



AMBAG EXECUTIVE/FINANCE COMMITTEE AGENDA

DATE: May 11, 2022

TIME: 5:00 pm

LOCATION: Conference Call
Dial-In Number: (605) 475-4700
Access Code: 203466#

On September 16, 2021, Governor Newsom signed AB 361 into law. The provisions enacted by AB 361 provide flexibility to meet remotely during a proclaimed emergency and will sunset on January 1, 2024. The AMBAG Executive/Finance Committee meeting will be conducted via Conference Call as established by Resolution 2022-4 adopted by the AMBAG Executive/Finance Committee on April 13, 2022. The AMBAG Executive/Finance Committee will participate in the meeting from individual remote locations.

Members of the public will need to attend the meeting remotely via Conference Call. We apologize in advance for any technical difficulties.

Persons who wish to address the AMBAG Executive/Finance Committee on an item to be considered at this meeting are encouraged to submit comments in writing at info@ambag by Tuesday, May 10, 2022 at 5 pm. The subject line should read "Public Comment for the May 11, 2022 Executive/Finance Committee Meeting". The agency clerk will read up to 3 minutes of any public comment submitted.

To participate via Conference Call, please use the conference call dial-in information provided.

If you have any questions, please contact Ana Flores, Clerk of the Board at aflores@ambag.org or at 831-883-3750.

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- 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 April 13, 2022 Meeting

Approve the draft minutes of the April 13, 2022 meeting. (Page 3)

B. Resolution in accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom

Adopt a Resolution 2022-5 in accordance with AB 361 regarding the Ralph M. Brown Act and finding of imminent risk to health and safety of in-person meetings as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom. (Page 5)

C. List of Warrants as of February 28, 2022

Accept the list of warrants. (Page 7)

D. Accounts Receivable as of February 28, 2022

Accept the accounts receivable. (Page 9)

5. Financial Update Report

Recommended Action: INFORMATION

- Maura F. Twomey, Executive Director

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

6. Other Items

7. Adjournment

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores, AMBAG, 831-883-3750, or email aflores@ambag.org at least 48 hours prior to the meeting date.

DRAFT EXECUTIVE/FINANCE COMMITTEE MEETING MINUTES

Conference Call

April 13, 2022

1. Call to Order

The meeting was called to order by President Brown at 5:00 p.m.

2. Roll Call

Present: Directors Brown, Freeman, McAdams (5:01), McShane, and Smith

Absent: None

Others Present: Maura Twomey, Executive Director and Heather Adamson,
Director of Planning

3. Public Comments

There were no written or oral comments from the public.

4. Consent Agenda

The following items were enclosed: 1) Resolution 2022-4 in accordance with AB 361 regarding the Ralph M. Brown Act and finding of imminent risk to health and safety of in-person meetings as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom; 2) draft minutes of the March 9, 2022 meeting; 3) warrants as of January 31, 2022; and 4) accounts receivable as of January 31, 2022.

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

5. Financial Update Report

Maura Twomey, Executive Director, gave a report on AMBAG's current financial position. The accompanying financial statements were also discussed.

6. 6th Cycle Regional Housing Needs Allocation Methodology

Heather Adamson, Director of Planning gave an update on the 6th Cycle Regional Housing Needs Allocation methodology.

7. Other Items

None.

8. Adjournment

The meeting adjourned at 5:09 p.m.

