

# Colusa Groundwater Authority Executive Committee

## Meeting Agenda

Tuesday, July 18, 2023 | 10:00 a.m.

Colusa Industrial Properties, 100 Sunrise Blvd, Suite F  
Colusa, CA 95932

### Alternate Meeting Locations:

258 S. Butte Street, Willows, CA 95988

381 HCR 2424, Hillsboro, TX 76645

Remote meeting attendance is available through RingCentral Meetings:

<https://v.ringcentral.com/join/523647311>

Meeting ID: 523647311

One tap to join audio only from a smartphone:

+16504191505,,523647311# United States (San Mateo, CA)

Or dial:

+1 (650) 4191505 United States (San Mateo, CA)

Access Code / Meeting ID: 523647311

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*\*Indicates action item*

### 1. Call to Order, Roll Call, and Introductions

### 2. Period of Public Comment

*At this time, members of the public may address the Executive Committee Members regarding items that are not on the agenda but are of relevance. The Executive Committee may not act on items not on the agenda.*

### 3. Discussion of CGA Administrative Services Needs for GSP Implementation

### 4. \*Review of RGS Contract Renewal and Board Recommendation

### 5. Adjourn

A complete agenda packet, including back-up information, can be found on the CGA website: <https://colusagroundwater.org>.

In compliance with the Americans with Disability Act, if you require special accommodation to participate in CGA Board or Subcommittee meetings, please contact the Colusa Groundwater Authority Program Manager at 650-587-7300, extension 17, prior to any meeting and arrangements will be made to accommodate you.

## Colusa Groundwater Authority Executive Committee

July 18, 2023 | 10:00 a.m.

### AGENDA SUPPORT MATERIALS

#### **AGENDA ITEM 3:** Discussion of CGA Administrative Services Needs for GSP Implementation

#### **BACKGROUND:**

When the Colusa Groundwater Authority was formed in 2017, its Program Manager duties were performed by the County of Colusa's Water Resources Division Manager through an Administrator Staff Services Agreement. The County terminated that agreement effective January 1, 2022, following the Division Manager's resignation from her position with the County and the County's determination that it could no longer share those staff services.

In March 2022, CGA issued a Request for Proposals for Program Management Services. Two proposals were received, and the two submitting organizations were interviewed by CGA's ad hoc Program Manager Recruitment committee. The committee reviewed the proposals with the CGA Board at its May 24, 2022, meeting, and the Board adopted the committee's recommendation to enter into a professional services contract with Regional Government Services (RGS). The contract expired June 30, 2023, and is now being continued on a month-to-month basis, subject to CGA board consideration of the contract renewal. (See Item 4 of this agenda.)

Prior to consideration of the renewal of the RGS agreement, the Executive Committee has been asked to review its administration needs going forward, especially as CGA moves from the Groundwater Sustainability Plan planning phase to its implementation phase, to determine if the existing services are adequate and appropriate, or if other options should be considered. Options for the committee to consider include:

- 1) continuing with existing outside administrative services (RGS current contract extension) for a term to be determined;
- 2) consider if changes are needed to the RGS contract and scope; or
- 3) consider seeking an In-house administrator.

In considering an in-house administrator, the committee should also consider employment arrangements including employer of record obligations and office location or accommodations.

#### **RECOMMENDATION:**

The Executive Committee should review and discuss its staffing options and best alternatives and make a report to the CGA Board.

# Colusa Groundwater Authority Executive Committee

July 18, 2023 | 10:00 a.m.

## AGENDA SUPPORT MATERIALS

### AGENDA ITEM 4: Review of RGS Contract Renewal and Board Recommendation

#### **BACKGROUND:**

As indicated in the previous staff report, Regional Government Services (RGS) has provided comprehensive administrative services to the Colusa Groundwater Authority since late May 2022. RGS was hired following CGA's issue of a Request for Proposals for Program Management Services and an ad hoc committee review of proposals received and interview of candidate firms. RGS bills for services on a time and materials basis but committed to CGA's not-to-exceed budget of \$175,000 for FY 2022-23.

