



**JOINT MEETING OF THE STANISLAUS COUNCIL OF  
GOVERNMENTS (StanCOG) EXECUTIVE COMMITTEE  
AND THE STANISLAUS REGIONAL TRANSIT AUTHORITY  
ADVISORY COMMITTEE  
VIA TELECONFERENCE  
MONDAY, OCTOBER 19, 2020  
9:00 AM**

**Important Notice Regarding COVID-19**

In accordance with Governor Newsom’s Executive Order N-29-20, any meeting room will be closed to the public. In the interest of maintaining appropriate social distancing measures, members of the public may participate in the meeting electronically and shall have the right to observe and offer public comment during the meeting.

The following options are available to members of the public to listen to this meeting and provide comments during the meeting:

1. You are strongly encouraged to listen to the committee meeting by joining the meeting from your computer or iPad at:

<https://global.gotomeeting.com/join/477158597>

AND by teleconference for audio of the meeting by:

Dial in using your telephone.

+1 (408) 650-3123

Access Code: 477-158-597

For participation by teleconference only, please use the above phone number and access code.

2. If you wish to make a comment on a specific agenda item, please submit your comment via the comment/question feature in GoToMeeting or, if using the teleconference line, please wait for the committee chair to ask for Public Comments from the teleconference line. Electronic comments will be shared with the committee members and placed into the record at the meeting. Every effort will be made to read comments received during the meeting into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Committee Agendas and Minutes: Committee agendas, minutes and copies of items to be considered by this committee 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](http://www.stancog.org).

Materials related to an item on this Agenda submitted to the committee after distribution of the agenda packet are available for public inspection at the address listed above during normal business hours. These documents are also available on StanCOG's website, subject to staff's ability to post the documents before the meeting.

Reasonable Accommodations: This Agenda shall be made available upon request in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting to enable StanCOG to make reasonable arrangements to ensure accessibility to this meeting.

Notice Regarding Non-English Speakers: This committee meeting is conducted in English. Anyone wishing to address the Committee is advised to have an interpreter or to contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting so that an interpreter can be provided.

Aviso con Respecto a Personas que no Hablan el Idioma de Inglés: Las reuniones de los Comités del Consejo de Gobiernos de Stanislaus son conducidas en Inglés. Cualquier persona que desea dirigirse al Comité se le aconseja que traiga su propio intérprete o llame a Cindy Malekos al (209) 525-4600 durante horas de oficina regulares o a lo menos 72 horas antes de la reunión, para proporcionarle con un intérprete.

## **AGENDA**

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

### **2. ROLL CALL**

### **3. 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.*

### **4. CONSENT CALENDAR**

- A. Motion to Approve the Stanislaus Regional Transit Authority Advisory Committee Minutes of 9/21/20

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

- A. Update on Stanislaus Regional Transit Authority Agency Formation Process (Verbal Report)
- B. Status Update of JPA Agreement (Verbal Report)
- C. Update Regarding Preparation of Transition Plan for the Stanislaus Regional Transit Authority Agency Formation

### **6. ADJOURNMENT**

**Next Regularly-Scheduled SRTAAC Meeting:**

**November 9, 2020 (Monday) @ 9:00 a.m.**



# CONSENT CALENDAR



**JOINT MEETING OF THE STANISLAUS COUNCIL OF  
GOVERNMENTS (StanCOG) EXECUTIVE COMMITTEE  
AND THE STANISLAUS REGIONAL TRANSIT AUTHORITY  
ADVISORY COMMITTEE  
VIA TELECONFERENCE**

Minutes of September 21, 2020 (Monday)  
9:00 am

**Important Notice Regarding COVID-19**

In accordance with Governor Newsom's Executive Order N-29-20, the Stanislaus Council of Governments (StanCOG) Board Room was closed to the public, and the Stanislaus Regional Transit Authority Advisory Committee (SRTAAC) members and staff participated in this meeting via GoToMeeting. In the interest of maintaining appropriate social distancing measures, members of the public were able to participate in the meeting electronically and had the right to observe and offer public comment during the meeting.

