

AGENDA
TRANSPORTATION AGENCY FOR MONTEREY COUNTY
SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES
AND
MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE
JOINT POWERS AGENCY

Wednesday, August 24, 2016
Agricultural Center Conference Room
1428 Abbott Street
Salinas, California
****9:00 AM****

(Agendas are on display and are posted 72 hours prior to the scheduled meeting at the Transportation Agency office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, King City, Hartnell College, Monterey Peninsula College, and Cal State University Monterey Bay. Any person who has a question concerning an item on this agenda may call the Transportation Agency office at 831-775-0903 to make inquiry concerning the nature of the item described on the agenda.) The agenda and all enclosures are available on the Transportation Agency website: www.tamcmonterey.org, by clicking on Transportation Agency Board, meetings and agendas, click on agenda item and open it, click on report attachments listed at end of report.

1. QUORUM CHECK – CALL TO ORDER

Transportation Agency by-laws require a quorum of a minimum of 9 voting members, including a minimum of 7 city representatives and 1 county representative.

If you are unable to attend, please contact your alternate. Your courtesy to the other Transportation Agency Board members to assure a quorum is appreciated.

1.1. ADDITIONS or CORRECTIONS to the agenda.

PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS

*Any person may address the Transportation Agency Board at this time. Presentations should not exceed three minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Transportation Agency Board. *Though it is not required, the Transportation Agency Board appreciates your cooperation in completing a speaker request form available on the table at the entrance to the meeting room. Please give the completed form to the Transportation Agency Administrative Assistant. If you have handouts, please provide 30 copies for the entire Board before the meeting starts or email to Agency Administrative Assistant 24 hours in advance of the meeting.**

3. CONSENT AGENDA

Approve the staff recommendations for items listed below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

4. PRESENTATION of Transportation Agency Employees of the Quarter Theresa Wright and Mike Zeller.

- Hale

Theresa Wright, Community Outreach Coordinator, has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for January 1st – March 31, 2016 and Mike Zeller, Principal Transportation Planner has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for April 1, 2016 – June 30, 2016.

5. **RECEIVE** an update on the Transportation Safety & Investment Plan; and **RECEIVE** a presentation from Transportation Agency for Monterey County's Legal Counsel on standards for discussion of proposed ballot measures.

- Wright/Reimann

The Monterey County Board of Supervisors voted unanimously to adopt Ordinance 2016-01, adopting the Transportation Safety & Investment Plan and Retail Transactions & Use Tax; and authorized placing the measure on the November 8, 2016 ballot. Now that the matter has been set for election, the TAMC Board and employees have certain responsibilities and constraints on proper discussion of this – and any – ballot measure.

6. **RECEIVE** Holman Highway 68 Roundabout Update.

- Leonard

The Holman Highway 68 Roundabout will be the first state highway roundabout in Monterey County and will improve safety and access to the Community Hospital, Pacific Grove and Pebble Beach. Construction of the roundabout will begin the last week of August 2016 and finish in summer 2017.

7. **RECEIVE** presentation on an evaluation of the Transportation Agency's regional planning efforts utilizing the Federal Highway Administration's INVEST (Infrastructure Voluntary Evaluation Sustainability Tool).

- Fontanilla

The Transportation Agency received a Platinum rating in this sustainability assessment developed by the Federal Highway Administration. The evaluation encompasses over twenty regional plans and programs, and highlights areas of strength in the Agency with recommendations for improvement.

8. Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law.

No Enclosure

9. Reports from transportation providers:
- Caltrans Director's Report – Project Update - Gubbins
 - Monterey Peninsula Airport District - Sabo
 - Monterey-Salinas Transit - Sedoryk

10.Executive Director's Report

No Enclosure

11.Announcements and/or comments from Transportation Agency members on matters that they wish to put on future Transportation Agency agendas.

12.ADJOURNMENT

BEGINNING OF CONSENT AGENDA: Approve the staff recommendations for items listed below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

ADMINISTRATION and BUDGET

- 3. 1.1 APPROVE** minutes of the Transportation Agency For Monterey County (TAMC) Service Authority for Freeways and Expressways and Monterey County Regional Development Impact Fee Joint Powers Agency of June 22, 2016.

- Rodriguez

The draft minutes of the June 22, 2016 Transportation Agency Board of Directors meeting are attached for review.

- 3. 1.2 ACCEPT** the list of checks written for June and July 2016 and credit card statements for the month of May and June 2016.

- Delfino

The list of checks and copies of credit card statements are submitted to the Transportation Agency Board each month in accordance with the recommendation from the Transportation Agency's independent Certified Public Accountant to keep the Board informed about the Transportation Agency's financial transactions.

- 3. 1.3 RECEIVE** report on conferences or trainings attended by agency staff.

- Muck

Agency staff occasionally attends conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency's mission. These events allow the staff to stay current and participate in the development of transportation practices and policies related to their roles.

- 3. 1.4 RECEIVE** the 2015/16 workforce data analysis for the Voluntary Equal Employment Opportunity Plan.

- Goel

In 2015, the Agency adopted a Voluntary Equal Employment Opportunity Plan. There is no legal requirement for the Agency to have this plan; however, the voluntary plan supports the Agency's policy of nondiscrimination in employment practices. Staff updates the workforce data on an annual basis.

- 3. 1.5 APPROVE** Resolution 2016-11 declaring as surplus selected furniture, equipment, and computers; and **AUTHORIZE** the Executive Director to dispose of the surplus property in accordance with the Disposition of Surplus Property Policy, paragraph 4

- Fontanilla

Administrative policy for the Disposition of Surplus Property bylaws requires the declaration of identified items as surplus property by resolution prior to disposition.

3. 1.6 NOTICE of proposed amendments to the Agency bylaws to allow for a second Rail Policy Committee representative from South Monterey County and to update the name of the Airport District and the Air Resources District.

- Watson

The Transportation Agency is proposing to update its Bylaws by adding a second representative to the Rail Policy Committee from the South County area and updating the name of the Airport District and Air Resources District. Section 13.2 of the Bylaws provides that notice of proposed amendments to the Bylaws be announced at the Agency meeting prior to the meeting at which the amendments will be voted upon. The amendments will be presented for action at the September 28 meeting and will require approval by not less than two-thirds (2/3) of the voting members present at the meeting.

BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES

3. 2.1 **Regarding the Transportation Development Act Triennial Audit:**

1. **AUTHORIZE** the Executive Director to execute an agreement with Michael Baker International, Inc. for the Transportation Development Act Triennial Audit project in an amount not to exceed \$34,972 to provide audit services for the period ending June 30, 2016;
2. **APPROVE** the use of Local Transportation Development funds budgeted to this project; and
3. **AUTHORIZE** the Executive Director to make administrative changes to the agreement if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

- Murillo

The Transportation Agency released a Request for Proposals for the Transportation Development Act Triennial Audit. The Agency received three proposals. The review committee, composed of Transportation Agency staff and Monterey-Salinas Transit staff, recommends Michael Baker International, Inc., for the project.

PLANNING

3. 3.1 *No items this month.*

-

PROJECT DELIVERY and PROGRAMMING

3. 4.1 **RECEIVE** fiscal year 2015-2016 Call Box Annual Report.

- Leonard

The fiscal year 2015-2016 Call Box Annual Report provides an overview of the program and its performance during the last fiscal year. A plan evaluating removing underutilized call boxes and other potential program modifications will be brought to the board later this fiscal year.

3. 4.2 **APPROVE** the Engineering Scope of Services; and **AUTHORIZE** staff to release a request for qualifications with the scope of services, score the received statements of qualifications, and conduct interviews as necessary.

- Myers

The Transportation Agency needs qualified consultants to provide engineering services for various transportation projects for a two-year period on an “on-call” basis. Staff will return to the Board with a pre-qualified list of recommended consultants for approval.

RAIL PROGRAM

3. 5.1 Salinas Rail Extension Property Appraisals

1. **APPROVE** issuing a Request for Proposals to solicit consultants to conduct real property review appraisal services for the Salinas Rail Extension Project;
2. **DIRECT** staff to release the Request for Proposals to potential consultants, not to exceed \$15,000 as approved in the fiscal year 2016/17 Agency budget; and
3. **AUTHORIZE** the Executive Director to execute contract amendment #2 with Overland, Pacific & Cutler, Inc. and make a sole-source finding to increase the not-to-exceed amount of the contract by \$41,000 to update property appraisals under the current appraisal and acquisition services contract, using Traffic Congestion Relief Program funds.

- Zeller

The Transportation Agency has been negotiating with property owners near the Salinas Rail Station to acquire necessary parcels for the extension of rail service to Salinas. Due to protracted negotiations by the sellers, in order to move to the next phase of negotiations, the Agency needs to prepare updated property appraisals, which are legally required to be reviewed by a qualified second appraiser.

3. 5.2 **APPROVE** use of Agency reserve funding for Amtrak study for the planned Coast Daylight train service between San Jose and San Diego.

- Watson

This action clarifies the source of funding for the completed Amtrak study for the Coast Daylight project.

REGIONAL DEVELOPMENT IMPACT FEE

3. 6.1 **APPROVE** the 2016 Strategic Expenditure Plan Update for the Regional

Development Impact Fee program.

- Zeller

In 2008, the 12 cities and the County of Monterey adopted a Joint Powers Agreement establishing a countywide Regional Development Impact fee to mitigate the impact of new development on, and fund improvements to, the regional transportation system. TAMC administers the fee program and prepares an annual Strategic Expenditure Plan that includes updated project cost estimates, revenue forecasts, other matching funds, and a draft timeline for project delivery.

COMMITTEE MINUTES

3. 7.1 ACCEPT minutes from Transportation Agency committees:

- Executive Committee – No meeting
- Bicycle & Pedestrian Facilities Advisory Committee - Draft August 3, 2016 (online at www.tamcmonterey.org)
- Rail Policy Committee – Draft August 1, 2016
- Technical Advisory Committee – No meeting

END OF CONSENT AGENDA

CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS

- C 1** July 28, 2016 letter to Todd Bodem, Sand City; Mike Watson, California Coastal Commission; and Ed Ghandour, Security National Guaranty, from Debra L. Hale, Executive Director re: Requirement for and Timing of Payment of TAMC Regional Development Impact Fees for Monterey Bay Shores Resort.
- C 2** Letters of Support for AB 2730 (Alejo): Department of Transportation: Prunedale Bypass: County of Monterey: Disposition of Excess Properties
- C 3** June 22, 2016 Letter to Assembly Member Stone, re: Oppose SB 885 (Wolk) - Contracts Indemnity - Shift to Burden to Public Agencies
- C 4** June 22, 2016 Letter to Assembly Member Frazier, re: Support SB 824 (Beall) - Low Carbon Transit Operations Program Modifications
- C 5** June 22, 2016 Letter to Assembly Member Frazier, re: Oppose SB 1259 (Runner): Exempt Veterans from Paying Highway Tolls
- C 6** July 22, 2016 Letter to Andy Cook, Chief, Rail Planning Branch, Caltrans, re: 2018 California State Rail Plan - Central Coast Draft Term Sheet

Documents relating to an item on the open session that are distributed to the Board less than 72 hours prior to the meeting shall be available for public inspection at the Office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA.

Documents distributed to the Agency Board at the meeting by staff will be available at the meeting; documents distributed to the Board by members of the public shall be made available after the meeting.

The Transportation Agency web site contains information from the Transportation Agency Resource Guide, including Transportation Agency Board members, Transportation Agency committee members, grant programs, etc. Visit us at: <http://www.tamcmonterey.org>.

Transportation Agency for Monterey County
55-B Plaza Circle, Salinas, CA 93901-2902
Monday thru Friday 8:00 a.m. - 5:00 p.m.
TEL: 831-775-0903
FAX: 831-775-0897

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. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Debra L. Hale, Executive Director
Meeting Date: August 24, 2016
Subject: **Employee of the Quarter**

RECOMMENDED ACTION:

PRESENTATION of Transportation Agency Employees of the Quarter Theresa Wright and Mike Zeller.

SUMMARY:

Theresa Wright, Community Outreach Coordinator, has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for January 1st – March 31, 2016 and Mike Zeller, Principal Transportation Planner has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for April 1, 2016 – June 30, 2016.

FINANCIAL IMPACT:

None.

DISCUSSION:

The Agency employees recognize Theresa Wright for having a great attitude, professionalism, and diligence. They appreciate her hard work on media coverage and her community outreach efforts on the Transportation Safety and Investment Plan, including the very successful Party at a Pothole press conference.

The Agency employees recognize Mike Zeller for being helpful in keeping staff computers functioning, setting up the new TAMC webpage, implementing the Regional Development Impact Fee program, and participating in the development of the Transportation Safety and Investment Plan. Staff also recognizes him for converting the Agency to a new and improved agenda management program.

ATTACHMENTS:

- ▣ Certificates for Jan - Mar - Wright
- ▣ Certificates for Apr- Jun - Zeller

Transportation Agency for Monterey County
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EMPLOYEE OF THE QUARTER

PRESENTED TO
Theresa Wright

It is hereby certified that Theresa Wright has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for January 1, 2016 – March 31, 2016.

The Agency employees recognize Theresa Wright for having a great attitude, her professionalism, diligence, and hard work on media coverage, and for her community outreach efforts on the Transportation Safety and Investment Plan, including the very successful Party at a Pothole press conference

On behalf of the Board of Directors of the Transportation Agency for Monterey County, it is our great pleasure to recognize Theresa Wright for her exemplary service.

Recognized By

Acknowledged By

*TAMC Chair
Fernando Armenta*

*Executive Director
Debra L. Hale*

Date: August 24, 2016

EMPLOYEE OF THE QUARTER

PRESENTED TO
Mike Zeller

It is hereby certified that Mike Zeller has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for April 1 – June 30, 2016. The Agency employees recognize Mike Zeller for being helpful in keeping staff computers functioning, setting up the new TAMC webpage, implementing the Regional Development Impact Fee program, and participation in the development of the Transportation Safety and Investment Plan. Staff also recognizes him for converting the Agency to a new and improved agenda management program.

On behalf of the Board of Directors of the Transportation Agency for Monterey County, it is our great pleasure to recognize Mike Zeller for his exemplary service.

Recognized By

Acknowledged By

*TAMC Chair
Fernando Armenta*

*Executive Director
Debra L. Hale*

Date: August 24, 2016



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Theresa Wright, Community Outreach Coordinator & Kay Reimann, TAMC Legal Counsel
Meeting Date: August 24, 2016
Subject: **Transportation Safety & Investment Plan Update**

RECOMMENDED ACTION:

RECEIVE an update on the Transportation Safety & Investment Plan; and **RECEIVE** a presentation from Transportation Agency for Monterey County’s Legal Counsel on standards for discussion of proposed ballot measures.

SUMMARY:

The Monterey County Board of Supervisors voted unanimously to adopt Ordinance 2016-01, adopting the Transportation Safety & Investment Plan and Retail Transactions & Use Tax; and authorized placing the measure on the November 8, 2016 ballot. Now that the matter has been set for election, the TAMC Board and employees have certain responsibilities and constraints on proper discussion of this – and any – ballot measure.

FINANCIAL IMPACT:

The Transportation Safety & Investment Plan is anticipated to generate an estimated \$600 million over thirty years through a retail transactions and use tax of a three-eighths’ of one-percent (3/8%). This funding would make a significant dent in the over \$1 billion in unmet road repair needs and the over \$1 billion in regional road safety and mobility project needs. There is no cost in receiving Legal Counsel's presentation; there are risks and potential costs associated with failing to heed the guidance provided.

DISCUSSION:

On June 22, 2016, The Agency’s Board of Directors adopted Ordinance 2016-01 for the adoption of the Transportation Agency for Monterey County’s Transportation Safety & Investment Plan and Retail Transactions & Use Tax; and authorized the Executive Director to request that the Monterey County Board of Supervisors place the measure on the

November 8, 2016 ballot. The Monterey County Board of Supervisors voted unanimously on July 19, 2016 to adopt the ordinance and approved the Transportation Agency's request to place the measure on the November 2016 ballot. Now that the Ordinance adopting a Transportation Improvement Plan and tax was approved to go to the voters for approval as part of the November, 2016 Presidential election, the TAMC Board and employees have certain responsibilities and constraints on proper discussion of this – and any – ballot measure.

The California Supreme Court has ruled that public funds (including publicly paid employee time) cannot be used “to mount an election campaign which attempts to influence the resolution of issues which [the California] Constitution leaves to the ‘free election’ of the people.” However, that Court has also ruled that “it does not necessarily follow . . . that the [entity is] without power to incur *any* expense at all in connection with the . . . election.” *Vargas v. City of Salinas* (2009) 46 Cal.4th 1, 24; *Stanton v. Mott* (1976) 17 Cal.3d 206. The key is to determine which activities are proper, and which are prohibited. Unfortunately, there is no “bright line” demarcation. It is not enough that the public entity has not “expressly advocated” a position. The courts have allowed public entities to fund the communication of “informational material,” but not to fund the conduct of “campaign activity.”

The decision in *Vargas v. City of Salinas* examined the (1) content, (2) style, (3) tenor and (4) timing of the city's materials challenged as unlawful expenditures. It found that the City provided factual information through well-established processes (regularly produced newsletters), in a manner that “avoided argumentative and inflammatory rhetoric,” and was not generated or disseminated at a time that was overtly tied to the election. Subsequent cases have followed this type of analysis in reviewing (and generally upholding) efforts of public entities to communicate information concerning the potential impacts of ballot measures.

It is fairly well established that public employees do not lose their First Amendment free speech rights, simply because they are employed by public entities. However, restrictions on when and how they may exercise those rights have also been upheld, as well as prohibitions on the use of public funds for “political activity.” The key is to determine which activities are proper, and which are prohibited. The purpose of Legal Counsel's presentation is to help guide TAMC Board members away from potential problems.

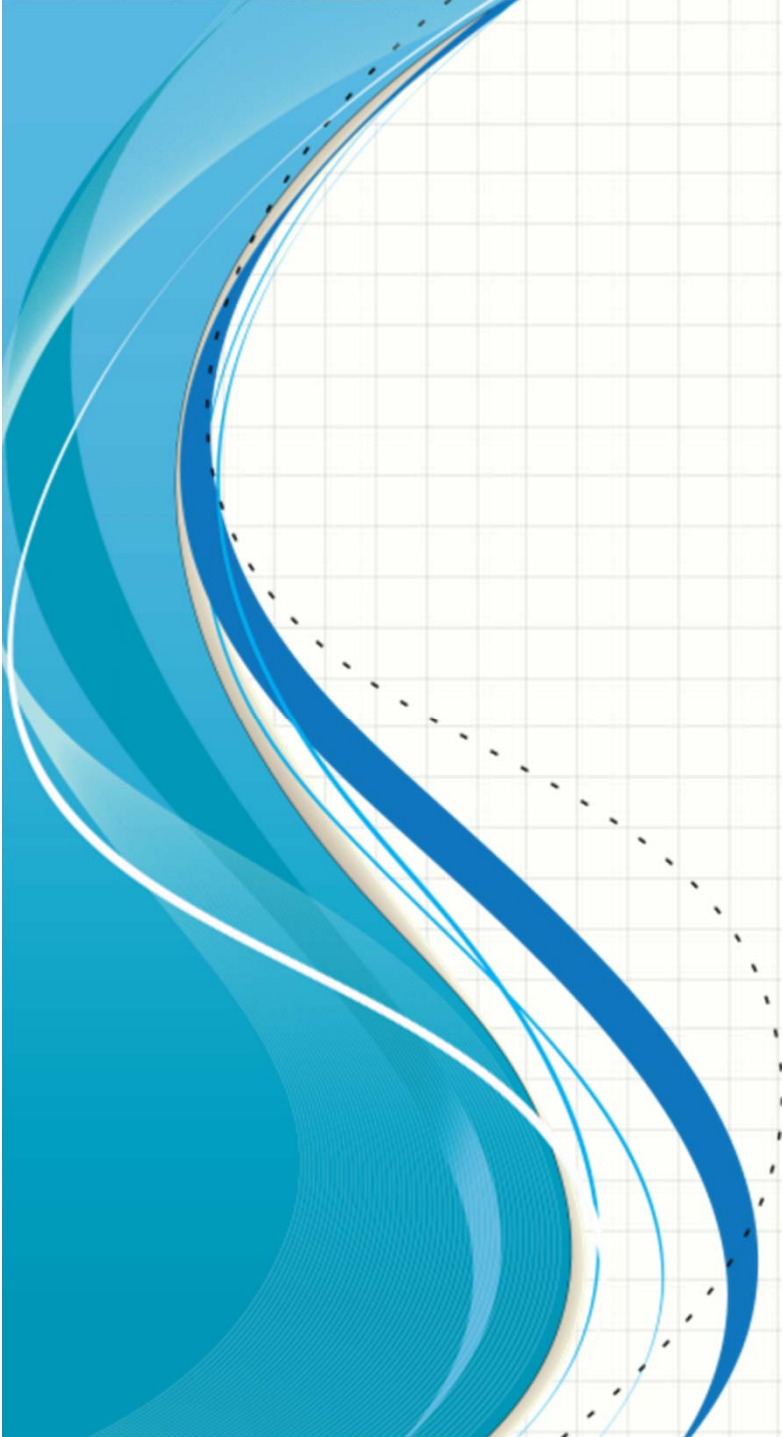
Generally speaking, public employees may participate in political activity, but on their own time and with their own resources. Given the prohibition on the use of public funding, it is important for employees (including elected officials) to track time and resources used in order to be able to establish that no public funds are being used. Public bodies may fund informational activities related to ballot measures, provided that from an “objective observer” perspective, the materials or activities convey past and present facts, avoid argumentative or inflammatory rhetoric, and do not advocate or recommend how the electorate should vote. Care should be taken that the activities funded do not appear to be

typical campaign type actions, such as paying for bumper stickers, buttons, advertisements or rallies. Care should also be taken that the information provided generally be in response to inquiries (FAQs should be permissible) and that the timing of providing the information not be specifically geared towards influencing the election.

ATTACHMENTS:

- Allowed Educational Activities

Transportation Agency for Monterey County
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PUBLIC ENTITY INVOLVEMENT IN BALLOT MEASURES

Kay Reimann,
TAMC Legal Counsel
August 24, 2016

Public Entities' Involvement in Ballot Measures – Why?



- Changes in local government financing
 - Less funding from Federal and State sources
 - Need for local entities to sponsor ballot measures for funding
 - Required voter approval for local revenue measures

Legal Context



- Constitutional right to “free election” of the people – Cal. Constitution, art. II, § 2
- Prohibition on use of public funds for “campaign activities” – Gov’t. Code § 54964
- Key cases interpreting public agency actions:
 - Stanson v. Mott (1976) 17 Cal.3d 206
 - Vargas v. City of Salinas (2009) 46 Cal.4th 1

Gov't Code § 54964



- (a) An officer, employee or consultant of a local agency may not expend or authorize the expenditure of any funds of the local agency to support or oppose the approval or rejection of a ballot measure . . .
- (b)(3) “Expenditure” means a payment of local agency funds that is used for communications . . .

Gov't Code § 54964 (con't.)



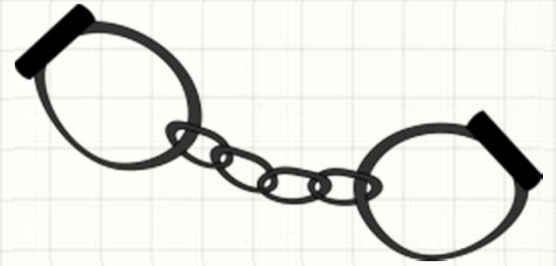
- (c) This section does not prohibit the expenditure of local agency funds to provide information to the public . . . if . . .
 - (1) the informational activities are not otherwise prohibited . . . and
 - (2) The information provided constitutes an accurate, fair and impartial presentation of relevant facts to aid the voters in reaching an informed judgment regarding the ballot measure

How to Comply: Three Areas of Focus



- Focus on whether local agency resources are being used:
 - Funds
 - Paid time
 - Equipment, materials, facilities
- Distinguish “legitimate informational activities” from “unlawful campaign activities”
- Distinguish between local agency activities and private activities of individual employees

Consequences of Errors



- Potential criminal and civil penalties for misuse of public resources
- Public official may have to reimburse agency from personal funds
- May trigger reporting obligations under Political Reform Act. Penalties for failure to report.
- Negative Public Reception; possible legal challenges

Information or Advocacy?



- No “bright line” or hard and fast rules
- Context counts
- Courts will look to
 - Style (newsletter vs. bumper sticker)
 - Tenor (objective vs. inflammatory rhetoric)
 - Timing (part of pre-existing process vs. special mailing just before election)

Public Time or Private Time?



- Public employees have constitutional right to engage in private political activities:
 - On own time (must still devote full attention to job)
 - Without Using Public Agency Resources (don't print/copy/call from agency sources)
 - Keep records to be safe (track time, expenditure of private funds, in case have to establish that actions were private)

Helpful Hints for Public Agencies



- Once a matter is placed on the ballot, be available to respond if requested, but do not seek out speaking opportunities
- Keep to factual information: impact of current conditions on agency with (or without) measure; impact of measure on agency
- Keep tone objective, moderate
- Do not suggest how to vote (or how you will)



QUESTIONS?



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Grant Leonard, Transportation Planner
Meeting Date: August 24, 2016
Subject: **Holman Highway 68 Roundabout Update**

RECOMMENDED ACTION:

RECEIVE Holman Highway 68 Roundabout Update.

SUMMARY:

The Holman Highway 68 Roundabout will be the first state highway roundabout in Monterey County and will improve safety and access to the Community Hospital, Pacific Grove and Pebble Beach. Construction of the roundabout will begin the last week of August 2016 and finish in summer 2017.

FINANCIAL IMPACT:

The total cost of the Holman Highway 68 Roundabout is \$8.2 Million. The Transportation Agency has contributed \$3.3 Million in Regional Surface Transportation Program funds toward the project, and has received funds from the City of Monterey and the Air District to conduct community outreach.

DISCUSSION:

The Holman Highway 68/State Route 1 Roundabout will be the first state highway roundabout in Monterey County. The intersection is a gateway to the Peninsula and provides access to the Community Hospital, Pebble Beach and City of Pacific Grove. Construction of the Holman Highway 68 Roundabout is scheduled to begin the week of August 22, 2016 and be completed by summer of 2017.

The City of Monterey is the lead agency managing construction of project. To assist with construction, the City of Monterey has contracted with Harris and Associates for construction management services, Granite Construction, Inc. to perform the construction work, and the Transportation Agency to manage public outreach and education for the project.

Since the summer of 2015, the Agency has been working with local stakeholders and community groups to inform the public about the project and what to expect during construction. Outreach

activities have included presentations to the city councils of Monterey, Carmel, and Pacific Grove holding community meetings, and presenting to neighborhood groups and community organizations. Additionally, the Agency has created a project webpage, project videos and easy-to-read graphics and has established an email subscription list that members of the public can sign up on to receive weekly project updates. This information is available on the TAMC website at tamcmonterey.org

Additionally, an Interagency Task Force made up of key project stakeholders has been formed for the project, and meets monthly to problem-solve and provide direct input to the project team about construction. In addition to the Interagency Task Force, an Emergency Responders Working Group and a Travel Demand Management Working Group have been formed. The groups helped develop appropriate protocol for the construction team in case of emergency and establish a direct line of communication between the project team and emergency responders, and also identified strategies to mitigate congestion during road closures. Congestion mitigation strategies being implemented include:

- **Discounted Bus Pass** – during construction, Monterey-Salinas Transit will sell monthly bus passes at a heavy discount of \$13/month (an 86% discount off a regular 31-day Basic Pass)
- **Park & Ride** - new or discounted lots are designed to encourage employees and visitors to park in downtown Monterey and ride the trolley or bus to Cannery Row and Lighthouse Avenue.

Throughout construction, Transportation Agency staff will continue to meet with stakeholder groups and provide updates on the project website (<http://www.tamcmonterey.org>), in newsletters, news releases, and via email. The current construction schedule estimates the project will be completed by summer of 2017.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Austin Fontanilla, Planning Intern
Meeting Date: August 24, 2016
Subject: INVEST Report

RECOMMENDED ACTION:

RECEIVE presentation on an evaluation of the Transportation Agency's regional planning efforts utilizing the Federal Highway Administration's INVEST (Infrastructure Voluntary Evaluation Sustainability Tool).

SUMMARY:

The Transportation Agency received a Platinum rating in this sustainability assessment developed by the Federal Highway Administration. The evaluation encompasses over twenty regional plans and programs, and highlights areas of strength in the Agency with recommendations for improvement.

FINANCIAL IMPACT:

TAMC received a \$25,000 grant from the Federal Highway Administration to conduct a sustainability assessment of the Agency's planning efforts using the INVEST tool.

DISCUSSION:

Reflecting the Transportation Agency for Monterey County's strong commitment to sustainability principles that improve the social, economic, and environmental outcomes of the regional planning process, the Agency received the highest rating, Platinum, from the Federal Highways Administration's INVEST (Infrastructure Voluntary Evaluation Sustainability Tool) evaluation.

In seeking to assess how well-defined and comprehensive the Transportation Agency's sustainability efforts have been, and identify areas for improvement, TAMC utilized the INVEST Sustainability Tool to review a broad spectrum of the agency's planning activities. INVEST is a web-based self-evaluation tool comprised of voluntary sustainability best practices, which cover the full lifecycle of transportation services,

including system planning, project planning, design, and construction, and continuing through operations and maintenance. The FHWA developed INVEST for voluntary use by transportation agencies to assess and enhance the sustainability of their projects and programs. INVEST is intended to provide guidance for practitioners to evaluate the sustainability of their transportation projects and programs and to encourage sustainability progress within the field of transportation.

As part of the INVEST assessment, the Transportation Agency evaluated the 2014 Regional Transportation Plan, as well as twenty-three other plans, policies, projects, and programs, which are listed in the attached Executive Summary. Out of 250 total points, TAMC scored a total of 174, which puts the Agency in the highest level, Platinum (out of four levels: bronze, silver, gold and platinum).

Key areas of strength for the Transportation Agency that the results of the assessment revealed include the Agency's broad engagement with regional stakeholders to focus on sustainable transportation investments; the Agency's expertise and leadership in areas such as Safety Planning and Financial Sustainability; and the Agency's experience in various travel modes that support a balanced regional transportation network.

The assessment also identified several areas where the Agency could improve to earn a higher score. Those recommendations include: the development of Rideshare and 511 Monterey traveler information programs, which the Agency will soon be implementing; adoption of Habitat Management and Pavement Management plans, which are included in the Transportation Safety & Investment Plan; and more frequent tracking of performance measures in the Regional Transportation Plan.

To fund this effort, the Transportation Agency received a \$25,000 grant from the Federal Highway Administration, which included a one-to-one match from the Agency. The Agency included in the scope of work for the grant an educational outreach component in which Agency staff will present the results of the assessment and lessons learned to partner agencies. Agency staff will reach out to the Central Coast Coalition, composed of Caltrans District 5, the Regional Transportation Planning Agencies from San Benito, Santa Cruz, Monterey, San Luis Obispo, and Santa Barbara counties, and the Association of Monterey Bay Area Governments, to conduct this educational outreach.

ATTACHMENTS:

- INVEST 2016 Report - Executive Summary



Evaluating and Enhancing Sustainable Transportation in Monterey County



Evaluating and Enhancing Sustainable Transportation in Monterey County

Transportation Agency for Monterey County

August 2016

System Planning (INVEST Version 1.2)



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Executive Summary

Highlighting the Transportation Agency for Monterey County's strong commitment to sustainability principles that improve the social, economic, and environmental outcomes of the regional planning process, the Agency received the highest Platinum rating from the Federal Highways Administration's INVEST (Infrastructure Voluntary Evaluation Sustainability Tool) evaluation.

As the designated Regional Transportation Planning Agency for Monterey County, the Transportation Agency for Monterey County is responsible for developing and updating a long-range vision of the regional transportation system. As part of that process, the Transportation Agency strives to advance strategies that are environmentally sustainable, socially equitable, financially sound, and also meet the mobility and accessibility needs of its residents.

With the passage of California Senate Bill 375, the Transportation Agency worked with our tri-county partner agencies (Santa Cruz County Regional Transportation Commission, San Benito Council of Governments, and Association of Monterey Bay Area Governments) to develop our region's Sustainable Communities Strategy as well as Monterey County's 2014 Regional Transportation Plan. These documents pave the way for linking sustainable land use decisions with transportation planning and policy-making to help ensure that our region meets its greenhouse gas reduction targets. Using the goals and objectives laid out in the 2014 Regional Transportation Plan, the Transportation Agency has created a foundation on which other planning activities can expand and implement programs that promote the regional economy, protect the environment, and provide equity among local communities.

In seeking to assess how well-defined and comprehensive the Transportation Agency's sustainability efforts have been, and identify areas for improvement, TAMC utilized the Federal Highway Administration's INVEST (Infrastructure Voluntary Evaluation Sustainability Tool) to review a broad spectrum of the agency's planning activities. INVEST is a web-based self-evaluation tool comprised of voluntary sustainability best practices, which cover the full lifecycle of transportation services, including system planning, project planning, design, and construction, and continuing through operations and maintenance. The FHWA developed INVEST for voluntary use by transportation agencies to assess and enhance the sustainability of their projects and programs. INVEST is intended to provide guidance for practitioners to evaluate the sustainability of their transportation projects and programs and to encourage sustainability progress within the field of transportation.

To conduct the INVEST assessment, the Transportation Agency utilized INVEST’s System Planning module, where an agency’s system-wide network is analyzed and assessed to identify projects that will improve the safety, capacity, access, operations or other key features of the system. The System Planning modules focus on performing system-level analyses in a manner that contributes to the overall sustainability of the network and the individual projects programmed in this phase of the lifecycle. The criteria are primarily written for the scoring of an agency’s fiscally-constrained regional transportation plan (RTP), which is considered to include the agency’s transportation planning process, project selection criteria, the Regional Transportation Improvement Program, and project programming.