The agreement between RGS and CGA expired on June 30, 2023. Staffing services is currently being continued on a month-to-month basis by letter agreement between the two parties. (This letter agreement was executed by the CGA Chair on recommendation of counsel and should be affirmed by the full board in July.) RGS has proposed an amendment extending the previous agreement for another year; the amendment also includes an automatic month-to-month extension if either party does not expressly terminate the agreement after 12 months. It also includes a modified scope of work that removes the start-up services activities in the initial contract. The not-to-exceed budget remains the same for FY 2023-24 as for the previous year.

The committee should also understand that the contract between RGS and CGA is a professional services agreement and is not subject to competitive bid requirements (such as those required for public works contracts). While the solicitation of proposals on a periodic basis should be considered, professional services providers must be evaluated on qualifications and experience, and cost is generally not the deciding factor. Further, there is no limit for extending these services (with the exception of audit services) nor is there a required frequency for bid solicitations. Such considerations are at the discretion of the governing board.

#### **RECOMMENDATION:**

At its June meeting, the CGA Board directed the Executive Committee to review the proposed contract extension and return with a recommendation. The Committee should review its discussion on CGA administrative services needs for GSA implementation as well as the proposed contract extension and develop a recommendation for Board consideration.

The committee should also review the letter agreement between RGS and CGA for month-to-month services and recommend that the CGA Board affirm the agreement.

#### **ATTACHMENTS:**

- RGS FY 2023-24 Proposed Contract Amendment
- RGS FY 2022-23 Administrative Services Agreement
- RGS and CGA Letter Agreement Continuing Services on a Month-to-Month basis



**AMENDMENT NO. 1 TO MANAGEMENT AND  
ADMINISTRATIVE SERVICES AGREEMENT**

This document constitutes Amendment No. 1 entered into as of the First day of July, 2023 to the Management and Administrative Services Agreement entered into as of the 25th day of May, 2022, by and between the **COLUSA GROUNDWATER AUTHORITY** (“Agency”), and Regional Government Services Authority, hereinafter called “RGS.”

**RECITALS**

This Amendment is entered into with reference to the following facts and circumstances:

- A. Agency desires to extend the term of service to June 30, 2024, after which time services may continue on a month-to-month basis until one party terminates the Agreement or the Parties shall amend this Agreement.
- B. The RGS staff rate table in Exhibit A of the Agreement is replaced with the Rate Table shown in Attachment 1 to this Amendment. Rates for key personnel assigned as of July 1 will be adjusted as described in Exhibit A, Section 1.
- C. Exhibit B, Scope of Services will be replaced in its entirety with Exhibit B-1, Scope of Services shown in Attachment 2 to this Amendment.
- D. RGS is desirous of these changes as well.
- E. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

DATED: \_\_\_\_\_

COLUSA GROUNDWATER AGENCY

\_\_\_\_\_  
President, Board of Directors

DATED: \_\_\_\_\_

REGIONAL GOVERNMENT SERVICES  
AUTHORITY

\_\_\_\_\_  
Sophia Selivanoff, RGS Executive Director

APPROVED AS TO FORM

\_\_\_\_\_  
CGA General Counsel



**REGIONAL  
GOVERNMENT  
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

**Attachment 1**

**Amendment #1 (2023-07-01)**

**COLUSA GROUNDWATER AUTHORITY**

**Exhibit A - RGS Staff Rate Table Updated**

<b>CLASSIFICATION</b>	<b>HOURLY RATE*</b>
Chief Operating Officer	\$135 to \$220
Deputy Chief Operating Officer	\$130 to \$195
Senior/Lead Advisor	\$125 to \$190
Advisor	\$115 to \$160
Project Advisor	\$105 to \$125
Project Coordinator	\$85 to \$120
Technical Specialist	\$75 to \$115



REGIONAL  
GOVERNMENT  
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

## Attachment 2

### Amendment #1 (2023-07-01)

#### COLUSA GROUNDWATER AUTHORITY

##### Exhibit B-1

**Scope of Services.** Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) will provide comprehensive Administrative Services to support the Colusa Groundwater Authority (CGA) in their mission to implement the Colusa Subbasin Groundwater Sustainability Plan. An RGS employee will serve as the CGA’s Program Manager/Administrator and provide these services through the implementation of organizational infrastructure and management practices (meeting management and staffing, comprehensive and compliant record keeping, financial management, etc.) that support the CGA in compliance with California Senate Bills 1168 and 1319, and California Assembly Bill 1739 (collectively, the “Sustainable Groundwater Management Act” or “SGMA”), and the regulations promulgated thereunder.

