

RGS EXECUTIVE COMMITTEE AGENDA

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

REGULAR MEETING

May 8, 2025

1:45 p.m. or immediately following the preceeding meeting

Monterey Plaza Hotel and Spa

Carmel Room

400 Cannery Row

Monterey, CA 93940

Members of the Executive Committee will be meeting for dinner on Thursday, May 8 at which no business will be discussed. Members of the Executive Committee will be having a working breakfast during a Workshop on Friday, May 9. The Workshop may continue through lunch. Members of the public are invited to participate in any of the meals at their own expense Contact Tiffany Buraglio at tburaglio@rgs.ca.gov or 831.308.2717 by 8:00 a.m. Wednesday, May 7 if you would like to be included in any meal.

1. CALL TO ORDER / ROLL CALL

- A. Election of Officers

Action

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 **February 20, 2025 and April 10, 2025** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made January through February 2025
- D. Approval of Investments Report through February 2025
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards

Action

4. TREASURER'S REPORT

- A. Review of Prelim. FYTD Financial Reports & Business Dev through February 2025
- B. Approval of Independent Audit Services Firm Contract

Information

Action

5. OLD BUSINESS

- A. Update of Strategic Plan: Action Workgroups
- B. Authorization to Amend the MSS Repayment Plan

Information
Action

6. NEW BUSINESS

- A. Adopt Resolution **RGSEC2025-01**, Exec Dir Signatory Authorization

Action

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director:
- B. Members:

Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

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

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

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

Tarlochan Sandhu, et al. v. Theresa Taylor, et al., United States Court of Appeals 9th Circuit Case No. 25-841

In the Matter of Reimbursement of Retirement Allowance, Received During Periods of Employment in Violation of Working After Retirement Laws, from: Tarlochan Sandhu et al., Agency Case No. 2024-0999, OAH No. 2025040541

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

Recess to Open Session

Possible Report out of Closed Session

Information

8. ADJOURN MEETING

Next Regular Meeting **September 18, 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
FEBRUARY 20, 2025**

The Regional Government Services Authority held a regular meeting of the Executive Committee on February 20, 2025 via teleconference. The meeting was called to order at 1:03 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Hilary Straus, Chair
Liz Habkirk, Member
Megan Hunter, Member
Shannon O'Hare, Member
Brad Raulston, Alternate Member

Members Absent: Colleen Tribby, Vice Chair
Dan Buckshi, Member

Other Attendees: Sophia Selivanoff, Executive Director/CFO
Gina Schuchard, Deputy CFO
Rich Oppenheim, Administrative Services Manager
Chris Paxton, Client Relations Manager
Deona Knight, HR Manager
Lindsay Rice, Accounting Manager
Ashley Metzger, Communications Manager
Kay Randolph-Pollard, Recruitment Services
Molly Bolar, Senior HR Advisor
Tiffany Buraglio, Executive Assistant

A. Election of Officers

Executive Assistant Buraglio noted the inclusion of this item on the agenda was in error and elections are scheduled to be held at the May meeting. No elections were held.

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

Chair Straus requested item 3H be pulled for a staff overview and then returned to consent to be voted on with the remaining items.

- A. Approval of **November 21, 2024** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made October 2024 through December 2024
- D. Approval of Investments Report through December 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
- I. Approval of Update to Finance & Agency Operations Policies
- H. Approval of Updates to Sick Leave, Use of Personal Vehicle, and FMLA/CFRA Human Resources Policies

HR Manager Knight provided highlights of changes to the three policies. The changes to the Sick Leave and FMLA policies were a result of AB2499 and the changes to the Use of Personal Vehicle policy were the result of SB1100, both of which took effect January 1, 2025. Chair Straus summarized and HR Manager Knight concurred that the changes were due to legal compliance with the new laws and to memorialize the option of utilizing ride sharing instead of personal vehicles for work-related travel.

Action: Moved and seconded (O'Hare / Habkirk) to approve the Consent Agenda, including item 3H
AYES: Straus, Habkirk, Hunter, O'Hare, Raulston
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

A. Review of Preliminary FYTD Financial Reports through December 2024.

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

Accounting Manager Rice reviewed the finance reports.

Chair Strauss asked if staff anticipated any challenges in the upcoming year. Accounting Manager Rice noted that the financial performance was tracking along with this year's budget and did not see any. Executive Director Selivanoff agreed that the year-to-date performance was positive but noted that Service Line Leaders had recently been noticing some work slowdown at the state and local level due to the recent funding changes at the Federal level. Staff is keeping an eye on that trend and is looking for ways RGS can be of assistance with the impact Federal funding changes may have on local agencies. There may be a decline in requests for services that clients view as discretionary. There may also be opportunities to help transition displaced Federal workers into vacancies at the state and local level.

Chair Straus inquired if RGS' largest client was affected by Federal funding issues and Executive Director Selivanoff noted she had spoken with the agency Chair this week and they did not express any concerns at this time.

Chair Straus inquired if the books had been closed for January 2025 yet, and Accounting Manager Rice answered that the last full month of finance figures are from December 2024.

B. Approval of RFP for Independent Audit Services.

Deputy Chief Financial Officer Schuchard noted the RFP was for a 3-year contract with an option for a 2-year extension. Additionally, staff noted there would be an opportunity for up to two members to serve on the audit review committee. Deputy Chief Financial Officer Schuchard noted that staff is focusing on finding an audit firm who provides fund accounting and with the upcoming transition out of QuickBooks and into Deltek, staff is also looking for a firm with an understanding of the Deltek environment. It is anticipated that rates for audit services will be higher than they were for the past contracts.

Member O'Hare volunteered to be a part of the audit review committee.

Chair Straus inquired if the RFP was for a traditional audit and report and Deputy Chief Financial Officer Schuchard confirmed.

Chair Straus also expressed an interest in not needing to preview and approve routine RFP issuances. The Chair inquired whether it was policy or practice for the JPA to bring RFPs to the Committee, and Executive Director Selivanoff noted that it has been a practice, stemming from the fact that the agency rarely issues RFPs for services.

Action: Moved and seconded (Hunter / Habkirk) to approve the RFP for independent audit services and authorize staff to issue the RFP.
AYES: Straus, Habkirk, Hunter, O'Hare, Raulston
NOES: None
ABSTAIN: None

5. OLD BUSINESS - None

6. NEW BUSINESS

A. Compliance with AB 2561

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

Deona Knight, HR Manager reviewed AB 2561 and discussed the challenges of compliance due to RGS' unique business model. Staff is anticipating fulfilling the public hearing requirement at the May 8, 2025 meeting, prior to the Board budget adoption.

B. Strategic Plan: Action Workgroups Update

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

Executive Director Selivanoff explained that staff took the strategic plan goals adopted by the Executive Committee in September 2024 and each goal has a Workshop Action Plan group which developed three key projects for each goal. In reviewing the projects, it was found that data collection was a theme across all projects.

1:36 p.m. Member Hunter left the meeting

Each Workshop Leader discussed what data they need to collect and evaluate and how they planned to apply the data. The data to be collected is being aligned across all workgroups.

Chair Straus expressed an interest in expanding the first bullet point under Goal 3: Organizational Viability, to include legal practices. Executive Director Selivanoff felt that the goal as written was broad enough to include legal topics.

Chair Straus asked if the plan was to contract with an outside business partner to collect the data and if there was a dedicated budget for the project. Concern was also expressed about obtaining compliance from clients and employees if the survey to collect the data was voluntary and what the timeline was for the project. Executive Director Selivanoff explained that staff was going to complete the data matrix over all the goals to determine how big of a project it will be and then review the budget to see how much funding could be applied to the project and what an appropriate timeline should be.

2:04 p.m. Member Hunter re-joined the meeting

Members expressed a strong interest in revisiting the Strategic Plan and progress of the data collection process at the May meeting. Chair Straus specifically wanted to review Goal 3: Organizational Viability to a greater extent and strongly advocated for working with an outside business partner to be more efficient and optimize results of the data collection process.

Executive Director Selivanoff requested the Closed Session to be moved before item 6C.

2:14 p.m. Member Habkirk left the meeting

2:15 p.m. Recess to Closed Session

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

Name of cases: 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

Tarlochan Sandhu, et al. v. Theresa Taylor, et al., United States Court of Appeals 9th Circuit Case No. 25-841

Member Habkirk re-joined the meeting

Member Raulston left the meeting

2:55 p.m. Reconvene Meeting

Report out of Closed Session

The Executive Committee unanimously authorized filing a petition for review to the California Supreme Court in Sandhu v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100028.

The Committee requested that a Special Meeting be held in March to review Agenda Item 6C and to continue the Closed Session discussion.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director: None

B. Members: None

8. **ADJOURN** – The meeting adjourned at 2:57 p.m. The next regular meeting is scheduled for May 8, 2025, in Monterey.

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
APRIL 10, 2025**

The Regional Government Services Authority held a special meeting of the Executive Committee on April 10, 2025 via teleconference. The meeting was called to order at 1:08 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Hilary Straus, Chair
Megan Hunter, Member
Shannon O'Hare, Member
Brad Raulston, Alternate Member

Members Absent: Colleen Tribby, Vice Chair
Dan Buckshi, Member
Liz Habkirk, Member

Other Attendees: Sophia Selivanoff, Executive Director/CFO
Sky Woodruff, Authority Counsel
Scott Kivel, Special Counsel
Tiffany Buraglio, Executive Assistant

2. PUBLIC COMMENT – None

1:08 p.m. Recess to Closed Session

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

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

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

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

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

Tarlochan Sandhu, et al. v. Theresa Taylor, et al., United States Court of Appeals 9th Circuit Case No. 25-841

2:14 p.m. Reconvene Meeting

Report out of Closed Session

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

2:15 p.m. Member Hunter left the meeting – Following Member Hunter’s departure, the meeting no longer met the quorum requirements as defined by the JPA Agreement. The meeting continued as an informational briefing for the remaining members, with no formal decisions or votes taken.

2:16 p.m. Special counsel Kivel left the meeting

3. NEW BUSINESS

A. Future Budget Process and Plans

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

Executive Director Selivanoff displayed the current fiscal year budget and explained that the JPA’s current budget style is not very informative with respect to service line activity and performance. As the JPA transitions to a new enterprise financial system effective July 1, 2025, data access and detail will enable future budgets to contain programmatic financial and narrative elements which will be helpful as the JPA moves to refine its business model and to align finances with planning and strategic goals.

Members expressed a desire to review the JPA’s strategic plan and goals to ensure they are still valid as staff moves toward connecting those goals to the upcoming fiscal year budget. It was suggested that the May meeting would be a good time to have these discussions.

8. ADJOURN – The meeting adjourned at 2:24 p.m. The next regular meeting is scheduled for May 8, 2025, in Monterey.

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

EC Meeting: 05-08-2025
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
2024-2025				
May 8-9 (Thurs - Fri)	BOD/ EC	FY26 Election of Officers (all), Appoint Members to Executive Committee, hold AB 2561 public hearing, Adopt Budget, workshop, ED Evaluation/Goal Setting for FY26	Monterey Plaza	1:30pm
2025-2026				
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,	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, hold AB 2561 public hearing, Adopt Budget, Conflict of Interest (even years), 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	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, hold AB 2561 public hearing, Adopt Budget, ED Evaluation/Goal Setting for FY28	TBD	TBD

TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: PAYMENTS AND DEPOSITS – JANUARY - FEBRUARY 2025

EC Meeting: 05-08-2025
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 the Executive Committee (or Board of Directors) 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.