As part of the INVEST assessment, the Transportation Agency evaluated The 2014 Regional Transportation Plan, as well as the following list of plans, policies, projects, and programs:

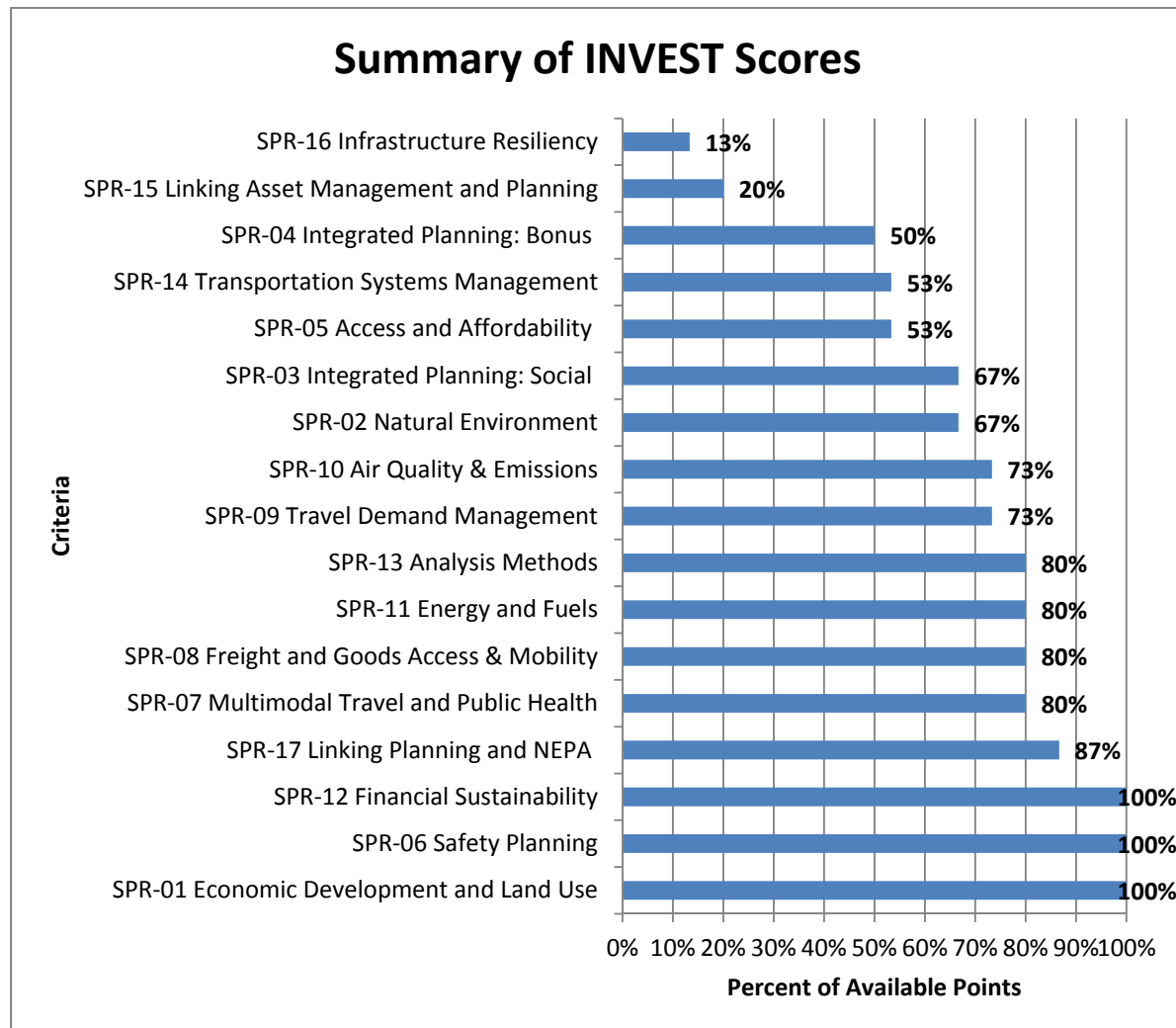
Table 1: List of Documents Review for INVEST

Bicycle & Pedestrian Master Plan	Regional Development Impact Fees
Bike Week Educational Activities	Regional Freight Study
Board of Director and Committee Bylaws	Regional Roundabout Study
Central Coast Strategic Deployment Plan	Regional Surface Transportation Program
Complete Streets Guidebook	Regional Transportation Improvement Program
Electric Vehicle Charging Stations	Regional Transportation Plan Mitigation Monitoring Program
Inter-Agency Team Meetings	Transportation-Related Principles for Community Development
Marina-Salinas Multimodal Corridor Plan	Transportation Safety & Investment Plan
Metropolitan Transportation Plan / Sustainable Communities Strategies	Unmet Transit Needs
Overall Work Program	Via Salinas Valley
Public Outreach Plan	Wayfinding Plan
Regional Travel Demand Model & Model Improvement Plan	

By completing the assessment, the INVEST tool provided a means by which the regional planning activities of the Transportation Agency for Monterey County could be evaluated to identify both strengths and weaknesses from a sustainability perspective. The 17 criteria of the System Planning module aided the Transportation Agency in answering the questions of “What are we doing right?”, “Where is there room for improvement?”, and “Where do we go from here?” This report provides more detailed discussions to address these questions with an overview of the Agency’s strengths, areas where improvements can be made, and recommendations for future action.

Out of 250 total points, **TAMC scored a total of 174** which puts the Agency in the highest Platinum level (out of four levels: bronze, silver, gold and platinum). Figure 1 shows the scores earned per criteria, ranked from lowest to highest.

Figure 1: Summary of INVEST Scores



Strengths

The results reveal several strengths in the Transportation Agency's current transportation planning processes. Out of a total of 17 INVEST criteria, the Transportation Agency earned scores of 80% or higher in eight criteria, with three of those reaching 100% of the possible points. The Transportation Agency's success can be attributed to a number of key factors:

- **Stakeholder Engagement**: Senate Bill 375 played a large role in supporting the Transportation Agency's efforts to broaden engagement with regional stakeholders and work more closely with them with a focus on sustainable transportation investments. Through public workshops and coordination with the Association of Monterey Bay Area Governments and local jurisdictions, the Agency assisted in the development of alternative scenarios to evaluate the impact of transportation investments on reducing greenhouse gas emissions.
- **Institutional Knowledge**: The Transportation Agency's INVEST results also demonstrate the Agency's high-level of institutional knowledge, as many of the high-scoring criteria reflect areas of staff expertise and leadership. These activities include strong coordination and communication between staff working on separate but related planning activities, and the support of management for continuing education. Examples of areas that the Transportation Agency scored well include Integrated Planning: Economic Development & Land Use (SPR-01), Financial Sustainability (SPR-12), and Safety Planning (SPR-06).
- **Multimodal Planning & Financing**: The eight criteria that the Transportation Agency earned high scores in fall within very different areas of the planning spectrum (for example, "Analysis Methods", "Freight and Goods", and "Financial Sustainability"). These scores serve as an indicator of the Transportation Agency's broad spectrum of expertise in various travel modes and the agency's approach to planning a balanced regional transportation network that serves the needs of a diverse community.

Areas for Improvement

INVEST also revealed areas for improvement in the Transportation Agency's regional planning process. The following explains where the Transportation Agency earned lower scores:

- **SPR-16 Infrastructure Resiliency**: The goal of this criteria is to assess the Agency's efforts to anticipate, assess, and plan to respond to vulnerabilities and risks associated with current and future hazards (including those associated with climate change) to ensure multi-modal transportation system reliability and resiliency. The Transportation Agency

does regularly coordinate with partner agencies within its jurisdiction to reduce barriers and further the prospects for implementation of strategies to address infrastructure resiliency. An example of this is the effort to coordinate with stakeholders on the Holman Highway 68 Roundabout and the Highway 68 Corridor Study. Separate inter-agency task forces have been set up for these planning and construction efforts to ensure coordination between agencies. For the agency to score higher, resiliency performance measures would need to be included in the Regional Transportation Plan's evaluation of projects, as well as the development of strategies to respond to hazard events, such as tsunamis or major storms. Strategies may include: planning for redundancy, relocating assets, changing operations and maintenance, and adjusting existing systems and procedures to integrate climate change risk (see MTC's Climate Change and Extreme Weather Adaptation Options for Transportation Assets in the Bay Area Pilot Project for examples).

- SPR-15 Linking Asset Management and Planning: This criterion evaluates how the agency leverages transportation asset management data and methods within the transportation planning process to make informed, cost-effective program decisions to better use existing transportation assets. While the Transportation Agency has been utilizing benefit/cost analysis and life-cycle cost assessments more in the planning process, these efforts are just beginning. Examples of how the Agency utilized these analyses include the 2016 Regional Transportation Improvement Program, the Regional Roundabout Study, and the 2016 Active Transportation Program grant applications. To receive more points in this area, the Agency should further develop its skills in conducting asset management analyses, and link these analyses with investment decisions.
- SPR-14 Transportation Systems Management and Operations: This criterion rates how the Agency optimizes the efficiency of the existing transportation system. The Transportation Agency supports the use of a variety of Transportation Systems Management & Operations strategies in the Regional Transportation Plan in its transportation investments. These strategies include the Monterey County 511 Traveler Information Program, the Rideshare Program, Safety Programs, and Intelligent Transportation Systems. While the Agency scored 53% on this criterion, to capture the remainder of the points, the Agency should continue with the implementation of the Rideshare and 511 programs, and track their annual performance.

Conclusion

The Transportation Agency's use of the INVEST tool has been enlightening by allowing the Agency to gauge its regional transportation planning efforts against national sustainability standards. While earning a Platinum rating, the Agency has found it beneficial to discover areas for continued improvement. With the implementation of the Rideshare and 511 programs, and the continued integration of benefit/cost analysis into the planning process, the Transportation Agency can help to deliver a more sustainable transportation system to Monterey County.



SUMMER 2016

Caltrans District 5



District Director
Timothy Gubbins

Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

District Director's Report

A quarterly publication for our transportation partners



Vista Points Project Enhances Livability

Four granite mosaics and an inlaid picnic table—all designed by Caltrans Landscape Architecture—were recently installed at the following District 5 vista points:

- (SB) SR154, Rancho Cielo
- (SB) US 101, Arroyo Hondo
- (MON) SR 1, Julia Pfeiffer Burns

Caltrans produced the initial artwork for the life-sized animal mosaics. The fabricator's artist then transformed the concepts into computerized drawings used to *water-jet* cut the multi-colored stone pieces. The \$700,000 project installed interpretive elements at seven vista points in four counties. It also featured 40 porcelain enamel displays on natural stone boulders and free standing stone-veneer walls. The exhibits inform the public on local history, cultural importance and unique area natural resources.

Continued on back



Latest Mile Marker Released

The 2016 second quarter *Mile Marker* is now available online. This report provides a transparent, plain-language accounting of Caltrans' performance. The latest edition features: how the new Asset Management has directed \$250 million to key projects, new elements in two of the Department's largest funding sources, and how value analysis has saved billions of dollars on hundreds of projects since 2000.

Other topics include an innovative design in an iconic San Francisco parkway protecting the environment, and how California motorists may soon benefit from wireless technology to estimate their travel times.

More information:

http://www.dot.ca.gov/milemarker/docs/2016/MileMarker_v3lss2_final.pdf



Input Sought on SR 68 Plan

The Transportation Agency for Monterey County's SR 68 Scenic Highway Plan is under way and gathering input on proposed transportation improvements and wildlife connectivity along the highway between Salinas and the Monterey Peninsula.

The plan will analyze current and future travel patterns along the corridor, develop a preferred corridor concept and identify sustainable operational and capacity improvements for the next 20 years.

The proposed improvements include a roundabout; bypass; bicycle, pedestrian and transit facilities; advanced traffic management system; and systemic safety evaluation. The comprehensive study will also incorporate performance-based planning and programming, a benefit/cost analysis, and extensive public outreach. The second public workshop is planned for later this year.

The planning effort is funded by a Caltrans Sustainable Transportation Planning Grant and is scheduled for completion in 2017. More information:

<http://www.sr68sceniccorridorstudy.com/>

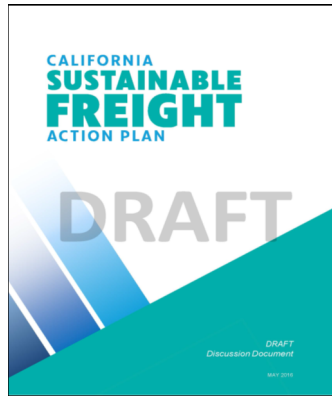
Vista Project continued



To ensure interpretive accuracy, Caltrans conducted extensive stakeholder outreach to tribal representatives, historians, biologists, and various local agencies. More than 300 photographers, artists, map makers and museum groups enthusiastically donated images to the project either for free or minimal costs.

Other vista point project locations:

- (SLO) SR 1, San Simeon Bay
- (SLO) SR 1, Piedras Blancas
- (MON) SR 1, Big Creek
- (SCR) SR 1, La Selva



Sustainable Freight Plan

The California Sustainable Freight Action Plan features a long-term 2050 vision and guiding principles to improve the freight system's efficiency while reducing pollution and enhancing the state's competitiveness in goods movement. The plan's key goals include the following:

- Improve freight system efficiency 25 percent by 2030
- Deploy 100,000 plus zero-emission vehicles/equipment and maximize near zero-limits by 2020
- Foster future economic growth for freight and goods movement

The draft plan is available online. Public comments are due to Caltrans by July 6, 2016. More information:

http://dot.ca.gov/hq/tpp/offices/ogm/cs_freight_action_plan/Documents/CSFAP_Main%20Document_DRAFT_050216%20v2.pdf



Social Media Connections

District 5 posts daily to Facebook and has 1,500 plus likes, so far. We tweet real time traffic/roadwork information daily with 1,000 followers. Check us out on Twitter, Facebook and You Tube.



Photos source: Land Life Company

Sustainable Cocoon Planter Saves Water

Innovative technology increases efficiency and minimizes impacts

Caltrans is experimenting with alternative planting methods in remote sites and difficult terrain to reduce water use and planting costs. So far, the District has installed 30 plants using a self-irrigating system called Cocoons along Highway 46 east of the Estrella River in San Luis Obispo County. An additional 30 will soon be placed along Highway 1 near Post Ranch in Monterey County.

The Cocoon produces independent, strong trees, which do not rely on external irrigation and can survive harsh conditions, according to the Land Life Company. Mycorrhizal fungi are added to the soil surrounding a plant's roots, increasing the surface absorbing area from 100 to 1,000 times while improving access to soil moisture and nutrients. The Cocoon is 100 percent biodegradable and requires no follow-up irrigation or maintenance after planting.

The planters cost \$9 each and annually save about 50 gallons of water per plant. They last underground up to three years depending upon soil type and area conditions—the timeframe it will take to determine how well the product performs in establishing plants.

Statewide, Landscape Architecture is committed to finding alternative ways to reduce water use while meeting permit requirements. Reducing labor costs and materials related to irrigation watering systems helps sustain our planting projects. Increasing efficiency and minimizing environmental impacts with innovative techniques also helps the Department meet its mission, vision and goals. More information on Caltrans' water conservation efforts:

http://www.dot.ca.gov/hq/LandArch/16_la_design/water_conserv/



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR AUGUST 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

CONSTRUCTION PROJECTS

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Contractor	Comments
1.	Highway 1 Elephant Trunk Slide Permanent Restoration (1A7004)	On Highway 1 in northern San Luis Obispo County and southern Monterey County about 3 miles north of San Carpoforo Creek Bridge to Limekiln Creek (PM 73.7-74.0)	Construct a 1,000-foot-long retaining wall for permanent restoration and to stabilize settlement	Fall 2016	\$9.5 million	SHOPP	Lisa Lowerison (RS)	John Madonna Construction of San Luis Obispo, CA.	Daytime work only, consisting of one-way reversing traffic control.
2.	Highway 1 Cow Cliffs Viaduct (1F8904)	In Monterey County Near Lucia from 0.1 Mile South of Big Creek Bridge to 2.8 Miles South of Dolan Creek Bridge (PM 28.0-28.4)	Construct Viaduct	Summer 2015-Fall 2016	\$3.9 million	SHOPP	Ken Dostalek (TL)	RGW Construction Inc. Livermore, CA	Signal controlled one-way traffic control. 10-minute traffic holds for movement of equipment. A few full overnight closures starting in February, weather permitting.
3.	Hwy. 1 Monterey to Marina CAPM (1A7604)	In Monterey County, from Sloat Avenue Undercrossing to South Marina Overhead (PM R77.56-R85.3)	Pavement Preservation (CAPM)	Fall 2015- Summer 2016	\$9.2 million	SHOPP	Kathy DiGrazia (TL)	Granite Construction Co. Watsonville, CA	On-going nighttime roadwork. Project scheduled to be completed at the end of summer, 2016, weather permitting.
4.	Accelerated Accessible Pedestrian Signals (1G280)	9 intersections in Monterey County along Routes 68, 156, 183 and 218 (other locations in SCr, SBT and SLO Counties)	Install accessible pedestrian signals	Mid-June 2016-- Winter 2016	\$1.3 Million	SHOPP	Kathy DiGrazia (LB)	PTM Engineering, Riverside, CA	Locations: 5 locations on Hwy. 68 1 location on Hwy. 156 2 locations on Hwy183 1 location on Hwy 218 The signal modules and poles passed recent inspection. Project is on schedule.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR AUGUST 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

CONSTRUCTION PROJECTS (Cont'd.)

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Contractor	Comments
5.	Monterey-Santa Cruz ADA (0R5104)	On SR 1 and Hwy. 68 and 218 at various locations (other locations in Santa Cruz County)	Construct curb ramps, sidewalks, and modify signal and lightings	Fall 2015 – Fall 2016	\$1.2 Million	SHOPP	Kathy DiGrazia (HB)	Pacific Infrastructure, Vacaville, CA	Locations: 32 curb ramps at 16 intersections in Mon. County along Routes 1, 68 and 218. Project is on schedule.
6.	Highway 68 Salinas River Bridge Widening (0F7004)	In Monterey County on Route 68 near Salinas from 0.2 mile East of Reservation Rd. undercrossing to Spreckels Blvd. undercrossing (PM R17.4/R18.0)	Bridge Widening	April 19, 2016—Winter 2018	\$9.8 million	SHOPP	David Rasmussen (BR)	Viking Construction Co. of Rancho Cordova	Ongoing construction activities.
7.	Hwy. 101 South Greenfield Median Barrier (1E0604)	In and near Greenfield from Teague Ave. to Walnut Ave. OC (PM 47.7-53.9)	Concrete median barrier, inside shoulder widening and rumble strip	Spring 2016—Fall 2016	\$4, 475,000	SHOPP	Aaron Henkel (PM)	Granite Construction Company, Watsonville	Project is in construction with a construction contract acceptance of November 2016.
8.	Hwy. 101 Soledad CAPM (1F69U4)	In Monterey County North of Greenfield Overcrossing to North of Gonzales Overcrossing (PM 55.2-73.8)	Pavement Preservation	Spring 2016-Winter 2016	\$22.9 million	SHOPP	Aaron Henkel (PM)	Granite Rock, Watsonville	Construction began on April and is on schedule to be completed by December 2016.
9.	Highway 156 Castroville Median Barrier (1F730)	Near Castroville from junction of SR1 to Castroville (PM R0.1/R1.6)	Median Barrier and Rumble Strip	Summer 2016	\$900,000	SHOPP	David Silberberger (PM)	Coral Construction	Project awarded April 13 and should begin construction early summer.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR AUGUST 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY’S MEETING

PROJECTS IN DEVELOPMENT

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Comments
10.	Highway 1 Paul’s Slide Repair (0T850)	Near Lucia north of Limekiln Creek Bridge to south of Lucia (PM 21.6/22.1)	Install Catchment, Improve Drainage	Fall 2019	\$16.1 million	SHOPP	Ken Dostalek (PM)	Purpose of project is to reduce the number of maintenance closures caused by frequent mudslides at this location.
11.	Highway 1 Safety Upgrades: Hurricane Pt. to Rocky Creek Viaduct (1A000)	North of Big Sur south of Bixby Creek Bridge to south of Rocky Creek Bridge (PM 58.3/59.8)	Shoulder Widening, Guardrail Upgrades, Potential Retaining Wall	Summer 2019	\$5 million	SHOPP	Ken Dostalek (PM)	Draft Environmental Document approved on 5/10/16. 30 day public comment period completed on 6/6/16.
12.	Highway 1 Big Sur CAPM (1F680)	Near big Sur from Torre Canyon Bridge to Carpenter Street (PM 39.8/74.6)	Pavement Rehabilitation	Fall 2021	\$24 million	SHOPP	David Rasmussen (PM)	Environmental studies work has begun.
13.	Highway 68 Pacific Grove Shoulder Widening (1C250)	Pacific Grove to Scenic Drive (PM 1.6/L4.0)	Shoulder Widening, Rumble Strips, Guardrail	Spring 2021	\$2.5 million	SHOPP	David Rasmussen (PM)	Project is currently in environmental phase and it is expected to move to design phase in Fall 2016.
14.	Highway 68 Pacific Grove Centerline Rumble Strip (1G450)	East of Piedmont Avenue to West of the JCT RTE 1/68 (PM 1.6/L4.1)	Centerline Rumble Strip & OGAC	Summer 2018	\$1.7 million	SHOPP	David Rasmussen (PM)	Project is currently in design phase.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR AUGUST 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

PROJECTS IN DEVELOPMENT

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Comments
15.	Highway 1 San Antonio River Bridge-Seismic Retrofit (1F820)	Near King City at the san Antonio River Bridge (PM R6.7)	Seismic Retrofit 2 Bridge	Winter 2021	\$7 million	SHOPP	David Rasmussen (PM)	
16.	Highway 101 Salinas River Bridge Seismic Retrofit (1C960)	Near King City at the Salinas River Bridge (PM R41.-R41.8)	Seismic Retrofit	Winter 2021	\$1.4 million	SHOPP	Aaron Henkel (PM)	Project is in Project Approval & Environmental Document phase. The environmental document is currently being finished and it is expected to be in design by April 1, 2017.
17.	Highway 101 King City Rehab (1F750)	Near King City from 0.4 miles south of wild Horse Rd to 0.2 miles north of Jolon Rd (PM R36.9/43.2)	Pavement Rehabilitation	Fall 2018	\$57.6 million	SHOPP	Aaron Henkel (PM)	Project is currently in the design phase and will go out to bid by June 2018.
18.	Highway 101 CURE Safety Improvements near King City (0T990)	Central Avenue to south of Teague Avenue (PM 45.8/49.8)	Eucalyptus Tree and Metal Beam Guardrail Removal	Winter 2017	\$2.5 million	SHOPP	David Rasmussen (PM)	Project is scheduled to be voted at August CTC meeting.
19.	Highway 101 North Greenfield Median Barrier (1G380)	North of Walnut Avenue (PM 53.9-57.1)	Median barrier and inside shoulder rumble strip with shoulder widening	Fall 2018	\$4.1 million	SHOPP	Aaron Henkel (PM)	Project is in design phase and will go out to bid by March 2017.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR AUGUST 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

PROJECTS IN DEVELOPMENT (Cont'd.)

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Comments
20.	Highway 101 Salinas CAPM (1F700)	North of Gonzales to East Market Street	Pavement Preservation	Spring 2019	\$19 million	SHOPP	David Silberberger (PM)	Design work will begin on this project in July 2017.
21.	Highway 156 West Corridor (31600)	Between Castroville and Prunedale (PM R1.6-T5.2)	Construct new 4-lane divided freeway and new interchanges	Fall 2019-Fall 2023	\$264 million	STIP / Federal Demo	David Silberberger (PM)	The project team is now focusing their attention on delivering a Supplemental Environmental Impact Report (EIR) through a standard process, with Caltrans and TAMC partnering to produce the final document. This Supplemental EIR will provide important information regarding the feasibility of moving ahead with tolling as a source of revenue for this project.
22.	Highway 183 Blackie Road Rumble Strip Project (1G390)	Davis Rd to Blackie Rd (PM 1.8/R8.6)	Centerline/shoulder rumble strip and resurfacing	Fall 2017	\$1.4 million	SHOPP	Aaron Henkel (PM)	Project is currently in the design phase and will go out to bid by January 2017.
23.	Highway 198 North Fork Widening (1C660)	22 miles East of San Lucas (PM 22.4/22.8)	Widen shoulders and correct super-elevation	Fall 2017	\$1.8 million	SHOPP	Aaron Henkel (PM)	Project is currently in the design phase and will go out to bid by February 2017.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Elouise Rodriguez, Senior Administrative Assistant
Meeting Date: August 24, 2016
Subject: **Transportation Agency Board Minutes for June 22, 2016**

RECOMMENDED ACTION:

APPROVE minutes of the Transportation Agency For Monterey County (TAMC) Service Authority for Freeways and Expressways and Monterey County Regional Development Impact Fee Joint Powers Agency of June 22, 2016.

SUMMARY:

The draft minutes of the June 22, 2016 Transportation Agency Board of Directors meeting are attached for review.

FINANCIAL IMPACT:

This item has no financial impact.

DISCUSSION:

The draft minutes of the June 22, 2016 Transportation Agency Board of Directors meeting are attached for review.

ATTACHMENTS:

- ▣ TAMC Board draft minutes

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE
JOINT POWERS AGENCY**

Draft Minutes of June 22, 2016 TAMC Board Meeting

Held at the
Agricultural Center Conference Room
1428 Abbott Street, Salinas

TAMC BOARD MEMBERS	JUN 15	AUG 15	SEP 15	OCT 15	DEC 15	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16
F. Armenta, Supr. Dist. 1- Chair (J. Martinez)	P	P	P	P	P(A)	P	P	P	P	P	P(A)
J. Phillips, Supr. Dist. 2 (J. Stratton; C. Link)	P	P(A)	P	P	P(A)	P	P	P	P	P(A)	P(A)
S. Salinas, Supr. Dist. 3- (C. Lopez)	P	P	P	P	P(A)	P	P	P	P	P	P
J. Parker, Supr. Dist. 4- (K. Markey)	P(A)	P(A)	P	P	P	P(A)	P	P(A)	P	P	P(A)
D. Potter, Supr. Dist 5 - 2nd Vice Chair (K. Lee ; J. Mohammadi)	P(A)	P(A)	P	P	P(A)	P(A)	P(A)	P	P(A)	P(A)	P
C. Hardy, Carmel-by-the-Sea (S. Dallas)	P	P(A)	P(A)	P	-	P(A)	P(A)	-	E	P	P
J. Edelen, Del Rey Oaks (K. Clark)	P	E	P	P	P	-	P	P	P	P	P
M. Orozco, Gonzales (J. Lopez)	P(A)	P	P	P	P	P	P	-	P	E	P
J. Huerta, Greenfield (R. Rodriguez)	P	P	-	-	P(A)	P	P	P	P	-	-
M. LeBarre, King City (B. Hendrickson)	E	P	P	P	P	P(A)	P(A)	P	P	P	P
B. Delgado, Marina (F. O'Connell)	-	P	P	P	P	P(A)	P	P	P(A)	P	P
E. Smith, Monterey (R. Deal)	P	P	E	P	-	P	P	P	E	P	P
R. Huitt, Pacific Grove (C. Lucius)	P	P	P	P	P	P	P	P	P	P	P
K. Craig, Salinas - immediate Past Chair (R. Russell ; J. Serrano)	P	E	P	P	P(A)	P	P	P	P	P(A)	P(A)
T. Bodem, Sand City (L. Gomez)	P	P	-	P	-	P	P	P	P	E	P
R. Rubio, Seaside (I. Oglesby)	P	P	P	P	P	P	P(A)	P	P	P	P
A. Chavez, Soledad - 1st Vice Chair (F. Ledesma)	P	P	P	P	P	P	P	P	P	P	P
M. Twomey, AMBAG (H. Adamson)	P	P(A)	P(A)	P(A)	P(A)	P	P	P(A)	P	P	P
T. Gubbins, Caltrans, Dist. 5 (A. Loe, C. Jones, J. Olenik, Rider)	P(A)	P(A)	P(A)	P(A)	P(A)	P(A)	P	P(A)	P	P(A)	P(A)
R. Stedman, Monterey Bay Unified Air Pollution Control District (A. Clymo, A. Romero)	-	-	P(A)	P	P	P	-	-	-	-	-
B. Sabo, Monterey Regional Airport	P	P		- P	P	P	P	P	P	P	P
C. Sedoryk, MST (M. Hernandez, H. Harvath, L. Rheinheimer)	P	P(A)	P	P	P(A)	P	P	P	P	P(A)	P(A)
E. Montesino, Watsonville (D. Dodge)	-	-	-	-	-	-	-	-	-	-	-

TAMC STAFF	JUN 2015	AUG 2015	SEP 2015	OCT 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 16
D. Delfino, Finance Officer/Analyst	P	P	P	P	P	P	P	P	P	P	P
R. Goel, Dir. Finance & Administration	P	P	P	P	P	P	P	E	P	P	P
A. Green, Transportation Planner	P	P	P	P	P	P	P	P	P	E	P
G. Leonard, Transportation Planner	P	P	P	P	P	P	P	P	P	E	P
M. Montiel, Administrative Assistant	P	P	P	P	P	P	P	E	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	P	P	P	P	P	P
V. Murillo, Assistant Trans. Planner	P	P	P	P	P	P	P	P	P	P	P
H. Myers, Sr. Trans. Planning Engineer	P	P	P	P	P	P	P	P	P	E	E
K. Reimann, Legal Counsel	P	P	P	P	P	P	P	P	P	P	P
E. Rodriguez, Senior Admin. Assistant	P	P	P	P	P	P	E	P	P	P	P
L. Terry, Accountant Assistant	E	E	E	E	E	E	E	E	P	E	E
C. Watson, Principal Trans. Planner	E	E	P	P	P	P	P	P	P	P	E
M. Zeller, Senior Trans. Planner	P	P	P	P	P	P	P	P	P	P	P
T. Wright, Community Outreach	P	P	P	P	P	P	P	P	P	P	P

OTHERS PRESENT

Alex Vasquez	Access Monterey Peninsula	MacGregor Eddy	We Could Car Less
Mario Romo	Access Monterey Peninsula	Sarah LaBatt	EMC Research

1. **CALL TO ORDER**
Vice Chair Chavez called the meeting to order at 9:02 a.m., and led the pledge of allegiance.
- 1.1 **ADDITIONS OR CORRECTIONS TO THE AGENDA**
None this month.
2. **PUBLIC COMMENTS**
None this month.

3. CONSENT AGENDA

M/S/C Potter/Huitt

Abstain item 3.1.1: Hardy

The Board approved the consent agenda as follows:

ADMINISTRATION and BUDGET

- 3.1.1 Approved minutes of the Transportation Agency for Monterey County and the Joint Powers Agency for Monterey County meetings of May 25, 2016, with Board member Hardy abstaining.
- 3.1.2 Accepted the list of checks written for May 2016 and credit card statements for the month of April 2016.
- 3.1.3 Received report on conferences or trainings attended by agency staff.
- 3.1.4 Approved attached updated Agency weighted vote table.
- 3.1.5 Approved closure of Transportation Agency for Monterey County offices on December 27, 28, 29, and 30, 2016.
- 3.1.6 Approved evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel as recommended by the Executive Committee.
- 3.1.7 Approved and Directed staff to release the enclosed Request for Proposals to solicit an accounting & bookkeeping firm to provide services to the Transportation Agency for Monterey County.

BICYCLE, PEDESTRIAN, TRANSIT and SOCIAL SERVICES

- 3.2.1 Regarding Transportation Development Act Allocation and Unmet Transit Needs:
 - 1. Received list of Monterey County's unmet transit needs; and
 - 2. Approved Monterey-Salinas Transit's application for Transportation Development Act funds; and
 - 3. Adopted Resolution 2016-10 allocating \$16,410,185 in Transportation Development Act Funds to Monterey-Salinas Transit for Fiscal Year 2016-17.

PLANNING

No items this month.

PROJECT DELIVERY and PROGRAMMING

- 3.4.1 Regarding the Call Box Call Answering Center Contract:
 - 1. Authorized the Executive Director to execute a contract not to exceed \$4,600 per year or a total of \$13,800 with Keolis America, Inc., for three years of call box answering services; and
 - 2. Authorized the use of \$13,800 in Service Authority for Freeways and Expressways funds for call box answering services;
 - 3. Authorized the Executive Director to approve one three-year extension of the contract, with the same annual rates of compensation, provided there are sufficient funds in the Service Authority for Freeways and Expressways funds at the time of the extension; and
 - 4. Authorized Executive Director to make administrative changes to the standard contract if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

RAIL PROGRAM

- 3.5.1** Accepted Amtrak study findings for the planned Coast Daylight train service between San Jose and San Diego.
- 3.5.2** Adopted the updated real property ownership policies regarding uses of Agency-owned real property through leases, easements, and encroachment permits.

REGIONAL DEVELOPMENT IMPACT FEE

- 3.6.1** No items this month.

COMMITTEE MINUTES

- 3.7.1** Accepted minutes from Transportation Agency committees:
- Executive Committee – Draft June 1, 2016
 - Bicycle & Pedestrian Facilities Advisory Committee – Draft June 1, 2016 (online at www.tamcmonterey.org)
 - Rail Policy Committee – Draft June 6, 2016
 - Technical Advisory Committee – No meeting this month.
-

4. TRANSPORTATION SAFETY & INVESTMENT PLAN SURVEY

M/S/C Delgado/Salinas/unanimous

The Board received a report on the Transportation Safety & Investment Plan survey conducted by EMC Research during the week of June 13, 2016.

