



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Commission Chair
Councilmember At-Large
Rebecca Kaplan, City of Oakland

Commission Vice Chair
Supervisor Richard Valle, District 2

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Scott Haggerty, District 1
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Rebecca Saltzman

City of Alameda
Mayor Trish Spencer

City of Albany
Mayor Peter Maass

City of Berkeley
Councilmember Kriss Worthington

City of Dublin
Mayor David Haubert

City of Emeryville
Vice Mayor John Bauters

City of Fremont
Mayor Lily Mei

City of Hayward
Mayor Barbara Halliday

City of Livermore
Mayor John Marchand

City of Newark
Councilmember Luis Freitas

City of Oakland
Councilmember Dan Kalb

City of Piedmont
Mayor Jeff Wieler

City of Pleasanton
Mayor Jerry Thorne

City of San Leandro
Mayor Pauline Cutter

City of Union City
Mayor Carol Dutra-Vernaci

Executive Director
Arthur L. Dao

Independent Watchdog Committee

Monday, March 13, 2017, 5:30 p.m.

**1111 Broadway, Suite 800
Oakland, CA 94607**

Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

Glossary of Acronyms

A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

Location Map

★ Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit www.511.org.

Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now.

Connect with Alameda CTC

www.AlamedaCTC.org



facebook.com/AlamedaCTC

[@AlamedaCTC](https://twitter.com/AlamedaCTC)

youtube.com/user/AlamedaCTC



Independent Watchdog Committee Meeting Agenda Monday, March 13, 2017, 5:30 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

SPECIAL ANNUAL COMPLIANCE REVIEW

Chair: Murphy McCalley
Vice Chair: Herb Hastings
Staff Liaisons: Patricia Reavey
Public Meeting Coordinator: Angie Ayers

5:30 – 5:45 p.m. John Nguyen	1. Measure B and Measure BB Audit Report and Program Compliance Report Review Orientation Workshop	Page 1	A/I I
5:45 – 6:30 p.m. John Nguyen	2. Measure B and Measure BB FY2015-16 Audit Report and Program Compliance Report Review (link to reports listed below) http://www.alamedactc.org/app_pages/view/4135		I

REGULAR MEETING AGENDA (immediately follows compliance review)

6:30 – 6:35 p.m. Murphy McCalley	1. Call to Order and Roll Call		
6:35 – 6:40 p.m. Public	2. Public Comment		I
6:40 – 6:45 p.m. Murphy McCalley	3. Approval of January 9, 2017 IWC Meeting Minutes	11	A
6:45 – 7:00 p.m. Patricia Reavey	4. Establishment of IWC Annual Report Ad Hoc Subcommittee (schedule first Ad Hoc Subcommittee meeting for March or early April)		A
7:00 – 7:10 p.m. IWC Members	5. Projects and Programs Watchlist (sign up for projects and programs)	17	I
7:10 – 7:20 p.m. IWC Members	6. IWC Member Reports/Issues Identification		
	6.1. Chair Report (Verbal)		I
	6.2. IWC Issues Identification Process and Form	21	A/I

7:20 – 7:30 p.m.
Staff

7. Staff Reports

7.1. IWC Calendar FY2016-17

25 I

7.2. IWC Roster

27 I

7:30 p.m.
Murphy McCalley

8. Adjournment/Next Meeting

Monday, July 10, 2017



Memorandum

1.0

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: March 6, 2017

SUBJECT: Measure B and Measure BB Audit Report and Program Compliance Reports Review Orientation Workshop

RECOMMENDATION: Receive an orientation on Fiscal Year 2015-16 Compliance Reporting Review Process

Summary

Each year, Measure B and Measure BB Direct Local Distribution (DLD) fund recipients are required to submit to Alameda CTC Audited Financial Statements and Compliance Reports that summarize the prior fiscal year's expenditures and fund balances. This year's compliance reporting period is for FY2015-16. All recipients' reports for this reporting period are posted on the Alameda CTC website and available for review. The Independent Watchdog Committee (IWC) will review these reports for compliance with the 2000 Measure B and 2014 Measure BB Expenditure Plans' requirements.

Alameda CTC staff developed a Program Compliance Review Guide to assist members during their review process. This guidance document serves as a "reviewer's toolkit" for assessing the recipient's end-of-year financial statements and compliance reports.

Background

A portion of Measure B and Measure BB sales tax revenues are distributed by a formula outlined in the Transportation Expenditure Plans (TEP) directly to twenty eligible jurisdictions as DLDs. These distributions provide support for locally identified transportation improvements among the recipient's local transportation, bicycle/pedestrian, mass transit, and paratransit programs. In 2012 and 2015, Alameda CTC and the recipients entered into Master Programs Funding Agreements (MPFAs), which authorized the distribution of DLD funds to the recipients and specified expenditure and reporting requirements for Measure B and Measure BB, respectively. Each year, recipients are required to submit Audited Financial Statements and Compliance Reports to confirm Measure B/BB fund balances, annual revenues and expenditures and the completion of reporting obligations.

Recipients' Audited Financial Statements and Compliance Reports for the FY2015-16 reporting period were due to Alameda CTC by December 31, 2016. Alameda CTC conducted a preliminary review of the submitted reports, and some recipients were requested to revise their reports to address data reporting issues or financial discrepancies

between the Audited Financial Statements and Compliance Reports. The reports are posted on Alameda CTC's website: http://www.alamedactc.org/app_pages/view/4135. Hardcopies are also available for examination at Alameda CTC's offices upon request.

In March, the IWC will review the recipient's submittals for adherence to the expenditure requirements mandated by the 2000 TEP and the 2014 TEP for Measure B and Measure BB, respectively. The TEPs do not specify how the IWC should participate in the annual compliance report review process. Therefore, through ongoing experience from prior reviews, the attached Program Compliance Review Guide (*Attachment A*) was developed to describe the review process, defines terms and serve as a guide for IWC members through the compliance reporting structure. Historically, the IWC has focused its review on expenditures identified in the Audited Financial Statements and Program Compliance Reports for accuracy, expenditure eligibility and completeness.

