

**SAN LUIS OBISPO COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE**

PLEASE NOTE THE DATE, TIME, AND LOCATION:

FEBRUARY 13, 2008, WEDNESDAY

9:00 AM TO 11:00 AM

Board of Supervisors Conference Room A

County Government Center, 1055 Monterey Street, San Luis Obispo, CA

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting SLOCOG offices at 781-4219. Please note that 48 hours advance notice will be necessary to honor your request.

- 1. Call to Order and Roll Call.**
- 2. Public Comments.** Any member of the public may address the Executive Committee for a period not to exceed three minutes on any item not on the agenda within the jurisdiction of the Council. In compliance with the Brown Act, the Committee will listen to all communication and will not take any action on items not on the agenda.
- 3. Executive Committee Minutes of January 16, 2008 (Approve).**
- 4. SLOCOG will not have a meeting on March 5, 2008.**
- 5. CPS Executive Search: Interview (Scope of Work is attached) Please review prior to interview.**
- 6. SLOCOG 40-Year Anniversary Celebration.**
- 7. Executive Committee Member Comments and Adjournment.**

Next Meeting: March 12, 2008, Wednesday

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SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

EXECUTIVE COMMITTEE MINUTES

January 16, 2008

SLOCOG

Members Present: James Patterson, President
John Shoals, Vice President
Tony Ferrara, Past President

Staff Present: Ronald De Carli, Executive Director (SLOCOG)
Steve Devencenzi, Administration Director (SLOCOG)
Wyatt Cash, Legal Counsel (SLOCOG/SLORTA)
Aida Nicklin, Executive Secretary (SLOCOG)

Also Present: Aileen Loe, Caltrans District 5 Deputy Director, Planning and Programming
Larry Newland, Caltrans Project Manager, Highway 46 Corridor

SLOCOG AND SLORTA EXECUTIVE COMMITTEE JOINT SESSION

1. Call to Order and Roll Call: President John Shoals called the Joint meeting to order at 10:01 a.m. silent roll call was taken.

2. Closed Session: Personnel Exception (Government Code Section 54954.5): Consider Public Employee Appointment for Position of “Interim” and “Permanent” Regional Transit Manager: *The Committee went into Joint Closed Session at 10:02 a.m. and returned to Open Session at 11:04 a.m.*

3. Open Session: Mr. Wyatt Cash reported out of Closed Session, stating that the SLOCOG and SLORTA Executive Committee discussed the Personnel Closed Session item pursuant to Government Code Section 54954.5. The Committee did not take final action; no report is required.

4. Update: Permanent Regional Transit Manager Position: Mr. Ronald De Carli updated the Executive Committee on the status of recruitment for a permanent Regional Transit Manager for SLORTA, noting that the Request for Proposals for a consultant to conduct the recruitment has been disseminated. A salary survey, a job specification, and a scope of work have been developed. Eight different firms are expected to respond within the next two weeks. SLOCOG/SLORTA staff will evaluate the proposals and a recommendation to select a firm will be presented to the Board in February.

5. Authorize the President to sign Contract for Interim Regional Transit Manager: Mr. De Carli reported that the Executive Committee has completed the interviews for the Interim Regional Transit Manager position. Staff is recommending the Executive Committee approve today authorizing the SLOCOG/SLORTA President (John Shoals) to sign the Contract for this position. *The Committee concurred.* Past President James Patterson moved to authorize President Shoals to sign the Contract for SLORTA Interim Regional Transit Manager with Mr. John Bates (the selected candidate). Vice President Bruce Gibson seconded and the motion carried on a voice vote.

6. Adjournment of Joint SLOCOG and SLORTA Session: President Shoals adjourned the joint meeting at 11:07 a.m.

SLOCOG EXECUTIVE COMMITTEE MEETING

1. Call to Order and Roll Call: President Shoals called the meeting to order at 11:07 a.m. silent roll call was taken.

2. Public Comments: Mr. Eric Greening, Atascadero, congratulated and welcomed the new President (John Shoals) and Vice President (Bruce Gibson) of the SLOCOG and SLORTA Boards. He then went on to comment about the upcoming Unmet Transit/Bikeway Needs hearing in February, noting that there will possibly be a lot of information moving fast from the State on legislative issues. Mr. Greening suggested that the Citizens Transportation Advisory Committee (CTAC) meeting be moved to the following week (from January 23rd to January 30th) so that the information coming in from the State would be included in the staff report.