Two payments remain for the California Joint Powers Insurance Authority (CJPIA) 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 February 28, 2025

Type	Date	Num	Name	Memo	Amount	Balance
111100 - Five Star - Checking						304,812.12
Deposit	01/02/2025			Deposit	704.00	305,516.12
General Journal	01/02/2025	5144		MX Merchant Fee Payment 2024-12	-1,059.52	304,456.60
General Journal	01/02/2025	5150		Health Ins premiums 2025-01	-203,951.70	100,504.90
General Journal	01/02/2025	5150		Dental Ins premium 2025-10	-15,653.11	84,851.79
General Journal	01/02/2025	5150		Vision Ins premium 2025-01	-2,205.78	82,646.01
General Journal	01/02/2025	5150		Life disability Ins premium 2025-01	-6,781.77	75,864.24
Deposit	01/03/2025			Deposit	6,239.31	82,103.55
Deposit	01/03/2025			Deposit	16,094.60	98,198.15
Bill Pmt -Check	01/06/2025	ACH	City of Ridgecrest	January 2025 Rent	-300.00	97,898.15
Bill Pmt -Check	01/06/2025	ACH	JMSb Strategies	Professional Services	-7,500.00	90,398.15
Deposit	01/06/2025			Deposit	15,997.98	106,396.13
Deposit	01/06/2025			Deposit	284.31	106,680.44
Transfer	01/06/2025			Funds Transfer	810,000.00	916,680.44
Deposit	01/07/2025			Deposit	5,103.75	921,784.19
General Journal	01/07/2025	5099		Net Pay PPE 12/31/24	-473,581.15	448,203.04
Transfer	01/07/2025			Funds Transfer	-110,000.00	338,203.04
Bill Pmt -Check	01/08/2025	ACH	Alliant Insurance Services	Fiduciary Liability 12/2024-12/2025	-4,482.00	333,721.04
Deposit	01/08/2025			Deposit	1,020.50	334,741.54
Bill Pmt -Check	01/08/2025	ACH	Barbara Duncan	Expense Reimbursement	-43.20	334,698.34
Bill Pmt -Check	01/08/2025	ACH	Brad Evanson	Expense Reimbursement	-807.28	333,891.06
Bill Pmt -Check	01/08/2025	ACH	Cecile Pinto	Expense Reimbursement	-83.08	333,807.98
Bill Pmt -Check	01/08/2025	ACH	Deanna Rotert	Expense Reimbursement	-531.72	333,276.26
Bill Pmt -Check	01/08/2025	ACH	Grady Howe	Expense Reimbursement	-854.56	332,421.70
Bill Pmt -Check	01/08/2025	ACH	Jen Simon	Expense Reimbursement	-40.20	332,381.50
Bill Pmt -Check	01/08/2025	ACH	Karen Rapponotti	Expense Reimbursement	-364.21	332,017.29
Bill Pmt -Check	01/08/2025	ACH	Kelly Bagley	Expense Reimbursement	-160.80	331,856.49
Bill Pmt -Check	01/08/2025	ACH	Lisa Cookev	Expense Reimbursement	-43.79	331,812.70
Bill Pmt -Check	01/08/2025	ACH	Marlene Rangel	Expense Reimbursement	-221.51	331,591.19
Bill Pmt -Check	01/08/2025	ACH	Melissa Thomas	Expense Reimbursement	-121.49	331,469.70
Bill Pmt -Check	01/08/2025	ACH	Merida Alvarez	Expense Reimbursement	-28.95	331,440.75
Bill Pmt -Check	01/08/2025	ACH	Mike Tombakian	Expense Reimbursement	-1,317.94	330,122.81
Bill Pmt -Check	01/08/2025	ACH	MJ Brown	Expense Reimbursement	-292.16	329,830.65
Bill Pmt -Check	01/08/2025	ACH	Pete Quijada	Expense Reimbursement	-863.38	328,967.27

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/08/2025	ACH	Sowmya Coppisetty	Expense Reimbursement	-82.96	328,884.31
Bill Pmt -Check	01/08/2025	ACH	Tyler Vaisau	Expense Reimbursement	-447.04	328,437.27
General Journal	01/08/2025	5100		Payroll Tax PPE 12/31/24	-153,582.40	174,854.87
Check	01/08/2025	872	California State Disbursement Unit	APS payroll disbursement	-126.00	174,728.87
Check	01/08/2025	873	California State Disbursement Unit	APS payroll disbursement	-250.00	174,478.87
Check	01/08/2025	874	California State Disbursement Unit	APS payroll disbursement	-244.00	174,234.87
Check	01/08/2025	875	Franchise Tax Board	APS payroll disbursement	-100.00	174,134.87
Check	01/08/2025	876	Franchise Tax Board	APS payroll disbursement	-150.00	173,984.87
Check	01/08/2025	877	MiSDU	APS payroll disbursement	-746.53	173,238.34
Check	01/08/2025	878	WI SCTF	APS payroll disbursement	-11.00	173,227.34
Deposit	01/09/2025			Deposit	8,400.00	181,627.34
General Journal	01/09/2025	5142		FSA Admin Fee Payment 2024-12	-309.60	181,317.74
Bill Pmt -Check	01/10/2025	ACH	Abila	MIP - client software	-1,455.66	179,862.08
Bill Pmt -Check	01/10/2025	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-1,060.00	178,802.08
Deposit	01/10/2025			Deposit	46,776.23	225,578.31
Deposit	01/10/2025			Deposit	1,206.85	226,785.16
General Journal	01/10/2025	5143		APS Payroll Fee Payment 2024-12	-902.43	225,882.73
Deposit	01/13/2025			Deposit	3,350.00	229,232.73
Deposit	01/13/2025			Deposit	125,866.30	355,099.03
General Journal	01/13/2025	5107		401a Empower contribution PPE 12/31/24	-72,270.07	282,828.96
General Journal	01/13/2025	5107		457b Empower contribution PPE 12/31/24	-59,276.13	223,552.83
Deposit	01/14/2025			Deposit	31,848.86	255,401.69
Transfer	01/14/2025			Funds Transfer	-200,000.00	55,401.69
General Journal	01/15/2025	5104		FSA Contribution PPE 12-31-24	-6,034.33	49,367.36
Deposit	01/16/2025			Deposit	1,050.00	50,417.36
Deposit	01/16/2025			Deposit	750.00	51,167.36
General Journal	01/16/2025	5145		Net Pay Special Pay 1-16-25	-15,074.04	36,093.32
General Journal	01/16/2025	5149		MDP Revenue Q4 2024	20,070.33	56,163.65
Deposit	01/17/2025			Deposit	2,100.00	58,263.65
Deposit	01/17/2025			Deposit	103,589.66	161,853.31
Deposit	01/17/2025			Deposit	11,533.17	173,386.48
General Journal	01/17/2025	5146		Payroll Tax Special Pay 1-16-25	-10,802.72	162,583.76
Deposit	01/21/2025			Deposit	2,786.54	165,370.30
Deposit	01/21/2025			Deposit	2,500.00	167,870.30
Bill Pmt -Check	01/21/2025	ACH	Deltek	ERP related services	-420.00	167,450.30
Bill Pmt -Check	01/21/2025	ACH	Netfile	Subscription	-500.00	166,950.30
Bill Pmt -Check	01/21/2025	ACH	Redwood Public Law, LLP	Legal Services	-1,094.94	165,855.36
Bill Pmt -Check	01/21/2025	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-940.00	164,915.36
Transfer	01/21/2025			Funds Transfer	225,000.00	389,915.36

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	01/21/2025			Funds Transfer	260,000.00	649,915.36
Deposit	01/22/2025			Deposit	1,300,181.81	1,950,097.17
Transfer	01/22/2025			Funds Transfer	-142,000.00	1,808,097.17
General Journal	01/22/2025	5147		Net Pay PPE 1/15/25	-472,518.46	1,335,578.71
Bill Pmt -Check	01/23/2025	ACH	Charley Howard	Expense Reimbursement	-704.50	1,334,874.21
Bill Pmt -Check	01/23/2025	ACH	Deborah Padovan	Expense Reimbursement	-99.53	1,334,774.68
Bill Pmt -Check	01/23/2025	ACH	Elizabeth Mariano	Expense Reimbursement	-92.73	1,334,681.95
Bill Pmt -Check	01/23/2025	ACH	Judy LaPorte	Expense Reimbursement	-28.70	1,334,653.25
Bill Pmt -Check	01/23/2025	ACH	Justin Stephenson	Expense Reimbursement	-444.44	1,334,208.81
Bill Pmt -Check	01/23/2025	ACH	Karen Rapponotti	Expense Reimbursement	-731.93	1,333,476.88
Bill Pmt -Check	01/23/2025	ACH	katherine Ahlborn	Expense Reimbursement	-1,123.46	1,332,353.42
Bill Pmt -Check	01/23/2025	ACH	Katherine Wylie	Expense Reimbursement	-694.21	1,331,659.21
Bill Pmt -Check	01/23/2025	ACH	MJ Brown	Expense Reimbursement	-571.25	1,331,087.96
Bill Pmt -Check	01/23/2025	ACH	Patty Howard	Expense Reimbursement	-51.52	1,331,036.44
Bill Pmt -Check	01/23/2025	ACH	Richard Blut	Expense Reimbursement	-71.02	1,330,965.42
Bill Pmt -Check	01/23/2025	ACH	Sarah Hardgrave	Expense Reimbursement	-422.23	1,330,543.19
Bill Pmt -Check	01/23/2025	ACH	Vivian Sanderson	Expense Reimbursement	-69.99	1,330,473.20
Bill Pmt -Check	01/23/2025	ACH	Piret Harmon	Expense Reimbursement	-338.00	1,330,135.20
Deposit	01/23/2025			Deposit	1,370.98	1,331,506.18
General Journal	01/23/2025	5148		Payroll Tax PPE 1/15/25	-136,201.10	1,195,305.08
Check	01/23/2025	879	California State Disbursement Unit	APS payroll disbursement	-126.00	1,195,179.08
Check	01/23/2025	880	California State Disbursement Unit	APS payroll disbursement	-250.00	1,194,929.08
Check	01/23/2025	881	California State Disbursement Unit	APS payroll disbursement	-244.00	1,194,685.08
Check	01/23/2025	882	Franchise Tax Board	APS payroll disbursement	-100.00	1,194,585.08
Check	01/23/2025	883	Franchise Tax Board	APS payroll disbursement	-150.00	1,194,435.08
Check	01/23/2025	884	MiSDU	APS payroll disbursement	-746.53	1,193,688.55
Check	01/23/2025	885	WI SCTF	APS payroll disbursement	-11.00	1,193,677.55
Bill Pmt -Check	01/24/2025	ACH	David Sodergren	CalSAWS subcontractor	-19,654.08	1,174,023.47
Bill Pmt -Check	01/24/2025	ACH	Mary E Uzupis	CalSAWS subcontractor	-18,813.55	1,155,209.92
Bill Pmt -Check	01/24/2025	ACH	Soconus, Inc	CalSAWS subcontractor	-128,221.56	1,026,988.36
Deposit	01/24/2025			Deposit	12,285.08	1,039,273.44
Deposit	01/24/2025			Deposit	104,227.02	1,143,500.46
Transfer	01/24/2025			Funds Transfer	-1,000,000.00	143,500.46
Transfer	01/27/2025			Funds Transfer	-100,000.00	43,500.46
Bill Pmt -Check	01/27/2025	ACH	Eaton & Associates	Technology	-2,111.25	41,389.21
Bill Pmt -Check	01/27/2025		US Bank	Credit Card payment	-12,272.57	29,116.64
Deposit	01/27/2025			Deposit	129,306.28	158,422.92
Deposit	01/28/2025			Deposit	90,681.73	249,104.65
Deposit	01/28/2025			Deposit	3,740.50	252,845.15

