

**MINUTES OF A REGULAR MEETING OF THE CALAVERAS COUNCIL OF GOVERNMENTS  
COUNTY OF CALAVERAS, STATE OF CALIFORNIA  
June 4, 2008**

**Council Members Present:** Gregg Baxter – Chair, Jack Lynch – Vice-Chair, Lee Seaton, Merita Callaway, Tom Tryon, and Jon Ellis  
**Council Members Absent:** Bob Leitzell  
**Alternates Present:** David Wood  
**Staff Present:** Tim McSorley – Executive Director  
Melissa Eads – Administrative Analyst  
Tyler Summersett – Transportation Planner  
Elle Runyan – Clerical Assistant

Regular Meeting was called to order at 6:31 p.m. by Chair Gregg Baxter.

**CORRECTIONS AND CLARIFICATIONS TO THE AGENDA**

- Director McSorley included an Addendum to Consent Agenda Item 3 Attachment No. 4 MOUII and STIP
- Director McSorley pulled Consent Agenda Item 3d. for discussion.
- Consent Items 4a. and 4b. were pulled for discussion.
- Director McSorley replaced Agenda Item 12a. Attachment No. 5 with a revised document.
- Director McSorley included two documents in the Correspondence section: A News Release regarding a Traffic Advisory for the Angels Camp Bypass project and a Caltrans Hotline Number (209) 942-6062 for citizens interested in receiving construction information from Caltrans.

*Action: Move Scott Maas' report on State Highway Projects back to the Regular Agenda.*

**CONSENT AGENDA**

1. Minutes of May 7, 2008 Regular Meeting - Action

Corrections to Regular Meeting Minutes of May 7, 2008:

- Item No. 5, 3<sup>rd</sup> bullet: (Change “by” to “to”) Minutes should read: “There was a request to the Calaveras County Human Resource Director to review the request.
- Item No. 4, Vote to Abstain was made by Lynch. Council Member Wood did vote.
- Item No. 7, 3<sup>rd</sup> bullet: (Strike “option study”)

*Approval of the Regular Meeting Minutes of May 7, 2008 as amended:*

*Moved: Callaway      Second: Ellis      Approved: 7-0-0*

2. Minutes of May 22, 2008 Special Meeting - Action

Corrections to Special Meeting Minutes of May 22, 2008:

- Item No. 1, 8<sup>th</sup> bullet: Add: “As the memo seemed contradictory, there was ample discussion.”

*Approval of the Special Meeting Minutes of May 22, 2008 as amended:*

*Moved: Lynch      Second: Tryon      Abstain: Callaway, Seaton      Approved: 5-0-2*

3. State Highway Projects

- a. SR4 Angels Camp Bypass
- b. Wagon Trail
- c. TE Projects
- d. 2008 STIP

- Council Member Tryon questioned why Caltrans had the date for construction “to be determined” for the SR4 from Moran Road to east of Avery Hotel Road project.

**Action: Director McSorley will contact Caltrans to find out the start & completion dates as well as status of the design requirements for this project.**

*Motion to Approve of Consent Agenda Items 3a., 3b., and 3c:*

*Moved: Ellis                      Second: Seaton                      Approved: 7-0-0*

Director McSorley pulled Item 3d. to discuss the outcome of his attendance at the CTC meeting for STIP adoption in San Diego last week.

- McSorley explained the staff recommendations to the CTC did not include one of our key projects in MOU II – Local Road Rehabilitation for Alpine county. We may have to delay, eliminate or phase projects to get Alpine back in the program. Looking for direction from CCOG to continue to work with Caltrans and the CTC Staff and come back with a Revised MOU II.
- Charles Field, Amador County Transportation Commissioner, agreed with Tim’s assessment and mentioned that we have support from a Caltrans director and one commissioner – but there is no CTC staff support at all. He would like to bring a streamlined MOU II back to the CTC on the June 26<sup>th</sup>, 2008 agenda in order to gain additional support.
- Council Member Callaway asked if Alpine would withdraw from MOU II if they didn’t receive funding, and Mr. Field answered that they would. In answering Callaway’s question on how to pare down or eliminate, Mr. Field suggested removing the 4/49 Bridges project from STIP. Also, we must not include any projects under STIP funding if we are getting funds from other sources.
- Council Member Tryon noted that Alpine County did receive consideration in MOU I.
- Mr. Fields agreed, and stated that Alpine County wants local road funds in MOU II. By funding local roads in the short term, the long term benefit would be to provide funding for the larger MOU II projects.
- In attempting three STIP projects, it was noted by a commissioner that one or two of the environmental documents will go stale. Mr. Fields’ suggestion to McSorley is to remove the 4/49 bridge from the STIP, and go for two, then reduce the scope and/or phase the Wagon Trail to lower costs.
- Director McSorley and Mr. Fields are seeking direction from the Council to continue negotiations.

