

**RGS EXECUTIVE COMMITTEE AGENDA**

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

**REGULAR MEETING**  
**September 18, 2025**  
**11:00 a.m****Dublin Civic Center**  
**Bray Community Room**  
**100 Civic Plaza**  
**Dublin, CA 94568**

***Members of the Executive Committee will break for lunch around 12:00pm. The meeting may continue through lunch. Members of the public are invited to participate in the lunch at their own expense. Contact Tiffany Buraglio at [tburaglio@rgs.ca.gov](mailto:tburaglio@rgs.ca.gov) or 831.308.2717 by 8:00 a.m. Wednesday, September 17 if you would like to be included in the meal.***

**1. CALL TO ORDER / ROLL CALL****2. PUBLIC COMMENT**

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

**3. APPROVAL OF CONSENT AGENDA**

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

- A. Approval of **May 8 and June 19, 2025** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made March through June 2025
- D. Approval of Investments Report through June 2025
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards
- H. Approval of Updates to Human Resources Policies
- I. Approval of Update to Finance & Agency Operations Policies

**Action****4. TREASURER'S REPORT**

- A. Review of Year-End Prelim. FY25 Financial Reports & Bus. Dev. through June 2025

**Information****5. OLD BUSINESS**

A. Update of Strategic Plan: Workgroups

Information

## 6. NEW BUSINESS

A. Approval of Human Resources Policies

Action

B. Approval of Resolution **RGSEC2025-02**: Amend ED Employment Agmt. and Authorize Performance Bonus

Action

C. PES Presentation

Information

D. Training Presentation

Information

## Recess to Closed Sessions

### PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

### 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 9<sup>th</sup> 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

## Recess to Open Session

### Possible Report out of Closed Session

Information

## 7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

A. Executive Director:

B. Members:

## 8. ADJOURN MEETING

**Next Regular Meeting November 20, 2025 via videoconference**

### Americans with Disabilities Act

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

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
MAY 8, 2025**

The Regional Government Services Authority held a regular meeting of the Executive Committee on May 8, 2025 in Monterey. The meeting was called to order at 2:06 p.m.

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

Members Present: Hilary Straus, Chair  
Colleen Tribby, Vice Chair  
Dan Buckshi, Member  
Liz Habkirk, Member  
Megan Hunter, Member  
Shannon O'Hare, Member  
Brad Raulston, Member

Members Absent: none

Other Attendees: Sophia Selivanoff, Executive Director/CFO  
Gina Schuchard, Deputy CFO via teleconference  
Rich Oppenheim, Administrative Services Manager  
Chris Paxton, Client Relations Manager  
Deona Knight, HR Manager  
Lindsay Rice, Accounting Manager via teleconference  
Ashley Metzger, Communications Manager  
Tiffany Buraglio, Executive Assistant  
Richard Blut, NeoGov Support Services  
Steve Flint, Land Use Services  
Glenn Lazof, Finance Administration Services  
Sky Woodruff, Authority Counsel via teleconference  
Scott Kivel, Authority Special Counsel via teleconference  
Jeff Cable, photographer

**Chair Straus requested item 1A be tabled until all members were present.**

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Executive Director Selivanoff requested items 3B and 3D be pulled for discussion.**

- A. Approval of **February 20, 2025 and April 10, 2025** Minutes
- C. Approval of Payments and Deposits made January 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 Update
  
- B. Approval of Regularly Scheduled Meetings Calendar  
Executive Director Selivanoff thought it might be helpful to have a more extensive workshop at either the September or November meeting to help orient the newer members of the Board and Executive Committee to how RGS' business model and

service offerings. It was suggested that an in-person meeting would be preferable for this type of activity and Dublin was offered as a location. It was also noted that this type of orientation would be good for the current Board/Executive Committee, but that in the future, an orientation to provide the information would be preferable as new members join.

One member noted that the May 2026 meeting date fell right before the Memorial Day holiday and choosing a different date might be better. One member suggested scheduling meetings on the “5<sup>th</sup> Tuesday” months.

**D. Approval of Investments Report through February 2025**

Executive Director Selivanoff wanted to inform the Committee that RGS operates primarily on a cash flow basis. Because of this, the agency does not have a lot of extra funds invested in the market and therefore has been somewhat insulated from the effects of the recent market fluctuations.

**Action:** Moved and seconded (Hunter / Habkirk) to approve the Consent Agenda including items 3B and 3D with the direction to adjust the meeting schedule to accommodate an additional in-person meeting and an alternate May 2026 meeting date.

**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, Raulston

**NOES:** None

**ABSTAIN:** None

**4. TREASURER’S REPORT**

**A. Review of Preliminary FYTD Financial Reports & Business Development through February 2025.**

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

Accounting Manager Rice reviewed the finance reports and noted that due to the timing of this meeting, financial reports only include data through the month of February. Accounting Manager Rice shared a presentation covering FY24-25 Interest Yield on Investment Options and FY24-25 Interest Earnings.

A question was asked about the drop for FYE25 Projected Retained Earnings and Accounting Manager Rice noted that the discrepancy is because the table is projected only through the month of February.

The status of the CJPIA payoff was requested and Deputy CFO Schuchard said the next payment is due June 1, 2025, with the final payment due on June 1, 2026. Staff was asked if they utilize digital checks through Five Star Bank and Accounting Manager Rice answered that staff continues to utilize paper checks, but only issues about 1-2 per month, as ACH is the preferred method of payment.

**2:19 p.m. Member O’Hare joined the meeting**

**2:20 p.m. Authority Special Counsel Kivel joined the meeting**

**B. Approval of Independent Audit Services Firm Contract**

Deputy Chief Financial Officer Schuchard announced that The Pun Group, who has performed the agency’s independent audit for the past four years, was the only firm to

submit a proposal in response to the RFP. The Pun Group response named a different partner to be assigned to the agency for the next audit rotation as required by the Agency's audit rotation policy, but the base group of auditors will remain the same, providing a smooth transition to the new partner.

Members asked for feedback from staff about the Pun Group performance over the last contract, and Deputy CFO Schuchard stated positive feedback about the firm's knowledge of RGS business model and systems as well as their professionalism. Several members expressed positive experiences working with the Pun Group at various public agencies.

**Action:** Moved and seconded (O'Hare / Tribby) to approve the Independent Audit Services Firm Contract with The Pun Group

**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, O'Hare, Raulston

**NOES:** None

**ABSTAIN:** None

## 5. OLD BUSINESS

### A. Update of Strategic Plan: Action Workgroups

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

Communications Manager Metzger recapped the common theme of the workgroups was an underlying need for data. Communications Manager Metzger reviewed the leadership of the Strategic Plan Workgroups and the planned first phase of data collection to support strategic plan projects, expected to take place early FY26.

Members asked if there was a certain level of response wanted to the surveys to consider it a successful tool. Communications Manager Metzger noted that staff was hopeful for a greater than 60% response from clients, and higher from staff, and hoped to not have to utilize incentives for participation. Members asked if there would be the opportunity for open-ended questions and Communications Manager Metzger talked about plans for open-ended engagement with the surveys.

Members wanted to know if there are resources in the budget to allow for the outsourced portion of the surveys and staff confirmed there is. It was asked when more detailed timelines would be available for the workgroup process and Communications Manager Metzger noted informational updates would be available throughout the process at the regular Executive Committee meetings. Members expressed a desire to see the Organizational Viability portion in particular.

### B. Authorization to Amend the MSS Repayment Plan

Executive Director Selivanoff reviewed the MSS repayment plan approved by the Executive Committee at the May 16, 2024 Executive Committee Meeting and addressed the issue that continued repayment of the MSS obligation would leave the public benefit non-profit corporation no longer viable. Staff would like to have additional time to investigate whether or not there are positive projects which could be started utilizing the remaining funds in MSS as seed money.

Members asked if RGS was currently charging interest on the repayments and Executive Director Selivanoff answered that interest was not charged during FY24-25, but the agreement states interest would be charged after the first year. Members noted that this represents a unique situation, and cautioned staff about establishing a precedent.

**Action:** Moved and seconded (Habkirk / Hunter) to approve amending the MSS repayment plan  
**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, O'Hare, Raulston  
**NOES:** None  
**ABSTAIN:** None

## 6. NEW BUSINESS

- A. Adopt Resolution **RGSEC2025-01** Authorizing Executive Director to Execute Service Agreements on Behalf of RGS

Client Services Manager Paxton reviewed a recent client request that documentation be provided showing the Executive Director had the authority to execute RGS Service Agreements on behalf of RGS. Staff is requesting the Executive Committee adopt a formal resolution outlining this authority for potential similar requests. Members asked if this action simply formalized what is current practice, and Client Services Manager Paxton affirmed that it did.

**Action:** Moved and seconded (Tribby / Buckshi) to adopt **Resolution RGSEC2025-01** Authorizing Executive Director to Execute Client Agreements on Behalf of RGS  
**AYES:** Straus, Tribby, Buckshi, Habkirk, Hunter, O'Hare, Raulston  
**NOES:** None  
**ABSTAIN:** None

## 7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Executive Director Selivanoff repeated her announcement of Rich Oppenheim's appointment to Deputy Executive Director which was announced during the Board meeting.
- B. Members: None

**2:52 p.m. Recess to Board of Directors Meeting**

**2:56 p.m. Reconvene Executive Committee Meeting**

## 1. CALL TO ORDER / ROLL CALL

- A. Election of Officers

Members agreed that it made sense for the same person to serve in both the Board and Executive Committee Chair role and another person to serve in both the Board and Executive Committee Vice Chair role.

**Action:** Moved and seconded (Straus / Buckshi) to nominate Shannon O'Hare as Executive Committee Chair  
**AYES:** Straus, O'Hare, Buckshi, Habkirk, Hunter, Raulston, Tribby  
**NOES:** None  
**ABSTAIN:** None

**Action:** Moved and seconded (Habkirk / Raulston) to nominate Colleen Tribby as Executive Committee Vice Chair  
**AYES:** Straus, O'Hare, Buckshi, Habkirk, Hunter, Raulston, Tribby  
**NOES:** None  
**ABSTAIN:** None

## **2:59 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 9<sup>th</sup> 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

## **5:20 p.m. Reconvene Meeting**

### **Report out of Closed Session**

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

- 8. ADJOURN** – The meeting adjourned at 5:27 p.m. The next regular meeting is scheduled for September 18, 2025, via teleconference.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
JUNE 19, 2025**

The Regional Government Services Authority held a special meeting of the Executive Committee on June 19, 2025 via videoconference. The meeting was called to order at 2:07 p.m.

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

Members Present: Shannon O'Hare, Chair  
Colleen Tribby, Vice Chair  
Megan Hunter, Member  
Hilary Straus, Member  
Charles Ching, Alternate Member

Members Absent: Liz Habkirk, Member  
Brad Raulston, Member

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

**2. PUBLIC COMMENT – None**

**2:09 p.m. Recess to Closed Session**

**2:35 p.m. Member Hunter joined the meeting**

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

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

**2:55 p.m. Reconvene Meeting**

**Report out of Closed Session**

The Executive Committee Chair reported that the Executive Committee authorized RGS' Legal Counsel to petition the CA Supreme Court for review of the Souza case if needed.

**8. ADJOURN** – The meeting adjourned at 2:56 p.m. The next regular meeting is scheduled for September 18, 2025, via teleconference.



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

**EC Meeting: 09-18-2025**  
**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
<b>2025-2026</b>				
September 18 (Thursday)	EC	PES and Training Services Presentation	Dublin	11:00am - 3:00pm
November 20 (Thursday)	EC	Meeting Schedule for FY26, ED Goals-Midyear Progress Rpt.; FY25 Audited Financial Statements,	Remote	1:00pm - 3:00pm
February 19 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, CPI and/or labor market data	Remote	1:00pm - 3:00pm
May 14-15 (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
<b>2026-2027</b>				
September 17 (Thursday)	EC	Meeting Schedule for FY27	TBD	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, CPI 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 – MARCH - JUNE 2025

**EC Meeting: 09-18-2025**  
**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.

A payment was made in May 2025 on the liability due to California Joint Powers Insurance Authority (CJPIA) for \$287,500. The final payment of \$525,000 is 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

March 1, 2025 thru June 30, 2025

							Accrual Basis
Type	Date	Num	Name	Memo	Amount	Balance	
111100 · Five Star - Checking							149,115.95
Deposit	03/03/2025			Deposit	5,792.15	154,908.10	
Deposit	03/03/2025			Deposit	134,937.56	289,845.66	
General Journal	03/03/2025	5199		401a Empower contribution PPE 2/15/25	-71,445.44	218,400.22	
General Journal	03/03/2025	5199		457b Empower contribution PPE 2/15/25	-55,791.91	162,608.31	
Deposit	03/03/2025			Deposit	4,053.00	166,661.31	
Transfer	03/03/2025			Funds Transfer	205,000.00	371,661.31	
General Journal	03/03/2025	5244		MX Merchant Fee Payment 2025-02	-1,910.53	369,750.78	
Deposit	03/04/2025			Deposit	140,265.71	510,016.49	
General Journal	03/04/2025	5221		Health Ins premiums 2025-03	-186,512.92	323,503.57	
General Journal	03/04/2025	5221		Dental Ins premium 2025-03	-15,076.75	308,426.82	
General Journal	03/04/2025	5221		Vision Ins premium 2025-03	-2,123.76	306,303.06	
General Journal	03/04/2025	5221		Life disability Ins premium 2025-03	-6,703.33	299,599.73	
General Journal	03/06/2025	5202		Net Pay PPE 2-28-25	-472,893.87	-173,294.14	
Deposit	03/06/2025			Deposit	36,478.83	-136,815.31	
Transfer	03/06/2025			Funds Transfer	50,000.00	-86,815.31	
Transfer	03/06/2025			Funds Transfer	300,000.00	213,184.69	
General Journal	03/07/2025	5203		Tax PPE 2-28-25	-126,755.11	86,429.58	
Bill Pmt -Check	03/07/2025	ACH	A Keigwin	Expense Reimbursement	-560.10	85,869.48	
Bill Pmt -Check	03/07/2025	ACH	B Wibbenhorst	Expense Reimbursement	-909.77	84,959.71	
Bill Pmt -Check	03/07/2025	ACH	B Evanson	Expense Reimbursement	-965.37	83,994.34	
Bill Pmt -Check	03/07/2025	ACH	B Moura	Expense Reimbursement	-168.90	83,825.44	
Bill Pmt -Check	03/07/2025	ACH	C Howard	Expense Reimbursement	-380.30	83,445.14	
Bill Pmt -Check	03/07/2025	ACH	D Rotert	Expense Reimbursement	-544.82	82,900.32	
Bill Pmt -Check	03/07/2025	ACH	D Silva	Expense Reimbursement	-528.36	82,371.96	
Bill Pmt -Check	03/07/2025	ACH	G Howe	Expense Reimbursement	-776.07	81,595.89	
Bill Pmt -Check	03/07/2025	ACH	J Price	Expense Reimbursement	-200.00	81,395.89	
Bill Pmt -Check	03/07/2025	ACH	J Stephenson	Expense Reimbursement	-1,377.26	80,018.63	
Bill Pmt -Check	03/07/2025	ACH	K Rapponotti	Expense Reimbursement	-959.17	79,059.46	
Bill Pmt -Check	03/07/2025	ACH	M Rangel	Expense Reimbursement	-239.03	78,820.43	
Bill Pmt -Check	03/07/2025	ACH	M Thomas	Expense Reimbursement	-395.18	78,425.25	
Bill Pmt -Check	03/07/2025	ACH	M Tmbakian	Expense Reimbursement	-1,668.05	76,757.20	
Bill Pmt -Check	03/07/2025	ACH	P Macias	Expense Reimbursement	-663.18	76,094.02	
Bill Pmt -Check	03/07/2025	ACH	T Schwedhelm	Expense Reimbursement	-537.40	75,556.62	
Bill Pmt -Check	03/07/2025	ACH	V Lara	Expense Reimbursement	-2,707.19	72,849.43	
Bill Pmt -Check	03/07/2025	ACH	Abila	MIP - client software	-1,455.65	71,393.78	
Bill Pmt -Check	03/07/2025	ACH	JMSb Strategies	Professional Services	-2,250.00	69,143.78	
Deposit	03/07/2025			Deposit	770.28	69,914.06	
Check	03/07/2025	900	California State Disbursement Unit	APS payroll disbursement	-126.00	69,788.06	
Check	03/07/2025	901	California State Disbursement Unit	APS payroll disbursement	-250.00	69,538.06	
Check	03/07/2025	902	California State Disbursement Unit	APS payroll disbursement	-244.00	69,294.06	
Check	03/07/2025	903	Franchise Tax Board	APS payroll disbursement	-100.00	69,194.06	
Check	03/07/2025	904	Franchise Tax Board	APS payroll disbursement	-150.00	69,044.06	

Type	Date	Num	Name	Memo	Amount	Balance
Check	03/07/2025	905	MISDU	APS payroll disbursement	-746.53	68,297.53
Check	03/07/2025	906	WI SCTF	APS payroll disbursement	-11.00	68,286.53
Deposit	03/10/2025			Deposit	59,522.66	127,809.19
General Journal	03/10/2025	5240		FSA Admin Fee Payment 2025-02	-333.90	127,475.29
General Journal	03/10/2025	5241		APS Payroll Fee Payment 2025-02	-3,557.43	123,917.86
Deposit	03/11/2025			Deposit	22,691.15	146,609.01
General Journal	03/13/2025	5220		401a Empower contribution PPE 2/29/25	-71,535.16	75,073.85
General Journal	03/13/2025	5220		457b Empower contribution PPE 2/29/25	-50,280.37	24,793.48
Deposit	03/14/2025			Deposit	4,875.35	29,668.83
Deposit	03/14/2025			Deposit	57,952.68	87,621.51
General Journal	03/14/2025	5239		FSA Contribution PPE 2-28-25	-6,382.81	81,238.70
Bill Pmt -Check	03/17/2025	ACH	Abila	MIP - client software	-1,455.65	79,783.05
Bill Pmt -Check	03/17/2025	ACH	Deltek	ERP related services	-142.50	79,640.55
Bill Pmt -Check	03/17/2025	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-5,052.50	74,588.05
Bill Pmt -Check	03/17/2025	ACH	Verified First	Professional Services	-199.50	74,388.55
Deposit	03/17/2025			Deposit	8,225.19	82,613.74
Deposit	03/18/2025			Deposit	6,975.00	89,588.74
Deposit	03/18/2025			Deposit	1,050.00	90,638.74
Deposit	03/19/2025			Deposit	1,297,459.45	1,388,098.19
Transfer	03/19/2025			Funds Transfer	-38,000.00	1,350,098.19
Deposit	03/20/2025			Deposit	20,047.07	1,370,145.26
Deposit	03/20/2025			Deposit	20,763.07	1,390,908.33
Transfer	03/20/2025			Funds Transfer	-700,000.00	690,908.33
General Journal	03/20/2025	5245		3/15/25 net pay	-475,560.80	215,347.53
Bill Pmt -Check	03/21/2025	ACH	B Adams	Expense Reimbursement	-53.94	215,293.59
Bill Pmt -Check	03/21/2025	ACH	C Howard	Expense Reimbursement	-339.70	214,953.89
Bill Pmt -Check	03/21/2025	ACH	D Silva	Expense Reimbursement	-289.08	214,664.81
Bill Pmt -Check	03/21/2025	ACH	F Andrews	Expense Reimbursement	-232.97	214,431.84
Bill Pmt -Check	03/21/2025	ACH	J Stephenson	Expense Reimbursement	-400.10	214,031.74
Bill Pmt -Check	03/21/2025	ACH	K Ahlborn	Expense Reimbursement	-1,823.51	212,208.23
Bill Pmt -Check	03/21/2025	ACH	K Wylie	Expense Reimbursement	-402.00	211,806.23
Bill Pmt -Check	03/21/2025	ACH	M Alvarez	Expense Reimbursement	-46.90	211,759.33
Bill Pmt -Check	03/21/2025	ACH	M Atencio	Expense Reimbursement	-278.60	211,480.73
Bill Pmt -Check	03/21/2025	ACH	M Tombakian	Expense Reimbursement	-1,481.15	209,999.58
Bill Pmt -Check	03/21/2025	ACH	R Gonzalez	Expense Reimbursement	-493.05	209,506.53
Check	03/21/2025	907	California State Disbursement Unit	APS payroll disbursement	-126.00	209,380.53
Check	03/21/2025	908	California State Disbursement Unit	APS payroll disbursement	-250.00	209,130.53
Check	03/21/2025	909	California State Disbursement Unit	APS payroll disbursement	-244.00	208,886.53
Check	03/21/2025	910	Franchise Tax Board	APS payroll disbursement	-100.00	208,786.53
Check	03/21/2025	911	Franchise Tax Board	APS payroll disbursement	-150.00	208,636.53
Check	03/21/2025	912	MISDU	APS payroll disbursement	-746.53	207,890.00
Check	03/21/2025	913	WI SCTF	APS payroll disbursement	-11.00	207,879.00
Deposit	03/21/2025			Deposit	23,824.70	231,703.70
Deposit	03/21/2025			Deposit	3,150.00	234,853.70
General Journal	03/21/2025	5246		3/15/25 payroll tax	-128,869.17	105,984.53
Bill Pmt -Check	03/24/2025	ACH	Eaton & Associates	Technology	-1,942.50	104,042.03

