



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, MAY 8, 2017**  
**12:00 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 4/10/17
- B. Motion to Re-Appoint Member to Social Services Transportation Advisory Council (SSTAC)

#### **5. DISCUSSION/ACTION ITEMS**

- A. Motion to Adopt by Resolution the Non-Compliance Penalty for Required Recovery Ratio FY 2015/16 - City of Ceres
- B. Rural Transit Alternatives Pilot Program (Verbal Report)
- C. Draft May Policy Board Agenda Review

#### **6. INFORMATION ITEMS**

- A. FY 2016/17 3<sup>rd</sup> Quarter Budget Report

#### **7. EXECUTIVE DIRECTOR REPORT**

#### **8. ADJOURNMENT**

**Next Regularly Scheduled Executive Committee Meeting:**

**June 12, 2017 (Monday) @ 12:00 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 April 10, 2017 (Monday)**  
**12:00 pm**

**PRESENT:** Chair Bill Zoslocki (City of Modesto); Vice-Chair Gary Soiseth (City of Turlock); Vito Chiesa, Terry Withrow (Stanislaus County); Richard O'Brien (City of Riverbank)

**ALSO PRESENT:** Rod Attebery (via teleconference) (Neumiller and Beardslee); Karen Kincy, Cindy Malekos, Rosa Park, Dave Reed (StanCOG)

**1. CALL TO ORDER**

Chair Bill Zoslocki called the meeting to order at 12:05 pm.

**2. ROLL CALL**

**3. PUBLIC COMMENTS – NONE**

**4. CONSENT CALENDAR**

**A. Motion to Approve Executive Committee Meeting Minutes of 3/6/17**

**B. Motion to Appoint Member to Social Services Transportation Advisory Council (SSTAC)**

**\*By Motion (Member Vito Chiesa/Member Gary Soiseth), and a unanimous vote, the Executive Committee approved the Consent Calendar.**

**5. DISCUSSION/ACTION ITEMS**

**A. Motion to Recommend Policy Board Accept the FY 2015/16 Audited Financial Statements and Independent Auditor's Policy Board Report**

Dave Reed reported that the financial audit had been completed and that StanCOG had received an unqualified or 'clean' opinion. Rosa Park thanked Karen Kincy for her work on this item.

**\*By Motion (Member Terry Withrow/Member Richard O'Brien), and a unanimous vote**, the Executive Committee recommended that the Policy Board accept the FY 2015/16 Audited Financial Statements and Independent Auditor's Policy Board Report.

**B. Motion to Recommend Policy Board Adopt by Resolution the FY 2016/17 Budget and Overall Work Program (OWP) Amendment 3**

Dave Reed outlined the adjustments being proposed in Amendment 3. There was a brief discussion about the delay of the Transit Study.

**\*By Motion (Member Richard O'Brien/Member Vito Chiesa), and a unanimous vote**, the Executive Committee recommended that the Policy Board adopt by Resolution the FY 2016/17 Budget and Overall Work Program (OWP) Amendment 3.

**C. Motion to Recommend Policy Board Adopt by Resolution the Final Draft FY 2017/18 Budget and Overall Work Program (OWP)**

Dave Reed reviewed the highlights of the proposed budget. Member Withrow suggested that several notes be added to further explain the changes.

**\*By Motion (Member Richard O'Brien/Member Terry Withrow), and a unanimous vote**, the Executive Committee recommended that the Policy Board adopt by Resolution the Final Draft FY 2017/18 Budget and Overall Work Program (OWP).

**D. Measure L Oversight Committee Application and Logo for Signage**

Rosa Park showed the committee logos that RGS had developed. Members liked the variations. They asked if the wording 'paid in part by Measure L' was needed. Ms. Park also said the application was in the process of being finalized.

**E. Motion to Recommend Policy Board Approve the Project List for Regional Meetings in Washington, DC**

Rosa Park reviewed the project list and showed the committee draft materials to be used at the meetings in June.

**\*By Motion (Member Gary Soiseth/Member Terry Withrow), and a unanimous vote**, the Executive Committee recommended that the Policy Board approve the Project List for regional meetings in Washington, DC.

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

Rosa Park said it was suggested that a legislative update be provided at the Policy Board meeting to review SB 1 and what it means for the region, and that an item for prioritization of regional projects be added to the agenda.

**6. EXECUTIVE DIRECTOR REPORT – NONE**

**7. ADJOURNMENT**

Chair Bill Zoslocki adjourned the meeting at 12:55 pm.