3. Executive Committee Minutes, December 12, 2007: Past President Patterson moved and President Shoals seconded to approve the minutes of December 12, 2007. The motion carried, with Vice President Gibson abstaining.

4. SLOCOG February 6, 2008 Draft Agenda: Mr. De Carli stated that this is SLOCOG's regularly scheduled meeting, noting that the item on *Presentation of Resolution of Appreciation to Outgoing Board Members* is just a placeholder, in case there are any changes to the Board membership before the February agenda gets distributed. Before reviewing the agenda, he brought to attention that Executive Committee Agenda #5, *Caltrans Request for Input on Public Participation Component of Highway 46 Comprehensive Corridor System (CCS) Plan* would be discussed first per request by Ms. Aileen Loe, Caltrans District 5 Deputy Director, Planning and Programming (see discussion below).

5. Caltrans Request for Input on Public Participation Component of Highway 46 Comprehensive Corridor System (CCS) Plan: Mr. De Carli noted that SLOCOG has been working with Caltrans and stakeholders on the CCS Plan since last year. He then turned over the discussion to Ms. Aileen Loe. Ms. Loe distributed a handout that contains supplemental information on the Highway 46 CCS Plan, including some aerial photo schematics (on page 2 of the handout). She then summarized the CCS Plan, noting that Caltrans now have the Bond money on the Highway 46 Widening project. She said that having that funding has stressed the importance of the efforts of all project partners on determining the future of the Highway 46 corridor and how to sustain the benefits of the funding received. What the partners are trying to arrive at now is to find what can be accomplished in a realistic timeframe and what can be done to improve the connection to, across, and along that corridor. Mr. De Carli brought to attention that located on page 5-1 of the Executive Committee agenda is the Project Background information on the CCS Plan.

Vice President Gibson inquired if this Plan is corridor management as opposed to the enhancements they are doing. **Ms. Loe** responded “yes,” noting, “*This Plan is how we collectively manage the connection and type of improvements at this corridor, finding what makes the community function best.*” **Mr. De Carli** added that it is about agreeing on the ultimate vision for the corridor. **Vice President Gibson** asked if there is any chance of bringing in more funding to work on the problem areas of the corridor. **Ms. Loe** said that the answer is “no” in terms of the corridor if the partners collectively arrive at the solution. She explained that this is to prepare the project for when the funding becomes available. There is no additional funding at this time but the intent is to be ready when the money comes. **Mr. De Carli** remarked, “We are looking at what is fundable, feasible, and what is long term.”

Mr. Larry Newland, Caltrans Project Manager (Highway 46 CCS Plan) noted how Caltrans is facilitating a public engagement process with the assistance of a consultant (MIG, Inc.). This process is designed to build understanding of the need for Highway 46 corridor improvements, to educate the public about Caltrans planning and the CCS process, to build support for improvement concepts and to assist in selecting a preferred improvement concept. He noted that interviews are occurring this week and next week. The first Public Workshop is scheduled on March 5th; it is aimed at trying to develop a shared vision for the corridor. The next workshop would be on the design concepts for the corridor. In closing, he requested a full participation at the March 5th workshop.

President Shoals asked Ms. Loe if Caltrans staff is looking for direction or input from the Committee on the interview questions. **Ms. Loe** stated that this is just to inform the Committee so that they can alert their respective constituents. She noted, however, that some guidance from the Executive Committee would be appreciated. **President Shoals** remarked that engaging the public on this is a good idea and that it is good that Caltrans is taking the time to do some community outreach. **Ms. Loe** pointed out that the City of Paso Robles is currently working on their Circulation Element; therefore, the timing for this is good. She thinks they have a good chance for success. **Mr. De Carli** asked if Caltrans would like to do a presentation at the February Board meeting. **Vice President Gibson** suggested that it should be done under the Caltrans Director’s Report. **The Committee concurred.**

Public Comments: **Mr. Greening** thanked Caltrans staff for bringing this up, saying that it is always good to have this process with every major transportation project.

