



**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

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

Agenda

**TREASURE ISLAND MOBILITY MANAGEMENT AGENCY
Committee Meeting Notice**

DATE: Tuesday, April 23, 2024, 9:00 a.m.
LOCATION: Legislative Chamber, Room 250, City Hall
 Watch SF Cable Channel 26 or 99
 (depending on your provider)
 Watch www.sfgovtv.org

PUBLIC COMMENT CALL-IN: 1-415-655-0001; Access Code: 2664 611 0156 # #
 To make public comment on an item, when the item is called, dial '*3' to be added to the queue to speak. Do not press *3 again or you will be removed from the queue. When the system says your line is unmuted, the live operator will advise that you will be allowed 2 minutes to speak. When your 2 minutes are up, we will move on to the next caller. Calls will be taken in the order in which they are received.

COMMISSIONERS: Dorsey (Chair) and Mandelman (Vice Chair)

CLERK: Yvette Lopez-Jessop

Remote Participation

Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or may watch SF Cable Channel 26 or 99 (depending on your provider) or may visit the SFGovTV website (www.sfgovtv.org) to stream the live meeting or may watch them on demand.

Members of the public may comment on the meeting during public comment periods in person or remotely. In-person public comment will be taken first; remote public comment will be taken after.

Written public comment may be submitted prior to the meeting by emailing the Clerk of the Transportation Authority at clerk@sfcta.org or sending written comments to Clerk of the Transportation Authority, 1455 Market Street, 22nd Floor, San Francisco, CA 94103. Written comments received by 5 p.m. on the day before the meeting will be distributed to Committee members before the meeting begins.

1. Roll Call
2. Approve the Minutes of the May 23, 2023 Meeting – **ACTION***

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Committee Meeting Notice – Agenda

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3. Recommend Amendment of the Adopted Fiscal Year 2023/24 Budget to Decrease Revenues by \$59,949, Decrease Expenditures by \$7,975 and Increase Other Financing Sources by \$51,974 – **ACTION*** **5**
4. Internal Accounting Report for the Six Months Ending December 31, 2023 – **INFORMATION*** **11**
5. Recommend Adoption of Caltrans Local Assistance Procedures Manual Chapter 10 Consultant Selection – **ACTION*** **17**

Other Items

6. 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.

7. Public Comment
8. Adjournment

*Additional Materials

If a quorum of the TIMMA Board is present, it constitutes a Special Meeting of the Transportation Authority Board. The Clerk of the Transportation Authority shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

Items considered for final approval by the Board shall be noticed as such with **[Final Approval]** preceding the item title.

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.

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 or 99 (depending on your provider). 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 Transportation Authority 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.

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

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; www.sfethics.org.



**TREASURE ISLAND
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DRAFT MINUTES

Treasure Island Mobility Management Agency Committee

Tuesday, May 23, 2023

1. Roll Call

Chair Dorsey called the meeting to order at 9:34 a.m.

Present at Roll Call: Commissioners Dorsey and Ronen (2)

Absent at Roll Call: Commissioner Mandelman (entered during Item 4) (1)

2. Approve the Minutes of the March 14, 2023 Meeting - ACTION

There was no public comment.

Commissioner Ronen moved to approve the minutes.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Dorsey and Ronen (2)

Absent: Commissioner Mandelman (1)

3. Recommend Amendment of the Adopted Fiscal Year 2022/23 Budget to Decrease Revenues by \$9,221,527, Decrease Expenditures by \$9,440,113 and Decrease Other Financing Sources by \$218,586 – ACTION

Chair Dorsey called items 3 and 5 together. Cynthia Fong, Deputy Director for Finance and Administration, presented the items per the staff memoranda.

There was no public comment.

Commissioner Ronen moved to approve Item 3.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey and Ronen (2)

Absent: Commissioner(s) Mandelman (1)

4. Recommend Adoption of the Proposed Fiscal Year 2023/24 Annual Budget and Work Program – ACTION

Lily Yu, Principal Management Analyst, and Suany Chough, Assistant Deputy Director for Planning, presented the item per the staff memorandum.

