



# MEASURE V CITIZENS OVERSIGHT COMMITTEE

Application

March 17, 2017

## **MEASURE V**

Measure V is Merced County's transportation sales tax that was passed by voters in November 2016. It is estimated that the measure program will generate \$15 million in new revenue annually for a total of \$450 million through the life of the measure. As the Local Transportation Authority for Merced County, MCAG will administer the Measure V program.

### **TRANSPORTATION EXPENDITURE PLAN - CITIZENS OVERSIGHT COMMITTEE**

The Measure V Transportation Expenditure Plan (Plan) requires the formation of a Citizens Oversight Committee to ensure the measure program is implemented as outlined in the Plan. The committee will review financial and performance audits, reports from member agencies, annual receipts and other documents necessary to assess the program's consistency with the Plan. The committee will also prepare an annual report to inform the public how measure funds were spent. A full list of committee responsibilities can be found in the attached Measure V Expenditure Plan - Appendix B.

#### **Committee Formation and Meeting Schedule**

The Plan states that the committee will be formed within 6 months from the approval of the measure in November 2016 and meetings will commence when measure revenues are recommended for expenditure. Based on these requirements, the committee must be formed by May 2017 and the first meeting is anticipated to be held in the summer of 2017. The committee must hold one formal meeting annually with additional meetings scheduled as needed.

#### **Membership & Selection**

The Committee will be designed to reflect the diversity of the County. The Committee will consist of 14 members with 7 nominated by the six cities and County of Merced and 7 selected by the MCAG Governing Board through this application process. This application process is intended to identify candidates for the following positions:

- One representative from the building industry
- One representative from the agriculture industry
- One representative from an ethnic community group
- One representative from a major private sector Merced County employer
- One representative from an advocacy group representing bicyclists and pedestrians, and/or transit
- One member who is a professional in the field of audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector
- One representative from an environmental advocacy group

The MCAG Governing Board will appoint all committee members by May 18, 2017.

### **Eligibility and Term of Membership**

Applicants must be U.S. citizens 18 years of age or older who reside in Merced County and are not public employees at any state, county or local city agency, or an elected official at any level of government. Committee members will be required to submit an annual statement of financial disclosure consistent with Fair Political Practices Commission rules and regulations.

Committee terms will be two years with no member serving more than 8 years on the committee. In an effort to maintain committee member consistency, during the first two years of the committee, terms will be staggered with 7 of the members to serve one year term, 7 of the members to serve a two-year term. The length of the first terms will be determined via random selection. Proxy voting will not be permitted.

### **Application Deadline**

Please submit completed applications to MCAG by **5:00pm April 3, 2017**. Applications may be hand-delivered or mailed to MCAG, 369 W. 18<sup>th</sup> Street, Merced, CA 95340, (postmarked by April 3, 2017) or emailed to [stacie.dabbs@mcagov.org](mailto:stacie.dabbs@mcagov.org).

For questions about this application process, please call MCAG at (209)723-3153.



**MEASURE V CITIZENS OVERSIGHT COMMITTEE**  
**Application for appointment**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

A. Please select the position you are applying for below:

\_\_\_\_\_ Representative from the building industry

\_\_\_\_\_ Representative from the agriculture industry

\_\_\_\_\_ Representative from an ethnic community group

\_\_\_\_\_ Representative from a major private sector Merced County employer

\_\_\_\_\_ Representative from an advocacy group representing bicyclists and pedestrians, and/or transit

\_\_\_\_\_ Professional in the field of audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector

\_\_\_\_\_ Representative from an environmental advocacy group

B. Are you a U.S. citizen of 18 years of age or older who resides in Merced County? (Y/N)

C. Are you a public employee at any state, county or local city agency, or an elected official at any level of government? (Y/N)

D. Please respond to the following (attach a separate document if needed):

1. Commission/Committee Experience: What is your previous experience on a public agency commission or committee? Please also note if you are currently a member of any commissions or committees.

2. Statement of Qualifications: Provide a brief statement indicating why you are interested in serving on the Citizens Oversight Committee.

3. Relevant Work or Volunteer Experience: Please list your current employer and relevant volunteer experience including organization, address, position and dates.

4. Bio or Resume: Please attach your biography or resume.

Certification: I certify that the above and attached information is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B – Citizens Oversight Committee

### Committee Purpose

- To provide input on implementation of the Plan, and to advise the MCAG Board if and when the Plan needs to be augmented and to ensure that the funds are being spent in accordance with the Plan.
- To inform the public and to ensure that the Transportation Measure (Measure) funding program revenues and expenditures are spent as promised to the public.