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	01/28/2025			Deposit	1,758.40	254,603.55
Deposit	01/28/2025			Deposit	5,000.00	259,603.55
Deposit	01/29/2025			Deposit	13,932.16	273,535.71
General Journal	01/29/2025	5151		401a Empower contribution PPE 1/15/25	-72,232.68	201,303.03
General Journal	01/29/2025	5151		457b Empower contribution PPE 1/15/25	-57,341.46	143,961.57
Deposit	01/30/2025			Deposit	6,799.34	150,760.91
General Journal	01/30/2025	5141		FSA Contribution PPE 1-15-25	-6,195.31	144,565.60
Deposit	01/30/2025			Deposit	3,500.00	148,065.60
Deposit	01/31/2025			Deposit	42,796.40	190,862.00
Transfer	01/31/2025			Funds Transfer	52,000.00	242,862.00
Deposit	01/31/2025			Deposit	20,906.80	263,768.80
Bill Pmt -Check	02/03/2025	ACH	City of Ridgecrest	February Rent	-300.00	263,468.80
Deposit	02/03/2025			Deposit	4,080.43	267,549.23
General Journal	02/03/2025	5188		Health Ins premiums 2025-02	-193,372.04	74,177.19
General Journal	02/03/2025	5188		Dental Ins premium 2025-02	-15,210.93	58,966.26
General Journal	02/03/2025	5188		Vision Ins premium 2025-02	-2,140.48	56,825.78
General Journal	02/03/2025	5188		Life disability Ins premium 2025-02	-6,543.91	50,281.87
General Journal	02/03/2025	5194		MX Merchant Fee Payment 2025-01	-903.27	49,378.60
Deposit	02/04/2025			Deposit	8,044.14	57,422.74
Deposit	02/04/2025			Deposit	33,671.81	91,094.55
Deposit	02/05/2025			Deposit	3,917.15	95,011.70
Deposit	02/06/2025			Deposit	2,562.02	97,573.72
Deposit	02/06/2025			Deposit	3,500.00	101,073.72
General Journal	02/06/2025	5160		Net Pay PPE 1/31/25	-489,817.81	-388,744.09
Transfer	02/06/2025			Funds Transfer	33,000.00	-355,744.09
Transfer	02/06/2025			Funds Transfer	537,000.00	181,255.91
Bill Pmt -Check	02/07/2025	ACH	Deltek	ERP related services	-18,651.53	162,604.38
Bill Pmt -Check	02/07/2025	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-2,467.50	160,136.88
Bill Pmt -Check	02/07/2025	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-658.51	159,478.37
Bill Pmt -Check	02/07/2025	ACH	Brad Evanson	Expense Reimbursement	-966.56	158,511.81
Bill Pmt -Check	02/07/2025	ACH	Brad Gross	Expense Reimbursement	-1,106.56	157,405.25
Bill Pmt -Check	02/07/2025	ACH	Brian Moura	Expense Reimbursement	-361.20	157,044.05
Bill Pmt -Check	02/07/2025	ACH	Carrie Rogers	Expense Reimbursement	-294.45	156,749.60
Bill Pmt -Check	02/07/2025	ACH	Denise Silva	Expense Reimbursement	-122.16	156,627.44
Bill Pmt -Check	02/07/2025	ACH	Jen Simon	Expense Reimbursement	-93.73	156,533.71
Bill Pmt -Check	02/07/2025	ACH	katherine Ahlborn	Expense Reimbursement	-1,465.10	155,068.61
Bill Pmt -Check	02/07/2025	ACH	Katherine Wylie	Expense Reimbursement	-159.90	154,908.71
Bill Pmt -Check	02/07/2025	ACH	Marlene Rangel	Expense Reimbursement	-225.09	154,683.62
Bill Pmt -Check	02/07/2025	ACH	Melissa Thomas	Expense Reimbursement	-368.97	154,314.65

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	02/07/2025	ACH	Quentin Frazier	Expense Reimbursement	-122.18	154,192.47
Bill Pmt -Check	02/07/2025	ACH	Tom Schwedhelm	Expense Reimbursement	-344.27	153,848.20
Deposit	02/07/2025			Deposit	14,780.91	168,629.11
Deposit	02/07/2025			Deposit	29,832.06	198,461.17
General Journal	02/07/2025	5161		Payroll Taxes PPE 1/31/25	-138,313.10	60,148.07
Check	02/07/2025	886	California State Disbursement Unit	APS payroll disbursement	-126.00	60,022.07
Check	02/07/2025	887	California State Disbursement Unit	APS payroll disbursement	-250.00	59,772.07
Check	02/07/2025	888	California State Disbursement Unit	APS payroll disbursement	-244.00	59,528.07
Check	02/07/2025	890	Franchise Tax Board	APS payroll disbursement	-150.00	59,378.07
Check	02/07/2025	889	Franchise Tax Board	APS payroll disbursement	-100.00	59,278.07
Check	02/07/2025	891	MISDU	APS payroll disbursement	-746.53	58,531.54
Check	02/07/2025	892	WI SCTF	APS payroll disbursement	-11.00	58,520.54
Deposit	02/10/2025			Deposit	3,500.00	62,020.54
Deposit	02/10/2025			Deposit	736.00	62,756.54
Deposit	02/10/2025			Deposit	47,753.31	110,509.85
Transfer	02/10/2025			Funds Transfer	100,000.00	210,509.85
General Journal	02/10/2025	5193		Payroll Fee Payment for 2025-01	-3,498.24	207,011.61
General Journal	02/10/2025	5195		FSA Admin Fee Payment 2025-01	-1,317.20	205,694.41
Deposit	02/11/2025			Deposit	3,500.00	209,194.41
Deposit	02/11/2025			Deposit	1,556.23	210,750.64
General Journal	02/11/2025	5198		401a Empower contribution PPE 1-31-25	-74,872.60	135,878.04
General Journal	02/11/2025	5198		457b Empower contribution PPE 1-31-25	-60,052.06	75,825.98
Deposit	02/13/2025			Deposit	3,431.63	79,257.61
Deposit	02/13/2025			Deposit	2,500.00	81,757.61
Deposit	02/14/2025			Deposit	68,701.65	150,459.26
Deposit	02/14/2025			Deposit	17,000.00	167,459.26
General Journal	02/15/2025	5191		FSA contribution PPE 1-31-25	-6,382.81	161,076.45
Bill Pmt -Check	02/17/2025	ACH	Deltek	ERP related services	-142.50	160,933.95
Bill Pmt -Check	02/17/2025	ACH	Eaton & Associates	Technology	-130.00	160,803.95
Bill Pmt -Check	02/17/2025	ACH	JMSb Strategies	Professional Services	-15,500.00	145,303.95
Bill Pmt -Check	02/17/2025	ACH	Scott N. Kivel	Legal Litigation	-46,448.75	98,855.20
Deposit	02/18/2025			Deposit	27,491.63	126,346.83
Deposit	02/18/2025			Deposit	3,500.00	129,846.83
Deposit	02/18/2025			Deposit	8,500.00	138,346.83
Deposit	02/21/2025			Deposit	1,343,565.79	1,481,912.62
Deposit	02/21/2025			Deposit	11,537.54	1,493,450.16
Deposit	02/21/2025			Deposit	66,936.15	1,560,386.31
Deposit	02/21/2025			Deposit	10,000.00	1,570,386.31
Transfer	02/21/2025			Funds Transfer	-100,000.00	1,470,386.31

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	02/21/2025			Funds Transfer	490,000.00	1,960,386.31
General Journal	02/21/2025	5196		Net Pay PPE 2/15/25	-469,160.76	1,491,225.55
Bill Pmt -Check	02/24/2025	16552	Careers in Government	Subscription	-3,100.00	1,488,125.55
Bill Pmt -Check	02/24/2025	ACH	Foran Glennon Palandech Ponzi & Rudloff	Legal Services	-2,846.00	1,485,279.55
Bill Pmt -Check	02/24/2025	ACH	Redwood Public Law, LLP	Legal Services	-3,470.88	1,481,808.67
Bill Pmt -Check	02/24/2025	ACH	US Bank	Credit Card payment	-8,634.45	1,473,174.22
Bill Pmt -Check	02/24/2025	ACH	Verified First	Professional Services	-343.75	1,472,830.47
Bill Pmt -Check	02/24/2025	ACH	Josh Metz	Expense Reimbursement	-2,410.40	1,470,420.07
Bill Pmt -Check	02/24/2025	ACH	Karen Rapponotti	Expense Reimbursement	-648.16	1,469,771.91
Bill Pmt -Check	02/24/2025	ACH	katherine Ahlborn	Expense Reimbursement	-1,511.46	1,468,260.45
Bill Pmt -Check	02/24/2025	ACH	Merida Alvarez	Expense Reimbursement	-122.36	1,468,138.09
Bill Pmt -Check	02/24/2025	ACH	Mia Atencio	Expense Reimbursement	-174.30	1,467,963.79
Bill Pmt -Check	02/24/2025	ACH	Steve McGrath	Expense Reimbursement	-1,544.31	1,466,419.48
Deposit	02/24/2025			Deposit	2,500.00	1,468,919.48
Transfer	02/24/2025			Funds Transfer	-1,040,000.00	428,919.48
General Journal	02/24/2025	5197		Payroll Tax PPE 2/15/25	-126,580.70	302,338.78
Check	02/24/2025	893	California State Disbursement Unit	APS payroll disbursement	-126.00	302,212.78
Check	02/24/2025	894	California State Disbursement Unit	APS payroll disbursement	-250.00	301,962.78
Check	02/24/2025	895	California State Disbursement Unit	APS payroll disbursement	-244.00	301,718.78
Check	02/24/2025	896	Franchise Tax Board	APS payroll disbursement	-100.00	301,618.78
Check	02/24/2025	897	Franchise Tax Board	APS payroll disbursement	-150.00	301,468.78
Check	02/24/2025	898	MISDU	APS payroll disbursement	-746.53	300,722.25
Check	02/24/2025	899	WI SCTF	APS payroll disbursement	-11.00	300,711.25
Bill Pmt -Check	02/25/2025	ACH	David Sodergren	CalSAWS subcontractor	-22,631.04	278,080.21
Bill Pmt -Check	02/25/2025	ACH	Mary E Uzupis	CalSAWS subcontractor	-25,802.89	252,277.32
Bill Pmt -Check	02/25/2025	ACH	Soconus, Inc	CalSAWS subcontractor	-148,050.50	104,226.82
Deposit	02/25/2025			Deposit	4,722.06	108,948.88
Deposit	02/25/2025			Deposit	2,500.00	111,448.88
Transfer	02/26/2025			Funds Transfer	25,000.00	136,448.88
Deposit	02/27/2025			Deposit	14,474.57	150,923.45
Deposit	02/27/2025			Deposit	78,500.00	229,423.45
Transfer	02/28/2025			Funds Transfer	-120,000.00	109,423.45
Deposit	02/28/2025			Deposit	46,075.31	155,498.76
General Journal	02/28/2025	5192		FSA Contribution PPE 2-15-25	-6,382.81	149,115.95
Total 111100 · Five Star - Checking					-155,696.17	149,115.95
TOTAL					-155,696.17	149,115.95

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

EC Meeting: 05-08-2025
Item: 3D

RECOMMENDATION

Review and accept JPA investments made through February 2025.

