

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

Meeting of Wednesday, January 28, 2015

Agricultural Center Conference Room
1428 Abbott Street
Salinas, California
9:00 A.M.

WIFI INFO:

Network: ABBOTT CONF-GUEST
Password (all caps): 1428AGGUEST

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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.

PLEDGE OF ALLEGIANCE

- 1.1 **ADDITIONS** or **CORRECTIONS** to the agenda.
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.*

2.1 **Election of 2015 Officers – Edelen/Salinas** **Pages 15 - 16**

1. **RECEIVE** report from Nominating Committee and **ELECT** Chair, 1st Vice Chair, 2nd Vice Chair of the Board, for the term beginning upon their election through the next election of officers at the beginning of the January 27, 2016 Board meeting; and,
2. **RECEIVE** report from Nominating Committee and **ELECT** members of the Executive Committee for the term beginning upon their election through the next election of officers at the beginning of the January 27, 2016 Board meeting.

Agency bylaws require the election of officers at the beginning of the Agency's January meeting. The Board officers consist of the Chair, 1st Vice Chair and 2nd Vice Chair. The Executive Committee includes the Chair, 1st Vice Chair, 2nd Vice Chair, the immediate past Chair, and a City and a County voting Board member.

3. **CONSENT AGENDA**
APPROVE the staff recommendations for items 3.1.1 - 3.7.1 by majority vote with one motion. Any member may pull an item off the Consent Agenda to be considered for discussion and action after the Consent Agenda. **Pages 17 - 131**

4. **PRESENTATION** of Transportation Agency Employees of the Quarters to Dave Delfino and Theresa Wright. – Hale **Pages 132 – 134**

Dave Delfino, Finance Officer/Analyst has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for July 1st – September 30, 2014 and Theresa Wright has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for October 1st – December 31, 2014.

5. **PRESENT** 2014 Annual Transportation Excellence Awards Ceremony. – Wright **Handout**

6. **2016 Sales Tax Community Outreach** – Wright, Bernstein **Pages 135 - 137**

1. **RECEIVE** a presentation by staff and EMC Research on proposed community outreach efforts and development of an expenditure plan for a November 2016 transportation sales tax measure; and
2. **DIRECT** staff to prepare a Request for Proposals (RFP) for a consultant to manage the 2016 sales tax measure community outreach activities and technical support to develop the expenditure plan.

As federal and state funding for transportation projects dwindle, transportation agencies are challenged to find alternative way to fund projects. In order to meet its mission of planning, funding and building regional transportation projects, staff is recommending that the Board of Directors to take the community outreach steps necessary to develop an expenditure plan and pursue a 2016 Transportation Sales Tax Measure.

7. **Caltrans 2014 Incurred Cost Audit & Audit Action Plan – Hale**
Pages 138 - 146

1. **RECEIVE** update on the Caltrans 2014 Incurred Cost Audit and
2. **ADOPT** the proposed audit action plan.

As part of a new federal initiative to increase oversight, in FY2011/12 Caltrans Audits and Investigations audited the costs claimed and reimbursed to TAMC for work performed under five agreements with Caltrans and one agreement with AMBAG. The final audit report was issued in January 2014, and Caltrans is requiring TAMC to implement corrective actions or adopt a plan to do so by June 30, 2015.

8. Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law. **No Enclosure**

9. Reports from transportation providers: **Pages 147 - 148**

- 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. **ADJOURN**

Please send any items for the February 25, 2015 Transportation Agency agenda to Senior Administrative Assistant Elouise Rodriguez by 12 noon, Thursday, February 12, 2015.

The Transportation Agency Agenda will be prepared by Transportation Agency staff and will close at noon Thursday, February 12, 2015 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.

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.

ANNOUNCEMENTS

Next Transportation Agency for Monterey County meeting will be on
Wednesday, February 25, 2015

Agricultural Center Conference Room

1428 Abbott Street

Salinas, California

9:00 A.M.

Transportation Agency Board members will receive automatic mileage reimbursement payments not to exceed current IRS rates, (or reimbursed for the cost of transit). Payments will be made quarterly based on attendance records. Board members must submit a mileage declaration form with their declared mileage to and from the transportation agency meetings. Please call Transportation Agency office at 831-775-0903 if you need a mileage declaration form.

For Transportation Agency related travel reimbursement other than the monthly Transportation Agency meetings, please call Transportation Agency office at 831-775-0903 to request a travel reimbursement form.

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>

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.

