

POLICY ADVISORY COMMITTEE

**ACTION / DISCUSSION ITEMS
AGENDA ITEMS III. C**

BEFORE THE
COUNCIL OF FRESNO COUNTY GOVERNMENTS
RESOLUTION NO. 2007-01

In the Matter of:)
)
FEDERAL TRANSIT)
ADMINISTRATION)

RESOLUTION AUTHORIZING THE
FILING OF APPLICATIONS WITH THE
FEDERAL TRANSIT ADMINISTRATION, AN
OPERATING ADMINISTRATION OF THE
UNITED STATES DEPARTMENT OF
TRANSPORTATION, FOR FEDERAL
TRANSPORTATION ASSISTANCE
AUTHORIZED BY 49 U.S.C CHAPTER 53, TITLE
23 UNITED STATES CODE AND OTHER
FEDERAL STATUTES ADMINISTERED BY THE
FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Council of Fresno County Governments, and may require the Council of Fresno County Governments to provide the local share of the project cost;

WHEREAS, the Council of Fresno County Governments has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.;

WHEREAS, the Council of Fresno County Governments has been designated by Governor Arnold Schwarzenegger in a letter to Ms. Sandra Bushue Deputy Administrator, Federal Transit Administration, delegating authority to the designated recipients of the large urbanized areas of California, for the Section 5316 Job Access and Reverse Commute (JARRC) and Section 5317 New Freedom (NF) programs.

NOW, THEREFORE, BE IT RESOLVED BY the Council of Fresno County Governments

1.The Executive Director or his/her designee is authorized to execute and file application for Federal assistance on behalf of the Council of Fresno County Governments with the Federal Transit Administration for Federal assistance authorized by 49.U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration

2.The Executive Director or his/her designee is authorized to execute and file with its application the annual certification and assurances and other document the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.

3.The Executive Director or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Council of Fresno County Governments.

THE FOREGOING RESOLUTION was passed and adopted by the Council of Fresno County Governments this 25th day of January, 2007.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Signed: _____
Trinidad M. Rodriguez, Chairman

I hereby certify that the foregoing is a true copy of a resolution of the Council of Fresno County Governments duly adopted at a regular meeting thereof held on the 25th day of January, 2007.

Signed: _____
Barbara Goodwin, Executive Director

POLICY ADVISORY COMMITTEE

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January 11, 2007

Memorandum

To: Policy Board
Policy Advisory Committee

From: Barbara Goodwin, Executive Director *BG*

Subject: **Proposed Policy Regarding Meal Expenses**

The Executive Director is recommending a revision to the Employee Expenses Travel Reimbursement Policy (5003.01 #8). Our current policy is over 20 years old and has not been adjusted to reflect current circumstances when traveling, or even to reflect that under federal guidelines the offering of a minimum 15% gratuity is an accepted process. In developing this recommendation we undertook a survey of other Valley COG's and the Cities of Clovis and Fresno as well as the County of Fresno to arrive at the recommendation (attached). The proposed rates fall between the City of Clovis' rates and the County of Fresno's rates, and is similar to rates paid by San Joaquin COG (max \$63.25 when tip included) and Stanislaus COG (\$52.00 with receipts).

The main changes proposed are:

- Allow reimbursement for gratuities (tips) on meals (as identified under Incidental Expenses in the IRS Rules for Employer Provided Meals and Lodging) not to exceed 15% of the meal cost.
- Increase the current per diem amount from \$30/\$40, to \$50/\$60.
- Provide employees two options for reimbursement of meals while traveling.

The current per diem is set at \$30 per day except in major metropolitan areas where the limit is increased to \$40. I am recommending a change allowing employees the option of choosing between a Flat Per Diem Option (\$50) or an Actual Cost Option (\$60). The gratuity, not to exceed 15% of the cost of the meal, would be included within the dollar amount of the option chosen. The recommendation is also based on the desire to have a policy that would probably not need a revision within the next five years.

