



City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

**EXECUTIVE COMMITTEE MEETING  
STANCOG BOARD ROOM  
1111 I STREET, SUITE 308  
MODESTO, CA  
MONDAY, SEPTEMBER 12, 2016  
5:00 PM**

Board Agendas and Minutes: Policy Board agendas, minutes and copies of items to be considered by the StanCOG Policy Board are available at least 72 hours prior to the meeting at the StanCOG offices located at 1111 "I" Street, Suite 308, Modesto, CA during normal business hours. The documents are also available on StanCOG's website at [www.stancog.org/policy-board.shtm](http://www.stancog.org/policy-board.shtm).

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## **AGENDA**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. PUBLIC COMMENTS**

*The public may comment on each item on the agenda as it arises.*

#### 4. CONSENT CALENDAR

- A. Motion to Approve Executive Committee Meeting Minutes of 8/8/16

#### 5. DISCUSSION/ACTION ITEMS

- A. Motion to Recommend Policy Board Adopt a Resolution to Authorize the Executive Director to Approve an Annual Amount for the Extension of the Brown Armstrong Contract for Financial Auditing Services
- B. Motion to Recommend Policy Board Adopt a Resolution to Authorize the Executive Director to Execute a Professional Services Agreement with Neumiller and Beardslee for FY 2016/17 Legal Services
- C. Motion to Recommend Policy Board Approve Classification and Salary Study Recommendations
- D. Measure L/Transportation Expenditure Plan for the Stanislaus Region Update (Verbal Report)
- E. Draft September Policy Board Agenda Review

#### 6. EXECUTIVE DIRECTOR REPORT

#### 7. ADJOURNMENT

**Next Regularly Scheduled Executive Committee Meeting:**

**October 10, 2016 (Monday) @ 5:00 pm**

**StanCOG Board Room  
1111 I Street, Suite 308  
Modesto, CA 95354**



**StanCOG**  
Stanislaus Council of Governments

# CONSENT CALENDAR

**EXECUTIVE COMMITTEE MEETING**  
**StanCOG Board Room**  
**1111 I Street, Suite 308**  
**Modesto, CA**

**Minutes of August 8, 2016 (Monday)**  
**5:00 pm**

**PRESENT:** Chair Vito Chiesa, Bill O'Brien (Stanislaus County); Luis Molina (City of Patterson); Gary Soiseth (City of Turlock); Bill Zoslocki (City of Modesto)

**ALSO PRESENT:** Rosa Park, Cindy Malekos, Dave Reed (StanCOG); Monica Streeter (Neumiller and Beardslee); Kendall Flint (RGS)

**1. CALL TO ORDER**

Chair Vito Chiesa called the meeting to order at 5:05 pm.

**2. ROLL CALL**

**3. PUBLIC COMMENTS - NONE**

**4. CONSENT CALENDAR**

**A. Motion to Approve Executive Committee Meeting Minutes of 6/6/16**

**B. Motion to Re-appoint Member to the Social Services Transportation Advisory Council (SSTAC)**

**\*By Motion (Member Bill O'Brien/Member Gary Soiseth), and a unanimous vote, the Executive Committee approved the Consent Calendar.**

**5. DISCUSSION/ACTION ITEMS**

**A. Measure L/Transportation Expenditure Plan for the Stanislaus Region Update**

Kendall Flint reported that educational presentations about the Expenditure Plan continued to be made to community organizations, and educational materials were being finalized. She also reminded members about the website [www.stanislaus-localroadsfirst.com](http://www.stanislaus-localroadsfirst.com) where all information was available regarding the Expenditure Plan.

**B. Motion to Recommend Policy Board Approve the Transportation Expenditure Plan Expense Allocations as Modified**

Rosa Park said that since the time the expense allocations were approved in February it was determined that an Environmental Impact Report (EIR) estimated at \$250,000 was not required. She said the cost to place the measure on the ballot estimated at \$220,000-\$230,000 was not included in the initial estimate of costs; it was proposed that the estimate of \$250,000 for the EIR be used to offset these costs.

