

AMBAG EXECUTIVE/FINANCE COMMITTEE AGENDA

October 9, 2019

Marina Library
Community Room
190 Seaside Circle
Marina, CA 93933

5:00 pm

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
(A maximum of three minutes on any subject not on the agenda)

4. **Consent Agenda**

Recommended Action: APPROVE

Note: Action listed for each item represents staff recommendation. The Executive/Finance Committee may, at its discretion, take any action on the items listed in the agenda.

- A. **Draft Minutes of the September 11, 2019 Meeting**
Approve the draft minutes of the September 11, 2019 meeting. (Page 3)
- B. **List of Warrants as of July 31, 2019**
Accept the list of warrants. (Page 7)
- D. **Accounts Receivable as of July 31, 2019**
Accept the accounts receivable. (Page 9)

5. **Financial Update Report**

Recommended Action: INFORMATION

-Errol Osteraa, Director of Finance and Administration

Receive the financial update report which provides an update on AMBAG's current financial position and accompanying financial statements. (Page 11)

6. CLOSED SESSION

As permitted by Government Code Section 54956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters.

A. EVALUATION OF PERFORMANCE

Government Code Section 54957

1. Title: Executive Director

7. RECONVENE FROM CLOSED SESSION

Recommended Action: ACCEPT

-President Funk

Accept the report.

8. Other Items

9. Adjournment

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DRAFT
EXECUTIVE/FINANCE COMMITTEE MEETING

Corralitos Community Center
Padres Hall
35 Brown's Valley Road
Corralitos, CA 95076

September 11, 2019

Minutes

1. Call to Order

The meeting was called to order by President Funk at 5:41 p.m.

2. Roll Call

Present: Directors Freeman, Funk, McPherson, McShane and Petersen

Absent: Director Smith

Others Present: Maura Twomey, Executive Director and Errol Osteraa, Director of Finance and Administration

3. Public Comments

There were no comments from the public.

4. Consent Agenda

The following items were enclosed: 1) the minutes of the June 12, 2019 meeting; 2) the minutes of the August 14, 2019 meeting; 3) warrants as of June 30, 2019; and 4) accounts receivable as of June 30, 2019.

Motion made by Director Freeman seconded by Director McPherson to approve the consent agenda. The motion passed unanimously.

5. Financial Update Report

Errol Osteraa, Director of Finance and Administration, gave a report on AMBAG's current financial position. The accompanying financial statements were also discussed.

6. California Federal Surface Transportation Reauthorization Consensus Principles

Maura Twomey, Executive Director gave a brief report and recommended that the Executive/Finance Committee support the California Consensus Federal Transportation Reauthorization Principles. Brief discussion followed.

Motion made by Director McShane seconded by Director McPherson to support the California Consensus Federal Transportation Reauthorization Principles. The motion passed unanimously.

7. Other Items

Maura Twomey, Executive Director reported that AMBAG is currently in the process of updating the AMBAG website for accessibility. Brief discussion followed.

8. Adjournment

The meeting adjourned at 5:57 p.m.

DRAFT
AMBAG EXECUTIVE/FINANCE COMMITTEE MEETING
ATTENDANCE & VOTING RECORD

MEETING DATE: September 11, 2019

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)						
MEMBER	AMBAG REP	Attendance	Item# 4 Consent	Item# 6 Consensus Principles	--	--
Capitola	Kristen Petersen	X	Y	Y	-	-
Gonzales	Scott Funk	X	Y	Y	-	-
Monterey	Ed Smith	Ab	-	-	-	-
Salinas	Steve McShane	X	Y	Y	-	-
San Juan Bautista	John Freeman	X	Y	Y	-	-
County of Santa Cruz	Bruce McPherson	X	Y	Y	-	-