Member Agencies: The cities of Clovis, Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, San Joaquin, Sanger, Selma & Fresno County

PROPOSED LANGUAGE REVISION

5003 TRAVEL REIMBURSEMENT

5003.01 This policy establishes the general guidelines and procedures to be followed when business travel is required.

8. With respect to meal expenses, employees would have two options for reimbursement. Option 1 is available only if the employee is absent the entire day on Fresno COG business. Also, the method selected for reimbursement must be used consistently on a full day/per trip basis.

Option 1

Flat Per Diem Option: \$50.00

The allowance for meals, including gratuity, shall not exceed the established per diem at the time the expense is incurred. There is no per-meal limitation and receipts will not be required for the flat per diem election. An employee may spend the allowance in any combination for meals, so long as the daily allowance is not exceeded. In the event that a specific meal is included and provided by a sponsor of a seminar, conference or otherwise provided when COG processes a registration document, the \$50 meal allowance would be reduced by the following appropriate amount:

Breakfast	\$10
Lunch	\$12
Dinner	<u>\$28</u>
	\$50

Option 2

Actual Cost Option: \$60

The allowance for meals, including gratuity, shall be for the amount expended, not to exceed the \$60 limit. The purchase of alcoholic beverages is not a reimbursable expense. **Receipts for meals must be provided** in order for expense reimbursement to be made. No reimbursement will be made for a specific meal that is included and provided by a sponsor of a seminar, conference or otherwise provided when COG processes a registration document. Reimbursements are made to actual cost of the meal up to the following limits:

Breakfast	\$12
Lunch	\$16
Dinner	<u>\$32</u>
	\$60

Travel Reimbursement Questionnaire
September 2006

Questions:

1. What is the dollar limit per day of your travel reimbursement for meals?
2. Are employees reimbursed based on receipts submitted up to the \$ limit or are they issued a flat dollar amount they can keep even if they don't use?
3. Do you reimburse for tips? If yes, are they included in the per diem?
4. Do you have a set dollar amount limit for breakfast, lunch & dinner or a total amount of per diem that can be used for the day?
 Example: No breakfast, \$10 for lunch \$28 for dinner would be within the Fresno COG \$40 per day per diem.
5. How do coffee, refreshments, mini bar, etc. relate to per diem? Example: Would you allow a Starbucks Coffee for \$4 to be reimbursed as breakfast if it was the only expense turned in as breakfast and was within your maximum limit?
6. Is your staff allowed to make their own travel arrangements or is a staff person assigned to make all travel arrangements including hotel reservations, registration for conferences, flights, etc.?
7. Valet parking is normally a higher rate than self parking. Will your agency reimburse employee the higher priced valet parking if used or only up to the self parking rate?

Answers:

	Dollar limit per day for meals	Do you reimburse based on receipts or flat amount?	Do you reimburse for tips?	If yes, is tip included in \$ per day limit?	Can employee keep per diem if not used?	Do you have a set limit for individual meals	Coffee, mini bar allowed in per diem?	Do you pay for valet parking as opposed to self	Who makes travel arrangements?
COGS									
Fresno	\$40.00	receipts	no	xx	no	no	yes	Hasn't come up	both
Kings	\$43.00	receipts	no	xx	no	yes=B \$8 L \$12, D \$23	yes		staff makes own
Korn	\$45.00	flat	yes	yes	yes				
Madera	\$40.00	receipts	no	xx	no	no	yes	Only if self not available	both
Merced	\$34 *	receipts	no	xx	no	no	yes	Only if self not available	both
Stanislaus	\$52.00	receipt to max per meal	yes	yes	no	yes= B \$12, L\$15, D\$25	yes	Only if self not available	admin asst
San Joaquin	\$55.00	2 options	yes	on top of	as if flat option cho	yes= B \$10, L\$15, D\$30	yes	Only if self not available	support staff
Other									
City of Clovis	\$60 & \$75	2 options	yes	yes	yes if flat option	no	yes	Only if self not available	both
City of Fresno	\$42 & \$48	2 options	no	xxx	option 1	no			
County of Fresno	\$45 & 58	receipts	yes	yes	no	yes= B \$9, L \$11, D \$25			
						High area			
						B \$12, L\$14, D \$32			