DRAFT
AMBAG EXECUTIVE/FINANCE COMMITTEE MEETING
ATTENDANCE & VOTING RECORD

MEETING DATE: April 13, 2022

Attendance (Y= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)			
MEMBER	AMBAG REP	Attendance	Item# 4 Consent
Capitola	Kristen Brown	Y	Y
Monterey	Ed Smith	Y	Y
Pacific Grove	Jenny McAdams	Y	Y
Salinas	Steve McShane	Y	Y
San Juan Bautista	John Freeman	Y	Y

A RESOLUTION

**OF THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS EXECUTIVE/FINANCE COMMITTEE
ADOPTING A RESOLUTION REGARDING THE RALPH M BROWN ACT AND FINDING OF IMMINENT RISK TO
HEALTH AND SAFETY OF IN-PERSON MEETING AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC
STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM**

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, the proclaimed state of emergency remains in effect; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risk to the health and safety of attendees, and further requires that certain findings be made by the legislative body every (30) days; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta and Omicron variants of COVID-19, currently the dominant strains of COVID-19 in the country, are more transmissible than prior variants of the virus, may cause severe illness, and that even fully vaccinated individuals can spread the virus (<https://cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designated to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, Monterey County and San Benito County currently have a Community Transmission metric of “low” and Santa Cruz County currently has a Community Transmission metric of “medium”; and,

WHEREAS, due to the current pandemic situation, the CDC recommends that all persons, regardless of vaccination status, wear a mask based on your personal preference, informed by your personal level of risk. The public may choose to wear a mask or respirator that offers greater protection in certain situations, such as when you are with people at higher risk for severe illness, or if you are at higher risk for severe illness; and

WHEREAS, the Executive/Finance Committee for the Association of Monterey Bay Area Governments (AMBAG) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, AMBAG has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of AMBAG's various legislative bodies subject to the Brown Act; and,

WHEREAS, in the interest of the public health and safety, as affected by the emergency cause by the spread of COVID-19, the AMBAG Executive/Finance Committee deems it necessary to find that meeting in person for meetings of all AMBAG related legislative bodies as well as subcommittees of the board of Directors subject to the Ralph M. Brown Act, would present imminent risk to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivisions (e) of Government Code section 54953; and,

WHEREAS, all teleconference meetings of the AMBAG Board of Directors, AMBAG Executive/Finance Committee, as well as all subcommittees of the Board of Directors shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

NOW, THEREFORE, BE IT RESOLVED that the AMBAG Executive/Finance Committee does hereby approve as follows:

1. The AMBAG Board of Directors finds that meeting in person for meeting of all AMBAG related legislative bodies subject to the Ralph M. Brown Act would present imminent risk to the health or safety of attendees.
2. This finding applies to all AMBAG related legislative bodies subject to the Brown Act, including but not limited to, the AMBAG Board of Directors meeting; the AMBAG Executive/Finance Committee; the RAPS, Inc. Board of Directors meeting, and any other standing committees.
3. Staff is directed to return to the Board of Directors no later than thirty (30) days after the adoption of this resolution, or by next Board of Directors meeting (whichever comes first), with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. The AMBAG Executive Director and AMBAG Counsel are directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

PASSED AND ADOPTED this 13th day of April 2022.

