

CALAVERAS COUNCIL OF GOVERNMENTS
AGENDA
Wednesday, March 2, 2011 at 5:30 p.m.
Board of Supervisors Chambers – Government Center, San Andreas

Call to Order

CLOSED SESSION

1. **CLOSED SESSION:** Executive Director Appointment: Pursuant to Government Code 54954.5 (e)

RECONVENE TO OPEN SESSION AT 6:30 PM

Call to Order

Pledge of Allegiance

CONSENT AGENDA

Consent agenda items are expected to be routine and non-controversial, and will be acted upon by the Council at one time without discussion. Any Council Member, staff member, or interested parties, may request that an item be removed from the consent agenda for further discussion.

2. Minutes of February 2nd, 2011 Regular Meeting – **ACTION**
3. Minutes of February 10th, 2011 Special Meeting - **ACTION**

REGULAR AGENDA

If any member of the audience wishes to address the Council on a regular agenda item, please come to the rostrum, state your name, and give your comments or questions. Please limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair.

4. Report Out of Closed Session
5. Public Comment
6. Caltrans Report - Oral Report, No Supplemental Materials Included
7. County Report - Oral Report, No Supplemental Materials Included
8. Resolution Authorizing New Signatories on all CCOG US Bank Accounts - **ACTION**
9. Resolution Rescinding all Previous Resolutions Delegating Authority - **ACTION**
10. Presentation on Agency Finances and Related Matters - **DISCUSSION**
11. Scheduling of Special Meeting in Mid-March - **ACTION**
12. Executive Director's Report
13. City Reports – Oral Report, No Supplemental Materials Included
14. Council Reports – Oral Report, No Supplemental Materials Included

ADJOURNMENT: The next scheduled meeting of the CCOG is April 6, 2011 @ 6:30 p.m. – Board of Supervisors Chambers, Government Center, San Andreas, CA



CCOG
REGULAR MEETING
MARCH 2, 2011

CLOSED SESSION ITEM 1

*Executive Director Appointment:
Pursuant to Government Code 54954.5 (e)*



CCOG
REGULAR MEETING
MARCH 2, 2011

CONSENT AGENDA ITEM 2
MINUTES OF FEBRUARY 2, 2011

**MINUTES OF A REGULAR MEETING OF THE CALAVERAS COUNCIL OF GOVERNMENTS
COUNTY OF CALAVERAS, STATE OF CALIFORNIA
February 2, 2011**

Council Members Present: Gary Tofanelli, Tom Tryon, Elaine Morris, Paul Stein, Jack Boeding, Diane Gray, David Wood.

Council Members Absent: None

Alternates Present: None

Staff Present: Tim McSorley – Executive Director
Melissa Raggio – Sr. Administrative Analyst
Elle Runyan – Clerical Assistant

REGULAR MEETING WAS CALLED TO ORDER AT 6:30 P.M. BY CHAIR MORRIS

Copies of handouts and meeting videos are available at the CCOG office.

CORRECTIONS AND CLARIFICATIONS TO THE AGENDA:

Council Member Stein requested that Regular Agenda Item #6 be moved before Consent Agenda Item #1 and Regular Agenda Item #13 be moved before Item #10.

CONSENT AGENDA

1. Minutes of December 8, 2010 Regular Meeting
2. Overall Work Program 2nd Quarter Report FY-2010/11
3. Financial Reports 2nd Quarter FY 2010/11
4. Correspondence:
 - a. Article from Erika Young, National Assoc. of Regional Councils: Transportation: California Snapshot Shows Population Surge Behind More Miles Driven
 - b. Article from Orange County Register: State's Poor Roads Costly for Motorists
 - c. Email from Ken DeCrescenzo, Caltrans: HR 3082 Continuing Resolution Passes Senate and House
 - d. Letter from Fair Political Practices Commission, Re: Tryon Conflict of Interest

Approval of the Consent Agenda Items not including Item No. 1:

Moved: Tofanelli Second: Tryon Approved: 7-0-0-0

CONSENT AGENDA ITEM NO. 1. DISCUSSION:

Approval of Consent Agenda Item No. 1:

Moved: Tryon Second: Stein Abstain: Gray, Boeding Approved: 4-0-2-1

(Vote taken before the arrival of Council Member Wood.)

REGULAR AGENDA

5. PUBLIC COMMENTS

- Marti Crane, member of the public, complimented the delivery of the CCOG orientation session but had hoped all new members of the Council would have attended.
- Director McSorley introduced Dan Calvert - a representative from the Miller, Own and Trost firm, counsel to the CCOG.