RGS will focus on administering the day-to day operations of the CGA including:

- Through assigned RGS staff, serve as the CGA’s Program Manager/Administrator, supporting effective governance policy and priority setting by scheduling, developing and posting agendas for Board and committee meetings, arranging relevant presentations at meetings; coordination of committee and Board activity; creation of meeting minutes; coordinating all staff activities related to facilitating the policy decisions and priorities of the CGA’s Board of Directors.
- Coordinate CGA administrative and outreach activities with other contracted service providers, CGA member agencies, and partnering organizations including the Glenn Groundwater Authority.
- Ensure timely, responsive, and compliant meeting noticing and production of Board actions and minutes.
- Ensure CGA records are maintained and comply with Public Records Act requests.
- Prepare and implement CGA budgets including short-and long-term financial strategies.
- Coordinate with the CGA’s accounting firm to ensure complete and correct financial transactions and accounting documentation.
- Coordinate and facilitate annual audit of the CGA’s financials.
- Identify and pursue grant funding opportunities, providing comprehensive administrative services from grant application through management, reimbursement funding protocols and required grant reporting.



## REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

- If needed, prepare a Capital Improvement Program and funding strategies for projects.
- Develop, negotiate, and monitor CGA contracts for technical and other services as needed.
- In coordination with CGA technical consultants and partners, implement and manage projects to further CGA's GSP.
- Serve as a key spokesperson for the CGA and represent the CGA at public and professional functions.
- Ensure effective implementation of CGA's Communication and Engagement Plan, including coordination of public information, workshops and education programs; providing appropriate website and social media messaging, and coordinating media relations.
- Provide legislative analysis to the Board; conduct legislative advocacy activities as needed; and represent the GA in industry forums, policy development workshops, etc.
- Support all GA efforts to implement a Ground Water Sustainability Plan, aimed at successfully achieving long-term ground water sustainability.
- Ensure compliance with all state, local, and federal laws.

RGS will implement and manage an organizational structure that is successful in managing the day-to-day operations and administrative functions of the CGA; work closely with the CGA's Board; assign experienced and skilled staff to perform all necessary functions; obtain or provide human resources, contract legal, technical, and other support services as needed for the CGA. As part of RGS' mission, vision, and values, RGS will ensure cooperative working relationships with all involved.



RGS is committed to reducing paper waste by converting to electronic processes. Toward these waste reduction goals, RGS uses DocuSign to digitally sign and execute our Agreements. DocuSign provides a secure and legally binding digital signature process which eliminates the need for printing and distribution of documents for signature. Additionally, and especially under the current health and safety restrictions, RGS requests that agencies use electronic payment methods whenever possible to reduce mailing and paper expenses. RGS requests your assistance with meeting these waste reduction goals by joining us in the use of DocuSign and electronic payment methods during our collaboration.

**Preamble:** The agreement for services described below is also an agreement to engage in a relationship between organizations – Agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

### **Our Values**

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public-sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each Agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each Agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard-won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each Agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

### **How RGS Does Business**

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public Agency, partnering is valued. We look out for each Agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.



## Agreement for Management and Administrative Services

**This Agreement** for Management Services (“Agreement”) is made and entered into as of the 25th day of May 2022, by and between the **COLUSA GROUNDWATER AUTHORITY**, a municipal Agency (“Agency”), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

### RECITALS

**THIS AGREEMENT** is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

### TERMS AND CONDITIONS

**Section 1. Services.** The services to be performed by RGS under this Agreement shall include those services set forth in the attached **Exhibits**, which are incorporated by this reference herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

- 1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the types of services that RGS agrees to provide in the geographical area in which RGS operates.
- 1.2 Service Advisor.** To ensure quality and consistency for the services provided, RGS also assigns a service advisor to Agency. The service advisor is available to assigned RGS staff and to Agency management and will check in regularly with both to address program/project directives. Typically service advisor time is not billed to Agency, with some exceptions where significant programmatic direction is provided.
- 1.3 Reassignment of Personnel.** Assignment of personnel to provide the services described in the **Exhibits** is at the sole discretion of RGS. In the event that Agency or RGS, at any time during the term of this Agreement, desires the reassignment of personnel, Agency and RGS shall meet and discuss in good faith to address the issue of concern, including but not limited to reassigning such person or persons.
- 1.4 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance described above and to provide the services described in the **Exhibits**.