*Action: Executive Director McSorley directed by Council to continue negotiations.*

*Moved: Seaton                      Second: Lynch                      Approved: 7-0-0*

4. UNMET TRANSIT NEED ADOPTION OF DEFINITIONS

a. Resolution Adopting the Definitions of “Unmet Transit Needs” – Action

- Council Member Tryon stated that the Definitions of “Unmet Transit Needs” were not clear.
- Transportation Planner Summersett stated that the Council can include or exclude according to their discretion.
- Council Member Callaway asked to amend the Definition of “Unmet Transit Needs” to read: “which provide” instead of provided.

*Motion to Approve Consent Agenda Item 4a. as amended:*

*Moved: Callaway                      Second: Seaton                      Approved: 7-0-0*

b. Resolution Adopting Definitions of “Unmet Transit Needs that are Reasonable to Meet” - Action

- Council Member Tryon suggested increasing the 10% fare box recovery ratio.
- Transportation Planner Summersett stated that there was no maximum, 10% was the minimum.
- Council Member Seaton didn’t want to ‘raise the bar’ if it would undermine our ridership gains. Also, the operation of the transit system rests with the BOS not CCOG.
- Council Member Ellis commented on the current energy crisis and the need to review transit costs regularly.

- Transportation Planner Summersett reiterated that the transit system operates at the public good to benefit those with fixed incomes, disabilities, to assist students, the elderly and other citizens. It's important to remember this system was never developed to be lucrative. If the percentage were to be changed, it should be done with a study session.

*Motion was made by Council Member Wood to approve a Minimum/Maximum fare box recovery ratio. Motion dies.*

*Motion was made by Council Member Callaway to approve a "minimum 10% fare box recovery ratio." Motion dies.*

*Motion was made by Council Member Seaton to continue to next month after study session and review. Motion dies.*

*Motion was made by Council Member Tryon to increase fare box recovery ratio to 15%. Motion dies.*

*Motion was made by Council Member Callaway to approve 10% ratio changing language from "provide for exclusive" to "which provide".*

*Motion to Approve Consent Agenda Item 4b. as amended:*

*Moved: Callaway Second: Seaton Approved: 4-3-0*

*AYES: Callaway, Seaton, Baxter, Wood NOES: Ellis, Tryon, Lynch*

**Action: Agendize and review Item 4b. for next month's meeting. Any such amendment would take effect in FY 2009/2010**

**Action: Public Works will report on the transit system at the next meeting with data to support or to determine repercussions of changing the revenue-to-operating cost ratio.**

5. CORRESPONDENCE

Additions by Director McSorley as stated in "Corrections and Clarifications to the Agenda".

No questions, no discussion.

**REGULAR AGENDA**

6. PUBLIC COMMENT

No members of the public came forward.

7. PUBLIC HEARING: Regarding Calaveras County Public Works 5311 Grant Application

- Jamie Azarvand of Public Works explained the Intercity Bus Program funding: \$231,062 will be awarded and the remaining \$57,766 (20% local match requirement) will be available within Proposition 1B funds for the FY 2008/2009.
- Chair Baxter opened the Public Hearing at 7:37 p.m. As no members of the public came forward, the
- Public Hearing was closed at 7:37 p.m.

a. RESOLUTION APPROVING FTA 5311 PROJECT FUNDING ASSISTANCE - ACTION

*Moved: Lynch Second: Ellis Approved: 7-0-0*

8. COUNTY REPORT

- Jamie Azarvand, Public Works, reported that 2 new buses have arrived. Three (3) remaining buses should arrive this week. Transit has received positive feedback from the public.
- In response to Council Member Tryon's question about ridership declining if the ticket charge were increased, Azarvand stated that other surrounding agencies are surprised that Calaveras County charged \$1.50. Surrounding agencies charge \$1.00. Low fare helps those on limited incomes.
- Council Member Tryon stated that ridership could be attributed to students.
- Azarvand explained that the 30% attributed to students are those attending Columbia College.