*Next Regularly Scheduled Executive Committee Meeting:*

**May 8, 2017 (Monday) @ 12:00 pm**

**StanCOG Board Room**

**1111 I Street, Suite 308**

**Modesto, CA 95354**

Minutes Prepared By:

A handwritten signature in cursive script, appearing to read "Cindy Malekos", is written over a horizontal line.

Cindy Malekos

Manager of Administrative Services



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

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

**FROM:** Cindy Malekos, Manager of Administrative Services

**DATE:** May 3, 2017

**SUBJECT:** Re-Appointment of Member to the Social Services Transportation Advisory Council (SSTAC)

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**Recommendation**

**By Motion:**

Re-appoint Lillian Castigliano to the Social Services Transportation Advisory Council (SSTAC) for a three-year term.

**Background**

The SSTAC is a StanCOG standing committee that meets monthly to provide input to the Policy Board on issues related to transit. Pursuant to the Transportation Development Act, the SSTAC reviews and recommends action on the findings identified by the annual Unmet Transit Needs Assessment. The SSTAC bylaws state that it shall consist of up to 11 members from the Stanislaus region who represent transit users, social service and transit providers, the local consolidated transportation services agency and an operator.

**Discussion**

Lillian Castigliano is a resident of Stanislaus County. She has served as a member of the SSTAC for one term and currently serves as its Vice-Chair. Ms. Castigliano represents a potential transit user who is 60 years of age or older on the SSTAC. She has expressed her willingness to continue to serve on the SSTAC.

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).



**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:** Dave Reed, Finance Director  
Karen Kincy, Senior Financial Services Assistant

**DATE:** May 2, 2017

**SUBJECT:** Non-Compliance Penalty for Required Recovery Ratio FY 2015/16 – City of Ceres

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**Recommendation**

**By Motion:**

Recommend that the Policy Board adopt by resolution the Non-Compliance Penalty for Required Recovery Ratio FY 2015/16 - City of Ceres.

**Background**

As the Regional Transit Planning Agency, StanCOG is tasked with administering the Local Transportation Funds in accordance with the Transportation Development Act (TDA) – Statutes and California Codes of Regulations. Under Article 4 the TDA requires that operators or transit service claimants meet the conditions outlined in Public Utilities Commission (PUC) Section 6633.2 to meet their required fare revenues to operating costs ratios.

The Farebox Revenue Ratio for Fixed Route for the City of Ceres for the Fiscal Years 2014/15 and 2015/16 was 15%. Beginning with FY 2016/17, this ratio will be raised to 20%.

Non-compliance with the Required Revenue Ratio PUC Section 6633.9 states if an operator or transit service claimant fails to maintain, for a fiscal year, the ratio of fare revenues to operating costs it is required to maintain in accordance with PUC Sections 6633.2 and 6633.5, and if it is not the first year for which the claimant has failed to maintain the ratio which is considered the one time grace year, the claimant's eligibility to receive the Transportation Development Act funds would be determined as follows:

- (1) In the fiscal year that the claimant fails to maintain the required ratio, which is the noncompliance year, there is no change in its eligibility.
- (2) In the subsequent fiscal year or determination year there is no change in eligibility, however the audited amount of the difference between the required and actual fare revenue to operating cost ratio as reported in the claimant's fiscal and compliance audit for the fiscal year for which the required ratio was not met must be determined.
- (3) In the third or penalty year, the operator's or transit service claimant's eligibility to receive monies from the local transportation and state transit assistance funds shall be reduced, for one year only, by the amount of the difference between the required fare revenues and the actual fare revenues for the fiscal year that the required ratio was not maintained.
- (4) A claimant subject to the penalty in this section shall demonstrate to the transportation planning agency how it will achieve the required ratio during any penalty year.

### **Discussion**

During the review of the FY 2016/17 transit claims it was determined that the transit operator for City of Ceres – Fixed Route was Non-Compliant for Revenue Recovery Ratio for FY 2014/15.

The review of the FY 2017/18 draft transit claims determined that the transit operator for City of Ceres – Fixed Route was Non-Compliant for the Revenue Recover Ratio for FY 2015/16.

Per TDA Guidelines the FY 2014/15 has been determined to be a grace year, with FY 2015/16 identified as the Non-Compliant Year subject to penalty. Based on the calculation table below, staff is recommending a penalty to be imposed upon the Fixed Route System for the City of Ceres against the FY 2017/18 Transit Claim in the amount of \$22,710.

