



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

EXECUTIVE COMMITTEE

Members are: Luis Alejo, Chair; Ed Smith, 1st Vice Chair; Mary Adams, 2nd Vice Chair; Robert Huitt, Past Chair; Chris Lopez, County Representative; Michael LeBarre, City Representative

Wednesday, June 3, 2020

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

REMOTE CONFERENCE 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://zoom.us/j/775161178>

OR

Via Zoom app: Meeting ID 775 161 178

OR

Via teleconference at +1 669 900 6833, Code: 775 161 178

1. ROLL CALL

Call to order and self-introductions. If you are unable to attend, please contact Elouise Rodriguez, Senior Administrative Assistant. Your courtesy to the other members to assure a quorum is appreciated.

2. PUBLIC COMMENTS

Any member of the public may address the Committee on any item not on the agenda but within the jurisdiction of the Committee. 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 Committee 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 Committee before the meeting.

3. 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.

3.1 APPROVE the Executive Committee draft minutes of May 6, 2020.

- Rodriguez

END OF CONSENT AGENDA

4. RECEIVE update on state and federal legislative activities and **RECOMMEND** that the Board of Directors adopt positions on legislation.

- Watson/Hale

Staff will present an updated draft bill list and an update on state and federal legislative activities.

5. RECOMMEND that Board of Directors **APPROVE** evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel.

- Goel/Muck

The Agency Bylaws require an annual evaluation of the Executive Director and Counsel.

6. RECEIVE report on draft TAMC Board meeting agenda.

- Muck

7. ANNOUNCEMENTS

8. ADJOURN

Next Executive Committee meeting is:

Wednesday, August 5, 2020

There will be no Executive Committee meeting in July.

Please mark your calendars.

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 Committee for public comment or on an item on the agenda are encouraged to submit comments in writing to maria@tamcmonterey.org by 5:00pm the Monday before the meeting. Such comments will be distributed to the Committee 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
Office is closed an all employees are working remotely until further notice
TEL: 831-775-0903
EMAIL: 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 Committee 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.

CORRESPONDENCE, MEDIA CLIPPINGS, AND REPORTS - No items this month.



Memorandum

To: Executive Committee
From: Elouise Rodriguez, Senior Administrative Assistant and Clerk of the Board
Meeting Date: June 3, 2020
Subject: **Executive Committee draft minutes of May 6, 2020**

RECOMMENDED ACTION:

APPROVE the Executive Committee draft minutes of May 6, 2020.

ATTACHMENTS:

- ▣ Executive draft minutes of May 6, 2020

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 (1st Vice Chair), Mary Adams (2nd Vice Chair),
 Robert Huitt (Past Chair),
 Chris Lopez (County representative), Michael LeBarre (City representative)*

Wednesday, May 6, 2020

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

ZOOM REMOTE VIDEO/PHONE CONFERENCE ONLY

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

TC: via teleconference; VC: via Zoom video conference

- CALL TO ORDER:** Chair Alejo called the meeting to order at 9:02 a.m. Roll call was taken, and a quorum was confirmed.

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

Others present: Agency Counsel Kay Reimann; and Gus Khouri, Legislative Analyst

- PUBLIC COMMENTS:** None

3. CONSENT AGENDA:

M/S/C Smith/Huitt/unanimous

On a motion by Committee Member Smith and seconded by Committee Member Huitt, the committee voted 6-0 to approve the minutes from the Executive Committee meeting of April 1, 2020.

4. LEGISLATIVE UPDATE

M/S/C LeBarre/Adams/unanimous

Gus Khouri, Agency legislative consultant, reported that the Legislature is coming back from an extended spring break due to the COVID-19 Stay-at-Home order. After reconvening, their priority will be to enact a budget by June 15, 2020. Given the high and increasing unemployment rates, personal income tax revenues are expected to be far below pre-COVID-19 projections, and sales and gas tax income are also expected to be low, causing a huge deficit. Since data on income tax revenues will not be fully available until July or August, the Legislature will reevaluate the budget in August.

