

***** AMENDED REVISED AGENDA *****

Please note revisions on item 3.5.3

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

Meeting of Wednesday, June 22, 2011

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

(Agendas are on display and are posted 72 hours prior to the scheduled meeting at the Transportation Agency office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, King City, Hartnell College, Monterey Peninsula College, and Cal State University Monterey Bay. Any person who has a question concerning an item on this agenda may call the Transportation Agency office at 831-775-0903 to make inquiry concerning the nature of the item described on the agenda.) The agenda and all enclosures are available on the Transportation Agency website: www.tamcmonterey.org, by clicking on Transportation Agency Board, meetings & 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 person may address the Transportation Agency Board at this time. Presentations should not exceed three minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Transportation Agency Board. *Though it is not required, the Transportation Agency Board appreciates your cooperation in completing a speaker request form available on the table at the entrance to the meeting room. Please give the completed form to the Transportation Agency Administrative Assistant.*

3. **CONSENT AGENDA** **(Yellow Paper)**
APPROVE the staff recommendations for items 3.1.1 - 3.7.1 by majority vote with one motion. Any member may pull an item off the Consent Agenda to be considered for discussion and action after the Consent Agenda. **Pages 15 - 105**

4. **Fiscal Year 2011-12 Unmet Transit Needs Finding** – Cook **Pages 106 - 117**
 1. **ADOPT** finding on unmet transit needs in Monterey County in Fiscal Year 2011-12; and
 2. **APPROVE** Local Transportation Fund allocations to Monterey-Salinas Transit (MST) for Fiscal Year 2011-12.

The Transportation Agency is required to identify any reasonable unmet transit needs prior to allocating Local Transportation Funds for public transit. Of the needs identified, additional Castroville service, which would adjust MST Line 73 trips to connect Castroville with surrounding residential areas and North Monterey County High School would be reasonable to meet pending additional funding and continued availability of Line 73 service funded by the Department of Defense.

5. **Follow-up Strategic Planning Session: Funding and Project Priorities**
– Goodwin **Pages 118 – 130**

ADOPT projects listed in Tier 1 of the attached matrix as the top regional transportation project priorities for the Transportation Agency.

The Transportation Agency Board of Directors ranked priority projects at the May 25th Strategic Planning Session. Staff has summarized these project priorities and started the process of collecting other relevant performance measures to assist the Board to further develop its priorities for the next 5 to 10 years.

6. **Follow Up to Strategic Planning Session: Institutional Roles**
– Hale **Pages 131 - 141**

RECEIVE report on the potential for realigning the activities of the Transportation Agency, the Association of Monterey Bay Area Governments and Monterey Salinas Transit; and **PROVIDE** direction to staff on next steps.

Given the current funding environment, it is increasingly critical that agencies maximize performance and minimize expenditures. For this reason, the Transportation Agency Board of Directors at its May, 2011 strategic planning session asked staff to evaluate the potential for reducing time and resources utilized by three agencies that oversee transportation planning and implementation in Monterey County. This report presents initial information on the potential for the more effective conduct of transportation planning, modeling and project delivery in the region.

- 7 Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law. **No Enclosure**
8. Reports from transportation providers: **Pages 142 - 145**
- Caltrans – Krumholz/Loe
 - Monterey Peninsula Airport District– Sabo
 - Monterey-Salinas Transit– Sedoryk
9. Executive Director’s Report **Pages 146 – 147**

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

Please send any items for the August 24, 2011 Transportation Agency agenda to Senior Administrative Assistant Elouise Rodriguez by 12 noon, Thursday, August 11, 2011.

The Transportation Agency Agenda will be prepared by Transportation Agency staff and will close at noon Thursday, August 11, 2011 nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.

ANNOUNCEMENTS

Next Transportation Agency for Monterey County meeting will be on Wednesday, August 24, 2011 at 9:00 a.m.

*****No meeting in July*****

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

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

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

The Transportation Agency web site contains information from the Transportation Agency Resource Guide, including Transportation Agency Board members, Transportation Agency committee members, grant programs, etc.