IWC inquiries on the recipient's compliance reports are due to the Alameda CTC by March 31, 2017. IWC comments may be sent to the Alameda CTC staff contacts below by including them in the body of an email or by completing the provided Comments Form: http://www.alamedactc.org/files/managed/Document/20560/IWC_MB-MBB_ComplianceReviewForm_FY15-16.xlsx (Attachment B) and attaching it to an email. Alameda CTC will forward the inquiries to the recipients, and the responses will be brought back to the next IWC meeting in July. The review schedule is as follows:

Program Compliance Review Schedule	
By December 31, 2016	Recipients' Audited Financial Statements and Compliance Reports Due
January 2017	Alameda CTC reviews and requests revisions to the recipient reports (<i>as necessary</i>).
February 2017	Recipients submit revised reports; revised reports posted onto Alameda CTC's website.
March 13, 2017 (IWC Meeting)	Program Compliance Review Orientation Workshop <ul style="list-style-type: none"> • Staff provides general review guidance • Hardcopies of reports made available
March 31, 2017	IWC comments due to Alameda CTC
April 2017	IWC comments forwarded to recipients for response
July 2017	IWC receives response to comments and summary report

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Program Compliance Review Guide
- B. IWC Program Compliance Comments Form

Staff Contact

[John Nguyen](#), Senior Transportation Planner

[Andrea Gomez](#), Programming Support

Measure B and Measure BB Program Compliance Review Guide For Fiscal Year 2015-16

1.1 Purpose

Appointees to the Alameda County Transportation Commission (Alameda CTC) Independent Watchdog Committee have a voter-approved mandate to perform certain duties related to the expenditure of tax monies collected under Measure B and Measure BB, Alameda County's transportation sales tax programs, which voters approved in 2000 and in 2014.

The Measure B and Measure BB Expenditure Plans describe the makeup of the IWC membership as well as its overarching goal. However, it does not specify how the IWC participates in the annual compliance report review process. The purpose of this guidance is to provide detail about the current approach to the IWC review process and to guide members through the review process.

1.2 Scope

Alameda CTC entered into Master Programs Funding Agreements (MPFA) with local jurisdictions and transit agencies who are eligible to receive Measure B and Measure BB Direct Local Distribution (DLD) funds. The agreement requires the recipients to report on their expenditures annually. Fund recipients report on their expenditures in four program areas:

1. Bicycle and Pedestrian Safety
2. Local Transportation (local streets and roads)
3. Mass Transit
4. Special Transportation for Seniors and People with Disabilities (Paratransit)

Each DLD fund recipient submits an annual Audited Financial Statement and Compliance Report to Alameda CTC by the end of December. Beginning in the spring, the IWC and Alameda CTC staff reviews these Audited Financial Statements and reports to determine whether or not the recipient is in compliance. Alameda CTC staff analyzes the data from the Audited Financial Statements and compliance reports, coordinates with local jurisdictions to ensure compliance, and develops a summary report for the Commission. The IWC also reviews the data, submits questions for jurisdictions, and uses this data to generate an Annual Report to the public in the summer.

1.3 Definitions

- A. **Alameda County Transportation Commission (Alameda CTC or "Commission"):**
Alameda CTC is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA). The 22-member Commission is

comprised of the following representatives: all five Alameda County Supervisors, two City of Oakland representatives, one representative from each of the other 13 cities in Alameda County, a representative from Alameda-Contra Costa Transit District (AC Transit), and a representative from San Francisco Bay Area Rapid Transit District (BART).

- B. **Alameda County Transportation Improvement Authority (ACTIA):** The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed all responsibilities of ACTIA.
- C. **Audited Financial Statements:** Annual, independent Audited Financial Statements commissioned by each agency or jurisdiction that receives Measure B and Measure BB Direct Local Distribution funds.
- D. **Compliance Report:** A report submitted to Alameda CTC by Measure B and Measure BB Direct Local Distribution fund recipients annually. The compliance report details Measure B and Measure BB revenues and expenditures annually for each programmatic program. Alameda CTC creates the template form for this report.
- E. **Compliance Workshop:** A public workshop that Alameda CTC holds each fall to educate Measure B and Measure BB fund recipients on their annual compliance reporting requirements. Staff presents the compliance report form, explains the preferred audit language, and answers questions.
- F. **Direct Local Distributions:** A percentage of formula funds that are distributed to local agencies for their local transportation improvements within four programs: bicycle/pedestrian, local transportation, mass transit and paratransit.
- G. **Fiscal year:** A period of time used for calculating financial statements or budgets in business and other organizations. The Alameda CTC has determined their financial year to be July 1 through June 30.
- H. **Measure B and Measure BB Programs:** Transportation or transportation-related programs specified in the 2000 and 2014 Expenditure Plans that receives funding on a percentage-of-revenues formula basis, or through a discretionary grant program.
- I. **Recipient:** Measure B and Measure BB fund recipients that have signed a Master Programs Funding Agreement (MPFA) with Alameda CTC. Alameda CTC distributes Measure B and Measure BB Direct Local Distribution Funds to twenty (20) agencies. This includes six (6) local transit agencies (AC Transit, Altamont Commuter Express (ACE), Bay Area Rapid Transit District (BART), Livermore Amador Valley Transit Authority (LAVTA), Union City Transit (part of Union City), and Water Emergency Transportation Authority (WETA)); fourteen (14) local jurisdictions (cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City); and Alameda County.

- J. **Review:** An examination of recipients' audit report and compliance report submissions for conformance of expenditures for Measure B/BB transportation programs and other contract-related requirements.

1.4 Responsibilities

The IWC is responsible for keeping the public informed about the progress of Measure B and Measure BB-funded programs and projects and the appropriate use of the funds. This responsibility is primarily exercised by reviewing and reporting on the financial statements and compliance submissions from the participating local transportation agencies and jurisdictions and Alameda County. Each year, the IWC produces an Annual Report to the Public summarizing its findings on sale tax expenditure activities.

Reviewer responsibilities include, but is not limited to the following:

- A. **IWC:** The IWC conducts the review of audited financial statements and reports. IWC members may submit questions on the recipients' submitted reports to staff to request clarification from the recipient on their expenditures.
- B. **Alameda CTC staff:** Staff makes all compliance reports and audits public by posting them to the Alameda CTC website, reviews the reports and audits, and facilitates inquiries to the recipient's regarding their reports. Alameda CTC staff also works collaboratively with IWC members to prepare the Annual Report to the Public.

1.5 Review Process

The IWC members and Alameda CTC staff reviews the Audited Financial Statements and compliance report and cross checks them against each other to verify data accuracy and to ensure they are complete. The compliance review process follows a timeline detailed below.