* Bound by Merced County rates, which are currently under review

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Fresno COG 2007 One Voice - Project Recommendations

Project/Bill/Account	Project Description	Project Location	Total Request	Applicant
Friant Corridor Road Widening <i>TTHUD (TCSP)</i>	Widen two-lane road to four-lane divided road with class II bicycle lanes.	Friant Rd. Copper/Millbrook Aves to Millerton Rd.	\$3,500,000	Fresno County Public Works.
State Route 180 - Temperance to Academy Ave. <i>TTHUD (STP)</i>	Completion of construction of the segment of SR 180 from Temperance to Academy	Southeast Fresno County	\$5,000,000	City of Sanger
Golden State Corridor Ec. Dev. Infrastructure <i>TTHUD (STP)</i>	Roadway rehabilitation, improvements and enhancements to facilitate economic development.	Golden State Boulevard through Kingsburg, Selma, Fowler, and portions of Fresno Co.	\$2,750,000	Fresno County Public Works
Highway 269 Bridge Project <i>TTHUD (STP)</i>	Build a 500 foot bridge across the Arroyo Pasajero Creek	City of Huron	\$1,500,000	I-5 Business Development Corridor
Westside Vocational Center <i>TTHUD (ED)</i>	Build a 20,000 sq. ft flexible vocational facility to provide trade skills training to low income area of county.	City of Mendota	\$3,000,000	I-5 Business Development Corridor
Recycled Water Master Plan System - Phase C <i>Interior (EPA-STAG)</i>	Complete build-out of main water transmission lines. Developed in 5 phases - Total Cost - \$35 million	City of Clovis	\$2,300,000	City of Clovis
The following projects are considered more policy oriented:				
Future of the 144th Fighter Wing, California Air National Guard <i>Defense (Authorization)</i>	To assign F-15 aircraft to the 144th Fighter Wing to replace the F-16 dated to expire in the year 2012.	Fresno Yosemite International Airport	\$0	City of Fresno
Fresno Yosemite International Airport <i>DHS (Authorization)</i>	Establish FYI as an international Port of Entry (POE) with the US Dept. of Homeland Security, Customs and Border Protection Agency (CBP)	Fresno Yosemite International Airport	\$0	City of Fresno - Dept. of Airports
Mendota Federal Correctional Institution <i>(Byrne-JAG)</i>	Completion of correctional institution	City of Mendota	Restoration of \$87,000,000	City of Mendota

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Appendix G – Citizen Oversight Committee

Committee Purpose

To inform the public and to ensure that the Measure "C" funding program revenues and expenditures are spent as promised to the public.

Administrative Issues

Committee Formation

- The Committee will be formed within 6 months upon approval of the Measure "C" Extension by the voters of Fresno County in November 2006.
- The Citizen Oversight Committee (Committee) shall not be amended out of the Expenditure Plan.
- Meetings will commence when Measure "C" Extension revenues are recommended for expenditure; including Expenditure Plan updates.

Selection and Duties of Committee Chair and Vice Chair

- The Committee shall select a Chair and Vice Chair from the members, each of whom shall serve a one (1) year term.
- The duties of the Chair will be to call meetings, set agendas, and preside over meetings.
- The duties of the Vice chair will be to perform the same duties described above in the absence of the Chair.

Committee Meetings

- The Committee will hold one formal meeting annually, with additional meetings scheduled as needed by the Committee.
- All Committee meetings must be held in compliance with the Brown Act.
- All meetings will be conducted as per "Robert's Rules of Order."

Subcommittee Requirements

- Subcommittees: the Committee may elect to form subcommittees to perform specific parts of its purpose.
- All subcommittees shall have an odd number of members so that tie votes are less likely.

