



Shannon O'Hare, Chair
Collen Tribby, Vice Chair
Dan Buckshi, Member
Liz Habkirk, Member
Megan Hunter, Member
Brad Raulston, Member
Hilary Straus, Member

RGS EXECUTIVE COMMITTEE AGENDA

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

REGULAR MEETING

via Teleconference

February 19, 2026

12:00 p.m.

Citrus Heights Water District, Bldg A, General Mgr's Office, 6230 Sylvan Rd, Citrus Heights, CA 95610

Dublin Civic Center, City Manager's Office, 2nd Floor, 100 Civic Plaza, Dublin, CA 94568

Larkspur City Hall, Assistant City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939

Napa City Hall, City Manager's Office Blue Room, 955 School St, Napa, CA 94559

Soledad City Hall, City Manager's Office, 248 Main Street, Soledad, CA 93960

Walnut Creek City Hall, Office of the City Mgr, 3rd Floor, 1666 North Main St, Walnut Creek, CA 94596

Yountville Town Hall, Office of the Town Mgr, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following meeting (non-webinar) link: <https://v.ringcentral.com/join/233519408>, or by calling 1-650-419-1505 and entering the meeting ID#: 233 519 408

1. CALL TO ORDER / ROLL CALL

2. PUBLIC COMMENT

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

Recess to Closed Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

Recess to Open Session

Possible Report out of Closed Session

Information

3. APPROVAL OF CONSENT AGENDA

Consent agenda items are considered 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 **November 20, 2025** Minutes

Action

B. Approval of Regularly Scheduled Meetings Calendar

- C. Approval of Payments and Deposits made November through December 2025
- D. Approval of Investments Report through December 2025
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Agency Bonus Awards

4. TREASURER'S REPORT

- A. Receive and File FY25 Audited Financial Statements
- B. FY26 Financial Reporting and Data Status

Information
Information

5. OLD BUSINESS - None

6. NEW BUSINESS

- A. Adoption of New Mission Statement
- B. Contract Risk Management Policy
- C. New Service Exploration – Grants

Action
Action
Information

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Brown Act distribution per SB 707, New Staff
- B. Members:

Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Name of cases: In the Matter of Reimbursement of Retirement Allowance, Received During Periods of Employment in violation of Working After Retirement Laws, Sandhu, Souza, Dowswell, Breeze (CalPERS Case No. 2024-0999; OAH Case No. 2025040541)

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

Recess to Open Session

Possible Report out of Closed Session

Information

8. ADJOURN MEETING

Next Regular Meeting May 14-15, 2026 at Half Moon Bay Lodge

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
NOVEMBER 20, 2025**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 18, 2025 via videoconference. The meeting was called to order at 1:02 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Dan Buckshi, Member and Substitute Chair
Liz Habkirk, Member
Brad Raulston, Member
Hilary Straus, Member
Francine Uy, Alternate Member
Members Absent: Shannon O'Hare, Chair
Colleen Tribby, Vice Chair
Other Attendees: Sophia Selivanoff, Executive Director/CFO
Rich Oppenheim, Deputy Executive Director
Chris Paxton, Chief Operating Officer
Ashley Metzger, Chief Growth Officer
Gina Schuchard, Deputy CFO
Deona Knight, HR Manager
Lindsay Rice, Accounting Manager
Tiffany Buraglio, Executive Assistant
Sky Woodruff, Authority Counsel
Scott Kivel, Authority Special Counsel
Adam Probolsky, Probolsky Research

In the absence of the Chair and Vice Chair, Member Dan Buckshi assumed the role of Substitute Chair.

2. PUBLIC COMMENT – None

Executive Director Selivanoff asked to pull item 5A to the beginning of the agenda for discussion

5. OLD BUSINESS

A. Update of Strategic Plan: Data Collection

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

Chief Growth Officer Metzger introduced Adam Probolsky with Probolsky Research. CGO Metzger reviewed RGS' four Strategic Plan goals, all of which required data to address, and reports were given on 5 of the 6 data vehicles. CGO Metzger noted the importance of having a third-party collect data for the staff, client and prospective client interviews, which was the reason for contracting with Probolsky Research. CGO Metzger reviewed RGS-performed data collection methods and key takeaways.

1:16 pm Authority Special Counsel Kivel joined the meeting

Adam Probolsky reviewed the results of the Client Survey, the Prospective Client Survey, as well as the results of the Employee Survey. CGO Metzger concluded the presentation by sharing the next steps for concluding the survey data collection and considering how to utilize the data.

Members congratulated staff on some data results which indicated significant positive feedback for the JPA. Members also focused on the survey results which showed clients had a highly positive opinion of the agency being structured as a JPA. Some suggested that perhaps the positive feeling was because the agency was a public agency in general rather than because it was specifically a JPA type of public agency. Members expressed wanting additional clarification on that particular question and performing a risk analysis of the agency remaining a JPA.

Members also noted a disconnect in the survey results which indicated highly positive experience with the agency, yet a noticeable drop when asked if clients would contract with the agency again. A suggestion was given that clients might not have a reason to contract again, but that wasn't due to the fact that they were unhappy with the initial experience.

Members asked why the tenure categories were very broad after the 10-year mark and Adam Probolsky explained that those were typical ranges used in surveys.

Executive Director Selivanoff asked to pull item 3B for discussion

Member Habkirk asked to pull item 3G for discussion

B. Approval of Regularly Scheduled Meetings Calendar

Executive Assistant Buraglio highlighted the February and May 2026 meeting dates and discussed potential scheduling conflicts around those dates. Executive Director Selivanoff noted that the February meeting agenda was anticipated to be rather lengthy and polled the group for their availability to add an hour to the meeting time. Location options for the May meeting were presented and feedback was requested from the members to see if there were strong preferences or dislikes of any of the location options.

Members agreed to the meeting date of February 19th with an additional hour added to the meeting so the start time was 12:00 noon.

Members also agreed to the meeting date of May 14-15 with the suggestion to add Palisades Tahoe to the list of options, but no strong preference or dislike was expressed with any of the options presented.

G. Receive and File Agency Bonus Awards Update

Member Habkirk asked for an explanation of the term contribution bonus from the report. Executive Director Selivanoff explained that a contribution bonus is awarded for sustained excellent performance versus a spot bonus which is awarded for excellent performance on a singular project or event.

2:07pm Member Habkirk left the meeting

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **September 18, 2025** Minutes
- C. Approval of Payments and Deposits made July through October 2025
- D. Approval of Investments Report through October 2025
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Approval of Updates to Human Resources Policies

Action: Moved and seconded (Straus/Buckshi) to approve the Consent Agenda, including items 3B and 3G

AYES: Buckshi, Raulston, Straus, Uy

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT – None. Executive Director Selivanoff noted that the standard financial reporting was not available for this meeting due to the implementation of the new enterprise system and the resulting need to build the reporting from ground zero. Staff provided additional information regarding the JPA's cash position on the Investment Report to provide some updated information. Members wanted to know when regular reporting would resume, and Accounting Manager Rice stated reports would be included in the February 2026 meeting packet.

6. NEW BUSINESS

- A. Mission Statement Process

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

Executive Director Selivanoff recognized the JPA has had a couple different iterations on the mission statement over the years. In reviewing some of the survey data collected, staff thought it would be valuable to revisit the mission statement to ensure alignment with the data results.

Executive Director Selivanoff requested volunteers to serve on a committee to aid in establishing a new mission statement. Member Buckshi and Member Straus volunteered to serve on the committee.

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Executive Director Selivanoff reported that the FY25 Audited Financial Statements were not presented at this meeting due to issues with the new GASB 101 rules surrounding compensated absences and because some information solicited from outside the JPA was returned late. Staff noted that there was nothing problematic, rather some additional work which needed to be done for this particular report.
- B. Members: None

2:21 p.m. Recess to Closed Session

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

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

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

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

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

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

In the Matter of Reimbursement of Retirement Allowance, Received During Periods of Employment in violation of Working After Retirement Laws, Sandhu, Souza, Dowswell, Breeze (CalPERS Case No. 2024-0999; OAH Case No. 2025040541)

2:44 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 2:44 p.m. The next regular meeting is scheduled for February 19, 2026, via teleconference.



TO: EXECUTIVE COMMITTEE **EC Meeting: 02-19-2026**
FROM: Tiffany Buraglio, Executive Assistant **Item: 3B**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

MEETING SCHEDULE

The following are regularly scheduled meetings for the next 24 months, along with special topics to be discussed. Quarterly meetings are usually 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
2025-2026				
February 19 (Thursday)	EC	FY25 Audited Financial Statements	Remote	12:00pm - 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	Half Moon Bay	1:00pm 5/14 – 1:00pm 5/15
2026-2027				
September 17 (Thursday)	EC	Meeting Schedule for FY27	TBD	1:00pm - 3:00pm
November 19 (Thursday)	EC	ED Goals-Midyear Progress Rpt.; FY26 Audited Financial Statements	Remote	1:00pm - 3:00pm
February 18 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget	TBD	1:00pm - 3:00pm
May 20-21 (Thurs - Fri)	BOD/ EC	FY28 Election of Officers (all), Appoint Members to Executive Committee, hold AB 2561 public hearing, Adopt Budget, ED Evaluation/Goal Setting for FY28	TBD	TBD
2027-2028				
September 17 (Thursday)	EC	Meeting Schedule for FY28	TBD	1:00pm - 3:00pm
November 18	EC	ED Goals-Midyear Progress Rpt.; FY27 Audited Financial Statements	TBD	1:00pm - 3:00pm



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

EC Meeting: 02-19-2026

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.

CJPIA Final Payment: The final payment of \$525,000 to California Joint Powers Insurance Authority (CJPIA) is due on June 1, 2026. RGS has paid \$1.09 million to date towards the obligation.

