoint Members to Executive Committee, Adopt Budget, workshop, ED Evaluation/Goal Setting for FY26	Monterey Plaza	TBD
<b>2025-2026</b>				
September 18 (Thursday)	EC	Meeting Schedule for FY26	Remote	1:00pm - 3:00pm
November 20 (Thursday)	EC	ED Goals-Midyear Progress Rpt.; FY25 Audited Financial Statements, RGS service presentation	Remote	1:00pm - 3:00pm
February 19 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, COLA and/or labor market data	TBD	1:00pm - 3:00pm
May 21-22 (Thurs - Fri)	BOD/ EC	FY27 Election of Officers (all), Appoint Members to Executive Committee, Adopt Budget, Conflict of Interest (even years); workshop, ED Evaluation/Goal Setting for FY27	TBD	TBD

2026-2027				
September 19 (Thursday)	EC	Meeting Schedule for FY27	Remote	1:00pm - 3:00pm
November 19 (Thursday)	EC	ED Goals-Midyear Progress Rpt.; FY25 Audited Financial Statements, RGS service presentation	Remote	1:00pm - 3:00pm
February 18 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, COLA and/or labor market data	TBD	1:00pm - 3:00pm
May 20-21 (Thurs - Fri)	BOD/ EC	FY27 Election of Officers (all), Appoint Members to Executive Committee, Adopt Budget, workshop, ED Evaluation/Goal Setting for FY28	TBD	TBD

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

**EC Meeting: 11-21-2024**  
**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 September 30, 2024

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
111100 · Five Star - Checking						469,101.32
Bill Pmt -Check	07/01/2024	ACH	City of Ridgecrest	July 2024 Rent	-300.00	468,801.32
Bill Pmt -Check	07/01/2024	ACH	US Bank	Credit Card payment	-26,856.53	441,944.79
Deposit	07/01/2024			Deposit	86,094.46	528,039.25
Deposit	07/01/2024			Deposit	4,630.00	532,669.25
Deposit	07/01/2024			Deposit	113,948.52	646,617.77
Deposit	07/01/2024			Deposit	2,500.00	649,117.77
General Journal	07/01/2024	4863		MX Merchant Fee Payment 2024-06	-556.16	648,561.61
General Journal	07/01/2024	4864		Health Ins premiums 2024-07	-193,400.40	455,161.21
General Journal	07/01/2024	4864		Dental Ins premium 2024-07	-14,762.65	440,398.56
General Journal	07/01/2024	4864		Vision Ins premium 2024-07	-1,968.33	438,430.23
General Journal	07/01/2024	4864		Life disability Ins premium 2024-07	-6,147.96	432,282.27
General Journal	07/01/2024	4865		HRA funding Q4 FY23-24	-34,917.28	397,364.99
Deposit	07/02/2024			Deposit	1,100.00	398,464.99
Deposit	07/02/2024			Deposit	1,242.38	399,707.37
Deposit	07/02/2024			Deposit	2,100.00	401,807.37
Deposit	07/03/2024			Deposit	2,925.00	404,732.37
Transfer	07/03/2024			Funds Transfer	237,000.00	641,732.37
Transfer	07/03/2024			Funds Transfer	837,000.00	1,478,732.37
Bill Pmt -Check	07/05/2024	16522	Genevieve Marsh Design Group	Client subcontractor	-1,583.00	1,477,149.37
Bill Pmt -Check	07/05/2024	16523	United States Treasury	Form 720 Tax Year 2023	-453.22	1,476,696.15
Bill Pmt -Check	07/05/2024	ACH	Meyers Nave	Legal Services	-2,505.82	1,474,190.33
Bill Pmt -Check	07/05/2024	ACH	Redwood Public Law, LLP	Legal Services	-5,475.54	1,468,714.79
Deposit	07/05/2024			Deposit	5,666.40	1,474,381.19
Deposit	07/05/2024			Deposit	4,161.60	1,478,542.79
Deposit	07/05/2024			Deposit	4,600.00	1,483,142.79
General Journal	07/05/2024	4817		Net Pay PPE 6/30/24	-438,654.18	1,044,488.61
Deposit	07/05/2024			Deposit	36,735.92	1,081,224.53
Bill Pmt -Check	07/08/2024	ACH	Ashley Metzger	Expense Reimbursement	-135.95	1,081,088.58
Bill Pmt -Check	07/08/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-871.22	1,080,217.36
Bill Pmt -Check	07/08/2024	ACH	Christine Sliz	Expense Reimbursement	-607.50	1,079,609.86
Bill Pmt -Check	07/08/2024	ACH	Denise Silva	Expense Reimbursement	-337.25	1,079,272.61
Bill Pmt -Check	07/08/2024	ACH	Emily Gardner	Expense Reimbursement	-902.02	1,078,370.59

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/08/2024	ACH	Josh Metz	Expense Reimbursement	-1,830.38	1,076,540.21
Bill Pmt -Check	07/08/2024	ACH	Julia Erdkamp	Expense Reimbursement	-524.78	1,076,015.43
Bill Pmt -Check	07/08/2024	ACH	Melissa Thomas	Expense Reimbursement	-236.92	1,075,778.51
Bill Pmt -Check	07/08/2024	ACH	Mia Atencio	Expense Reimbursement	-20.00	1,075,758.51
Bill Pmt -Check	07/08/2024	ACH	Pete Quijada	Expense Reimbursement	-64.58	1,075,693.93
Bill Pmt -Check	07/08/2024	ACH	Tracey Lovely	Expense Reimbursement	-75.00	1,075,618.93
Bill Pmt -Check	07/08/2024	ACH	Yong Vanbliayang	Expense Reimbursement	-1,675.24	1,073,943.69
General Journal	07/08/2024	4818		Payroll Tax and Fees PPE 6/30/24	-117,962.27	955,981.42
Deposit	07/08/2024			Deposit	15,637.89	971,619.31
Check	07/08/2024	815	California State Disbursement Unit	APS payroll disbursement	-244.00	971,375.31
Check	07/08/2024	816	Franchise Tax Board	APS payroll disbursement	-150.00	971,225.31
Check	07/08/2024	817	MiSDU	APS payroll disbursement	-746.53	970,478.78
Transfer	07/08/2024			Funds Transfer	13,000.00	983,478.78
Transfer	07/08/2024			Funds Transfer	-837,000.00	146,478.78
Deposit	07/09/2024			Deposit	7,752.00	154,230.78
General Journal	07/09/2024	4838		401a Empower contributions PPE 6/30/24	-65,608.46	88,622.32
General Journal	07/09/2024	4838		457b Empower contributions PPE 6/30/24	-44,586.28	44,036.04
Transfer	07/09/2024			Funds Transfer	10,000.00	54,036.04
General Journal	07/09/2024	4862		FSA Admin Fee Payment 2024-06	-298.20	53,737.84
General Journal	07/09/2024	4866		WCF Worker Comp Premium Annual FY24-25	-33,948.00	19,789.84
General Journal	07/10/2024	4867		APS Payroll Fee Payment 2024-06	-2,106.43	17,683.41
Deposit	07/11/2024			Deposit	13,200.00	30,883.41
Deposit	07/11/2024			Deposit	3,685.58	34,568.99
Deposit	07/11/2024			Deposit	21,422.32	55,991.31
Deposit	07/11/2024			Deposit	1,050.00	57,041.31
General Journal	07/11/2024	4860		FSA Contribution PPE 6-30-24	-5,479.11	51,562.20
Bill Pmt -Check	07/12/2024	16527	Tripepi Smith & Associates	Legal Services	-465.00	51,097.20
Deposit	07/12/2024			Deposit	887.20	51,984.40
Deposit	07/12/2024			Deposit	5,300.36	57,284.76
Bill Pmt -Check	07/15/2024	ACH	Abila	MIP - client software	-1,455.63	55,829.13
Bill Pmt -Check	07/15/2024	ACH	Redwood Public Law, LLP	Legal Services	-4,333.46	51,495.67
Bill Pmt -Check	07/15/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-940.00	50,555.67
Deposit	07/15/2024			Deposit	9,676.00	60,231.67
Deposit	07/15/2024			Deposit	2,202.39	62,434.06
Deposit	07/15/2024			Deposit	856.00	63,290.06
Deposit	07/15/2024			Deposit	1,828.00	65,118.06
Deposit	07/16/2024			Deposit	340.39	65,458.45

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/16/2024			Deposit	1,050.00	66,508.45
Transfer	07/16/2024			Funds Transfer	532,000.00	598,508.45
Deposit	07/17/2024			Deposit	1,234,207.76	1,832,716.21
Deposit	07/17/2024			Deposit	36,779.69	1,869,495.90
Transfer	07/17/2024			Funds Transfer	-23,000.00	1,846,495.90
Deposit	07/18/2024			Deposit	1,050.00	1,847,545.90
Deposit	07/18/2024			Deposit	7,227.72	1,854,773.62
Deposit	07/19/2024			Deposit	35,614.00	1,890,387.62
Deposit	07/19/2024			Deposit	5,653.78	1,896,041.40
Deposit	07/19/2024			Deposit	2,665.88	1,898,707.28
Deposit	07/19/2024			Deposit	1,050.00	1,899,757.28
Bill Pmt -Check	07/19/2024	ACH	Abila	MIP - client software	-1,455.65	1,898,301.63
Bill Pmt -Check	07/19/2024	ACH	Alliant Insurance Services	Crime Insurance renewal FY24-25	-1,500.00	1,896,801.63
Bill Pmt -Check	07/19/2024	16526	Keenan & Associates (MIC)	Workers Comp FY24-25	-1,500.00	1,895,301.63
Bill Pmt -Check	07/19/2024	16525	Prism	Cyber Liability FY24-25	-7,534.00	1,887,767.63
Bill Pmt -Check	07/19/2024	16524	Stanislaus Consolidated Fire Protectionv	Cleint reimbursement	-200.00	1,887,567.63
Bill Pmt -Check	07/19/2024	ACH	Abigail Scott	Expense Reimbursement	-126.80	1,887,440.83
Bill Pmt -Check	07/19/2024	ACH	Charley Howard	Expense Reimbursement	-119.56	1,887,321.27
Bill Pmt -Check	07/19/2024	ACH	Christine Sliz	Expense Reimbursement	-791.42	1,886,529.85
Bill Pmt -Check	07/19/2024	ACH	Harrison Tregenza	Expense Reimbursement	-314.64	1,886,215.21
Bill Pmt -Check	07/19/2024	ACH	Jen Simon	Expense Reimbursement	-41.41	1,886,173.80
Bill Pmt -Check	07/19/2024	ACH	Josh Metz	Expense Reimbursement	-317.93	1,885,855.87
Bill Pmt -Check	07/19/2024	ACH	Justin Stephenson	Expense Reimbursement	-658.66	1,885,197.21
Bill Pmt -Check	07/19/2024	ACH	Karen Raponetti	Expense Reimbursement	-1,300.00	1,883,897.21
Bill Pmt -Check	07/19/2024	ACH	Katherine Wylie	Expense Reimbursement	-173.64	1,883,723.57
Bill Pmt -Check	07/19/2024	ACH	Megan Hunter	Expense Reimbursement	-190.28	1,883,533.29
Bill Pmt -Check	07/19/2024	ACH	Melissa Thomas	Expense Reimbursement	-219.96	1,883,313.33
Bill Pmt -Check	07/19/2024	ACH	Merida Alvarez	Expense Reimbursement	-124.62	1,883,188.71
Bill Pmt -Check	07/19/2024	ACH	MJ Brown	Expense Reimbursement	-203.87	1,882,984.84
Bill Pmt -Check	07/19/2024	ACH	Yogesh Patel	Expense Reimbursement	-2,347.67	1,880,637.17
Deposit	07/19/2024			Deposit	52,565.63	1,933,202.80
Transfer	07/19/2024			Funds Transfer	-1,200,000.00	733,202.80
General Journal	07/19/2024	4868		Net Pay PPE 7/15/24	-432,505.74	300,697.06
Bill Pmt -Check	07/22/2024	ACH	Denise Carter	Expense Reimbursement	-122.00	300,575.06
Bill Pmt -Check	07/22/2024	ACH	Thomas Hartman	Expense Reimbursement	-12,280.12	288,294.94
Deposit	07/22/2024			Deposit	565.76	288,860.70
Deposit	07/22/2024			Deposit	272.05	289,132.75