- Azarvand reported that Supervisor Russ Thomas commended Public Works on the action of sending two buses to the Calaveras County Fair (requested by the Sheriff's Department) on the night of the carnival ride accident.
- Public Works Deputy Director Robert Pachinger reported on the SR 12/26 intersection project: Public Works is currently seeking authorization to pursue preliminary engineering. Once approval is given, a consultant will be selected by the end of the summer. The right-of-way and environmental requirements will be finished in time for FY 2010/2011.
- The Asset Management System Update project – this will help with decision-making concerning maintenance and rehabilitation of roadways, bridges, etc.
- The draft RFP will be submitted to Director McSorley for his input, then consultant selection can begin.
- Mountain Ranch turnout/advance curve warning project: a consultant has been selected, a contract will be before the BOS by July.

9. CALTRANS REPORT

No representative from Caltrans was at this meeting.

- Council Member Seaton stated that Caltrans installed a barbed-wire topped fence on Dogtown Road south across the intersection and down the east side of Hwy 49 without meaningful consultation with the City and County. This restricts entrance to the Shell gas station.
- Council Member Tryon added that it also interferes with parking at that intersection.

***Action: Director McSorley will contact Caltrans District 10 and inquire about the need and placement of this fence.***

- Council Member Ellis inquired about the type of landscaping on the bypass.
- Council Member Lynch also wondered about landscaping on the slopes at Gardner and Murphy's Grade. As these are adjacent to residential areas, he would like the Caltrans landscape architect to advise us on the plans.

***Action: Director McSorley will contact Caltrans District 10 and inquire about landscaping plans for these locations.***

10. HYBRID VEHICLE UNVEILING ands MEDIA PRESENTATION

- Director McSorley invited the Council and members of the audience to assemble in the parking area to view the new CCOG hybrid vehicle.
- The fuel-efficient vehicle was presented by Transportation Planner Summersett and will be used in carpooling and for CCOG business needs. Photos were taken by the local newspapers after Council Member Callaway took Council Member Seaton for a spin around the county parking lot.

11. UPLAN REPORT

- Transportation Planner, Tyler Summersett explained that this graphic Base Case Model look at the county was prepared with the assistance of the County Planning Department. Information was input regarding the current adopted 1996 General Plan, projections were then made through 2050.
- Dave Pastizzo, Planning Department explained that with new policies, data would be input and potential outcomes could be viewed by decision makers.
- Stephanie Moreno, Planning Department further explained that the BOS will give input on policies to test and this information will then be modeled.
- Pastizzo explained that the Assessor's Office data was not complete and land-use information was added but had to be "fit" into UPLAN. (The Assessor has over 200 different kinds of land-use, while UPLAN has 10) We used Assessor data to prevent creating new land-use on top of where there is already development.

- Scenario testing is also encouraged. New commercial areas can be added, but they are dependent upon population and the employees per household conversion. These subtle changes multiplied over decades can have significant impact.
- Another concern that is being addressed is how to show what the model is providing while limiting misinterpretations.
- Changing the unit size from 50 meter squares to a smaller area is possible, but all other data must be correspondingly 'finer grained'.
- Director McSorley emphasized that modeling can be on a Regional basis also to allow us to coordinate with our partners. Our suggestions can be brought to the BOS for consideration in the General Plan scenarios.

12. FY 2008-09 OVERALL WORK PROGRAM (OWP) ADOPTION

Director McSorley explained the revisions to the OWP were highlighted.

Discussion of Work Element 08/09 Item #11 Circulation Element:

- Robert Pachinger of Public Works explained that the request of \$150,000 was based on an estimate from consultants.
- Director McSorley stated that we revised our amount from the draft OWP to \$84,966 because we ran out of money.
- Stephanie Moreno stated that they will try to keep within budget. Though the proposal brought to the BOS stated they would received \$100,000 from CCOG.
- Director McSorley explained that after closing out the current Fiscal Year, monies may become available to allow us to bring an amended OWP to the Council.

**Action: Director McSorley to explain what the objectives are for the Reserve Funds at the next meeting.**

a. RESOLUTION ADOPTING FY 08/09 OWP and OWPA - ACTION

Moved: Lynch                      Second: Seaton                      Approved: 7-0-0

b. RESOLUTION ADOPTING PLANNING, PROGRAMMING, AND MONITORING ACTIVITIES PLAN - ACTION

Moved: Wood                      Second: Seaton                      Approved: 7-0-0