1.6 Timeline

For fiscal year 2015-2016 reporting, the timeline is as follows:

Program Compliance Review Schedule	
By December 31, 2016	Recipients' Audited Financial Statements and Compliance Reports Due
January 2017	Alameda CTC reviews and requests revisions to the recipient reports (<i>as necessary</i>).
February 2017	Recipients submit revised reports; revised reports posted onto Alameda CTC's website.
March 13, 2017 (IWC Meeting)	Program Compliance Review Orientation Workshop <ul style="list-style-type: none"> • Staff provides general review guidance • Hardcopies of reports made available
March 31, 2017	IWC comments due to Alameda CTC
April 2017	IWC comments forwarded to recipients for response
July 2017	IWC receives response to comments and summary report

1.7 Audited Financial Statement Review

IWC members and Alameda CTC staff review each set of Audited Financial Statements to assess that:

- A. The Audited Financial Statements indicate that the jurisdiction has separate accounting and reporting for each type of Measure B and Measure B funds received.
- B. All fund transfers are explained.
- C. Alameda CTC received the report within 180 days of the fiscal year-end.
- D. The Audited Financial Statements contain an opinion offered by the auditor stating that the fund recipient is in compliance with Measure B requirements.
- E. The figures in the Audited Financial Statements tie to the figures in the compliance report.

1.8 Program Compliance Report Review

IWC members and Alameda CTC staff review each compliance report for items including:

- A. All necessary program sections of the report are complete.
- B. The responses are complete and responsive to the requested information.
- C. The listed projects appear consistent with the programmatic topic area.
- D. The project information is specific or detailed enough to show the projects are transportation-related and in accordance with Measure B and Measure BB requirements.
- E. The figures in the compliance report tie to the figures into the audited financial statement.

1.9. Program Compliance Report Structure

Jurisdictions are expected to complete all relevant sections for the DLD program funds received and expended. The Program Compliance Report is organized and includes the following:

- Cover: Agency Contact Information
- General Compliance Questions for all programs (*Bike/Ped, Local Streets and Roads, Transit, Paratransit*)
- Table 1 - Summary of Revenue, Expenditures, and Changes in Fund Balance: This includes a summary of revenues and expenditures for the fiscal year. The

figures reported must tie to the Audited Financial Statements and Compliance report (Table 1 and 2).

- Table 2 - Detailed Summary of Expenditures and Accomplishments: this includes a detailed summary of the fiscal year expenditures. It describes specific expenditures activities and accomplishments made by the Measure B and Measure BB investments. Through Table 2, recipients report on required performance metrics required by the MPFA. The figures reported must tie to the Audited Financial Statements and Compliance report (Table 1 and 2).

2.0 Annual Compliance Report to the Public

After the Audited Financial Statements and Compliance reports are analyzed, the IWC develop an Annual Report to the Public from the reports' financial data and expenditures.

2.1 General Review Guidance

Alameda CTC staff reviews the Audited Financial Statements and Compliance Reports to resolve financial discrepancies or reporting issues. The IWC reviews expenditures and raises concerns regarding the use of funds during the reporting fiscal year. Recipients have flexibility to expend the funds on projects/programs as approved through their own local public processes. However, if an expenditure does not appear to fit into the programmatic area, seems out of sync with the Measure B/BB program purposes, or is unclear if the money was appropriately spent, then the funding use is fair to question.

2.2 Timely Use of Funds Compliance Monitoring

In December 2015, the Commission approved the Timely Use of Funds Policies below:

POLICY: RECIPIENT shall not carry a fiscal year ending fund balance greater than 40 percent of the Direct Local Distribution revenue received for that same fiscal year for four consecutive fiscal years, by funding program. Non-compliance with this policy may invoke rescission penalties per the Use it or Lose It Policy.

RECIPIENT may seek an exemption from the Timely Use of Funds Policy through the Annual Program Compliance reporting process. RECIPIENT must demonstrate that extraordinary circumstances have occurred and provide a timely expenditure plan that would justify the exemption. Exemption requests must be submitted to ALAMEDA CTC and approved by the Commission.

IMPLEMENTATION: Through the Annual Program Compliance reporting process, ALAMEDA CTC will monitor the RECIPIENT's annual ending fund balance to revenue received ratio, cumulatively across the RECIPIENT's programmatic categories by fund program, to verify policy compliance.

Each jurisdiction receiving Measure B and Measure BB Direct Local Distribution Program funds are required to comply with this policy as referenced in the recently executed 2016 MPFA between the jurisdiction and Alameda CTC.

This policy is effective for funds received in Fiscal Year 2016-17, and will be monitored during the Fiscal Year 2016-17 program compliance review process.

Refer to the Alameda CTC's website for complete Timely of Funds Policies and Use It or Lose It Policy information: http://www.alamedactc.org/app_pages/view/4136.

2.3 Measure BB Requirement: 15% of Measure BB Local Street and Roads funds must be expended on Bicycle and Pedestrian improvements.

DLD recipients are required to report the use of Measure BB LSR funds on bicycle/pedestrian improvements through the compliance report. A minimum of 15% of LSR funds must be expended over the life of Measure BB.

Table 2: Detailed Summary of Expenditures and Accomplishments includes a reporting area for jurisdictions to report on LSR expenditures on bicycle/pedestrian improvements. DLD recipients are advised to expend a minimum of 15% annually to ensure long-term compliance, however, Alameda CTC monitors the compliance of this requirement over the life of the measure and will report the status of the recipient's compliance periodically through the Program Compliance Summary Report to the Commission.

2.4 Measure BB Performance Measures Monitoring

DLD recipients' expenditures must be used for eligible program activities. All expenditures must be documented and include a description of the accomplishment and performance of the DLD investment. The Commission approved performance measures are included in the DLD recipient's MPFA.

Refer to the Alameda CTC's website for Performance Measures required by the MPFA: http://www.alamedactc.org/app_pages/view/4136.

Table 2: Detailed Summary of Expenditures and Accomplishments includes specific reporting fields for recipients to report on their expenditures and DLD performance. This table provides an annual snapshot of the DLD performance and accomplishments for the IWC to review.

Performance reporting will be done through a variety of Alameda CTC's reporting processes including the annual program compliance reports, annual performance report, Paratransit program plan, and other planning activities, where feasible and applicable.

