

# TRI-VALLEY TRANSPORTATION COUNCIL

## TVTC SPECIAL FINANCE SUBCOMMITTEE MEETING

Thursday, April 6, 2023, 3:30 p.m

**Jean Josey**  
TVTC Chair  
Councilmember  
Dublin  
(925) 833-2530

**Newell Arnerich**  
TVTC Vice Chair  
Councilmember  
Town of Danville  
(510) 366-0716

**Scott Perkins**  
Councilmember  
San Ramon  
(925) 973-2544

If you have any questions related to the Tri-Valley Transportation Council meeting agenda. Please contact Sai Midididdi. TVTC Administrative staff at (925)833-6630 or email at [sai.midididdi@dublin.ca.gov](mailto:sai.midididdi@dublin.ca.gov)

### In-Person Meeting Location:

City of Dublin  
CMO Conference Room, 100 Civic Plaza  
Dublin, CA 94568

### Remote Meeting Link:

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<https://dublinca.zoom.us/j/84959343532>  
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Webinar ID: 849 5934 3532

Members of the public who wish to participate in the meeting electronically have the option of giving public comments via Zoom during the Public Comment period (for topics not on the agenda), in addition to each of the items on the agenda.

If you are submitting a public comment via email, please do so **by 12:00 p.m. on Thursday, April 6, 2023**, to [sai.midididdi@dublin.ca.gov](mailto:sai.midididdi@dublin.ca.gov). Please include "**Public Comment "04/06/23"**" in the subject line. In the body of the email, please include your name and the item you wish to speak on. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

This AGENDA is posted in accordance with Government Code Section 54954.2(a). If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) (ADA), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Administrator at (925) 833-6650 or by email at [sai.midididdi@dublin.ca.gov](mailto:sai.midididdi@dublin.ca.gov) at least 24 hours in advance of the meeting. Upon receiving a request, the TVTC will swiftly resolve requests for reasonable accommodation for individuals with disabilities, consistent with the federal ADA, and resolve any doubt in favor of accessibility.

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## **TRI-VALLEY TRANSPORTATION COUNCIL**

Once connected to the Zoom platform using the Zoom link information provided, the public speaker will be added to the Zoom webinar as an attendee and muted. The speaker will be able to observe the meeting from the Zoom platform. The speaker will be unmuted to give public testimony via Zoom.

# TRI-VALLEY TRANSPORTATION COUNCIL

## AGENDA

1. **Call to Order**
2. **Roll Call and Self Introductions**
3. **Public Comment**
4. **Consent Calendar**  
Approve March 1, 2023, Finance Subcommittee meeting minutes.
5. **Old Business**
6. **New Business**
  - a. REVIEW and RECOMMEND the TVTC Board to approve the FY 2022/2023 Mid-Year Budget request and FY 2023/2024 Revised Budget
7. **Administrative Business**
8. **Informational Items**
  - a. TVTC Regularly Schedule Board Meeting: Monday, April 17, 2023 – 4:00 p.m.
9. **Adjournment**

# Item 4

# TRI-VALLEY TRANSPORTATION COUNCIL

## Item 4.a - DRAFT - MEETING MINUTES

### TRI-VALLEY TRANSPORTATION COUNCIL FINANCE SUBCOMMITTEE MEETING City of Dublin, CMO Conference Room, 100 Civic Plaza, Dublin, CA 94568

Wednesday, March 1, 2023

#### 1. CALL TO ORDER, ROLL CALL, AND SELF-INTRODUCTIONS

The Tri-Valley Transportation Council (TVTC) was called to order at 4:00 p.m. by Chair, Jean Josey, City of Dublin.

#### TVTC Members in Attendance:

Jean Josey, Chair, Vice Mayor, Dublin  
Newell Arnerich, Vice-chair, Mayor, Town of Danville  
Scott Perkins, Chair, Councilmember, San Ramon

#### TVTC Staff in Attendance:

Sai Midididdi, Dublin  
Chris Weeks, San Ramon  
Andy Dillard, Danville

#### Others in Attendance

#### 2. PUBLIC COMMENT

None

#### 3. CONSENT CALENDAR

1. Approve February 13, 2023 Finance Subcommittee Meeting Minutes

**Motion to Approve Consent Calendar Items by Councilmember Perkins; Second by Councilmember Arnerich**

**Approved (Ayes 3; Noes 0; Abstain 0)**

#### 4. OLD BUSINESS

None

#### 5. NEW BUSINESS

Review and Recommend the TVTC Board to approve the FY 2021/2022 Audit

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**Motion to Approve Consent Calendar Items by Councilmember Perkins; Second by Councilmember Arnerich**

**Approved (Ayes 3; Noes 0; Abstain 0)**

The subcommittee recommended releasing a request for proposal for TVTC Accounting and Bookkeeping services to address the deficiencies identified in the Audit.