**Section 2. Term of Agreement and Termination.**

- 2.1** Services shall commence on or about May 25, 2022, and this Agreement is anticipated to remain in force to June 30, 2023, unless previously amended or terminated as provided herein.
- 2.2** This Agreement may be terminated by either Party, with or without cause, upon 30 days' written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency which determination shall be made in good faith. If Agency determines that the services performed by RGS are not satisfactory, Agency may terminate this Agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

**Section 3. Compensation.** Payment for services under this Agreement shall not exceed \$189,500 (\$14,500 in FY 2021-22 and \$175,000 during FY 2022-23) and shall be as provided in the **Exhibits**.

**Section 4. Effective Date.** This Agreement shall become effective on the date first herein above written.

**Section 5. Relationship of Parties.**

- 5.1** It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS employees only insofar as the results of RGS' services rendered pursuant to this Agreement. In furtherance of this Section 5.1, the Parties agree as follows:
- 5.1.1** Agency shall not request from RGS or from an RGS employee providing services pursuant to this Agreement an RGS employee's Social Security Number or other similar personally identifying information.
- 5.1.2** Agency shall not report an RGS employee to a third party as an employee of Agency. For the purposes of this Section 5.1, "third party" means another government agency, private company, or individual.
- 5.1.3** In the event that a third-party requests information about an RGS employee—including but not limited to personally identifying information, hours or locations worked, tasks performed, or compensation—Agency shall inform RGS of the request prior to responding. If Agency possesses such information about an RGS employee, the Parties shall confer in good faith about an appropriate and legally compliant response to the request.

- 5.2** RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. The positions of RGS staff that will coordinate services to the Agency are indicated in the **Exhibits**. The Executive Director or assigned supervising RGS staff will consult with Agency on an as-needed basis to assure that the services to be performed are meeting Agency's objectives. At any time the RGS employee may be providing services to one or more RGS clients concurrent with the services being provided under this Agreement.
- 5.3** Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the **Exhibits**.
- 5.4** RGS employees may require access to Agency's computer systems and networks to complete the assigned services. RGS requires its employees to agree to appropriate system usage policies, which include a pledge not to use partner agency electronic equipment for anything other than partner agency work. (These policies can be provided to Agency upon request.)
- 5.5** Agency shall not have any right to discharge any employee of RGS from RGS employment.
- 5.6** RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker's compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including employment or other taxes; and provide Agency with proof of payment of taxes on demand.

**Section 6. General Liability Coverage.** RGS, pursuant to California Government Code Section 990, may satisfy its contractual liabilities with self-insurance and/or participate in a pooled risk purchasing program. RGS has and will continue to maintain a program of liability coverage against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors.

**6.1 Workers' Compensation Coverage.**

**6.1.1 General requirements.** RGS shall, at its sole cost and expense, maintain Workers' Compensation coverage and Employer's Liability coverage with limits of not less than \$1,000,000.00 per occurrence.

**6.1.2 Waiver of subrogation.** The Workers' Compensation coverage shall be endorsed with or include a waiver of subrogation in favor of Agency for all work performed by RGS, its employees, agents, and subcontractors.

## **6.2 Commercial General, Automobile, and Professional Liability Coverages.**

**6.2.1 General requirements.** RGS, at its own cost and expense, shall maintain commercial general and automobile liability coverage for the term of this Agreement in an amount not less than \$2,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability coverage in an amount not less than \$2,000,000 aggregated for bodily injury, personal injury, and property damage.

**6.2.2 Minimum scope of coverage.** RGS coverage may not be written on ISO forms but will always provide coverage at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); and (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 001, code 1 (any auto).

**6.3 Professional Liability Insurance.** RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability coverage for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions.