**MEMBERS PRESENT:** Chair Jenny Kenoyer (City of Modesto); Vice-Chair Nicole Larson (City of Turlock); Bill Zoslocki (City of Modesto); Vito Chiesa (Departed during Item 5B), Terry Withrow (Stanislaus County); Gil Esquer (City of Turlock); Richard O'Brien (Departed during Item 5B) (Cities other than Modesto and Turlock)

**ALSO PRESENT:** Rosa Park, Karen Kincy, Cindy Malekos, Josey Oshana, Edith Robles (StanCOG); Phil McGuire (McGuire Management Consultancy); Jerry Moore (Interwest Consulting); Monica Streeter (Neumiller and Beardslee); Caluha Barnes, Adam Barth, Nathan Bray, Scotty Douglas, Jason Helton, Maria Hermenegildo, Dave Leamon, Darla Moen, Lucien Musso, Letti Ortiz, Sweena Pannu, Mike Pitcock, Bill Sandhu, Angela Swanson, Roslyn Thomas, Luis Uribe, Keira Vink, Wayne York (Members of the Public)

**1. CALL TO ORDER**

Chair Kenoyer called the meeting to order at 9:07 am.

**2. ROLL CALL**

**3. PUBLIC COMMENTS - NONE**

**4. CONSENT CALENDAR**

**A. Motion to Approve the Stanislaus Regional Transit Authority Advisory Committee Minutes of 9/14/20**

- **By Motion (Member Gil Esquer/Member Vito Chiesa)**, and a unanimous roll call vote, the Stanislaus Regional Transit Authority Advisory Committee approved the Consent Calendar.

**5. DISCUSSION/ACTION ITEMS**

**A. Review and Approve Draft JPA Agreement, Forward to Potential Member Jurisdictions for Legal Review and Comment Back to the Stanislaus Regional Transit Authority Advisory Committee**

Phil McGuire reviewed the Draft JPA, highlighting the key elements of the agreement. He stated that after the advisory committee's discussion, it would be forwarded to the potential member jurisdictions for legal review and comment, and then returned to the SRTAAC. A discussion followed. Vice-Chair Larson suggested that specific stakeholder representatives be identified in Section 8 regarding citizen members. Member Zoslocki agreed that more information be included. Monica Streeter indicated that the more specific information could be included in the bylaws and that being too specific regarding Member representation may limit applicants for the Board positions. Member Withrow suggested that a timeline for receiving the comments should be established in order to keep with the target adoption timeframe of January 2021. Caluha Barnes provided comments regarding the January adoption date being ambitious. Monica Streeter clarified that the October 30<sup>th</sup> date was to receive any comments from the jurisdictions so that they could be addressed in advance of the target adoption date.

- **By Motion (Member Gil Esquer/Member Vito Chiesa)**, and a unanimous roll call vote, the Stanislaus Regional Transit Authority Advisory Committee approved the Draft JPA Agreement, and forwarding it to potential member jurisdictions for legal review and comment back to the SRTAAC.
- **By Motion (Member Gil Esquer/Vice-Chair Nicole Larson)**, and a unanimous roll call vote, the Stanislaus Regional Transit Authority Advisory Committee set October 30<sup>th</sup> for the date to receive comments from the jurisdictions.

**B. Discussion of the Staff Working Group: Expanding it to Include Jurisdiction Executive Representative, and Status of Key Discussion Items**

Phil McGuire stated that the Staff Working Group had been expanded to include executive level representation from all three of the jurisdictions.

**C. Future Meeting Schedule**

There was a discussion about when the next meeting would be held.

- **By Motion (Member Gil Esquer/Vice Chair Nicole Larson)**, and a unanimous roll call vote, the next Stanislaus Regional Transit Authority Advisory

Committee meetings will be on Monday, October 19, 2020 at 9:00 a.m., and  
November 9<sup>th</sup>, 2020 at 9:00 a.m.

**6. ADJOURNMENT**

Chair Kenoyer adjourned the meeting at 10:29 a.m.