**6. ADMINISTRATIVE BUSINESS**

**7. INFORMATIONAL ITEMS**

- a. TVTC Regularly Schedule Board Meeting: Monday, April 17, 2023 – 4:00 p.m.

**8. ADJOURNMENT**

The meeting was adjourned by Chair Josey at 4:29 p.m.

# Item 6

# TRI-VALLEY TRANSPORTATION COUNCIL

## Item 6a

**Jean Josey**  
**TVTC Chair**  
**Councilmember**  
Dublin  
(925) 833-2530

**To:** TVTC Finance Subcommittee Meeting  
**From:** TVTC Technical Coordinating Committee  
**Date:** February 13, 2023

**Newell Arnerich**  
**TVTC Vice Chair**  
**Councilmember**  
Town of Danville  
(510) 366-0716

**Subject:** REVIEW and RECOMMEND the TVTC Board to approve the FY 2022/2023 Mid-Year Budget request and FY 2023/2024 Revised Budget

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**Scott Perkins**  
**Councilmember**  
San Ramon  
(925) 973-2544

### BACKGROUND

TVTC Finance Subcommittee typically reviews the current year budget balances, mid-year additional budget requests and upcoming fiscal year budgets. On February 13, 2023, Staff brought the request for an additional FY2022/2023 mid-year budget request and FY 2023/2024 proposed budget for Subcommittee's approval as shown in attachment A. However, after the meeting, the need for additional budgets has been identified as discussed below and as shown in attachment B.

### DISCUSSION

1. Audit Report: As mentioned in the March 1<sup>st</sup>, 2023, Finance Subcommittee meeting, a "material deficiency" has been identified in the TVTC Audit report. Per the recommendation of the Subcommittee, Staff has been working on the following corrective actions: 1) Find an accounting firm that can provide interim support to Franklin Management (current accounting firm) to bring the FY2022/23 financials to Audit compliance 2) To release a Request For Proposal (RFP) and hire a qualified government accounting firm for future years. Both these corrective actions have additional budgetary implications listed below.
  - a. FY 2022- 23: Additional budget is needed to pay an accounting firm for interim support services to assist Franklin Management for FY 2022-23.
  - b. FY 2022- 23: Additional budget for Legal counsel for FY 2022/23. Additional consultation beyond what was originally anticipated was needed with legal counsel (Meyer's Nave) for the current fiscal year due to the "material deficiency" identified in audit reports and associated corrective actions.
  - c. Staff released an RFP for a new accounting firm for FY 2023-24 and future years on March 13<sup>th</sup>, 2023. Staff also released an Amendment to the RFP on March 28, 2023, which added an optional task for TVTC to utilize the selected accounting firm for interim accounting assistance for FY '22-23. The deadline to receive the proposals was March 31<sup>st</sup>, 2023. Additional



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requirements were added to the RFP to fulfill audit requirements and to get qualified accountants. Staff received proposals from the following four firms: Maze and Associates, Regional Government Services (RGS), Eide Bailly LLP, and The Pun Group. Below is the table that presents the RFP results. To accommodate the proposal, the previously recommended accounting budget for FY 23-24 is revised to \$15,000.

Name of the Firm	FY 2023-24	FY 2024-25	Transition Services	Year 1 Extension	Year 2 Extension
Maze and Associates	\$ 11,035	\$ 11,587	\$ 2,697	\$ 12,166	\$ 12,774
RGS	\$12,850	\$ 12,850	\$ 400	\$ 13,860	\$ 14,553
Eide Bailly LLP	\$ 26,500	\$ 26,500	\$ 6,000	\$ 28,000	\$ 28,000
The PUN Group	\$ 150,000	\$ 120,000		\$ 123,500	\$ 127,000

- Amendment to 2022 Strategic Expenditure Plan. The staff has recently identified that Project B-1 I-580/I-680 Interchange Improvements (Westbound to Southbound) which was allotted funds in the 2017 Strategic Expenditure Plan (SEP) has not been carried forward in the recently updated 2022 SEP. The One Million (\$1,000,000) dollar funds assigned to Project B-1 have been wrongly identified as being disbursed. Based on the initial evaluation, staff considers this change as a minor amendment. As such staff would like to contract Kimley-Horn and associates, the firm responsible for updating the SEP to assess, amend and update the required documents in the 2022 SEP.

## RECOMMENDATION

The TVTC Finance Committee recommends the TVTC adopt the revised mid-year budget request for FY 2022/2023 and the operating budget for FY 2023/2024 (Attachment B).

