



**ITEM NO. 14**

**PERSONNEL COMMITTEE AGENDA**

**Tuesday, October 17, 2023  
4:00 p.m.**

**East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA**

**Committee Members: Azevedo (Chair), Simon**

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Brown Act Review**  
(The Committee will discuss legal counsel's annual review of the Brown Act.)
- P5. Review of Commissioner Compensation Policy and Set Rate for 2024**  
(The Committee will review the Policy and discuss rate considerations.)
- P6. Motion to Authorize the General Manager to Execute an Agreement with Regional Government Services Authority for Finance and Administrative Services in an Amount Not to Exceed \$136,528**  
(The Committee will consider the motion.)
- P7. Adjournment**

Any member of the public may address the Commission at the commencement of the meeting on any matter within the jurisdiction of the Commission. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Commission limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Commission on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact Juanita Villasenor at [juanita@ebda.org](mailto:juanita@ebda.org) or (510) 278-5910. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**Next Scheduled Personnel Committee meeting is  
December 19, 2023 at 4:00 p.m.**

## ITEM NO. P4 BROWN ACT REVIEW

### Recommendation

Receive and review the foregoing updates to the Brown Act.

### Strategic Plan Linkage

4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
6. **Internal Collaboration:** Expand cooperation among EBDA Member Agencies to improve economies of scale, reduce duplication of effort, and enhance each Agency's capacity.
  - a. Engage in proactive communication with Commission and Managers Advisory Committee (MAC).

### Background

The Ralph M. Brown Act ("Brown Act" or "Act") (Gov. Code section 54950 et seq.), governs the public's rights to attend and participate in meetings of local legislative bodies, and provides procedural requirements for such meetings. The Brown Act is updated from time to time by the State legislature, or Gubernatorial Orders. The Personnel Committee annually reviews the Ralph M. Brown Act for changes that may have an effect on how EBDA conducts its Committee and Commission meetings.

### Discussion

#### Teleconferencing

Modifications to Brown Act requirements have been made over the past several years to accommodate teleconferencing as a public health measure during the COVID-19 pandemic. The Brown Act requires that all meetings of a legislative body of a local agency be open and public and that all persons be permitted to attend and participate. The Act also allows for meetings to occur via teleconferencing subject to certain requirements, particularly that

- the legislative body notice each teleconference location of each member that will be participating in the public meeting,
- each teleconference location be accessible to the public,
- members of the public be allowed to address the legislative body at each teleconference location,
- the legislative body post an agenda at each teleconference location, and
- at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. (Gov't Code § 54953(b).)

AB 361 (2021) allowed for local legislative bodies to conduct meetings via teleconferencing without complying with certain Brown Act provisions during a declared State of Emergency, if the legislative body finds that meeting in person would present imminent risks to the health or safety of attendees. Such findings were required to be adopted by resolution at least every 30 days. With the termination of the COVID-19 State of Emergency, EBDA and other public agencies were no longer able to rely on AB 361 after February 28, 2023. Additionally, AB 361 was set to expire at the end of 2023, leaving

open the question of emergency remote meeting procedures beyond that date.

On October 8, Governor Newsom signed AB 557 (Hart) into law, a bill sponsored by the California Special Districts Association (CSDA) to refine the emergency remote meeting procedures created in AB 361. AB 557 strikes the sunset date from the emergency remote meeting procedures of AB 361, thereby extending them indefinitely. AB 557 also changes the 30-day duration of AB 361 resolutions to 45 days. This is helpful for agencies including EBDA, whose time between regular meetings sometimes exceeds 30 days. EBDA will be able to rely on AB 557 in the future to conduct remote meeting during a declared emergency.