Committee Membership and Quorum

- Membership - The Committee shall be composed of thirteen (13) members including:
 - Six (6) at-large public members:
 - ◆ Five (5) who must each respectively reside in each one of the five Fresno County Supervisorial Districts; and
 - ◆ Three (3) must reside in the Fresno-Clovis Metropolitan Area (FCMA); and
 - ◆ Two (2) must reside in the unincorporated rural area of the county, one from the east side and one from the west side of the county.
 - ◆ One (1) must reside in an incorporated city outside of the FCMA.
 - Seven (7) members who must each be representatives drawn from a diverse mix of interested community organizations. The members are expected to provide a balance of viewpoints.
- Quorum
 - A Quorum will be no less than seven (7) members of the Committee.

- An action item of the Committee may be approved by a simple majority of the quorum present.

Membership Selection

Selection Committee

- Oversight Committee members will be selected by the Fresno County Mayors' Selection Committee (the 15 mayors within Fresno County) and the Chair of the Fresno County Board of Supervisors.

Recruitment Process

- Each year as terms of various members expire or as vacancies occur, annual postings of membership openings will be noticed 60 days in advance of the application process pursuant to Public Utilities Code Section 99238.
- Potential members must submit an application to the Selection Committee.
- The Selection Committee will screen all applications and approve candidates for membership on the Committee.

Term of Membership

- Terms of membership will be for four (4) years. No member may serve more than eight (8) years.
- Members will not be compensated for their service on the Committee.
- In an effort to maintain Committee member consistency, during the first four (4) years of the Committee, terms will be staggered with six (6) of the members to serve a four-year term, seven (7) of the members to serve a two-year term. Such assignment of terms shall be made by the Selection Committee at time of appointment.
- Members who are not in attendance for two (2) consecutive meetings or are not present at 50% of the Committee meetings over a 12-month period shall be replaced with a new member selected by the Selection Committee.
- If a member position on the Committee becomes vacant, the Selection Committee will fill the vacant position within 90 days of the date when the position became vacant.
- No proxy voting will be permitted.

Eligibility

- U.S. citizen 18 years of age or older who resides in Fresno County.
- Not an elected official at any level government.
- Not a public employee from Fresno County, nor of any of the incorporated cities, in Fresno County, Caltrans, the Fresno County Transportation Authority (Authority), or the Council of Fresno County Governments (Fresno COG).
- Restricted to individuals without economic interest in any of the Authority's projects.
- Must submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the Authority.

Staffing

- Fresno COG will staff the Committee and provide technical and administrative assistance to support and publicize the Committee's activities, with the staff assignment subject to approval of the Committee.

- Fresno COG services and any necessary outside services will be paid using the Fresno County Transportation Authority's Measure "C" Extension Administration Program revenues.
- Expert staff may be requested to provide information and make presentations to the Committee, as needed.
- The cities and County of Fresno shall each provide to the Citizen Oversight Committee, on an annual basis for a specific time period prescribed, and in a timely fashion at least two weeks prior to the meeting of the Citizen Oversight Committee, a specific report on the local jurisdiction's planned budget for Measure "C" fund expenditures and financial report on the use of those funds.
- The precise format of the report may be based on similar report formats for other jurisdictional monitoring, but must be separate from the comprehensive agency budgets and general and enterprise fund financial reports of the cities and the County of Fresno and will be prescribed by the Citizen Oversight Committee.

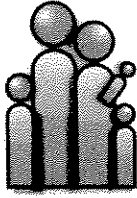
Responsibilities

The Committee may receive, review and recommend any action or revision to plans, programs, audits or projects that is within the scope of its purpose stated above. Specific responsibilities include:

- Receive, review, inspect, and recommend action on independent financial and performance audits related to the planning and implementation of the Measure "C" Extension program.
- Receive, review, and recommend action on other periodic reports, studies and plans from responsible agencies including the Authority, Fresno COG, the Cities, the County or other agencies. Such reports, studies and plans must be directly related to Measure "C" Extension programs, revenues, or expenditures.
- Review and comment upon Measure "C" Extension expenditures to ensure that they are consistent with the Expenditure Plan.
- Annually review how sales tax receipts are being spent and publicize the results.
- Present Committee recommendations, findings, and requests to the public and the Authority

