

February 1, 2022

Stephanie Moulton-Peters, Chair of the Board of Directors  
**RICHARDSON BAY REGIONAL AGENCY**  
c/o Marin County Board of Supervisors  
3501 Civic Center Drive, Room 329  
San Rafael, CA 94903-4157

**SUBJECT: PROPOSED ADMINISTRATION SERVICES**

Dear Ms. Moulton-Peters:

Thank you for the opportunity to provide an informal proposal to provide ongoing administration support service to Richardson Bay Regional Agency (RBRA), specifically a full-time Executive Director and part-time administrative support. As you know from the current agreement for interim services, Regional Government Services (RGS) is a joint powers agency which provides a range of administrative support services to local agencies.

The proposed services below would expand the contractual relationship between RGS and RBRA, providing for RGS to provide ongoing services of an Executive Director and administrative support staff, who will provide agency administration, Board support, and oversight for the development and delivery of RBRA projects--see attached Exhibit for typical task lists. We anticipate annual costs as shown below for this service.

- The Executive Director assigned will be an at-will, salaried and benefitted employee of RGS. A maximum annual service cost of \$301,554 is based on a full-time assignment of 40 hours per week.
- The administrative support staff assignment will be an at-will, hourly (nonexempt) and benefitted employee of RGS. A maximum annual service costs of \$118,103 is based on a part-time assignment averaging 20 hours per week.

All employment-related insurance coverage, liability coverage, and ongoing employment administration costs are included. Please note the following contingencies:

- Insurance costs are based on 2022 rates. Some initial downward adjustment in pricing may occur due to actual coverage enrolled; and any cost savings generated will be passed on to RBRA. However, premium increases may occur in subsequent years as rates will likely trend upward.

- RGS employees generally work remotely and RGS provides for equipment and technological support services necessary to do so. Although RGS understands that RBRA does have an office available, we anticipate that RGS employees will generally work remotely.
- RGS reserves the right to assign other RGS resources to deliver the agreed-upon services as emergent circumstances in the assignment require. RGS would also anticipate the designation of an RBRA representative to serve as liaison with RGS to ensure that service delivery is meeting RBRA's needs.
- In addition to assigned RGS employees' primary assignment of supporting RBRA, and as long as service delivery to RBRA is not impacted and it poses no conflict with the RBRA duties, RGS may assign its employee to participate in other RGS projects. Such extra services would not be at the expense of RBRA but paid for by RGS.

Either Chris Paxton or I am available at your convenience to answer any questions you may have, or to discuss the initiation of an RGS administrative service partnership with the RBRA. You may contact Chris at (650) 587-7300, x38 or via email at [cpaxton@rgs.ca.gov](mailto:cpaxton@rgs.ca.gov). My direct line is (650) 587-7315, or you may email me at [sselivanoff@rgs.ca.gov](mailto:sselivanoff@rgs.ca.gov). We look forward to speaking with you again soon.

Sincerely,



Sophia Selivanoff, Deputy Executive Director  
**REGIONAL GOVERNMENT SERVICES**