

FINAL MINUTES

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY
SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES AND MONTEREY
COUNTY REGIONAL DEVELOPMENT IMPACT FEE
JOINT POWERS AGENCY**

EXECUTIVE COMMITTEE MEETING

*Members are: Jerry Edelen (Chair),
Jane Parker (1st Vice Chair), Kimbley Craig (2nd Vice Chair),
Simon Salinas (Past Chair),
Fernando Armenta (County representative), Alejandro Chavez (City representative)*

Wednesday, February 6, 2013

***** 9:00 a.m. *****

Transportation Agency Conference Room
55-B Plaza Circle, Salinas

1. **CALL TO ORDER:** Chair Edelen called the meeting to order at 9:04 a.m. Board members present: Armenta, Chavez, Craig, Edelen, Parker and Salinas. Staff present: Cheung, Hale, Goel, Muck, Rodriguez and Watson. Others present: Agency Counsel Reimann and past Counsel Blankenship; Dana Clearly, CHISPA; and Teresa Szymanis, City of Marina.
2. **PUBLIC COMMENTS:** Lee Blankenship congratulated Monterey County elected officials for the civil, positive interactions between elected member and between elected officials and the public.

3. **CONSENT AGENDA**

On a motion by Board member Parker and seconded by Board member Salinas, the committee voted 6 – 0 to approve the consent agenda.

- 3.1 Approved minutes from the Executive Committee meeting of January 7, 2013.
- 3.2 Recommended the Board adopt a “support” position on Assembly Bill 60 (Alejo) re: Drivers’ licenses eligibility required documentation.

END OF CONSENT

4. On a motion by Board member Armenta and seconded by Board member Parker, the committee voted 6 – 0 to receive a request from the City of Marina for an extension of its Transportation for Livable Communities Transit-Oriented Development incentive grant and recommend the Transportation Agency Board of Directors approve the extension request.

Christina Watson, Principal Transportation Planner, reported that the Transportation Agency enacted the Transportation for Livable Communities program in 2003 to incentivize the creation of affordable housing in existing communities close to transit, which reduces the demand on regional road networks and increases transit ridership. The City of Marina was awarded a \$300,000 grant for the Marina Transit Village project. The funding was subsequently transferred to the nearby De Forest apartment building. The City has requested a building permit deadline extension from February 27, 2013 to April 2014.

Theresa Szymanis, City of Marina, reported that the City of Marina supports CHISPA's 47-unit senior apartment development.

Dana Clearly, Director of Real Estate Development, thanked the Board for their support and noted that the TLC grant allows CHISPA to apply for tax credit rounds in 2013.

Board member Armenta commented he supports CHISPA for having a longstanding reputation for building nonprofit housing in Monterey County.

5. On a motion by Past Chair Salinas and seconded by Committee member Armenta, the committee voted 6 – 0 to review and provide direction on the draft fiscal year 2013/14 Work Program Activities.

Todd Muck, Deputy Executive Director, gave an overview and highlighted the draft fiscal year 2013/14 Work Program. Mr. Muck reported the annual Transportation Agency for Monterey County Work Program describes the activities that the Agency will undertake during the next fiscal year, and provides the basis for the 2013/14 Agency budget. The annual Agency Work Program describes the activities to be accomplished during the fiscal year beginning July 1, and ending June 30.

Mr. Muck reported that Agency staff will be submitting the draft 2013/14 program to AMBAG in late February. The various regional transportation agencies' proposed draft programs will be assembled by AMBAG into a coordinated submission to state and federal funding agencies. The schedule calls for comments to be received from FHWA and Caltrans in April. Agency staff will then incorporate and changes from the review agencies, as well as the Transportation Agency Board, into a final proposed work program to be presented to the Board of Directors in May.

6. On a motion by Committee member Craig and seconded by Vice Chair Parker, the committee voted 6 – 0 to recommend that the Board authorize Executive Director to submit the draft fiscal year 13/14 budget to federal and state funding agencies for initial review; and recommend that the Board provide direction and guidance to staff on the three year budget for fiscal years 13/14 through 15/16, and direct Executive Director to bring the final three-year budget back to the Board on May 22, 2013 for approval.

Rita Goel, Director of Finance & Administration, presented the draft Agency three-year budget for fiscal years 13/14 through 15/16. Ms. Goel reported authorization to submit the draft budget for fiscal year 13/14 is necessary to meet deadlines of federal and state funding agencies to review the Agency budget for fiscal year 13/14. The Agency continues to control expenditures to stay within its current year budget, and maintains a prudent cash reserve. She noted that the Agency budget separates expenditures into two types: operating and direct programs. Operating expenditures include staff salaries and benefits, materials, supplies, and equipment purchases. Direct program expenditures that apply to specific project delivery tasks such as rail program, highway projects, bicycle and pedestrian program etc. Ms. Goel reported that the proposed fiscal year 2013-2014 operating expenditure budget is \$2,520,707, a net decrease over fiscal year 2012-2013 of \$27,975. This is due to a reduction in materials and services. The proposed fiscal year current direct program expenditure budget is \$9,437,524 a net decrease over fiscal year 12/13 of \$811,689.

As a result of good fiscal management, the agency has added to its reserve in the past years and therefore should be able to sustain a short-term drop in revenues. The undesignated reserve is forecast to be added to and used in some years between FY's 13-16 (4 years) but the cumulative impact should be a small increase. As designated in its GASB 54 fund balance policy, the agency will continue to maintain a minimum of a six-month operating budget balance in its undesignated (unassigned) reserve. The Executive Committee recommended any excess over the six-month level will be designated as a "contingency" fund to cover future short-term revenue shortfalls or unanticipated expenses.

Chair Edelen thanked Ms. Goel for an outstanding presentation.

7. The Committee received a report on the draft agenda for the TAMC Board meeting of February 27, 2013.

Executive Director Hale reviewed the February 27, 2013 draft agenda. She reported the Board would be asked to approve the draft FY 2013/14 and 2015/16 Budget, and the draft Work Program for FY 2012/13 for submittal to AMBAG and Caltrans. The Board would also be asked to approve the City of Marina's request for extension of the deadline for the Transportation for Livable Communities grant, and to approve the Principles of Agreement with the Capitol Corridor Joint Powers Authority regarding the extension of rail service to Salinas. Director Hale noted under the consent agenda the Board would be asked to approve a support position on Assembly Bill 60 (Alejo) regarding documentation for driver's licenses, the list of regionally significant projects for the travel forecast modeling of the Regional Transportation Plan, the contract with Ecology Action to conduct bicycle safety rodeos at elementary schools as a substitute for prior Bike Week activities, writing letters of support for selected state planning grants for transportation studies in the tri-county region, and the annual Local Transportation Fund apportionments for transit and planning purposes. Ms. Hale also noted that the Board would be asked to authorize the Executive Director to release a Request for Qualifications for firms to prepare and conduct resident surveys in the Tri-County Monterey Bay Area to assist in the development of the long-range Transportation Plans. As part of the changeover of our Board chair, the Board will be asked to approve the updated signatories for Agency accounts. In conclusion, Director Hale noted that the Board would be asked to approve Bicycle and Pedestrian Committee member Devin Meheen nominated by City of Carmel representative Mayor Jason Burnett.

8. **ADJOURNMENT**

Chair Salinas adjourned the meeting at 10:25 a.m.

Respectfully Submitted,


Elouise Rodriguez, Senior Administrative Assistant