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
November 1, 2025 thru December, 2025

Type	Date	Num	Name	Memo	Debit/Credit	Balance
111100						251,971.62
111100 - Five Star - Checking						
Deduction	11/3/2025			MX Merchant Fee Payment 2025-10	-255.05	251,716.57
Bill pymt	11/3/2025	ACH	Silveredge Systems Software, Inc.	Deltek Consulting	-7,637.50	244,079.07
Bill pymt	11/3/2025	ACH	Municipal Dental Pool	November premiums	-15,631.76	228,447.31
Bill pymt	11/3/2025	ACH	Mutual of Omaha	November premiums	-7,658.11	220,789.20
Bill pymt	11/3/2025	ACH	PACE	November premiums	-177,848.98	42,940.22
Bill pymt	11/3/2025	ACH	Standard Insurance	November premiums	-2,225.72	40,714.50
Bill pymt	11/3/2025	ACH	Eaton & Associates	Technology Services	-2,672.50	38,042.00
Bill pymt	11/3/2025	ACH	insightsoftware, LLC	Technology Services	-12,342.00	25,700.00
Deposit	11/3/2025			Deposit	36,894.39	62,594.39
Deposit	11/3/2025			Deposit	2,044.00	64,638.39
Deposit	11/3/2025			Deposit	300.00	64,938.39
Deposit	11/4/2025			Deposit	2,766.18	67,704.57
Deposit	11/4/2025			Deposit	84,800.58	152,505.15
Deposit	11/5/2025			Deposit	51,820.73	204,325.88
Deposit	11/5/2025			Deposit	1,750.00	206,075.88
Deposit	11/6/2025	Wire		Municipal Dental Pool	19,166.58	225,242.46
Transfer	11/6/2025			Payroll Funding Transfer - PPE 10/30/25	520,000.00	745,242.46
Deduction	11/6/2025			Net Pay Withdrawl PPE 10/31/25	-509,418.46	235,824.00
Deposit	11/6/2025			Deposit	5,527.29	241,351.29
Deposit	11/6/2025			Deposit	300.00	241,651.29
Deposit	11/7/2025			Deposit	25,033.27	266,684.56
Deposit	11/7/2025			Deposit	3,914.30	270,598.86
Transfer	11/7/2025			Transfer	110,000.00	380,598.86
Deduction	11/7/2025			Taxes Withdrawl PPE 10/31/25	-141,740.66	238,858.20
Check	11/7/2025	1019	California State Disbursement Unit	APS payroll disbursement	-126.00	238,732.20
Check	11/7/2025	1020	California State Disbursement Unit	APS payroll disbursement	-50.19	238,682.01
Check	11/7/2025	1021	California State Disbursement Unit	APS payroll disbursement	-250.00	238,432.01
Check	11/7/2025	1022	Franchise Tax Board	APS payroll disbursement	-300.00	238,132.01
Check	11/7/2025	1023	Franchise Tax Board	APS payroll disbursement	-150.00	237,982.01
Check	11/7/2025	1024	MiSDU	APS payroll disbursement	-955.07	237,026.94
Check	11/7/2025	1025	WI SCTF	APS payroll disbursement	-11.00	237,015.94
Bill Pymt	11/7/2025	ACH	A Scott	Expense Reimbursement	-491.12	236,524.82
Bill Pymt	11/7/2025	ACH	A Harris	Expense Reimbursement	-221.00	236,303.82
Bill Pymt	11/7/2025	ACH	C Howard	Expense Reimbursement	-95.70	236,208.12
Bill Pymt	11/7/2025	ACH	D Rotert	Expense Reimbursement	-629.87	235,578.25
Bill Pymt	11/7/2025	ACH	J Stephenson	Expense Reimbursement	-700.03	234,878.22
Bill Pymt	11/7/2025	ACH	K Rapponotti	Expense Reimbursement	-1,497.27	233,380.95
Bill Pymt	11/7/2025	ACH	L Alba	Expense Reimbursement	-1,550.98	231,829.97
Bill Pymt	11/7/2025	ACH	M Rangel	Expense Reimbursement	-274.75	231,555.22
Bill Pymt	11/7/2025	ACH	M Brown	Expense Reimbursement	-313.37	231,241.85
Bill Pymt	11/7/2025	ACH	M Thomas	Expense Reimbursement	-402.02	230,839.83
Bill Pymt	11/7/2025	ACH	M MacDonald	Expense Reimbursement	-343.84	230,495.99
Bill Pymt	11/7/2025	ACH	R Chin	Expense Reimbursement	-1,011.05	229,484.94
Bill Pymt	11/7/2025	ACH	R Oppenheim	Expense Reimbursement	-379.32	229,105.62
Bill Pymt	11/7/2025	ACH	R Perez	Expense Reimbursement	-279.63	228,825.99
Bill Pymt	11/7/2025	ACH	V Lara	Expense Reimbursement	-685.72	228,140.27
Transfer	11/10/2025			Funds Transfer	25,000.00	253,140.27
Deduction	11/10/2025			FSA Admin Fee Payment 2025-10	-342.10	252,798.17
Deduction	11/10/2025			APS Payroll Fee Payment 2025-10	-2,138.35	250,659.82
Bill pymt	11/10/2025	ACH	GovGRC, LLC	CalSAWS Consulting	-81,868.00	168,791.82
Deposit	11/10/2025			Deposit	191.00	168,982.82
Deposit	11/12/2025			Deposit	153,489.24	322,472.06
Transfer	11/12/2025			Investment Funds Transfer	-150,000.00	172,472.06
Deduction	11/12/2025			FSA Contribution PPE 10-31-25	-6,745.31	165,726.75
Deduction	11/12/2025			Net Pay Withdrawl Off-Cycle Payroll	-13,045.75	152,681.00
Deduction	11/12/2025			Tax Withdrawl Off-Cycle Payroll	-6,885.74	145,795.26
Deduction	11/12/2025			457 Contribution PPE 10/31/25	-42,900.92	102,894.34
Deduction	11/12/2025			401a Contribution PPE 10/31/25	-78,521.64	24,372.70
Deposit	11/13/2025			Deposit	153,965.11	178,337.81

Deposit	11/14/2025		Deposit	16,412.28	194,750.09
Deposit	11/14/2025		Deposit	1,170.90	195,920.99
Deduction	11/17/2025		Empower	-169.72	195,751.27
Bill pymt	11/17/2025	ACH The Pun Group LLP	Audit Services	-8,250.00	187,501.27
Bill pymt	11/17/2025	ACH Verified First	Background Checks	-414.29	187,086.98
Bill pymt	11/17/2025	ACH City of Ridgecrest	IWVGA Rent	-300.00	186,786.98
Deposit	11/18/2025		Deposit	1,086.70	187,873.68
Deposit	11/19/2025		Deposit	45,464.11	233,337.79
Transfer	11/20/2025		Payroll Funding Transfer - PPE 11/15/25	630,000.00	863,337.79
Deduction	11/20/2025		Net Pay Withdrawl PPE 11/15/25	-494,135.54	369,202.25
Deposit	11/21/2025		APS Deposit	19.86	369,222.11
Deposit	11/21/2025		Deposit	1,316,139.50	1,685,361.61
Transfer	11/21/2025		Investment Funds Transfer	-1,000,000.00	685,361.61
Deduction	11/21/2025		Taxes Withdrawl PPE 11/15/25	-135,568.96	549,792.65
Check	11/21/2025	1026 California State Disbursement Unit	APS payroll disbursement	-126.00	549,666.65
Check	11/21/2025	1027 California State Disbursement Unit	APS payroll disbursement	-50.19	549,616.46
Check	11/21/2025	1028 California State Disbursement Unit	APS payroll disbursement	-250.00	549,366.46
Check	11/21/2025	1029 Franchise Tax Board	APS payroll disbursement	-300.00	549,066.46
Check	11/21/2025	1030 Franchise Tax Board	APS payroll disbursement	-150.00	548,916.46
Check	11/21/2025	1031 MiSDU	APS payroll disbursement	-955.07	547,961.39
Check	11/21/2025	1032 WI SCTF	APS payroll disbursement	-11.00	547,950.39
Bill Pymt	11/21/2025	ACH C Howard	Expense Reimbursement	-109.37	547,841.02
Bill Pymt	11/21/2025	ACH D Padovan	Expense Reimbursement	-100.90	547,740.12
Bill Pymt	11/21/2025	ACH D Silva	Expense Reimbursement	-580.92	547,159.20
Bill Pymt	11/21/2025	ACH E Oyen	Expense Reimbursement	-315.00	546,844.20
Bill Pymt	11/21/2025	ACH G Petersen	Expense Reimbursement	-445.74	546,398.46
Bill Pymt	11/21/2025	ACH H Ippoliti	Expense Reimbursement	-215.54	546,182.92
Bill Pymt	11/21/2025	ACH J Erdkamp	Expense Reimbursement	-672.96	545,509.96
Bill Pymt	11/21/2025	ACH J Stephenson	Expense Reimbursement	-402.58	545,107.38
Bill Pymt	11/21/2025	ACH L Alba	Expense Reimbursement	-836.20	544,271.18
Transfer	11/24/2025		Investment Funds Transfer	45,000.00	589,271.18
Transfer	11/24/2025		Investment Funds Transfer	-335,000.00	254,271.18
Deduction	11/24/2025		Net Pay Withdrawl Off-Cycle Payroll	-3,419.29	250,851.89
Bill pymt	11/24/2025	ACH Abila, Inc.	MIP	-1,572.10	249,279.79
Bill pymt	11/24/2025	ACH Redwood Public Law, LLP	Legal Services	-7,695.24	241,584.55
Bill pymt	11/24/2025	ACH Chmura Economics & Analytics, LLC	Data Analytics Subscription	-12,528.04	229,056.51
Bill pymt	11/24/2025	ACH Probolsky Research LLC	Data Services	-29,150.00	199,906.51
Bill pymt	11/24/2025	ACH Eaton & Associates	Technology Services	-3,707.50	196,199.01
Deposit	11/24/2025		Deposit	364.00	196,563.01
Deposit	11/24/2025		Deposit	60,355.51	256,918.52
Deposit	11/24/2025		CalCard - Deposit	846.49	257,765.01
Deduction	11/25/2025		Tax Withdrawl Off-Cycle Payroll	-470.82	257,294.19
Bill pymt	11/25/2025	ACH Mary E Uzupis	CalSAWS Consulting	-14,262.50	243,031.69
Bill pymt	11/25/2025	ACH David Sodergren	CalSAWS Consulting	-22,050.00	220,981.69
Deposit	11/25/2025		Deposit	2,600.00	223,581.69
Deduction	11/26/2025		Empower	-248.60	223,333.09
Deduction	11/26/2025		457 Contribution PPE 11/15/25	-41,739.61	181,593.48
Deduction	11/26/2025		401a Contribution PPE 11/15/25	-74,712.53	106,880.95
Deposit	11/26/2025		Deposit	2,600.00	109,480.95
Transfer	11/28/2025		Funds Transfer	165,000.00	274,480.95
Deduction	11/28/2025		FSA Contribution PPE 11-15-25	-6,595.31	267,885.64
Bill pymt	11/28/2025	ACH US Bank	CalCard Expenses	-9,336.30	258,549.34
Bill Pymt	11/28/2025	ACH R Moreno	Expense Reimbursement	-557.49	257,991.85
Deduction	12/1/2025		MX Merchant Fee Payment 2025-11	-266.72	257,725.13
Bill pymt	12/1/2025	ACH Municipal Dental Pool	December premiums	-16,064.79	241,660.34
Bill pymt	12/1/2025	ACH Mutual of Omaha	December premiums	-7,432.98	234,227.36
Bill pymt	12/1/2025	ACH PACE	December premiums	-203,090.75	31,136.61
Bill pymt	12/1/2025	ACH Standard Insurance	December premiums	-2,285.84	28,850.77
Bill pymt	12/1/2025	ACH WCF Insurance	Insurance premiums	-2,535.00	26,315.77
Deduction	12/2/2025		Empower	-12,286.01	14,029.76
Deposit	12/2/2025		Deposit	266.60	14,296.36
Deposit	12/2/2025		Deposit	5,014.00	19,310.36
Deposit	12/2/2025		Deposit	2,600.00	21,910.36
Transfer	12/3/2025		Payroll Funding Transfer - PPE 11/30/25	630,000.00	651,910.36
Deposit	12/3/2025		Deposit	3,091.42	655,001.78
Deposit	12/3/2025		Deposit	36,720.19	691,721.97