He noted that several bills will not proceed this legislative session and most that are moving forward will be on consent as much as possible to promote physical distancing. Mr. Khouri noted that Senator Monning's top priority is the TAMC-sponsored SB 1231, related to habitat mitigation for State Route 156. He reviewed the other new bill recommendations in the matrix.

Chair Alejo asked if SB 1231 can move forward on its own or if it will be included in a budget bill. Mr. Khouri replied that the Senator currently expects to pursue the bill independently of a budget trailer bill.

Christina Watson, Principal Transportation Planner, reported that the Senate returned to Washington on May 4 and Congress will come back on May 11, with a focus on a second COVID-19 relief/ economic stimulus bill that may include relief for states and local jurisdictions, possibly up to \$1 trillion.

On a motion by Committee Member LeBarre and seconded by Committee Member Adams, the committee voted 6-0 to recommend that the Board of Directors adopt positions on legislation as indicated in the staff report.

5. BUDGET UPDATE

M/S/C Smith/Lopez/unanimous

On a motion by Committee Member LeBarre and seconded by Committee Member Adams, the committee voted 6-0 to recommend that the Board **approve** Resolution 2020-06 adopting the fiscal year 20/21 budget and overall work program, and estimated budgets for fiscal years 21/22 and 22/23.

Rita Goel, Director of Finance & Administration, reported that the Board had reviewed the draft budget in February and had no recommended changes. However, with the impact of COVID-19, there are some hard decisions being made by jurisdictions and timing of the economic recovery could be 12-18 months away. Fortunately, TAMC continues to have a healthy reserve in the event revenues fall short of forecast. She noted the changes made to the Operating budget expenditures were to remove the 3% cost-of-living allowance that was in the February draft budget as well as a part-time retired annuitant position.

Ms. Goel reported no changes to the Direct budget, noting Caltrans has delayed approval of its planning grants until the end of May and so it is unknown whether or not they will approve the Highway 1 Carmel Hill corridor study.

Todd Muck, Deputy Executive Director, reported that there are no major changes to the Work Program and there is a lot of work continuing from the prior fiscal year. He noted that the Agency is in a good position to continue to keep projects moving forward due to strong Measure X revenues from prior years. The Imjin Parkway Measure X project is still expected to start construction in FY20/21.

6. TAMC DRAFT AGENDA

Executive Director Hale reviewed the draft regular and consent agenda for the TAMC Board meeting of May 27, 2020. After Executive Committee discussion, the following items will be considered on the regular agenda:

- Employee of the Quarter presentation to Mike Zeller
- Proclamation for 2020 National Public Works Week
- Big Sur Highway 1 Sustainable Transportation Demand Management Plan
- Measure X Senior and Disabled Transportation Cycle 2 Award recommendations
- 3 Year Budget and FY 20/21 Overall Work Program

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

- Bicycle Secure Program
- Measure X Funding Agreement – MST South County Facility
- Legislative Update

7. ANNOUNCEMENTS

Director Hale asked the Committee for recommendations on changing the Agency bylaws related to the definition of a quorum, noting that there have been some instances when obtaining or retaining a quorum has been difficult due to the requirement that there be 7 city representatives. Committee members expressed the opinion that the quorum bylaws should remain as is, but asked staff to reach out to the mayors and possibly send them a quarterly attendance sheet. Members also agreed to talk with their colleagues regarding the need for their regular and timely attendance at TAMC meetings.

8. ADJOURNMENT

Chair Alejo adjourned the meeting at 10:02 a.m.



Memorandum

To: Executive Committee
From: Christina Watson, Principal Transportation Planner
Meeting Date: June 3, 2020
Subject: **Legislative Update**

RECOMMENDED ACTION:

RECEIVE update on state and federal legislative activities and **RECOMMEND** that the Board of Directors adopt positions on legislation.

SUMMARY:

Staff will present an updated draft bill list and an update on state and federal legislative activities.

FINANCIAL IMPACT:

Some bills on the list may impact TAMC finances, in particular in relation to Measure X revenues.