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

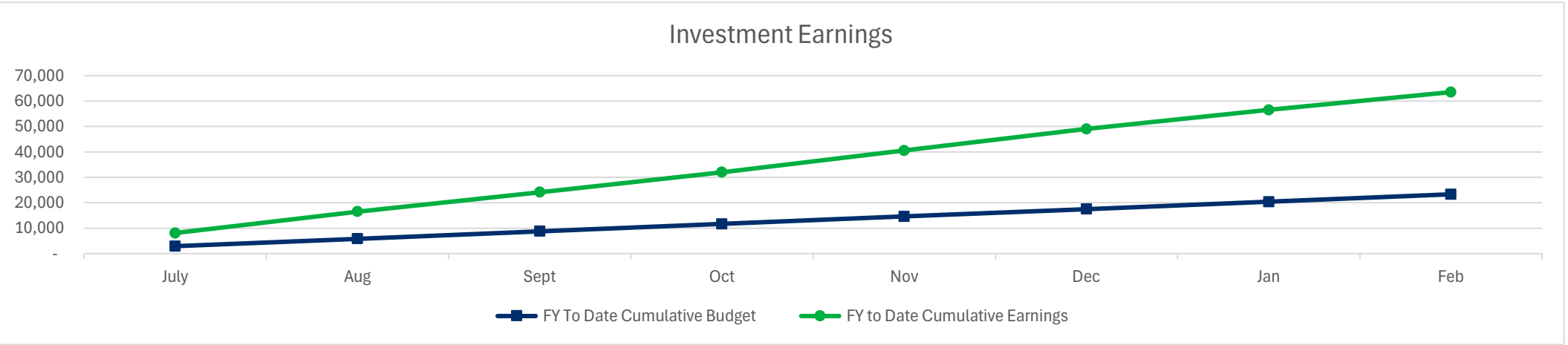
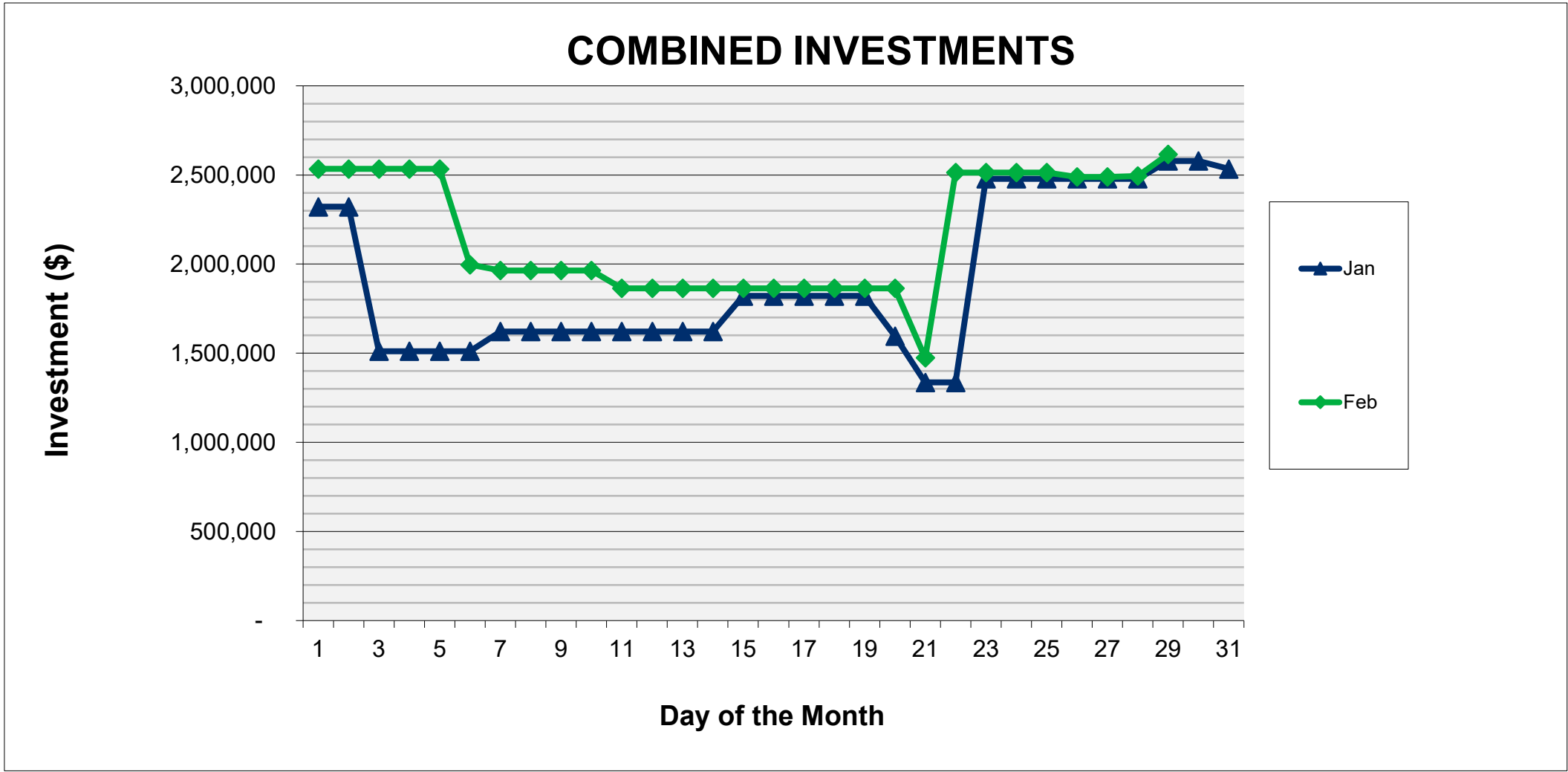
The JPA seeks short-term investment opportunities based on the investment policy objectives. In June 2024 the JPA opened a Prime Fund account with California CLASS. As interest rates fluctuate, the JPA will seek the investment opportunity that best fits organizational needs.

As of February 2025, the JPA is achieving an annual percentage yield of 4.47% with FSB Money Market and an average monthly yield of 4.41% 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 investment.

INVESTMENT REPORT

FY 2024-2025

Jan						Feb				
Date	<u>Money Mkt</u>	CLASS	<u>CalTrust</u>	LAIF	Combined	<u>Money Mkt</u>	CLASS	<u>CalTrust</u>	LAIF	Combined
	<u>Accounts</u>		<u>Short & Medium</u>			<u>Accounts</u>		<u>Short & Medium</u>		
1	191,892	2,128,755	-	685	2,321,331	433,269	2,099,881	-	693	2,533,843
2	191,892	2,128,755	-	685	2,321,331	433,269	2,099,881	-	693	2,533,843
3	191,892	1,318,755	-	685	1,511,331	433,269	2,099,881	-	693	2,533,843
4	191,892	1,318,755	-	685	1,511,331	433,269	2,099,881	-	693	2,533,843
5	191,892	1,318,755	-	685	1,511,331	433,269	2,099,881	-	693	2,533,843
6	191,892	1,318,755	-	685	1,511,331	433,269	1,562,881	-	693	1,996,843
7	301,892	1,318,755	-	685	1,621,331	400,269	1,562,881	-	693	1,963,843
8	301,892	1,318,755	-	685	1,621,331	400,269	1,562,881	-	693	1,963,843
9	301,892	1,318,755	-	685	1,621,331	400,269	1,562,881	-	693	1,963,843
10	301,892	1,318,755	-	685	1,621,331	400,269	1,562,881	-	693	1,963,843
11	301,892	1,318,755	-	685	1,621,331	300,269	1,562,881	-	693	1,863,843
12	301,892	1,318,755	-	685	1,621,331	300,269	1,562,881	-	693	1,863,843
13	301,892	1,318,755	-	685	1,621,331	300,269	1,562,881	-	693	1,863,843
14	301,892	1,318,755	-	685	1,621,331	300,269	1,562,881	-	693	1,863,843
15	501,892	1,318,755	-	693	1,821,339	300,269	1,562,881	-	693	1,863,843
16	501,892	1,318,755	-	693	1,821,339	300,269	1,562,881	-	693	1,863,843
17	501,892	1,318,755	-	693	1,821,339	300,269	1,562,881	-	693	1,863,843
18	501,892	1,318,755	-	693	1,821,339	300,269	1,562,881	-	693	1,863,843
19	501,892	1,318,755	-	693	1,821,339	300,269	1,562,881	-	693	1,863,843
20	501,892	1,093,755	-	693	1,596,339	300,269	1,562,881	-	693	1,863,843
21	241,892	1,093,755	-	693	1,336,339	400,269	1,072,881	-	693	1,473,843
22	241,892	1,093,755	-	693	1,336,339	400,269	2,112,881	-	693	2,513,843
23	383,892	2,093,755	-	693	2,478,339	400,269	2,112,881	-	693	2,513,843
24	383,892	2,093,755	-	693	2,478,339	400,269	2,112,881	-	693	2,513,843
25	383,892	2,093,755	-	693	2,478,339	400,269	2,112,881	-	693	2,513,843
26	383,892	2,093,755	-	693	2,478,339	375,269	2,112,881	-	693	2,488,843
27	383,892	2,093,755	-	693	2,478,339	375,269	2,112,881	-	693	2,488,843
28	383,892	2,093,755	-	693	2,478,339	375,269	2,118,654	-	693	2,494,616
29	483,892	2,093,755	-	693	2,578,339	496,510	2,118,654	-	693	2,615,857
30	483,892	2,093,755	-	693	2,578,339					
31	433,269	2,099,881	-	693	2,533,843					



Management Services Agreement Report

Agency Name	Name	Type	Service Group	Service Span	Agrmt. Date	End Date	Amount
Alameda Co.	Risk Mgmt. Assessment	Agrmt.	Risk Mgmt.	Continuous	01 Jul 2024	6/30/2025	\$ 250,000
Alameda Co. Mosquito Abatement Dist.	Class & Comp	Agrmt.	HR	On Call	03 Dec 2024	12/31/2025	\$ 15,000
Arvin	HR Svcs. Amend #1	Amend.	HR	On Call	28 Jan 2025	1/31/2026	\$ 45,000
Belvedere	Classification Study	Agrmt.	HR	Project	01 Apr 2025	8/31/2025	\$ 17,400
Belvedere	HR & Rec Svcs. (Amend #7)	Amend.	HR	On Call	17 Oct 2022	N/A	\$ 159,150
Best Best & Krieger	Santa Ynez River WCD Transparent Govt & Comms Svcs. (Amend #2)	Amend.	Comms & Engmt.	Continuous	12 Jun 2023	5/31/2025	no NTE
Biggs	Finance Svcs.	Agrmt.	Finance	On Call	20 Feb 2025	3/1/2026	\$ 36,000
Buena Park Library Dist.	HR Svcs.	Agrmt.	HR	Project	13 Mar 2025	3/15/2026	\$ 85,000
Buena Park Library Dist.	HR/Finance Assessment (Amend #1)	Amend.	Finance	Continuous	06 Aug 2024	N/A	\$ 152,000
Buena Park Library Dist.	Payroll Services	Agrmt.	Payroll	Project	13 Mar 2025	6/30/2025	\$ 10,000
California Urban Water Agencies	Comm & Eng, Transparent Govt, Fin Svcs	Agrmt.	Multiple	Project	05 Mar 2024	4/30/2027	no NTE
CalSAWS	Mgmt. and Admin. Svcs. (Amend. # 42)	Amend.	Contract Staffing	Continuous	17 Feb 2009	N/A	no NTE
Carmel-by-the-Sea	HR Payroll Svcs.	Agrmt.	HR	On Call	05 Sep 2024	8/31/2025	\$ 59,999
Citrus Heights Water Dist.	Comm & Engmt. (TO 2023-01)	TO	Comms & Engmt.	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water Dist.	Finance Svcs. (TO 2023-06 Operations)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water Dist.	Financial Reports (TO 2023-08)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water Dist.	Finance Svcs. (TO 2025-01)	Agrmt.	Finance	Project	17 May 2017	6/30/2025	\$ 11,532
Citrus Heights Water Dist.	HR C&C Svcs. (TO 2024-02)	TO	HR	Continuous	17 May 2017	6/30/2025	\$ 22,000
Citrus Heights Water Dist.	HR Mgmt. Svcs. (TO #2019-02)	TO	HR	On Call	17 May 2017	N/A	no NTE
Citrus Heights Water Dist.	Master Agrmt.	Master Agrmt.	Multiple	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water Dist.	Rcrt. Svcs. (TO 2024-04)	Agrmt.	HR	Project	17 May 2017	N/A	\$ 15,000
Coachella Valley Public Cemetery Dist.	HR Svcs.	Agrmt.	HR	On Call	30 Aug 2024	6/30/2025	\$ 10,000
Colusa Groundwater Authority	Program Administration (Amend. #1)	Amend.	Contract Staffing	Continuous	25 May 2022	N/A	\$ 175,000
Community Medical Centers	Emergency Svcs.	Agrmt.	Emergency Svcs.	Continuous	01 Jul 2024	6/30/2026	\$ 100,000
Contra Costa Co. Fire Protection Dist.	Finance & Payroll Transition	Agrmt.	Finance	Project	01 Apr 2024	6/30/2025	\$ 150,000
Contra Costa Mosquito and Vector Control Dist.	Transparent Govt. Svcs.	Short Form	Transparent Govt.	Project	18 Feb 2025	12/31/2025	\$ 8,800
Contra Costa Transportation Authority	HR Mgmt. Svcs. (Amend #2)	Amend.	HR	On Call	01 Jul 2022	6/30/2025	\$ 110,000
Del Paso Manor Water Dist.	Governance Support	Agrmt.	HR	Continuous	01 Jul 2023	N/A	\$30,000
Del Rey Oaks	Financial Svcs. (Amend #2)	Amend.	Finance	Continuous	01 Aug 2022	6/30/2025	\$ 893,600
Delano	Planning Svcs.	Agrmt.	Planning	Continuous	10 Sep 2024	6/30/2025	\$ 295,705
Desert Healthcare Dist.	HR Svcs.	Agrmt.	HR	Project	23 Jan 2025	12/31/2025	\$ 25,000
Dublin San Ramon Svcs. Dist.	In House Training Academy	Agrmt.	Training	Project	05 Feb 2025	5/15/2025	\$ 26,400
Dublin San Ramon Svcs. Dist.	On-Call Graphic Design Svcs.	Agrmt.	OD	On Call	01 Jul 2024	6/30/2027	no NTE
Dublin San Ramon Svcs. Dist.	On-Call Graphic Design Svcs. (TO 2024-03)	TO	Comms & Engmt.	On Call	01 Jul 2024	6/30/2027	\$ 15,000
East Bay Dischargers Authority	Finance & HR Payroll (Amend #1)	Amend.	Finance, Payroll	Continuous	30 Nov 2023	6/30/2025	\$ 234,616
East Palo Alto	ED Svcs. Phase II (Amend #1)	Amend.	ED	Project	16 Sep 2024	6/30/2025	\$ 17,000
Eastern Municipal Water Dist.	Communications Svcs.	Agrmt.	Comms & Engmt.	Project	07 Oct 2024	10/7/2025	\$ 38,000
El Dorado Co. Transit Authority	Procurement Policy & Procedural Services	Agrmt.	Finance	Project	05 Nov 2024	6/30/2025	\$ 33,000
Emeryville	Finance Svcs.	Agrmt.	Finance	Project	29 Oct 2024	6/30/2025	\$ 75,000
Escalon	Transparent Govt Svcs. (Amend #1)	Amend.	Transparent Govt.	On Call	19 Sep 2024	6/30/2025	\$ 44,400
Fairfield	On Call HR Svcs.	Agrmt.	HR	On Call	31 Jul 2024	6/30/2027	\$ 100,000
Feather River Air Quality Mgmt. Dist.	HR & Transparent Govt Svcs.	Agrmt.	HR	Continuous	08 Apr 2024	12/31/2025	\$ 35,000
Fox Canyon Groundwater Mgmt. Agency	Admin Svcs.	Agrmt.	Contract Staffing	Continuous	26 Mar 2025	3/31/2026	\$ 53,000
Glendora	Finance Svcs.	Agrmt.	Finance	Project	13 Dec 2024	N/A	\$ 27,500
Golden Hills Community Svcs. Dist.	Annual Planning Meeting Facilitation	Agrmt.	OD	Project	25 Jan 2024	6/30/2026	\$ 10,000
Greenfield	Project Assistance (Amend. #4)	Agrmt.	Public Works	Continuous	20 Dec 2021	6/30/2025	\$ 15,500
Guadalupe	Finance Svcs.	Agrmt.	Finance	Project	28 Mar 2025	12/31/2025	no NTE
Habitat for Humanity Monterey Bay	Rcrt. Svcs.	Agrmt.	Rcrt.	Project	14 Jan 2025	N/A	\$ 19,000
Hayward Area Recreation and Parks Dist.	Finance Svcs.	Agrmt.	Finance	On Call	07 Feb 2025	12/31/2025	\$ 60,000
Hayward Area Recreation and Parks Dist.	Payroll Svcs.	Agrmt.	Payroll	Continuous	07 Feb 2025	12/31/2025	\$ 14,500
Hercules	HR Support (Amend. #4)	Amend.	HR	Continuous	17 Jan 2023	6/30/2025	\$ 330,000
Indian Wells Valley Groundwater Authority	Admin Svcs.	Agrmt.	Contract Staffing	Continuous	01 Jan 2025	12/31/2025	no NTE
Ironhouse Sanitary Dist.	HR Mgmt. Svcs. (Amend. #1)	Amend.	HR	Continuous	05 Apr 2016	N/A	no NTE
La Mesa	Transparent Govt Svcs.	Agrmt.	Transparent Govt.	Project	01 Apr 2024	3/31/2026	\$ 25,000

