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Regional Transportation Planning Agency - Local Transportation Commission  
Monterey County Service Authority for Freeways & Expressways  
Monterey County Regional Development Impact Fee Joint Powers Agency  
Email: [info@tamcmonterey.org](mailto:info@tamcmonterey.org)

**BOARD OF DIRECTORS**

**Wednesday, October 28, 2020**

**\*\*9:00 AM\*\***

**REMOTE CONFERENCING ONLY**

*There will be NO physical location of the meeting.*

*Please see all the special meeting instructions at the end of the agenda.*

**Join meeting online at:**

<https://us02web.zoom.us/j/446951513?pwd=QmNUODRtdXlCSEFxlZlXVmhoY21yUT09>

**OR**

**By teleconference at: +1 669 900 6833**

**Meeting ID: 446 951 513**

**Password: 194463**

*The agenda and all enclosures are available on the Transportation Agency website: [www.tamcmonterey.org](http://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.***

**PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENTS**

Any member of the public may address the Board on any item not on the agenda but

within the jurisdiction of the Board. Under this item, each member of the public is allowed three minutes to address concerns. Comments in items on this agenda may be given when that agenda item is discussed. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to Maria at maria@tamcmonterey.org by 5:00 pm the Monday before the meeting, and such comments will be distributed to the Board before 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. PRESENT** Transportation Agency Employee of the Quarter to Theresa Wright.

- 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 July-September 2020.*

**5. RECEIVE** update on state and federal legislative issues and **APPROVE** the draft 2021 legislative program for distribution to Committees for comment.

- Watson

*Each year, the Agency prepares a legislative program to guide its positions on state and federal proposals. The Executive Committee provided input on the draft 2021 legislative program. The draft, once released, will be circulated to committees for review and input, then a final version will be brought back to the Board for adoption.*

**6. RECEIVE** presentation and update on the SURF! Busway and Rapid Transit Project.

- Jacobsen

*In fall 2019, Monterey-Salinas Transit kicked-off the preliminary engineering and environmental review phase of the SURF! Busway and Rapid Transit project, listed in Measure X as the Highway 1 Traffic Relief -Busway. The team will provide an update on the development of the project, including its history, goals and design.*

**7. Prunedale Improvement Project Right of Way Rescission**

1. **RECEIVE** presentation on the Prunedale Improvement Project right-of-way rescission process and the Monterey County Local Alternative Transportation Improvement Program List of Projects; and
2. **ADOPT** US 101 South of Salinas Corridor Improvement Project and Route 156 West Corridor Project as the transportation projects included in the Monterey

County Local Alternative Transportation Improvement Program.

- Rider (Caltrans District 5)

***A 60-day public review period is part of the process to rescind the Prunedale Bypass route segment of the US 101 corridor and sell excess property. A Local Alternative Transportation Improvement Program is required to insure proceeds from properties sold as a result of the rescission stay in Monterey County. Caltrans is scheduled to submit the rescission request to the California Transportation Commission in January 2021.***

- 8. RECEIVE** reports from Transportation Providers:
  - Caltrans Director's Report and Project Update- Eades
  - Monterey Peninsula Airport- Sabo
  - Monterey-Salinas Transit- Sedoryk
  - Monterey Bay Air Resources District- Stedman
  
- 9. Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law.**
  
- 10. Executive Director's Report.**
  
- 11. Announcements and/or comments from Transportation Agency members on matters that they wish to put on future Transportation Agency agendas.**
  
- 12. ADJOURN**

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**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** the Transportation Agency for Monterey County Board draft minutes of September 23, 2020.

- Rodriguez

- 3. 1.2 ACCEPT** the list of checks written for September 2020 and credit card statements for the months of August 2020.

- 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** list of contracts awarded under \$50,000.

- Goel

*The list of contracts awarded by the Transportation Agency for Monterey County for services under \$50,000 approved by the Executive Director is submitted each month in accordance with the Agency's Procurement Policies to keep the Board informed.*

- 3. 1.4 The Maynard Group - Cloud-based Phone System Contract Amendment #1:**

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute contract amendment #1 with The Maynard Group for the Agency's cloud-based phone service to extend the term for an additional three years and increase the budget by \$15,000 for a new total contract budget of \$32,677;
2. **AUTHORIZE** the use of funds from the approved budget for this project;
3. **FIND** that this amendment is justified as a sole source due to the efficiencies that support award to the existing consultant as a logical follow-on to work already in progress under a competitively awarded contract; and
4. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.

- Zeller

***Agency staff is seeking to increase the budget and extend the term on the competitively-awarded contract with The Maynard Group to allow for a continuation of the Agency's cloud-based phone system.***

- 3. 1.5 RECEIVE** the call for nominations for the 19th annual Transportation Excellence awards to honor individuals, businesses, groups or projects for their efforts to improve the transportation system in Monterey County.

- Wright

***Transportation Agency would like to encourage and appreciate the efforts made by Monterey County residents, businesses and employees to improve transportation in Monterey County by awarding Transportation Excellence Awards. Staff encourages Board members to submit nominations, which are due by December 4, 2020. The awards ceremony will take place during the regular January 27, 2021 Transportation Agency Board meeting.***

- 3. 1.6 APPROVE** the Transportation Agency's updated Telework Policy.

- Wright

***In order to help reduce trips and their impact on the transportation system and the environment, staff is proposing that the Transportation Agency adopt more expansive Telework (formerly Telecommuting) Policy. Through this Telework Policy, TAMC will have the ability to improve worker productivity, lower office costs, and reduced vehicle trips by allowing employees to work at home, on the road, or in a satellite location, as appropriate for all or part of their work week.***

#### **BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES**

- 3. 2.1 APPROVE** the appointment of Grant Leonard to serve as the North County Recreation and Parks District primary representative on the TAMC Bicycle and Pedestrian Facilities Advisory Committee.

- Jacobsen

***The Board appoints agency representatives on an as-needed basis to serve on the Bicycle and Pedestrian Facilities Advisory Committee to advise staff on bicycle and pedestrian transportation issues and make recommendations to the TAMC Board.***

#### **PLANNING**

### **3. 3.1 State Legislative Advocate Services Contract:**

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute contract with Khouri Consulting for state legislative analyst/ advocate services, subject to approval by Agency Counsel, for a total contract budget of One Hundred Forty-Four Thousand Dollars (\$144,000) for three years, until October 31, 2023;
2. **APPROVE** and **AUTHORIZE** the Executive Director to extend the contract by one year to October 31, 2024, based on continued satisfactory performance and subject to approval by Agency Counsel, for an additional Forty-Eight Thousand Dollars (\$48,000);
3. **AUTHORIZE** the use of reserve funds budgeted to this project; and
4. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.

- Watson

*The Agency released a Request for Qualifications on August 26, 2020 for state legislative assistance starting in 2020/21 for three years and the option for a one-year renewal, for a total contract cost of \$144,000-\$192,000. Four (4) responsive and responsible bidders responded by the due date of September 17, 2020. After consultation with a review panel, staff recommends the Board execute a contract with Khouri Consulting.*

## **PROJECT DELIVERY and PROGRAMMING**

### **3. 4.1 Fort Ord Regional Trail and Greenway Canyon Del Rey Segment (Phase 1) Final Design and Right of Way:**

1. **RECEIVE** presentation on the Fort Ord Regional Trail and Greenway project.
2. **APPROVE** and **AUTHORIZE** the Executive Director to execute a contract with GHD, subject to approval by Agency Counsel and the Independent Office of Audits and Investigations, in an amount not to exceed of \$2,674,283, which includes a 15% contingency, to provide final design and right of way certification services for Phase 1 of the FORTAG Canyon Del Rey Segment, for the 2-year period ending June 30, 2022.
3. **APPROVE** the use of state and Measure X funds budgeted to this project; and
4. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.
5. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the FORTAG Master Agreement,

including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved purpose of the agreement.

- Castillo

***TAMC released a Request for Proposals for the design and right-of-way/permits work for the Safeway to Del Rey Woods Elementary School of FORTAG in June 2020. Four proposals were submitted by the deadline of August 27, 2020. Based on the proposals and interviews, the review team recommends selecting GHD for this work.***

**RAIL PROGRAM - No items this month**

**REGIONAL DEVELOPMENT IMPACT FEE - No items this month**

**COMMITTEE MINUTES and CORRESPONDENCE**

**3. 7.1 ACCEPT** draft minutes of the Transportation Agency Committees:

- Executive Committee - draft minutes of October 7, 2020
- Rail Policy Committee - draft minutes of October 5, 2020
- [Bicycle and Pedestrian Facilities Advisory Committee](#) - draft minutes of October 7, 2020
- [Technical Advisory Committee](#) - draft minutes of October 1, 2020
- [Excellent Transportation Oversight Committee](#) - no meeting this month

- Rodriguez

**3. 7.2 RECEIVE** correspondence to and from TAMC for the month of October 2020.

- Rodriguez

**END OF CONSENT AGENDA**

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## **ANNOUNCEMENTS**

Next Transportation Agency for Monterey County meeting will be on  
Wednesday, December 2, 2020  
**9:00 A.M.**

### Important Meeting Information

Remote Meetings: On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. The public is strongly encouraged to use the Zoom app for best reception. Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download>. A link to simplified instruction for the use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>.

Remote Meeting Public Comment: Due to current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to [maria@tamcmonterey.org](mailto:maria@tamcmonterey.org) by 5:00pm the Monday before the meeting. Such comments will be distributed to the Board before the meeting. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair.

Agenda Packet and Documents: Any person who has a question concerning an item on this agenda may call or email the Agency office to make inquiry concerning the nature of the item described on the agenda. Complete agenda packets are on display online at the Transportation Agency for Monterey County website. Documents relating to an item on the open session that are distributed to the Committee less than 72 hours prior to the meeting shall be available for public review at the Agency website. Agency contact information is as follows:

Transportation Agency for Monterey County  
[www.tamcmonterey.org](http://www.tamcmonterey.org)  
Office is closed an all employees are working remotely until further notice  
TEL: 831-775-0903  
EMAIL: [info@tamcmonterey.org](mailto:info@tamcmonterey.org)

Agenda Items: The agenda will be prepared by Agency staff and will close at noon nine (9) working days before the regular meeting. Any member of the Board 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.

Alternative Agenda Format and Auxiliary Aids: 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 staff at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish language interpreters, 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.



## ***Memorandum***

**To:** Board of Directors  
**From:** Debra L. Hale, Executive Director  
**Meeting Date:** October 28, 2020  
**Subject:** **Employee of the Quarter**

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### **RECOMMENDED ACTION:**

**PRESENT** Transportation Agency Employee of the Quarter to Theresa Wright.

### **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 July-September 2020.

### **FINANCIAL IMPACT:**

None.

### **DISCUSSION:**

Agency employees recognize Theresa Wright for her professionalism and her diligence in handling media coverage, writing news releases and preparing the weekly Cone Zone Construction Report. Most notably, employees appreciate her work on the transition of the new Transportation Agency Streamline website to a format that is ADA accessible.

### **ATTACHMENTS:**

- ▣ EOQ - Theresa

# EMPLOYEE OF THE QUARTER

*Theresa Wright*

*It is hereby certified that Theresa Wright has been selected by her colleagues at the Transportation Agency for Monterey County as an Employee of the Quarter for July 1, 2020 – September 30, 2020.*

*The Agency employees recognize Theresa Wright for her professionalism and her diligence in handling media coverage, writing news releases and preparing the weekly Cone Zone Construction Report. Most notably, employees appreciate her work on the transition of the new Transportation Agency Streamline website to a format that is ADA accessible. On behalf of the Board of Directors and staff of the Transportation Agency for Monterey County, it is our great pleasure to recognize Theresa Wright for her exemplary service.*

*Recognized By*

*Acknowledged By*

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*TAMC Chair  
Luis Alejo*

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*Executive Director  
Debra L. Hale*

*Date: October 28, 2020*



**Memorandum**

**To:** Board of Directors  
**From:** Christina Watson, Principal Transportation Planner  
**Meeting Date:** October 28, 2020  
**Subject:** State Legislative Update & Draft 2021 Program

**RECOMMENDED ACTION:**

**RECEIVE** update on state and federal legislative issues and **APPROVE** the draft 2021 legislative program for distribution to Committees for comment.

**SUMMARY:**

Each year, the Agency prepares a legislative program to guide its positions on state and federal proposals. The Executive Committee provided input on the draft 2021 legislative program. The draft, once released, will be circulated to committees for review and input, then a final version will be brought back to the Board for adoption.

**FINANCIAL IMPACT:**

The 2020 legislative program focused on preserving and securing funding for transportation priorities, which continues in the 2021 program.

Of the bills signed into law this session, the TAMC-sponsored bill Senate Bill 1231 (Monning) will allow Caltrans and TAMC to move forward with the next steps of the State Route 156 project and will avoid losing purchasing power of the secured funds due to delays. SB 288 (Wiener) will help Monterey-Salinas Transit expedite their bus transit projects by simplifying the environmental review process. SB 1459 (Caballero) will empower Salinas to take control of State Route 183 within their City limits and make improvements to the corridor to support their adopted downtown vibrancy plan.

The federal continuing resolution signed on October 1, 2020 extends transportation funding appropriations through December 11, 2020 and extends transportation authorizations for spending through September 30, 2021.

**DISCUSSION:**

On October 7, 2020, the Executive Committee received an update on state legislative activities and provided input on priorities for the Agency for 2021. Agency legislative analyst Gus Khouri will present an end-of-session report at the meeting. The legislature adjourned on August 31 but members are still available for a late session until November 30, should the Governor call a special session to discuss the budget. The Governor had until September 30 to sign or veto legislation.

**Web Attachment 1** is the final bill list as of October 2. Bills signed into law include:

- Senate Bill (SB) 146 (Beall), which will provide an exemption from in-person Sustainable Community Strategy meetings as required by the Brown Act, through January 1, 2023.
- SB 288 (Wiener): California Environmental Quality Act (CEQA) Exemptions for Transit, which may assist

Monterey-Salinas Transit in their SURF! busway project.

- TAMC's SB 1231 (Monning) that enables the Department of Fish and Wildlife to authorize a permit for the take of the Santa Cruz long-toed salamander in order to empower Caltrans to move forward with the State Route 156 project. (See Herald article, **web attachment 2**.)
- SB 1291 (Committee on Transportation), which suspends the submittal requirement for a Federal Transportation Improvement Program (FTIP) in 2020.
- SB 1459 (Caballero), which authorizes the California Transportation Commission to relinquish a segment of State Route 183 to the City of Salinas.

The Governor has signed two executive orders that are relevant to transportation. Executive Order No. 19-19 (**web attachment 3**) creates a "Climate Investment Framework" that directs the state's transportation funding into modes that support a reduction in vehicle miles traveled and greenhouse gas emissions. Executive Order No. 79-20 (**web attachment 4**) orders that "100 percent of in-state sales of new passenger cars and trucks will be zero-emission by 2035" and accelerates "deployment of affordable fueling and charging options for zero-emission vehicles, in ways that serve all communities and in particular low-income and disadvantaged communities". Both Executive Orders will play a large role in the 2021 legislative session.

At the federal level, H.R. 8337, the "Continuing Appropriations Act, 2021 and other Extensions Act", was signed into law on October 1 to extend transportation appropriations through December 11, 2020 and extend the "Fixing America's Surface Transportation" authorization act through September 30, 2021.

**Web Attachment 5** is the draft 2021 legislative program, showing changes from the adopted 2020 legislative program; **attachment 1** accepts the changes for a cleaner look. Staff recommends the Board approve this draft program for distribution to the Rail Policy Committee, Bicycle and Pedestrian Facilities Advisory Committee, and Technical Advisory Committee in November. Staff will also meet with partner agencies locally and statewide to discuss items for the program. The Executive Committee will then receive an update and discuss the final draft program in January 2021, followed by presentation to the Board in January for adoption.

## **ATTACHMENTS:**

- Draft 2021 Legislative Program

## **WEB ATTACHMENTS:**

1. [State bill list](#)
2. [October 8, 2020 article in the Monterey Herald, "Salamander habitat legislation allows Highway 156 interchange to go ahead: Salamander habitat had been holding back interchange work"](#)
3. [Executive Order 19-19](#)
4. [Executive Order 79-20](#)
5. [Draft 2021 Legislative Program, showing changes](#) from [Final 2020 Legislative Program](#)



## **DRAFT 2021 Legislative Program**

### **State Priorities**

- 1S.** Preserve funding for transportation projects, maximize formula funding to regions, and preserve regional discretion and priority-setting.
- 2S.** Pursue competitive grant or bond funding for highway safety, traffic congestion relief, trade corridors, passenger rail, and public transportation for Monterey County projects.
- 3S.** Promote jobs-housing balance and alternative transportation modes as ways to reduce vehicles miles traveled, while maintaining statewide equity between urban and rural areas.
- 4S.** Support funding for electric vehicle charging infrastructure and rebates for electric vehicle purchase.
- 5S.** Explore replacement funding mechanisms for transportation investments, such as a pay-by-the-mile user fee, public private partnerships, or wholesale energy taxes.
- 6S.** Support funding to increase broadband infrastructure capacity to help bridge the digital divide and to encourage telecommuting to reduce vehicle miles traveled.
- 7S.** Support a resolution to recognize the Coast Route as an active rail corridor that can help the State meet transportation and greenhouse gas emission reduction goals.
- 8S.** Support efforts to reauthorize Public Private Partnership authority, public tolling authority, and design-build authority, expand mode eligibility, and allow for regional control of such projects
- 9S.** Support legislation to increase safety and reduce fatalities by modifying laws establishing speed limits to be based on safety considerations, with attention to enforcement of speed limits.
- 10S.** Support legislation to devote more funding to the oversubscribed Active Transportation Program.
- 11S.** Support streamlining project delivery, including simplifying grant program applications, raising encroachment permit thresholds, and accelerating project permit approvals.

- 12S.** Coordinate with the Monterey-Salinas Transit District to update Transportation Development Act (TDA) law.
- 13S.** Support MST efforts to seek funding to implement the infrastructure needed to meet the deadlines of the Innovative Clean Transit (ICT) Regulation transition to a 100 percent zero-emission bus fleet by 2040.
- 14S.** Support legislation that promotes transit-oriented development (such as via redevelopment or opportunity zones), complete streets, alternative commutes, multi-modal transportation, and active transportation projects.
- 15S.** Support member agencies' requests for state funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.



## **DRAFT 2021 Legislative Program**

### **Federal Priorities**

- 1F.** Support stabilizing and increasing transportation infrastructure funding sources to avoid the bankruptcy of the federal highway and transit trust funds in the multimodal transportation authorization bill:
  1. Increase and index the gas tax to inflation.
  2. Explore innovative funding mechanisms, such as a pay-by-the-mile user fee, public private partnerships, or wholesale energy taxes.
  3. Expand access to Transportation Infrastructure Finance and Innovation Act (TIFIA) loans.
  4. Remove procedural obstacles that impede expenditure of authorized federal funding, including cash flow options for small and rural grantees.
  5. Support the return of directed federal funding for transportation priorities.
  6. Coordinate with military installations in Monterey County to seek funding for transportation projects with a nexus to those installations.
  7. Support Monterey-Salinas Transit application for federal funding for the SURF Bus Line in the Monterey Branch Line corridor.
  8. Support applications for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant program on the California Central Coast.
- 2F.** Allow the California Environmental Quality Act (CEQA) to substitute for the National Environmental Policy Act (NEPA), and expand the definition of Categorical Exclusions, while retaining environmental protections.
- 3F.** Advocate for the Federal Communications Commission to regulate broadband/internet access as a utility to enable the increase of broadband infrastructure capacity to help bridge the digital divide and to encourage telecommuting.



- 4F.** Support streamlining of federal rail funding and removal of funding barriers between commuter and intercity rail programs, with the goal of increasing passenger rail service for the traveling public.
- 5F.** Support an adequate level of funding for Amtrak to restore pre-COVID-19 service level and support a fair share allocation to California for capital improvements and vehicle acquisition.
- 6F.** Support member agencies' requests for federal funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.



## Memorandum

**To:** Board of Directors  
**From:** Madilyn Jacobsen, Transportation Planner  
**Meeting Date:** October 28, 2020  
**Subject:** SURF! Busway and Rapid Transit Project

### **RECOMMENDED ACTION:**

**RECEIVE** presentation and update on the SURF! Busway and Rapid Transit Project.

### **SUMMARY:**

In fall 2019, Monterey-Salinas Transit kicked-off the preliminary engineering and environmental review phase of the SURF! Busway and Rapid Transit project, listed in Measure X as the Highway 1 Traffic Relief -Busway. The team will provide an update on the development of the project, including its history, goals and design.

### **FINANCIAL IMPACT:**

The current preliminary engineering and environmental analysis phase of the project is budgeted at \$1,550,000. The TAMC Board approved a Measure X funding agreement at its December 4, 2019 meeting, programming \$1,450,000 for this phase, and Monterey-Salinas Transit has contributed \$100,000 of its share of Senate Bill 1 Local Partnership Program funds. Funding for the entire project is available from Measure X, up to a total of \$15 million. Additional matching dollars, from federal, state or both sources, will be needed to fully fund the project, which currently has a total estimated cost of \$52 million.

### **DISCUSSION:**

In 2003, the Transportation Agency purchased the Monterey Branch Line with Proposition 116 funding, with the intent of supporting passenger service along the corridor. TAMC explored rail and bus rapid transit options and light rail was selected as the locally preferred alternative by the TAMC Board in 2009. Light rail, however, was deemed too expensive at that time, and did not have the transit ridership to support it. The Federal Transit Administration suggested pursuing Bus Rapid Transit along the corridor, at least in the near-term. In 2014, the TAMC Board supported Bus Rapid Transit as an interim solution as a way for bus riders to circumvent the traffic on Highway 1. In 2016, the Board adopted and 2/3rds of the voters approved the Measure X Transportation Safety and Investment Plan, which (as noted above) includes \$15 million for the Highway 1 Traffic Relief - Busway.

In 2018, MST completed the Monterey Bay Area Feasibility Study of Bus Operations on State Route 1 Shoulders and the Monterey Branch Line. The study analyzed seven alternatives and concluded that implementing a bus rapid transit corridor on a segment of the Monterey Branch Line would provide the best benefit-cost value. In Fall 2019, MST hired Kimley-Horn to conduct environmental review and preliminary design work, and which officially kicked-off on November 21, 2019.

Goals of the SURF! Busway and Rapid Transit project include:

- Improving air quality through reduced greenhouse gas emissions

- Increasing transit ridership
- Reducing traffic on Highway 1
- Enhancing mobility through improved bicycle trail connections
- Improving travel time reliability for transit users
- Improving transit connections

Additionally, one of the major goals has been to design the busway in a cost-effective manner that also minimizes the impact on the tracks, to preserve the option for future rail use. The project is not intended to replace rail, but provide an opportunity to build ridership demand supportive of rail.

The following outlines the project's progress regarding stakeholder coordination, project design and funding.

#### Stakeholder Coordination

The project team initiated outreach with key stakeholders early in the project's development, including coordination with the California Coastal Commission, State Parks, Caltrans and LandWatch Monterey County. The formation of an internal project development team fostered discussion with public works and planning departments from the underlying jurisdictions. The project team has generally received good input and positive feedback from engaged stakeholders.

The project team is also planning to institute a virtual public outreach program. As part of the outreach, the project team is developing video simulations. The first simulation will be shared during the Board meeting.

#### Project Design

The Busway enters the Monterey Branch Line right-of-way at Del Monte Boulevard and Palm Avenue in the City of Marina, and exits the rail right-of-way at California Avenue and Fremont Street in Sand City. The busway parallels Highway 1 and the Monterey Branch Line for approximately six miles, envisioned as two-lanes with one stop along the corridor at the proposed 5th Street Station. The majority of the busway runs on the east side of the rail right-of-way, with minimal crossings over the tracks. An overview map is provided as an **attachment** to this report.

The project also includes a proposed roundabout at the exit of the rail corridor and the re-entry into mixed traffic at California Avenue and Fremont Street. The roundabout provides the best solution for safe bus operations, eliminating an uncontrolled left turn across traffic. Additionally, it provides for improved traffic flow at the intersection and the ramp.

Other design features of the project include signing, striping and gates that will prevent unauthorized users from entering the busway.

