

**Regional Analysis & Planning Services, Inc. (RAPS, Inc.)
Board of Directors Agenda**

DATE: June 11, 2026

TIME: 4:00 pm

LOCATION: AMBAG Conference Room, 2nd Floor
24580 Silver Cloud Court
Monterey, CA 93940

Members of the public may use the following link to join the meeting online:
<https://us06web.zoom.us/j/81389017874?pwd=Fg4slrwT9ibGCQOUmMMKC3dZYV1Nri.1>

Webinar ID: 813 8901 7874
Passcode: 263763

Members of the public who wish to address the RAPS, Inc. Board of Directors on an item to be considered at this meeting, can do so in person, virtually, or via email. Written public comment can be submitted at info@ambag.org or by emailing the Clerk of the Board at aflores@ambag.org. The subject line should read "Public Comment for the June 11, 2026 Board of Directors Meeting." Written comments will be distributed to the RAPS, Inc. Board of Directors prior to the meeting.

Miembros del publico que desean dirigirse a la mesa directiva de RAPS, Inc. con respecto a cualquier asunto en esta agenda, pueden hacerlo en persona, de forma virtual o por correo electrónico. Los comentarios públicos por escrito pueden enviarse a info@ambag.org o al correo electrónico de la Secretaria, aflores@ambag.org. El asunto del correo electrónico debe indicar: "Comentario público para la reunión de la mesa directiva de 11 de junio de 2026". Los comentarios por escrito se distribuirán a los miembros de la mesa directiva de AMBAG antes de la reunión.

RAPS, Inc. Board Member(s) Meeting Remotely:

Brian McCarthy:	3205 Playa Court, Marina, CA 93933	831-313-8704
Scott Newsome:	809 Center Street, Santa Cruz, CA 95060	831-420-5030
Derek Timm:	1 Civic Center Drive, Scotts Valley, CA 95066	831-440-5600

-
- 1. CALL TO ORDER**
 - 2. ROLL CALL**
 - 3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA (A maximum of two minutes on any subject not on the agenda)**

4. **ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**

5. **NOMINATION OF RAPS, INC. CHAIR**

Recommended Action: APPOINT

- **Director McCarthy**

Receive a report from Director McCarthy.

6. **Consent Agenda**

Recommended Action: APPROVE

Note: Action listed for each item represents staff recommendation. The RAPS, Inc. Board of Directors, may, at its discretion, take any action on the items listed in the agenda.

A. **Ralph M. Brown Act Teleconferencing Resolution**

- **Maura Twomey, Chief Executive Officer**

Adopt Resolution 2026-01 to enable the multijurisdictional body provisions of Government Code Section 54953.8.7 authorizing teleconferencing for meetings. (Page 5)

B. **Minutes of the June 16, 2025 RAPS, Inc. Board of Directors Meeting**

- **Ana Flores, Clerk of the Board**

Approve the June 16, 2025 RAPS, Inc. Board of Directors meeting. (Page 9)

C. **Authorized Check Signers for the Regional Analysis and Planning Services, Inc. (RAPS) Bank Account**

- **Jessica Agee, Director of Finance & Administration**

Execute new Mechanics Bank signature cards and approve the individuals listed with check signing authority for the Regional Analysis and Planning Services, Inc. (RAPS) bank account. (Page 13)

D. **Annual Comprehensive Financial Report (ACFR) for FY 2024-2025**

Recommended Action: INFORMATION

- **Maura Twomey, Chief Executive Officer**

Accept the Annual Comprehensive Financial Report (ACFR) for Fiscal Year 2024-2025. The ACFR is separately enclosed. (Page 17)

E. **Amendment No. 1 to Contract with Eidam & Associates**

Recommended Action: APPROVE

- **Maura Twomey, Chief Executive Officer**

Approve a two-year time only amendment of the current contract with Eidam & Associates to provide consulting services on behalf of the Regional Analysis & Planning Services, Inc. and authorize the Executive Director to negotiate and execute the contract. (Page 19)

7. Update on Ongoing and Potential Contracts and Services

Recommended Action: INFORMATION

- **Maura Twomey, Chief Executive Officer**

Receive an update from Maura Twomey, Chief Executive Officer.