Deposit	12/3/2025		Deposit	41,606.66	733,328.63
Deposit	12/3/2025		Deposit	5,200.00	738,528.63
Deduction	12/4/2025		Net Pay Withdrawl PPE 11/30/25	-472,365.97	266,162.66
Deposit	12/4/2025		Deposit	325.67	266,488.33
Deposit	12/4/2025		Deposit	793.84	267,282.17
Deposit	12/4/2025		Deposit	2,600.00	269,882.17
Deduction	12/5/2025		Taxes Withdrawl PPE 11/30/25	-128,956.20	140,925.97
Deduction	12/5/2025		Empower	-535.40	140,390.57
Deposit	12/5/2025		Deposit	31,837.82	172,228.39
Deposit	12/5/2025		Deposit	13,345.21	185,573.60
Deposit	12/5/2025		Deposit	1,100.00	186,673.60
Check	12/5/2025	1033 California State Disbursement Unit	APS payroll disbursement	-126.00	186,547.60
Check	12/5/2025	1034 California State Disbursement Unit	APS payroll disbursement	-50.19	186,497.41
Check	12/5/2025	1035 California State Disbursement Unit	APS payroll disbursement	-250.00	186,247.41
Check	12/5/2025	1036 Franchise Tax Board	APS payroll disbursement	-300.00	185,947.41
Check	12/5/2025	1037 Franchise Tax Board	APS payroll disbursement	-150.00	185,797.41
Check	12/5/2025	1038 MiSDU	APS payroll disbursement	-955.07	184,842.34
Check	12/5/2025	1039 WI SCTF	APS payroll disbursement	-11.00	184,831.34
Bill Pymt	12/5/2025	ACH A Scott	Expense Reimbursement	-143.59	184,687.75
Bill Pymt	12/5/2025	ACH D Bruhn	Expense Reimbursement	-1,151.09	183,536.66
Bill Pymt	12/5/2025	ACH E Flores	Expense Reimbursement	-211.26	183,325.40
Bill Pymt	12/5/2025	ACH J Howe	Expense Reimbursement	-1,115.65	182,209.75
Bill Pymt	12/5/2025	ACH J Stephenson	Expense Reimbursement	-393.01	181,816.74
Bill Pymt	12/5/2025	ACH K Rapponotti	Expense Reimbursement	-408.08	181,408.66
Bill Pymt	12/5/2025	ACH L Alba	Expense Reimbursement	-635.30	180,773.36
Bill Pymt	12/5/2025	ACH R Gonzalez	Expense Reimbursement	-708.53	180,064.83
Bill Pymt	12/5/2025	ACH R Perez	Expense Reimbursement	-273.33	179,791.50
Deduction	12/8/2025		FSA Admin Fee Payment 2025-11	-336.10	179,455.40
Bill pymt	12/8/2025	ACH Verified First	Background Checks	-204.55	179,250.85
Bill pymt	12/8/2025	ACH City of Ridgecrest	IWVGA Rent	-300.00	178,950.85
Bill pymt	12/8/2025	ACH Silveredge Systems Software, Inc.	Deltek Consulting	-3,407.50	175,543.35
Deposit	12/8/2025		Deposit	149,461.95	325,005.30
Deposit	12/8/2025		Deposit	1,100.00	326,105.30
Deposit	12/9/2025		Deposit	12,947.11	339,052.41
Deposit	12/9/2025		Deposit	71,730.59	410,783.00
Deposit	12/9/2025		Deposit	32.28	410,815.28
Transfer	12/9/2025		Investment Funds Transfer	-200,000.00	210,815.28
Deduction	12/9/2025		457 Contribution PPE 11/30/25	-37,478.66	173,336.62
Deduction	12/9/2025		401a Contribution PPE 11/30/25	-69,354.01	103,982.61
Deduction	12/10/2025		APS Payroll Fee Payment 2025-11	-2,563.35	101,419.26
Deposit	12/10/2025		Deposit	2,069.60	103,488.86
Deposit	12/10/2025		Deposit	3,676.40	107,165.26
Deduction	12/11/2025		FSA Contribution PPE 11-30-25	-6,595.31	100,569.95
Deposit	12/11/2025		Deposit	2,318.40	102,888.35
Deposit	12/11/2025		Deposit	553.60	103,441.95
Deposit	12/11/2025		Deposit	5,200.00	108,641.95
Deposit	12/12/2025		Deposit	13,312.90	121,954.85
Deposit	12/12/2025		Deposit	192,192.22	314,147.07
Deposit	12/12/2025		Deposit	1,159.18	315,306.25
Deposit	12/12/2025		Deposit	2,600.00	317,906.25
Transfer	12/15/2025		Investment Funds Transfer	-270,000.00	47,906.25
Bill pymt	12/15/2025	ACH LinkedIn Corporation	Recruitment Services	-14,775.00	33,131.25
Bill pymt	12/15/2025	ACH Deltek, Inc.	Consulting services	-235.00	32,896.25
Bill pymt	12/15/2025	Check Great American Insurance Group	Insurance claim	-15,547.18	17,349.07
Deposit	12/15/2025		Deposit	1,777.15	19,126.22
Deposit	12/17/2025		Deposit	63,557.14	82,683.36
Transfer	12/18/2025		Payroll Funding Transfer - PPE 12/15/25	705,000.00	787,683.36
Deposit	12/18/2025		Deposit	12,612.77	800,296.13
Deduction	12/19/2025		Net Pay Withdrawl PPE 12/15/25	-516,694.99	283,601.14
Deposit	12/19/2025		Deposit	80.70	283,681.84
Deposit	12/19/2025		Deposit	5,200.00	288,881.84
Deposit	12/22/2025		Deposit	1,379,607.83	1,668,489.67
Transfer	12/22/2025		Investment Funds Transfer	-1,245,000.00	423,489.67
Deduction	12/22/2025		Taxes Withdrawl PPE 12/15/25	-153,291.76	270,197.91
Bill pymt	12/22/2025	ACH Abila, Inc.	MIP	-1,572.10	268,625.81
Bill pymt	12/22/2025	ACH Redwood Public Law, LLP	Legal Services	-9,421.59	259,204.22