AB 2449, signed by Governor Newsom in September 2022, allows local legislative bodies to hold teleconferenced meetings without complying with the traditional Brown Act rules under certain circumstances without a declared emergency. At least a quorum of the members of the legislative body must participate in person from a singular physical location identified on the agenda, which location will be open to the public and within the boundaries of the local agency. The legislative body must also provide either a two-way audiovisual platform or two-way telephonic service and a live webcasting of the meeting to allow the public to remotely hear and visually observe the meeting, and remotely address the legislative body. The agenda must identify and include an opportunity for all persons to attend via a call-in option, internet-based service option, and at the in-person location of the meeting.

Additionally, AB 2449's teleconference procedures are limited to a period of no more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than ten times per calendar year.

The individual members of the legislative body are allowed to participate remotely only if either "just cause" or "emergency circumstances" exist as defined by AB 2449. "Just cause" is defined as either:

- (i) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
- (ii) a contagious illness that prevents a member from attending in person;
- (iii) a need related to a physical or mental disability as defined by statute; or
- (iv) travel while on official business of the legislative body or another state or local agency.

"Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

AB 2449's rules will remain in effect through 2025. In the absence of any future legislation, the traditional Brown Act teleconference rules will return in full effect on January 1, 2026.

#### Orderly Conduct

On August 30, 2022, Governor Newsom signed SB 1100 into law, amending the Brown Act to provide clarification regarding the authority of a local agency's governing body to remove a disruptive member of the public from an open meeting, in order to maintain

order during the meeting. The Brown Act currently permits a governing body to enact reasonable regulations governing public participation at open meetings, but forbids governing bodies from prohibiting “public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body.”

SB 1100, effective January 1, 2023, clarifies that despite such a prohibition, the board chair may remove disruptive individuals from a board meeting, so long as the individual is first warned that their behavior is disrupting the meeting and failure to cease such behavior may result in removal. If the behavior does not promptly cease, the individual may be removed. “Disrupting” is defined as engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

## ITEM NO. P5 REVIEW OF COMMISSIONER COMPENSATION POLICY AND SET RATE FOR 2024

### Recommendation

Provide direction to staff.

### Strategic Plan Linkage

4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.

### Background

Per the Sanitary District Act of 1923, Commissioners may receive compensation for each day of service in an amount adopted by the Commission. In December 2020, the Commission adopted the Authority's Commissioner Compensation Policy, which governs the daily compensation rate and the activities that are eligible for compensation. The Policy, attached, was most recently updated in May 2023. At that time, some changes were made to eligibility, but not to the compensation rate.

In November 2018, the Commission adopted a rate of \$240 per day of service, which has been in effect since January 1, 2019. This compensation rate may be adjusted by up to 5% annually by action of the Commission.

### Discussion

Staff is seeking input from the Committee on whether the daily Commissioner compensation rate should be adjusted, and/or whether any other changes to the Policy are warranted. The current rate may be increased up to \$252 per day of service. The table below includes current rates for EBDA's sanitary district members and other local agencies.

Agency	Board Compensation Rate
West County Wastewater District	\$400
Oro Loma Sanitary District	\$265
Castro Valley Sanitary District	\$250
<b>East Bay Dischargers Authority</b>	<b>\$240</b>
Union Sanitary District	\$212.10
Central Contra Costa Sanitary District	\$200
Dublin San Ramon Services District	\$195
Fairfield Suisun Sewer District	\$172.99
Delta Diablo	\$170

Pending feedback from the Committee, staff will bring the Policy back to the Commission for consideration next month. Any rate increase would be effective on January 1.

**POLICY NUMBER:** 5

**NAME OF POLICY:** Commissioner Compensation

**LAST REVISED:** May 18, 2023

**PREVIOUSLY REVISED:** December 17, 2020

**PURPOSE:** The purpose of this Policy is to prescribe the manner in which Authority Commissioners may be compensated and/or reimbursed for actual and necessary expenses related to official business of the Authority as well as for attendance at professional, educational, or vocational meetings.

**POLICY:** It is the policy of the Authority to provide fair and appropriate compensation for Commissioners performing their official duties.