#### Funding

MST is actively coordinating with the Federal Transit Administration (FTA) to apply for a Capital Investment Grant, a discretionary grant program that supports transit capital investments including busways and bus rapid transit corridors. The project has been accepted into the Project Development phase of the Capital Investments Grants program. Per the requirements of the Fixing America's Surface Transportation (FAST) Act, the following activities must be completed during project development:

- Complete the environmental review process;
- Select a locally preferred alternative;
- Have the locally preferred alternative adopted into the fiscally constrained long range transportation plan; and
- Complete the activities required to develop sufficient information for evaluation and rating under the Capital Investment Grant criteria.

MST and TAMC also jointly submitted a grant application for \$25 million to the state's Transit and Intercity Rail Capital

Program on January 15, 2020. The application scored competitively but was ultimately not awarded funding this cycle due to the project being in early stages of development. The project team anticipates reapplying next cycle.

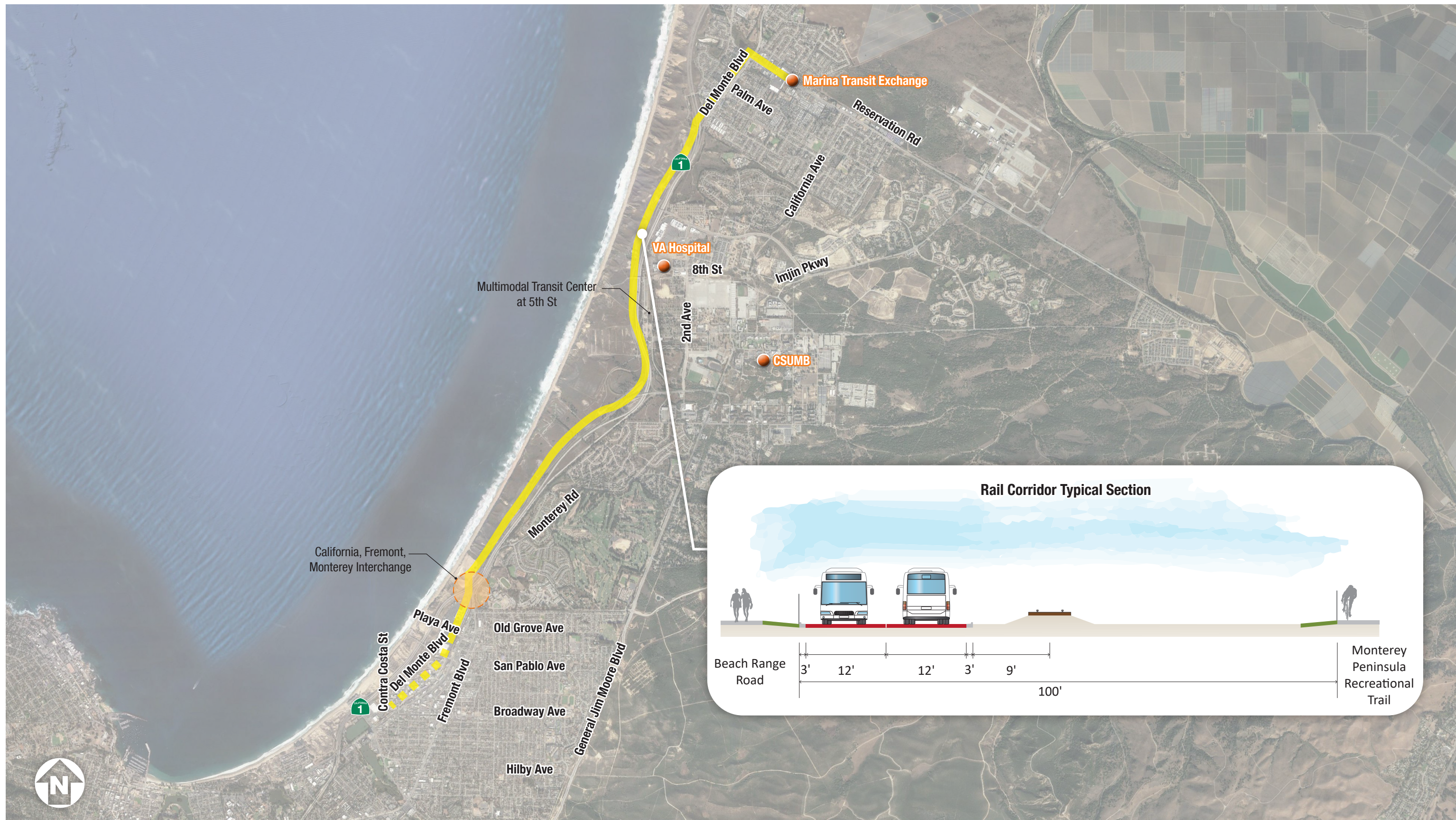
### Timeline

The overall project timeline for the SURF! Busway and Bus Rapid Transit Project is:

- Data collection (Fall 2019-Summer 2020)
- Preliminary engineering and design (Summer 2020-Winter 2020/21)
- Environmental compliance (Summer 2020-Winter 2020/21)
- Final engineering and design (Summer 2022-Fall 2023)
- Construction (Beginning Spring 2024)
- Operation (Beginning Spring 2027)

### **ATTACHMENTS:**

- SURF Busway - Overall Project Map





**Memorandum**

**To:** Board of Directors  
**From:** Todd Muck, Deputy Executive Director  
**Meeting Date:** October 28, 2020  
**Subject:** Prunedale Improvement Project Right of Way Rescission

**RECOMMENDED ACTION:**

**Prunedale Improvement Project Right of Way Rescission**

1. **RECEIVE** presentation on the Prunedale Improvement Project right-of-way rescission process and the Monterey County Local Alternative Transportation Improvement Program List of Projects; and
2. **ADOPT** US 101 South of Salinas Corridor Improvement Project and Route 156 West Corridor Project as the transportation projects included in the Monterey County Local Alternative Transportation Improvement Program.

**SUMMARY:**

A 60-day public review period is part of the process to rescind the Prunedale Bypass route segment of the US 101 corridor and sell excess property. A Local Alternative Transportation Improvement Program is required to insure proceeds from properties sold as a result of the rescission stay in Monterey County. Caltrans is scheduled to submit the rescission request to the California Transportation Commission in January 2021.

**FINANCIAL IMPACT:**

Excess real properties originally purchased for the Prunedale Bypass Project have an estimated value of approximately \$10 million. Proceeds from the disposition of these excess properties would be applied to a project (or projects) identified in the Monterey County Local Alternative Transportation Improvement Program.

**DISCUSSION:**

The California Department of Transportation (Caltrans) is proposing to rescind the route adoption, dispose of excess properties originally purchased for the Prunedale Bypass Project, and apply proceeds of sales to an alternative highway project(s) Monterey County. A map indicating the Prunedale Bypass route segment to be rescinded is **attached**.

The properties were acquired with the intent to address deficiencies on US 101 in the Prunedale area. In April, 1973, the Prunedale Bypass Project was in the final design phase when it was determined that federal funding could not be secured, and the project was delayed indefinitely. The Prunedale Bypass Project was re-initiated as locally-funded (Measure B sales tax) in the late 1980s. Under the Federal and State environmental laws at the time, alternative alignments, including the adopted route, were developed and evaluated. The local sales tax measure was challenged and overturned in court, and lack of funding again halted the project.

As a result of halting the Prunedale Bypass Project, a series of operational improvements were completed in Fall 2014 to improve safety. This project, referred to as the Prunedale Improvement Project (PIP), upgraded the existing four-

lane facility to partially access-controlled with construction of ten miles of median barrier, two new interchanges, and an over-crossing. Current and future travel demands indicate the need for additional improvements on US 101 corridor.

The Transportation Agency needs to adopt a Local Alternative Transportation Improvement Plan that includes any and all potential projects that the revenue can be applied towards. The purpose of a Local Alternative Transportation Improvement Program is to ensure that funds received from the sell of right of way that was purchased for the original route adoption will be used on local improvements within the region consistent with the purpose of the original transportation funding investment.

Working with Caltrans, two major transportation projects have been evaluated and identified for consideration for the Monterey County Local Alternative Transportation Improvement Program:

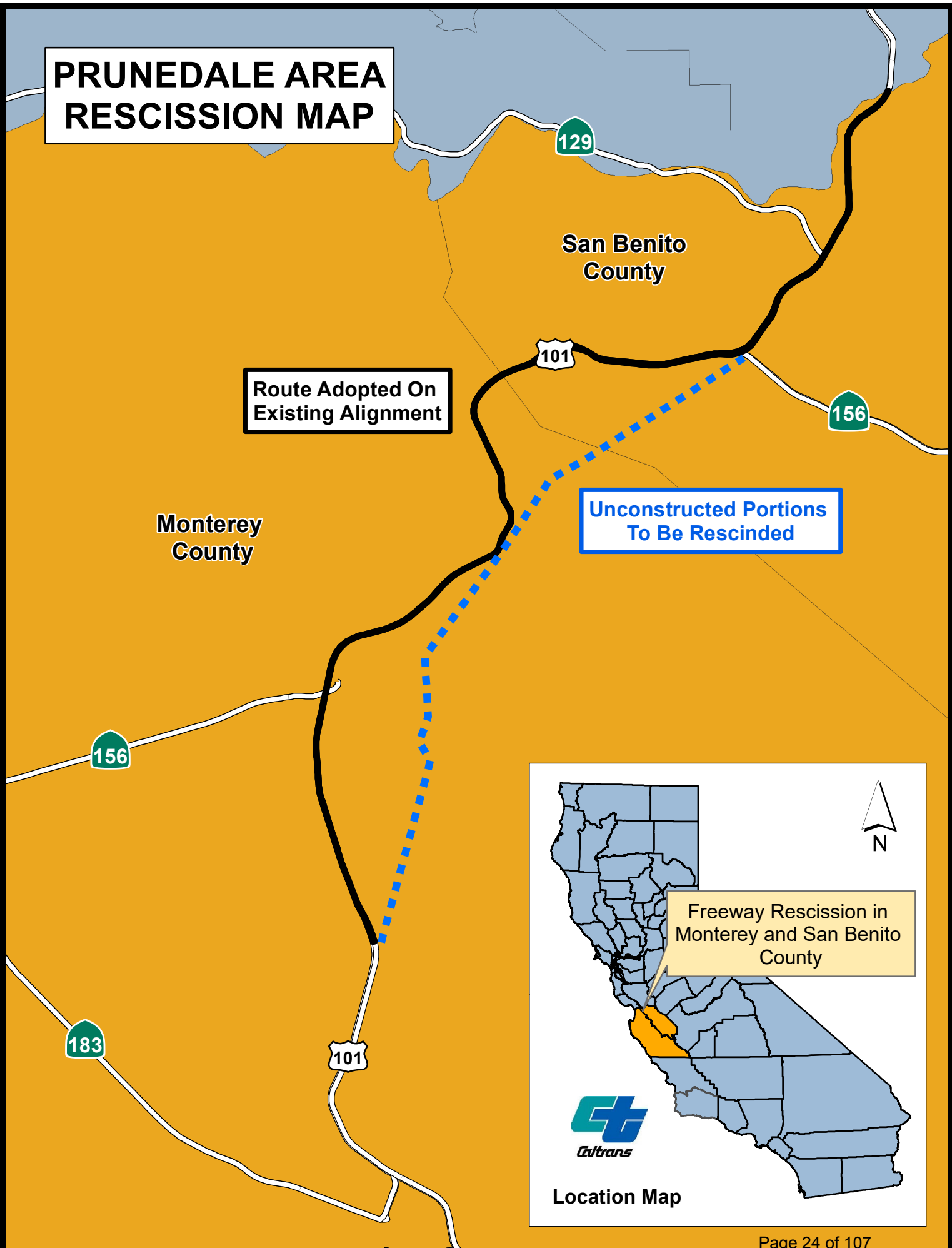
- US 101 South of Salinas Corridor Improvement
- Route 156 West Corridor Project

Caltrans is scheduled to submit their recommendation to rescind the route to the California Transportation Commission in January 2021. Caltrans will proceed with selling the excess properties after the California Transportation Commission approves the route rescission.

**ATTACHMENTS:**

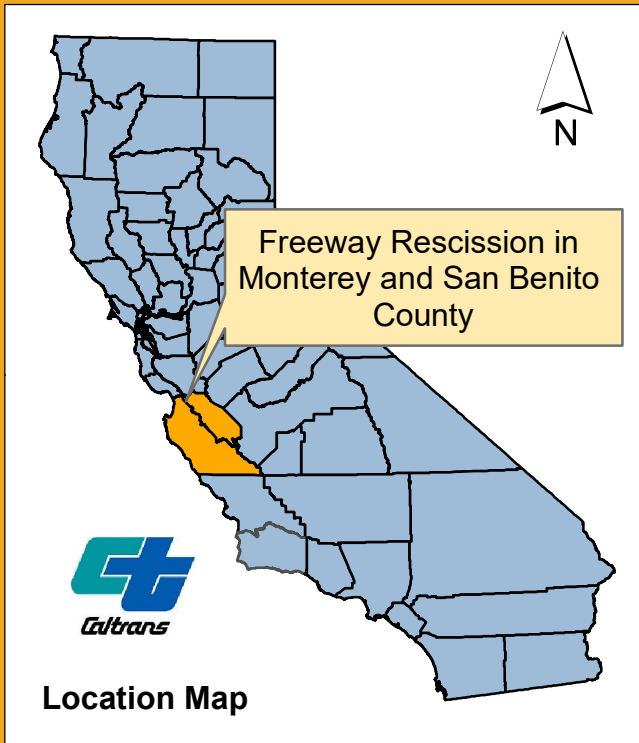
- ▢ Prunedale Area Rescission Map

# PRUNEDALE AREA RESCISSION MAP



Route Adopted On Existing Alignment

Unconstructed Portions To Be Rescinded



Location Map





# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

## CONSTRUCTION PROJECTS

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1.	<b>Highway 1 Mon/SCr Roadside Safety (1C980)</b>	In Mon. and SCr Counties, from just south of Salinas Rd. OC in Mon. Co. to just north of Larking Valley Rd. in SCr Co.	Construct Maintenance Vehicle Pull Outs, Repairing Guardrail, and Relocating Irrigation Equipment	Spring 2020—Spring 2021	\$4.3 million	SHOPP	Carla Yu (IN)	A. Teichert & Sons Inc. of Sacramento, CA	Construction began March 2020
2.	<b>North District Crosswalk Enhancements (1G760)</b>	Various locations throughout Monterey and Santa Cruz (SRs 1, 9, 68, 129, 152, 183)	Electrical/ Signs/ Flashing Beacons/ Markings/ Pavements	Spring/Summer 2020	\$1,000,000	Minor	Mike Lew (RJ)	Alfaro Communications Construction Inc., Compton, CA	Construction is scheduled to start on October 9, 2020.
3.	<b>Highway 68 Pacific Grove Shoulder Widening (1C250)</b>	Pacific Grove to Scenic Drive (PM 1.6/L4.0)	Shoulder widening, rumble strips, guardrail	Summer 2019—Spring 2020	\$3.6 million	SHOPP	Carla Yu (RJ)	Granite Construction Company Watsonville, CA	Construction completed July 2020.
4.	<b>US 101 ZEV Project (1J040)</b>	Camp Roberts Safety Roadside Rest Areas (PM R2.9/R5.3)	Transportation infrastructure improvement for zero-emission vehicle charging.	March 2020	\$1.2 million	SHOPP	Aaron Henkel (AN)	Hoseley Corp.	Construction completed July 16, 2020.
5.	<b>US 101 Paris Valley 2R Rehab (1F740)</b>	Near King City south of Paris Valley Road overcrossing to Rancho undercrossing (PM R28.0/R30.6)	Pavement rehabilitation	Summer 2019 - Winter 2020	\$26.9 million	SHOPP	Aaron Henkel (AN)	Papich Construction Company	Construction is ongoing – Traffic switch occurred February 10 and 11, 2020 and reconstruction of the #2 lane and outside shoulder is underway with new concrete expected to be poured July and August 2020. Project will be completed by March 2021.
6.	<b>US 101 King City Combined Projects (1F75U4)</b>	Near King City from South of Wild Horse Road to Teague Avenue (PM 36.9/47.7)	Pavement Rehabilitation, Seismic Retrofit with widening and median barrier	Spring 2019—Summer 2023	\$77.7 million	SHOPP	Aaron Henkel (TL)	OHL, USA, Irvine, CA	Construction underway. Lanes have been reduced to 1 lane each direction from Wildhorse Rd to 1 <sup>st</sup> Street. The construction of the No. 1 lane is complete in Stage 1 and begun the Stage 2 No. 2 lane and outside shoulder.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

CONSTRUCTION PROJECTS									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
7.	<b>US 101 Salinas CAPM (1F700)</b>	North of Gonzales to East Market Street (PM 73.8/87.3)	Pavement preservation	Summer 2019-Fall 2020	\$24.1 million	SHOPP	Jackson Ho (TL)	PS&E/RW	The project is in construction. Target project completion is February 2021.
8.	<b>US 101 Mon 101 Transportation Management System (0N200)</b>	Near Salinas north of the Airport Blvd south of the San Miguel Canyon (86.0/95.8)	Construct Transportation Management System	Winter 2019/20-Fall 2020	\$1 million	SHOPP	Jackson Ho (BR)	PS&E/RW	This project is in Construction. Estimated completion date is December 2020.
9.	<b>US 101 Salinas Rehabilitation (1C890)</b>	East Market Street overcrossing to just south of Russell/Espinosa Road (PM 87.31/R91.5)	Roadway rehabilitation	Spring 2019 – Summer 2021	\$37 million	SHOPP	Aaron Henkel (TL)	Granite Rock Company, Watsonville, CA	Construction is on-going, with primarily overnight work. Ramp reconstruction work is ongoing as well.

PROJECTS IN DEVELOPMENT									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
10.	<b>TMS Detection Repair (1H990)</b>	Various locations throughout District 5 (SRs 1, 17, 68, 156, 101) (PM Various)	Replace failed TMS Detection	Winter 2020	\$3 million	SB1 SHOPP	Brandy Rider	PS&E/RW	Project was RTL on 6/18/20. Advertise and bid opening took place in October 2020. Anticipate award in December 2020.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

## PROJECTS IN DEVELOPMENT

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
11.	<b>Highway 1 Replace Culvert Near Limekiln Creek</b> (0Q500)	Near Lucia south of Limekiln Bridge (PM 20.4)	Replace culvert and repair erosion	Summer/Fall 2020	\$850,000	SHOPP	Carla Yu	PS&E	Project achieved RTL on 3/10/20. Bid opening occurred 8/19/20.
12.	<b>Highway 1 Orient Express Tieback Wall</b> (1K010)	Near Lucia south of Big Creek Bridge (27.5/27.7)	Construct tieback wall, restore roadway and facilities, place Water Pollution Control BMPs, and erosion control	Spring/Summer 2023	\$6.2 million	SHOPP	Mike Lew	PA&ED	The schedule was moved out to further identify biological and cultural concerns within the project limits. PA&ED: Moved to 9/1/22
13.	<b>Highway 1 Castro Canyon Bridge Rail Upgrade</b> (1H490)	At Castro Canyon Bridge (PM 43.1)	Replace bridge rail	Spring/Summer 2023	\$3 million	SHOPP	Aaron Henkel	PA&ED	Project is now in the Design phase.
14.	<b>Highway 1 Coastlands Wall Permanent Restoration</b> (1M460)	Near Big Sur at 1.0 Miles south of Pfeiffer Canyon Bridge (PM -44.5/44.45)	Permanent Restoration/Tieback retaining wall	Spring/Summer 2023	\$2.1 million	SHOPP	Mike Lew	PS&E	Project is currently is PS&E and is approximately 20% complete. Team is working on 60% plans submittal. RTL: 8/20/21 Begin Construction: 2/17/22
15.	<b>Highway 1 Little Sur Retaining Wall</b> (1K050)	Between Little Sur River and North of Big Sur (PM 55.9/55.9)	Construct earth retaining system	Fall 2022	\$5.4 million	SHOPP	Carla Yu	PA&ED	Project report completed March 2020, accelerated from Fall 2020. Design and Structures advancing the design to continue acceleration. Project is currently in Design.
16.	<b>Highway 1 Garrapata Creek Bridge Rail Replacement</b> (1H800)	At Garrapata Creek Bridge (PM 62.97)	Bridge rail rehabilitation	Fall 2023	\$3 million	SHOPP	Carla Yu	PA&ED	Environmental studies are underway. Project is a “long lead” with a longer than normal environmental study period needed to develop a context sensitive solution for the bridge rail with historic structures.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

## PROJECTS IN DEVELOPMENT

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
17.	<b>Highway 1 Garrapata Creek Bridge Rehab</b>  (1H460)	At Garrapata Creek Bridge  (PM 63.0)	Electrochemical Chloride Extraction (ECE) of bridge structure	Spring 2023	\$10 million	SHOPP	Carla Yu	DESIGN	Project is in Design Phase.
18.	<b>Highway 68 Hwy 68 Curve Correction</b>  (1J460)	Near Pacific Grove West of Community Hospital Entrance  (PM 0/0)	Improve superelevation, widen shoulders, install rumble strip	Fall 2023	\$3.2 million	SHOPP	Aaron Henkel	PA&ED	Project report in circulation for signatures.
19.	<b>Highway 68 Route 68 Drainage Improvements</b>  (1J880)	From west of Sunset Dr to Toro Park  (PM 0.2/15.7)	Drainage improvement, replace lighting, and install count stations	Winter 2024	\$5 million	SHOPP	Carla Yu	PID	PA&ED has begun. Target completion is June 2022.
20.	<b>Highway 68 Pacific Grove ADA Pathway</b>  (1H220)	From 17 Mile Drive to Congress Avenue  (PM 0.5/0.8)	Provide accessible pathway	Winter 2022	\$0.75 million	SHOPP	Mike Lew	PS&E	Project is nearing 60% constructability review.
21.	<b>Highway 68 Pacific Grove CAPM</b>  (1H000)	From Forest Avenue to the SR 1/68 Junction  (PM 1.1/L4.3)	Pavement preservation	Winter 2022	\$8 million	SHOPP	Carla Yu	DESIGN	Project is in Design Phase.
22.	<b>US 101 Camp Roberts SRRA Infrastructure Upgrade</b>  (1H020)	Northbound and southbound at the Camp Roberts Rest Area  (PM R2.9/R5.3)	Safety roadside rest area infrastructure upgrade	Winter 2021	\$5.5 million	SHOPP	Barak Miles	PS&E/RW	Project Design is complete. RTL was completed on June 26, 2020. The project is scheduled on the CTC meeting in Oct of 2020 and will advertise in November for bid.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

## PROJECTS IN DEVELOPMENT

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
23.	<b>US 101 San Antonio River Bridge-Seismic Retrofit</b>  (1F820)	Near King City at the San Antonio River Bridge  (PM R6.7)	Seismic retrofit 2 bridges	Winter 2021	\$6.3 million	SHOPP	Luis Duazo	DESIGN	Project was awarded September 2020.
24.	<b>US 101 North Soledad OH Deck Replacement</b>  (0F970)	North Soledad Bridge  (PM 62.1/63.2)	Bridge deck rehabilitation	Fall 2022	\$6.6 million	SHOPP	Jackson Ho	PS&E/RW	A new project scope has been determined. Project team currently working to organize and move forward with PS&E for the new scope. This package will be sent to the Union Pacific Railroad for approval. Target begin construction July 2022.
25.	<b>US 101 Monterey-San Benito Co Roadside Safety Improvements</b>  (1F900)	In Monterey and San Benito Counties North Gonzales to SCL Line  (PM 73.0/96.8)	Roadside safety improvements	Fall 2020 - Spring 2021	\$4.5 million	SHOPP	Brandy Rider (CM Patrick Dussell)	PS&E/RW	Project was awarded to Teichert Construction on October 9, 2020.
26.	<b>US 101 Spence Rd Acceleration Lane</b>  (1M760)	South of Salinas at Spence Rd  (PM 81.03)	Extend NB acceleration lane	Winter 2024		MINOR	Brandy Rider	PAED	For this new Minor Ain partnership with TAMC, the initial focus of the team will be determining the project scope.
27.	<b>US 101 Market Street Northbound On-ramp Improvements</b>  (1H050)	Near Salinas from East Market Street to South of Sherwood Drive  (PM 87.4/87.8)	Roadway and Retaining Wall	Winter 2022- Fall 2023	\$4.7 million	SHOPP	Jackson Ho	Design	The Design (PS&E) phase is now underway. Construction is scheduled to begin in Spring 2022.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

## PROJECTS IN DEVELOPMENT

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
28.	<b>US 101 Prunedale Rehab (1H690)</b>	Near Prunedale North of Boronda Road overcrossing to Monterey/San Benito County Line  (PM R91.5/101.3)	Pavement rehabilitation	Winter 2022- Winter 2025	\$60 million	SB 1 SHOPP	Jackson Ho	PA&ED	The environmental document is expected to be completed in August 2021.
29.	<b>Highway 156 Castroville Overhead (0A090)</b>	On SR 156 between the SR 183/156 separation and Castroville Boulevard  (PM R1.1/R2.1)	Replace Bridge Railing	Spring 2021- Summer 2022	\$4.5 million	SHOPP	Jackson Ho	PS&E/RW	Work continues on finalizing the Structures PS&E package. The Design Unit will then submit a final package to UPRR. Due to additional delays in the railroad process, the start date for construction has moved out to Fall of 2021.
30.	<b>Highway 156 Castroville Boulevard Interchange (31601)</b>	Castroville Boulevard and Highway 156  (R1.6/1.4)	Construct a new interchange	Fall 2022	\$44.3 million	STIP Measure X Federal Demo	Mike Lew	PS&E/RW	The Design Phase (PS&E) is well underway. The Project team is working on 60% plans submittal expected in the next month or two. Also, Environmental team continues to work on permits.
31.	<b>Highway 183 Salinas to Castroville CAPM (1K430)</b>	South of Old Cemetery Rd near Salinas south of Del Monte Ave at Castroville  (PM 2.1/8.3)	Roadway rehabilitation, TMS elements, lighting, and sign panel replacement	Winter 2023	\$5.1 million	SHOPP	Brandy Rider	PID	The CTC will meet in June to approve The Design Phase (PA&ED) which is Scheduled to begin next FY, July 2020. Bio-Surveys has begun collected field data. PA&ED is scheduled to be completed 9/7/2021
32.	<b>Highway 183 Castroville Improvement Project (1H650)</b>	Community of Castroville from Del Monte Ave. to Washington St  (PM R8.4/9.8)	Asset Management Pilot Project	Fall 2023- Summer 2025	\$16 million	SHOPP	Brandy Rider	PA&ED	Work is underway on the environmental document which is expected to be completed in the Winter of 2021. A community townhall is scheduled for August 26, via WebEx to gain input into the project scope.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE OCTOBER 28, 2020 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

## PROJECTS IN DEVELOPMENT

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
33.	Highway 218 Seaside ADA  (1H230)	From Del Monte Road to Fremont Boulevard  (PM R0.2/L0.9)	ADA compliant pedestrian access	Spring 2022	\$1.2 million	SHOPP	Mike Lew	PS&E	The project is still in PS&E, about 50% complete.