Chair Dorsey asked about the permits needed for the autonomous shuttle and whether there were any issues.

Ms. Chough said the project team was working to obtain a permit from the National Highway Traffic Safety Administration to operate the shuttle and noted that they had asked some questions about the characteristics of the proposed route. She said after that, they would just need a permit from the Department of Motor Vehicles.

There was no public comment.



Commissioner Mandelman moved to approve the item.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey, Mandelman, and Ronen (3)

Absent: none (0)

5. Internal Accounting Report for the Nine Months Ending March 31, 2023 – INFORMATION

The Chair called this item with Item 3. There was no public comment.

Other Items

6. Introduction of New Items - INFORMATION

There were no new items introduced.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting was adjourned at 9:49 a.m.



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 3

DATE: April 18, 2024

TO: Treasure Island Mobility Management Agency Committee

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 04/23/24 Committee Meeting: Recommend Amendment of the Adopted Fiscal Year 2023/24 Budget to Decrease Revenues by \$59,949, Decrease Expenditures by \$7,975 and Increase Other Financing Sources by \$51,974

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend amendment of the adopted Fiscal Year (FY) 2023/24 budget to decrease revenues by \$59,949, decrease expenditures by \$7,975 and increase other financing sources by \$51,974.</p> <p>SUMMARY</p> <p>In June 2023, through Resolution 23-07, the Board adopted the FY 2023/24 Annual Budget and Work Program. Revenue and expenditure figures pertaining to several project components need to be updated from the original estimates contained in the adopted FY 2023/24 budget. The effect of the amendment, with a comparison of revenues and expenditures to the adopted budget is shown in Attachment 1.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input checked="" type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

The budget revision is an opportunity for us to revise revenue projections and expenditure line items to reflect new information or requirements identified in the months elapsed since the adoption of the annual budget. Our Fiscal Policy allows for the amendment of the adopted budget during the fiscal year to reflect actual revenues and expenditures incurred. The revisions typically take place after completion of the annual fiscal audit, which certifies actual expenditures and carryover revenues.



DISCUSSION

The budget revision reflects a decrease of \$59,949 in revenues, a decrease of \$7,975 in expenditures and an increase of \$51,974 in other financing sources. These revisions include carryover revenues and expenditures from the prior period. The effect of the amendment, with a comparison of revenues and expenditures to the adopted FY 2023/24 budget, is shown in Attachment 1. The Treasure Island Mobility Management Agency (TIMMA)'s FY 2023/24 budget revisions are included in the San Francisco County Transportation Authority's (Transportation Authority's) FY 2023/24 budget amendment, which will be presented to the Transportation Authority Board for final approval on April 23, 2024.

Work Program. In FY 2023/24, we completed preparations for the Autonomous Vehicle (AV) Shuttle pilot project (called "The Loop") and commenced operation on Treasure Island in August 2023. The Loop operated passenger service through December 2023 and the project was concluded in January 2024, earlier than planned, due to changing road conditions. We also worked to advance the Toll and Affordability Program, including participating in a public Open House in January 2024, and supporting the Treasure Island Development Authority (TIDA) and the Office of Economic and Workforce Development's efforts to amend the Development Agreement. The Ferry Terminal Enhancements project is nearing completion of the Preliminary Engineering phase including permits and environmental clearance with federal and state grant funds. Work in other subprojects of the Treasure Island Mobility Management Program was largely paused this year.

Program Revenues. The program revenue for FY 2023/24 covers the full costs of all Transportation Authority activities in support of TIMMA. This amendment decreases total revenues by \$59,949. Budgeted revenues from federal reimbursements will be decreased by \$143,375 due to the reduced expenditure of the Innovative Deployments to Enhance Arterials Shared Automated Vehicles Program grant resulting from the early conclusion of the AV Shuttle pilot. Budgeted revenues from state reimbursements will be increased by \$15,958 due to increased activities for the Ferry Terminal Enhancement project and regional and other reimbursements will be increased by \$67,468 due to the agreement with TIDA to use TIDA and federal Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) program grant funds to support TIMMA work on the toll and affordability program.