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Human Resource Connect.Org

"The Right Connection at the Right Time"

490 S. Clovis Ave Suite 104

Fresno, CA 93727



Design & Ecology 디앤에코

MEMORANDUM

To: Barbara Goodwin
Executive Director, Fresno COG

From: Miguel A. Lopez
President and CEO
Human Resource Connect / Corporate Relocator Program
DnEco California USA Representative

Re: Presentation before COG by DnEco Company regarding Advanced Waste Water Treatment Technology

Date: January 2, 2007

A request for a presentation from Mayor Victor P. Lopez, Mayor for the City of Orange Cove and member of COG has been requested for Dr. GiRyong Jung, President and CEO / President Overseas Business for DnEco Company, Ltd regarding an advanced technology related to waste water treatment.

We are forwarding to you an abbreviated description on our waste water technology which has been recognized as innovative and cost effective technology by the California State Water Resources Control Board, and the US Department of Housing and Urban Development (HUD). This technology has been presented to these agencies as well as to other members of the private and public sector in California e.g., Western Dairy Association, California Department of Food and Agriculture, Tulare County, and the San Joaquin Valley Air Pollution Control District in Fresno, California, the Regional Water Quality Control Board, Central Valley Region 5, and all have acknowledge that the technology is very much in need and welcomed.

We would like to preface to members of COG that the DnEco Technology has several applications; 1.) It is being used for septic and traditional waste water sewage processing for human; 2.) It is being used for waste water treatment for the food processing industry; and 3.) It is being used for livestock waste water treatment. At the presentation we will focus on the sewage waste water treatment plant capabilities.

The Rotating Activated *Bacillus* Contactor (RABC) is a process for waste water treatment for the aforementioned, a sewage processing technology of the Retiform Rotating Micro Organism Contact Tank and Biological Reaction Tank application.

