



San Gabriel Valley Council of Governments

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City Managers' Steering Committee Minutes

Date: June 1, 2011

Time: 12 noon

Location: West Covina City Hall

1.0 Preliminary Business

Members Present:

Alhambra	J. Fuentes, J. Keating
Diamond Bar	J. DeStefano
El Monte	R. Bobadillo
La Canada Flintridge	M. Alexander, D. Jordan
San Gabriel	S. Preston, M. Marlowe
San Marino	M. Ballantyne
Walnut	R. Wishner
West Covina	A. Pasmant, C. Freeland

Members Absent:

Covina
Glendora
Rosemead
San Dimas

Guests:

P. Hubler, ACE
C. Monteroy, ACE
L. Narcisso, Vasquez & Co.
L. Waddle, Vasquez & Co.

SGVCOG Staff:

N. Conway, Executive Director
M. Creter, Staff
R. Jones, Jones & Mayer

2.0 Public Comment

There were no comments from the public.

3.0 Changes to Agenda Order; Identify Subsequent Need or Emergency Items

4.0 Consent Items

4.1 Minutes from May 11, 2011 meeting

The Committee requested that the minutes from May be revised to reflect C. Freeland's absence. Pending that change, the minutes were approved (M/S/C: S. Preston/ J. Destefano/Unanimous).

5.0 Discussion Items

5.1 SGVCOG/ACE FY 2010-2011 Financial Audit

Staff from Vasquez and Company provided an overview of the scope of work for the SGVCOG and ACE's upcoming FY 2010-11 audit. The Committee discussed the need to consider expanding the scope of the audit to review additional areas (such as procurement) or include additional testing.

Motion to recommend that the Governing Board procure the services of an audit firm or individual to provide an independent, third party evaluation of existing SGVCOG policies and procedures related to grants management and to provide recommendations to ensure consistency with federal and state reporting requirements.(M/S/C: M. Alexander/ S. Preston/Unanimous).

- 5.2 SCE California Long-Term Energy Efficiency Strategic Plan (CEESP) Grant
SGVCOG staff reported on the procurement and evaluation process. Staff indicated that the Proposal Review Committee was recommending award of contract to PMC. The Steering Committee reviewed the decision-making process for selecting a single vendor to perform all work.

The Steering Committee requested that staff distribute the draft staff report to the Steering Committee members prior to the Governing Board meeting in order to assist City Managers in answering any questions raised by Governing Board members.

6.0 Closed Session

- 6.1 Discussion of SGVCOG Audit by Caltrans pursuant to Government Code section 54956.9(b)(1).
There was no action take on this item.

7.0 New Business items for Next Regular Meeting

8.0 Announcements

9.0 Next Meeting

10.0 Adjourn

The meeting adjourned at 1:30 p.m.