Sarah Labatt reported that the survey was conducted via landlines, cell phones and in English and Spanish. She noted that the results show support for a sales tax dedicated to local transportation needs at nearly 2/3rds of respondents, which is December 2015 poll. She noted that the poll shows that voters in Monterey County continue to recognize the need for investment in transportation improvements and appear willing tax themselves. Four-in-five voters (79%) say there is at least some need for additional funding for Monterey County's transportation network, with 44% saying there is a great need.

More specifically, the June poll showed support at 66% yes and 26% no; an additional 4% lean yes and 1% lean no in support of the Transportation Safety & Investment Plan which developed by the Agency in coordination with community stakeholders. If approved by voters in November, the plan will focus on fixing potholes and improving safety, with 60% of the money dedicated to local jurisdictions and the 40% for regional safety and mobility projects. The plan is to be funded by a 3/8% transportation sales tax that would raise approximately \$20 million a year totaling \$600 million over a 30 year period.

5. TRANSPORTATION SAFETY & INVESTMENT PLAN ORDINANCE

M/S/C Potter/Rubio/unanimous

The Board adopted Ordinance 2016-01, adopting the Transportation Safety & Investment Plan and Retail Transaction & Use Tax; and authorized the Agency's Executive Director to request that the Monterey County Board of Supervisors place the measure for voter consideration on the November 8, 2016 ballot. As of May 10, 2016, the County and all twelve cities in Monterey County had adopted the Transportation Safety & Investment Plan, exceeding the state requirement that the County and a majority of cities representing a majority of the population in incorporated areas adopt a transportation expenditure plan that is to be placed on the ballot. The Board of Supervisors will consider the Agency's request at its meeting on July 19, 2016.

Board members discussed whether or not to make minor changes to the ballot measure language or the provisions for amending the plan. After discussion, they decided not to make changes to the language that had been adopted by all the cities and the County.

6. STATE LEGISLATIVE UPDATE

M/S/C Markey/Smith/unanimous

The Board received the state legislative update and adopted positions on bills of interest to the Agency. Executive Director Hale highlighted the TAMC Bill list additions and changes. She noted that staff recommends a “support” instead of a “watch” position on SB 824 (Beall) Low Carbon Transit Operations Program; an “oppose” position on SB 885 (Wolk) Construction contracts: indemnity ; and SB 1259 Vehicles; exempt veterans from paying a toll.

With a motion to vote separately on SB 1259, the Board unanimously voted to approve the staff recommendations.

M/S/C Markey/Salinas

Noes: LeBarre

On a separate vote, the Board voted to oppose SB 1259, exempting veterans from paying a toll fee on toll facilities. Board member LeBarre expressed his support for SB 1259, stating his support for an exemption for veterans in recognition of their service. Other Board members noted their support for veterans, but opposed the notion of creating an exemption from paying tolls.

7. GOODS MOVEMENT UPDATE

M/S/C Smith/LeBarre/unanimous

AMBAG Executive Director Maura Twomey provided an update on goods movement programs and legislation to the Board.

Ms. Twomey serves on the California Freight Advisory Committee and has been working with our partner agencies across the state to provide input on how new federal and state programs can benefit the Monterey Bay region. She noted that goods movement and freight related businesses are critical to the Monterey Bay Area region and the California Central Coast, and the US 101 and SR 156 corridors are key corridors for goods movement through our region. In May 2016 the state released the Draft California Sustainable Freight Action plan to modernize California’s multi-billion dollar freight transportation system, while also reducing pollution. Initial concerns with the draft plan are:

- Economic implications, including cost to the agricultural industry of converting trucks to zero emission vehicles;
- Lack of proposals for investment in new transportation infrastructure; and, a
- Focus on urbanized areas, which may exclude more rural areas, such as Monterey County, from funding.

Director Hale and Aileen Loe, Caltrans District 5, thanked Ms. Twomey for her representation on statewide goods movement task forces on behalf of the Monterey Bay Area.

8. **PACIFIC GROVE HWY 68 CORRIDOR STUDY**

Staff presented the Pacific Grove Highway 68 Corridor Study recommended designs and proposed implementation strategy to the Board.

Ariana Green, Associate Transportation Planner, reported that the Transportation Agency, in partnership with the City of Pacific Grove and Caltrans, is conducting a study of the State Route 68 Corridor in Pacific Grove, from Asilomar to the eastern City limits. The purpose of the study is to identify improvements that will provide safer access for pedestrians, bicyclists and motor vehicles. She reviewed the recommended corridor improvements, which include new or improved sidewalks or paths, crossings, bike lanes, drainage improvements and intersection redesigns, including roundabouts. The final phase of the project will be to revise the potential improvements and conceptual designs based on public comment, begin developing an implementation strategy, and produce the study report.

9. **REPORTS ON MEETINGS ATTENDED BY BOARD MEMBERS AT TRANSPORTATION AGENCY EXPENSE, AS REQUIRED BY STATE LAW.**

Board member Edelen reported he attended the California Association of Councils of Governments meeting in Sacramento on May 24, 2016. He noted that CalCOG's efforts monitoring and providing input on state and federal rules and funding programs is a benefit to its member agencies, including TAMC.

10. REPORTS FROM TRANSPORTATION PROVIDERS

Caltrans – Aileen Loe, Caltrans Chief Deputy for Planning and Modal Programs, announced the following:

- Highway Safety Improvement Program (HSIP): The California HSIP program funds local highway safety improvement projects. The applicant must be a city, a county, or a tribal government (federally-recognized in the State of California). Cycle 8 HSIP deadline to submit a funding application is Friday, August 12, 2016.
- Caltrans' Protect Every Drop Campaign: Caltrans three-year effort to educate the public about storm water pollution and water quality in our streams, rivers, lakes and coastal waters. The campaign includes more cleanup events, environmental education for young people and transportation to shoreline field trips for low-income students: <http://www.protecteverydrop.com/>
- Mile Marker: This quarterly publication provides a transparent, plain language accounting of Caltrans' Performance and is available here: <http://www.dot.ca.gov/milemarker/>

Monterey Regional Airport District – Bill Sabo reported that passenger counts are up and have remained consistent. He noted that American Airlines is operating flights from Monterey to Phoenix. He also noted that the Airport District is interested in securing flights to Seattle, and has secured a \$500,000 grant to promote and help carriers willing to fly that route. Mr. Sabo reported that the Airport District is working with the Growers-Shippers Association to move some of their higher valued goods via air. In conclusion, he reminded the Board to “Fly Monterey”.

Monterey-Salinas Transit District – Hunter Harvath announced MST is moving its administration offices to 19 Upper Ragsdale, and their One Ryan Ranch location will be renovated to expand their maintenance facilities. He reminded Board members that MST will make available \$13 monthly passes to those affected by the Holman Highway 68 roundabout construction, help reduce traffic congestion. In conclusion, Mr. Harvath announced MST is offering \$38 summer youth passes for passengers under the age of 18, from June to August.

Monterey Bay Unified Air Pollution Control District – No report this month.

10. EXECUTIVE DIRECTOR’S REPORT

Director Hale announced that the evaluations forms for TAMC’s Director and County counsel will be sent out to the Board members to fill out and return to Chair Armenta. Ms. Hale also reminded Board members that there will be no TAMC committee meetings or a Board meeting in July, and the next meeting will be held on August 24, 2016.

11. ANNOUNCEMENTS AND/OR COMMENTS FROM TRANSPORTATION AGENCY MEMBERS

Board member Rubio requested staff re-instate the TAMC Highlights. Staff noted that the Highlights were still being produced and sent out and would double-check the distribution list.

Board member Smith announced the City of Monterey is hosting a Pancake Breakfast and parade on July 4th, from 7 to 11 a.m., at the fire station on 600 Pacific Street.

12. ADJOURNMENT

Vice Chair Chavez adjourned the meeting at 11:15 a.m.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Dave Delfino, Finance Officer / Analyst
Meeting Date: August 24, 2016
Subject: TAMC payments for the month of June & July 2016

RECOMMENDED ACTION:

ACCEPT the list of checks written for June and July 2016 and credit card statements for the month of May and June 2016.

SUMMARY:

The list of checks and copies of credit card statements are submitted to the Transportation Agency Board each month in accordance with the recommendation from the Transportation Agency’s independent Certified Public Accountant to keep the Board informed about the Transportation Agency’s financial transactions.

FINANCIAL IMPACT:

The checks processed this period total \$6,136,395.88, which included checks written for June and July 2016 and payments of the May and June 2016 Platinum Plus Credit Card statements.

DISCUSSION:

During the months of June and July 2016 normal operating checks were written, as well as:

- A check for \$4,489,461.00 to the Transportation Agency’s Regional Surface Transportation Program (RSTP) County account 694 of RSTP Funds electronically transferred by the State of California to the Transportation Agency’s checking account;
- Two checks totaling \$32,722.59 to HDR Engineering Inc. for Salinas/San Jose Rail - Coast Daylight EIR;
- Three checks totaling \$160,669.30 to HDR Engineering Inc. for engineering services for Salinas Rail Extension Kick-Start Project;
- Two checks totaling \$12,276.30 to Meyers, Nave, Riback, Silver & Wilson, a check for \$5,000.00 to Chisum Trail, LLC, a check for \$5,000.00 to El Aguilla Food Products, Inc., a for \$3,500.00 to Susanne

McBride, three checks totaling \$3,600.00 to Elaine Molinari, Trustee and two checks totaling \$48,387.50 to Overland, Pacific & Culter, Inc., for Right of Way work for the Salinas Rail Extension Kick-Start Project;

- A check for \$11,605.00 to Quality Traffic Data LLC for traffic counts FY 15/16;
- A check for \$21,038.69 to Kimley-Horn & Associates, Inc. for services for FORA fee update;
- Two checks totaling \$17,602.52 to Kimley-Horn & Associates, Inc. for services for a Level 2 Traffic and Revenue Study regarding HWY 156;
- A check for \$1,1,054.18 to the Capitol Corridor Joint Powers Authority for Planning effort to bring Rail Service to the City of Salinas;
- Two checks totaling \$9,925.63 to MY Nissan for the purchase of the leased Leaf;
- A check for \$22,000.00 to the U.S. Postal Service for postage for the Annual Report;
- A check for \$23,081.93 to Kittelson & Associates, Inc. for the HWY 68 Salinas/Monterey Scenic Plan: Traffic Study;
- Two checks totaling \$8,710.00 to Pathways for Wildlife for the HWY 68 Salinas/Monterey Scenic Plan: Wildlife Study;
- A check for \$7,500.00 to Ecology Action for Bike Week services;
- A check for \$212,175.84 to AllUS Credit Union for relocation costs for the Salinas Rail Extension Kick-Start Project;
- A check for \$460,925.00 to Chicago Title Co. to open escrow for the purchase of 30 W. Market St.;
- A check for \$70,000.00 to AMTRAK for a Rail Passenger Feasibility Study;
- A check for \$7,263.10 to Dero/Everlast Climbing Ind. Inc. for bike protection equipment for the Complete Streets Program;
- A check for \$16,000.00 to EMC Research Inc. and a check for \$46,025.60 to Clifford Moss for public outreach and research for the transportation improvements for Monterey County;
- Two checks totaling \$40,435.00 to the Monterey County Weekly the printing and distribution of the annual report and
- A check for \$24,669.16 to Eisen/Letunic for a HWY 68 Pacific Grove Corridor Study.

ATTACHMENTS:

- Checks - June 2016
- Checks - July 2016
- Checks - June July 2016

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 June 30, 2016

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
06/02/2016	EFT TAMC Monterey County Acct. 691		250,000.00	Funds Transfer from TAMC County Acct. 691
06/03/2016	EFT Payroll	34,665.04		Payroll
06/03/2016	EFT Form 941	9,189.78		Payroll Taxes & Withholding
06/03/2016	EFT EDD	3,126.44		Payroll Taxes & Withholding
06/03/2016	EFT EDD	15.11		Payroll Taxes & Withholding
06/03/2016	EFT Pers Retirement	6,375.38		Employee Benefits
06/03/2016	EFT Pers Retirement PEPRA	884.87		Employee Benefits
06/03/2016	EFT CalPERS	5,679.36		Employee Benefits
06/03/2016	EFT CalPers Health Benefits	8,152.88		Employee Benefit
06/03/2016	16794 United Way of Monterey County	65.00		Employee Deduction - Charitable
06/10/2016	16795 Access Monterey Peninsula, Inc. (AMP)	1,410.00		TV Video Services
06/10/2016	16796 AEP Workshops	175.00		Staff Development and Workshops
06/10/2016	16797 Void	-		Void
06/10/2016	16798 CALPELRA	1,020.00		Annual Dues and Conference
06/10/2016	16799 Chisum Trail, LLC	5,000.00		Right of Way costs for Salinas Rail Extension Kick-Start Project
06/10/2016	16800 Delta Dental	849.43		Employee Benefits
06/10/2016	16801 El Aguila Food Products, Inc.	5,000.00		Right of Way costs for Salinas Rail Extension Kick-Start Project
06/10/2016	16802 Elaine Molinari, Trustee	1,600.00		Right of Way costs for Salinas Rail Extension Kick-Start Project
06/10/2016	16803 FedEx (Postage)	71.76		Delivery Service
06/10/2016	16804 Kimley-Horn & Associates, Inc.	21,038.69		Services for the FORA Fee Update
06/10/2016	16805 Meyers, Nave, Riback, Silver & Wilson	8,916.87		Right of Way Services for Salinas Rail Extension Kick-Start Project
06/10/2016	16806 Monterey County Weekly	100.00		Bike Week Advertising
06/10/2016	16807 Void	-		Void
06/10/2016	16808 Peninsula Messenger LLC	125.00		Courier Service
06/10/2016	16809 Petty Cash	139.40		Miscellaneous Travel, Meeting and Office Expenses
06/10/2016	16810 Pure Water	79.20		Water
06/10/2016	16811 Superactive Design/Kyle Maxwell	800.00		Bike Month Costs
06/10/2016	16812 Tri-County Business Systems	348.97		Office Copier Expenses
06/10/2016	16813 Verizon Wireless	92.27		Call Box - Phone Service
06/10/2016	16814 VSP	143.37		Employee Benefits
06/10/2016	16815 WTS	95.00		Memberships
06/10/2016	16816 Alvarez Technology Group, Inc.	182.88		Telecommunications
06/10/2016	16817 Peninsula Corridor Joint Powers Board	250.00		Planning Effort to Bring Rail Service to the City of Salinas
06/10/2016	16818 AllU.S. Credit Union	1,910.00		Right of Way costs for Salinas Rail Extension Kick-Start Project
06/10/2016	DEP Haedrich, Graniterock, Marina Concrete, Lithia, Portola , P&S Real Estate and Jaguar		16,574.56	Railroad Right of Way Rent
06/13/2016	16819 Monterey County Treasurer	4,489,461.00		Funds Transfer to County RSTP Acct. 694
06/13/2016	EFT State of California		4,489,461.00	RSTP Exchange Funds 15/16
06/15/2016	EFT State of California		153,054.64	Rural Planning Funds - 3rd Quarter 15/16
06/17/2016	16820 AT & T (Carol Stream, Il.)	382.16		Telecommunications, Call Box - Phone Service and Rideshare
06/17/2016	16821 Business Card	2,869.21		Office, Bike Week and Meeting Supplies, Staff Travel & Professional T
06/17/2016	16822 Carlton's Fire Extinguisher Sales & Service	135.00		Office Expenses
06/17/2016	16823 Comcast	132.54		Telecommunications
06/17/2016	16824 Costco Wholesale Membership	110.00		Membership Dues
06/17/2016	16825 Void	-		Void
06/17/2016	16826 Office of the County Counsel	3,957.18		Legal Services
06/17/2016	16827 HDR Engineering Inc.	105,286.52		Engineering Services Salinas Rail Extension Kick-Start Project
06/17/2016	16828 Plaza Circle, Ltd	8,027.61		Office Rent
06/17/2016	16829 United Way of Monterey County	65.00		Employee Deduction - Charitable
06/17/2016	16830 U.S. Postmaster	22,000.00		Postage for Annual Report

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 June 30, 2016

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
06/17/2016	EFT Payroll	35,204.55		Payroll
06/17/2016	EFT Form 941	9,388.92		Payroll Taxes & Withholding
06/17/2016	EFT EDD	3,168.35		Payroll Taxes & Withholding
06/17/2016	EFT EDD	12.93		Payroll Taxes & Withholding
06/17/2016	EFT Pers Retirement	6,375.38		Employee Benefits
06/17/2016	EFT Pers Retirement PEPRA	884.87		Employee Benefits
06/17/2016	EFT CalPERS	5,679.36		Employee Benefits
06/17/2016	EFT CalPers Health Benefits	8,152.88		Employee Benefit
06/20/2016	EFT Grant Leonard	18.00		Travel CTF Award
06/20/2016	EFT Christina Watson	80.24		Mileage
06/20/2016	EFT Debbie Hale	123.08		Travel CALCOG Sacramento
06/20/2016	EFT Mike Zeller	239.23		Travel RTPA and CTC Meetings
06/20/2016	EFT State of California		14,146.90	Planning, Programming and Monitoring (PPM) 3rdQuarter 15/16
06/20/2016	EFT State of California		34,078.63	SR HWY 156 Funds
06/20/2016	EFT State of California		18,344.30	PTA Funds - Reimbursement for Coast Daylight Expenses
06/22/2016	EFT State of California		168,616.97	Traffic Congestion Relief Funds for Salinas Rail - Gilroy
06/22/2016	EFT State of California		358,475.33	Traffic Congestion Relief Funds for Salinas Rail
06/24/2016	16831 California Highway Patrol	196.55		Freeway Service SAFE Call Box Program
06/24/2016	16832 CDS Net, LLC	144.90		Safe Call Boxes
06/24/2016	16833 Costco Wholesale	279.51		Office and Meeting Supplies
06/24/2016	16834 De Lage Landen Financial Services	277.94		Office Copier Lease
06/24/2016	16835 JEA & Associates/John E. Arriaga	2,083.33		Legislative Consultants
06/24/2016	16836 Kittelson & Associates, Inc.	23,081.93		HWY 68 Salinas/Monterey Scenic Plan : Traffic Study
06/24/2016	16837 Oppidea, LLC	2,335.00		Accounting Services
06/24/2016	16838 Pathways For Wildlife (V)	4,390.00		HWY 68 Salinas/Monterey Scenic Plan : Wildlife Study
06/24/2016	16839 Quality Traffic Data LLC	11,605.00		Traffic Counts FY 15/16
06/24/2016	16840 Shell	33.47		Auto Expense - Gasoline
06/24/2016	16841 Valero Marketing and Supply	9.08		Auto Expense - Gasoline
06/24/2016	EFT Christina Watson	127.72		Employee Reimbursement - 125 Plan
06/27/2016	EFT Union Bank	46.00		Bank Service Charges
06/27/2016	DEP State of California		46,756.20	FHWA - HWY 68 - Sal/Mty - Planning Grant
06/27/2016	DEP State of California		33,499.73	FHWA - HWY 68 - PG - Planning Grant
06/27/2016	DEP Cardinale, AllUS Credit Union and Giustinaini		8,302.00	Railroad Right of Way Rent
06/30/2016	16842 Alejandro V Chavez	548.70		Board Member Stipend
06/30/2016	16843 Bruce C Delgado	320.07		Board Member Stipend
06/30/2016	16844 Carolyn D Hardy	45.72		Board Member Stipend
06/30/2016	16845 Edwin D Smith	320.07		Board Member Stipend
06/30/2016	16846 Jerry B Edelen	228.62		Board Member Stipend
06/30/2016	16847 John P Huerta	182.90		Board Member Stipend
06/30/2016	16848 Kimbley J Craig	365.80		Board Member Stipend
06/30/2016	16849 Maria x Orozco	182.90		Board Member Stipend
06/30/2016	16850 Ralph S Rubio	365.80		Board Member Stipend
06/30/2016	16851 Robert E Huitt	502.97		Board Member Stipend
06/30/2016	16852 Void	-		Void
06/30/2016	16853 Carolyn Hardy	24.84		Board Member Mileage
06/30/2016	16854 Dave Potter	46.44		Board Member Mileage
06/30/2016	16855 Ed Smith	114.53		Board Member Mileage
06/30/2016	16856 Jerry B. Edelen	90.72		Board Member Mileage

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 June 30, 2016

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
06/30/2016	16857 Maria Orozco	66.96		Board Member Mileage
06/30/2016	16858 Mike LeBarre	191.38		Board Member Mileage
06/30/2016	16859 Ralph Rubio	48.60		Board Member Mileage
06/30/2016	16860 Robert Huitt	160.70		Board Member Mileage
06/30/2016	16886 AllU.S. Credit Union	212,175.84		Relocation costs for the Salinas Rail Extension Kick-Start Project
06/30/2016	16887 Elaine Molinari, Trustee	400.00		Right of Way costs for the Salinas Rail Extension Kick-Start Project
06/30/2016	16888 Susanne McBride	3,500.00		Right of Way costs for the Salinas Rail Extension Kick-Start Project
06/30/2016	16889 Chicago Title Company	460,925.00		Funds Deposited in Escrow for purchase of
06/30/2016	16890 Overland, Pacific & Cutler, Inc.	26,590.00		Right of Way Services for the Salinas Rail Extension Kick-Start Project
06/30/2016	16891 Michael R LeBarre	182.90		Board Member Stipend
06/30/2016	E-pay EDD	10.58		Payroll Taxes Withheld
06/30/2016	E-pay Form 941	24.80		Payroll Taxes Withheld
06/30/2016	E-pay EDD	31.95		Payroll Taxes Withheld
06/30/2016	E-pay EDD	88.75		Payroll Taxes Withheld
06/30/2016	E-pay Form 941	518.40		Payroll Taxes Withheld
06/30/2016	DEP State of California		42,797.82	Prop 116 Funds for Commuter Rail
06/30/2016	DEP Fort Ord Reuse Agency		4,148.15	Reimbursement of Costs for FOR A Fee Update
06/30/2016	DEP Graniterock		7,142.00	Railroad Right of Way Rent
06/30/2016	EFT State of California		630.42	INVEST Grant
TOTAL		5,572,122.08	5,646,028.65	

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 July 31, 216

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
07/01/2016	EFT EDD	10.58		Payroll Taxes & Withholding
07/01/2016	EFT EDD	31.95		Payroll Taxes & Withholding
07/01/2016	EFT EDD	88.75		Payroll Taxes & Withholding
07/01/2016	EFT Form 941	24.80		Payroll Taxes & Withholding
07/01/2016	EFT Form 941	518.40		Payroll Taxes & Withholding
07/01/2016	16861 Alliant Insurance	3,129.86		Property Insurance
07/01/2016	16862 Alvarez Technology Group, Inc.	1,285.00		Computer Support
07/01/2016	16863 AMTRAK	70,000.00		Rail Passenger Feasibility Study
07/01/2016	16864 County of Monterey RMA/Pub Works-Postage	3,812.54		Printing & Postage
07/01/2016	16865 Dero / Everlast Climbing Ind. Inc.	7,263.10		Bike Protection Equipment for the Complete Streets Program
07/01/2016	16866 Ecology Action	7,500.00		Bike Program Costs
07/01/2016	16867 Elaine Molinari, Trustee	1,600.00		Right of Way costs for Salinas Rail Extension Kick-Start Project
07/01/2016	16868 EMC Research Inc.	16,000.00		Public Outreach & Research for Transportation Improvements for Monterey Cty
07/01/2016	16869 Enterprise Rent-a-Car	59.57		Auto Rental
07/01/2016	16870 Fedex (Postage)	176.28		Delivery Service
07/01/2016	16871 FOR A	7,000.00		Dues
07/01/2016	16872 HDR Engineering Inc.	44,480.21		Engineering Services for Kick-Start Project & EIR for Rail Salinas/San Jose
07/01/2016	16873 INPRINZ	396.66		Roundabout Public Outreach Costs
07/01/2016	16874 Jerry B. Edelen	210.60		Travel Expenses to CALCOG
07/01/2016	16875 Lincoln National Life Insurance Co.	640.36		Employee Benefits
07/01/2016	16876 Meyers, Nave, Riback, Silver & Wilson	3,359.43		Right of Way Services for Salinas Rail Extension Kick-Start Project
07/01/2016	16877 Monterey County Weekly	39,050.00		Annual Report Printing and Distribution
07/01/2016	16878 Moss, Levy & Hartzheim	5,000.00		Financial Audit
07/01/2016	16879 MY Nissan	8,968.54		Purchase of Leaf
07/01/2016	16880 Office of the County Counsel	3,619.92		Legal Services
07/01/2016	16881 Plaza Circle, Ltd	8,027.61		Office Rent
07/01/2016	16882 SDRMA-Workers Comp Program	6,005.17		Employee Benefits-Worker's Compensation
07/01/2016	16883 VSP	149.13		Employee Benefits
07/01/2016	16884 CalPERS Educational Forum	350.00		Employee Development
07/01/2016	16885 MY Nissan	957.09		Purchase of Leaf
07/01/2016	16892 United Way of Monterey County	65.00		Employee Deduction - Charitable
07/01/2016	EFT Payroll	34,883.59		Payroll
07/01/2016	EFT Form 941	9,274.66		Payroll Taxes & Withholding
07/01/2016	EFT EDD	3,134.03		Payroll Taxes & Withholding
07/01/2016	EFT Pers Retirement	6,382.61		Employee Benefits
07/01/2016	EFT Pers Retirement PEPRA	883.37		Employee Benefits
07/01/2016	EFT CalPERS	5,679.36		Employee Benefits
07/01/2016	EFT TAMC Monterey County Acct. 691		300,000.00	Funds Transfer from TAMC County Acct. 691
07/05/2016	EFT CalPers Health Benefits	8,152.88		Employee Benefit
07/11/2016	DEP Portola Leasing, P&S Real Estate, Marina Concrete Co. and Haedrich		3,818.88	Railroad Right of Way Rent
07/11/2016	DEP City of Salinas, City of Gonzales, City of Del Rey Oaks and City of Sand City		54,888.00	CMA Contribution 16/17
07/11/2016	DEP Cardinale, Lithia, Saroyan and Jaguar		7,975.65	Railroad Right of Way Rent
07/12/2016	ACH CalPERS Fiscal Services Division	10.00		Employee Benefit
07/15/2016	16893 Access Monterey Peninsula, Inc. (AMP)	1,410.00		TV Video Services
07/15/2016	16894 Alvarez Technology Group, Inc.	1,466.77		Computer Support
07/15/2016	16895 AMBAG	2,000.00		Dues for Rural Counties Task Force
07/15/2016	16896 AT & T (Carol Stream, Il.)	374.40		Telecommunications, Call Box - Phone Service and Rideshare
07/15/2016	16897 AT&T Wireless Services	50.09		SAFE Call Box - Phone Service
07/15/2016	16898 California Towing and Transport	28,898.30		Freeway Service Patrol
07/15/2016	16899 Capitol Corridor Joint Powers Authority	1,054.18		Planning Effort to Bring Rail Service to the City of Salinas
07/15/2016	16900 CDS Net, LLC	227.70		Safe Call Boxes

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 July 31, 216

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
07/15/2016	16901 Clifford Moss	46,025.60		Public Outreach & Research for Transportation Improvements for Monterey Cty
07/15/2016	16902 Comcast	132.54		Telecommunications
07/15/2016	16903 Costco Wholesale	159.27		Supplies
07/15/2016	16904 Delta Dental	849.43		Employee Benefits
07/15/2016	16905 Eisen / Letunic	24,669.16		Planning Services for Highway 68 Pacific Grove Corridor
07/15/2016	16906 FedEx (Printing)	2,579.28		Printing
07/15/2016	16907 Kimley-Horn & Associates, Inc.	11,586.16		Services for Level 2 Traffic and Revenue Study for HWY 156
07/15/2016	16908 Monterey County Weekly	1,385.00		Electronic Distribution of Annual Report and Transportation Plan
07/15/2016	16909 Overland, Pacific & Cutler, Inc.	21,797.50		Right of Way costs for Salinas Rail Extension Kick-Start Project
07/15/2016	16910 Peninsula Messenger LLC	250.00		Courier Service
07/15/2016	16911 Pure Water	60.45		Water
07/15/2016	16912 Salinas Toyota	539.12		Vehicle Maintenance
07/15/2016	16913 Verizon Wireless	94.62		Call Box - Phone Service
07/15/2016	16914 United Way of Monterey County	65.00		Employee Deduction - Charitable
07/15/2016	EFT Payroll	35,627.99		Payroll
07/15/2016	EFT Form 941	9,470.20		Payroll Taxes & Withholding
07/15/2016	EFT EDD	3,141.97		Payroll Taxes & Withholding
07/15/2016	EFT EDD	12.10		Payroll Taxes & Withholding
07/15/2016	EFT Pers Retirement	6,529.70		Employee Benefits
07/15/2016	EFT Pers Retirement PEPRA	907.34		Employee Benefits
07/15/2016	EFT CalPERS	5,680.91		Employee Benefits
07/19/2016	EFT Todd Muck	45.00		Reimbursed Expense
07/19/2016	EFT Debbie Hale	252.65		Travel to Sacramento
07/19/2016	EFT Theresa Wright	446.58		Mileage Reimbursement
07/19/2016	EFT Christina Watson	546.12		Travel for Leg. Hearing and APTA Conference
07/19/2016	EFT Rita Goel	1,684.40		Employee Reimbursement - 125 Plan
07/19/2016	DEP City of King City, City of Seaside and City of Pacific Grove		20,895.00	CMA Contribution 16/17
07/19/2016	DEP Newton Bros. and Molinari		5,255.00	Railroad Right of Way Rent
07/22/2016	16915 American Public Transportation Association	1,068.00		Association Dues
07/22/2016	16916 Business Card	3,696.30		Supplies, Staff Travel & Professional Training
07/22/2016	16917 Case Systems Inc.	6,664.60		SAFE Call Box - Maintenance
07/22/2016	16918 De Lage Landen Financial Services	277.94		Office Copier Lease
07/22/2016	16919 JEA & Associates/John E. Arriaga	2,083.33		Legislative Consultants
07/22/2016	16920 Lincoln National Life Insurance Co.	528.22		Employee Benefits
07/22/2016	16921 Monterey Herald	282.40		Advertising for Proposed Ordinance for Transportation Plan
07/22/2016	16922 Office Depot	248.61		Office Supplies
07/22/2016	16923 Pathways For Wildlife	4,320.00		HWY 68 Scenic Plan : Wildlife Study
07/22/2016	16924 Plaza Circle, Ltd	417.11		Office Rent
07/22/2016	EFT TAMC Monterey County Acct. 691		150,000.00	Funds Transfer from TAMC County Acct. 691
07/25/2016	EFT Union Bank	56.00		Bank Service Charges
07/26/2016	EFT Graniterock		0.01	Direct Deposit Test
07/29/2016	16925 AT&T Wireless Services	42.23		SAFE Call Box - Phone Service
07/29/2016	16926 Case Systems Inc.	6,700.05		SAFE Call Box - Maintenance
07/29/2016	16927 HDR Engineering Inc.	43,625.16		Engineering Services for Kick-Start Project & EIR for Rail Salinas/San Jose
07/29/2016	16928 Kimley-Horn & Associates, Inc.	6,016.36		Services for Level 2 Traffic and Revenue Study for HWY 156
07/29/2016	16929 Monterey County Office of Education	2,400.00		Broadcasting Services
07/29/2016	16930 Office of the County Counsel	5,373.68		Legal Services
07/29/2016	16931 Oppidea, LLC	2,335.00		Accounting Services
07/29/2016	16932 Plaza Circle, Ltd	8,027.61		Office Rent
07/29/2016	16933 Shell	14.28		Auto Expense - Gasoline

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 July 31, 216

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
07/29/2016	16934 Tri-County Business Systems	290.93		Office Copier Expenses
07/29/2016	16935 Valero Marketing and Supply	15.99		Auto Expense - Gasoline
07/29/2016	16936 United Way of Monterey County	65.00		Employee Deduction - Charitable
07/29/2016	EFT Payroll	35,474.87		Payroll
07/29/2016	EFT Form 941	9,397.80		Payroll Taxes & Withholding
07/29/2016	EFT EDD	3,125.08		Payroll Taxes & Withholding
07/29/2016	EFT EDD	11.41		Payroll Taxes & Withholding
07/29/2016	EFT Dave Delfino	324.54		Staff Development & Travel
07/29/2016	DEP City of Soledad		9,286.00	CMA Contribution 16/17
07/29/2016	DEP Graniterock, Lithia, Saroyan, P&S Real Estate and Marina Concrete Co.		12,155.26	Railroad Right of Way Rent
TOTAL		660,408.60	564,273.80	

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ELOUISE RODRIGUEZ

Platinum Plus® for Business

May 05, 2016 - June 04, 2016

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$115.05
Minimum Payment Due **\$10.00**
Payment Due Date **06/30/16**

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance:
 \$19.00 for balance less than \$100.01
 \$29.00 for balance less than \$1,000.01
 \$39.00 for balance less than \$5,000.01
 \$49.00 for balance greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$2,265.37
 Payments and Other Credits -\$2,437.57
 Balance Transfer Activity \$0.00
 Cash Advance Activity \$0.00
 Purchases and Other Charges \$287.25
Fees Charged **\$0.00**
Finance Charge **\$0.00**

New Balance Total \$115.05

Credit Limit \$5,000
 Credit Available \$4,884.95
 Statement Closing Date 06/04/16
 Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
05/24	05/23	PAYMENT - THANK YOU		- 2,265.37
05/27	05/25	UNITED 01624842620391 800-932-2732 TX POTTER/DAVID 01624842620391 Departure Date: 04/12/16 Airport Code: MRY UA NA LAX		- 172.20

Account Number:
May 05, 2016 - June 04, 2016

New Balance Total \$115.05
Minimum Payment Due **\$10.00**
Payment Due Date **06/30/16**

Enter payment amount

\$

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ELOUISE BORDIQUEZ

May 05, 2016 - June 04, 2016

Page 3 of 4

Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 04/14/16 Airport Code: LAX UA TA MRY		
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,437.57
		Purchases and Other Charges		
05/05	05/04	THE BAGEL CORNER SALINAS CA		21.50
05/06	05/05	THE BAGEL CORNER SALINAS CA		19.45
05/09	05/06	DEVICE MAGIC INC RALEIGH NC		30.00
05/24	05/23	AMERICAN PLANNING ASSO 312-431-9100 IL		50.00
05/24	05/23	PLANETIZEN INC 03238576901 CA		99.95
05/25	05/24	STARBUCKS #06629 SALIN Salinas CA		44.85
06/02	06/01	THE BAGEL CORNER SALINAS CA		21.50
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$287.25

Finance Charge Calculation			
Your Annual Percentage Rate (APR) is the annual interest rate on your account.			
	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary). Promotional Balance = APR for limited time on specified transactions.