Attachment 2 provides estimates a Fixed Route Recovery Ratio 11% for FY 2016/17 and 15% for FY 2017/18 which also falls below the required ratio of 20% and Dial-A-Ride Recovery Ratio of 10% for FY 2016/17 and 8% for FY 2017/18. At this time the City of Ceres has an exemption for these transit services for these two fiscal years. The transit operator will need to demonstrate its ability to sustain farebox recovery ratios in future years.

**City of Ceres  
Fixed Route  
3-Year Penalty Cycle**

	One-Time Grace Year FY2014/15	Non-Compliance Year FY2015/16	Determination Year FY2016/17	Penalty Year for Non-Compliance FY2017-18
Operating Cost	479,541	505,315	497,877	612,080
Less Depreciation Per PUC 99247 <sup>1</sup>		(35,086)		
Farebox Operation Costs	479,541	470,229	497,877	612,080
Required Farebox Recovery Ratio	15%	15%	20%	20%
Required Fares*	71,931	70,534	99,575	122,416
Actual Fares	61,767	47,824	55,300	24,000
Reduced Eligibility <sup>2</sup>	0	0	0	<b>(22,710)</b>
TDA/STA Claimant's Eligibility	417,774	457,491	442,577	565,370

<sup>1</sup> Per PUC 99247 Performance Measures Definitions exclude depreciation costs in determining farebox recovery ratios

<sup>2</sup> Reduced Eligibility = Actual Fares - Required Fares from Non-Compliance Year

In keeping with transit cost sharing procedures, staff is recommending to keep the \$22,710 available for transit use only. Therefore, penalty will be deducted from the City of Ceres' transit claim and redistributed to the other three providers proportionate to the New LTF Claim amounts on the FY 2017-18 Transit Claims as follows:

Transit Operator	FY17-18 New LTF Needed	%	Redistribution Amount
Modesto	9,808,614	58%	13,122
Turlock	1,344,027	8%	1,798
County	5,823,033	34%	7,790
<b>Totals</b>	16,975,674	100%	22,710

This item was approved by the Social Services Transportation Advisory Committee at their April 4, 2017 meeting; however, the Staff Report has been changed to reflect the distribution of the Ceres penalty to the other Transit Operators. At the April 5, 2017 meeting of the Management and Finance Committee, Ceres requested a one month delay before this item was presented to the Executive Committee and the Policy Board.

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

Attachments:

- 1- Draft Resolution
- 2- Ceres (CAT and CDAR) Performance Measures for Fiscal Years 2014/15 Through 2017/18

**STANISLAUS COUNCIL OF GOVERNMENTS  
RESOLUTION  
APPROVING THE NON-COMPLIANCE PENALTY FOR REQUIRED RECOVERY  
RATIO FY2015/16 – CITY OF CERES**

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

WHEREAS, StanCOG has been designated as the Transportation Planning Agency with the responsibility to administer the Transportation Development Act; and

WHEREAS, fixed route operators and transit claimants were required to meet a Revenue Recovery Ratio for FY2015/16 of 15%.

WHEREAS, StanCOG upon proper review has determined that the City of Ceres is in Non-compliance with the Required Recovery Ratio for FY2015/16.

NOW, THEREFORE, BE IT RESOLVED, that based on the staff report and the evidence presented the Policy Board finds:

- (1) The fixed route operator's actual Revenue Recovery Ratio for FY2015/16 was 9%.
- (2) The difference between the Required Fares and Actual Fares was \$22,710
- (3) The penalty amount of \$22,710 shall be deducted from the eligible Local Transportation Funds for the operator's FY2017/18 Transit Claim.
- (4) Operator shall demonstrate how it will achieve the required revenue ratio during the penalty year.

BE IT FURTHER RESOLVED, the penalty amount of \$22,710 will be redistributed to the other three transit operators as follows:

<b>Transit Operator</b>	<b>FY17-18 New LTF Needed</b>	<b>%</b>	<b>Redistribution Amount</b>
Modesto	9,808,614	58%	13,122
Turlock	1,344,027	8%	1,798
County	5,823,033	34%	7,790
<b>Totals</b>	16,975,674	100%	22,710

BE IT FURTHER RESOLVED, the Executive Director, or her designee, is authorized to issue an allocation instruction to the County Auditor and issue disbursement instructions to honor claimant invoices as funds become available.

The foregoing Resolution was introduced at a regular meeting of the Stanislaus Council of Governments on the 17th day of May, 2017. A motion was made and seconded to adopt the Resolution. Motion carried and the Resolution was adopted.