**\*By Motion (Member Bill O'Brien/Member Luis Molina), and a unanimous vote,** the Executive Committee recommended that the Policy Board approve the Transportation Expenditure Plan Expense Allocations as Modified.

**C. Motion to Recommend Policy Board Adopt by Resolution Amendment 2 to the Communications and Community Outreach Services Contract with Regional Government Services/Flint Strategies**

Rosa Park said that \$200,000 for public outreach and materials expenses for the Expenditure Plan was amended into the FY 2015/16 Overall Work Program by the Policy Board in April. She said that this item would amend those funds into the contract with RGS to conduct those services. Member Bill O'Brien asked for further clarification about funding for the contract.

**\*By Motion (Member Luis Molina/Member Gary Soiseth), and a 4-1 vote (with Member Bill O'Brien voting No),** the Executive Committee recommended that the Policy Board adopt by Resolution Amendment 2 to the Communications and Community Outreach Services Contract with Regional Government Services/Flint Strategies.

**D. Motion to Recommend Policy Board Adopt Resolution to Authorize the Policy Board Chair to Execute Master Agreements and the Executive Director to Execute Program Supplemental Agreements with Caltrans**

Dave Reed stated that the Master Agreement between Caltrans and StanCOG had been revised to incorporate various changes in regulations and policies, and that it had been reviewed by legal.

**\*By Motion (Member Bill O'Brien/Member Luis Molina), and a unanimous vote,** the Executive Committee recommended that the Policy Board adopt a Resolution to authorize the Policy Board Chair to Execute Master Agreements and the Executive Director to Execute Program Supplemental Agreements with Caltrans.

**E. Motion to Recommend Policy Board Submit a Letter Opposing the Metropolitan Planning Organization Coordination and Planning Area Reform Notice of Proposed Rulemaking (NPRM)**

Rosa Park explained that Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) recently released a NPRM that would result in potentially significant changes to the structure and function of MPOs. She told members of issues and concerns regarding the proposed rules and the potential ramifications on existing plans and program update cycles/schedules.

**\*By Motion (Member Luis Molina/Member Bill O'Brien), and a unanimous vote,** the Executive Committee recommended that the Policy Board submit a letter opposing the Metropolitan Planning Organization Coordination and Planning Area Reform Notice of Proposed Rulemaking (NPRM).

**F. Draft August Policy Board Agenda Review**

There was consensus to move Item 7C to Information.

**6. EXECUTIVE DIRECTOR REPORT – NONE**

**7. ADJOURNMENT**

Chair Vito Chiesa adjourned the meeting at 5:43 pm.

**Next Regularly Scheduled Executive Committee Meeting:**

**September 12, 2016 (Monday) @ 5:00 pm**

**StanCOG Board Room**

**1111 I Street, Suite 308**

**Modesto, CA 95354**

Minutes Prepared By:



Cindy Malekos

Manager of Administrative Services



**StanCOG**  
Stanislaus Council of Governments

# DISCUSSION & ACTION ITEMS



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**TO:** Executive Committee **Staff Report**  
Motion

**THROUGH:** Rosa De León Park, Executive Director

**FROM:** David E. Reed, Finance Director  
Karen Kincy, Senior Financial Services Assistant

**DATE:** August 23, 2016

**SUBJECT:** Annual Amount of the Extension of the Brown Armstrong Contract for  
Financial Auditing Services

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**Recommendation**

**By Motion:**

Recommend that the Policy Board adopt a Resolution to authorize the Executive Director to approve an annual amount not-to-exceed \$35,000 for the two-year extension of the Brown Armstrong contract.

**Background**

On August 21, 2013, Resolution 13-04 was adopted by the Policy Board to authorize the Executive Director to execute a three-year professional services agreement, between Brown Armstrong and StanCOG, with an option to extend the contract for an additional two years, for an amount not to exceed \$33,000 for each of the first three years of the audit. The contract amount for the extensions was implied but not clearly specified.

