



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



**Special Meeting**

**AGENDA  
Wednesday, April 6, 2022  
5:00 p.m.**

**\*TELECONFERENCE AND VIDEO CONFERENCE MEETING ONLY\***

**Zoom meeting login information:**

**Web:**

<https://us02web.zoom.us/j/83022561413?pwd=ZDFoazc3ZlJtMWZHK2lYMUVzWG90Zz09>

**Dial-in:** +1 669 900 9128

**Meeting ID:** 830 2256 1413

**Passcode:** 164992

*Materials will be posted online at: <https://sccrtc.org/meetings/measure-d-taxpayer-oversight-committee/>*

*Due to precautions associated with COVID-19, and following current state law (AB361) regarding the Brown Act, the Committee meeting will be held by teleconference only. Members of the public can listen and participate in meetings over the phone and through the internet.*

**NOTE:**

- *See the last page for details about access for people with disabilities, translation services and meeting broadcasts.*
- *En Español: Para información sobre servicios de traducción al español, diríjase a la última página.*
- *Agendas Online: To receive email notification when the RTC Measure D Taxpayer Oversight Committee meeting agenda packet is posted on our website, please call (831) 460-3200 or visit <https://sccrtc.org/about/esubscriptions/>*

**Taxpayer Oversight Committee Members**

<b>Representing</b>	<b>Name</b>
Supervisory District 1	Sandra Skees

Supervisory District 2	Jake Farrar
Supervisory District 3	Phillip Hodsdon
Supervisory District 4	Trina Coffman Gomez
Supervisory District 5	Andre Duurvoort

1. Call to Order
2. Introductions
3. Additions, deletions, or other changes to consent and regular agendas

### **CONSENT AGENDA**

*All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the Committee or public wishes an item be removed and discussed on the regular agenda. Members of the Committee may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other committee member objects to the change.*

4. Approve Minutes of the March 29, 2021 Oversight Committee meeting
5. Approve Minutes of the March 30, 2022 Oversight Committee meeting

### **REGULAR AGENDA**

6. Fiscal Year 2020/2021 (FY20/21) Measure D Audits and Expenditure Reports (***continued from the March 30, 2022 meeting***-see 3/30 [agenda packet](#) for staff report and attachments)  
(Tracy New, Fiscal and Rachel Moriconi, Planning)
  - a. Staff Report
  - b. Attachments
    1. Consolidated Measure D Expenditure Report Summary FY20/21 –
    2. FY20/21 Reports from recipient agencies, including Audited Financial Statements and Expenditure Reports (*Attachment 2 files are online at: <https://scrtc.org/funding-planning/measured/taxpayer-oversight/>*)
      - a) City of Capitola
      - b) City of Santa Cruz
      - c) City of Scotts Valley
      - d) City of Watsonville

- e) County of Santa Cruz
  - f) Community Bridges Lift Line
  - g) Santa Cruz Metropolitan Transit District (METRO)
  - h) RTC Regional Projects
3. RTC Regional Project Fact Sheets
7. Oversight Committee Annual Report (**continued from the March 30, 2022 meeting**-see 3/30 [agenda packet](#) for staff report and attachments)  
(Shannon Munz, Communications Specialist)
- a. Staff Report
  - b. Attachments
    - 1. TOC FY19/20 Annual Report
8. Committee Member and Staff Comments or Questions
9. Public Comment on Matters Not on the Agenda

*Any member of the public may address the Committee on any item within the jurisdiction of the Committee that is not already on the agenda. At the discretion of the chair, the amount of time for oral communications may be limited. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.*

*Speakers are requested to state their name clearly so that their names can be accurately recorded in the minutes of the meeting.*

10. Next meetings
11. Adjourn

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**HOW TO REACH THE RTC OR MEASURE D OVERSIGHT COMMITTEE:**

*Santa Cruz County Regional Transportation Commission  
1101 Pacific Avenue, Ste. 250, Santa Cruz, CA 95060; phone: (831) 460-3200 / fax  
(831) 460-3215 / email: [info@sccrtc.org](mailto:info@sccrtc.org) / website: [www.sccrtc.org](http://www.sccrtc.org)*

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*attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format.*

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



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**DRAFT MINUTES  
Monday, March 29, 2021  
6:00 p.m.  
Location: ZOOM**

**Taxpayer Oversight Committee Members**

<b>Representing</b>	<b>Name</b>
Supervisory District 1	Sandra Skees
Supervisory District 2	Michael Machado
Supervisory District 3	Phillip Hodsdon
Supervisory District 4	Jenny Sarmiento
Supervisory District 5	Andre Duurvoort

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

**Members Present:**

Sandra Skees, District 1  
Michael Machado, District 2  
Phillip Hodsdon, District 3  
Jenny Sarmiento, District 4  
Andre Duurvoort, District 5

**RTC Staff:**

Luis Mendez, Deputy Director  
Rachel Moriconi, Senior Transportation Planner  
Shannon Munz, Communications Specialist  
Tracy New, Director of Finance and Budget

**Guests:**

Jim Malberg, Finance Director, City of Capitola  
Kailash Mozumder, Public Works Project Manager, City of Capitola  
Melissa Hartman, member of the public

3. Additions, deletions, or other changes to consent and regular agendas: Public comment from Linda Wilshusen distributed on Item 5 regarding the annual report content.