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AMBAG

Check Register
July 2019

Date Check
Number

Description

Amount

Date	Check Number	Name	Description	Amount
07/01/2019	28360	A-LIGN	Compliance and Security Services	13,250.00
07/01/2019	28361	Amaury Berteaud	Expense Report for 2019 SEEC Forum	272.01
07/01/2019	28362	Anderson Communications	Worked with AT&T New Fiber installation and readjusted circuit to 10	250.00
07/01/2019	28363	Bay Mobile Services	Wash AMBAG Prius Onsite - June 2019	35.00
07/01/2019	28364	Corralitos Padres Community Center	Community Center Fee for 09/11/19 BOD Meeting	250.00
07/01/2019	28365	De Lage Landen, Inc	Copier Lease Buyout C654 - Caltronics to Reimburse AMBAG	5,117.51
07/01/2019	28366	Delta Dental Plan of California	July 2019 Dental Premiums	1,478.94
07/01/2019	28367	MetLife - Group Benefits	July 2019 Disability Insurance Premium	321.24
07/01/2019	28368	Monterey Bay Air Resources District	July 2019 Rent	5,968.00
07/01/2019	28369	Rayne Water, Inc.	Water for the Period of 07/01/2019 through 07/31/2019	64.09
07/01/2019	28370	SDRMA	Property/General Liability/Worker's Compensation Coverage Renewal for FY 2019-2020	41,040.80
07/01/2019	28371	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	232.69
07/01/2019	28372	Vision Service Plan, Inc. (VSP)	July 2019 Premium	274.24
07/02/2019	EFT	Pers Retirement	June 2019 Retirement Contributions (from 6-16-2019 thru 6-30-2019) - Classic	7,441.95
07/02/2019	EFT	Pers Retirement	June 2019 Retirement Contributions (from 6-16-2019 thru 6-30-2019) - PEPPA	2,013.05
07/02/2019	EFT	Pers Health Benefit	Health Coverage July 2019	9,049.05
07/15/2019	EFT	Paychex, Inc.	Net Payroll and Taxes for Period Ending 07/15/2019	64,040.65
07/16/2019	28373	Anthem Blue Cross of California	Small Group Life Insurance Coverage 08-01-19 to 09-01-19	291.25
07/16/2019	28374	AT&T (FAX Line)	Fax Line Billed in Advance From 07/02/19 - 08/01/19	93.51
07/16/2019	28375	CALCOG	FY 2019-2020 CALCOG Membership Dues & Subscription	10,275.00
07/16/2019	28376	Caliper Corporation - WE 257	Supra-Regional ABM Framework Project Work for May 1-31, 2019	8,250.00
07/16/2019	28377	Caltronics Business Systems, Inc	Copier Usage Bill for 06/05/19 - 07/04/19	733.57
07/16/2019	28378	Corporate Armor	Gatekeeper GK.C.17.12M Quote CAQ17406	2,000.05
07/16/2019	28379	Elisabeth Russell Bertrand	Expense Reimbursement for June 2019	1,186.40
07/16/2019	28380	ESA	AMBAG Central Coast Highway 1 Climate Resiliency Study - Professional Services from 5/1/19 to 5/31/	12,960.94
07/16/2019	28381	ESRI Inc	ArcGIS Licencse Renewal (08-01-2019 through 07-31-2020)	7,700.00
07/16/2019	28382	GFOA Membership	Membership Renewal FY19-20 for Maura, Errol & Elizabeth	460.00
07/16/2019	28383	Heather Adamson	Reimbursement for Expenses for Month of June 2019	371.73
07/16/2019	28384	Iron Mountain, Inc.	Offsite Document Storage for June 2019	43.23
07/16/2019	28385	Maura Twomey.	Expense Reimbursement for June 2019	67.17
07/16/2019	28386	MGIS	Central Coast Hwy 1 Climate Resiliency Study Services 09/17/18 - 03/31/19	11,300.20
07/16/2019	28387	Monterey Computer Corporation, Inc.	IT Support Services for July 2019; A-Lign Survey, AT&T new fiber & Risk Assessment Support	2,592.00
07/16/2019	28388	New SV Media, Inc.	Notice for Draft 2019 PPP Legal AD 06/28/19	65.75
07/16/2019	28389	Perry and Freeman	Legal Services for July 2019	1,125.00
07/16/2019	28390	Pitney Bowes, Inc. - Purchase Power	Postage Paid by Purchase Power Line of Credit for June	500.00
07/16/2019	28391	Population Reference Bureau (PRB)	Forecast Related Services Completed in May 2019	383.46
07/16/2019	28392	Santa Cruz Sentinel(MediaNews Group, Inc.	Notice for Draft 2019 PPP Legal AD 06/19/19	128.00
07/16/2019	28393	The Herald (MediaNews Group, Inc)(Ads)	Notice for Draft 2019 PPP Legal AD 06/19/19	171.12
07/16/2019	28394	Valero, Inc.	May 30 to June 24, 2019 Fuel Costs	14.61
07/16/2019	28395	VISA Rabobank - 1628	Office Supplies, BOD Refreshments, Event Registration, Advertisement, Travel	1,387.28
07/16/2019	28396	VISA Rabobank - 3667	Travel, Storage, Meeting Expenses, Event Registration	688.73
07/17/2019	EFT	Pers Health Benefit	Health Coverage Aug 2019	8,183.36
07/17/2019	EFT	Pers Retirement	July Pmt for Annual Unfunded Accrued Liability as of 06/30/2017 Valuation - Classic	12,683.18
07/17/2019	EFT	Pers Retirement	July Pmt for Annual Unfunded Accrued Liability as of 06/30/2017 Valuation - PEPPA	211.57