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/22/2024			Deposit	645.20	289,777.95
Deposit	07/22/2024			Deposit	72,725.04	362,502.99
General Journal	07/22/2024	4869		Payroll Taxes and Fees PPE 7/15/24	-114,130.82	248,372.17
Check	07/22/2024	818	California State Disbursement Unit	APS payroll disbursement	-154.37	248,217.80
Check	07/22/2024	819	California State Disbursement Unit	APS payroll disbursement	-244.00	247,973.80
Check	07/22/2024	820	Franchise Tax Board	APS payroll disbursement	-150.00	247,823.80
Check	07/22/2024	821	Franchise Tax Board	APS payroll disbursement	-540.96	247,282.84
Check	07/22/2024	822	MiSDU	APS payroll disbursement	-746.53	246,536.31
Deposit	07/23/2024			Deposit	1,417.00	247,953.31
Deposit	07/23/2024			Deposit	13,200.00	261,153.31
Deposit	07/23/2024			Deposit	2,100.00	263,253.31
Deposit	07/24/2024			Deposit	23,940.00	287,193.31
Deposit	07/24/2024			Deposit	1,200.00	288,393.31
Transfer	07/24/2024			Funds Transfer	42,000.00	330,393.31
General Journal	07/24/2024	4870		401a Empower contribution PPE 7/15/15	-64,923.15	265,470.16
General Journal	07/24/2024	4870		457b Empower contribution PPE 7/15/15	-47,002.10	218,468.06
General Journal	07/24/2024	4871		Q2 Dental Pool Revenue Received	21,402.37	239,870.43
Bill Pmt -Check	07/25/2024	ACH	David Sodergren	CalSAWS subcontractor	-26,376.35	213,494.08
Bill Pmt -Check	07/25/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-24,850.00	188,644.08
Bill Pmt -Check	07/25/2024	ACH	Quantum Consulting Services	CalSAWS subcontractor	-20,000.00	168,644.08
Bill Pmt -Check	07/25/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-133,690.96	34,953.12
Deposit	07/25/2024			Deposit	2,500.00	37,453.12
Deposit	07/25/2024			Deposit	1,177.66	38,630.78
Deposit	07/25/2024			Deposit	2,281.03	40,911.81
Transfer	07/25/2024			Funds Transfer	10,000.00	50,911.81
General Journal	07/25/2024	4861		FSA Contribution PPE 7-15-24	-5,479.11	45,432.70
Bill Pmt -Check	07/26/2024	ACH	Cherie Johnson	Expense Reimbursement	-1,207.24	44,225.46
Bill Pmt -Check	07/26/2024	ACH	US Bank	Credit Card payment	-28,401.97	15,823.49
Deposit	07/26/2024			Deposit	445.28	16,268.77
Deposit	07/26/2024			Deposit	9,755.78	26,024.55
Deposit	07/26/2024			Deposit	3,550.00	29,574.55
Deposit	07/26/2024			Deposit	2,062.08	31,636.63
Deposit	07/29/2024			Deposit	65,429.18	97,065.81
Deposit	07/29/2024			Deposit	2,429.90	99,495.71
Deposit	07/29/2024			Deposit	170.10	99,665.81
Deposit	07/29/2024			Deposit	6,394.50	106,060.31
Deposit	07/29/2024			Deposit	1,593.00	107,653.31

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/29/2024			Deposit	99,046.61	206,699.92
Deposit	07/29/2024			Deposit	15,184.40	221,884.32
Deposit	07/30/2024			Deposit	2,500.00	224,384.32
Deposit	07/30/2024			Deposit	7,093.46	231,477.78
Deposit	07/31/2024			Deposit	264.00	231,741.78
Transfer	07/31/2024			Funds Transfer	20,000.00	251,741.78
Deposit	08/01/2024			Deposit	2,500.00	254,241.78
General Journal	08/01/2024	4881		Health Ins premiums 2024-08	-198,051.36	56,190.42
General Journal	08/01/2024	4881		Dental Ins premium 2024-08	-15,192.63	40,997.79
General Journal	08/01/2024	4881		Vision Ins premium 2024-08	-2,009.60	38,988.19
General Journal	08/01/2024	4881		Life disability Ins premium 2024-08	-5,874.94	33,113.25
Deposit	08/02/2024			Deposit	495.44	33,608.69
Deposit	08/02/2024			Deposit	3,345.21	36,953.90
Deposit	08/02/2024			Deposit	3,858.40	40,812.30
Deposit	08/02/2024			Deposit	44,598.96	85,411.26
Deposit	08/02/2024			Deposit	2,500.00	87,911.26
Deposit	08/02/2024			Deposit	6,300.00	94,211.26
General Journal	08/02/2024	4911		MX Fee Payment 2024-07	-1,626.56	92,584.70
Deposit	08/05/2024			Deposit	176.00	92,760.70
Deposit	08/05/2024			Deposit	710.27	93,470.97
Deposit	08/05/2024			Deposit	9,026.50	102,497.47
Deposit	08/05/2024			Deposit	78,907.94	181,405.41
Deposit	08/05/2024			Deposit	2,500.00	183,905.41
Bill Pmt -Check	08/05/2024	ACH	Scott N. Kivel	Legal Litigation	-46,498.69	137,406.72
Bill Pmt -Check	08/05/2024	ACH	City of Ridgecrest	August 2024 Rent	-300.00	137,106.72
Transfer	08/05/2024			Funds Transfer	700,000.00	837,106.72
Deposit	08/06/2024			Deposit	2,095.55	839,202.27
General Journal	08/06/2024	4872		Net Pay PPE 7/31/24	-475,865.09	363,337.18
General Journal	08/06/2024	4889		Reimburse Wrkr Comp claims 2024-07	-3,051.77	360,285.41
Bill Pmt -Check	08/07/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-819.64	359,465.77
Bill Pmt -Check	08/07/2024	ACH	Brad Gross	Expense Reimbursement	-1,233.38	358,232.39
Bill Pmt -Check	08/07/2024	ACH	Casey Dolan	Expense Reimbursement	-103.50	358,128.89
Bill Pmt -Check	08/07/2024	ACH	Danielle Benoit	Expense Reimbursement	-997.41	357,131.48
Bill Pmt -Check	08/07/2024	ACH	Deona Knight	Expense Reimbursement	-60.00	357,071.48
Bill Pmt -Check	08/07/2024	ACH	Elizabeth Mariano	Expense Reimbursement	-480.27	356,591.21
Bill Pmt -Check	08/07/2024	ACH	Fanni Acosta	Expense Reimbursement	-582.90	356,008.31
Bill Pmt -Check	08/07/2024	ACH	Josh Metz	Expense Reimbursement	-1,276.64	354,731.67

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/07/2024	ACH	Julia Erdkamp	Expense Reimbursement	-825.92	353,905.75
Bill Pmt -Check	08/07/2024	ACH	Justin Stephenson	Expense Reimbursement	-1,066.58	352,839.17
Bill Pmt -Check	08/07/2024	ACH	Melissa Thomas	Expense Reimbursement	-260.96	352,578.21
Bill Pmt -Check	08/07/2024	ACH	Michael Luken	Expense Reimbursement	-89.99	352,488.22
Bill Pmt -Check	08/07/2024	ACH	Raul Gonzalez	Expense Reimbursement	-511.91	351,976.31
Bill Pmt -Check	08/07/2024	ACH	Sarah Hardgrave	Expense Reimbursement	-832.76	351,143.55
Bill Pmt -Check	08/07/2024	ACH	Yogesh Patel	Expense Reimbursement	-2,222.90	348,920.65
Check	08/07/2024	823	California State Disbursement Unit	APS payroll disbursement	-154.37	348,766.28
Check	08/07/2024	824	California State Disbursement Unit	APS payroll disbursement	-244.00	348,522.28
Check	08/07/2024	825	Franchise Tax Board	APS payroll disbursement	-150.00	348,372.28
Check	08/07/2024	826	MISDU	APS payroll disbursement	-746.53	347,625.75
General Journal	08/07/2024	4873		Payroll Tax and Fees PPE 7/31/24	-132,250.50	215,375.25
Bill Pmt -Check	08/08/2024	ACH	Cherie Johnson	Expense Reimbursement	-3,306.43	212,068.82
Deposit	08/08/2024			Deposit	167.10	212,235.92
General Journal	08/08/2024	4887		FSA Admin Fee payment 2024-07	-308.80	211,927.12
Bill Pmt -Check	08/09/2024	ACH	Abila	MIP - client software	-1,455.64	210,471.48
Bill Pmt -Check	08/09/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-1,762.50	208,708.98
Bill Pmt -Check	08/09/2024	16528	Castro Valley Sanitary Districtv	Reimbursement of fees and penalties	-41,117.37	167,591.61
Deposit	08/09/2024			Deposit	2,681.16	170,272.77
Deposit	08/09/2024			Deposit	63,032.20	233,304.97
General Journal	08/09/2024	4888		Payroll Fee Payment 2024-07	-1,847.59	231,457.38
General Journal	08/12/2024	4876		401a Empower contribution PPE 7-31-24	-70,596.82	160,860.56
General Journal	08/12/2024	4876		457 Empower contribution PPE 7-31-24	-48,332.06	112,528.50
General Journal	08/12/2024	4890		Fee for Five Star bank LOC renewal	-250.00	112,278.50
Deposit	08/13/2024			Deposit	124,005.72	236,284.22
Deposit	08/13/2024			Deposit	7,430.45	243,714.67
Deposit	08/13/2024			Deposit	2,500.00	246,214.67
General Journal	08/13/2024	4880		FSA Contribution PPE 7-31-24	-5,454.11	240,760.56
General Journal	08/13/2024	4884		R Moreno MX payment for vest purchase	127.99	240,888.55
Deposit	08/14/2024			Deposit	23,200.00	264,088.55
Transfer	08/14/2024			Funds Transfer	-190,000.00	74,088.55
Deposit	08/15/2024			Deposit	2,100.00	76,188.55
Deposit	08/16/2024			Deposit	1,479.00	77,667.55
Deposit	08/16/2024			Deposit	2,500.00	80,167.55
Deposit	08/16/2024			Deposit	1,175.00	81,342.55
Deposit	08/16/2024			Deposit	22,089.91	103,432.46
Bill Pmt -Check	08/16/2024	ACH	Cherie Johnson	Expense Reimbursement	-1,503.76	101,928.70