Per the Sanitary District Act of 1923, Health and Safety Code sections 6400 et seq. Health and Safety Code section 6489(a) provides that board members may receive compensation not to exceed one hundred dollars (\$100) “for each day’s attendance at meetings of the board or for each day’s service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.” Health and Safety Code section 6489(b) provides that the board may adopt by ordinance an increased amount of compensation received by board members above the amount of one hundred dollars (\$100) per day.

On this basis, Commissioners shall be paid per day, not per meeting. Effective January 1, 2019, the current daily compensation rate is \$240 for each day of service (Resolution 18-40). This compensation rate shall be reviewed once each calendar year in October and may be adjusted by up to 5% annually effective January 1 by action of the Commission. The Authority shall compensate Commissioners for up to six (6) days of service per month.

The following activities shall be considered Commission service eligible for compensation:

- Attendance at Authority Commission Meetings, Committee Meetings, or other Commission workshops or meetings subject to the Brown Act
- Representing the Authority at meetings or events at the request of Authority staff or Commission

- Meetings with legislators while representing the Authority
- Attendance at an Authority tour or special training
- Meetings with the General Manager regarding the Commission agenda or other business within the subject matter jurisdiction of the Authority

For the events above, Commissioners shall be entitled to the daily service stipend as well as reimbursement for associated travel costs.

For other activities, including conferences, meetings, and professional development, Commissioners shall be compensated by their home agencies. Commissioners may seek exceptions whereby the Authority provides compensation by requesting pre-approval by the Commission. The Commission may consider pre-approving compensation for these and any other activities on a case-by-case basis.

For additional clarity, the following activities are ineligible for compensation:

- Attendance at meeting of a Standing, Liaison, Ad Hoc, or Advisory Committee of the Board on which the Commissioner does not serve
- Attendance at any meeting solely with Authority staff other than those identified above
- Internal Authority events, including groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
- Social gatherings such as retired Commissioner dinners and pre-conference activities and nonpartisan welcoming or retirement events for staff of local agencies and organizations
- Any activity for which a Commissioner is representing their home agency and/or receives compensation from another agency

**ITEM NO. P6 MOTION TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH REGIONAL GOVERNMENT SERVICES AUTHORITY FOR FINANCE AND ADMINISTRATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$136,528**

**Recommendation**

Approve a motion authorizing the General Manager to execute an Agreement with Regional Government Services Authority in an amount not to exceed \$136,528.

**Strategic Plan Linkage**

4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
  - c. Develop and implement succession plans for each staff role.

**Background**

EBDA's Classification Plan currently includes four roles: General Manager, Operations and Maintenance Manager, Administration Manager, and Administrative Support Specialist. The first three roles are currently budgeted as full-time positions. The Administrative Support Specialist role is currently budgeted as a half-time position. EBDA also currently engages a part-time accountant by contract.

As noted at the last Personnel Committee meeting, the half-time Administrative Support Specialist position is currently vacant, following the departure of Bert (Bubba) Manzo in July 2023 when he accepted a position as an operator with Oro Loma Sanitary District. Staff is also preparing for the retirement of EBDA's long-time contract accountant, Deborah Quinn. Ms. Quinn, who has been a critical member of the EBDA team since 1989, has indicated that she would like to phase out her role as the Authority's primary accountant after the FY 2022/2023 audit, which is currently in process. She has agreed to assist in getting new accounting staff onboarded and intends to retire at the end of the 2023 calendar year.

**Discussion**

Over the last several years in preparation for Ms. Quinn's retirement, staff has looked at a number of potential accounting solutions, summarized in the table below.

Option	Analysis
Engage an EBDA Member Agency to handle EBDA's accounting.	While this model is used with other JPAs (e.g., the Bay Area Clean Water Agencies uses EBMUD for accounting), none of EBDA's members is currently in a position to take on EBDA's accounting workload.



