



**AGENDA  
REGULAR MEETING  
SAN BENITO COUNTY MEASURE A AUTHORITY**

**DATE:** Thursday, September 18, 2014  
3:00 P.M.

**LOCATION:** Board of Supervisors Chambers, 481 Fourth Street,  
Hollister, CA 95023

**DIRECTORS:** Chair Victor Gomez, Vice Chair Jerry Muenzer,  
Anthony Botelho, Tony Boch, and Ignacio Velazquez  
Alternates: San Benito County: Jaime De La Cruz  
City of Hollister: Pauline Valdivia; San Juan Bautista: Andy Moore

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*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section B. Public Comment.***

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**3:00 P.M. CALL TO ORDER:**

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- A. ACKNOWLEDGE** Certificate of Posting
- B. PUBLIC COMMENT:** (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

**CONSENT AGENDA:**

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*(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)*

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1. **APPROVE** Measure A Authority Draft Meeting Minutes Dated June 19, 2014 – Gomez
2. **RECEIVE** Measure A Authority FY 2013/14 Fourth Quarter Budget Report – Postigo

**ADJOURN TO MEETING OF THURSDAY OCTOBER 16, 2014. AGENDA DEADLINE IS OCTOBER 7, 2014 AT 12:00 P.M.**

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*In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Council of Governments Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Board's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.*

San Benito County  
MEASURE A AUTHORITY  
MEETING

June 19, 2014 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair Gomez, Director Boch, Director Botelho, Director Muenzer, and Director Scattini

STAFF PRESENT:

Deputy County Counsel, Barbara Thompson; Executive Director, Lisa Rheinheimer; Administrative Services Specialist, Kathy Postigo; Transportation Planning Manager, Mary Gilbert; Transportation Planner Veronica Lezama; Transportation Planner, Betty LiOwen; Transportation Intern, Regina Valentine; Secretary, Monica Gomez

CALL TO ORDER:

Chair Gomez called the meeting to order at 4:37 P.M.

**A. Certificate of Posting**

*Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting.*

**B. Public Comment: None**

CONSENT AGENDA:

1. Approve Measure A Authority Draft Meeting Minutes Dated April 17, 2014 – Gomez
2. Approve FY 2014/15 Measure A Authority Final Budget – Postigo

There was no discussion or public comment on Consent Items.

*Upon a motion duly made by Director Botelho, and seconded by Director Muenzer, the Directors unanimously approved Items 1 and 2 from the Consent Agenda. Vote: 5/0 motion passes*

*Upon a motion duly made by Director Muenzer, and seconded by Director Scattini, the Directors adjourned the MEA Meeting at 4:37 p.m.*

ADJOURN TO MEETING OF THURSDAY, JULY 17, 2014.



Agenda item: \_\_\_\_\_

## Staff Report

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To: Measure A Authority  
From: Kathy Postigo, Administrative Services Specialist   **Telephone:** (831) 637-7665  
Date: September 18, 2014  
Subject: **Quarterly Budget Report**

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### **Recommendation:**

**RECEIVE** Measure A Authority FY 2013/14 Fourth Quarter Budget Report.

### **Summary:**

The FY 2013/14 Fourth Quarter Budget Report shows \$78,022 in expenditures and \$167,008 in revenue.

### **Financial Considerations:**

During the fourth quarter, total expenditures for MEA were at \$78,022. These expenditures are attorney fees and contractor fees. A budget adjustment/transfer is required to cover the overage of \$23,168.

Revenues are \$167,008 for the fourth quarter budget report. The ending fund balance for FY 2013/14 is \$88,986.

### **Background:**

Staff has prepared the attached budget report for the Board to review. After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. Once the Trial Balances are reviewed a budget report is prepared and analyzed by staff for budget adjustments/transfers if needed. A budget adjustment/transfer is required at this time.

### **Staff Analysis:**

The FY 2013/14 Fourth Quarter Budget Report, ending June 30, 2014, summarizes the quarterly expenditures and revenues. Staff prepared this report for the Board's review. A budget adjustment/transfers is needed at this time for \$23,163, this is attributed to engineering and legal services needed to finalize the Highway 25 Bypass project and transfer of the roadway to Caltrans.

The Fourth quarter Report shows expenditures for the Contract line item is at 82.98% which is under the 100% projection for the quarter.

Executive Director Review: \_\_\_\_\_

Counsel Review:   N/A  

Attachments: 1. Measure A Authority FY 2013/14 Fourth Quarter Budget Report  
2. Budget Adjustment/Transfer 13-14-08

**Measure A Authority (6510101)**  
**Fourth Quarter Budget Report**  
**FY 2013/14**

SUMMARY	Budgeted FY13/14	Expenses/ Revenues 6/30/2014	Balance FY 13/14	Projected % 100%	Actual %
<b>EXPENDITURES</b>					
Salaries & Benefits	3,900	1,769	-		45.35%
Services & Supplies	-	91	(6)	100%	
Contracts	53,000	76,163	(23,163)	100%	143.70%
Capital	-	-	-		
Other	-	-	-		
<b>TOTAL EXPENDITURES</b>	<b>\$56,900</b>	<b>\$78,022</b>	<b>(\$23,168)</b>	<b>100%</b>	<b>137.12%</b>
<b>REVENUES</b>					
Revenues	201,261	167,008	34,253	100%	
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$201,261</b>	<b>\$167,008</b>	<b>\$34,253</b>	<b>100%</b>	<b>82.98%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$144,361</b>	<b>\$88,986</b>			