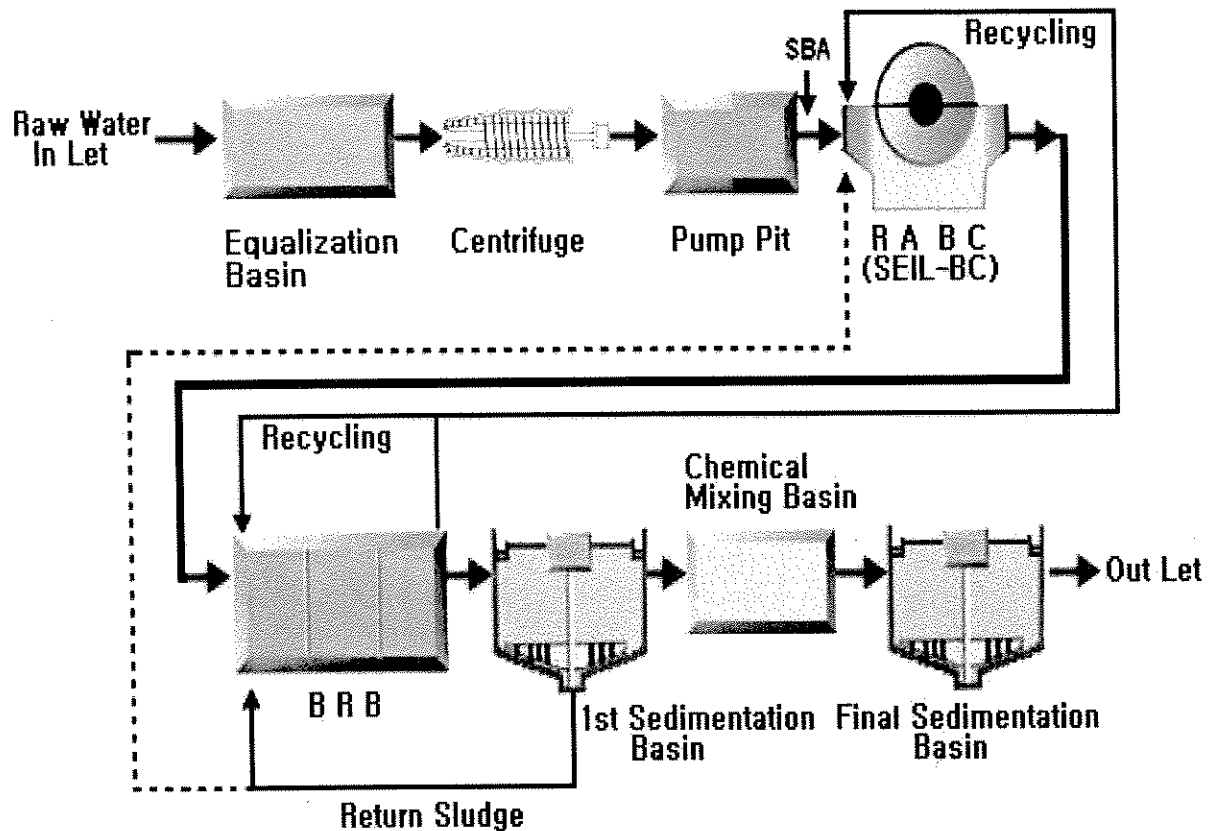
Introduction of the Technology

The RABC (Rotating Activated *Bacillus* Contactor) method is an advanced technology and sewage process technology that uses the *Bacillus Sp.*, the rotating micro-organism contact tank and the Biological reaction tank, and removes highly concentrated organic matter, nitrogen and phosphates. Please see the schematic for your review.

Treatment SYSTEM

Process:

RABC



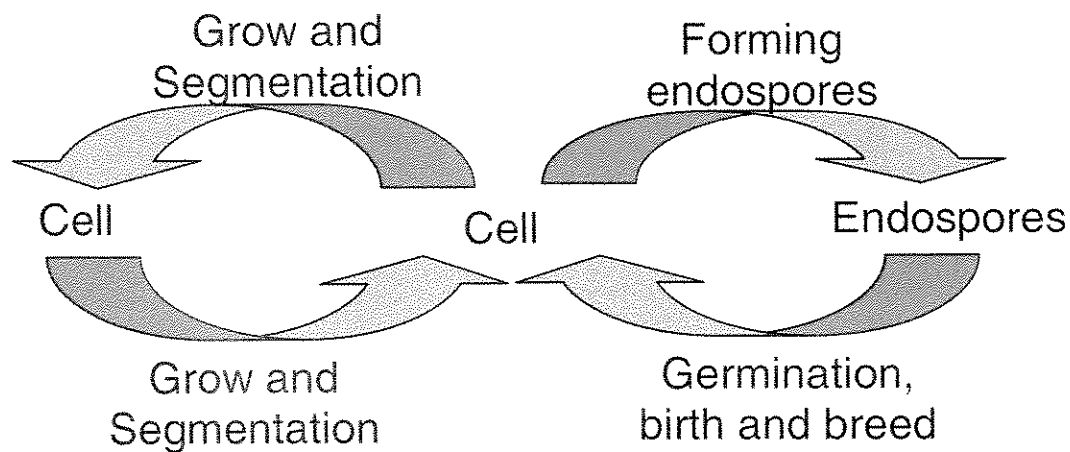
Characteristics and Strengths

- ▶ *Bacillus Sp.* based technology maximizes the efficiency of the process using the *Bacillus S.*
- ▶ Combination of bio film and floating growth strengthens the change of temperature and load or organic matter due to the RABC (Bio Film) and the Biological Reaction Tank (floating) (See Schematic)

- Biological, chemical and mechanical processes all linked, capable of processing livestock waste and sewage composed of highly concentrated, not easily decomposable matter.