Hire an employee.	Hiring an accountant would add to the cost, when benefits and pension are considered. EBDA also does not need a full-time accountant, but could in the future consider partnering with a Member Agency, such as CVSan, that also has part-time accounting needs. Staff will continue to look at this in concert with CVSan, but is not recommending a recruitment at this time. Hiring one individual also limits flexibility to take on tasks or roles beyond accounting.
Hire an individual contractor.	While EBDA has had great success with Ms. Quinn, there are not very many individual contractors that are interested in taking on part time public accounting work, and the fit would be important. In addition, depending on one non-employee individual for such a critical business function has risks if that person becomes unavailable for some reason.
Hire a company or organization to provide accounting resources.	Partnering with a company or organization, at least as an interim strategy, allows for maximum flexibility, as the company can tap the appropriate individuals to meet the Authority's workload needs.

Based on this analysis, staff is recommending hiring a company to lead EBDA's finance and accounting functions going forward. Based on how the success of the transition and ongoing performance, the partnership could be continued indefinitely, or staff could reconsider the options presented above at any time if circumstances change.

Staff received proposals from two organizations interested in providing accounting resources and recommends contracting with Regional Government Services Authority (RGS). RGS is a Joint Powers Authority (JPA) founded in 2001 and began serving the needs of cities, counties, special districts, joint powers authorities, and other governmental entities in 2002. RGS works exclusively for public agencies, providing support and consulting services to meet the needs of its partner agencies in a broad range of disciplines including accounting and finance, human resources, clerk of the board, and others. RGS has over 180 staff, many of whom previously worked as public agency employees.

RGS, which has been supporting CVSan's accounting function for the past year, has a depth of knowledge and experience performing accounting tasks for agencies like EBDA. In addition, on an as-needed basis, EBDA could avail itself of RGS's support on other functions such as human resources questions, payroll processing, and even recording Commission minutes.

Staff envisions working with RGS to refine their scope as they begin to integrate into EBDA's routine activities. While the core function will be in succession to Ms. Quinn to perform accounting functions, RGS staff may also take on tasks previously performed by the Administrative Support Specialist and/or alleviate workload constraints of the Administration Manager. Staff also looks forward to working with RGS staff to identify

opportunities for process efficiencies and streamlining. Staff will reassess administrative workload following this transition and report back to the Committee. During this process, the Administrative Support Specialist position will remain open.

RGS's proposal is attached. The term would begin upon contract execution to maximize overlap between RGS staff and Ms. Quinn, and would run through Calendar Year 2024 to ensure continuity through the Fiscal Year 2023/2024 audit. Beginning January 1, 2025, the contract would automatically convert to a month-to-month basis until terminated. Staff believes this is an appropriate period to assess RGS's capabilities and fit and determine whether to continue with their services or pursue an alternative strategy.

RGS conservatively estimates that following a start-up and transition period (estimated to cost \$7,448), their monthly level of effort for finance and accounting services would be \$8,272. RGS has also included a monthly allowance of \$948 for as-needed human resources questions and clerk services. Assuming a start date of November 1, 2023, the total for 14 months of service is \$136,528. RGS will only bill the Authority for hours actually spent on Authority work, so costs may end up lower as staff and RGS identify efficiencies and appropriate workload share between RGS and Authority staff.

RGS's cost estimates are well within EBDA's budget. EBDA's FY 2023/2024 budget includes \$150,000 for accounting. Based on previous years, staff expects to spend approximately \$30,000 on Ms. Quinn's contract, leaving \$120,000 for RGS through June 30, 2024. RGS services through June 30, 2024 are projected to be just over \$81,000. The budget also includes approximately \$38,000 in salary and benefits for the Administrative Support Specialist, which could be used to support this contract if needed.