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	03/24/2025	ACH	Redwood Public Law, LLP	Legal Services	-9,634.38	94,407.65
Bill Pmt -Check	03/24/2025	ACH	US Bank	Credit Card payment	-11,793.33	82,614.32
Deposit	03/24/2025			Deposit	21,859.01	104,473.33
Deposit	03/24/2025			Deposit	99.70	104,573.03
Transfer	03/24/2025			Funds Transfer	117,000.00	221,573.03
Bill Pmt -Check	03/25/2025	ACH	David Sodergren	CalSAWS subcontractor	-22,416.41	199,156.62
Bill Pmt -Check	03/25/2025	ACH	Mary E Uzupis	CalSAWS subcontractor	-29,061.45	170,095.17
Bill Pmt -Check	03/25/2025	ACH	Soconus, Inc	CalSAWS subcontractor	-124,847.00	45,248.17
Deposit	03/25/2025			Deposit	1,050.00	46,298.17
Deposit	03/25/2025			Deposit	37,957.60	84,255.77
Transfer	03/25/2025			Funds Transfer	101,000.00	185,255.77
General Journal	03/26/2025	5243		401a Empower contribution PPE 3/15/25	-73,160.66	112,095.11
General Journal	03/26/2025	5243		457b Empower contribution PPE 3/15/25	-52,361.87	59,733.24
Deposit	03/27/2025			Deposit	1,050.00	60,783.24
Transfer	03/27/2025			Funds Transfer	-553,500.00	-492,716.76
Transfer	03/27/2025			Funds Transfer	628,000.00	135,283.24
Deposit	03/28/2025			Deposit	4,612.02	139,895.26
Deposit	03/28/2025			Deposit	39,958.92	179,854.18
Deposit	03/28/2025			Deposit	57,849.92	237,704.10
Deposit	03/28/2025			Deposit	1,100.00	238,804.10
General Journal	03/28/2025	5242		FSA Contribution PPE 3-15-25	-6,382.81	232,421.29
Bill Pmt -Check	03/31/2025	ACH	NetCentric Technologies, Inc.	Technology	-1,587.63	230,833.66
Bill Pmt -Check	03/31/2025	ACH	Scott N. Kivel	Legal Litigation	-28,424.03	202,409.63
General Journal	03/31/2025	5223		FSA Funding Deposit CY 2025	-3,112.16	199,297.47
Deposit	03/31/2025			Deposit	3,727.38	203,024.85
Transfer	03/31/2025			Funds Transfer	135,000.00	338,024.85
Deposit	03/31/2025			Deposit	3,300.00	341,324.85
General Journal	03/31/2025	5247		HRA Funding Q1 2025	-105,350.00	235,974.85
General Journal	04/01/2025	5285		Health Ins premiums 2025-04	-187,128.35	48,846.50
General Journal	04/01/2025	5285		Dental Ins premium 2025-04	-14,753.50	34,093.00
General Journal	04/01/2025	5285		Vision Ins premium 2025-04	-2,150.12	31,942.88
General Journal	04/01/2025	5285		Life disability Ins premium 2025-04	-6,639.88	25,303.00
Deposit	04/02/2025			Deposit	176.00	25,479.00
Deposit	04/02/2025			Deposit	67,370.53	92,849.53
General Journal	04/02/2025	5287		MX Merchant Fee Payment 2025-03	-425.00	92,424.53
Deposit	04/03/2025			Deposit	900.00	93,324.53
Transfer	04/03/2025			Funds Transfer	430,000.00	523,324.53
Deposit	04/04/2025			Deposit	17,279.80	540,604.33
General Journal	04/04/2025	5251		Net Pay PPE 3/31/25	-489,894.53	50,709.80
Transfer	04/04/2025			Funds Transfer	131,000.00	181,709.80
Bill Pmt -Check	04/07/2025	ACH	A Arnold	Expense Reimbursement	-1,448.95	180,260.85
Bill Pmt -Check	04/07/2025	ACH	B Evanson	Expense Reimbursement	-724.85	179,536.00
Bill Pmt -Check	04/07/2025	ACH	B Moura	Expense Reimbursement	-332.20	179,203.80
Bill Pmt -Check	04/07/2025	ACH	C Howard	Expense Reimbursement	-140.30	179,063.50
Bill Pmt -Check	04/07/2025	ACH	D Padovan	Expense Reimbursement	-89.98	178,973.52
Bill Pmt -Check	04/07/2025	ACH	E Flores	Expense Reimbursement	-278.80	178,694.72

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/07/2025	ACH	E Oyen	Expense Reimbursement	-233.94	178,460.78
Bill Pmt -Check	04/07/2025	ACH	H Tregenza	Expense Reimbursement	-81.20	178,379.58
Bill Pmt -Check	04/07/2025	ACH	J Stephenson	Expense Reimbursement	-382.57	177,997.01
Bill Pmt -Check	04/07/2025	ACH	K Rapponotti	Expense Reimbursement	-1,357.90	176,639.11
Bill Pmt -Check	04/07/2025	ACH	K Ahlborn	Expense Reimbursement	-956.25	175,682.86
Bill Pmt -Check	04/07/2025	ACH	M Rangel	Expense Reimbursement	-231.60	175,451.26
Bill Pmt -Check	04/07/2025	ACH	M Tombakian	Expense Reimbursement	-1,364.07	174,087.19
Bill Pmt -Check	04/07/2025	ACH	T Schwedhelm	Expense Reimbursement	-352.16	173,735.03
General Journal	04/07/2025	5252		Net Pay Taxes PPE 3/31/25	-136,308.71	37,426.32
Deposit	04/07/2025			Deposit	143,418.10	180,844.42
Check	04/07/2025	914	California State Disbursement Unit	APS payroll disbursement	-250.00	180,594.42
Check	04/07/2025	915	California State Disbursement Unit	APS payroll disbursement	-244.00	180,350.42
Check	04/07/2025	916	California State Disbursement Unit	APS payroll disbursement	-50.19	180,300.23
Check	04/07/2025	917	California State Disbursement Unit	APS payroll disbursement	-126.00	180,174.23
Check	04/07/2025	918	Franchise Tax Board	APS payroll disbursement	-150.00	180,024.23
Check	04/07/2025	919	Franchise Tax Board	APS payroll disbursement	-100.00	179,924.23
Check	04/07/2025	920	MiSDU	APS payroll disbursement	-746.53	179,177.70
Check	04/07/2025	921	WI SCTF	APS payroll disbursement	-11.00	179,166.70
Deposit	04/08/2025			Deposit	76,435.56	255,602.26
Deposit	04/08/2025			Deposit	9,012.04	264,614.30
Deposit	04/08/2025			Deposit	63,915.74	328,530.04
Transfer	04/08/2025			Funds Transfer	-100,000.00	228,530.04
General Journal	04/08/2025	5289		FSA Admin Fee Payment 2025-03	-333.90	228,196.14
Deposit	04/09/2025			Deposit	27,976.08	256,172.22
Bill Pmt -Check	04/09/2025	ACH	D Silva	Expense Reimbursement	-81.20	256,091.02
General Journal	04/10/2025	5256		401a Empower contribution PPE 3/31/25	-75,784.77	180,306.25
General Journal	04/10/2025	5256		457b Empower contribution PPE 3/31/25	-54,058.71	126,247.54
Deposit	04/10/2025			Deposit	300.02	126,547.56
Deposit	04/10/2025			Deposit	1,050.00	127,597.56
General Journal	04/10/2025	5288		Payroll Fee Payment 2025-03	-1,998.91	125,598.65
Deposit	04/11/2025			Deposit	4,009.89	129,608.54
General Journal	04/11/2025	5267		FSA Contribution PPE 3-31-25	-6,382.81	123,225.73
Transfer	04/11/2025			Funds Transfer	-50,000.00	73,225.73
Bill Pmt -Check	04/14/2025	ACH	City of Ridgecrest	March and April Rent	-600.00	72,625.73
Bill Pmt -Check	04/14/2025	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-4,465.00	68,160.73
Bill Pmt -Check	04/14/2025	ACH	Verified First	Professional Services	-176.65	67,984.08
Deposit	04/14/2025			Deposit	33,007.28	100,991.36
Deposit	04/15/2025			Deposit	1,200.00	102,191.36
Deposit	04/17/2025			Deposit	2,100.00	104,291.36
Deposit	04/17/2025			Deposit	1,347,698.79	1,451,990.15
General Journal	04/17/2025	5291		FSA B Miller Adjustment Withdrawal	-65.00	1,451,925.15
Deposit	04/18/2025			Deposit	2,100.00	1,454,025.15
Deposit	04/18/2025			Deposit	11,178.00	1,465,203.15
Bill Pmt -Check	04/18/2025	ACH	Eaton & Associates	Technology	-2,396.25	1,462,806.90
Bill Pmt -Check	04/18/2025	ACH	Scott N. Kivel	Legal Litigation	-28,935.30	1,433,871.60
Deposit	04/18/2025			Deposit	64,296.05	1,498,166.65

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/21/2025			Deposit	47,054.95	1,545,222.60
Deposit	04/21/2025			Deposit	221.06	1,545,443.66
Transfer	04/21/2025			Funds Transfer	-780,000.00	765,443.66
General Journal	04/21/2025	5297		4/15/25 net pay	-502,806.15	262,637.51
Bill Pmt -Check	04/22/2025	ACH A Scott		Expense Reimbursement	-223.09	262,414.42
Bill Pmt -Check	04/22/2025	ACH A Metzger		Expense Reimbursement	-785.62	261,628.80
Bill Pmt -Check	04/22/2025	ACH B Moura		Expense Reimbursement	-121.00	261,507.80
Bill Pmt -Check	04/22/2025	ACH C Howard		Expense Reimbursement	-406.90	261,100.90
Bill Pmt -Check	04/22/2025	ACH D Silva		Expense Reimbursement	-68.42	261,032.48
Bill Pmt -Check	04/22/2025	ACH G Uppal		Expense Reimbursement	-228.96	260,803.52
Bill Pmt -Check	04/22/2025	ACH G Howe		Expense Reimbursement	-859.48	259,944.04
Bill Pmt -Check	04/22/2025	ACH J Metz		Expense Reimbursement	-3,090.00	256,854.04
Bill Pmt -Check	04/22/2025	ACH J Stephenson		Expense Reimbursement	-457.60	256,396.44
Bill Pmt -Check	04/22/2025	ACH K Rapponotti		Expense Reimbursement	-1,174.53	255,221.91
Bill Pmt -Check	04/22/2025	ACH K Ahlborn		Expense Reimbursement	-1,900.27	253,321.64
Bill Pmt -Check	04/22/2025	ACH K Wylie		Expense Reimbursement	-1,593.17	251,728.47
Bill Pmt -Check	04/22/2025	ACH M Alvarez		Expense Reimbursement	-50.40	251,678.07
Bill Pmt -Check	04/22/2025	ACH M Atencio		Expense Reimbursement	-58.10	251,619.97
Bill Pmt -Check	04/22/2025	ACH M MacDonald		Expense Reimbursement	-570.42	251,049.55
Bill Pmt -Check	04/22/2025	ACH M Tombakian		Expense Reimbursement	-1,576.57	249,472.98
Bill Pmt -Check	04/22/2025	ACH Q Frazier		Expense Reimbursement	-307.27	249,165.71
Bill Pmt -Check	04/22/2025	ACH R Gonzalez		Expense Reimbursement	-258.47	248,907.24
Bill Pmt -Check	04/22/2025	ACH T Nguyen		Expense Reimbursement	-1,330.49	247,576.75
Bill Pmt -Check	04/22/2025	ACH T Schwedhelm		Expense Reimbursement	-121.80	247,454.95
Deposit	04/22/2025			Deposit	1,444.40	248,899.35
Check	04/22/2025	922 California State Disbursement Unit		APS payroll disbursement	-250.00	248,649.35
Check	04/22/2025	923 California State Disbursement Unit		APS payroll disbursement	-244.00	248,405.35
Check	04/22/2025	924 California State Disbursement Unit		APS payroll disbursement	-50.19	248,355.16
Check	04/22/2025	925 California State Disbursement Unit		APS payroll disbursement	-126.00	248,229.16
Check	04/22/2025	926 Franchise Tax Board		APS payroll disbursement	-150.00	248,079.16
Check	04/22/2025	927 Franchise Tax Board		APS payroll disbursement	-100.00	247,979.16
Check	04/22/2025	928 MiSDU		APS payroll disbursement	-746.53	247,232.63
Check	04/22/2025	929 WI SCTF		APS payroll disbursement	-11.00	247,221.63
General Journal	04/22/2025	5298		4/15/25 payroll taxes and fees	-140,895.22	106,326.41
Deposit	04/23/2025			Deposit	8,765.24	115,091.65
Transfer	04/23/2025			Funds Transfer	43,000.00	158,091.65
Transfer	04/24/2025			Funds Transfer	160,000.00	318,091.65
Deposit	04/24/2025			Deposit	2,100.00	320,191.65
Deposit	04/24/2025			Deposit	101,947.25	422,138.90
Deposit	04/24/2025			Deposit	14,505.06	436,643.96
Bill Pmt -Check	04/25/2025	ACH David Sodergren		CalSAWS subcontractor	-21,875.00	414,768.96
Bill Pmt -Check	04/25/2025	ACH Mary E Uzupis		CalSAWS subcontractor	-28,875.00	385,893.96
Bill Pmt -Check	04/25/2025	ACH Soconus, Inc		CalSAWS subcontractor	-148,637.00	237,256.96
Transfer	04/25/2025			Funds Transfer	-45,000.00	192,256.96
Deposit	04/25/2025			Deposit	8,073.95	200,330.91
General Journal	04/25/2025	5286		4/15/25 MM 401a remittance	-77,707.60	122,623.31

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	04/25/2025	5286		4/15/25 MM 457 remittance	-52,634.90	69,988.41
General Journal	04/25/2025	5292		Q1 2025 MDP Revenue Receipt	20,733.73	90,722.14
Bill Pmt -Check	04/28/2025	ACH	Deltek	ERP related services	-18,651.53	72,070.61
Bill Pmt -Check	04/28/2025	ACH	Eaton & Associates	Technology	-1,852.50	70,218.11
Bill Pmt -Check	04/28/2025	ACH	US Bank	Credit Card payment	-19,083.88	51,134.23
Deposit	04/28/2025			Deposit	200.00	51,334.23
General Journal	04/28/2025	5290		FSA Contribution PPE 4-15-25	-6,382.81	44,951.42
Deposit	04/29/2025			Deposit	23,475.26	68,426.68
Deposit	04/30/2025			Deposit	54,368.99	122,795.67
Deposit	04/30/2025			Deposit	47,758.17	170,553.84
Transfer	04/30/2025			Funds Transfer	117,000.00	287,553.84
General Journal	05/01/2025	5330		Health Ins premiums 2025-05	-190,105.68	97,448.16
General Journal	05/01/2025	5330		Dental Ins premium 2025-05	-15,076.75	82,371.41
General Journal	05/01/2025	5330		Vision Ins premium 2025-05	-2,140.92	80,230.49
General Journal	05/01/2025	5330		Life disability Ins premium 2025-05	-7,424.88	72,805.61
Deposit	05/02/2025			Deposit	6,476.57	79,282.18
Transfer	05/02/2025			Funds Transfer	100,000.00	179,282.18
General Journal	05/02/2025	5341		MX Merchant Payment 2025-04	-346.38	178,935.80
Bill Pmt -Check	05/05/2025	ACH	City of Ridgecrest	May Rent	-300.00	178,635.80
Bill Pmt -Check	05/05/2025	ACH	Deltek	ERP related services	-1,611.13	177,024.67
Bill Pmt -Check	05/05/2025	ACH	Monterey Plaza Hotel & Spa	Board meeting	-8,747.54	168,277.13
Bill Pmt -Check	05/05/2025	ACH	Redwood Public Law, LLP	Legal Services	-5,805.35	162,471.78
Deposit	05/05/2025			Deposit	53,029.40	215,501.18
Deposit	05/05/2025			Deposit	117,142.04	332,643.22
Transfer	05/05/2025			Funds Transfer	500,000.00	832,643.22
Deposit	05/06/2025			Deposit	1,156.64	833,799.86
General Journal	05/06/2025	5307		4/30/25 net pay	-513,430.56	320,369.30
Bill Pmt -Check	05/07/2025	ACH	B Wibbenhorst	Expense Reimbursement	-1,534.91	318,834.39
Bill Pmt -Check	05/07/2025	ACH	C Sliz	Expense Reimbursement	-706.32	318,128.07
Bill Pmt -Check	05/07/2025	ACH	D Silva	Expense Reimbursement	-81.20	318,046.87
Bill Pmt -Check	05/07/2025	ACH	E Flores	Expense Reimbursement	-73.00	317,973.87
Bill Pmt -Check	05/07/2025	ACH	E Oyen	Expense Reimbursement	-386.40	317,587.47
Bill Pmt -Check	05/07/2025	ACH	G Howe	Expense Reimbursement	-610.21	316,977.26
Bill Pmt -Check	05/07/2025	ACH	H Ippoliti	Expense Reimbursement	-130.00	316,847.26
Bill Pmt -Check	05/07/2025	ACH	J Metz	Expense Reimbursement	-2,097.67	314,749.59
Bill Pmt -Check	05/07/2025	ACH	K Rapponotti	Expense Reimbursement	-631.04	314,118.55
Bill Pmt -Check	05/07/2025	ACH	K Ahlborn	Expense Reimbursement	-957.90	313,160.65
Bill Pmt -Check	05/07/2025	ACH	L Butler	Expense Reimbursement	-719.44	312,441.21
Bill Pmt -Check	05/07/2025	ACH	M Rangel	Expense Reimbursement	-250.05	312,191.16
Bill Pmt -Check	05/07/2025	ACH	M Griffen	Expense Reimbursement	-179.88	312,011.28
Bill Pmt -Check	05/07/2025	ACH	M Thomas	Expense Reimbursement	-505.48	311,505.80
Bill Pmt -Check	05/07/2025	ACH	M Atencio	Expense Reimbursement	-116.20	311,389.60
Bill Pmt -Check	05/07/2025	ACH	M Luken	Expense Reimbursement	-432.60	310,957.00
Bill Pmt -Check	05/07/2025	ACH	M Tombakian	Expense Reimbursement	-1,632.50	309,324.50
Bill Pmt -Check	05/07/2025	ACH	T Schwedhelm	Expense Reimbursement	-121.80	309,202.70
General Journal	05/07/2025	5308		4/30/25 payroll taxes and fees	-143,871.32	165,330.38