## **6.4 All Policies Requirements.**

**6.4.1 Coverage requirements.** Each of the following shall be included in the coverage or added as an endorsement:

- a. Agency and its officers, employees, and agents, shall be covered as additional covered parties with respect to RGS' general commercial, and automobile coverage for claims, demands, and causes of action arising out of or relating to RGS' performance of this Agreement and to the extent caused by RGS' negligent act, error, or omission.
- b. An endorsement to RGS' general commercial and automobile coverages must state that coverage is primary with respect to Agency and its officers, officials, employees and agents.
- c. All coverages shall be on an occurrence or an accident basis, and not on a claims-made basis.

**6.4.2 Acceptability of coverage providers.** All coverages required by this section shall be acquired through providers with a Bests' rating of no less than A: VII or through sources that provide an equivalent level of reliability.

**6.4.3 Verification of coverage.** Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements are to be signed by a person authorized to

bind coverage on its behalf. Agency reserves the right to require complete, certified copies coverage at any time.

**6.4.4 Subcontractors.** RGS shall include all subcontractors as insureds under its coverage or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**6.4.5 Variation.** During the term of this Agreement, RGS may change the insurance program in which it participates. RGS will provide reasonable notice of any such change to Agency and replacement copies of Certificates of Coverage and endorsements.

**6.4.6 Deductibles and Self-Insured Retentions.** RGS shall disclose any self-insured retention if Agency so requests prior to performing services under this Agreement or within a reasonable period of time of a request by Agency during the term of this Agreement.

**6.4.7 Maintenance of Coverages.** The coverages stated herein shall be maintained throughout the term of this Agreement and proof of coverage shall be available for inspection by Agency upon request.

**6.4.8 Notice of Cancellation or Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS earliest possible opportunity and in no case later than five business days after RGS is notified of the change in coverage.

## **Section 7. Legal Requirements.**

**7.1 Governing Law.** The laws of the State of California shall govern this Agreement.

**7.2 Compliance with Applicable Laws.** RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.

**7.3 Reporting Requirements.** If there is a statutory or other legal requirement for RGS to report information to another government entity, RGS shall be responsible for complying with such requirements.

**7.4 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.

**7.5 Licenses and Permits.** RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to provide the services contemplated by this Agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall,

at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.

- 7.6 Nondiscrimination and Equal Opportunity.** RGS shall not discriminate on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

## **Section 8. Keeping and Status of Records.**

- 8.1 Records Created as Part of RGS' Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Agency. RGS hereby agrees to deliver those documents to Agency upon termination of the Agreement, if requested. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Agency and are not necessarily suitable for any future or other use.
- 8.2 Confidential Information.** RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.
- 8.3 RGS Books and Records.** RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.

**8.4 Inspection and Audit of Records.** Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Agency or as part of any audit of Agency, for a period of three years after final payment under the Agreement.

**Section 9. Non-assignment.** This Agreement is not assignable either in whole or in part without the written consent of the other party.

**Section 10. Amendments.** This Agreement may be amended or modified only by written Agreement signed by both Parties.

**Section 11. Validity.** The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

**Section 12. Disputes.** Should any dispute arise out of this Agreement, Agency agrees that it shall only file a legal action against RGS, and shall not file any legal action against any of the public entities that are members of RGS.

**Section 13. Venue/Attorneys' Fees.** Any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

**Section 14. Mediation.** Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

**Section 15. Employment Offers to RGS Staff.** Should Agency desire to offer permanent or temporary employment to an RGS employee who is either currently providing RGS services to Agency or has provided RGS services to Agency within the previous six months, said Agency will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff.

**Section 16. Entire Agreement.** This Agreement, including the **Exhibits**, comprises the entire Agreement.

**Section 17. Indemnification.****17.1 RGS' indemnity obligations.**

RGS shall indemnify, defend, and hold harmless Agency and its legislative body, boards and commissions, officers, and employees ("Indemnitees") from and against all claims, demands, and causes of action by third parties, including but not limited to attorneys' fees, arising out of RGS' performance of this Agreement, to the extent caused by RGS' negligent act, error, or omission. Nothing herein shall be interpreted as obligating RGS to indemnify Agency against its own negligence or willful misconduct.