Measure B Program Compliance Report FY 2015-16 Compliance Review Form		
Electronic Form available: http://www.alamedactc.org/files/managed/Document/20560/IWC_MB-MBB_ComplianceReviewForm_FY15-16.xlsx		
	Agency	Reviewer's Comments
Transit Agencies and Authorities		
1	AC Transit	
	Audited Financial Statement	
	Mass Transit	
	Paratransit	
2	BART	
	Audited Financial Statement	
	Paratransit	
3	LAVTA	
	Audited Financial Statement	
	Mass Transit	
	Paratransit	
4	WETA (Alameda Ferries)	
	Audited Financial Statement	
	Mass Transit	
5	Altamont Commuter Express (ACE)	
	Audited Financial Statement	
	Mass Transit	
Alameda County Agencies		
6	Alameda County (ACPWA)	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
City Agencies		
7	City of Alameda	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
8	City of Albany	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
9	City of Berkeley	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
10	City of Dublin	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
11	City of Emeryville	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
12	City of Fremont	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
13	City of Hayward	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
14	City of Livermore	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
15	City of Newark	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
16	City of Oakland	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
17	City of Piedmont	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
18	City of Pleasanton	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
19	City of San Leandro	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
20	City of Union City / Union City Transit	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Mass Transit	
	Paratransit	

Measure BB Program Compliance Report FY 2015-16 Compliance Review Form		
Electronic Form available: http://www.alamedactc.org/files/managed/Document/20560/IWC_MB-MBB_ComplianceReviewForm_FY15-16.xlsx		
	Agency	Reviewer's Comments
Transit Agencies and Authorities		
1	AC Transit	
	Audited Financial Statement	
	Mass Transit	
	Paratransit	
2	BART	
	Audited Financial Statement	
	Transit	
	Paratransit	
3	LAVTA	
	Audited Financial Statement	
	Mass Transit	
	Paratransit	
4	WETA (Alameda Ferries)	
	Audited Financial Statement	
	Mass Transit	
5	Altamont Commuter Express (ACE)	
	Audited Financial Statement	
	Mass Transit	
Alameda County Agencies		
6	Alameda County (ACPWA)	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
City Agencies		
7	City of Alameda	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
8	City of Albany	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	Yes
	Paratransit	
9	City of Berkeley	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
10	City of Dublin	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
11	City of Emeryville	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
12	City of Fremont	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
13	City of Hayward	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
14	City of Livermore	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
15	City of Newark	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
16	City of Oakland	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
17	City of Piedmont	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
18	City of Pleasanton	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
19	City of San Leandro	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Paratransit	
20	City of Union City / Union City Transit	
	Audited Financial Statement	
	Bicycle/Pedestrian	
	Local Streets & Roads	
	Mass Transit	
	Paratransit	



Independent Watchdog Committee Meeting Minutes Monday, January 9, 2017, 5:30 p.m.

3.0

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

1. Welcome and Call to Order

Independent Watchdog Committee (IWC) Chair Murphy McCalley called the meeting to order at 5:30 p.m. A roll call was conducted and all members were present with the exception of Cheryl Brown, Oscar Dominguez, Cynthia Dorsey, Brian Lester, Glenn Nate, Harriette Saunders, Robert Tucknott and Hale Zukas.

A quorum was not confirmed. Chair McCalley moved agenda item 3 to the end of the agenda allowing for additional members to arrive for a quorum.

Subsequent to the roll call:

Oscar Dominguez and Cynthia Dorsey arrived during agenda item 4.1. Hale Zukas arrived after item 4.1.

2. Public Comment

There were no public comments.

3. Approval of November 14, 2016 IWC Meeting Minutes

A correction was requested to the last sentence of item 3 to change "...suggestion" to "...request."

Steve Jones moved to approve this item with the above correction. Curtis Buckley seconded the motion. The motion passed with the following votes:

Yes: Buckley, Dominguez, Dorsey, Hastings, Jones, Lew, McCalley, Piras, Zukas

No: None

Abstain: None

Absent: Brown, Lester, Nate, Saunders, Tucknott

4. Overview and Update on Delivery and Implementation of Measure B and Measure BB projects and Programs

4.1. Measure B/Measure BB Programs Update

John Nguyen delivered a presentation on the Measure B and Measure BB direct local distributions (DLD) and grant program for fiscal year (FY) 2015-16.

Questions/feedback from members:

- A walkthrough was requested of the timely use of funds policy. John stated the policy requires that recipients must not carry an end of year fund balance of over more than 40 percent of their annual revenue for that fiscal year for four consecutive years. John noted the policy goes into effect for FY2016-17 and will be monitored through the compliance process.
- It was noted that the Measure B and Measure BB Historical DLD Distribution slide shows that the money collected from the Board of Equalization (BOE) is not the same amount for both measures for FY2015-16. Patricia Reavey responded that in

addition to minor differences that can occur due to ongoing audits on the older measure, the Board of Equalization (BOE) uses a different, more conservative, calculation for the distribution of monthly tax estimates for new sales tax measures to ensure they don't distribute too much during the quarter and then have an overpaid amount. In the first year of collections on a new measure, they hold back approximately 20% of the estimated revenues for the quarter, whereas for the older measures they hold back only 10% of the estimate. The BOE trues up the revenue each quarter and then pays out the remaining amount due with the first monthly payment for the next quarter. Trish noted that the BOE's distribution calculation will be the same as the old measure in FY2016-17, however we will still expect to see minor variances between the two measures.

- Is there a breakdown by agency of the DLD fund balances by program? John referred the committee to the area on the Alameda CTC website, where each recipient's compliance reports, the agency's financial statements and balance information are posted.
- What is the penalty if a recipient does not meet the timely use of funds requirements? John stated potential penalties could include withholding future funds until the balance goes down. However, recipients may request an exemption from the Commission on the timely use of funds process before a penalty action is employed.

A public comment was heard on this item from Dave Campbell, Advocacy Director with Bike East Bay, who commented on each jurisdictions use of local streets and roads (LSR) funds and their requirement to self-certify how they are used and encouraged IWC to confirm that the cities are spending the funds consistently with the Measure BB requirements.