Bill pymt	12/22/2025	ACH	Scott N. Kivel	Legal Services	-54,438.67	204,765.55
Bill pymt	12/22/2025	ACH	Eaton & Associates	Technology Services	-2,647.50	202,118.05
Bill pymt	12/22/2025	ACH	Neogov	Recruitment	-12,457.50	189,660.55
Bill pymt	12/22/2025	ACH	Neogov	Recruitment Services	-464.10	189,196.45
Check	12/22/2025	1040	California State Disbursement Unit	APS payroll disbursement	-126.00	189,070.45
Check	12/22/2025	1041	California State Disbursement Unit	APS payroll disbursement	-43.50	189,026.95
Check	12/22/2025	1042	California State Disbursement Unit	APS payroll disbursement	-250.00	188,776.95
Check	12/22/2025	1043	Franchise Tax Board	APS payroll disbursement	-300.00	188,476.95
Check	12/22/2025	4044	Franchise Tax Board	APS payroll disbursement	-150.00	188,326.95
Check	12/22/2025	1045	MiSDU	APS payroll disbursement	-955.07	187,371.88
Check	12/22/2025	1046	WI SCTF	APS payroll disbursement	-11.00	187,360.88
Bill Pymt	12/22/2025	ACH	C Paxton	Expense Reimbursement	-231.00	187,129.88
Bill Pymt	12/22/2025	ACH	D Padovan	Expense Reimbursement	-67.90	187,061.98
Bill Pymt	12/22/2025	ACH	D Silva	Expense Reimbursement	-450.48	186,611.50
Bill Pymt	12/22/2025	ACH	J Erdkamp	Expense Reimbursement	-783.90	185,827.60
Bill Pymt	12/22/2025	ACH	J Stephenson	Expense Reimbursement	-441.99	185,385.61
Bill Pymt	12/22/2025	ACH	K Wylie	Expense Reimbursement	-115.46	185,270.15
Bill Pymt	12/22/2025	ACH	M Thomas	Expense Reimbursement	-380.96	184,889.19
Bill Pymt	12/22/2025	ACH	M Atencio	Expense Reimbursement	-174.30	184,714.89
Bill Pymt	12/22/2025	ACH	P Harmon	Expense Reimbursement	-2,634.42	182,080.47
Bill Pymt	12/22/2025	ACH	Q Fraizer	Expense Reimbursement	-361.26	181,719.21
Bill Pymt	12/22/2025	ACH	R Chin	Expense Reimbursement	-555.57	181,163.64
Bill Pymt	12/22/2025	ACH	R Lusk	Expense Reimbursement	-346.97	180,816.67
Bill Pymt	12/22/2025	ACH	S Hardgrave	Expense Reimbursement	-42.00	180,774.67
Transfer	12/24/2025			Funds Transfer	30,000.00	210,774.67
Bill pymt	12/24/2025	ACH	David Sodergren	CalSAWS Consulting	-21,612.44	189,162.23
Bill pymt	12/24/2025	ACH	Mary E Uzupis	CalSAWS Consulting	-24,062.50	165,099.73
Bill pymt	12/24/2025	ACH	Mary E Uzupis	CalSAWS Consulting	-787.64	164,312.09
Deposit	12/24/2025			Deposit	84,690.17	249,002.26
Deposit	12/24/2025			Deposit	2,600.00	251,602.26
Deposit	12/26/2025			Deposit	13,200.00	264,802.26
Deposit	12/26/2025			Deposit	2,573.90	267,376.16
Deduction	12/29/2025			FSA Contribution PPE 12-15-25	-6,182.82	261,193.34
Deduction	12/29/2025			457 Contribution PPE 12/15/25	-41,066.93	220,126.41
Deduction	12/29/2025			401a Contribution PPE 12/15/25	-75,524.45	144,601.96
Bill pymt	12/29/2025	ACH	Alliant Insurance Services, Inc.	Fiduciary Liability premium	-4,482.00	140,119.96
Bill pymt	12/29/2025	ACH	US Bank	CalCard Expenses	-18,481.33	121,638.63
Deposit	12/29/2025			Deposit	50,975.57	172,614.20
Deposit	12/29/2025			Deposit	515.20	173,129.40
Deposit	12/30/2025			Deposit	20,177.79	193,307.19
Deduction	12/30/2025			APS	-163.96	193,143.23
Deduction	12/31/2025			APS	-394.02	192,749.21
Transfer	12/31/2025			Funds Transfer	157,000.00	349,749.21
Bill pymt	12/31/2025	ACH	MidAmerica	HRA Q3 2025	-92,750.00	256,999.21
Deposit	12/31/2025			Deposit	935.90	257,935.11
Deposit	12/31/2025			Deposit	133.18	258,068.29



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

EC Meeting: 02-19-2026

Item: 3D

RECOMMENDATION

Review and accept report of JPA investments made through December 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 December 2025, the JPA is achieving an APY of 4.19% with FSB Money Market and an APY of 3.95% with California CLASS. Staff has historically utilized the FSB Money Market account as an investment vehicle for short-term purposes and California CLASS for longer-term investment. Staff took advantage of an earnings change in December and currently the majority of excess investment funds are being held in the FSB Money Market account earning a higher rate. Currently the JPA has no funds invested in CalTrust and a minimal balance in LAIF.

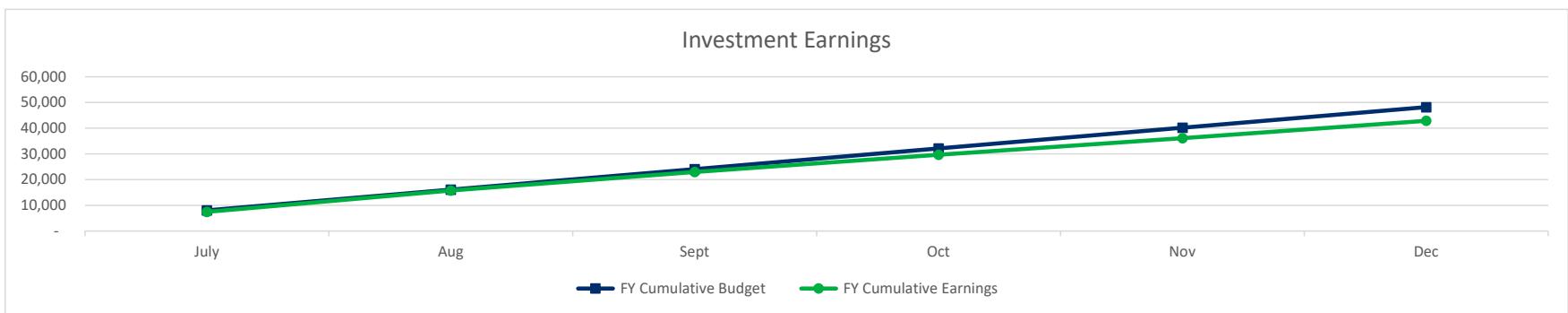
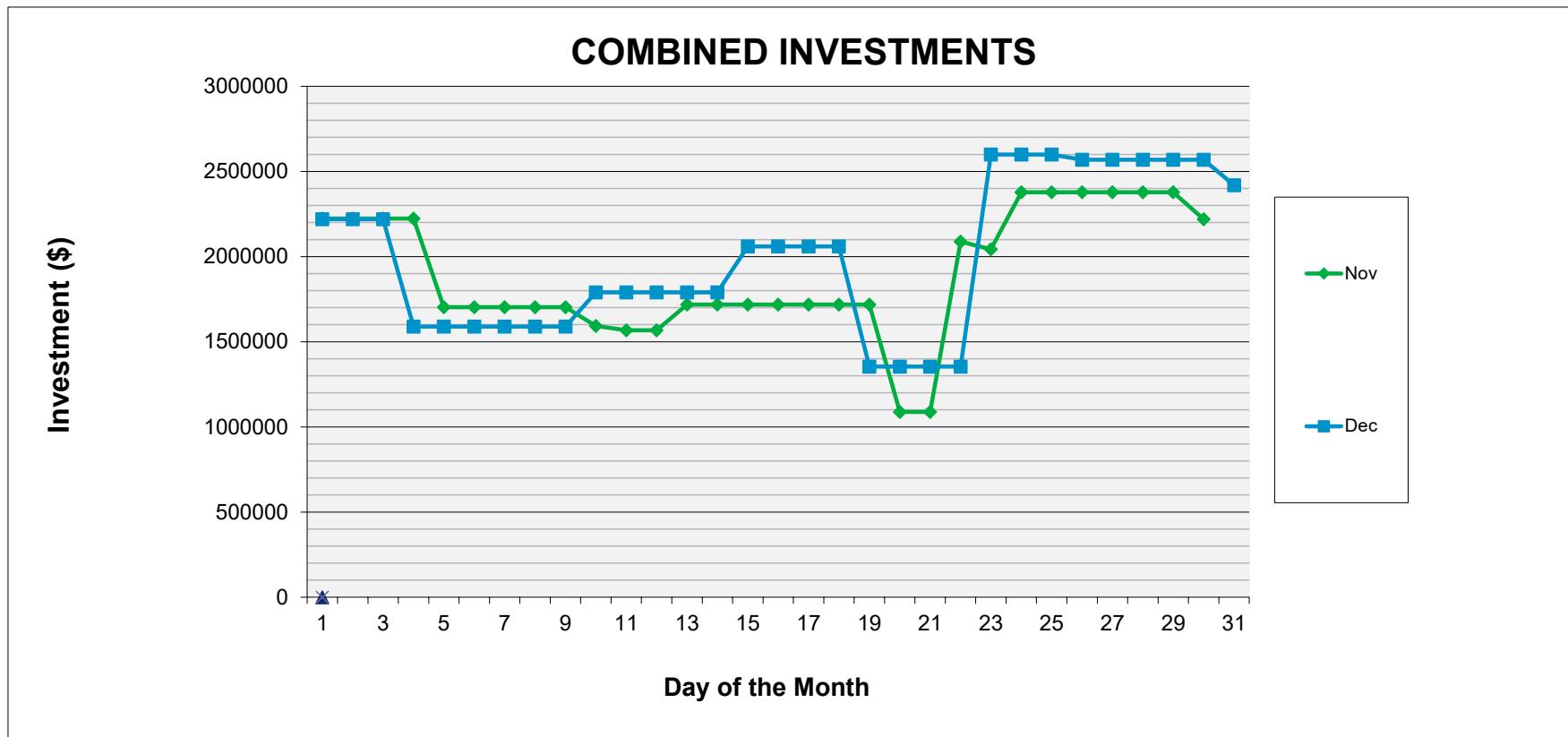
Cash Position:

Bank Balances as of December 31, 2025

Checking	274,066
Money Market	1,184,578
<u>Investments</u>	<u>1,234,417</u>
Total	2,693,061

