

AGENDA

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY Meeting Notice

Date: Tuesday, January 28, 2020; 11:00 a.m. (immediately following SFCTA Board meeting)

Location: Legislative Chamber, Room 250, City Hall

Commissioners: Haney (Chair), Walton (Vice Chair), Fewer, Mar, Mandelman, Peskin, Preston, Ronen, Safai, Stefani and Yee

Clerk: Alberto Quintanilla

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1. Roll Call	
2. Chair’s Report - INFORMATION	
3. Executive Director’s Report - INFORMATION	
4. Approve the Minutes of the November 19, 2019 Meeting - ACTION*	3
5. Election of Chair and Vice Chair for 2020 - ACTION	
 <u>Direct to Board Items</u>	
6. [Final Approval on First Appearance] Accept the Audit Report for the Fiscal Year Ended June 30, 2019 - ACTION*	7
7. Internal Accounting Report for the Six Months Ending December 31, 2019 - INFORMATION*	11
 <u>Other Items</u>	
8. Introduction of New Items - INFORMATION	
During this segment of the meeting, Commissioners may make comments on items not specifically listed above, or introduce or request items for future consideration.	
9. Public Comment	
10. Adjournment	

*Additional Materials

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

TIMMA Board Meeting Agenda

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26. Assistive listening devices for the Legislative Chamber and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

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If any materials related to an item on this agenda have been distributed to the TIMMA Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

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DRAFT MINUTES

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

Tuesday, November 19, 2019

1. Roll Call

Chair Haney called the meeting to order at 11:06 a.m. The following members were:

Present at Roll Call: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent at Roll Call: Commissioner Safai (1)

2. Chair's Report - INFORMATION

Chair Haney reported that the San Francisco Downtown Congestion Pricing Study's Policy Advisory Committee would be hosting its first meeting Thursday, November 21, 2019. He said for more information, the public could visit the Transportation Authority website. He thanked Transportation Authority staff for visiting Treasure Island at various times throughout the year and for their outreach to residents and stakeholders. He encouraged the Board to visit the island and get a feel for how it was being transformed.

There was no public comment.

3. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, elected to forego her executive director's report.

During public comment Jeff Kline asked if an environmental justice report had been drafted for the proposed Treasure Island congestion pricing and toll policy and asked if staff had done their due diligence.

Director Chang replied that staff was aware of the requirements under The National Environmental Policy Act (NEPA) for environmental justice analysis and that work remained to be done for the capital side of the mobility management program. She added that NEPA requirements and review would be fulfilled once the agency had a better sense of what the policy configuration would be.

Consent Agenda

4. Approve the Minutes of the June 25, 2019 Meeting - ACTION

5. Award Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Nossaman LLP; Meyers Nave Riback Silver & Wilson; and Wendel, Rosen, Black & Dean LLP; in a Combined Amount Not to Exceed \$150,000 for On-Call General Legal Counsel Services - ACTION

6. Approve the Revised Procurement Policy - ACTION

There was no public comment.

Commissioner Ronen moved to approve the Consent Agenda, seconded by Commissioner Fewer.

The Consent Agenda was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

End of Consent Agenda

7. Approve Toll Exemption for Current Residents - ACTION

Rachel Hiatt, Assistant Deputy Director, presented the items per the staff memorandum.

Chair Haney thanked staff for their extensive outreach to Treasure Island residents and said it was important that current residents understood that the toll would not fall on them; particularly at a time when adequate transportation infrastructure was still being built out. He said the Board would have an opportunity at the midway point of the development to assess the policy. Chair Haney noted that the TIMMA Committee decided to have a revisiting of the policy, not a sunset, and said decisions still needed to be made with regards to businesses and future and low income residents on the island. He noted that the toll exemption for current residents would have some revenue consequences that would require the Board to look at how to meet the demand and needs of transportation on the island without relying on tolls initially on the current residents. Chair Haney thanked Commissioners Mandelman and Walton, who sit on the TIMMA Committee, for their strong support.

Commissioner Walton seconded Chair Haney's comments and thanked Director Chang and staff for listening to their concerns.

During public comment Jeff Kline thanked Chair Haney and the staff for responding to residents' concerns. He said the resolution did not address the potential disproportionate and adverse impacts of the toll project on present and future commercial tenants. He suggested that the Board return to the original 2006 transportation plan where the developers proposed that the toll apply only to new residents of the Treasure Island project.

Steve Stallone, member of the Treasure Island Organizing Committee, asked if the commitment to have viable alternative transit systems before having a toll was reflected in the resolution.

Carol Harvey spoke in favor of granting a toll exemption for current Treasure Island residents and asked that the exemption also be given to Treasure Island businesses and their employees.

In response to the question asking if the proposed resolution would revisit the public transportation infrastructure and its services, Chair Haney said that was his understanding of the resolution language. He added that there were still some things that needed to be figured out with the business rules.