## **East Bay Dischargers Authority**

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Finance Services

October 19, 2023



October 19, 2023

Jacqueline Zipkin, General Manager  
East Bay Dischargers Authority  
2651 Grant Avenue  
San Lorenzo, CA 94580

**SUBJECT: East Bay Dischargers Authority Finance Services**

Dear Ms. Zipkin,

Thank you for giving Regional Government Services (RGS) the opportunity to provide this proposal to the East Bay Dischargers Authority to provide finance and administrative project guidance and support. We are confident that RGS is uniquely qualified to make this a successful endeavor.

Our attached informal proposal addresses our understanding of the Authority's needs at this time, and we have also included in the proposed scope of services a provision for human resources consulting and clerk to the commission support should these services be needed in the future. If the services aren't needed, there won't be any costs incurred reflecting projects undertaken in those areas.

Please find herein:

- RGS Information – What are we?
- Informal Proposal - Proposed Scope of Services for EBDA
- Service Rates for 2023 (These rates are effective through June 30, 2024)
- Our Proposal

Our proposed scope of services and proposal reflects our anticipation that the RGS project team will work with EDDBA's financial support team for several weeks to provide for a smooth transition.

As noted in our meeting, RGS Strategic Services Consultant, Tracy Fuller, who has committed to the project, is both highly qualified and available to provide these services. If you have any questions regarding this proposal, please feel free to contact either of us.

Sincerely,

*Glenn Lazof*

Glenn Lazof, Strategic Services Consultant  
(650) 587-7302 or [glazof@rgs.ca.gov](mailto:glazof@rgs.ca.gov)

*Tracy Fuller*

Tracy Fuller, Strategic Services Consultant  
(650) 587-7300 x98 or [tfuller@rgs.ca.gov](mailto:tfuller@rgs.ca.gov)

## **ORGANIZATIONAL PROFILE**

**Regional Government Services (RGS)** is a California Joint Powers Authority established in 2002 to serve the needs of cities, counties, special districts, and other governmental entities throughout California. RGS works extensively with public agencies providing a ready source of competent and effective administration and consulting services to meet the needs of our partner agencies.

We currently have over 181 employees throughout California serving more than 150 cities, special districts, counties, other JPAs and special consortiums of government agencies. RGS provides consulting services in the areas of financial and human resource management, organizational development, community engagement, strategic planning, and more, specifically to public agencies. RGS has served over 300 agencies throughout the state and is proud to have partnered with so many public agencies, who benefit from our cost-effective delivery model and open-source access. RGS' expert public sector staff create and share resources and tools to improve internal efficiencies and deliver services to the public.

RGS is a virtual government agency and has developed a unique network of geographically distributed Advisors who work both onsite at partner agency offices on a limited basis, and through various remote access technologies to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state. RGS Advisors form ad hoc teams to provide services and project delivery, and do not operate in a traditional organizational hierarchy.

RGS Executive Director Sophia Selivanoff joined RGS in 2009. Ms. Selivanoff implements the Authority's strategic plan and oversees the day-to-day operations through a staff of professional public agency managers. Working closely with her, Glenn Lazof, Director of Finance Services, leads a team of over 35 Finance Specialists providing outsourced public agency Finance Services.

At RGS, we strive to be a partner to the agencies we serve, not simply a consultant or contractor. We believe in relationships that are lasting and mutually respectful and beneficial. The RGS vision is to promote good governance and outstanding community service through providing expertise to public agencies. At RGS, we value the extensive knowledge required to operate a public agency in today's complex environment and serve public sector agencies with our team of dedicated and experienced public sector leaders. RGS encourages and develops innovative and sustainable services to help each agency meet its operational needs and challenges. We customize solutions to achieve timely provision of the right level and type of service for each agency's unique organizational needs. RGS listens, works with our partner agencies, and perseveres through each challenge, seeking the best outcomes. RGS tracks emerging best practices and shares them with our clients and our advisors. We learn openly from each other's hard-won experience.