Additional Questions from members:

- Is the self-certification for the cities included in the FY2015-16 Compliance Reports? John responded yes and noted that the DLD recipients were asked how they are meeting the 15% LSR on bicycle and pedestrian elements, how much is being spent on LSR bicycle and pedestrian improvements and what are the specific elements being funded.
- Is the 15% LSR requirement effective for each year individually? John responded that 15% of LSR funds are required to be spent on bicycle and pedestrian improvements by each jurisdiction over the life of the program and is monitored through the compliance reporting process.
- Is the 15% LSR requirement a written requirement in the 2014 Transportation Expenditure Plan (TEP)? John confirmed that it is a requirement in the plan. Tess Lengyel said that the information may be found in the TEP under implementing guidelines for LSR.

4.2. Measure B/Measure BB Capital Projects Update

Trinity Nguyen gave an overview on the status of Measure B and Measure BB capital projects.

Questions/feedback from members:

- Will BART to Warm Springs Extension operate to San Jose? Trinity responded that it will only operate to Warm Springs.

- Who is the project sponsor for the 7th Street Grade Separation and Port Arterial Improvements? Trinity responded that Alameda CTC is the sponsor along with the Port and that Alameda CTC is implementing the project.
- Is the project located at the Port of Oakland and are they contributing funds? Trinity confirmed the project is located at the Port of Oakland and that the Port is contributing funds to the project. She noted that Alameda CTC is also pursuing federal funds for the project.
- What happened to the State of California Grade Separation Program? Trinity said the program still exists; however, it does not have a lot of funds, and it's usually prioritized by where fatalities have occurred. She noted that state grade separation funds have been set aside for the Central Avenue Overpass project in the City of Newark.
- Why does the East Bay Greenway (EBGW) only go to 80th Street in Oakland? Trinity stated that the EBGW from the Coliseum BART station to 85th Street is the first segment and was a pilot. EBGW has been in the works for a number of years and Alameda CTC will continue to move forward with the EBGW corridor going from Lake Merritt BART to South Hayward BART.
- What is the deep trench for in the Route 92/Clawiter-Whitesell picture? Trinity noted that there are major drainage related items on this project including a water treatment plant located within the work limits.
- On the I-80 Gilman Interchange Improvements project roundabouts what kind of educational program does Alameda CTC plan to provide? Trinity said there was a public meeting for general outreach which allowed an opportunity for people to access videos and navigate through the roundabouts. Alameda CTC also has information on our website. Trinity noted that the first roundabout, which is a single roundabout will be constructed with the I-880 North Safety and Operational Improvements at 23rd and 29th Avenues project.
- Members recommended lots of signage for the roundabouts.
- Are the roundabouts for bicyclists, pedestrians, and trucks? Trinity said that there is bicycle and pedestrian access and the median section is an opportunity for safe and accessible crossing for pedestrians.

5. IWC Member Reports/Issues Identification

5.1. Chair's Report

Murphy McCalley informed the committee that Barbara Price resigned, and that she served one-year on the committee. He stated that the committee may review the compliance reports on the website to review the information pertaining to the Issues Form that Harriette Saunders submitted on the high fund reserves for Fremont, Newark, and Oakland. Murphy let the committee know that a subcommittee will be established at the March meeting to work on the IWC Annual Report.

5.2. IWC Issues Identification Process and Form

Murphy McCalley informed the committee that this is a standing item to keep members informed of the process of submitting issues/concerns that they want to have come before the committee.

6. Staff Reports

6.1. Measure B/Measure BB Program FY2015-16 Compliance and Audit Reports Available on Alameda CTC Website

John Nguyen gave an update on the annual program compliance review process for Measure B and Measure BB DLDs. He stated that all recipients submitted the required audited financial statements and program compliance reports and the unedited reports are available on Alameda CTC's website. He noted that Alameda CTC staff will review the submittals to verify their completion and consistency of data across the reports, and the edited reports will be available for IWC review in March 2017.

6.2. IWC Calendar

The committee calendar of meetings and activities is provided in the agenda packet for review purposes.

6.2. IWC Roster

The committee roster is provided in the agenda packet for review purposes.

7. Adjournment

The meeting adjourned at 6:40 p.m. The next meeting is scheduled for March 13, 2017 at the Alameda CTC offices.

INDEPENDENT WATCHDOG COMMITTEE

January 9, 2017

ROSTER OF MEETING ATTENDANCE

Present	IWC Member	Appointed By
A	Brown, Cheryl (waive)	Alameda Labor Council AFL-CIO
P	Buckley, Curtis	Bike East Bay
P	Dominguez, Oscar	East Bay Economic Development Alliance
P	Dorsey, Cynthia	Alameda County Mayors' Conference, District 5
P	Hastings, Herb, Vice Chair	Paratransit Advisory and Planning Committee
P	Jones, Steven	Alameda County Mayors' Conference, District 1
A	Lester, Brian	Alameda County, District 1 Supervisor Scott Haggerty
P	Lew, Jo Ann	Alameda County Mayors' Conference, District 2
P	McCalley, Murphy, Chair	Alameda County, District 4 Supervisor Nate Miley
A	Nate, Glenn	Alameda County, District 2 Supervisor Richard Valle
P	Piras, Pat (waive)	Sierra Club
A	Saunders, Harriette	Alameda County Mayors' Conference, District 3
A	Tucknott, Robert	Alameda County Mayors' Conference, District 4
P	Zukas, Hale	Alameda County, District 5 Supervisor Keith Carson

STAFF

Present	Staff/Consultants	Title
P	Tess Lengyel	Deputy Executive Director of Planning and Policy
P	Patricia Reavey	Deputy Executive Director of Finance
P	John Nguyen	Senior Transportation Planner
P	Trinity Nguyen	Senior Transportation Engineer
N/A	Tamara Halbritter	Senior Project Manager, Consultant
P	Angie Ayers	Public Meeting Coordinator, Consultant

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	Dave Campbell	BIKE EAST BAY		dave@bikeeastbay.org
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				