FUND BALANCE 03/31/14

\$88,986

**Measure A Authority (6510101)**  
**Fourth Quarter Budget Report**  
**FY 2013/14**

**REVENUE & EXPENDITURES**

<b>REVENUES</b>	<b>Budgeted</b>	<b>Revenues</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<b>Category</b>	<b>FY13/14</b>	<b>6/30/2014</b>	<b>FY 13/14</b>	<b>100%</b>	
541001 Interest Income	-	753	(753)	100%	
551401 ST-STIP	-	-	-	100%	
556301 FD-TEA 21	-	-	-	100%	
570017 Contributions (HWY 25 Safety RDA)	-	-	-	100%	
570017 City of Hollister/ San Benito Co Impact Fet	-	-	-	100%	
570017 RDA (Welcome Sign)	-	-	-		
MEA Balance	201,261	166,255	35,006	100%	
<b>TOTAL</b>	<b>201,261</b>	<b>167,008</b>	<b>34,253</b>	<b>100%</b>	<b>82.98%</b>

<b>EXPENDITURES</b>	<b>Budgeted</b>	<b>Expenses</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<b>Category</b>	<b>FY13/14</b>	<b>6/30/2014</b>	<b>FY 13/14</b>	<b>100%</b>	
<b>Personnel</b>					
610101 Salaries	3,900	1,769	-		
623510 Administrative Support	-	-	-		
623508 Outside Labor	-	-	-		
<b>Total</b>	<b>3,900</b>	<b>1,769</b>	<b>-</b>		<b>0.00%</b>
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-		
620301 Clothing and Safety	-	-	-		
620501 Communications	-	-	-	50%	
620701 Computer Maintenance	-	-	-		
620702 Computer Supplies	-	-	-		
640701 General Insurance	-	-	-	100%	
621501 Maintenance of Equipment	-	-	-		
621502 Maintenance of Equipment - Oil and Gas	-	-	-		
621503 Maintenance of Equipment - Auto	-	-	-		
621701 Maintenance of Structures and Grounds	-	-	-		
623619 Marketing	-	-	-		
621901 Medical/Dental/Lab Supplies and Services	-	-	-		
622101 Membership Dues	-	-	-		
622501 Office Furniture under \$700	-	-	-		
622502 Office Equipment under \$300	-	-	-		
622505 Special Project Supplies - Printing	-	-	-		
622504 Supplies	-	-	-	100%	
622503 Postage and Delivery	-	6	(6)	100%	
623501 Legal	-	-	-	100%	
623502 Accounting	-	-	-		
623507 Other Consultants	-	-	-		
622701 Public and Legal Notices	-	85	-		#DIV/0!
622901 Rent Equipment	-	-	-		
622902 Rent Structures	-	-	-		
622903 Rent Space	-	-	-		
623101 Small Tools	-	-	-		
623613 Special Dept Expense - Other	-	-	-		
623302 Travel Lodging	-	-	-		
623303 Travel Meals	-	-	-		
623301 Training	-	-	-		
623304 Travel Transportation	-	-	-		
623701 Utilities	-	-	-		
<b>Total</b>	<b>-</b>	<b>91</b>	<b>(6)</b>	<b>100%</b>	
<b>Contracts</b>					
623601 Special Dept Expense - Contracts	53,000	76,163	(23,163)	100%	143.70%
<b>Total</b>	<b>53,000</b>	<b>76,163</b>	<b>(23,163)</b>	<b>100%</b>	
<b>Capital</b>					
650304 Furniture and Fixtures	-	-	-		
650302 Equipment other than Computer	-	-	-		
650303 Computer Hardware	-	-	-		
650301 Automobiles, Trucks, Vans	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Other</b>					
640513 Operating Transfers	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>TOTAL</b>	<b>56,900</b>	<b>78,022</b>	<b>(23,168)</b>	<b>100%</b>	<b>137.12%</b>

**Council of San Benito County Governments  
BUDGET ADJUSTMENT/TRANSFER**

13-14-08

Please Indicate Type:

Fiscal Year: 2013/2014  
 Department: Measure A  
 Org Key: 6510101

- Appropriation/Est. Revenue Increase**  
 (Requires Board Approval)
- Interdepartmental Transfer or Interobject Transfer >\$10,000**  
 (Requires Board Approval)
- Interobject Transfer <\$10,000**  
 (Requires Executive Director and Admin Ser Spe)
- Intraobject Transfer**  
 (Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
				\$ -
6510101	623601	Contracts	\$ -	\$ 23,163.00
			\$ -	
6510101		Fund Balance	\$ 23,163.00	
			\$ -	
			\$ -	\$ -
			\$ -	
			\$ -	\$ -
			\$ -	\$ -
<b>Total</b>			<b>\$ 23,163.00</b>	<b>\$ 23,163.00</b>

Comments: Transfer monies from Fund Balance to Contracts used for the final cost of Highway 25 Bypass.

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Submitted: \_\_\_\_\_

Verification of Sufficient Funds: Kathy Postup  
 Administrative Services Specialist

Date 9/4/14  
 Date \_\_\_\_\_

Approval: \_\_\_\_\_  
 Executive Director

Date \_\_\_\_\_

Approval by COG Board

Date \_\_\_\_\_

Attested: Clerk of the Board: \_\_\_\_\_

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No