8. Financial Update Report

Recommended Action: INFORMATION

- **Jessica Agee, Director of Finance & Administration**

Receive the financial update report which provides an update on the RAPS, Inc. current financial position and accompanying financial statements. (Page 25)

9. Draft FY 2026-2027 Budget

Recommended Action: APPROVE

- **Jessica Agee, Director of Finance & Administration**

Approve the draft FY 2026-2027 Budget. (Page 33)

10. Other

11. Adjournment

If requested, the agenda or materials shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores, AMBAG, 831-883-3750, or email aflores@ambag.org at least 48 hours prior to the meeting date. Pursuant to Government Code Section 54952.7, please find Chapter 9, also known as the Ralph M. Brown Act using the following link:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&chapter=9.&part=1.&lawCode=GOV&title=5

Si se solicita, la agenda y materiales estarán disponibles en formatos alternativos apropiados para personas con discapacidad, requerido por Sección 202 de la Ley de Estadounidenses con Discapacidades de 1990 (42 USC, Sec. 12132) y las normas y reglamentos federales adoptados para su implementación. Si necesita alguna modificación o adaptación relacionada con una discapacidad, incluyendo ayudas o servicios auxiliares, comuníquese con Ana Flores, AMBAG, al 831-883-3750 o envíe un correo electrónico a aflores@ambag.org con al menos 48 horas de anticipación a la fecha de la reunión de la junta directiva. De conformidad con la Sección 54952.7 del Código de Gobierno, por favor consulte el Capítulo 9, también conocido como la Ley Ralph M. Brown.

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REGIONAL ANALYSIS & PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

24580 Silver Cloud Court, Monterey, CA 93940
P.O. Box 2453, Seaside, CA 93955-2453

(831) 883-3750
FAX (831) 883-3755

MEMORANDUM

TO: AMBAG Board of Directors

FROM: Maura F. Twomey, Executive Director

SUBJECT: Ralph M. Brown Act Teleconferencing Resolution

MEETING DATE: June 11, 2026

RECOMMENDATION:

Adopt Resolution 2026-1 to enable the RAPS, Inc. Board to utilize the Multijurisdictional Body provisions of Government Code 54953.8.7 allowing teleconferencing pursuant to Senate Bill 707.

BACKGROUND/DISCUSSION:

On October 3, 2025, Governor Newsom signed Senate Bill 707 (SB 707) into law, making significant changes to the Ralph M. Brown Act, which governs open meetings for local government agencies in California. Effective January 1, 2026, SB 707 created Government Code Section 54953.8.7, which expanded the ability of “multijurisdictional” bodies to use teleconferencing for meeting participation. A “multijurisdictional body” means a legislative body which includes representatives from more than one county, city, city/county, special district, or joint powers agency. In order to avail itself of Government Code section 54953.8.7, a multijurisdictional body must adopt a resolution in open session authorizing the use of teleconferencing for meetings pursuant to Government Code section 54953.8.7. Doing so will create additional flexibility for RAPS, Inc. Board members.

FINANCIAL IMPACT:

None.

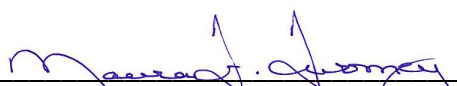
COORDINATION:

AMBAG staff coordinated with AMBAG Legal Counsel.

ATTACHMENT:

1. Resolution 2026-1

APPROVED BY:



Maura F. Twomey, Executive Director

A RESOLUTION OF THE REGIONAL ANALYSIS & PLANNING SERVICES, INC. (RAPS, INC.) BOARD OF DIRECTORS APPROVING THE USE OF THE MULTIJURISDICTIONAL BROWN ACT PROVISION PURSUANT TO GOVERNMENT CODE SECTION 54953.8.7

WHEREAS, the RAPS, Inc. is the 501 c 3 non-profit arm of the Association of Monterey Bay Area Governments (AMBAG) providing services for the counties of Monterey, Santa Cruz, and San Benito; and

WHEREAS, RAPS, Inc. is subject to the Ralph M. Brown Act open meeting law; and

WHEREAS, the California Legislature approved and the Governor signed AB 707 (2025), which amended the Brown Act, including provisions applicable to joint powers agencies covered by the Brown Act; and

WHEREAS, one of the amendments created Government Code section 54953.8.7, which expanded teleconferencing participation options for board members of a multijurisdictional body such as RAPS, Inc. upon the adoption of a resolution authorizing the use of teleconferencing for meetings; and

WHEREAS, by this Resolution RAPS, Inc. desires to authorize the use of the teleconferencing provisions allowed under Government Code section 54953.8.7

NOW, THEREFORE, BE IT RESOLVED that the RAPS, Inc. Board of Directors does hereby authorize the use of teleconferencing under Government Code Section 54953.8.7

PASSED AND ADOPTED this 11th day of June 2026.

Chair, RAPS, Inc.

Maura F. Twomey, Executive Director

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DRAFT
Regional Analysis & Planning Services Inc.
Board of Directors Minutes

June 16, 2025

MINUTES

1. CALL TO ORDER

The meeting was called to order by Chair Rowley at 4:08 p.m.