DISCUSSION:

Attached are a state update from Agency legislative consultant Gus Khouri and an updated draft bill list. Due to the shortened legislative session, most bills will not move forward this year. They will be deleted from future bill lists. One addition from the list adopted by the TAMC Board of Directors on May 27, 2020 is shown in underline:

- Assembly Bill 2323 (Friedman): CEQA Exemptions: housing near transit - Monterey-Salinas Transit has asked TAMC to support this bill.

Meanwhile, the TAMC-sponsored bill, Senate Bill 1231 by Senator Monning, passed the Senate Natural Resources and Water Committee on consent and will move on to the Senate Appropriations Committee.

Staff will provide a verbal update on all activities at the meeting.

WEB ATTACHMENTS:

- [State legislative update](#)
- [State bill list](#)



Memorandum

To: Executive Committee
From: Rita Goel, Director of Finance & Administration
Meeting Date: June 3, 2020
Subject: **Evaluation of Executive Director & Counsel**

RECOMMENDED ACTION:

RECOMMEND that Board of Directors **APPROVE** evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel.

SUMMARY:

The Agency Bylaws require an annual evaluation of the Executive Director and Counsel.

FINANCIAL IMPACT:

None.

DISCUSSION:

Attached with this report are evaluation forms for the Agency's Executive Director Debra L. Hale and Counsel Kathryn Reimann. The attached evaluation forms were revised in 2016 in response to recommendations from Board Members. Forms will be sent out to Board Members via e-mail and upon completion, the Board Members are requested to return the evaluation to the chair via e-mail. The proposed procedure and timeline for completing the annual evaluation is:

1. **June 26, 2020** – Staff e-mails to voting members of the Board of Directors the enclosed evaluation forms for the Executive Director and Counsel. The Executive Director and Counsel goals and accomplishments will also be included.
2. **July 31, 2020** - All voting Board Members complete evaluation forms and e-mail to the Chair for his receipt no later than **July 31, 2020**.
3. **August 1 – 21, 2020** – The Chair reviews completed evaluation forms and prepares summary of results to present to Executive Committee on September 2, 2020.
4. **September 2, 2020** - Executive Committee meets in **Closed Session** to review the evaluations, formulate a recommendation to the Board of Directors and confer with the Executive Director and Agency Counsel regarding the recommendations.
5. **September 23, 2020**-Board Chair hands out completed evaluations to Board members for their review prior to discussion at the next Board meeting. (NOTE: These will be confidential documents to be handled by Board members appropriately.)

6. **October 28, 2020** – Board of Directors meets in Closed Session to receive presentation from the Executive Committee, to review the evaluations and recommendations of the Executive Committee and take any appropriate actions.

7. **Date to be determined by the Chair**-The Chair will review the evaluations with the Executive Director and Counsel.

ATTACHMENTS:

- ▣ Executive Director Evaluation form
- ▣ Counsel Evaluation Form

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
 PERFORMANCE EVALUATION OF
EXECUTIVE DIRECTOR DEBRA L. HALE

In evaluating the performance of the Executive Director, consider the factors below in arriving at your overall rating. Check the box in each category that you think best applies.

- 1 = Unsatisfactory, performance does not meet job requirements.
- 2 = Improvement needed, performance partially meets requirements of job.
- 3 = Satisfactory, performance adequately meets requirements of job.
- 4 = Good, performance generally meets or exceeds standards or expectations.
- 5 = Exceptional, performance is excellent, exceeding job requirements.