Alameda CTC Measure B Capital Projects
For Fiscal Year 2017-2018

IWC Member: Measure B Capital Projects Monitoring		ACTIA No. 1 - ACE Capital Improvements Alameda County; Construction																												ACTIA No. 2 - BART Warm Springs Ext. Fremont; Construction																												ACTIA No. 3 - BART Oakland Airport Conn. Oakland; Complete																												ACTIA No. 4 - Downtown Streetscape Project Oakland; Construction																												ACTIA No. 5 - BART Fruitvale Transit Village Complete																												ACTIA No. 6 - Union City Intermodal Station Union City; Complete																												ACTIA No. 7 - Bus Rapid Transit -Tel Corridor Oakland (7A; Construction); 7B&7C Complete* (Design)																												ACTIA No. 8 - I-680 Express Lane 84 Southbound (Operations); 8B Northbound Construction																												ACTIA No. 9 - Ironhorse Trail Dublin; Oakland, Alameda; PE/Env																												ACTIA No. 10 - I-880/Broadway-Jackson I/C San Leandro; Complete																												ACTIA No. 11 - I-880/Washington Avenue I/C Alameda County; Complete																												ACTIA No. 12 - I-580 Castro Valley I/C Alameda County; Complete																												ACTIA No. 13 - Lewelling/E. Lewelling Widening Livermore; Complete																												ACTIA No. 14 - I-580 Auxiliary Lanes; Dublin, Hayward; Construction																												ACTIA No. 15 - Rte. 92/Clawiter Whitesell I/C Complete																												ACTIA No. 16 - Oakland Local Streets San Leandro, AC, Complete																												ACTIA No. 17 - Hesperian/Lewelling Widening Complete																												ACTIA No. 18 - Westgate Parkway Extension San Leandro; Design/ROW																												ACTIA No. 19 - E-14th/Hesperian/150th Complete																												ACTIA No. 20 - Newark Local Streets Complete																												ACTIA No. 21 - I-238 Widening Fremont; Scoping																												ACTIA No. 22 - I-680/I-880 Cross Conn. Study Livermore; Complete																												ACTIA No. 23 - Isabel/Route 84/I-580 I/C North Segment (Complete); South Segment (Construction)																												ACTIA No. 24 - Route 84 Expressway Avenue Overpass); Newark; Design																												ACTIA No. 25.1 - Dumbarton Corridor (Central Studies, Complete*																												ACTIA 27A - Vasco Road; Complete Construction																												ACTIA No. 27B - I-80 Integrated Corridor Mobility; Oakland, San Leandro; Construction																												ACTIA No. 27C I-880 Corridor Improvements Complete																												ACTIA No. 27D - 2000 TEP Development; Planning; Segments and Locations on the CMP Network Planning; Scoping																												ACTIA 27E - Project Studies for Congested Segments and Locations on the CMP Network																																																																																																																																																																																																																																																																																																																						
Member's Names	Appointed By																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			

Notes
The Projects Marked with an "X" above are those I am interested in monitoring.
* Measure B funding Commitment met.
PE/ENV = Preliminary Engineering/Environmental

Signature

IWC Member: Measure BB
Capital Projects Monitoring

		TEP No.13 - Telegraph Ave/East 14th/International Blvd Project	TEP No.14 - Alameda to Fruitvale BART Rapid Bus	TEP No.15 - Grand/MacArthur BRT Priority	TEP No.16 - College/Broadway Corridor Transit	TEP No.17 - Irvington BART Station	TEP No.18 - Bay Fair Connector/BART METRO	TEP No.20 - BART to Livermore Extension, Phase 1	TEP No.22 - Union City Intermodal Station	TEP No.24- Oakland Broadway Corridor Transit Improvements	TEP No.29 - I-80 Gilman Street Interchange	TEP No.30 - I-80 Ashby Interchange Improvements	TEP No.31 - SR-84/I-680 Interchange and SR-84 Pass to Jack London)	TEP No.32 - SR-84 Expressway Widening (Pigeon Alcosta	TEP No.33 - I-580/I-680 Interchange Improvements	TEP No.35 - I-680 HOT/HOV Lane from SR-237 to Street to Hegenberger	TEP No.36 - I-880 NB HOV/HOT Extension from A Transportation and Circulation Improvements	TEP No.37 - I-880 Broadway/Jackson Mm Southwest Interchange Improvements	TEP No.38 - I-880 Whipple Road/Industrial Parkway Improvements	TEP No.39 - I-880 Industrial Parkway Interchange
Member's Names	Appointed By																			
Brown, Cheryl	Alameda Labor Council AFL-CIO																			
Buckley, Curtis	Bike East Bay																			
Dominguez, Oscar	East Bay Economic Development Alliance																			
Dorsey, Cynthia	Alameda County Mayors' Conference, D-5																			
Hastings, Herb	Paratransit Advisory and Planning Committee						X													
Jones, Steven	Alameda County Mayors' Conference, D-1	X					X													
Lester, Brian	Supervisor Scott Haggerty, D-1																			
Lew, Jo Ann	Alameda County Mayors' Conference, D-2				X			X										X		
McCalley, Murphy	Supervisor Nate Miley, D-4		X	X		X	X									X		X	X	
Nate, Glenn	Supervisor Richard Valle, D-2																			
Piras, Pat	Sierra Club	X		X		X	X		X							X	X			
Saunders, Harriette	Alameda County Mayors' Conference, D-3																			
Tucknott, Robert A.	Alameda County Mayors' Conference, D-4																			
Zukas, Hale	Supervisor Keith Carson, D-5	X		X	X	X	X	X			X			X						
Vacancy	Alameda County Taxpayers Association																			
Vacancy	League of Women Voters																			
Vacancy	Supervisor Wilma Chan, D-3																			

The projects marked with an "X" above are those I am interested in monitoring.

Signature_____

Alameda CTC Measure B/BB Direct Local Distributions and Grants
For Fiscal Year 2017-2018

IWC Member:
Measure B / Measure BB
Direct Local Distributions
and Grants Monitoring