MEETING DATE: May 17, 2017

\_\_\_\_\_  
BILL ZOSLOCKI, CHAIR

ATTEST:

\_\_\_\_\_  
ROSA DE LEÓN PARK, EXECUTIVE DIRECTOR

**CERES (CAT AND CDAR) PERFORMANCE MEASURES  
FOR FISCAL YEARS 2014/15 THROUGH 2017/18**

	Grace Year	Non-Compliance Year	Determination Year	Penalty for Non-Compliance Year
<b>CAT - FIXED ROUTE</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimate</b>	<b>2017/18 Proposed</b>
Operating Cost	\$479,541	\$505,315	\$497,877	\$472,384
Passengers	37,806	37,806	35,000	40,000
Vehicle Service Hours	6,811	6,811	6,822	2,682
Vehicle Service Miles	95,077	95,077	95,700	37,623
Employees	7	7	7	7
Fares	\$61,767	\$47,824	\$55,300	\$70,000
Operating Cost Per Passenger	\$12.68	\$13.37	\$14.23	\$11.81
Operating Cost Per Service Hour	\$70.41	\$74.19	\$72.98	\$176.14
Passengers Per Vehicle Service Hour	5.55	5.55	5.13	14.92
Passengers Per Vehicle Service Mile	0.40	0.40	0.37	1.06
Vehicle Service Hours Per Employee	1048	1048	1050	383
<b>Fares as Percent of Operating Cost</b>	<b>13%</b>	<b>9%</b>	<b>11%</b>	<b>15%</b>
<b>Required Fixed Route Fairbox Recovery Rate (FRR)</b>	<b>15%</b> <b>Note 1</b>	<b>15%</b> <b>Note 2</b>	<b>20%</b> <b>Note 3</b>	<b>20%</b> <b>Note 4</b>

Note 1: FY2014/15 Ceres Fixed Route was non-compliant with required Fixed Route FRR, however TDA guidelines state the first year is a grace year.

Note 2: FY2015/16 Ceres Fixed Route was non-compliant with required Fixed Route FRR, per TDA Guidelines a penalty is to be determined during FY2016/17.

Note 3: FY2016/17 Ceres Fixed Route is estimated to be non-compliant with required Fixed Route FRR, however Ceres is exempt for FY2016/17.

The penalty for FY2015/16 will be calculated based on the actuals reported by the transit operator.

Note 4: FY2017/18 Ceres Fixed Route is proposing a Fixed Route FRR that falls below the required FRR. Ceres has an exemption for FY2017/18, however the penalty for FY2015/16 will reduce the estimated claim by the calculated penalty amount.

	Grace Year	Non-Compliance Year	Determination Year	
<b>CDAR - Dial-A-Ride (DAR)</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimate</b>	<b>2017/18 Proposed</b>
Operating Cost	\$455,686	\$471,524	\$546,558	\$430,049
Passengers	24,278	24,278	27,500	15,000
Vehicle Service Hours	6,311	6,311	6,500	3,415
Vehicle Service Miles	72,904	72,904	75,000	39,405
Employees	10	10	10	8
Fares	\$49,928	\$37,094	\$54,000	\$35,000
Operating Cost Per Passenger	\$18.77	\$19.42	\$19.87	\$28.67
Operating Cost Per Service Hour	\$72.21	\$74.71	\$84.09	\$125.93
Passengers Per Vehicle Service Hour	3.85	3.85	4.23	4.39
Passengers Per Vehicle Service Mile	0.33	0.33	0.37	0.38
Vehicle Service Hours Per Employee	664	664	684	427
<b>Fares as Percent of Operating Cost</b>	<b>11%</b>	<b>8%</b>	<b>10%</b>	<b>8%</b>
<b>Required Dial-A-Ride Route Fairbox Recovery Rate (FRR)</b>	<b>10%</b> <b>Note 1</b>	<b>10%</b> <b>Note 2</b>	<b>10%</b> <b>Note 3</b>	<b>10%</b> <b>Note 4</b>

Note 1: FY2014/15 Ceres DAR was compliant with required Dial-a-Ride FRR, however TDA guidelines state the first year is a grace year.

Note 2: FY2015/16 Ceres DAR was non-compliant with required Dial-A-Ride FRR per TDA Guidelines this is a Grace Year

Note 3: FY2016/17 Ceres DAR is estimated to be non-compliant with required DAR Farebox Recover Ratio, however Ceres is exempt for FY2016/17. No penalty will be calculated.