AMBAG
Check Register
July 2019

Date	Check Number	Name	Description	Amount
07/17/2019	EFT	Pers Retirement	June 2019 Retirement Contributions (from June 1, 2019 thru June 15, 2019) - Classic	7,746.69
07/17/2019	EFT	Pers Retirement	June 2019 Retirement Contributions (from June 1, 2019 thru June 15, 2019) - PEPRA	1,726.13
07/25/2019	28397	AT&T (Silver Cloud VoIP 2019)	Monthly Charges for VoIP Lines (Main Line, Staff Lines) and Fiber MIS - 06/22/19 - 08/10/19	871.32
07/25/2019	28398	Bobbie Grant	Mileage Reimbursement for July 2019	81.49
07/25/2019	28399	Comcast - Monterey	High Speed Internet for 0722/2019 - 08/21/2019	319.99
07/25/2019	28400	Delta Dental Plan of California	August 2019 Dental Premiums	1,377.66
07/25/2019	28401	Fedex	Mail OWPA to Caltrans 6/28/19	34.21
07/25/2019	28402	MetLife - Group Benefits	August 2019 Disability Insurance Premium	286.48
07/25/2019	28403	Monterey Bay Air Resources District	August 2019 Rent	5,968.00
07/25/2019	28404	Monterey Bay Economic Partnership	Annual Membership Dues FY 2019-20	2,000.00
07/25/2019	28405	San Benito Business Council	Annual Member Dues 2019-2020	1,000.00
07/25/2019	28406	Staples Credit Plan, Inc.	Office Supplies	125.72
07/25/2019	28407	Vision Service Plan, Inc. (VSP)	August 2019 Premium	241.00
07/31/2019	EFT	Paychex, Inc.	Net Payroll and Taxes for Period Ending 07/31/2019	65,951.55
			Total	<u>322,696.57</u>

AMBAG
A/R Aging Detail
As of July 31, 2019

Date	Num	Name	Memo	Due Date	Aging	Open Balance	Paid
07/31/2019	3998	PG & E-CEE Invoice Desk	All AMBAG	07/31/2019		42,876.16	✓
07/31/2019	4000	RAPS A/R	ALL AMBAG	07/31/2019		1,146.04	✓
07/31/2019	3999	Caltrans, D5	All AMBAG	08/30/2019		124,945.38	
07/01/2019	3989	City of Monterey Harbor/Marina Div.	ALL AMBAG	07/01/2019	30	10,000.00	✓
06/30/2019	3994	Caltrans, D5	Caliper - \$12,370.00, ESA - \$18,924.30, Population Reference Bureau - \$1,554.29, MHS \$4,250.26, TNC \$6,022.74	07/30/2019	1	191,591.02	✓
06/30/2019	3962	San Benito COG: Transportation Performance (WE-611)	ALL AMBAG	06/30/2019	31	22,452.95	✓
06/30/2019	3992	PG & E-CEE Invoice Desk	All AMBAG	06/30/2019	31	29,647.69	✓
06/30/2019	3995	RAPS A/R	ALL AMBAG	06/30/2019	31	3,392.75	✓
06/30/2019	3996	RAPS A/R	ALL AMBAG	06/30/2019	31	2,538.10	✓
06/30/2019	3997	RAPS A/R	ALL AMBAG	06/30/2019	31	2,285.89	✓
05/31/2019	3991	RAPS A/R	ALL AMBAG	05/31/2019	61	1,252.05	✓
		Total Receivables				<u>\$ 432,128.03</u>	
		Less Contractor Receivables				<u>\$ 43,121.59</u>	
		Net AMBAG Receivables				<u>\$ 389,006.44</u>	

✓ Reflects payments received subsequent to July 31, 2019.