### ACRONYMS USED IN THIS REPORT:

ADA	Americans With Disabilities Act
EIR	Environmental Impact Report
PA&ED	Project Approval and Environmental Document
PID	Project Initiation Document
PS&E	Plans, Specifications, and Estimates
SB	Senate Bill, the Road Repair and Accountability Act of 2017
SCL	Santa Clara County Line
SHOPP	Statewide Highway Operation and Protection Program
SR	State Route
TMS	Traffic Management System



## ***Memorandum***

**To:** Board of Directors  
**From:** Elouise Rodriguez, Senior Administrative Assistant and Clerk of the Board  
**Meeting Date:** October 28, 2020  
**Subject:** TAMC draft minutes of September 23, 2020

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### **RECOMMENDED ACTION:**

**APPROVE** the Transportation Agency for Monterey County Board draft minutes of September 23, 2020.

### **ATTACHMENTS:**

- ▣ TAMC draft minutes of September 23,2020



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

**DRAFT MINUTES OF SEPTEMBER 23, 2020 TAMC BOARD MEETING**

Via Zoom Meeting Video/Audio Conference Call

<b>TAMC BOARD MEMBERS</b>	<b>OCT 19</b>	<b>DEC 19</b>	<b>JAN 20</b>	<b>FEB 20</b>	<b>MAR 20</b>	<b>APR 20</b>	<b>MAY 20</b>	<b>JUN 20</b>	<b>AUG 20</b>	<b>SEP 20</b>
L. Alejo, Supr. Dist. 1, <b>Chair</b> (L. Gonzales; <del>J. Gomez</del> )	P(A)	P(A)	P(A)	P(A)	P	P	P	P	P	P
J. Phillips, Supr. Dist. 2, (J. Stratton)	P	P	P	P	P(A)	P	P(A)	P	P(A)	P
C. Lopez, Supr. Dist. 3 <b>County Rep</b> (P. Barba)	P	P(A)	P	P	P	P	P	P	P	P(A)
J. Parker, Supr. Dist. 4 (W. Askew)	P	P(A)	P	P(A)	P	P	P(A)	P(A)	P(A)	P
M. Adams, Supr. Dist 5 <b>2<sup>nd</sup> Vice Chair</b> (Y. Anderson)	P	P(A)	P	P(A)	P	P	P	P	P	P
D. Potter, Carmel-by-the-Sea (J. Baron)	P	P	P	E	P	P	P	P	P	E
A. Kerr, Del Rey Oaks (P. Lintell)	P	P	P(A)	P	P	P	E	P	P	P
M. Orozco, Gonzales (L. Worthy)	P	P(A)	P	P	P	P	P	P	-	P
A. Untalon, Greenfield (A. Tipton)	P	E	P	E	P	P	P	P	P	P
M. LeBarre, King City, <b>City Representative</b> (C. DeLeon)	P	-	P	P	P	P	P	P	P	P
B. Delgado, Marina (F. O'Connell)	P(A)	-	P	P(A)	P	P	P	-	P	P
E. Smith, Monterey, <b>1st Vice Chair</b> (A. Renny)	P	P	P	P	P	P	P	P	P	P
R. Huitt, Pacific Grove, <b>Past Chair</b> ( <del>N. Smith</del> , D. Gho)	P	P	P	P	P	P	P	P	P	P
S. Davis, Salinas (C. Cromeenes)	P	-	P	-	P	P	P	P	P(A)	P
Gregory Hawthorne, Sand City (J. Blackwelder)	P	P(A)	P	-	-	-	-	-	P	P
I. Oglesby, Seaside (D. Pacheco)	-	-	P	P	P	P	P	P	P	P

A. Chavez, Soledad (F. Ledesma)	P	P	P	E	P	P	P	P	E	P
M. Twomey, AMBAG (H. Adamson, <del>B. Patel</del> , S. Vienna)	P	-	P	P	P(A)	P	P	P(A)	-	P
T. Gubbins, Caltrans, Dist. 5 (S. Eades, <del>O. Monroy Ochoa</del> , J. Olejnik, <del>K. McClendon</del> )	P(A)	P(A)	P(A)	P	P(A)	P(A)	P(A)	P(A)	P(A)	P(A)
R. Stedman, Monterey Bay Air Resources District ( <del>A. Romero</del> , D. Frisbey, A. Clymo)	P(A)	-	P	P(A)	P	P	-	P	P	P
B. Sabo, Monterey Regional Airport District	-	P	P	P	P	P	P	P	P	P
C. Sedoryk, Monterey-Salinas Transit (L. Rheinheimer, <del>M. Overmeyer</del> )	P	P(A)	P(A)	P	P	P	P	P(A)	P	P
T. Coffman-Gomez, Watsonville (L. Hurst)	P	E	P	-	-	P	-	-	-	-
E. Ochoa, CSUMB ( <del>A. Lewis</del> , L. Samuels)	-	-	P	-	-	-	P(A)	-	P	P

*P = present; P(A) = alternate present; E = excused absence; - unnoticed absence*

<b>TAMC STAFF</b>	<b>OCT 19</b>	<b>DEC 19</b>	<b>JAN 20</b>	<b>FEB 20</b>	<b>MAR 20</b>	<b>APR 20</b>	<b>MAY 20</b>	<b>JUN 20</b>	<b>AUG 20</b>	<b>SEP 20</b>
S. Castillo, Transportation Planner	P	P	P	P	P	P	P	P	P	P
D. Delfino, Finance Officer/Analyst	P	P	P	P	P	P	P	P	P	P
R. Deal, Principal Engineer	P	P	P	P	P	P	P	P	P	P
R. Goel, Dir. Finance & Administration	E	P	P	P	P	P	P	P	P	P
A. Green, Sr. Transportation Planner	P	P	P	P	P	P	P	P	P	P
D. Hale, Executive Director	P	P	P	P	P	P	P	P	P	P
M. Jacobsen, Transportation Planner	P	P	P	P	P	P	P	P	P	P
M. Montiel, Administrative Assistant	P	P	P	P	P	P	P	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	P	P	P	P	P
K. Reimann, Legal Counsel	P	P	P	P	P	P	P	P	P	P
E. Rodriguez, Clerk of the Board/ Senior Administrative Assistant	P	P	P	E	P	P	P	P	P	P
L. Terry, Accountant Assistant	E	E	P	E	E	P	P	P	P	P
C. Watson, Principal Trans. Planner	P	P	P	P	P	P	P	P	P	P
L. Williamson, Senior Trans. Engineer	P	P	P	P	P	P	P	P	P	P
T. Wright, Community Outreach	P	P	P	P	P	P	P	P	P	P
M. Zeller, Principal Trans. Planner	P	P	P	P	P	P	P	P	P	P

**OTHERS PRESENT**

Katherine Hansen  
Daniel Gho  
Amy Tomlinson

County Counsel  
City of Pacific Grove  
City of Pacific Grove

Grant Leonard  
Lisa Rheinheimer

City of Monterey  
Monterey-Salinas Transit

**1. CALL TO ORDER**

Chair Alejo called the meeting to order at 9:00 a.m. Elouise Rodriguez, Clerk of the Board, called the roll and confirmed a quorum was established. Chair Alejo led the pledge of allegiance.

**2. PUBLIC COMMENTS**

None this month.

**3. CONSENT AGENDA**

**M/S/C** Huitt/Smith/unanimous

The Board approved the consent agenda as follows:

***ADMINISTRATION and BUDGET***

**3.1.1** Approved minutes of the Transportation Agency for Monterey County, the Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Fee Joint Powers Agency for Monterey County meeting of August 26, 2020.

**3.1.2** Accepted the list of checks written for August 2020 and credit card statement for the month of May and June July 2020.

***BICYCLE, PEDESTRIAN, TRANSIT and SOCIAL SERVICES***

**3.2.1** Regarding Federal Loan Actions for Monterey-Salinas Transit:

1. Authorized Executive Director to execute Amendment #1 of Measure X Regional Funding Agreement, subject to approval by Agency counsel, for the South County Operations and Maintenance Facility, to reflect an adjusted federal loan repayment timeline; and
2. Authorized Executive Director to enter into Direction to Deposit Local Transportation Funds Agreement with Monterey-Salinas Transit, subject to approval by Agency counsel, to support MST's federal Transportation Infrastructure Finance Innovation Act Loan.

**3.2.2** Adopted Resolution 2020-11 allocating \$855,275 of Fiscal Year 2020-21 SB 1 State of Good Repair funds to Monterey-Salinas Transit to support bus procurement that will replace eight small RIDES buses that have met their useful life.

**PLANNING**

- 3.3.1** Received update on state and federal legislative activities and ratified Executive Committee adoption of positions on legislation on behalf of the Board of Directors.

**PROJECT DELIVERY and PROGRAMMING**

- 3.4.1** Authorized the Executive Director to accept a quitclaim deed from Marina Community Partners, LLC for a 15,313 square foot land parcel in the City of Marina, subject to approval by Agency Counsel.

**RAIL PROGRAM**

Regarding Monterey County Rail Project - Associated Right of Way Services, Inc. Contract Amendment #1:

1. Approved and Authorized the Executive Director to execute contract amendment #1 with Associated Right of Way Services, Inc., subject to approval by Agency Counsel, to increase the budget for right of way acquisition services for the Monterey County Rail Extension project by \$11,500 for a new total contract budget of \$95,400;
2. Authorized the use of state funds budgeted to this project;
3. Found that this amendment is justified as a sole source due to the efficiencies that support award to the existing consultant as a logical follow-on to work already in progress under a competitively awarded contract; and
4. Authorized the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.

**3.6.1** **REGIONAL DEVELOPMENT IMPACT FEE**

None this month.

**3.7.1** **COMMITTEE MINUTES AND CORRESPONDENCE**

Accepted draft minutes from Transportation Agency committees:

- Executive Committee –draft minutes of September 2, 2020
- Rail Policy Committee – No meeting this month
- Bicycle and Pedestrian Committee – draft minutes of September 2, 2020
- Technical Advisory Committee – draft minutes of September 3, 2020
- Excellent Transportation Oversight Committee (xTOC) – No meeting this month

- 3.7.2** Received Transportation Agency for Monterey County correspondence for September 2020.

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#### 4. **MONTEREY-SALINAS TRANSIT CONTACTLESS FARE PAYMENT DEMO PROGRAM**

Lisa Rheinheimer presented to the Board the Monterey-Salinas Transit contactless fare payment demonstration program. She noted that Monterey-Salinas Transit was selected to demonstrate a contactless fare payment program through a first-of-its-kind partnership with Caltrans and Visa. This new program allows riders to use a contactless payment option to pay their fare on any bus line, and will be available in October/November. By making it easier to pay for transit services, contactless fare payments may increase ridership and farebox revenues. Part of the evaluation of the demonstration program will be to determine whether or not this fare collection method saves operating costs. MST estimates that in 2019, the cost to process and handle cash was 8% of passenger fares.

Caltrans selected MST to assess the feasibility of the contactless fare payment system for a six-month period. The technology demonstration will set the stage for passengers traveling from one area to another to simply pay with their contactless credit, debit or prepaid card, or mobile device as they board the local transit system.

Desired outcomes of the contactless fare payment demonstration include:

- Reduce cash transactions and related cash handling costs
- Reduce MST GoPass and GoCard production costs
- Speed the boarding process
- Determine feasibility of contactless card payment as a single, universal access to MST's mobility services (including Fixed Route, On-Call, RIDES and Measure Q taxi vouchers)
- Determine customer interest in distance-based fares and fare-capping strategies
- Making it easier to pay for transit

The pilot program between MST, Caltrans, Visa, and Little Pay will focus on improving the transit rider's experience for MST customers. If successful, the program can scale to create consistency across hundreds of transit agencies across California.

Carl Sedoryk, General Manager, reported that this is a "click and pay" program and that Caltrans is working with Google on an app to calculate mileage and plan trips.

5. **PRESENTATION ON THE GO831 PROGRAM AND THE OCTOBER SMART COMMUTE CHALLENGE**

The Board received an update on the Go831 Program and the October Go831 Smart Commute Challenge to the Moon!

Ariana Green, Senior Planner presented information on the Go831 Program, which the Transportation Agency operates to reduce single occupancy vehicle trips in order to reduce traffic and air pollution in Monterey County. Each year Go831 runs a Commute Challenge to help raise awareness of the program and encourage individuals to start using the RideAmigos software platform. The goal each year is to increase the number of employers and employees participating in the Challenge, with the purpose of encouraging smart commuting over the longer-term.

Tracy Burke-Vasquez, Go831 Coordinator, announced that this October the Go831 Smart Commute Challenge is open to anyone who lives or works in Monterey County and offers prizes to those who track their smart commuting during the month. The Challenge will give credit for any type of smart commuting, but this year the challenge encourages teleworking, walking and bicycling.

Last year, the Go831 team met the goal of doubling participation in the Challenge from the previous year (106 participants in 2019 vs. 52 in 2018). The 3,905 total smart commute trips taken during last year's challenge resulted in:

- CO2 saved: 8.7 tons
- Money Saved: \$12K (on driving costs for the participants)
- Calories burned: 0.3 Million

With the unique scenarios created during the current pandemic, the October Go831 Commute Challenge 2020 provides an opportunity to further promote smart commute options that many employees are currently using and find to be beneficial. These options include decreased congestion and emissions on the roadways, saved commute time and teleworking. The Transportation Agency has partnered with Blue Zones Project Monterey County and the City of Salinas to present this year's month-long challenge.

6. **REPORTS FROM TRANSPORTATION PROVIDERS**

**Caltrans** – Scott Eades, the District 5 Director for Planning, Local Assistance and Sustainability, reported that Caltrans recently began a year-long pilot project to reduce wrong way driving incidents. The project will install specially designed pavement markings at 30 locations throughout the year. The markings include red arrows and the words, **DO NOT ENTER**, and are only visible when a driver is heading the wrong direction onto freeway ramps.

Caltrans has also released and is seeking input on the California Transportation Plan - 2050.

**Monterey Regional Airport District** – Bill Sabo, District Board Member, reported that passenger flights have increased, noting the airlines are taking steps to keep the airport safe and ease the concerns related to COVID-19. He reported that Alaska Airlines is providing two same day flights to San Diego, and that the Los Angeles and Denver flights are doing well. The concessions are still available at the Airport, including the restaurant. In conclusion, he noted that the new flights will only continue if passengers “Fly Monterey”.

**Monterey Salinas Transit District** – Carl Sedoryk, General Manager & CEO, thanked the TAMC Board for the approval of the agreement related to construction of the South County Operations and Maintenance Facility, to reflect an adjusted federal loan repayment timeline and authorizing the Executive Director to enter into Direction to Deposit Local Transportation Funds Agreement with Monterey-Salinas Transit. He noted that service and ridership is slowly coming back, while MST continues to maintain social distancing precautions. Mr. Sedoryk reported that as part of the Carmel fire evacuations, MST provided transportation services to the residents of Rippling River.

**Monterey Bay Air Resources District** – Richard Stedman reported that DC Fast Charger electric vehicle stations have been installed at the Target stores in Hollister and Marina shopping centers. The District has also funded the purchase of 6 new electric vehicle school busses in Soledad. The Electric Vehicle Incentive Program, which provides rebates to the public for the purchase of fully electric and plug-in hybrid electric vehicles, still has funding available and offers double incentive rebates to qualified persons with a low income; applications are online.

8. **REPORTS ON MEETINGS ATTENDED BY BOARD MEMBERS AT AGENCY EXPENSE**

No reports this month due to shelter-in-place.

9. **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Debbie Hale reported that TAMC was able to accomplish a great deal last month, noting the Salinas Rail Station construction is moving along and a socially-distanced ribbon cutting ceremony is scheduled on December 7, 2020, at 3 pm. TAMC is working to be a Blue Zone Workplace, with bike stations, nutritional education and counseling programs. Director

Hale thanked Supervisors Phillips for hosting the public web event on the Highway 183 project in Castroville, and Parker for hosting a presentation on the SURF! Busway at her Hot Topics event.

**10. CLOSED SESSION**

Public Employee Performance Evaluation Pursuant to Government Code section 54957, Position: Executive Director.

Reconvened:

After the Board reconvened in open session, Agency Counsel Reimann reported that the Board met in closed session and there was no reportable action taken.

**11. ANNOUNCEMENTS AND/OR COMMENTS**

None.

**12. ADJOURNMENT**

Chair Alejo adjourned the meeting at 10:39 a.m.





## ***Memorandum***

**To:** Board of Directors  
**From:** Dave Delfino, Finance Officer / Analyst  
**Meeting Date:** October 28, 2020  
**Subject:** TAMC payments for the month of September 2020

### **RECOMMENDED ACTION:**

**ACCEPT** the list of checks written for September 2020 and credit card statements for the months of August 2020.

### **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 \$ 381,712.45, which included checks written for September 2020 and payments of the August 2020 Platinum Plus Credit Card statements.

### **DISCUSSION:**

During the months of September 2020 normal operating checks were written, as well as a check for \$524.13 to Associated Right of Way Services Inc. for right of way services, two checks totaling \$29,003.09 to HDR Engineering Inc. for engineering services and a check for \$50,457.73 to MNS Engineers, Inc. for construction management services all for the Salinas Rail Extension Kick-Start Project, a check for \$30,076.75 to California Department of Fish & Wildlife for review fees for the Monterey County Regional Conversation Investment Strategy, a check for \$3,600.00 to Randy Tunnell Photography for public outreach photography, a check for \$31,468.22 to Alliant Insurance Services for liability insurance the Agency, Regional Development Impact Fee and Monterey County SAFE, a check for \$3,810.87 to AECOM Technical Services, Inc. for services for the Rail Network Integration Study, a check for \$183.50 to Ward, Ruhnke & Dost Architects, LLP for design services for the Fort Ord Property and a check for \$197.56 to the City of Salinas for services for the Salinas Safe Routes to School Projects.

### **ATTACHMENTS:**

- ▣ Checks September 2020
- ▣ Credit Cards August 2020

Transportation Agency for Monterey County (TAMC)  
 Union Bank Operating Account  
 September 2020

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
09/01/2020	DEP Lithia Real Estate Inc.		2,084.91	Railroad Right of Way Rent
09/04/2020	EFT CalPers Health Benefits	14,304.68		Employee Benefit
09/04/2020	EFT Payroll	47,989.50		Payroll
09/04/2020	EFT United States Treasury	11,132.44		Payroll Taxes & Withholding
09/04/2020	EFT EDD	4,332.97		Payroll Taxes & Withholding
09/04/2020	EFT EDD	29.92		Payroll Taxes & Withholding
09/04/2020	EFT Pers Retirement	9,727.80		Employee Benefits
09/04/2020	EFT Pers Retirement PEPR	1,716.32		Employee Benefits
09/04/2020	EFT Pers Retirement	591.32		Employee Benefits
09/04/2020	EFT CalPERS	7,254.35		Employee Benefits
09/04/2020	EFT Debbie Hale	693.97		125 Plan Reimbursement
09/11/2020	19607 AAMCOM LLC	265.72		SAFE Call Box - Answering Service
09/11/2020	19608 AECOM Technical Services, Inc.	3,810.87		Services for the Rail Network Integration Study
09/11/2020	19609 Alvarez Technology Group (TX)	680.09		Computer Leases
09/11/2020	19610 Alvarez Technology Group, Inc. (CA)	1,917.52		Computer Support
09/11/2020	19611 California Towing and Transport	1,352.24		Freeway Service Patrol
09/11/2020	19612 Californian	164.74		Newspaper Subscription
09/11/2020	19613 Case Systems Inc.	7,378.63		SAFE Call Box - Maintenance
09/11/2020	19614 ChargePoint Inc.	329.00		Electric Vehicle Charging
09/11/2020	19615 City of Salinas	197.56		Safe Routes to School Expenses
09/11/2020	19616 De Lage Landen Financial Services	285.75		Office Copier Lease
09/11/2020	19617 HDR Engineering Inc.	24,511.08		Engineering Services Salinas Rail Extension Kick-Start Project
09/11/2020	19618 Khouri Consulting LLC	4,000.00		Legislative Consultant
09/11/2020	19619 MNS Engineers, Inc.	50,457.73		Construction Management Services for Salinas Rail Extension Kick-Start Project
09/11/2020	19620 Monterey Bay Economic Partnership	5,000.00		Membership Dues
09/11/2020	19621 Office of the County Counsel	6,622.00		Legal Services
09/11/2020	19622 Peninsula Business Interiors	3,453.44		Office Reconfiguration
09/11/2020	19623 Randy Tunnell Photography	3,610.00		Public Outreach Photography
09/11/2020	19624 San Luis Obispo Council of Governments	2,500.00		Annual Membership Dues
09/11/2020	19625 The Maynard Group	356.36		Telecommunication Contract
09/11/2020	19626 Verizon Wireless	112.54		Call Box - Phone Service
09/11/2020	19627 AT & T (Carol Stream, Il.)	413.20		Telecommunications, Call Box and Rideshare - Phone Service
09/11/2020	DEP Jaguar, Haedrich and Marina Concrete		4,986.27	Railroad Right of Way Rent
09/14/2020	EFT State of California		48,596.16	Traffic Congestion Relief Funds for Salinas Rail
09/14/2020	EFT State of California		66,125.59	Rural Planning Funds - 4th Quarter 19/20
09/14/2020	EFT TAMC County Acct. 691		200,000.00	Funds Transfer From TAMC County Acct. 691
09/17/2020	19628 AAMCOM LLC	265.72		SAFE Call Box - Answering Service
09/17/2020	19629 Associated Right of Way Services Inc.	524.13		Right of Way Services for Salinas Rail Extension Kick-Start Project
09/17/2020	19630 Boots Road Group LLC	360.00		Graphic Design Services
09/17/2020	19631 Business Card	59.99		Office Supplies, Staff Travel & Professional Training
09/17/2020	19632 California Department of Fish & Wildlife	30,076.75		Permit and Review Fees Monterey County Regional Conversation Investment Strategy
09/17/2020	19633 Carlon's Fire Extinguisher Sales & Service	97.50		Annual Inspection