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/19/2024	ACH	Deltek	ERP related services	-1,260.00	100,668.70
Bill Pmt -Check	08/19/2024	ACH	JMSb Strategies	Professional Services	-2,750.00	97,918.70
Bill Pmt -Check	08/19/2024	ACH	Redwood Public Law, LLP	Legal Services	-1,054.73	96,863.97
Bill Pmt -Check	08/19/2024	ACH	Scott N. Kivel	Legal Litigation	-42,319.90	54,544.07
Deposit	08/19/2024			Deposit	2,500.00	57,044.07
Transfer	08/19/2024			Funds Transfer	120,000.00	177,044.07
Deposit	08/20/2024			Deposit	904.00	177,948.07
Deposit	08/20/2024			Deposit	1,050.00	178,998.07
Transfer	08/20/2024			Funds Transfer	375,000.00	553,998.07
General Journal	08/20/2024	4885		S Selvinoff MX Payment for vest purchase	455.24	554,453.31
Transfer	08/21/2024			Funds Transfer	-325,000.00	229,453.31
Transfer	08/21/2024			Funds Transfer	375,000.00	604,453.31
General Journal	08/21/2024	4882		8/15/24 net pay	-453,722.26	150,731.05
Deposit	08/22/2024			Deposit	1,217,171.62	1,367,902.67
Transfer	08/22/2024			Funds Transfer	-50,000.00	1,317,902.67
General Journal	08/22/2024	4883		8/15/24 payroll taxes	-124,583.41	1,193,319.26
Check	08/22/2024	827	California State Disbursement Unit	APS payroll disbursement	-154.37	1,193,164.89
Check	08/22/2024	828	California State Disbursement Unit	APS payroll disbursement	-244.00	1,192,920.89
Check	08/22/2024	829	Franchise Tax Board	APS payroll disbursement	-150.00	1,192,770.89
Check	08/22/2024	830	MiSDU	APS payroll disbursement	-746.53	1,192,024.36
Bill Pmt -Check	08/22/2024	ACH	Charley Howard	Expense Reimbursement	-94.77	1,191,929.59
Bill Pmt -Check	08/22/2024	ACH	Christine Sliz	Expense Reimbursement	-247.13	1,191,682.46
Bill Pmt -Check	08/22/2024	ACH	Gary Petersen	Expense Reimbursement	-363.57	1,191,318.89
Bill Pmt -Check	08/22/2024	ACH	Justin Stephenson	Expense Reimbursement	-478.46	1,190,840.43
Bill Pmt -Check	08/22/2024	ACH	Mike Lukin	Expense Reimbursement	-780.15	1,190,060.28
Bill Pmt -Check	08/22/2024	ACH	Rhiannon Chin	Expense Reimbursement	-291.71	1,189,768.57
Bill Pmt -Check	08/22/2024	ACH	Steve Flint	Expense Reimbursement	-410.04	1,189,358.53
Bill Pmt -Check	08/22/2024	ACH	Tom Schwedhelm	Expense Reimbursement	-100.48	1,189,258.05
Bill Pmt -Check	08/22/2024	ACH	Veronica Lara	Expense Reimbursement	-2,077.02	1,187,181.03
Bill Pmt -Check	08/23/2024	ACH	David Sodergren	CalSAWS subcontractor	-23,377.45	1,163,803.58
Bill Pmt -Check	08/23/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-28,190.85	1,135,612.73
Bill Pmt -Check	08/23/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-147,748.00	987,864.73
Bill Pmt -Check	08/23/2024	ACH	Redwood Public Law, LLP	Legal Services	-329.18	987,535.55
Bill Pmt -Check	08/23/2024	ACH	US Bank	Credit Card payment	-9,416.97	978,118.58
Bill Pmt -Check	08/23/2024	16529	Employment Research Services	Professional Services	-148.70	977,969.88
Bill Pmt -Check	08/23/2024	16530	Institute for Local Government.	Professional Dues & Membership	-5,000.00	972,969.88
Deposit	08/23/2024			Deposit	16,397.30	989,367.18

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/23/2024			Deposit	12,100.00	1,001,467.18
Transfer	08/23/2024			Funds Transfer	90,000.00	1,091,467.18
Transfer	08/23/2024			Funds Transfer	-947,000.00	144,467.18
Deposit	08/23/2024			Deposit	19,440.55	163,907.73
Deposit	08/26/2024			Deposit	5,000.00	168,907.73
Deposit	08/27/2024			Deposit	1,347.40	170,255.13
Deposit	08/27/2024			Deposit	1,389.78	171,644.91
Deposit	08/27/2024			Deposit	17,100.00	188,744.91
Deposit	08/28/2024			Deposit	29,499.00	218,243.91
Deposit	08/28/2024			Deposit	6,691.94	224,935.85
Deposit	08/28/2024			Deposit	127,570.27	352,506.12
General Journal	08/28/2024	4912		FSA Contribution PPE 8-15-24	-5,587.45	346,918.67
General Journal	08/28/2024	4892		401a Empower contribution PPE 8/15/24	-68,471.84	278,446.83
General Journal	08/28/2024	4892		457b Empower contribution PPE 8/15/24	-45,767.93	232,678.90
General Journal	08/28/2024	4894		2023 FSA Plan Overpayment	-416.62	232,262.28
Deposit	08/29/2024			Deposit	5,650.00	237,912.28
Deposit	08/30/2024			Deposit	10,231.05	248,143.33
Deposit	08/30/2024			Deposit	34,287.32	282,430.65
Deposit	08/30/2024			Deposit	2,100.00	284,530.65
Bill Pmt -Check	09/03/2024	ACH	Abila	MIP - client software	-1,455.65	283,075.00
Bill Pmt -Check	09/03/2024	ACH	City of Ridgecrest	September 2024 Rent	-300.00	282,775.00
Deposit	09/03/2024			Deposit	13,385.00	296,160.00
Deposit	09/03/2024			Deposit	23,619.84	319,779.84
Deposit	09/03/2024			Deposit	5,167.09	324,946.93
General Journal	09/03/2024	4891		Health Ins premiums 2024-09	-193,530.29	131,416.64
General Journal	09/03/2024	4891		Dental Ins premium 2024-09	-14,963.92	116,452.72
General Journal	09/03/2024	4891		Vision Ins premium 2024-09	-2,000.81	114,451.91
General Journal	09/03/2024	4891		Life disability Ins premium 2024-09	-6,119.91	108,332.00
General Journal	09/03/2024	4893		MX Fee Payment 2024-08	-2,511.16	105,820.84
Deposit	09/03/2024			Deposit	1,732.00	107,552.84
Deposit	09/03/2024			Deposit	8,300.00	115,852.84
Deposit	09/04/2024			Deposit	51,082.08	166,934.92
Transfer	09/04/2024			Funds Transfer	521,000.00	687,934.92
Deposit	09/05/2024			Deposit	52,067.00	740,001.92
Deposit	09/05/2024			Deposit	1,356.16	741,358.08
Bill Pmt -Check	09/06/2024	16531	Employment Research Services	Professional Services	-536.05	740,822.03
Deposit	09/06/2024			Deposit	57,413.42	798,235.45



Type	Date	Num	Name	Memo	Amount	Balance
Deposit	09/06/2024			Deposit	1,233.38	799,468.83
General Journal	09/06/2024	4922		Net Pay PPE 8/31/24	-455,736.96	343,731.87
Deposit	09/09/2024			Deposit	192.19	343,924.06
Deposit	09/09/2024			Deposit	3,150.00	347,074.06
General Journal	09/09/2024	4923		Payroll Taxes and Fees PPE 8/31/24	-125,485.46	221,588.60
Check	09/09/2024	831	California State Disbursement Unit	APS payroll disbursement	-154.37	221,434.23
Check	09/09/2024	832	California State Disbursement Unit	APS payroll disbursement	-244.00	221,190.23
Check	09/09/2024	833	Franchise Tax Board	APS payroll disbursement	-150.00	221,040.23
Check	09/09/2024	834	MISDU	APS payroll disbursement	-746.53	220,293.70
General Journal	09/09/2024	4946		APS SUTA Tax payment New Mexico Q2 2024	-50.00	220,243.70
Bill Pmt -Check	09/09/2024	ACH	Brad Evanson	Expense Reimbursement	-239.88	220,003.82
Bill Pmt -Check	09/09/2024	ACH	Casey Dolan	Expense Reimbursement	-30.00	219,973.82
Bill Pmt -Check	09/09/2024	ACH	Daisy Villasenor	Expense Reimbursement	-451.52	219,522.30
Bill Pmt -Check	09/09/2024	ACH	Denise Silva	Expense Reimbursement	-211.43	219,310.87
Bill Pmt -Check	09/09/2024	ACH	Grady Howe	Expense Reimbursement	-501.81	218,809.06
Bill Pmt -Check	09/09/2024	ACH	Josh Metz	Expense Reimbursement	-476.11	218,332.95
Bill Pmt -Check	09/09/2024	ACH	Julia Erdkamp	Expense Reimbursement	-236.42	218,096.53
Bill Pmt -Check	09/09/2024	ACH	Justin Stephenson	Expense Reimbursement	-475.96	217,620.57
Bill Pmt -Check	09/09/2024	ACH	Karen Raponetti	Expense Reimbursement	-1,333.56	216,287.01
Bill Pmt -Check	09/09/2024	ACH	Katherine Wylie	Expense Reimbursement	-1,738.53	214,548.48
Bill Pmt -Check	09/09/2024	ACH	Laura Alba	Expense Reimbursement	-686.06	213,862.42
Bill Pmt -Check	09/09/2024	ACH	Melissa Thomas	Expense Reimbursement	-694.35	213,168.07
Bill Pmt -Check	09/09/2024	ACH	Merida Alvarez	Expense Reimbursement	-124.62	213,043.45
Bill Pmt -Check	09/09/2024	ACH	Mike Tombakian	Expense Reimbursement	-2,076.87	210,966.58
Bill Pmt -Check	09/09/2024	ACH	MJ Brown	Expense Reimbursement	-150.14	210,816.44
Bill Pmt -Check	09/09/2024	ACH	Peggy Macias	Expense Reimbursement	-603.55	210,212.89
Bill Pmt -Check	09/09/2024	ACH	Yogesh Patel	Expense Reimbursement	-1,165.45	209,047.44
Deposit	09/10/2024			Deposit	5,734.38	214,781.82
General Journal	09/10/2024	4952		FSA Admin Fee Payment 2024-08	-299.00	214,482.82
General Journal	09/10/2024	4954		Payroll Fee Payment 2024-08	-1,763.78	212,719.04
Deposit	09/11/2024			Deposit	103.50	212,822.54
General Journal	09/11/2024	4928		401a Empower contribution PPE 8-31-24	-69,422.04	143,400.50
General Journal	09/11/2024	4928		457b Empower Contribution PPE 8-31-24	-45,385.12	98,015.38
Deposit	09/12/2024			Deposit	556.00	98,571.38
Deposit	09/12/2024			Deposit	13,359.80	111,931.18
General Journal	09/13/2024	4930		FSA Contribution PPE 8-31-24	-5,587.45	106,343.73
Bill Pmt -Check	09/16/2024	ACH	Chmura	Professional Dues & Membership	-12,163.14	94,180.59