**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

BEGINNING OF CONSENT AGENDA: Approve the staff recommendations for items 3.1.1 - 3.7.1 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 December 3, 2014. – Rodriguez **Pages 17 - 25**
- 3.1.2 **ACCEPT** the list of checks written for November and December 2014 and credit card statements for the months of October and November 2014. – Delfino **Pages 26 - 37**

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 **Pages 38 - 41**

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 **APPROVE** legislative contract evaluation protocol. – Watson **Pages 42 - 43**

At its October 22, 2014 meeting, the Board of Directors voted to establish an evaluation protocol for the state legislative analyst/advocate contract. At its January 7, 2015 meeting, the Executive Committee recommended the Board adopt the attached protocol.

3.1.5 **Transportation Agency Website Update Request for Proposals – Zeller** **Pages 44 - 48**

1. **APPROVE** Request for Proposals (RFP) to update the Agency's website, for an amount not to exceed \$20,000;
2. **AUTHORIZE** staff to publish the RFP, and return to the Board of Directors with a recommendation for approval of a consultant, including the final scope of work; and
3. **APPROVE** the use of public outreach funds budgeted to this purpose.

The Transportation Agency is seeking to release a Request for Proposals to select a firm to redesign and update the agency's website.

3.1.6 **ACCEPT** State of California Transportation Development Act Compliance and Audit Reports for fiscal year ending June 30, 2014. – Goel **Pages 49 - 62**

For all of the audits completed for the year ending June 30, 2014, the auditors found no instances of noncompliance that is required to be reported under Government Auditing Standards, nor did they note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.

3.1.7 **Triennial Transit Performance Audits – Murillo** **Pages 63 - 64**

1. **ACCEPT** Triennial Performance Audits for the 3-year period ending June 30, 2013; and
2. **AUTHORIZE** staff to submit the Performance Audits to Caltrans by January 30, 2015.

The Transportation Agency contracted with PMC to complete performance audits required by the Transportation Development Act for Monterey-Salinas Transit. The Transportation Agency's oversight of the Local Transportation Fund was also included in the audit pursuant to state law. The auditor recommended that the Transportation Agency recommence the Transportation Development Act claims process; adopt rules and regulations establishing the farebox recovery ratio for Monterey-Salinas Transit; and, work to better engage the public.

3.1.8 **Professional Services Agreements Templates– Reimann**

Pages 65 - 80

1. **APPROVE** four templates for use by the Transportation Agency for Monterey County in contracting for professional services;
2. **DIRECT** staff, when seeking Board approval of a Professional Services Agreement, to present just the payment amount, scope of work, work schedule, payment provisions, funding source, deliverables and material changes (if any) to template terms and conditions of all future agreements for professional services, without the need to attach the entire agreement; and
3. **AUTHORIZE** the Executive Director to sign the template agreements or sign the agreements with minor changes if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

The language of the four template agreements modifies previously approved standard language to conform more closely to Caltrans requirements. Each template agreement is “boiler plate” and the same for all Agency agreements for professional services, depending upon the method of payment to be used. Approval of this action will continue existing practice that for board actions regarding professional services, the Board will only continue to review and approve what is unique to each agreement, and authorize the Executive Director to sign the standard agreements with those unique provisions.

BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES

3.2.1 Wayfinding Sign and Bicycle Map Design Request for Proposals – Murillo Pages 81 - 88

- 1. APPROVE** Request for Proposals (RFP) Scope of Work for the design of regional wayfinding signage for bicyclists and pedestrians and update of Monterey County Bicycle Map, for an amount not to exceed \$30,000;
- 2. AUTHORIZE** staff to issue the RFP, and return to the Board of Directors with a recommendation for approval of a consultant, including the final scope of work;
- 3. APPROVE** the use of Regional Surface Transportation funds budgeted to this purpose; and
- 4. CREATE** an ad-hoc Wayfinding Plan Advisory Committee.

The Transportation Agency will develop a Regional Bicycle and Pedestrian Wayfinding Plan that will identify regional bicycle and pedestrian routes, sign locations, and provide standard guidelines for uniform wayfinding signage throughout Monterey County. The routes identified in this planning effort will be incorporated in an updated Monterey County Bicycle Map. The Agency is seeking to form an ad-hoc Wayfinding Plan Advisory Committee to assist in the development of the Wayfinding Plan, and release a Request for Proposals for the design of an updated bicycle map and the design of wayfinding signage.

3.2.2 Bicycle Secure Program – Leonard Pages 89 - 90

- 1. APPROVE** the Bicycle Secure Program Guidelines and Application, and
- 2. RELEASE** call for applications.

In the past, the Transportation Agency administered a Bicycle Protection Program that distributed bike racks based on competitive applications with grant funds secured by the Agency through the Monterey Bay Air Pollution Control District. Based on consistent community interest, the Transportation Agency is reinstating the bicycle rack program.

