



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

**SPECIAL MEETING
MINUTES**

**Thursday, March 8, 2018
3:00 PM**

CAO Conference Room
701 Ocean Street, 5th floor
Santa Cruz CA 95060

The meeting was called to order by Committee Chair Schiffrin at 3:05 pm

Members Present

Commissioner Jacques Bertrand
Commissioner Alternate Virginia Johnson
Commissioner Alternate Dave Reid
Commissioner Alternate Patrick Mulhearn
Commissioner Alternate Tony Gregorio
Commissioner Alternate Andy Schiffrin

RTC Staff

George Dondero Daniel Nikuna
Luis Mendez
Yesenia Parra

1. Introductions-Self introductions were made.
2. Additions or changes to consent and regular agenda
Additional page for item 4 and replacement pages for items 7 were distributed.
3. Oral communications-none

CONSENT AGENDA

Commissioner Alternate Virginia Johnson moved and Commissioner Jacques Bertrand seconded the consent agenda. The motion passed unanimously with Commissioner Bertrand, and Commissioner Alternates: Mulhearn, Schiffrin, Gregorio, and Johnson voting "aye".

4. Accepted Fiscal Year (FY) 2017-18 second quarters warrants and monthly credit card reports
5. Accepted Indirect Cost Allocation Plan (ICAP) Audit Report

Committee discussed the meaning of indirect cost and how it was derived. They also discussed extension letter request and policy for announcements of Request for Proposal's (RFP).

Mr. Mendez also informed the committee about the State CMIA audit for the Highway 1 soquel/Morrissey auxiliary lanes project.

6. Accepted monthly TDA revenue report

REGULAR AGENDA

7. Amendments to the Fiscal Year (FY) 2017-18 Budget & Work Program and the Measure D 5-year Program of Projects for the Rail Corridor

Deputy Director Luis Mendez presented the staff report. He noted that the proposed amendments included additional funds in the administrative budget for the high volume of recruitments that includes the Executive Director and Fiscal Officer recruitments. He also noted the staff recommendation to borrow, interest free, from Regional Surface Transportation Program (RSTPX) funds to cover costs for the storm damage repairs. He reminded the committee that the RTC will be requesting FEMA reimbursement. Mr. Mendez also noted changes to the Measure D 5-year plan to cover costs associated with Unified Corridor Investment Study (UCS) and storm damage costs.

Commissioners discussed the need to set aside funds for local match to FEMA funds and the concern that the rail study and UCS study costs have been rolled into the Measure D rail bucket

Commissioner Bertrand moved and Commissioner Alternate Reid seconded staff recommendation to:

1. Approve the FY 2017-18 Budget and Work Program as shown on Attachment 1;
2. Amend the FY 2017-18 Measure D 5-year Program of Projects for the rail corridor as shown on Attachment 2 to cover costs associated with the Unified Corridor Investment Study and storm damage repair; and
3. Approve short-term interest-free borrowing from the Regional Surface Transportation Program (RSTP) Exchange fund to front storm damage repair costs until reimbursement is received from the Federal Emergency Management Agency (FEMA.)

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

8. Fiscal Year (FY) 2018-19 proposed budget
(Luis Mendez, Deputy Director)

Deputy Director Luis Mendez presented the staff report noting that based on the Auditor Controller estimate, Transportation Development Act funds (TDA) are expected to increase by about 4.6 %. This will increase TDA allocations to recipients by 4.5% except for the Cities and County as they receive funds based on population formulas. He also noted an increase in Freeway Service Patrol (FSP) funds due to funds from Senate Bill (SB) 1. He explained the SB1 distribution formulas and noted that the RTC will also be submitting a proposal for the competitive process for FSP funds. Mr. Mendez also reported that the Hwy 1 EIR will be completed this year and the 41st to Soquel Auxiliary Lanes project will go out for design as well as advancing any other possible projects. He reviewed the Measure D revenues noting that the overhead rate approved from Caltrans is lower therefore more funds are available.

Commissioners discussed concerns with the low percentage being used for RTC reserves; concerns with the lack of congestion data on Highway 17; increasing costs for retirement benefits and whether the RTC will have to certify the Highway 1 environmental documents.

Commissioner Jacques Bertrand moved and Commissioner Alternate Virginia Johnson seconded staff recommendation that the Santa Cruz County Regional Transportation Commission (RTC) approve the proposed FY 2018-19 RTC budget as shown on Attachment 1 and that the RTC direct staff to conduct a study of the appropriate percentage for RTC reserves; and that staff work with Caltrans to improve congestion data on Highway 17.

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

9. Adjournment-meeting was adjourned at 4:10pm

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, April 12, 2018 at 3:00 p.m. in the CAO's Conference Room, 701 Ocean St. 5th floor, Santa Cruz CA

Respectfully submitted,

Yesenia Parra, Staff