## ATTACHMENTS

- Attachment A: TVTC FY 2022/2023 Approved Budget (Adopted 04/18/2022) + Mid-Year Request Approved in February 13, 2023 Finance Subcommittee Meeting
- Attachment B: Revised TVTC FY 2022/2023 Approved Budget (Adopted 04/18/2022) + Mid-Year Request

**Attachment A**

**TVTC FY 2022/2023 Approved Budget (Adopted 04/18/2022) + Mid Year Request (as approved in 2/13/2023 Finance Subcommittee Meeting)**

Date: 2/13/2023

<b>Expenses / Description</b>	<b>FY 2022/2023 Budget</b>	<b>FY 2022/2023 Remaining Budget</b>	<b>FY 2023/2024 Projected Budget Requirement</b>
TVTC Administrator (a)	\$20,000	\$0	\$20,000
Accounting Services (b)	\$6,000	\$3,135	\$6,000
Audit Services (c)	\$4,000	\$4,000	\$4,000
Legal Services (d )	\$16,000	\$1,451	\$16,000
Treasurer Oversight (e)	\$1,200	\$1,200	\$1,200
Insurance (f )	\$6,000	\$3,726	\$6,000
Basecamp (San Ramon) (g)	\$0	\$0	\$0
Banking/Service Charges (h)	\$500	\$440	\$500
Website Monthly/Annual Maintenance (i)	\$1,500	\$326	\$1,500
Board Member Stipends (j)	\$5,000	\$2,100	\$5,000
<b>Expenses Subtotal</b>	<b>\$60,200</b>	<b>\$16,378</b>	<b>\$60,200</b>
<b>Special Studies and Efforts (Non-Project Specific Admin Expenses)</b>			
<b>Mid-Year Budget Request</b>			
Development Fee Manual (k)	\$5,000		
Legal Counsel Fee (l)	\$10,000		
<b>GRAND TOTAL EXPENSES</b>	<b>\$75,200</b>	<b>\$16,378</b>	<b>\$60,200</b>

Notes:

(a) TVTC Administration Annual Stipend (FY 22-23 and FY 23-24 City of Dublin)

(b) Franklin Management

(c) Annual Audit/Cropper Accountancy

(d) General Counsel/Meyers Nave

(e) Treasurer/Danville staff

(f) General Liability+Crime Insurance/Alliant

(g) TVTC's webbased project management collaboration tool (discontinue in FY 22/23)

(h) Mechanics Bank

(i) Tech Support and annual domain renewal/Planeteria Media (FY 21-22, included a one-time \$1,200 fee for website modifications)

(j) Board member stipends for board and sub-committee meetings

(k) Wrapping up Development Fee Manual

(l) Teleconference meeting options and additional meetings needed for Action Plan, wrapping up Development Fee Manual and RFP Process starts for various contracts in next FY

**Attachment B**

**Revised TVTC FY 2022/2023 Approved Budget (Adopted 04/18/2022) + Mid Year Request**

Date: 4/3/2023

Expenses / Description	FY 2022/2023 Budget	FY 2022/2023 Remaining Budget	FY 2022/2023 Operational Budget Mid Year Request	FY 2023/2024 Projected Budget Requirement
TVTC Administrator (a)	\$20,000	\$0		\$20,000
Accounting Services (b)	\$6,000	\$1,050	\$5,000	\$15,000
Audit Services (c)	\$4,000	(\$2,000)	\$2,000	\$6,000
Legal Services (d)	\$16,000	(\$4,960)	\$17,000	\$16,000
Treasurer Oversight (e)	\$1,200	\$1,200		\$1,200
Insurance (f)	\$6,000	\$3,379		\$6,000
Basecamp (San Ramon) (g)	\$0	\$0		\$0
Banking/Service Charges (h)	\$500	\$410		\$500
Website Monthly/Annual Maintenance (i)	\$1,500	\$76		\$1,500
Board Member Stipends (j)	\$5,000	\$900		\$5,000
<b>Expenses Subtotal</b>	<b>\$60,200</b>	<b>\$55</b>	<b>\$24,000</b>	<b>\$71,200</b>
<b>Special Studies and Efforts (Non-Project Specific Admin Expenses)</b>				
<b>Mid-Year Budget Request</b>				
Development Fee Manual + Amendment to SEP (k)			\$17,200	
Legal Counsel Fee (l)			\$10,000	
<b>GRAND TOTAL EXPENSES</b>	<b>\$60,200</b>	<b>\$55</b>	<b>\$51,200</b>	<b>\$71,200</b>

Notes:

(a) TVTC Administration Annual Stipend (FY 22-23 and FY 23-24 City of Dublin)

(b) Franklin Management

(c) Annual Audit/Cropper Accountancy

(d) General Counsel/Meyers Nave

(e) Treasurer/Danville staff

(f) General Liability+Crime Insurance/Alliant

(g) TVTC's webbased project management collaboration tool (discontinue in FY 22/23)

(h) Mechanics Bank

(i) Tech Support and annual domain renewal/Planeteria Media (FY 21-22, included a one-time \$1,200 fee for website modifications)

(j) Board member stipends for board and sub-committee meetings

(k) Wrapping up Development Fee Manual

(l) Teleconference meeting options and additional meetings needed for Action Plan, wrapping up Development Fee Manual and RFP Process starts for various contracts in next FY