Important Messages
Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.

Don't forget all that your card offers

Continue using it for business purchases, expense tracking and more.

In addition to offering you low-rate financing when you need it, your Platinum Business credit card helps you keep a handle on spending with:

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DEBRA L HALE

Platinum Plus® for Business

May 05, 2016 - June 04, 2016

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1.888.500.6267, 24 Hours

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1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$2,754.16
Minimum Payment Due \$26.47
Payment Due Date 06/30/16

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$916.05
Payments and Other Credits -\$916.05
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,754.16
Fees Charged **\$0.00**
Finance Charge **\$0.00**

New Balance Total \$2,754.16

Credit Limit \$5,000
Credit Available \$2,245.84
Statement Closing Date 06/04/16
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
05/24	05/23	PAYMENT - THANK YOU		- 916.05
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$916.05
Purchases and Other Charges				
05/05	05/04	NOB HILL #607 SALINAS CA		131.71
05/30	05/27	USPS 05670203234605667 SALINAS CA		23.42
05/30	05/27	DERO BIKE RACKS TEL8883376729MN		2,468.09

Account Number
May 05, 2016 - June 04, 2016

New Balance Total \$2,754.16
Minimum Payment Due \$26.47
Payment Due Date 06/30/16

Enter payment amount

\$

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May 05, 2016 - June 04, 2016

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/02	06/01	NOB HILL #607 SALINAS CA		130.94
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,754.16

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

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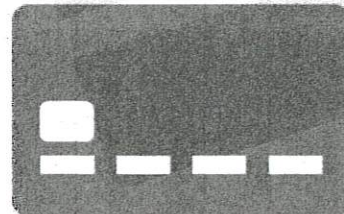
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ELOUISE RODRIGUEZ

Platinum Plus® for Business

June 05, 2016 - July 04, 2016

Cardholder Statement

Account Information:
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EL PASO, TX 79998-2238

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WILMINGTON, DE 19886-5796

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1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information	
New Balance Total	\$955.95
Minimum Payment Due	\$10.00
Payment Due Date	07/31/16
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance: \$19.00 for balance less than \$100.01 \$29.00 for balance less than \$1,000.01 \$39.00 for balance less than \$5,000.01 \$49.00 for balance greater than \$5,000.01	
Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	

Account Summary	
Previous Balance	\$115.05
Payments and Other Credits	-\$115.05
Balance Transfer Activity	\$0.00
Cash Advance Activity	\$0.00
Purchases and Other Charges	\$955.95
Fees Charged	\$0.00
Finance Charge	\$0.00
New Balance Total	\$955.95
Credit Limit	\$5,000
Credit Available	\$4,044.05
Statement Closing Date	07/04/16
Days in Billing Cycle	30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/20	06/18	PAYMENT - THANK YOU		- 115.05
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$115.05
Purchases and Other Charges				
06/08	06/06	DEVICE MAGIC INC RALEIGH NC		30.00
06/16	06/15	NOB HILL #607 SALINAS CA		34.29
06/16	06/15	DOLLY CAKES AND SUPPLI 831-206-6686 CA		211.68
06/17	06/16	NOB HILL #607 SALINAS CA		11.99

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Account Number: ...
June 05, 2016 - July 04, 2016

New Balance Total \$955.95
Minimum Payment Due \$10.00
Payment Due Date **07/31/16**

Enter payment amount

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Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
06/17	06/15	DOLLAR TREE SALINAS CA		43.14
06/22	06/21	STARBUCKS #06629 SALIN Salinas CA		44.85
06/23	06/22	PAYPAL *KITTELSONAS 5032285230 CA		45.00
06/30	06/28	BIKETEXAS AUSTIN TX		535.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$955.95

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

Cash payments made with our tellers or ATM with Teller Assist (ATA) may only be accepted with valid identification (ID).

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.

Don't forget all that your card offers

Continue using it for business purchases, expense tracking and more.

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DEBRA L HAI F

Platinum Plus® for Business

June 05, 2016 - July 04, 2016

Cardholder Statement

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PO BOX 982238
EL PASO, TX 79998-2238

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BUSINESS CARD
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WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information	
New Balance Total	\$2,740.35
Minimum Payment Due	\$27.40
Payment Due Date	07/31/16
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance: \$19.00 for balance less than \$100.01 \$29.00 for balance less than \$1,000.01 \$39.00 for balance less than \$5,000.01 \$49.00 for balance greater than \$5,000.01	
Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	

Account Summary	
Previous Balance	\$2,754.16
Payments and Other Credits	-\$2,754.16
Balance Transfer Activity	\$0.00
Cash Advance Activity	\$0.00
Purchases and Other Charges	\$2,740.35
Fees Charged	\$0.00
Finance Charge	\$0.00
New Balance Total	\$2,740.35
Credit Limit	\$5,000
Credit Available	\$2,259.65
Statement Closing Date	07/04/16
Days in Billing Cycle	30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
06/20	06/18	PAYMENT - THANK YOU		- 2,754.16
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$2,754.16
Purchases and Other Charges				
06/07	06/06	STAR MARKET SALINAS CA		19.63
06/08	06/07	AMERICAN PUBLIC WORKS 08164726100 MO		799.00
06/09	06/07	SOUTHWES 5262417109606 800-435-9792 TX		357.96

Account Number:
June 05, 2016 - July 04, 2016

New Balance Total \$2,740.35
Minimum Payment Due \$27.40
Payment Due Date 07/31/16

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PO BOX 15796
WILMINGTON, DE 19886-5796

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55 PLAZA CIR STE B
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DEBRA L HALE

June 03, 2016 - July 04, 2016

Page 3 of 6

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		HALE/DEBRA 5262417109606 Departure Date: 08/26/16 Airport Code: SJC WN S DEN Departure Date: 08/26/16 Airport Code: DEN WN S MSP Departure Date: 08/31/16 Airport Code: MSP WN N PHX Departure Date: 08/31/16 Airport Code: PHX WN N SJC		
06/29	06/28	DLX*PS PRINT	800-511-2009 CA	172.86
06/29	06/28	LEAGUE OF AMERICAN WHE	02028221333 DC	792.00
07/04	07/02	ZOOM.US	08887999666 CA	598.90
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,740.35

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

Cash payments made with our tellers or ATM with Teller Assist (ATA) may only be accepted with valid identification (ID).

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Todd Muck, Deputy Executive Director
Meeting Date: August 24, 2016
Subject: **Educational Training Attended by Agency Staff**

RECOMMENDED ACTION:

RECEIVE report on conferences or trainings attended by agency staff.

SUMMARY:

Agency staff occasionally attends conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency’s mission. These events allow the staff to stay current and participate in the development of transportation practices and policies related to their roles.

FINANCIAL IMPACT:

Expenses related to staff training are included in the Travel and Training item in the adopted Agency budget.

DISCUSSION:

On June 20, Assistant Transportation Planner Virginia Murillo attended the National Environmental Policy Act (NEPA) Essentials Training workshop in San Jose. The workshop was hosted by the Association for Environmental Professionals, which is an association of public and private sector environmental planning professionals.

Transportation projects require compliance with NEPA when the project seeks or has Federal funding. Ms. Murillo’s summary on the training is attached.

From September 2015 to June 2016, Assistant Transportation Planner Virginia Murillo participated in the Leadership Monterey Peninsula program. The program is a series of monthly meetings and is designed to teach professionals about the different industries, issues and challenges in the region and to provide leadership training. Part of the program involves team projects to address a community need. Ms. Murillo served on a team that developed a Science, Engineering, Arts & Math (STEAM) program after school curriculum

for K-12 students. Ms. Murillo's summary on her Leadership Monterey Peninsula experience is attached.

On June 20-22, Principal Transportation Planner Christina Watson attended the American Public Transportation Association Rail Conference in Phoenix, Arizona. This conference provided an excellent opportunity to network with rail experts and transportation officials from around the country. Ms. Watson's summary for the conference is attached.

ATTACHMENTS:

- ▣ NEPA Training
- ▣ Leadership Monterey Peninsula
- ▣ APTA Conference

Transportation Agency for Monterey County
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(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Todd Muck, Deputy Executive Director

From: Virginia Murillo, Assistant Transportation Planner

Subject: **National Environmental Policy Act Essentials Training**

On June 20th, I attended the National Environmental Policy Act (NEPA) Essentials Training workshop at the Santa Clara Valley Water District in San Jose. The workshop was hosted by the Association for Environmental Professionals, which is an association of public and private sector environmental planning professionals. Transportation projects implemented by the Transportation Agency for Monterey County, as well as partner agencies' non-transportation land use developments reviewed by the Transportation Agency require compliance with NEPA when the project seeks or has Federal funding. The workshop improved my understanding about the NEPA process and current trends in NEPA, which will assist me with document review and project development.

A panel of experts, which included an environmental planner and a scientist from a consulting firm and a planner from a Federal agency taught the workshop sessions. The workshop began with an overview of NEPA's purpose and the overall Federal environmental review framework. Prior to NEPA, Federal agencies did not generally coordinate with other agencies, and did not involve the public or consider the environmental impacts during project development. Signed into law in 1970, NEPA established our national policy for environmental responsibility and created a requirement for federal agencies to consider the environment and involve the public in project development and the overall decision-making process.

The first sessions were about determining whether NEPA applies, and determining which type of NEPA document is required. NEPA applies to actions that Federal agencies conduct, assist with, finance or approve. Such Federal actions that are subject to NEPA include policy decisions, land management plans, and project construction. The type of NEPA document required depends on the complexity of the Federal action. Categorical Exclusion NEPA documents require a lower level of analysis, as these types of actions cause no significant environmental impacts. On the other hand, Environmental Assessment and Environmental Impact Statement documents are required when Federal actions will significantly impact the environment. These sessions were useful in gaining an understanding about the first step in the Federal environmental review process, and in highlighting other scenarios in which NEPA applies.

Several sessions of the workshop proved to be of specific interest to the work TAMC does, including:

- NEPA Document Preparation and Review: This session included information about the different types of Environmental Impact Statements and provided an overview of agency roles along with the document preparation process.
- NEPA Document Purpose and Need Content: Course instructors emphasized the importance of having a well-defined statement of purpose and need that describes the objectives of the proposed action and the broader underlying social and/or agency need to which the agency is responding. The description of the proposed action must also state why the document does not include analysis of other alternatives.
- Integrating NEPA with the California Environmental Quality Act (CEQA): NEPA regulations require integration with other environmental laws, such as the Endangered Species Act and the state environmental laws like the CEQA. The process for preparing environmental documents under NEPA and CEQA are very similar, and can save agencies time in the environmental review process. However, the preparation of a joint document must be well coordinated, and environmental impact analyses and mitigation measures need to be consistent and need to meet requirements of both laws.

The content of the NEPA training was very relevant, as I am currently assisting with the development of the NEPA document for the Rail Extension to Monterey County project.

The NEPA workshop was well attended by professionals from the private and public sector from around the Monterey Bay Area. We also were able to meet professionals from the Bay Area that may be useful contacts in the future. More importantly, the NEPA workshop provided me with more technical project management skills that will be of use in future Transportation Agency projects.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Todd Muck, Deputy Executive Director

From: Virginia Murillo, Assistant Transportation Planner

Subject: Leadership Monterey Peninsula

From September 2015 to June 2016, I participated in the Leadership Monterey Peninsula program. The program met on the second Wednesday of every month to learn about different aspects of the region and gain leadership skills. Through the program, I learned about the different industries, issues and challenges in our region including:

Date	Topic and Location	Learned
9/12/2015	Orientation Retreat at the Naval Postgraduate School	History and role of Naval Postgraduate School. Understanding of leadership and community. Understanding of 10-month program elements
9/16/2015	Agriculture Day at D'Arrigo, Hahn Estate Winery and the Agricultural Center	Scope and importance of agriculture as the number one industry in the County. Economic and political impact on our region
10/14/2015	Communications Day at Access Monterey Peninsula and KSBW	Increased understanding and confidence with different types of interpersonal communication. Role of the media.
11/18/2015	Regional Challenges Day at the Central Coast Goodwill and the Former Fort Ord	Understanding of major issues, such as housing affordability, redevelopment of the former Fort Ord and water resource management, that affect our County.
12/4/2015	Government Day at Carpenters Hall	Understanding of various government bodies and their roles. Learning how to be an effective citizen.
1/13/2016	Public Safety and Criminal Justice Day at the Monterey College of Law and the Monterey County Jail	Understanding the role of public safety and its role in our quality of life. Increased awareness of the justice system.

Date	Topic and Location	Learned
2/10/2016	Healthcare Day at the Community Hospital of the Monterey Peninsula and Natividad Medical Center	Understanding of healthcare services, issues and challenges in Monterey County after the Affordable Care Act. Learned about the operational challenges facing local hospitals.
2/27/2016	Leadership Retreat at the Marina Library	Increased critical thinking and active listening skills. Worked on community service project.
3/9/2016	Business and Economic Development Day at the Tehama Golf Club	Understanding of the major industries and the economic development challenges of the County. Learned about business strategic planning.
4/13/2016	Education and History Day at the Middlebury Institute of International Studies in Monterey	Increased knowledge of local educational opportunities and challenges in K-12 and higher education. Understanding of local history from pre-colonial years to modern day.
5/11/2016	Nonprofits and the Arts at the Golden Bough Theater and the Seaside Salvation Army	Increased understanding about the number, scope and role of nonprofit organizations in our County. Gained an understanding about the quality of life value of the arts.
6/1/2016	Closure Class Day at the Monterey College of Law	Learned about diversity, cultural competency and social equity. Reflected on knowledge gained throughout the program, and opportunities for community involvement.

Leadership Monterey Peninsula participants received comprehensive introductions to the region's economic drivers of agriculture and tourism, as well as aspects of the area's educational institutions, health care options, government, nonprofits and businesses. It was also an excellent opportunity to network and meet professionals from different industries in the region.

Team projects are a major component of the Leadership Monterey Peninsula experience. Together with my Leadership Monterey Peninsula group, I had the opportunity to participate in the Urban Kids Code team. The team's goal was to develop a Science, Engineering, Arts & Math (STEAM) program for K-12 students in the The Village Project, Inc. after school program so that they will be better prepared for higher education and the job market. The team identified and scheduled community volunteers in the STEAM fields to provide Village Project, Inc. youth with an hour of informational/inspirational and/or hands-on learning about these fields. The STEAM program will be part of the regular after school curriculum at the Village Project, Inc. for years to come.



Memorandum

To: Todd Muck, Deputy Executive Director
From: Christina Watson, Principal Transportation Planner
Meeting Date: August 24, 2016
Subject: American Public Transportation Association Rail Conference

On June 20-22, I attended the American Public Transportation Association Rail Conference in Phoenix, Arizona. This was an excellent networking opportunity with rail experts and transportation officials from around the country. For all rail modes – urban, commuter, high-speed, and intercity – this technical conference features sessions on technology, operations, maintenance, safety and security, planning, finance, capital projects, and workforce development.

Sessions I attended this year included:

- **Opening General Session: Where Public Transportation Goes, Community Grows**
 - This welcome session highlighted the importance of transit to communities and to Phoenix in particular, where light rail is very successful and expanding.
- **Positive Train Control (PTC) Implementation and Operation**
 - PTC is a special challenge for railroads, with funding not the least of the issues. Speakers discussed lessons from the field on PTC implementation and operation.
- **General Session: U.S. Department of Transportation Update**
 - The new acting Federal Transit Administration (FTA) Administrator, Carolyn Flowers, talked about how the U.S. DOT is preparing to meet the challenges of the next 30 years, dealing with aging infrastructure and growing demand, investing in workforce development and new technologies, and the FTA's safety role.
- **Mega Capital Projects**
 - Speakers presented issues pertaining to project delivery, construction management, fire and water protection, and automation for the New York Long Island Railroad (LIRR) East Side Access, the London Crossrail, and the Honolulu Rail projects.
- **Valley Metro Technical Tour: Transit Oriented Development Tour**
 - A progressive tour of the latest in award-winning TOD and adaptive reuse projects in central and downtown Phoenix highlighted the creative minds of planners, developers, and architects at the forefront of growth and development along the Valley Metro Rail line. This tour demonstrated how in-fill developments are taking advantage of the opportunities along the light rail corridor, addressing urban sprawl and land use issues in the Phoenix area.
- **Funding, Finance, and Partnering Strategies for Public Transportation**
 - This session discussed revenue sources and financing tools including naming rights, public private partnerships and local funding options.

- **General Session: Investment Needs at America's Rail Systems**
 - Nuria Fernandez, Santa Clara Valley Transportation Authority (VTA) General Manager, moderated a panel of transit agency CEOs to discuss revenue gaps that result when identified investment requirements outpace available funding. The national state-of-good repair backlog exceeds \$86 billion, and is increasing each year. At the same time, rail systems play a vital role in the health of regional economies, and forward-looking trends will place still greater demands on these systems. The panel stressed the urgent need for federal and other investments in the rehabilitation and maintenance of America's urban transit and passenger rail systems, and the vital need to keep these systems reliable, efficient, safe, and secure.
- **New and Improved Intercity & High-Speed Corridors**
 - The panel discussed how to plan for, develop, and implement new and improved high-speed and higher-speed passenger rail service. Topics included transitioning management of intercity operations from Amtrak to a regional agency and negotiating with corridor owners about acquisition of rights to own or use their corridors.
- **International Lessons in Intercity & High-Speed Rail and Application to the U.S.**
 - This session provided information on how speed-rail programs have been initiated and integrated into existing conventional intercity and urban transit networks, including urban, commuter, and regional rail systems. Discussions included how Spain, Germany and Switzerland planned and developed these systems incrementally and the improvements being made today to make passenger rail a viable and competitive mobility option in a variety of corridors. Chad Edison, Deputy Secretary for Passenger Rail, California State Transportation Agency (CalSTA), presented the network integration strategies proposed for the next Statewide Rail Plan.
- **Closing General Session: On Track for the Future**
 - Michael Rogers calls himself a "practical futurist". He is a technology pioneer, author, and journalist, who spoke engagingly about how transportation is changing in the face of technological upgrades, demographic changes, and sustainability. He addressed:
 - **Technology:** the "sharing economy", internet connectivity, the "internet of things", the iWatch and Google Glass, and "smart infrastructure".
 - **Demographics:** transportation preferences of millennials and "post millennials" (telecommuting and virtual meetings) and the increase in "extreme commuters" (over 90 minutes spent commuting per day).
 - **Sustainability:** climate change and the resource demands associated with economic growth, technology improvements, and population increases.
- **FTA Workshop: Capital Investment Grants (CIG) Program**
 - Although TAMC is not in the pipeline for a CIG grant (formerly known as "New Starts"), I attended to see what changes the new federal authorization bill has wrought. Of relevance is the increase in the Small Starts project cost limit to \$300 million seeking under \$100 million in CIG funds, and no longer requires weekend service. The CIG program now also allows joint commuter and intercity projects.

Videos are available on the conference website, <http://www.apta.com/mc/rail/Pages/default.aspx>. In-depth reports on specific topics can be found here: <http://www.tcrponline.org/SitePages/rail-conference.aspx>.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Rita Goel, Director of Finance & Administration
Meeting Date: August 24, 2016
Subject: **Equal Employment Opportunity Plan Workforce Analysis**

RECOMMENDED ACTION:

RECEIVE the 2015/16 workforce data analysis for the Voluntary Equal Employment Opportunity Plan.

SUMMARY:

In 2015, the Agency adopted a Voluntary Equal Employment Opportunity Plan. There is no legal requirement for the Agency to have this plan; however, the voluntary plan supports the Agency's policy of nondiscrimination in employment practices. Staff updates the workforce data on an annual basis.

FINANCIAL IMPACT:

There is no direct financial impact of the Voluntary Equal Employment Opportunity Plan analysis; however, it requires staff time to collect, maintain and update data.

DISCUSSION:

The Transportation Agency for Monterey County is an equal opportunity employer and does not discriminate based on race, color, ancestry, citizenship, medical condition, sex (including pregnancy, childbirth and related medical conditions), physical or mental disability, veteran or military status, sexual orientation, age (over 40), gender characteristics, genetic classification, national origin, religious affiliation, political affiliation, union membership, marital status, Workers' Compensation in California, gender identity, or any other classification protected under federal, state, or local law.

The workforce data analysis (attached) reflects the employee population as of June 2016. The data shows the Transportation Agency has a diverse workforce in terms of both race and gender. One recruitment was held in fiscal year 2015/16, for the Agency's intern. The analysis of the recruitment shows the racial and gender classifications of the individuals

who applied for the position, as well as information on the individual who was selected.

The plan and the annual workforce data analysis, provides guidance and feedback to the Agency's administration and management regarding equal opportunity employment practices and helps to support outreach and continued recruitment of a diverse population. The voluntary plan covers all facets of employment, including but not limited to, recruitment, training, selection, promotions, transfers, compensation, demotions and terminations.

It is not the intent of the policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions are based on valid requirements and criteria that are job related, essential and necessary functions of the job.

ATTACHMENTS:

- ▣ Equal Employment Opportunity Plan – 2015/16 Workforce Analysis

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org

As of June 30, 2016

TAMC Workforce Analysis - Number of Employees

Job Category	TOTAL EMPL	MALE						TOTAL M	FEMALE						TOTAL F	
		W	B	H/L	AS	AI/AN	2+		W	B	H/L	AS	AI/AN	2+		
Officials/ Mngrs.	3	1						1	1			1				2
Profs.	9	4					1	5	2	1	1					4
Admin. Support	3							0	1		2					3
TOTALS	15	5	0	0	0	0	1	6	4	1	3	1	0	0	9	

TAMC Workforce Analysis - Percentage Shares

Job Category	MALE						TOTAL M	FEMALE						TOTAL F
	W	B	H/L	AS	AI/AN	2+		W	B	H/L	AS	AI/AN	2+	
Officials/ Managers	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	33.3%	0.0%	0.0%	33.3%	0.0%	0.0%	66.7%
Professionals	44.4%	0.0%	0.0%	0.0%	0.0%	11.1%	55.6%	22.2%	11.1%	11.1%	0.0%	0.0%	0.0%	44.4%
Admin. Support	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	66.7%	0.0%	0.0%	0.0%	100.0%
TOTALS	33.3%	0.0%	0.0%	0.0%	0.0%	6.7%	40.0%	26.7%	6.7%	20.0%	6.7%	0.0%	0.0%	60.0%

TAMC Workforce Analysis - Applications Received

TOTAL APPL	MALE						TOTAL M	FEMALE						TOTAL F
	W	B	H/L	AS	AI/AN	2+		W	B	H/L	AS	AI/AN	2+	
4	1			1		1	3			1				1

TAMC Workforce Analysis - Interviews Conducted

TOTAL INTV	MALE						TOTAL M	FEMALE						TOTAL F
	W	B	H/L	AS	AI/AN	2+		W	B	H/L	AS	AI/AN	2+	
2				1		1	2							0

W - White B - Black or African American H/L - Hispanic or Latino Ethnicity
 AS - Asian/Native Hawaiian or other Pacific Islander AI/AN - American Indian or Alaskan Native
 2+ - Two or more races

TAMC Workforce Analysis - New Employees

Job Category	TOTAL NEW EMPL	MALE						TOTAL M	FEMALE						TOTAL F	
		W	B	H/L	AS	AI/AN	2+		W	B	H/L	AS	AI/AN	2+		
Officials/Managers								0								0
Professionals							1	1								0
Admin. Support								0								0
TOTALS	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0

TAMC Workforce Analysis - Terminations

Job Category	TOTAL TRMS	MALE						TOTAL M	FEMALE						TOTAL F	
		W	B	H/L	AS	AI/AN	2+		W	B	H/L	AS	AI/AN	2+		
Officials/Managers								0								0
Professionals								0								0
Admin. Support								0								0
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Termination Reasons

1	
2	
3	



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Austin Fontanilla, Planning Intern
Meeting Date: August 24, 2016
Subject: **Computer Surplus**

RECOMMENDED ACTION:

APPROVE Resolution 2016-11 declaring as surplus selected furniture, equipment, and computers; and **AUTHORIZE** the Executive Director to dispose of the surplus property in accordance with the Disposition of Surplus Property Policy, paragraph 4

SUMMARY:

Administrative policy for the Disposition of Surplus Property bylaws requires the declaration of identified items as surplus property by resolution prior to disposition.

FINANCIAL IMPACT:

The market value of the surplus items is not significant.

DISCUSSION:

The Board last approved surplus property in August of 2013. Since that time, the agency has purchased equipment, resulting in the need to dispose of obsolete equipment, e.g. computers, printers, and surge protectors. Administrative policy for the Disposition of Property paragraph 4 provides that surplus equipment may be disposed of in any combination of the following methods: (a) Participation in another local agency’s public agency auction sale; (b) Conveyance of surplus property to other government agencies, school, or non-profit organizations by direct negotiated sale; (c) Donation of surplus property to other government agencies, schools, or non-profit organizations; or (d) Disposition of remaining items to local landfill. Staff will offer the surplus computer to member agencies first, and then to non-profit organizations. This process will include posting notifications on the TAMC website and Facebook page, and advising local schools and community organizations, such as schools and the non profit agencies.

ATTACHMENTS:

□ 2016-11 Disposition of Surplus Equipment

Transportation Agency for Monterey County

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(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org

**RESOLUTION NO. 2016-11
OF THE
TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)**

AUTHORIZING THE DISPOSITION OF SURPLUS EQUIPMENT

WHEREAS, the Administrative Policies and Procedures adopted by the Transportation Agency for Monterey County (TAMC) includes a policy for the Disposition of Surplus Property; and

WHEREAS, TAMC's Disposition of Surplus Property policy requires a declaration by resolution that the property identified for disposal is surplus, prior to disposition; and

WHEREAS, the following equipment listed in Attachment 1 is no longer used or needed;

NOW THEREFORE BE IT HEREBY RESOLVED by the Transportation Agency for Monterey County that:

1. The equipment listed in Attachment 1 are hereby declared to be surplus property;
2. The Executive Director is instructed to dispose of said surplus property in the most appropriate, cost-effective disposal procedures in accordance with any one or combination of the methods for disposal identified in the Disposition of Surplus Property policy; and
3. The Executive Director is instructed to ensure that staff maintains a file of all surplus property disposed of in accordance with the Disposition of Surplus Property policy, and that surplus property is appropriately deleted from the Fixed Asset Physical Inventory Listing following disposition.

PASSED AND ADOPTED by the Transportation Agency for Monterey County, State of California this 24th day of August 2016, by the following votes:

AYES:

NOES:

ABSENT:

**FERNANDO ARMENTA, CHAIR
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

ATTEST:

**DEBRA L. HALE, EXECUTIVE DIRECTOR
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

Resolution No. 2016-11
Attachment 1

Item	Quantity
Computer	
Desktop Monitor (Various)	3
Desktop Tower (Various)	5
Various Hard Drive under 100 GB	17
Lenovo Laptop G550	1
Printer	
HP Plotter	1
HP LaserJet P2055dn	1
Peripherals	
Polycom Via Video Webcam	1
Desktop Speakers	1
Wired Keyboard (Various)	9
Wired Mouse (Various)	9
Telephony	
Telephone	1
Tape Recorder	1
Conference Call box	2
Plantronics Voyager 510S Headset	2
Miscellaneous	
USB-MicroUSB cable	1
USB-Ethernet cable	1
APC Power Supply	1
Paper Shredder	1
Surge protector	2
VGA cable	3
Palm Pilot	11
Palm Pilot Case	6

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Palm Pilot Charger	3
Palm Pilot Extra Battery Pack	2
Computer Monitor Plug	7
DVI cable	1
Ethernet cable	3
AC adapter	5
2GB RAM	2
Mini-Projector	1
Dynamo Date/Time Stamper	1
Panasonic VSC Tape Player	1



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: August 24, 2016
Subject: Agency Bylaws

RECOMMENDED ACTION:

NOTICE of proposed amendments to the Agency bylaws to allow for a second Rail Policy Committee representative from South Monterey County and to update the name of the Airport District and the Air Resources District.

SUMMARY:

The Transportation Agency is proposing to update its Bylaws by adding a second representative to the Rail Policy Committee from the South County area and updating the name of the Airport District and Air Resources District. Section 13.2 of the Bylaws provides that notice of proposed amendments to the Bylaws be announced at the Agency meeting prior to the meeting at which the amendments will be voted upon. The amendments will be presented for action at the September 28 meeting and will require approval by not less than two-thirds (2/3) of the voting members present at the meeting.

FINANCIAL IMPACT:

None.

DISCUSSION:

The Agency Bylaws have been revised several times over the years. The last update was in 2011.

Mike LeBarre, King City Councilmember, has requested consideration of a change to the Rail Policy Committee bylaws to allow him to be added to the Committee. Currently, the bylaws allow for only one South Monterey County representative on the RPC, which is currently Alejandro Chavez, Soledad City Councilmember. The proposed Coast Daylight service would stop at King City and Soledad's planned future rail stations, so it would seem appropriate to have representatives from each. Currently, the Rail Policy Committee

is governed by the Transportation Agency for Monterey County Bylaws, **Section 12.5:**

“A Rail Policy Committee composed of TAMC Board members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5 and South Monterey County, either the 3rd District County Supervisor or a voting TAMC Board member from one of the South Monterey County Cities.”

The proposed change is as follows:

“A Rail Policy Committee composed of TAMC Board members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5 and **two representatives from South Monterey County; either (a) the 3rd District County Supervisor and-or a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities.**”

Adding an eleventh voting member will not change the quorum requirement (six voting members) and would eliminate any risk of a tie vote, although that has never happened at the Rail Policy Committee. The Rail Policy Committee supports this proposal.

The other proposed Bylaws change is to reflect that the Monterey Regional Airport changed its name from the Monterey Peninsula Airport District and the Monterey Bay Air Resources District changed its name from the Monterey Bay Unified Air Pollution Control District (see **Section 5.2.1**). **Attached** are the Agency Bylaws, showing the recommended changes.

Counsel Approval: YES
Finance Approval: YES

ATTACHMENTS:

- Agency Bylaws

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY,
SUCCESSOR AGENCY TO
THE MONTEREY COUNTY TRANSPORTATION COMMISSION
BYLAWS**

01. These Bylaws are intended to supplement California Government Code Title 3, Division 3, Chapter 2, and the Public Utilities Code Division 10, Part 11, referencing the Transportation Development Act passed in 1972, and as amended.
02. These Bylaws outline the basic organization and the administration procedures used by the Transportation Agency for Monterey County, successor agency to the Monterey County Transportation Commission, when serving as the Local Transportation Commission, the Regional Transportation Planning Agency, and the Service Authority for Freeways and Expressways. When serving as the Local Transportation Commission, the Regional Transportation Planning Agency, and the Service Authority for Freeways and Expressways, the Transportation Agency for Monterey County is referred to as the "AGENCY."
03. **FUNCTIONS OF THE AGENCY WHEN SERVING AS THE LOCAL TRANSPORTATION COMMISSION AND AS THE REGIONAL TRANSPORTATION PLANNING AGENCY**
 - 3.1. As the Local Transportation Commission, administer the provisions of the Transportation Development Act in allocating Local Transportation Funds and State Transit Assistance Funds to the cities, County, and transit operators.
 - 3.2. As the state designated Regional Transportation Planning Agency, perform transportation planning activities for the County and Cities of Monterey County.
04. **FUNCTIONS OF THE AGENCY WHEN SERVING AS THE MONTEREY COUNTY SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS**
 - 4.1. The AGENCY shall enact a motorist aid program having the primary function of installing and monitoring roadside call boxes.
 - 4.2. This program shall be performed in accordance with Sections 2550 et seq. of the California Streets and Highways Code.
 - 4.3. The AGENCY has been designated as the Monterey County Service Authority for Freeways and Expressways by resolutions of the Monterey County Board of Supervisors and a majority of the Cities containing a majority of the incorporated population as required under Streets and Highways Code Section 2551.

The program shall be developed in consultation with and with the cooperation of Caltrans and the California Highway Patrol.

05. ORGANIZATION

- 5.1 **MEMBERSHIP:** The AGENCY shall be composed of five members of the Monterey County Board of Supervisors or his or her individually designated alternate and one member appointed from each incorporated city within Monterey County or his or her designated alternate.
- 5.2 **EX-OFFICIO MEMBERSHIP:** The purpose of ex-officio membership is to permit the ex-officio member(s) to participate in AGENCY discussion before and after a matter is allowed for discussion by the public. Ex-officio members shall have no vote on matters brought before the AGENCY. Ex-officio membership is not intended to evolve into full voting membership.
- 5.2.1 The Association of Monterey Bay Area Governments, Caltrans, the Monterey Bay ~~Unified Air Pollution Control Resources~~ District, Monterey ~~Peninsula Regional Airport District~~, Monterey-Salinas Transit and City of Watsonville may appoint one member each to the AGENCY to serve as ex-officio members. Ex-officio members may be added or deleted by amending the Bylaws. Additional ex-officio members shall be limited to public agencies only. This restriction to public agencies does not affect the permanent ex-officio members described in the first sentence of paragraph 5.2.1. As used here, “public agency” means the State of California or any department or agency thereof, a county, city, public corporation, municipal corporation or public district.
- 5.3 **ALTERNATE MEMBERS:** Each appointing authority, for the regular member it appoints, may appoint up to two alternate members to serve in place of the regular member when the regular member is absent or disqualified from participating in the meeting of the AGENCY. Alternate members will have the same rights, responsibilities and privileges as regular members except that they may not serve as officers of the AGENCY.
- 5.4 **APPOINTMENT:** City members, city alternate members, and ex-officio members, must all be appointed by the appropriate appointing authority from the affected jurisdiction. A letter signed by the City Manager or Mayor, minute action and/or a resolution making that appointment must be presented to the Executive Director before that member may participate in the AGENCY meetings. The Chair of the Board of Supervisors shall notify the AGENCY by letter to the Executive Director of the Board’s alternates.