6. MINUTE ORDERS APPROVING SELECTION OF CCOG CHAIR & VICE-CHAIR - ACTION

Approval of Minute Order Appointing Elaine Morris as the CCOG Chair:

Moved: Stein Second: Boeding Approved: 6-0-0-1

(Vote taken before the arrival of Council Member Wood.)

Approval of Minute Order Appointing Gary Tofanelli as the CCOG Vice-Chair:

Moved: Stein Second: Boeding Approved: 6-0-0-1

(Vote taken before the arrival of Council Member Wood.)

7. ACKNOWLEDGMENT OF JON ELLIS AND PATRICIA MAURER

- Director McSorley publicly thanked Jon Ellis for his 2 years of service as Council Member and one year as Chairman on the CCOG and Patricia Maurer for her two years as a Council Member.

8. CALTRANS REPORT

- John Gedney, Caltrans District 10, gave the following updates:
 - Mr. Gedney introduced Sineran Pheng, Office Chief for Local Assistance, District 10.
 - SR 49 Access Management Plan - strategies for Angels Camp, consultant presentation in a few weeks.
 - Jim Hammer was designated as the new project manager for the Burson Rehabilitation, Savage Way and Big Trees projects.
 - SR 4/Poole Station Intersection construction contract awarded to George Reed. Estimated completion date January 2013. Mr. Gedney will report on the start date at the March CCOG meeting.
 - Burson Rehabilitation - project completion date August 2011.

9. COUNTY REPORT

- Tom Garcia, Public Works Director, gave the following updates:
 - Phase 1 of the Criminal Justice Center - low bidder at \$849,000 was K.W. Emerson, a local firm.
 - Phase 2 Improvements (access and portions of Mt. Ranch Road) - out to bid later this month.
 - Improvements plus Building cost - approximately \$38 million

10. RESOLUTION APPROVING DRAFT FY 2011/12 OVERALL WORK PROGRAM - ACTION

Approval of Draft 2011/12 OWP Continued Until March Meeting:

Moved: Stein Second: Boeding No: Wood Approved: 6-1-0-0

11. MINUTE ORDER APPROVING DRAFT FY 2011/12 OPERATING BUDGET - ACTION

Approval of Draft 2011/12 Operating Budget Continued Until March Meeting:

Moved: Stein Second: Tofanelli Approved: 7-0-0-0

12. RESOLUTION APPROVING AN APPLICATION FOR SUBMISSION TO FEDERAL TRANSIT ADMINISTRATION FOR FUNDING - ACTION

Approval of Resolution No. FY 11-16:

Moved: Tofanelli Second: Gray Approved: 7-0-0-0

13. STATE HIGHWAY PROJECTS

- Scott Maas, Transportation Program Manager, gave a PowerPoint presentation updating TE projects and explained funding.

14. MINUTE ORDER SUPPORTING EFFORTS REGARDING TRANSPORTATION FUNDING - ACTION

- Item died due to lack of motion.

15. STAFF REPORTS

a. McSorley

- Announced the City Council passed the JPA.
- Passed out the California 2010 Regional Progress Report to council members.

b. Summersett

- Not in attendance, written report was submitted.

ACTION ITEM: Council Member Tofanelli requested information on the makeup of SSTAC, whether all positions were filled and when they last met.

16. CITY REPORT

- The City Council approved the JPA 3-1-1-0.

17. COUNCIL REPORT

- Council Member Stein requested to hold a Closed Session pursuant to Government Code section 54957 to discuss:
 1. Public Employee Performance Evaluation - Executive Director
 2. Public Employee Discipline/Dismissal/Release
- Chair Morris polled the Council on the request to have a Closed Session.
Ayes: Tryon, Tofanelli, Morris, Stein, Gray, Boeding Noes: Wood
- Closed Session to be held on Monday, February 7, 2011 in the Frog Hollow Room. (Meeting was subsequently moved to the Calaveras County Library.)

18. MEETING ADJOURNED

- Chair Morris adjourned the meeting at 9:16 pm.