At RGS, we know that government agencies are the public's only choice for many services. Public trust must be maintained and used wisely, it is earned, not automatically acquired. RGS will do its part to assist you in improving and maintaining public trust.

## **PUBLIC AGENCY FINANCE, HUMAN RESOURCES, AND ADMINISTRATION EXPERIENCE**

Since our inception, RGS has served as a full-service third-party provider of administration

functions for a variety of public agencies. The following information describes just a few of our current services in the area of finance services, human resources services, and clerk services, and public agency administration:

- RGS provides budgeting, auditing, and all elements of accounting to the City of Del Rey Oaks. Special Services includes the review of their MIP on a quarterly basis for quality control; providing quality control for monthly bank statement reconciliation; and the development of monthly financial reports for management.
- RGS provides all administrative and accounting functions to the Sonoma Mendocino Economic Development District, a JPA formed by the Counties of Mendocino and Sonoma. This project includes clerking functions, and extensive accounting for grants.
- RGS is providing all budgeting, finance, and accounting services to the Castro Valley Sanitary District, including preparing the agency for audits.
- For over a decade, we have provided comprehensive administration to the Marin Emergency Radio Authority, and a wide range of both administration and project staff statewide to the CalSAWS Consortium, a JPA of all California counties collaborating on automating public assistance funding and services.
- RGS also currently provides outsourced executive and administrative leadership to the Silicon Valley Regional Interoperability Agency (in cooperation with County of Santa Clara in-kind staff support) and the Richardson Bay Regional Agency.
- In 2017, RGS assumed full administrative responsibility for the newly-formed Salinas Valley Basin Groundwater Sustainability Agency. The RGS team assigned to SVBGSA has successfully developed an approved GSP, as well as identifying and implementing effective agency funding structures, including numerous grants.
- In addition to core agency administration services noted above, we offer organizational solutions and expert consultative advice in a variety of areas such as financial management, human resources management, project management, public works special projects, regional and land use planning projects, strategic planning, community engagement and outreach, and training and employee development.

## **Exhibit A**

### **Proposed Scope of Services**

Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as Advisor(s) to the East Bay Dischargers Authority (Authority), which may require performing any or all of the functions described below:

#### **Finance**

Provide immediate ongoing consultative services to the General Manager. This work may be done either onsite or remotely. Such services may include the following:

1. Project Services
  - a. Financial Reports to Management, the governing board, the State Controller's Office. Develop and prepare periodic management reports for oversight and management control uses. This includes monthly Treasurer's Reports and quarterly Expense Summaries for distribution to the Authority Commission.
  - b. External Audit Management – review accounting records for accuracy; prepare adjusting journal entries; review financial statements; prepare audit schedules requested by external auditors; retrieve records in support of audit; facilitate communication between auditors and agency staff.
  - c. Budget Development – analyze budget estimates; review proposed budget for accuracy; enter budget data into financial system; provide recommendations for budget adjustments and updates as needed.
2. Technical Advisory Support and Coaching:
  - a. Assess Authority's capacity to conform to Generally Accepted Accounting Principles for Special Districts and make recommendations regarding system controls, separation of duties, and fraud prevention.
  - b. Conduct a Financial Policy and Procedures review and assist in implementing recommendations.
  - c. Evaluate tools and processes in order to identify opportunities to streamline operations and create efficiencies, and if needed, assist in implementing recommendations.
  - d. Advise and facilitate the Authority's Subsidiary Ledger Processes:
    - i. All phases of the revenue receipting, cash collections, and accounts receivable functions, including best practices in recording revenues.
    - ii. All phases of the accounts payable function utilizing appropriate controls and best practices in recording payments.
    - iii. All phases of the payroll function and employee benefit payments, including best practices in recording said payments.
  - e. Advise and facilitate the Authority's General Ledger Processes:
    - i. Preparation of journal entries as may be required.