**Next Regularly-Scheduled SRTAAC Meeting:**

**October 19, 2020 (Monday) @ 9:00 am**

Minutes Prepared By:

*Jossey Oshana*  
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Jossey Oshana

Executive Administrative Assistant, StanCOG



# DISCUSSION & ACTION ITEMS



**UPDATE ON STANISLAUS REGIONAL  
TRANSIT AUTHORITY AGENCY  
FORMATION PROCESS**

**A VERBAL REPORT ON THIS ITEM WILL  
BE MADE AT THE  
STANISLAUS REGIONAL TRANSIT  
AUTHORITY ADVISORY COMMITTEE  
MEETING**





## **STATUS UPDATE OF JPA AGREEMENT**

**A VERBAL REPORT ON THIS ITEM  
WILL BE MADE AT THE  
STANISLAUS REGIONAL TRANSIT  
AUTHORITY ADVISORY COMMITTEE  
MEETING**




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**TO:** Stanislaus Regional Transit Authority Advisory Committee **Staff Report**  
**FROM:** Phil McGuire Discussion  
**DATE:** October 19, 2020  
**SUBJECT:** Update Regarding Preparation of Transition Plan

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### **Recommendation**

Consider information presented.

### **Background**

The MOU which was approved by the last of the proposed member jurisdictions in August included language defining the Transition Plan that will guide formation of the Stanislaus Regional Transit Authority. It stated: “The Transition Plan is a collection of technical memos and other documents that codify the specific actions to be taken to implement the formation of the Stanislaus Regional Transit Authority.” The MOU went on to outline the Work Plan that would generally be followed in compiling the Transition Plan. Among its many elements, the Work Plan (Task Area 4: Human Resources) included the development of a staffing plan and organization chart for the new Authority.

In fulfillment of that Task, a staffing plan and organization chart have been developed as a key component of Transition Plan. A draft organization chart has been prepared for review. Current organization detail was compiled along with material regarding the functions that must be performed by the new Authority. This information was then made available to the Staff Working Group for use in crafting the proposed organization chart. With extensive input from the Group, the organization chart was endorsed by the Group.

Other elements of the Plan address budgets, transition of federal grants, use of facilities, etc. Each of these topics is being analyzed in detail for inclusion in the final Transition Plan. Work is being done on a number of elements at this time. As each is drafted, it is presented to the Staff Working Group for review in anticipation of presentation to the Advisory Committee.

### **Discussion**

Among the most critical components of the formation process for the new Authority is the transition and efficient structuring of the employees who will become the professional staff. The process used to arrive

at the proposed staff structure included detailed discussion of the functions required of the new agency, the duties of the current transit staffs that are spread among the three jurisdictions, and efficiencies that could be achieved through consolidation of overlapping functions. With all of this information the Staff Working Group, which includes the all three transit managers, debated and finally concluded on the proposed staff structure. The discussion demonstrated the essential role that the managers play in determining key technical elements of the new Authority management.

The proposed structure calls for each of the current three managers to serve in a “Director” level management role overseeing a major element of the operation. It then identifies positions that will be filled by current staff members of the agencies. Finally, the structure identifies a CEO who would report to the Board of Directors and manage the professional staff. A copy of the draft organization chart is attached to this report.

Work on a budget for the new Authority has also begun. Starting with detailed information regarding the current year budgets of each agency, a draft operating budget is being formulated for eventual review by the various committees and ultimately, as part of the Transition Plan, by the jurisdictions. Included in that budget is an element addressing administrative overhead. Each current operating agency charges some administrative cost for its transit operation. This expense covers such items as human resources, accounting, IT services, and office space and support charges. These costs are in addition to the direct costs associated with management and operation of the transit services. Discussions are underway with the agencies regarding which of these support services will transfer to the new Authority and which could be contracted back to their current jurisdiction in support of those functions for the Authority.

Further reports regarding components of the Transition Plan will be provided at future meetings of the Advisory Committee. The intent is to have the Transition Plan compiled for transmittal to the Advisory Committee and finally to the proposed member jurisdictions along with the JPA Agreement.

Stanislaus Regional  
Transit Authority  
Organization Structure  
Sept. 24, 2020