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/16/2024	ACH	Deltek	ERP related services	-1,667.50	92,513.09
Bill Pmt -Check	09/16/2024	ACH	Karen Weeks	Subcontractor	-86.66	92,426.43
Bill Pmt -Check	09/16/2024	ACH	Scott N. Kivel	Legal Litigation	-35,633.71	56,792.72
Bill Pmt -Check	09/16/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-1,410.00	55,382.72
Deposit	09/16/2024			Deposit	1,872.06	57,254.78
Deposit	09/16/2024			Deposit	102,032.32	159,287.10
Deposit	09/16/2024			Deposit	1,178.96	160,466.06
Transfer	09/18/2024			Funds Transfer	411,000.00	571,466.06
Deposit	09/19/2024			Deposit	5,000.00	576,466.06
Deposit	09/19/2024			Deposit	11,059.58	587,525.64
General Journal	09/19/2024	4955		9/15/24 net pay	-442,924.21	144,601.43
Deposit	09/20/2024			Deposit	1,220,578.48	1,365,179.91
Deposit	09/20/2024			Deposit	5,000.00	1,370,179.91
Bill Pmt -Check	09/20/2024	ACH	Casey Dolan	Expense Reimbursement	-72.00	1,370,107.91
Bill Pmt -Check	09/20/2024	ACH	Charley Howard	Expense Reimbursement	-94.77	1,370,013.14
Bill Pmt -Check	09/20/2024	ACH	Jen Simon	Expense Reimbursement	-60.37	1,369,952.77
Bill Pmt -Check	09/20/2024	ACH	Justin Stephenson	Expense Reimbursement	-685.68	1,369,267.09
Bill Pmt -Check	09/20/2024	ACH	Merida Alvarez	Expense Reimbursement	-70.48	1,369,196.61
Bill Pmt -Check	09/20/2024	ACH	Raul Gonzalez	Expense Reimbursement	-153.99	1,369,042.62
Bill Pmt -Check	09/20/2024	ACH	Rhiannon Chin	Expense Reimbursement	-471.71	1,368,570.91
Bill Pmt -Check	09/20/2024	ACH	Richard Blut	Expense Reimbursement	-48.24	1,368,522.67
Transfer	09/20/2024			Funds Transfer	-89,000.00	1,279,522.67
General Journal	09/20/2024	4956		Payroll Taxes and Fees PPE 9/15/24	-119,123.07	1,160,399.60
Check	09/20/2024	835	California State Disbursement Unit	APS payroll disbursement	-154.37	1,160,245.23
Check	09/20/2024	836	California State Disbursement Unit	APS payroll disbursement	-244.00	1,160,001.23
Check	09/20/2024	837	Franchise Tax Board	APS payroll disbursement	-150.00	1,159,851.23
Check	09/20/2024	838	MiSDU	APS payroll disbursement	-746.53	1,159,104.70
Deposit	09/23/2024			Deposit	119.56	1,159,224.26
Deposit	09/23/2024			Deposit	30,403.94	1,189,628.20
Deposit	09/23/2024			Deposit	2,500.00	1,192,128.20
Bill Pmt -Check	09/23/2024	ACH	JMSb Strategies	Professional Services	-5,250.00	1,186,878.20
Bill Pmt -Check	09/23/2024	ACH	The Pun Group LLP	Audit FY23-24 Progress billing	-8,000.00	1,178,878.20
Transfer	09/23/2024			Funds Transfer	-1,000,000.00	178,878.20
Transfer	09/23/2024			Funds Transfer	77,000.00	255,878.20
Bill Pmt -Check	09/24/2024	ACH	Alliant Insurance Services	Business Renewal FY24-25	-76,594.73	179,283.47
Deposit	09/24/2024			Deposit	1,050.00	180,333.47
General Journal	09/24/2024	4957		401a Empower contribution PPE 9/15/24	-67,177.24	113,156.23

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	09/24/2024	4957		457b Empower contribution PPE 9/15/24	-41,769.59	71,386.64
Deposit	09/25/2024			Deposit	3,167.58	74,554.22
Deposit	09/26/2024			Deposit	63,583.46	138,137.68
Deposit	09/26/2024			Deposit	3,550.00	141,687.68
Deposit	09/26/2024			Deposit	12,157.54	153,845.22
Deposit	09/26/2024			Deposit	65,042.50	218,887.72
Transfer	09/26/2024			Funds Transfer	127,000.00	345,887.72
General Journal	09/26/2024	4951		FSA Contribution PPE 9-15-24	-5,587.45	340,300.27
Bill Pmt -Check	09/27/2024	ACH	David Sodergren	CalSAWS subcontractor	-22,428.18	317,872.09
Bill Pmt -Check	09/27/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-134,838.00	183,034.09
Bill Pmt -Check	09/27/2024	16532	Foran Glennon Palandech Ponzi & Rudloff		-6,674.99	176,359.10
Deposit	09/27/2024			Deposit	60,517.84	236,876.94
Deposit	09/27/2024			Deposit	1,050.00	237,926.94
Bill Pmt -Check	09/27/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-29,038.65	208,888.29
Bill Pmt -Check	09/30/2024	ACH	Redwood Public Law, LLP	Legal Services	-4,684.58	204,203.71
Bill Pmt -Check	09/30/2024	ACH	US Bank	Credit Card payment	-21,133.66	183,070.05
Deposit	09/30/2024			Deposit	13,806.91	196,876.96
Deposit	09/30/2024			Deposit	83,760.64	280,637.60
Deposit	09/30/2024			Deposit	3,550.00	284,187.60
General Journal	09/30/2024	4965		HRA Funding Q1 FY24-25	-74,050.00	210,137.60
Total 111100 · Five Star - Checking					<u>-258,963.72</u>	-48,826.12
<b>TOTAL</b>					<u><b>-258,963.72</b></u>	-307,789.84

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

**EC Meeting: 11-21-2024**  
**Item: 3D**

**RECOMMENDATION**

Review and accept JPA investments made through September 2024.

**BACKGROUND**

RGS' funds are invested in accordance with an Executive Committee-approved Investment Policy. 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 and policy updates will be brought to the Executive Committee when changes are needed. 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**

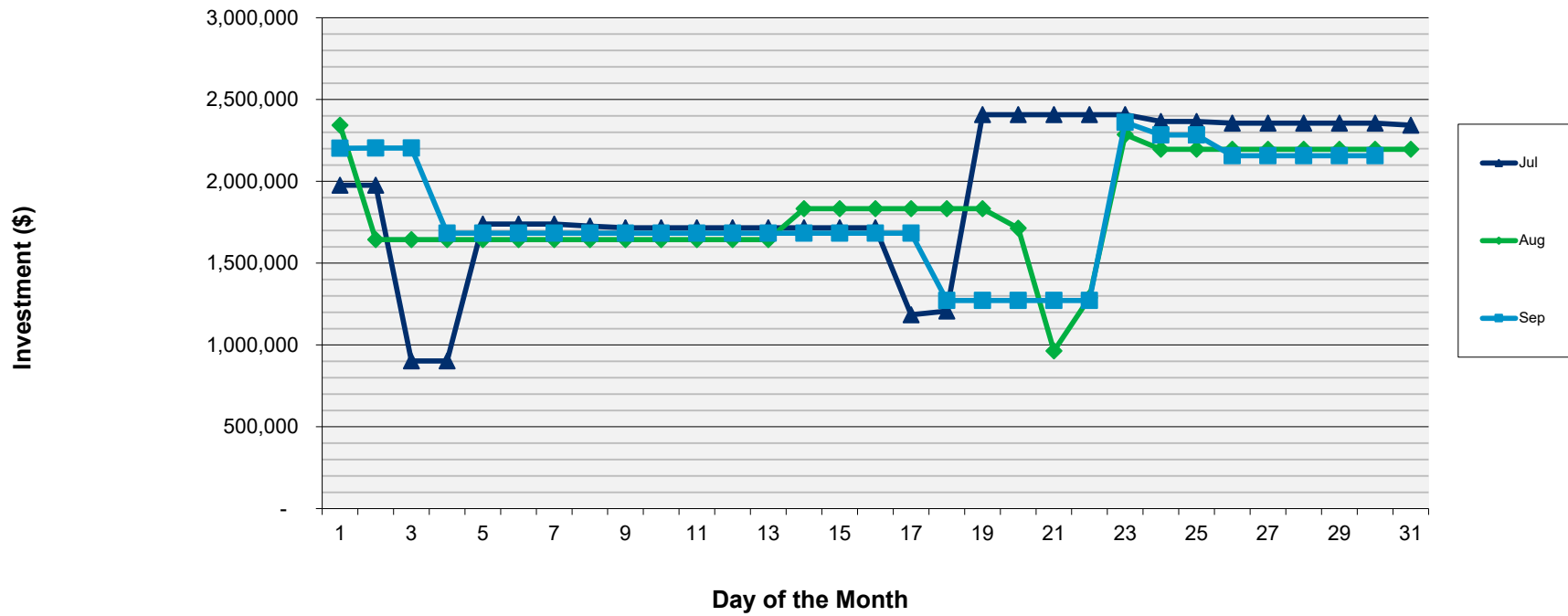
The JPA seeks short-term investment opportunities based on the investment policy objectives. In June 2024 the JPA opened a Prime Fund account with California CLASS. As interest rates fluctuate, the JPA will seek the investment opportunity that best fits organizational needs.

As of September 2024, the JPA is achieving an annual percentage yield of 4.68% with FSB Money Market and an average monthly yield of 5.26% 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.

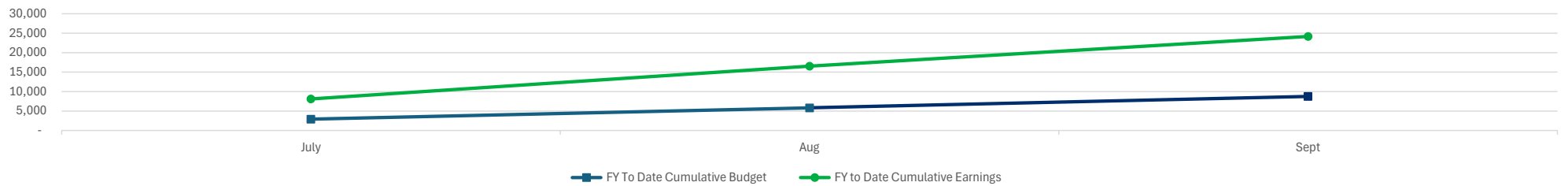
**INVESTMENT REPORT  
FY 2024-2025**

Date	Jul						Aug						Sep					
	Money Mkt		CalTrust	LAIF	Combined	Money Mkt	CLASS	CalTrust		LAIF	Combined	Money Mkt		CalTrust	LAIF	Combined		
	Accounts	CLASS	Short & Medium					Short & Medium	Accounts			CLASS	Accounts	CLASS			Short & Medium	
1	1,474,897	500,738	-	669	1,976,304	330,593	2,012,146	-	677	2,343,416	310,593	1,891,221	-	677	2,202,491			
2	1,474,897	500,738	-	669	1,976,304	330,593	1,312,146	-	677	1,643,416	311,939	1,891,221	-	677	2,203,836			
3	400,897	500,738	-	669	902,304	330,593	1,312,146	-	677	1,643,416	311,939	1,891,221	-	677	2,203,836			
4	400,897	500,738	-	669	902,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
5	400,897	1,337,738	-	669	1,739,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
6	400,897	1,337,738	-	669	1,739,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
7	400,897	1,337,738	-	669	1,739,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
8	387,897	1,337,738	-	669	1,726,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
9	377,897	1,337,738	-	669	1,716,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
10	377,897	1,337,738	-	669	1,716,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
11	377,897	1,337,738	-	669	1,716,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
12	377,897	1,337,738	-	669	1,716,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
13	377,897	1,337,738	-	669	1,716,304	330,593	1,312,146	-	677	1,643,416	311,939	1,370,221	-	677	1,682,836			
14	377,897	1,337,738	-	669	1,716,304	520,593	1,312,146	-	677	1,833,416	311,939	1,370,221	-	677	1,682,836			
15	377,897	1,337,738	-	677	1,716,311	520,593	1,312,146	-	677	1,833,416	311,939	1,370,221	-	677	1,682,836			
16	377,897	1,337,738	-	677	1,716,311	520,593	1,312,146	-	677	1,833,416	311,939	1,370,221	-	677	1,682,836			
17	377,897	805,738	-	677	1,184,311	520,593	1,312,146	-	677	1,833,416	311,939	1,370,221	-	677	1,682,836			
18	400,897	805,738	-	677	1,207,311	520,593	1,312,146	-	677	1,833,416	311,939	959,221	-	677	1,271,836			
19	400,897	2,005,738	-	677	2,407,311	520,593	1,312,146	-	677	1,833,416	311,939	959,221	-	677	1,271,836			
20	400,897	2,005,738	-	677	2,407,311	400,593	1,312,146	-	677	1,713,416	311,939	959,221	-	677	1,271,836			
21	400,897	2,005,738	-	677	2,407,311	25,593	937,146	-	677	963,416	311,939	959,221	-	677	1,271,836			
22	400,897	2,005,738	-	677	2,407,311	350,593	937,146	-	677	1,288,416	311,939	959,221	-	677	1,271,836			
23	400,897	2,005,738	-	677	2,407,311	400,593	1,884,146	-	677	2,285,416	400,939	1,959,221	-	677	2,360,836			
24	358,897	2,005,738	-	677	2,365,311	310,593	1,884,146	-	677	2,195,416	323,939	1,959,221	-	677	2,283,836			
25	358,897	2,005,738	-	677	2,365,311	310,593	1,884,146	-	677	2,195,416	323,939	1,959,221	-	677	2,283,836			
26	348,897	2,005,738	-	677	2,355,311	310,593	1,884,146	-	677	2,195,416	196,939	1,959,221	-	677	2,156,836			
27	348,897	2,005,738	-	677	2,355,311	310,593	1,884,146	-	677	2,195,416	196,939	1,959,221	-	677	2,156,836			
28	348,897	2,005,738	-	677	2,355,311	310,593	1,884,146	-	677	2,195,416	196,939	1,959,221	-	677	2,156,836			
29	348,897	2,005,738	-	677	2,355,311	310,593	1,884,146	-	677	2,195,416	196,939	1,959,221	-	677	2,156,836			
30	348,897	2,005,738	-	677	2,355,311	310,593	1,884,146	-	677	2,195,416	196,939	1,959,221	-	677	2,156,836			
31	330,593	2,012,146	-	677	2,343,416	310,593	1,884,146	-	677	2,195,416								