Visit us at:

<http://www.tamcmonterey.org>

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

BEGINNING OF CONSENT AGENDA: Approve the staff recommendations for items 3.1.1 - 3.7.1 below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

ADMINISTRATION and BUDGET

3.1.1 **APPROVE** minutes of the Transportation Agency For Monterey County (TAMC) Service Authority for Freeways and Expressways and Monterey County Regional Development Impact Fee Joint Powers Agency of May 25, 2011. – Rodriguez **Pages 15 - 22**

3.1.2 **ACCEPT** the list of checks written for May 2011 and credit card statements for the month of April 2011. – Delfino **Pages 23 - 24**

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

3.1.3 **RECEIVE** report on conferences or trainings attended by Agency staff. – Bachman **Pages 25 -28**

Agency staff occasionally attend conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency's mission. These events allow the staff to stay current and participate in the development of transportation practices and policies related to their roles. Recently one employee attended an orientation and training on transportation for seniors and visually impaired.

3.1.4 **APPROVE** attached updated Agency weighted vote table. – Goel **Pages 29 - 31**

In accord with Agency Bylaws, staff revised the weighted vote table based on the most current population estimate prepared by the California Department of Finance. Staff revises the weighted vote table annually when the new population estimates are available.

- 3.1.5 **NOTICE** of proposed amendments to Agency Bylaws as recommended by the Executive Committee. – Goel **Pages 32 - 41**

The Transportation Agency is proposing to update its Bylaws. Section 13.2 of the Bylaws provides that notice of proposed amendments to the Bylaws be announced at the Agency meeting prior to the meeting at which the amendments will be voted upon. The amendments will be presented for action at the August meeting of the Board of Directors and will require approval by not less than two-thirds (2/3rds) of the voting members present at the meeting.

- 3.1.6 **APPROVE** revisions to the Administrative Policies. – Goel **Pages 42 - 43**

The Agency Board first approved these policies in 2000, though periodic changes and additions have been made since then. The first comprehensive update was done in December 2005. Updates were also done in February 2008 and September 2009. Some additional revisions are being proposed at this time to bring the policies up to date.

- 3.1.7 **APPROVE** revisions to the Human Resources Rules and Regulations. – Goel **Pages 44 - 45**

The Agency Board first approved these policies and regulations in 2000, though periodic changes and additions have been made since then. The first comprehensive update was done in December 2005. A second comprehensive update was done in February 2008. Several revisions are being proposed at this time to bring the policies up to date.

3.1.8 **Governmental Accounting Standards Board (GASB) Statement No. 54 & Agency Reserve Policy**– Goel **Pages 46 - 48**

1. **APPROVE** Governmental Accounting Standards Board Statement No. 54: Fund Balance Reporting and Governmental Fund Type Definitions for the Transportation Agency for Monterey County, effective for Fiscal Year 2010-11; and
2. **ADOPT** the Agency's Reserve Policy for setting aside a reserve equivalent to 50% (six months) of budgeted operating expenditures.

Governmental Accounting Standards Board Statement No. 54: Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54) established new categories and classifications to define fund balance components. The new categories emphasize the extent to which a government is bound to honor constraints and the purposes for which amounts can be spent. In order to continue receiving unqualified audit opinions, the Transportation Agency for Monterey County's financial statements must be prepared in accordance with GASB 54 beginning in FY 2010-11. Staff is also recommending that the informal practice of setting aside a reserve equivalent to 25 % (three months) of budgeted operating expenditures be changed to 50% (six months) and be formally adopted. The Executive Committee reviewed GASB 54 and Reserve Policy on June 1, 2011 and recommends approval.

3.1.9 **ACCEPT** State of California Transportation Development Act Compliance and Audit Reports for fiscal year ending June 30, 2010.
– Goel **Pages 49 - 59**

For all of the audits completed for the year ending June 30, 2010, the auditors found one instance of noncompliance that is required to be reported under Government Auditing Standards, but did not note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.

- 3.1.10 **APPOINT** additional membership to the Technical Advisory Committee representing California State University Monterey Bay.
–Muck **Page 60**

Transportation Agency bylaws require Board of Directors action to add additional membership to the Technical Advisory Committee. California State University Monterey Bay has requested an appointment to the Committee.