2. ROLL CALL

Present: Directors Carbone, McCarthy, Rowley, Sotelo and Timm (4:10)
Absent: None
Staff: Maura Twomey, Chief Executive Officer; Elizabeth Lippa, Administrative Assistant; and Ana Flores, Clerk of the Board

3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

4. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA

None.

5. Consent

A. Minutes of the June 25, 2024 Meeting

The minutes of the June 25, 2024 meeting were approved.

B. Authorized Check Signers for the Regional Analysis and Planning Services, Inc. (RAPS) Bank Account

The Board authorized staff to execute new Mechanics Bank signature cards and approved the individuals with check signing authority for the RAPS, Inc. bank account.

Motion made by Director Timm, seconded by Director McCarthy to approve the consent agenda. Motion passed unanimously.

6. Annual Comprehensive Annual Financial Report (ACFR) for FY 2023-2024

Maura Twomey, Chief Executive Officer gave an overview of the AMBAG ACFR FY 2023-2024. The ACFR includes financial reports for RAPS, Inc. which is presented as a blended component unit. RAPS, Inc. received an unmodified opinion on the financial statements and a clean single audit report with no findings. There were no major discrepancies, and no management letter was issued. Brief discussion followed.

7. Update on Ongoing and Potential Contracts and Services

Maura Twomey, Chief Executive Officer gave an update on the ongoing and potential contracts and services. Brief discussion followed.

8. Financial Update Report

Maura Twomey, Chief Executive Officer gave the financial update and reported a positive end fund balance. Brief discussion followed.

9. Draft FY 2025-2026 Budget

Maura Twomey, Chief Executive Officer reviewed the draft FY 2025-26 budget. Brief discussion followed.

Motion made by Director Timm, seconded by Director Carbone to approve the FY 2025-2026 budget. Motion passed unanimously.

10. Other

None.

11. Adjournment

The meeting adjourned 4:35 pm.

**DRAFT Regional Analysis & Planning Services, Inc.
Board of Directors Meeting**

ATTENDANCE & VOTING RECORD

MEETING DATE: June 16, 2025

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)				
MEMBER	AMBAG REP	Attendance	Item# 5	Item# 9
County of San Benito	Mindy Sotelo	X	Y	Y
Marina	Brian McCarthy	X	Y	Y
Sand City	Mary Ann Carbone	X	Y	Y
Scotts Valley	Derek Timm	X	Y	Y
Monterey County Public Member	Tom Rowley	X	Y	Y
San Benito County Public Member	VACANT	N/A	N/A	N/A
Santa Cruz County Public Member	VACANT	N/A	N/A	N/A

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P.O. Box 2453, Seaside, CA 93955-2453

(831) 883-3750
FAX (831) 883-3755

MEMORANDUM

TO: RAPS, Inc. Board of Directors

FROM: Maura F. Twomey, Chief Executive Officer

RECOMMENDED BY: Jessica Agee, Director of Finance and Administration

SUBJECT: Authorized Check Signers for the Regional Analysis and Planning Services, Inc. (RAPS) Bank Account

MEETING DATE: June 11, 2026

RECOMMENDATION:

It is recommended that the Board direct staff to execute new Mechanics Bank signature cards and approve the individuals listed with check signing authority for the Regional Analysis and Planning Services, Inc. (RAPS) bank account.

BACKGROUND/ DISCUSSION:

RAPS, Inc. requires two signatures on all bank drafts.

RAPS, Inc. has not changed its signature cards since June 16, 2025. Since that time, there has been a change in the composition of the RAPS, Inc. Board of Directors necessitating a change in the list of authorized board signers.

RAPS proposes adding President Brian McCarthy and Director Mindy Sotelo. RAPS also proposes removing former President Derek Timm and Director Mary Ann Carbone. This will result in the following authorized signers on RAPS's Checking account with Mechanics Bank:

Board Signers – President Brian McCarthy, Director Mindy Sotelo.

Staff Signers – Executive Director Maura Twomey, Director of Modeling Bhupendra Patel, Director of Planning Heather Adamson, and Director of Sustainability Programs Amaury Berteaud.

All Staff Signers will also be resolution signers.

FINANCIAL IMPACT:

There is no financial impact from this action.

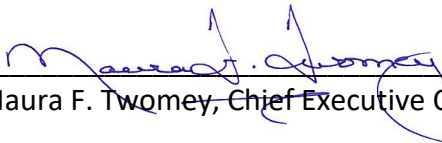
ALTERNATIVES:

The Board may choose to approve a different slate of check signers.

