



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



**MINUTES  
Wednesday, March 23, 2023  
6:00 p.m.  
Location: RTC Office**

**Taxpayer Oversight Committee Members**

<b>Representing</b>	<b>Name</b>
Supervisory District 1	Gail Jack
Supervisory District 2	David Culver
Supervisory District 3	Philip Hodsdon
Supervisory District 4	Trina Coffman Gomez
Supervisory District 5	Andre Duurvoort, Chair

1. Call to Order: Committee Chair Duurvoort called the meeting to order at 6:06 p.m.
2. Roll Call/Introductions

**Members Present:**

Gail Jack, District 1  
David Culver, District 2  
Philip Hodsdon, District 3  
Andre Duurvoort, District 5

**Member Attended Via**

**Zoom:**  
Trina Coffman Gomez, District 4

**RTC Staff:**

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

**Guests:**

Selena Andrews, Finance Manager, City of Scotts Valley  
Jesus Bojorquez, Program Director, Community Bridges/Lift Line  
Raymon Cancino, CEO, Community Bridges/Lift Line  
Beverly DesChaux, President, Electric Vehicle Association Central Coast, member of the public  
Marissa Duran, Finance Director, City of Watsonville

Chuck Farmer, CFO, METRO  
Murray Fontes, Assistant Director of Public Works, City of Watsonville  
Christine Hicks, Fiscal Officer, County 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  
Doug Underhill, Chief Financial Officer, Community Bridges/Lift Line  
Steve Weisner, Assistant Director of Public Works, County of Santa Cruz

3. Consider AB2449 request(s) to participate in the meeting remotely due to emergency circumstances (a physical or family medical emergency that prevents a member from attending in person): None. Member Trina Coffman Gomez attended the meeting via Zoom but did not participate due to an AB2449 circumstance.
4. Oral communications: None
5. Additions, deletions, or other changes to consent and regular agenda: None

#### **CONSENT AGENDA**

*A motion (Duurvoort/Hodsdon) was made to approve the consent agenda. The motion passed with members Duurvoort and Hodsdon voting in favor and members Jack and Culver abstaining.*

6. Approve Minutes of the April 6, 2022 Oversight Committee Meeting

#### **REGULAR AGENDA**

7. Overview of Committee Purpose, Scope of Responsibilities, Membership and Composition and Bylaws

Shannon Munz, RTC communications specialist, gave an overview of the committee's roles and responsibilities per Section 32 of the Measure D Ordinance. The committee reviews the annual independent fiscal audit of the expenditures of Measure D funds and issues an annual report on its findings. She discussed how the Measure D Oversight Committee is subject to the committee bylaws and description included in the RTC's Rules and Regulations. She went over the purpose, responsibilities and membership of the committee as covered in the Rules and Regulations. She also discussed the state requirements to satisfy the Brown Act and establishing a quorum under AB2449.

8. Fiscal Year 2021/2022 (FY21/22) Measure D Audits and Expenditure Reports for Direct Recipient Agencies

Rachel Moriconi, Senior Transportation Planner, provided an overview of Measure D and a summary of the FY21/22 fiscal audits and expenditure reports from Measure D recipient agencies: cities of Capitola, Scotts Valley and Watsonville, the County of Santa Cruz, Santa Cruz Metropolitan Transit District (METRO), 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 the expenditure reports and audits from Measure D recipient agencies include information that is required in the ordinance as well as additional information requested by the committee in the past to help provide as much transparency as possible into how the funds are being spent.

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 the cities of Capitola, Scotts Valley and Watsonville, the County of Santa Cruz, METRO, and Community Bridges/Lift Line discussed the various projects they used their formula shares of Measure D funds on in FY21/22. These projects included: local roadway repairs, bike facility improvements, bike and pedestrian safety education, and safe routes to school. Funds were also used by METRO to provide more frequency in service on several existing routes and to sustain Paracruz service, and by Lift Line to complete renovations and improvements at its operations facility. At the next meeting, audits from the City of Santa Cruz and on regional projects overseen by the RTC will be reviewed and discussed.

Committee member Hodsdon commented on carryover balances stating that the audits from recipient agencies need to more clearly explain these balances and the plan for future use of these funds.

Ms. Moriconi responded that each recipient agency also prepares a Measure D 5-year plan, including in the annual reports, that does identify how they plan to use their carryover balances.

Committee member Hodsdon requested that this information also be clearly stated in the audits.

Committee Chair Duurvoort commented that the committee should be checking the 5-year plans each year to ensure that those projects are moving forward.

9. 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 FY21/22 report, including any additional information they would like it to include.

Committee members said they liked how the report was done last year with the addition of new sections on carryover balances, future projects, and how Measure D funds are being used to leverage more money. Members said they would think more about this year's report and any additional information they would like to include and provide more direction to staff at the next committee meeting.

*7:35 p.m. Committee member Gail Jack left the meeting.*

10. Election of Officers: Committee Chair and Vice Chair

Chair Duurvoort was nominated for the chair position for a second term and member Hodsdon was nominated for the vice-chair position. A motion was made (Culver/Hodsdon) to elect member Duurvoort as chair and member Hodsdon as vice chair. The motion passed unanimously with committee members Culver, Duurvoort and Hodsdon voting in favor. Members Jack and Coffman Gomez were absent.

11. Committee Member and Staff Comments or Questions: None

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

13. Next meetings – RTC staff member Shannon Munz to send a Doodle poll to identify dates/times for the next meeting.

14. Adjourn: The meeting adjourned at 7:48 p.m.

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