Mr. De Carli reviewed the draft SLOCOG February 6th agenda:

A-1, Public Hearing: Unmet Transit Needs/Unmet Bikeway Needs Hearing: This is a public hearing item to receive testimony on unmet transit and bikeway needs. The notice for this hearing was distributed to the media and posted on buses and other public places. A news release was also disseminated to the media and to member jurisdictions. A lot of information has been received and staff is currently compiling all requests received by phone, mail, and email.

Public Comments: **Mr. Greening** thanked staff for posting the notice, noting that he has been seeing the information on buses. He pointed out a minor problem that needs to be corrected — the information on the notices does not include “Bikeway Needs” on the title. He said bike riders also ride the bus and they need to see that information to let them know that they can participate in the process. On the deadline for submission of requests, he stressed the need to make sure that the deadline would be the same as last year (a week later from the date of the public hearing). **Mr. De Carli** indicated that is the intent and that the deadline this year is February 13, 2008.

A-2, Public Hearing: Draft 2008 Regional Transportation Improvement Program (RTIP): This item is also a public hearing item that was continued from past meetings: This will be divided into four key

capital programs:

- *Highway, Streets, and Roads Program* -- Mainline, major regional routes, and interchange improvements.
- *Non Motorized Program* -- Bicycle, pedestrian, and community enhancements.
- *Transportation Demand Management (TDM) - Maximizing Efficiency of the System* -- Demand and system management projects and advance technologies (Park and Ride lots, etc.).
- *Public Transportation Program* – Transit

Mr. De Carli noted that a key policy issue is shifting programmed State Highway Account (SHA) funds with State Transportation Improvement Program (STIP) and Regional Transportation Improvement Program (RTIP) funds, to allow the flexible SHA funds to be programmed for smaller projects such as *Park and Ride lots, Safe Routes to School, and Bikeway Improvements*. **Vice President Gibson** asked if that would not mess up the bigger picture of STIP. **Mr. De Carli** responded negative, explaining that making the funds more flexible. He indicated, *"We likely will have speakers at this meeting from member jurisdictions on the major projects, making it difficult to judge agenda timing."*

B-1, Draft 2008 Legislative Program: Staff will update the Board on policy positions adopted by the California Association of Counties (CSAC) and the League of California Cities (LCC). There are no major changes from the 2007 Legislative Program.

Public Comments: **Mr. Greening** recommended that more time be budgeted for the discussion of this item, considering that there would be more information coming in on the Governor's budget. It will allow time for the Board to determine how to respond. **Mr. De Carli** noted that the Governor's budget is not included in this item. He indicated he could put an update on the Governor's budget under the Executive Director's report and outline some of the key issues. **The Committee concurred.**

B-2, 2008 State Highway Operation and Protection Program (SHOPP): **Mr. De Carli** brought to attention that this item would be pulled from the February agenda. Further discussion with Caltrans is needed, particularly on the Median Barrier issue. Caltrans proposed a concrete median barrier for the median barrier project in Paso Robles. SLOCOG staff will also meet with Paso Robles City staff on this issue. **The Committee concurred pulling this item from the February agenda.**

C-1, Fiscal Year 2008/2009 Draft Overall Work Program (OWP) and Budgetary Assumptions: **Mr. De Carli** said that this draft OWP and Budget is for the fiscal year that starts July 1, 2008, noting that at the time of putting this Committee agenda together, staff has not received any information on state and federal priorities. In February, staff will present a summary of specific work tasks and product descriptions; they will then flush it out more, review with Caltrans and come back in April for final Board adoption. **Past President Patterson** inquired if the *Community Choice Aggregation (CCA)* work task is included in this OWP. **Mr. De Carli** responded that CCA would not be integrated into the OWP until the Board directs staff to do so. The CCA can be amended into the OWP if it is approved after the OWP adoption.

D-1, Regional Rideshare Program Update: Staff will present a minor update on the program, highlighting a new campaign (which started this month) in partnership with the Air Pollution Control District (APCD) – "Low Carbon Diet" campaign. This is part of an ongoing outreach campaign to strengthen the new tool -- *TripLink*. It encourages individuals to reduce their carbon dioxide emissions by participating in the **Low Carbon Diet campaign**, which involves vanpooling, carpooling, bicycling, walking or taking the bus instead of driving alone. Tracking their success will be done using *TripLink*.

