



**Santa Cruz County Regional
Transportation Commission
Budget and Administration/Personnel
Committee**

MEETING MINUTES

Thursday, March 12, 2026
1:30 p.m.
RTC Office
1101 Pacific Ave., Suite 250A
Santa Cruz, CA 95060

The meeting was called to order by Committee Chair Schiffrin at 1:33 pm

Members Present

Commissioner Eduardo Montesino
Commissioner Manu Koenig
Commissioner Kimberly DeSerpa
Commissioner Alternate Andy Schiffrin
Commissioner Alternate Virginia Johnson

RTC Staff

Sarah Christensen
Nisha Singh
Yesenia Parra
Italo Jimenez
Marshall Ballard
Joel LaCagnina
Amin AbuAmara

1. Introductions - Attendees introduced themselves.
2. Additions or changes to consent and regular agenda - None
3. Oral communications - None

CONSENT AGENDA

No items

REGULAR AGENDA

4. Election of 2026 Chair and Vice-Chair-Oral report

Yesenia Parra, Administrative Services Officer, provided an oral report.

Commissioner Manu Koenig was nominated as Chair and Commissioner Alternate Schiffrin was nominated as Vice-Chair. Nominations were accepted.

Commissioner Alternate Schiffrin motion to accept nominations and seconded by Commissioner Alternate Johnson. Motion passed unanimously with Commissioners Montesino, Koenig, DeSerpa and Commissioner Schiffrin and Johnson voting "aye"

5. Fiscal Year 2026-2027 Proposed Budget and Work Program and Measure D FY 2026-27 budget

Italo Jimenez, Budget and Finance Officer, presented the staff report. Mr. Jimenez reported on staffing budget increases, TDA estimates from the County, RTC Reserve fund and Measure D estimates based on HdL's sales tax estimates. He also noted that LCTOP allocations will be released in late summer, programming of LCTOP funds will be programmed in the November budget amendment

Commissioners discussed the importance of ensuring the RTC budget considers changes in federal government funding. Commissioners also requested that an acronym guide be included and keeping the RTC reserve at the same level as it was for FY2025-26; LCTOP allocations will be released in late summer, programming of LCTOP funds will be programmed in the November budget amendment

Commissioner Montesino moved and Commissioner alternate Johnson second the motion to accept staff recommendations to:

1. Approve the proposed Fiscal Year (FY) 2026-27 RTC Budget and Work Program and Measure D budget;
2. Accept the Transportation Development Act (TDA) revenue forecast for FY 2026-27 provided by the County Auditor;
3. Accept the Measure D revenue forecast for FY 2026-27 provided by Hinderliter de Llamas Services;
4. Accept the 30-year revenue projection which incorporates the Hinderliter de Llamas Services forecast for FY 2026-27; and
5. Accept the 5-year revenue estimates for the Measure D recipients which incorporate the Hinderliter de Llamas Services forecast for FY 2026-27 and

calculation of the revenue distribution for local jurisdictions with updated data.

6. Rules and Regulations Updates

Nisha Singh, Director of Internal Services, presented the staff report. Ms. Singh reported that revisions were needed to keep the Commission's rules compliant with updated Brown Act, SB 707, CEQA/NEPA, and conflict-of-interest requirements, while improving procedural clarity, ensuring consistent voting and conduct standards, and aligning the document with the Equity Plan.

Commissioners Discussed their appreciation for the updates. Commissioner Alternate Schiffrin motioned and Commissioner Montesino Seconded the motion to accept staff recommendations and add the Budget and Administration/Personnel additional recommendations.

1. Review and approve updates to the Rules & Regulations, Environmental Review Guidelines, and Exhibits, including the new Disruption and Outage Policy, to ensure alignment with the Equity Plan, current Brown Act requirements, CEQA/NEPA standards, and conflict-of-interest provisions.
2. Authorize staff to transmit the adopted Rules & Regulations to the Santa Cruz County Elections Department; and
3. Authorize the Executive Director to make non-substantive formatting edits and implement the filing schedule for new designees' Form 700.
4. Update Members' Reimbursement for Expense to provide \$100 per each Commission or Commission Committee meeting with a maximum of \$200 per month per member.
5. Update the Meetings section to remove the reference to Transportation Policy Workshop meetings and add language to include a second RTC meeting called at the discretion of the chair.
6. Under Disruption and Outage Policy for Remote Participation, the Commission will recess the meeting—within one hour or sooner if access is restored—to allow staff time to reestablish remote participation access.

7. Adjournment-meeting adjourned at 2:30pm

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, October 8, 2026, at 1:30 p.m. SCCRTC Office, 1101 Pacific Ave., Suite 250

HOW TO REACH US

Santa Cruz County Regional Transportation Commission
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phone: (831) 460-3200 / email: info@sccrtc.org

AGENDAS ONLINE: To receive email notification when the Committee meeting agenda packets are posted on our website, please fill out the e-subscription form on the website: <https://sccrtc.org/about/esubscriptions/> or call (831) 460-3200.

COMMENTS FROM THE PUBLIC

Items on the agenda: Written comments received by 9:00 a.m. on Wednesday before the meeting will be posted to the RTC website by 2:00 p.m. that same afternoon to allow time for Commissioner review. The opportunity to make oral comments is offered prior to the discussion period of each item.

TEL: 831-460-3200

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