Management Services Agreement Report

Agency Name	Name	Type	Service Group	Service Span	Agrmt. Date	End Date	Amount
Lakewood	Finance Svcs.	Master Agrmt.	Finance	Project	09 Sep 2024	6/30/2025	no NTE
Lakewood	Finance Svcs. (TO 2025-01)	TO	Finance	Project	10 Sep 2024	6/30/2025	\$ 100,000
Larkspur	HR Investigation Svcs. (TO 2024-03)	TO	HR	Project	16 Aug 2023	N/A	no NTE
Larkspur	Master Agrmt.	Master Agrmt.	OD	Continuous	16 Aug 2023	N/A	no NTE
Larsen Wurzel & Associates	Finance Svcs.	Master Agrmt.	Finance	Project	09 Sep 2024	12/31/2025	no NTE
Larsen Wurzel & Associates	Finance Svcs. TO 2024-01	TO	Finance	Project	09 Sep 2024	N/A	\$ 50,000
Las Gallinas Valley Sanitary Dist.	Finance Svcs. (FY 24-25)	Agrmt.	Finance	Continuous	24 Sep 2024	6/30/2025	\$59,600
Livermore-Amador Valley Water Mgmt. Agency	Finance Svcs. (Amend #1)	Amend.	Finance	Continuous	30 May 2024	6/30/2025	\$ 153,000
Loma Linda	ED Marketing	Short Form	Comms & Engmt.	Project	07 Apr 2025	8/31/2025	\$ 3,270
Los Vaqueros Reservoir	Transparent Govt Svcs. (Amend #2)	Amend.	Transparent Govt.	Continuous	08 Mar 2023	6/30/2025	\$ 56,199
Marin Co.	HR & Planning Svcs. (Amend #1)	Amend.	HR,Planning	On Call	01 Sep 2023	6/30/2026	\$ 50,000
Marin Co.	Project Mgmt. Svcs.	Agrmt.	Public Works	Project	27 Jan 2025	6/30/2025	\$ 50,000
Marin Co. Children and Families Comm'n.	Payroll Svcs.	Agrmt.	Payroll	Project	09 Jan 2025	6/30/2025	\$ 10,000
Marin Emergency Radio Authority	Admin Svcs.	Agrmt.	Contract Staffing	Continuous	01 Jul 2023	6/30/2025	no NTE
Marin Municipal Water Dist.	Class/Comp & Rcr. Svcs (Amend #2)	Amend.	HR	Project	10 Dec 2021	12/31/2026	\$ 300,000
Marin Municipal Water Dist.	Coaching Svcs.	Short Form	OD	On Call	14 Mar 2025	6/30/2026	\$ 10,000
Marina	Planning Projects	Agrmt.	Planning	Project	30 Sep 2020	N/A	no NTE
Marina Coast Water Dist.	Class & Comp Study	Agrmt.	HR	Project	01 May 2023	N/A	\$ 42,600
Marina Coast Water Dist.	Finance (Util Billing CSA, Phase 1)	Short Form	Finance	Project	15 Oct 2024	6/30/2025	\$ 23,500
Marina Coast Water Dist.	Finance (Util Billing CSA, Phase 2)	Agrmt.	Finance	Project	04 Feb 2025	6/30/2026	\$ 73,000
Marina Coast Water Dist.	Finance Svcs. (FY 24-25)	Agrmt.	Finance	On Call	16 Aug 2024	6/30/2025	\$ 49,000
Marina Coast Water Dist.	HR Svcs. (FY 24-25)	Agrmt.	HR	Continuous	16 Aug 2024	N/A	\$ 190,000
Mendocino Coast Healthcare Dist.	Admin Svcs. (Amend. #2)	Amend.	Finance	Continuous	12 Dec 2023	6/30/2026	\$ 508,200
Mendocino Co.	Fiscal System Review (Amend #4)	Amend.	Finance	Continuous	07 Oct 2022	6/30/2025	\$ 208,000
Modesto Irrigation Dist.	Admin. Assessment	Agrmt.	HR	Project	26 Jun 2024	N/A	\$ 17,000
Monterey Bay Dart	ED Svcs. (Amend. #5)	Amend.	ED	Continuous	01 Oct 2023	6/30/2025	\$ 773,000
Monterey Co. Convention and Visitors Bureau	Meeting Mgmt. Svcs.	Agrmt.	HR	Continuous	05 Jun 2024	6/30/2025	\$ 39,110
Monterey Peninsula Regional Park Dist.	Finance Svcs.	Agrmt.	Finance	On Call	08 Nov 2021	N/A	\$ 40,000
Monterey Peninsula Regional Park Dist.	Grant Mgmt.	Agrmt.	Public Works	Continuous	01 Jul 2024	6/30/2025	\$ 40,000
Monterey Peninsula Regional Park Dist.	Grant Writing	Agrmt.	PES	Continuous	01 Jul 2024	6/30/2025	\$ 40,000
Monterey Peninsula Regional Park Dist.	Strategic Plan (Amend. #2)	Amend.	OD	Project	12 Dec 2023	N/A	\$ 16,500
Monterey Peninsula Water Mgmt. Dist.	HR Svcs. (2024)	Agrmt.	HR	On Call	01 Jul 2024	6/30/2026	\$ 25,000
Mountain House	Class/Comp Study	Agrmt.	HR	Project	18 Feb 2025	12/31/2025	\$ 75,300
Municipal Shared Svcs. Corporation	Admin Svcs.	Short Form	Contract Staffing	Continuous	01 May 2024	6/30/2025	\$ 12,800
Napa	OD Svcs.	Short Form	OD	Project	22 Jan 2025	8/31/2025	\$ 11,672
Nevada Co. Consolidated Fire Dist.	HR Svcs.	Agrmt.	HR	Continuous	01 Jul 2024	N/A	\$ 50,000
North Coast Co. Water Dist.	Finance Svcs.	Agrmt.	Finance	Project	21 Jan 2025	N/A	\$ 11,900
North Edge Business Financing and Community Development	ED Finance Svcs. (Amend #1)	Amend.	ED	Continuous	02 Jan 2024	N/A	\$ 10,080
Novato	Finance Svcs.	Agrmt.	Finance	On Call	14 Jan 2025	12/31/2027	\$ 60,000
Novato Fire Protection Dist.	Finance Svcs.	Agrmt.	Finance	Continuous	20 Mar 2025	6/30/2026	\$ 75,000
Oakland	Class & Comp Svcs.	PO	HR	Project	21 Apr 2025	11/30/2025	\$ 5,800
Orland	Finance Svcs. (Amend #1)	Agrmt.	Finance	Continuous	17 Dec 2024	6/30/2025	\$ 43,400
Pacific Grove	HR Payroll Svcs.	Agrmt.	HR	Continuous	06 Sep 2024	N/A	\$ 39,999
Pajaro Regional Flood Mgmt. Agency	On-Call Admin Svcs.	Agrmt.	Multiple	On Call	15 Oct 2024	6/30/2026	\$ 255,000
Piedmont	Labor Relations	Agrmt.	HR	Project	21 Jan 2025	7/19/2025	\$ 75,000
Placer Co.	OD Svcs.	Agrmt.	OD	Project	28 Mar 2025	9/30/2026	\$ 99,000
Redwood Empire School's Insurance Group	OD Svcs. (Amend #1)	Amend.	OD	Continuous	05 Jul 2023	6/30/2025	\$ 16,275
Regional Water Authority	Class & Comp Svcs.	Short Form	HR	Project	02 Dec 2024	6/30/2025	\$ 12,000
Richardson Bay Regional Agency	Amend. #1 (2023 renewal)	Agrmt.	Contract Staffing	Continuous	15 Oct 2021	N/A	no NTE
Rio Dell	HR Svcs.	Agrmt.	HR	On Call	26 Dec 2024	12/31/2025	\$ 60,000
Rohnert Park	Finance Svcs.	Agrmt.	Finance	Project	15 Oct 2024	6/30/2025	\$ 80,500
Rural Community Assistance Corporation	Finance Svcs. SAFER	SubAgrmt.	Finance	Project	01 Nov 2024	9/30/2025	\$ 25,000
Rural Community Assistance Corporation	Finance Svcs. SEWER	SubAgrmt.	Finance	Project	01 Nov 2024	9/30/2025	\$ 25,000
Sac Regional Co. Sanitation Dist. & Sac Area Sewer Dist.	Staffing Assessment Services Svcs. (Amend #2)	Amend.	Finance	Project	13 Apr 2023	N/A	\$ 210,700