Type	Date	Num	Name	Memo	Amount	Balance
Check	05/07/2025	930	California State Disbursement Unit	APS payroll disbursement	-244.00	165,087.38
Check	05/07/2025	931	California State Disbursement Unit	APS payroll disbursement	-250.00	164,837.38
Check	05/07/2025	932	California State Disbursement Unit	APS payroll disbursement	-126.00	164,711.38
Check	05/07/2025	933	California State Disbursement Unit	APS payroll disbursement	-50.19	164,661.19
Check	05/07/2025	934	Court-Ordered Debt Collections/ Franchis	APS payroll disbursement	-21.19	164,640.00
Check	05/07/2025	935	Franchise Tax Board	APS payroll disbursement	-150.00	164,490.00
Check	05/07/2025	936	MiSDU	APS payroll disbursement	-746.53	163,743.47
Check	05/07/2025	937	WI SCTF	APS payroll disbursement	-11.00	163,732.47
Deposit	05/08/2025			Deposit	1,824.05	165,556.52
General Journal	05/08/2025	5338		FSA Admin Fee Payment 2025-04	-333.90	165,222.62
Deposit	05/09/2025			Deposit	5,152.19	170,374.81
Deposit	05/09/2025			Deposit	82,191.94	252,566.75
General Journal	05/09/2025	5339		APS Payroll Fee Payment 2025-04	-2,096.89	250,469.86
Bill Pmt -Check	05/12/2025	ACH	JMSb Strategies	Professional Services	-3,375.00	247,094.86
Bill Pmt -Check	05/12/2025	ACH	Straight Arrow Consulting, LLC	DelteK consulting	-12,278.75	234,816.11
Bill Pmt -Check	05/12/2025	ACH	Verified First	Professional Services	-213.50	234,602.61
Transfer	05/12/2025			Funds Transfer	-110,000.00	124,602.61
Deposit	05/13/2025			Deposit	1,100.00	125,702.61
General Journal	05/13/2025	5315		FSA Contribution PPE 4-30-25	-6,174.48	119,528.13
Transfer	05/13/2025			Funds Transfer	30,000.00	149,528.13
General Journal	05/15/2025	5313		4/30/25 MM 401a remittance	-76,856.27	72,671.86
General Journal	05/15/2025	5313		4/30/25 MM 457 remittance	-49,338.43	23,333.43
Deposit	05/15/2025			Deposit	3,525.90	26,859.33
Deposit	05/15/2025			Deposit	9.08	26,868.41
Deposit	05/16/2025			Deposit	40,460.31	67,328.72
Bill Pmt -Check	05/19/2025	ACH	Abila	Technology	-1,729.30	65,599.42
Bill Pmt -Check	05/19/2025	ACH	Redwood Public Law, LLP	Legal Services	-4,954.11	60,645.31
Deposit	05/19/2025			Deposit	46.90	60,692.21
Deposit	05/20/2025			Deposit	11,537.54	72,229.75
Deposit	05/20/2025			Deposit	1,100.00	73,329.75
Deposit	05/20/2025			Deposit	184,270.65	257,600.40
Transfer	05/20/2025			Funds Transfer	480,000.00	737,600.40
Deposit	05/21/2025			Deposit	1,339,898.91	2,077,499.31
General Journal	05/21/2025	5332		5/15/25 net pay	-492,360.11	1,585,139.20
Bill Pmt -Check	05/22/2025	ACH	A Metzger	Expense Reimbursement	-362.32	1,584,776.88
Bill Pmt -Check	05/22/2025	ACH	C Rogers	Expense Reimbursement	-667.52	1,584,109.36
Bill Pmt -Check	05/22/2025	ACH	C Sliz	Expense Reimbursement	-352.80	1,583,756.56
Bill Pmt -Check	05/22/2025	ACH	D Benoit	Expense Reimbursement	-985.04	1,582,771.52
Bill Pmt -Check	05/22/2025	ACH	D Padovan	Expense Reimbursement	-111.94	1,582,659.58
Bill Pmt -Check	05/22/2025	ACH	D Silva	Expense Reimbursement	-38.36	1,582,621.22
Bill Pmt -Check	05/22/2025	ACH	D Knight	Expense Reimbursement	-221.96	1,582,399.26
Bill Pmt -Check	05/22/2025	ACH	F Acosta	Expense Reimbursement	-433.96	1,581,965.30
Bill Pmt -Check	05/22/2025	ACH	H Tregenza	Expense Reimbursement	-189.78	1,581,775.52
Bill Pmt -Check	05/22/2025	ACH	H Ippoliti	Expense Reimbursement	-319.51	1,581,456.01
Bill Pmt -Check	05/22/2025	ACH	J Conwell	Expense Reimbursement	-46.98	1,581,409.03
Bill Pmt -Check	05/22/2025	ACH	J Stephenson	Expense Reimbursement	-444.72	1,580,964.31

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/22/2025	ACH	K Rapponotti	Expense Reimbursement	-1,300.00	1,579,664.31
Bill Pmt -Check	05/22/2025	ACH	K Ahlborn	Expense Reimbursement	-1,904.71	1,577,759.60
Bill Pmt -Check	05/22/2025	ACH	K Wylie	Expense Reimbursement	-833.85	1,576,925.75
Bill Pmt -Check	05/22/2025	ACH	G Lazof	Expense Reimbursement	-245.00	1,576,680.75
Bill Pmt -Check	05/22/2025	ACH	L Habkirk	Expense Reimbursement	-231.00	1,576,449.75
Bill Pmt -Check	05/22/2025	ACH	M Alvarez	Expense Reimbursement	-60.48	1,576,389.27
Bill Pmt -Check	05/22/2025	ACH	M Atencio	Expense Reimbursement	-58.10	1,576,331.17
Bill Pmt -Check	05/22/2025	ACH	M Tombakian	Expense Reimbursement	-1,268.93	1,575,062.24
Bill Pmt -Check	05/22/2025	ACH	S Flint	Expense Reimbursement	-126.00	1,574,936.24
Transfer	05/22/2025	WIRE		Funds Transfer	-1,000,000.00	574,936.24
General Journal	05/22/2025	5333		5/15/25 payroll taxes	-133,572.55	441,363.69
Check	05/22/2025	938	California State Disbursement Unit	APS payroll disbursement	-244.00	441,119.69
Check	05/22/2025	939	California State Disbursement Unit	APS payroll disbursement	-250.00	440,869.69
Check	05/22/2025	940	California State Disbursement Unit	APS payroll disbursement	-126.00	440,743.69
Check	05/22/2025	941	California State Disbursement Unit	APS payroll disbursement	-50.19	440,693.50
Check	05/22/2025	942	Court-Ordered Debt Collections/ Franchis	APS payroll disbursement	-91.11	440,602.39
Check	05/22/2025	943	Franchise Tax Board	APS payroll disbursement	-150.00	440,452.39
Check	05/22/2025	944	MiSDU	APS payroll disbursement	-746.53	439,705.86
Check	05/22/2025	945	WI SCTF	APS payroll disbursement	-11.00	439,694.86
Bill Pmt -Check	05/23/2025	ACH	David Sodergren	CalSAWS subcontractor	-16,187.50	423,507.36
Bill Pmt -Check	05/23/2025	ACH	Mary E Uzupis	CalSAWS subcontractor	-16,100.00	407,407.36
Bill Pmt -Check	05/23/2025	ACH	Soconus, Inc	CalSAWS subcontractor	-157,427.97	249,979.39
Deposit	05/23/2025			Deposit	6,030.76	256,010.15
Transfer	05/23/2025			Funds Transfer	-85,000.00	171,010.15
Bill Pmt -Check	05/27/2025	ACH	Monterey Plaza Hotel & Spa	Board meeting	-5,841.81	165,168.34
Bill Pmt -Check	05/27/2025	ACH	Scott N. Kivel	Legal Litigation	-18,851.44	146,316.90
Deposit	05/27/2025			Deposit	119,983.95	266,300.85
Deposit	05/27/2025			Deposit	2,200.00	268,500.85
General Journal	05/27/2025	5343		FSA Contribution PPE 5-15-25	-6,591.14	261,909.71
General Journal	05/27/2025	5348		401a Empower contribution PPE 5-15-25	-73,402.80	188,506.91
General Journal	05/27/2025	5348		457b Empower contribution PPE 5-15-25	-49,241.18	139,265.73
Bill Pmt -Check	05/28/2025	ACH	US Bank	Credit Card payment	-12,714.01	126,551.72
Transfer	05/28/2025			Funds Transfer	287,500.00	414,051.72
General Journal	05/28/2025	5331		Payment to CJPIA 2025-05	-287,500.00	126,551.72
Deposit	05/28/2025			Deposit	9,090.00	135,641.72
Deposit	05/29/2025			Deposit	7,519.41	143,161.13
Deposit	05/29/2025			Deposit	52,895.35	196,056.48
Deposit	05/30/2025			Deposit	67,692.13	263,748.61
Deposit	05/30/2025			Deposit	1,100.00	264,848.61
Deposit	06/02/2025			Deposit	108,369.76	373,218.37
Deposit	06/02/2025			Deposit	2,846.88	376,065.25
Bill Pmt -Check	06/02/2025	ACH	City of Ridgecrest	June Rent	-300.00	375,765.25
Bill Pmt -Check	06/02/2025	ACH	Foran Glennon Palandech Ponzi & Rudloff	Legal Services	-1,003.49	374,761.76
General Journal	06/02/2025	5380		MX Merchant Fee Payment 2025-05	-213.54	374,548.22
Deposit	06/03/2025			Deposit	9,498.39	384,046.61
Deposit	06/03/2025			Deposit	2,500.00	386,546.61

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	06/03/2025	5374		Health Ins premiums 2025-06	-190,105.68	196,440.93
General Journal	06/03/2025	5374		Dental Ins premium 2025-06	-15,326.81	181,114.12
General Journal	06/03/2025	5374		Vision Ins premium 2025-06	-2,175.08	178,939.04
General Journal	06/03/2025	5374		Life disability Ins premium 2025-06	-6,928.17	172,010.87
Deposit	06/05/2025			Deposit	2,155.50	174,166.37
General Journal	06/05/2025	5334		Net Pay PPE 5/31/25	-478,558.07	-304,391.70
Transfer	06/05/2025			Funds Transfer	500,000.00	195,608.30
Deposit	06/06/2025			Deposit	3,731.35	199,339.65
Deposit	06/06/2025			Deposit	47,071.16	246,410.81
General Journal	06/06/2025	5335		Payroll Taxes PPE 5/31/25	-129,987.95	116,422.86
Transfer	06/06/2025			Funds Transfer	105,000.00	221,422.86
Check	06/06/2025	946	California State Disbursement Unit	APS payroll disbursement	-126.00	221,296.86
Check	06/06/2025	947	California State Disbursement Unit	APS payroll disbursement	-50.19	221,246.67
Check	06/06/2025	948	California State Disbursement Unit	APS payroll disbursement	-250.00	220,996.67
Check	06/06/2025	949	California State Disbursement Unit	APS payroll disbursement	-244.00	220,752.67
Check	06/06/2025	950	Franchise Tax Board	APS payroll disbursement	-150.00	220,602.67
Check	06/06/2025	951	MiSDU	APS payroll disbursement	-746.53	219,856.14
Check	06/06/2025	952	WI SCTF	APS payroll disbursement	-11.00	219,845.14
General Journal	06/06/2025	5375		Special Payroll 6-6-25	-4,633.77	215,211.37
Bill Pmt -Check	06/06/2025	ACH	A Scott	Expense Reimbursement	-172.20	215,039.17
Bill Pmt -Check	06/06/2025	ACH	C White	Expense Reimbursement	-377.09	214,662.08
Bill Pmt -Check	06/06/2025	ACH	C Howard	Expense Reimbursement	-264.50	214,397.58
Bill Pmt -Check	06/06/2025	ACH	D Rotert	Expense Reimbursement	-516.73	213,880.85
Bill Pmt -Check	06/06/2025	ACH	D Silva	Expense Reimbursement	-376.39	213,504.46
Bill Pmt -Check	06/06/2025	ACH	G Howe	Expense Reimbursement	-925.31	212,579.15
Bill Pmt -Check	06/06/2025	ACH	J Stephenson	Expense Reimbursement	-737.07	211,842.08
Bill Pmt -Check	06/06/2025	ACH	K Rapponotti	Expense Reimbursement	-436.73	211,405.35
Bill Pmt -Check	06/06/2025	ACH	K Wylie	Expense Reimbursement	-713.84	210,691.51
Bill Pmt -Check	06/06/2025	ACH	M Rangel	Expense Reimbursement	-256.93	210,434.58
Bill Pmt -Check	06/06/2025	ACH	P Quijada	Expense Reimbursement	-981.74	209,452.84
Bill Pmt -Check	06/06/2025	ACH	P Venugopalan	Expense Reimbursement	-235.00	209,217.84
Bill Pmt -Check	06/06/2025	ACH	Q Frazier	Expense Reimbursement	-106.01	209,111.83
Bill Pmt -Check	06/06/2025	ACH	R Blut	Expense Reimbursement	-49.00	209,062.83
Deposit	06/09/2025			Deposit	14,994.00	224,056.83
Deposit	06/09/2025			Deposit	65,650.87	289,707.70
Bill Pmt -Check	06/09/2025	ACH	Jeff Cable Photography	Professional Services - board meeting	-3,000.00	286,707.70
Bill Pmt -Check	06/09/2025	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-9,941.25	276,766.45
Bill Pmt -Check	06/09/2025	ACH	The Pun Group LLP	Audit	-2,250.00	274,516.45
General Journal	06/09/2025	5376		Special Payroll 6-6-25	-1,756.36	272,760.09
General Journal	06/09/2025	5382		FSA Admin Fee Payment 2025-05	-333.90	272,426.19
General Journal	06/09/2025	5386		401a Empower Contribution PPE 5-31-25	-73,212.74	199,213.45
General Journal	06/09/2025	5386		457b Empower Contribution PPE 5-31-25	-47,887.95	151,325.50
Deposit	06/10/2025			Deposit	2,500.00	153,825.50
Deposit	06/10/2025			Deposit	71,710.91	225,536.41
General Journal	06/10/2025	5344		FSA Contribution PPE 5-30-25	-6,480.31	219,056.10
General Journal	06/10/2025	5381		APS Payroll Fee Payment 2025-05	-2,030.70	217,025.40

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/11/2025			Deposit	6,184.88	223,210.28
Transfer	06/11/2025			Funds Transfer	-200,000.00	23,210.28
Deposit	06/12/2025			Deposit	2,997.23	26,207.51
Deposit	06/12/2025			Deposit	1,100.00	27,307.51
Deposit	06/13/2025			Deposit	11,137.04	38,444.55
Deposit	06/13/2025			Deposit	41,734.46	80,179.01
Deposit	06/13/2025			Deposit	2,500.00	82,679.01
Deposit	06/16/2025			Deposit	5,706.80	88,385.81
Bill Pmt -Check	06/16/2025	ACH	Abila	Technology	-1,572.10	86,813.71
Bill Pmt -Check	06/16/2025	ACH	Deltek	ERP related services	-5,327.50	81,486.21
Bill Pmt -Check	06/16/2025	ACH	Neogov	Technology	-17,888.91	63,597.30
Bill Pmt -Check	06/16/2025	ACH	Verified First	Professional Services	-83.75	63,513.55
Deposit	06/17/2025			Deposit	16,402.63	79,916.18
Deposit	06/17/2025			Deposit	3,600.00	83,516.18
Transfer	06/17/2025			Funds Transfer	100,000.00	183,516.18
Deposit	06/18/2025			Deposit	97,269.17	280,785.35
Transfer	06/18/2025			Funds Transfer	454,000.00	734,785.35
Deposit	06/20/2025			Deposit	6,100.00	740,885.35
Deposit	06/20/2025			Deposit	16,170.33	757,055.68
Deposit	06/20/2025			Deposit	17,108.21	774,163.89
General Journal	06/20/2025	5377		6/15/25 net pay	-472,431.61	301,732.28
Bill Pmt -Check	06/23/2025	ACH	A Metzger	Expense Reimbursement	-118.30	301,613.98
Bill Pmt -Check	06/23/2025	ACH	B Gross	Expense Reimbursement	-1,021.53	300,592.45
Bill Pmt -Check	06/23/2025	ACH	B Moura	Expense Reimbursement	-500.40	300,092.05
Bill Pmt -Check	06/23/2025	ACH	C Rogers	Expense Reimbursement	-130.80	299,961.25
Bill Pmt -Check	06/23/2025	ACH	C Howard	Expense Reimbursement	-1,804.50	298,156.75
Bill Pmt -Check	06/23/2025	ACH	D Silva	Expense Reimbursement	-373.60	297,783.15
Bill Pmt -Check	06/23/2025	ACH	E Mariano	Expense Reimbursement	-108.08	297,675.07
Bill Pmt -Check	06/23/2025	ACH	J Metz	Expense Reimbursement	-2,963.92	294,711.15
Bill Pmt -Check	06/23/2025	ACH	J Stephenson	Expense Reimbursement	-470.09	294,241.06
Bill Pmt -Check	06/23/2025	ACH	K Ahlborn	Expense Reimbursement	-1,824.33	292,416.73
Bill Pmt -Check	06/23/2025	ACH	M Rangel	Expense Reimbursement	-717.98	291,698.75
Bill Pmt -Check	06/23/2025	ACH	M Atencio	Expense Reimbursement	-174.30	291,524.45
Bill Pmt -Check	06/23/2025	ACH	M Luken	Expense Reimbursement	-135.80	291,388.65
Bill Pmt -Check	06/23/2025	ACH	MJ Brown	Expense Reimbursement	-201.60	291,187.05
Bill Pmt -Check	06/23/2025	ACH	P Howard	Expense Reimbursement	-448.00	290,739.05
Bill Pmt -Check	06/23/2025	ACH	R Chin	Expense Reimbursement	-1,220.27	289,518.78
Bill Pmt -Check	06/23/2025	ACH	R Blut	Expense Reimbursement	-49.00	289,469.78
Bill Pmt -Check	06/23/2025	ACH	V Lara	Expense Reimbursement	-3,029.18	286,440.60
Deposit	06/23/2025			Deposit	3,600.00	290,040.60
Deposit	06/23/2025			Deposit	1,379,302.92	1,669,343.52
Deposit	06/23/2025			Deposit	59,003.89	1,728,347.41
Transfer	06/23/2025			Funds Transfer	-1,000,000.00	728,347.41
Check	06/23/2025	953	California State Disbursement Unit	APS payroll disbursement	-126.00	728,221.41
Check	06/23/2025	954	California State Disbursement Unit	APS payroll disbursement	-50.19	728,171.22
Check	06/23/2025	955	California State Disbursement Unit	APS payroll disbursement	-250.00	727,921.03