### **REGULAR AGENDA**

4. Fiscal Year 2019/2020 (FY19/20) Measure D Audits and Expenditure Reports – Part 2

Rachel Moriconi, RTC Senior Transportation Planner, provided a summary of the FY19/20 fiscal audits and expenditure reports from Measure D recipient agencies. Funding agreements with recipient agencies require each agency receiving Measure D revenues to annually provide an expenditure report and audited financial statements showing how Measure D funds were spent in the prior fiscal year.

Rachel Moriconi discussed how the RTC administers funds for the Measure D regional funding category which includes Highway 1, rail, active transportation (Monterey Bay Sanctuary Scenic Trail), the Highway 17 Wildlife Crossing, and Highway 9 projects. She said that in FY19/20, most Measure D funds were spent on project development required to get regional projects ready for construction, including environmental review and design. Funds were also provided to Caltrans to initiate a Project Initiation Document for Highway 9 complete streets projects.

In response to a question from Chair Machado regarding the City of Capitola's 5-year plan, Kailash Mozumder, Public Works Project Manager for the City of Capitola, said that the city plans to put their upcoming funding into their street pavement program.

Committee member Hodsdon said that Capitola's five-year plan format differs from the other recipient agencies and only includes one year of projects. He added that Capitola had \$9 million in overages and said that he would like to see a consolidated perspective on how that overage is going to be spent over the 5-year plan period of time.

Chair Machado said that the report shows that at the end of FY19/20 there was almost \$39 million in carryover balance for the RTC and all recipient agencies in total. He added that the committee should include something in the annual report explaining the carryover balances.

Rachel Moriconi said that some agencies do show planned use of carryover money programmed into their 5-year plans. She added that if the committee would like staff to include a consolidated 5-year plan

showing this information in the annual report, it could be done. Staff could also provide highlights in the annual report of some of the types of projects we are planning on using carryover money on.

Committee member Skees said that she likes how the 5-year plans lay information out but noted it is more of a forecasted spend. She asked if when you forecast the plan all the way out, are you taking into consideration that some of the carryover is pulling through. She would like to see how the reports are accounting for any funds that are carrying through to future years. She suggested that a footnote could be added to the 5-year plans that includes information on unused carryover from prior years and notes future years include carryover funds.

Committee member Hodsdon said that as citizen, he would want to see that the money that is collected gets spent in the way that it was intended in a reasonable period of time and that the large amount of carryover funds caught his eye. He said it is important to make sure that citizens are not unnecessarily taxed and not getting results because the money is not being spent. There should be a very clear plan on how that money is going to be spent each year, and if the money is not being spent, there needs to be a clear explanation that can be looked at from a holistic perspective.

## 5. Oversight Committee Annual Report

Rachel Moriconi noted items the committee discussed at the March 9 meeting to highlight in the annual report including: emphasizing the traffic calming, complete streets and greenhouse gas reduction benefits for some of the projects; COVID-19's impact on revenues and future revenue projections; and information on Measure D funds used to leverage other funds.

Committee members agreed with the list and directed staff to work on putting together a draft of the annual report for their review.

Chair Machado said that he started to put together a draft of the annual report and included a table that shows for each recipient agency their funds that are carried over to future years. He suggested another table be added based on the committee discussion that shows the amount of funds that are expected to be used in the next 5 years by each recipient agency.

Chair Machado noted that a member of the public shared information with the committee that the RTC went through an amendment process

of the measure for first time and thought it was a noteworthy accomplishment that should be mentioned in the annual report.

Rachel Moriconi confirmed that in FY19/20 the RTC approved a Strategic Implementation Plan for the Measure D program, which is the long-term plan required by the Ordinance, and then also made one amendment to the expenditure plan, in accordance with procedures set forth in the Ordinance, to reflect that the Highway Corridors program was not limited to only two sets of auxiliary lanes on Highway 1, but could also include auxiliary lanes moving south between State Park Drive and Freedom Boulevard.

6. Committee Member and Staff Comments or Questions: None
7. Public Comment on Matters Not on the Agenda: None
8. Next meetings: No upcoming meeting date was identified.
9. Adjourn: Meeting adjourned at 6:44 p.m.

