

# INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE

October 12, 2016

AGENDA ITEM NO.: **1**

**Action Requested: APPROVE**

JULY 13, 2016, MEETING MINUTES

File Number 1500200

The meeting of the *TransNet* Independent Taxpayer Oversight Committee (ITOC) was called to order by Chair Brad Barnum at 9:35 a.m.

1. MEETING MINUTES (APPROVE)

Action: Upon a motion by Mr. Jonathan Tibbitts, and a second by Vice Chair Stewart Halpern, the ITOC approved the June 8, 2016, meeting minutes. Yes – Chair Barnum, Vice Chair Halpern, Mr. Dustin Fuller, Ms. Carolyn Lee, Mr. Kai Ramer, and Mr. Tibbitts. No – None. Abstain – None. Absent – Mr. Dick Vortmann.

2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS (INFORMATION)

There were no public or member comments.

## CONSENT

3. *TransNet* SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM: QUARTERLY PROGRESS REPORT AND PROPOSED GRANT AMENDMENT (RECOMMEND)

This report provided an overview of progress made by *TransNet* Smart Growth Incentive Program and Active Transportation Grant Program recipients through March 31, 2016. The ITOC was asked to recommend that the Regional Planning Committee approve a project location amendment for Civic San Diego's 14th Street Pedestrian Promenade Demonstration Block project in Downtown San Diego.

Action: Upon a motion by Vice Chair Halpern, and a second by Mr. Fuller, the ITOC approved Consent Item Nos. 3 through 5. Yes – Chair Barnum, Vice Chair Halpern, Mr. Fuller, Ms. Lee, Mr. Ramer, and Mr. Tibbitts. No – None. Abstain – None. Absent – Mr. Vortmann.

Chair Barnum pulled Item Nos. 4 and 5 off Consent.

4. *TransNet* SENIOR MINI-GRANT PROGRAM STATUS UPDATE (INFORMATION)

This report provided an overview of the progress made to date by each grant recipient for the Senior Mini-Grant program.

Danielle Kochman, Associate Regional Planner, presented the item.

5. 2014 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM: AMENDMENT NO. 14 – ADMINISTRATIVE MODIFICATION (INFORMATION)

On September 26, 2014, the SANDAG Board of Directors adopted the 2014 Regional Transportation Improvement Program (RTIP). The 2014 RTIP is the multiyear program of proposed major transportation projects in the San Diego region covering the period FY 2015 to FY 2019. Amendment No. 14 is a special amendment to re-program federal formula funds for the North County Transit District and other time sensitive changes. The Transportation Committee approved Amendment No. 14 – Administrative Modification to the 2014 RTIP at its meeting on June 17, 2016.

Action: Consent Item Nos. 4 and 5 were presented for information.

## REPORTS

6. ANNUAL SELECTION OF ITOC CHAIR AND VICE CHAIR (APPROVE)

In accordance with ITOC Bylaws, at the first regular meeting following commencement of the SANDAG fiscal year, the ITOC shall select a Chair and Vice Chair to serve a term of one year.

Ariana zur Nieden, Senior *TransNet* Program Manager, presented the item.

Action: Upon a motion by Mr. Tibbitts, and a second by Ms. Lee, the ITOC appointed Vice Chair Halpern to serve as FY 2017 Chair, and Mr. Fuller to serve as FY 2017 Vice Chair; the appointments will be effective on the next ITOC meeting. Yes – Chair Barnum, Vice Chair Halpern, Mr. Fuller, Ms. Lee, Mr. Ramer, and Mr. Tibbitts. No – None. Abstain – None. Absent – Mr. Vortmann.

7. SUMMARY OF TRANSPORTATION COMMITTEE AND BOARD OF DIRECTORS ACTIONS ON *TransNet*-RELATED AGENDA ITEMS (INFORMATION)

This briefing is intended to keep the ITOC informed about relevant SANDAG actions taken on *TransNet*-related projects and programs.

Ms. zur Nieden provided a summary of Transportation Committee and Board of Directors actions on agenda items that the ITOC has reviewed: RTIP Amendment No. 14 – Administrative Modification; Coastal Rail Trail: Chesterfield to G Street project; and Proposed Funding Measure: Ordinance and Ballot Language.