Transportation Agency for Monterey County (TAMC)  
 Union Bank Operating Account  
 September 2020

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
09/17/2020 19634	Case Systems Inc.	7,286.97		SAFE Call Box - Maintenance
09/17/2020 19635	Clinica de Salud del Valle de Salinas	1,503.27		EV Charging - Electricity
09/17/2020 19636	Comcast	145.06		Telecommunication
09/17/2020 19637	Delta Dental	160.79		Employee Benefits
09/17/2020 19638	HDR Engineering Inc.	4,492.01		Engineering Services Salinas Rail Extension Kick-Start Project
09/17/2020 19639	Office Depot	386.53		Office Supplies
09/17/2020 19640	Oppidea, LLC	2,335.00		Accounting Services
09/18/2020 EFT	Payroll	48,677.85		Payroll
09/18/2020 EFT	United States Treasury	11,315.36		Payroll Taxes & Withholding
09/18/2020 EFT	EDD	4,349.96		Payroll Taxes & Withholding
09/18/2020 EFT	Pers Retirement	9,770.52		Employee Benefits
09/18/2020 EFT	Pers Retirement PEPRA	1,716.32		Employee Benefits
09/18/2020 EFT	CalPERS	7,273.31		Employee Benefits
09/21/2020 EFT	State of California		104,922.05	Freeway Service Patrol
09/21/2020 EFT	State of California		75,777.77	PPM Funds - 4th Quarter 19/20
09/24/2020 EFT	Graniterock		8,038.50	Railroad Right of Way Rent
09/25/2020 EFT	Union Bank	52.04		Bank Service Charges
09/25/2020 DEP	Saroyan and Lexus		3,474.56	Railroad Right of Way Rent
09/28/2020 EFT	State of California		11,497.07	ATP Grant - SRTS Every Child
09/28/2020 EFT	State of California		18,961.44	Traffic Congestion Relief Funds for Salinas Rail
09/28/2020 EFT	State of California		45,181.62	Grant - Salinas Safe Routes to School
09/28/2020 EFT	State of California		70,514.18	Grant Funds Monterey County Regional Conversation Investment Strategy
09/30/2020 19641-19650	Voids	0.00		Voids
09/30/2020 19651	Alliant Insurance	31,468.22		Liability Insurance - TAMC, RDIF and SAFE
09/30/2020 19652	Alvarez Technology Group, Inc. (CA)	501.54		Computer Support
09/30/2020 19653	Fedex (Postage)	26.30		Delivery Service
09/30/2020 19654	Ken Young Construction	1,100.00		Leasehold Improvements (Bathrooms)
09/30/2020 19655	Lincoln National Life Insurance Co.	689.08		Employee Benefits
09/30/2020 19656	Monterey County Weekly	566.00		Advertising for Go831 - Contest
09/30/2020 19657	Sentry Alarm Systems	283.50		Office Security - Alarm
09/30/2020 19658	Smile Business Products	125.95		Office Copier Expenses
09/30/2020 19659	Verizon Wireless	111.36		Call Box - Phone Service
09/30/2020 19660	Wald, Ruhnke & Dost Architects, LLP	183.75		Design Services for Fort Ord Property
09/30/2020 19662	VSP	213.68		Employee Benefits
09/30/2020 19663	AT & T (Carol Stream, Il.)	402.25		Telecommunications, Call Box and Rideshare - Phone Service
<b>TOTAL</b>		<b>381,712.45</b>	<b>660,160.12</b>	

DEBRA L HALE

Platinum Plus® for Business

August 05, 2020 - September 04, 2020

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

**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 ..... \$59.99  
**Minimum Payment Due ..... \$10.00**  
**Payment Due Date ..... 10/01/20**  
**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 on the fee assessment date:  
 \$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 equal to or 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 ..... \$175.13  
 Payments and Other Credits ..... -\$175.13  
 Balance Transfer Activity ..... \$0.00  
 Cash Advance Activity ..... \$0.00  
 Purchases and Other Charges ..... \$59.99  
**Fees Charged ..... \$0.00**  
**Finance Charge ..... \$0.00**  
 New Balance Total ..... \$59.99  
 Credit Limit ..... \$5,000  
 Credit Available ..... \$4,940.01  
 Statement Closing Date ..... 09/04/20  
 Days in Billing Cycle ..... 31

**Important Changes to Your Account Terms**

**Important Changes to MyReport Center**

After November 6, 2020, MyReport Center will no longer be available. Please download and save any reports stored in MyReport Archive that you would like to keep. Transaction reporting is now available by logging into Online Banking at bankofamerica.com. Simply select the CORP account for your business credit card and use the Download tool on the Activity tab. To learn more, visit the Help & Support tab and select Business card transaction reports.

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

DEBRA L HALE  
TAMC  
ATTN RITA GOEL  
55 PLAZA CIR STE B  
SALINAS, CA 93901-2952

Account Number  
August 05, 2020 - September 04, 2020

New Balance Total ..... \$59.99  
**Minimum Payment Due ..... \$10.00**  
**Payment Due Date ..... 10/01/20**

**Enter payment amount**

\$

*For change of address/phone number, see reverse side.*

Mail this coupon along with your check payable to:  
**BUSINESS CARD,**  
or make your payment online at  
www.bankofamerica.com

DEBRA L HALE

August 05, 2020 - September 04, 2020

Page 3 of 4

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
08/17	08/16	PAYMENT - THANK YOU		- 175.13
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$175.13</b>
		<b>Purchases and Other Charges</b>		
08/28	08/27	MAILCHIMP *MONTHLY MAILCHIMP.COMGA		59.99
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$59.99</b>

**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	24.24% V	\$0.00	\$0.00

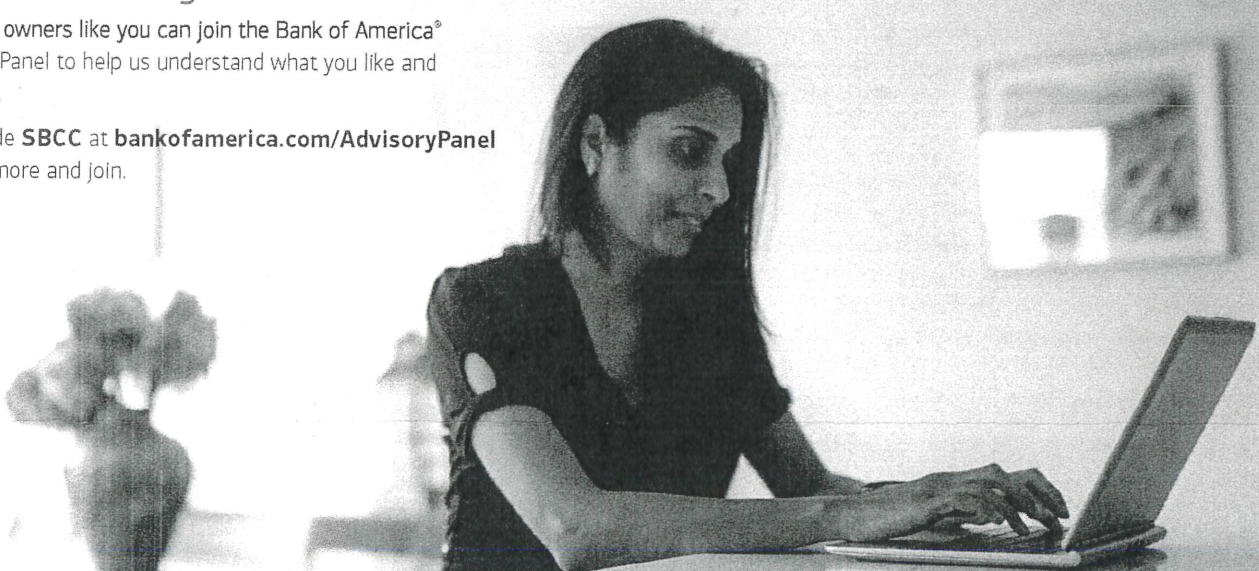
V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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Inclusion on the Advisory Panel subject to qualifications.  
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Credit Cards August 2020



ELOUISE RODRIGUEZ

Platinum Plus® for Business

August 05, 2020 - September 04, 2020

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

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1.800.673.1044, 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

Important Changes to Your Account Terms

Important Changes to MyReport Center

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
08/14	08/13	WTS ANNUAL CONFERENCE	5712268300 VA	- 805.00

Payment Information

New Balance Total ..... -\$307.13  
Minimum Payment Due ..... \$0.00  
Payment Due Date ..... 10/01/20

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 ..... \$433.26  
Payments and Other Credits ..... -\$1,238.26  
Balance Transfer Activity ..... \$0.00  
Cash Advance Activity ..... \$0.00  
Purchases and Other Charges ..... \$497.87  
Fees Charged ..... \$0.00  
Finance Charge ..... \$0.00  
New Balance Total ..... -\$307.13

Credit Limit ..... \$7,600  
Credit Available ..... \$7,600.00  
Statement Closing Date ..... 09/04/20  
Days in Billing Cycle ..... 31

Account Number  
August 05, 2020 - September 04, 2020

New Balance Total ..... -\$307.13  
Minimum Payment Due ..... \$0.00  
Payment Due Date ..... 10/01/20

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

Enter payment amount

\$

ELOUISE RODRIGUEZ  
TAMC  
ATTN DAVE DELFINO  
55 PLAZA CIR STE B  
SALINAS, CA 93901-2952

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:  
BUSINESS CARD,  
or make your payment online at  
www.bankofamerica.com

ELOUISE RODRIGUEZ

August 05, 2020 - September 04, 2020

Page 3 of 4

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
08/17	08/16	PAYMENT - THANK YOU		- 433.26
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>-\$1,238.26</b>
<b>Purchases and Other Charges</b>				
08/10	08/06	DEVICE MAGIC INC RALEIGH NC		150.00
08/10	08/08	TSHEETS 8888362720 ID		64.00
08/21	08/20	DREAMHOST DH-FEE.COM 877-8294070 CA		8.87
08/31	08/28	CAPIO - CA ASSOCIATION 530-9245444 CA		275.00
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$497.87</b>

**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	24.24% V	\$0.00	\$0.00


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

**BANK OF AMERICA BUSINESS ADVANTAGE**

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Inclusion on the Advisory Panel subject to qualifications.  
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## **Memorandum**

**To:** Board of Directors  
**From:** Rita Goel, Director of Finance & Administration  
**Meeting Date:** October 28, 2020  
**Subject:** **Contracts Awarded under \$50,000**

---

### **RECOMMENDED ACTION:**

**RECEIVE** list of contracts awarded under \$50,000.

### **SUMMARY:**

The list of contracts awarded by the Transportation Agency for Monterey County for services under \$50,000 approved by the Executive Director is submitted each month in accordance with the Agency's Procurement Policies to keep the Board informed.

### **FINANCIAL IMPACT:**

The revenue source for each specific contract is in the approved Agency budget or has been approved by a specific Agency Board action.

### **DISCUSSION:**

The Procurement Policies of the Transportation Agency for Monterey County state that contracts for services and annual extensions of such contracts for \$50,000 or less may be approved by the Executive Director, if the revenue source for the specific contract is in the approved Agency budget or is approved by a specific Agency Board action. The policies also require the Executive Director to submit a report to the Board identifying any contracts valued at \$50,000 and under, entered into in the preceding quarter.

The attached list of contracts awarded by the Transportation Agency for Monterey County for services under \$50,000 approved by the Executive Director is submitted each month to keep the Board informed.

### **ATTACHMENTS:**

- ▣ Contracts under \$50000.00



**Contracts for services and annual extensions of such contracts for \$50,000 or less may be approved by the Executive Director, if the revenue source for the specific contract is in the approved Agency budget or is approved by a specific Agency Board action. The Executive Director shall include a quarterly report to the Board identifying any contracts valued at \$50,000 and under, entered into in the preceding quarter.**

**Contracts Under \$50,000  
(but greater than \$5,000)  
Board Report date: October 2020**

Staff	Consulting Firm	Contract Activity	Start Date	End Date	Contract amount	Work Element	Fund Source
Stefania	GHD	Land and aerial surveying for Phase 1 of FORTAG Canyon Del Rel segment	10/7/20	12/31/21	\$49,984	7300	Measure X
Ariana	MY Museum	PLAY to Learn Boxes	10/1/20	12/31/21	\$49,950	7100	Measure X



## Memorandum

**To:** Board of Directors  
**From:** Michael Zeller, Principal Transportation Planner  
**Meeting Date:** October 28, 2020  
**Subject:** The Maynard Group - Contract Amendment #1

### RECOMMENDED ACTION:

#### **The Maynard Group - Cloud-based Phone System Contract Amendment #1:**

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute contract amendment #1 with The Maynard Group for the Agency's cloud-based phone service to extend the term for an additional three years and increase the budget by \$15,000 for a new total contract budget of \$32,677;
2. **AUTHORIZE** the use of funds from the approved budget for this project;
3. **FIND** that this amendment is justified as a sole source due to the efficiencies that support award to the existing consultant as a logical follow-on to work already in progress under a competitively awarded contract; and
4. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.

### SUMMARY:

Agency staff is seeking to increase the budget and extend the term on the competitively-awarded contract with The Maynard Group to allow for a continuation of the Agency's cloud-based phone system.

### FINANCIAL IMPACT:

This proposed amendment would add \$15,000 of Agency funds budgeted to this project to increase the not-to-exceed amount to \$32,677.

### DISCUSSION:

At the May 23, 2018 meeting and after a competitive solicitation process, the Transportation Agency Board of Directors approved a three-year contract with The Maynard Group to update the Agency's phone system. With this agreement for services, The Maynard Group upgraded and replaced the existing phone system with a fully-hosted cloud-based system that continued to utilize the existing Comcast cable internet service, provided new phones and headsets, installed the system, and conducted training with staff. After the installation of the new system, The Maynard Group continued to provide technical support and maintenance services.

With the expiration of the agreement set for December 31, 2020, Transportation Agency staff is seeking to extend the agreement for another three years to continue the operation of the phone system without disruption. With the Agency staff currently working remotely, the phone system has proven sufficient to meet the needs of our distributed staff, and The Maynard Group has so far fulfilled the scope of work and met the terms of the agreement. The proposed contract amendment #1 with The Maynard Group updates the term of the agreement to December 31, 2023 and increases the budget by \$15,000 to complete this work as a logical follow-on to work already in progress

under a competitively bid contract.

**ATTACHMENTS:**

- The Maynard Group - Amendment #1

**AMENDMENT #1 TO AGREEMENT FOR PROFESSIONAL SERVICES**  
**BETWEEN**  
**THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY**  
**AND**  
**THE MAYNARD GROUP**

THIS AMENDMENT NO. 1 to the agreement dated May 23, 2018, between the Transportation Agency for Monterey County, hereinafter referred to as "TAMC," and The Maynard Group, 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 relating to the installation and maintenance of a cloud-based phone system on May 23, 2018, hereinafter referred to as "Agreement;"
- B. **WHEREAS**, the term of the Agreement is set to expire on December 31, 2020;
- C. **WHEREAS**, TAMC and Consultant desire to increase the budget as stated in the Consultant Agreement and extend the term of the Agreement in order to continue with the Agency's current phone service with the Consultant.

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

**1. TERM OF AGREEMENT**

The Agreement as amended shall remain in force until December 31, 2023. Paragraph 2 of the Agreement is hereby amended to reflect the new expiration date.

**2. TOTAL COMPENSATION**

The total compensation to be paid pursuant to this Agreement as amended shall be increased by FIFTEEN THOUSAND DOLLARS (\$15,000) and the total not to exceed amount as amended is THIRTY-TWO THOUSAND EIGHT HUNDRED SEVENTY DOLLARS (\$32,870). Paragraph 3 of the Agreement is hereby amended to reflect the new not to exceed amount.

The Budget attached to the Agreement as Exhibit B is hereby replaced with the Budget designated Exhibit B-1 dated October 28, 2020 and shall be effective upon execution. Exhibit B-1 is attached hereto as Exhibit B-1.

**3. REMAINDER OF TERMS UNCHANGED**

All other terms of the Agreement remain in full effect.

An executed copy of this Amendment No. 1 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 THE MAYNARD GROUP, INC.

Transportation Agency for Monterey County

THE MAYNARD GROUP, INC.

By: \_\_\_\_\_  
Debra L. Hale  
Executive Director

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dated: \_\_\_\_\_

INSTRUCTIONS: If Consultant is a corporation (including limited liability and nonprofit corporations), the full legal name of the corporation shall be set forth together with the signatures of two specified officers (e.g., (1) chairperson of the board, the president or any vice president and (2) the secretary, any assistant secretary, the chief financial officer or any assistant treasurer). If Consultant is a partnership, the name of the partnership shall be set forth together with the signature of a partner with authority to execute this Agreement on behalf of the partnership. If Consultant is contracting in an individual capacity, the individual shall set forth the name of his or her business, if any, and shall personally sign the Agreement.

\* \* \* \* \*

Approved as to form:

\_\_\_\_\_  
TAMC Counsel

Dated: \_\_\_\_\_

For TAMC internal use:

Work Element number to be used for the contract: \_\_\_\_\_

**EXHIBIT B-1**  
**BUDGET**  
**AS AMENDED OCTOBER 28, 2020**

QTY		Cloud VoIP Phone System Hardware and Setup
15	Yealink T46S Color Gigabit VoIP phones	
2	Yealink EXP-40 Color Expansion Modules	
2	Polycom IP5000 Conference Phones	
1	Interface for Fax or Conference Phone	
15	Plantronics CS-540 Wireless Headset - with Inegration cable	
18	Program and configure VoIP phones, Fax or Conference Phone	
1	Administrator training	
1	Onsite User Training	
1	Project Manager	

QTY		Service and Support
1	24/7 Service and Support	
1	24/7 Remote Support	
1	No cost replacement of failed hardware	
1	Software updates: VoIP Phones and Endpoints	
1	Software updates: PoE Switching - when included in project	

QTY		Cloud VoIP Services
15	Cloud Standard VoIP Users with Voice Messaging, Desktop Presence and Mobile	
2	Cloud Basic VoIP Users	
1	Fax Connection	
20	DID Numbers	
1	Auto Attendant with Directory	
1	System Status Monitoring Tool	

Task	Original Budget	Amendment 1
Hardware and Setup Cost	\$7,502.00	
Sales Tax on One-Time Hardware and Setup	\$635.00	
Cloud VoIP Services and Onsite Maintenance / Support	\$8640.00	\$11,340.00
Approximate Tax on Monthly Services	\$900.00	\$1,620.00
Reserve for additional users and/or equipment	\$193.00	\$2,040.00
<b>Total:</b>	<b>\$17,870.00</b>	<b>\$15,000.00</b>

The Hardware and Setup Cost, plus Sales Tax on One-Time Hardware and Setup, will be billed lump sum upon installation of phone system and approval by TAMC of system operability.

Cloud VoIP Services and Onsite Maintenance / Support and applicable taxes will be billed monthly starting after the installation of the phone system and approval by TAMC.

**Total Agreement Not-to-Exceed Amount :       \$32,870.00**



## **Memorandum**

**To:** Board of Directors  
**From:** Theresa Wright, Community Outreach Coordinator  
**Meeting Date:** October 28, 2020  
**Subject:** Transportation Excellence Awards Nominations

### **RECOMMENDED ACTION:**

**RECEIVE** the call for nominations for the 19th annual Transportation Excellence awards to honor individuals, businesses, groups or projects for their efforts to improve the transportation system in Monterey County.

### **SUMMARY:**

Transportation Agency would like to encourage and appreciate the efforts made by Monterey County residents, businesses and employees to improve transportation in Monterey County by awarding Transportation Excellence Awards. Staff encourages Board members to submit nominations, which are due by December 4, 2020. The awards ceremony will take place during the regular January 27, 2021 Transportation Agency Board meeting.

### **FINANCIAL IMPACT:**

None.

### **DISCUSSION:**

Transportation Agency for Monterey County would like to show its appreciation to the local community for its outstanding efforts to improve transportation in Monterey County. The program has award categories for individuals, businesses/groups, programs or projects. Examples of potential awards include but are not limited to:

- Transportation employees who excel at their jobs and go the extra mile to improve our transportation system.
- Innovative activities that promote more efficient use of the local transportation network.
- Citizens or organizations that have made significant efforts to inform and educate the public about transportation issues.
- Successful efforts to improve transit services and encourage the use of smart commute options as alternatives to driving alone through the Go831 Smart Commute Program.

Board members are encouraged to distribute nomination forms and nominate projects, groups or individuals to be recognized for their contributions to transportation in Monterey County.

The nomination form is attached to this staff report and is also available on the Transportation Agency website ([tamcmonterey.org](http://tamcmonterey.org)). The form can be submitted online, mailed to Transportation Agency offices or emailed to Theresa Wright (at [theresa@tamcmonterey.org](mailto:theresa@tamcmonterey.org)). The deadline for nominations is December 4, 2020. The Transportation Agency Executive Committee will select the awards recipients at its January meeting.

### **ATTACHMENTS:**

▫ Transportation Excellence Award Nomination Form





## Transportation Excellence Awards

### Awards Program Nomination form (Please fill out the form completely)

#### 1. Name of Nominee

Give name and address of individual (provide title), firm, group, or organization.

Nominee: \_\_\_\_\_

Category: (circle one)      **Individual**      **Business/Group**      **Program**      **Project**

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

If Nominee is a firm, group, or organization, provide contact name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

#### 2. Description:

Describe the individual, business, group, program, or project that is being nominated. Include any specific information that may apply, such as the number of people who worked on the project, number of hours spent on the project, number of people served or affected, cost to those served, and annual cost of operation. Indicate whether the nominee is a volunteer or paid. Enclose any photographs or other materials that will contribute additional information to the nomination. Use extra pages as needed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 3. Date or duration of program:

When did this program take place? When was it completed? If ongoing, when did it start?

\_\_\_\_\_  
 \_\_\_\_\_

#### 4. Significance/Result:

State how this person, group or project has contributed to improving transportation in Monterey County in current calendar year. Describe the impact on those served and value created by this activity, as well as any savings provided to users, taxpayers, or providers by the nominee. Use extra pages as needed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 5. Person Submitting Nomination:

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

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Please return by **noon, December 4, 2020** via fax: 831-775-0897; email: Theresa@tamcmonterey.org; or mail to: Transportation Agency for Monterey County, Attn: Theresa Wright, 55-B Plaza Circle, Salinas CA, 93901. For additional information, please call 831-775-4403.



## **Memorandum**

**To:** Board of Directors  
**From:** Theresa Wright, Community Outreach Coordinator  
**Meeting Date:** October 28, 2020  
**Subject:** Telework Policy

### **RECOMMENDED ACTION:**

**APPROVE** the Transportation Agency's updated Telework Policy.

### **SUMMARY:**

In order to help reduce trips and their impact on the transportation system and the environment, staff is proposing that the Transportation Agency adopt more expansive Telework (formerly Telecommuting) Policy. Through this Telework Policy, TAMC will have the ability to improve worker productivity, lower office costs, and reduced vehicle trips by allowing employees to work at home, on the road, or in a satellite location, as appropriate for all or part of their work week.

### **FINANCIAL IMPACT:**

The Transportation Agency will provide a one-time technology allowance of \$500 per employee for telework equipment. The Agency will also reimburse the employee for business-related supplies that are reasonably incurred in carrying out the employee's job, as long as receipts substantiate the expense.

### **DISCUSSION:**

The Transportation Agency considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Data has shown that a well-defined telework program helps to reap benefits of continuity of operations, increase productivity, recruitment, retention, work-force balance, positive environmental impacts, and potential overhead savings. Expanding the ability of employees to telecommute supports the Transportation Agency's mission to reduce the impact on our regional road network in order to make our transportation system safer, more convenient, and environmentally-sustainable.

During the COVID-19 shelter-in-place, the Transportation Agency staff have demonstrated that widespread employee teleworking can still be highly productive. Under the proposed policy, teleworking will be allowed upon prior approval of the employee's supervisor according to an agreed-upon schedule. The supervisor's determination will be based upon the nature of the employee's work assignments, the need to attend out-of-town meetings or appointments, or the need to socially-distance to ensure employee safety. This Telework Policy contemplates allowing work from non-office locations for an extended period of time, not necessarily in situations where an employee is at a conference or a TAMC-related business trip. The employee and supervisor will work out arrangements suitable to each employee's particular job duties and circumstances.