Dimension	1*	2*	3	4	5
Accessible to elected officials, staff and the public.					
Attitude. Is enthusiastic, cooperative, adaptive, energetic, willing to spend whatever time is necessary to do a good job.					
Communication. Keeps Board Members fully informed of issues affecting the Agency.					
Community Relations. Skilled in representing Agency policies to other agencies, the public, and news media.					
Community and professional reputation. Is regarded as a person of high integrity and ability for the agency.					
Decisiveness. Is able to reach timely decisions and initiate action, but is not impulsive.					
Execution of Policy. Understands and complies with the policies and objectives of the organization. Efforts lead to successful accomplishment of goals.					
Expertise and knowledge of transportation issues.					
Imagination. Shows originality in approaching problems. Is able to visualize the implications of various approaches					
Non-political but understands and works effectively in the political arena.					
Leadership. Motivates others to maximum performance.					
Loyalty. Genuine interest in work, job and the agency. Concerned with agency's image and reputation.					
Personnel Development. Appoints and trains effective subordinates; retains excellent staff.					
Presents thoughts in an orderly, understandable manner.					
Responds quickly and effectively to requests from Board Members for information, advice, and service.					
Strategic Thinking. Thinks ahead on how the organization can best approach change.					
Unbiased. Takes a reasonable and rational viewpoint based on facts and qualified opinions.					
Written reports are clear, concise, and accurate.					

***NOTE: Please explain any rating of a "1" or a "2" in the comment section below, or use the space to provide any additional comments.**

General Comments:

Please provide specific comment:

(1) Leadership and management skills:

(2) Staff development:

(3) Reputation in the community:

(4) Reputation with Transportation Agency member agencies:

(5) Opportunities for development/ Recommendations for more emphasis or improvement

Overall Rating: (Consider all factors listed on page 1 in arriving at an overall rating.)

- Unsatisfactory, performance does not meet job requirements.
- Improvement needed, performance partially meets requirements of job.
- Satisfactory, performance adequately meets requirements of job.
- Good, performance generally meets or exceeds standards or expectations.
- Exceptional, performance is excellent, exceeding job requirements.

Signature: _____

Date: _____

Print Name: _____

Please complete and return evaluation to Chair via e-mail: district1@co.monterey.ca.us

Thank you.

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
PERFORMANCE EVALUATION OF
TAMC Counsel Kathryn Reimann**

In evaluating the performance of Counsel, consider the factors below in arriving at your overall rating. Check the box in each category that you think best applies.

- 1 = Unsatisfactory, performance does not meet job requirements.
- 2 = Improvement needed, performance partially meets requirements of job.
- 3 = Satisfactory, performance adequately meets requirements of job.
- 4 = Good, performance generally meets or exceeds standards or expectations.
- 5 = Exceptional, performance is excellent, exceeding job requirements.

Dimension	1*	2*	3	4	5
Accessible to elected officials, staff and the public.					
Attitude. Is enthusiastic, cooperative, adaptive, energetic, willing to spend whatever time is necessary to do a good job.					
Communication. Keeps Board of Directors fully informed on legal issues affecting the Agency. Advises Board Members so that all actions are in accord with Agency By-laws, state and federal law.					
Conflict of interest. Keeps Board Members informed of any possible conflicts of interest.					
Decisiveness. Is able to reach timely decisions and initiate action, but is not impulsive.					
Execution of Policy. Understands and complies with the policies and objectives of the organization. Efforts lead to successful accomplishment of Board directives.					
Expertise and knowledge of legal issues.					
Imagination. Shows originality in approaching problems. Is able to visualize the implications of various approaches					
Non-political but understands and works effectively in the political arena.					
Loyalty. Genuine interest in work, job and the agency. Concerned with agency's image and reputation.					
Presents thoughts in an orderly, understandable manner.					
Unbiased. Takes a reasonable and rational viewpoint based on facts and qualified opinions.					
Quarterly written reports are clear, concise, and accurate.					

General Comments:

Please provide specific comment:

(1) Leadership and management skills:

(2) Knowledge of legal requirements affecting TAMC:

(3) Reputation in the community:

(4) Reputation with member agencies:

(5) Opportunities for development / Recommendations for more emphasis or improvement:

Overall Rating: (Consider all factors listed on page 1 in arriving at an overall rating.)

- Unsatisfactory, performance does not meet job requirements.
- Improvement needed, performance partially meets requirements of job.
- Satisfactory, performance adequately meets requirements of job.
- Good, performance generally meets or exceeds standards or expectations.
- Exceptional, performance is excellent, exceeding job requirements.

Signature: _____

Date: _____

Print Name: _____

***Please complete and return evaluation to Chair via e-mail: district1@co.monterey.ca.us
Thank you.***