Ms. Hiatt confirmed that there would be a number of points in the development project where staff would be required to evaluate the performance of the program. She said the first was set out in Assembly Bill 981, which was no later than three years after the commencement of tolling. She said project staff would be required to report out the overall performance of the project to the California State Legislature as well. Ms. Hiatt also confirmed that the midpoint evaluation would include evaluation of the transit service that was being provided.

Chair Haney reiterated that the Board still needed to have a conversation about businesses and its employees. He thanked the public for their comments and the continued need to focus on the equity issues that Treasure Island businesses faced.

Commissioner Walton moved to approve the item, seconded by Commissioner Brown.

The item was approved without objection by the following vote:

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

Other Items

8. Introduction of New Items - INFORMATION

There were no new items introduced.

9. Public Comment

During Public Comment Jeff Kline said the 2016 Treasure Island Mobility Management Study for the toll project failed to mention the 53% poverty rate of Treasure Island residents and instead claimed only one third of households were low income. He said the study used the wrong standard when it should have used Department of Housing and Urban Development (HUD) data. Mr. Kline also stated that the study also wrongly claimed that Treasure Island drivers spent more on transportation than the average San Francisco drivers. He asked the Board to go back and correct the record on the study and get the numbers right.

10. Adjournment

The meeting was adjourned at 11:31 a.m.

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MOTION ACCEPTING THE TREASURE ISLAND MOBILITY MANAGEMENT AGENCY'S AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Pursuant to the annual audit requirements in its Fiscal Policy, the Treasure Island Mobility Management Agency hereby accepts the audit report for the fiscal year ended June 30, 2019.

Enclosure:

1. Audit Report for the Year Ended June 30, 2019



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, CA 94103 415-522-4800 info@timma.org www.timma.org

Memorandum

AGENDA ITEM 6

DATE: January 22, 2020
TO: Treasure Island Mobility Management Agency Board
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 1/28/20 Board Meeting: Accept the Audit Report for the Fiscal Year Ended June 30, 2019

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Accept the audit report for the fiscal year ended June 30, 2019</p> <p>SUMMARY</p> <p>The Treasure Island Mobility Management Agency's (TIMMA's) financial records are required to be audited annually by an independent, certified public accountant. The Annual Financial Reporting (Audit Report) for the year ended June 30, 2019, was conducted in accordance with generally accepted auditing standards by the independent, certified public accounting firm of Eide Bailly LLP (formally Vavrinek, Trine, Day & Co., LLP). The TIMMA received all unmodified (also known as a clean opinion/unqualified opinion) audit opinions from Eide Bailly, with no findings or recommendations for improvements.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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BACKGROUND.

Under its Fiscal Policy (Resolution 17-04), the TIMMA's financial records are to be audited annually by an independent, certified public accounting firm. The audits for the fiscal year ended June 30, 2019, were conducted in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform



Guidance). The Audit Report contains formal opinions, or disclaimers thereof, issued by an independent, certified public accounting firm as a result of an external audit performed on an agency. An unmodified opinion (also known as a clean opinion/unqualified opinion) is the best type of report an agency may receive from an external audit and represents that the agency complied with direct and material regulatory requirements or that the agency's financial condition, position, and operations in all material respects were fairly presented.

DISCUSSION.

The Audit Report includes an Independent Auditor's Report, a management discussion and analysis of the TIMMA financial performance during that fiscal year, the financial statements, and the required supplemental information.

We are pleased to note that Eide Bailly issued all unmodified opinions and had no findings or recommendations for improvements. The TIMMA recognized all significant transactions in the financial statements in the proper period and received no adjustments to any estimates made in the financial statements. For the annual fiscal audit, Eide Bailly has issued an opinion stating that the financial statements present fairly, in all material respects, the financial position of the TIMMA. The full audit report is enclosed.

FINANCIAL IMPACT

Expenditures did not exceed the amounts approved in the amended Fiscal Year 2018/19 budget. Budgeted expenditures that were not expended in FY 2018/19 will be included in the FY 2019/20 mid-year amendment.

SUPPLEMENTAL MATERIALS

Attachment 1 - Annual Financial Report for the Year Ended June 30, 2019

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**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, CA 94103 415-522-4800 info@timma.org www.timma.org

Memorandum

AGENDA ITEM 7

DATE: January 22, 2020

TO: Treasure Island Mobility Management Agency Board

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 1/28/20 Board Meeting: Internal Accounting Report for the Six Months Ending December 31, 2019

<p>RECOMMENDATION <input checked="" type="checkbox"/> Information <input type="checkbox"/> Action</p> <p>None. This is an information item.</p> <p>SUMMARY</p> <p>The Treasure Island Mobility Management Agency's (TIMMA's) Fiscal Policy directs staff to give a quarterly report of expenditures including a comparison to the approved budget.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input checked="" type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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BACKGROUND.