Program Expenditures. Changes proposed to expenditures are described below.

Technical Professional Services Costs - Technical professional services include planning, engineering, design, communications, environmental, and toll system final design services. Included are technical services contracts already awarded for the AV Shuttle pilot (shuttle operations, technical advisory) and Ferry Terminal Enhancements (environmental clearance, project management), on-call demand model development and application; on-call transportation planning; and strategic advising/project management support. Additional technical services contracts anticipated in this line item include strategic communications and outreach services. Corresponding technical professional services expenditures will decrease by \$352,083 as compared to the adopted budget, which is primarily due to the early conclusion of the AV Shuttle pilot and termination of the vendor contract.

Administrative Operating Costs - As stated in the Administrative Code (Ordinance 23-01), the Transportation Authority shall lend staff to TIMMA as appropriate, subject to reimbursement by TIMMA for salary and related benefits and other costs allocable to services performed for TIMMA by Transportation Authority staff. Personnel costs encompass technical staffing across each of the six divisions of the Transportation Authority. Non-personnel costs include legal services and Commissioner meeting fees. Non-personnel expenditures will increase by \$117,174, and personnel expenditures will increase by \$226,934 for a total increase of \$344,108 in Administrative Operating Costs for FY 2023/24 activity. The increase of non-personnel expenditures is due to increased need of legal services greater than anticipated for the AV Shuttle pilot and the review of the amendment to the Development Agreement. The increase in personnel expenditures is due to TIMMA work on the toll and affordability program funded by TIDA and the ATCMTD grant, which was not anticipated at the time of budget adoption; and increased staff effort needed to address challenges with the AV Shuttle pilot project.

Other Financing Sources. Other financing sources will increase by \$51,974, as Sales Tax appropriations to TIMMA deferred from prior years are available for use this fiscal year.



FINANCIAL IMPACT

The proposed amendment to the FY 2022/23 budget would decrease revenues by \$59,949, decrease expenditures by \$7,975 and increase other financing sources by \$51,974 as described above.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Proposed Fiscal Year 2023/24 Budget Amendment

Treasure Island Mobility Management Agency
Attachment 1
Proposed Fiscal Year 2023/24 Budget
Amendment Line Item Detail



	Proposed Budget Amendment Fiscal Year 2023/24	Increase/ (Decrease)	Adopted Budget Fiscal Year 2023/24
Program Revenues:			
<u>Federal</u>			
Advanced Transportation and Congestion Management Technologies Deployment	\$ 524,119	\$ 304,716	\$ 219,403
Ferry Boat Discretionary Funds - Treasure Island Ferry Terminal	183,035	63,832	119,203
Innovative Deployments to Enhance Arterials Shared Automated Vehicle	176,505	(511,923)	688,428
<u>State</u>			
Affordable Housing and Sustainable Communities - Treasure Island Ferry Terminal	45,759	15,958	29,801
<u>Regional and Other</u>			
Treasure Island Community Development LLC - Ferry Exchange	441,315	(167,475)	608,790
Treasure Island Development Authority	234,943	234,943	-
Total Program Revenues	1,605,676	(59,949)	1,665,625
Expenditures:			
Technical Professional Services	1,018,170	(352,083)	1,370,253
Administrative Operating Costs			
Personnel Expenditures			
Salaries	351,782	151,998	199,784
Fringe Benefits	173,429	74,936	98,493
Non-personnel Expenditures			
Administrative Operations	158,424	117,174	41,250
Commissioner-Related Expenses	3,100	-	3,100
Total Expenditures	1,704,905	(7,975)	1,712,880
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	99,229	51,974	47,255
Transfer out to Transportation Authority	-	-	-
Total Other Financing Sources (Uses)	99,229	51,974	47,255
Net Change in Fund Balance	\$ -	\$ -	\$ -