5.5 **STIPEND:** Regular members may receive compensation for services performed for and on behalf of the AGENCY in accordance with written policies adopted by the Board of Directors in a public meeting.

5.6 **TRAVEL REIMBURSEMENT:** AGENCY Board Members (and alternates) are entitled to reimbursements for travel expenses involved in attending all regular and special meetings of the AGENCY. Reimbursement for travel expenses will be made on a per-mile basis at the current rate established by the TAMC Board for auto expenses or actual cost of public transportation. TAMC Board members (and alternates) will receive automatic mileage reimbursement payments quarterly based on attendance records and their declared mileage to and from the TAMC meetings. Board Members attending conferences or other agency business meetings may request reimbursement for expenses in accordance with the AGENCY's administrative policies for travel reimbursement.

06. **QUORUM:** A majority of the voting members of the AGENCY shall constitute a quorum for transaction of AGENCY business; the quorum shall consist of a minimum of nine (9)-voting members, including a minimum of seven (7) city representatives and one (1) county representative.

07. VOTING

7.1 Except as specifically otherwise provided herein, the vote of a majority of the members of the AGENCY present at any regular, adjourned or special meeting shall be sufficient to pass or act upon any matter properly before the AGENCY, and each member of the AGENCY shall have one vote.

7.2 **POPULATION WEIGHTED VOTING:** Upon the call and request of any AGENCY member, present and able to vote, and a quorum being present, a weighted voting formula shall apply for any vote to be taken by the AGENCY, with each member having one or more votes based upon the population of the city or unincorporated county area such member represents. One vote will be granted to Supervisorial District 1, as its population is included with the City of Salinas.

In order for the AGENCY to take action under the provisions of this section two requirements must be fulfilled:

- a) A majority of the votes weighted by population must be cast in favor of the action, provided that not less than two member agencies vote in favor of the action; and
- b) A majority of the members vote in favor of the action.

In the event a simple majority vote on a question has previously been taken, and a weighted vote is subsequently called; a roll call vote will be taken that tabulates both the weighted vote and the members voting. The vote weighted by a majority of those voting representing a majority of the population shall supersede the previous simple majority vote, provided that the vote of a single member may not defeat an action.

- 7.3 **POPULATION:** For the purposes of determining the weighted vote of Cities or the unincorporated area of the County, the weighted vote by population shall be based on the most current Census, and AGENCY staff shall update annually based on the California State Department of Finance population estimate when it becomes available.

08. OFFICERS

- 8.1 The AGENCY officers shall consist of a Chair, a First Vice-Chair and a Second Vice-Chair. The AGENCY officers shall be elected from the AGENCY and shall serve a term of one year. Terms of the Chair shall not be consecutive full one-year terms. Election of officers shall take place every year at the beginning of the AGENCY's January meeting, and officers' terms shall commence immediately upon election.

- 8.2 The Chair, or in his or her absence, the First Vice-Chair, shall preside over all meetings, and may direct the Executive Director to call a special meeting of the AGENCY Board when he or she judges necessary. In the absence of the Chair and the First Vice-Chair, the Second Vice-Chair shall preside over all meetings and exercise all of the powers of the Chair and the First Vice-Chair.

09. **STAFF:** The AGENCY staff shall consist of an Executive Director, and such other staff members as shall be authorized by the AGENCY budget and appointed by the Executive Director.

9.1 The AGENCY shall appoint the Executive Director to serve at the pleasure of the AGENCY.

9.2 The Executive Director will serve as Chief Executive Officer of the AGENCY.

9.3 The AGENCY shall appoint Counsel to serve at the pleasure of the AGENCY.

9.4 The AGENCY shall complete an annual performance evaluation of the Executive Director and Counsel.

10. MEETINGS

- 10.1 The regular meetings of the AGENCY shall be held on the fourth Wednesday of each month or at such other time designated by the Board at a location in Monterey County. Special meetings shall be set with the notice required by law.
- 10.2 AGENCY meetings are open to the public and are conducted according to the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) and Roberts Rules of Order. Time will be allotted at each meeting for the public to present their views to the AGENCY on transportation items, as set forth in Govt. Code Section 54954.3.
- Public presentations on transportation matters not on the AGENCY's agenda are limited to three minutes each, unless extended at the discretion of the Chair.
- The Chair may establish reasonable limitations on the time allotted for public presentations on any AGENCY agenda item.
- 10.3 The voting members of the AGENCY may meet in closed session to discuss those matters authorized by state law. Only appointed TAMC representatives and, in their absence, their appointed alternates may attend Closed Sessions. Ex-officio members shall not be authorized to attend Closed Sessions.
- 10.4 The AGENCY Chair in consultation with the First Vice-Chair may cancel any regular meeting if there are no items presented that require the AGENCY's immediate attention.
- 10.5 The AGENCY Agenda will be prepared by the AGENCY staff and will close at noon Thursday nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.
- 10.6 Agenda packets shall be distributed to AGENCY members, alternates, and ex-officio members.
- 10.7 The AGENCY agenda shall also be supplied to other governmental agencies on written request, renewable annually.

11. BUDGET

- 11.1 The AGENCY shall annually develop and adopt a budget in accordance with State and Federal requirements no later than the May meeting.

11.2 Each AGENCY member shall contribute toward congestion management and traffic monitoring activities in proportion to California Streets and Highways Code Highway Users Tax Account Section 2105 funds received by each AGENCY member to those received by all other AGENCY members. AGENCY staff shall invoice each voting member each June for the following fiscal year.

12. **COMMITTEES:** Committees and subcommittees, whether standing or ad hoc, may be established, as the AGENCY may deem appropriate.

Standing committees shall be the following:

12.1 A Technical Advisory Committee (TAC) composed of one person representing each AGENCY member including ex-officio members, and transportation providers in Monterey County. Additional members from organizations and jurisdictions not presently represented may be appointed by the AGENCY. The Technical Advisory Committee shall advise the Agency Board on regional transportation improvement projects, transportation planning programs, and transportation funding programs.

12.2 An Executive Committee composed of the Chair, First Vice-Chair, Second Vice-Chair, immediate past Chair, and two members selected by the AGENCY; one from the County members and one from the City members. If one of the above-designated persons is not available to serve on the Executive Committee, the AGENCY shall appoint another AGENCY member so that the Executive Committee shall have six members. The Executive Committee shall meet when directed to do so by the AGENCY, or when directed to do so by the Chair of the AGENCY, or by a majority of the Executive Committee members. The Executive Committee may meet for the following purposes:

- a. Review of budget and work program and personnel.
- b. Review adequacy of transportation funding and regional transportation planning and project delivery efforts.
- c. Review state and federal legislative matters.
- d. Review major AGENCY policy matters for recommendation to the Board.

Minutes of the Executive Committee meetings shall be distributed to all AGENCY members.

- 12.3 A Citizens Advisory Committee for Bicycle and Pedestrian Facilities composed of one representative from each city and supervisorial district. Additional members from organizations and jurisdictions not presently represented may be appointed by the AGENCY. The purpose of the committee is to advocate bicycle and pedestrian travel as viable alternative means of transportation, and advise the Transportation Agency, its member agencies, and private development with respect to bicycle and pedestrian facilities and travel.
- 12.4 A Rail Policy Committee composed of TAMC Board members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5 and two representatives from South Monterey County; either (a) the 3rd District County Supervisor ~~and~~ a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed. The Committee shall select a Chair and Vice Chair from its membership for a two-year term at the end of the February meeting of every even year, beginning in 2008. The Chair may rotate between the County Supervisors and the Cities, and/or between Salinas Valley and the Monterey Peninsula or the existing Chair may be reappointed to a new term. To be eligible to serve as the Chair or Vice Chair, the person must be a voting AGENCY Board Member and have served on the Rail Policy Committee for at least one year. The Rail Policy Committee advises the Transportation Agency Board on matters related to the establishment of passenger rail service in Monterey County.
- 12.5 Bylaws for any standing committee may be developed and adopted, or amended, by a majority vote of the AGENCY.
- 12.6 Except as otherwise provided herein, a majority of the voting members of each committee shall constitute a quorum for transaction of the business of the committee. For the Technical Advisory Committee (TAC); 5 members of the TAC, representing voting members of the Transportation Agency Board of Directors, constitute a quorum for transaction of the business of the committee.
- 12.7 The Transportation Agency has designated the Monterey-Salinas Transit Mobility Advisory Committee as the Social Services Transportation Advisory Council for Monterey County pursuant to the Transportation Development Act. The Agency will consult with the Mobility Advisory Committee regarding the Agency's annual unmet transit needs finding and the transportation needs of the elderly, persons with disabilities and other transit dependent groups.

13. **PROCEDURE FOR APPROVING AND AMENDING BYLAWS**

13.1 Provided a quorum is present, these Bylaws may be amended at an AGENCY meeting by two-thirds (2/3) of the voting members.

13.2 Notice of the proposed amendment of the Bylaws shall be announced at the AGENCY meeting prior to the meeting at which the amendment will be voted upon.

14. **AUDITS**

All revenues and expenditures of the AGENCY will be audited annually in accordance with General Accounting principles.

A triennial performance audit will be conducted as required by the Transportation Development Act.

Rev. ~~08/24/11~~ 9/28/16



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Virginia Murillo, Assistant Transportation Planner
Meeting Date: August 24, 2016
Subject: **Transportation Development Act Triennial Audit**

RECOMMENDED ACTION:

Regarding the Transportation Development Act Triennial Audit:

1. **AUTHORIZE** the Executive Director to execute an agreement with Michael Baker International, Inc. for the Transportation Development Act Triennial Audit project in an amount not to exceed \$34,972 to provide audit services for the period ending June 30, 2016;
2. **APPROVE** the use of Local Transportation Development funds budgeted to this project; and
3. **AUTHORIZE** the Executive Director to make administrative changes to the agreement if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

SUMMARY:

The Transportation Agency released a Request for Proposals for the Transportation Development Act Triennial Audit. The Agency received three proposals. The review committee, composed of Transportation Agency staff and Monterey-Salinas Transit staff, recommends Michael Baker International, Inc., for the project.

FINANCIAL IMPACT:

The source of funding for this contract is \$34,972 of Local Transportation Funds programmed under Work Element 1020 (Local Transportation Fund Administration).

DISCUSSION:

Pursuant to state law, the Transportation Agency contracts with an independent auditor to complete and submit transit performance audits to Caltrans every three years in its role as the administrator for Transportation Development Act funds in Monterey County. The performance audits evaluate the efficiency and effectiveness of transit operators receiving

Transportation Development Act funds based on guidance in the latest performance audit guidebook published by Caltrans. The audit also evaluates the administrative functions undertaken by the Transportation Agency.

Generally, the audits review financial and operating reports to determine compliance with minimum state operating requirements (farebox recovery thresholds, explanation of operating cost increases) and administrative requirements (including timely submittal of required financial documentation, and documentation that the Agency annually identified and evaluated unmet transit needs). Any recommendations to correct findings identified in the audits must be implemented in the next three-year audit period.

Staff published the Request for Proposals for the Design of Transportation Development Act Triennial Audit to the web and emailed a notice to the consultant database on April 29, 2016. On May 13th and 23rd staff published to the web an addendum to the RFP with responses to questions, and emailed a notice to the mailing list.

On June 2nd, three proposals were received by the noon deadline. The proposals were from:

- LSC Transportation Consultants
- Michael Baker International, Inc.
- Moore and Associates

The review committee comprised of Transportation Agency and Monterey-Salinas Transit staff reviewed and ranked the proposals based on the criteria listed in the Request for Proposals:

1. Staff experience in the preparation of and knowledge of the requirements for Transportation Development Act Triennial Performance Audits (40 points)
2. Proposed work plan approach (30 points)
3. Cost (20 points)
4. References from past clients (10 points)

The committee was unanimous in recommending Michael Baker International, Inc. for the audit contract.

The review committee was impressed by Michael Baker, International, Inc.'s expertise in Transportation Development Act guidelines and auditing. Michael Baker International's auditing team, previously with PMC Consultants, conducted the Transportation Agency's last triennial audits. In addition, the review committee was impressed by the detailed work plan put forth in the recommended firm's proposal.

Michael Baker International, Inc. included requests for contractual exceptions and

deviations in its proposal. Agency counsel reviewed the requested exceptions and deviations, and approved modifications to the standard template in order to provide Michael Baker International, Inc. with clarification for the terms of payments, termination, insurance requirements, and confidentiality of data and records. The final Scope of Work is attached.

ATTACHMENTS:

- ▣ Triennial Audit Scope of Work

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org

ATTACHMENT A

Scope of Work and Schedule

TASK 1: INTERVIEWS AND SITE VISITS (TAMC AND MST)

Objective: Conduct initial kickoff meeting to communicate work scope and schedule, understand project expectations, and answer questions. Develop list of specific documents to be provided by TAMC and MST. Conduct site visits for functional review.

Approach: The Consultant will work with the TAMC project manager to coordinate a kickoff meeting that will include representatives from both TAMC and MST. As part of our initial communication, the Consultant will create a list of data needs and documents that traditionally have been used to help create a background assessment of the RTPA and the transit operator's performance and compliance over the past three years. Additional items may be identified as a result of the kickoff discussion. The Consultant the Consultant will coordinate on the request for specific information and documents necessary to be provided by TAMC to complete the audit requirements.

At a minimum, the types of information required from MST will include:

- 1) Prior TDA performance audits.
- 2) State Controller transit operator reports.
- 3) National Transit Database reports.
- 4) Annual budgets and financial and compliance audits.
- 5) CHP safety compliance report/terminal record update, carrier inspection, and equipment inspection report.
- 6) MOUs/service provider agreements with other operators and agencies.
- 7) Performance productivity reports (e.g., monthly and end-of-year summary).
- 8) Vehicle operations data such as on-time performance, road calls, vehicle failures, and customer comments.
- 9) Organizational charts, goals, objectives, policies, and procedures.
- 10) Short- and long-range transit plans.
- 11) Response to prior performance audit recommendations.

A sampling of information required for the audit of TAMC will include:

- 1) Annual budgets and financial and compliance audits.
- 2) Annual TDA and State Transit Assistance claims.
- 3) Unmet Transit Needs documentation.
- 4) Transportation Improvement Program (TIP) documentation.
- 5) Overall work program.
- 6) Response to prior performance audit recommendations.

During the kickoff meeting, the Consultant intends to discuss the audit steps and schedule, and understand some of the issues through discussion with each transit representative. The Consultant will also identify other data materials to collect, if necessary. Essentially, the kickoff meeting will clarify expectations and any concerns TAMC or the transit operator might have during the process, and prepare all affected parties for the auditing process.

Prior to our site interviews and fieldwork, the Consultant will review the materials provided from the list and generate a list of follow-up questions to ask during the meetings and possibly other materials. The background data and preliminary analysis will serve as a basis for the audit process and site visits. Upon receipt of the data, the Consultant will begin to compile performance profiles using numeric data and initiate compliance reviews as well as identify areas of compliance as well as potential noncompliance. The Consultant will also compile the TDA-mandated performance indicators, farebox recovery ratios, and other indicators that are relevant to functional area performance. The Consultant will document the values used for the statistics and indicators, note the amount of change, and determine whether this change represents a positive or negative trend.

Performance trend results will be discussed with each operator within major functional areas such as operations, maintenance, and administration in order to focus the site visit interviews accordingly. Interview guides will be developed to help focus discussions and maximize the effectiveness of time spent in discussions with transit staff. Potential topics for discussion include:

- Data collection and reporting processes.
- Performance trends and factors influencing trends.
- Accomplishments and challenges.
- Actions taken to implement prior audit recommendations, the resources required for implementation, and the results of those actions.

The Consultant recognizes that performance findings are only meaningful when placed in the context of established objectives, overall policy direction, and constraints of the operating environment.

Deliverables:

- Data request memo
- Meeting agenda and interview guide for on-site interviews; presentation materials

TASK 2: COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS (TAMC AND MST)

Objective: Review and make a determination as to each agency's compliance with TDA and related sections of the California Code of Regulations.

Approach: During this task the Consultant will focus our activities on three specific areas.

- ***Discuss Compliance Requirements with the Agency.*** This first step involves meeting with MST staff and discussing the compliance requirements described in the Caltrans Performance Audit Guidebook. Eleven operator compliance requirements in the guidebook address topics such as timely submittal of external documents, farebox recovery, and compliance with rules and regulations guiding TDA funding.

The audit guidebook also identifies a series of compliance requirements that RTPAs such as TAMC must meet. These comprise 14 specific requirements found in the Public Utilities Code and in the California Code of Regulations. Conformance with these requirements will be ascertained during this initial task in our meeting with TAMC.

- ***Investigate Evidence of Compliance.*** Based upon the interviews and discussions with appropriate staff, the Consultant will investigate evidence of compliance by collecting pertinent documents and records that show sufficient objective evidence to meet each compliance requirement. Some of the documents will be from the initial data list provided during the kickoff. Staff assistance from MST as well as from TAMC will be utilized to obtain the most relevant data. Evidence of compliance may also be produced from our direct observation of the compliance requirement.
- ***Disclose Results of the Compliance Review.*** The Consultant will document the methodology and results of the compliance review. The review will ensure that the evidence collected is objective and representative of the activities of the transit operator for the past three years. If the Consultant finds an indication of noncompliance with any of the requirements, the Consultant will make a finding in the audit report, draw conclusions, and make appropriate recommendations.

Deliverables:

- Summary table of relevant compliance sections to be analyzed

TASK 3: STATUS OF PRIOR PERFORMANCE RECOMMENDATIONS (TAMC AND MST)

Objective: Review prior performance audit recommendations and actions taken by the agency to implement the recommendations.

Approach: The prior performance audit of TAMC included four recommendations, and the prior performance audit of MST included three recommendations. During this task the Consultant will focus our activities on the following specific areas.

- ***Obtain and Review Key Documents.*** The Consultant will collect documentation that supports the implementation of these recommendations. The Consultant will work with staff to determine the validity of each recommendation in light of the evolving nature of transit operations. Possible key literature includes prior performance audits, recommendations submitted in management memorandums, and other performance evaluation documents. Evidence may be contained in operator reports, memorandums and documents, and performance evaluation documents, or obtained through direct observation.
- ***Document Implementation of Recommendation.*** The Consultant will follow up on the course of action taken by TAMC and MST to implement the recommendations.

If the agency has implemented a recommendation, the Consultant will seek data to confirm implementation, discuss the effectiveness and benefits from the recommendation, and discuss difficulties and costs associated with the recommendation.

If the agency is currently implementing a recommendation, the Consultant will address the current status of implementation, as well as any difficulties and costs of implementation.

If a recommendation has not been implemented, the Consultant will make a determination as to whether the recommendation is (a) no longer applicable, with a clear statement of why; (b) infeasible, with a clear statement of why; or (c) still valid and should be implemented and the benefits that are likely to result. For each determination, the Consultant will draw conclusions on the implementation status of these recommendations. If the prior recommendation still deserves merit, the Consultant will include the recommendation in the current audit report.

The Consultant will document evidence of implementation. Evidence may be contained in operator reports, memorandums and documents, or obtained by direct observation.

Deliverables:

- Summary table of prior performance recommendations

TASK 4: REQUIRED PERFORMANCE INDICATORS (MST ONLY)

Objective: Quantify and review the efficiency and effectiveness of MST’s activities, TDA-required performance measures, and other potential performance indicators if warranted.

Approach: Subtask A: The Consultant will first review and validate MST’s collection methods of basic data needed to calculate these indicators. The basic data include operating cost; passenger counts; vehicle service hours; vehicle service miles; employee hours; and fare revenue. This will be accomplished through tracing and evaluating the steps taken by the operator to report the data. The Consultant will review sample driver logs, driver manifests, daily and monthly operator reports, and other pertinent materials where actual performance data is recorded to determine its compliance with the TDA definitions (Public Utilities Code 99247).

Additional operations data such as on-time arrival, missed trips, and number of road calls and preventable accidents will be included in the review of operational performance. The Consultant will discuss this process with MST and identify any issues discovered from our review of the data. If warranted, the Consultant will then suggest corrective actions to ensure compliance with the statute.

Subtask B: A triennial performance audit must include the verification of a minimum of five performance measures. Section 99246(d) of the Public Utilities Code requires that the performance indicators are:

- operator's operating cost per passenger
- operating cost per vehicle service hour
- passengers per vehicle service hour
- passengers per vehicle service mile
- vehicle service hours per employee (as defined in Section 99247 of the Public Utilities Code)

Though the farebox recovery ratio is not a required performance indicator under Section 99246(d), Section 99268 et seq. requires that the farebox ratio be calculated so that an operator’s eligibility for funding can be determined. The Consultant will attend to how the operator calculates its farebox ratios, as reflected in documents such as the State Controller’s report, TDA claims, and annual fiscal audits. New state legislation modifies the inputs to the farebox calculation beginning January 1, 2016. The Consultant will discuss the implications of this legislation with TAMC and MST.

The Consultant will create user-friendly tables to depict the trends over the recent three-year period on a system-wide basis and by mode/type (i.e. fixed route, dial-a-ride). The Consultant will contrast these performance trends with other three year trends that influence transit performance (e.g., Consumer Price Index). The Consultant will document the values used for the statistics and indicators, note the amount of change, and determine whether this change represents a positive or negative trend. The Consultant will document causal factors for all observed performance trends based on the numerical information and information from the site visits.

In addition to tables, the Consultant will provide visual graphic representation via bar/line charts and data labels. The performance trends will reveal the symptoms of potential issues that will be reviewed in depth during the functional review audit, as well as changes in efficiencies and effectiveness.

Other performance indicators to be determined will be calculated if the analysis warrants further examination of a particular performance area of concern that is not covered by the five indicators. Any additional performance measures to be developed are intended to be useful and help determine trends in service. Example additional performance indicators include customer comments per 100,000 passengers, on-time performance, and road calls per 100,000 revenue miles.

The Consultant will consult the Transit Cooperative Research Program document entitled *A Guidebook for Developing a Transit Performance-Measurement System* for a comprehensive listing of performance indicators relative to various transit functional areas. Additional functional area performance indicators pertaining directly to service efficiency and effectiveness during the audit period will be developed as necessary.

Each piece of basic data can be influenced by a series of interrelated variables in transit operations. Therefore, the calculation and analysis of the above performance indicators may point out potential issues or concerns that may need further investigation during the next task, which will examine the operator functions. The Consultant will select and use the appropriate performance indicators to identify, quantify, and/or resolve performance problems and potential areas for improvement. The Consultant will draw upon our experience and also consult the Transit Cooperative Research Program document to select additional indicators. If appropriate, the Consultant will compare the performance indicators to select peer transit agencies for informational purposes and a frame of reference.

Deliverables:

- Summary of data collection findings

TASK 5: FUNCTIONAL REVIEWS OF TAMC AND MST

Objective: Conduct interviews with agency management and staff. Review the various functions and investigate potential functional concerns, problems, and possible improvements, while also highlighting recent accomplishments.

Approach:

TAMC FUNCTIONAL REVIEW

The Consultant will review the agency's organizational effectiveness through interviews with TAMC staff and an analysis of the following specific areas as described in the Caltrans *Performance Audit Guidelines*.

Administration and Management. This will include examining the general management of the agency and identifying achievements and challenges, policies and goals, governing board activities, roles and staff functions, and overall work programs. The Consultant will interview TAMC staff to identify any administrative and management issues of concern. The Consultant will investigate potential issues and make findings and possibly recommendations as part of the audit. Topics to be covered include:

- General administration
- Internal planning and achievement
- Governing board activities
- Personnel

Planning and Regional Coordination. This will include evaluating TAMC's regional functions as an RTPA. It will include the practices and methods in which TAMC prepares transportation and related planning documents. The Consultant will also examine the process TAMC follows in managing transit plans and other transit projects in its area of jurisdiction. Topics to be covered include:

- Subregional transportation plan development and adoption
- Subregional transportation plan topics and implementation
- Transportation and transit planning and programming
- Information collection, generation, and distribution for use in the planning process

Relationship with Related Agencies. The Consultant will interview TAMC staff on its role in working with allied planning organizations such as neighboring RTPAs, Association of Monterey Bay Area Governments, and Caltrans, as well as other local governmental agencies in TAMC's jurisdiction and in adjacent areas where travel and development may have an impact on TAMC's related responsibilities. The Consultant will contact these other agencies as necessary.

TDA Claims Processing and Transit Oversight. The Consultant will review the claims process and TAMC's role in administrating the funds. Sample completed claims packets and accompanying documentation to substantiate the claims for TDA and State Transit Assistance funds will be collected and reviewed. The Consultant will evaluate compliance checklists and/or other supporting documents typically attached to the claims forms. Topics to be covered include:

- Transit productivity monitoring and evaluation
- Technical and managerial assistance to transit operator
- Assistance with TDA compliance
- TDA claim processing

Marketing and Transportation Alternatives. The Consultant will review the agency's marketing and communication efforts to help keep the public informed about transportation issues and external events that influence travel and transportation choices.

Grant Management. This will include gaining an understanding of the level of grant administration and assistance provided by TAMC for transportation revenue sources such as state and federal programs. The Consultant will review TAMC's ability to secure discretionary funding sources that enhance and increase the availability and quality of transportation in the county. Topics to be covered include:

- Grant application coordination
- Grant application assistance
- Grant management and compliance

Additional telephone interviews with select individuals from TAMC's standing committees may be conducted to gauge their perspectives regarding the activities of the agency, should issues arising from the staff interviews warrant further information gathering.

MST FUNCTIONAL REVIEW

The review of transit operator functions can be divided into two parts: an initial review and a detailed review. The initial review will provide an understanding of the operator's characteristics and the functions performed. Operator characteristics include general data such as a description of the entity providing service, legal status (e.g., district), mode of service (bus, general public, specialized, etc.), type of service (fixed-route and dial-a-ride), and size of operations. The Consultant will review pertinent documents such as transit plans and staff reports in addition to discussions with appropriate transit staff to obtain a clear view of the general functions of the audited transit system.

Each function for the transit operator audit, in turn, can be broken into several subfunctional areas as described by the following (adapted from the Caltrans *Performance Audit Guidebook*):

- **General Management and Organization.** The Consultant will review the management and structure of the operator, including an assessment of:
 - Administrative oversight
 - Organizational structure and reporting
 - Recent program changes and innovations
 - Areas of interest to management and governing body
- **Scheduling, Dispatch, and Operations.** The daily scheduling and coordination of routes, drivers, and vehicles will be reviewed, including:
 - Assignment of drivers and vehicles to specific routes
 - Driver absence and sick leave
 - Part-time and cover drivers
 - Dispatch procedures and communication

- ***Service Planning.*** The Consultant will review how short-range transit plan recommendations, public input through surveys, and other planning and evaluation techniques have been implemented, and assess their results on operations. Topics that will be covered include:
 - Strategic planning
 - Short-range planning
 - Evaluation of routes
 - Planning for special transportation needs
 - Surveys of riders/non-riders
- ***Maintenance.*** The Consultant will review maintenance records, CHP terminal and vehicle inspections, and other maintenance-related documentation on the condition of the vehicles and other capital facility assets. The subfunctions in this area include:
 - Preventive maintenance
 - Sufficiency of facility
 - Vehicle condition and maintenance schedules
 - Parts and inventory management
 - Communications with dispatch
 - Maintenance outsourcing
- ***Personnel Management and Training.*** The Consultant will review personnel policies, driver recruitment practices, turnover trends, and management of human resources. Topics that will be covered include:
 - Recruitment and motivation
 - Training and safety
 - Discipline
 - Benefits
- ***Administration and Financial Controls.*** Business and support services necessary for the operations of the agency will be assessed. The Consultant will examine adopted policy documents guiding financial management and procurement practices. Administrative activities include:
 - Budgeting, financial, and grants management
 - Revenue collection and cash management
 - Payroll
 - Risk management
- ***Marketing and Public Information.*** Efforts to make information available to the public, market the service to the community, and communicate with social service agencies and other governmental entities will be reviewed. The assessment will include:

- Marketing programs and objectives
- Communications strategies with the public
- Intergovernmental communications

The Consultant will utilize various data means to perform the assessment, including interviews with transit staff and management, in-house data collection, annual productivity reports, surveys and public input, transit plans, and other materials presented to the governing board.

The Consultant will describe the improvements and changes made over the past three years in each of the functions. The Consultant will also review events and/or activities that may have occurred either before or after the audit period, as necessary, to digest the impacts during the audit period. The Consultant will identify any functional concerns and evaluate them using such methods as calculating additional performance indicators that would be applicable to the functional concern. Our site visits and interviews, as well as documents such as board and advisory committee reports and agendas, and internal documentation, will help with describing the service changes or performance concerns.

Deliverables:

- Summary of data collection findings

TASK 6: DRAFT AUDIT FINDINGS AND RECOMMENDATIONS WITH DRAFT REPORTS

Objective: Prepare administrative draft audits of TAMC and MST for review and comment.

Approach: Each audit report will be developed in a positive and easy-to-read manner to help management and staff improve operations and increase efficiency and cost-effectiveness. The Consultant will organize the audit reports using the following areas as guidance:

- Table of Contents
 - Listing of chapter headings and major sections
 - Tables and figures
 - Associated page numbers
- Executive Summary
 - Synopsis of key findings and recommendations
- Introduction
 - Agency's recent history, administrative and policy structure, budget, staffing, and nature of services provided
 - Overview of regulatory requirements

- Approach and methods used in conducting the audit
- Audit Findings
 - Compliance review results
 - Status of prior recommendations
 - Results of performance measures review
 - Results of functional review separated by subfunction
- Conclusions and Recommendations
 - Findings and recommendations
 - Strategies and follow-up actions to address performance issues

The Consultant will provide the administrative draft reports in an electronic PDF copy to TAMC and MST by February 3, 2017, for review and comment according to the production schedule prescribed in the RFP. The Consultant will integrate comments received from the agencies into final draft audit reports.

Deliverables:

- Draft reports for TAMC and MST submitted electronically by February 3, 2017

TASK 7: FINAL AUDIT REPORTS

Objective: Prepare final audit reports.

Approach: The final draft audits will be issued in electronic PDF to TAMC and MST by March 3, 2017. The final audit reports will incorporate comments and input. An electronic copy and three sets of hard copies of each final report will be provided by March 31, 2017. These dates are contingent on the completion of other required reports that are necessary for the performance audit, including the annual financial and compliance audit for TAMC and MST, the annual MST State Controller Report, and the annual National Transit Database report for MST. If Consultant has any reason to believe it will not meet the deadlines noted in Tasks 6 and 7, it shall contact TAMC immediately and work to resolve obstacles to timely performance. The Consultant will be available to answer questions on the final audit findings and when the final audit reports are considered by the Transportation Agency Board.

Deliverables:

- Final draft reports for TAMC and MST submitted electronically by March 3, 2017
- Final reports for TAMC and MST submitted electronically along with three sets of hardcopies for submission to TAMC, MST and Caltrans by March 31, 2017

Schedule

Audit Tasks	Sept		Oct		Nov		Dec		Jan		Feb		Mar	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Task 1 - Interviews and Site Visits	█	█	█	█										
Task 2 - Compliance with Statutory and Regulatory Requirements			█	█	█	█								
Task 3 - Status of Prior Performance Recommendations			█	█	█	█								
Task 4 - Required Performance Indicators		█	█	█	█	█	█							
Task 5 - Operator Functional Reviews		█	█	█	█	█	█	█	█	█				
Task 6 - Draft Audit Findings and Recommendations with Draft Reports							█	█	█	█	█			
Task 7 - Final Audit Reports												Draft (2/3/17)		Final Draft (3/3/17)
Meetings and Interviews	★			★	□			□						★



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Grant Leonard, Transportation Planner
Meeting Date: August 24, 2016
Subject: **Call Box Annual Report for Fiscal Year 2015-2016**

RECOMMENDED ACTION:

RECEIVE fiscal year 2015-2016 Call Box Annual Report.

SUMMARY:

The fiscal year 2015-2016 Call Box Annual Report provides an overview of the program and its performance during the last fiscal year. A plan evaluating removing underutilized call boxes and other potential program modifications will be brought to the board later this fiscal year.

FINANCIAL IMPACT:

The Service Authority for Freeways and Expressways program is funded by a \$1 per vehicle surcharge as part of the Department of Motor Vehicle registration fees. The cost to operate this program in fiscal year 2015-2016 was \$132,566.

DISCUSSION:

The Service Authority for Freeways and Expressways program provides free emergency telephone service to stranded motorists through call boxes. The program is a joint effort between California Department of Transportation, California Highway Patrol and the Transportation Agency.

The call box program provides a system of 190 call boxes allowing motorists to request roadside assistance along the following routes: State Route 1, State Route 68, State Route 156, US Highway 101, Jolon Road (G14, G18), and Arroyo Seco Road / Carmel Valley Road (G16). Since the program's inception in 1999, many system improvements have been implemented, including improved accessibility for disabled motorists, enhanced system coverage and faster response to call box calls. The call box system has also completed upgrades for digital service conversion, and speech and hearing impaired capability. In February of 2014, the Transportation Agency entered a three-year maintenance and improvement contract to ensure all call boxes are maintained and meet ADA compliance.