## COMBINED INVESTMENTS



## Investment Earnings



# Management Services Agreement Report

Agency Name	Services	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
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
Belvedere	HR & Rec Serv. (Amend #7)	Amend	HR (C&C, NEOGOV, DLM)	On Call	17 Oct 2022	NA	\$ 159,150
Best Best & Krieger	Santa Ynez River WCD Transparent Govt & Comms (Amend #2)	Amend	Comms & Engagement	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 Serv.	Agreement	Transparent Govt.	On Call	13 May 2024	12/31/2024	\$ 23,600
California Urban Water Agencies	Comm & Eng, Transparent Govt, Fin Svcs	Agreement	Multiple	Project	05 Mar 2024	4/30/2027	no NTE
CalSAWS	Mgmt. and Admin. Serv. (Amend # 41)	Amend	Contract Staffing	Continuous	02 Feb 2009	NA	no NTE
Carmel-by-the-Sea	HR Payroll Serv.	Agreement	HR (C&C, NEOGOV, DLM)	On Call	05 Sep 2024	8/31/25	\$ 59,999
Carpinteria	HR Serv. (Amend #1)	Amend	HR,Recruitment	Continuous	25 Jul 2022	NA	\$ 160,000
Castro Valley Sanitary District	Finance Audit Serv. (Amend #1)	Amend	Finance	Continuous	29 Feb 2024	12/31/25	\$ 168,000
Castroville Community Serv. District	GM Recruitment	Agreement	Recruiting	Project	02 Aug 2024	12/31/2024	\$ 25,000
Central Coast Marketing Team	Econ Dev & Recruiting - (Amend #2)	Amend	Economic Development,Recruitment	Continuous	01 May 2021	NA	\$ 109,200
Citrus Heights Water District	Comm & Engagement (TO 2023-01)	TO	Outreach	Continuous	17 May 2017	NA	no NTE
Citrus Heights Water District	Finance Serv. (TO 2023-06 Operations)	TO	Finance	Continuous	17 May 2017	NA	no NTE
Citrus Heights Water District	Finance Serv. (TO 2023-08 Monthly Financial Reports)	TO	Finance	Continuous	17 May 2017	NA	no NTE
Citrus Heights Water District	HR C&C Serv. (TO 2024-02)	TO	HR (C&C, NEOGOV, DLM)	Continuous	17 May 2017	6/30/2025	\$ 22,000
Citrus Heights Water District	HR Mgmt. Serv. (TO #2019-02)	TO	HR	On Call	17 May 2017	NA	no NTE
Citrus Heights Water District	Master Agreement	Master Agreement	Finance,HR,Outreach	Continuous	17 May 2017	NA	no NTE
Citrus Heights Water District	Recruiting Serv. (TO 2024-04)	Agreement	HR (C&C, NEOGOV, DLM)	Project	17 May 2017	4/30/2025	\$ 15,000
Coachella Valley Public Cemetery District	HR Serv.	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	ER Serv.	Agreement	ER Serv.	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. Serv. (Amend #2)	Amend	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2022	6/30/2025	\$ 110,000
Del Paso Manor Water District	Governance Support	Agreement	HR	Continuous	01 Jul 2023	NA	\$30,000
Del Rey Oaks	Financial Serv. (Amend #2)	Amend	Finance	Continuous	01 Aug 2022	6/30/2025	\$ 893,600
Delano	Planning Serv.	Agreement	Planning	Continuous	10 Sep 2024	6/30/2025	\$ 295,705
Desert Healthcare District	HR Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	08 May 2024	12/31/2024	\$ 40,000
Dublin San Ramon Serv. District	On-Call Graphic Design Serv.	Agreement	Organizational Development	On Call	01 Jul 2024	6/30/2027	no NTE
Dublin San Ramon Serv. District	On-Call Graphic Design Serv. (TO 2024-01)	Amend	Comms & Engagement	On Call	01 Jul 2024	12/31/24	\$ 2,600
Dublin San Ramon Serv. District	On-Call Graphic Design Serv. (TO 2024-02)	TO	Other	On Call	17 Sep 2024	12/15/24	\$ 9,000
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 Serv. Phase II	Short Form	Economic Development	Project	16 Sep 2024	6/30/2025	\$ 17,000
Eastern Municipal Water District	Comms Serv.	Agreement	Transparent Govt.	Continuous	27 Aug 2024	6/30/2025	\$ 38,000
Emeryville	Finance Serv.	Agreement	Finance	Project	29 Oct 2024	6/30/2025	\$ 75,000
Emeryville	Finance Svcs Amend #4 (HR Svcs)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	22 Sep 2022	12/31/2024	\$ 202,000
Escalon	Transparent Govt Serv.	Agreement	Transparent Govt.	Continuous	16 Sep 2024	12/31/2024	\$ 42,440
Fairfield	On Call HR Serv.	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 Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	08 Apr 2024	12/31/25	\$ 35,000
First S Yolo	Finance Serv.	Agreement	Finance	Continuous	11 Jun 2024	4/30/25	\$ 39,200
Fox Canyon Groundwater Mgmt. Agency	Admin Serv.	Agreement	Contract Staffing	Project	25 Sep 2024	4/30/25	\$ 35,000
Golden Hills Community Serv. District	Annual Planning Meeting Facilitation	Agreement	Organizational Development	Project	25 Jan 2024	6/30/2026	\$ 10,000
Grass Valley	Recruiting Serv.	Agreement	Recruiting	Project	24 Sep 2024	12/31/2024	\$ 15,000
Greenfield	Project Assistance (Amend #4)	Agreement	Public Works	Continuous	20 Dec 2021	6/30/2025	\$ 15,500
Hayward	Finance & Payroll Serv.	Agreement	Finance	On Call	25 Jan 2024	NA	\$ 74,999
Hercules	HR Support (Amend #3)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	17 Jan 2023	12/31/2024	\$ 330,000
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 Serv.	Agreement	Contract Staffing	Continuous	13 Dec 2023	12/13/24	no NTE
Ironhouse Sanitary District	HR Mgmt. Serv. (Amend #1)	Amend	HR	Continuous	05 Apr 2016	NA	no NTE
James Irvine Foundation	Grant Advisement Serv.	Agreement	Economic Development	Project	01 Jul 2022	NA	\$ 25,000
La Mesa	Transparent Govt Serv.	Agreement	Transparent Govt.	Project	01 Apr 2024	3/31/2026	\$ 25,000
Lakewood	Finance Serv.	Master Agreement	Finance	Project	09 Sep 2024	6/30/2025	no NTE
Larkspur	HR Investigation Serv. (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 Serv. (TO 2024-02)	TO	Organizational Development	Project	16 Aug 2023	NA	\$ 5,200
Larsen Wurzel & Associates	Finance Serv.	Master Agreement	Finance	Project	09 Sep 2024	12/31/2025	no NTE
Larsen Wurzel & Associates	Finance Serv. TO 2024-01	TO	Finance	Project	09 Sep 2024	NA	\$ 50,000
Las Gallinas Valley Sanitary District	Finance Serv. (FY 24-25)	Agreement	Finance	Continuous	24 Sep 2024	6/30/2025	\$59,600
Livermore-Amador Valley Water Mgmt. Agency	Finance Serv.	Agreement	Finance	Continuous	30 May 2024	NA	\$ 92,000

# Management Services Agreement Report

Agency Name	Services	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Los Altos Hills	Finance Serv.	Agreement	Finance	Continuous	08 Apr 2024	12/31/24	\$ 60,000
Los Vaqueros Reservoir	Transparent Govt Serv. (Amend #2)	Amend	Transparent Govt.	Continuous	08 Mar 2023	6/30/2025	\$ 56,199
Marin County	Outreach Serv.	Agreement	Other	Project	01 Aug 2024	12/31/2025	\$ 80,000
Marin ER Radio Authority	Admin Serv.	Agreement	Contract Staffing	Continuous	01 Jul 2023	6/30/2025	no NTE
Marin Municipal Water District	Class/Comp & Recruiting Srvs (Amend #2)	Amend	HR	Project	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 Serv.	Agreement	Finance	Continuous	10 Apr 2024	6/30/2025	\$ 35,100
Marin Wildfire Prevention Authority	Recruiting Serv.	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 (Util Billing CSA)	Short Form	Finance	Project	15 Oct 2024	6/30/2025	\$ 23,500
Marina Coast Water District	Finance Serv. (FY 24-25)	Agreement	Finance	On Call	16 Aug 2024	6/30/25	\$ 49,000
Marina Coast Water District	HR Serv. (FY 24-25)	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	16 Aug 2024	NA	\$ 190,000
Mendocino Coast Healthcare District	Agency Administration Serv. (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	Continuous	07 Oct 2022	6/30/2025	\$ 208,000
Menifee	HR Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	05 Jun 2024	6/30/25	\$ 24,500
Merced County Association of Govt.s	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	Admin. Assessment	Agreement	HR (C&C, NEOGOV, DLM)	Project	26 Jun 2024	NA	\$ 17,000
Monterey Bay Dart (DART) (formerly	ED Serv. (Amend #2)	Amend	Economic Development	Continuous	01 Oct 2023	3/30/25	\$ 780,000
Monterey County	Class. & Comp.	Agreement	HR (C&C, NEOGOV, DLM)	Project	22 Apr 2024	12/31/2024	\$ 12,400
Monterey County	County - Class. & Comp. (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	Project	22 Apr 2024	12/31/2024	\$ 13,900
Monterey County Convention and Visitors Bureau	Meeting Mgmt. Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	05 Jun 2024	6/30/2025	\$ 39,110
Monterey Peninsula Regional Park District	Finance Serv.	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	Strategic Plan (Amend #2)	Amend	Organizational Development	Project	12 Dec 2023	NA	\$ 16,500
Monterey Peninsula Water Mgmt. District	HR Serv. (2024)	Agreement	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2024	6/30/2026	\$ 25,000
Municipal Shared Serv. Corporation	Admin Serv.	Short Form	Contract Staffing	Continuous	01 May 2024	6/30/2025	\$ 12,800
Napa	Transparent Govt Serv.	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 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
Pacific Grove	HR Payroll Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	06 Sep 2024	6/30/2025	\$ 39,999
Pacifica	Financial Serv. (Amend #2)	Agreement	Finance	Continuous	04 Jan 2022	6/30/2025	\$ 279,590
Pajaro Regional Flood Mgmt. Agency	On-Call Admin Serv.	Agreement	Multiple	On Call	15 Oct 2024	6/30/26	\$ 255,000
Peninsula Clean Energy	HR Serv. (Amend #1)	Amend	HR	Project	24 Apr 2019	NA	no NTE
Placerville	Recruiting Serv.	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 Serv. (Amend #1)	Amend	Organizational Development	Continuous	05 Jul 2023	6/30/2025	\$ 16,275
Richardson Bay Regional Agency	Contract Staffing (Amend #1)	Agreement	Contract Staffing	Continuous	15 Oct 2021	NA	no NTE
Rohnert Park	Finance Serv.	Agreement	Finance	Project	15 Oct 2024	6/30/25	\$ 80,500
Regional San and Sac Sewer	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. Serv. (Amend #8)	Amend	Contract Staffing	Continuous	01 Aug 2017	6/30/25	\$1,502,174
San Diego Local Agency Formation Commission	HR Serv.	Agreement	HR	Continuous	04 Nov 2022	NA	\$ 100,000
San Juan Bautista	HR Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	20 Dec 2021	6/30/2026	\$ 120,000
San Juan Bautista	Procure & Housing (Amend #1)	Amend	Finance	Continuous	15 Apr 2022	6/30/2025	\$ 100,000
San Lorenzo Valley Water District	Finance & HR Serv. (Amend #3)	Amend	Multiple	Continuous	16 Oct 2023	3/31/25	\$ 206,300
San Mateo County Mosquito and Vector Control District	HR Serv.	Agreement	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2024	6/30/25	\$ 25,000
San Mateo County Transit District	Transparent Govt.	Agreement	Transparent Govt.	Continuous	17 Jun 2024	6/30/2025	\$ 238,117
San Miguel Community Serv. District	Comms Training & Class/Comp	Agreement	Training	Project	29 Jul 2023	NA	\$ 21,776
San Ramon Valley Fire Protection District	Payroll Serv.	Agreement	HR	Continuous	01 Aug 2023	6/12/2025	\$ 75,000
San Simeon Community Serv. District	Finance Serv. (Amend #2)	Agreement	Finance	On Call	01 Jun 2023	5/31/2025	\$ 52,000
Sand City	Finance Serv. (Amend #3)	Amend	Finance	On Call	16 Feb 2023	6/30/2025	\$ 299,216
Santa Barbara County	Master Agreement (FY 24-25)	Agreement	Multiple	Continuous	01 Jul 2024	6/30/2025	\$ 192,000
Santa Maria Valley Water Conservation District	Administration Serv.	Agreement	Contract Staffing	Continuous	10 Jan 2024	1/31/2025	no NTE
Santa Rosa	Strategic Planning (Amend #1)	Amend	Organizational Development	Project	23 Aug 2022	12/31/25	\$9,144
Santa Ynez River Water Conservation District	Recruiting Serv.	Agreement	Recruiting	Project	12 Oct 2023	NA	\$ 34,000
Self-Directed Tax-Advantaged Retirement System	Fiscal and Admin. Support (Amend #1)	Amend	Contract Staffing	Continuous	13 Dec 2016	NA	no NTE
Silicon Valley Regional Interoperability Authority	Contract Staffing	Agreement	Contract Staffing	Continuous	01 Jul 2024	12/31/24	\$ 23,645
Sites Project Authority	Transparent Govt. Serv.	Agreement	Transparent Govt.	Continuous	05 Aug 2024	12/31/2025	\$ 40,630