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TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 4

DATE: April 18, 2024
TO: Treasure Island Mobility Management Agency Committee
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 04/23/24 Committee Meeting: Internal Accounting Report for the Six Months Ending December 31, 2023

Table with 2 columns: Recommendation/Summary and Action items. Includes checkboxes for Fund Allocation, Fund Programming, Policy/Legislation, Plan/Study, Capital Project Oversight/Delivery, Budget/Finance, Contract/Agreement, and Other.

BACKGROUND

The TIMMA's Fiscal Policy (Resolution 21-01) establishes an annual audit requirement and directs staff to report to the TIMMA Committee, on at least a quarterly basis, its actual expenditures in comparison to the adopted budget.

DISCUSSION

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).



column are one-half of the total proposed amended budget for Fiscal Year (FY) 2023/24. 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, 2023, are used as the basis for understanding financial position for TIMMA at the quarter ending December 31, 2023.

Balance Sheet Analysis. The Balance Sheet (Attachment 1) presents assets, liabilities, and fund balances as of December 31, 2023. Total assets of \$1.1 million are related to program receivable from federal and regional grants. Total liability of \$359,228 included \$200,784 of payable to consultants for services provided and \$158,444 of payable to the Transportation Authority for costs incurred and paid for by TIMMA. TIMMA will reimburse the Transportation Authority with grant payments received. The deferred inflow of resources is \$708,392, and it is related to the timing of invoices submitted to funding agencies for reimbursement that were not collected as of December 31, 2023.

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 the prorated budget amendment to actual levels for revenues and earned \$464,724 of revenues from the Federal Advanced Transportation and Congestion Management Technologies Deployment grant, the Federal Ferry Boat Discretionary grant, the Federal Innovative Deployments to Enhance Arterials Shared Automated Vehicle grant, and regional grant funding from the Treasure Island Development Authority and the Treasure Island Community Development LLC - Ferry Exchange in the first two quarters. As of December 31, 2023, TIMMA incurred \$586,946 of expenditures. Expenditures included \$236,355 in technical professional services, and \$350,591 of personnel and non-personnel expenditures.

For the six months ending December 31, 2023, total program revenues were lower than the prorated budgetary estimates by \$338,114 and total expenditures were lower than the prorated budgetary estimates by \$265,507. The variances are mainly related due to activities for the Autonomous Vehicle Shuttle Pilot and the Ferry Terminal Enhancement project proceeding more slowly during the first two quarters of the fiscal year. We anticipate increased expenditures for the Autonomous Vehicle Shuttle Pilot in third quarter as project was concluded in January 2024, earlier than planned, due to changing road conditions, and the Ferry Terminal Enhancement project in the third and fourth quarters of FY 2023/24.



Agenda Item 4

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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, 2023

	<u>General Fund</u>
Assets:	
Program receivable	\$ 448,974
Receivables from the City and County of San Francisco	618,646
Total Assets	<u>1,067,620</u>
Liabilities:	
Accounts payable	200,784
Due to Transportation Authority	158,444
Total Liabilities	<u>359,228</u>
Deferred Inflows of Resources:	
Unavailable program revenues	708,392
Fund Balances (Deficit):	
Total fund balances (deficit)	<u>-</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,067,620</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, 2023