13. 2007/08 AND 2008/09 PERSONNEL AND BUDGETARY REVIEW – Continued from May 7<sup>th</sup>, 2008 Regular Meeting

a. MINUTE ORDER AUTHORIZING THE RECLASSIFICATION OF THE ADMINISTRATIVE ANALYST POSITION – ACTION

- Chair Baxter explained that the Administrative Committee had discussed the recommendation for reclassification. Advice was sought from the County.
- The Committee determined that the size and structure of the CCOG didn't warrant such a position as Business Administrator to be included.
- Council Member Tryon said that the County Personnel Office (Ms. Osborn) told him that unless there was some sense of urgency, they didn't feel that an individual coming off their probationary period should be immediately advanced. Some period of time should pass – 6 months to a year – before advancement was considered. Compensation for analyst currently includes a COLA and step increase after probation. Further advances should be 6 months to a year.
- The Administrative Committee was unanimous and would recommend to the CCOG that the Business Administrator position was not appropriate. No reflection of the current incumbent.
- Council Member Lynch added that the Committee felt that the Senior Administrative Analyst position was more appropriate to the size of CCOG than Business Administrator.

- Council Member Wood agreed with the reclassification request citing ensured stability, structure, attractiveness to recruit and retain individuals in the organization. Also, the budget would still remain within normal parameters.
  - Council Member Callaway agreed not to place at Business Administrator, however position was under-filled and Senior Analyst position is established. The Executive Director can reclassify to a Senior Analyst.
  - Council Member Tryon asked if this was a staff level decision?
  - Director McSorley emphasized the inclusion of the Business Administrator position was due to the dramatic increase in the level of responsibilities at the CCOG office, as well as being positioned for future growth. This is an organizational issue and has nothing to do with the incumbent. He welcomes the opportunity to address this in the future, but notes that the Senior Administrative Analyst position leaves us at the baseline. Whether or not an individual fulfills those duties, the JPA grants the Executive Director the authority.
  - Council Member Tryon stated that the Administrative Committee took all that into consideration before making its recommendation.
  - Council Member Lynch noted that due to Ms. Osborn's analysis, the Senior Administrative Analyst position offered an attractive compensation package, with the COLA, and can see this transition within the year.
  - Council Member Callaway stated that the memo from the HR Department changing the classification for Melissa Eads to Senior Administrative Analyst immediately. But if the Administrative Committee suggests waiting 6 months, she'll support the committee's recommendation.
  - Council Member Tryon answered that was Ms. Osborn's verbal recommendation - the 6 month wait.
- b. MINUTE ORDER AUTHORIZING THE 2008/09 POSITION CONTROL LIST - ACTION
- Council Member Ellis remarked that the Executive Director should make decisions regarding employees and the CCOG should make decisions based on policies and pay grades. It would be micromanagement if the CCOG reviewed each individual employee. We ultimately control the budget.
  - Council Member Wood agreed that the Executive Director should be responsible for making the best fit for his people and hold him accountable to the budget.

*A motion was made to amend the allocation count from a Business Administrator position to Senior Administrative Analyst position.*

*Moved: Seaton                      Second: Tryon                      Approved: 7-0-0*

14. STAFF REPORTS

a. McSorley:

- The 2006/07 audit is on file at the office.
- Senator Lundgren's representatives stopped by the office as they are seeking input from smaller rural areas.
- McSorley asked about policy on legislative advocacy. Since he is being asked to support various pieces of legislation, he is looking for direction.

***Direction from Council: If possible, chair signature and Council support on a case-by-case basis.***

- Council Member Lynch inquired as to what was meant by the "very complex project" in reference to the Wagon Trail project in McSorley's Report. McSorley explained that the Environmental document brings up variables and unknowns that relate to the Consultant's scope of the project and also CTC funding is a concern.

STAFF REPORTS

b. Summersett:

- RBF Consulting was hired to complete the San Andreas Mobility Plan. The first steering committee meeting will be held June 24<sup>th</sup>. The firm will take part in walking-tours and interacting with the community for several days. This plan will be submitted as part of the San Andreas Community Plan and we hope to have it completed in 6 – 7 months.
- Due to a slight delay, we will bring the final draft for the Arnold Mobility Plan to the CCOG next month.

15. CITY REPORT

- Council Member Lynch reported that the 49 Access draft needs considerable rewriting with Caltrans.
- Council Member Seaton added that a meaningful statement of work needs to be agreed upon.
- Council Member Seaton mentioned we should work with County and again revisit the need for a bus stop at Save Mart in an effort to address congestion due to increased ridership.
- Council Member Seaton hoped the CCOG would be participating in the Economic Summit Meeting.

16. COUNCIL REPORT

No report this month.

17. MEETING ADJOURNED

Meeting adjourned by Chair Baxter at 9:37 p.m.

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Gregg Baxter, Chair  
Calaveras Council of Governments

ATTEST:

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Melissa Eads, Recording Secretary  
Calaveras Council of Governments