The call boxes are directly linked to a call answering center operated under contract by Keolis America Inc. /CDS Net. Live operators dispatch the calls to the California Highway Patrol, tow truck, and/or emergency services. The service level provided by the private call answering center exceeded expectations in fiscal year 2015-2016. In June 2016, following a competitive procurement process, the Agency approved a new three-year contract with Keolis America Inc./CDS Net to continue as the call box answering service. The new contract is in place until 2019, and includes an option for one renewal for an additional three years.

Although cell phone usage has reduced the need and use of call boxes in some locations, there remain areas not well served by cell phones, such as on parts of Highway 1, Arroyo Seco Road, Jolon Road and parts of Carmel Valley Road. In fiscal year 2015-2016, a total of 850 calls were made from the 190 call boxes in operation, making for an average of approximately 70 calls per month. Approximately half of the calls came from call boxes located on Highway 1, and seven of the eight most used call boxes are located on Highway 1. The most used call box location is at Highway 1 and the Bixby Bridge.

The 2015-2016 annual report builds upon the previous two annual reports to provide a third year of current data to evaluate the program's performance. Going forward, the Transportation Agency will continue to track call box usage for year-to-year comparisons, and will evaluate if there are opportunities to reduce the number of call boxes in Monterey County, thereby reducing program costs. The Agency anticipates having a plan for updating the call box program later this fiscal year.

ATTACHMENTS:

- Call Box Annual Report 2015-16

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org

Fiscal Year 2015-2016 Annual Report



Prepared by
The Transportation Agency for Monterey County



www.tamcmonterey.org

Executive Summary

The Service Authority for Freeway Emergencies motorist aid system in Monterey County has installed and oversees the operation of 190 call boxes on these major highways and County roads: State Route 1, State Route 68, State Route 156, US Highway 101, Jolon Road (G14, G18), and Carmel Valley/Arroyo Seco Roads. Since its inception in 1999, thousands of stranded motorists have received assistance through call boxes in Monterey County.

The program is self-funded, from a \$1 registration fee on each registered vehicle in Monterey County collected by the Department of Motor Vehicles, which generates approximately \$350,000 per year for Monterey County. The annual operating cost for fiscal year 2015-2016 was \$132,566. Remaining funding is used for periodic call box maintenance and upgrades, and other motorist aid services.

In fiscal year 2015-2016, a total of 850 calls were made, an average of approximately 71 calls per month. July showed the heaviest usage, while December had the fewest calls. Overall, there were slightly fewer total calls in fiscal year 2015-2016 than during 2014-2015, and considerably fewer than in fiscal year 2005-2006, when data was first collected. Modest increases in usage were seen along Highway 1, and Carmel Valley /Arroyo Seco Roads and Jolon Road (G18); while usage along Highway 156 and US 101 saw slight decreases. The average call delay during fiscal year 2015-2016 was approximately 11 seconds, which reflects good efficiency by the private operator. The Call Answering Center received over 50% of the calls during the afternoon and the evening periods, corresponding to peak travel periods. The answering center earned a service quality rating of 9 or above (out of 10 possible), based on courtesy, efficiency and other factors, for all twelve months of the year.

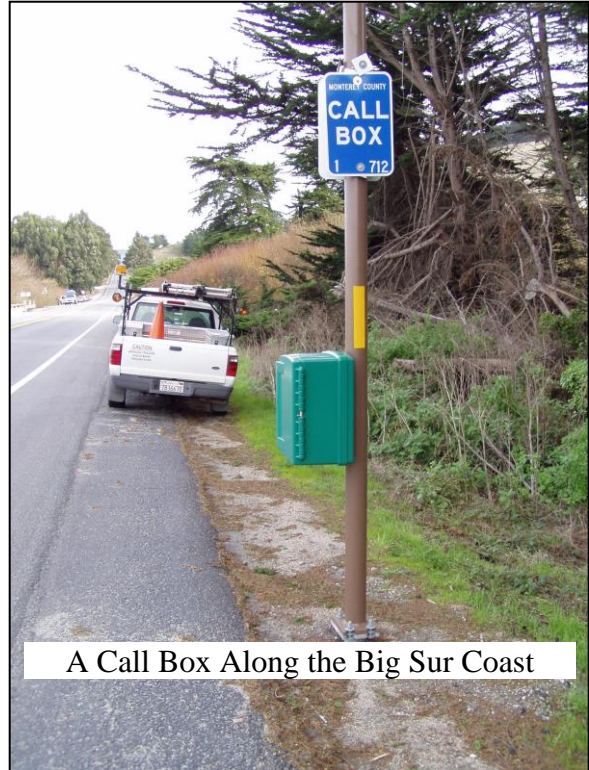
Although cell phone usage has reduced the need for call boxes in some locations, there remain areas with poor cell phone coverage that show high call box usage: The most frequently used call box is on Highway 1 at the Bixby Bridge. In the coming year, Agency staff will conduct a cost-effectiveness evaluation of the usage data and will present recommendations to the Board of

Directors for potential call box removals and implementation of additional motorist aid services
by winter of 2016.

Background

Purpose of Program

The Transportation Agency for Monterey County's Service Authority for Freeways and Expressways program provides free emergency telephone service to stranded motorists through call boxes. The program is a joint effort between California Department of Transportation, California Highway Patrol and the Transportation Agency. Agency staff oversees the daily operations and contracts of the program. The call boxes are directly linked to a call answering center where live operators dispatch the calls to the California Highway Patrol, tow truck, and/or emergency services.



A Call Box Along the Big Sur Coast

Currently, the call box program provides a system of 190 call boxes allowing motorists to request roadside assistance along the following routes: State Route 1, State Route 68, State Route 156, US Highway 101, Jolon Road (G14, G18), and Carmel Valley Road /Arroyo Seco Road. Since its inception in 1999, thousands of stranded motorists have received assistance through call boxes in Monterey County. The call boxes along Jolon Road and Carmel Valley/Arroyo Seco Roads were added in 2010 at the request of Monterey County Public Works and the South Monterey County Fire Protection District to enhance safety and provide emergency roadside assistance to motorists, given the lack of cellular networks in these areas. These locations include areas that have historically seen accidents and fires, and that have limited or no access to other forms of communication (such as pay phones and residential/commercial districts).

Maintenance Activities

In February 2014, the Transportation Agency entered a \$421,134, three-year maintenance and improvement contract with CASE Systems Inc. to ensure all call boxes are maintained and meet Americans with Disabilities Act (ADA) access requirements to accommodate persons in wheelchairs. Under this contract, CASE Systems Inc. is responsible for performing corrective maintenance on all call boxes, including making repairs associated with electronics, transceivers, power supply, and the interface with the cellular system, in addition to keeping call boxes clean and operational by conducting preventive maintenance field visits at least two times a year. While the contract also requires site improvements at the call boxes to improve accessibility for disabled motorists, this work has been put on hold pending a call box usage analysis planned for 2016-2017.

Previous Annual Reports

The Agency has baseline data from the program starting in fiscal year 2005/06, and has accurately tracked call box usage in a consistent manner over the past three years for year-to-year comparisons. Since 2005-2006, there has been a decline in usage, and call box usage has also shifted, with the majority of calls now coming from State Route 1, whereas US 101 had the highest usage in fiscal year 2005-2006.

Revenue Source

Funding for the program is from a \$1 registration fee on each registered vehicle in Monterey County collected by the Department of Motor Vehicles, which generates approximately \$350,000 per year for Monterey County. The annual operating cost for fiscal year 2015-2016 was \$132,566. In the past, revenues in excess of annual operating costs were utilized to pay the capital costs to acquire and install each new phase of call box equipment.

Usage Evaluation

Consultants Keolis America Inc./CDS Net and T-Cubed provided data on call box usage for fiscal year 2015-2016, which allows the Agency to evaluate the program.

Calls by Roadway

In fiscal year 2015-2016, a total of 850 calls were made from the 190 call boxes in operation, making for an average of approximately 71 calls per month.

As shown in Figure 1, fifty-seven percent (57%) of total calls for aid came from boxes located on State Route 1. Thirty percent (30%) of total calls made were from call boxes along US 101, while call boxes along other routes make up for the balance of total calls.

Figure 1: Percentage of Call Box Calls by Route (Fiscal Year 2015-2016)

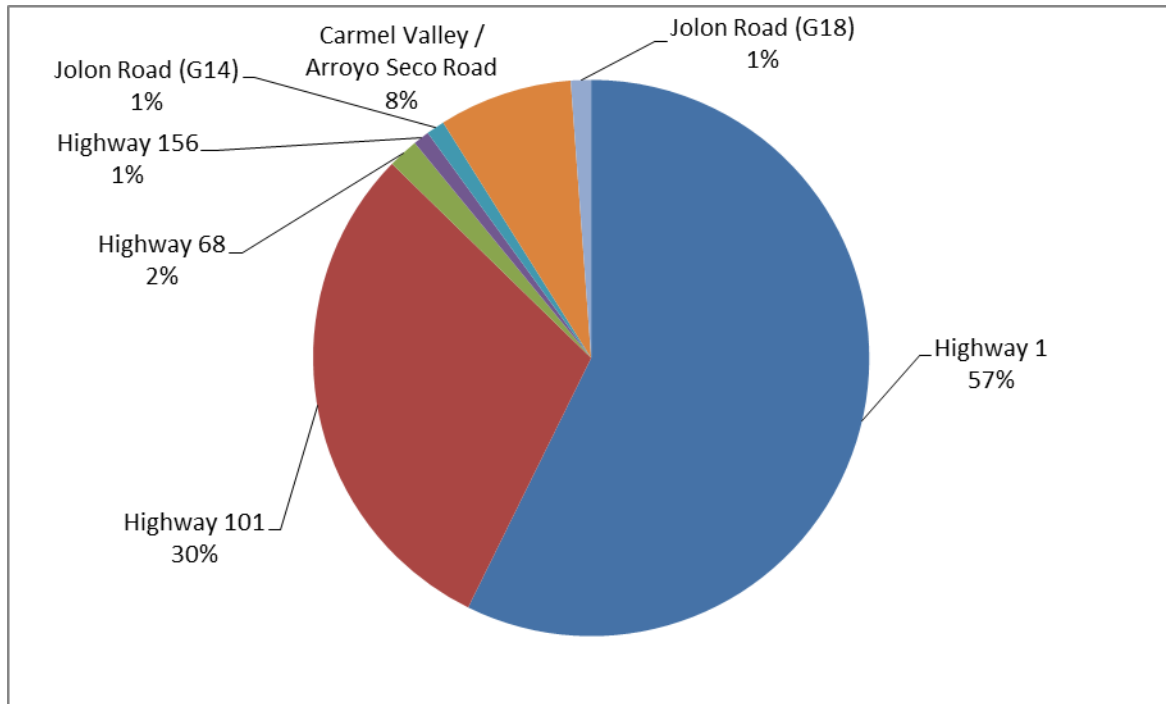


Table 1 compares call box usage from fiscal year 2005-2006 to fiscal year 2015-2016. In 2005-2006 a total of 1,059 calls were made during the fiscal year, and seventy-five percent (75%) of total calls for aid came from boxes located on Highway 101.

Recent usage is generally lower than past usage, fewer total calls in the past two fiscal years than in 2005-2006. The greatest decline occurred along Highway 101, but there was an increase in usage along State Route 1. Also listed in Table 1 are calls from the newer call boxes along Jolon Road (G14), Carmel Valley/Arroyo Seco Roads, and Jolon Road (G18), which were added in 2010.

Table 1: Call Box Calls by Route, Year to Year Comparison

Highway	State Route 1	State Route 68	Highway 101	State Route 156	Jolon Road (G14)	Carmel Valley / Arroyo Seco Road	Jolon Road (G18)	Total
Number of Calls 2005-2006	209	49	793	8	N/A	N/A	N/A	1059
Number of Calls 2013-2014	419	37	285	7	5	52	8	813
Number of Calls 2014-2015	431	18	346	15	14	63	2	889
Number of Calls 2015-2016	487	15	255	8	9	66	10	850

N/A = not in operations yet

Top Call Box Usage

Table 2 lists the most used call boxes in Monterey County. During the fiscal year 2015-2016, eight call boxes were used for 20 or more calls, making them the most used call boxes in the system. Seven of the eight call boxes are located on Highway 1, while the other is on US 101. All of the call boxes with the highest call volumes in fiscal year 2015-2016 were located in areas of poor cell phone reception. The lack of good cell phone service, combined with their attractiveness for tourists, makes these prime locations for call box usage. This fact is exemplified by the busiest call box location, Bixby Bridge.

Table 2: Most Frequently Used Call Boxes (Fiscal Year 2015-2016)

Rank	Highway	Location	Number of Calls
1	1	Bixby Creek Bridge	93
2	1	Salmon Creek	59
3	1	Pacific Valley USFS	49
4	1	Garrapata Beach	46
5	1	Soberanes Point	45
6	1	The Dunes Shopping Center	36
7	1	Radio Point	31
8	101	Camp Roberts	28

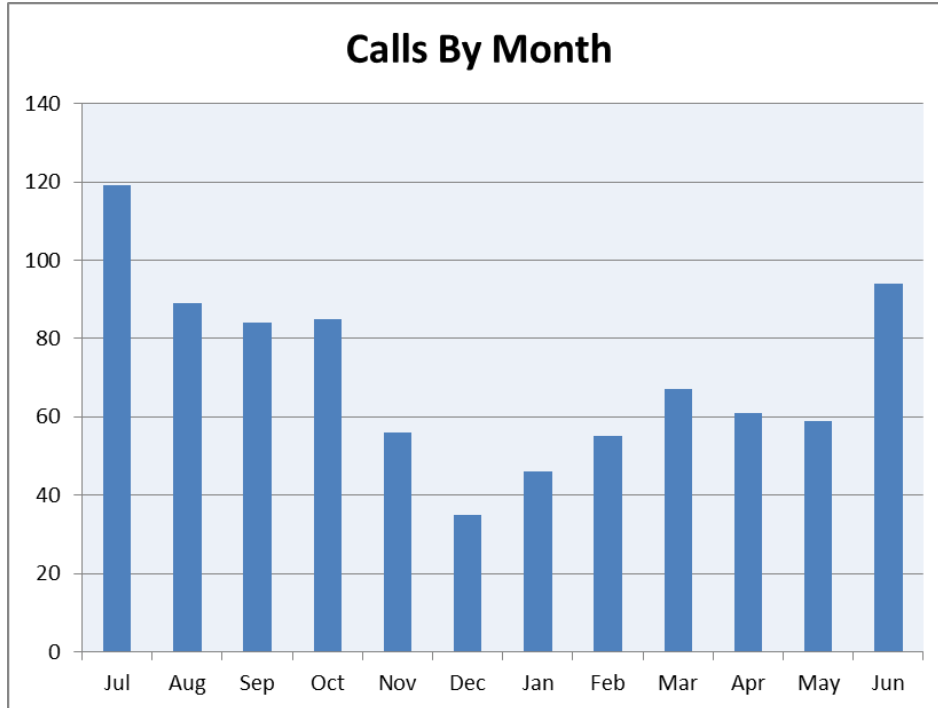
Calls by Month

The call box system in Monterey County averaged approximately 71 calls per month, although the number of calls ranged from a low of 35 to a high of 119 calls. In general, there is a sharp increase in call volume during summer travel months and a corresponding decline in the fall, with the lowest point in December.

Table 4: Call Box Calls by Month (Fiscal Year 2015-2016)

Month	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Calls	119	89	84	85	56	35	46	55	67	61	59	94	850

Figure 2: Call Box Calls by Month (Fiscal Year 2015-2016)

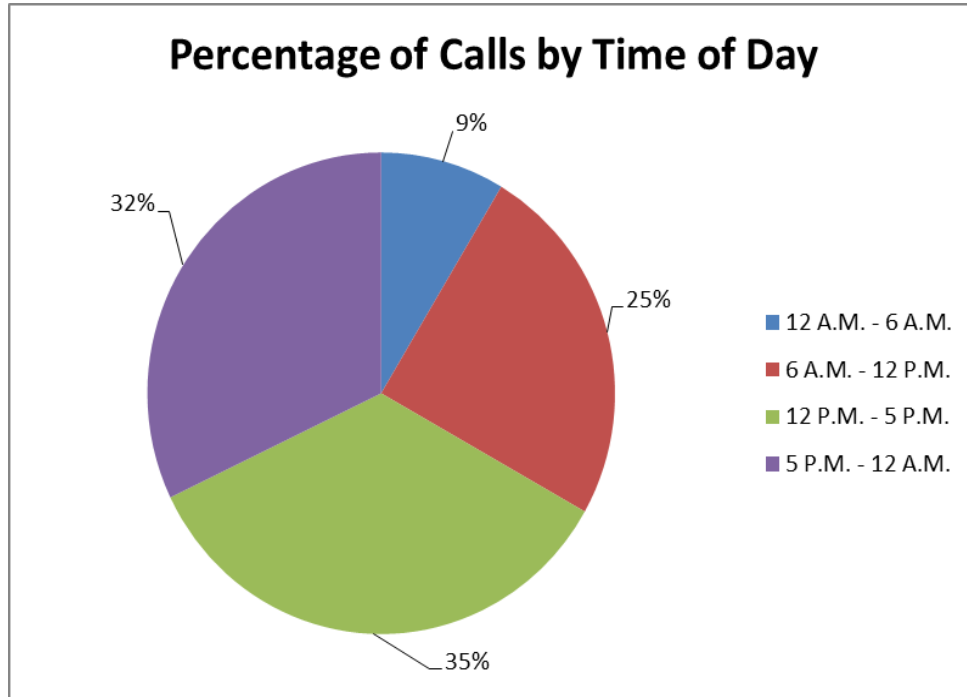


Calls by Time of Day

Knowledge of call times helps first responders and motorist assistance services, such as the California Highway Patrol and the Freeway Service Patrol, anticipate when motorists are likely to need assistance. For purpose of analysis, call box calls are grouped into four different time segments: late night/early morning (12 a.m.-6 a.m.), morning (6 a.m. to 12 p.m.), afternoon (12 p.m. to 5 p.m.), and evening (5 p.m. to 12 a.m.).

The Call Answering Center received the most calls during the afternoon period (35%), thirty-two percent (32%) during the evening, twenty-five percent (25%) in the morning, and nine percent (9%) of the total requests happened in the late night/early morning. The percentage of calls corresponds to the peak travel periods, as well as the expected drop in calls during the late night period when fewer travelers are on the roads.

Figure 3: Percentage of Call Box Calls by Time of Day (Fiscal Year 2015-2016)



Call Answering Center Service Level

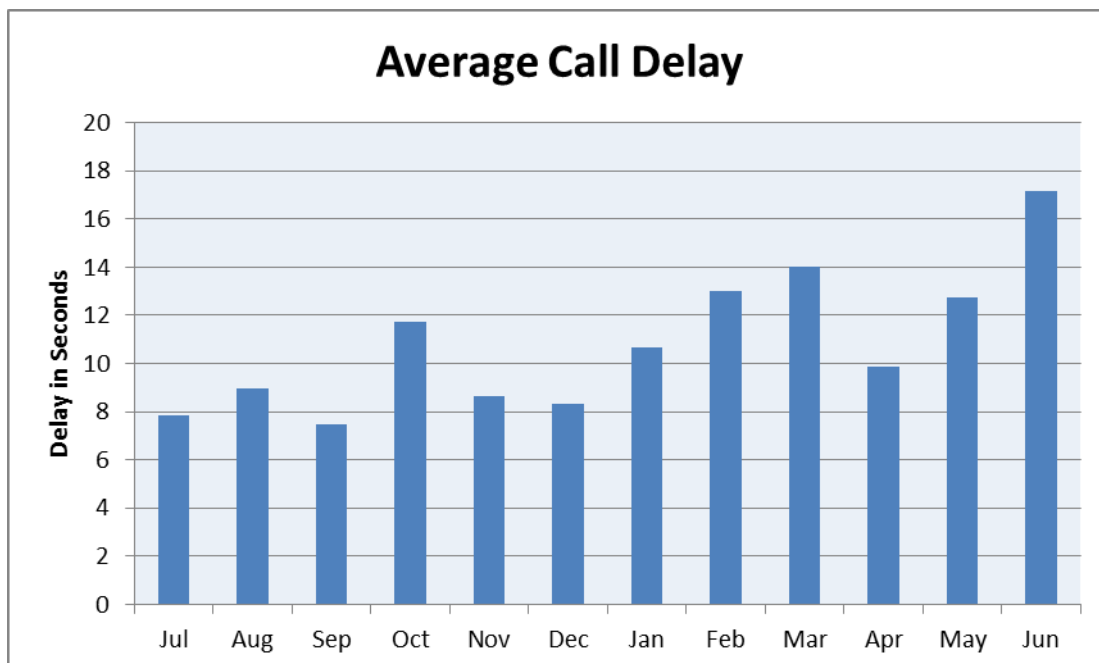
Routing

Call box calls were originally routed to and answered by the California Highway Patrol. In January of 2005, the Agency shifted the call answering service to a private call answering center to reduce costs, improve service, and increase reporting. In June 2016, following a competitive procurement process, the Agency approved a new three-year contract with Keolis America Inc./CDS Net to continue as the call box answering service. The new contract is in place until 2019, and includes an option for one renewal for an additional three years.

Wait Time

The answering delay fluctuates monthly based on factors such as call volumes, time period (peak vs. off-peak), and staffing. The average call delay during fiscal year 2015-2016 was approximately 11 seconds. On a monthly basis, the longest average call delay was 17 seconds, in the month of June 2016, while the shortest delays were in July and September, 2015. Overall, the private call answering center demonstrated great efficiency in handling call box calls and requests.

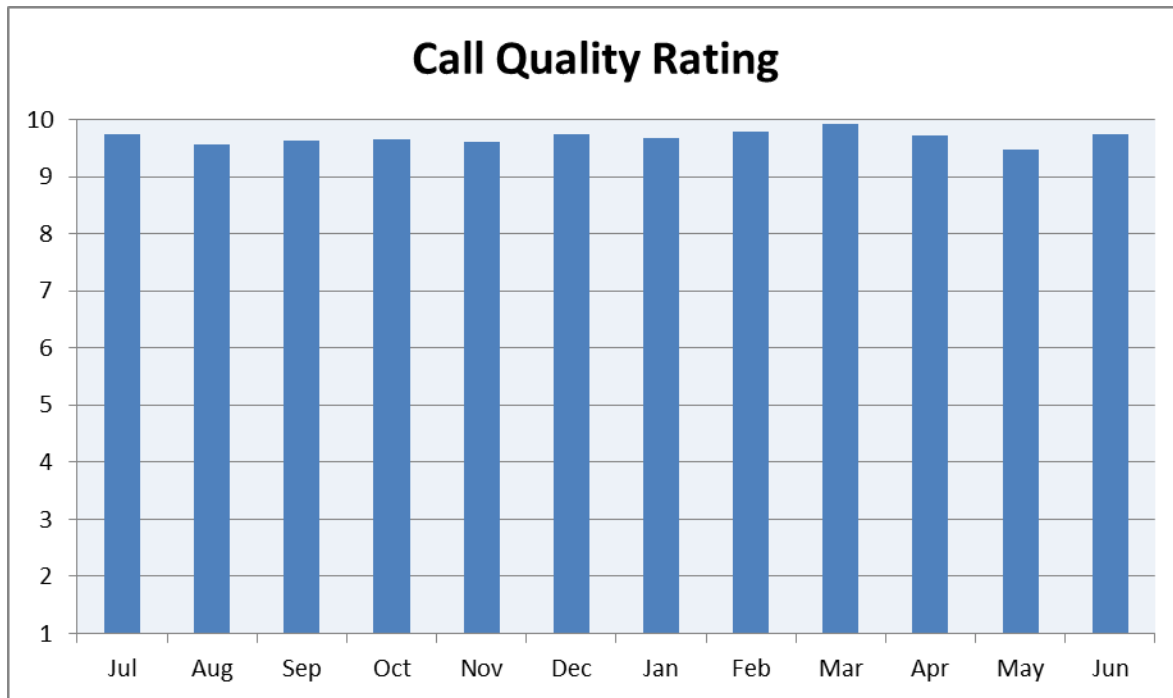
Figure 4: Average Call Delay by Month (Fiscal Year 2015-2016)



Answering Service Quality

Each month a portion of the calls received by the answering center are randomly selected by the answering center, reviewed, and rated based on items such as efficiency and courtesy using a scale of 1-10. For fiscal year 2015-16, the answering center for Monterey County call boxes earned a rating of 9 or above for all twelve months. Overall, the call answering center was able to respond to motorists' requests with a high quality of service throughout the year.

Figure 5: Answering Center Quality Rating by Month (Fiscal Year 2015-2016)



Next Steps

Going forward, the Transportation Agency will continue to track call box usage for year-to-year comparisons. Additionally, staff will continue to work on other motorist-aid programs, such as implementing the 511 traveler information system.

In the 2016-2017 year, the Agency will conduct a cost-effectiveness evaluation of the usage data and recommend opportunities to reduce the number of call boxes in Monterey County. As

appropriate, this evaluation will likely recommend a shift in funding to other motorist aid activities. The Agency anticipates presenting to the Board of Directors and the public a plan for updating and improving the call box and motorist aid program by winter of 2016.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Hank Myers, Senior Transportation Planning Engineer
Meeting Date: August 24, 2016
Subject: **Engineering Services - Request for Qualifications**

RECOMMENDED ACTION:

APPROVE the Engineering Scope of Services; and **AUTHORIZE** staff to release a request for qualifications with the scope of services, score the received statements of qualifications, and conduct interviews as necessary.

SUMMARY:

The Transportation Agency needs qualified consultants to provide engineering services for various transportation projects for a two-year period on an “on-call” basis. Staff will return to the Board with a pre-qualified list of recommended consultants for approval.

FINANCIAL IMPACT:

The maintenance of an on-call consultant list creates efficiencies by eliminating the need for new solicitations for consultants for each project. Costs for the actual contracts would be borne by budgeted projects. A total of \$500,000 is budgeted to provide the necessary engineering services (\$400,000 for fiscal year 16/17 and \$100,000 for fiscal year 17/18).

DISCUSSION:

The Transportation Agency will use this Request for Qualifications (RFQ) to solicit statements of qualifications from consultants to provide engineering services for a two-year period on an “on-call” basis. The RFQ will focus on identifying the consultants who have extensive experience with providing engineering services to support Agency development of federal, state and locally funded transportation projects. The proposed scope of services for an on-call list will be included in the RFQ process used to solicit consultant proposals for this work.

Once the RFQ process is completed, the Board will select three or more firms. The selected firms will be placed on a pre-qualified list with fee schedules fixed by the "on-

call" agreement. It is expected that individual contracts for engineering services will be awarded on an as-needed, project by project basis, at such times as the Agency need for engineering assistance arise. After reviewing the specific services required for a project, the Agency will issue a request for proposals to the consultants on the pre-qualified list. The Agency will describe the project and scope of services to be provided by the consultants. The consultants will provide proposals including a not-to-exceed cost estimate based on its fixed fee schedule to the Agency. The selected consultant will perform the requested services under a standard Agency contract. This process as described follows the Agency's adopted procurement policies.

The attached scope of services outlines the type of engineering services that may be requested from consultants. The types of services anticipated include preliminary engineering support; conceptual design for active transportation plan projects; grant application, cost estimate and analysis assistance; and other related transportation support services. The consultant would work on such projects as developing the highest priority bicycle and /or pedestrian projects indentified in the latest Active Transportation Plan, complete street / multimodal type improvements in the region, and potential intersection control / roundabout type roadway improvements. Individuals or firms should have specific and demonstrated expertise and success in providing the engineering services required by the Agency as outlined in the RFQ. The Agency's current adopted budget includes \$500,000 to provide assistance in engineering services for the development of various Agency projects (\$400,000 for fiscal year 16/17 and \$100,000 for fiscal year 17/18).

Once the Transportation Agency Board approves the scope of services, staff will prepare the request for qualifications based on the standardized format and release it to interested consultants. When staff receives the statements of qualifications, staff will have the discretion of interviewing the consultants or selecting them based on their submitted qualifications. Once selected, staff will return to the Board for approval of the list of consultants pre-qualified to propose on engineering services contracts.

ATTACHMENTS:

- Scope of Services

SCOPE OF SERVICES

It will be the responsibility of the consultant or consultant team to provide engineering services to cover a broad range of needs and can involve, but not limited to, providing key transportation support activities generally described below:

1. Providing a variety of preliminary engineering project support services for a variety of transportation modes (highways, rail, local streets, bike, and pedestrian).
2. Providing assistance with the Monterey County Active Transportation Plan including:
 - 2.1. Conceptual design engineering for several high priority bicycle and/or pedestrian projects.
 - 2.2. GIS mapping assistance
 - 2.3. Itemized preliminary cost estimates for each conceptual design
3. Providing assistance with benefit-cost analysis for grant compliance.
4. Providing Intersection Control Evaluation (ICE) services at a variety of locations.
5. Providing technical and graphic support for development of grant applications for transportation projects.
6. Providing value engineering services for evaluation of project designs that have been developed for other projects, including complete streets / multimodal improvements.
7. Providing independent cost estimates for environmental review, design and construction for a variety of proposed transportation projects.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Michael Zeller, Principal Transportation Planner
Meeting Date: August 24, 2016
Subject: **Salinas Rail Extension Property Appraisals**

RECOMMENDED ACTION:

Salinas Rail Extension Property Appraisals

1. **APPROVE** issuing a Request for Proposals to solicit consultants to conduct real property review appraisal services for the Salinas Rail Extension Project;
2. **DIRECT** staff to release the Request for Proposals to potential consultants, not to exceed \$15,000 as approved in the fiscal year 2016/17 Agency budget; and
3. **AUTHORIZE** the Executive Director to execute contract amendment #2 with Overland, Pacific & Cutler, Inc. and make a sole-source finding to increase the not-to-exceed amount of the contract by \$41,000 to update property appraisals under the current appraisal and acquisition services contract, using Traffic Congestion Relief Program funds.

SUMMARY:

The Transportation Agency has been negotiating with property owners near the Salinas Rail Station to acquire necessary parcels for the extension of rail service to Salinas. Due to protracted negotiations by the sellers, in order to move to the next phase of negotiations, the Agency needs to prepare updated property appraisals, which are legally required to be reviewed by a qualified second appraiser.

FINANCIAL IMPACT:

The Salinas Rail Extension project includes funding for consultant work related to right-of-way acquisition. Staff proposes to use Traffic Congestion Relief Program or Proposition 116 bond funds for this contract. The total project budget is estimated at \$70 million; the right-of-way phase is estimated to cost \$24.1 million. The review appraisal Request for Proposals for the Kick Start is set at a not-to-exceed amount of \$15,000. The proposed contract amendment with Overland, Pacific & Cutler increases the total not-to-exceed amount for acquisition and appraisal consultant services by \$41,000, for a total contract

amount of \$353,100. At less than 12% of the total contract amount, a sole source amendment is merited due to efficiency supports awarding to existing consultant as a logical follow-on to work already in progress under a competitively awarded contract.

DISCUSSION:

The Transportation Agency for Monterey County, as the local lead agency, grantee agency and owner of the Salinas Rail Extension project, proposes to extend passenger rail service from Santa Clara County south to Salinas. The current project proposal would function as an extension of existing state-sponsored Capitol Corridor passenger rail service. The project provides an alternative to the highly congested US 101 corridor to access to jobs, education, and health care, and improves interregional transportation and air quality. It also promotes mixed-use, transit-oriented development, affordable housing, livable communities and economic growth around stations.

The Salinas Rail Extension Kick Start project requires acquisition of nine parcels near the Salinas Rail Station in order to construct an extension of Lincoln Avenue, improve parking and access to the rail station, and to build a train layover facility. It is critical that all the acquisition proceed according to all applicable state and federal laws. The project area primarily covers the properties along West Market Street and Station Place that will be needed for additional parking once rail service begins. The Transportation Agency's right-of-way acquisition consultant, Overland, Pacific & Cutler, has secured property appraisals and the Agency has presented offer letters to the property owners. However, negotiations on several of these properties have slowed, and the Agency is required to update the appraisal documents to advance to the next stage of negotiations.

With the proposed contract amendment #2, the primary property appraisals would be updated by Overland, Pacific & Cutler. Since the appraisal services department of Overland, Pacific & Cutler prepared the initial property appraisals, it will be more expeditious for them to prepare the updated reports as well, justifying the sole source nature of the contract amendment. With updated property valuations, the Agency will be able to present revised offers to the property owners and proceed with advanced negotiations. The contract amendment would update the Scope of Work to include the updated appraisal reports, as well as the budget for the additional appraisal work.

In addition to the property appraisals, the Agency will need to secure the services of a review appraiser to verify the property valuations and assumptions in the updated property reports. As such, this Request for Proposals would solicit proposals for a consultant to provide right-of-way review appraisal services. The consultants would provide complete review appraisal reports that conform to the standards prescribed by the Federal and State Uniform Relocation Assistance and Real Property Acquisition Policies Acts, the Federal Transit Administration or Federal Highway Administration procedures, and Caltrans procedures. The consultant would also be required to coordinate with the Transportation Agency's other acquisition and legal advisors to incorporate comments into appraisals, as necessary.

ATTACHMENTS:

- ▣ RFP for Review Appraisal Services
- ▣ Overland, Pacific & Cutler Contract Amendment #2
- ▣ Sole Source Justification

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org



REQUEST FOR PROPOSALS

*THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
INVITES CONSULTANTS TO SUBMIT THEIR PROPOSALS FOR THE:*

SALINAS RAIL EXTENSION PROPERTY ACQUISITION REVIEW APPRAISER

You are invited to submit your proposal for the services to complete the above project. Proposals are due in the office of the Executive Director of the Transportation Agency for Monterey County, 55 B Plaza Circle, Salinas, CA 93901-2901 by **12:00 noon on PST on Thursday, September 22, 2016.**

Copies of the RFP and the detailed information regarding the submission of the proposal are available at the TAMC offices and may be obtained upon request. This RFP is available at the TAMC website (www.tamcmonterey.org) in Adobe Acrobat (PDF) format. You may call Michael Zeller, Principal Transportation Planner, at (831) 775-0903 to obtain a copy and for further information.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

DATE: August 24, 2016

TO: Interested Consultants

FROM: Debra L. Hale, Executive Director

SUBJECT: Salinas Rail Extension Property Acquisition Review Appraiser

INVITATION

You are invited to submit a Proposal for the referenced services together with a Fee Schedule that includes an estimate of costs per task to complete the project. Please include your estimate of other direct costs charged to this project. Please submit five (5) paper copies and one (1) digital copy of your Proposal.