Type	Date	Num	Name	Memo	Amount	Balance
Check	06/23/2025	956	California State Disbursement Unit	APS payroll disbursement	-244.00	727,677.22
Check	06/23/2025	957	Franchise Tax Board	APS payroll disbursement	-150.00	727,527.22
Check	06/23/2025	958	MiSDU	APS payroll disbursement	-746.53	726,780.69
Check	06/23/2025	959	WI SCTF	APS payroll disbursement	-11.00	726,769.69
General Journal	06/23/2025	5378		6/15/25 payroll taxes	-128,228.58	598,541.11
Bill Pmt -Check	06/23/2025	ACH	WCF Insurance	Insurance	-28,065.00	570,476.11
Bill Pmt -Check	06/24/2025	ACH	Deltek	EPR related services	-89,630.90	480,845.21
Bill Pmt -Check	06/24/2025	ACH	Eaton & Associates	Technology	-4,015.00	476,830.21
Bill Pmt -Check	06/24/2025	ACH	Redwood Public Law, LLP	Legal Services	-3,832.08	472,998.13
Deposit	06/24/2025			Deposit	3,600.00	476,598.13
Deposit	06/24/2025			Deposit	2,883.40	479,481.53
Deposit	06/25/2025			Deposit	2,509.83	481,991.36
Bill Pmt -Check	06/25/2025	ACH	David Sodergren	CalSAWS subcontractor	-15,050.00	466,941.36
Bill Pmt -Check	06/25/2025	ACH	Mary E Uzupis	CalSAWS subcontractor	-26,075.00	440,866.36
Bill Pmt -Check	06/25/2025	ACH	Soconus, Inc	CalSAWS subcontractor	-153,676.74	287,189.62
Deposit	06/26/2025			Deposit	6,638.95	293,828.57
Deposit	06/26/2025			Deposit	2,500.00	296,328.57
General Journal	06/26/2025	5387		401a Empower Contribution PPE 6-15-25	-73,902.60	222,425.97
General Journal	06/26/2025	5387		457b Empower Contribution PPE 6-15-25	-56,461.24	165,964.73
Deposit	06/27/2025			Deposit	58,627.45	224,592.18
Deposit	06/27/2025			Deposit	8,583.04	233,175.22
Deposit	06/27/2025			Deposit	2,500.00	235,675.22
General Journal	06/27/2025	5385		FSA Contribution PPE 6-15-25	-6,245.31	229,429.91
Deposit	06/30/2025			Deposit	102,908.00	332,337.91
Bill Pmt -Check	06/30/2025	ACH	US Bank	Credit Card payment	-9,554.07	322,783.84
Deposit	06/30/2025			Deposit	1,100.00	323,883.84
Bill Pmt -Check	06/30/2025	16553	United States Treasury	PCORI Fee	-511.83	323,372.01
Deposit	06/30/2025			Deposit	294,469.71	617,841.72
Bill Pmt -Check	06/30/2025	16554	City of Atascadero	CalPERS Liability	-3,144.69	614,697.03
Total 111100 · Five Star - Checking					465,581.08	614,697.03
<b>TOTAL</b>					<b>465,581.08</b>	<b>614,697.03</b>

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

**EC Meeting: 09-18-2025**  
**Item: 3D**

**RECOMMENDATION**

Review and accept report of JPA investments made through June 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**

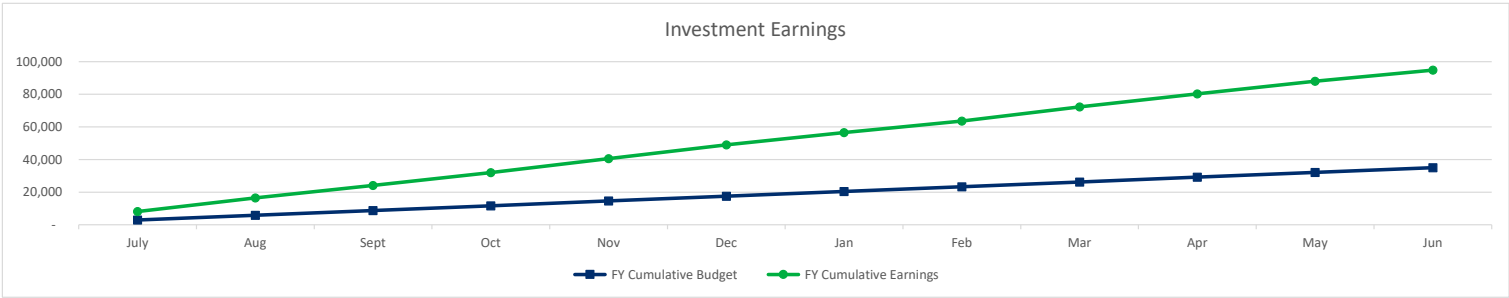
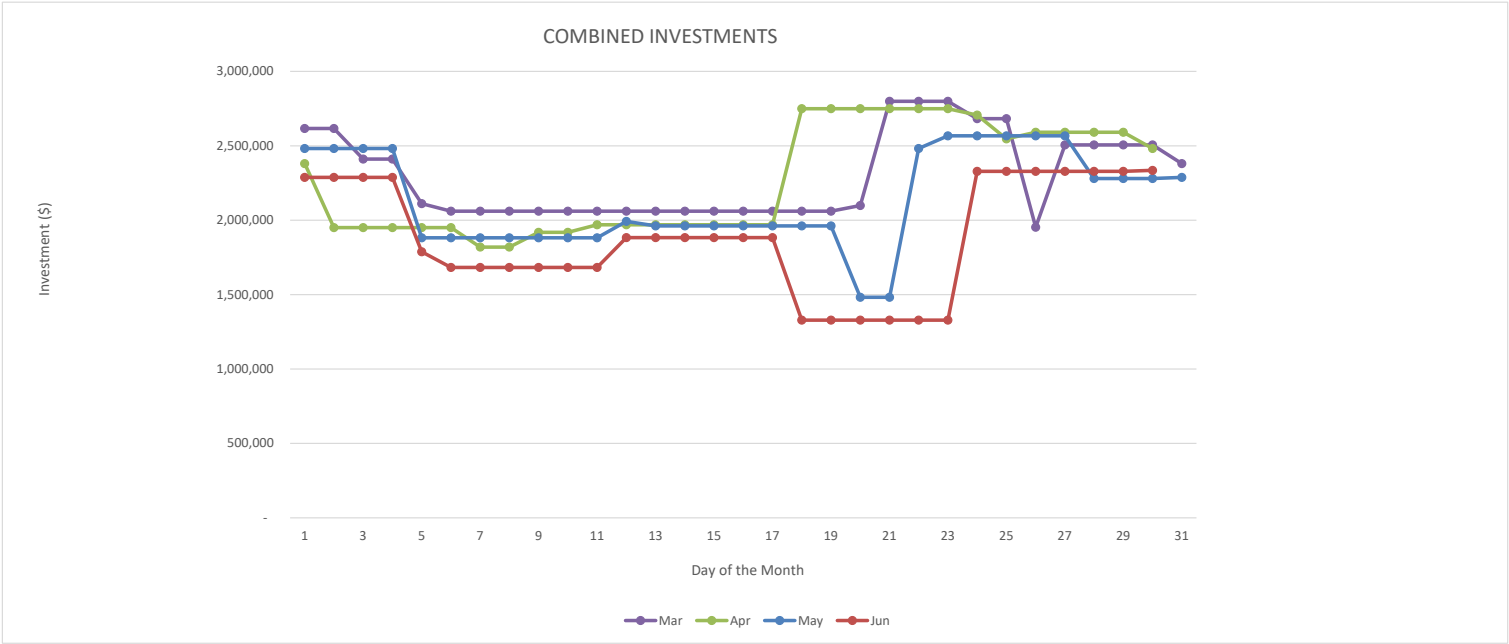
The JPA seeks short-term investment opportunities based on the investment policy objectives. In June 2024 the JPA opened a Prime Fund account with California CLASS. As interest rates fluctuate, the JPA will seek the investment opportunity that best fits organizational needs.

As of June 2025, the JPA is achieving an annual percentage yield of 4.37% with FSB Money Market and an average monthly yield of 4.34% 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

Date	Mar					Apr					May					Jun				
	Money Mkt		CalTrust Short & LAIF			Money Mkt		CalTrust Short & LAIF			Money Mkt		CalTrust Short & LAIF			Money Mkt		CalTrust Short & LAIF		
	Accounts	CLASS	Medium	LAIF	Combined	Accounts	CLASS	Medium	LAIF	Combined	Accounts	CLASS	Medium	LAIF	Combined	Accounts	CLASS	Medium	LAIF	Combined
1	496,510	2,118,654	-	693	2,615,857	481,156	1,898,257	-	693	2,380,106	226,684	2,254,650	-	700	2,482,035	292,440	1,994,245	-	700	2,287,385
2	496,510	2,118,654	-	693	2,615,857	481,156	1,468,257	-	693	1,950,106	226,684	2,254,650	-	700	2,482,035	292,440	1,994,245	-	700	2,287,385
3	291,510	2,118,654	-	693	2,410,857	481,156	1,468,257	-	693	1,950,106	226,684	2,254,650	-	700	2,482,035	292,440	1,994,245	-	700	2,287,385
4	291,510	2,118,654	-	693	2,410,857	481,156	1,468,257	-	693	1,950,106	226,684	2,254,650	-	700	2,482,035	292,440	1,994,245	-	700	2,287,385
5	291,510	1,818,654	-	693	2,110,857	481,156	1,468,257	-	693	1,950,106	126,684	1,754,650	-	700	1,882,035	292,440	1,494,245	-	700	1,787,385
6	241,510	1,818,654	-	693	2,060,857	481,156	1,468,257	-	693	1,950,106	126,684	1,754,650	-	700	1,882,035	187,440	1,494,245	-	700	1,682,385
7	241,510	1,818,654	-	693	2,060,857	350,156	1,468,257	-	693	1,819,106	126,684	1,754,650	-	700	1,882,035	187,440	1,494,245	-	700	1,682,385
8	241,510	1,818,654	-	693	2,060,857	350,156	1,468,257	-	693	1,819,106	126,684	1,754,650	-	700	1,882,035	187,440	1,494,245	-	700	1,682,385
9	241,510	1,818,654	-	693	2,060,857	450,156	1,468,257	-	693	1,919,106	126,684	1,754,650	-	700	1,882,035	187,440	1,494,245	-	700	1,682,385
10	241,510	1,818,654	-	693	2,060,857	450,156	1,468,257	-	693	1,919,106	126,684	1,754,650	-	700	1,882,035	187,440	1,494,246	-	700	1,682,386
11	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	693	1,969,106	126,684	1,754,650	-	700	1,882,035	187,440	1,494,248	-	700	1,682,388
12	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	693	1,969,106	236,684	1,754,650	-	700	1,992,035	387,440	1,494,251	-	700	1,882,391
13	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	693	1,969,106	206,684	1,754,650	-	700	1,962,035	387,440	1,494,255	-	700	1,882,395
14	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	693	1,969,106	206,684	1,754,650	-	700	1,962,035	387,440	1,494,260	-	700	1,882,400
15	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	700	1,969,113	206,684	1,754,650	-	700	1,962,035	387,440	1,494,266	-	700	1,882,406
16	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	700	1,969,113	206,684	1,754,650	-	700	1,962,035	387,440	1,494,273	-	700	1,882,413
17	241,510	1,818,654	-	693	2,060,857	500,156	1,468,257	-	700	1,969,113	206,684	1,754,650	-	700	1,962,035	387,440	1,494,281	-	700	1,882,421
18	241,510	1,818,654	-	693	2,060,857	500,156	2,248,257	-	700	2,749,113	206,684	1,754,650	-	700	1,962,035	287,440	1,040,290	-	700	1,328,430
19	241,510	1,818,654	-	693	2,060,857	500,156	2,248,257	-	700	2,749,113	206,684	1,754,650	-	700	1,962,035	287,440	1,040,290	-	700	1,328,430
20	279,510	1,818,654	-	693	2,098,857	500,156	2,248,257	-	700	2,749,113	206,684	1,274,650	-	700	1,482,035	287,440	1,040,290	-	700	1,328,430
21	279,510	2,518,654	-	693	2,798,857	500,156	2,248,257	-	700	2,749,113	206,684	1,274,650	-	700	1,482,035	287,440	1,040,290	-	700	1,328,430
22	279,510	2,518,654	-	693	2,798,857	500,156	2,248,257	-	700	2,749,113	206,684	2,274,650	-	700	2,482,035	287,440	1,040,290	-	700	1,328,430
23	279,510	2,518,654	-	693	2,798,857	500,156	2,248,257	-	700	2,749,113	291,684	2,274,650	-	700	2,567,035	287,440	1,040,290	-	700	1,328,430
24	162,510	2,518,654	-	693	2,681,857	457,156	2,248,257	-	700	2,706,113	291,684	2,274,650	-	700	2,567,035	287,440	2,040,290	-	700	2,328,430
25	162,510	2,518,654	-	693	2,681,857	297,156	2,248,257	-	700	2,546,113	291,684	2,274,650	-	700	2,567,035	287,440	2,040,290	-	700	2,328,430
26	61,510	1,890,654	-	693	1,952,857	342,156	2,248,257	-	700	2,591,113	291,684	2,274,650	-	700	2,567,035	287,440	2,040,290	-	700	2,328,430
27	615,010	1,890,654	-	693	2,506,357	342,156	2,248,257	-	700	2,591,113	291,684	2,274,650	-	700	2,567,035	287,440	2,040,290	-	700	2,328,430
28	615,010	1,890,654	-	693	2,506,357	342,156	2,248,257	-	700	2,591,113	291,684	1,987,150	-	700	2,279,535	287,440	2,040,290	-	700	2,328,430
29	615,010	1,890,654	-	693	2,506,357	342,156	2,248,257	-	700	2,591,113	291,684	1,987,150	-	700	2,279,535	287,440	2,040,290	-	700	2,328,430
30	615,010	1,890,654	-	693	2,506,357	226,684	2,254,650	-	700	2,482,034	292,440	1,987,150	-	700	2,280,290	288,466	2,045,956	-	700	2,335,121
31	481,156	1,898,257	-	693	2,380,106						292,440	1,994,245	-	700	2,287,385					





## Management Services Agreement Report

Agency Name	Type	Service Group	Services	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
<b>Comms &amp; Engagement</b>		Comms & Eng			19 Jul 2016		
Yountville	TO	Comms & Eng	TO 2024-01 (Comm & Engage Svcs.)	Project	19 Jul 2016	N/A	no NTE
Citrus Heights Water District	TO	Comms & Eng	Comm & Engagement (TO 2023-01)	Continuous	17 May 2017	N/A	no NTE
Eastern Municipal Water District	Amend	Comms & Eng	Comms Svcs. (Amend #1)	Project	07 Oct 2024	10/07/25	\$ 63,392
<b>Contract Staff</b>		Contract Staff			17 Feb 2009		
CalSAWS	Amend	Contract Staff	Mgmnt. and Admin Svcs. (Amend # 42)	Continuous	17 Feb 2009	N/A	no NTE
Self-Directed Tax-Advantaged Retirement System	Amend	Contract Staff	Fiscal and Admin Support (Amend #1)	Continuous	13 Dec 2016	N/A	no NTE
Salinas Valley Basin Groundwater Sustainability Agency	Amend	Contract Staff	Mgmnt. Svcs. (Amend #9)	Continuous	01 Aug 2017	6/30/2026	\$ 1,603,944
Richardson Bay Regional Agency	Agreement	Contract Staff	Amend #1 (2023 renewal)	Continuous	15 Oct 2021	N/A	no NTE
Colusa Groundwater Authority	Amend	Contract Staff	Program Administration (Amend #1)	Continuous	25 May 2022	N/A	\$ 175,000
Marin Emergency Radio Authority	Amend	Contract Staff	Admin Svcs. Amend #1	Continuous	01 Jul 2023	6/30/26	no NTE
Santa Maria Valley Water Conservation District	Agreement	Contract Staff	Administration Svcs.	Continuous	10 Jan 2024	N/A	no NTE
Monterey Peninsula Regional Park District	Amend	Contract Staff	Grant Writing Amend #1	Continuous	01 Jul 2024	6/30/26	\$ 40,000
Indian Wells Valley Groundwater Authority	Agreement	Contract Staff	Admin Svcs. 2025	Continuous	01 Jan 2025	12/31/2025	no NTE
Fox Canyon Groundwater Mgmnt. Agency	Agreement	Contract Staff	Admin Svcs. 2025	Continuous	26 Mar 2025	3/31/26	\$ 53,000
Monterey Peninsula Regional Park District	Agreement	Contract Staff	Grant Mgmnt. FY-25-26	Project	01 Jul 2025	6/30/2026	\$ 40,000
Sac Central Groundwater Authority	Agreement	Contract Staff	Admin Svcs.	Continuous	01 Jul 2025	6/30/2026	\$ 290,000
Silicon Valley Regional Interoperability Authority	Agreement	Contract Staff	Contract Staff FY 25/26	Continuous	01 Jul 2025	6/30/2026	\$ 279,180
<b>Econimic Development</b>		ED			02 Jan 2024		
North Edge Business Financing and Community Development	Amend	ED	ED Finance Svcs. (Amend #1)	Continuous	02 Jan 2024	N/A	\$ 10,080
East Palo Alto	Amend	ED	ED Svcs. Phase II (Amend #2)	Project	16 Sep 2024	12/31/25	\$ 42,000
Monterey Bay Dart	Agreement	ED	Admin Svcs. FY 25-26	Continuous	01 Jul 2025	6/30/2026	\$ 150,000
<b>Emergency Svcs.</b>		Emergency Svcs.			01 Feb 2023		
Santa Clara Valley Water District	Agreement	Emergency Svcs.	Emergency Response Procedures	Continuous	01 Feb 2023	12/31/2025	\$ 225,000
Community Medical Centers	Agreement	Emergency Svcs.	Emergency Svcs.	Continuous	01 Jul 2024	6/30/2026	\$ 100,000
Walnut Creek	Agreement	Emergency Svcs.	Emergency Mgmnt. Svcs.	Project	01 Jul 2024	N/A	\$ 60,000
<b>Finance</b>		Finance			19 Jul 2016		
Yountville	TO	Finance	TO 2023-01 (Fin Svcs)	Project	19 Jul 2016	N/A	no NTE
Citrus Heights Water District	TO	Finance	Finance Svcs. (TO 2023-06 Operations)	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	TO	Finance	Finance Svcs. (TO 2023-08 Fin Rprts)	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	Agreement	Finance	Finance Svcs. (TO 2025-01)	Project	17 May 2017	6/30/2026	no NTE
Monterey Peninsula Regional Park District	Agreement	Finance	Finance Svcs.	On Call	08 Nov 2021	N/A	\$ 40,000
San Juan Bautista	Amend	Finance	Procurement & Housing (Amend #1)	Continuous	15 Apr 2022	N/A	\$ 100,000
West County Wastewater	Amend	Finance	HR & Finance Svcs. FY 25-26 (Amend #4)	Continuous	01 Jul 2022	6/30/2026	\$ 160,000
Del Rey Oaks	Amend	Finance	Financial Svcs. (Amend #2)	Continuous	01 Aug 2022	N/A	\$ 893,600
Sac Regional County Sanitation District and Sac Area Sewer District	Amend	Finance	Staff Assessment Consulting Svcs. (Amend #2)	Project	13 Apr 2023	N/A	\$ 210,700
Larkspur	TO	Finance	TO 2025-03 (DLM)	Project	16 Aug 2023	6/30/26	\$ 60,000
Mendocino Coast Healthcare District	Amend	Finance	Admin Svcs. (Amend #2)	Continuous	12 Dec 2023	6/30/2026	\$ 508,200
Livermore-Amador Valley Water Mgmnt. Agency	Amend	Finance	Finance Svcs. (Amend #3)	Continuous	30 May 2024	6/30/26	\$ 283,000
Yolo Transportation District	Agreement	Finance	Finance Svcs.	Project	26 Jun 2024	N/A	\$ 40,000
Buena Park Library District	Amend	Finance	HR/Finance Assessment (Amend #2)	Continuous	06 Aug 2024	6/30/2026	\$ 331,900
Lakewood	Agreement	Finance	Financial Svcs. - Amend #1	Project	01 Sep 2024	6/30/26	no NTE
Larsen Wurzel & Associates	Master	Finance	Finance Svcs. Master	Project	09 Sep 2024	12/31/2025	no NTE
Larsen Wurzel & Associates	TO	Finance	Finance Svcs. TO 2024-01	Project	09 Sep 2024	N/A	\$ 50,000
Las Gallinas Valley Sanitary District	Amend	Finance	Finance Svcs. (Amend #1 for FY 25/26)	Project	18 Sep 2024	6/30/2026	\$ 100,600
Rohnert Park	Agreement	Finance	Finance Svcs.	Project	15 Oct 2024	N/A	\$ 80,500
Emeryville	Amend	Finance	Finance Svcs. Amend #1	Continuous	30 Oct 2024	12/31/26	\$ 125,000
Rural Community Assistance Corporation	Subagreement	Finance	Finance Svcs. SAFER	Project	01 Nov 2024	9/30/25	\$ 25,000
Rural Community Assistance Corporation	Subagreement	Finance	Finance Svcs. SEWER	Project	01 Nov 2024	9/30/25	\$ 25,000