Management Services Agreement Report

Agency Name	Name	Type	Service Group	Service Span	Agrmt. Date	End Date	Amount
Salinas Valley Basin Groundwater Sustainability Agency	Mgmt. Svcs. (Amend. #8)	Amend.	Contract Staffing	Continuous	01 Aug 2017	6/30/2025	\$1,502,174
San Diego Local Agency Formation Comm'n.	HR Svcs.	Agrmt.	HR	Continuous	04 Nov 2022	N/A	\$ 100,000
San Juan Bautista	CM Recruitment	Agrmt.	Rcrt.	Project	25 Nov 2024	N/A	\$ 25,000
San Juan Bautista	HR Svcs. (Amend #3)	Agrmt.	HR	Continuous	20 Dec 2021	6/30/2026	\$ 120,000
San Juan Bautista	Procurement & Housing (Amend #1)	Amend.	Finance	Continuous	15 Apr 2022	6/30/2025	\$ 100,000
San Lorenzo Valley Water Dist.	Finance & HR Svcs. (Amend #4)	Amend.	Finance	Continuous	16 Oct 2023	6/30/2025	\$ 231,300
San Lorenzo Valley Water Dist.	Recruitment Svcs.	Agrmt.	Rcrt.	Project	25 Mar 2025	12/31/2025	\$ 15,000
San Mateo Co. Mosquito and Vector Control Dist.	HR Svcs.	Agrmt.	HR	On Call	01 Jul 2024	6/30/2025	\$ 25,000
San Ramon Valley Fire Protection Dist.	Payroll Svcs.	Agrmt.	Payroll	Continuous	01 Aug 2023	6/12/2025	\$ 75,000
Santa Barbara Co.	Master Agrmt. (FY 24-25)	Agrmt.	HR	Continuous	01 Jul 2024	6/30/2025	\$ 192,000
Santa Cruz Co. Regional Transportation Comm'n.	Rcrt. Svcs.	Agrmt.	Rcrt.	Project	14 Nov 2024	12/31/2025	\$ 18,000
Santa Maria Valley Water Conservation Dist.	Administration Svcs.	Agrmt.	Contract Staffing	Continuous	10 Jan 2024	N/A	no NTE
Scotts Valley Water Dist.	Finance Svcs.	Agrmt.	Finance	Project	10 Mar 2025	6/30/2025	\$ 80,000
Self-Directed Tax-Advantaged Retirement System	Fiscal and Admin. Support (Amend. #1)	Amend.	Contract Staffing	Continuous	13 Dec 2016	N/A	no NTE
Silicon Valley Regional Interoperability Authority	Contract Staffing Amend. #1	Agrmt.	Contract Staffing	Continuous	01 Jul 2024	6/30/2026	\$19,870.87
Sites Project Authority	Transparent Govt. Svcs.	Agrmt.	Transparent Govt.	Continuous	05 Aug 2024	12/31/2025	\$ 40,630
Solano Co. Water Agency	HR Svcs. (Amend. #3)	Amend.	HR	Continuous	01 Jul 2020	6/30/2025	\$ 150,000
Solvang	Class & Comp Study (Amend #1)	Amend.	HR	Project	15 May 2024	6/30/2025	\$ 68,800
Solvang	Rcrt. (Amend #1)	Amend.	Rcrt.	Project	09 May 2024	12/31/2025	\$ 30,000
Sonoma Co.	HR Svcs. (Amend #2)	Agrmt.	HR	On Call	01 Nov 2020	11/30/2025	\$ 100,000
Sonoma Mendocino ED Dist.	Agency Administration Svcs.	Agrmt.	ED	Continuous	08 Dec 2023	6/8/2025	\$ 119,700
South Orange Co. Wastewater Authority	Finance (Amend. #1)	Amend.	Finance	Continuous	08 Nov 2024	6/30/2026	\$ 106,000
St. Helena	HR Svcs. (Amend. #4)	Amend.	HR	Continuous	05 Aug 2022	6/30/2025	\$ 221,200
St. Helena	Transparent Govt. Svcs.	Agrmt.	Transparent Govt.	Project	08 Apr 2025	12/31/2025	\$ 10,000
Stanislaus Consolidated Fire Protection Dist.	HR and Clerk Svcs. (Payroll)	Agrmt.	Clerk Svcs.,HR	On Call	29 Apr 2021	N/A	no NTE
Stockton	Payroll Svcs.	Agrmt.	Payroll	Project	13 Mar 2025	12/31/2025	\$ 100,000
Tiburon	Finance Svcs.	Agrmt.	Finance	Continuous	01 Jul 2024	6/30/2025	\$ 165,000
Transportation Agency for Monterey Co.	Compensation Study	Agrmt.	HR	Project	01 Dec 2024	6/30/2025	\$ 24,700
Trinidad	Class & Comp Svcs.	Agrmt.	HR	Project	12 Mar 2025	N/A	\$ 25,000
Truckee Donner Public Utility Dist.	TG, Procurement (Amend. #1)	Agrmt.	Multiple,Transparent Govt.	Continuous	22 Apr 2022	12/31/2025	\$ 89,200
Tuolumne Co.	Finance Svcs. Amend #1	Amend.	Finance	Project	20 Nov 2024	6/30/2025	\$ 58,600
Twain Harte Community Svcs. Dist.	Finance & Payroll Svcs.	Agrmt.	Multiple	Project	05 Feb 2024	N/A	\$ 69,800
Santa Clara Valley Water Dist.	Emergency Response Procedures	Agrmt.	Emergency Svcs.	Continuous	01 Feb 2023	12/31/2025	\$ 225,000
Walnut Creek	Emergency Mgmt. Svcs.	Agrmt.	Emergency Svcs.	Project	01 Jul 2024	6/30/2025	\$ 36,000
Walnut Creek	HR Svcs.	Agrmt.	HR	Continuous	01 Jan 2024	6/30/2025	\$ 120,000
West Co. Wastewater	HR & Finance Svcs. (FY 2024-2025) Amend #3	Amend.	HR	Continuous	01 Jul 2024	6/30/2025	\$ 160,000
West Valley Sanitation Dist.	HR Svcs. - Amend #1	Amend.	HR	Continuous	16 Jul 2021	N/A	\$ 30,000
Willows	HR & Transparent Govt. Svcs. (Amend. # 5)	Amend.	Multiple	Continuous	01 Jul 2022	6/30/2025	no NTE
Woodside	CEQA Initial Study	Agrmt.	Planning	Project	29 Jul 2024	6/29/2025	\$ 31,020
Yolo Transportation Dist.	Finance Svcs.	Agrmt.	Finance	Project	26 Jun 2024	6/30/2025	\$ 40,000
Yolo Transportation Dist.	Transparent Govt. Svcs. (Amend #1)	Amend.	Transparent Govt.	Continuous	01 May 2024	12/31/2025	\$ 21,000
Yountville	Mgmt. Svcs.	Master Agrmt.	Outreach	Continuous	19 Jul 2016	N/A	no NTE
Yountville	TO 2025-01 (Training Svcs.)	TO	Training	Project	19 Jul 2016	6/30/2025	\$ 11,532
Yountville	TO 2023-01 (Fin Svcs)	TO	Finance	Project	19 Jul 2016	N/A	no NTE
Yountville	TO 2024-01 (Comm & Engage Svcs.)	TO	Comms & Engmt.	Project	19 Jul 2016	N/A	no NTE
Yountville	TO 2024-02 (Class and Comp Svcs)	TO	HR	Project	19 Jul 2016	N/A	\$ 5,212
Zero Waste Marin	Class and Comp Study	Agrmt.	HR	Project	01 Apr 2025	N/A	\$ 24,100

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: 05-08-2025
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 Artesia
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

Four new agencies have been requesting quotes to join the pool with a potential effective date of January 1, 2026. Monthly claims costs have stabilized after last year's modest increase and premiums collected have been sufficient to cover the increase in costs.

FISCAL IMPACT

RGS' administrative fee is 1 percent of premiums paid. Through the first three quarters of FY25, MDP administrative fee revenue received of \$60,968 is 82.4% of the budgeted amount of \$74,000.

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

EC Meeting: 05-08-2025
Item: 3G

RECOMMENDATION

Receive and file agency bonus awards update.

BACKGROUND

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

REVIEW FOR THIS MEETING

During the period of February 21, 2025 through May 8, 2025 a spot-based bonus in the amount of \$500 was proposed and reviewed by HR. The bonus was approved and awarded by the Executive Director, consistent with HR recommendations.

FISCAL IMPACT

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

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

EC Meeting: 05-08-2025
Item: 4A

RECOMMENDATION

Review preliminary financial reports for FY24-25 through February 2025.

FISCAL YEAR 24-25

Eight months through the fiscal year, the JPA performance has resulted in net income of \$295,601. Client billing revenue is \$1.15M (8.7%) greater than last fiscal year while net income is \$81,695 less. Various factors for these changes are discussed in the report.

REVENUE/INCOME

- Client billing revenue grew from \$13.35M to \$14.51M when comparing year-to-date totals for February 2024 and February 2025. This 8.7% 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 \$779,477 or 31.8% compared to last year. This is primarily due to the gradual reduction in CalSAWS subcontractor operations which was anticipated.
- Miscellaneous Income - Other includes a Form 941 payroll adjustment of \$4,016 for FY22-23.
- 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 February 2025 has increased \$37,183 compared to last year. In June 2024, the JPA opened a Prime Fund account with California CLASS for its long-term investment funds.

EXPENDITURES

- The change when comparing total expenses for FY24-25 to FY23-24 is 3.2%. The increases in payroll and benefits are somewhat offset by the decreases in pass-through client expenses.
- Payroll and employee benefits make up the most expenses. For the fiscal year, at February 2025 payroll and benefits increased by \$1.38M or 11.3% when compared to February 2024. A contributing factor is the increase of 8 CalSAWS employees when comparing the two periods.
- CalSAWS accrued vacation liability was discontinued in FY23-24 as RGS is reimbursed for vacation cashouts. This was previously accrued in Salaries – Nonbillable.
- A \$60,000 accrual for new Paid Time Off leave program that was implemented in January 2024 is accounted for in Salaries-Nonbillable for this fiscal year January.
- 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 \$47,688 in charges by JMSb Strategies for performance evaluation services, succession planning, and on-call services.
- A review of all expense accounts was conducted in December that resulted in various reclassifications of charges from Professional Dues & Memberships.
- There are various timing differences regarding the use of Training and Development and Conferences and Outreach year to year.
- Bad Debt Expense and Recovery Payments account for uncollectible revenue expense and unforeseen fees or payments paid by RGS in client work respectively.
- Travel, mileage, supplies and meal reimbursement expenses are lower than last year at this time with the decrease in CalSAWS activity. Through February 2025, totals for the three expense categories are \$110,896 compared to \$355,304 in February 2024. The majority of these expenses are billable to clients.
- A Website expense account was created for costs relating directly to maintaining the RGS website functionality.
- 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 February 2025 of \$1.48M to that of February 2024 of \$2.24M, there has been a decrease of \$754,642 or 33.7%. The expense this fiscal year is \$185,223 on average per month compared to the \$200,000 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 \$295,601 is 869.5% 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 ahead of the goal. Total income exceeds year-to-date budgeted amounts by a larger margin of \$1.64M (12.8%) than the most significant expense, salary costs, that is over budget by \$871,663 (9.1%).

SERVICE LINE PERFORMANCE

PRELIMINARY FY24-25 SERVICE LINE REVENUE

Contract Staff	12,391,974	Recruiting	171,957
Finance	1,215,774	Misc Billings ¹	139,539
HR	663,985	Transparent Gvt	126,249
Economic Development	483,449	Payroll Services	129,404
Land Use Services	313,259	Agency Admin ²	83,787
Training	310,895	Org Development	39,895
Communication & Eng	192,946		
Total Preliminary FY24-25 Service Line Revenue			16,263,113

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

² 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	\$3,480,400	\$1,601,584	\$2,511,472	\$3,440,339	\$2,827,820

Regional Government Services
Profit & Loss Budget vs. Actual
 July through February 2025