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MEMORANDUM

TO: Executive/Finance Committee

FROM: Maura F. Twomey, Executive Director

RECOMMENDED BY: Errol Osteraa, Director of Finance and Administration

SUBJECT: Financial Update Report

MEETING DATE: October 9, 2019

RECOMMENDATION:

Staff recommends that the Executive/Finance Committee receive the Financial Update Report.

BACKGROUND/ DISCUSSION:

The enclosed financial reports are for the 2019-2020 Fiscal Year (FY) and are presented as a consent item. The attached reports contain the cumulative effect of operations through July 31, 2019 as well as a budget-to-actual comparison. Amounts in the Financial Update Report are unaudited.

FINANCIAL IMPACT:

The Balance Sheet for July 31, 2019 reflects a cash balance of \$814,801.68. The accounts and contractors receivable balance is \$432,128.03, while the current liabilities balance is \$153,015.02. AMBAG has sufficient current assets on hand to pay all known current obligations.

Due to the implementation of Governmental Accounting Standards Board (GASB) Statement No. 68 in FY 2014-2015 and a restatement to Net Position for GASB Statement No. 82, AMBAG has a deficit Net Position in the amount of \$97,127.16. Although AMBAG's Balance Sheet as of July 31, 2019 reflects a deficit Net Position, AMBAG's Profit and Loss Statement reflects an excess of revenue over expense of \$102,443.93. As we make efforts to pay the outstanding pension liability, AMBAG's Net Position will continue to improve.

Planning Excellence!

The following table highlights key Budget to Actual financial data:

Budget to Actual Financial Highlights
For Period July 1, 2019 through July 31, 2019

Expenditures	Budget Through July 2019	Actual Through July 2019	Difference
Salaries & Fringe Benefits	\$ 214,785.00	\$ 179,869.28	\$ 34,915.72
Professional Services	\$ 66,508.00	\$ 45,952.11	\$ 20,555.89
Lease/Rentals	\$ 7,583.00	\$ 7,046.80	\$ 536.20
Communications	\$ 2,067.00	\$ 2,037.08	\$ 29.92
Supplies	\$ 9,143.00	\$ 3,198.92	\$ 5,944.08
Printing	\$ 946.00	\$ -	\$ 946.00
Travel	\$ 7,513.00	\$ 2,303.31	\$ 5,209.69
Other Charges	\$ 25,773.00	\$ 24,684.21	\$ 1,088.79
Total	\$ 334,317.00	\$ 265,091.71	\$ 69,226.29
Revenue			
Federal/State/Local Revenue	\$ 337,282.00	\$ 367,535.64	(\$ 30,253.64)

Note: AMBAG is projecting a surplus, therefore budgeted revenues do not equal expenses.

Revenues/Expenses (Budget to Actual Comparison):

The budget reflects a linear programming of funds while actual work is contingent on various factors. Therefore, during the fiscal year there will be fluctuations from budget-to-actual.

Salaries and fringe benefits are under budget primarily due to positions that were vacant for portions of the fiscal year.

Professional Services are under budget primarily due to the timing of work on projects performed by contractors. These projects include the Central Coast Highway 1 Climate Resiliency Study and the development of an Activity-Based Model (ABM) Framework for the Central Coast Supra-Region (AMBAG, SLOCOG and SBCAG). In addition, work has begun on the 2045 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). These projects are in various phases of completion.

Since AMBAG funding is primarily on a reimbursement basis, any deviation in expenditure also results in a corresponding deviation in revenue. Budget-to-actual revenue and expenditures are monitored perpetually to analyze fiscal operations and propose amendments to the budget if needed.