- ii. Reconciliation of cash to the general ledger.
    - iii. Execute Fiscal Year opening and closing processes.
  - f. Advise and facilitate the Authority's Banking activities and Treasury Management including:
    - i. Preparation of bank reconciliations.
    - ii. Entry of positive pay files.
    - iii. Cash management observant of Authority policy; provide analysis as needed.
    - iv. Migration of cash accounts to a new banking institution in Fiscal Year 2023/2024.
  - g. Advise and facilitate the Authority's Capital Improvement Planning activities including:
    - i. Maintaining the Authority's fixed assets list, in coordination with the Operations & Maintenance Manager.
    - ii. Developing an annual depreciation schedule.
    - iii. Financial management of the Authority's Renewal and Replacement Fund.
3. Additional efforts may include:
- a. Provide or assist the Authority in analyzing financial records as requested.
  - b. Provide or assist the Authority with its grant accounting as needed.
  - c. Prepare invoices for reimbursable work to project partners.
  - d. Be reasonably available to respond to questions or requests for assistance with implementation of recommendations or provide advice about emerging issues.
  - e. Remotely attend Commission and Committee meetings if requested.
  - f. Coach and mentor financial skills for Authority Staff as appropriate.

### **Human Resources**

Provide consultative services to the General Manager and Administration Manager on an as-needed basis. This work may be done either onsite or remotely. Efforts may include:

- Response to questions regarding labor best practices
- Recruitment-related tasks
- Benefits administration
- Leave tracking
- Review of Personnel Policy, Compensation Plan, or other HR policies and plans and implementation of recommended updates
- Salary and benefits surveys

### **Authority's Clerk to the Commission**



Provide consultative services to the General Manager and Administration Manager on an as-needed basis. This work may be done either onsite or remotely. Efforts may include:

- Advise and facilitate the drafting of Brown Act-compliant agendas
- Advise and facilitate agenda packet assembly and publishing (*assembly* of Authority's materials only)
- Drafting of Action Minutes

### **General**

RGS Team Members will:

- Be reasonably available to perform the services during the normal work week.
- Provide project reporting on a mutually agreed schedule to the appropriate Authority project manager.
- Maintain open lines of communication with each other and Authority staff through written documentation, video conference calls, phone, and e-mail as needed to accomplish agreed-upon projects.
- Report to an RGS Lead Advisor, who may both perform work and direct projects to qualified RGS staff as needed at Lead Advisor's discretion. Cost-effectiveness of assigned personnel is an objective, subject to the Lead Advisor's discretion regarding flexibility of project timing and relevant staff availability.

Projects and activities may be modified on request of the Authority.

Projects may be directed to other RGS staff with equal or lower bill rates, as needed to fulfill the Authority's requests for finance and administrative systems support.

## Exhibit B

### Cost Estimate

<b>Total Assessment and Evaluation (One Time Investment)</b>	<b>\$7,448</b>
<b><u>Finance and Accounting Services</u></b>	
Oversight + Separation of Duties; Cash Management; Board Meetings Attendance	\$26,752
Audit Schedules	\$5,120
Payroll Subsidiary Ledger Tasks	\$18,468
Accounts Payable and Cash Receipts Subsidiary Ledger Tasks	\$48,108
Miscellaneous	\$816
Subtotal Finance and Accounting (Annual Cost)	\$99,264
Monthly Average Cost	\$8,272
<b>Total Projected to 14 Months</b>	<b>\$115,808</b>
<b><u>Human Resources and Clerk Support Services</u></b>	
Human Resources - On Call	\$3,168
Commission Minutes	\$8,208
Subtotal Human Resources and Clerk Support Services (Annual Cost)	\$11,376
Monthly Average Cost	\$948
<b>Total Projected to 14 Months</b>	<b>\$13,272</b>
 <b>Total Contract Value</b>	 <b>\$ 136,528</b>

Title	Hourly Rate
Strategic Services Consultant	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102