

MINUTES

TRI-VALLEY TRANSPORTATION COUNCIL

Livermore Amador Valley Transit Authority (LAVTA) Board Room
1362 Rutan Dr # 100, Livermore, CA 94551

Monday, April 17, 2017 at 4:00pm

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 the Chair, Vice Mayor Steven Spedowfski, City of Livermore.

TVTC Members in Attendance:

Steven Spedowfski, Chair, Vice Mayor, Livermore
Arne Olson, Vice Chair, Councilmember, Pleasanton
Scott Perkins, Councilmember, San Ramon
Candace Andersen, Supervisor District 2, Contra Costa County
Don Biddle, Vice Mayor, City of Dublin
Karen Stepper, Councilmember, Danville
Scott Haggerty, Supervisor, District 1, Alameda County

TVTC Staff in Attendance:

Debbie Bell, City of Livermore
Bob Vinn, City of Livermore
Obaid Khan, City of Dublin
Jamar Stamps, Contra Costa County
Andy Dillard, Town of Danville

Others in Attendance:

Lindsay D'Andrea, Meyers Nave, TVTC General Counsel

2) **PUBLIC COMMENT**

None.

3) **APPROVAL OF MEETING MINUTES FOR JANUARY 23, 2017**

Motion by Supervisor Andersen; Second by Councilmember Stepper.
Unanimously Approved (Ayes 7; Noes 0; Abstain 0; Absent:0)

4) **CONSENT CALENDAR**

1. ADOPT TVTC Resolution 2017-03 and APPROVE the First Amendment to the Professional Services Agreement with Cropper Accountancy, as recommended by the TVTC Finance Subcommittee

Motion by Councilmember Stepper; Second by Councilmember Olson.
Unanimously Approved (Ayes 7; Noes 0; Abstain 0; Absent 0)

5) OLD BUSINESS

1. ADOPT TVTC Resolution 2017-04 and APPROVE the TVTC Cash Balance Policy, as recommended by the TVTC Finance Subcommittee

Councilmember Stepper explained the proposed Cash Balance Policy provides flexibility to accommodate the TVTC's deposits, expenses, and account balances, and ensures funds will be available when needed.

Councilmember Perkins explained that quarterly transfers to LAIF should happen after all jurisdictional deposits. This policy meets the TVTC's needs, will minimize expenses, and maximize returns.

Motion by Councilmember Stepper; Second by Supervisor Haggerty.
Unanimously Approved (Ayes 7; Noes 0; Abstain 0; Absent 0)

6) NEW BUSINESS

1. ACCEPT Fiscal Year 2015/2016 Financial Report, as recommended by the TVTC Finance Subcommittee

Staff gave a brief presentation on the item.

Councilmember Stepper commented that the report and attachments are very helpful for those who have not been with the TVTC since inception and that this is good information to have available.

Vice Mayor Biddle and other board members concurred with Councilmember Stepper's comments.

Motion by Councilmember Perkins; Second by Supervisor Andersen.
Unanimously Approved (Ayes 7; Noes 0; Abstain 0; Absent 0)

2. ADOPT TVTC Resolution 2017-05 and APPROVE the TVTC Fiscal Year 2017/2018 Budget, as recommended by the TVTC Finance Subcommittee

Staff gave a brief presentation on the item.

Councilmember Perkins commented that the TVTC Finance Subcommittee concurred with the proposed budget but also discussed the TVTC's existing policy to base the annual budget on an assumption that 1% of the Tri-Valley

Transportation Development Fee (TVTDF) will fund all the TVTC annual administrative expenses. He explained that in some years the TVTC administrative expenses could exceed 1% of the TVTDF, for instance if development slows and less impact fees are collected or if the TVTC has significant expenses such as the next Strategic Expenditure Plan (SEP), Nexus Study, or other items. He further explained that if the TVTC administrative expenses exceed 1% of the collected revenue that the TVTC could be out of compliance with existing policy. He summarized that the Finance Subcommittee requested the TAC propose alternatives to the 1% policy. This item would be considered first by the Finance Subcommittee and then by the TVTC Board.

Councilmember Stepper further explained that the Finance Subcommittee discussed tracking current and past cumulative administrative expenses and revenues. She explained that a 1% administrative budget is very common and may be appropriate when averaged over time. Since the TVTC is, and has been, in compliance with the existing policy this item can be included in a future Finance Subcommittee meeting, a special meeting is not necessary.

Vice Mayor Spedowski explained that an unexpected expense, such as a lawsuit, could exceed the 1% budget. He explained that the Finance Subcommittee discussed defining specific operating versus capital expenses, and tracking the funds to show annual reserves.

Councilmember Olson suggested the TVTC consider adding language to the policy identifying expenditures that could be exceptions to the policy.

Councilmember Perkins also reminded the TVTC Board that discussion about the next SEP and Nexus Study, including possible new projects ("List C"), should begin soon. These discussions should start at the TVTC TAC for future Board consideration.

Motion by Councilmember Perkins; Second by Councilmember Olson.
Unanimously Approved (Ayes 7; Noes 0; Abstain 0; Absent 0)

3. REVIEW Tri-Valley Transportation Development Fee Construction Cost Index Annual Adjustment

Staff gave a brief presentation on the item and explained that if approved, each TVTC jurisdiction will implement the new fee rate starting on July 1, 2017.

Supervisor Haggerty asked, and staff confirmed, that Affordable Housing is exempt from the TVTDF.

Supervisor Andersen explained that the TVTC worked with Building Industry Association in 2014 on the updated fee amounts and the fee's multi-year phase-in schedule, with no increase in the first year, so as not to affect projects that were already in the pipeline.

Motion by Supervisor Haggerty to approve the Tri-Valley Transportation Development Fee Construction Cost Index Annual Adjustment; Second by Councilmember Perkins. Unanimously Approved (Ayes 7; Noes 0; Abstain 0; Absent 0)

7) OTHER BUSINESS/ANNOUNCEMENTS

None

8) ADJOURNMENT

The meeting was adjourned by Chair Spedowfski at 4:15 p.m.