	Jul - Feb 25	Jul - Feb 24	\$ Change	% Change	FY24-25 Budget	YTD Budget	\$ Over/(Under) YTD Budget	% of YTD Budget
Ordinary Income/Expense								
Income								
440301 · Client Billings	14,506,077	13,351,785	1,154,291	8.6%	19,297,926	12,865,284	1,640,793	112.8%
440400 · Admin Services								0.0%
440402 · MSS	1,600	8,000	(6,400)	-80.0%	5,000	3,333	(1,733)	48.0%
440403 · Muncipal Dental Pool	52,235	48,889	3,345	6.8%	74,000	49,333	2,901	105.9%
440404 · STARS	14,445	13,085	1,360	10.4%	20,000	13,333	1,112	108.3%
Total 440400 · Admin Services	68,280	69,974	(1,695)	-2.4%	99,000	66,000	2,280	103.5%
480000 · Miscellaneous Income								
480100 · Client Expense Reimbursement	1,673,249	2,452,726	(779,477)	-31.8%	2,903,000	1,935,333	(262,084)	86.5%
480200 · Purchasing Card Rebate	3,287	2,825	462	16.3%	5,000	3,333	(47)	98.6%
480600 · Insurance Recovery	8,077	-	8,077	100.0%	-	-	8,077	100.0%
480900 · Other	4,144	10,674	(6,530)	-61.2%	-	-	4,144	100.0%
Total 480000 · Miscellaneous Income	1,688,757	2,466,225	(777,468)	-31.5%	2,908,000	1,938,667	(249,909)	87.1%
Total Income	16,263,113	15,887,985	375,128	2.4%	22,304,926	14,869,951	1,393,163	109.4%
Gross Profit	16,263,113	15,887,985	375,128	2.4%	22,304,926	14,869,951	1,393,163	109.4%
Expense								
511010 · Salaries - Regular	10,485,258	9,366,461	1,118,796	11.9%	14,352,000	9,568,000	917,258	109.6%
511072 · Salaries - Nonbillable	11,072	90,232	(79,161)	-87.7%	85,000	56,667	(45,595)	19.5%
512002 · Medicare Employer Expense	150,753	134,824	15,929	11.8%	198,000	132,000	18,753	114.2%
512004 · Employee Assistance Program	-	-	-	0.0%	5,000	3,333	(3,333)	0.0%
512005 · Health Insurance Expense	1,377,556	1,182,639	194,917	16.5%	1,920,650	1,280,433	97,123	107.6%
512006 · Dental Insurance Expense	117,311	100,411	16,900	16.8%	140,760	93,840	23,471	125.0%
512007 · Vision Insurance Expense	16,075	13,749	2,326	16.9%	20,000	13,333	2,742	120.6%
512008 · Life Insurance Expense	9,139	53,332	(44,193)	-82.9%	15,000	10,000	(861)	91.4%
512009 · Long Term Disability Expense	12,040	10,508	1,532	14.6%	17,000	11,333	706	106.2%
512011 · Stars 401A/457b Expense	1,049,486	937,377	112,109	12.0%	1,413,000	942,000	107,486	111.4%
512014 · Short Term Disability Expense	15,129	13,098	2,031	15.5%	17,000	11,333	3,795	133.5%
512015 · Unemployment Expense	39,081	37,439	1,642	4.4%	39,520	26,347	12,735	148.3%
512018 · FSA Health & Day Care Expense	3,911	3,143	768	24.4%	4,000	2,667	1,244	146.7%
512019 · Employee Expense Allowances	118,107	113,548	4,560	4.0%	168,000	112,000	6,107	105.5%
512020 · HRA Retirement Benefit Expense	201,357	167,565	33,792	20.2%	225,000	150,000	51,357	134.2%
520107 · APS (ADP) Payroll Fees	17,091	16,077	1,014	6.3%	25,000	16,667	424	102.5%
520108 · Communications - Agency Expense	3,380	3,479	(100)	-2.9%	5,000	3,333	46	101.4%
520201 · Office Supplies	-	145	(145)	0.0%	1,000	667	(667)	0.0%
520202 · Bank Fees & Services	14,605	12,658	1,947	15.4%	8,000	5,333	9,272	273.8%
520204 · Printing & Postage	6,591	7,102	(511)	-7.2%	11,000	7,333	(742)	89.9%
520301 · Audit Services	20,000	7,500	12,500	166.7%	20,000	13,333	6,667	150.0%
520302 · Legal Services	45,247	63,174	(17,928)	-28.4%	50,000	33,333	11,913	135.7%
520303 · Legal - litigation	264,158	280,565	(16,407)	-5.8%	266,000	177,333	86,825	149.0%
520314 · Administrative Services	7,650	8,496	(846)	-10.0%	13,000	8,667	(1,017)	88.3%
520320 · Professional Services	59,920	11,365	48,554	427.2%	17,000	11,333	48,586	528.7%
520501 · Professional Dues & Membership	17,797	48,364	(30,567)	-63.2%	60,000	40,000	(22,203)	44.5%
520502 · Training & Development	5,774	12,091	(6,318)	-52.2%	18,000	12,000	(6,226)	48.1%
520503 · Conferences & Outreach	17,431	43,975	(26,544)	-60.4%	50,000	33,333	(15,902)	52.3%
520504 · Publications	28,929	52,459	(23,530)	-44.9%	70,000	46,667	(17,738)	62.0%
520505 · Program Hosting Expenses	3,399	2,698	701	26.0%	6,000	4,000	(601)	85.0%
512017 · Bad Debt Expense	2,869	-	2,869	100.0%	-	-	2,869	100.0%
520507 · Recovery Payments	102,559	-	102,559	100.0%	-	-	102,559	100.0%
520508 · Licenses & Fees	177	1,821	(1,644)	-90.3%	2,000	1,333	(1,156)	13.3%
520509 · Meeting Expenses	-	-	-	0.0%	25,000	16,667	(16,667)	0.0%
520700 · Workers Comp Insurance Expense	23,632	22,831	801	3.5%	34,000	22,667	965	104.3%

	Jul - Feb 25	Jul - Feb 24	\$ Change	% Change	FY24-25 Budget		YTD Budget	\$ Over/(Under) YTD Budget	% of YTD Budget
520701 · General Liability Insurance Exp	53,259	40,189	13,071	32.5%	60,000		40,000	13,259	133.1%
520702 · Claims Expense	1,566	18,737	(17,170)	-91.6%	25,000		16,667	(15,100)	9.4%
520750 · Interest Expense	-	-	-	0.0%	-		-	-	0.0%
520801 · Mileage Reimbursement	29,911	50,842	(20,930)	-41.2%	56,000		37,333	(7,422)	80.1%
520803 · Travel Reimbursement	71,803	260,218	(188,414)	-72.4%	219,000		146,000	(74,197)	49.2%
520805 · Supplies & Meals Reimbursement	9,181	44,244	(35,063)	-79.2%	36,000		24,000	(14,819)	38.3%
520903 · Website	382	-	382	100.0%	-		-	382	100.0%
520904 · Technology, Licensing & Support	137,334	66,002	71,332	108.1%	200,000		133,333	4,001	103.0%
521001 · Pass through client expenses	1,481,787	2,236,429	(754,642)	-33.7%	2,400,000		1,600,000	(118,213)	92.6%
522798 · Miscellaneous Expense	-	-	-	0.0%	2,000		1,333	(1,333)	0.0%
560100 · Service Group Amin costs	-	-	-	0.0%	-		-	-	0.0%
570100 · Equipment Purchase	1,416	1,263	153	12.1%	7,000		4,667	(3,251)	30.3%
Total Expense	16,034,123	15,537,052	497,072	3.2%	22,305,930	-	14,870,620	1,163,503	107.8%
Net Ordinary Income	228,990	350,934	(121,943)	-34.7%	(1,004)	-	(669)	229,660	-34211.7%
Other Income/Expense									
Other Income									
520100 · Investment Income	63,545	26,362	37,183	141.0%	35,000		23,333	40,212	272.3%
520200 · Insurance Claim Reimbursements	3,066	-	3,066	100.0%	-		-	3,066	100.0%
Total Other Income	66,611	26,362	40,249	152.7%	35,000	-	23,333	43,278	285.5%
Other Expense									
529997 · Unallocated Admin. Svcs - RGS	(2,015,924)	(2,065,714)	49,790	2.4%	-		-	(2,015,924)	100.0%
529999 · Allocated Unbillable Expenses	2,015,924	2,065,714	(49,790)	-2.4%	-		-	2,015,924	100.0%
Total Other Expense	-	-	-	0.0%	-		-	-	0.0%
Net Other Income	66,611	26,362	40,249	152.7%	35,000		23,333	43,278	285.5%
Net Income	295,601	377,296	(81,694)	-21.7%	33,996	-	22,664	272,937	1304.3%

Regional Government Services
Balance Sheet
As of February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
110030 · LAIF Account	692	662	31	4.6%
110080 · US Bank Worker Comp Checking	3,983	1,097	2,886	263.0%
110090 · Community Bank of the Bay Chkg	-	24,521	(24,521)	-100.0%
111100 · Five Star - Checking	149,116	288,570	(139,454)	-48.3%
111110 · Five Star - Money Market	496,510	1,969,672	(1,473,162)	-74.8%
111120 · California CLASS	2,118,654	-	2,118,654	100.0%
Total Checking/Savings	2,768,955	2,284,522	484,433	21.2%
Accounts Receivable				
131130 · Accounts Receivable	2,821,013	2,855,527	(34,514)	-1.2%
Total Accounts Receivable	2,821,013	2,855,527	(34,514)	-1.2%
Other Current Assets				
120005 · Prepaid Expenses	241,053	176,722	64,331	36.4%
120010 · Prepaid Insurance	59,508	51,945	7,563	14.6%
120100 · FSA Funding Deposit	4,528	4,528	-	0.0%
131131 · Accounts Receivable - Misc	49,606	74,341	(24,734)	-33.3%
131140 · Allowance for Doubtful Accounts	-	(146,729)	146,729	100.0%
Total Other Current Assets	354,694	160,806	193,889	120.6%
Total Current Assets	5,944,662	5,300,855	643,807	12.1%
Other Assets				
180001 · Loan due to JPA	23,988	-	23,988	100.0%
Total Other Assets	23,988	-	23,988	100.0%
TOTAL ASSETS	5,968,649	5,300,855	667,795	12.6%

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

220010 · Accounts Payable	237,550	309,705	(72,154)	-23.3%
Total Accounts Payable	237,550	309,705	(72,154)	-23.3%

Other Current Liabilities

220012 · Accounts Payable - Misc.	5,802	13,580	(7,779)	-57.3%
221003 · 457/401A Retirement Liability	249,055	106,163	142,892	134.6%
221005 · EE Assistance Program Variance	0	-	0	100.0%
221006 · FSA Liability	6,448	6,448	0	0.0%
221011 · Calpers Retirement Liability	3	3	-	0.0%
221015 · Health Insurance Liability	6,366	90,651	(84,285)	-93.0%
221016 · Long Term Disability Liability	677	374	303	80.9%

	Feb 28, 25	Feb 29, 24	\$ Change	% Change
221017 · Short Term Disability Liability	1,345	396	950	240.0%
221023 · Dental Insurance Liability	(1,891)	(510)	(1,381)	-270.6%
221024 · Vision Insurance Liability	(328)	(285)	(43)	-15.0%
221025 · Life Insurance/AD&D Liability	1,041	46,062	(45,020)	-97.7%
221026 · Child Support IWO	1,378	991	387	39.1%
221029 · Garnishments	250	502	(252)	-50.2%
230060 · Accrued Salaries, Wages & Taxes	599,649	456,037	143,612	31.5%
230062 · Compensated Absences - RGS	183,525	186,062	(2,536)	-1.4%
240009 · Deferred Revenue - Retainer	4,526	-	4,526	100.0%
240010 · Deferred Revenue	117,839	139,084	(21,245)	-15.3%
Total Other Current Liabilities	1,175,687	1,045,557	130,130	12.4%
Total Current Liabilities	1,413,237	1,355,261	57,976	4.3%
Long Term Liabilities				
260005 · Health Reimbursement Account	44,472	44,564	(92)	-0.2%
260006 · IBNR - GL	25,000	25,000	-	0.0%
260012 · Due to CJPIA	750,000	987,260	(237,260)	-24.0%
Total Long Term Liabilities	819,472	1,056,824	(237,353)	-22.5%
Total Liabilities	2,232,709	2,412,086	(179,377)	-7.4%
Equity				
32000 · Retained Earnings	2,548,320	1,619,454	928,866	57.4%
370000 · Fund Bal Unreserved/Unrestrictd	892,019	892,019	-	0.0%
Net Income	295,601	377,296	(81,695)	-21.7%
Total Equity	3,735,941	2,888,769	847,172	29.3%
TOTAL LIABILITIES & EQUITY	5,968,650	5,300,855	667,795	12.6%

TO: EXECUTIVE COMMITTEE
FROM: GINA SCHUCHARD, Deputy CFO
SUBJECT: **APPROVAL OF INDEPENDENT AUDIT SERVICES FIRM CONTRACT**

BOD Meeting: 05-08-2025

Item: 4B

RECOMMENDATION

Approval to pursue an agreement with The Pun Group for audit services consistent with the Agency's auditor rotation policy for an independent auditor.

BACKGROUND

Staff issued an RFP for a new firm on February 21st, 2025, with a deadline for submission of April 11, 2025. The term for audit services is from FY 2026-2030. The contract period is three years with the option to extend two additional years. The RFP was posted on the JPA's website and sent to auditors who responded to the last RFP as well as other names collected from various referral sources. Several inquiries were received, and specific questions were provided and responded to by staff. At the deadline, one proposal was received from The Pun Group as well as several "decline" responses from audit firms indicating they were at capacity and unable to respond to the RFP.