INVESTMENT REPORT
FY 2025-2026

<u>Date</u>	Nov				Dec							
	<u>Money Mkt</u>	<u>Accounts</u>	<u>CLASS</u>	<u>CalTrust</u> <u>Short & Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u>	<u>Accounts</u>	<u>CLASS</u>	<u>CalTrust</u> <u>Short & Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	182,270	2,039,819	-	716 2,222,805	988,904	1,229,652	-	716	2,219,272			
2	182,270	2,039,819	-	716 2,222,805	988,904	1,229,652	-	716	2,219,272			
3	182,270	2,039,819	-	716 2,222,805	988,904	1,229,652	-	716	2,219,272			
4	182,270	2,039,819	-	716 2,222,805	358,904	1,229,652	-	716	1,589,272			
5	182,270	1,519,819	-	716 1,702,805	358,904	1,229,652	-	716	1,589,272			
6	182,270	1,519,819	-	716 1,702,805	358,904	1,229,652	-	716	1,589,272			
7	182,270	1,519,819	-	716 1,702,805	358,904	1,229,652	-	716	1,589,272			
8	182,270	1,519,819	-	716 1,702,805	358,904	1,229,652	-	716	1,589,272			
9	182,270	1,519,819	-	716 1,702,805	358,904	1,229,652	-	716	1,589,272			
10	72,270	1,519,819	-	716 1,592,805	558,904	1,229,652	-	716	1,789,272			
11	47,270	1,519,819	-	716 1,567,805	558,904	1,229,652	-	716	1,789,272			
12	47,270	1,519,819	-	716 1,567,805	558,904	1,229,652	-	716	1,789,272			
13	197,270	1,519,819	-	716 1,717,805	558,904	1,229,652	-	716	1,789,272			
14	197,270	1,519,819	-	716 1,717,805	558,904	1,229,652	-	716	1,789,272			
15	197,270	1,519,819	-	716 1,717,805	828,904	1,229,652	-	716	2,059,272			
16	197,270	1,519,819	-	716 1,717,805	828,904	1,229,652	-	716	2,059,272			
17	197,270	1,519,819	-	716 1,717,805	828,904	1,229,652	-	716	2,059,272			
18	197,270	1,519,819	-	716 1,717,805	828,904	1,229,652	-	716	2,059,272			
19	197,270	1,519,819	-	716 1,717,805	123,904	1,229,652	-	716	1,354,272			
20	197,270	889,819	-	716 1,087,805	123,904	1,229,652	-	716	1,354,272			
21	197,270	889,819	-	716 1,087,805	123,904	1,229,652	-	716	1,354,272			
22	1,197,270	889,819	-	716 2,087,805	123,904	1,229,652	-	716	1,354,272			
23	1,152,270	889,819	-	716 2,042,805	1,368,904	1,229,652	-	716	2,599,272			
24	1,152,270	1,224,819	-	716 2,377,805	1,368,904	1,229,652	-	716	2,599,272			
25	1,152,270	1,224,819	-	716 2,377,805	1,368,904	1,229,652	-	716	2,599,272			
26	1,152,270	1,224,819	-	716 2,377,805	1,338,904	1,229,652	-	716	2,569,272			
27	1,152,270	1,224,819	-	716 2,377,805	1,338,904	1,229,652	-	716	2,569,272			
28	1,152,270	1,224,819	-	716 2,377,805	1,338,904	1,229,652	-	716	2,569,272			
29	1,152,270	1,224,819	-	716 2,377,805	1,338,904	1,229,652	-	716	2,569,272			
30	988,904	1,229,652	-	716 2,219,272	1,338,904	1,229,652	-	716	2,569,272			
31					1,184,578	1,233,701	-	716	2,418,994			



Management Services Agreement Report

Agency Name	Name	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Communications & Engagement							
Best Best & Krieger	Transparent Govt & Comms Svrs (Amend #3)	Amend	Comms & Eng	On Call	12 Jun 2023	5/31/2026	No NTE
Citrus Heights Water District (CHWD)	Comm & Engagement (TO 2023-01)	TO	Comms & Eng	Continuous	17 May 2017	N/A	No NTE
Los Olivos Community Svrs District (LOCSD)	Communications & Engagement Svrs	Agreement	Comms & Eng	Project	11 Nov 2025	12/31/2026	No NTE
Contract Staffing							
Alameda County	Risk Mgmt Assessment (Amend #1)	Amend	Contract Staffing	Continuous	01 Jul 2024	6/30/2027	\$ 250,000
CalSAWS	Mgmtnt and Admin Svrs (Amend # 42)	Amend	Contract Staffing	Continuous	17 Feb 2009	N/A	No NTE
CalSAWS	TO 2025-01 (Data Mgmt.)	TO	Contract Staffing	Project	27 Oct 2025	N/A	No NTE
Colusa Groundwater Authority (CGA)	Program Admin (Amend #1)	Amend	Contract Staffing	Continuous	25 May 2022	N/A	\$ 175,000
Fox Canyon Groundwater Mgmtnt Agency	Admin Svrs 25/26 Amend #1	Amend	Contract Staffing	Continuous	26 Mar 2025	6/30/2026	\$ 83,000
Hayward Area Shoreline Protection Agency (HASPA)	Admin Svrs	Agreement	Contract Staffing	Project	02 Sep 2025	6/30/2027	\$ 523,817
Indian Wells Valley Groundwater Authority (IWVGA)	Admin Svrs 2026	Agreement	Contract Staffing	Continuous	01 Jan 2026	12/31/2026	No NTE
Marin Emergency Radio Authority (MERA)	Admin Svrs Amend #1	Amend	Contract Staffing	Continuous	01 Jul 2023	6/30/2026	No NTE
Monterey Peninsula Regional Park District (MPRPD)	Grant Mgmt FY-25-26	Agreement	Contract Staffing	Project	01 Jul 2025	6/30/2026	\$ 40,000
Monterey Peninsula Regional Park District (MPRPD)	Grant Writing Amend #1	Amend	Contract Staffing	Continuous	01 Jul 2024	6/30/2026	\$ 40,000
Richardson Bay Regional Agency (RBRA)	Amend #1	Agreement	Contract Staffing	Continuous	15 Oct 2021	N/A	No NTE
Sac Central Groundwater Authority	Admin Svrs	Agreement	Contract Staffing	Continuous	01 Jul 2025	6/30/2026	\$ 290,000
Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA)	Mgmtnt Svrs (Amend #9)	Amend	Contract Staffing	Continuous	10 Aug 2017	6/30/2026	\$ 1,603,944
Santa Maria Valley Water Conservation District (SMVWCD)	Admin Svrs	Agreement	Contract Staffing	Continuous	10 Jan 2024	N/A	No NTE
Self-Directed Tax-Advantaged Retirement System (STARS)	Fiscal and Admin Support (Amend #1)	Amend	Contract Staffing	Continuous	13 Dec 2016	N/A	No NTE
Silicon Valley Regional Interoperability Authority (SVRIA)	Contract Staffing FY 25/26	Agreement	Contract Staffing	Continuous	01 Jul 2025	6/30/2026	\$ 242,134
Economic Development							
Monterey Bay Dart (DART) (formerly UCORP)	ED Admin Svrs FY 25-26	Agreement	Econ. Dev.	Continuous	01 Jul 2025	6/30/2026	\$ 150,000
North Edge Business Financing and Community Development (formerly AEDC)	ED Finance Svrs (Amend #1)	Amend	Econ. Dev.	Continuous	02 Jan 2024	N/A	\$ 335,080
Pacifica	Finance and ED Svrs	Agreement	Econ. Dev.	On Call	23 Jul 2025	6/30/2026	\$ 75,000
Emergency Services							
Community Medical Centers	Emergency Svrs	Agreement	Emergency Svrs	Continuous	01 Jul 2024	6/30/2026	\$ 100,000
Valley Water (Santa Clara Valley Water District)	Emergency Response Procedures (Amend #1)	Amend	Emergency Svrs	Continuous	01 Feb 2023	12/31/2026	\$ 339,000
Walnut Creek	Emergency Mgmtnt Svrs	Agreement	Emergency Svrs	Project	01 Jul 2024	N/A	\$ 60,000
Finance							
Bear Valley Community Svrs District	Finance Svrs	Agreement	Finance	Continuous	01 Jul 2025	6/30/2026	\$ 108,900
Buena Park Library District	HR/Finance Assessment (Amend #2)	Amend	Finance	Continuous	06 Aug 2024	6/30/2026	\$ 331,900
Citrus Heights Water District (CHWD)	Finance Svrs (TO 2025-01)	Agreement	Finance	Project	17 May 2017	6/30/2026	No NTE
Coachella Valley Public Cemetery District (CVPCD)	HR & Fin Svrs Amend #2	Amend	Finance	On Call	30 Aug 2024	6/30/2026	\$ 85,000
Colfax	Finance Svrs 2026	Agreement	Finance	Continuous	02 Feb 2026	2/2/2029	\$ 291,000
Del Rey Oaks	Financial Svrs (Amend #2)	Amend	Finance	Continuous	01 Aug 2022	6/30/2026	\$ 893,600
East Bay Dischargers Authority (EBDA)	Finance (2025/26)	Agreement	Finance	Continuous	01 Jul 2025	6/30/2026	\$ 175,000
El Dorado County Transit Authority (El Dorado Transit)	Procurement Policy & Procedural Consulting	Agreement	Finance	Project	05 Nov 2024	N/A	\$ 33,000
Emeryville	Finance & Payroll Svrs (Amend #2)	Amend	Finance	Continuous	30 Oct 2024	6/30/2026	\$ 125,000
Emeryville	Finance Svrs Amend #1	Amend	Finance	Continuous	30 Oct 2024	12/31/2026	\$ 125,000
Glendora	Finance Svrs	Agreement	Finance	Project	13 Dec 2024	N/A	\$ 27,500
Guadalupe	Finance Svrs 25/26	Agreement	Finance	On Call	29 Oct 2025	10/29/2026	\$ 49,500
Hayward Area Recreation and Parks District (HARD)	Finance Svrs	Agreement	Finance	On Call	07 Feb 2025	N/A	\$ 60,000
Lakewood	Finance Svrs (TO 2025-04)	TO	Finance	Continuous	10 Sep 2024	6/30/2026	\$ 48,660
Lakewood	Finance Svrs - Amend # 1	Amend	Finance	Continuous	10 Sep 2024	6/30/2026	No NTE
Larkspur	TO 2025-03 (DLM)	TO	Finance	Project	16 Aug 2023	6/30/2026	\$ 60,000
Larsen Wurzel & Associates (LWA)	Finance Svrs	Master Agreement	Finance	Project	09 Sep 2024	N/A	No NTE
Larsen Wurzel & Associates (LWA)	Finance Svrs TO 2024-01	TO	Finance	Project	09 Sep 2024	N/A	\$ 50,000
Las Gallinas Valley Sanitary District (LGVSD)	Finance Svrs (Amend #1 for FY 25/26)	Amend	Finance	Project	18 Sep 2024	6/30/2026	\$ 100,600
Livermore-Amador Valley Water Mgmtnt Agency (LAVWMA)	Finance Svrs (Amend #3)	Amend	Finance	Continuous	30 May 2024	6/30/2026	\$ 283,000
Marina Coast Water District (MCWD)	Customer Service Implementation	Agreement	Finance	Continuous	01 Jul 2025	N/A	\$ 49,000
Marina Coast Water District (MCWD)	Finance Svrs	Agreement	Finance	Continuous	01 Jul 2025	N/A	\$ 49,000
Mendocino Coast Healthcare District	Admin Svrs (Amend #2)	Amend	Finance	Continuous	12 Dec 2023	6/30/2026	\$ 508,200
Mendocino County	Finance Svrs	Agreement	Finance	Project	01 May 2025	12/31/2027	\$ 100,000
Mendocino County Resource Conservation District (MCRCD)	Finance Svrs	Agreement	Finance	Project	26 Sep 2025	6/30/2026	\$ 15,500
Monterey Peninsula Regional Park District (MPRPD)	Finance Svrs	Agreement	Finance	On Call	08 Nov 2021	N/A	\$ 40,000
Napa	Finance Svrs	Agreement	Finance	Project	05 Aug 2025	N/A	\$ 30,000
Napa	Payroll Svrs	Agreement	Finance	Project	01 Jul 2025	N/A	\$ 10,750
North Coast County Water District	Finance Svrs	Agreement	Finance	Project	21 Jan 2025	N/A	\$ 11,900
Novato	Finance Svrs	Agreement	Finance	On Call	14 Jan 2025	12/31/2027	\$ 60,000
Novato Fire Protection District	Finance Svrs	Agreement	Finance	Continuous	20 Mar 2025	6/30/2026	\$ 75,000
Orland	Finance Svrs (Amend #3)	Agreement	Finance	Continuous	17 Dec 2024	6/30/2026	\$ 163,208
Paradise	Finance Svrs	Agreement	Finance	Project	29 Dec 2025	12/31/2026	\$ 99,000
Rohnert Park	Finance Svrs	Agreement	Finance	Project	15 Oct 2024	N/A	\$ 80,500