A teleworking employee is still subject to all of the conditions mandated in the current Human Resources Rules and Regulations, and other TAMC policies that may apply, regardless of their physical work location. The policy also makes it clear that teleworking is a voluntary program and the Agency does not in any way require that a remote office be maintained by any employee. In addition, an employee's ability to telework is at the sole discretion of their supervisor

or TAMC executive director and as such arrangements allowing teleworking may be discontinued at any time.

**ATTACHMENTS:**

- TAMC Telework Policy



## **Telework Policy**

The Transportation Agency considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Data has shown that a well-defined telework program helps to reap benefits of continuity of operations, increase productivity, recruitment, retention, work-force balance, positive environmental impacts, and potential overhead savings.

Through its Telework Policy, TAMC has the ability to improve worker productivity, lower office costs, and reduced vehicle trips by allowing employees to work at home, on the road, or in a satellite location, as appropriate for all or part of their work week. In such times, as during the COVID-19 pandemic, the Transportation Agency can enhance employee safety with social distancing through a telework program. This telework option will be allowed based upon work assignments, out-of-town meetings, or appointments; or circumstances which dictate that telework is necessary to ensure employee safety and agency operations.

This Telework Policy contemplates work from non-office locations for an extended period of time, not necessarily in situations where an employee is at a conference or a TAMC-related business trip of less than 7 days. In those situations, the employee and supervisor will work out arrangements suitable to the particular circumstance.

A teleworking employee is still subject to all of the conditions mandated in the current Human Resources Rules and Regulations, and other TAMC policies that may apply, regardless of their physical work location.

This is a voluntary program and the Agency does not in any way require that a remote office be maintained by any employee.

### **Procedures**

Telework is subject to the following provisions below:

1. Employees are encouraged to consider telework as much as possible, subject to prior approval by the employee's supervisor and completion of the work schedule form.
2. New employees, unless granted an exception by the Executive Director, shall work the majority of days per week in the office during their first six months of employment so that the employee can gain familiarity with the Agency and staff team, and their supervisor can determine the success and appropriateness of working from a remote



location thereafter. Any new employee working under unusual working protocols, such as those established during COVID-19, will consult with their supervisor to coordinate visits to the office.

3. At regular weekly or periodic check-in meetings (not less than every two weeks), the employee shall review with their supervisor the activities that they expect to accomplish during the telework period, and report on their accomplishments.
4. The employee is responsible for scheduling telework time with their supervisor so that their workload does not fall on other employees or interfere with other in-person obligations. Telework time must include at least four hours each day during TAMC normal business hours (8-5), so that the employee is reasonably available to staff, consultants, and the public.
5. The employee shall either leave their home or cell phone number with the office or forward their work phone via office software so as to be available to receive calls during the telework period.
6. Employees shall be allowed to utilize TAMC supplies and equipment for telework, subject to their supervisor's approval and the equipment policy listed below.
7. TAMC's regular work week is 40 hours per week, regardless of work location or time of day worked. TAMC's overtime or comp time policy applies with regards to work over 40 hours per week, which requires prior approval of the employee's supervisor.
8. Employees and their supervisor are responsible for determining if the employee is able to telework productively in an unsupervised, unstructured environment.

### **Supplies and Equipment**

The employee's supervisor will determine, with information supplied by the employee, the appropriate supplies and equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telework arrangement. The Agency will reimburse the employee for business-related supplies that are reasonably incurred in carrying out the employee's job, as long as receipts substantiate the expense.

The IT support team will serve as a resource in this matter.



Equipment supplied by the Transportation Agency will be maintained by the agency. Equipment supplied by the employee will be maintained by the employee. TAMC accepts no responsibility for damage or repairs to employee-owned equipment. The Transportation Agency reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only and is subject to inspection at any time by the Agency. The employee must sign an inventory form of all TAMC property received and agree to take appropriate action to protect the items from damage or theft. The supervisor or the IT team will supply a signed copy of the inventory form to the HR director. Upon termination of employment, all agency property will be returned to the agency.

The employee will establish an appropriate environment for work purposes. The employee shall notify their Supervisor if their telework location is beyond 60 miles of the Agency's office. The Transportation Agency will not be responsible for costs associated with the setup of the employee's telework office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the telework office space. However, the agency will provide a one-time technology allowance of \$500 per employee for telework equipment.

### **Travel Expenses**

Travel to and from work meetings within Monterey County is not reimbursable to employees, regardless of their teleworking location. If an employee is teleworking more than 60 miles from the Agency office and traveling to a work meeting or conference outside of the County, the employee will only be reimbursed for the cost for comparable travel to and from the Monterey Bay Area.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telework employees will be expected to ensure the protection of Transportation Agency information accessible from their authorized remote location. Safety protocols include not sharing or giving access to company data, regular password maintenance, and any other measures appropriate for the job and the environment to ensure that Agency data is protected.

The Agency maintains unrestricted rights of access to all data and software on any TAMC equipment and all TAMC work-related data and software on personal equipment used for TAMC business or media. Information generated or placed into personal computers used for TAMC business shall be made available for review at the request of appropriate TAMC supervisors.



## **Liability**

A teleworking employee's on-going legal responsibilities and defenses for any accidents or injuries occurring on the teleworker's premises are unchanged by the terms of the authorization for teleworking. Teleworking does not convert an employee's residence or other telework location into an Agency workplace; an employee allowed to telework is responsible for the health and safety of the authorized telework location and shall take all reasonable and necessary precautions to protect the health and safety of the teleworker.

A telework employee shall abide by all TAMC Administrative Policies, specifically including those policies relating to the use of Electronic Communications.

The teleworker has the responsibility to maintain their remote workspace in a safe condition, free from hazards or other dangers. The teleworker must designate a specific work area that is suitable for performing official business, maintained in a safe condition and free from hazards. The teleworker must perform their work in that designated area when teleworking. All equipment used during periods of teleworking must be maintained in good working condition and be ergonomically suitable for the work. The teleworker shall allow the Agency to inspect the remote workspace for the purpose of determining that it is safe and free from hazards. The Agency does not assume any liability for loss, damage, or wear of employee-owned equipment or furniture, or for injuries to persons other than the employee during teleworking hours.

## **Teleworking Tax Implications:**

An employee teleworking is encouraged to consult with their tax advisor on possible tax implications. Any employee teleworking is wholly responsible for all tax implications and reporting required by taxing authorities and will not be reimbursed by the Agency for any tax-related costs.

## **Time Worked**

All employees, including teleworking employees, are required to accurately record all hours worked using the Agency's time-keeping system. Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act must obtain advance approval of their supervisor prior to working hours in excess of 40 hours per week. Failure to comply with this requirement may result in the immediate termination of the telework agreement.

Nothing in this Telework Policy modifies the existing comp time or overtime policies that are detailed in the Transportation Agency's Human Resources Rules and Regulations or other Agency policies.



### **Termination of Teleworking**

While to be encouraged, teleworking is not a right, and is at the sole discretion of the appropriate supervisor or TAMC executive director. Arrangements allowing teleworking may be discontinued at any time, whether for an interim period of time or permanently. Removal or denial of a teleworking scheduled will not be deemed punitive and is not a grievable matter.





## ***Memorandum***

**To:** Board of Directors  
**From:** Madilyn Jacobsen, Transportation Planner  
**Meeting Date:** October 28, 2020  
**Subject:** **Bicycle and Pedestrian Committee - North County Recreation and Parks District**

### **RECOMMENDED ACTION:**

**APPROVE** the appointment of Grant Leonard to serve as the North County Recreation and Parks District primary representative on the TAMC Bicycle and Pedestrian Facilities Advisory Committee.

### **SUMMARY:**

The Board appoints agency representatives on an as-needed basis to serve on the Bicycle and Pedestrian Facilities Advisory Committee to advise staff on bicycle and pedestrian transportation issues and make recommendations to the TAMC Board.

### **FINANCIAL IMPACT:**

No financial impact.

### **DISCUSSION:**

The TAMC Bicycle & Pedestrian Advisory Committee is composed of volunteer residents and public agency representatives who meet monthly with TAMC staff to provide input to the TAMC Board on active transportation projects and programs. The Committee also provides input to local jurisdictions and Caltrans on bike and pedestrian infrastructure projects. The Committee has most recently led the effort to help shape the content and prioritization of projects in the Marina and Seaside Safe Routes to Schools Plan, and provided input for the regional Wayfinding Program.

Grant Leonard is being nominated the North County Recreation and Park District to represent the District on TAMC's Bicycle and Pedestrian Facilities Advisory Committee. The District is an independent recreation and park district governed by a five member Board of Directors with the vision to create community through people, parks and programs. Mr. Leonard is interested in serving on the Committee to advocate for improved bicycle and pedestrian facilities in North County and countywide.

Committee vacancies remain for the cities of: Del Rey Oaks, Gonzales, Pacific Grove and Soledad. Staff requests that Board members in these areas recruit interested individuals and refer them to staff for more information.

### **WEB ATTACHMENTS:**

[Leonard - Nomination Letter and Application](#)



## Memorandum

**To:** Board of Directors  
**From:** Christina Watson, Principal Transportation Planner  
**Meeting Date:** October 28, 2020  
**Subject:** State Legislative Advocate Contract

### RECOMMENDED ACTION:

#### **State Legislative Advocate Services Contract:**

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute contract with Khouri Consulting for state legislative analyst/ advocate services, subject to approval by Agency Counsel, for a total contract budget of One Hundred Forty-Four Thousand Dollars (\$144,000) for three years, until October 31, 2023;
2. **APPROVE** and **AUTHORIZE** the Executive Director to extend the contract by one year to October 31, 2024, based on continued satisfactory performance and subject to approval by Agency Counsel, for an additional Fourty-Eight Thousand Dollars (\$48,000);
3. **AUTHORIZE** the use of reserve funds budgeted to this project; and
4. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.

### SUMMARY:

The Agency released a Request for Qualifications on August 26, 2020 for state legislative assistance starting in 2020/21 for three years and the option for a one-year renewal, for a total contract cost of \$144,000-\$192,000. Four (4) responsive and responsible bidders responded by the due date of September 17, 2020. After consultation with a review panel, staff recommends the Board execute a contract with Khouri Consulting.

### FINANCIAL IMPACT:

The three-year Agency budget sets aside local funds for state and federal legislative assistance. Staff proposes to set up a contract for three years and give the Executive Director the option for a one-year renewal based on sustained satisfactory performance, for a total cost, if the fourth year is authorized, of One Hundred Ninety-Two Thousand Dollars (\$192,000). Funding for this type of assistance will come from local revenue sources and not any state or federal funds. Utilizing state legislative assistance may result in the protection or allocation of several millions of dollars in additional transportation funds being devoted to transportation projects in the region.

### DISCUSSION:

TAMC requested qualifications for a state legislative analyst/advocate. The Agency has employed the services of a state legislative analyst/advocate since 1999 to assist with requesting state funds for transportation projects in Monterey County and seeking other state actions. The current contract expires on October 31, 2020.

On August 26, 2020, staff published the Board-approved Request for Qualifications (RFQ) and issued Addendum #1 on September 10, 2020. TAMC received four (4) submittals by the required due date and time of September 17, 2020

at 12:00 noon Pacific time. All four proposers were responsive and responsible bidders:

- Arago Advocacy
- Khouri Consulting
- Nossaman
- Politico Group

A review panel was formed with the following members:

- Annette D'Adamo, Monterey County Legislative Coordinator
- Todd Muck, TAMC Deputy Executive Director
- Michelle Overmeyer, Monterey Salinas Transit Director of Planning & Innovation
- Christina Watson, TAMC Principal Transportation Planner

The review panel reviewed, scored, and ranked the written submittals according to selection criteria listed in the RFQ, with the following result:

1. Khouri Consulting
2. Politico Group
3. Nossaman
4. Arago Advocacy

Based on the proposal review scores, the team agreed to recommend selecting Khouri Consulting without interviews, due to his strong performance for the Agency over the past 3 years, including the recent passage of an important TAMC-sponsored bill (Senator Monning's SB 1231), his proactive and timely efforts on behalf of the Agency on multiple bills, grant applications and other funding issues, and his depth of understanding of transportation issues and of Agency priorities.

The draft contract is online as a **web attachment**.

**WEB ATTACHMENTS:**

- [Draft Khouri Consulting Contract](#)



## Memorandum

**To:** Board of Directors  
**From:** Stefania Castillo, Transportation Planner  
**Meeting Date:** October 28, 2020  
**Subject:** Fort Ord Regional Trail and Greenway Canyon Del Rey Final Design and Right-of-Way Contract

### **RECOMMENDED ACTION:**

#### **Fort Ord Regional Trail and Greenway Canyon Del Rey Segment (Phase 1) Final Design and Right of Way:**

1. **RECEIVE** presentation on the Fort Ord Regional Trail and Greenway project.
2. **APPROVE** and **AUTHORIZE** the Executive Director to execute a contract with GHD, subject to approval by Agency Counsel and the Independent Office of Audits and Investigations, in an amount not to exceed of \$2,674,283, which includes a 15% contingency, to provide final design and right of way certification services for Phase 1 of the FORTAG Canyon Del Rey Segment, for the 2-year period ending June 30, 2022.
3. **APPROVE** the use of state and Measure X funds budgeted to this project; and
4. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount.
5. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the FORTAG Master Agreement, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved purpose of the agreement.

### **SUMMARY:**

TAMC released a Request for Proposals for the design and right-of-way/permits work for the Safeway to Del Rey Woods Elementary School of FORTAG in June 2020. Four proposals were submitted by the deadline of August 27, 2020. Based on the proposals and interviews, the review team recommends selecting GHD for this work.

### **FINANCIAL IMPACT:**

The cost proposal for design and right-of-way services is \$2,325,464 plus a 15% contingency for a total not-to-exceed contract amount of \$2,674,283, which is less than the anticipated \$3,165,000 project budget for these services. The design tasks will be funded from \$600,000 in state Senate Bill 1 Local Partnership Program funds and up to \$1.367 million in local Measure X funds. The right-of-way tasks will be paid for with \$1.198 million in state Active Transportation Program grant funds.

### **DISCUSSION:**

The vision for the Fort Ord Regional Trail & Greenway (FORTAG) is to create a multimodal route designated to accommodate people of all ages and abilities that connects communities in and around the former Fort Ord to each other and to education, employment, community and recreation centers. It will serve as a safe pedestrian and bicycle corridor connecting the cities of Seaside, Marina, Del Rey Oaks, Monterey and unincorporated community residents

to California State University Monterey Bay, the Fort Ord National Monument, and the Monterey Bay Sanctuary Scenic Trail.

The Final Environmental Impact Report for the 28-mile paved trail was certified by the Transportation Agency Board on March 25, 2020. A Master Agreement was approved by the Transportation Agency and the underlying jurisdictions by June 2020. Since approval of the FORTAG Master Agreement certain jurisdictions have proposed clarifications to Master Agreement language. These clarifications have been reviewed by TAMC Legal Counsel and have been found to be helpful in ensuring that the cities and County understand the purpose and proposed course of action of the FORTAG Master Agreement.

On August 2020, the California Transportation Commission approved the allocation of \$1.198 million in Senate Bill 1 Active Transportation Program funds for right-of-way acquisition work for Phase 1 of the SR 218 Canyon Del Rey Segment of the FORTAG. The Commission also approved the allocation of \$600,000 in Senate Bill 1 Local Partnership Program funds for the preparation of final design plans, specifications and estimates for construction of this first trail segment. The remainder of the costs will be covered by Measure X funding. Because deadlines for complying with grant requirements are tight, a contingency factor of 15% is recommended to allow for relatively minor adjustments to the finish work, such as additional borings or further refinement of plans, without delays due to the Board's monthly schedule. Even with this contingency factor, that total contract amount is still almost \$500,000 under the anticipated budget.

Phase 1 of the Canyon Del Rey/State Route 218 Segment includes design and construction of the trail through the City of Del Rey Oaks from Safeway to Del Rey Woods Elementary in the City of Seaside. A tunnel is proposed under Canyon Del Rey Blvd. between Del Rey Oaks City Hall and the existing staircase entrance to the Frog Pond. A 12-foot wide raised pathway will be constructed to connect trail users from the tunnel to Carlton Drive at an accessible grade. The trail will extend northeast up Carton Drive to Plumas Avenue. Along Carlton Drive the trail will consist of a new 12-foot wide multi-use sidewalk, with a 5-foot wide buffer, on the west side of the road. Along Plumas Avenue the trail would follow the existing PG&E easement up to Del Rey Woods Elementary. The tunnel landing and the raised pathway are the only project elements expected to be designed and constructed within the Frog Pond as part of Phase 1.

A review panel, consisting of staff from the Transportation Agency, City of Del Rey Oaks, Caltrans District 5, and Monterey Peninsula Regional Park District, interviewed the top two firms based on their written proposals. Following interviews with GHD and Kimley-Horn on September 25, 2020, the review panel found that GHD was the top candidate and recommends their selection by TAMC to perform the work.

The GHD team includes subconsultants: Rincon Consultants, McMillen Jacobs Associates, Whitson Engineers, Regional Government Services, Interwest Consulting Group and EXARO Technologies Corporation. The team demonstrated engineering design experience with similar trail projects that are located next to a highway and within a sensitive environment. Their staffs are well versed in innovative trail design treatments that highlight the project site and accommodate the needs of local users. The team has a variety of tools available to engage the public throughout the design process, including leveraging the project partners' social media accounts.

Once the consultant team is brought under contract, public workshops will be scheduled in coordination with Caltrans, the Monterey Peninsula Regional Park District, and the cities of Del Rey Oaks and Seaside to gather input on how the trail will ultimately look and feel. Final design and right-of-way certification are anticipated to take approximately two years to complete, starting in Fall 2020 and ending by June 30, 2022. Construction is scheduled for 2022. **Attached online** are a draft scope of work and schedule.

Other segments of the FORTAG will proceed to design and construction as matching funds are obtained. On September 15, 2020, TAMC staff submitted two state Active Transportation Program grant applications for a segment of the trail on the Cal State University Monterey Bay campus and in the City of Marina. Grant awards are

expected to be announced February 2021.

**ATTACHMENTS:**

- ▣ Scope of Work - Design & ROW

**WEB ATTACHMENTS:**

[Contract Schedule](#)

[Canyon Del Rey/SR 218 Segment - Phase 1 - Map](#)

## EXHIBIT A: Scope of Work and Schedule

# Scope of Work

The following Scope of Work is for the Design and Right of Way services for Phase 1 of the State Route (SR) 218 Canyon Del Rey Segment of the Fort Ord Regional Trail & Greenway (FORTAG).

Services will be provided by the GHD Team with the safety of TAMC, stakeholders, and communities in mind. Most meetings will be conducted virtually with some outdoor meetings in-person as applicable and following the most current COVID-19 conditions and restrictions. The GHD team will leverage systems and technology platforms, draw on a dispersed network of professionals and partners to continue to support TAMC and stakeholders, and enable Project delivery to progress unhindered. Should restrictions lift and in person meetings become a safe choice for all involved, scope of services may be modified, upon consultation and approval of TAMC. For budgeting purposes four (4) in person meetings with stakeholders and one (1) in person field walk is assumed.

## Task 1: Project Management

### Task 1.1 Project Management (GHD)

GHD will serve as overall Project Manager during the entire duration of the Project for the preparation of environmental approvals, Design Development, Plans, Specifications and Estimates (PS&E), Bid Phase Support, Construction Support, and a post construction Traffic Study for the Project. The general Project management responsibilities include:

- Prepare and update master Project schedule
- Coordinate Project status meetings
- Provide coordination with other agencies
- Manage Subconsultants
- Oversee all the Project components listed in this Work Plan
- Effectively manage budget and schedule
- Ensure Quality Assurance and Quality Control Measures are completed
- Prepare invoices at the end of each month of previous month's work

### Task 1.2 NOT USED

This task number was not included in the RFP and therefore is left out of this scope for consistency with the RFP

### Task 1.3 Progress Meetings (Team)

As noted above, most meetings are anticipated to be conducted virtually due to the current restrictions with in-person gatherings as a result of the COVID-19 Pandemic. Should restrictions lift, this scope can be modified to accommodate in person or hybrid meetings.

GHD will provide meeting coordination and oversight. At the outset of this Project, an initiation meeting will be scheduled to establish the Project team; review the scope of work and the Project schedule; and establish roles and lines of communications. GHD will include twenty-four (24) virtual meetings with appropriate Subconsultants in attendance at up to ten (10) meetings, and eight (8) virtual meetings with Caltrans District 5 offices. In addition to these meetings, additional teleconferences and net-meetings will be conducted, as necessary.

GHD will host the virtual meetings using Microsoft Teams. Should a different platform be preferred, such as Zoom, GHD will work with TAMC to provide the meeting links. GHD will prepare agendas packages, meeting minutes highlighting decisions made and a list of action items.

#### Task 1.4 Review of Existing Documents and Environmental Impact Report (EIR) (GHD/Rincon/RGS)

The team will review the goals and objectives of the Project, as described in TAMC's Measure X Projects and Policies (<http://www.tamcmonterey.org/measure-x/>). Other sources include, but are not limited to: documents contained on the TAMC FORTAG Project page (<https://www.tamcmonterey.org/measure-x/programs-Projects/fort-ord-regional-trail-greenway/>); and FORTAG proponents' website ([www.fortag.org](http://www.fortag.org)).

Consultant will also follow the FORTAG Master Agreement provided by TAMC to understand the importance of outreach and consensus building in achieving final design and alignment. The following review has already been completed by Consultant for this Project:

- TAMC approved the Final Environmental Impact Report on March 25, 2020 (Cooperative Agreement No. 05-0348) The report and appendices are available on the TAMC FORTAG Project page (<https://www.tamcmonterey.org/measure-x/programs-Projects/fort-ord-regional-trail-greenway/>).
- CALTRANS approved the Categorical Exclusion on April 8, 2020 (Cooperative Agreement No. 05-0348)
- TAMC completed the Project Initiation Document on March 1, 2019

The team will review environmental documents, preliminary design drawings, and other technical information relevant to the Project.

The GHD team has already reviewed many of these Project documents, therefore, this Task will be streamlined. This review will focus on the applicability of the existing documents to the Segment 1 Project.

#### Task 1.5 Field Review FORTAG Alignment (Team)

The GHD team will review the proposed FORTAG route alignment map and alternative segments and will provide high-level markups of suggested optimizations to be discussed during the field walk of the FORTAG Segment alignment. TAMC staff will facilitate the walk of the proposed Project route. Caltrans, City representatives, and Monterey Regional Parks District staff will participate. During this walk, GHD and its Subconsultant team will look for additional opportunities to adjust the alignment in an effort to avoid or minimize impacts to protected resources and enhance user experience.

Task 1.5.1 NOT USED



This task number was not included in the RFP and therefore is left out of this scope for consistency with the RFP

#### Task 1.5.2 Implement EIR Mitigation Measures (Rincon)

Rincon will utilize the PS&E/Ready to List (RTL) Review Tool developed by Caltrans to review the 35%, 65%, 95%, and 100% design submittals to ensure all applicable measures from the EIR are included in the design documents. These measures include, but are not limited to, preconstruction surveys for sensitive species, nesting bird protection, environmental sensitive area fencing, and protection of retained trees from construction disturbance.

In addition, Rincon will use Qualified SWPPP Developer/Practitioner (QSD/QSP) to ensure design documents, such as Water Pollution Control Plans and the Storm Water Data Report, are consistent with the SWPPP. This will include reviews of all relevant design components, such as Erosion and Sediment Control BMPs.

Rincon will apply the PS&E/RTL Review Tool developed by Caltrans to review the 35%, 65%, 95%, and 100% design submittals to ensure all applicable measures from the EIR are included in the design documents. Specifically, Rincon will use construction-phase compliance monitoring and management to ensure Project design has addressed or plans to address all Project conditions required to issue building and grading permits, and that preconstruction conditions are included in construction planning documents. Examples of conditions that are critical at the design-stage include:

- AES-3: Amenity Design
- AES-4: Install Dark Sky-Compliant Lighting Prior to Operation
- Q-4: Install Dog Waste Facilities
- BIO-1(c): Prepare Habitat Mitigation and Monitoring Plan
- BIO-2(a): Implement Sensitive Natural Community Avoidance Measures,
- GEO-1: Conduct Design-level Geotechnical Investigation and Implement Recommendations
- HAZ-3(a): Conduct Soil Sampling and Implement Necessary Remediation
- HYD-1(c) Conduct Design-Level Drainage Analysis Prior to Construction, and Implement Identified Measures to Minimize Runoff During Construction.