ATTACHMENT:

1. Letter to Bank

APPROVED BY:



Maura F. Twomey, Chief Executive Officer

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Attachment 1

June 11, 2026

Apryl DeMarco
Director of Government Banking Mechanics Bank
915 Highland Pointe Drive, Suite 450
Roseville, CA 95678

RE: Account ending in 4280

Dear Ms. DeMarco:

Regional Analysis and Planning Services Inc. (RAPS) has not changed its signature cards since June 16, 2025. Since that time, there have been changes in the composition of the RAPS Board of Directors necessitating a change in the list of authorized signers.

RAPS proposes adding President Brian McCarthy and Director Mindy Sotelo. RAPS also proposes removing former President Derek Timm and Director Mary Ann Carbone. This will result in the following authorized signers on RAPS's Checking account with Mechanics Bank:

Board Signers – President Brian McCarthy, Director Mindy Sotelo.

Staff Signers – Executive Director Maura Twomey, Director of Modeling Bhupendra Patel, Director of Planning Heather Adamson, and Director of Sustainability Programs Amaury Berteaud.

All Staff Signers will also be resolution signers.

Sincerely,

Maura Twomey
Executive Director

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MEMORANDUM

TO: RAPS, Inc. Board of Directors

FROM: Maura F. Twomey, Chief Executive Officer

RECOMMENDED BY: Jessica Agee, Director of Finance and Administration

SUBJECT: Annual Comprehensive Financial Report (ACFR) for FY 2024-2025

MEETING DATE: June 11, 2026

RECOMMENDATION:

Receive a presentation on the Association of Monterey Bay Area Governments (AMBAG) Annual Comprehensive Financial Report (ACFR) for FY 2024-2025. The ACFR includes financial reports for Regional Analysis and Planning Services, Inc. (RAPS), which is presented as a blended component unit.

BACKGROUND/ DISCUSSION:

Pursuant to AMBAG and RAPS, Inc. by-laws, an independent audit firm performs an annual financial audit and an opinion is issued on AMBAG's financial position as of June 30 of each year. The Annual Comprehensive Financial Report (ACFR) is for the period ending June 30, 2025. AMBAG received an unmodified (clean) opinion.

The AMBAG ACFR (separately enclosed) is comprised of several sections:

- **Introductory** - this section includes a letter of transmittal, which is an executive summary introducing the financial statements along with other required information.
- **Financial Section and Basic Financial Statements** - these sections have the independent auditors' report from CliftonLarsonAllen LLP; Management's Discussion and Analysis (MD&A), which is managements' overview of AMBAG's financial position; identification of any major issues and projections for the future; the actual financial statements and note disclosures.
- **Required Supplementary Information** - this section includes budgetary comparison schedules for the general fund and for each major fund that has a legally adopted annual budget. This section also includes additional schedules and reporting requirements for Governmental Accounting Standards Board (GASB) Statements No. 75, 68, 82 and 87.

- **Supplementary Information** - this section contains Consolidated Planning Grant (CPG) financial information and schedules regarding direct, indirect, and unallowable costs under AMBAG's grant awards.
- **Statistical Section** - this section contains various unaudited demographic and financial information for the AMBAG region.
- **Single Audit Section** - this section is a requirement for agencies that have federal grants in excess of \$750,000 and includes the auditor's report on their findings and any questioned costs, as it relates to federal grant programs. There were no single audit findings.

FINANCIAL IMPACT:

Management's Discussion and Analysis section of the ACFR discloses management's perspective on the financial position of AMBAG and its nonprofit arm, Regional Analysis and Planning Services, Inc. (RAPS) for FY 2024-2025. In the Basic Financial Statements, RAPS, Inc. had a positive change in net position of \$7,558 (see page 48 of the ACFR). RAPS, Inc.'s overall ending net position was a positive \$45,129 (see page 48 of the ACFR).

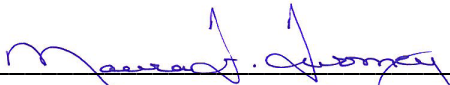
ALTERNATIVES:

N/A

ATTACHMENT:

1. Annual Comprehensive Financial Report (ACFR) for FY 2024-2025 is separately enclosed.

APPROVED BY:



Maura F. Twomey, Chief Executive Officer

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MEMORANDUM

TO: RAPS, Inc. Board of Directors

FROM: Maura F. Twomey, Chief Executive Officer

RECOMMENDED BY: Jessica Agee, Director of Finance and Administration

SUBJECT: Amendment No. 1 to Contract with Eidam & Associates

MEETING DATE: June 11, 2026

RECOMMENDATION:

Staff recommends that the Board approve a two-year time only amendment of the current contract with Eidam & Associates to provide consulting services on behalf of the Regional Analysis & Planning Services, Inc. and authorize the Executive Director to negotiate and execute the contract.