## Management Services Agreement Report

Agency Name	Type	Service Group	Services	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
El Dorado County Transit Authority	Agreement	Finance	Procurement Policy & Procedural Consulting	Project	05 Nov 2024	N/A	\$ 33,000
South Orange County Wastewater Authority	Amend	Finance	Finance (Amend #1)	Continuous	08 Nov 2024	6/30/2026	\$ 106,000
Tuolumne County LAFCO	Amend	Finance	Finance Svcs. Amend #2	Continuous	20 Nov 2024	06/30/26	\$ 108,424
Glendora	Agreement	Finance	Finance Svcs.	Project	13 Dec 2024	N/A	\$ 27,500
Novato	Agreement	Finance	Finance Svcs.	On Call	14 Jan 2025	12/31/27	\$ 60,000
North Coast County Water District	Agreement	Finance	Finance Svcs.	Project	21 Jan 2025	N/A	\$ 11,900
Hayward Area Recreation and Parks District	Agreement	Finance	Finance Svcs.	On Call	07 Feb 2025	12/31/25	\$ 60,000
Biggs	Amend	Finance	Finance Svcs. (Amend #1)	Project	21 Feb 2025	11/30/25	\$ 46,000
Novato Fire Protection District	Agreement	Finance	Finance Svcs.	Project	20 Mar 2025	6/30/2026	\$ 75,000
Guadalupe	Agreement	Finance	Finance Svcs.	Project	28 Mar 2025	12/31/25	no NTE
Mendocino County	Agreement	Finance	Finance Svcs.	Project	01 May 2025	12/31/2027	\$ 100,000
Bear Valley Community Svcs District	Agreement	Finance	Finance Svcs.	Continuous	01 Jul 2025	6/30/26	\$ 108,900
East Bay Dischargers Authority	Agreement	Finance	Finance (2025/26)	Continuous	01 Jul 2025	6/30/2026	\$ 175,000
Marina Coast Water District	Agreement	Finance	Finance Svcs.	On Call	01 Jul 2025	6/30/2026	\$ 49,000
Marina Coast Water District	Agreement	Finance	Finance (Util Billing)	Project	01 Jul 2025	6/30/2026	\$ 49,000
Napa	Agreement	Finance	Payroll Svcs.	Project	01 Jul 2025	N/A	\$ 10,750
Tiburon	Agreement	Finance	Finance Svcs. FY 25-26	Continuous	01 Jul 2025	12/31/25	\$ 89,000
Napa	Agreement	Finance	Finance Svcs.	Project	05 Aug 2025	N/A	\$ 30,000
San Lorenzo Valley Water District	Amend	Finance	Finance & HR (Amend #6)	Continuous	07 Aug 2025	6/30/2026	\$ 281,700
<b>Human Resources</b>		HR			05 Apr 2016		
Ironhouse Sanitary District	Amend	HR	HR Mgmnt. Svcs. (Amend #1)	Continuous	05 Apr 2016	N/A	no NTE
Citrus Heights Water District	TO	HR	HR Mgmnt. Svcs. (TO #2019-02)	On Call	17 May 2017	N/A	no NTE
Sonoma County	Agreement	HR	HR Svcs. (Amend #2)	On Call	01 Nov 2020	11/30/2025	\$ 100,000
West Valley Sanitation District	Amend	HR	HR Svcs. - Amend #1	Continuous	16 Jul 2021	N/A	\$ 30,000
Marin Municipal Water District	Amend	HR	Class/Comp & Recruiting Svcs (Amend #2)	Project	10 Dec 2021	12/31/2026	\$ 300,000
San Juan Bautista	Agreement	HR	HR Svcs. (Amend #3)	Continuous	20 Dec 2021	6/30/2026	\$ 120,000
Contra Costa Transportation Authority	Agreement	HR	HR Svcs. (Amend #3)	Continuous	01 Jul 2022	6/30/2026	\$ 170,000
Belvedere	Amend	HR	HR & Rec Svcs. (Amend #7)	On Call	17 Oct 2022	N/A	\$ 159,150
San Diego Local Agency Formation Commission	Agreement	HR	HR Svcs.	Continuous	04 Nov 2022	N/A	\$ 100,000
Hercules	Amend	HR	HR Svcs. (Amend #5)	Continuous	17 Jan 2023	9/30/25	\$ 330,000
Marina Coast Water District	Agreement	HR	Class & Comp Study	Project	01 May 2023	N/A	\$ 42,600
Larkspur	TO	HR	Labor Negotiations (TO 2025-01)	Project	16 Aug 2023	N/A	no NTE
Walnut Creek	Agreement	HR	HR Svcs.	Continuous	01 Jan 2024	N/A	\$ 120,000
Modesto Irrigation District	Agreement	HR	Admin Assessment	Project	26 Jun 2024	N/A	\$ 17,000
Nevada County Consolidated Fire District	Amend	HR	HR Svcs. Amend #1	Continuous	01 Jul 2024	6/30/26	\$ 100,000
San Mateo County Mosquito and Vector Control District	Agreement	HR	HR Svcs.	On Call	01 Jul 2024	N/A	\$ 25,000
Fairfield	Agreement	HR	On Call HR Svcs.	On Call	31 Jul 2024	6/30/2027	\$ 100,000
Feather River Air Quality Mgmnt. District	Agreement	HR	HR Svcs. (2025-27)	On Call	05 Aug 2024	6/30/27	\$ 55,000
Coachella Valley Public Cemetery District	Agreement	HR	HR Svcs. Amend #1	On Call	30 Aug 2024	6/30/26	\$ 25,000
Pacific Grove	Agreement	HR	HR Payroll Svcs.	Continuous	06 Sep 2024	N/A	\$ 39,999
Transportation Agency for Monterey County	Amend	HR	Compensation Study (Amend #1)	Project	01 Dec 2024	9/30/25	\$ 24,700
Alameda County Mosquito Abatement District	Agreement	HR	Class & Comp	On Call	03 Dec 2024	12/31/2025	\$ 15,000
Regional Water Authority	Amend	HR	Class & Comp Svcs. Amend #1	Project	09 Dec 2024	9/15/25	\$ 14,000
Rio Dell	Agreement	HR	HR Svcs.	On Call	26 Dec 2024	12/31/25	\$ 60,000
Piedmont	Amend	HR	Labor Relations Amend #1	Continuous	21 Jan 2025	6/30/2026	\$ 75,000
Desert Healthcare District	Agreement	HR	HR Svcs. 2025	Project	23 Jan 2025	12/31/2025	\$ 25,000
Arvin	Amend	HR	HR Svcs. (Amend #2)	Continuous	28 Jan 2025	1/31/26	\$ 90,000
Mountain House	Amend	HR	Class/Comp Study (Amend #1)	Project	18 Feb 2025	12/31/25	\$ 75,300
Trinidad	Agreement	HR	Class & Comp Svcs.	Project	12 Mar 2025	N/A	\$ 25,000

## Management Services Agreement Report

Agency Name	Type	Service Group	Services	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Buena Park Library District	Agreement	HR	HR Srvs.	Project	13 Mar 2025	3/15/2026	\$ 85,000
Belvedere	Agreement	HR	Classification Study	Project	01 Apr 2025	N/A	\$ 17,400
Zero Waste Marin	Agreement	HR	Class and Comp Study	Project	01 Apr 2025	N/A	\$ 24,100
Oakland	Purchase Orders (PO)	HR	Class & Comp Srvs.	Project	21 Apr 2025	11/30/25	\$ 5,800
Lassen Municipal Utility District	Agreement	HR	HR Srvs.	Project	24 Apr 2025	6/30/26	\$ 18,000
Las Gallinas Valley Sanitary District	Agreement	HR	GM Evaluation	Project	20 May 2025	6/30/2026	\$ 5,800
Byron - Brentwood - Knightsen Union Cemetery District	Agreement	HR	HR Srvs.	On Call	16 Jun 2025	6/30/2026	\$ 10,000
Monterey County	Agreement	HR	Classification Srvs.	Project	01 Jul 2025	9/30/2025	\$ 3,000
Santa Barbara County	Agreement	HR	HR Srvs. 25/26	Project	01 Jul 2025	6/30/2026	\$ 41,000
Plumas County	Agreement	HR	Compensation Study	Project	07 Jul 2025	6/30/2026	\$ 154,000
Turlock Mosquito Abatement District	Agreement	HR	Policies Update & WVPP	Project	24 Jul 2025	6/30/2026	\$ 10,000
San Marcos	Agreement	HR	Payroll Srvs.	Continuous	01 Aug 2025	6/30/2026	\$ 130,000
Monterey Peninsula Water Mgmt. District	Agreement	HR	HR Srvs. FY 25-27	On Call	07 Aug 2025	6/30/2027	\$ 24,000
<b>Multiple Service Groups</b>		Multiple			17 May 2017		
Citrus Heights Water District	Master	Multiple	Master	Continuous	17 May 2017	N/A	no NTE
Stanislaus Consolidated Fire Protection District	Agreement	Multiple	HR and Clerk Srvs. (Payroll)	On Call	29 Apr 2021	N/A	no NTE
Truckee Donner Public Utility District	Agreement	Multiple	TG, Procurement (Amend #1)	Continuous	22 Apr 2022	12/31/2025	\$ 89,200
Marin County	Amend	Multiple	HR & Planning Srvs. (Amend #1)	On Call	01 Sep 2023	6/30/2026	\$ 50,000
California Urban Water Agencies	Agreement	Multiple	Comm & Eng, Transparent Govt, Fin Svcs	Project	05 Mar 2024	4/30/2027	no NTE
Pajaro Regional Flood Mgmt. Agency	Agreement	Multiple	On-Call Admin Srvs.	On Call	15 Oct 2024	6/30/26	\$ 255,000
Solano County Water Agency	Agreement	Multiple	HR & Finance Srvs. 2025	On Call	01 Jul 2025	6/30/27	\$ 120,000
Yountville	Master	Multiple	Master	Continuous	19 Jul 2016	N/A	no NTE
Willows	Amend	Multiple	HR & Transparent Gov't. Srvs. (Amend # 5)	Continuous	01 Jul 2022	N/A	no NTE
Twain Harte Community Srvs. District	Agreement	Multiple	Finance & Payroll Srvs.	Project	05 Feb 2024	N/A	\$ 69,800
Pacifica	Agreement	Multiple	Finance and ED Srvs.	On Call	16 Jul 2025	6/30/2026	\$ 75,000
<b>Organizational Development</b>		OD			16 Aug 2023		
Larkspur	Master	OD	Master	Continuous	16 Aug 2023	N/A	no NTE
Golden Hills Community Srvs. District	Agreement	OD	Annual Planning Meeting Facilitation	Project	25 Jan 2024	6/30/2026	\$ 10,000
Dublin San Ramon Srvs. District	Agreement	OD	On-Call Graphic Design Srvs.	On Call	01 Jul 2024	6/30/2027	no NTE
Marin Municipal Water District	Short Form	OD	Coaching Srvs.	On Call	14 Mar 2025	6/30/2026	\$ 10,000
Placer County	Agreement	OD	OD Srvs.	Project	28 Mar 2025	9/30/2026	\$ 99,000
Bay Area Air Quality Mgmt. District	Short Form	OD	Coaching Srvs.	Project	01 Jul 2025	N/A	\$ 4,000
<b>Payroll</b>		Payroll			09 Jan 2025		
Marin County Children and Families Commission	Agreement	Payroll	Payroll Srvs.	Project	09 Jan 2025	N/A	\$ 10,000
Buena Park Library District	Agreement	Payroll	Payroll Consulting	Project	13 Mar 2025	N/A	\$ 10,000
Stockton	Agreement	Payroll	Payroll Srvs.	Project	13 Mar 2025	12/31/25	\$ 100,000
Hayward Area Recreation and Parks District	Amend	Payroll	Payroll Srvs. (Amend #1)	Continuous	07 Apr 2025	6/30/26	\$ 64,500
Yorba Linda	Agreement	Payroll	Payroll Srvs.	On Call	29 Jul 2025	6/30/2026	\$ 25,000
<b>Planning</b>		Planning			15 Dec 2016		
Scotts Valley	Agreement	Planning	Community Development Projects	Continuous	15 Dec 2016	N/A	no NTE
Marina	Agreement	Planning	Planning Projects	Project	30 Sep 2020	N/A	no NTE
<b>Recruiting</b>		Recruiting			09 May 2024		
Solvang	Amend	Recruiting	Recruiting (Amend #1)	Project	09 May 2024	12/31/25	\$ 30,000
Santa Cruz County Regional Transportation Commission	Amend	Recruiting	Recruiting Srvs. Amend #2	Project	18 Sep 2024	12/31/25	\$ 60,000
San Juan Bautista	Agreement	Recruiting	CM Recruitment	Project	25 Nov 2024	N/A	\$ 25,000
Habitat for Humanity Monterey Bay	Agreement	Recruiting	Recruiting Srvs.	Project	14 Jan 2025	N/A	\$ 19,000
San Lorenzo Valley Water District	Amend	Recruiting	Recruiting Srvs. (Amend #1)	Project	26 Mar 2025	12/31/25	\$ 33,000
Pleasant Hill Recreation & Park District	Agreement	Recruiting	Recruitment Srvs.	Project	15 May 2025	12/31/25	\$ 20,000
Marin Wildfire Prevention Authority	Agreement	Recruiting	Recruiting Srvs.	Project	07 Jul 2025	6/30/26	\$ 20,000

Management Services Agreement Report

Agency Name	Type	Service Group	Services	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Water Employee Srvs. Authority	Agreement	Recruiting	Recruiting Srvs.	Project	21 Jul 2025	12/31/25	\$ 17,000
Training		Training			19 Jul 2016		
Yountville	TO	Training	TO 2025-01 (Training Srvs.)	Project	19 Jul 2016	N/A	\$ 11,532
Transparent Gov't.		Transparent Gov't.			01 Jul 2023		
Del Paso Manor Water District	Agreement	Transparent Gov't.	Transparent Govt Srvs.	Continuous	01 Jul 2023	N/A	\$ 30,000
La Mesa	Amend	Transparent Gov't.	Transparent Govt Srvs. (Amend #1)	Project	18 Apr 2024	4/18/26	\$ 25,000
Yolo Transportation District	Amend	Transparent Gov't.	Transparent Govt Srvs. (Amend #1)	Continuous	01 May 2024	12/31/2025	\$ 21,000
Sites Project Authority	Agreement	Transparent Gov't.	Transparent Gov't. Srvs.	Continuous	05 Aug 2024	12/31/2025	\$ 40,630
Contra Costa Mosquito and Vector Control District	Short Form	Transparent Gov't.	Transparent Gov't. Srvs.	Project	18 Feb 2025	12/31/2025	\$ 8,800
St. Helena	Agreement	Transparent Gov't.	Transparent Gov't. Srvs.	Project	08 Apr 2025	12/31/25	\$ 10,000
Monterey Co Destination Marketing Org	Short Form	Transparent Gov't.	Transparent Govt Srvs. 2025	On Call	28 Aug 2025	12/31/25	\$ 10,000

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; upon delivery, contract is done.
- **Continuous Services** – specific ongoing outsourced services.

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

**EC Meeting: 09-18-2025**  
**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-six agencies currently participate in the RGS Dental Pool as Associate Members. These agencies represent approximately 5,985 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 Woodside  
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  
Phelan Pinon Hills CSD  
Regional Government Services  
Sacramento Area Council of Governments  
San Bernardino Co Employees' Retirement Association

### **REVIEW FOR THIS MEETING**

Seven requests have been received for MDP proposals join the pool with a potential effective date of January 1, 2026, and two requests from existing members to consider plan options or benefit enhancements. Metropolitan Transportation Commission left the pool effective July 1, 2025. The January 1, 2026 renewal was released with 0% - 1% increase, based on agency payment history.

### **FISCAL IMPACT**

RGS' administrative fee is 1 percent of premiums paid. For FY25, MDP received administrative fee revenue of \$81,334, which was 110% 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: 09-18-2025**  
**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 May 9, 2025 through September 1, 2025 a total of three spot-based bonuses – two in the amount of \$750 and another \$1,000 were proposed and reviewed by HR. The bonuses were 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:** DEONA KNIGHT, Human Resources Manager  
**SUBJECT:** UPDATE TO HRP: EMPLOYMENT OF RELATIVES POLICY

**EC Meeting: 09-18-2025**  
**Item: 3H**

**RECOMMENDATION**

Approve changes to the RGS Human Resources Policies: Section B. 8. Employment of Relatives.

**BACKGROUND**

**Employment of Relatives**

RGS' existing policy on Employment of Relatives is intended to ensure fairness, transparency, and the avoidance of conflicts of interest in the workplace. The policy establishes guidelines regarding the hiring, supervision, and reporting relationships of employees who are related. While the existing policy provides a foundation for addressing these issues, staff has identified areas where clarification and updates are needed to better align with organizational practices, evolving workplace structures, and legal considerations.

**Specifically, the revisions clarify the definition of “relative” to include a broader range of family relationships, ensure that no employee is placed in a direct reporting relationship with a relative, and restrict situations in which one relative may influence the hiring, promotion, or evaluation of another.** Amending the policy will provide clearer guidance on permissible working relationships, strengthen safeguards against real or perceived favoritism, and reduce the potential for conflicts.

By setting clear expectations, the policy revisions help reinforce the agency's commitment to equal employment opportunities, maintain employee trust in the fairness of personnel decisions, **and reinforce an environment of transparency.** Adoption of the amended policy will provide consistency across the organization and support the agency's commitment to maintaining a professional and impartial workplace.

**FISCAL IMPACT**

No significant fiscal impact results from approving these policy modifications.