Management Services Agreement Report

Agency Name	Name	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Sac Reg Co Sanitation District (Regional San) and Sac Area Sewer District (SASD)	Staffing Assessment Consulting Svrs (Amend #2)	Amend	Finance	Project	13 Apr 2023	N/A	\$ 210,700
San Juan Bautista	Procurement & Housing (Amend #1)	Amend	Finance	Continuous	15 Apr 2022	N/A	\$ 100,000
San Lorenzo Valley Water District (SLVWD)	Finance & HR (Amend #6)	Amend	Finance	Continuous	07 Aug 2025	6/30/2026	\$ 281,700
Seaside	Finance Svrs	Agreement	Finance	Project	18 Sep 2025	9/18/2026	\$ 31,500
South Orange County Wastewater Authority (SOCWA)	Finance (Amend #1)	Amend	Finance	Continuous	08 Nov 2024	6/30/2026	\$ 106,000
Tuolumne County LAFCO	Finance Svrs Amend #2	Amend	Finance	Continuous	20 Nov 2024	6/30/2026	\$ 108,424
Yountville	TO 2023-01 (Fin Svcs)	TO	Finance	Project	19 Jul 2016	N/A	No NTE
Human Resources							
Ironhouse Sanitary District	HR Mgmt Svrs (Amend #1)	Amend	HR	Continuous	05 Apr 2016	N/A	No NTE
Marin Municipal Water District (MMWD)	Class/Comp & Recruiting Svrs (Amend #2)	Amend	HR	Project	10 Dec 2021	12/31/2026	\$ 300,000
Marina Coast Water District (MCWD)	Class & Comp Study	Agreement	HR	Project	01 May 2023	N/A	\$ 42,600
San Diego Local Agency Formation Commission (San Diego LAFCo)	HR Svrs	Agreement	HR	Continuous	04 Nov 2022	N/A	\$ 100,000
Arvin	HR Svrs (Amend #2)	Amend	HR	Continuous	28 Jan 2025	N/A	\$ 90,000
Belvedere	Compensation Study	Agreement	HR	Project	16 Dec 2025	6/30/2026	\$ 25,100
Belvedere	HR & Rec Svrs (Amend #7)	Amend	HR	On Call	17 Oct 2022	N/A	No NTE
Buena Park Library District	HR Svrs	Agreement	HR	Project	13 Mar 2025	3/15/2026	\$ 85,000
Byron - Brentwood - Knightsen Union Cemetery District (BBKUCD)	HR Svrs	Agreement	HR	On Call	16 Jun 2025	6/30/2026	\$ 10,000
Contra Costa Transportation Authority (CCTA)	HR Svrs (Amend #3)	Agreement	HR	Continuous	01 Jul 2022	6/30/2026	\$ 170,000
Desert Healthcare District (DHCD)	HR Svrs (Amend #1)	Amend	HR	Continuous	31 Jan 2025	6/30/2026	\$ 50,000
Fairfield	On Call HR Svrs	Agreement	HR	On Call	31 Jul 2024	6/30/2027	\$ 100,000
Feather River Air Quality Mgmt District (FRAQMD)	HR Svrs (2025-27)	Agreement	HR	On Call	05 Aug 2024	6/30/2027	\$ 55,000
Healdsburg	HR DLM Svrs	Agreement	HR	Project	09 Jan 2026	6/30/2027	\$ 42,000
Hercules	HR Svrs (Amend #6)	Amend	HR	Continuous	17 Jan 2023	3/31/2026	\$ 330,000
Larkspur	HR Investigation Svrs (TO 2024-03)	TO	HR	Project	16 Aug 2023	N/A	No NTE
Larkspur	Labor Negotiations (TO 2025-01)	TO	HR	Project	16 Aug 2023	N/A	No NTE
Larkspur	TO 2025-04 (NEOGOV)	TO	HR	Project	16 Aug 2023	6/30/2026	\$ 26,450
Las Gallinas Valley Sanitary District (LGVSD)	GM Evaluation	Agreement	HR	Project	20 May 2025	6/30/2026	\$ 5,800
Lassen Municipal Utility District (LMUD)	HR Svrs FY 25-26	Agreement	HR	Continuous	23 Sep 2025	6/30/2026	\$ 150,000
Modesto Irrigation District	Admin Assessment	Agreement	HR	Project	26 Jun 2024	N/A	\$ 17,000
Monterey Peninsula Water Mgmt District (MPWMD)	HR Svrs FY 25-27	Agreement	HR	On Call	07 Aug 2025	6/30/2027	\$ 24,000
Nevada County Consolidated Fire District (NCCFD)	HR Svrs Amend #1	Amend	HR	Continuous	01 Jul 2024	6/30/2026	\$ 100,000
Oakdale Irrigation District GSA (OIDGSA)	Class/Comp Study	Agreement	HR	Project	13 Jan 2026	N/A	\$ 54,900
Pacific Grove	HR Payroll Svrs	Agreement	HR	Continuous	06 Sep 2024	N/A	\$ 39,999
Piedmont	Labor Relations Amend #1	Amend	HR	Continuous	21 Jan 2025	6/30/2026	\$ 75,000
Plumas County	Compensation Study	Agreement	HR	Project	07 Jul 2025	6/30/2026	\$ 154,000
Rio Dell	Dell - HR Svrs	Agreement	HR	On Call	26 Dec 2024	N/A	\$ 60,000
San Juan Bautista	HR Svrs (Amend #3)	Agreement	HR	Continuous	20 Dec 2021	6/30/2026	\$ 120,000
San Mateo County Mosquito and Vector Control District (SMCMVCD)	HR Svrs	Agreement	HR	On Call	01 Jul 2024	N/A	\$ 25,000
Santa Barbara County	HR Svrs 25/26	Agreement	HR	On Call	01 Jul 2025	6/30/2026	\$ 41,000
Templeton Community Svrs District	Class & Comp Study	Agreement	HR	Project	22 Sep 2025	N/A	\$ 20,000
Trinidad	Class & Comp Svrs	Agreement	HR	Project	12 Mar 2025	N/A	\$ 25,000
Turlock Mosquito Abatement District (TMAD)	Policies Update & WVPP	Agreement	HR	Project	24 Jul 2025	6/30/2026	\$ 10,000
Walnut Creek	HR Svrs	Agreement	HR	Continuous	01 Jan 2024	N/A	\$ 120,000
West Valley Sanitation District (WVSD)	HR Svrs - Amend #1	Amend	HR	Continuous	16 Jul 2021	N/A	\$ 30,000
Multiple							
Monterey Bay Dart (DART) (formerly UCORP)	Admin Svrs (Amend #1)	Amend	Multiple	Continuous	01 Jul 2025	4/30/2026	\$ 180,160
Solano County Water Agency (SCWA)	HR & Finance Svrs 2025	Agreement	Multiple	On Call	01 Jul 2025	6/30/2027	\$ 120,000
Atherton	HR Svrs	Agreement	Multiple	On Call	15 Jan 2026	12/31/2026	\$ 15,000
Citrus Heights	General HR and Payroll Support	Agreement	Multiple	Project	30 Dec 2025	6/30/2026	\$ 20,000
Marin County	HR & Planning Svrs (Amend #1)	Amend	Multiple	On Call	01 Sep 2023	6/30/2026	\$ 50,000
Marina Coast Water District (MCWD)	HR Svrs (FY 25-26)	Agreement	Multiple	Continuous	01 Jul 2025	N/A	\$ 190,000
Willows	HR & Transparent Gov't Svrs (Amend # 6)	Amend	Multiple	On Call	01 Jul 2022	6/30/2027	\$ 30,000
California Urban Water Agencies (CUWA)	Comm & Eng, Transparent Govt, Fin Svcs	Agreement	Multiple	Project	05 Mar 2024	4/30/2027	No NTE
Citrus Heights Water District (CHWD)	Master Agreement	Master Agreement	Multiple	Continuous	17 May 2017	N/A	No NTE
Dublin San Ramon Svrs District (DSRSD)	Master Svrs Agreement	Master Agreement	Multiple	On Call	11 Nov 2025	6/30/2026	No NTE
Pajaro Regional Flood Mgmt Agency (PRFMA)	On-Call Admin Svrs	Agreement	Multiple	On Call	15 Oct 2024	6/30/2026	\$ 255,000
Twain Harte Community Svrs District	Finance & Payroll Svrs	Agreement	Multiple	Project	05 Feb 2024	N/A	\$ 69,800
Yountville	Master Agreement	Master Agreement	Multiple	On Call	19 Jul 2016	N/A	No NTE
Stanislaus Consolidated Fire Protection District (SCFPD)	HR and Clerk Svrs (Payroll)	Agreement	Multiple	On Call	29 Apr 2021	N/A	No NTE
Organizational Development							
Bay Area Air Quality Mgmt District (BAAQMD)	Coaching Svrs	Short Form	Org. Dev.	Project	01 Jul 2025	N/A	\$ 4,000
Dublin	OD Svrs	Short Form	Org. Dev.	Project	26 Sep 2025	2/28/2026	\$ 15,000
Dublin San Ramon Svrs District (DSRSD)	On-Call Graphic Design Svrs	Agreement	Org. Dev.	On Call	01 Jul 2024	6/30/2027	No NTE
Golden Hills Community Svrs District (GHCSD)	Annual Planning Meeting Facilitation	Agreement	Org. Dev.	Project	25 Jan 2024	6/30/2026	\$ 10,000