## Management Services Agreement Report

Agency Name	Services	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Solano County Water Agency	HR Serv. (Amend #3)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2020	6/30/2025	\$ 150,000
Soledad	Recruiting Serv. 2024	Agreement	HR (C&C, NEOGOV, DLM)	Project	13 May 2024	6/30/25	\$ 10,000
Solvang	Class & Comp Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	15 May 2024	12/31/2024	\$ 68,800
Solvang	Recruiting	Agreement	Recruiting	Project	15 May 2024	12/31/2024	\$ 15,000
Sonoma Mendocino Economic Development District	Agency Administration Serv.	Agreement	Economic Development	Continuous	08 Dec 2023	6/8/2025	\$ 119,700
St. Helena	Finance Projects	Short Form	Finance	Project	05 Jun 2024	12/31/2024	\$ 3,000
St. Helena	HR Serv. (Amend #4)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	05 Aug 2022	NA	\$ 221,200
Stanislaus Consolidated Fire Protection District	HR and Clerk Serv. (Payroll)	Agreement	Clerk Serv.,HR	On Call	29 Apr 2021	NA	no NTE
Town of Tiburon	Finance Serv.	Agreement	Finance	Continuous	01 Jul 2024	6/30/2025	\$ 165,000
Truckee Donner Public Utility District	Transparent Govt/Procure/Recruiting	Short Form	Multiple	Continuous	22 Apr 2024	12/31/24	\$ 62,000
Tukwila	Class. Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	17 Jun 2024	3/31/25	\$ 17,400
Twain Harte Community Serv. District	Finance & Payroll Serv.	Agreement	Multiple	Project	05 Feb 2024	12/31/24	\$ 69,800
Santa Clara Valley Water	ER Response Procedures	Agreement	ER Serv.	Continuous	01 Feb 2023	12/31/2025	\$ 225,000
Walnut Creek	ER Mgmt. Serv.	Agreement	ER Serv.	Project	01 Jul 2024	6/30/2025	\$ 36,000
Walnut Creek	HR Serv.	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	01 Jan 2024	6/30/2025	\$ 120,000
West County Wastewater	HR & Finance Serv. (FY 2024-2025) Amend #3	Amend	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2025	\$ 160,000
West Valley Sanitation District	HR Serv. (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	16 Jul 2021	NA	\$ 30,000
Willows	HR & Transparent Govt Svcs (Amend #4)	Amend	Transparent Govt.	On Call	01 Jul 2022	6/30/2025	no NTE
Windsor	Finance Transition Serv.	Agreement	Finance	Project	27 Aug 2024	6/30/2025	\$ 50,000
Woodside	CEQA Initial Study	Agreement	Planning	Project	29 Jul 2024	6/28/2025	\$ 31,020
Yolo Transportation District	Grant Project	Agreement	Finance	Project	26 Jun 2024	6/30/2025	\$ 40,000
Yolo Transportation District	Transparent Govt. Serv. (Amend #1)	Amend	Transparent Govt.	Continuous	01 May 2024	12/31/2025	\$ 21,000
Yountville	TO 2023-01 (Fin Svcs)	TO	Finance	Project	19 Jul 2016	NA	no NTE
Yountville	TO 2024-01 (Comm & Engage Serv.)	TO	Comms & Engagement	Project	19 Jul 2016	NA	no NTE
Yountville	TO 2024-02 (Class and Comp Svcs)	TO	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: 11-21-2024**  
**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 Azusa  
City of Baldwin Park  
City of Bellflower  
City of Bishop  
City of Brea  
City of Chino  
City of Claremont  
City of Dana Point  
City of Desert Hot Springs  
City of Firebaugh  
City of Folsom  
City of Fountain Valley  
City of Glendora  
City of Hawaiian Gardens  
City of Jurupa Valley  
City of Laguna Niguel  
City of Larkspur

City of Lynwood  
City of Oxnard  
City of Pico Rivera  
City of Santa Ana  
City of Upland  
Town of Corte Madera  
Town of Yucca Valley  
Central Marin Fire Authority  
Central Marin Police Authority  
County of Kings Superior Court of CA  
Greater Los Angeles County VCD  
Jurupa CSD  
Metropolitan Transportation Commission  
Phelan Pinon Hills CSD  
Regional Government Services  
Sacramento Area Council of Governments  
San Bernardino Co Employees' Retirement Association

### **REVIEW FOR THIS MEETING**

The City of Artesia is joining 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 FY25, MDP administrative fee revenue received of \$19,627 is 26.5% of the budgeted amount of \$74,000.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** DEONA KNIGHT, Human Resources Manager  
**SUBJECT:** **AGENCY BONUS AWARDS UPDATE**

**EC Meeting: 11-21-2024**  
**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.

**REVIEW FOR THIS MEETING**

During the period of September 2, 2024 through November 13, 2024 no bonuses were proposed.

**FISCAL IMPACT**

No fiscal impact.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-21-2024**  
**FROM:** DEONA KNIGHT, Human Resources Manager **Item: 3H**  
**SUBJECT: APPROVAL OF UPDATE TO HUMAN RESOURCES POLICIES - WORKPLACE VIOLENCE  
AND AI POLICY**

### **RECOMMENDATION**

Approve revisions to the RGS Human Resources Policies.

### **BACKGROUND**

- Workplace Violence Policy - RGS Human Resources Policies include a Workplace Violence policy which states a commitment to a safe and secure workplace while illustrating the responsibilities of management and employees in the event of any threat or act of violence. On July 1, 2024, SB 553 the California Workplace Violence Prevention Plan law went into effect, requiring companies to create and implement a formal Workplace Violence Prevention Plan. RGS employees work remotely, and Labor Code 6401.9(b)(2)(E) exempts employers whose employees telework from a location of the employee's choice, which is not under the control of the employer, from these requirements. Accordingly, staff is proposing revision of RGS' Workplace Violence policy, attached.
- Artificial Intelligence Policy - At the May 16, 2024, Executive Committee meeting, the Committee reviewed and approved a new Artificial Intelligence (AI) Policy. At the time, staff envisioned that the AI policy would be included in the Finance & Operations policy set. However, with additional review, we believe the focus of the AI Policy more closely aligns with the focus of the Human Resources Policy (HRP) packet. The approved AI Policy has accordingly been included in the HRP as Appendix F.

### **FISCAL IMPACT**

No fiscal impact resulting from approving these updates.

### **B.11. Workplace Violence**

RGS employees are a remote workforce, and telework from a location of the employee's choice, which is not under the control of the employer. This exempts RGS from the Labor Code 6401.9 which requires the adoption of a Workplace Violence Prevention Plan and training program.

Nevertheless, RGS is committed to providing a safe and secure workplace and will not tolerate acts or threats of violence in the workplace. A remote-worker relevant Prevention Plan and employee education about reporting and resolving workplace threats or violence are provided.

Employees are prohibited from participating in or promoting acts of intimidation, violence, threats, coercion, assault and/or abusive behavior toward any person while working for RGS. RGS has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting. Violations of this policy may lead to criminal prosecution, or corrective action, up to and including termination.

Equally, employees should not be subjected to violence or threats. It is the responsibility of all employees to notify the Human Resources Manager or the Executive Director immediately of any threats or acts of violence in the workplace. Notification may be made to any of these persons as appropriate and should be reported as soon as practicable. Retaliation against any person who reports such an incident will not be tolerated.

The Executive Director or designee will see that reported violations of this policy are investigated as necessary.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** LINDSAY RICE, Accounting Manager  
**SUBJECT:** **FY24-25 PRELIMINARY FINANCIAL PERFORMANCE**

**EC Meeting: 11-21-2024**  
**Item: 4A**

### **RECOMMENDATION**

Review preliminary financial reports for FY24-25 through September 2024.

### **FISCAL YEAR 24-25**

The JPA has had growth in all three months of FY24-25 Q1. Net income is \$163,229. Client billing revenue is \$340,855 (6.8%) greater than last fiscal year at this time. Net income is \$39,823 less than September 2023 mostly due to salaries and benefits increasing at a higher rate (9.3%) than revenue (6.8%).