## **HUMAN RESOURCES POLICIES**

### **B.8. Employment of Relatives**

No employee, prospective employee, or applicant will be denied employment or benefits of employment based on marital status with another employee or official of RGS, if such an employee is otherwise qualified. However, RGS regulates the employment and placement of relatives, spouses, and domestic partners to avoid conflicts of interest or possible claims pertaining to supervision, security, safety or morale.

#### **Definitions**

- “Relatives” means child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.
- “Spouse” means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by state law.
- “Supervisory relationship” means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned by RGS.

#### **Employment of Relatives**

RGS will not appoint or assign a person to a position or role in which the person’s relative, spouse or registered domestic partner already hold a related position or role, if such assignment or employment would result in any of the following:

- One relative, spouse or domestic partner being under the evaluative supervision of the other spouse or domestic partner, or
- Potential conflicts of interest including preferential assignment to projects or other economic and/or career-developing opportunity are greater than for those who are not related, married or in domestic partnerships.
- Substantive potential for creating an adverse impact on supervision, safety, security, morale or efficiency.

#### **Marriage or Domestic Partnership after Employment**

No employee, prospective employee, or applicant will be improperly denied employment or benefits of employment on the basis of marital status with another employee or official of RGS. Notwithstanding the former, RGS retains the right to take appropriate steps to avoid conflicts of interest and the appearance of impropriety, up to and including separation of one or both at-will employees.

- If two RGS employees become spouses or domestic partners, the Executive Director must be promptly notified, and has discretion to reassign one of the employees to a similar position under other supervision. Although the wishes of the two employees will be considered, the Executive Director retains sole discretion to determine which employee will be reassigned based upon RGS needs.
- If continuing employment of both employees cannot be accommodated in a manner that RGS finds to be consistent with the Agency’s interest in the promotion of supervision, safety, security, or morale, then the Executive Director retains sole discretion to separate one or both employees from RGS employment.



**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICH OPPENHEIM, Deputy Executive Director  
**SUBJECT:** **UPDATE TO FINANCE & AGENCY OPERATIONS POLICIES**

**EC Meeting: 09-18-2025**  
**Item: 3I**

**RECOMMENDATION**

Approve updates to Finance & Agency Operations Policies: Section A.5. Information Technology and Security Policy, Section A.9. Conflict of Interest Policy, and Section B.1. Investment Policy.

**BACKGROUND**

At the November 21, 2024 Executive Committee meeting, the Committee approved a comprehensive set of Finance & Agency Operations Policies. These policies had originally been contained in comprehensive Personnel Rules, Regulations, and Policies document. The comprehensive document was separated into four separate documents and that separation was approved by the Executive Committee at the February 16, 2023 meeting.

**Information Technology and Security Policy**

Language was added to the Information Technology and Security Policy to clarify when and how the agency will consider purchasing and issuing a computing device for an employee.

**Conflict of Interest Policy**

The Conflict of Interest Policy is being amended to add the new positions of Deputy Executive Director, Chief Operations Officer, and Chief Growth Officer as designated filing positions. No other changes have been made.

**Investment Policy**

The Investment Policy is being amended to remove duplicate policy review language misplaced in the section "Investment Performance Evaluation". The language has been removed and describing the annual Policy Review process remains (more appropriately) in the section "Reporting".

**FISCAL IMPACT**

There is no fiscal impact for these updates.

## **FINANCE AND AGENCY OPERATIONS POLICIES**

### **A.5. Information Technology and Security**

This policy establishes guidelines to protect the integrity, confidentiality, and availability of information assets within RGS. It ensures the secure and effective use of its information technology resources in support of RGS' mission and operational objectives.

#### Purpose

This policy outlines principles and rules governing the use of RGS's IT resources. It aims to protect against unauthorized access, disclosure, alteration, or destruction of information. This policy provides a framework for the secure management of IT resources, ensuring compliance with applicable laws and regulations.

#### Policy

RGS is committed to safeguarding its IT resources by implementing appropriate security measures and protocols.

- Access controls are implemented on IT systems and tools. Access is granted based on job responsibilities, following the principle of least privilege. Users must use unique IDs and strong passwords, which must be changed regularly. Multi-factor authentication should be used where possible.
- Data within RGS is categorized as Restricted, Confidential and non-Confidential with specific access identifiers. Secure tools and methods of transmission are used for Restricted and Confidential data.
- Devices with access to RGS systems, networks, and data should be secured when unattended to prevent unauthorized access or theft. Lost, stolen, or replaced devices with connections to the RGS VPN and/or RGS Microsoft email/software accounts need to be reported immediately, even if the device is the property of the employee.
- Mobile devices must have security features like password protection and remote wipe capabilities.
- Approved RGS software and hardware should be used as identified to protect RGS information. Software must be licensed and regularly updated.
- Regular network security monitoring is conducted to detect and address vulnerabilities.
- Security incidents must be reported immediately. Designated administrative staff will investigate incidents and take appropriate action.
- Mandatory IT security training is required for all users as scheduled. Regular updates on security best practices are provided.

#### Who Is Covered

This policy applies to employees, contractors, consultants, and vendors who access, use, or manage RGS's IT resources. It encompasses all IT systems, networks, and data owned or

managed by RGS. It also applies to all personal devices used to access RGS systems, networks, and data.

### Responsibilities

The Executive Director is responsible for providing oversight and ensuring compliance with IT security policies. RGS's Executive Director will designate administrative staff to develop and enforce such procedures or practices as needed to:

- Manage RGS's IT resources.
- Implement security measures.
- Monitor compliance.
- Report any security incidents.

Employees and all other users are responsible for using IT resources appropriately and securely, as well as reporting any security incidents or suspicious activities immediately.

### Additional Information

Bring Your Own Device: RGS operates in an environment where employees primarily use their own devices (Bring Your Own Device - BYOD), with limited IT and mobile devices provided by RGS. When RGS-issued devices are provided, RGS will determine the type, specifications, and configuration of any such device based on the employee's role, assignment, and/or anticipated work requirements. Device allocation decisions reflect current business needs and will be made on a case-by-case basis to ensure alignment with operational activity and productivity expectations. For more information about acceptable use for employees, Bring Your Own Device (BYOD), or other employee expectations, refer to Human Resources Policies (HRP) B.6, Electronic Communications and Computer Use.

For information about RGS's approach to Artificial Intelligence and employee use of AI tools, please refer to the Human Resources Policies (HRP) Appendix F.

## **FINANCE AND AGENCY OPERATIONS POLICIES**

### **A.9. Conflict of Interest**

#### Purpose

The Political Reform Act of 1974 (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and publicize Conflict of Interest Codes.

The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code.

#### Policy Definition

The terms of 2 California Code Regulations Section 18730 and any amendments duly adopted by the Fair Political Practices Commission are incorporated by reference. These regulations and the sections below designating officials and employees and establishing disclosure categories, constitute the Conflict of Interest Code of the Regional Government Services Authority (RGS).

Designated officials and employees must file statements of economic interests with the Regional Government Services Authority who will make the statements available for public inspection and reproduction (Gov. Code Section 81008.) RGS will retain statements for all designated officials and employees.

The Government Code requires every local agency to review their Conflict of Interest code and to either amend the code if necessary or report that no amendment is necessary every even-numbered year.

#### Disclosure determination

In addition to the designations established in the table below, the Executive Director, or designee, may determine in writing on a case-by-case basis that although not occupying a designated position, an employee, or a consultant is hired or assigned to perform a range of duties that is limited in scope or duration; and thus requires specific direction as to compliance with disclosure requirements. Any such written determination shall include a description of the employee/consultant's duties and a statement as to the extent of disclosure requirements. The Executive Director may determine whether a contract consultant constitutes a consultant as defined in the Political Reform Act. The Executive Director's determination is a public record and will be retained for public inspection upon request.

#### Designated officers and employees

The persons holding positions listed below are designated officers or employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

#### Disclosure Category 1

Persons in this category must disclose all investments and business positions in business entities, doing business in, and sources of income and interests in real property, in the state in which RGS operates.

Position/Role	Disclosure Category
Board Directors, Alternates, and Executive Committee Members	1
Executive Director/Chief Financial Officer	1
General Counsel	1
Chief Growth Officer Chief Operations Officer Deputy Chief Financial Officer Deputy Executive Director	1

## **FINANCE AND AGENCY OPERATIONS POLICIES**

### **B.1. Investment Policy**

This policy fosters a prudent and systematic investment program as well as organizes and formalizes investment related activities. The related activities comprise good cash management and include:

- Accurate cash projections
- Timely collection of revenues
- Control of disbursements
- Cost-effective banking and financial services
- Adherence to a system of internal controls

In accordance with the Joint Powers Agreements as Amended and under authority granted by RGS's Board of Directors, the Treasurer is responsible for investing unexpended cash. Investment of the funds is directed to the goals of safety, liquidity and yield. The authority governing investments for municipal governments is set forth in the California Government Code.

#### Scope

This policy applies to all RGS financial assets and investment activities.

#### Objectives

- **Safety of Principal:** The primary objective is to protect, preserve, and maintain cash and investments. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. RGS shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.
  - **Credit risk:** Is defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any issuer does not unduly harm RGS's capital base and cash flow.
  - **Market Risk:** Is defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of RGS's investment portfolio to two years, the maximum maturity of any security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation. Investments shall be placed in those securities as outlined by type and maturity sector in this document. Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. RGS's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and RGS policy. Portfolio management requires continual analysis and as a result the balance between the various investments and maturities may change in order to give RGS

the optimum combination of necessary liquidity and optimal yield based on cash flow projections.

- **Liquidity:** An adequate amount of the portfolio will be maintained in liquid short-term securities which can be converted to cash, as necessary, to meet disbursement requirements. This amount will be determined from projected cash flow trends and disbursement requirements. Investments will be made in securities with active secondary or resale markets. Securities with low market risk will be emphasized. The investment portfolio will remain sufficiently liquid to enable RGS to meet all reasonably anticipated operating requirements.
- **Yield:** Within the constraints of safety and liquidity, the highest and best return will be sought. Because the portfolio is too small to allow investments in significant long-term purchases, the objective will be to maximize yield, taking into account risk constraints of RGS, cash flow characteristics of the portfolio and compliance with state and federal regulations.
- **Prudence:** The standard to be used by investment officials shall be that of a prudent investor and shall be applied in the context of managing all aspects of the overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agencies, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agencies. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law. (Government Code Section 53600.3).
- **Maturity:** It is RGS's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.
- **Personal Responsibility:** RGS Treasurer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

#### Investment Instruments and Maturities

**Permitted Investments:** Investments will be within statutory limits imposed by Government Code Section 53601, as further limited herein.

- Local Agencies Investment Fund (LAIF) which is a State of California managed investment pool, Investment Trust of California (the CalTRUST RGS pool) which is a joint powers authority under the provision of Title 1, Division 7, Chapter 5 of the California Government Code, California Cooperative Liquid Assets Securities System (California Class) which is joint exercise of powers entity authorized under Section 6509.7 of the California Government Code, and California county investment pools, may be used up to the maximum permitted by California State Law.
- Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.
- Various daily money market or sweep account funds administered for or by trustees, paying agents and custodian banks contracted by RGS may be purchased as allowed under State of California Government Code. Only funds holding U.S. Treasury or Government obligations can be utilized.
- Direct obligations of the United States Treasury or any other obligation guaranteed as to principal and interest by the United States government, per CA Code 53601.7 e(1).
- Bonds, notes, warrants, or other indebtedness of RGS, or any local agencies within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agencies, or by a department, board, Agencies, or authority of the local Agencies, per CA Code 53601.7 e(4).
- RGS receivables.
- Customized investments in or with other local governments, specifically and individually approved by the Board.

Maximum Percentage Limits: The following summary of maximum percentage limits, by instrument, is established for the Agencies' total portfolio. Maturities of investments will be selected based on liquidity requirements to minimize interest rate risk and maximize earnings.

<i>Investment Type</i>	<i>Percentage/Amount</i>
Local Agencies Investment Fund	\$0 to \$40,000,000 per account
CalTrust, California Class Prime Fund, and County Pools	0% to 100%
Time Certificates of Deposit	0% to 25%
Sweep Accounts – not applicable	0% to 100%
U.S. Government Obligations	0% to 25%
California Agencies' Indebtedness	0% to 75%, limited to one-year maturity
JPA Receivables	0% to 75%, limited to one-year maturity



Excluded Investments: Ineligible investments are those that are not described herein, including but not limited to: common stocks; long term (over five years in maturity) notes and bonds; Reverse Repurchase Agreements; financial futures and financial options, inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages; any derivative security that could result in a zero interest accrual if held to maturity; and Guaranteed Small Business Administration (SBA) notes.

Investment Performance Evaluation: RGS's investment portfolio is designed to attain safety and liquidity, with the rate of return being maximized while taking into account risk constraints, cash flow characteristics of the portfolio, and compliance with state and federal regulations. RGS did not establish a benchmark. Investment performance is monitored and evaluated by RGS's Executive Committees. Performance statistics and activity reports are generated on a quarterly basis for presentation to the Executive Committees at their regularly scheduled meetings. ~~Annually, a statement of investment policy, and any proposed changes to the policy, will be rendered to the Boards of Directors for Board consideration at a public meeting.~~

Authority to Invest Monies: Government Code sections 53600 through 53601.6 provide legal authorization for investment of the funds of local agencies. All investments of the authority shall conform to the restrictions of those laws. The Boards assigns responsibility for investing unexpended cash to RGS Treasurer, who shall establish procedures for the operation consistent with this investment policy.

Ethics and Conflict of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the Treasurer/CFO and other RGS officials authorized to approve investment transactions are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

Internal Controls: A system of internal controls is established and maintained in written form. These controls are designed to prevent losses of public funds arising from fraud, error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employee/officers of RGS. Important controls include: control of collusion, separation of duties, separation of transaction authority from accounting and bookkeeping, custodial safekeeping, delegation of authority, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimization of the number of authorized investment officials, documentation of transactions and strategies, and annual review of controls by the Treasurer. In recognition of the current limited investment staffing (one primary person performing daily cash management, and one primary approver plus one backup staff approver) and limited funds to invest, RGS relies heavily on: separation of wire transfer preparation and approval of funds duties between staff; Executive Committee quarterly reviews of investments;

annual independent audit of investments and investment transactions; and an extremely conservative investment strategy that reduces risks associated with frequent investment transaction, negotiated investments, and with complex transactions. The investment products will be limited by this policy until such time that funds available to invest are sufficient to enable longer-term commitments. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions. The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review internal control, account activity and compliance with policies and procedures.

**Reporting:** The Treasurer shall render quarterly reports to the Executive Committee. These reports shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value and accrued interest due for all securities. At the annual Boards of Directors meeting, the investment policy shall be submitted for review and adoption.

**Banks and Securities Dealers:** In selecting financial institutions for the deposit or invest RGS funds, the Treasurer shall consider their credit worthiness and shall continue to monitor their credit characteristics and financial history throughout the period in which funds are deposited or invested. A commercial rating or bank watch service may be used to accomplish this objective. Financial institutions/investment managers shall annually sign a certification form attesting that the individual responsible for the Authority's account with that firm has reviewed and understands the investment policy and intends to present only those investment transactions appropriate under the policy.

**Legislative Changes:** Any State of California legislative action that further restricts allowable maturities, investment type, or percentage allocations will be incorporated into RGS's Investment Policy and supersedes any and all previous applicable language.

**Limiting Market Value Erosion:** To limit the potential effects from erosion in market values, RGS shall adhere to the following:

- All immediate and anticipated liquidity requirements will be addressed prior to purchasing all investments.
- Maturity dates for long-term investments will coincide with significant cash flow requirements where possible, to assist with short term cash requirements at maturity.
- All long-term securities will be purchased with the intent to hold all investments to maturity under then prevailing economic conditions. However, economic or market conditions may change, making it in the Agencies' best interest to sell or trade a security prior to maturity.

Portfolio Management Activity: The investment program shall seek to augment returns consistent with the intent of this policy, identified risk limitations, and prudent investment principals. These objectives will be achieved by use of the following strategies:

- Active Portfolio Management: Through active fund and cash flow management, taking advantage of current economic and interest rate trends, the portfolio yield may be enhanced with limited and measurable increases in risk by extending the weighted maturity of the total portfolio.
- Portfolio Maturity Management: When structuring the maturity composition of the portfolio, the following shall be evaluated: current and expected interest rate yields and necessary cash flow requirements.

### Policy Review

RGS's investment policy shall be reviewed internally each year and will be brought to the governing body when changes are necessitated in accordance with California code. This 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 its relevance to current law and financial and economic trends. Any amendments to the policy shall be forwarded to the governing body for approval.

### Financial Glossary of Terms

- Accrued Interest: Interest earned but not yet received.
- Active Deposits: Funds which are immediately required for disbursement.
- Amortization: An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.
- Asked Price: The price a broker dealer offers to sell securities.
- Basis Point: One basis point is one hundredth of one percent (.01).
- Bid Price: The price a broker dealer offers to purchase securities.
- Bond: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.
- Bond Swap: Selling one bond issue and buying another at the same time in order to create an advantage for the investor. Some benefits of swapping may include tax-deductible losses, increased yields, and an improved quality portfolio.
- Book Entry Securities: Securities, such stocks held in street name, that are recorded in a customer's account but are not accompanied by a certificate. The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. All the large New York Agencies banks, including those that handle the bulk of the transactions of the major government securities dealers, now clear most of their transactions with each other and with the Federal Reserve through the use of automated telecommunications and the book-entry custody system maintained by the Federal Reserve Bank of New York. These banks have deposited with the Federal Reserve Bank a major portion of their government and Agencies securities holdings, including securities held for the accounts of their customers or in a fiduciary capacity. Virtually all transfers for the

accounts of the banks, as well as for the government securities dealers who are their clients, are now affected solely by bookkeeping entries. The system reduces the costs and risks of physical handling and speeds the completion of transactions.

- **Bearer and Registered Bonds:** In the past, bearer and registered bonds were issued in paper form. Those still outstanding may be exchanged at any Federal Reserve Bank or branch for an equal amount of any authorized denomination of the same issue. Outstanding bearer bonds are interchangeable with registered bonds and bonds in book-entry form. That is, the latter exist as computer entries only and no paper securities are issued. New bearer and registered bonds are no longer being issued. Since August 1986, the Treasury's new issues of marketable notes and bonds are available in book-entry form only. All Treasury bills and more than 90% of all other marketable securities are now in book-entry form. Book-entry obligations are transferable only pursuant to regulations prescribed by the Secretary of the Treasury.
- **Book Value:** The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.
- **Broker:** In securities, the intermediary between a buyer and a seller of securities. The broker, who usually charges a commission, must be registered with the exchange in which he or she is trading, accounting for the name registered representative.
- **Certificate of Deposit:** A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.
- **Collateral:** Securities, evidence of deposit or pledges to secure repayment of a loan. This also refers to securities pledged by a bank to secure deposit of public moneys.
- **Comprehensive Annual Financial Report (CAFR):** The annual financial report for multi-fund municipal agencies. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles (GAAP).
- **Constant Maturity Treasury (CMT):** An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.
- **Coupon:** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.
- **Credit Analysis:** A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.
- **Current Yield:** The interest paid on an investment expressed as a percentage of the current price of the security.
- **Custody:** A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.
- **Delivery versus Payment (DVP):** Delivery of securities with a simultaneous exchange of money for the securities.
- **Discount:** The difference between the cost of a security and its value at maturity when quoted at lower than face value.