Kristen Brown, President

Maura F. Twomey, Executive Director

**AMBAG
Check Register
February 2022**

Date	Check Number	Name	Description	Amount
02/10/2022	1063	REAP - AMBAG ADMIN (WE 343)	REAP ADMIN - Q2 FY2021-22	3,809.88
02/10/2022	1064	REAP - AMBAG PROJECT (WE 344)	REAP PROJECT - Q2 FY2021-22	127,838.73
02/10/2022	1065	REAP - AMBAG PROJECT (WE 607)	REAP PROJECT - Q2 FY2021-22	23,667.06
02/28/2022	1066	REAP - City of Atascadero (WE 344)	Atascadero - REAP PROJECT - Q2 FY2021-22	63,725.00
02/28/2022	1067	REAP - City of Carpinteria (WE 344)	Carpinteria - REAP PROJECT - Q2 FY2021-22	20,008.72
02/28/2022	1068	REAP - City of Del Rey Oaks (WE 344)	Del Rey Oaks - REAP PROJECT - Q2 FY2021-22	3,273.50
02/28/2022	1069	REAP - City of Goleta (WE 344)	Goleta - REAP PROJECT - Q2 FY2021-22	5,400.00
02/28/2022	1070	REAP - City of Grover Beach (WE 344)	Grover Beach - REAP PROJECT - Q2 FY2021-22	28,131.24
02/28/2022	1071	REAP - City of Guadalupe (WE 344)	City of Guadalupe - REAP PROJECT - Q2 FY2021-22	5,037.00
02/28/2022	1072	REAP - City of Marina (WE 344)	Marina - REAP PROJECT - Q2 FY2021-22	15,481.45
02/28/2022	1073	REAP - City of Pacific Grove (WE 344)	City of Pacific Grove - REAP PROJECT - Q2 FY2021-22	16,315.68
02/28/2022	1074	REAP - City of Paso Robles (WE 344)	City of Paso Robles - REAP PROJECT - Q2 FY2021-22	13,692.50
02/28/2022	1075	REAP - City of Pismo Beach (WE 344)	City of Pismo Beach - REAP PROJECT - Q2 FY2021-22	30,922.50
02/28/2022	1076	REAP - City of Salinas (WE 344)	City of Salinas- REAP PROJECT - Q2 FY2021-22	40,110.73
02/28/2022	1077	REAP - City of Santa Maria (WE 344)	Santa Maria - REAP PROJECT - Q2 FY2021-22	16,934.39
02/28/2022	1078	REAP - City of SLO (WE 344)	San Luis Obispo - REAP PROJECT - Q2 FY2021-22	17,375.45
02/28/2022	1079	REAP - City of Solvang (WE 344)	City of Solvang - REAP PROJECT - Q2 FY2021-22	4,837.50
02/28/2022	1080	REAP - County of SLO (WE 344)	COSLO - REAP PROJECT - Q2 FY2021-22	9,903.57
02/28/2022	1081	REAP - SBtCOG (WE 344)	SBtCOG - REAP PROJECT - Q2 FY2021-22	20,045.15
02/28/2022	1082	REAP - SLOCOG (WE 344)	SLOCOG - REAP PROJECT - Q2 FY2021-22	14,340.34
02/01/2022	29899	American Planning Association(APA)	2022-2023 APA Membership for Heather Adamson	672.00
02/01/2022	29901	BOD - Carlos Victoria	BOD Meeting 9/8/21 & 12/31/21	100.00
02/01/2022	29902	Caltronics Business Systems, Inc	Copier Usage Bill for 12/22/21 - 1/21/22	133.47
02/01/2022	29904	ICLEI USA, Inc.	Annual Membership Dues for 2/1/2022 – 1/31/2023	9,500.00
02/01/2022	29905	Iron Mountain, Inc.	Offsite Document Storage for January 2022	135.36
02/01/2022	29906	Monterey Bay Air Resources District	February 2022 Rent	5,968.00
02/01/2022	29908	New SV Media, Inc.	Public Notice - MTIP FFY 2020-21 to FFY 2023-24	294.40
02/01/2022	29909	Perry and Freeman	Legal Services for February 2022	1,125.00
02/01/2022	29910	Population Reference Bureau (PRB)	For Forecast Related Services Completed in December 2021	5,684.07
02/01/2022	29911	Rayne Water, Inc.	Water for the Period of 02/01/2022 through 02/28/2022	64.09
02/01/2022	29912	Rincon Consultants, Inc.	2045 MTP/SCS/RTP - EIR Services for Period 11/1/21 - 11/30/21	4,576.54
02/01/2022	29913	The Herald (Subscriptions)	52 wks Subscription Expiration 01/29/2023	776.98
02/01/2022	29914	The Sohagi Law Group	Legal Services through 12/31/21	4,357.75
02/01/2022	29915	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	235.29
02/01/2022	29916	VISA Mechanics Bank - 3667	Storage, Supplies	453.05
02/01/2022	29917	Visa Mechanics Bank - 4089	Recruiting, Supplies, Website Hosting	758.14
02/01/2022	29919	Bay Mobile Services	Wash AMBAG Prius & Leaf Onsite - January 2021	80.00
02/01/2022	EFT	Comcast - Monterey	Account# 8155 10 023 0601969 - High Speed Internet for 1/22/2022 - 02/21/2022	500.56
02/10/2022	29921	AT&T (FAX Line)	Fax Line Billed in Advance From 2/02/22 - 3/01/22	141.67
02/10/2022	29922	BOD - Anna Velazquez	BOD Meeting 2/9/22	50.00
02/10/2022	29923	BOD - Bea Gonzales	BOD Meeting 2/9/22	50.00
02/10/2022	29924	BOD - Carlos Victoria	BOD Meeting 2/9/22	50.00
02/10/2022	29925	BOD - Derek Timm	BOD Meeting 2/9/22	50.00