ANALYSIS

Our current auditor, The Pun Group, has performed the Agency's independent audit for the last four years. The Pun Group's RFP response includes a different partner per our rotation policy which states "the current auditing firm may be considered to serve beyond a five- consecutive year period, provided a new audit manager will be assigned to do the work". The Pun Group is familiar with Deltek, our new ERP system and the unique general ledger setup. Every member of the firm's engagement team is a CPA, uses the most current technology for audit management & analytics and continues to work with JPA clients as relevant experience. The Pun Group rates for the current year is \$20,000 with the rate for first year of the proposal being \$21,000 which represents a 5% increase. The second year represents a 10% increase with the subsequent years including 5% annual increases. Staff recommends The Pun Group based on their compliance with our Audit Rotation policy, reasonable cost consideration and ability to accommodate the transition to Deltek.

FISCAL IMPACT

The proposal includes the following annual rates: FY 26 \$21,000 , FY 27 \$22,050 , FY 28 \$23,153, FY 29 \$24,310; FY 30 \$25,526. Pricing is consistent with industry expectations, and included in the FY26 budget.

Attachment: Current Audit Rotation Policy

RGS Finance & Agency Operations Policies

B 2. Audit Rotation

This policy provides for the periodic rotation of independent auditing firms or audit staff who perform the annual examination of RGS's financial statements and render an opinion thereon. The audit is dependent on the individual auditor's assessment of risk in the control procedures and financial statement disclosures and is designed to provide reasonable, but not absolute, disclosure of such risk. Periodically changing independent auditing firms or the audit manager provides RGS with a different risk assessment and, therefore, a different approach to testing risk in the Authority's control procedures and financial statement disclosures.

Selection process

An Ad Hoc Committee oversees the solicitation and selection process and may also conduct final interviews prior to the selection of a firm to conduct the annual audit. A competitive process will be held at least every five years for the selection of the independent auditing firm. The current auditing firm may be considered to serve beyond a five- consecutive year period, provided a new audit manager will be assigned to do the work. Otherwise, qualified firms may serve more than a five-year period provided that there is a minimum three-year break in their service.

Term of contract

The initial contract term will be for three years. Providing services are satisfactory, the contract may be extended for an additional two years, subject to the approval of the Board or Executive Committee.

Scope of services

The firm will perform the annual audit review of the Financial Statements for the preceding year and express an opinion about whether those statements are fairly presented in all material respects, in conformity with generally accepted accounting principles. Vendor shall conduct the audit in accordance with auditing standards as in general use; the standards contained in Government Auditing Standards issued; and otherwise assist staff in analyzing and implementing accounting pronouncements, including those of the Government Accounting Standards Board (GASB).

TO: EXECUTIVE COMMITTEE
FROM: SOPHIA SELIVANOFF, Executive Director
SUBJECT: **STRATEGIC PLAN: ACTION WORKGROUPS UPDATE**

EC Meeting: 05-08-2025
Item: 5A

RECOMMENDATION

Receive and file update.

BACKGROUND

In late 2024, RGS' Board affirmed four updated strategic plan objectives. In December, Executive Director Sophia Selivanoff assigned workgroups to advance each initiative.

Strategic Plan Workgroup Leaders for each goal are:

1. Outstanding Service – Goal Leader: Chris Paxton (Key Role: Customer Relations Manager)
2. Effective Culture – Goal Leaders: Kay Randolph-Pollard (Key Role: Recruitment Service Lead) and Molly Bolar (Key Role: RGS HR Administration)
3. Organizational Viability – Goal Leader: Rich Oppenheim (Key Role: Administrative Services Manager)
4. Public Service Leadership - Goal Leader: Ashley Metzger (Key Role: Communications Manager)

Strategic plan workgroup leaders presented to the Board in February. They proposed projects and identified data needs. Leaders are now preparing for data collection efforts foundational to these projects.

In a centralized workspace, the workgroup leaders identified information necessary to support respective projects. Since the four projects had overlapping data needs, the workgroup leaders wanted to promote participation and benefit from coordination by working together to frame tailored questions and not requesting duplicative information. The team will collect and analyze data foundational to strategic plan projects in FY26.

DISCUSSION

Workgroup leaders are currently developing the first phase of data collection, which they plan to launch early in FY26.

RGS plans to solicit information from various audiences:

- RGS Board
- RGS staff leadership
- RGS employees
- Partner organizations
- RGS clients (Consulting and Administration)
- Prospective clients

For each audience, the group has identified:

- Vehicles (example: survey, interviews, focus groups)
- Recommendation on whether data collection should be self-performed or contracted
- An estimated budget
- Next steps
- Future asks
- The specific workgroup leader responsible for each specific data collection effort

FISCAL IMPACT

Limited administrative costs for data collection planning activity will be incurred this fiscal year, and it is anticipated that this will be absorbed into already-planned administrative expenditure. The Fiscal Year 2026 budget includes necessary funding to support strategic plan implementation.

TO: EXECUTIVE COMMITTEE
FROM: SOPHIA SELIVANOFF, Executive Director
SUBJECT: AUTHORIZATION TO AMEND THE MSS REPAYMENT PLAN

EC Meeting: 05-08-2025
Item: 5B

RECOMMENDATION

Authorize the Executive Director to amend the repayment plan with Municipal Shared Services (MSS) at her discretion, for a period of up to one year.

BACKGROUND AND ANALYSIS

RGS and LGS, a client of RGS, were member agencies of CJPIA, an insurance JPA, from August 2, 2008 through June 30, 2011. In December 2018, LGS dissolved. Prior to dissolution, LGS entered an agreement with MSS, a public benefit non-profit corporation, to resolve remaining LGS matters. In May 2023, a payment plan was negotiated with CJPIA to resolve any outstanding amounts owed to the insurance pool by both RGS and LGS. At that time, MSS agreed to pay RGS for its share of the proposed resolution agreement with CJPIA (\$60,111) from pension plan termination proceeds when received from CalPERS.

At the May 16, 2024 RGS Executive Committee meeting, the Executive Committee authorized the Executive Director to enter into a repayment plan with Municipal Shared Services Corporation for the outstanding balance owed to RGS. MSS has made quarterly payments to RGS as outlined in the payment plan. To date, the MSS Board have considered various business approaches without formalizing a plan. Over the past several months, RGS staff has been considering service paths for the future, and is prepared to propose additional business ideas to the MSS Board. This may take longer than June 30 to fully explore and decide.

Understanding the possible advantages of collaboration with a 501(c)3 entity, the RGS Executive Director seeks authority to exercise judgment to modify the agreement to extend further credit if appropriate plans progress past June 30. Continuing with the payment plan as currently agreed upon will draw down the assets of MSS to a point where the agency is no longer viable. Should MSS become non-viable, the opportunity to form a partnership or collaborative service effort with RGS will be lost.

This exercise of discretion to modify the present agreement would only involve the timing and amounts of payments, which must still link to a credible MSS workplan and budget. Modifications would in no way eliminate the necessity for repayment by MSS, nor would extend the full repayment date past July 1, 2026 as planned.

FISCAL IMPACT

By the end of FY25, RGS will be repaid \$30,000 of the total owed. If modified, repayment in full of the outstanding balance is still expected. There is a risk that a new MSS workplan may not succeed, and that full repayment of the remainder would not then be possible.

Attachment: Letter to RGS Repayment Plan - Signed

P.O. Box 1350 | Carmel Valley, CA 93924

Municipal Shared Services Corporation

May 31, 2024

Sophia Selivanoff, Executive Director
Regional Government Services Authority
P.O. Box 1350
Carmel Valley, CA 93924
via email: sselivanoff@rgs.ca.gov

Dear Ms. Selivanoff,

This letter is intended to memorialize a payment agreement between Regional Government Services (“RGS”) and the Municipal Shared Services Corporation (“MSS”). At the May 12th, 2023, meeting of the MSS Board of Directors, the Board took action to approve the proposed resolution of outstanding California Joint Powers Insurance Authority (“CJPIA”) liabilities; and specifically approved payment to Regional Government Services Authority for the Local Government Services Authority share of the negotiated settlement with CJPIA. The share of the principal owed to CJPIA by LGS was set at \$60,111 and MSS agreed to repay RGS from LGS plan termination proceeds when received from CalPERS.

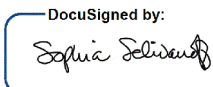
On March 13, 2024, MSS received a plan termination payment of \$73,091.00 from CalPERS. MSS intends to honor its repayment commitment and proposes the following agreement for debt repayment:

1. Beginning July 1, 2024, MSS pays RGS \$7,500 per quarter toward principal debt of \$60,111.
2. By June 30, 2024, MSS must demonstrate a fiscal sustainability plan and credible revenue plans. If MSS is unable to adopt a credible budget by June 30, 2025, documenting a plan to both maintain the repayment schedule to RGS and secure sufficient new revenue to pay necessary administrative and/or operational expenses, MSS will dissolve and transfer remaining funds to RGS in full or partial repayment of the remaining debt.
3. If MSS demonstrates fiscal sustainability, then beginning July 1, 2025, MSS will add interest repayment in the amount of \$1,129.83 per quarter to the RGS repayments, for a total quarterly payment of \$8,629.83.
4. A final payment of \$111.00 made on July 1, 2026 will complete the reimbursement program.

Sincerely,

DocuSigned by:

984E94847841439...
Richard H. Averett, Board President
MUNICIPAL SHARED SERVICES CORPORATION

Acceptance of the Foregoing Plan By: 
3825EF3025FC4BC...
Sophia Selivanoff, Executive Director
REGIONAL GOVERNMENT SERVICES AUTHORITY

TO: EXECUTIVE COMMITTEE **EC Meeting: 05-08-2025**
FROM: CHRIS PAXTON, Client Relationship Manager **Item: 6A**
SUBJECT: ADOPT RESOLUTION RGSEC2025-01 AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE SERVICE AGREEMENTS ON BEHALF OF RGS

RECOMMENDATION

Adopt Resolution RGSEC2025-01 delegating authority to the Executive Director to execute contracts on behalf of the JPA.

BACKGROUND

It has been a long-standing practice of the Executive Director to execute service agreements with other agencies; such agreements are then ratified at the Executive Committee's next regular meeting by a report titled "Management Services Agreements Updates", placed on the consent calendar.

Recently, while negotiating a new contract with a public agency, a request was made for documentation that would authorize the Executive Director (ED) to sign RGS contracts on behalf of the JPA such that the contract was complete upon ED signature. After an exhaustive search of RGS documents, staff was unable to locate any such authorizing document. While RGS Resolution RGSEC2005-06 authorizes the ED to execute amendments to existing contracts, and the staff report accompanying that resolution mentions that the Executive Committee has previously delegated to the ED the authority for executing contracts, staff was unable to locate supporting documentation. Fortunately, the issue was resolved satisfactorily.

Section 4 of the RGS JPA agreement empowers the Executive Committee:

- (a) To employ and contract for personnel and consultants consistent with the purposes of the RGS.
- (b) To expend funds of ROS [sic] and enter into contracts, whenever required, in the judgment of the Executive Committee consistent with the purposes of the ROS [sic].

Section 18 of the RGS JPA agreement delegates the authority for Section 4(a) to the Executive Director of RGS. While staff feels a repeat of the request described is unlikely, we also believe it prudent for the Executive Committee to formally adopt the attached resolution to clearly establish the EC's delegation of a specific authority encompassed within Section 4(b). The resolution would authorize the ED to enter into fully binding service delivery agreements with other agencies. Quarterly information-only summaries of such agreements entered upon will continue to be provided to the Executive Committee at regular meetings.

FISCAL IMPACT

No significant fiscal impact results from adopting this resolution.

RESOLUTION NO. RGSEC2025 -01

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF REGIONAL GOVERNMENT SERVICES AUTHORITY AUTHORIZING THE AGENCY’S EXECUTIVE DIRECTOR TO EXECUTE SERVICE DELIVERY AGREEMENTS ON BEHALF OF REGIONAL GOVERNMENT SERVICES AUTHORITY

WHEREAS, the Executive Committee of Regional Government Services (RGS), a Joint Powers Authority has the authority to enter into agreements with other public agencies and entities to provide and receive services; and

WHEREAS, the Executive Committee wishes to expeditiously fulfill the terms of said agreements in a manner consistent with RGS policies and procedures; and

WHEREAS, the Executive Committee has employed an Executive Director to manage and administer the operations of the JPA.

NOW, THEREFORE, THE EXECUTIVE COMMITTEE OF REGIONAL GOVERNMENT SERVICES AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

The Executive Director of Regional Government Services Authority is hereby authorized and empowered to execute service delivery agreements on behalf of the JPA.

PASSED AND ADOPTED by the Executive Committee of Regional Government Services Authority, this 8th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Chair, RGS Executive Committee

Executive Assistant