

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
Budget and Administration/Personnel Committee

DRAFT MINUTES

Thursday, April 10, 2008
3:30 pm

CAO Conference Room, 5th Floor
701 Ocean Street, Santa Cruz

Meeting called to order by Mr. Andy Schiffrin, Chair at 3:31 pm

PRESENT: Andy Shiffrin, Ellen Pirie, Jan Beautz, Antonio Rivas

STAFF PRESENT: Luis Mendez, Yesenia Parra, Cory Caletti, Daniel Nikuna, Tegan Speiser

1. Introductions- Self introductions were made
2. Additions/Changes to Agenda - none
3. Oral Communications - none

CONSENT AGENDA

Approved unanimously
(Beautz/Rivas)

4. Approved Minutes of February 14, 2008 Meeting
5. Accepted Monthly TDA Report
6. Accepted FY 07-08 Quarterly Warrants Reports and Monthly Credit Card Reports

REGULAR AGENDA

7. Amendments to the FY 07-08 Budget and Work Program

Deputy Director, Luis Mendez presented the staff report stating that the Transportation Development Act (TDA) revenue shortfall for FY 07-08 is estimated to be 4.51%. To address this unforeseen shortfall, staff presented two potential options. The first is to fully fund the shortfall using the TDA

reserve funds and not change the allocation amounts to the TDA recipients, however this option would reduce the TDA reserve fund from 8% to 3.5%. The second option is to use TDA reserve funds to offset some of the revenue shortfall and reduce the RTC's TDA allocation by 5.23% and the allocations to TDA recipients by 1.13% plus use part of the RTC reserve funds. This would leave a balance of 5.24% in TDA reserves which would allow for some offset in FY 08-09 if needed. Staff recommended the second option.

Mr. Mendez stated that he contacted some of the TDA recipients to alert them of the potential allocation decrease and that they were willing and able to take the reduction including the Volunteer Center who would have to return monies because they are given their allocation as one lump-sum payment at the beginning of the fiscal year. Les White, Santa Cruz Metropolitan Transist District (METRO), commented that although this would have budget implications for METRO, that they are in agreement and prepared for the reduction.

Commissioners and staff also discussed the implications to the FY 08-09 budget and whether the RTC should make adjustments to the FY 08-09 TDA allocations now or wait until the RTC fall budget amendment. The Committee decided that adjustments to the TDA revenues and allocations be made now to provide TDA recipients with the most realistic information possible as they prepare their budgets for FY 08-09.

A motion was made (Pirie/Beautz) to:

- ❖ Approve the staff recommendation to recommend that the RTC approve addressing the FY 07-08 revenues shortfall by using TDA reserve funds and reducing TDA allocations as shown on Attachment 2 of the staff report; and
- ❖ Recommend that the RTC incorporate the recent County Auditor-Controller TDA revenue estimates for FY 08-09 and reduce the FY 08-09 TDA allocations by the same percentage as shown by the recent County Auditor-Controller revenue estimate; and
- ❖ Direct staff to return to a special B&A/P Committee meeting on May 22, 2008 with recommendations on incorporating the reduced allocations in the RTC budget.

The motion passed unanimously.

8. Revised Monterey Bay Sanctuary Scenic Trail (MBSST) Network Master Plan and Environmental Impact Report Request for Proposals (RFP).

Senior Transportation Planner Cory Caletti presented the staff report. She reminded members that they reviewed the MBSST Network Master Plan in December of 2007 and at that time, after considering environmental review issues and the advice of County Counsel, directed staff to incorporate conducting a full Program Level Environmental Impact Report (EIR) into the

Master Plan RFP. Staff noted that this has been done, that two other items concerning public meetings and all possible route options, were addressed. Ms. Caletti brought to the Committee's attention the estimated budget amount of \$250K that was identified for the project per Caltrans request. She reported that Caltrans additionally informed staff of their opinion that a full EIR should not be required for this type of plan and that at the very least, the RFP should request that an Initial Study be conducted to determine if a full programmatic level EIR was needed.

Commissioners and staff discussed the proposed Request for Proposals (RFP), the proposed timeline and Caltrans recommendation. Commissioners agreed that a full EIR would be the right thing to do at this juncture and directed staff to contact Caltrans to explain the Committee's concerns and recommendation. They did, however, recommend that the RFP be revised to indicate that the consultant should conduct an Initial Study and if deemed necessary, should then proceed with a programmatic level EIR.

The Committee also recommended that the timeline be revised to allow consultants a longer submittal period.

Commissioner Pirie moved and Commissioner Rivas seconded a recommendation to:

- ❖ Direct staff to circulate the draft RFP to RTC committees and relevant agency partners for comments; and
- ❖ Direct staff to address comments and bring the document back to the Budget and Administration/Personnel Committee at their special meeting on May 22, 2008; and
- ❖ If the RFP is approved at the June 6, 2008 RTC meeting, release the RFP soon thereafter with the deadline for submission remaining August 18, 2008.

The motion passed unanimously.

9. Adjournment at 4:20 pm

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, May 22, 2008 at 3:30 p.m. in the CAO Conference Room, 5th Floor, 701 Ocean St., Santa Cruz

Respectfully submitted

Yesenia Parra, Staff

ATTENDEES

Les White
Theresa Rogerson

METRO
Community Traffic Safety
Coalition

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