Elaine Morris, Chair

ATTEST:

Elle Runyan, Recording Secretary

DRAFT



CCOG
REGULAR MEETING
MARCH 2, 2011

CONSENT AGENDA ITEM 3
MINUTES OF FEBRUARY 10, 2011

MINUTES OF A SPECIAL MEETING OF THE CALAVERAS COUNCIL OF GOVERNMENTS
COUNTY OF CALAVERAS, STATE OF CALIFORNIA
February 10, 2011

Council Members Present: Gary Tofanelli, Tom Tryon, Elaine Morris, Paul Stein, Jack Boeding, Diane Gray, Carol Ann McDaniel

CCOG Counsel: Christiane Layton

Council Members Absent: David Wood

Alternates Present: Carol Ann McDaniel

Staff Present: Melissa Raggio – Sr. Administrative Analyst
Elle Runyan – Clerical Assistant

SPECIAL MEETING WAS CALLED TO ORDER AT 6:30 P.M. BY CHAIR MORRIS

REGULAR AGENDA

1. PUBLIC COMMENTS

- Gary Caldwell, member of the public, expressed concern that public comments are ignored by the Council and is opposed to time constraints.
- Joyce Techel, myvalleysprings.com felt letting Tim McSorley go was a bad decision and it was based on incorrect information. They hope funding has not been jeopardized.
- Bob Leitzell, member of the public, stated that Caltrans rescinded what they said at the February 2nd meeting - TE money is not lost and the Mokelumne Hill project should be ready to go in July.
- Julia Costello, member of the public, stated that the environmental work was completed for the Mokelumne Town Hall and invites the Council to visit.

CHAIR MORRIS CLOSED THE SESSION AT 6:35 P.M.: Pursuant to Government Code section 54957

2. Public Employee Appointment - Interim Executive Director

CHAIR MORRIS RECONVENED TO OPEN SESSION AT 7:35 P.M.

3. Report Out of Closed Session

- o Chair Morris stated that Matthew Boyer of Dokken Engineering has been named the interim Executive Director for the CCOG. His consulting contract will be through March 2, 2011, with a minimum of 75 hours, contract not to exceed \$9,500.

4. CALAVERAS COUNCIL OF GOVERNMENT EXECUTIVE DIRECTOR SELECTION PROCESS - DISCUSSION AND ACTION

Approval of Recruitment Sub-Committee - Jack Boeding, Gary Tofanelli and Diane Gray:

Moved: Tryon Second: Stein Approved: 7-0-0-0

Approval of \$2,000 in Funding for the Recruitment Sub-Committee:

Moved: Tryon Second: Gray Approved: 7-0-0-0

5. MEETING ADJOURNED

- Chair Morris adjourned the meeting at 7:45 pm.

Elaine Morris, Chair

ATTEST: _____
Elle Runyan, Recording Secretary



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 4
REPORT OUT OF CLOSED SESSION



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 5

PUBLIC COMMENT

- ***No Supplemental Materials***



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 6
CALTRANS REPORT

- *No Supplemental Materials*



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 7
COUNTY REPORT

- ***No Supplemental Materials***



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 8
MEMO: AUTHORIZE NEW
SIGNATORIES ON US BANK
ACCOUNTS

- *Resolution FY 11-17*



P.O. Box 280
692 Marshall, Suite A
San Andreas, CA 95249
(209) 754-2094 Fax: (209) 754-2096
info@calacog.org
www.calacog.org

CALAVERAS COUNCIL
of GOVERNMENTS

TO: Calaveras Council of Governments
FROM: Melissa Raggio, Senior Administrative Analyst
DATE: February 16, 2011
SUBJECT: Update Signature Cards on Four (4) US Bank Accounts with the City of Angels

RECOMMENDATION:

It is recommended that the Council approve Resolution No. FY 11-17 authorizing the Chair as signer on all CCOG accounts. The City of Angels Finance Director, Melisa Ralston has authorization to process only electronic transfers.

BACKGROUND:

On July 7, the Council approved the signatories of four US Bank accounts to be overseen by the City of Angels. Signatories on these accounts were Tim McSorley, Executive Director for Council of Governments, Melisa Ralston, Finance Director for the City of Angels for processing electronic transfers between accounts and Melissa Raggio, Senior Administrative Analyst in the absence of the Executive Director.

DISCUSSION:

Until the appointment of a new Executive Director the temporary process for accounts payable is proposed to be Bi-weekly check runs reviewed and approved by the Chair.

FISCAL IMPACT:

No fiscal impact to date this action is to maintain administrative internal controls.

1
2 **CALAVERAS COUNCIL OF GOVERNMENTS**
3 **COUNTY OF CALAVERAS**
4 **State of California**
5 **March 2, 2011**

6 **RESOLUTION NO. FY 11-17**

7 **A RESOLUTION AUTHORIZING THE SIGNATORS OF US BANK ACCOUNTS WITH THE**
8 **CITY OF ANGELS**

9 WHEREAS, the Calaveras Council of Governments has four (4) accounts with the City of Angels at
10 US Bank in Angels Camp; Regional Surface Transportation Program Fund (3981), Bike and Pedestrian
11 Facilities Fund (3999), TDA Local Transportation Fund (4005) and the CCOG Main Account (3231).