**Discussion**

The accounting firm of Brown Armstrong has successfully performed the financial audits of StanCOG for the first three years of the audit covered under the existing contract. Per resolution 13-04, the Executive Director has executed the extension, however the dollar amount for the two subsequent years was implied but not specific. In order to meet criteria required to execute the contract, it is necessary to amend the resolution to include the amount for the time extended.

Should you have any questions regarding this staff report, please contact Dave Reed, Finance Director, at 209-525-4647 or via e-mail at [dreed@stancog.org](mailto:dreed@stancog.org).

Attachment:

1. Draft Resolution

**STANISLAUS COUNCIL OF GOVERNMENTS**

**RESOLUTION**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE AN AMOUNT NOT TO EXCEED \$35,000 FOR EACH YEAR OF THE TWO YEAR EXTENSION OF THE BROWN ARMSTRONG CONTRACT**

WHEREAS, the Stanislaus Council of Governments (StanCOG) is a Regional Transportation Planning Agency and a Metropolitan Planning Organization (MPO), pursuant to State and Federal designation; and

WHEREAS, by law StanCOG is required to issue annual financial statements in conformity with generally accepted accounting procedures and the Governmental Accounting Standards Board requirements.

WHEREAS, these financial statements must be audited.

WHEREAS, for the previous three years, the accounting firm of Brown Armstrong has performed the financial audit for StanCOG.

WHEREAS, the StanCOG Policy Board authorized the Executive Director to execute a three-year professional services agreement, with a StanCOG option to extend the contract for an additional two years, with Brown Armstrong for an amount not to exceed \$33,000 for each of the first three years of the audit.

WHEREAS, the amount for the contract extensions was implied but not clearly specified.

NOW, THEREFORE BE IT RESOLVED, the Executive Director is authorized to approve an annual amount not to exceed \$35,000 for the two-year extension of the Brown Armstrong contract.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to make administrative changes to the scope or budget of the executed contract, as needed, to ensure that the project is implemented in the most efficient and cost effective manner possible.

MEETING DATE: September 21, 2016

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VITO CHIESA, CHAIR

ATTEST:

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ROSA DE LEÓN PARK, EXECUTIVE DIRECTOR



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**TO:** Executive Committee **Staff Report**  
Motion

**THROUGH:** Rosa De León Park, Executive Director

**FROM:** Dave Reed, Finance Director

**DATE:** September 2, 2016

**SUBJECT:** Neumiller and Beardslee Annual Professional Services Agreement for Legal Services

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**Recommendation**

**By Motion:**

Recommend that the Policy Board adopt a Resolution to authorize the Executive Director to execute a one-year term Professional Services Agreement with Neumiller and Beardslee for FY 2016/17 legal services, for an amount not to exceed \$112,500.

**Background**

The firm of Neumiller and Beardslee has been in existence since 1903 and their goal is to provide high quality legal services to its clients and the community. They have provided timely and quality legal advice to StanCOG for more than 10 years. Their assistance with the Measure L helped considerably to get the measure on the ballot.

**Discussion**

They perform all the normal and usual duties of Attorney and General Council for StanCOG and serve as chief legal advisor to StanCOG, except:

- A. When, in the opinion of StanCOG, it would be more appropriate to hire outside specialist counsel. In such event, attorney shall assist StanCOG in selecting such outside specialist counsel. Such outside specialist counsel may serve in lieu of Attorney on any particular matter, or may assist Attorney; or
- B. When counsel for StanCOG is otherwise provided, as in the case of council provided by insurers in connection with various insurance policies held by StanCOG; or
- C. When a conflict exists such that Attorney is prohibited by law or rules of professional conflict from representing or advising StanCOG.

Should you have any questions regarding this staff report, please contact Rosa De León Park, Executive Director, at 209-525-4600 or via e-mail at [rpark@stancog.org](mailto:rpark@stancog.org).