Date	Check Number	Name	Description	Amount
02/10/2022	29926	BOD - Ed Smith	BOD Meeting 2/9/22	50.00
02/10/2022	29927	BOD - Eduardo Montesino	BOD Meeting 2/9/22	50.00
02/10/2022	29928	BOD - Greg Caput	BOD Meeting 2/9/22	50.00
02/10/2022	29929	BOD - John Freeman	BOD Meeting 2/9/22	50.00
02/10/2022	29930	BOD - John Phillips	BOD Meeting 2/9/22	50.00
02/10/2022	29931	BOD - Justin Cummings	BOD Meeting 2/9/22	50.00
02/10/2022	29932	BOD - Karen Ferlito	BOD Meeting 2/9/22	50.00
02/10/2022	29933	BOD - Kim Shirley	BOD Meeting 2/9/22	50.00
02/10/2022	29934	BOD - Kristen Petersen	BOD Meeting 2/9/22	50.00
02/10/2022	29935	BOD - Lance Walker	BOD Meeting 2/9/22	50.00
02/10/2022	29936	BOD - Lisa Berkley	BOD Meeting 2/9/22	50.00
02/10/2022	29937	BOD - Manu Koenig	BOD Meeting 2/9/22	50.00
02/10/2022	29938	BOD - Mary Adams	BOD Meeting 2/9/22	50.00
02/10/2022	29939	BOD - Mary Ann Carbone	BOD Meeting 2/9/22	50.00
02/10/2022	29940	BOD - Rick Perez	BOD Meeting 2/9/22	50.00
02/10/2022	29941	BOD - Scott Funk	BOD Meeting 2/9/22	50.00
02/10/2022	29942	BOD - Steve McShane	BOD Meeting 2/9/22	50.00
02/10/2022	29943	Caliper Corporation - RTDM	RTDM Technical Support Services for December 2021	292.50
02/10/2022	29944	Language Line Services, Inc.	Translation of Document & On-Site Interpretation	1,892.48
02/10/2022	29945	Monterey Computer Corporation, Inc.	Offsite Real-Time Dynamic Remote Server Services for August 2021 - Feb 2022	5,544.00
02/10/2022	29945	Monterey Computer Corporation, Inc.	IT Support Services for February 2022 & IT Hardware	2,123.48
02/10/2022	29945	Monterey Computer Corporation, Inc.	MS Office 365 Software & License Subscription - February 2022	311.10
02/10/2022	29946	Planeteria Media	Website Development and Maintenance - January 2022	400.00
02/10/2022	29947	Rincon Consultants, Inc.	2045 MTP/SCS/RTP - EIR Services for Period 12/1/21 - 12/31/21	1,062.50
02/10/2022	29948	SBCAG	Central Coast Coalition - Federal Advocacy Services 9/1/21 - 12/31/21	850.00
02/15/2022	EFT	Pachex, Inc.	Net Payroll and Related Expenses for Period Ending 2/15/22	111,456.64
02/28/2022	29949	AT&T (Silver Cloud VoIP 2019)	Monthly Charges for VoIP Lines (Main Line, Staff Lines) and Fiber MIS - 2/11/22 - 3/10/22	531.57
02/28/2022	29950	Comcast - Monterey	High Speed Internet for 02/22/2022 - 03/21/2022	501.09
02/28/2022	29952	Elizabeth Hurtado-Espinosa	Expense Reimbursement - USB Flash Drives	94.90
02/28/2022	29953	Hayashi & Wayland, LLP	5th Billing for FY 2020-21 Audit	3,265.00
02/28/2022	29955	Monterey Bay Air Resources District	March 2022 Rent	5,968.00
02/28/2022	29956	Perry and Freeman	Legal Services for March 2022	1,125.00
02/28/2022	29957	Pitney Bowes Inc. - Machine Rental	Lease Postage Meter from March 30, 2022 - June 29, 2022	350.67
02/28/2022	29958	Population Reference Bureau (PRB)	Forecast Related Services Completed in January 2022	1,746.08
02/28/2022	29959	Rayne Water, Inc.	Water for the Period of 03/01/2022 through 03/31/2022	64.09
02/28/2022	29960	Santa Cruz Sentinel(MediaNews Group, Inc.	Public Notice - MTIP FFY 2020-21 to FFY 2023-24	236.80
02/28/2022	29961	Staples Credit Plan, Inc.	Office Supplies	203.75
02/28/2022	29962	The Herald (MediaNews Group, Inc)(Ads)	Public Notice - MTIP FFY 2020-21 to FFY 2023-24	323.74
02/28/2022	29963	The Sohagi Law Group	Legal Services through 1/31/22	4,417.50
02/28/2022	29964	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	235.34
02/28/2022	29965	Pachex, Inc.	Net Payroll and Related Expenses for Period Ending 2/28/22	77,095.81
			Total	\$ 737,548.80