Your Proposal is due in the office of the Transportation Agency for Monterey County (TAMC), **55 B Plaza Circle, Salinas, CA, 93901**, by **12:00 noon on Thursday, September 22, 2016**. Proposals received after the date and time specified above will not be considered.

Proposals shall be considered firm offers to enter into a contract, as described in this RFP for a period of ninety (90) days from the time of submittal.

Proposals and inquiries relating to this Request for Proposals shall be submitted to:

Michael Zeller, Principal Transportation Planner
Transportation Agency for Monterey County
55 B Plaza Circle, Salinas, CA 93901-2901
831-775-0903 ~ mike@tamcmonterey.org

Email inquiries relating to this Request for Proposals should include “Salinas Rail Extension Property Acquisition Review Appraiser” in the subject header.

BACKGROUND

The Transportation Agency for Monterey County (TAMC) is a state-designated public agency with regional transportation planning responsibilities that cross city-county boundaries. The Transportation Agency is committed to planning, funding and delivering transportation projects for the region. The Agency is also committed to providing information to the public about its projects, plans and activities, ensuring public participation and fostering public understanding of its functions.

TAMC's Board of Directors includes twenty-three members who consist of local officials from each of its twelve incorporated cities and five county supervisorial districts, and ex-officio members from six public agencies.

The mission of the Transportation Agency for Monterey County is to proactively fund and plan a transportation system that enhances mobility, safety, access, environmental quality and economic activities by investing in regional transportation projects for Monterey County residents, businesses and visitors.

PROJECT DESCRIPTION

The Transportation Agency for Monterey County is looking for proposals from qualified consultants to complete the Salinas Rail Extension Property Acquisition Review Appraiser process in accordance with the proposed Scope of Work (Attachment A). The Salinas Rail Extension to Monterey County project is a near-term project where the Transportation Agency will require right-of-way review appraisal services of parcels to be acquired for the rail station, where the property appraisal will be provided by Overland, Pacific, and Cutler appraisal services.

A final Scope of Work will be made a part of the professional services agreement between TAMC and the consultant. A copy of the template agreement anticipated to be used by TAMC is included in Attachment B. The applicable requirements for TAMC contracts utilizing State funding are listed in Attachment C. A single document will be prepared between the Consultant and TAMC consistent with the provisions of these attachments.

It is important that the consultant have the capability to work closely with the Transportation Agency staff. The consultant or consultant team must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement.

SELECTION PROCESS

The Transportation Agency will establish a committee to review the proposals. This review may be followed by an oral interview between a review committee and the firm(s) that responds best to the RFP. Based on the recommendations of the review committee, Transportation Agency staff will meet with the most qualified consultant or consultant team and will attempt to negotiate a final Scope of Work and a Fee Schedule for the project. The final Scopes of Work will include a full description of each task, a description of deliverable products, and a schedule of the due

dates for the deliverable products and other important milestones. Upon successful completion of negotiations the consultants or consultant teams will be recommended to the TAMC Board for final selection and contract approval.

Should the most qualified consultant or consultant team and TAMC fail to successfully negotiate a final scope of work and a mutually agreed upon Fee Schedule for these consulting services, then TAMC reserves the right to enter negotiations with the next most qualified candidate for performance of the work.

Further, the Agency may, or may not, also negotiate contract terms with selected proposers prior to award, and expressly reserves the right to negotiate with several proposers simultaneously and, thereafter, to award a contract to the proposer offering the most favorable terms to the Agency. Proposals submitted, therefore, should contain the proposers' most favorable terms and conditions, because the selection and award may be made without further discussion with any proposer. The Agency will submit the proposal considered to be the most responsive and competitive to the Board of Directors for consideration and selection. The Agency reserves the right to accept or reject any and all submitted proposals, to waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all proposers at any stage of the evaluation.

Factors to be considered in selecting the consultant(s) are indicated below:

- | | |
|---|-----------|
| 1) Experience in the review of right-of-way appraisals | 40 points |
| 2) Previous experience with public transportation projects, particularly rail | 30 points |
| 3) Availability to complete the project on schedule; | 20 points |
| 4) References; and | 5 points |
| 5) Cost. | 5 points |

QUESTION & ANSWERS, REQUESTS FOR CLARIFICATION OR EXCEPTIONS, ADDENDA

This Request for Proposals and any addenda will be posted on the Transportation Agency's website (www.tamcmonterey.org). Questions and answers regarding the request for proposals will also be posted on the website. All potential bidders are responsible for checking the website for any addenda to the bid documents. To receive email notifications of addendums to this Request for Proposals, prospective proposers must submit an email request to the Project Manager.

Any requests for clarification or exceptions to requirements in this Request for Proposals must be received by the Agency no later than **12 noon, Pacific Standard Time, on Thursday, September 1, 2016**, to guarantee response or consideration. Responses to questions concerning this Request for Proposals posed before this deadline will be posted on the Agency's website (www.tamcmonterey.org).

SUBMITTAL REQUIREMENTS/PROPOSAL FORMAT

All interested firms are required to submit five (5) hard copies and one (1) digital copy of their Proposal to perform the requested consulting services. The Proposal must include the names and qualifications of all personnel to be employed on the project. The Proposal should provide a short description of the firm's experience with projects that relate to this Scope of Work. A list of relevant past clients should be included.

A. Project Team

The Proposal shall clearly identify a Project Manager and include the names and qualifications of all personnel of the proposed team to be assigned to the contract and a chart representing the proposed organizational structure of the team. The Proposal shall demonstrate that the key personnel have the time available to work on the project. The Proposal shall include the estimated number of hours individual personnel will dedicate to the project.

B. Demonstrated Knowledge

The Proposal shall include the assigned project team's demonstrated knowledge of, expertise and experience with providing similar services and completing similar types of contracts.

C. Work Plan

The Proposal shall include the consultant's proposed approach to the development and implementation of the scope of work, broken out by tasks which demonstrate the consultant's knowledge and understanding of the project and the constraints and challenges associated with performing the tasks outlined in the scope of work.

D. Cost Proposal

The Proposal must include a cost proposal. The total not-to-exceed budget for the project is Fifteen Thousand Dollars (\$15,000). The Proposal must contain an overall cost for the project as well as cost by task. An estimate of hours by task is also required.

E. Proposed Schedule of Work and Deadlines

The Proposal must include availability of the Project Team to conduct work within the anticipated timeframes.

F. References

The Proposal shall include at least three (3) recent references from past clients for similar types of work.

All Proposals must be submitted to the office of Michael Zeller, Principal Transportation Planner, Transportation Agency for Monterey County, 55 B Plaza Circle, Salinas, CA 93901-2901 **by 12:00 noon on Thursday, September 22, 2016.**

PROPOSED SCHEDULE

Date/ Timeframe	Task
August 24, 2016	Distribute RFP
September 1, 2016	Deadline for requests for clarification or exceptions
September 22, 2016	Proposals due
September 26, 2016	Review and rank proposals
September 30, 2016	Interviews (if necessary)
October 3, 2016	Select top ranked consultant, negotiate contract
October 26, 2016	Present consultant contract to TAMC Board for approval

MISCELLANEOUS**A. Modification or Withdrawal of Submittals**

Any Proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, however, the modified Proposal must be received by the time and date specified above.

B. Property Rights

Any Proposals received within the prescribed deadline become the property of TAMC and all rights to the contents therein become those of TAMC.

C. Confidentiality

Before award of the contract, all Proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all Proposal), all responses will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the Proposal confidential will be regarded as non-effective and will be disregarded.

D. Amendments to Request for Qualifications

TAMC reserves the right to amend the Request for Proposals by addendum before the final Proposal submittal date.

E. Non-Commitment of TAMC

This Request for Proposals does not commit TAMC to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services.

All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain at the completion of the contract.

F. Conflict of Interest

The prospective consultant shall disclose any potential financial, business or other relationship with TAMC that may have an impact upon the outcome of this contract or TAMC construction project. The prospective consultant shall also list current clients who

may have a financial interest in the outcome of this contract or TAMC projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on TAMC projects.

G. Nondiscrimination

The prospective consultant must certify compliance with nondiscrimination requirements of TAMC pertaining to the development, implementation and maintenance of a nondiscrimination program. The prospective consultant's signature affixed to and dated on the cover letters shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

H. Final Selection and Protests

The RFP process is considered concluded when a letter is sent to all participating consultants indicating which consultant will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by TAMC Board of Directors.

Protestants shall submit a detailed written statement of protest to:

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

no later than five (5) business days after the letter indicating the recommended consultant is sent to enable proper consideration by the Board.

QUESTIONS

If you need assistance or have any questions, please call Michael Zeller, Principal Transportation Planner, at (831) 775-0903.

Attachments:

- A. Scope of Work
- B. Sample TAMC Standard Agreement for Professional Services
- C. Requirements for Contracts Using State Funds
- D. Sample of Cost Proposal

ATTACHMENT A

SCOPE OF WORK

Work on each task, or portion of a task on a parcel-by-parcel or group of parcels basis, will be initiated by the Transportation Agency for Monterey County when it issues a separate deliverable-related written Notice to Proceed to the consultant.

Costs and work hours are estimated for each task, but the contract allows the Transportation Agency Project Manager to shift hours or funds between tasks and deliverables as needed.

PARCELS

The following five (5) parcels have been identified for potential acquisition, and will require an appraisal review:

Address	Parcel	Acquisition	Relocation
19 Station Place	002-171-008	Full / Fee / Permanent	Vacant
17 Station Place	002-171-007	Full / Fee / Permanent	Multi-residential occupants
42 W Market St	002-171-005	Full / Fee / Permanent	Vacant building. Personal property move only.
18 Station Place	002-171-023	Full / Fee / Permanent	Vacant
26 W Market St	002-172-002	Full / Fee / Permanent	1 business relocation

The following ten (10) parcels have been identified for potential acquisition, but are not required for appraisal review at this time. These parcels should be considered future optional tasks and should be included in a separate budget for informational purposes:

Address	Parcel	Acquisition	Relocation
15 Station Place	002-171-006	Full / Fee / Permanent	Vacant
54 W Market St	002-171-011	Full / Fee / Permanent	Vacant building. Personal property move only.
52 W Market St	002-171-010	Full / Fee / Permanent	Vacant building. Personal property move only.
21 Happ Place	002-031-030	Partial / Fee / Permanent	Business
	002-031-028	Partial / Fee / Permanent	Business
21 New St	002-021-009	Partial / Fee / Permanent	Business
320 W Market St	002-021-008	Partial / Fee / Permanent	Business
330 W Market St	002-021-007	Partial / Fee / Permanent	Business
346 W Market St	002-021-006	Partial / Fee / Permanent	Business
356 W Market St	002-021-005	Partial / Fee / Permanent	Business

The selected consultant(s) shall be able to provide right-of-way review appraisal services, which may include one or more parcels and sub-parcels, all of which may entail dual appraisals. The consultant(s) shall review project maps and other documentation, conduct site visits as necessary, review Appraisal Reports provided by TAMC and by other consultants and prepare Review Appraisal Reports. The review appraisals shall conform to the standards prescribed by the Federal and State Uniform Relocation Assistance and Real Property Acquisition Policies Acts, the Federal Transit Administration or Federal Highway Administration procedures, and Caltrans procedures. During preparation of the review appraisal, the consultants shall make written requests as necessary for clarification to the original appraisers and shall coordinate with the original appraisers, consultant(s), Caltrans, and TAMC's legal advisors to resolve any comments. Review appraisals shall be documented with a review appraisal report, accompanied by a review certificate

TASKS

- Once given a notice to proceed, the consultant shall review all documents and materials provided by the Transportation Agency related to the existing and on-going property negotiations.
- Within 30 days consultant shall prepare a schedule for conducting the property review appraisals in sufficient detail to show the individual steps. Consultant shall provide written monthly reports on the status of reviews for all the parcels, as well as verbal updates as necessary, to Transportation Agency staff.
- The consultant shall conduct review appraisals in accordance with Caltrans standards, the Uniform Relocation Assistance and Real Property Acquisition Policies Act, and appropriate Uniform Standards of Professional Appraisal Practice (USPAP) guidelines. The work shall begin upon notice to proceed and be completed within 30 days of receipt of the appraisal report and hazardous materials assessment provided by TAMC.
- Per Federal and State regulations (Uniform Act), qualified reviewing appraisers shall examine all appraisals to assure that they meet applicable appraisal requirements and the consultant shall make all necessary corrections or revisions. The consultant shall ensure the appraisals meet all Federal and State regulations.
- Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
- Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

- Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.

AMENDMENT #2 TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY
AND
OVERLAND, PACIFIC & CUTLER, INC.

THIS AMENDMENT NO. 2 to the agreement dated February 25, 2015, between the Transportation Agency for Monterey County, hereinafter referred to as "TAMC," and Overland, Pacific & Cutler, Inc., hereinafter referred to as "Consultant," is hereby entered into between TAMC and the Consultant.

RECITALS:

- A. **WHEREAS**, TAMC and Consultant entered into an agreement for professional services on February 25, 2015, hereinafter referred to as "Agreement;" and
- B. **WHEREAS**, TAMC and Consultant approved Amendment #1 to the agreement, dated September 23, 2015, to amend the scope of work as stated in the Consultant Agreement in order to appraise and acquire the parcels identified as "potential additional acquisitions" in the Request for Qualifications Supplemental; and
- C. **WHEREAS**, the property acquisition negotiations for the parcels located at the Salinas Rail Extension have slowed, requiring the appraisal documents to be updated to advance negotiations; and
- D. **WHEREAS**, TAMC and Consultant desire to amend the agreement for professional services to update the appraisal documents.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. **SCOPE OF WORK**

The Scope of Work attached to the Agreement as amended as Attachment A is hereby replaced with the Scope of Work designated Exhibit A-1 and dated August 24, 2016 and shall be effective upon execution. Exhibit A-1 is attached hereto as Exhibit A.

2. **BUDGET AND TOTAL COMPENSATION**

The Budget attached to the Agreement as amended as Attachment B is hereby replaced with the Budget designated Exhibit B-1 dated August 24, 2016 and shall be effective upon execution. Exhibit B-1 is attached hereto as Exhibit B. The total compensation to be paid pursuant to this Agreement as amended shall not exceed THREE HUNDRED FIFTY-THREE THOUSAND ONE HUNDRED DOLLARS (\$353,100).

3. **REMAINDER OF TERMS UNCHANGED**

All other terms of the Agreement remain in full effect.

An executed copy of this Amendment No. 2 shall be attached to the Agreement and shall be incorporated as if fully set forth therein.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the Agreement with Overland, Pacific & Cutler, Inc.

TAMC:

CONSULTANT:

Debra L. Hale
Executive Director

(date)

Approved as to form:

TAMC Counsel

(date)

(date)

Exhibit A-1: Revised August 24, 2016

SCOPE OF WORK

FOR

REAL ESTATE RIGHT OF WAY ACQUISITION SERVICES

I. INTRODUCTION

The Transportation Agency for Monterey County (TAMC) is the designated Regional Transportation Planning Agency (RTPA) for Monterey County. TAMC represents thirteen jurisdictions, including the cities of Carmel-By-The-Sea, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, Soledad and the County of Monterey. In addition, TAMC has five ex-officio member agencies, including the Association of Monterey Bay Area Governments (AMBAG), the Monterey Peninsula Airport District (MPAD), Monterey-Salinas Transit (MST), the Monterey Bay Unified Air Pollution Control District (MBUAPCD), and Caltrans District 5.

II. SCOPE OF WORK

Address	Parcel	Acquisition	Relocation
19 Station Place	002-171-008	Full / Fee / Permanent	Vacant
17 Station Place	002-171-007	Full / Fee / Permanent	Multi-residential occupants
15 Station Place	002-171-006	Full / Fee / Permanent	Vacant
54 W Market St	002-171-011	Full / Fee / Permanent	Vacant building. Personal property move only.
52 W Market St	002-171-010	Full / Fee / Permanent	Vacant building. Personal property move only.
42 W Market St	002-171-005	Full / Fee / Permanent	Vacant building. Personal property move only.
18 Station Place	002-171-023	Full / Fee / Permanent	Vacant
30 W Market St	002-172-001	Full / Fee / Permanent	2 Business relocations
26 W Market St	002-172-002	Full / Fee / Permanent	1 business relocation

The following parcels were added and incorporated fully into the scope of work with Contract Amendment #1, dated September 23, 2015:

Address	Parcel	Acquisition	Relocation
21 Happ Place	002-031-030	Partial / Fee / Permanent	Business
	002-031-028	Partial / Fee / Permanent	Business
21 New St	002-021-009	Partial / Fee / Permanent	Business
320 W Market St	002-021-008	Partial / Fee / Permanent	Business
330 W Market St	002-021-007	Partial / Fee / Permanent	Business
346 W Market St	002-021-006	Partial / Fee / Permanent	Business
356 W Market St	002-021-005	Partial / Fee / Permanent	Business

The real estate acquisition consultant shall provide right-of-way negotiation services for up to sixteen parcels or portions thereof. The consultant shall provide the acquisition agent services necessary to complete the property purchases, including relocation assistance, with each property owner to negotiate an equitable right-of-way agreement. For those parcels where agreement is reached, the consultant shall secure title reports (as part of Agency’s escrow costs), prepare grant deeds, prepare escrow instructions, and coordinate with the Transportation Agency to assure close of escrow and payment to owner. If necessary, the consultant shall provide data in support of filing of eminent domain action, including diaries for individual parcels. Other parties under separate contract with the Transportation Agency will conduct legal services and engineering services (including hazardous materials investigations).

The consultant shall also be able to provide right-of-way appraisal services, which may include one or more parcels and sub-parcels, and which may be properties requiring dual appraisals. Where dual appraisals, FF&E appraisals and or specialty appraisals are required, the Transportation Agency will provide the other appraisal by others. The consultant shall provide complete appraisals. Appraisals shall conform to the standards prescribed by the Federal and State Uniform Relocation Assistance and Real Property Acquisition Policies Acts, the Federal Transit Administration or Federal Highway Administration procedures, and Caltrans procedures. The consultant(s) shall coordinate with TAMC’s review appraiser and TAMC’s legal advisors and incorporate comments into appraisals, as necessary.

The real estate consultant will provide oversight to include continuous review and evaluation of the process to ensure compliance with statutory and regulatory requirements including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (Uniform Act), 49 CFR Part 24 (the Regulations by which all Federal projects must follow), applicable Federal Transit Administration Circulars, State of California Department of Transportation Right of Way Manual, and all other State and federal standards for right-of-way acquisition for transportation, transit, and/or rail projects using federal funds.

1. Once given a notice to proceed, the consultant shall review all documents and materials provided by the Transportation Agency related to the existing and on-going property negotiations.

2. Within 30 days consultant shall prepare an acquisition plan and schedule (utilizing MS Project) for conducting the property purchases in sufficient detail to show the individual steps. Consultant shall provide written monthly reports on the status of purchase for all the parcels, as well as verbal updates as necessary, to Transportation Agency staff.
3. The consultant is to identify all interests, including any subordinate interests, which may be adverse to the Transportation Agency's proposed use of the properties for the Salinas Rail Extension project. Interests to be acquired or cleared include, but may not be limited to, the fee, lease interests exceeding thirty (30) days, occupants, advertising structures, easements inconsistent with the Transportation Agency's use and subordinate interests; e.g., deeds of trust, bonds, etc.
4. The consultant is to prepare Purchase Agreements, Grant and Easement Deeds, and Certification of Tenants and other pertinent documents for each property to be acquired. If non-residential lessees or tenants are in occupancy, the consultant is to prepare Offset Statements. If owner occupied, the consultant is to prepare a certification of occupancy. All documents will be approved by the Transportation Agency.
5. The consultant is to perform all acquisition duties up to and including close of escrow or recordation of Final Order of Condemnation, and receipt of policy of title insurance.
6. Consultant shall provide relocation services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC 4601 et seq.) and implementing regulation, 49 CFR Part 24; California Government Code Section 7267 et seq.; California Code of Civil Procedure Sections 1263.010 to 1263.620 and 1255.010 to 1255.060; Housing and Community Development Title 25; State of California, Department of Transportation, Right of Way Manual, as applicable. This includes informing displaced property owners of available relocation assistance services and benefits, and explaining relocation process; assisting in locating suitable replacement properties and provides written referrals to same, as appropriate; and determining eligibility for and proposed amount of relocation benefits, including actual and reasonable moving payments, re-establishment payments, or fixed payments.
7. The consultant shall conduct appraisals in accordance with Caltrans standards, the Uniform Relocation Assistance and Real Property Acquisition Policies Act, and appropriate Uniform Standards of Professional Appraisal Practice (USPAP) guidelines. The work shall begin upon notice to proceed and be completed within 30 days of receipt of the preliminary title report and hazardous materials assessment provided by TAMC.

8. Per Federal and State regulations (Uniform Act), qualified reviewing appraisers shall examine all appraisals to assure that they meet applicable appraisal requirements and the consultant shall make all necessary corrections or revisions. The consultant shall ensure the appraisals meet all Federal and State regulations.
9. Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
10. Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
11. Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.
12. Consultant shall update appraisal documents, as directed by TAMC staff, to verify that comparable sale and property information is still accurate, or to revise as necessary, and provide an updated appraisal report with current date of valuation. The consultant shall conduct appraisals in accordance with Caltrans standards, the Uniform Relocation Assistance and Real Property Acquisition Policies Act, and appropriate Uniform Standards of Professional Appraisal Practice (USPAP) guidelines. The work shall begin upon notice to proceed and be completed within 30 days of receipt of the preliminary title report and hazardous materials assessment provided by TAMC.

Transportation Agency for Monterey County
Salinas Rail Extension Right of Way Acquisition
Overland, Pacific & Cutler Budget

Exhibit B-1
 Revised August 21, 2015

Reference	Parcel	Address	Appraisal Tasks	Acquisition Tasks	Relocation Tasks
A	002-171-008	19 Station Place	1 Full - Vacant	Full / Fee / Permanent	Vacant - 0 Relocation
B	002-171-007	17 Station Place	1 Full - Improved	Full / Fee / Permanent	Residential - 10 Potential
C	002-171-006	15 Station Place	1 Full - Vacant	Full / Fee / Permanent	Vacant - 0 Relocation
D	002-171-011	54 W Market St	1 Full Improved Commercial	Full / Fee / Permanent	Vacant - 1 Personal Property Move
E	002-171-010	52 W Market St		Included with Parcel D	
F	002-171-005	42 W Market St	1 Full Improved Commercial	1 Full, 1 Lease / Fee / Permanent	Business - 1 Non-Operating Business, Personal Property
G	002-171-023	18 Station Place	1 Full Improved Commercial	Full / Fee / Permanent	Vacant - 0 Relocation
H	002-172-001	30 W Market St	1 Full Improved Commercial	1 Full, 1 Commercial Tenant / Fee / Permanent	Business - 2 Commercial
I	002-172-002	26 W Market St	1 Full Commercial	1 Full, 1 Commercial Tenant / Fee / Permanent	Business - 1 Commercial
The following parcels were added with Contract Amendment #1, dated September 23, 2015					
N	002-031-030	21 Happ Place	1 Partial Commercial. Before and After appraisal of entire property required. Includes \$20,000 additional cost for very detailed cost to cure analysis (*)	1 Partial Commercial	1 Partial Commercial
M	002-031-028				
Q	002-021-009	21 New St	1 Partial Vacant Commercial	1 Partial	0
R	002-021-008	320 W Market St			
S	002-021-007	330 W Market St	1 Partial	1 Partial	0
U	002-021-006	346 W Market St			
V	002-021-005	356 W Market St	1 Partial Commercial	1 Partial Commercial	0

* Included in this is a very detailed cost to cure analysis that involves architects and contractors. This might not be necessary depending on whether or not the project designers prepare a mitigation plan.

Parcel Reference	Parcel	Address	Appraisal	Acquisition	Escrow	Relocation	Relocation Plan	Subtotal	
A	002-171-008	19 Station Place	\$ 4,800	\$ 5,000	\$ 750	\$ -	\$ -	\$ 10,550	
B	002-171-007	17 Station Place	\$ 7,200	\$ 5,000	\$ 750	\$ 40,000	\$ 5,250	\$ 58,200	
C	002-171-006	15 Station Place	\$ 4,800	\$ 5,000	\$ 750	\$ -	\$ -	\$ 10,550	
D	002-171-011	54 W Market St	\$ 5,900	\$ 5,000	\$ 750	\$ 3,000	\$ -	\$ 14,650	
E	002-171-010	52 W Market St	Included with Parcel D						\$ -
F	002-171-005	42 W Market St	\$ 6,800	\$ 7,500	\$ 1,500	\$ 4,000	\$ -	\$ 19,800	
G	002-171-023	18 Station Place	\$ 4,800	\$ 5,000	\$ 750	\$ -	\$ -	\$ 10,550	
H	002-172-001	30 W Market St	\$ 6,800	\$ 8,500	\$ 1,500	\$ 9,000	\$ -	\$ 25,800	
I	002-172-002	26 W Market St	\$ 7,800	\$ 5,000	\$ 1,500	\$ 6,000	\$ -	\$ 20,300	
Subtotal			\$ 48,900	\$ 46,000	\$ 8,250	\$ 62,000	\$ 5,250	\$ 170,400	
Project Management								\$ 60,000	
Total								\$ 230,400	

The following parcels were added with Contract Amendment #1, dated September 23, 2015

N	002-031-030	21 Happ Place	\$ 14,500	\$ 7,500	\$ 750	\$ 4,000	\$ -	\$ 26,750	
M	002-031-028	21 Happ Place	Included with Parcel N						\$ -
Q	002-021-009	21 New St	\$ 5,900	\$ 5,000	\$ 750	\$ -	\$ -	\$ 11,650	
R	002-021-008	320 W Market St	Included with Parcel						\$ -
S	002-021-007	330 W Market St	Included with Parcel						\$ -
U	002-021-006	346 W Market St	\$ 5,900	\$ 5,000	\$ 750	\$ -	\$ -	\$ 11,650	
V	002-021-005	356 W Market St	\$ 5,900	\$ 5,000	\$ 750	\$ -	\$ -	\$ 11,650	
Subtotal			\$ 32,200	\$ 22,500	\$ 3,000	\$ 4,000	\$ -	\$ 61,700	
21 Happ Place Mitigation Plan Analysis								\$ 20,000	

The following parcels were added with Contract Amendment #2, dated August 24, 2016

Parcel Reference	Parcel	Address	Revised Appraisals	Acquisition	Escrow	Relocation	Relocation Plan	Subtotal	
A	002-171-008	19 Station Place	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ 4,800	
B	002-171-007	17 Station Place	\$ 7,200	\$ -	\$ -	\$ -	\$ -	\$ 7,200	
C	002-171-006	15 Station Place	\$ 9,600	\$ -	\$ -	\$ -	\$ -	\$ 9,600	
D	002-171-011	54 W Market St	Included with Parcel C						\$ -
E	002-171-010	52 W Market St	Included with Parcel C						\$ -
F	002-171-005	42 W Market St	\$ 6,800	\$ -	\$ -	\$ -	\$ -	\$ 6,800	
G	002-171-023	18 Station Place	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ 4,800	
H	002-172-001	30 W Market St	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
I	002-172-002	26 W Market St	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ 7,800	
Subtotal			\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ 41,000	
Total Not-to-Exceed								\$ 353,100	

Payment Terms:

1. **Appraisal** - Payment of appraisal costs (Scope of Work items #7 & 8) will be by parcel upon receipt by TAMC of a completed and Review Appraiser verified acquisition appraisal report that is approved by TAMC.

2. **Acquisition & Escrow** - Payment of acquisition costs (Scope of Work items #1 - 5) will be based on the percentage of work completed by parcel for a given month, as described in the consultant's written monthly progress report submitted to TAMC. Escrow costs will be paid by TAMC at close of escrow.

3. **Relocation & Relocation Plan** - Payment of relocations costs (Scope of Work item 6) will be based on the percentage of work completed by parcel for a given month, as described in the consultant's written monthly progress report submitted to TAMC. Relocation plan costs will be paid upon receipt by TAMC of a completed Relocation Plan that is approved by TAMC.

Project Manager: Michael Zeller Date: 8/24/2016

Consultant/Vendor: Overland, Pacific & Cutler

Contract Amount: \$ 353,100 (\$41,000 for Amendment #2)

Project Description: Real Estate Right-of-Way Appraisal and Acquisition

Notice: Contracting without providing for full and open competition is prohibited unless justified on one or more of the boxes below.

BY MARKING THE BOXES BELOW, YOU ARE AFFIRMING THAT THE FOLLOWING STATEMENTS ARE TRUE
<ul style="list-style-type: none"> ✓ The need for a sole source is not due to a failure to plan or a lack of advanced planning. ✓ The need for a sole source is not due to concerns about the amount of State or Federal assistance available to support the procurement (for example, expiration of state or Federal assistance available for award).

JUSTIFICATIONS FOR AWARD OF SOLE SOURCE CONTRACT (without FEDERAL FUNDING)
<p>For non-federally funded contracts, at least one of these justifications must apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only one contractor/consultant/vendor can provide unique/highly specialized item/service. ✓ Economy or efficiency supports award to existing contractor/consultant as a logical follow-on to work already in progress under a competitively awarded contract. <input type="checkbox"/> Cost to prepare for a competitive procurement exceeds the cost of the work or item. <input type="checkbox"/> The item is an integral repair part or accessory compatible with existing equipment. <input type="checkbox"/> The item or service is essential in maintaining research or operational continuity. <input type="checkbox"/> The item/service is one with which staff members who will use the item/service have specialized training and/or expertise and retraining would incur substantial cost in time and/or money.

EXPLANATION: (please include a written explanation): With the proposed contract amendment #2, the primary property appraisals would be updated by Overland, Pacific & Cutler. Since the appraisal services department of Overland, Pacific & Cutler prepared the initial property appraisals it will be more expeditious for them to prepare the updated reports, which will include reviewing comparable sales and inspecting the property, rather than having another firm create new property appraisal reports.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: August 24, 2016
Subject: **Coast Daylight Amtrak Study Payment**

RECOMMENDED ACTION:

APPROVE use of Agency reserve funding for Amtrak study for the planned Coast Daylight train service between San Jose and San Diego.

SUMMARY:

This action clarifies the source of funding for the completed Amtrak study for the Coast Daylight project.

FINANCIAL IMPACT:

TAMC contracted with Amtrak to do a feasibility analysis for the Coast Daylight project in 2014 for \$70,000 as a lump sum. This action clarifies Board approval of using Agency reserve funding for this contract.

DISCUSSION:

The Coast Daylight project is a joint Caltrans/Amtrak effort headed up by the Coast Rail Coordinating Council (CRCC), to extend an existing Pacific Surfliner train that currently runs between San Diego and San Luis Obispo up to San Jose. Currently, the planned stops in Monterey County are in Pajaro/Watsonville, Salinas, Soledad and the City of King. The project relies on local jurisdictions to construct any stations that may be required.

In March 2014, TAMC contracted with Amtrak to study the route, ridership and financial impacts of the proposed Coast Daylight project, with the goal of empowering Amtrak to negotiate with the railroad on behalf of the CRCC. The Board approval of that contract indicated the fund source would be “state funding” through the State Transportation Improvements Program (STIP). The study was well underway when staff was told by Caltrans that a “feasibility study” was not eligible for the STIP funding allocation, which was intended for the environmental review of the project. Although TAMC staff disagrees

with Caltrans' position on funding eligibility, staff does not recommend making an issue of it for this particular activity. (The STIP funding allocation is now being spent on the federal environmental documents for the San Jose – Salinas corridor. Federal environmental review is required to make the proposed rail service projects in the corridor eligible for federal funds in the future. The Board approved the environmental review contract on October 28, 2015.)

The final Amtrak ridership and financial evaluation study shows the Coast Daylight project would be feasible at a net cost to the state of \$3.1 million in annual operating costs, while adding over 100,000 new riders to the underserved coast rail corridor. The Board accepted the final “Coast Daylight Route, Service Ridership and Financial Evaluation” as complete on June 22, 2016; that Board report noted the funding was “local transportation funding.” In order to make clear the source of funds, in the event of a possible audit, **staff recommends the Board approve using Agency reserves as the funding source for this study.**

Counsel Approval: YES
Finance Approval: YES

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Michael Zeller, Principal Transportation Planner
Meeting Date: August 24, 2016
Subject: **2016 Regional Fee Strategic Expenditure Plan**

RECOMMENDED ACTION:

APPROVE the 2016 Strategic Expenditure Plan Update for the Regional Development Impact Fee program.

SUMMARY:

In 2008, the 12 cities and the County of Monterey adopted a Joint Powers Agreement establishing a countywide Regional Development Impact fee to mitigate the impact of new development on, and fund improvements to, the regional transportation system. TAMC administers the fee program and prepares an annual Strategic Expenditure Plan that includes updated project cost estimates, revenue forecasts, other matching funds, and a draft timeline for project delivery.

FINANCIAL IMPACT:

The amount of fees generated is directly related to the level of development in the region. Over 20 years, the draft Regional Development Impact Fee program is projected to generate \$90.1 million. The funds are allocated to a tiered program of projects, plus one-percent to reimburse the Transportation Agency's for its regional fee program administrative expenses.