		Alameda (BP,LSR, P,G)	Albany (BP, LSR, P, G)	Berkeley (BP, LSR, P, G)	Dublin (BP, LSR, G)	Emeryville (BP, LSR, P, G)	Fremont (BP, LSR, P, G)	Hayward (BP, LSR, P, G)	Livermore (BP, LSR, P, G)	Newark (BP, LSR, G)	Oakland (BP, LSR, P, G)	Piedmont (BP, LSR, P, G)	Pleasanton (BP, LSR, G)	San Leandro (BP, LSR, P, G)	Union City (BP, LSR, P, G)	Alameda County (BP, LSR, P, G)	AC Transit (P, T, G)	Altamont Corridor Express (T, G)	BART (P, T, G)	LAVTA (T, P, G)	Union City Transit Operations (T, G)	WETA - Ferry Services (T, G)
Member's Name	Appointed By																					
Brown, Cheryl	Alameda Labor Council AFL-CIO																					
Buckley, Curtis	Bike East Bay																					
Dominguez, Oscar	East Bay Economic Development Alliance									X												
Dorsey, Cynthia	Alameda County Mayors' Conference, D-5																					
Hastings, Herb	Paratransit Advisory and Planning Committee																					
Jones, Steven	Alameda County Mayors' Conference, D-1			X				X				X										
Lester, Brian	Supervisor Scott Haggerty, D-1																					
Lew, Jo Ann	Alameda County Mayors' Conference, D-2						X		X													
McCalley, Murphy	Supervisor Nate Miley, D-4															X						
Nate, Glenn	Supervisor Richard Valle, D-2																					
Piras, Pat	Sierra Club														X		X	X				X
Saunders, Harriette	Alameda County Mayors' Conference, D-3																					
Tucknott, Robert A.	Alameda County Mayors' Conference, D-4																					
Zukas, Hale	Supervisor Keith Carson, D-5		X													X		X				X
Vacancy	Alameda County Taxpayers Association																					
Vacancy	League of Women Voters																					
Vacancy	Supervisor Wilma Chan, D-3																					

Notes
An "X" above indicates interest in monitoring the entire agency's program funds. If only interested in a specific program by an agency, distinguish this by writing a BP, LSR, T, P, G for the program(s) of interest.

BP = Bicycle and Pedestrian Program
LSR - Local Streets and Roads (Local Transportation) Program
T = Transit Program
P = Paratransit Program
G = Grants

Signature _____

This page is intentionally left blank



Independent Watchdog Committee Issues Identification Process

Summary

This issues identification process outlines the responsibilities of the Independent Watchdog Committee (IWC) and identifies the process for IWC members and members of the public to bring issues of concern to the IWC and for IWC to address issues identified on "IWC Issues Forms" (attached).

IWC Responsibilities

The Independent Watchdog Committee is charged with the following as written in the 2000 and 2014 Transportation Expenditure Plans approved by voters.

The Independent Watchdog Committee is appointed pursuant to Measure B and Measure BB to review all expenditures of the Measure B transportation sales tax, to review and oversee all expenditures and performance measures, as appropriate, of the Measure BB transportation sales tax and to monitor Measure B and Measure BB projects and programs. This committee reports directly to the public and has the following responsibilities:

- Hold public hearings and issue reports, on at least an annual basis, to inform Alameda County residents about how the sales tax funds are being spent. The hearings are open to the public and must be held in compliance with the Brown Act, California's open meeting law, with information announcing the hearings well-publicized and posted in advance.
- Have full access to Alameda CTC's independent auditor and have the authority to request and review specific information regarding use of the sales tax funds and to comment on the auditor's reports.
- Publish an independent annual report, including any concerns the committee has about audits it reviews. The report will be published in local newspapers and will be made available to the public in a variety of forums to ensure access to this information.
- Provide a balance of viewpoints, geography, age, gender, ethnicity and income status, to represent the different perspectives of the residents of the county.

Review Process

The purpose for the review of projects and programs by the IWC is to report to the public on findings. To this end, the tasks for the IWC to focus on during review include: 1) proper expenditure of Measure B and Measure BB funds; 2) the timely delivery of projects per contract agreements; and 3) compliance with the projects

IWC Issues Identification Process

or programs as defined in the voter-approved 2000 and 2014 Transportation Expenditure Plans.

During the review process, IWC members will adhere to the following procedures:

1. Issues raised on an IWC Issues Form regarding Measure B or Measure BB expenditures and/or contract compliance on a project or program may be eligible to be pursued through a request for the project or program sponsor to appear before the IWC. Issues raised by members of the public regarding Measure B and/or Measure BB expenditures must be submitted in writing either to the IWC chair, vice-chair or to the committee at an IWC meeting.
2. Before requesting that staff respond to an issue or calling on a project or program sponsor to appear before the IWC, an IWC member must submit an IWC Issues Form to the IWC chair or vice-chair for placement on the agenda at the next IWC meeting. Issues submitted by a member of the public must be handled in the same manner.
3. The IWC must approve by an affirmative vote the method taken to address an issue identified on an IWC Issues Form, whether originally presented by an IWC member or a member of the public.
4. The IWC may establish a subcommittee, when necessary, to address the issue, question, or concern raised on an IWC Issues Form.
5. The IWC or subcommittee should consider the resources listed below, when addressing an issue raised on an IWC Issues Form.

The reviews are expected to be organized, thorough and efficient, and may result in a clear recommendation for further action, if needed.

Resources for IWC (not all inclusive)

- Adopted 2000 and 2014 Transportation Expenditure Plans
- Up-to-date list of project/program sponsors contacts
- Alameda CTC staff responsible for oversight of the project/program or other expenditures
- Information about public hearings, recent discussions, or news clippings provided by Alameda CTC staff to the IWC by mail or at meetings
- Other Alameda CTC advisory committees (for example, Paratransit Advisory and Planning Committee or Bicycle and Pedestrian Advisory Committee chairpersons may be called on to address an issue)
- Alameda CTC independent auditor and Comprehensive Annual Financial Reports
- Alameda CTC General Counsel

INDEPENDENT WATCHDOG COMMITTEE ISSUES FORM

Alameda County Transportation Commission (Alameda CTC)
1111 Broadway, Suite 800
Oakland, California 94607
Phone: 510-208-7400; Fax: 510-893-6489

The Independent Watchdog Committee (IWC) is tasked with the review of Measure B expenditures and Measure BB expenditures and performance measures. This form allows for formal documentation of potential issues of concern regarding the expenditure of Measure B and/or Measure BB funds and Measure BB performance measures. A concern should be submitted to the IWC if an issue directly relates to the potential misuse of Measure B or Measure BB funds, non-compliance with the 2000 and/or 2014 Transportation Expenditure Plans approved by voters, or an issue with Measure BB performance measures. Only current IWC members may use this form (an issue brought forward by the public would have to be championed by an IWC member and brought forward to the IWC on an IWC Issues Form by the IWC member).