Management Services Agreement Report

Agency Name	Name	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Larkspur	Master Agreement	Master Agreement	Org. Dev.	Continuous	16 Aug 2023	N/A	No NTE
Marin Municipal Water District (MMWD)	Coaching Svrs	Short Form	Org. Dev.	On Call	14 Mar 2025	6/30/2026	\$ 10,000
Marin Municipal Water District (MMWD)	Coaching Svrs_IT	Short Form	Org. Dev.	Project	05 Aug 2025	6/30/2026	\$ 8,213
Placer County	OD Svrs	Agreement	Org. Dev.	Project	28 Mar 2025	9/30/2026	\$ 99,000
Redwood Empire School's Insurance Group (RESIG)	OD Svrs (Amend #3)	Agreement	Org. Dev.	Project	03 Dec 2025	6/30/2026	\$ 26,725
Payroll							
Buena Park Library District	Payroll Consulting	Agreement	Payroll	Project	13 Mar 2025	N/A	\$ 10,000
Carmel-by-the-Sea	Payroll Svrs Amend #1	Amend	Payroll	Continuous	05 Sep 2024	6/30/2026	\$ 137,999
Hayward Area Recreation and Parks District (HARD)	Payroll Svrs (Amend #1)	Amend	Payroll	Continuous	07 Apr 2025	6/30/2026	\$ 64,500
Marin County Children and Families Commission (First 5 Marin)	Payroll Svrs (Amend #1)	Amend	Payroll	On Call	15 Jul 2025	6/30/2026	\$ 20,000
Rialto	Payroll Svrs	Agreement	Payroll	Continuous	22 Sep 2025	6/30/2026	\$ 100,000
Yorba Linda	Payroll Svrs	Agreement	Payroll	On Call	29 Jul 2025	6/30/2026	\$ 25,000
Planning							
Marina	Planning Projects	Agreement	Planning	Project	30 Sep 2020	N/A	No NTE
Scotts Valley	Community Development Projects	Agreement	Planning	Continuous	15 Dec 2016	N/A	No NTE
Woodside	Planning - Amend #1	Agreement	Planning	Project	29 Jul 2024	8/1/2026	No NTE
Recruiting							
Habitat for Humanity Monterey Bay	Recruiting Svrs	Agreement	Recruiting	Project	14 Jan 2025	N/A	\$ 19,000
Marin Wildfire Prevention Authority (MWPA)	Recruiting Svrs	Agreement	Recruiting	Project	07 Jul 2025	6/30/2026	\$ 20,000
Pleasant Hill Recreation & Park District	Recruitment Svrs	Agreement	Recruiting	Project	15 May 2025	N/A	\$ 20,000
Santa Cruz County Regional Transportation Commission (SCCRTC)	Recruiting Svrs Amend #3	Amend	Recruiting	Project	14 Nov 2024	6/30/2026	\$ 78,000
Water Employee Svrs Authority (WESA)	Recruiting Svrs (Amend #3)	Amend	Recruiting	Project	24 Jul 2025	12/31/2026	\$ 5,000
Training							
Dublin San Ramon Svrs District (DSRSD)	Training TO 2026-01	TO	Training	Project	09 Dec 2025	6/30/2027	\$ 6,000
Transparent Government							
Contra Costa Mosquito and Vector Control District (CCMVCD)	Transparent Govt Svrs FY 25-26	Short Form	Transparent Gov't	Project	29 Oct 2025	6/30/2026	\$ 10,000
Coronado	Transparent Gov't (Amend #1)	Amend	Transparent Gov't	On Call	17 Sep 2025	6/30/2026	\$ 18,400
Del Paso Manor Water District	Governance Support	Agreement	Transparent Gov't	Continuous	01 Jul 2023	N/A	\$ 30,000
Gridley	Transparent Govt Svrs	Agreement	Transparent Gov't	On Call	09 Oct 2025	7/31/2026	\$ 11,000
La Mesa	Transparent Govt Svrs (Amend #1)	Amend	Transparent Gov't	Project	18 Apr 2024	4/18/2026	\$ 25,000
Napa Sanitation District	Master Agreement	Master Agreement	Transparent Gov't	On Call	04 Sep 2025	6/30/2028	No NTE
Napa Sanitation District	Transparent Govt TO 2025-01	TO	Transparent Gov't	Project	04 Sep 2025	6/30/2028	\$ 24,459
Pioneer Community Energy	Transparent Gov't Svrs	Agreement	Transparent Gov't	On Call	23 Oct 2025	6/30/2026	\$ 20,000
Sites Project Authority	Transparent Govt Svrs Amend #3	Amend	Transparent Gov't	On Call	05 Aug 2024	6/30/2026	\$ 40,332

Service Span Key

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



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

EC Meeting: 02-19-2026

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. The agencies represent approximately 5,985 subscribers.

REVIEW FOR THIS MEETING

Membership in the pool has remained steady through the January 1, 2026 renewal date. No other activity to report.

FISCAL IMPACT

RGS' administrative fee is 1 percent of premiums paid. Through the 2nd Quarter of FY26, MDP received administrative fee revenue of \$38,144 which was 49% of the annual budgeted amount of \$78,000.



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

EC Meeting: 02-19-2026

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 November 1, 2025 through February 19, 2026, two spot-based bonuses in the amounts of \$500 and \$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: SOPHIA SELIVANOFF, Executive Director/CFO
 GINA SCHUCHARD, Deputy CFO
SUBJECT: **AUDIT OF FISCAL YEAR ENDING JUNE 30, 2025**

EC Meeting: 02-19-2026

Item: 4A

RECOMMENDATION

Receive and file Fiscal Year 2024-2025 audited financial statements. Audited financial statements will also be made publicly available on the RGS website: <https://rgsjpa.org/about-us/financials/>.

BACKGROUND

The Pun Group provided external audit services for FY24-25. The following are the financial highlights:

- In the fiscal year ending June 30, 2025, the Authority's net gain of \$371,455 compares favorably and exceeds the budgeted gain of \$33,996.
- As a result of GASB Statement No. 101, *Compensated Absences*, the Authority was required to recognize additional compensated absences liabilities attributable to expanded recognition criteria. As a result, the Authority restated beginning net position for FY2023-24, reducing it by \$135,115.
- Charges for services totaled \$24.73 million, an increase of 2.9% in fiscal year 2024-25 as compared to fiscal year 2023-24 driven by Client Billings.
- Operating costs increased by 5.7% and is primarily due to increase in salaries and benefits.
- For the year ending June 30, 2025, revenues were \$2.43 million (10.9%) over budget, reflecting continued growth for advisory services in addition to the growth of RGS services to the California Statewide Automated Welfare System (CalSAWS), the Authority's largest client.
- This year's retained earnings, similar to last fiscal year's, come from a continued focus on increasing clients and services offered. Client billings increased by 7.7%. The increase in revenue above projected levels is due to an increase in new client projects (50); additional services agreements for current or past clients including extended agreements or on-going work; an increase in CalSAWS-assigned staff; and Training Academies that exceeded expectations. Additionally, bill rates are revised each July based on economic indicators that increase the basis of all agreements/projects. However, overall retained earnings were not as significant as last fiscal year due to expenses growing faster than revenue, driven by salary and benefit increases.

As a result of the FY24-25 net income, the JPA's net position grew from \$3,305,224 at the end of FY23-24 to \$3,676,679 as of June 30, 2025. The allocation of the net position is as follows:

RESERVES	Target Balances	FYE24-25 Audited Retained Earnings
Operating	\$2,300,000	\$2,496,279
Claims	\$590,000	\$590,000
Bonus	\$590,400	\$590,400
Total	\$3,480,400	\$3,676,679



TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: **FY26 FINANCIAL REPORTING AND DATA STATUS**

EC Meeting: 02-19-2026

Item: 4B

RECOMMENDATION

Receive this informational update.