DISCUSSION:

The Joint Powers Agreement for the fee program requires that TAMC, serving as the Joint Powers Agency Board, annually update the Regional Development Impact Fee Strategic Expenditure each August. The initial Strategic Expenditure Plan was approved by the Board in August, 2009 and has been updated annually since that time. In 2013, the nexus study for the program was also updated, per the state's Mitigation Fee Act. The next such update will occur in 2018.

The current plan includes updated project cost estimates (adjusted based on the average of the previous year's construction cost index), revenue estimates for the Regional Development Impact Fee and other matching funds, and a draft timeline for project delivery. The Strategic Expenditure Plan prioritizes projects in three tiers, to identify which projects are considered near-term (Tier 1), medium-term (Tier 2), and long-term (Tier 3), in relation to the fee program's 2030 time horizon. Projects that are likely to go to construction sooner and/or have secured funding are scheduled for earlier delivery in the plan.

Since the fee program only funds new development's share of a project cost, which is less than 100%, the scheduled delivery of projects in the program depends on the availability of other revenues. Those other funding sources, such as the State Transportation Improvement Program, are variable. The Agency forecasts the federal, state and local monies that the region expects to receive in the long-range Regional Transportation Plan financial analysis, and the fee program Strategic Expenditure Plan has been updated to be consistent with the revenue forecast in that plan. Each fee program project is projected to be funded according to the revenue assumptions in the Regional Transportation Plan, but not all those matching funds have been secured.

The financial forecast in the fee program Strategic Expenditure Plan has also been updated to account for the actual revenues and expenditures from 2009 through 2015. The initial Strategic Expenditure Plan was organized into three tiers as follows: Tier 1 covered years 2009 through 2015, Tier 2 covers 2016 to 2024, and Tier 3 covers 2025 to 2030. In this update, Tier 1 has been revised to include forecast revenues and expenditures for just 2016 to 2018, and Tier 2 has been revised to 2019 to 2024. The actual revenues and expenditures for 2009 through 2015 are now shown in the "Previous Cycle" category.

During the Previous Cycle, \$2.2 million in regional fee revenues paid for a portion of the construction of the \$91.2 million US 101 San Juan Road Interchange project, per TAMC Board direction (the remaining project costs were funded with a variety of other state and federal funds). Utilizing Regional Development Impact Fee funds on the US 101 San Juan Road Interchange project freed up \$2.2 million of Regional Surface Transportation Program funds for local projects. In addition, the Transportation Agency advanced \$307,398 in Regional Development Impact Fee funds to the State Route 68 Commuter Improvements project. The advance funding allowed the intersection improvements at Highway 68 and San Benancio, a subset of the full State Route 68 Commuter Improvements project, to be completed in October 2012. In return for allocating the regional development fees, the County of Monterey directed the Fort Ord Reuse Authority to reimburse the Transportation Agency with \$312,205 in FORA fees for the project. This reimbursement from FORA was received in June 2014.

Currently, the Regional Development Impact Fee program has a balance of \$2.42 million. The Board has previously approved programming of a portion of these funds as follows: the SR-68 - Holman Hwy Widening (i.e. roundabout) at \$792,514; and the SR-68

Commuter Improvements at \$312,205. Agency staff is proposing, and the Board has previously supported, to apply the remaining balance, and any future regional fee revenues received in the Tier 1 timeframe, towards the SR-156 Improvements project, which is currently proposed for programming at \$1.3 million.

ATTACHMENTS:

- ▣ 2016 Strategic Expenditure Plan

Transportation Agency for Monterey County
55-B Plaza Circle - Salinas, California 93901-2902
(831) 775-0903 - FAX (831) 775-0897 - www.tamcmonterey.org

Transportation Agency for Monterey County
Regional Development Impact Fee Program
2016 Strategic Expenditure Plan

Revenue Estimates	Previous Cycle 2009-2015	Tier 1 2016-2018	Tier 2 2019 - 2024	Tier 3 2025 - 2030
Revenue Distribution Forecasts (Derived from the 2014 Regional Transportation Plan)		5%	48%	47%
Regional Fees Collected (Estimated)	\$ 5,028,134	\$ 2,001,672	\$ 43,085,122	\$ 42,187,515
Balance from Previous Cycle		\$ 2,486,361	\$ 2,066,914	\$ 18,178,695
Total Estimated Revenues	\$ 5,028,134	\$ 4,488,034	\$ 45,152,036	\$ 60,366,211

Completed Projects	Previous Cycle 2009-2015	Tier 1 2016-2018	Tier 2 2019 - 2024	Tier 3 2025 - 2030
US 101 San Juan Road Interchange	\$ 2,234,375			
Total Regional Fee Expenditures on Completed Projects	\$ 2,234,375	\$ -	\$ -	\$ -

Expenditure Projections	Total Project Cost	Regional Fee Share of Cost	Previous Cycle 2009-2015	Tier 1 2016-2018	Tier 2 2019 - 2024	Tier 3 2025 - 2030
SR-1 Widening	\$ 57,788,698	\$ 2,763,674				\$ 2,763,674
SR-68 (Holman Hwy) Roundabout	\$ 27,258,820	\$ 811,534		\$ 792,514	\$ 19,020	
SR-156 Improvements	\$ 141,745,863	\$ 7,821,264		\$ 1,316,401	\$ 6,504,863	
Marina-Salinas Corridor	\$ 92,679,987	\$ 20,809,811				\$ 20,809,811
Del Monte Corridor Improvements	\$ 44,032,000	\$ 2,446,104			\$ 2,446,104	
US-101 - South County Phase 1 (Frontage Rds - Salinas to Chualar)	\$ 82,262,123	\$ 24,227,042			\$ 9,690,817	\$ 14,536,225
US-101 South County Phase 2 (Harris Road Interchange)	\$ 59,046,019	\$ 7,341,537				\$ 7,341,537
SR-68 Commuter Improvements	\$ 26,168,467	\$ 4,314,864	\$ 307,398	\$ 312,205	\$ 3,695,261	
US 101 Widening from Airport Blvd to Boronda Rd	\$ 53,248,000	\$ 8,292,120				\$ 8,292,120
G11 San Juan Road Improvements	\$ 73,625,600	\$ 2,817,236			\$ 2,817,236	
G12 San Miguel Canyon Improvements	\$ 56,320,000	\$ 6,622,844				\$ 6,622,844
Salinas Road Improvements	\$ 15,564,800	\$ 1,800,040			\$ 1,800,040	
Total Regional Fee Projected Expenditures	\$ 729,740,377	\$ 90,068,069	\$ 307,398	\$ 2,421,120	\$ 26,973,340	\$ 60,366,211

Additional Projected Revenue Sources from 2014 Regional Transportation Plan

The Regional Development Impact Fee provides one source of funding to cover the costs of the fee program projects. Each of these projects are listed on the constrained list for the 2014 Regional Transportation Plan. The financial element of the 2014 Regional Transportation Plan has identified a sufficient pool of forecasted funding from various sources to fully fund these projects. Those funding sources include: City / County Developer Fees; FORA Capital Improvement Program Fees; Countywide Transportation Improvement Measure; Highway 156 Toll Revenues; State Transportation Improvement Program; and Regional Surface Transportation Program.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
RAIL POLICY COMMITTEE MEETING
DRAFT Minutes of August 1, 2016
 Transportation Agency for Monterey County
 55-B Plaza Circle, Salinas

	JUNE 15	AUG 15	SEP 15	NOV 15	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUNE 16	AUG 16
F. Armenta, Dist. 1 (J. Martinez)	P	C	P	P	P	P(A)	P(A)	C	C	E	-
J. Phillips, Dist. 2 (J. Stratton , C. Link)	P(A)	A	P(A)	P(A)	P(A)	P(A)	P(A)	A	A	P(A)	P(A)
J. Parker, Dist. 4 (K. Markey)	P(A)	N	P(A)	P(A)	P(A)	P(A)	P(A)	N	N	P(A)	P(A)
D. Potter, Dist. 5, Chair (K. Lee , J. Mohammadi)	P	C	P(A)	P	P(A)	P	P	C	C	P(A)	P
B. Delgado, Marina (F. O'Connell)	-	E	-	P	P	-	P	E	E	P	P
E. Smith, Monterey (R. Deal)	P	L	-	P	E	P	P	L	L	P(A)	E
K. Craig, Salinas, Vice Chair (R. Russell, J. Serrano)	P	L	P	P(A)	P	-	P(A)	L	L	P(A)	P
T. Bodem, Sand City (L. Gomez)	-	E	P	P	E	-	-	E	E	P	P
R. Rubio, Seaside (I. Oglesby)	E	D	P	P	P	P	P	D	D	P(A)	P
A. Chavez, Soledad (F. Ledesma)	E		P	P	P	P	P			E	P
M. Twomey, AMBAG (H. Adamson)	P(A)		-	-	P(A)	-	P(A)			P(A)	-
O. Monroy-Ochoa, Caltrans District 5	-		-	-	E	-	-			-	-
C. Sedoryk, MST (H. Harvath, L. Rheinheimer)	-		P(A)	P(A)	P(A)	P(A)	-			P(A)	-
B. Sabo, Airport (R. Searle)	-		-	-	-	-	-			-	-
STAFF											
D. Hale, Exec. Director	E		P	P	P	P	E			P	P
T. Muck, Deputy Exec. Director	P		P	P	P	P	P			P	P
C. Watson, Principal Transp. Planner	P		P	P	P	P	P			P	P
A. Green, Transp. Planner	-		-	-	-	-	-			-	-
M. Zeller, Principal Transp. Planner	E		P	E	P	P	P			P	P
H. Myers, Sr. Transp. Engineer	-		-	P	-	-	P			P	-
V. Murillo, Asst. Transp. Planner	P		P	P	P	P	P			P	P

E – Excused **VC – Video Conference**
P(A) – Alternate **TC – Teleconference**

1. **QUORUM CHECK AND CALL TO ORDER**

Chair Potter called the meeting to order at 3:05 p.m. A quorum was established.

OTHERS PRESENT

Andy Cook	Caltrans Division of Rail and Mass Transportation	Mike LeBarre	King City councilmember
Erich Friedrich	AMBAG	Eric Petersen	Salinas resident
Grant Leonard	TAMC staff	McGregor Eddy	Salinas Californian columnist

2. **PUBLIC COMMENTS**

None.

3. **CONSENT AGENDA**

M/S/C Delgado/Craig

3.1 Approved minutes of the June 6, 2016 Rail Policy Committee meeting.

Rubio abstained

3.2 Recommended that the Board approve a change to the Agency bylaws to allow for a second Rail Policy Committee representative from South Monterey County

END OF CONSENT AGENDA

4. **2018 CALIFORNIA STATE RAIL PLAN**

The Committee received a presentation on the 2018 California State Rail Plan.

Andy Cook, Chief, Rail Planning Branch, Caltrans Division of Rail and Mass Transportation, presented on the draft 2018 California State Rail Plan. He noted that Caltrans is developing the 2018 California State Rail Plan over the next year, with input from all the stakeholder rail agencies, including TAMC. He noted that Caltrans prepares the Rail Plan on a 4-year schedule based on state and federal guidelines and requirements. The 2018 Rail Plan establishes a vision for long-term State passenger rail investments. The Plan is focused on developing a multimodal and integrated rail network with synchronized train schedules, ticketing and marketing. The Plan includes separate sections for passenger and freight rail, including a near-term four year program of projects, a 10-year interim program, and a long-term “vision” with a 2040 horizon year.

Mike LeBarre, City of King City Councilmember, asked what the City of King and Soledad can do to be more involved in the development of the 2018 Rail Plan. Mr. Cook said that cities can be active participants through TAMC.

Committee Member Delgado asked about funding for regional through service between Monterey and Santa Cruz. Chair Potter commented that “wharf to wharf” service is a regional rail connection that TAMC has discussed for years. Mr. Cook said that the 2018 Rail Plan lays out a framework to guide investments of future funding, and noted that the Plan is not financially constrained. Committee Alternate Markey asked if the 2018 Rail Plan includes an examination of the costs to lay new tracks. Mr. Cook said that the Plan includes a capital investment analysis, and includes planning level cost estimates and will describe the funding availability.

Chair Potter noted that he appreciates the inclusion of rail connectivity for service in the Central Coast in the 2018 Rail Plan, and pointed out the lack of passenger rail connectivity for the Central Coast. Chair Potter also expressed the need for State funding for Central Coast rail service, and the need for the State to take a lead role in negotiations with Union Pacific. Mr. Cook noted that the State will be a more active player in rail service planning, and noted that the State sees rail service to the Central Coast as important.

5. **SALINAS RAIL EXTENSION PROJECT UPDATE**

The Committee received an update on the Salinas Rail Extension project.

Christina Watson, Principal Transportation Planner, reported that as reported at the June Committee meeting, the Capitol Corridor Joint Powers Authority (CCJPA) is in the midst of a paradigm shift governing the planned expansion from seven to eleven round trips between Oakland and San Jose. She noted that the plan to add new train trips has been deferred, pending funding for right of way improvements to increase tracks capacity between Oakland and San Jose and provision of dedicated passenger rail tracks on the Coast line. Ms. Watson noted that staff continue to coordinate with CCJPA and Caltrans to consider options for service expansion. Ms. Watson reported that design work continues for the improvements at the Salinas station.

Mike Zeller, Principal Transportation Planner, reported on the progress in property acquisition at the station. Chair Potter asked if hazmat studies have been conducted at the Salinas station. Ms. Watson said that hazmat studies had been conducted at the station, and that cleanup would be built into property acquisition agreements. Chair Potter noted that the State needs to view Capitol Corridor service to Salinas as a statewide issue.

6. **COAST DAYLIGHT UPDATE**

The Committee received an update on the status of the planned Coast Daylight train service between San Francisco and Los Angeles.

Christina Watson, Principal Transportation Planner, noted that the Coast Daylight project is a joint Caltrans/Amtrak effort headed up by the Coast Rail Coordination Council (CRCC), to extend an existing Pacific Surfliner train that currently runs between San Diego and San Luis Obispo up to San Jose. She noted that the CRCC would be holding a visioning session in Monterey on August 11.

Mike LeBarre, King City councilmember, said that rail service is needed in the South County cities, and noted that Fort Hunter Liggett and Pinnacles National Park service also needs to be considered. Chair Potter noted that transportation options in the region are limited, and rail service to the region is a crucial element for regional mobility options.

7. **ANNOUNCEMENTS AND/OR COMMENTS FROM COMMITTEE MEMBERS**

Ms. Watson announced that the next Committee meeting would be on October 3rd.

Mike LeBarre, King City councilmember, thanked the Committee for recommending that the Board approve adding a second South County representative to the Committee.

8. **ADJOURN**

Chair Potter adjourned the meeting at 3:58 p.m.



July 28, 2016

Todd Bodem,
City Administrator
City of Sand City
1 Sylvan Park
Sand City, CA 93955

Mike Watson
Coastal Planner
California Coastal Commission
725 Front Street, Suite 300
Santa Cruz, CA 95060

Ed Ghandour
Security National Guaranty
505 Montgomery Street, Suite 1140
San Francisco, CA 94111

Re: Requirement for and Timing of Payment of TAMC Regional Development
Impact Fees for Monterey Bay Shores Resort

Gentlemen:

At the request of Mr. Ghandour and Mr. Bodem, the Transportation Agency for Monterey County (TAMC) is providing clarification of the requirement for, and status of, payments of TAMC's Regional Development Impact Fees (the "TAMC Fee") for the above-referenced project ("Project").

After review of relevant documentation, including the 2013 actions of the City of Sand City approving the Project's environmental review and Coastal Development Permit, as well as the 2014 Settlement Agreement between the California Coastal Commission and Security National Guaranty and the 2015 Coastal Development Permit issued by the Coastal Commission, and after consultation with TAMC's legal counsel, we wish to make the following clarifying statements:

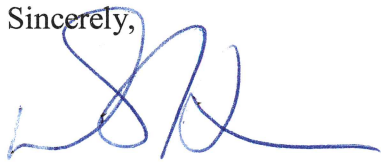
1. The Project will be required to pay the TAMC Fee. Based on our understanding of the Project as currently proposed, the TAMC Fees are calculated at a total estimated amount of \$542,222, although the final amount is determined by TAMC at a later date, as described below.

2. Consistent with the Joint Powers Agreement, the City of Sand City is permitted to take advantage of the use of regional impact fees as mitigation measures for development. Unless early payment is stipulated in an executed agreement with another permitting agency, TAMC does not expect calculation and payment of the TAMC Fee until the time a building permit is pulled.
3. The City of Sand City is obligated to collect the TAMC Fee at the time of building permits, or at such time as required of the development in an executed agreement, and to deposit that fee amount into the specifically identified account for Sand City, no later than the 10th business day of the month following collection of the TAMC Fee. Concurrent with that deposit, the City must provide TAMC with a report indicating that fees are being transmitted, for what project, and the amount of fees collected for each project.

TAMC understands that certain permits are being sought for the Project. Unless early payment of the TAMC Fees is required in an agreement the developer enters into with a permitting agency, until building permits are sought, TAMC does not expect payment of the TAMC Fee. TAMC does, however, expect to be alerted when building permits for this Project are sought, and expects prompt and full compliance with the collection and payment of TAMC Fees, as determined by TAMC at the time building permits are issued.

We hope this clarifies any questions over the payment of TAMC Fees. We look forward to working with the parties in this process.

Sincerely,



Debra L. Hale
Executive Director

cc: Kathryn Reimann, TAMC Legal Counsel
Sheri Damon, Counsel for Security National Guarantee



June 20, 2016

Honorable Jim Beall
Chair, Senate Transportation and Housing Committee
State Capitol
Sacramento, California 95814

Via Fax: (916) 445-2209

**Re: Support for AB 2730 (Alejo): Department of Transportation
Prunedale Bypass: County of Monterey: disposition of excess properties**

Dear Chair Beall:

On behalf of the Transportation Agency for Monterey County (TAMC), we ask that the Senate Transportation and Housing Committee support AB 2730 (Alejo). This bill will assure that the proceeds of the sale of the unutilized Prunedale Bypass right-of-way parcels of land are reinvested in critical transportation safety projects on the US 101 corridor in Monterey County.

Over many decades, our agency, the County of Monterey and Caltrans assembled transportation funds to buy 145 parcels (353 acres) of land for the US 101 Prunedale Bypass. While the full bypass project was unable to be constructed, in 2013, TAMC and Caltrans built vital safety improvements on US 101, known as the Prunedale Improvement Project.

We would like to continue to make safety improvements in the US 101 corridor, using the proceeds from the sale of this excess Prunedale Bypass land. Most importantly, AB 2730 will ensure that millions of transportation dollars will be reinvested in the state highway system to make much-needed safety improvements along the US 101 corridor, saving lives and reducing injuries. These improvements will also support statewide economic drivers: agriculture and tourism. The cost of these safety improvements will only escalate if AB 2730 (Alejo) is not approved and the land continues to remain idle. As noted in the financial analysis of a similar 2009 bill, AB 1386 (Hayashi), AB 2730 would not result in any loss of funds to the state, but rather is a reallocation of funds among transportation uses. Furthermore, by encouraging the sale of excess property, this bill will result in a long-term reduction annual Caltrans right-of-way operational and management cost.

We ask that you recognize the financial, economic and safety benefits of this legislation and support AB 2730 (Alejo). If you have any questions, please feel free to contact me at (831) 775-0903 or our Sacramento legislative analyst, John Arriaga, at (916) 669-1340 or jea@jeandassociates.com.

Sincerely,

Debra L. Hale
Executive Director

cc: Assm. Luis Alejo



May 11, 2016

Assembly Member Luis Alejo
P.O. Box 942849
Sacramento, CA 94249-0030

Via email to: Tony.Madrigan@asm.ca.gov

**Re: Support for AB 2730 (Alejo): Department of Transportation: Prunedale Bypass:
County of Monterey: disposition of excess properties**

Dear Assembly Member Alejo:

On behalf of the City of King, I write in support of Assembly Bill (AB) 2730: Department of Transportation: Prunedale Bypass: County of Monterey: disposition of excess properties (as amended, April 25, 2016). This bill will transfer the proceeds of the sale of the former Prunedale Bypass right-of-way parcels of land to the Transportation Agency for Monterey County for use on future transportation projects on the US 101 corridor in Monterey County. **The City of King supports this bill.**

Over many years, TAMC, the County of Monterey and Caltrans assembled the transportation funds to buy 145 parcels (353 acres) of land for the US 101 Prunedale Bypass project. The project was unable to be constructed, and TAMC and Caltrans instead focused on safety improvements on US 101, known as the Prunedale Improvement Project. Caltrans has the authority to sell the unused land, and under current law, the revenues from the sale of bypass land would go into the state general fund – not back to transportation and not back to Monterey County.

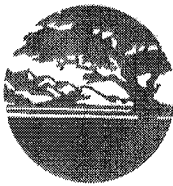
AB 2730 would require the revenues from the sale of the Prunedale Bypass parcels to come back to TAMC, to be used for other US 101 corridor improvement projects in Monterey County. AB 2730 would ensure that millions of transportation dollars would come back to the local highway system for improvements that would benefit Monterey County's regional economic drivers: agriculture and tourism. This bill would help TAMC and Caltrans to make much-needed and long-deferred highway improvements.

Thank you very much for your authorship of this important bill and for supporting efforts to improve transportation in California.

Sincerely,

Robert Cullen
Mayor

cc: Hon. Anthony Cannella, 12th Senate District Hon. Bill Monning, 17th Senate District
Hon. Mark Stone, 29th Assembly District Debra L. Hale, TAMC



FORT ORD REUSE AUTHORITY

920 2nd Avenue, Suite A, Marina, CA 93933

Phone: (831) 883-3672 | Fax: (831) 883-3675 | www.fora.org

June 24, 2016.

TO: The Honorable Luis Alejo
Via email to: Paco.Torres@asm.ca.gov
30th Assembly District
P.O. Box 942849
Sacramento, CA 94249-0030

RE: Support for AB 2730 (Alejo): Department of Transportation: Prunedale Bypass: County of Monterey: disposition of excess properties

Dear Assembly Member Alejo:

On behalf of the Fort Ord Reuse Authority (FORA), I write in support of Assembly Bill (AB) 2730: Department of Transportation: Prunedale Bypass: County of Monterey: disposition of excess properties (as amended, April 25, 2016). This bill will transfer the proceeds of the sale of the former Prunedale Bypass right-of-way parcels of land to the Transportation Agency for Monterey County for use on future transportation projects on the US 101 corridor in Monterey County. **FORA supports this bill.** On May 4, 2016 the FORA Legislative Committee unanimously recommended the Board support AB 2730. On May 13, 2016 The FORA Board concurred.

Over many years, TAMC, the County of Monterey and Caltrans assembled the transportation funds to buy 145 parcels (353 acres) of land for the US 101 Prunedale Bypass project. The project was unable to be constructed, and TAMC and Caltrans instead focused on safety improvements on US 101, known as the Prunedale Improvement Project. Caltrans has the authority to sell the unused land, and under current law, the revenues from the sale of bypass land would go into the state general fund – not back to transportation and not back to Monterey County.

AB 2730 would require the revenues from the sale of the Prunedale Bypass parcels to come back to TAMC, to be used for other US 101 corridor improvement projects in Monterey County. AB 2730 would ensure that millions of transportation dollars would come back to the local highway system for improvements that would benefit Monterey County's regional economic drivers: agriculture and tourism. This bill would help TAMC and Caltrans make much-needed and long-deferred highway improvements.

Thank you very much for your authorship of this important bill and for supporting efforts to improve transportation in California.

Sincerely,

Michael A. Houlemard, Jr.
Executive Officer

cc: Hon. Anthony Cannella, 12th Senate District
Hon. Mark Stone, 29th Assembly District

Hon. Bill Monning, 17th Senate District
Debra L. Hale, TAMC



August 4, 2016

The Honorable Ricardo Lara
Chair, Senate Appropriations Committee
State Capitol, Room 2206
Sacramento, CA 95814

Via Fax: (916) 651-4933

**Re: Support for AB 2730 (Alejo): Department of Transportation
Prunedale Bypass: County of Monterey: disposition of excess properties**

Dear Chair Lara:

On behalf of the Transportation Agency for Monterey County (TAMC), we ask that the Senate Appropriations Committee support AB 2730 (Alejo). This bill will assure that the proceeds of the sale of the unutilized Prunedale Bypass right-of-way parcels of land are reinvested in critical transportation safety projects on the US 101 corridor.

Over many decades, TAMC, the County of Monterey and Caltrans assembled transportation funds to buy 145 parcels (353 acres) of land for the US 101 Prunedale Bypass. While the full bypass project was unable to be constructed, in 2013, TAMC and Caltrans built vital safety improvements on US 101, known as the Prunedale Improvement Project.

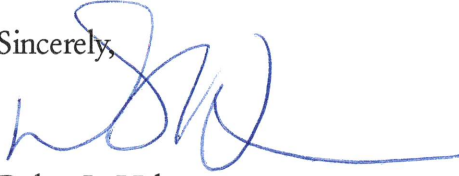
We would like to continue to make safety improvements in the US 101 corridor, using the proceeds from the sale of this excess Prunedale Bypass land. As noted in the financial analysis of a similar 2009 bill, AB 1386 (Hayashi), AB 2730 would not result in any loss of funds to the state, but rather is a reallocation of funds among transportation uses. Considering the financial crisis the state is facing in transportation, as yet unresolved with any of the proposed transportation funding packages, this bill would enable Caltrans to build much-needed projects in the US 101 corridor that have been deferred by the reduction in State Transportation Improvement Program (STIP) funding.

Furthermore, by encouraging the sale of excess property, this bill will result in a long-term reduction in annual Caltrans right-of-way operational and management cost. Finally, AB 2730 will ensure that millions of transportation dollars will be reinvested in the state highway system to make much-needed safety improvements along the US 101 corridor, saving lives and reducing injuries. These improvements will also support statewide economic drivers: agriculture and tourism. The cost of these safety improvements will only escalate if AB 2730 (Alejo) is not approved and the land continues to remain idle.

We ask that the Senate Appropriations Committee recognize the financial, economic and safety benefits of this legislation and support AB 2730 (Alejo). If you have any questions,

please feel free to contact me at (831) 775-0903 or our Sacramento legislative analyst, John Arriaga, at (916) 669-1340 or jea@jeaandassociates.com.

Sincerely,



Debra L. Hale
Executive Director

cc: Hon. Luis Alejo, 30th Assembly District
Hon. Bill Monning, 17th Senate District
Hon. Anthony Cannella, 12th Senate District
Hon. Mark Stone, 29th Assembly District



June 22, 2016

Honorable Mark Stone
Chair, Assembly Judiciary Committee
State Capitol
Sacramento, California 95814

Re: Oppose SB 885 (Wolk) – Contracts Indemnity – Shift to Burden to Public Agencies

Dear Chair Stone:

On behalf of the Transportation Agency for Monterey County (TAMC), I ask that Assembly Judiciary Committee oppose SB 885 (Wolk). This bill will exempt design professionals from participating in a proactive defense for their work on transportation and other projects, thereby requiring public agencies and taxpayers to front the legal costs when a for-profit design firm's work is subject to legal challenge.

SB 885 will divert untold dollars from transportation infrastructure to legal costs that should be borne by for-profit entities. This bill not only requires the public agency to spend its dollars first to defend design firms, but it also prevents the agencies from using a design professional's documents to defend a claim. Furthermore, if the design professional is found at fault, the taxpayers must pay the cost to file a cross-claim in order to get reimbursed for the costs of the design professional's negligence.

We urge you and the members of the Assembly Judiciary Committee to oppose SB 885 and protect taxpayer dollars by assuring that all parties to a claim share the risk in a manner that reflects their level of work on a project.

If you have any questions, please feel free to contact me at (831) 775-0903 or our Sacramento legislative analyst, John Arriaga, at (916) 669-1340 or jea@jeaandassociates.com.

Sincerely,

Debra L. Hale
Executive Director

cc: Senator Lois Wolk
Assm. Luis Alejo
Assm. Mark Stone
Assembly Judiciary Committee members



June 22, 2016

Honorable Assembly Member Frazier
Chair, Assembly Transportation Committee
State Capitol
Sacramento, California 95814

Re: Support SB 824 (Beall) – Low Carbon Transit Operations Program Modifications

Dear Chair Frazier:

On behalf of the Transportation Agency for Monterey County (TAMC), I ask that you and the Assembly Transportation Committee support SB 824 (Beall) which will provide additional flexibility in the programming of the Low Carbon Transit Operations Program (LCTOP).

Transit operators currently are restricted by the LCTOP program's year-by-year allocation of funding which discourages saving for larger projects or implementing major initiatives, and does not recognize the variability of other, matching funds. By providing more flexibility and creative use of funds, SB 824 will expand the ability of transit operators to meet state and regional goals of expanding service and reducing greenhouse gas emissions, in way that is both more expeditious and cost-effective.

If you have any questions, please feel free to contact me at (831) 775-0903 or our Sacramento legislative analyst, John Arriaga, at (916) 669-1340 or jea@jeandassociates.com.

Sincerely,

Debra L. Hale
Executive Director

cc: Senator Jim Beall
Assm. Luis Alejo
Assm. Mark Stone
Assembly Transportation Committee members



June 22, 2016

Honorable Assembly Member Frazier
Chair, Assembly Transportation Committee
State Capitol
Sacramento, California 95814

Re: Oppose SB 1259 (Runner): Exempt veterans from paying highway tolls

Dear Chair Frazier:

On behalf of the Transportation Agency for Monterey County (TAMC), I ask that you and the Assembly Transportation Committee oppose the creation of an exemption for a specified group of individuals from paying highway tolls, as proposed in SB 1259 (Runner).

The Transportation Agency agrees that veterans are worthy of our respect and should be properly compensated and recognized for their service. However, exempting any designated group from paying tolls or other user fees will only shift the cost onto all other users. One exemption often will lead to future exemptions, such as a free pass for low income individuals, seniors or persons with disabilities. The result will be a significant reduction in funding for transportation improvements at a time when the system is already experiencing deep cuts and rising needs.

The proper way to compensate veterans for their service is through fair wages and benefits, which are the responsibility of the federal government. If the State of California wishes to provide additional compensation to our veterans, the cost should be born by the state General Fund. Asking our underfunded transportation system to bear this cost will only result in fewer improvements in safety, air quality and traffic reduction for all Californians.

Thank you for your consideration. If you have any questions, please feel free to contact me at (831) 775-0903 or our Sacramento legislative analyst, John Arriaga, at (916) 669-1340 or jea@jeaandassociates.com.

Sincerely,

Debra L. Hale
Executive Director

cc: Senator Sharon Runner
Assm. Luis Alejo
Assm. Mark Stone
Assembly Transportation Committee members



July 22, 2016

Andy Cook
Chief, Rail Planning Branch
California Department of Transportation
Division of Rail & Mass Transportation
1120 N Street, MS 74
Sacramento, CA 95814

Via Email: Andrew.Cook@dot.ca.gov

SUBJECT: 2018 California State Rail Plan – Central Coast Draft Term Sheet

Dear Mr. Cook:

On behalf of the Transportation Agency for Monterey County (TAMC), I am writing to comment on the Central Coast Draft Term Sheet discussed in Salinas on June 27, 2016 in the context of the 2018 California State Rail Plan.

We applaud the efforts of your team to develop a document that reflects many of the rail priorities of the Central Coast, including the Rail Extension to Salinas project, as well as the proposed rail services on the Monterey and Santa Cruz branch lines.

Our suggestions for changes to the draft are as follows:

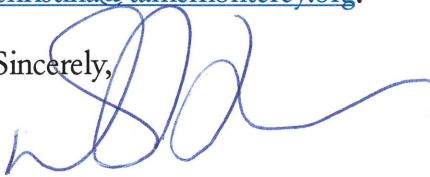
1. Our key concern with the draft term sheet is the omission of the planned one-seat-ride rail service on the coast line connecting the Central Coast communities between San Luis Obispo and San Jose, known as the Coast Daylight. Over the past 20 years, the Coast Daylight rail service has been supported by the State Division of Rail, as reflected in the previous Rail Plans and in funding allocations. The linking of California's two major urban hubs, San Francisco and Los Angeles, with a one-seat ride is the goal of the service, which also provides critical rail connections to Central Coast communities. We request inclusion of the Coast Daylight or similar rail service in the draft term sheet.
2. We encourage the Rail Plan to set more ambitious goals in the aggressive scenario for 2040 that include frequent rail service on the Central Coast. The travel time goals are unrealistic under the proposed intercity bus network, as buses will sit in ever-increasing traffic in future years on US 101, since there is little chance of a bus rapid transit system on US 101 in even the most aggressive transportation investment scenarios.
3. We applaud your vision of planning to connect by rail all the cities with a minimum population in the state. However, many cities are contiguous with no gap in between their boundaries. As such, we would suggest that the plan consider urbanized areas (UZAs) and urban clusters (UCs) instead of single city populations when developing proposed rail connections. This new definition would add the UZA of Paso Robles/ Atascadero, the

Monterey Peninsula (Monterey, Pacific Grove, Carmel-by-the-Sea, Carmel Valley, Seaside, Marina, Sand City, Del Rey Oaks and Pebble Beach), and San Luis Obispo County's "Five Cities" (Arroyo Grande, Pismo Beach, Grover Beach, Shell Beach and Halcyon) to your list of priority areas for rail service.

4. Finally, we request that the list of near-term capital projects include the Salinas Rail Extension project. The other rail projects planned for the region – the Coast Daylight, the Santa Cruz Branch Line, and the Monterey Branch Line – are still under study and not expected to be fully funded and programmed by 2018, and should be included in a mid-term scenario.

Thank you for your consideration of these comments. If you have any questions, please feel free to contact me or Christina Watson, rail program manager, at (831) 775-0903 or christina@tamcmonterey.org.

Sincerely,



Debra L. Hale
Executive Director

cc: George Dondero, Santa Cruz County Regional Transportation Commission
Mary Gilbert, Council of San Benito County Governments
Pete Rodgers, San Luis Obispo Council of Governments