Consent Agenda Items: **Mr. De Carli** pointed out that the Consent Agenda includes *Item E-7,*

Agricultural Workers Transportation Program. SLOCOG and Ride-On Transportation jointly applied for a grant to start a vanpool program for farm workers living in or commuting to San Luis Obispo County. The grant (awarded to SLOCOG by Caltrans) is \$456,997 to implement the program. SLOCOG will administer the program, include it in the budget and develop a plan. Ride-On will operate vanpools, and SLOCOG and Rideshare will provide outreach and marketing. **Mr. De Carli** noted that SLOCOG Administration Director Peter Rodgers has a Rail item under *Item E-8, Transportation Planning Grant Requests* -- to request the California Transportation Commission (CTC) to maintain \$25 million in Proposition 1B Funding for Intercity Rail (to fund the Surfliner run from Los Angeles to San Francisco).

JOINT SLOCOG AND SLORTA SESSION: SLOCOG and SLORTA will have a joint session to introduce the Interim SLORTA Regional Transit Manager, award the Contract to an Executive Search Firm for SLORTA permanent Regional Transit Manager Recruitment, and a Closed Session on Pending Litigation. The joint session will then be adjourned to a SLOCOG Closed Session.

6. Senior Volunteer Intern Program: **Mr. De Carli** noted that this item resulted from the last meeting when the Board discussed the Community Choice Aggregation (CCA) item. There was a concern that SLOCOG staff time would be impacted if the CCA task were added into their current workload. **Mr. Steve Devencenzi** noted staff began considering an internship program involving both young (Cal Poly students) and senior citizens (Mr. Nick Alter of San Luis Obispo (SLO) Greenbelt), adding that the program would be called "Volunteer Associate Program." **Mr. Devencenzi** further noted that Mr. Alter is interested to assist in this project and is well informed. Staff believes Mr. Alter is a responsible and mature individual and will work well with them.

Vice President Gibson stressed the need to put in the job description for this position that SLOCOG staff is managing the associates (the same way as interns are managed). **Mr. Devencenzi** concurred, noting that the associates would need to understand that they are not on their own in this project. **President Shoals** commented that this is a good concept. He emphasized the importance of making certain that the associates understand their roles, that they have a framework that was established by the SLOCOG Board.

During the brief discussion that ensued, the Executive Committee and SLOCOG staff talked about the concern about staff time and the priorities (i.e., Community 2050 report, etc.). **Vice President Gibson** said he would like to keep the direction the SLOCOG Board gave at the last meeting and that is – "CCA does not happen until Community 2050 is done."

Mr. Devencenzi noted that with the Volunteer Associate Program, the Associate could go in his place to attend conferences/workshops (i.e., there is an upcoming workshop on CCA in Los Angeles) and participate on behalf of SLOCOG.

Mr. De Carli pointed out that this is information gathering at this point and that the CCA issue does not yet have the Board's full support so it is coming back for further discussion.

7. Executive Committee Member Comments and Adjournment: There were no comments.

President Shoals adjourned the meeting at 11:41 a.m.

Minutes prepared by Aida Nicklin

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Proposed Scope of Work

(as included in the RFP)

On your proposed scope of work, please outline your approach and a summation of how you would approach the following:

- 1. Organizational Assessment and Profile Development.**
 - Meet with SLOCOG Executive Director, key SLORTA staff members and/or RTA Board Selection Committee.
 - Review current salary and benefits, compare with survey of “comparable independent” agencies (provided by SLOCOG), and suggest any changes. .
 - Review and update job description and RTA supporting materials.
 - Recommend final job description, compensation package, acceptable candidate interview and relocation expenses (if any).
 - Clarify Board desires and preferences for the new transit manager (expertise, skills, personal characteristics, management style).
- 2. Marketing and Search Strategy and Expense Allocations.**
 - Develop ads and flyers.
 - Identify marketing strategy and advertising approach (including: peer contacts, professional association advertising, flyer distribution, et al.).
 - Place ads, and print and distribute flyers (or alternately clarify costs with SLOCOG printing and distribution).
- 3. Candidate Assessment.**
 - Application and Resume screening.
 - Interview candidates.
 - Check references.
 - Recruit and select at least three “qualified” candidates for Board consideration.
- 4. Prepare Detailed Summary of Candidates.**
- 5. Facilitate Final Interviews.**
- 6. Negotiation Assistance.**
- 7. Position Closure and Follow-up.**

Peter Rodgers prepared this staff report.