Attachment:

- 1. Draft Resolution

**STANISLAUS COUNCIL OF GOVERNMENTS**

**RESOLUTION**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH NEUMILLER AND BEARDSLEE FOR FY 2016/17 LEGAL SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$112,500**

WHEREAS, the Stanislaus Council of Governments (StanCOG) is a Regional Transportation Planning Agency and a Metropolitan Planning Organization (MPO), pursuant to State and Federal designation; and

WHEREAS, StanCOG performs numerous activities that require legal counsel.

WHEREAS, Neumiller and Beardslee have provided legal counsel to StanCOG for more than 10 years.

NOW, THEREFORE BE IT RESOLVED, that the StanCOG Policy Board authorizes the Executive Director to execute a Professional Services Agreement with Neumiller and Beardslee for FY 2016/17 legal services, for an amount not to exceed \$112,500.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to make administrative changes to the scope or budget of the executed professional services agreement, as needed, to ensure that it is implemented in the most efficient and cost effective manner possible.

MEETING DATE: September 21, 2016

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VITO CHIESA, CHAIR

ATTEST:

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ROSA DE LEÓN PARK, EXECUTIVE DIRECTOR



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**TO:** Executive Committee

**THROUGH:** Rosa De León Park, Executive Director

**FROM:** Dave Reed, Finance Director

**DATE:** September 1, 2016

**SUBJECT:** Classification and Salary Study Recommendations

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**Staff Report**  
Motion

**Recommendation**

**By Motion:**

Recommend the Policy Board approve the Classification and Salary Study recommendations.

**Background**

In August 2015, the Policy Board authorized the Executive Director to execute a contract with a selected consultant firm for the preparation of a Classification and Salary Study.

**Discussion**

The overall objectives of the project were:

- To update and/or develop job descriptions that accurately describe the nature and scope of work performed and that are in compliance with all applicable regulations;
- To develop, document and provide classification recommendations and guidelines that are internally equitable and market comparable;
- To gather salary information from approximately ten (10) comparable public sector organizations and joint powers agencies; and
- To develop, document and provide salary and salary structure recommendations based on compensation philosophy, internal equity and market competitive factors that enhance StanCOG's ability to recruit, retain and motivate qualified personnel.

StanCOG staff positions still follow the structure of classification and compensation ranges of Stanislaus County. The current StanCOG salary structure consists of 9 salary grades. Each grade consists of 5 steps with approximately 5% differences between each step.

Sixteen organizations in two separate market sectors in three overlapping geographic regions were contacted during the survey process. These organizations included 2 counties, 6 cities and 8 joint powers agencies that are comparable to StanCOG. All organizations contacted participated fully in the survey process.

StanCOG currently has salary ranges with relatively narrow spreads that range from a low of 18.0% to 23.5% in width, which limits growth and development at all levels and can affect the ability to retain qualified and skilled staff in the long-term.

The employee turnover rate for StanCOG in 2016 and 2015 is 28.6% for each year. The employee turnover rate for 2014 was 21.4%.

### **The Classification and Salary Study Recommendations:**

In general, to alleviate the issues identified in the discussion above it is recommended, that StanCOG:

- Develop a compensation philosophy that will guide the development and ongoing maintenance of a salary structure that is market competitive and internally equitable, the compensation philosophy will identify the human resources goals and objectives of the agency's pay and benefits programs and will provide guidance on other factors such as the target placement within the relevant market, the philosophy for rewarding performance, loyalty and skill development, the payout method to be used (merit or step increases) and the desired range spreads and differentials between salary ranges in each occupational group.
- Set salary ranges within the StanCOG salary structure by increasing the midpoint values of the market average ranges by 2.50% to conservatively anticipate market movement through 2016 and establish a consistent range spread of 35% for non-exempt job classifications to motivate performance and promote continued skill and competency growth and development.
- Due to the breadth and depth of knowledge required, the increased responsibilities and complexity of work performed and diminishing opportunity for vertical progression, it is recommended that the midpoint values of the market average ranges be increased by 2.50% to conservatively anticipate market movement through 2016 and establish a consistent range spread of 50% for exempt supervisory, specialist and management classifications to enhance retention of highly skilled and qualified staff over time, to motivate performance and to promote continued skill and competency growth and development.
- Maintain alignment of the salary structure with the market and the StanCOG compensation philosophy. Re-assess market values on a regular basis and at the very least adjust the range structure by the reported movement in the relevant market on an annual or bi-annual basis to maintain alignment with the market. If the salary of a position falls below the minimum value of the salary range due to a structure adjustment,

that salary should be adjusted to the new range minimum prior to application of a merit or step increase to insure continuity of pay equity.