**Training disclaimer**

Agency understands and acknowledges that RGS advisors may, as part of the scope of services under this Agreement, provide training on various matters including human resources, accounting, or management practices. The advice and guidance included in such training does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided are based on industry best practices, but may not be applicable in all situations. Agency staff should not act or refrain from acting on the basis of the information provided as part of a training without first seeking legal advice from counsel in its relevant jurisdiction and/or appropriate Agency approval. RGS' obligation to indemnify, defend, and hold harmless indemnities pursuant to this section 17.1 for professional errors and omissions shall not exceed \$500,000.

**17.2 Agency's indemnity obligations.** Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely because of a duty any of them performs in accordance with the services outlined in Exhibit B.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where an Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.

Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this Agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.



**17.3 Obligations and indemnity related to defined benefit retirement plan participation.**

- a. RGS and Agency acknowledge and agree that, if Agency participates in a defined benefit plan (such as CalPERS, a pension plan, or Social Security) (“Retirement Program”), it is possible that the Retirement Program may find that RGS employees providing services pursuant to this Agreement are employees of Agency and should be registered with the Retirement Program as employees of Agency, which possibility is the same as if Agency were contracting with a private consulting firm. Pursuant to Section 5.1 of this Agreement, Agency has an obligation to treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of Agency. Agency agrees not to ask RGS employees for personally identifying information.
- b. In the event that the Agency’s Retirement Program initiates an inquiry that includes examination of whether individuals providing services under this Agreement to Agency are Agency’s employees, Agency shall inform RGS within five days and share all communications and documents from the Retirement Program that it may legally share. In the event that either RGS or Agency files an appeal or court challenge, RGS and Agency each agree to cooperate with each other in responding to the inquiry and any subsequent administrative appeal or court challenge of an adverse determination. Notwithstanding Section 17.1 of this Agreement, RGS and Agency shall each bear their own costs in responding to an inquiry by a Retirement Program, including but not limited to costs of an administrative appeal or court challenge.
- c. In the event that any RGS employee or subconsultant providing services under this Agreement is determined by a court of competent jurisdiction or the Agency’s Retirement Program to be eligible for enrollment in the Retirement Program as an employee of the Agency, to the fullest extent of the law, Agency shall indemnify, defend, and hold harmless RGS for any Retirement Program contribution payment that Agency is required as a result to make to the Retirement Program as well as for the payment of any penalties and interest on such payments.

**Section 18. Notices.** All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, or by email transmission addressed as follows:

**Agency:** Colusa Groundwater Authority  
1213 Market Street  
Colusa CA 95932

**RGS:** Regional Government Services Authority  
P. O. Box 1350  
Carmel Valley, CA 93924  
Email: [contracts@rgs.ca.gov](mailto:contracts@rgs.ca.gov)

Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00p.m. on a regular business day or else on the next business day.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: 6/2/2022

**Agency**

By: DocuSigned by:  
Denise Carter, CGA Board Chair  
Denise Carter, Board Chair  
E: dcarter@countyofcolusa.org

DATED: 6/1/2022

**Regional Government Services Authority**

By: DocuSigned by:  
Richard H. Averett  
Richard H. Averett, Executive Director

**Revised Term** – Section 2 – removed MTM conversion provision and revised to term certain unless amended or cancelled.

## Exhibit A

### **Compensation.**

1. **Fees.** Agency agrees to pay to RGS the hourly rates set forth in the tables below for each RGS employee providing services to Agency, which are based in part on RGS' full cost of compensation and support for the RGS employee(s) providing the services herein described.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS' costs of providing the services required hereunder. The Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

Consequently, the Parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. On July 1 of each year, RGS' hourly bill rates will be adjusted by the percentage change in the Consumer Price Index (Bureau of Labor Statistics, CPI for urban wage earners and clerical workers in the San Francisco-Oakland-San Jose area) ("CPI") for the twelve months through the end of December of the prior year. Irrespective of the movement of the CPI, RGS will not adjust its hourly rates downward; nor will RGS adjust its hourly rates upward in excess of a five percentage (5%) change, excepting instances where there was no increase in the prior year's hourly rates. In that event, RGS will adjust its hourly rates by the full percentage change in the CPI for the twelve months through the end of December of the prior year.

2. **Reimbursement of RGS' Administrative Cost.** Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 30 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of one-half of one percent per month, which is an annual percentage rate of six percent, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 5 working days' advance written notice.