- **Diversification:** Dividing investment funds among a variety of securities offering independent returns and risk profiles.
- **Duration:** The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.
- **Fannie Mae:** Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.
- **Federal Reserve System:** The central bank of the U.S. that consists of a seven- member Board of Governors, 12 local banks and 5,700 commercial banks that are members.
- **Federal Deposit Insurance Corporation (FDIC):** Insurance provided to customers of a subscribing bank that guarantees deposits to a set limit (currently \$100,000) per account.
- **Fed Wire:** A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.
- **Freddie Mac:** Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.
- **Ginnie Mae:** Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.
- **Inactive Deposits:** Funds not immediately needed for disbursement.
- **Interest Rate:** The annual yield earned on an investment, expressed as a percentage.
- **Investment Agreements:** An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.
- **Liquidity:** Refers to the ability to rapidly convert an investment into cash.
- **Market Value:** The price at which a security is trading and could presumably be purchased or sold.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable CD:** An uncollateralized CD issued by a large banking institution which trades in the secondary market. Minimum size is \$1 million, but most are much larger.
- **New Issue:** Term used when a security is originally brought to market.
- **Perfected Delivery:** Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.
- **Portfolio:** Collection of securities held by an investor.
- **Primary Dealer:** A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.
- **Purchase Date:** The date on which a security is purchased for settlement on that or a later date.
- **Rate of Return:** The yield obtainable on a security based on its purchase price or its

current market price. This may be the amortized yield to maturity on a bond or the current income return.

- Repurchase Agreement (REPO): A transaction where the seller (bank) agrees to buy back from the buyer (Agencies) the securities at an agreed upon price after a stated period of time.
- Reverse Repurchase Agreement (REVERSE REPO): A transaction where the seller (Agencies) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.
- Risk: Degree of uncertainty of return on an asset.
- Safekeeping: see custody.
- Sallie Mae: Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.
- Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.
- Settlement Date: The date on which a trade is cleared by delivery of securities against funds.
- Time Deposit: A deposit in an interest-paying account that requires the money to remain on account for a specific length of time. While withdrawals can generally be made from a passbook account at any time, other time deposits, such as certificates of deposit, are penalized for early withdrawal.
- Treasury Bills: U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.
- U.S. Government Agencies: Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular Agencies.
- Yield: The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.
- Yield to Maturity: The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.
- Yield Curve: The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

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

**EC Meeting: 09-18-2025**  
**Item: 4A**

### **RECOMMENDATION**

Review preliminary financial reports for year ending FY24-25.

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

The unaudited FY24-25 net income totals \$422,430. Client billing revenue for FY24-25 grew to \$22.0M or net \$1.6M from \$20.5M for FY23-24. This 7.7% increase is due to several continuing factors that include: an increase in new clients (50) or new projects totaling \$1,593,945, additional service line or project agreements for current or past clients including extended agreements or on-going work totaling \$1,089,953, and an increase in CalSAWS billing of \$1,897,785. Additionally, bill rates are revised each July based on economic indicators that increase the basis of all agreements/projects. Training Academies, included in the amounts above, increased revenue by \$49,000. Projects completed and closed out in FY23-24 totaled \$1,107,943, resulting in a FY 24-25 net \$1.6M million increase. Growth continues to come from a focus on an increase in clients, services lines, and services offered.

### **REVENUE/INCOME**

- CalSAWS client billing revenue increased \$1.9M or 17% from \$11.2M to \$13.1M. During the fiscal year, CalSAWS staffing increased from 66 salaried positions to 73 salaried positions.
- Income related to third party relationships decreased by \$1,986 as a total. In May 2024 the JPA entered into a new agreement with Municipal Shared Services (MSS) that decreased the administration service fee by \$8,000 for the fiscal year. Increases in revenue from the Municipal Dental Pool and STARS were able to offset most of that loss.
- Client Expense Reimbursement income has decreased by \$890,886 or 25.8% compared to last year. This is primarily due to the gradual reduction in CalSAWS subcontractor operations which was anticipated. This decrease is not as significant as last fiscal year's drop of \$1.4M.
- In October 2024, after the JPAs workers' compensation insurance provider performed an audit of their process', the JPA received premium refunds for FY23-24 (\$1,762) and FY24-25 (\$6,315) that was applied to Insurance Recovery.
- Other (Misc Income) includes a Form 941 payroll adjustment of \$4,016 for FY22-23, FEMA funding received for \$16,541, and FSA Forfeited funds of \$6,185 for 2024.
- Interest earnings are \$94,818 compared to \$53,440 last fiscal year. In June 2024 the JPA opened a Prime Fund account with California CLASS for its long-term investment funds. Over the last fiscal year the JPA has been able to increase funds available for longer term investments within CLASS as well as utilizing a high yielding interest rate Money Market account at Five Star bank.
- Any open insurance claims were closed in August 2024 leading to the decrease in Insurance Claim Reimbursements compared to last fiscal year.
- Overall, Total Income increased by \$712,424 respectively, or \$738,469 when including investment and other income, as compared to FY23-24.

## **EXPENDITURES**

- As with most agencies, payroll and employee benefits comprise the majority of operational expenses for RGS. Payroll and benefits have increased by 11.8% or \$2,177,675 when compared to FY23-24. CalSAWS salaried employees increased by a net 7 positions during FY24-25 while RGS FTE's decreased by a net position of 1 FTE. RGS salaried employees increased from 4 to 7 throughout FY24-25.
- CalSAWS accrued vacation liability was discontinued in FY23-24 as RGS is reimbursed for vacation cashouts. This was previously accrued in Salaries – Nonbillable.
- HRA Benefit Expense will fluctuate each year based on plan offerings and staffing as it is a vesting program. In 2025 RGS made changes in health care plan options.
- Legal services include services involving client matters that are received from Redwood Public Law and Foran Glennon. Legal litigation services from Scott Kivel are CalPERS related items. The timing of bills is variable and is anticipated to diminish as adjudication processes are completed.
- Professional Services for FY24-25 includes \$55,313 in charges by JMSb Strategies for performance evaluation and succession planning projects, as well as on-call services.
- A review of all expense accounts was conducted in December that resulted in various reclassifications of charges from Professional Dues & Memberships.
- 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 with the decrease in CalSAWS activity. Totals for the three expense categories are \$194,379 compared to \$447,445 in FY23-24. 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.
- Technology-related costs include administrative tools used internally, Deltek implementation costs, as well as reimbursable technology used by clients.
- The client pass-through expenses reflect the CalSAWS consultant costs which are billed to the client at a markup. These expenses were anticipated to decrease through FY24-25 as the program continues in its maintenance phase. Comparing totals at the end of each fiscal year, there has been a decrease of \$837,562 or 27.2%. The expense this fiscal year is \$186,632 on average per month compared to the \$200,000 that was budgeted.
- Total expenses for FY24-25 compared to FY23-24 have increased 5.4% or \$1.2M. The increases in payroll and benefits are significantly offset by the decreases in pass-through client expenses and decreases in travel that are both related to CalSAWS reduced operations.

## **OUTCOME COMPARED TO BUDGET**

- A conservative net gain of \$33,996 was projected for the fiscal year. Included in the FY24-25 client billing projection was an increase of 1.0% overall associated with the continued growth of emerging service lines, CPI increases on existing services, and continued growth in core services. The strong growth was also expected to generate replacement work for normally expiring contracts
- The ending net income of \$422,430 is 1242.6% of the budgeted amount. FY24-25 continued as a year of investment as new service lines and programs have become established in the



marketplace. A focus on service lines and training academies over the last two fiscal years and a growth in clients have supported RGSs financial position.

- Total income continues to exceed budgeted amounts by a larger margin of \$2.4M (10.9%) than the most significant expense, salary cost, that was over budget by \$1.5M (10.6%).

## **SERVICE LINE PERFORMANCE**

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

Contract Staff	18,930,320	Recruiting	252,760
Finance	2,020,832	Payroll Services	188,822
HR	1,062,206	Misc Service Billings <sup>1</sup>	187,735
Economic Development	670,668	Transparent Gvt	153,099
Training	442,826	Misc Admin <sup>2</sup>	144,525
Land Use Services	351,839	Org Development	44,117
Communication & Eng	293,628		
<b>Total Preliminary FY24-25 Service Line Revenue</b>			<b>24,743,377</b>

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

<sup>2</sup> Misc 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	FYE23 Audited Retained Earnings	FYE24 Audited Retained Earnings	FYE25 Unaudited Retained Earnings
Operating	\$2,300,000	\$1,331,072	\$2,259,939	\$2,682,369
Claims	\$590,000	\$590,000	\$590,000	\$590,000
Bonus	\$590,400	\$590,400	\$590,400	\$590,400
Totals	<b>\$3,480,400</b>	<b>\$2,511,472</b>	<b>\$3,440,339</b>	<b>\$3,862,769</b>

Regional Government Services
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul 24-Jun 25	Jul 23-Jun 24	\$ Change	% Change	Budget	\$Over/(Under) Budget	% of Budget
Ordinary Income/Expense							
Income							
440301 · Client Billings	22,036,090	20,460,135	1,575,955	7.7%	19,297,926	2,738,164	114.2%
440400 · Admin Services				0.0%			
440402 · MSS	2,400	10,400	(8,000)	-76.9%	5,000	(2,600)	48.0%
440403 · Muncipal Dental Pool	81,344	76,943	4,401	5.7%	74,000	7,344	109.9%
440404 · STARS	21,839	20,226	1,613	8.0%	20,000	1,839	109.2%
Total 440400 · Admin Services	105,583	107,569	(1,986)	-1.8%	99,000	6,583	106.7%
480000 · Miscellaneous Income							
480100 · Client Expense Reimbursement	2,562,763	3,453,648	(890,886)	-25.8%	2,903,000	(340,237)	88.3%
480200 · Purchasing Card Rebate	3,995	4,855	(860)	-17.7%	5,000	(1,005)	79.9%
480600 · Insurance Recovery	8,077	126	7,951	6,310.3%	-	8,077	100.0%
480900 · Other	26,870	4,620	22,250	481.6%	-	26,870	100.0%
Total 480000 · Miscellaneous Income	2,601,704	3,463,249	(861,545)	-24.9%	2,908,000	(306,296)	89.5%
Total Income	24,743,378	24,030,953	712,424	3.0%	22,304,926	2,438,452	110.9%
Gross Profit	24,743,378	24,030,953	712,424	3.0%	22,304,926	2,438,452	110.9%
Expense							
511010 · Salaries - Regular	15,963,378	14,294,198	1,669,180	11.7%	14,352,000	1,611,378	111.2%
511072 · Salaries - Nonbillable	6,443	76,624	(70,181)	-91.6%	85,000	(78,557)	7.6%
512002 · Medicare Employer Expense	229,370	205,515	23,855	11.6%	198,000	31,370	115.8%
512004 · Employee Assistance Program	-	-	-	0.0%	5,000	(5,000)	0.0%
512005 · Health Insurance Expense	2,049,188	1,848,512	200,676	10.9%	1,920,650	128,538	106.7%
512006 · Dental Insurance Expense	178,506	155,186	23,319	15.0%	140,760	37,746	126.8%
512007 · Vision Insurance Expense	24,778	21,050	3,728	17.7%	20,000	4,778	123.9%
512008 · Life Insurance Expense	14,069	11,776	2,293	19.5%	15,000	(931)	93.8%
512009 · Long Term Disability Expense	18,468	15,987	2,481	15.5%	17,000	1,468	108.6%
512011 · Stars 401A and 457 Expense	1,599,081	1,435,167	163,914	11.4%	1,413,000	186,081	113.2%
512014 · Short Term Disability Expense	23,338	19,934	3,404	17.1%	17,000	6,338	137.3%
512015 · Unemployment Expense	44,780	43,267	1,513	3.5%	39,520	5,260	113.3%
512018 · FSA Health & Day Care Expense	5,247	4,274	973	22.8%	4,000	1,247	131.2%
512019 · Employee Expense Allowances	178,893	171,913	6,980	4.1%	168,000	10,893	106.5%
512020 · HRA Retirement Benefit Expense	326,885	181,345	145,540	80.3%	225,000	101,885	145.3%
520107 · APS (ADP) Payroll Fees	25,234	23,669	1,564	6.6%	25,000	234	100.9%
520108 · Communications - Agency Expense	5,077	8,509	(3,432)	-40.3%	5,000	77	101.5%
520201 · Office Supplies	621	436	184	42.2%	1,000	(379)	62.1%
520202 · Bank Fees & Services	16,969	17,206	(237)	-1.4%	8,000	8,969	212.1%
520204 · Printing & Postage	20,689	11,546	9,143	79.2%	11,000	9,689	188.1%
520301 · Audit Services	22,250	18,467	3,783	20.5%	20,000	2,250	111.3%
520302 · Legal Services	68,032	88,217	(20,185)	-22.9%	50,000	18,032	136.1%
520303 · Legal - litigation	374,509	443,819	(69,310)	-15.6%	266,000	108,509	140.8%
520314 · Administrative Services	11,613	12,090	(477)	-3.9%	13,000	(1,387)	89.3%
520320 · Professional Services	73,248	18,211	55,037	302.2%	17,000	56,248	430.9%

	Jul 24-Jun 25	Jul 23-Jun 24	\$ Change	% Change	Budget	\$Over/(Under) Budget	% of Budget
520501 · Professional Dues & Membership	23,240	72,782	(49,542)	-68.1%	60,000	(36,760)	38.7%
520502 · Training & Development	8,582	14,255	(5,673)	-39.8%	18,000	(9,418)	47.7%
520503 · Conferences & Outreach	26,903	86,042	(59,139)	-68.7%	50,000	(23,097)	53.8%
520504 · Publications	41,872	69,708	(27,837)	-39.9%	70,000	(28,128)	59.8%
520505 · Program Hosting Expenses	6,424	2,830	3,594	127.0%	6,000	424	107.1%
520506 · Bad Debt Expense	9,977	-	9,977	100.0%	-	9,977	100.0%
520507 · Recovery Payments	102,559	200	102,359	51,179.7%	-	102,559	100.0%
520508 · Licenses & Fees	689	2,787	(2,098)	-75.3%	2,000	(1,311)	34.4%
520509 · Meeting Expenses	32,187	-	32,187	100.0%	25,000	7,187	128.7%
520700 · Workers Comp Insurance Expense	36,948	33,647	3,301	9.8%	34,000	2,948	108.7%
520701 · General Liability Insurance Exp	81,434	60,157	21,277	35.4%	60,000	21,434	135.7%
520702 · Claims Expense	4,711	23,846	(19,135)	-80.2%	25,000	(20,289)	18.8%
520750 · Interest Expense	37,500	50,274	(12,774)	-25.4%	-	37,500	100.0%
520801 · Mileage Reimbursement	54,979	67,525	(12,545)	-18.6%	56,000	(1,021)	98.2%
520803 · Travel Reimbursement	124,515	328,101	(203,585)	-62.1%	219,000	(94,485)	56.9%
520805 · Supplies & Meals Reimbursement	14,885	51,820	(36,935)	-71.3%	36,000	(21,115)	41.3%
520903 · Website	498	-	498	100.0%	-	498	100.0%
520904 · Technology, Licensing & Support	285,411	103,958	181,453	174.5%	200,000	85,411	142.7%
521001 · Pass through client expenses	2,239,583	3,077,144	(837,562)	-27.2%	2,400,000	(160,417)	93.3%
522798 · Miscellaneous Expense	-	-	-	0.0%	2,000	(2,000)	0.0%
560100 · Service Group Admin costs	-	-	-	0.0%	-	-	0.0%
570100 · Equipment Purchase	5,270	1,931	3,339	173.0%	7,000	(1,730)	75.3%
<b>Total Expense</b>	<b>24,418,832</b>	<b>23,173,926</b>	<b>1,244,906</b>	<b>5.4%</b>	<b>22,305,930</b>	<b>2,112,902</b>	<b>109.5%</b>
<b>Net Ordinary Income</b>	<b>324,546</b>	<b>857,028</b>	<b>(532,482)</b>	<b>-62.1%</b>	<b>(1,004)</b>	<b>325,550</b>	<b>-32325.3%</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
520100 · Investment Income	94,818	53,440	41,378	77.4%	35,000	59,818	270.9%
520200 · Insurance Claim Reimbursements	3,066	18,399	(15,333)	-83.3%	-	3,066	100.0%
<b>Total Other Income</b>	<b>97,884</b>	<b>71,839</b>	<b>26,045</b>	<b>36.3%</b>	<b>35,000</b>	<b>62,884</b>	<b>279.7%</b>
<b>Other Expense</b>							
529997 · Unallocated Admin. Svcs - RGS	(3,114,334)	(3,005,046)	(109,288)	-3.6%	-	(3,114,334)	100.0%
529999 · Allocated Unbillable Expenses	3,114,334	3,005,046	109,288	3.6%	-	3,114,334	100.0%
<b>Total Other Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>97,884</b>	<b>71,839</b>	<b>26,045</b>	<b>36.3%</b>	<b>35,000</b>	<b>62,884</b>	<b>279.7%</b>
<b>Net Income</b>	<b>422,430</b>	<b>928,866</b>	<b>(506,437)</b>	<b>-54.5%</b>	<b>33,996</b>	<b>388,434</b>	<b>1242.6%</b>

**Regional Government Services**  
**Balance Sheet**  
As of June 30, 2025

	<b>Jun 30, 25</b>	<b>Jun 30, 24</b>	<b>\$ Change</b>	<b>% Change</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
110030 · LAIF Account	700	669	31	4.7%
110080 · US Bank Worker Comp Checking	3,983	2,497	1,485	59.5%
111100 · Five Star - Checking	614,697	469,101	145,596	31.0%
111110 · Five Star - Money Market	288,466	1,474,897	(1,186,431)	-80.4%
111120 · California CLASS	2,045,956	500,738	1,545,218	308.6%
<b>Total Checking/Savings</b>	<b>2,953,801</b>	<b>2,447,902</b>	<b>505,899</b>	<b>20.7%</b>
<b>Accounts Receivable</b>				
131130 · Accounts Receivable	2,404,754	2,731,671	(326,917)	-12.0%
<b>Total Accounts Receivable</b>	<b>2,404,754</b>	<b>2,731,671</b>	<b>(326,917)</b>	<b>-12.0%</b>
<b>Other Current Assets</b>				
120005 · Prepaid Expenses	294,392	228,071	66,322	29.1%
120010 · Prepaid Insurance	43,619	24,472	19,147	78.2%
120100 · FSA Funding Deposit	7,640	4,528	3,112	68.7%
131131 · Accounts Receivable - Misc	50,520	82,126	(31,606)	-38.5%
<b>Total Other Current Assets</b>	<b>396,171</b>	<b>339,196</b>	<b>56,975</b>	<b>16.8%</b>
<b>Total Current Assets</b>	<b>5,754,726</b>	<b>5,518,769</b>	<b>235,956</b>	<b>4.3%</b>
<b>Other Assets</b>				
180001 · Loan due to JPA	20,788	-	20,788	100.0%
<b>Total Other Assets</b>	<b>20,788</b>	<b>-</b>	<b>20,788</b>	<b>100.0%</b>
<b>TOTAL ASSETS</b>	<b>5,775,513</b>	<b>5,518,769</b>	<b>256,744</b>	<b>4.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
220010 · Accounts Payable	306,218	321,705	(15,487)	-4.8%
<b>Total Accounts Payable</b>	<b>306,218</b>	<b>321,705</b>	<b>(15,487)</b>	<b>-4.8%</b>
<b>Other Current Liabilities</b>				
220012 · Accounts Payable - Misc.	3,730	6,957	(3,227)	-46.4%
221003 · 457/401A Retirement Liability	134,583	110,195	24,389	22.1%
221006 · FSA Liability	6,383	5,476	906	16.6%
221011 · Calpers Retirement Liability	-	3	(3)	-100.0%

	<b>Jun 30, 25</b>	<b>Jun 30, 24</b>	<b>\$ Change</b>	<b>% Change</b>
221015 · Health Insurance Liability	7,469	22,474	(15,006)	-66.8%
221016 · Long Term Disability Liability	331	855	(524)	-61.3%
221017 · Short Term Disability Liability	1,069	1,569	(500)	-31.9%
221023 · Dental Insurance Liability	(107)	(105)	(2)	-2.1%
221024 · Vision Insurance Liability	(85)	(245)	160	65.2%
221025 · Life Insurance/AD&D Liability	1,219	96	1,124	1,175.2%
221026 · Child Support IWO	1,428	991	437	44.1%
221029 · Garnishments	150	150	-	0.0%
230060 · Accrued Salaries, Wages & Taxes	624,085	556,616	67,469	12.1%
230062 · Compensated Absences - RGS	178,897	172,454	6,443	3.7%
240010 · Deferred Revenue	57,726	69,323	(11,597)	-16.7%
<b>Total Other Current Liabilities</b>	<b>1,016,877</b>	<b>946,808</b>	<b>70,068</b>	<b>7.4%</b>
<b>Total Current Liabilities</b>	<b>1,323,094</b>	<b>1,268,513</b>	<b>54,581</b>	<b>4.3%</b>
<b>Long Term Liabilities</b>				
260005 · Health Reimbursement Account	64,650	34,917	29,733	85.2%
260006 · IBNR - GL	25,000	25,000	-	0.0%
260012 · Due to CJPIA	500,000	750,000	(250,000)	-33.3%
<b>Total Long Term Liabilities</b>	<b>589,650</b>	<b>809,917</b>	<b>(220,267)</b>	<b>-27.2%</b>
<b>Total Liabilities</b>	<b>1,912,744</b>	<b>2,078,430</b>	<b>(165,686)</b>	<b>-8.0%</b>
<b>Equity</b>				
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	422,430	928,866	(506,437)	-54.5%
<b>Total Equity</b>	<b>3,862,769</b>	<b>3,440,339</b>	<b>422,430</b>	<b>12.3%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,775,514</b>	<b>5,518,770</b>	<b>256,744</b>	<b>4.7%</b>

**TO:** EXECUTIVE COMMITTEE  
**FROM:** ASHLEY METZGER, Chief Growth Officer  
**SUBJECT:** **STRATEGIC PLAN: DATA COLLECTION UPDATE**

**EC Meeting: 09-18-2025**  
**Item: 5A**

### **RECOMMENDATION**

Receive and file update.