BACKGROUND/ DISCUSSION:

RAPS, Inc. has been awarded contracts with the Nevada County Transportation Commission and the Del Norte Local Transportation Commission. In addition, RAPS, Inc. is at times in discussions with other agencies to provide technical services. RAPS, Inc. will contract many of the services required to Eidam & Associates for an amount not to exceed \$150,000.00. Of this, approximately \$20,360.00 is for services required through agreements with the agencies above. The remainder provides the flexibility to add additional work as it is obtained through negotiation. The contract is set to expire on June 30, 2026. Staff recommends that the Board extend the contract with Eidam & Associates for two years, through June 30, 2028.

FINANCIAL IMPACT:

The cost for professional services in the amount of \$20,360.00 is included in the Draft FY 2026-2027 Budget.

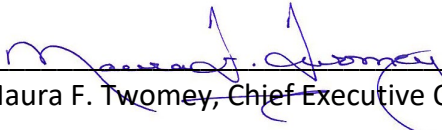
ALTERNATIVES:

N/A

ATTACHMENT:

1. Eidam & Associates Contract Amendment No. 1

APPROVED BY:



Maura F. Twomey, Chief Executive Officer

**AGREEMENT FOR SERVICES
AMENDMENT #1: TIME ONLY**

This Amendment is made and entered into this **1st day of July, 2026** by and between **Regional Analysis and Planning Services, Inc.** (hereinafter referred to as "RAPS, Inc." or "CLIENT"), and **Eidam & Associates** (hereinafter referred to as "Eidam" or "CONTRACTOR").

WITNESSETH

WHEREAS, Regional Analysis and Planning Services, (RAPS) Inc. is charged with providing consulting services to various agencies for reviewing current operational procedures, assessing needs, developing revised operational procedures and providing training in these revised operational procedures; and

WHEREAS, the CONTRACTOR is qualified, has extensive experience in reviewing current operational procedures, assessing needs, developing revised operational procedures and providing training in these revised operational procedures; and

NOW, THEREFORE, RAPS, Inc. and CONTRACTOR for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK**

CONTRACTOR shall perform those services described in the Task Order Exhibits "Project Task Orders/Services, Timeline and Budget" attached hereto and incorporated herein by this reference and shall comply with all relevant conditions as set forth in the AGREEMENT.

2. **TERM**

The term of this Agreement shall be from the date of its execution until the completion of the work contemplated by this Agreement and its final acceptance by RAPS, INC. unless terminated earlier as provided herein. CONTRACTOR shall complete all tasks **on or before June 30, 2028** unless otherwise extended by written authorization.

3. **COMPENSATION**

RAPS, INC. shall pay CONTRACTOR for services in accordance with the structure shown in each Task Order as tasks are completed with the total amount not to exceed the amount specified in each Task Order. which sum shall include any and all costs. In no event shall compensation exceed the amounts specified in the Task Order without prior written consent of RAPS, Inc.

The total amount payable for all task orders under this agreement shall not exceed \$150,000.

Services performed under this Agreement shall commence only upon Notice to Proceed by RAPS, INC. to CONTRACTOR for each Task Order issued under this contract.

In all other respects, AMBAG and Contractor hereby confirm the original AGREEMENT FOR SERVICES dated June 1, 2023 shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

RAPS:

Signature:

Name: Maura F. Twomey

Title:

Regional Analysis and Planning Services (RAPS)

Signature:

Title: Board President

Regional Analysis and Planning Services (RAPS)

CONSULTANT:

Signature:

Name: Diane C Eidam

Title: Owner

Firm: Eidam & Associates

**TASK ORDER A. PROJECT TASKS/SERVICES, TIMELINE, AND BUDGET
 DEL NORTE COUNTY LOCAL TRANSPORTATION COMMISSION**

Regional Analysis and Planning Services

**Del Norte Local Transportation Commission
 Proposed Project Budget for Procurement of Executive Director Services
 April 27, 2026**

Tasks	Estimated Completion Date
Develop Request for Proposal (RFP) for Executive Director services with Board input.	July 15, 2026
Issue RFP	July 16, 2026
RFP due date	August 15, 2026
Evaluate Proposals with Board input	August 30, 2026
Recommend successful proposer to Board	September 15, 2026
Assist Board with contract negotiations	October 2026
Board Ratification of contract	November 2026

Cost:

Firm Fixed Price	\$ 8,500
Estimated Travel Costs:	<u>4,620*</u>
	<u>\$13,120</u>

*Travel cost estimate is based on 4 trips for 2 people at Caltrans approved rates. RAPS endeavors to accomplish the maximum possible through virtual means to reduce or eliminate in person meetings and related costs.