**AMBAG
A/R Aging Detail
As of February 28, 2022**

Date	Num	Name	Memo	Due Date	Aging	Open Balance	Paid
02/28/2022	4205	CA Department of Housing (HCD)	ALL AMBAG (ACCRUAL ONLY)	02/28/2022		4,116.54	
02/28/2022	4206	CA Department of Housing (HCD)	ALL AMBAG (ACCRUAL ONLY)	02/28/2022		17,152.05	
02/28/2022	4207	CA Department of Housing (HCD)	ALL AMBAG (ACCRUAL ONLY)	02/28/2022		6,581.32	
02/28/2022	4208	San Benito Council of Governments	ALL AMBAG	02/28/2022		65.92	PAID
02/28/2022	4211	RAPS A/R	ALL AMBAG	02/28/2022		5,006.94	PAID
02/28/2022	4212	RAPS A/R	ALL AMBAG	02/28/2022		1,481.89	PAID
01/31/2022	4197	SJVCEO - CCEW (WE 332)	ALL AMBAG	03/02/2022		3,300.00	
01/31/2022	4201	Caltrans, D5	Rincon, \$11,447.75,Caliper \$382.50	03/02/2022		198,259.93	PAID
02/28/2022	4165	GHG Inventories (WE 331)	ALL AMBAG (ACCRUAL ONLY)	03/30/2022		10,107.91	
02/28/2022	4202	SJVCEO - CCEW (WE 332)	ALL AMBAG	03/30/2022		3,300.00	
02/28/2022	4209	Caltrans, D5	Rincon, \$31,822.25,Caliper \$3,697.50	03/30/2022		234,123.72	PAID
01/31/2022	4200	San Benito Council of Governments	ALL AMBAG	01/31/2022	28	131.84	PAID
01/31/2022	4203	RAPS A/R	ALL AMBAG	01/31/2022	28	2,400.58	PAID
01/31/2022	4204	RAPS A/R	ALL AMBAG	01/31/2022	28	2,875.17	PAID
01/01/2022	4188	SCCRTC.	ALL AMBAG	01/01/2022	58	30,000.00	
			Net AMBAG Receivables			<u>\$ 518,903.81</u>	

PAID Reflects payments received subsequent to February 28, 2022.