Action: This item was presented for information.

8. 2016 INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE ANNUAL REPORT (APPROVE)

At its June 8, 2016, meeting, ITOC members reviewed the draft 2016 ITOC Annual Report and requested that a revised draft be brought back to the July 13, 2016, ITOC meeting for final approval.

Ms. zur Nieden presented the item.

Action: Upon a motion by Mr. Tibbitts, and a second by Mr. Fuller, the ITOC approved the final 2016 ITOC Annual Report for presentation at the July 22, 2016, SANDAG Board of Directors meeting. Yes – Chair Barnum, Vice Chair Halpern, Mr. Fuller, Ms. Lee, Mr. Ramer, and Mr. Tibbitts. No – None. Abstain – None. Absent – Mr. Vortmann.

9. FY 2016 PROPOSED *TransNet* AGREED-UPON PROCEDURES (APPROVE)

The FY 2016 *TransNet* fiscal and compliance audit process is currently under way. The independent audit firm of Davis Farr, LLP, has reviewed the FY 2015 Agreed-Upon Procedures (AUP) and has developed the recommended FY 2016 AUP.

Leeanne Wallace, Finance Manager, introduced the item.

Marc Davis, Davis Farr, LLP, presented the item.

ITOC members requested a minor correction to the recipient agency definition for both the Caltrans and SANDAG/San Diego County Regional Transportation AUP.

Action: Upon a motion by Vice Chair Halpern, and a second by Mr. Ramer, the ITOC approved the FY 2016 Agreed-Upon Procedures. Yes – Chair Barnum, Vice Chair Halpern, Mr. Fuller, Ms. Lee, Mr. Ramer, and Mr. Tibbitts. No – None. Abstain – None. Absent – Mr. Vortmann.

10. FY 2018 *TransNet* TRIENNIAL PERFORMANCE AUDIT: DRAFT SCOPE OF WORK CONCEPTS, PROPOSED SCHEDULE, AND SOLICITATION PROCESS (DISCUSSION/POSSIBLE ACTION)

In accordance with the *TransNet* Extension Ordinance, the ITOC is responsible for triennial performance audits of the *TransNet* Program. The fourth of these performance audits is scheduled to be conducted in FY 2018. The ITOC was asked to review the potential concepts for a draft scope of work and draft schedule. The ITOC also was asked to designate no more than three ITOC performance audit subcommittee members, including a project manager, to further develop the scope of work and schedule for the next triennial performance audit, which would be incorporated into a future Request for Proposals.

Ms. zur Nieden introduced the item.

Ms. zur Nieden and Jenny Russo, Senior Contracts and Procurement Analyst, presented the item.

Action: Upon a motion by Mr. Tibbitts, and a second by Mr. Ramer, the ITOC reviewed the potential concepts for a draft scope of work and draft schedule; and designated Chair Barnum, Mr. Fuller, Mr. Tibbitts, to serve as the ITOC performance audit subcommittee members, and Mr. Fuller to serve as the project manager. Tracy Drager will serve as an advisory member to the subcommittee.

Yes – Chair Barnum, Vice Chair Halpern, Mr. Fuller, Ms. Lee, Mr. Ramer, and Mr. Tibbitts. No – None. Abstain – None. Absent – Mr. Vortmann.

11. *TransNet* SENIOR MINI-GRANT PROGRAM: CALL FOR PROJECTS FOR FIFTH CYCLE OF GRANT FUNDING (DISCUSSION)

The call for projects for the fifth cycle of the Senior Mini-Grant program is anticipated for release on July 22, 2016. As part of this cycle, only minor changes to the evaluation and scoring criteria are proposed. The ITOC was asked to review and discuss proposed revisions to the evaluation and scoring criteria for consistency with the *TransNet* Extension Ordinance provisions.

Audrey Porcella, Transit Planner I, presented the item.

Action: This item was presented for discussion.