*Minutes prepared by: Shannon Munz*

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



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**Draft MINUTES  
Wednesday, March 30, 2022  
6:00 p.m.  
Location: Zoom**

**Taxpayer Oversight Committee Members**

<b>Representing</b>	<b>Name</b>
Supervisory District 1	Sandra Skees
Supervisory District 2	Jake Farrar
Supervisory District 3	Phillip Hodsdon
Supervisory District 4	Trina Coffman Gomez
Supervisory District 5	Andre Duurvoort

1. Call to Order: RTC staff member Shannon Munz called the meeting to order at 6:00 p.m.
2. Introductions

**Members Present:**

Sandra Skees, District 1  
Jake Farrar, District 2  
Trina Coffman Gomez, District 4  
Andre Duurvoort, District 5

**RTC Staff:**

Luis Mendez, Deputy Director  
Rachel Moriconi, Senior Transportation Planner  
Shannon Munz, Communications Specialist

**Guests:**

Selena Andrews, Finance Manager, City of Scotts Valley  
Jesus Bojorquez, Program Director, Lift Line  
Murray Fontes, Principal Engineer, City of Watsonville  
Nick Gong, Accountant, City of Santa Cruz  
Italo Jimenez, Fiscal Officer, County of Santa Cruz  
Chris Lamb, Director of Public Works, City of Scotts Valley

Kailash Mozumder, Public Works Project Manager, City of Capitola  
Nathan Nguyen, Assistant Director of Public Works, City of Santa Cruz  
Doug Underhill, Chief Financial Officer, Lift Line  
John Urgo, Planning Director, METRO  
Linda Wilshusen, member of the public

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

### **REGULAR AGENDA**

4. Election of Officers: Committee chair and vice chair

Vice Chair Duurvoort was nominated for the chair position and member Farrar was nominated for the vice-chair position. A motion was made (Coffman Gomez/Skees) to elect member Duurvoort as chair and member Farrar as vice chair. The motion passed unanimously with committee members Skees, Farrar, Coffman Gomez, and Duurvoort voting "aye."

*At this point, Andre Duurvoort took over to chair the meeting*

5. Fiscal Year 2020/2021 (FY20/21) Measure D Audits and Expenditure Reports

Rachel Moriconi, Senior Transportation Planner, provided an overview of Measure D and a summary of the FY20/21 fiscal audits and expenditure reports from Measure D recipient agencies: RTC, cities of Capitola, Santa Cruz, Scotts Valley and Watsonville, the County of Santa Cruz, Santa Cruz Metropolitan Transit District, and Community Bridges/Lift Line. Funding agreements with recipient agencies require each agency receiving Measure D revenues to annually provide an expenditure report and audited financial statements showing how Measure D funds were spent in the prior fiscal year.

Ms. Moriconi stated that for FY20/21 \$24.7M in revenue was generated. This was 16% higher than FY19/20. Of the revenue generated, \$17.7M was spent by the recipient agencies with many carrying over balances. Some of the carryover balances will be used on construction of large projects that are in the preliminary development stages at this time.

Ms. Moriconi also stated that all of the audits had no "material finding," meaning there were no significant errors or risks found by the independent auditors in the recipient agencies' financial information.

Representatives from each of the recipient agencies discussed the various projects they used their Measure D funds on in FY20/21. These projects included: local roadway repairs, new bike facilities, new sidewalks, traffic calming, bike and walk safety education, safe routes to school. Funds were also used by METRO to avoid service cuts and for the purchase of replacement vehicles, and by Lift Line to expand service and purchase new vans.

For regional projects overseen by the RTC, funds were spent on the Highway 1 Bus-on-Shoulder/Aux Lane and Bike-Ped Bridge development, traveler assistance and safety programs, Coastal Rail Trail projects, Highway 9 complete streets project evaluation, and the Highway 17 wildlife crossing. Many agencies indicated they are using Measure D funds to leverage other grants.

Committee members asked questions about specific projects; fuel cost and other potential impacts on revenue forecasts; impacts of COVID and shelter-in-place on project implementation, construction, staffing, and uncertainties; electric vehicle conversion requirements for transit. A member of the public asked about reimbursement from the Federal Emergency Management Agency (FEMA) for storm damage repairs paid by Measure D.

## 6. Oversight Committee Annual Report

Shannon Munz, RTC Communications Specialist, discussed the oversight committee's requirement to prepare an annual report commenting on whether expenditures conform to the provisions and requirements of the Measure D Ordinance, and asked the committee for guidance on content of the FY20/21 report, including any additional information they would like it to include.

Committee members said they liked how the report was done last year and would like to keep the same format, with the committee providing a letter stating their purpose and findings and staff taking the lead on putting the rest of the report together.

Member Skees suggested that the annual report highlight that Measure D funds are working hard, are leveraging more money, help projects be shovel ready, provided flexibility for transit and other agencies in response to COVID-19, and are creating a more sustainable Santa Cruz County. The report could break out these categories.

Member Coffman Gomez said it is important to show a year-on-year pattern in the report. Are we doing more with the money? How is the money evolving?

Chair Duurvoort said that the challenges and uncertainties of last two fiscal years have been really paramount. The report should address how Measure D funds provided stop-gap measures and helped to keep work moving along even with these challenges. He also said the report should address the large reserves that are put aside year over year and communicate planned uses of balances.

7. Committee Member and Staff Comments or Questions: None
8. Public Comment on Matters Not on the Agenda: None
9. Next meetings: RTC staff member Shannon Munz to send a Doodle poll to identify dates/times for the next meeting
10. Adjourn: The meeting adjourned at 7:38