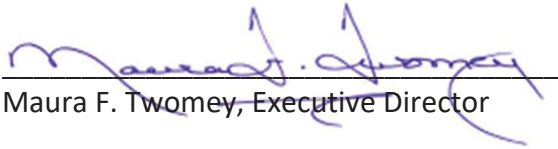
COORDINATION:

N/A

ATTACHMENTS:

1. Balance Sheet as of July 31, 2019
2. Profit and Loss: July 1, 2019 – July 31, 2019

APPROVED BY:



Maura F. Twomey, Executive Director

AMBAG Balance Sheet - Attachment 1

As of July 31, 2019

	July 31, 2019	July 31, 2019
Assets		
Current Assets		
Cash and Cash Equivalents		
Rabobank - Special Reserve	250,171.22	40,826.03
Rabobank - Checking	560,542.75	43,121.59
Petty Cash	500.00	69,067.40
LAIF Account	3,587.71	0.00
Total Cash and Cash Equivalents	<u>814,801.68</u>	<u>153,015.02</u>
Accounts Receivable		
Accounts Receivable	389,006.44	
Contractors Receivable	43,121.59	
Total Accounts and Contractors Receivable	<u>432,128.03</u>	<u>274,291.95</u>
Other Current Assets		
Due from PRWFPA/RAPS	314.70	2,006,211.69
Prepaid Items	41,544.25	3,335.51
Total Other Current Assets	<u>41,858.95</u>	<u>8,193.30</u>
Total Current Assets	<u>1,288,788.66</u>	<u>2,374,762.45</u>
Long-Term Assets		
Net OPEB Asset	86,032.00	
FY 2002-2003 Housing Mandate Receivable	82,186.00	
Allowance for Doubtful Accounts	(16,437.20)	
Deferred Outflows - Actuarial	667,822.49	
Deferred Outflows - PERS Contribution	287,132.59	
Total Long-Term Assets	<u>1,106,735.88</u>	<u>2,527,777.47</u>
Capital Assets		
Capital Assets	179,036.54	(199,571.09)
Accumulated Depreciation	(143,910.77)	102,443.93
Total Capital Assets	<u>35,125.77</u>	<u>(97,127.16)</u>
Total Assets	<u><u>2,430,650.31</u></u>	<u><u>2,430,650.31</u></u>
Liabilities & Net Position		
Liabilities		
Current Liabilities		
Accounts Payable		40,826.03
Contractors Payable		43,121.59
Employee Benefits		69,067.40
Line of Credit		0.00
Total Current Liabilities		<u>153,015.02</u>
Long-Term Liabilities		
Deferred Inflows - Actuarial		274,291.95
Net Pension Liability (GASB 68)		2,006,211.69
OPEB Liability		3,335.51
Retainage Payable		8,193.30
Deferred Revenue		82,730.00
Total Long-Term Liabilities		<u>2,374,762.45</u>
Total Liabilities		<u>2,527,777.47</u>
Net Position		
Beginning Net Position		(199,571.09)
Net Income/(Loss)		102,443.93
Total Ending Net Position		<u>(97,127.16)</u>
Total Liabilities & Net Position		<u><u>2,430,650.31</u></u>

AMBAG
Profit & Loss - Attachment 2

July 2019

	July 2019
Income	
AMBAG Revenue	174,236.82
Cash Contributions	11,146.04
Grant Revenue	167,821.54
Non-Federal Local Match	14,331.24
Total Income	367,535.64
Expense	
Salaries	107,815.74
Fringe Benefits	72,053.54
Professional Services	45,952.11
Lease/Rentals	7,046.80
Communications	2,037.08
Supplies	3,198.92
Printing	0.00
Travel	2,303.31
Other Charges:	
Workshops/Training	739.00
GIS Licensing/CCJDC Support	49.55
SB1/MTP/MTP/SCS/OWP/Public Participation Expenses	371.51
Recruiting	395.00
Dues & Subscriptions	4,016.67
Depreciation Expense	1,909.07
Maintenance/Utilities	64.09
Insurance	2,808.08
Total Other Charges	10,352.97
Non-Federal Local Match	14,331.24
Total Expense	265,091.71
Net Income/(Loss)	102,443.93

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