	General Fund	Prorated Proposed Amended Budget Fiscal Year 2023/24	Variance with Prorated Proposed Amended Budget Positive (Negative)
Revenues:			
Program revenues	\$ 464,724	\$ 802,838	\$ (338,114)
Total Revenues	<u>464,724</u>	<u>802,838</u>	<u>(338,114)</u>
Expenditures:			
Current - transportation improvement			
Personnel expenditures	318,795	262,606	(56,189)
Non-personnel expenditures	31,796	80,762	48,966
Capital project costs	236,355	509,085	272,730
Total Expenditures	<u>586,946</u>	<u>852,453</u>	<u>265,507</u>
Excess (Deficiency) of Revenues over (Under) Expenditures	<u>\$ (122,222)</u>	<u>\$ (49,615)</u>	<u>\$ (72,607)</u>
Other Financing Sources (Uses):			
Transfer in from Transportation Authority	122,222	49,615	72,607
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund balances (deficit), beginning of the period	-	-	-
Fund Balance (Deficit), End of the Period	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**TREASURE ISLAND
MOBILITY MANAGEMENT AGENCY**

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Memorandum

AGENDA ITEM 5

DATE: April 18, 2024

TO: Treasure Island Mobility Management Agency Committee

FROM: Cynthia Fong - Deputy Director for Finance and Administration

SUBJECT: 04/23/24 Committee Meeting: Recommend Adoption of Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Recommend Adoption of Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection.</p> <p>SUMMARY</p> <p>In March 2023, the California Department of Transportation (Caltrans) awarded a \$3 million federal Ferry Boat Discretionary grant to the Treasure Island Mobility Management Agency (TIMMA) for preliminary engineering and construction activities for the Treasure Island Ferry Terminal Enhancements project. In order to comply with federal and Caltrans requirements, TIMMA is required to adopt Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection through a Board resolution. Chapter 10 of the Caltrans manual contains standards for procuring and administering architectural and engineering contracts in accordance with applicable federal and state laws and regulations.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input checked="" type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

The Treasure Island Ferry Terminal Enhancements project (Project) consists of transit shelters, located near the main ferry terminal shelter structure; men's, women's, and family/all gender restrooms; and associated exterior work. These elements are an integral component of the larger ferry terminal. They were designed by Treasure Island Community Development as part of the broader ferry terminal project and will be constructed by TIMMA using both federal and local grants. This ferry terminal is



the multimodal transfer point for Treasure Island, with ferry service to San Francisco, bus service to the East Bay and San Francisco, and shuttle service around the island. The project will be fully ADA-accessible. We anticipate that the Project will be substantially completed by Fall 2025 and open to the public by the end of calendar year 2025.

According to federal grant regulations, local public agencies are required to adopt written policies and procedures prescribed by Caltrans. As such, TIMMA must adopt Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection through a Board resolution in order to access the Ferry Boat Discretionary grant.

Caltrans has developed the Local Assistance Procedures Manual Chapter 10: Consultant Selection, which sets forth policies and procedures to be utilized by local public agencies in the procurement and management of architectural and engineering contracts on state and federal funded transportation projects to ensure compliance with applicable federal and state laws and regulations and to maintain eligibility for federal-aid reimbursement.

DISCUSSION

As a recipient of federal funds, TIMMA as a local public agency, is responsible for providing the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with Federal-Aid Highway Administration (FHWA) funding. Federal regulations set forth standards for procuring and administering architectural and engineering contracts. The Brooks Act (40 U.S.C. 1101-1104) requires local public agencies to award federally funded engineering and design-related contracts based on fair and open competitive negotiations, demonstrated competence, and professional qualifications at a fair and reasonable price. In the procurement of contracts for engineering services by consulting firms using FHWA funds, TIMMA must take all the steps necessary to prevent fraud, waste, and abuse, including the prevention of conflicts of interest. TIMMA's request for federal funds to reimburse architectural and engineering consultants must follow the selection and contracting procedures detailed in Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection.



Agenda Item 5

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FINANCIAL IMPACT

Approval of the recommended action will comply with federal and Caltrans regulations and enable TIMMA to seek reimbursement of \$3 million in federal grant funds administered by Caltrans for the project. Funding for this project is included in the proposed FY 2023/24 Budget Amendment, which is a concurrent action item. We will bring procurements to be funded by this grant, where applicable, to the Board for approval as part of future agenda items.