TASK ORDER B. PROJECT TASKS/SERVICES, TIMELINE, AND BUDGET
NEVADA COUNTY TRANSPORTATION COMMISSION

Regional Analysis and Planning Services

Proposed Project Budget for 2025-2026 Rural Counties Task Force Training and
 Administrative Guidebook Update

January 22, 2025

Tasks	Estimated Timeframes	Estimated Costs
Update Rural Counties Task Force Administrative Guidebook	February 2026	\$6,000
Organize and implement training to include Overall Work Plan development, Local Assistance Invoicing and other topics as determined by the Rural Counties Task Force and Caltrans	March 2026	\$2,000
Provide training to Rural Counties Task Force members on updated Guidebook	May 2026	\$4,100
Other Direct Costs: lunch at CalHR rates, each training session for 30 attendees		\$1,140
Total Cost		\$13,240

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MEMORANDUM

TO: RAPS, Inc. Board of Directors
FROM: Maura F. Twomey, Chief Executive Officer
RECOMMENDED BY: Jessica Agee, Director of Finance and Administration
SUBJECT: Financial Update Report
MEETING DATE: June 11, 2026

RECOMMENDATION:

It is recommended that the Board of Directors receive the financial update report.

BACKGROUND / DISCUSSION:

The enclosed financial reports are for the 2025-2026 Fiscal Year (FY) and contain the cumulative effect of operations through April 30, 2026. Amounts in the financial update report are unaudited.

FINANCIAL IMPACT:

RAPS Inc., Profit and Loss Statement for the period July 1, 2025, through April 30, 2026 reflects an excess of expense over revenue of \$2,243.13. The Balance Sheet as of April 30, 2026, reflects a cash balance of \$42,211.75. In addition, the accounts receivable amount is \$5,917. Current liabilities total \$5,242.28. The ending fund balance for RAPS is \$42,886.47.

Revenues of \$23,563.50 are primarily for technical, financial and administrative services provided to Pajaro River Watershed Flood Prevention Authority (PRWFPA).

Expenditures totaling \$25,806.63 include:

- \$22,236.19 Association of Monterey Bay Area Governments (AMBAG) staff costs for the administration of PRWFPA
- \$ 1,738.04 AMBAG staff costs for technical and administrative assistance
- \$ 1,199.00 General and liability insurance
- \$ 633.40 Fiscal year 2024-2025 audit fieldwork/audited financial statements/tax return filing

RAPS, Inc. currently has a positive fund balance. It is anticipated that additional revenue from providing technical, administrative, and financial services will assist in increasing this balance.

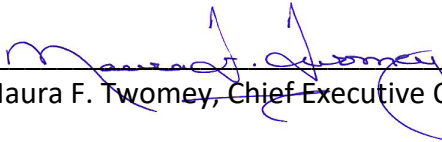
ALTERNATIVES:

N/A

ATTACHMENTS:

1. Balance Sheet as of April 30, 2026
2. Profit and Loss Statement: July 1, 2025 through April 30, 2026
3. Accounts Receivable Aging Detail as of April 30, 2026
4. Accounts Payable Aging Detail as of April 30, 2026
5. Check Register Detail: July 2025 through April 2026

APPROVED BY:



Maura F. Twomey, Chief Executive Officer

Regional Analysis and Planning Services
Balance Sheet - Attachment 1
As of April 30, 2026

	<u>April 30, 2026</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank-Checking	42,211.75
Total Checking/Savings	<u>\$ 42,211.75</u>
Accounts Receivable	
Accounts Receivable	5,917.00
Total Accounts Receivable	<u>\$ 5,917.00</u>
Total Current Assets	\$ 48,128.75
TOTAL ASSETS	<u><u>\$ 48,128.75</u></u>
LIABILITIES & FUND BALANCES	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,242.28
Total Accounts Payable	<u>\$ 5,242.28</u>
Total Current Liabilities	\$ 5,242.28
Total Liabilities	<u>\$ 5,242.28</u>
Fund Balances	
Beginning Fund Balances	45,129.60
Net Change in Fund Balances	(2,243.13)
Total Ending Fund Balances	<u>\$ 42,886.47</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$ 48,128.75</u></u>