This review will be closely coordinated with other tasks.

#### Task 1.6 - Agreements and Permits (GHD/Rincon)

The team will confer with State, Federal, local agencies, as appropriate, to determine the permits and permitting requirements required for the Project. The team will assist in the preparation of all permits, including but not limited to the following permits and agreements:

- Caltrans Cooperative Agreement - Track as an item in the schedule and review for consistency with the Project improvements and deliverables
- Revised Freeway Agreement - Prepare revised maps/exhibits
- Supplemental Agreement/Maintenance Agreement - Prepare maps/exhibits showing areas of maintenance responsibility, review draft maintenance agreement provided by State and provide input to City

- State Encroachment Permit for Construction - Prepare application for TAMC signature
- County Encroachment Permit for Construction - Prepare application for TAMC signature
- City of Del Rey Oaks Encroachment Permit - Prepare application for TAMC signature
- City of Seaside Encroachment Permit - Prepare application for TAMC signature
- Monterey Regional Parks District Encroachment Permit - Prepare application for TAMC signature
- California Fish & Wildlife Permit
- Regional Water Quality Control Board Permit

The team will assist TAMC with the preparation of resource agency permits. It is anticipated that this will include, at a minimum, permitting for impacts to wetlands along SR 218, and for impacts to riparian habitat within the Frog Pond Wetland Preserve.

Below are the permits that may be required, along with key tasks Rincon will perform for each permit application and process:

- CDFW Section 1600 Lake and Streambed Alteration Agreement

Submit permit application package containing:

- Project description
- Maps and figures showing Project footprint
- Jurisdictional Delineation Report
- Biological Resources Assessment
- Impact analysis for impacts to waters of the state
- Habitat Mitigation and Monitoring Plan including a Habitat Restoration Plan
- Permit fees
- RWQCB Section 401 Water Quality Certification or Waste Discharge Requirement
- Submit permit application package containing the same supporting information included in LSAA application
- Potential LEDPA (Least Environmentally Damaging Practicable Alternative) analysis
  - Prepared under the new 2020 regulations, may present challenges
  - USACE Section 404 Nationwide Permit (pending jurisdictional determination)
  - Submit permit application package containing the same supporting information included in LSAA application, except assessing impacts to waters of the US.

## Task 2: Land Surveying

### Task 2.1 Review Available Survey Data (Whitson)

Whitson will obtain and review available data and identify any additional information necessary to complete the PS&E and right of way needs of the Project.

## Task 2.2 Land Surveying (Whitson)

The following services will be provided.

### Control and Aerial Mapping

- Research existing State Plane and benchmark control.
- Set local ground control and aerial control panels, as shown in the attached Aerial Mapping Exhibit.
- Obtain aerial mapping for the mapping area shown on the attached Survey Exhibit. Mapping will be at a scale of 1"=20' with a one-foot contour interval.

### Utility Mapping

- Obtain system maps of public utilities from utility owners. Underground utilities will be plotted based on visible features and system maps (ASCE-38 Quality Level C).
- Perform a field check of visible utility structures.
- Perform a supplemental field survey to locate sewer and storm drain structures, including invert elevations.

### Boundary Mapping

- Review record maps and lay out record boundary.
- Perform a limited field survey to recover monuments of record to corroborate the record boundary layout.
- Obtain and review Condition of Title Reports where work is proposed on private parcels. Based on review of the 35% Plans, title reports will be needed for the following parcels (unless TAMC agrees otherwise):
  - Frog Pond Wetland Preserve (APN 012-522-001)
  - Del Rey Park (APN 012-521-004)
  - Work Memorial Park (APN 012-551-006)
  - Safeway (APN 012-551-004)
  - The 30'-wide PG&E right of way along Plumas Avenue
  - Up to eight (8) residential parcels
- Develop a boundary base map showing record rights-of-way and easements within the subject parcels. Please note: This will not constitute a boundary survey.

### Supplemental Surveying

- 
- Create a Project base map combining the aerial, ground survey, utility, and boundary mapping.
- Provide a CAD file in AutoCAD .DWG format, as well as a .CSV format point file, and a .PDF plot of the base map and GIS files. Memorandum detailing field assessments and surveys including pictures and maps. The topographic map will include locations of existing buildings, hardscape features, fences, and visible utilities. A digital color orthophoto with 0.1' pixel size will also be provided.
- A budget of four (4) days for supplemental field surveying during design, if needed, is included in this Scope of Work.

### Surveying Clarifications

- Project will utilize published State Plane NAD 83 horizontal control and NAVD 1988 vertical control.
- The surveying required for the pedestrian undercrossing at SR 218 is already complete.
- Surveying associated with property acquisition and easements is addressed in the Right of Way survey Tasks.

### Surveying Exclusions

The following work is specifically excluded from the Scope of Services:

- Underground utility location; utility potholing, this is a separate task found under Task 5.2.
- ALTA Surveying
- Filing of Corner Records or resetting missing property corners
- Preparation of record of survey or other recorded map
- Preparation of Plats and Legal Descriptions
- Any work not specifically included in the above Scope of Services

## Task 3: Engineering Design PS&E

The GHD team will perform all work in accordance with Federal and State of California laws, regulations, and standards; Federal Highway Administration (FHWA) standards; and Caltrans standards.

### Task 3.1 - Plans, Specifications and Cost Estimate (PS&E) (Team)

The GHD team will prepare engineering design for the Project alignment. Designs will consider opportunities for innovative design and Project area constraints. The team will refer to the Project description and FORTAG Alignment Plans for specific Project improvements to be designed. FORTAG Alignment Plans CAD files will be used as the base for this work. This task includes final design services, including complete PS&E deliverables at the 35%, 65%, 95%, and 100% design phase. The construction documents included in this task include:

- Plan Preparation
- Construction General Permit (CGP) documentation including a Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) filing documents
- Project Specifications and Special Provisions, including Federal requirements
- Quantity Calculation
- Engineer's Opinion of Probable Cost

The GHD Team will write a complete set of technical specifications based on the latest Caltrans Standard Specifications. A complete set of special provisions that adhere to and include all federal requirements will be developed. The following plan sheets are anticipated, but not limited to:

- Title Sheet
- Key Map, Abbreviations and General Notes Horizontal and Vertical Control
- Typical Cross Sections Layout Plans and Profiles Construction Details Retaining Walls Undercrossing Structure
- Grading, Erosion Control, and Habitat Protection
- Drainage Plan, Profiles, Details (Including Minor Structures) Storm Water Design Plans and Details

- Utilities and Utility Relocations Signing and Pavement Delineation Quantities
- Traffic Signal Modification (SR 218/North Fremont Street)
- Street Lighting, Trail Lighting, Tunnel Lighting, and Irrigation Control Stage Construction
- Temporary Traffic Control, including bicycles and pedestrians
- Landscaping, Habitat Restoration, and Irrigation Plans

#### Task 3.1.1 - 35% PS&E (Team)

The GHD team will prepare a 35% design that incorporates the approved plan and profile trail alignment on the topographic base plan with horizontal and vertical control, locations of walls and structures, existing utilities, right of way and property lines, and other significant features. TAMC and all Stakeholder Jurisdictions will be provided with a set of draft 35% Project plans for review and comment. See also the Landscape and Aesthetics Plan Task, demonstrating additional design development of the trail and the aesthetic design of the Project as it relates to the technical aspects of the 35% plans.

#### Task 3.1.2 - 65% PS&E (Team)

The GHD team will prepare a 65% design that reflects the 35% plan set and stakeholder comments. The 65% PS&E package and response to comments on the previous submittal will be provided electronically Project for review and comment by all applicable stakeholders. The 65% PS&E will address issues such as materials specification, testing requirements, bid item list, and bid item measurement and payment.

#### Task 3.1.3 - 95% PS&E (Team)

The GHD team will prepare the 95% PS&E package that addresses all comments received on the 65% PS&E package and provides final needed details, specifications and quantities. Project

#### Task 3.1.4 - 100% PS&E (Team)

The GHD team will prepare a final PS&E package intended for TAMC to release to potential bidders. This submittal is also assumed to be electronic Project Final Plans will be signed and sealed by a California Registered Professional Engineer.

### Task 3.2: Analysis and Reports

This Task includes preparation of technical reports to support the Project design.

#### Task 3.2.1 - Geotechnical Design & Materials Report (GDMR) (MMJ)

McMillen Jacobs Associates (McMillen/MMJ) will perform the following geotechnical investigation for the TAMC's SR 218 Canyon Del Rey Segment of the FORTAG Project. The report will be prepared to meet Caltrans requirements for the GDMR.

##### Task 3.2.1.1 - Geotechnical Desktop Study

Geotechnical research and review of (1) geotechnical report for private and public work projects in the vicinity of the Project area from MMJ archives, and as made available by the TAMC. MMJ will also review published documents from the Association of Bay Area Governments, U.S. Geological Survey, US Soil Conservation Service, and the California Geological Survey; and (3) historic topographic maps and aerial images.

*Deliverable: Findings provided in the reports.*

#### Task 3.2.1.2 - Test Boring Locations, Underground Service Alert (USA), and Permits

- Plan locations for up to two (2) geotechnical test borings
- Field mark and notify Underground Service Alert (USA) of planned boring locations.
- Submit drilling permit applications to the Monterey County Health Department for drilling the borings
- Submit encroachment permit applications to City of Del Rey Oaks for drilling the borings outside of the Caltrans SR 218 right of way

#### Task 3.2.1.3 - Subsurface Investigation

Under this task MMJ will drill, sample, and log, subsurface conditions encountered in two borings to no deeper than 40 feet below ground surface. McMillen will prepare a continuous field log of the ground conditions encountered in the borings. Disturbed and “undisturbed” ground samples will be taken at 5-foot average intervals. Borings will be backfilled with cement grout per the drilling permit and capped with soil or cold asphalt patch. Drilled cuttings will be disposed.

#### Task 3.2.1.4 - Laboratory Testing

Complete geotechnical laboratory tests on ground samples obtained from subsurface investigations, such as moisture content, unit weight, Atterberg limits, grain-size distribution, unconfined compression, direct shear, R-value and corrosion. The actual number and type of tests will depend on sample type and quality.

#### Task 3.2.1.5 - Geotechnical Design and Materials Report

Prepare and submit as final a Geotechnical Design and Materials Report (data report) presenting all the geotechnical findings, including:

- Geotechnical research findings
- Description of the subsurface investigation, a boring location map
- Boring log legend
- Logs of borings
- Laboratory test results

This assumes all stakeholders will review the report concurrently and that only one round of comments on the draft GDMR will be required prior to finalizing and routing for signature.

#### Task 3.2.2 - Preliminary Foundation Report (MMJ)

Analyze the data presented in Task 5 and prepare a draft preliminary foundation report for review and comment. The report will provide the results of engineering analysis in the form of applicable geotechnical recommendations addressing the following as they apply to the Project:

- General description of the Project

- Geologic and seismic Setting of the Project area
- Description of Groundwater conditions in test borings
- Engineering properties (i.e., composition and consistency) of ground sampled in test borings
- Geologic hazard such as landslide, liquefaction, fault rupture, ground shaking
- Current IBC/CBC seismic Soil Class
- Recommendations for road, new utility installation and retaining walls, including anticipated excavatability and ground behavior
- Safe temporary slopes
- Preliminary Cal-OSHA soil classification
- Clearance from existing utilities and protection of existing utilities
- Shoring guidelines including preliminary shoring pressure and surcharge pressure diagrams and vibration impacts
- Construction design groundwater level and construction dewatering
- 1. Pipe foundation, bedding, embedment and excavation backfill materials and compaction requirements
- 2. Suitability of native ground as excavation backfill
- 3. Backfill at existing utility crossings and the use of CLSM as pipe embedment and excavation backfill;
- 4. Flexible and rigid pipeline external loading
- 5. E'c for flexible pipe design
- Anticipated differential pipeline settlement and excavation backfill settlement
- Ground improvement
- Subgrade preparation and grading
- Lateral earth pressures
- Pavement design
- Mitigation for potential geologic hazards

Prepare and submit a final preliminary foundation report incorporating comments received during the design meeting.

*Deliverable: Draft and final preliminary foundation reports.*

### Task 3.2.3 - Structure Type Selection (MMJ)

McMillen will prepare a tunnel/trenchless evaluation report addressing the feasible construction approaches that were considered for the crossing. Those approaches will be filtered through their respective advantages/disadvantage and risk profile to arrive at the recommended approach to complete the crossing. A memorandum discussing the structure type and construction approach selected for the crossing to be will be prepared and attached to MMJ's overarching report for the entire Project.

### Task 3.2.4 - Drainage Report (Whitson)

Whitson will develop a Drainage Report per Caltrans and Monterey County requirements for the proposed work within the SR 218 right of way and adjacent to the Frog Pond and Canyon del Rey Creek; and a Stormwater Control Plan (SWCP) per City of Del Rey Oaks and City of Seaside requirements for work

subject to the cities' MS4 permits. The Drainage Report and SWCP are anticipated to address:

- Potential flooding through the proposed pedestrian undercrossing under SR 218 (Caltrans and Monterey County Drainage Report)
- Implementation of "Low Impact Design" strategies such as impervious area disconnection (Tier 1)
- On-site treatment of the 85th percentile 24-hour storm event, including run-on (Tier 2)
- On-site retention of the 95th percentile 24-hour storm event (Tier 3)
- On-site detention of the 2- through 10-year storm events (Tier 4)
- Work with the Project's Civil Engineer to develop the stormwater control approach for the Project. We anticipate the Project will utilize bioretention ponds and high-flow rate tree box biofilters to meet the Project's stormwater mitigation requirements
- Perform sizing calculations for the proposed Stormwater Control Measures (SCMs) and prepare a Storm Water Control Plan (SWCP) and supporting calculations and exhibits
- Provide typical details for the proposed SCMs, for the Civil Engineer's use
- Prepare an Operation and Maintenance Plan (OMP) for SCMs within the cities' MS4 permit area

#### Drainage Report Clarifications

- GHD will prepare all plans and details as part of a separate task (Task 5). Whitson will furnish typical details for the proposed SCMs.
- Whitson will calculate the SCM areas (square footage). GHD will be responsible for laying out the SCMs on the plans.
- Sufficient area will be made available for the proposed SCMs.

#### Task 3.2.5 - SWPPP (Whitson)

Whitson will prepare the Stormwater Pollution Prevention Plan (SWPPP) and prepare a Storm Water Control Plan (SWCP) and all associated documentation, civil design calculations, and plans for the Project in accordance with applicable design requirements. Applicable design standards may include site planning/source control, water quality treatment, retention, and peak flow control and hydromodification. The limits of the Environmentally Sensitive Habitat Area will be verified to ensure that the ESHA is not disturbed. Central Coast Regional Water Quality Control Board Post-Construction Storm-water Management Requirements for Development Projects in the Central Coast at

[http://www.waterboards.ca.gov/centralcoast/water\\_issues/programs/stormwater/docs/lid/hydromod\\_lid\\_docs/2013\\_0032\\_attach1\\_post\\_construction\\_requirements.pdf](http://www.waterboards.ca.gov/centralcoast/water_issues/programs/stormwater/docs/lid/hydromod_lid_docs/2013_0032_attach1_post_construction_requirements.pdf)

Whitson will prepare the initial site specific SWPPP in compliance with the Construction General Permit DWQ (CGP), as well as the new requirements for the Phase II Municipal General Permit (pending approval of the Draft Resolution R3-2013-0032). SWPPP preparation will include conducting applicable research, review, and calculations, and developing applicable appendices and



attachments. This work program will be directed by a QSD and will include submittal of an electronic copy of the SWPPP.

Whitson will complete the risk level evaluation to provide documentation of the risk level assessment; and it is assumed that this Project qualifies as a Risk Level II or I as specified in the current DWQ Construction General Permit. Preparation of the SWPPP document will meet Caltrans requirements. Formal SWPPP amendments are excluded from this scope of work.. Whitson will upload the initial SWPPP and NOI to the SMARTS database.

Subsequent SMARTS uploads and other SWPPP related documents and services, such as SWPPP amendments and Annual Reports, will be the responsibility of the Contractor and Resident Engineer. Development of the SWPPP document and its components will meet the current DWQ Construction General Permit guidelines. The construction contractor will be responsible for SWPPP implementation:

1. The Water Pollution Control Drawings prepared by the Project Civil Engineer as part of the Civil drawing package will be included in the SWPPP.
2. Revise the SWPPP based on plan check comments received. It is assumed that the submittal will be on CD, and that only one round of plan check and owner comments will be provided and addressed.
3. Assist the Owner's Legally Responsible Person (LRP) in uploading (to the SWRCB website) and certifying the Project Registration Documents (PRDs). PRDs include the SWPPP with signed Owner's certification; the NOI; the Project's Risk Level Determination; a Site Map; and the Annual Fee (to be paid by Owner).
4. A total of three submittals are anticipated in our budgeted fee: one electronic copy on CD for plan check; one electronic copy on CD for upload to the SWRCB website; and one CD and one original signed SWPPP binder as the job copy.

#### SWPPP Clarifications

GHD will prepare the Water Pollution Control Drawings and Special Provisions under the PS&E tasks.

#### Task 3.2.6 - Caltrans Environmental Certification and Commitments Record (Rincon)

Rincon will conduct a review of the EIR at each design submittal to ensure the Project remains consistent with the Project description, impacts, findings, and mitigation measures in the environmental document.

Rincon will conduct a review of the EIR at each Design submittal (35%, 65%, 95% and 100%, or as appropriate) to ensure the Project remains consistent with the Project description, impacts and findings in the environmental document. This review will be closely coordinated with Task 1.5.2. Rincon assumes the Project will remain consistent with the Project analyzed in the 2020 EIR and that no additional CEQA documentation or substantially modified mitigation measures will be required.

#### Task 3.2.7 - Environmental Commitments Record (Rincon)

Rincon will prepare an Environmental Commitments Record (ECR) in accordance with Caltrans standards. The ECR will contain all the relevant information needed to track progress of environmental commitments and identify actions needed to ensure environmental commitments are completed. The ECR will act as a source document for preparing the Environmental Certification discussed below. The ECR will also identify appropriate staff responsible for ensuring that each mitigation measure is done. Rincon will prepare an Environmental Commitments Record (ECR) in accordance with Caltrans standards. The ECR will contain all the relevant information needed to track progress of environmental commitments and identify actions needed to ensure environmental commitments are completed. The ECR will act as a source document for preparing the Environmental Certification completed under Task 3.2.8. The ECR will also identify appropriate staff responsible for ensuring that each mitigation measure is implemented.

#### Task 3.2.8 - Environmental Certification (Rincon)

Rincon will prepare the Environmental Certification in accordance with Caltrans standards. Before final design is considered complete and the Project can be certified as Ready to List, an Environmental Certification must be completed. The Environmental Certification will serve as documentation that the environmental document is appropriate for the Project and remains valid; all actions in the PS&E are covered in the environmental document or subsequent permits and approvals/agreements; all environmental commitments belonging in the PS&E have been included.

Prior to consideration of the final design, Rincon will prepare the Environmental Certification in accordance with Caltrans standards. The Environmental Certification will serve as documentation that the environmental document is appropriate for the Project and remains valid; all actions in the PS&E are covered in the environmental document or subsequent permits and approvals/agreements; all environmental commitments belonging in the PS&E have been included. This is intended to ensure that all environmental commitments are part of the construction contract and will be binding on the contractor, and to avoid the costly and timeconsuming Construction Change Order (CCO) process that would be required to add additional environmental commitments after the construction contract is finalized.

#### Task 3.2.9 - Trail Lighting Design Analysis (GHD)

A lighting design analysis for the Project will be performed with isolux diagrams to optimize safety lighting where the trail crosses streets and intersections, tunnel lighting, tunnel approach lighting, and security lighting. The lighting analysis will also evaluate minimizing light intrusion into habitat areas within the Frog Pond Preserve. GHD will submit analysis to TAMC and Stakeholder Jurisdictions for review and approval.

#### Task 3.2.10 - Traffic Analysis - SR 218/North Fremont Street Intersection (GHD)

GHD will begin this task by analyzing all of the existing traffic count data available, including Streetlight Data that GHD assumed Caltrans District 5 staff will make available to the Team. Upon review of this analysis, GHD will

determine if there is sufficient data to perform traffic analysis that will meet Caltrans Requirements. If deemed necessary, GHD will collect intersection turning movement counts for AM, midday, and PM peak weekday periods. This information will be compared with existing data and GHD's will work closely with Caltrans staff to appropriately access and escalate the volumes to non-COVID volumes. GHD will revisit and revise the existing Synchro models based on GHD's modified 35% design intersection geometry. Up to two alternatives will be analyzed under this task. Specific Measures of Effectiveness (MOEs) including vehicle queuing, intersection delay and stops, queue jump operation, and impacts to level of service will be determined. The traffic analysis will be submitted to Caltrans District 5 Traffic Operations for review and approval. It is assumed two rounds of comments will be addressed before finalizing the report.

#### Task 3.2.11 - Landscape and Aesthetics Plan (GHD)

GHD will prepare a landscape and aesthetics plan with three concepts. GHD will present the concepts to TAMC and Stakeholder Jurisdictions for discussion and approval of the final landscape and aesthetic concept to be incorporated into the Project plans and Supplemental Agreement. The plan will include the following elements for each of the three concepts:

- Landscape design with plant palettes, wall and structure treatments, hardscape palette, irrigation availability, and interpretative opportunities
- Concept design for entry nodes, rest areas, and wayfinding
- Preliminary cost estimates for various elements
- 3D and 2D Illustrative sections and sketches
- Stakeholder Jurisdiction input summary
- Determination of approvals and agreements required by Caltrans
- Final Landscape Master Plan Exhibits to become the foundation on which to prepare PS&E plans

#### Task 3.3 - Quality Assurance/Quality Control (QA/QC) Review (GHD)

GHD senior design and construction managers will integrate into the design process to review design concept feasibility, constructability and value engineering opportunities (collectively "Constructability Review"). Constructability review will focus on reduction of construction costs, including ease of installation/construction, site accessibility, minimizing construction impacts to the public and environment, and improved safety.

QA/QC officers will serve for the duration of the Project and will be independent of the design team to ensure and provide the Quality Assurance/Quality Control Review of internally generated reports, bid documents and other services furnished by GHD Team. This will also include independent review of all sub-GHD generated reports and documents including but limited too:

- Geotechnical Reports
- Environmental Documents
- Plats and Legal Descriptions
- Structural Calculations and Documents

### Task 3.4 - Cost Estimates (GHD/Interwest)

GHD will prepare an itemized estimate of probable construction cost including right of way acquisition (if necessary), temporary construction easements, permanent easements (if necessary), utility relocations, construction, environmental mitigations, permits, inspection, testing and construction management with each submittal. Cost estimates will include an escalation factor to account for potential year of construction. GHD will document assumptions as part of the cost estimates.

The cost estimates will be completed in a Caltrans format and include a detailed breakdown of unit costs, quantities other Project construction costs will be provided for TAMC's use. Unit costs will be developed using information attained from bid results of recent Projects in the area, the Caltrans Cost Data database and will be supplemented with RS Means cost data.

### Task 3.5 - Project Report

GHD will prepare a Project Report per Caltrans requirements.

## Task 4: Right of Way

Right of Way (ROW) includes coordination with utility owners for the protection, removal, or relocation of utilities and acquisition of easements along the south side of Plumas Drive; the acquisition of ROW interests and easements (if necessary); and post- construction work such as ROW monumentation/recordation, relinquishments/vacations, and excess land transactions. The Right of way component budget identifies the cost of the capital costs of ROW acquisition and the cost of the staff work in support of any acquisition. Under the supervision of TAMC, GHD will make all necessary arrangements with utility owners for the timely accommodation, protection, relocation, or removal of any existing utility facilities that conflict with construction of the Project or that violate Caltrans' encroachment policy.

### Task 4.1 - ROW Documents (Whitson)

This task is covered in detail in the tasks below, particularly the utility coordination task and general narration has been removed from this task for clarity.