Fundamental Principle of the Technology

- Characteristics of the *Bacillus Sp* absorbs organic matter, ammonium ($\text{NH}_4\text{-N}$) and phosphorous ($\text{PO}_4\text{-N}$) directly and grows in the form of filament and when the environment becomes harsh, it forms endospores to survive.
- Strong hydrolysis enzymes are being formed when cells grow and take segmentation which will turn the bio-non degradable organics into degradable matters.



- Intracellular Polymeric Substances (EPS) are formed when the endospores are created which destroy E-Coli.
- The DnEco technology totally eliminates all offensive odors which will be removed perfectly by the *Bacillus Sp.*, so that deodor facilities will not be required.

The major features associated with this technology are the stable and high removal of BOD, TN, TP for a high fluctuation of loading – small area required for the installation of the process facility and highly convertible to the conventional activated sludge process – easy maintenance and low running cost (about 40% less), and no facility required for deodorization and disinfection. And the benefits of the DnEco Bio System can provide for the improvement in the quality of public health through the advanced environmental technologies and acquired high quality of water resources.

Please be advised that a major hallmark of this technology is its ability to process water beyond tertiary and grey water standards within hours, returning over 90% of the water, which can be very beneficial to municipality, food processors, and livestock operations. Another key factor is the emerging processing of sludge converting it through nitrification to a highly concentrated granule of valuable organic nitrogen fertilizer. It may also be of interest to the clients operation to know that the processed water quality is

potable, and can be reused by the client in their operation. This eliminates the need for evaporation ponds and saves a tremendous amount of water for other purposes. This process eliminates ponding basins and lagoons, and totally eliminates additional EIR's. Another key hallmark is that we have been approved by the state to disperse the effluent into any public domain water body such as a reservoir, irrigation canal or river due to our technology's de-chlorinization capabilities.

In closing we hope that we have been able to provide you with sufficient information about our technology, a technology that has been tested and proven, with well over 31 plants in operation in South Korea, with more going up in Japan and China, and Europe, and 3 in California. We will also be collaborating with California State University Fresno's Water Technology Department, we feel confident that DnEco can be a valuable part of any equation that will prevail in making the process of waste water treatment, a more efficient and environmental friendly one to all those concerned.

If you should have any questions, please feel free to contact me at 559.255.8617 or by my cell phone at 559.360.7445, or by e-mail at Miguel_lopez@go2hrc.org. We will wait for your response, and we look forward to meeting with you and members of COG to further elaborate on this cutting edge technology.

With Warmest Regards,
Miguel A. Lopez
President and CEO
Human Resource Connect.Org / Corporate Relocator Program
DnEco California USA Representative

POLICY ADVISORY COMMITTEE

IV. OTHER BUSINESS

Presentation Request Form

ALL REQUESTS MUST BE TYPEWRITTEN:

At the March 2005 Council of Fresno County Governments' Policy Board meeting the following procedure was adopted for presentations.

For persons wishing to appear before the Transportation Technical Committee, Policy Advisory Committee or Policy Board the following procedure should be used:

For presentations beyond the regular three minute presentation, under Public Presentations, a letter, including this form and supporting materials, should be submitted to the Chair of the Committee at 2035 Tulare Street, Suite 201, Fresno, CA 93721, detailing the subject matter and action to be taken by the Board and other pertinent details. In particular the letter should state why the Committee/COG Policy Board is the entity where this presentation needs to occur. Staff will schedule requests for each meeting, but limit the presentations to two per meeting, and the presentations themselves would be limited to five minutes each, and be placed at the end of the business agenda. Persons requesting more than five minutes may need special consideration.

NAME/TITLE: _____

AGENCY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

PRESENTATION DATE REQUESTED: _____

SUBJECT: _____

PURPOSE OF PRESENTATION: _____

LENGTH OF PRESENTATION: _____

SUPPORT DOCUMENTS: _____

ACTION REQUIRED: _____

If you have any questions, please contact our office at 559-233-4148.

Signature

Date