The Treasure Island Mobility Management Agency's (TIMMA) Fiscal Policy (Resolution 17-04) establishes an annual audit requirement, and directs staff to report to the TIMMA Committee, on at least a quarterly basis, TIMMA's actual expenditures in comparison to the approved budget.

Internal Accounting Report.

Using the format of TIMMA's annual financial statements for governmental funds, the Internal Accounting Report includes a Balance Sheet (Attachment 1) and a Statement of Revenues, Expenditures, and Changes in Fund Balances, with Budget Comparison (Attachment 2). In Attachment 2, the last two columns show, respectively, the budget values, and the variance of revenues and expenditures as compared to the approved budget. For the six months ending December 31, 2019, the numbers in the approved budget column are one-half of the



total approved annual budget for Fiscal Year (FY) 2019/20. The Internal Accounting Report does not include the Governmental Accounting Standards Board Statement Number 34 adjustments, or the other accruals, that are done at year-end. The statements as of December 31, 2019 are used as the basis for understanding financial status for TIMMA at the quarter-ending December 31, 2019.

Balance Sheet Analysis.

The Balance Sheet (Attachment 1) presents assets, liabilities, and fund balances as of December 31, 2019. Total assets of \$971,242 are related to program receivable from federal and regional grants. Total liability of \$453,200 included \$25,964 of payable to consultants for services provided and \$427,236 of payable to the Transportation Authority for costs incurred and paid for by TIMMA. TIMMA will reimburse the Transportation Authority with grant payments received.

Statement of Revenues, Expenditures, and Changes in Fund Balances Analysis.

The Statement of Revenues, Expenditures, and Changes in Fund Balances with Budget Comparison (Attachment 2) compares budget to actual levels for revenues and expenditures for the first six months of the fiscal year. TIMMA earned \$1.2 million of revenues from the Treasure Island Development Authority and the Federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant in the first two quarters. As of December 31, 2019, TIMMA incurred \$383,106 of expenditures. Expenditures included \$182,123 in technical professional services, and \$200,983 for personnel and non-personnel expenditures.

For the six months ending December 31, 2019, total program revenues were lower than budgetary estimates by \$135,368 and total expenditures were lower than budgetary estimates by \$989,751. The variances are due to the hold on the toll system design work scope which is not expected to proceed until the toll policies are adopted. The FY 2019/20 work scope includes issuance of the Request for Proposals for a System Integrator, launch of system integration work, and completion of civil engineering design. During the first half of the year, we did not initiate major engineering activities due to ongoing analysis and outreach on toll policies, but expect those to commence in once toll policies are approved.

FINANCIAL IMPACT

None. This is an information item.

SUPPLEMENTAL MATERIALS

Attachment 1 - Balance Sheet (unaudited)

Attachment 2 - Statement of Revenue, Expenditures, and Changes in Fund Balance with Budget Comparison (unaudited)



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

ATTACHMENT 1

Balance Sheet (unaudited)

Governmental Funds

December 31, 2019

	<u>General Fund</u>
Assets:	
Program Receivable	\$ 971,242
Total Assets	<u>971,242</u>
Liabilities:	
Accounts Payable	25,964
Due to Transportation Authority	<u>427,236</u>
Total Liabilities	<u>453,200</u>
Deferred Inflows of Resources:	
Unavailable Program Revenues	518,042
Fund Balances (Deficit):	
Total Fund Balances (Deficit)	<u>-</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 971,242</u>



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

**TREASURE ISLAND MOBILITY MANAGEMENT AGENCY
ATTACHMENT 2**

Statement of Revenue, Expenditures, and Changes in Fund Balances with Budget Comparison (unaudited)
For the Six Months Ending December 31, 2019

	General Fund	Proposed Budget Fiscal Year 2019/20	Variance with Proposed Budget Positive (Negative)
Revenues:			
Program Revenue	\$ 1,237,489	\$ 1,372,857	\$ (135,368)
Total Revenues	<u>1,237,489</u>	<u>1,372,857</u>	<u>(135,368)</u>
Expenditures:			
Current - transportation improvement			
Personnel Expenditures	197,220	335,804	138,584
Non-personnel Expenditures	3,763	15,600	11,837
Technical Professional Services	182,123	1,021,453	839,330
Total Expenditures	<u>383,106</u>	<u>1,372,857</u>	<u>989,751</u>
Excess (Deficiency) of Revenues over (Under) Expenditures	<u>\$ 854,383</u>	<u>\$ -</u>	<u>\$ 854,383</u>
Other Financing Sources (Uses):			
Transfer Out to Transportation Authority	(854,383)		
Net Change in Fund Balance	<u>-</u>		
Fund Balances (Deficit), Beginning of the Period	<u>-</u>		
Fund Balance (Deficit), End of the Period	<u>\$ -</u>		