### **REVENUE/INCOME**

- Client billing revenue grew from \$4.98M to \$5.32M when comparing year-to-date totals for September 2023 and September 2024. This 6.8% increase is due to several continuing factors that include: an increase in new clients or new projects, additional service line or project agreements for current or past clients, and CPI increases.
- The JPA entered into a new agreement with Municipal Shared Services (MSS) through June 30, 2025. The agreement decreased the administration service monthly fee from \$1,000 to \$200.
- Client Expense Reimbursement income has decreased by \$394,175 or 38.2% compared to last year. This is primarily due to the trending decrease in CalSAWS subcontractor operations which was anticipated.
- Miscellaneous Income - Other includes \$4,016 that is a reclass of income received for FY22-23 Form 941.
- Over the last fiscal year, the JPA has been able to increase funds available for longer term investment with a high yielding interest rate Money Market account at Five Star bank. Investment income as of September 2024 has increased \$15,760 compared to last year. In June 2024, the JPA opened a Prime Fund account with California CLASS for its long-term investment funds with an interest rate that has stayed over 5%.
- Overall, Total Income-to-date has decreased by \$52,727 or \$39,823, when including investment income, as compared to FY23-24.

### **EXPENDITURES**

- The change when comparing total expenses for FY24-25 to FY23-24 is less than 1%. The increases in payroll and benefits are primarily offset by the decreases in pass-through client expenses.
- Payroll and employee benefits make up the most expenses. For the fiscal year, at September 2024 payroll and benefits have increased by \$419,666 or 9.3% when compared to September 2023. A contributing factor is the increase in staffing by 7 employees or 3.5% when comparing the two periods.

- As of October 2023, CalSAWS accrued vacation liability was discontinued as RGS was reimbursed for vacation cashouts. This was previously accrued in Salaries – Nonbillable. A credit variance of \$21,333 is seen in this account as of September 2024.
- Life Insurance Expense encountered recording errors early in FY23-24 which accounts for the variance in the year-to-date amount when comparing the fiscal years at this time. They were corrected later in the year. Current year-to-date amounts are tracking as expected.
- Professional Services for FY24-25 includes \$12,500 in charges by JMSb Strategies for performance evaluation services.
- Losses Paid is a new item to account for unforeseen fees or losses paid by RGS in client work.
- Travel, mileage, supplies and meal reimbursement expenses are lower than last year at this time with the decrease in CalSAWS activity. Through September 2024, totals for the three expense categories are \$44,561 compared to \$165,125 in September 2023. The majority of these expenses are billable to clients.
- The client pass-through expenses reflect the CalSAWS consultant costs which are billed to the client at a markup. These expenses were anticipated to decrease through FY24-25 as the program continues in its maintenance phase. Comparing totals in September 2024 of \$561,097, to that of September 2023 of \$958,624, there has been a decrease of \$397,527 or 41.5%. The expense this fiscal year is \$132,509 on average per month and aligns with the decrease that was budgeted.

### **OUTCOME COMPARED TO BUDGET**

- A conservative net gain of \$33,996 is projected for the fiscal year. The year-to-date net income of \$163,229 is 480.1% of the budgeted amount. An increase in clients, service lines, and training academies over the last fiscal year and through the current fiscal year continue to put RGS in a solid financial position. Total income exceeds year-to-date budgeted amounts by a larger margin of \$417,011 (7.5%) than the most significant expense, salary costs, that was over budget by \$233,197 (6.2%).

### **SERVICE LINE PERFORMANCE**

#### **PRELIMINARY FY24-25 SERVICE LINE REVENUE**

Contract Staff	4,532,882	Transparent Gvt	50,543
Finance	434,792	Misc Billings <sup>1</sup>	46,078
HR	307,258	Communication & Eng	42,495
Economic Development	200,416	Org Development	32,893
Land Use Services	129,036	Payroll Services	32,888
Training	79,265	Agency Admin <sup>2</sup>	29,447
Recruiting	75,250		
<b>Total Preliminary FY24-25 Service Line Revenue</b>			<b>5,993,243</b>

<sup>1</sup> Misc Billing consists of the following services lines: Emergency Management, Public Safety, Public Works, Risk Management, and Outreach.

<sup>2</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	FYE24 Audited Retained Earnings	FYE25 Projected Retained Earnings
Operating	\$2,300,000	\$421,184	\$1,331,072	\$2,259,939	\$1,647,420
Claims	\$590,000	\$590,000	\$590,000	\$590,000	\$590,000
Bonus	\$590,400	\$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>\$3,440,339</b>	<b>\$2,827,820</b>



**Regional Government Services**  
**Profit & Loss Budget vs. Actual**  
 July through September 2024

	Jul - Sep 24	Jul - Sep 23	\$ Change	% Change	FY24-25 Budget	YTD Budget	\$ Over/(Under) YTD Budget	% of YTD Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
440301 - Client Billings	5,324,898	4,984,043	340,855	6.8%	19,297,926	4,824,482	500,417	27.6%
440400 - Admin Services								
440402 - MSS	600	3,000	(2,400)	-80.0%	5,000	1,250	(650)	12.0%
440403 - Municipal Dental Pool	18,000	18,000	-	0.0%	74,000	18,500	(500)	24.3%
440404 - STARS	5,313	4,796	517	10.8%	20,000	5,000	313	26.6%
Total 440400 - Admin Services	23,913	25,796	(1,883)	-7.3%	99,000	24,750	(837)	24.2%
480000 - Miscellaneous Income								
480100 - Client Expense Reimbursement	638,897	1,033,072	(394,175)	-38.2%	2,903,000	725,750	(86,853)	22.0%
480200 - Purchasing Card Rebate	1,390	1,561	(171)	-11.0%	5,000	1,250	140	27.8%
480600 - Insurance Recovery	-	-	-	0.0%	-	-	-	0.0%
480900 - Other	4,144	1,497	2,648	176.9%	-	-	4,144	100.0%
Total 480000 - Miscellaneous Income	644,431	1,036,130	(391,699)	-37.8%	2,908,000	727,000	(82,569)	22.2%
Total Income	5,993,242	6,045,969	(52,727)	-0.9%	22,304,926	5,576,232	417,011	26.9%
Gross Profit	5,993,242	6,045,969	(52,727)	-0.9%	22,304,926	5,576,232	417,011	26.9%
<b>Expense</b>								
511010 - Salaries - Regular	3,811,197	3,520,101	291,096	8.3%	14,352,000	3,588,000	223,197	26.6%
511072 - Salaries - Nonbillable	(10,402)	10,931	(21,333)	-195.2%	85,000	21,250	(31,652)	-12.2%
512002 - Medicare Employer Expense	54,655	50,771	3,884	7.7%	198,000	49,500	5,155	27.6%
512003 - Workers' Comp Exp clerical	-	-	-	0.0%	-	-	-	0.0%
512004 - Employee Assistance Program	-	-	-	0.0%	5,000	1,250	(1,250)	0.0%
512005 - Health Insurance Expense	509,875	416,189	93,686	22.5%	1,920,650	480,163	29,712	26.5%
512006 - Dental Insurance Expense	43,413	36,164	7,248	20.0%	140,760	35,190	8,223	30.8%
512007 - Vision Insurance Expense	5,775	5,028	746	14.8%	20,000	5,000	775	28.9%
512008 - Life Insurance Expense	3,249	557	2,692	483.7%	15,000	3,750	(501)	38.5%
512009 - Long Term Disability Expense	4,265	3,908	357	9.1%	17,000	4,250	15	19.1%
512011 - Stars 401A/457b Expense	385,947	355,321	30,626	8.6%	1,413,000	353,250	32,697	27.3%
512014 - Short Term Disability Expense	5,327	4,875	452	9.3%	17,000	4,250	1,077	31.3%
512015 - Unemployment Expense	2,392	2,927	(534)	-18.3%	39,520	9,880	(7,488)	6.1%
512018 - FSA Health & Day Care Expense	1,325	853	472	55.4%	4,000	1,000	325	33.1%
512019 - Employee Expense Allowances	44,624	44,109	515	1.2%	168,000	42,000	2,624	26.6%
512020 - HRA Retirement Benefit Expense	72,313	62,554	9,759	15.6%	225,000	56,250	16,063	32.1%
520107 - APS (ADP) Payroll Fees	5,402	5,260	141	2.7%	25,000	6,250	(848)	21.6%
520108 - Communications - Agency Expense	1,258	1,170	88	7.5%	5,000	1,250	8	25.2%
520201 - Office Supplies	-	52	(52)	0.0%	1,000	250	(250)	0.0%
520202 - Bank Fees & Services	6,745	8,858	(2,113)	-23.9%	8,000	2,000	4,745	84.3%
520204 - Printing & Postage	2,241	3,037	(796)	-26.2%	11,000	2,750	(509)	20.4%
520301 - Audit Services	10,000	-	10,000	100.0%	20,000	5,000	5,000	50.0%
520302 - Legal Services	19,567	13,971	5,595	40.0%	50,000	12,500	7,067	39.1%
520303 - Legal - litigation	103,724	53,199	50,525	95.0%	266,000	66,500	37,224	39.0%
520314 - Administrative Services	2,696	4,003	(1,307)	-32.7%	13,000	3,250	(554)	20.7%
520320 - Professional Services	16,850	1,858	14,992	806.8%	17,000	4,250	12,600	99.1%
520501 - Professional Dues & Membership	23,610	15,816	7,795	49.3%	60,000	15,000	8,610	39.4%
520502 - Training & Development	225	8,265	(8,040)	-97.3%	18,000	4,500	(4,275)	1.3%
520503 - Conferences & Outreach	6,257	21,495	(15,239)	-70.9%	50,000	12,500	(6,243)	12.5%
520504 - Publications	14,010	20,251	(6,241)	-30.8%	70,000	17,500	(3,490)	20.0%
520505 - Program Hosting Expenses	2,375	-	2,375	100.0%	6,000	1,500	875	39.6%
512017 - Bad Debt Expense	-	-	-	0.0%	-	-	-	0.0%
520507 - Losses Paid	41,117	-	41,117	100.0%	-	-	41,117	100.0%
520508 - Licenses & Fees	384	1,076	(692)	-64.3%	2,000	500	(116)	19.2%
520509 - Meeting Expenses	-	-	-	0.0%	25,000	6,250	(6,250)	0.0%
520700 - Workers Comp Insurance Expense	8,862	9,310	(448)	-4.8%	34,000	8,500	362	26.1%
520701 - General Liability Insurance Exp	22,535	15,228	7,307	48.0%	60,000	15,000	7,535	37.6%
520702 - Claims Expense	1,566	9,119	(7,552)	-82.8%	25,000	6,250	(4,684)	6.3%
520750 - Interest Expense	-	-	-	0.0%	-	-	-	0.0%
520801 - Mileage Reimbursement	9,007	22,710	(13,703)	-60.3%	56,000	14,000	(4,993)	16.1%
520803 - Travel Reimbursement	31,687	122,150	(90,463)	-74.1%	219,000	54,750	(23,063)	14.5%
520805 - Supplies & Meals Reimbursement	3,867	20,264	(16,397)	-80.9%	36,000	9,000	(5,133)	10.7%
520904 - Technology, Licensing & Support	28,209	20,353	7,856	38.6%	200,000	50,000	(21,791)	14.1%
521001 - Pass through client expenses	561,097	958,624	(397,527)	-41.5%	2,400,000	600,000	(38,903)	23.4%
522798 - Miscellaneous Expense	-	-	-	0.0%	2,000	500	(500)	0.0%
5601000 - Service Group Amin costs	-	-	-	0.0%	-	-	-	0.0%
570100 - Equipment Purchase	-	964	(964)	0.0%	7,000	1,750	(1,750)	0.0%
Total Expense	5,857,244	5,851,323	5,921	0.1%	22,305,930	5,576,483	280,762	26.3%
Net Ordinary Income	135,998	194,646	(58,648)	-30.1%	(1,004)	(251)	136,249	-13,545.6%
<b>Other Income/Expense</b>								
<b>Other Income</b>								
520100 - Investment Income	24,165	8,405	15,760	187.5%	35,000	8,750	15,415	69.0%
520200 - Insurance Claim Reimbursements	3,066	-	3,066	100.0%	-	-	3,066	100.0%
Total Other Income	27,231	8,405	18,826	224.0%	35,000	8,750	18,481	77.8%
<b>Other Expense</b>								
529997 - Unallocated Admin. Svcs - RGS	(781,010)	(726,435)	(54,576)	-7.5%	-	-	(781,010)	100.0%
529999 - Allocated Unbillable Expenses	781,010	726,435	54,576	7.5%	-	-	781,010	100.0%
Total Other Expense	-	-	-	0.0%	-	-	-	0.0%
Net Other Income	27,231	8,405	18,826	224.0%	35,000	8,750	18,481	77.8%
Net Income	163,229	203,051	(39,822)	-19.6%	33,996	8,499	154,730	480.1%