**Payment Process/Address.** RGS prefers invoices be paid electronically. Please contact RGS for electronic payment instructions —

Jefferson Kise, MBA, RGS Finance and Operations Manager  
(831) 308-2718 | [jkise@rgs.ca.gov](mailto:jkise@rgs.ca.gov)

**[EXHIBIT A CONTINUED]**

Should it be necessary for payments to be made by check then please use the following address:

Regional Government Services Authority  
PO Box 1350 | Carmel Valley, CA 93924

**AGENCY CONTACTS**

**Agency Billing Contact.** Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL
Colusa Groundwater Authority c/o Angelica Villar, Crippen & Associates P.O. Box 1177 Colusa, CA 95932	

**Agency Insurance Contact.** Please provide the contact person to whom the certificate of coverage should be sent:

NAME	EMAIL
Carol Thomas-Keefer	cthomaskeefer@rgs.ca.gov

**RGS STAFF**

CLASSIFICATION	HOURLY RATE*
Chief Operating Officer	\$140 to \$230
Deputy Chief Operating Officer	\$135 to \$205
Senior/Lead Advisor	\$130 to \$200
Advisor	\$120 to \$170
Project Advisor	\$110 to \$130
Project Coordinator	\$90 to \$125
Technical Specialist	\$80 to \$120

\*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup and will fall outside of the not-to-exceed (if established) for services provided.

## Exhibit B

**Scope of Services.** Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) will provide comprehensive Administrative Services to support the Colusa Groundwater Authority (CGA) in their mission to implement the Colusa Subbasin Groundwater Sustainability Plan. An RGS employee will serve as the CGA's Program Manager/Administrator and provide these services through the implementation of organizational infrastructure and management practices (meeting management and staffing, comprehensive and compliant record keeping, financial management, etc.) that support the CGA in compliance with California Senate Bills 1168 and 1319, and California Assembly Bill 1739 (collectively, the "Sustainable Groundwater Management Act" or "SGMA"), and the regulations promulgated thereunder.

RGS will focus on administering the day-to day operations of the CGA including:

- Through assigned RGS staff, serve as the CGA's Program Manager/Administrator, supporting effective governance policy and priority setting by scheduling, developing and posting agendas for Board and committee meetings, arranging relevant presentations at meetings; coordination of committee and Board activity; creation of meeting minutes; coordinating all staff activities related to facilitating the policy decisions and priorities of the CGA's Board of Directors.
- Coordinate CGA administrative and outreach activities with other contracted service providers, CGA member agencies, and partnering organizations including the Glenn Groundwater Authority.
- Ensure timely, responsive, and compliant meeting noticing and production of Board actions and minutes.
- Ensure CGA records are maintained and comply with Public Records Act requests.
- Prepare and implement CGA budgets including short-and long-term financial strategies.
- Coordinate with the CGA's accounting firm to ensure complete and correct financial transactions and accounting documentation.
- Coordinate and facilitate annual audit of the CGA's financials.
- Identify and pursue grant funding opportunities, providing comprehensive administrative services from grant application through management, reimbursement funding protocols and required grant reporting.
- If needed, prepare a Capital Improvement Program and funding strategies for projects.
- Develop, negotiate, and monitor CGA contracts for technical and other services as needed.
- In coordination with CGA technical consultants and partners, implement and manage projects to further CGA's GSP.
- Serve as a key spokesperson for the CGA and represent the CGA at public and professional functions.
- Ensure effective implementation of CGA's Communication and Engagement Plan, including coordination of public information, workshops and education programs; providing appropriate website and social media messaging, and coordinating media relations.

- Provide legislative analysis to the Board; conduct legislative advocacy activities as needed; and represent the GA in industry forums, policy development workshops, etc.
- Support all GA efforts to implement a Ground Water Sustainability Plan, aimed at successfully achieving long-term ground water sustainability.
- Ensure compliance with all state, local, and federal laws.

RGS will implement and manage an organizational structure that is successful in managing the day-to-day operations and administrative functions of the CGA; work closely with the CGA's Board; assign experienced and skilled staff to perform all necessary functions; obtain or provide human resources, contract legal, technical, and other support services as needed for the CGA. As part of RGS' mission, vision, and values, RGS will ensure cooperative working relationships with all involved.