**Regional Analysis and Planning Services
Profit Loss Statement - Attachment 2
July 2025 through April 2026**

	July 2025 - April 2026
Revenues	
Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration	23,563.50
Total Revenues	\$ 23,563.50
Expenditures	
Association of Monterey Bay Area Governments (AMBAG) Services	
Administration	896.50
Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration	11,469.64
Total Association of Monterey Bay Area Governments (AMBAG) Services	\$ 12,366.14
 Other Charges	
Insurance	1,199.00
Administration Expenses	103.40
Audit Fees	530.00
Total Other Charges	\$ 1,832.40
Association of Monterey Bay Area Governments (AMBAG) Indirect	
Administration	841.54
Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration	10,766.55
Total Association of Monterey Bay Area Governments (AMBAG) Indirect	\$ 11,608.09
Total Expenditures	\$ 25,806.63
Net Change in Fund Balances	\$ (2,243.13)

Regional Analysis and Planning Services
A/R Aging Detail - Attachment 3
As of April 30, 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>
03/31/2026	1181	PRWFPA	04/30/2026	1,972.00
04/30/2026	1182	PRWFPA	05/30/2026	3,945.00
TOTAL				\$ 5,917.00

PAID = Reflects payments received subsequent to April 30, 2026.

Regional Analysis and Planning Services
A/P Aging Detail - Attachment 4
As of April 30, 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>
03/31/2026	4564	AMBAG	04/30/2026	1,683.91
04/30/2026	4568	AMBAG	05/30/2026	3,558.37
TOTAL				<u>\$ 5,242.28</u>

Regional Analysis and Planning Services
 Check Register Detail - Attachment 5
 July 2025 - April 2026

Date	Number	Name	Memo	Amount
07/01/2025	1349	AMBAG	Staff Services	8,126.98
08/14/2025	1351	AMBAG	Staff Services	6,865.58
08/14/2025	1352	Eidam & Associates	SCAG PCC for period July 1, 2024 - June 30, 2025	1,466.25
10/09/2025	1353	AMBAG	Staff Services	3,448.41
11/04/2025	1354	Attorney General - State of CA	Annual Registration Renewal Fee Report (Form RRF-1) Filing Fee for FY 2024-2025	50.00
11/18/2025	1355	AMBAG	Staff Services	2,454.95
11/18/2025	1356	Non-Profits Ins. Alliance of CA	2025-2026 Ins.-Commercial Liability 11/06/25-11/06/26	1,199.00
01/07/2026	1357	AMBAG	Staff Services and Expense Reimbursement	4,890.09
03/26/2026	1358	AMBAG	Staff Services and Expense Reimbursement	8,521.90
TOTAL				<u>\$ 37,023.16</u>

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REGIONAL ANALYSIS & PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

24580 Silver Cloud Court, Monterey, CA 93940
P.O. Box 2453, Seaside, CA 93955-2453

(831) 883-3750
FAX (831) 883-3755

MEMORANDUM

TO: RAPS, Inc. Board of Directors

FROM: Maura F. Twomey, Chief Executive Officer

RECOMMENDED BY: Jessica Agee, Director of Finance and Administration

SUBJECT: Draft FY 2026-2027 Budget

MEETING DATE: June 11, 2026

RECOMMENDATION:

Staff recommends that the Regional Analysis and Planning Services, Inc. (RAPS) Board of Directors approve the Draft FY 2026-2027 Budget.

BACKGROUND/ DISCUSSION:

Regional Analysis and Planning Services, Inc. (RAPS) is the 501 c 3 non-profit arm of the Association of Monterey Bay Area Governments (AMBAG). The Corporation was formed to provide technical assistance, administrative services, and forums/conferences on issues of regional significance. The Board assigned AMBAG staff the day-to-day functions of the organization and reimburses AMBAG for those services.

Pursuant to its by-laws, RAPS, Inc. is required to adopt a financial budget prior to June 30th each year. Throughout the year, the Board monitors the budget and approves amendments as needed. Enclosed for consideration and adoption is the Draft FY 2026-2027 Budget. Staff will incorporate any changes to the FY 2026-2027 budget as directed by the Board.

FINANCIAL IMPACT:

The enclosed FY 2026-2027 RAPS, Inc. Draft Budget distinguishes administrative/technical/financial related activities in five distinct work elements (WE):

- WE 502 – RAPS, Inc. Administration - Includes expenses (staff and other) related to the operation of the non-profit, such as preparation of agendas, financials, and tax return information.
- WE 511 – Technical Assistance - Allows RAPS, Inc. to provide a resource for requested technical assistance, social, economic, demographic, and transportation data for Monterey, San Benito, and Santa Cruz Counties as well as other agencies.
- WE 530 – Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration – RAPS, Inc. provides contracted administrative, financial, and technical services to PRWFPA.
- WE 560 – Rural Counties Task Force - RAPS, Inc. to provide technical support for Administrative Guidebook Update and Training.
- WE 561 – Del Norte Local Transportation Commission – RAPS, Inc. to provide technical support for Procurement of Executive Director Services.

