



**Santa Cruz County  
Regional Transportation Commission  
Budget and Administration/Personnel Committee**

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**SPECIAL MEETING  
MINUTES**

**Thursday, May 11, 2017  
3:00 PM**

CAO's Conference Room  
701 Ocean Street. 5<sup>th</sup> floor  
Santa Cruz CA 95060

The meeting was called to order by Committee Chair Schiffrin at 3:07

Members Present

Commissioner John Leopold  
Commissioner Alternate Virginia Johnson  
Commissioner Alternate Patrick Mulhearn  
Commissioner Alternate Tony Gregorio  
Commissioner Alternate Andy Schiffrin

RTC Staff

George Dondero  
Luis Mendez  
Yesenia Parra  
Daniel Nikuna

1. Introductions-Self introductions were made
2. Additions or changes to consent and regular agenda  
Replacement pages for item 5 were distributed.
3. Oral communications

**CONSENT AGENDA**

Commissioner Alternate Mulhearn moved and Commissioner Alternate Johnson seconded the consent agenda. The motion passed unanimously with Commissioner Alternate's Mulhearn, Johnson, Gregorio and Schiffrin voting "aye."

4. Approved minutes of the March 9, 2017 committee special meeting
5. Accepted Fiscal Year (FY) 2016-17 third quarter warrants and monthly credit card reports

**REGULAR AGENDA****6. Amendments to the Regional Transportation Commission's (RTC) Rules and Regulations and Administrative and Fiscal Policies**

Deputy Director Luis Mendez noted that staff is recommending updates to the RTC' Rules and Regulations and the Administrative Fiscal Policies. The changes to the Rules and Regulations are due to some legislative changes specifically as it relates to SB508 Transportation Development Act (TDA) and State Transportation Act (STA) fund distribution and changes within the RTC operations. He said that more changes are likely to take place in the near future due to Measure D requirements and additional changes to STA. Administrative Policy changes are also due to RTC operation changes and direction from Commissioners.

Commissioner Leopold arrived.

Commissioners discussed the need for transparency when staff is approved for travel or training and the need to update the document fee schedule to reflect actual cost no to exceed \$100 per year.

Commissioner Alternate Virginia Johnson motioned and Commissioner Leopold seconded the staff recommendations to recommend to the Regional Transportation Commission to:

1. Approve the draft revised RTC Rules and Regulations and
2. Approve the draft revised RTC Administrative and Fiscal Policies with the change to the provision for out of state travel to be modified such that advance approval by the RTC Board for out of state travel would not be required but reporting to the RTC would be and to update the document fee schedule for RTC agenda packets not to exceed \$100.

Motion passed unanimously with Commissioner Leopold, and Commissioner Alternates Mulhearn, Johnson, Gregorio, and Schiffrin voting "aye".

**7. Measure D Policies and Procedures**

Deputy Director Luis Mendez reviewed the draft Measure D policies and Procedures.

Commissioners directed staff to ensure the policies are consistent with the ordinance and to include language to allow building a reserve. They also directed staff to include language in the inter-fund exchange to ensure project categories have access to funds from all allocations.

**8. Measure D 30-Year Revenue Estimate**

Deputy Director Luis Mendez reviewed the method used to determine the estimates noting that a long term history for growth was used which shows a higher estimate than last presented.

Commissioners expressed their gratitude for the increase in the estimate.

9. Adjournment –the meeting adjourned at 3:45pm

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, June 8, 2017 at 3:00 p.m. in the CAO's Conference Room, 701 Ocean St. 5<sup>th</sup> floor, Santa Cruz CA

Respectfully submitted,

Yesenia Parra, Staff