Note 4: FY2017/18 Ceres DAR is proposing a DAR Farebox Recover Ratio that falls below the required FRR. Ceres has an exemption for FY2017/18. No penalty will be calculated.



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**POLICY BOARD MEETING  
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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 three minutes or at the discretion of the Chair.*

#### **5. CONSENT CALENDAR**

- A. Motion to Approve Policy Board Minutes of 4/19/17
- B. Motion to Approve by Resolution the FY 2016/17 Local Transportation Fund Allocations for Other Purposes: Cities of Hughson, Oakdale, Waterford and County of Stanislaus
- C. Motion to Adopt by Resolution the Distribution of FY's 2015/16 and 2016/17 California Office of Emergency Services (CalOES) Transit Security Grant Program Regional Allocations

#### **6. DISCUSSION/ACTION ITEMS**

- A. Motion to Adopt by Resolution the Non-Compliance Penalty for Required Recovery Ratio FY 2015/16 – City of Ceres
- B. Motion to Adopt a Resolution to Authorize the Executive Director to Execute a Contract for the 2018 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Environmental Impact Report (EIR)
- C. Rural Transit Alternatives Pilot Program
- D. Motion to Adopt by Resolution a Memorandum of Understanding (MOU) with the City of Modesto for the State Route 132 West Project

#### **7. INFORMATION ITEMS**

*The following items are for information only.*

- A. 2017 Federal Transportation Improvement Program (FTIP) Monthly Project Status Report FFY 2016/17
- B. Executive Committee Minutes of 5/8/17
- C. Management and Finance Committee Minutes of 5/3/17
- D. Citizens Advisory Committee (CAC) Minutes of 4/5/17 and 5/3/17
- F. Social Services Transportation Advisory Council (SSTAC) Minutes of 5/2/16
- G. Valley Vision Stanislaus (VVS) Steering Committee Minutes of 5/2/17

#### **8. CALTRANS REPORT**

#### **9. EXECUTIVE DIRECTOR REPORT**

**10. MEMBER REPORTS**

**11. ADJOURNMENT**

**Next Regularly Scheduled Policy Board Meeting:**

**June 21, 2017 (Wednesday) @ 6:00 pm**

**StanCOG Board Room**

**1111 I Street, Suite 308**

**Modesto, CA 95354**

DRAFT



**StanCOG**  
Stanislaus Council of Governments

# INFORMATION ITEMS



**TO:** Executive Committee

**Staff Report**  
Information

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

**FROM:** Dave Reed, Finance Director  
Lydia Worden, Financial Services Assistant

**DATE:** April 19, 2017

**SUBJECT:** FY 2016/17 3rd Quarter Budget Report

**Background**

Each quarter staff provides a summary Budget Report reflecting the year-to-date expenditures for the current fiscal year.

**Discussion**

Below is the summary of the budget and actual expenditures for the third quarter of Fiscal Year 2016/17 ending March 31, 2017. StanCOG is currently on budget for the year with expenditures totaling \$2,024,271 representing 22% of the FY 2016/17 Budget. Expenditures were at or below budgeted costs in all six categories:

<b>Category</b>	<b>Budget</b>	<b>Amount Expended (Fiscal Year to Date)</b>	<b>Amount Remaining</b>	<b>% Expended</b>
<b>Salaries and Benefits</b>	\$1,894,481	\$1,025,264	\$869,217	54%
<b>Service and Supplies</b>	\$367,970	\$263,746	\$104,224	72%
<b>County Services</b>	\$33,000	\$24,504	\$8,496	74%
<b>Contracts</b>	\$6,824,467	\$696,346	\$6,128,121	10%
<b>Contingencies and Exigencies</b>	\$65,000	\$4,433	\$60,567	7%
<b>Equipment Purchases</b>	\$57,600	\$9,978	\$47,622	17%
<b>Total</b>	\$9,242,518	\$2,024,271	\$7,218,247	22%

StanCOG is in line with the third quarter expenses as they are all equal to or below 75%. Salaries and Benefits are low due to staff vacancies. The low percentage for Contracts is due to the multi-year contracts and the amount budgeted includes future contracts not yet in place. Equipment Purchases for FY 16/17 will be expended in the fourth quarter.

Should you have any further questions regarding this staff report, please contact Dave Reed, Finance Director at 209-525-4600 or via email at [dreed@stancog.org](mailto:dreed@stancog.org).