PLANNING

3.3.1 **Marina-Salinas Multimodal Corridor Plan Contract Amendment** – Green **Pages 91 - 97**

1. **AUTHORIZE** the Executive Director to execute contract amendment #1 with Kimley-Horn and Associates, subject to approval by Agency Counsel, to increase the not-to-exceed amount of the contract by \$19,940, to provide additional coordination on projects along the Marina-Salinas Multimodal Corridor;
2. **APPROVE** the use of Regional Surface Transportation Program reserve funds budgeted to this purpose;
3. **AUTHORIZE** the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel; and
4. **APPROVE** sole source procurement finding.

TAMC approved a contract with Kimley-Horn and Associates to develop the Marina-Salinas Multimodal Corridor Plan on August 28, 2013. Opportunities to coordinate efforts with projects in the County and City of Marina arose out of the planning process. The contract amendment and sole source finding to expand Kimley-Horn and Associates scope of work is to include coordination with the County and City of Marina on projects relating to the Multimodal Corridor.

3.3.2 **RECOMMEND** the Board approve the final 2015 legislative program. – Watson

Pages 98 - 104

The purpose of the legislative program is to set general principles to guide staff and Board responses to proposed legislative or budgetary issues. The program also notifies state representatives of the Transportation Agency's position on issues of key importance to the agency.

3.3.3 **RECEIVE** federal legislative update. – Watson **Pages 105 - 108**

On December 16, 2014, President Obama signed the federal omnibus spending package that will keep the government operating to the end of the fiscal year (September 2015). This report summarizes the impacts to transportation.

3.3.4 **MindMixer Public Outreach Tool** – Wright **Pages 109 - 112**

1. **AUTHORIZE** the Executive Director to execute a contract with MindMixer in the amount not to exceed \$24,375 to provide public outreach and social engagement services for the period ending January 31, 2020;
2. **APPROVE** the use of reserve funds budgeted to public outreach;
3. **APPROVE** sole-source procurement finding; and
4. **AUTHORIZE** the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

By using the on-line MindMixer web application, the Agency will have the ability to expand its public outreach efforts. MindMixer will give us the ability to engage the public through social media. By doing so, we have the opportunity to broaden our reach, to a different segment of our community, allowing for more diverse communication with the public. This platform is not designed to replace traditional outreach efforts, but rather is seen as a tool, to supplement what we currently use. This is a sole source procurement.

PROJECT DELIVERY and PROGRAMMING

3.4.1 Federal Transit Administration Section 5310 Program – Murillo Pages 113 - 118

1. **ADOPT** Resolution 2015-01 approving a regional priority project list for the Federal Transit Administration Section 5310 program; and
2. **AUTHORIZE** Executive Director to sign certifications and assurances and submit applications, regional priority list and required documentation to Caltrans.

The Federal Transit Administration Section 5310 program provides competitive grants for capital and operating costs associated with transportation serving the elderly and people with disabilities. The Transportation Agency is responsible for accepting and scoring the Traditional FTA 5310 grant applications, and submitting applications to the state for funding. Monterey-Salinas Transit has submitted an application for the Section 5310 program requesting grant funding for taxi voucher funds, and vehicle replacements for its American's with Disabilities Act-compliant RIDES program.

3.4.2 AUTHORIZE staff to support grant applications for the Affordable Housing and Sustainable Communities program and to apply for the Transit and Intercity Rail Capital grant program.. – Zeller **Pages 119 - 120**

The Transportation Agency is seeking to support the applications for Cap and Trade grant funds from CHISPA and the City of Marina for a transit-oriented development project, and Jamboree Housing Corporation and the City of Seaside for a mixed use development. The Agency is seeking to apply for funds for the Pajaro/Watsonville multimodal station.

3.5.1 RAIL PROGRAM No items this agenda

REGIONAL DEVELOPMENT IMPACT FEE

- 3.6.1 **ACCEPT** the Regional Development Impact Fee Joint Powers Agency's audit report for fiscal year ending June 30, 2014. – Goel

Pages 121 - 124

The auditors found no instances of noncompliance that are required to be reported under Government Auditing Standards, nor did they note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.

- 3.7.1 **ACCEPT** minutes from Transportation Agency committees:

Pages 125- 131

- Executive Committee – Draft January 7, 2015
- Bicycle & Pedestrian Facilities Advisory Committee – Draft January 7, 2015 (online at www.tamcmonterey.org)
- Rail Policy Committee – Draft January 12, 2015
- Technical Advisory Committee – Draft January 8, 2015 (online at www.tamcmonterey.org)

END OF CONSENT AGENDA

CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS

Online at www.tamcmonterey.org

None this month.