Date: _____

Name: _____

Email Address: _____

Governmental Agency of Concern (include name of agency and all individual contacts from list of project/program sponsor contacts):

Agency/Contact's Phone Number: _____

Agency's Address: _____

City _____ **Zip Code:** _____

Indicate applicable measure: ☐ Measure B ☐ Measure BB

Indicate the type of Measure B and/or Measure BB expenditure to which this concern relates (please check one):

☐ Capital Project ☐ Program ☐ Program Grant ☐ Administration

On the next page, please explain in detail the nature of your concern and how it came to your attention. Include the name of the project or program, dates, times, and places where the issues of which you have concerns took place (use additional sheets when necessary).

IWC FY2016-17 Calendar of Meetings Activities
IWC FY2016-17 Calendar of Meetings Activities
on the second Monday of the month from 5:30 to 7:30 p.m.
at Alameda CTC Offices

Categories	Monday, July 11, 2016	Monday, November 14, 2016	Monday, January 09, 2017	Monday, March 13, 2017	Monday, July 10, 2017
IWC Annual Report	<ul style="list-style-type: none"> • IWC photo for Annual Report • Public Hearing on IWC Annual Report (substantially final) • Finalize IWC Annual Report and Publication Costs • IWC Annual Report Press Release 	<ul style="list-style-type: none"> • IWC Annual Report Outreach Summary and Publication Cost Update 		<ul style="list-style-type: none"> • Establish IWC Annual Report Subcommittee to create and finalize IWC Annual Report (Subcommittee meets April through June) 	<ul style="list-style-type: none"> • IWC photo for Annual Report • Public Hearing on IWC Annual Report (substantially final) • Finalize IWC Annual Report and Publication Costs • IWC Annual Report Press Release
Measure B and Measure BB Projects and Programs	<ul style="list-style-type: none"> • Issues Identification Process • IWC Projects and Programs Watchlist Next Steps 	<ul style="list-style-type: none"> • Issues Identification Process 	<ul style="list-style-type: none"> • Overview/Update on Measure B and Measure BB Projects and Programs • Issues Identification Process 	<ul style="list-style-type: none"> • Projects and Programs Watchlist (members sign up for projects and programs) (staff to send letters to jurisdictions in July to keep IWC informed) • Issues Identification Process 	<ul style="list-style-type: none"> • Issues Identification Process • IWC Projects and Programs Watchlist Next Steps
Measure B and Measure BB Compliance and Audited Financial Reports	<ul style="list-style-type: none"> • Measure B and Measure BB Program Compliance Report Summary • Independent Auditor Work Plan 	<ul style="list-style-type: none"> • Presentation of FY2015-16 Comprehensive Annual Financial Report by Independent Auditor 	<ul style="list-style-type: none"> • Measure B and Measure BB FY2015-16 Compliance and Audit Reports available on Alameda CTC Website (raw data, not yet reviewed by staff) 	<ul style="list-style-type: none"> • Measure B and Measure BB Audit Report and Program Compliance Report Review Orientation/Workshop • Measure B and Measure BB FY2015-16 Compliance and Audit Reports Forwarded to IWC for Review 	<ul style="list-style-type: none"> • Measure B and Measure BB Program Compliance Report Summary • Independent Auditor Work Plan
Organizational/Standing Reports	<ul style="list-style-type: none"> • Election of IWC Officers for FY2016-17 • Approve IWC FY2016-17 Annual Calendar/Work Plan • Discussion of IWC Bylaws • IWC Member Reports • Staff Responses to IWC Members Requests for Information • IWC Budget 	<ul style="list-style-type: none"> • IWC Member Reports • Staff Responses to IWC Members Requests for Information 	<ul style="list-style-type: none"> • IWC Member Reports • Staff Responses to IWC Members Requests for Information 	<ul style="list-style-type: none"> • IWC Member Reports • Staff Responses to IWC Members Requests for Information 	<ul style="list-style-type: none"> • Election of IWC Officers for FY2017-18 • Approve IWC FY2017-18 Annual Calendar/Work Plan • IWC Member Reports • Staff Responses to IWC Members Requests for Information • IWC Budget

This page intentionally left blank

Alameda County Transportation Commission
Independent Watchdog Committee
Roster - Fiscal Year 2016-2017

7.2

	Title	Last	First	City	Appointed By	Term Began	Re-apptmt.	Term Expires	Mtgs Missed Since July '16
1	Mr.	McCalley, Chair	Murphy	Castro Valley	Alameda County Supervisor Nate Miley, D-4	Feb-15		Feb-17	0
2	Mr.	Hastings, Vice Chair	Herb	Dublin	Paratransit Advisory and Planning Committee	Jul-14		N/A	0
3	Ms.	Brown	Cheryl	Oakland	Alameda Labor Council (AFL-CIO)	Apr-15		N/A	3
4	Mr.	Buckley	Curtis	Berkeley	Bike East Bay	Oct-16		N/A	0
5	Mr.	Dominguez	Oscar	Oakland	East Bay Economic Development Alliance	Dec-15		N/A	0
6	Ms.	Dorsey	Cynthia	Oakland	Alameda County Mayors' Conference, D-5	Jan-14	Jan-16	Jan-18	0
7	Mr.	Jones	Steven	Dublin	Alameda County Mayors' Conference, D-1	Dec-12	Jan-17	Jan-19	0
8	Mr.	Lester	Brian	Pleasanton	Alameda County Supervisor Scott Haggerty, D-1	Sep-13	Jan-16	Jan-18	3
9	Ms.	Lew	Jo Ann	Union City	Alameda County Mayors' Conference, D-2	Oct-07	Dec-15	Dec-17	0
10	Mr.	Naté	Glenn	Union City	Alameda County Supervisor Richard Valle, D-2 Pending Commission Approval	Jan-15	Mar-17	Mar-19	2
11	Ms.	Piras	Pat	San Lorenzo	Sierra Club	Jan-15		N/A	0
12	Ms.	Saunders	Harriette	Alameda	Alameda County Mayors' Conference, D-3	Jul-09	Jul-16	Jul-18	1
13	Mr.	Tucknott	Robert A.	Livermore	Alameda County Mayors' Conference, D-4	Jun-14	Jul-16	Jul-18	3
14	Mr.	Zukas	Hale	Berkeley	Alameda County Supervisor Keith Carson, D-5	Jun-09	Jun-16	Jun-18	0
15		Vacancy			Alameda County Supervisor Wilma Chan, D-3				

Alameda County Transportation Commission
Independent Watchdog Committee
Roster - Fiscal Year 2016-2017

16		Vacancy			Alameda County Taxpayers Association				
17		Vacancy			League of Women Voters				