The RAPS, Inc. Draft FY 2026-2027 Budget incorporates these programs and other revenues and expenses in detail (Attachment 1). Information regarding projected revenues and expenditures is provided below.

REVENUES: RAPS, Inc. is projecting revenue of \$121,360.

Under its current structure, RAPS, Inc. does not have a dedicated source of funding. Therefore, RAPS, Inc. secures revenue sources primarily by providing technical/administrative/financial services.

A portion of the AMBAG membership dues provides funding for technical assistance to jurisdictions who request these services from RAPS, Inc. Jurisdictions are invoiced for technical assistance in excess of the amount allocated through membership’s dues, which provides revenue to RAPS, Inc. Non-member clients are also provided services for a fee. The Draft FY 2026-2027 Budget reflects \$121,360 in revenue for technical/administrative/financial services as follows:

- AMBAG staff anticipates that it will provide technical assistance to member and non-member agencies in the aggregate amount of \$50,000.
- The PRWFPA Board of Directors reviews and renews its contract with RAPS, Inc. on an annual basis. The services contract was approved at the June 5, 2026 PRWFPA Board of Directors meeting for a not to exceed amount of \$45,000. Duties include but are not limited to Staff Working Group and Board of Director’s agenda preparation and meeting administration; accounting and audit services; and other administrative/technical tasks as assigned.
- Rural Counties Task Force requested services to provide technical support for Administrative Guidebook Update and Training for an amount estimated not to exceed \$13,240.
- Del Norte Local Transportation Commission requested services to support the procurement of Executive Director for an amount estimated not to exceed \$13,120.

EXPENDITURES: The Board of Directors of RAPS, Inc. operates the non-profit arm on an outsourced basis, therefore AMBAG staff provides the day-to-day technical/administrative/financial services. RAPS, Inc. contracts for other professional services. This option reduces fixed costs (i.e., payroll, overhead, employee benefits, etc.) while ensuring the efficient operation of the organization. RAPS, Inc. is projecting expenditures of \$120,480.

Expenditures estimated for FY 2026-2027 include:

- AMBAG Staff Time - \$92,000
- Professional Services - \$26,360
- Other Expenses - \$2,120

The proposed budget for FY 2026-2027 has sufficient revenues to cover expenditures with a small excess of revenue over expenses of \$880 projected. The budget is consistent with the purpose of Regional Analysis and Planning Services, (RAPS) Inc., which is to serve local governments and other governmental entities by providing technical and educational services.

ALTERNATIVES:

N/A

ATTACHMENT:

1. Draft FY 2026-2027 Budget

APPROVED BY:



Maura F. Twomey, Chief Executive Officer

Attachment 1
Regional Analysis & Planning Services, Inc.
FY 2026-2027
Draft Budget

	FY 2025-2026 ADOPTED BUDGET 06/16/25	FY 2025-2026 ACTUAL 04/30/26	FY 2025-2026 BUDGET TO ACTUAL DIFFERENCE	FY 2026-2027 Draft BUDGET 06/11/26
REVENUES				
WE 511	50,000 \$	- \$	(50,000) \$	50,000 \$
WE 530	45,000 \$	23,564 \$	(21,437) \$	45,000 \$
WE 551	27,028 \$	- \$	(27,028) \$	- \$
WE 560	13,500 \$	- \$	(13,500) \$	13,240 \$
WE 561	- \$	- \$	- \$	13,120 \$
Total Revenues	135,528 \$	23,564 \$	(111,965) \$	121,360
EXPENDITURES				
WE 502	2,000 \$	1,738 \$	(262) \$	2,000 \$
WE 511	50,000 \$	- \$	(50,000) \$	50,000 \$
WE 530	40,000 \$	22,236 \$	(17,764) \$	40,000 \$
WE 551	21,700 \$	- \$	(21,700) \$	- \$
WE 560	11,500 \$	- \$	(11,500) \$	13,240 \$
WE 561	- \$	- \$	- \$	13,120 \$
5800	2,020 \$	1,832 \$	(188) \$	2,120 \$
Total Expenditures	118,464 \$	25,807 \$	(101,413) \$	120,480
Excess of (Revenues) over Expenditures				
	7,364 \$	(2,243) \$	(9,607) \$	880
* Other Expenses May Consist of:				
Audit/Tax Return Filing	600 \$	633 \$	33 \$	600 \$
Insurance	1,100 \$	1,199 \$	99 \$	1,200 \$
Printing	20 \$	- \$	(20) \$	20 \$
Travel	100 \$	- \$	(100) \$	100 \$
Miscellaneous/Marketing/Postage	200 \$	- \$	(200) \$	200 \$
	2,020 \$	1,832 \$	(188) \$	2,120