



**Santa Cruz County
Regional Transportation Commission
Measure D Taxpayer Oversight Committee**



**Draft Minutes
Monday, May 13, 2019
6:00 p.m.
Location: RTC Conference Room
1523 Pacific Ave, Santa Cruz, CA**

Taxpayer Oversight Committee Members

Representing	Name
Supervisory District 1	Janet Edwards, Vice Chair
Supervisory District 2	Michael Machado, Chair
Supervisory District 3	Abel Rodriguez
Supervisory District 4	Carmen Herrera Mansir
Supervisory District 5	Todd Guin

1. Call to Order: Chair Michael Machado called the meeting to order at 6:00 p.m.
2. Introductions

Members Present:

Janet Edwards, District 1
Michael Machado, District 2
Todd Guin, District 5

Members with Excused Absence:

Abel Rodriguez, District 3

Members with Unexcused Absence:

Carmen Herrera Mansir, District 4

Staff:

Rachel Moriconi, Senior Transportation Planner
Shannon Munz, Communications Specialist
Tracy New, Director of Finance and Budget
Guy Preston, Executive Director

Guests:

Kirk Ance, Lift Line Program Director, Community Bridges
Jessica Cassidy, Transportation Program Manager, Monterey Bay Economic Partnership

Barrow Emerson, Planning and Development Director, METRO
Kailash Mozumder, PW Project Manager, City of Capitola
Doug Underhill, Chief Finance Officer, Community Bridges

3. Additions, deletions, or other changes to consent and regular agendas: None

CONSENT AGENDA

A motion (Edwards/Guin) was made to approve the consent agenda. The motion passed unanimously with members Edwards, Machado, and Guin voting in favor.

4. Approved Minutes of the March 25, 2019 Oversight Committee meeting

REGULAR AGENDA

5. Verbal Updates from Recipient Agencies
 - a. Community Bridges Lift Line
Kirk Ance, Lift Line Program Director, reported that the organization has used Measure D funds to expand service by adding two additional drivers resulting in 420,056 rides for seniors and people with disabilities. They used Measure D funds for a new driver training program and to hire a new executive assistant to help with dispatching and outreach. Their Measure D funds were also used to leverage grant funds that allowed them to purchase two new electric 16-passenger vehicles, and to install two EV charging stations in Watsonville that will be available for other transit agencies and the public to use. Additionally, they are in escrow on a property to house a new operations facility and are using some of their Measure D funds for this.
 - b. City of Capitola
Kailash Mozumder, Public Works Project Manager, reported that the city has completed two projects using Measure D funds – green bike lanes and citywide pavement slurry seal on several streets. They have two projects queued up for this year using their Measure D funds– the Park Avenue sidewalk project and the Brommer Street improvement project.
 - c. Santa Cruz Metropolitan Transit District
Barrow Emerson, Planning and Development Director, reported that METRO used approximately \$1.3 million of their Measure D funds for operations to fund nine fixed-route operators and one Paracruz operator. Approximately \$2 million of their Measure D funds is spent on buying, repairing and refurbishing busses and Paracruz vehicles. Additionally, with over 60% of their vehicles over 12 years old, they created a \$3 million a year bus replacement fund using Measure D and SB1 funds, and they spent approximately \$100,000 to get a matching grant to purchase a Paracruz van.
6. FY17/18 Fiscal Audits – *Continued from March 25, 2019 meeting*

Rachel Moriconi, RTC Senior Transportation Planner, gave committee members an opportunity to ask questions on the audits and expenditure reports they received at the last meeting. No committee members had questions.

7. Annual Report/Findings for Fiscal Year 2017/18

Shannon Munz, RTC Communications Specialist, presented the committee with a draft annual report prepared by staff based on direction from committee members at the March meeting. The draft report included a letter from the committee, prepared by Chair Machado, on their findings regarding the FY17/18 Measure D expenditure and audits. It also included a Measure D overview and highlights of projects funded by the measure in FY17/18. Shannon asked committee members to provide feedback on the draft report and approve its content.

Chair Machado asked that the two tables showing fund distribution and expenditures be merged together and that staff double check all of the numbers in the table. Rachel Moriconi, RTC Senior Transportation Planner, suggested that a column for interest earned be added to the table and committee members agreed.

With these changes made to the draft report, all committee members approved the report and its content. Chair Machado asked that committee members provide their signatures to be included in the report. He also asked that staff make all the suggested changes to the report and resend to all committee members for a final review.

8. Audit Guidance

At the March 2019 meeting, committee members requested that staff look at the auditing process, including how much it costs each agency to do separate Measure D audits each year, if it would be possible and how much it would cost to centralize the audits rather than having each agency do them separately, and/or if it would be possible for each agency to combine their Measure D audit with their overall agency audits.

Tracy New, RTC Director of Finance and Budget, reported to committee members that the ordinance states that no less than annually an independent audit shall be conducted by each agency receiving Measure D funds, so the audits can not be centralized. Tracy reported that the agencies receiving Measure D funds may combine their Measure D audit with their overall agency audit to cut down on costs.

9. Committee Member Oral Communications: None

10. Public Comment on Matters Not on the Agenda: None

11. Next meetings: The committee will meet again in February/March of 2020, once FY18/19 audits and expenditure reports are available for review.

12. Adjourn: The meeting adjourned at 7:45 p.m.