~~Whitson will provide TAMC and Caltrans a copy of conflict maps, relocation plans, proposed notices to owner, reports of investigation, and utility agreements for Caltrans' concurrence prior to issuing the notices to owner and executing the utility agreement. All utility conflicts will be fully addressed prior to Right of way Certification and all arrangements for the protection, relocation, or removal of all conflicting facilities will be completed prior to construction contract award and included in the Project plans, specifications, and estimate.~~

### Task 4.2 - ROW Engineering (Whitson)

Whitson will provide a land surveyor licensed in the State of California to be responsible for surveying and ROW engineering. All survey and ROW engineering documents will bear the professional seal, certificate number, registration classification, expiration date of certificate, and signature of the responsible surveyor.

Prepare Preliminary Appraisal Maps in Caltrans format for proposed rights of way and easements to be acquired for the Project, if necessary, based on the 30% Plans:

- Right of way over the Frog Pond Wetland Preserve (APN 012-522-001), owned by MPRPD

- Right of way over Del Rey Park (APN 012-521-004) and Work Memorial Park (APN 012-551-006), owned by City of Del Rey Oaks
- Right of way over portions of Plumas Avenue (Seaside), Carlton Drive and Angelus Way (Del Rey Oaks), SR 218 (Caltrans), and the 30' wide PG&E ROW abutting Plumas Avenue
- Right of way or easement over the Safeway parcel (APN 012-551-004)
- Right of way or easement over up to eight (8) residential parcels, if needed
- Additional temporary construction easements over said parcels
- During the final design phase, prepare Acquisition Maps, Plats, and Legal Descriptions for the proposed rights of way and easements to be acquired. All plats and legal descriptions will be prepared in accordance with Caltrans standards.

### ROW Engineering Clarifications

- Obtaining Condition of Title Reports is addressed in previous tasks.
- The type and proposed limits of rights of way and easements will be determined by the project Civil Engineer. Whitson Engineers will prepare the maps and legal descriptions based on the layouts provided by the civil engineer.
- The setting of new property monuments or preparation of a Record of Survey map is not included in this Scope of Work. If required, this work will be addressed as an Additional Service.

### Task 4.3 - ROW Acquisition, If Necessary (Interwest)

The Project has been designed in a manner to minimize or avoid the need to acquire property, including easement rights. However, if the Project requires any property to be incorporated into the trail ROW outside of State ROW, the property will be acquired the name of the Underlying Jurisdiction. If Caltrans acquires any ROW, the property will first be acquired in the Underlying Jurisdiction's name. Title to the State Highway System ROW will ultimately be vested in the State.

Caltrans' acceptance of title will occur after the Right of way Closeout activities are complete.

#### Task 4.3.1 ROW Cost Estimates and Data Sheets

The Interwest Project Manager will prepare any required ROW cost estimates and data sheets. In addition, as recommended by the FHWA, Interwest will utilize a California Real Estate Broker to oversee and review the preparation of the cost estimates; Interwest Corporate Real Estate Broker will complete a quality control/quality assurance review and sign off the final documents. In general, the purpose of these cost Projections is to analyze and determine the capital cost requirements for a proposed Project alternative. Interwest's ROW cost estimating process is as follows:

- Review and understand the FORTAG Master Agreement provisions relating to obligations of Underlying Jurisdictions
- Complete ROW Cost Estimate
- Review proposed ROW design, applicable environmental document, and general Project impacts
- Quantify ROW requirements for each parcel area
- Setup a customized cost spreadsheet with specific parcel detail
- Complete a site inspection on the Project area and document impacts to each parcel, limiting conditions, impacts to utilities and any hazardous waste concerns
- Document any potential displacements and determine costs

- Complete a market assessment, gather data on land values, real estate inflation rates, condemnation rates and possible damages
- Compute costs by applying values to estimate parameters and other line items, including damages and property improvements, etc.
- Pay attention to inflation, uncertainty and risk
- Input data into a cost spreadsheet and include applicable assumptions impacting value determination.
- Determine proper escalation rates based on the proposed Project schedule
- Complete Caltrans ROW Data Sheets
- Gather utility information, railroad impacts and cost estimates from applicable stakeholders
- Input data into ROW data sheets. All statistical data will include accessible supporting documentation
- Input any railroad and utility information as applicable to the Project
- Provide stakeholders with the draft ROW data sheets for review and comment
- Make any necessary revisions, as directed by Caltrans and the agency
- Prepare a cost memorandum outlining the Project assumptions and process utilized to develop the costs
- Participate in Conference Calls and Meetings
- Prepare meeting minutes, as applicable, and distribute them to stakeholders

#### Task 4.3.2 Title Services

- **Preliminary Title Reports:** Preliminary Title Reports (PTR) with supporting documents for all parcels will be issued. Title reports produced for each parcel will, at a minimum, establish legal owners and all valid liens, encumbrances and easements of record.
- **PTR Review:** Interwest's qualified staff reviews the PTRs to inspect each report for accuracy of the stated ownership, Assessor Parcel Numbers, and other pertinent information. Additionally, as applicable, the listed liens, encumbrances and/or mortgages, etc., are analyzed to determine if consents/subordinations are required.

#### Task 4.3.3 Primary Appraisal

- **Distribute Appraisal Assignments:** Facilitate the distribution of appraisal assignments, including appraisal review reports and ensure clarification of scope of the Project.
- **Coordinate Meetings:** Hold meetings with the selected appraiser and review appraiser to review and discuss the Project scope, requirements for the appraisal reports and reviews, as well as the type of reports required and the required written notice of inspection to the owner.
- **NOI to Appraise:** Prepare the NOI to Appraise letter for each property, advising the property owners of the proposed Project, introducing the appraiser and providing contact information to answer questions and concerns.
- **Conduct Appraisal Inspection:** An appraisal inspection will be conducted to become familiar with the physical and functional characteristics of the impacted parcels, as well as to distinguish the influence of the immediate physical environment.
- **Determine Highest and Best Use:** Just compensation for the full and partial acquisitions will be as set for thin the California Code of Civil Procedure, Part 3, Title 7, Chapter 9, Sections 1263.320 through 1263.430, as appropriate for eminent domain purposes.
- **Obtain Appraisals:** Obtain appraisals and summary of value statements for each acquisition prepared in accordance with the Uniform Appraisal Standards for Federal

Land Acquisitions, other applicable federal laws, California laws, and Uniform Standards of Professional Appraisal Practices (USPAP). Record information into the database and properly disperse appraisal reports.

- **Appraisal Reports:** The format and level of documentation for an appraisal report depends on the complexity of the appraisal problem. Complex property assignments are to be reported in a self-contained, narrative format. A summary report, in conformance with USPAP Standards Rule 2-2(b), is permitted in cases, which, by virtue of their low value or simplicity, do not require the in-depth analysis and presentation necessary in a narrative appraisal report.
- **Just Compensation:** Upon completion of the appraisal, the appraiser will complete a Summary of Just Compensation report to establish the highest and best use valuation.

#### Task 4.3.4 Appraisal Review

Review appraisers are required to address a number of specific items pertaining to the appraisal report under review including: the completeness of the report; adequacy and relevance of the data; propriety of the adjustments; form an opinion as to the appropriateness of the appraisal methods and techniques used to complete the appraisal; and form an opinion as to whether or not the analyses, opinions and conclusions are appropriate and reasonable or develop reasons for any disagreements. In addition to USPAP, eminent domain Projects with federal and state funding require compliance with various additional regulations and guidelines. All appraisal review assignments will comply with Standard Rule 3 of USPAP. The scope of work for an appraisal review will include the following steps:

- **Identify the Appraiser:** Identify the appraiser(s) that conducted the appraisal.
- **Research the Property:** Become familiar with the subject property, and review legal descriptions and plat maps, title reports, environmental reports, and related documents, as applicable.
- **Research the Area:** Become familiar with the subject neighborhood and the comparable properties used in the various analyses.
- **Review the Math:** Check all mathematical calculations made by the appraiser(s);
- **Review the Narrative:** Cross-reference narrative descriptions within the report with photographs, maps, and other exhibits (when included in the work under review).
- **Review the Approach:** Review the weighting assigned to the approaches to value used in the appraisal.
- **Check for Compliance:** Determine if accepted appraisal principles, techniques, and standards were followed in arriving at the property value in accordance with USPAP, California law, Caltrans, FHWA and FTA regulations, as applicable.
- **Check for Oversight:** Ensure that the appraiser did not overlook any feature that would materially affect the property value.
- **Determine the Report's Completeness:** Develop an opinion as to the completeness of the material under review, given the review appraiser's scope of work.
- **Form an Opinion:** Given the review appraiser's scope of work, develop an opinion as to the following:
  - 1) The adequacy and relevance of the data and the propriety of any adjustments to the data
  - 2) The appropriateness of the appraisal methods and techniques used and reasons for any disagreement
  - 3) The appropriateness and reasonability of the analyses, opinions, and conclusions and reasons for any disagreement

- 4) Whether the appraisal can be used to establish fair market value for the subject parcel
- **Make a Recommendation:** Determine whether the primary appraiser's estimate of fair market value should be used as just compensation for the proposed acquisition.

#### Task 4.3.5 Acquisition: Settlements and Closings

- **Review Plans:** Review Project plans to become familiar with the Project and its impacts on various properties, including commitments by Underlying Jurisdiction to dedicate rights and/or accept improvements.
- **Verify Conformance:** Verify that any legal descriptions, plat maps, ROW plans, surveys, and appraisals correspond and are accurate.
- **Offer Letter:** If necessary, prepare and present the written offer letter to the property owner, along with the appraisal summary of value, purchase agreement, deeds, escrow instructions, brochure, and agent's business card upon the initiation of negotiations, after review and approval by agency's representative. Submit all legal documents for agency's legal counsel to review when language is added, deleted, or revised.
- **Acquisition and Negotiation:** If necessary, conduct negotiations for the acquisition of each parcel in accordance with all federal and state policies and procedures, including making the initial purchase offer in person when the owner resides in the Project area, if possible. Offers to out-of-area owners will be sent via certified mail with a return receipt.
- **Administrative Settlement Recommendations:** Provide agency with a written recommendation and support documentation for all counter offers and proposed settlement terms for review and approval.
- **Open and Monitor Escrows:** Coordinate with the selected title company and open escrows on all purchases. Interwest monitors escrows, reviews all escrow documents, requests funds, ensures that agency receives title insurance policies in the amount of the purchase cost of the land/improvements, and clears title to all properties acquired.
- **Agency and Owner Liaison:** Provide liaison duties between agency and property owners.
- **Contact Documentation:** Thoroughly document contact with property owners and/or their representatives, indicating attendees, time and place of meetings. Documentation includes thorough diaries and copies of all correspondence and emails. Diaries are updated immediately after each contact, if possible, and are housed in a permanent acquisition file.
- **Parcel Files:** Establish and maintain an accurate and complete working file for each parcel in a professional and standard format. Additionally, all pertinent Project files are maintained in electronic formats and provided to agency at completion of the Project.
- **Meetings:** Attend any required or additional meetings, as deemed necessary by agency to communicate progress and discuss Project issues.
- **Close-Out Acquisition File:** Complete a final quality assurance/quality control review on the file for close-out, provide final status reports to agency and GHD will deliver final files to agency upon completion of the Project. Additionally, agency will receive a flash drive with all pertinent Project data stored in systematically organized Project folders.

#### Task 4.4 ROW Resolutions of Necessity (Interwest)

Although substantial acquisition of property is not anticipated, if deemed necessary by TAMC, will Interwest will prepare Resolutions of Necessity for TAMC and local agency adoption.



If necessary, Interwest will prepare materials for TAMC to conduct and document Condemnation Evaluation and Condemnation Panel Review meetings as required in accordance with Caltrans policy and guidance.

#### Pre-Eminent Domain Activities (Condemnation Support)

If a condemnation action is warranted, Interwest will support the agency or its legal representative through the process. During this time, unless otherwise directed by TAMC and GHD, Interwest will continue to negotiate with the owners/tenants to reach a reasonable conclusion in order to prevent actual litigation.

If condemnation of some real property interest is necessary, Interwest will coordinate with TAMC as well as Caltrans and the FHWA to prepare applicable certifications, as required by Chapter 13, Section 13.10 of the Caltrans Local Assistance Procedures Manual, and ensure that all schedules of ROW Certifications are met before a Project proceeds to construction. Condemnation support services include the following tasks:

- Providing agency's legal counsel with a complete and documented case file
- Obtaining litigation guarantees
- Verifying title information and furnishing information to agency's legal counsel
- Preparing the appropriate notice for the Resolution of Necessity hearing
- Attending Resolution of Necessity hearings
- Continuing negotiations with owners as authorized by TAMC representatives
- Providing case recommendations under acceptable administrative settlement provisions
- Serving summons and complaints as may be requested by TAMC's legal counsel
- Providing expert testimony

#### Task 4.5 ROW Certification (Interwest)

Interwest will utilize a properly licensed agents for all ROW activities, under the review and supervision of TAMC. A qualified ROW Agent will administer all ROW contracts. Interwest will prepare ROW Certification. TAMC will submit a draft Right of way Certification to Caltrans six weeks prior to the scheduled Right of way Certification milestone date for review. TAMC will submit a final Right of way Certification to Caltrans for approval prior to the advertising the construction contract.

Interwest will coordinate with TAMC and Caltrans to prepare the ROW Certification, as required by Chapter 13, Section 13.10 of the Caltrans Local Assistance Procedures Manual. Our process includes the following:

- **Coordination:** Coordinate with Caltrans Local Assistance or Local Programs to ensure that Project requirements are underway. This includes ensuring that TAMC has completed all necessary documents to begin the certification process, (e.g., the E-76 application for Construction/ROW).
- **Assembly:** Assemble the ROW Certification (1, 2, 3, or 3W) binder with all appropriate documentation to be provided by TAMC, including documentation showing possession of the necessary ROW, utility notices and agreements, relocation plans and costs, and necessary environmental clearance support.

- **Drafting:** Draft the ROW Certification form segmenting the different Project land rights acquired along with any Relocation Assistance Program documentation, as applicable, supporting the proper handling of displacees, if applicable.
- **Delivery:** Package and deliver a hard copy of the certification directly to Caltrans District Office and provide an electronic copy to TAMC.
- **Revisions:** Interwest will coordinate revisions between Caltrans and TAMC, as necessary, and work with the client to ensure that all schedules of ROW certifications are met before the Project proceeds to construction.

## Task 5: Utility Coordination

The GHD team will coordinate with utilities, including sending letters to area utilities, and performing field reconnaissance for all locations where the Project trail crosses a street or highway. GHD will review record plans received from utilities and analyze utility data captured during topographic surveys to identify potential conflicts with the proposed improvements. GHD will work with TAMC and utility companies to determine the best strategy for dealing with utility conflicts. GHD will include the utility information on the plans.

### Task 5.0 - Utility Coordination (Whitson)

This task was moved from 4.1.

Whitson will provide TAMC and Caltrans a copy of all the required utility documents as noted below for each utility purveyor for Caltrans' concurrence prior to issuing the notices to owner and executing the utility agreement. All utility conflicts will be fully addressed prior to Right of Way Certification and all arrangements for the protection, relocation, or removal of all conflicting facilities will be completed prior to construction contract award and included in the Project plans, specifications, and estimate.

Whitson will prepare the following:

- Prepare and issue Utility Verification Letter to Owner, requesting utility owners' maps and other available as-built information.
- Assist the Project Civil Engineer in identifying actual conflicts and policy conflicts, for developing Utility Conflict Plans. Note: The Project Civil Engineer will prepare the Utility Conflict Plans.
- Request utility relocation costs from utility owners, and provide the utility relocation information needed for the Right of Way Data Sheet (prepared by others).
- Prepare and issue Relocation Claim Letter to Owner, requesting utility owners to develop Owners' Relocation Plans and furnish evidence of their occupancy rights (Owners' Claim of Liability).
- Prepare a Report of Investigation, Draft Utility Agreement, and Notice to Owner for each utility. Coordinate approvals with TAMC and Caltrans.
- Prepare and issue a Utility Clearance Memo listing all conflicts, locations, and Notices to Owner, liability, and estimated completion dates. The Memo will be included in the Right of Way Certification (prepared by others).
- Provide coordination between TAMC, Caltrans, and utility owners.

### Task 5.1 - PS&E Utility Conflict Maps (GHD)

GHD will prepare Utility Conflict Maps identifying the accommodation, protection, relocation, or removal of any existing utility facilities that conflict with construction of the Project or that violate Caltrans' encroachment policy. GHD will provide Caltrans a copy of Utility Conflict Maps for

concurrence prior to issuing the Notices to Owner and executing the utility agreement. All utility conflicts will be addressed in the Project plans, specifications, and estimate.

This task assumes GHD will not need to provide longitudinal encroachments for existing utilities. If this is required, a separate Task Order will be needed.

### Task 5.2 - PS&E Utility Relocation Cost (GHD/Whitson/Exaro)

Under this task the cost to positively identify and locate, accommodate, protect, relocate, or remove any utility facilities whether inside or outside the State Highway System right of way will be determined. All work will be in accordance with federal and California laws and regulations, and Caltrans policies, procedures, standards, practices, and applicable agreements including Freeway Master Contracts.

Request utility relocation costs from utility owners, and provide the utility relocation information needed for the Right of Way Data Sheet. Determine responsibility for utility relocation costs...

### Underground Utility Potholing (Exaro)

Underground utility potholing (up to 25 Potholes Total) will be performed once the previous ve been substantially completed to accurately identify pothole locations. This task includes providing of utility clearance for the purpose of the utility design and coordination. Through the method of vacuum excavation potholing, Exaro will provide positive depth and location of high importance utilities. These efforts will help in the clearance of any utility conflicts and provide a more complete design/utility plan.

## Task 6: Community Outreach

The Public Participation Program uses a multi-faceted approach, in order to engage a broad representation of the community's population and interests. The Program will communicate using imagery and graphic tools to facilitate understanding of planning concepts and policies. Successful implementation will require interactive and constructive relationships among TAMC staff, the Project Team, Caltrans, the Cities of Del Rey Oaks, and Seaside; and The Monterey Peninsula Parks District, decision-makers, and the community as a whole.

### Task 6.1 - Community and Stakeholder Meetings and Design Workshops (RGS/GHD)

RGS will develop a comprehensive outreach program for approval by the TAMC Project Manager. The following tasks and tools are anticipated:

#### Agency Outreach

RGS and GHD Team will participate in all meetings of the Project team for the duration of the Project. In addition, the team will conduct interviews and meetings will representatives of local agencies, community members, and others too:

- Identify issues of concern
- Identify key stakeholders for each agency
- Review all outreach methods available through member agencies (newsletters, eBlasts, websites, and social media)
- Develop, maintain and expand broad stakeholder database throughout the life of the Project

- Establish a consistent protocol for the dissemination of information for the duration of the Project

### Focus Groups (8)

Working with representatives from the Project Team, 10-12 individuals will be identified and recruited to participate in online focus groups representing each stakeholder group. These should include but are not limited to:

- Bike/Pedestrian enthusiasts
- Business/employer interests
- Environmental advocates (such as KFOR and/or Landwatch)
- Senior/youth advocates.
- Multi-cultural representatives
- Education representatives
- Public transportation advocates

These sessions are intended to vet key issues and concerns prior to each round of workshops.

### eNewsletters (6)

RGS will create, write, and distribute a series of six eNewsletters for distribution to all stakeholders, TAMC, and news media. eNewsletters will also be made available as links to post on social media, on the Project website and on Underlying Jurisdiction websites.

### Community Presentations (15)

Rotary, Kiwanis, local Chambers of Commerce and other community groups are still meeting - even during the pandemic. Consultant will work with the Project team to identify key groups and make arrangements to attend their virtual meetings and/or establish a meeting for them. . Fifteen (15) of these meetings will be held throughout the Project process, allocating 3-5 to each community group.

### Workshops (6)

#### Online Workshops

Because of the unique nature of each community, RGS will hold three (3) rounds of workshops with two (2) different dates/times allowing the Project Team to focus on each unique community. These presentations will be customized accordingly without the normal expenses associated with public meetings.

- Opportunities for both spoken and written comments. Not all attendees are comfortable with public speaking even at a virtual event. Options for verbal and written comments submitted by mail or email will be provided.
- Outreach to non-English-speaking community members. Options include posting bilingual notices and ensuring that Spanish language translation and materials available at workshops
- Posting of all meetings for future viewing
- Posting of virtual meetings to capture comments from the public

#### Workshop Promotion Strategies

Public workshops will be programmed to make them attractive and effective events, primarily by being meaningful and memorable for the participants. Each workshop will include Pre-meeting advertisement that is clear on the intent, topics, and format of the event. This is intended to lessen the chance of people attending to bring up non-topical issues or having unmet expectations. News releases will be distributed to local television, print, and radio outlets. Workshops will also be promoted via social media, the Project website and via agency websites and social media channels.

### Project Website

RGS will create and host a Project-specific website, which could link directly to the TAMC and Underlying Jurisdiction websites. The site would include:

- Project Information/Overview
- Meeting Calendar
- Document Library
- Virtual Workshops
- Online Surveys
- Comment/Contact Information

### Social Media

Social media platforms including Facebook, Twitter, NextDoor, and Instagram will be used to enable community members to participate, collaborate, and inform decision making as convenient, without the need to physically attend meetings.

- Facebook/Twitter/Instagram/NextDoor: All participants including will push information via their Facebook pages to remind followers of public events and to announce when new materials have been posted to the Project website's homepage. RGS will provide art and links to ensure consistency in this process.
- eBlasts: All agencies are encouraged to utilize existing eNews/email channels to reach out to their constituents to promote meetings, workshops, availability of the Project website and interactive tool and virtual workshop(s). RGS will also develop, maintain, and manage content for regular eBlasts to interested parties and the public.

### Collateral Development

Bilingual collateral materials will be developed to provide brief information about the process and promote upcoming workshops, meetings, and engagement opportunities. These materials will be used at various community presentations, workshops, and local engagement opportunities and include:

- Project Fact Sheet
- Virtual Presentations
- Video(s) for use on Social Media/You Tube

### Visualization Development

GHD will provide SketchUp style renderings for up to three alternative options at the Frog Pond Area to assist in determining the final design. It is assumed that one round of comments on the draft renderings will be provided by TAMC prior to finalizing the renderings.

GHD will generate real-world context visual models to illustrate the preferred trail alignment utilizing the visualization capabilities of Autodesk Infraworks to produce visual models with included geographic information system (GIS), Photogrammetry-LiDAR, topographic survey, and preliminary design layouts. GHD will create an existing conditions model with available imagery and geospatial data. The model will be detailed with real-world context site features for added realism. GHD will generate the proposed site improvements in Civil 3D, and mesh the proposed alternatives into the existing conditions model to illustrate how each will seamlessly integrate into the project's environment. The following visualizations will be produced:

- Full project corridor “drive through” video, from a trail user eye perspective view, in one direction.
- Full aerial fly-by site video.
- 18 still images to capture key locations along the preferred alignment: scenic vistas from the trail, points of interest, typical trail user view of natural environment, etc

GHD assumes this task will include one round of review, and will provide refinements to the visualizations based on one set of consolidated, internally-consistent comments; refinements will be provided to fine-tune the visualizations, but will not entail significant changes once visualizations are produced.

#### Task 6.2 - Grant Support (GHD)

GHD will provide TAMC with grant writing and technical analysis assistance for future grant applications. Technical analyses may be cost/benefit analysis or other technical analyses as required by different grant programs.

GHD will also help TAMC perform a grant eligibility assessment after the alignment has been optimized for traditional and nontraditional grant funding sources.

#### Task 6.3 - Human Centered Design - Optional (GHD)

In an effort to increase virtual engagement from community and stakeholders, GHD can offer the following global resources to influence strategic communications:

- Communications (adding Psychology): Integrate findings from behavioral science and psychology to make communications more effective in prompting action (not just changes in beliefs or attitudes). By carefully designing communications with this in mind, we can increase the actual impact of those communications.
- Facilitation (adding Human Centered Design): Use human centered design principles (aka, design thinking) to both engage and excite stakeholders in the design process and generate creative ideas. GHD Digital has practitioners who are fluent in these approaches, including online facilitation with digital tools to support these methods. This can be done for meetings with the public as well as public officials and client staff.