After the contract has been signed, RGS will:

- Assign an employee to serve as the Program Manager/Administrator; meet with board to finalize assignment and identify initial priorities.
  - The RGS team already contains skilled public executives, performing a variety of leadership consultation services. RGS is willing and able to identify and assign an appropriate local team member if this is consistent with the specific needs of the Board and community.
- Assign Clerk of the Board services and initiate the transition of relevant recordkeeping and communications systems. As needed, establish a secure site and/or method for sharing active project data and/or for records retention.
- Initiate the transition of financial data and necessary accounting protocols to RGS Finance personnel and establish effective workflows with existing contracted accounting provider.
- Ensure RGS team has a full and complete understanding of existing CGA administrative policies, practices and systems, as well as any specific legal issues and regulatory mandates associated with the operation of CGA's JPA.
- Meet with local legislators and other officials as needed about specific aspects of the plan, following closely all administrative guidelines and requirements.
- Meet with board regularly ensuring compliance with open meeting laws and regulations.

RGS staff operate remotely throughout the state. Key members of the RGS team can easily be accessible to Board members and agency partners via videoconference, phone, and email; and are willing and able to attend meetings or events in person as needed. If the CGA would desire a physical office with a reasonable level of public access, RGS is willing and able to secure and staff such a location, as we have done for other CGAs we administer. Facility costs would be invoiced to the CGA without markup.

## Proposed Transition Schedule

Task	Timeline
Submit Proposal	April 25, 2022
Contract awarded; RGS will immediately begin transitional activities and can initiate early support services if needed.	May 2022
Meet with Board to finalize assignment of an Administrator and to clarify and coordinate roles and responsibilities for Administrator and Board; discuss logistics of remote vs. onsite work and facility options, if desired.	By May 31, 2022
Create and implement a transition plan for Board and meeting support activities; set up needed GA financial/accounting specifications; clarify other administrative infrastructure needs.	June-July 2022
Assign key RGS staff and arrange introductions to the Board and other key stakeholders.	By June 7, 2022
Assign additional support team members.	As needed
Begin provision of comprehensive administrative services to GA.	June 7, 2022
Meet with board regularly to update on actions taken and address emergent issues.	Ongoing
As appropriate and needed, meet with other stakeholders to keep them abreast of issues.	Ongoing

## Key Personnel Assigned

RGS' core team with regular ongoing assignment to CGA will be billed at the following rates:

Classification	2022 Hourly Rate
Program Manager	\$150
Finance Director	\$140
Clerk of the Board	\$125
Senior Advisor (as needed)	\$160
Grants Administrator (as needed)	\$145
Administrative Specialist	\$95
Technical Specialist (as needed)	\$120

# Colusa Groundwater Authority

## Groundwater Sustainability Agency

1213 Market Street | Colusa, CA 95932 | 530.458.0891

June 28, 2023

Ms. Sophia Selivanoff  
Executive Director, Regional  
Government Services Authority  
P.O. Box 1350  
Carmel Valley, CA 93924

**Re: Extension of Management and Administrative Services Agreement for Colusa Groundwater Authority (the "Agreement")**

Dear Ms. Selivanoff:

The current term (the "Term") of the Agreement defined above between the Colusa Groundwater Authority ("Authority") and Regional Government Services ("RGS") will conclude on June 30, 2023. The Authority's Board of Directors recently deferred consideration of RGS's proposed Amendment #1 to the Agreement that would extend the Term to June 30, 2024, until its regular meeting in July.

Given that the Term will expire prior to the Board's consideration of Amendment #1, the Authority proposes to enter into this letter agreement that would extend the Term on a month-to-month basis until the Board has taken action on Amendment #1. Such extension would be on the same terms and conditions as are set forth in the Agreement.

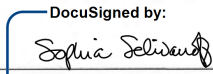
If the foregoing is acceptable, please sign in the space below and return a copy of RGS's signed letter to me.

Very truly yours,



Darrin Williams  
Chair

AGREED TO AND ACCEPTED BY:  
REGIONAL GOVERNMENT SERVICES

By:  \_\_\_\_\_

Its: Sophia Selivanoff Executive Director

Date: 6/29/2023