12. 2014 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM: AMENDMENT NO. 13 (DISCUSSION)

On September 26, 2014, the SANDAG Board of Directors adopted the 2014 Regional Transportation Improvement Program (RTIP), the multiyear program of proposed major transit, highway, arterial, and bikeway projects in the San Diego region covering the period FY 2015 to FY 2019. SANDAG processes amendments to the RTIP on a quarterly basis based on requests from member agencies. This amendment represents a regular quarterly amendment to the 2014 RTIP and reflects changes as requested by member agencies. The ITOC was asked to review and discuss the 2014 RTIP Amendment No. 13, focusing on the *TransNet* Program of Projects (POP).

Michelle Smith, Senior Project Control Manager, presented the item.

Action: This item was presented for discussion.

13. DRAFT 2016 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM: INCLUDING THE DRAFT AIR QUALITY CONFORMITY DETERMINATION (DISCUSSION)

SANDAG, as the Metropolitan Planning Organization, is required by state and federal laws to develop and adopt a RTIP, a multi-year program of proposed major transportation projects, including the *TransNet* POP. The 2016 RTIP covers FY 2017 through FY 2021, and is due to the state by September 30, 2016. The Transportation Committee is scheduled to release the draft 2016 RTIP including the draft air quality conformity analysis for a 30-day public review and comment, and schedule a public hearing for the September 2, 2016, Transportation Committee meeting. The ITOC was asked to review the *TransNet* POP included in the draft 2016 RTIP and provide comments.

Ms. Smith presented the item.

The ITOC requested that staff convey its discussion regarding the programming of City of San Diego funds to the Transportation Committee at its meeting scheduled for July 15, 2016. ITOC members also requested that City of San Diego staff include a discussion of local street and road program management and details on the proposed 2016 RTIP programmed projects with its next regular Capital Improvement Program update to the ITOC scheduled for fall 2016.

Action: This item was presented for discussion.

14. LOCAL STREET AND ROAD PROGRAM REPORT

14A. FY 2015 *TransNet* LOCAL STREET AND ROAD PROGRAM ANNUAL STATUS REPORT (INFORMATION)

Alex Estrella, Senior Transportation Planner, and Frank Rivera, Cities/County Transportation Advisory Committee (CTAC) Chair, presented the Local Street and Road Program annual status report. The report has been developed in coordination with the CTAC members in response to the FY 2012 *TransNet* Triennial Performance Audit Report recommendations.

Action: This item was presented for information.

14B. FY 2015 *TransNet* TRIENNIAL PERFORMANCE AUDIT REPORT: PROPOSED *TransNet* LOCAL STREET AND ROAD OUTPUT AND OUTCOME REPORT (DISCUSSION)

In response to Recommendation No. 6 from the FY 2015 *TransNet* Triennial Performance Audit, SANDAG staff has developed a local street and road output and outcome report in coordination with CTAC members. The ITOC was asked to review and discuss the proposed reporting.

Ms. Smith presented the item.

Action: This item was presented for discussion.

15. FUTURE MEETING SCHEDULE

The next regular ITOC meeting is scheduled for Wednesday, September 14, 2016, at 9:30 a.m.

16. ADJOURNMENT

Chair Barnum adjourned the meeting at 11:34 a.m.

Meeting Start Time: 9:35 a.m.  
 Meeting Adjourned Time: 11:34 a.m.

**INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE  
 MEETING ATTENDANCE FOR JULY 13, 2016**

JURISDICTION/ORGANIZATION	NAME	ATTENDING	COMMENTS
Licensed Civil/Traffic Engineer	Jonathan Tibbitts	Yes	
Finance/Budgeting	Stewart Halpern	Yes	Vice Chair
Biology/Environmental	Dustin Fuller	Yes	
Licensed Engineer	Kai Ramer	Yes	
Right of Way Acquisition	Carolyn Lee	Yes	
Private Sector	Dick Vortmann	No	
Contractor/Construction	Brad Barnum	Yes	Chair
ADVISORY MEMBERS LISTED BELOW (ATTENDANCE <b>NOT</b> COUNTED FOR QUORUM PURPOSES)			
San Diego County Auditor's Office	Tracy Drager (1st Alt.)	Yes	
SANDAG STAFF MEMBERS LISTED BELOW			
Kim Kawada, Chief Deputy Executive Director José Nuncio, <i>TransNet</i> Department Director Ariana zur Nieden, Senior <i>TransNet</i> Program Manager			