12 NOW THEREFORE BE IT RESOLVED, that the Calaveras Council of Governments authorizes the
13 Chair to be the signatory on all Calaveras Council of Governments accounts to process checks, drafts, and
14 advices of debt, notes or other orders for payment of monies from these accounts located at US Bank,
15 Angels Camp. The Finance Director for the City of Angels has authorization to process electronic
16 transfers and payments.

17 The foregoing resolution was duly passed and adopted by the Calaveras Council of Governments at
18 a regular meeting thereof, held on the 2nd day of March 2011 by the following vote:

19 *AYES:*

20 *NOES:*

21 *ABSENT:*

22 *ABSTAIN:*

23 _____
24 *Elaine Morris, Chair*
25 *Calaveras Council of Governments*

26 *Attest:*

27 _____
28 *Melissa Raggio, Clerk to the Council*
29 *Calaveras Council of Governments*
30



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 9

***MEMO: RESCIND PREVIOUS
RESOLUTIONS DELEGATING
AUTHORITY***

- Three Examples Attached***
- Resolution FY 11-18***





P.O. Box 280
444 E. Saint Charles St, Suite A
San Andreas, CA 95249
(209) 754-2094 Fax: (209) 754-2096
info@calacog.org
www.calacog.org

CALAVERAS COUNCIL
of GOVERNMENTS

TO: Calaveras Council of Governments
FROM: Matthew Boyer, Interim Executive Director
DATE: February 22, 2011
SUBJECT: Rescind All Previous Resolutions Delegating Authority

RECOMMENDATION:

Approve Resolution FY 11-18 rescinding all previous Resolutions and actions delegating authorities to the Executive Director.

DISCUSSION:

Every agency has formal and informal procedures that develop over time to ensure the most efficient and effective agency operations, while maintaining necessary 'checks and balances,' including fiscal controls.

A number of factors, including newly appointed Board members and the hiring of a new Executive Director in the coming weeks suggest that the Council should have the opportunity to determine which actions typically require its action, ratification, or approval might be delegated to the Executive Director. In the mean time it is recommended that the Council simply rescind previously delegations of authority.

Typical examples include: grant applications, fund transfer agreements, and contracts within certain thresholds.

Over time it is anticipated that the Council might restore or even expand authorities delegated to the Executive Director to ensure efficient operations. However, it is recommended that those decisions be made after consultation between the Council and new Executive Director, at a future meeting.

FISCAL IMPACT:

None

CALAVERAS COUNCIL OF GOVERNMENTS
COUNTY OF CALAVERAS
State of California
February 3rd, 2010

RESOLUTION NO. FY 10-14

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, FUND EXCHANGE AGREEMENTS, AND FUND TRANSFER AGREEMENTS BETWEEN CALAVERAS COUNCIL OF GOVERNMENTS AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, The Calaveras Council of Governments (CCOG) is eligible to receive Federal/State funding for certain Transportation Projects through the California Department of Transportation and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed and

WHEREAS, the Council wished to delegate authorization to execute these agreements and any amendments thereto to the Executive Director.

NOW THEREFORE BE IT RESOLVED that the Executive Director be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and any amendments thereto with the California Department of Transportation.

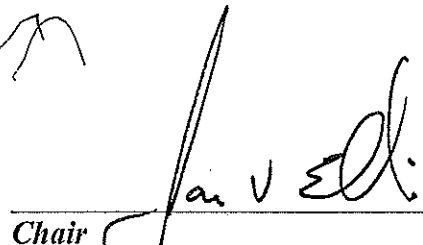
The foregoing resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on the 3rd day of February 2010, by the following vote:

AYES: Ellis, Maurer, Wood, Tryon, Callaway, Morris, Downey

NOES: None

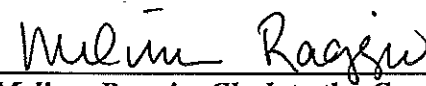
ABSENT: None

ABSTAIN: None



Chair
Calaveras Council of Governments

ATTEST:



Melissa Raggio, Clerk to the Council
Calaveras Council of Governments

CALAVERAS COUNCIL OF GOVERNMENTS
STATE OF CALIFORNIA
June 3rd, 2009

RESOLUTION NO: FY 09-30

A RESOLUTION ADOPTING THE 2009-10 FISCAL YEAR
TRANSPORTATION PLANNING WORK PROGRAM AND OVERALL
WORK PROGRAM AGREEMENT AND AUTHORIZING THE EXECUTIVE
DIRECTOR TO EXECUTE THE OVERALL WORK PROGRAM AGREEMENT
WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Calaveras Council of Governments and the State of California have entered into a Memorandum of Understanding establishing a relationship for performing comprehensive transportation planning; and

WHEREAS, the State and the Calaveras Council of Governments do mutually desire to cooperate and jointly participate in the performance of the comprehensive transportation planning process; and

WHEREAS, the Calaveras Council of Governments has reviewed and agreed to the FY 2009/10 Transportation Work Program and Overall Work Program Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Calaveras Council of Governments hereby adopts the Transportation Planning Work Program and Overall Work Program Agreement for the Fiscal Year 2009/10, attached hereto; and

BE IT FURTHER RESOLVED THAT the Calaveras Council of Governments authorizes the Executive Director to execute the Overall Work Program Agreement with the California Department of Transportation.

THE FOREGOING RESOLUTION was duly passed and adopted by the Calaveras Council of Governments, State of California, at a regular meeting thereof, held on the 3rd day of June 2009, by the following vote:

AYES: Ellis, Fryer, Callaway, Morris, Juroo, Maurer, Fought

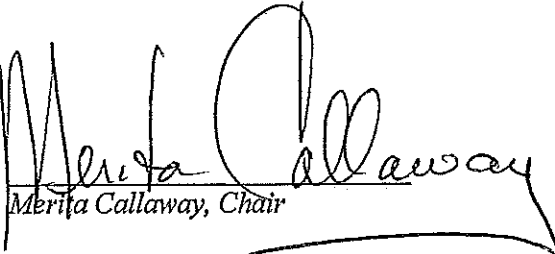
NOES: None

ABSENT: Burke

ABSTAIN: None

ATTEST


Melissa Eads, Clerk to the Council


Merita Callaway, Chair

CALAVERAS COUNCIL OF GOVERNMENTS
COUNTY OF CALAVERAS
State of California
February 6, 2008

RESOLUTION NO. FY 08-26

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, FUND EXCHANGE AGREEMENTS, AND FUND TRANSFER AGREEMENTS BETWEEN CALAVERAS COUNCIL OF GOVERNMENTS AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, The Calaveras Council of Governments (CCOG) is eligible to receive Federal/State funding for certain Transportation Projects through the California Department of Transportation and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed and

WHEREAS, the Council wished to delegate authorization to execute these agreements and any amendments thereto to the Executive Director.

NOW THEREFORE BE IT RESOLVED that the Executive Director be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and any amendments thereto with the California Department of Transportation.

The foregoing resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on the 6th day of February 2008, by the following vote:

AYES: Callaway, Tryon, Seaton, Baxter, Ellis, Leitzell, Raggio

NOES: None

ABSENT: None

ABSTAIN: None



Chair
Calaveras Council of Governments

ATTEST:



Melissa Eads, Recording Secretary
Calaveras Council of Governments

CALAVERAS COUNCIL OF GOVERNMENTS
COUNTY OF CALAVERAS
State of California
March 2, 2011

RESOLUTION NO. FY 11-18

A RESOLUTION RESCINDING ALL PREVIOUS RESOLUTIONS DELEGATING AUTHORITY

WHEREAS, the Calaveras Council of Governments has previously adopted Resolutions delegating authorities to the Executive Director; and

WHEREAS, the Calaveras Council of Governments is currently recruiting for a new Executive Director; and

WHEREAS, the Council of Governments intends to develop new operating protocols after hiring a new Executive Director that balance efficient operation with 'checks and balance;'

NOW THEREFORE BE IT RESOLVED, that the Calaveras Council of Governments hereby rescinds all previous actions, including the adoption of Resolutions, delegating authorities to the Executive Director.

The foregoing resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on the 2nd day of March 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Morris, Chair
Calaveras Council of Governments

Attest:

Melissa Raggio, Clerk to the Council
Calaveras Council of Governments



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 10
AGENCY FINANCES AND
RELATED MATTERS



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 11
SCHEDULING OF SPECIAL
MEETING IN MID-MARCH



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 12
EXECUTIVE DIRECTOR'S
REPORT



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 13

CITY REPORTS

- ***No Supplemental Materials***



CCOG
REGULAR MEETING
MARCH 2, 2011

REGULAR AGENDA ITEM 14

COUNCIL REPORTS

- ***No Supplemental Materials***