**Regional Government Services**  
**Balance Sheet**  
As of September 30, 2024

	Sep 30, 24	Sep 30, 23	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
110030 · LAIF Account	676	60	616	1,023.7%
110080 · US Bank Worker Comp Checking	3,983	1,739	2,244	129.1%
110090 · Community Bank of the Bay Chkg	-	61,532	(61,532)	-100.0%
111000 · Community Bank of the Bay MMkt	-	3,665	(3,665)	-100.0%
111100 · Five Star - Checking	208,959	778,388	(569,429)	-73.2%
111110 · Five Star - Money Market	198,078	525,341	(327,263)	-62.3%
111120 · California CLASS	1,965,714	-	1,965,714	100.0%
Total Checking/Savings	2,377,410	1,370,725	1,006,685	73.4%
Accounts Receivable				
131130 · Accounts Receivable	2,893,043	3,637,503	(744,460)	-20.5%
Total Accounts Receivable	2,893,043	3,637,503	(744,460)	-20.5%
Other Current Assets				
120005 · Prepaid Expenses	231,717	180,751	50,966	28.2%
120010 · Prepaid Insurance	109,956	81,400	28,556	35.1%
120100 · FSA Funding Deposit	4,528	4,528	-	0.0%
131131 · Accounts Receivable - Misc	70,769	82,500	(11,731)	-14.2%
131140 · Allowance for Doubtful Accounts	-	(146,729)	146,729	100.0%
Total Other Current Assets	416,969	202,449	214,520	106.0%
Total Current Assets	5,687,422	5,210,677	476,745	9.1%
<b>TOTAL ASSETS</b>	<b>5,687,422</b>	<b>5,210,677</b>	<b>476,745</b>	<b>9.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
220010 · Accounts Payable	220,269	446,575	(226,306)	-50.7%
Total Accounts Payable	220,269	446,575	(226,306)	-50.7%
Other Current Liabilities				
220012 · Accounts Payable - Misc.	4,427	820	3,607	440.1%
221003 · 457/401A Retirement Liability	114,908	102,719	12,189	11.9%
221005 · EE Assistance Program Variance	-	-	-	0.0%
221006 · FSA Liability	5,671	3,968	1,703	42.9%
221011 · Calpers Retirement Liability	3	3	-	0.0%
221015 · Health Insurance Liability	12,419	79,078	(66,660)	-84.3%
221016 · Long Term Disability Liability	762	1,111	(350)	-31.5%
221017 · Short Term Disability Liability	1,433	1,368	65	4.8%
221023 · Dental Insurance Liability	(1,055)	(669)	(386)	-57.7%
221024 · Vision Insurance Liability	(417)	(148)	(269)	-182.5%
221025 · Life Insurance/AD&D Liability	461	(1,061)	1,522	143.5%

	<b>Sep 30, 24</b>	<b>Sep 30, 23</b>	<b>\$ Change</b>	<b>% Change</b>
<b>221026 · Child Support IWO</b>	1,117	244	873	357.6%
<b>221029 · Garnishments</b>	150	814	(664)	-81.6%
<b>230060 · Accrued Salaries, Wages &amp; Taxes</b>	629,498	506,469	123,029	24.3%
<b>230062 · Compensated Absences - RGS</b>	162,052	106,761	55,291	51.8%
<b>240010 · Deferred Revenue</b>	158,894	173,273	(14,379)	-8.3%
<b>Total Other Current Liabilities</b>	<b>1,090,322</b>	<b>974,749</b>	<b>115,572</b>	<b>11.9%</b>
<b>Total Current Liabilities</b>	<b>1,310,591</b>	<b>1,421,324</b>	<b>(110,733)</b>	<b>-7.8%</b>
<b>Long Term Liabilities</b>				
<b>260005 · Health Reimbursement Account</b>	(1,737)	62,568	(64,305)	-102.8%
<b>260006 · IBNR - GL</b>	25,000	25,000	-	0.0%
<b>260012 · Due to CJPIA</b>	750,000	987,260	(237,260)	-24.0%
<b>Total Long Term Liabilities</b>	<b>773,263</b>	<b>1,074,828</b>	<b>(301,565)</b>	<b>-28.1%</b>
<b>Total Liabilities</b>	<b>2,083,854</b>	<b>2,496,152</b>	<b>(412,299)</b>	<b>-16.5%</b>
<b>Equity</b>				
<b>32000 · Retained Earnings</b>	2,548,320	1,619,454	928,866	57.4%
<b>370000 · Fund Bal Unreserved/Unrestrictd</b>	892,019	892,019	-	0.0%
<b>Net Income</b>	163,229	203,052	(39,823)	-19.6%
<b>Total Equity</b>	<b>3,603,569</b>	<b>2,714,525</b>	<b>889,044</b>	<b>32.8%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,687,422</b>	<b>5,210,677</b>	<b>476,745</b>	<b>9.1%</b>

**TO:** EXECUTIVE COMMITTEE  
**FROM:** SOPHIA SELIVANOFF, Executive Director/CFO  
 GINA SCHUCHARD, Deputy CFO  
**SUBJECT:** AUDIT OF FISCAL YEAR ENDING JUNE 30, 2024

**EC Meeting: 11-21-2024**  
**Item: 4B**

### **RECOMMENDATION**

Receive and file Fiscal Year 2023-2024 audited financial statements.

### **BACKGROUND**

The Pun Group provided external audit services for FY23-24. The following are the financial highlights for FY23-24:

- In the fiscal year ended June 30, 2024, the Authority's net gain of \$928,867 compares favorably to the Authority's gain of \$909,888 in the prior fiscal year and exceeds the budgeted gain of \$28,010.
- Charges for services decreased 0.1% in fiscal year 2023-24 as compared to fiscal year 2022-23. Correspondingly, operating expenses decreased 0.4% to provide those services.
- Key operating expenses such as salaries and benefits did increase by 6.1% but were offset by decreasing pass-through costs.
- For the twelve months ending June 30, 2024, revenues were \$1,891,606 (8.5%) over budget, reflecting continued growth for advisory services in addition to the growth of RGS services to the California Statewide Automated Welfare System (CalSAWS), the Authority's largest client.
- Unlike FY22-23 when the majority of net income came from several year-end accounting adjustments, this year's profitability comes from a focus on an increase in clients, service lines, and services offered. Client billings increased 12.6%. The increase in revenue above projected levels is due to an increase in new clients (50) or new projects, additional service line or project agreements for current or past clients including extended agreements or on-going work, and an increase in CalSAWS billing. Additionally, bill rates are revised each July based on economic indicators that increase the basis of all agreements/projects and Training Academies exceeded expectations.

As a result of the FY23-24 net income, the JPA's net position grew from \$2,511,472 at the end of FY22-23 to \$3,440,339 as of June 30, 2024. The allocation of the net position is as follows:

RESERVES	Current Target Balances	FYE23-24 Audited Retained Earnings
Operating	\$2,300,000	\$2,259,939
Claims	\$590,000	\$590,000
Bonus	\$590,400	\$590,400
<b>Total</b>	<b>\$3,480,400</b>	<b>\$3,440,339</b>

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-21-2024**  
**FROM:** SOPHIA SELIVANOFF, Executive Director/CFO **Item: 4C**  
GINA SCHUCHARD, Deputy CFO  
**SUBJECT: AUTHORIZE EXECUTIVE DIRECTOR TO EXTEND EXTERNAL AUDITOR ENGAGEMENT**

**RECOMMENDATION**

Authorize the Executive Director to extend external auditor engagement through FY24-25.

**BACKGROUND**

The engagement with The Pun Group was approved for independent audit services for fiscal years 2021 through 2023. JPA policy allows for the extension of the contract for up to two years. Staff is requesting the Executive Committee extend the engagement through the fiscal year 2025 audit. The firm has performed well and gained a sound understanding of the needs of RGS.

**FISCAL IMPACT**

No immediate impact. The external auditor services will be included in the FY25-26 Budget. The fourth year audit cost totaled \$20,000. The Pun Group has quoted \$22,500 for the fifth-year costs based on current RGS needs.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager  
**SUBJECT:** **APPROVAL OF FINANCE & AGENCY OPERATIONS POLICIES**

**EC Meeting: 11-21-2024**  
**Item: 6A**

**RECOMMENDATION**

Approve a comprehensive set of Finance & Agency Operations Policies.

**BACKGROUND**

In November 2021, the Executive Committee approved the separation of Human Resources policies from Administrative and Financial Policies which were previously contained in a single document titled Personnel Rules, Regulations, and Policies (PR&R).

At the February 16, 2023 meeting, the Executive Committee approved four specific documents to house policies and procedures, one of which was the Administrative and Financial Policies. Separate documents would house HR policies, administrative procedures, and employee expectations.

As staff reviewed the policies intended for inclusion in the Administrative and Financial Policies document, it was decided a more appropriate name for this document would be Finance & Agency Operations Policies, as the policies pertain to the overarching operational practices of the RGS JPA; any administrative or operational guidance for service delivery activity will be provided at a procedure level, consistent with this overall agency policy.

**REVIEW FOR THIS MEETING**

All policies contained in the Finance & Agency Operations Policies packet have been separated from the old PR&R, reformatted, and updated. Minor changes such as spelling, and grammar corrections were made, as well as more significant revisions to remove duplication and increase clarity. The draft Finance & Agency Operations policies packet will be provided as a separate document.

Two new policies have been added to the packet:

- Information Technology and Security Policy - Staff created a an internally-focused policy that establishes guidelines to protect the integrity, confidentiality, and availability of RGS information assets and ensure their secure and effective use.
- Privacy Policy - Elements of a Privacy Policy were previously included in the Website Policy. Those elements have been removed from the Website Policy and expanded upon to form a standalone Privacy Policy. In addition to being a part of the Finance and Agency Operations Policy packet, the Privacy Policy will also be included on the RGS website.

Several policies reflect material updates:

- Fraud, Abuse, and Waste Policy – The previous Fraud policy has been expanded to include the topics of Abuse and Waste.

- Website Policy – Portions of the policy pertaining to Privacy issues were removed to create the new Privacy Policy. Remaining Website Policy elements were simplified and condensed to align with RGS’s actual practices.
- Social Media Policy – Policy elements were simplified and condensed to align with RGS’ actual practices.
- Conflict of Interest Policy - The filing category of “Department Directors” was removed and replaced with specific position filers, Deputy Chief Financial Officer and Administrative Services Manager. A provision was added for the Executive Director to identify on a case-by-case basis additional staff or consultants who may, because of current duties, should be required to disclose economic interests relevant to RGS’ organizational decision-making and are therefore required to file for a specified time period.
- Credit Card Program and Use Policy – Gift cards and gift certificates were included in the list of unacceptable uses for agency credit cards.
- Surplus Property Disposal Policy – A provision was included to allow for the purchase of equipment by an off-boarded employee at the determination of the Executive Director.
- Member in Good Standing Policy – Language was added to encourage Members to designate an Alternate representative for service on the Board and/or Executive Committee.
- Member Agency Services Benefit Program – References to specific dollar amount of the benefit were removed, with the funding levels to be determined in each year’s budget, contingent upon funding availability.

#### **FISCAL IMPACT**

There are no fiscal impacts of approving the proposed policies.

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

**EC Meeting: 11-21-2024**  
**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.