- Currently progression through a salary range is accomplished in a step structure with each step valued at 5% of base pay. The step structure is relatively easy to administer, *rewards loyalty, but fails to recognize and reward differences in job performance*, attainment of project or performance goals or continuing skill development. To motivate high quality performance, continued development and/or innovative thinking, it is recommended that the StanCOG consider establishing a merit payout rather than a step increase structure within wider salary ranges. A merit increase matrix can be utilized to guide the award of salary increases based on merit, to enable communication of the impact of performance on award and to build consistency in merit increase processes.

To summarize, management is recommending that we raise the salary minimum and maximum ranges for staff positions to market rate as reflected in the study. The market rate is the average of the salary ranges for “similar” positions surveyed.

The recommended adjustment to the salaries would not impact the current Fiscal Year 2016-17 Overall Work Program and Budget, as the adopted budget for the salary and budget group will absorb most of the proposed changes. The Executive Director has the administrative authority to change staff salaries as long as the change does not exceed the range or the budget.

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**POLICY BOARD MEETING  
STANCOG BOARD ROOM  
1111 I STREET, SUITE 308  
MODESTO, CA  
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6:00 PM**

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## AGENDA

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

*These matters may be presented only by interested persons in the audience. Discussion is limited to five minutes or at the discretion of the Chair.*

**5. CONSENT CALENDAR**

- A. Motion to Approve Policy Board Minutes of 8/11/16 and 8/17/16
- B. Motion to Adopt a Resolution to Authorize the Executive Director to Approve an Annual Amount for the Extension of the Brown Armstrong Contract for Financial Auditing Services
- C. Motion to Adopt a Resolution to Approve the FY 2015/16 Local Transportation Fund (LTF) Supplemental Apportionment

**6. DISCUSSION/ACTION ITEMS**

- A. Motion to Adopt by Resolution the 2017 Federal Transportation Improvement Program (FTIP) and Corresponding Final Air Quality Conformity Analysis (AQCA)
- B. Motion to Adopt a Resolution to Authorize the Executive Director to Execute a Professional Services Agreement with Neumiller and Beardslee for FY 2016/17 Legal Services
- C. Motion to Approve Classification and Salary Study Recommendations
- D. Measure L/Transportation Expenditure Plan for the Stanislaus Region Update (Verbal Report)

**7. INFORMATION ITEMS**

*The following items are for information only.*

- A. FY 2017/18 Unmet Transit Needs Assessment
- B. 2017 Active Transportation Program (ATP) Cycle 3 Regional Project Selection Process
- C. Administrative Modification #12 to the 2015 Federal Transportation Improvement Program (FTIP) and Federal Statewide Transportation Improvement Program (FSTIP) – Type 1 Administrative Modification
- D. 2015 FTIP Monthly Project Status Report FFY 2015/16
- E. Executive Committee Minutes of 9/12/16
- F. Management and Finance Committee Minutes of 9/7/16
- G. Citizens Advisory Committee (CAC) Minutes of 9/7/16
- H. Social Services Transportation Advisory Council (SSTAC) Minutes of 9/6/16

**8. CALTRANS REPORT**

**9. EXECUTIVE DIRECTOR REPORT**

**10. MEMBER REPORTS**

**11. ADJOURNMENT**

**Next Regularly Scheduled Policy Board Meeting:**

**October 19, 2016 (Wednesday) @ 6:00 pm**

**StanCOG Board Room**

**1111 I Street, Suite 308**

**Modesto, CA 95354**