### **BACKGROUND**

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

RGS' strategic plan goals are:

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

Strategic plan workgroups proposed projects and identified data needs. Data collection is currently underway with both internal staff projects and Probolsky Research, the outstanding partner chosen through a solicitation for quotes from four qualified firms.

### **DISCUSSION**

Data collection began in July and will be completed by the end of the year.

#### **RGS-performed data collection**

- RGS Board interviews - *communications complete, reporting in process*
- RGS staff leadership interviews - *scheduled*
- Partner organizations survey - *in development, targeted October-November*

#### **Consultant-performed data collection**

- RGS employees survey - *in development, targeted October-November*
- RGS clients survey - *nearing completion*
- Prospective clients survey - *nearing completion*

Staff plans to update the Board with findings in November.

### **FISCAL IMPACT**

The current budget includes necessary funding to support in-house and consultant data collection efforts.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 09-18-2025**  
**FROM:** DEONA KNIGHT, HR Manager **Item: 6A**  
**SUBJECT: UPDATE TO HUMAN RESOURCES POLICIES – SECTION C.5, COMPENSATION**

### **RECOMMENDATION**

Approve a change to the RGS Human Resources Policies, Section C.5, Compensation.

### **BACKGROUND**

RGS' current Compensation policy, adopted in 2018 and revised in 2020, provides a brief framework for employee compensation but does not explicitly address several key principles that currently guide RGS' compensation practices. In addition, staff designed and implemented a significant classification and compensation model restructure in 2023. To ensure the Compensation policy reflects the agency's service objectives and further define our commitment to a fair and sustainable pay program, staff is recommending significant amendments to the policy .

### **DISCUSSION**

The proposed amendments to the Compensation policy are intended to provide a more comprehensive and transparent framework that reflects RGS' unique business model, service priorities and contemporary best practices in workforce management. The revisions add three key sections:

1. **Financially Sustainable Compensation** – This section establishes that all compensation decisions will be made with consideration of the agency's long-term fiscal health. It ensures that salary increases, bonuses, and other compensation-related decisions are aligned with revenue constraints, supporting responsible financial management while maintaining competitive pay for employees.
2. **Pay Equity** – This section emphasizes the agency's commitment to analysis of work-based and equitable compensation practices rather than applying an arbitrary and potentially inequitable labor market calculation. It provides a framework for understanding variations in compensation related to variable assignments. RGS supports transparency and fairness in making complex compensation decisions and maintains compliance with applicable laws and regulations.
3. **Attracting and Retaining Talent** – This section highlights the importance of attractive total compensation as well as working conditions in recruiting and retaining a skilled workforce. It emphasizes RGS' commitment to the whole person, using market and economic data as well as working conditions and employee support and growth programs to ensure RGS is attractive to qualified candidates and achieves employee retention. Valuable non-monetary forms of reward, recognition and support, such as professional development opportunities, flexible work arrangements, and bonus programs reflect the agency's intent to maintain morale, productivity, and loyalty even when financial resources are constrained.

Together, these additions provide decision-makers with clearer guidance for compensation planning, enhance transparency and fairness, and support the agency's overall workforce and fiscal sustainability strategies.

**RECOMMENDATION**

Staff recommends that the Board approve the amended Compensation policy.

**FISCAL IMPACT**

No fiscal impact resulting from approving this policy.



## **HUMAN RESOURCES POLICIES**

### **C.5. Compensation Policy**

RGS's policy to offer a compensation package that attracts and retains the highest quality employees is interwoven with its commitment to provide the public sector with ethical, transparent, financially sustainable services.

Compensation within an approved pay schedule is determined by the Executive Director or designee and governed by the terms and conditions of the individual employment agreement and documented on subsequent Personnel Action Forms. All new employees are advised at the time of hire as to their starting base rate of pay. Compensation adjustments only occur at the beginning of a pay period.

Upon demonstration of extraordinary business necessity to meet the needs of an RGS client and when the client's service agreement provides for full cost recovery, the Executive Director may approve a contractually agreed-upon pay rate that is outside of the standard pay schedule. In accordance with the State Controller's Government Compensation in California guidelines all actual pay rates will be reported to the State Controller's Office.

Human Resources administers and maintains RGS's Compensation Plan and may make appropriate revisions to the Plan as often as necessary.

#### Financially Sustainable

Overall compensation structures must be sustainable. RGS will anticipate and plan for increases in base pay and benefit costs, either through setting aside funds, compensation package redesign, cost-sharing partnerships or other appropriate methods. RGS will ensure that compensation information is transparently communicated.

Prior to making any changes to the total compensation package, RGS carefully considers:

- Labor market data for public employees;
- Organizational staffing and structure issues;
- Projections of revenues and expenditures;
- Level of service and anticipated demand for services; and
- The ability and willingness of publicly-funded partner agencies to pay for RGS' services.

RGS' consultant business model is distinct from traditional public agency models. To ensure fair and competitive compensation, comparator agencies are used where roles share comparable responsibilities so that pay is relevant to the actual work being performed. RGS selects a comparator mix of public agencies and special districts from within the Bay Area.

Increases within the base pay range are not automatic, but evaluated relative to performance, and subject to RGS' overall financial capacity. For purposes of this policy, the application of appropriate performance-based or assignment-specific increases for

individual employees are not considered an increase in systemic total compensation. RGS will consider systemic total compensation design changes when total compensation is not reasonably aligned with the marketplace and/or RGS has experienced significant recruitment and retention problems. Systemic adjustments will typically not be implemented unless these conditions are met.

Compensation changes, both structural and for individual employees, are conditioned upon the current and long-term financial ability of RGS to pay for total compensation commitments without compromising RGS's ability to continue providing services and to maintain prudent reserves.

#### Pay Equity

Within RGS, equitable compensation of all employees based on work performed is the goal. While labor market data is essential information, perpetuation of marketplace inequities will be avoided and mitigated to the extent possible.

The basis for pay in RGS is work assigned and performed. RGS' compensation model describes the foundational hourly base pay framework, founded on roles and contributions in each classification. Assignment types and weekly work hour expectations may vary as contracted services evolve. Much of RGS' workforce is employed on a variable intermittent hourly basis. As assignment parameters and client budgets are defined, RGS compensation may be delivered by either salary or hourly methods consistent with legal requirements and RGS' mission of providing public sector excellence and affordability for our partner agencies.

RGS offers a full range of health and wellness benefits, as well as a defined contribution retirement program. Employee eligibility to participate in benefits is linked to a minimum weekly average of hours worked.

This flexible compensation system results in a range of current economic opportunities as well as possible career and pay growth paths. RGS is committed to data-driven management of employee compensation and economic opportunity, and to ongoing communication with employees at all levels to ensure pay transparency and equity.

#### Attracting and Retaining Talent

RGS's employment package should provide the ability to recruit and retain outstandingly skilled employees, ranging from entry level to highly experienced senior public administrators and professionals. RGS considers the complete picture when reviewing its compensation model. Total compensation includes:

- Base pay wages;
- Contributions to health and other wellness insurance premiums, including Medicare;
- Retirement plan contributions; and
- All other employer-paid compensation or benefit costs, including any accrual of paid leave time, travel or equipment allowances, and special pays.

### Bonus Program

At the sole discretion of the Executive Director, an employee may be awarded a bonus. The Bonus Program provides rewards for extraordinary contributions, and is intended to foster the following outcomes:

- Focus employees on RGS goals
- Reward excellence
- Promote desired employee behaviors

Bonuses are not guaranteed in any way, and consideration for and distribution of discretionary bonuses to employees will take into account the fiscal condition of the agency as well as understandable, job-related, and unbiased contribution data.

In any pay period, and as determined appropriate by the executive director, an employee may receive a one-time lump-sum payment of up to \$10,000. This bonus payment is not included in the calculation of the 401(a) contributions amounts.

### Other Programs

RGS recognizes that non-monetary incentives are also critical to a productive and engaged workforce. RGS is committed to enhancing the work experience for its employees by:

- Fostering a culture of empowered contribution at all levels
- Forming good working relationships and support networks between employees at all levels
- Providing coaching, mentoring, and skills development opportunities to all staff
- Demonstrating genuine care and concern for each employee
- Maintaining employment policies which are sensitive to life/work balances, and exercising creativity in finding solutions that balance organizational and employee needs
- Honest and open communication at all levels
- Respect and appreciation for excellent contributions, ideas, and customer service
- Providing interesting and challenging work for all employees
- Providing flexible working conditions, entrepreneurial opportunities, self-directed career growth
- Investing in equipment, tools and technology to increase efficiencies and enhance service delivery



APPROVED:

DocuSigned by:

*Shannon O'Hare*

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SHANNON O'HARE, Executive Committee Chair  
and Ad Hoc Committee

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 09-18-2025**  
**PREPARED BY:** SOPHIA SELIVANOFF, Executive Director **Item: 6B**  
**SUBJECT: APPROVAL OF EXECUTIVE DIRECTOR PERFORMANCE BONUS AND BASE  
SALARY ADJUSTMENT**

### **RECOMMENDATION**

The Ad Hoc committee recommends approval of the attached resolution, which includes:

- Approval of a 10% performance bonus.
- Approval of a 2.5% base salary adjustment to Executive Director compensation.

### **BACKGROUND**

At the May 8, 2025 meeting, the Executive Committee conducted an annual evaluation of the Executive Director, and acknowledged strong performance by the Executive Director on both planned and emergent issues, including:

- Completion of administrative infrastructure strengthening program, involving both thoughtful appointments of key administrative staff, and the launch of several new technologies to better manage administrative processes, communication and business intelligence access.
- Implementation action to achieve strategic goals, creating staff-led workgroups to formulate data collection efforts and frame relevant projects.
- Litigation management of multiple complex cases. The Executive Director's efforts improved outcomes for impacted individuals and maintained collaborative relationships.
- Maturation of partnerships with staffed agencies, both expanding services and increasing client communications, input and transparency into RGS' staffing model, performance and costs.

The Executive Committee approved a 10% performance bonus, citing the Executive Director's strong initial performance, and evidence of progress towards addressing strategic goals. The Committee also agreed on a 2.5% base salary adjustment to avoid compaction with the newly-promoted Deputy Executive Director.

A desire was expressed by the Executive Committee to understand the RGS compensation model in more detail to provide a framework for informed future decision making regarding compensation. The Executive Committee also requested a refinement of FY26 proposed Executive Director goals, and appointed an ad hoc committee consisting of Chair O'Hare, Vice Chair Tribby, and Member Straus to complete this process with the Executive Director.

### **FISCAL IMPACT**

The fiscal impact during FY26 for approving Executive Director bonus is \$23,000.00; and the fiscal impact for the base salary adjustment is \$4,791.37. Both costs are included in budgeted allocation for executive salaries.

**RESOLUTION NO. RGSEC2025-02**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF REGIONAL GOVERNMENT SERVICES  
AUTHORITY AWARDING A PERFORMANCE BONUS AND AMENDING THE EMPLOYMENT  
AGREEMENT BETWEEN THE AGENCY AND EXECUTIVE DIRECTOR SOPHIA SELIVANOFF**

**WHEREAS**, the Executive Committee and Sophia Selivanoff (“Executive Director”) executed an employment agreement on May 18, 2023, outlining the salary, benefits, and other terms of employment for service as Executive Director/Chief Financial Officer of Regional Government Services Authority; and

**WHEREAS**, the Employment agreement provides for an annual evaluation of the Executive Director by the Executive Committee; and

**WHEREAS**, the Employment agreement further provides that Executive Director may receive compensation adjustments as determined by the Executive Committee subsequent to a performance evaluation, and that adjustments to base salary require a written amendment to the agreement; and

**WHEREAS**, the agreement provides that Executive Director is also eligible to receive an annual performance bonus of up to 10% of base salary based upon completion of goals agreed upon between the Executive Committee and Executive Director; and

**WHEREAS**, the Executive Committee conducted an annual performance evaluation of the Executive Director on May 8, 2025; and

**WHEREAS**, the Executive Committee desires to both award a performance bonus to the Executive Director and to adjust the base compensation of the Executive Director.

NOW, THEREFORE, BE IT RESOLVED THAT the Executive Committee of the Regional Government Services (RGS) does hereby:

1. Award a performance bonus of 10% of base pay in effect on May 8, 2025 (\$23,000), to be paid in the next available pay period,
2. Approve Amendment No. 1 to the Employment Agreement, adjusting base salary by 2.5%, attached hereto as Exhibit A; and
3. Authorize the Executive Committee Chair to execute the attached Amendment No. 1 to the Employment Agreement on the Authority’s behalf.

This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED by the Executive Committee of Regional Government Services Authority,  
this 18<sup>th</sup> day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Shannon O'Hare  
Chair, RGS Executive Committee

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Tiffany Buraglio  
Authority Clerk

**EXHIBIT A**

**AMENDMENT NO. 1 TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

This first amendment to the Executive Director Employment Agreement between SOPHIA SELIVANOFF and Regional Government Services Authority, hereinafter called "RGS" is made and entered into this 18<sup>h</sup> day of September 2025.

**RECITALS**

WHEREAS, RGS entered into an Agreement to employ Selivanoff as Executive Director and Chief Financial Officer, dated May 18, 2023; and

WHEREAS, RGS and Selivanoff desire to amend the Employment Agreement to make changes to the terms and conditions therein;

NOW THEREFORE, the Parties agree as follows:

- A. Section 4(a), Compensation, is replaced in its entirety with: "Employee shall be paid an annual base salary of two hundred thirty-five thousand, seven hundred fifty dollars and no cents (\$235,750.00), which is an equivalent hourly rate of one hundred ten dollars and fifty-eight cents (\$113.34). Employee's salary shall be payable in installments at the same time as other employees of RGS. Any action to increase salary or benefits shall comply with Government Code Section 3511.2(a), Government Code Section 54953(c)(3), and Government Code Section 54956(b)."
- B. All other terms and conditions of the Employment Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their signatures as of the date and year first above written.

**REGIONAL GOVERNMENT SERVICES AUTHORITY**

**EMPLOYEE**

By: \_\_\_\_\_  
SHANNON O'HARE  
Executive Committee Chari

By: \_\_\_\_\_  
SOPHIA SELIVANOFF

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
TIFFANY BURAGLIO, Board Clerk

\_\_\_\_\_  
SKY WOODRUFF, General Counsel

**TO:** EXECUTIVE COMMITTEE  
**FROM:** SOPHIA SELIVANOFF, EXECUTIVE DIRECTOR  
**SUBJECT:** AGENCY ADMINISTRATION PRESENTATION

**EC Meeting: 09-18-2025**  
**Item: 6C**

**RECOMMENDATION**

Receive and file update.

**BACKGROUND**

Since 2007, RGS has been providing Agency Administration services to public agencies without a staff. The agencies that contract with RGS range in size, type, and mission.

For these clients, RGS provides some or all core agency administration functions; and variously supports agency governance in obtaining and deploying resources to deliver their mission. Some employees assigned to these clients are assigned exclusively. Others are shared between several agency administration teams and/or perform other project consulting work.

RGS's fractional model gives agencies access to experienced administrators in the amount needed for effective functionality. Agencies benefit from acquiring skilled staff without the financial burden of full-time employment commitments—and additionally can scale up or down as needed. This approach provides flexibility, broader coverage during transitions, and the added value of subject knowledge and teamwork drawn from our deep and extensive bench of public administration experts.

Because these agencies are unstaffed and not equipped to self-administer or employ personnel, relationships tend to be stable and long-term. The contracts allow for more revenue and workflow predictability for RGS than project-based consulting. Some contracts are based on hourly fees that are billed against an hourly budget, while others are flat monthly amounts.

The majority (76%) of RGS revenue comes from Agency Administration services, with 63% of that coming from CalSAWS, the California Statewide Automated Welfare System. Growth in this service area will both enhance effectiveness of otherwise unstaffed agencies and improve RGS financial stability.

**FISCAL IMPACT**

The current fiscal year budget includes revenue from these services.



**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD OPPENHEIM, Deputy Executive Director &  
RASHIDA WASHINGTON, Training Services Lead  
**SUBJECT:** **TRAINING SERVICE LINE FUTURE**

**EC Meeting: 09-18-2025**  
**Item: 6D**

**RECOMMENDATION**

Receive and file.

**BACKGROUND**

RGS' Executive Committee held a workshop with RGS staff in May 2025 to review service line function and activity and get Committee feedback on the future of each service line. Training was a key topic, with training on technical skills critical to each service surfaced as a key area of customer need, in addition to discussions of further development of the current offerings of the Training Service Line.

**DISCUSSION**

This presentation reflects and summarizes the feedback received at the Executive Committee workshop and discusses options for the future of the Training Service Line. The service line is positioning for its next stage of growth by expanding both soft skills training and technical training with subject matter experts in other service lines. Plans include options to develop a subscription model for training services as well as participate in bundled services with other service lines. This approach will allow RGS to deliver training on critical client needs, while offering staff across all service lines an additional way to assist agencies.

**FISCAL IMPACT**

No fiscal impact is anticipated.