### Task 7: Design Services during Construction

It is assumed that a contract will be bid and awarded for construction of the Project after successful completion of work by GHD. GHD will provide Design Services during Construction (DSDC) as described in the following tasks through Project award and construction:

#### Task 7.1 - Design Support during Advertisement Period (Bid Support) (GHD/MMJ)

The GHD team will provide design support during Project construction bid advertisement by answering contractor inquiries and preparing addendums as requested by TAMC. We will review written questions received by TAMC's Project Manager during the bidding process. GHD, as requested by TAMC, will prepare Addenda or Letters of Clarification, using TAMC format, for TAMC review and approval. GHD will provide an approved electronic copy of the Addenda/Clarification document to TAMC's Project Manager. The team will assist the TAMC with review of bids received for the Project. GHD will virtually attend the bid opening. It is assumed this task will take no more than 48 person hours.

### Task 7.2 - Design Services during Construction (GHD/MMJ/Whitson)

The team will provide design support during Project construction by answering contractor inquiries and preparing any design modifications for construction CCO and related to CGP deliverables and SWPPP revisions for submittal to the SWRCB at various phases of construction.

#### Task 7.2.1 - Pre-Construction Meeting

Applicable members of the team will attend and participate in one (1) pre-construction meeting with the TAMC and the construction contractor. TAMC will conduct the pre-construction meeting and provide the facility and all meeting logistics. GHD will assist the TAMC in preparing an agenda for the pre-construction meeting. GHD is not responsible for safety of TAMC or construction contractor staff.

#### Task 7.2.2 - General Site Visits

GHD will attend a maximum of eight (8) site visits during construction, as requested by TAMC, to review specific construction issues. Teaming partners will attend no more than two (2) of the eight (8) site visits to review items as required by the technical specifications and as requested by TAMC.

At each site meeting, GHD will observe construction progress and completed work quality. TAMC will prepare the agenda and conduct the site visits. GHD will provide a written summary of observed site conditions or issues addressed in the field, as requested by TAMC.

GHD will provide TAMC a brief written report of field observations. GHD is not responsible for testing of excavation and compaction requirements. GHD will review information provided by Contractor to observe contractor compliance is consistent with the construction contract documents as a part of contractor submittals. GHD is not responsible for safety of TAMC or construction contractor staff.

#### Task 7.2.3 - Review Contractor Submittals

GHD will review contractor submittals as requested by TAMC, including but not limited to; contractor's schedule, traffic handling plans, equipment and material submittals, shop drawings, and product data required by the contract documents, and will provide recommendations to TAMC for approval or rejection of specified items based on the Contract Documents. TAMC will be responsible for review of materials submitted to the TAMC's Material Lab.

GHD will develop and maintain a log of submittals received during construction to track submittal status to facilitate TAMC's prompt response to the contractor.

GHD will review each submittal and provide a written recommendation to TAMC within ten (10) Business days of receipt of submittal from TAMC, except with advanced notice of extension as approved by TAMC.

#### Task 7.2.4 - Review Requests for Information (RFI)

GHD will review contractor Requests for Information (RFI) as requested by TAMC and provide written recommendations to TAMC's Project Manager. GHD will develop and maintain a RFI log. GHD will submit a copy of the final RFI Log at the completion of the construction of the Project.

#### Task 7.2.5 - Review Change Order

GHD will review change order proposals as requested by TAMC, make an independent estimate of the work value, and provide written recommendations to the TAMC regarding acceptance of the proposal, within five (5) working days of receipt of the change order proposal from TAMC. GHD will prepare or modify the drawings and documents to accompany the TAMC-prepared change order, as determined necessary by TAMC, within five (5) working days of notice from TAMC, except with advanced written notice of extension as approved by TAMC.

#### Task 7.2.6 - Weekly Construction Meetings

GHD will attend a one (1) hour by-weekly construction meetings for the duration of the construction period. The construction meetings will be organized and scheduled by TAMC and held at the Project construction office at the Project site.

#### Task 7.2.7 - Final Walk Through

GHD will attend one (1) final Project walk-through, with TAMC, upon notification from TAMC that the work is completed and ready for final inspection. Within three (3) Business days of completing the Project walk-through, GHD will notify TAMC in writing if there are additional items of work to be added to the punch list prepared by TAMC inspector.

### Task 7.3 - Construction Staking (Whitson)

GHD will provide construction survey staking. This may include attendance at construction coordination meetings as needed. Based upon our experience with construction staking for similar Projects, and following Chapter 12 - Construction Surveys of the Caltrans Surveys Manual, we anticipate the following construction staking:

- Clearing limits and sawcut lines
- Utility relocations
- Storm drainage facilities
- Rough grading
- Pedestrian Undercrossing
- Retaining walls
- Finish grading and curb stakes
- Minor structures
- Bioretention pond verification
- Curb ramp verification



This task includes the management of staking requests, attendance of the pre-construction meeting, the calculation of the requested points and preparation of cut sheets and staking plots for use by the contractor and resident engineer.

#### Construction Staking Clarifications:

- Since final plans and construction sequencing is unknown at this time, it is not possible to develop firm budgets for construction staking, and as such, the budget given for this task should be considered a planning allowance only.
- The budget for this task is based on 30 staking days.
- This budget includes a small allowance (10%) for re-staking of lost points. Additional re-staking, if required, will be performed as Additional Services.
- If staking must be performed in small increments (requiring additional mobilizations) or at night, this may require an increase in budget.

#### Construction Staking Exclusions:

- The following work is specifically excluded from the Scope of Services:
- As-built surveying, except as noted
- Setting of monumentation
- Record of Survey maps or other monumentation maps
- Any work not specifically included in the above task.

#### Task 7.4 - Record Drawings (GHD/MMJ)

Based on redline markups of the construction contract drawings provided by the contractor and resident engineer, GHD will prepare record drawings using AutoCAD that reflect the actual improvements constructed in the field and submit them to Caltrans, TAMC, and each Stakeholder Jurisdiction.

GHD will retain records and documentation as directed by the TAMC. At the completion of the services, GHD will compile the Project documentation, review files for duplicate information and prepare files for permanent storage consistent with TAMC's requirements. Project documents include, but are not limited to, Project management documents, administrative documents, correspondence, technical reports, and drawings.

GHD will prepare one final set of Record Drawings of the Project based on the as-built markups provided by the Contractor. The electronic engineer's stamp will be removed from the final electronic file. GHD will incorporate Contractor-provided red-line markups of construction changes into one Final set of Record Drawings (As-Builts) and submit to the TAMC.



## Memorandum

**To:** Board of Directors  
**From:** Elouise Rodriguez, Senior Administrative Assistant and Clerk of the Board  
**Meeting Date:** October 28, 2020  
**Subject:** Committee Meeting Minutes

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### **RECOMMENDED ACTION:**

**ACCEPT** draft minutes of the Transportation Agency Committees:

- Executive Committee - draft minutes of October 7, 2020
- Rail Policy Committee - draft minutes of October 5, 2020
- [Bicycle and Pedestrian Facilities Advisory Committee](#) - draft minutes of October 7, 2020
- [Technical Advisory Committee](#) - draft minutes of October 1, 2020
- [Excellent Transportation Oversight Committee](#) - no meeting this month

### **ATTACHMENTS:**

- ❑ Executive Committee draft minutes of October 7, 2020.
- ❑ Rail Policy Committee Draft October 2020 minutes

**DRAFT MINUTES**

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

**EXECUTIVE COMMITTEE MEETING**

*Members: Luis Alejo (Chair),  
 Ed Smith (1<sup>st</sup> Vice Chair), Mary Adams (2<sup>nd</sup> Vice Chair),  
 Robert Huitt (Past Chair),  
 Chris Lopez (County representative), Michael LeBarre (City representative)*

**Wednesday, October 7, 2020**

\*\*\* 9:00 a.m. \*\*\*

ZOOM REMOTE VIDEO/PHONE CONFERENCE ONLY

<b>EXECUTIVE COMMITTEE</b>	<b>NOV 19</b>	<b>JAN 20</b>	<b>FEB 20</b>	<b>MAR 20</b>	<b>APR 20</b>	<b>MAY 20</b>	<b>JUN 20</b>	<b>AUG 20</b>	<b>SEP 20</b>	<b>OCT 20</b>
Luis Alejo, <b>Chair</b> Supr. Dist. 1 (L. Gonzales; J. Gomez)	P	P(A)	P (TC)	P (TC)	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)
Michael LeBarre, <b>City Representative</b> King City (C. DeLeon)	P	P	P	P	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)
Robert Huitt, <b>Past Chair</b> Pacific Grove (D. Gho)	P	P	P	P	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)
Chris Lopez, <b>County Representative</b> Supr. Dist. 2			P*	P	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)	P (VC)
Mary Adams, <b>2<sup>nd</sup> Vice Chair</b> Supr. Dist. 5 (Y. Anderson)	P	P	P	P(A)	P (VC)	P (VC)	P (A) (VC)	P (VC)	P (VC)	P(A) (VC)
Ed Smith, <b>1<sup>st</sup> Vice</b> Monterey (D. Albert, A. Renny)	P	P	P	P	P (VC)	P (VC)	P (VC)	P(A)	P (VC)	P (VC)

*TC: via teleconference; VC: via Zoom video conference*

1. **CALL TO ORDER:** Chair Alejo called the meeting to order at 9:00 a.m. Roll call was taken, and a quorum was confirmed, with six members in attendance (as noted above).

Staff present: Goel, Hale, Muck, Rodriguez, and Watson.

Others present: Agency Counsel Kay Reimann; Gus Khouri, Legislative Analyst; County Counsel Katherine Hansen and Grant Leonard, City of Monterey.

2. **PUBLIC COMMENTS:**

None this month.

3. **CONSENT AGENDA:**

**M/S/C** LeBarre/Smith/unanimous

On a motion by Committee Member LeBarre and seconded by Committee Member Smith, the committee voted 6-0 to approve the minutes from the Executive Committee meeting of September 2, 2020.

4. **STATE LEGISLATIVE UPDATE & DRAFT 2021 PROGRAM**

Gus Khouri, Agency state legislative consultant, reported that the Legislature adjourned on August 31, noting the Governor had until September 30 to sign or veto legislation. He stated that the Governor may call a special legislative session on the budget due to the COVID-19-related shortfall, but that has not yet been decided. He also noted that the new class of members will be sworn in on December 2, 2020. Transportation Committee Chair Senator Jim Beall has termed out, so there will be new leadership of that committee.

Despite COVID-19, TAMC had great success this year. Bills signed into law include the Agency-sponsored SB 1231 (Monning) that enables the Department of Fish and Wildlife to authorize a permit for the take of the Santa Cruz long-toed salamander and empowers Caltrans to move forward with the State Route 156 project. Mr. Khouri thanked TAMC staff for gathering a large number of support letters for the bill and for working with Caltrans, the Department of Fish and Wildlife, and the environmental community in advance.

Chair Alejo commented there was nothing simple about this legislative year, even for district-specific bills, and he recognized how hard Mr. Khouri, the staff team and Senator Monning worked to get SB 1231 passed. He suggested holding a celebration at the board meeting and inviting Senator Monning to thank him for not only his work on this bill, but also for his public service and support for transportation issues over his time in office.

Christina Watson, Principal Transportation Planner, reviewed the 2020 legislative program and made suggestions on which issues to carry over to 2021, which to delete, and new

issues to add. After discussion, the Committee recommended changes to reflect issues that are likely to be important in 2021, such as protection of voter intent in use of transportation funding, implementation of the various executive orders related to transportation, support of broadband capacity to bridge the digital divide and encourage telecommuting, and (at the federal level) increased local control over the siting of 5G hardware.

**5. TAMC DRAFT AGENDA**

Deputy Executive Director Muck reviewed the draft regular and consent agenda for the TAMC Board meeting of October 28, 2020. After Executive Committee discussion, the following are some of the items will be considered on the regular agenda:

- Recognition of Senator William Monning
- State Legislative Update & Draft 2021 Program
- Fort Ord Regional Trail and Greenway Canyon Del Rey Segment (Phase 1) Final Design and Right-of-Way Contract
- SURF! Busway and Rapid Transit Project
- Prunedale Improvement Project Right of Way Rescission

On the consent agenda, the Board will consider actions on several items including:

- The Maynard Group - Contract Amendment #1
- Transportation Excellence Awards Nominations
- Transportation Agency Telework Policy
- Bicycle and Pedestrian Committee - North County Recreation and Parks District
- State Legislative Advocate Contract

**6. ANNOUNCEMENTS**

None this month.

**7. ADJOURNMENT**

Chair Alejo adjourned the meeting at 9:55 a.m.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)

**RAIL POLICY COMMITTEE MEETING**

***DRAFT Minutes of October 5, 2020***

Transportation Agency for Monterey County

ZOOM REMOTE VIDEO/PHONE CONFERENCE ONLY

	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEP 20	OCT 20
L. Alejo, Dist. 1 (L. Gonzalez, <del>J. Gomez</del> )	P(A)	<b>N</b>	-	P(A)	P(A)	<b>C</b>	-	-	<b>N</b>	P(A)	<b>C</b>	P(A)
J. Phillips, Dist. 2 (J. Stratton, <del>C. Link</del> )	P(A)	<b>O</b>	P(A)	P(A)	-	<b>A</b>	P(A)	P(A)	<b>O</b>	P(A)	<b>A</b>	P(A)
J. Parker, Dist. 4 (W. Askew)	P(A)		P(A)	P(A)	-	<b>N</b>	P(A)	P(A)		P(A)	<b>N</b>	P(A)
M. Adams, Dist. 5, (Y. Anderson)	P(A)	<b>M</b>	P(A)	P(A)	E	<b>C</b>	P(A)	P(A)	<b>M</b>	P(A)	<b>C</b>	P(A)
M. LeBarre, King City, Chair (C. DeLeon)	P	<b>E</b>	P	P	P	<b>E</b>	P	P	<b>E</b>	P	<b>E</b>	P
B. Delgado, Marina, Vice Chair (F. O'Connell)	-	<b>E</b>	P	P	P	<b>L</b>	P	P	<b>E</b>	-	<b>L</b>	-
E. Smith, Monterey (A. Renny)	-	<b>T</b>	P	P	P	<b>L</b>	P	P	<b>T</b>	E	<b>L</b>	P
S. Davis, Salinas, (C. Cromeenes)	P	<b>I</b>	P	P	P	<b>E</b>	P	P	<b>I</b>	P	<b>E</b>	P
G. Hawthorne, Sand City ( <del>J. Blackwelder</del> , K. Cruz)	P(A)	<b>N</b>	P(A)	P(A)	P(A)	<b>D</b>	P(A)	P(A)	<b>N</b>	P(A)	<b>D</b>	-
I. Oglesby, Seaside (D. Pacheco)	P	<b>G</b>	P	-	P		P	P	<b>G</b>	P		-
A. Chavez, Soledad (F. Ledesma)	P		-	P	-		P	P		P		-
D. Potter, At Large Member	E		P	P	P		P	P		P		P
M. Twomey, AMBAG ( <del>H. Adamson</del> , P. Hierling)	P(A)		P(A)	-	P(A)		P(A)	P(A)		P(A)		P(A)
O. Monroy-Ochoa, Caltrans District 5	-		-	-	-		P	-		-		-
C. Sedoryk, MST (L. Rheinheimer)	P(A)		P(A)	P(A)	P(A)		-	P(A)		P(A)		P(A)
<b>STAFF</b>												
D. Hale, Exec. Director	E		E	P	E		P	P		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
M. Zeller, Principal Transp. Planner	P		P	P	P		P	P		P		P
T. Wright, Outreach Coordinator	P		-	-	P		P	P		P		-
M. Montiel Admin Assistant	P		P	P	P		P	P		P		P
L. Williamson, Senior Engineer	E		P	E	P		E	P		P		P
M. Jacobsen, Transportation Planner	P			P	P		P	P		P		P

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

Chair LeBarre called the meeting to order at 3:06 p.m. A quorum was established, and self-introductions were made.

**OTHERS PRESENT**

Bill Sabo	Monterey Airport	Andy Cook	Caltrans
Ryan Park	AECOM	Shannon Simonds	Caltrans
Justin C Fox	AECOM	Josh Pulverman	Caltrans
Lukas Yanni	AECOM	Tarah Brady	Caltrans
Michael Cornfield	Deutsche Bahn	Lauren Jumanan	Kimley-Horn
Grant Leonard	City of Monterey	Peter Meyerhofer	Kimley-Horn

**2. PUBLIC COMMENTS**

None

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**3. CONSENT AGENDA**

**M/S/C** Potter/Anderson/unanimous

Committee Alternate Josh Stratton pulled item 3.3 for discussion.

**3.1** Approved minutes of the August 3, 2020 Rail Policy Committee meeting.

**3.2** Received update on the planned increase in passenger rail service along the coast corridor between San Francisco and Los Angeles.

**M/S/C** Stratton/Potter/unanimous

**3.3** Received report on the final Central Coast Highway 1 Elkhorn Slough Resiliency Study. Committee Alternate Stratton pulled item 3.3 for discussion: Mr. Stratton thanked the Association of Monterey Bay Area Governments (AMBAG) for completing the study. He asked what the next steps are to see the recommended projects constructed. Madilyn Jacobsen, Transportation Planner, noted that Caltrans has asked for the projects to be included in the 2022 Regional Transportation Plan (RTP) as an unfunded project. Executive Director Debbie Hale noted that of the many steps to get a project from concept to construction, and getting it in the RTP is the first step to secure funding and move it to the constrained list. Committee Member Potter noted that the County would also need to update its Local Coastal Program.

**END OF CONSENT AGENDA**

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**4. CALTRANS 2022 STATE RAIL PLAN**

The Committee received a presentation from Caltrans Division of Rail and Mass Transportation staff and provided feedback to guide the development the 2022 State Rail Plan.

Christina Watson, Principal Transportation Planner, introduced Andy Cook, Josh Pulverman, Tarah Brady, and Shannon Simonds from Caltrans Division of Rail & Mass Transportation.

Josh Pulverman reported that the Rail Plan establishes a strategic vision for prioritizing state investment in the passenger and freight rail network statewide. He noted that it provides a framework for coordination between planning partners, rail operators, rail owners and the state to develop a rail network with a strategic vision in mind. The plan will build upon the regional rail network integration studies that are being conducted in Monterey County and throughout the state.

Committee Member Smith asked for a link to the 2018 rail plan. Mr. Pulverman replied that it can be found online. Shannon Simonds shared the link to the plan.

**5. RAIL NETWORK INTEGRATION STUDY UPDATE**

The Committee received an update on the Monterey Bay Area Rail Network Integration Study.

Christina Watson, Principal Transportation Planner, introduced Ryan Park, Lukas Yanni and Justin Fox with AECOM and Michael Cornfield with Deutsche Bahn. Mr. Park provided an update on work to date. Mr. Yanni reported on the final survey results, noting a total of 800 people took the survey, with results showing generally positive interest in rail service on the Central Coast.

Committee Alternate Askew was pleased to see more respondents after the last Committee meeting. She asked whether the memo will explain where people live and want to travel by rail. Mr. Yanni responded that the memo will explain travel patterns and what amenities people want on the train and at the stations.

Mr. Park noted that there will be an open house on the draft study to gather more input and try to target audiences that were underrepresented in the survey.

Mr. Cornfield reviewed the draft governance memo outlining the administrative, jurisdictional, contracting, and funding powers needed to scale and deliver the Monterey Bay Regional Network.

Executive Director Debbie Hale noted that the key difference between governance options is whether an entity can levy taxes.

Chair LeBarre noted that another aspect that should be included is whether the entity has eminent domain authority.



Committee Member Smith noted that policy questions need to be answered before a decision can be made as to governance, such as the terminals of the rail line and type of service to be provided. Ms. Hale responded that the governance question is most important for the round-the-bay Santa Cruz to Monterey regional service, and that the timing is good to initiate those discussions as it can take many years to form a new governmental entity. Mr. Smith suggested a coordinating meeting between TAMC and the Santa Cruz County Regional Transportation Commission to further this discussion.

**6. SURF! BUSWAY UPDATE**

The Committee received an update on the SURF! Busway and Rapid Transit project along the Monterey Branch Line from Marina to Sand City.

Madilyn Jacobsen, Transportation Planner, reported that Monterey-Salinas Transit initiated the environmental analysis and preliminary engineering for the SURF! Busway and Bus Rapid Transit project in November 2019. The SURF! Busway and Bus Rapid Transit project completed 15% design. She noted that as part of the outreach, the project team has developed a video simulation. The simulation was presented at the meeting.

Peter Meyerhofer, Kimley-Horn, reviewed the 15% plans, noting that the Busway enters the Monterey Branch Line right-of-way at Del Monte Boulevard and Palm Avenue in Marina and exits the rail right-of-way at California Avenue and Fremont Street in Sand City. The busway parallels Highway 1 for approximately six miles. The majority of the busway runs on the east side of the rail right-of-way, with minimal crossing points over the rail tracks. There are three proposed crossings over the rail line due to physical and geographic constraints in the corridor, and to minimize project costs.

Committee Alternate Askew noted that land at Palm Avenue and Marina Drive is owned by school district and they have plans for housing in the future. She also asked TAMC staff to remove a fence at that intersection. Executive Director Debbie Hale noted she would talk to Dave Delfino of TAMC staff about the fence.

Committee Member Smith asked who addresses pedestrian crossings and potential conflicts between the bus system and the future rail line plans. Mr. Meyerhofer replied that we are hoping the bus network will grow ridership that will enable us to evolve into future rail service.

Committee Alternate Anderson asked if the busway will be one direction in the AM, one direction in the PM. Lisa Rheinheimer, Monterey-Salinas Transit, replied that MST is proposing two-way travel as most flexible solution to congestion on the highway.

Committee Member Smith requested that the project team add more bikes and pedestrian to the 5<sup>th</sup> Street Station element of the video simulation.

**7. SALINAS RAIL KICK START PROJECT UPDATE**

The Committee received an update on the Salinas Rail Kick Start project.

Laurie Williamson, Senior Engineer, reported that the construction team continues to make progress on Package 1. She noted that in August, TAMC approved four change orders relating to sidewalk and drainage pipe elevations, bus shelter pads, tree removal, and unsuitable material removal. The construction team continues to work on Railroad Avenue and the transit plaza. The construction work is now 69% complete per the amendment budget and 88% percent complete per the schedule. The team currently anticipates completion of the project in Mid-November 2020. TAMC is organizing a ribbon cutting ceremony, with the option for virtual participation, for December 7, 2020 at 3 pm at the train station.

Mike Zeller, Principal Transportation Planner, reported that staff and consultants continue to oversee the right-of-way to further negotiations and finalize the acquisition. He noted that the cases have been filled with the superior court and we are in contact with property owners.

Christina Watson, Principal Transportation Planner, reported that Caltrain provided the final feasibility study to TAMC to share with the committee. The study is focused on answering critical due diligence questions around operations, governance, and legal consideration of the near term service scenario of extending existing weekday service from Gilroy to Salinas. The found central principles of the report are:

1. Service must be cost-neutral for JBP.
2. No changes to Caltrain mainline service.
3. TAMC, working with the State, will address all risks and liabilities of the new service.
4. No changes to the Joint Powers Agreement (JPA) governance structure.

She noted that assuming these principles are achieved, Caltrain did not find any significant operational, legal, or design roadblocks and concluded that an extension to Salinas is feasible. The study outlines steps to initiate service, including a memorandum of understanding (MOU) with the goal of developing a fee for service arrangement.

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

Christina Watson, Principal Transportation Planner, announced that Transportation Agency has a new website. She noted that it is streamlined and ADA accessible. Staff is still working on posting old agendas and minutes.

**9. ADJOURN**

Chair LeBarre adjourned the meeting at 4:50p.m.



## ***Memorandum***

**To:** Board of Directors  
**From:** Elouise Rodriguez, Senior Administrative Assistant and Clerk of the Board  
**Meeting Date:** October 28, 2020  
**Subject:** Correspondence

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### **RECOMMENDED ACTION:**

**RECEIVE** correspondence to and from TAMC for the month of October 2020.

### **WEB ATTACHMENTS:**

- [October 2, 2020 letter to Andrea Renny, City of Monterey, re: RE: Support for the City of Monterey's HSIP Cycle 10 Highway Safety Improvement Program Grant Application for Intersection Safety Improvements at the Intersection of Pacific Street and Madison Street](#)
- [October 7, 2020 letter to Stewart Tabak, Tabak Law Firm Re: Your Request for Public Records Dated September 25, 2020](#)
- [Second Quarter 2020 Measure X Sales Tax Update from HdL](#)