- 3.1.11 **RECEIVE** information to continue Agreement with County Counsel for legal services for the Transportation Agency for Monterey County as recommended by the Executive Committee. – Goel **Pages 61 - 62**

The Transportation Agency for Monterey County currently has an agreement with the County of Monterey to provide legal services to the Agency Board. The current County Counsel assigned to the Agency is Lee Blankenship, who is retiring from the County of Monterey at the end of June 2011. In order to best provide the Agency with legal services, staff is proposing to continue the agreement with the County of Monterey and use the services of Lee Blankenship as a retired annuitant.

- 3.1.12 **Video Recording of Board Meetings** – Hoschouer **Pages 63 - 65**

1. **APPROVE** contract with Access Monterey Peninsula to provide video recording and editing services of Transportation Agency Board meetings in Fiscal Year 2011/12 in the amount of \$14,100; and
2. **AUTHORIZE** the Executive Director to execute the contract and changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.
3. **AUTHORIZE** the use of \$14,100 from planning funding for the contract.

For the past four years, Access Monterey Peninsula has been video recording and editing Transportation Agency Board meetings. Staff requests the Transportation Agency Board approve renewal of the contract with Access Monterey Peninsula for the Fiscal Year 11/12.

BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES

3.2.1 Triennial Transit Performance Audit – Cook Pages 66 -67

1. **ACCEPT** Triennial Performance Audits for the 3-year period ending June 30, 2010;
2. **AUTHORIZE** staff to submit the Performance Audits to the state by the June 30, 2011 deadline; and
3. **AUTHORIZE** staff to send letters to the transit operators requesting that they respond to the Transportation Agency by October 1, 2011 with an action plan and timeline for implementation of their respective Performance Audit recommendations.

The Transportation Agency contracted with Moore & Associates to complete performance audits required by the Transportation Development Act for Monterey County's transit operators, including Monterey-Salinas Transit and the dial-a-ride services provided by the cities of Greenfield, King City and Soledad. The Transportation Agency's oversight of the Local Transportation Fund was also included in the audit pursuant to state law. No performance recommendations were made by the auditor for the Transportation Agency in the next three-year audit period given the minor nature of the findings identified.

3.2.2 ADOPT Resolution 2011-08 designating the Monterey-Salinas Transit Mobility Advisory Committee as the Social Services Transportation Advisory Council (SSTAC) for Monterey County. – Cook Pages 68 - 70

Monterey-Salinas Transit (MST) has established a Consolidated Transportation Services Agency to serve as a one-stop-shop for coordinating and providing information about specialized transportation services and programs in Monterey County pursuant to the Transportation Agency's designation in 2006. Staff recommends that the MST Mobility Advisory Committee be designated as the Social Services Transportation Advisory Council for Monterey County for purposes of reviewing and recommending an annual finding on unmet transit needs to the Transportation Agency Board of Directors pursuant to the Transportation Development Act.

3.2.3 **Monterey-Salinas Transit Intercity Bus Grant Application – Cook**
Pages 71 - 75

1. **ADOPT** Resolution 2011-12 authorizing federal funding to Monterey-Salinas Transit under the Federal Transit Administration Section 5311(f) Intercity Bus Program with the California Department of Transportation;
2. **RATIFY** Executive Director signature of required Agency certifications; and
3. **REQUEST** that the Association of Monterey Bay Area Governments amend the Transportation Improvement Program to include this project if funding is secured.

Caltrans administers the Federal Transit Administration Section 5311(f) Intercity Bus Transportation program, which provides capital and operating assistance for public transit services providing rural to urban connections on the state's intercity bus routes. The Transportation Agency is required to authorize Monterey-Salinas Transit's application for operating funding to continue intercity service in South Monterey County connecting Salinas and the South Monterey County cities with Fort Hunter Liggett.

3.2.4 **RECEIVE** information on the 2011 Bicycle Protection Program.
– Cheung **Pages 76 - 77**

The AB2766 Motor Vehicle Emission Reduction Grant program, administered by the Monterey Bay Unified Air Pollution Control District, awarded funding to the Transportation Agency for the purchase and distribution of bicycle racks and lockers for employers and businesses in Monterey County. The 2011 Program is now accepting applications.