### Administrative Issues

#### Committee Formation

- The Committee will be formed within six (6) months upon approval of the Transportation Measure by the voters of Merced County in November 2016.
- The Committee shall not be amended out of the Expenditure Plan.
- Meetings will commence when Transportation Measure revenues are recommended for expenditure; including Implementation Plan updates.

#### Selection and Duties of Committee Chair and Vice Chair

- The Committee shall select a Chair and Vice Chair from the members, each of whom shall serve a one (1) year term.
- The duties of the Chair will be to call meetings, set agendas, and preside over meetings.
- The duties of the Vice Chair will be to perform the same duties described above in the absence of the Chair.

#### Committee Meetings

- The Committee will hold one formal meeting annually, with additional meetings scheduled as needed by the Committee.
- All Committee meetings must be held in compliance with the Brown Act.
- All meetings will be conducted per “Robert’s Rules of Order”.

#### Subcommittee Requirements

- The Committee may elect to form subcommittees to perform specific parts of its purpose.
- All subcommittees shall have an odd number of members.

### Committee Membership, Selection, and Quorum

#### Membership & Selection

The Committee will be designed to reflect the diversity of the County. The Committee will consist of 14 members. Each organization represented on the Citizens’ Oversight Committee will nominate its representative; with final appointments approved by the governing board of MCAG. The membership shall be as follows:

- One member will be appointed by each City and the County (Total of 7)
- One representative from the building industry
- One representative from the agriculture industry
- One representative from an ethnic community group
- One representative from a major private sector Merced County employer
- One representative from an advocacy group representing bicyclists and pedestrians, and/or transit
- One member who is a professional in the field of audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector
- One representative from an environmental advocacy group

In the case of the final four representatives, applications from residents within Merced County who are over the age of 18 will be solicited and accepted. The representatives will be selected by the MCAG Governing Board.

### **Quorum**

- A quorum will be no less than eight (8) members of the Committee
- An action item of the Committee may be approved by a simple majority of those present, as long as the quorum requirement is met.

### **Term of Membership**

- Terms of membership will be for two (2) years. No member may serve more than 8 years.
- Members may be reimbursed for authorized expenses, but not be compensated for their service on the Committee.
- In an effort to maintain Committee member consistency, during the first two (2) years of the Committee, terms will be staggered with 7 of the members to serve a one-year term, 7 of the members to serve a two-year term. The length of the first terms will be determined via random selection.
- Proxy voting will not be permitted.

### **Eligibility**

- U.S. citizen 18 years of age or older who resides in Merced County
- Not an elected official at any level of government
- Not a public employee at any State, County or local city agencies
- Must submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the Authority

### **Staffing**

- MCAG will staff the Committee and provide technical and administrative assistance to support and publicize the Committee's activities.
- MCAG services and any necessary outside services will be paid using the MCAG's Transportation Measure Administration revenues.
- Expert staff will be requested to provide information and make presentations to the Committee, as needed.

### **Responsibilities**

The Committee may receive, review and recommend any action or revision to plans, programs, audits or projects that is within the scope of its purpose stated above. Specific responsibilities include:

- Receive, review, inspect, and recommend action on independent financial and performance audits related to the Transportation Measure
- Receive, review, and recommend action on other periodic reports, studies and plans from responsible agencies. Such reports, studies and plans must be directly related to Transportation Measure revenues or expenditures
- Review and comment upon Measure expenditures to ensure that they are consistent with the Expenditure Plan
- Annually review how sales tax receipts are being spent and publicize the results
- Present Committee recommendations, findings, and requests to the public and MCAG in a formal annual report to inform Merced County residents how funds are being spent.
- The Committee will have full access to the MCAG independent auditor and will have the authority to request and review specific information, with the understanding that the Committee will rely upon data, processes and studies available from MCAG, and other relevant data generated by reputable sources. It is understood; that MCAG will be continuously striving to improve the reliability of data and to update analytical and modeling
- processes and that the Committee will be kept abreast of any such efforts, and is invited to participate in development of such updates in a review capacity.

The Committee will assist MCAG in taking advantage of changing situations with technical and transportation developments in the future. Therefore, the provisions regarding the Committee make up, processes and protocols are viewed through 2047 based upon a 2016 perspective, and are not meant to be unduly restrictive on the MCAG and the Committee's roles and responsibilities.