BACKGROUND

Since July 1, 2025, RGS staff have been building and populating a new enterprise system, Deltek Vantagepoint to manage our complex and variable range of services and projects and associated accounting and financial reporting.

Staff have successfully implemented the timecard and invoicing modules in the new ERP system. Over 200 employees and 191 clients have transitioned to the new timecard and invoicing system respectively. Staff is currently mapping transactional, benefit and overhead data in the test and production database. Organizational reports will be available in March for management review.

To facilitate client project updates during this transition, contract and NTE (not-to-exceed) status reports are distributed to the service line teams and management for on-demand and monthly review. Project based dashboards are in progress, led by a seasoned service line leader. All questions regarding timecard, invoicing, project status or data, are handled timely through a dedicated DeltekTeam outlook email box.

FISCAL IMPACT

The fiscal impact of the ERP implementation is included in the approved budget.

TO: EXECUTIVE COMMITTEE
FROM: SOPHIA SELIVANOFF, Executive Director
SUBJECT: ADOPTION OF NEW MISSION STATEMENT

EC Meeting: 02-19-2026

Item: 6A

RECOMMENDATION

Consider mission statement options presented and adopt a new mission statement.

BACKGROUND

In late 2024, the Board of Directors updated RGS's strategic goals. To operationalize the updated goals, RGS developed working groups for each strategic plan goal area. The groups met to scope projects that would advance each goal. Staff identified that data collection was a need across all four goal areas to properly inform project scopes. In late 2025, RGS collected data from Board, leadership, team, clients, and prospective clients. Upon presentation of this data, the Board appointed an ad hoc committee to support staff to develop a new mission statement.

In late 2025 staff drafted and the executive team reviewed eight draft options and provided focus. The consensus was that the mission statement should be a decision-making guide. In early January 2026, a survey went out to all employees for feedback on four mission statement options. In mid-January, service line leaders held a meeting to discuss the mission statement options and desired outcomes. Many shared a desire for the new statement to be both actionable and inspiring.

Staff leveraged team and leader feedback to further refine the options, presenting two to the ad hoc committee in late January. Members Buckshi and Straus provided thoughtful perspectives on both options. Staff refined the statements to reflect ad hoc input with the support of a focus group of ten interested employee volunteers.

Mission statement options

Option 1: *At RGS, we empower public agencies by providing collaborative and solution-driven administration, training and consulting services that produce lasting results.*

Option 2: *At RGS, our teams deliver collaborative administration, training, and consulting to advance public agencies.*

NEXT STEPS

When the Board adopts a new mission statement, staff will roll out the new mission statement with a comprehensive plan that includes internal and external newsletter updates, an all-hands meeting, team meetings, email signatures, virtual backgrounds, and more. The new mission statement will be added to our project and service evaluation scorecard to support the effort to focus RGS service delivery and sharpen its brand. Staff will also explore tagline development to reinforce its mission.

FISCAL IMPACT

The nominal expected costs associated with developing and sharing materials and information are included in the FY 2026 budget.



TO: EXECUTIVE COMMITTEE
FROM: CHRIS PAXTON, Chief Operating Officer
SUBJECT: **CONTRACT RISK MANAGEMENT POLICY**

EC Meeting: 02-19-2026

Item: 6B

RECOMMENDATION

Approve new Finance & Agency Operations Policy: Section A.13. Contract Risk Management Policy.

BACKGROUND

RGS issues approximately 80 distinct contracts annually, excluding amendments. The majority of these contracts are executed using the standard RGS Professional Services Agreement, which was developed and approved by RGS legal counsel. Historically, and at the Executive Committee's direction, RGS has routed all contract forms that did not conform to RGS' standard agreement to legal counsel for review, comment, and approval prior to execution.

RGS employs an experienced Contracts Administrator who reviews, edits, and pre-negotiates all non-standard agreement language to align contract terms with RGS legal and operational standards prior to submission to counsel. During 2023 and 2024, RGS submitted 29 non-standard contracts each year for legal review. In 2025, 21 contracts were issued on non-standard contract forms provided by contracting agencies.

In all cases over this period, counsel approved the contracts as edited by RGS' Contracts Administrator to proceed without substantive edits.

The consistent absence of substantive contract revisions and negotiations following counsel review demonstrates that RGS's administrative contract review and negotiation process is operating effectively and within acceptable legal parameters.

Given the cost, time, and administrative burden associated with routine external legal review, and based on demonstrated historical performance, staff have evaluated opportunities to streamline this process while maintaining appropriate risk controls.

Staff have developed a formal **Contract Risk Management Policy** (attached), which will govern the internal review and negotiation of all non-standard agreements. Under this framework:

- Non-standard contracts meeting the established criteria may be reviewed, negotiated, and executed by RGS staff.
- The Executive Director is authorized to execute non-standard agreements complying with the approved criteria.
- Legal counsel review will be required when:
 - Contract terms fall outside the approved criteria, or
 - Agreement cannot be reached within the approved contractual parameters, or
 - Unusual or high-risk contractual obligations arise.

FISCAL IMPACT

Expected reduction in legal and administrative costs associated with contract preparation and execution.

FINANCE AND AGENCY OPERATIONS POLICIES

A.13. Contract Risk Management Policy

Purpose

To establish a risk management process and guidelines for reviewing and negotiating all non-standard contractual provisions and provide authority for the Executive Director to execute those contracts.

Policy

As one element of the RGS risk management program, all non-standard contract provisions shall be reviewed by RGS's Contracts Administrator who is authorized to negotiate acceptable contract terms. The Contracts Administrator shall use the following criteria for review, negotiation and approval of non-standard contract language:

Independent Contractor Provisions

- Nothing in the terms will allow the partner agency (Agency) to direct how work will be performed, which RGS advisors may be assigned, the work location, or the number of hours worked.
- For clarification, when appropriate, insert language confirming that RGS staff are not expected to assume any Agency staff positions.
- "Reassignment of personnel" terms shall allow for discussion in good faith, with RGS retaining sole control for assignment or reassignment of personnel.
- Nothing in the terms shall allow for the Agency to request or collect RGS' employee personal information, i.e., social security numbers, PERS status, or other personally identifying information.

Indemnification Provisions

- No broad (all actions) indemnification provisions will be accepted — language must:
 - Limit exposure to 'the extent' of RGS's negligent performance or willful misconduct.
 - If appropriate, include comparable negligence clause.
 - Restrict recoverable fees to 'reasonable' amounts.
 - Strike provisions allowing for the 'final determination of damage by a court.'
- All retirement program liability to be excluded — language must:
 - Strike any provisions requiring RGS to be responsible for payment of retirement benefits in the event of an employment determination by any regulatory body.
 - As needed, insert RGS retirement exclusion provision in any PERS Agency agreement form.

Termination Provisions

- Allow for mutual termination without cause (allow at least 10 days).

Confidentiality Provisions

- Include acknowledgement of RGS's public agency status – and confirm adherence to CPRA.

Insurance Provisions

- Include acknowledgement of RGS's public agency status – and make allowance for self-insurance.

Intellectual Property

- Maintain RGS's right to retain and use its intellectual property based on know-how, industry knowledge, etc. and exempt those from defined "works made for hire."

Responsibilities

If the Contracts Administrator deems the non-standard language tentatively agreed upon with the Agency as consistent with the criteria above and presenting no additional risk, the Contract Administrator will forward the recommended non-standard contract language to the Chief Operating Officer (COO) for review. Upon recommendation of both the Contract Administrator and COO, the Executive Director is authorized to execute the contract.

For risk-increasing provisions not described above or at any time the Contracts Administrator deems it necessary, the non-standard contract language in question shall be submitted to RGS' legal counsel for review and consultation, and Contracts Administrator shall negotiate based upon legal advice. Upon completion of the review and negotiation process, the Contracts Administrator shall forward the approved contract language to the Executive Director who is authorized to execute the contract.



TO: EXECUTIVE COMMITTEE
FROM: ASHLEY METZGER, Chief Growth Officer
SUBJECT: NEW SERVICE EXPLORATION – GRANTS

EC Meeting: 02-19-2026
Item: 6C

RECOMMENDATION

Receive updates and provide feedback on the needs experienced and observed related to grant support, and the offerings that RGS is contemplating.

BACKGROUND

RGS' Finance Service Line often gets requests to support grant administration or management efforts. These services are provided on a reactive basis. The team identified that there may be an opportunity to proactively provide these services to current and potential clients. While collecting data to support strategic plan operationalization, RGS inquired about the desirable services that RGS does not yet specifically offer, including grant strategy and administration.

Grant support was the service most highly selected in the client and prospective client surveys with 45% and 37% of respondents indicating interest. Based on this interest, RGS developed a no-cost webinar on grant readiness. The intent of the webinar was twofold: to share information public agencies need/want; and to gauge interest and opportunity for offering these services in a more organized and proactive manner.

The Grant Readiness webinar, held on February 5, had 75 registrants, 50 attendees and 17 on-demand views between February 5 and February 12. These resources are housed on the RGS website under the Resources tab (<https://rgsjpa.org/resources/video-library/>).

Additionally, RGS' Training Team has developed a grants management module for potential inclusion in the Analyst Boot Camp (ABC) curriculum. A pilot session offered to ABC alumni resulted in 53 signed up in less than 24 hours.

RGS is considering a grant membership offering for on-call grant strategy support and training access with an estimated price range of \$7,000-\$10,000 annually. RGS has developed a flat fee grant readiness project package, costed at \$10,700 to help agencies prepare their systems and staff for accurate, efficient grant management. RGS is also considering pairing these offerings with hourly services for grant application writing, administration set-up, and ongoing management.