3.2.5 **ACCEPT** report on the draft Transportation Agency for Monterey County Bicycle and Pedestrian Master Plan. – Cheung **Pages 78 - 81**

The Transportation Agency was awarded an AB2766 Motor Vehicle Emission Reduction grant to prepare a new Bicycle and Pedestrian Master Plan for adoption, as the 2005 Bikeways Plan approaches its expiration. The draft Plan is now available for review and comment.

PLANNING

- 3.3.1 **RECEIVE** an update on state legislative activities and **APPROVE** positions on state legislation. – Watson **Pages 82 - 91**

The bill track list has been updated based on bill amendments and bills brought to the attention of staff since the last report in April.

PROJECT DELIVERY and PROGRAMMING

- 3.4.1 **APPROVE** the request by the City of Sand City to allocate \$35,012.00 of their Regional Surface Transportation Program fair share funds from various cycles to their Sand Dunes Drive Coastal Bike Path Interconnect Project. – Delfino **Pages 92 - 94**

The Agency distributes \$1.2 million per year in Regional Surface Transportation Program fair share funding by population to the local jurisdictions for a wide range of eligible transportation projects and is available at the discretion of the local jurisdiction for their chosen projects upon approval by the Board.

RAIL PROGRAM

- 3.5.1 **RECEIVE** information on the Federal New/Small Starts evaluation and rating process. – Hoschouer **Pages 95 - 96**
All fixed guideway transit projects requesting federal capital funds must meet the approval of the Federal Transit Administration, based on an evaluation of the proposed project's New/Small Starts criteria. Specifically, a project must achieve an overall rating of at least Medium.
- 3.5.2 **APPROVE** Caltrans master agreement for Commuter Rail Extension to Monterey County and Monterey Branch Line Light Rail projects. – Watson **Pages 97 - 99**

The Transportation Agency is the sponsor of two rail projects for Monterey County. Caltrans requires a Master Agreement for the funding allocated to these projects, and the current agreement expires on July 11, 2011. This action would reauthorize the agreement with Caltrans to fund these projects.

3.5.3 **Federal Small Starts Application for Monterey Branch Line Project.** –
Hoschouer **Pages 100 – 101**

1. **APPROVE** the scope of work for a consultant contract to provide assistance in securing federal approval of the project Alternatives Analysis and complete a Federal Transit Administration Small Starts Application for the Monterey Branch Line project not to exceed the amount of \$100,000;
2. **AUTHORIZE** the Executive Director to refine the scope of work, execute the contract and make changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel; and
3. **AUTHORIZE** the use of no more than \$100,000 from Monterey Branch Line lease funds.

Transportation Agency Staff proposes to use a firm on the Transportation Agency On-Call Engineering and Project Management list to provide assistance in securing Federal Transit Administration approval of the Alternatives Analysis document and complete the Federal Transit Administration Small Starts Application for the Monterey Branch Line Project.

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

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

Pages 102 - 105

- Executive Committee – Draft June 1, 2011
- Bicycle & Pedestrian Facilities Advisory Committee – Draft June 1, 2011 (online at www.tamcmonterey.org)
- Rail Policy Committee – No meeting
- Technical Advisory Committee – Draft June 2, 2011 (online at www.tamcmonterey.org)

END OF CONSENT AGENDA

CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS

Online at www.tamcmonterey.org

- C1 May 16, 2011 letter from Assembly Member Luis Alejo to Debra L. Hale, Executive Director, re: Support Letter for Bond Sales and Allocation to Transportation Programs
- C2 May 24, 2011 letter from Debra L. Hale, Executive Director, to Senator Dutton, re: Support for SB 693 (Dutton): Public contracts: local agencies
- C3 May 26, 2011 letter from Dave Potter, Monterey County Supervisor, District 5, to Mayor Al Pinheiro, City of Gilroy, re: Thank you
- C4 May 26, 2011 letter from Dave Potter, Monterey County Supervisor, District 5, to Mike Wasserman, Santa Clara County Supervisor, District 1, re: Thank you
- C5 May 27, 2011 letter from Debra L. Hale, Executive Director, to Senator Kehoe, re: Support for SB 436 (Kehoe): Land use: mitigation lands: nonprofit organizations