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

Meeting of January 27, 2016

Revised Agenda
Item: 3.2.3
Agricultural Center Conference Room
1428 Abbott Street
Salinas, California
9:00 AM

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

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

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

2.1 **Election of 2016 Officers** - Edelen/Parker

1. **RECEIVE** report from Nominating Committee and **ELECT** Chair, 1st Vice Chair and 2nd Vice Chair of the Board, for the term beginning upon their election through the next election of officers at the beginning of the January 25, 2017 Board meeting; and,

2. **RECEIVE** report from Nominating Committee and **ELECT** members of the Executive Committee for the term beginning upon their election through the next election of officers at the beginning of the January 25, 2017 Board meeting.-Edelen/Parker

*Agency bylaws require the election of officers at the beginning of the Agency’s January meeting. The Board officers consist of the Chair, 1st Vice Chair and 2nd Vice Chair. The Executive Committee includes the Chair, 1st Vice Chair, 2nd Vice Chair, the immediate past Chair, and a City and a County voting Board member.*
3. **CONSENT AGENDA**
   APPROVE the staff recommendations for items 3.1.1 - 3.7.1 by majority vote with one motion. Any member may pull an item off the Consent Agenda to be considered for discussion and action after the Consent Agenda.

4. **PRESENTATION** of Transportation Agency Employee of the Quarter
   Mike Zeller. - Hale

   *Mike Zeller, Principal Transportation Planner has been selected by the employees of the Transportation Agency for Monterey County as the Employee of the Quarter for October 1st – December 31, 2015.*

5. **PRESENT** 2015 Annual Transportation Excellence Awards Ceremony. - Wright

   *The Transportation Agency would like to show its appreciation to the local community for its outstanding efforts to improve transportation in Monterey County by awarding Transportation Excellence Awards.*

6. **RECEIVE** state legislative update. - Watson/Arriaga

   *Agency staff and legislative consultant John Arriaga of JEA & Associates will present an update on state transportation legislative issues, including a briefing on the Governor’s draft budget and an alternative transportation proposal introduced the same week.*
7. **RECEIVE** a presentation by staff and EMC Research on the results of their December 2015 poll on the Transportation Investment Plan.

   *Wright*

   The Transportation Agency is seeking to become a “self-help” county by placing a Transportation Investment Plan measure on the ballot in November 2016. During the week of December 7, 2015, EMC Research conducted polling to gauge potential support for the transportation investment plan.

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

9. Reports from transportation providers:

   - Caltrans Director’s Report – Project Update – Gubbins
   - Monterey Peninsula Airport District – Sabo
   - Monterey-Salinas Transit – Sedoryk

10. Executive Director's Report

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

12. **ADJOURN**

Please send any items for the February 24, 2016 Transportation Agency agenda to Senior Administrative Assistant Elouise Rodriguez by 12 noon, Thursday, February 11, 2016.

The Transportation Agency Agenda will be prepared by Transportation Agency staff and will close at noon Thursday, February 11, 2016 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 February 24, 2016

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

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

For Transportation Agency related travel reimbursement other than the monthly Transportation Agency meetings, please call Transportation Agency office at 831-775-0903 to request a travel reimbursement form.
The Transportation Agency web site contains information from the Transportation Agency Resource Guide, including Transportation Agency Board members, Transportation Agency committee members, grant programs, etc. Visit us at:

http://www.tamcmonterey.org

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

55-B Plaza Circle, Salinas, CA. Documents distributed to the Agency Board at the meeting by staff will be available at the meeting; documents distributed to the Board by members of the public shall be made available after the meeting.

Transportation Agency for Monterey County
55-B PLAZA CIRCLE, SALINAS, CA 93901-2902
Monday thru Friday
8:00 a.m. – 5:00 p.m.
TEL: 831-775-0903
FAX: 831-775-0897
BEGINNING OF CONSENT AGENDA: Approve the staff recommendations for items 3.1.1 - 3.7.1 below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the CONSENT AGENDA for discussion and action.

ADMINISTRATION and BUDGET

3.1.1 APPROVE minutes of the Transportation Agency For Monterey County (TAMC) Service Authority for Freeways and Expressways and Monterey County Regional Development Impact Fee Joint Powers Agency of December 2, 2015. – Rodriguez

3.1.2. ACCEPT the list of checks written for November and December 2015 and credit card statements for the months of October and November 2015. – Delfino

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

3.1.3 RECEIVE report on conferences or trainings attended by agency staff. - Muck

Agency staff occasionally attends conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency’s mission. These events allow the staff to stay current and par

3.1.4. APPROVE the Accounting and Financial Policies and Procedures Manual. - Goel

The Transportation Agency for Monterey County’s accounting and financial policies and procedures are outlined in this manual.
3.1.5 Contract Templates - Reimann

1. **APPROVE** four templates for use by the Transportation Agency for Monterey County in contracting for professional services;

2. **DIRECT** staff, when seeking Board approval of a Professional Services Agreement, to present just the payment amount, scope of work, work schedule, payment provisions, funding source, deliverables and material changes (if any) to template terms and conditions of all future agreements for professional services, without the need to attach the entire agreement; and

3. **AUTHORIZE** the Executive Director to sign the template agreements or sign the agreements with minor changes if such changes do not increase the Agency’s net cost, subject to approval by Agency Counsel.

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

3.1.6 ACCEPT State of California Transportation Development Act Compliance and Audit Reports for fiscal year ending June 30, 2015.-Goel

For all of the audits completed for the year ending June 30, 2015, the auditors found no instances of noncompliance that is required to be reported under Government Auditing Standards, nor did they note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.
BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES

3.2.1 Ecology Action Bike Rodeos Contract - Green

1. AUTHORIZE the Executive Director to execute contract with Ecology Action, subject to approval by Agency Counsel, in an amount not-to-exceed amount of $7,500, to provide bicycle safety trainings at two schools in Monterey County during Bike Month;

2. APPROVE the use of Transportation Development Act funds budgeted to this purpose;

3. AUTHORIZE the Executive Director to make administrative changes to the contract if such changes do not increase the Agency’s net cost, subject to approval by Agency counsel; and

4. APPROVE sole source procurement finding.

The Transportation Agency has financially supported school bicycle safety training every year since 2012 as part of the Agency’s bicycle education and public awareness program. The proposed contract will continue bicycle safety training in Monterey County in 2016.
3.2.2 Cap and Trade Funds for Transit. - Murillo

1. **ADOPT** Resolution 2016-01 designating the Transportation Agency’s allocation of $412,065 of FY 2015/2016 Low Carbon Transit Operations funds to the Monterey-Salinas Transit District for a new all electric bus for transit services in East Salinas and repayment to the Santa Cruz Metropolitan District; and

2. **AUTHORIZE** the Executive Director to sign and submit required documentation to Caltrans.

_The California Legislature established the Low Carbon Transit Operations Program to distribute cap and trade funds to implement transit projects that reduce greenhouse gas emissions, with a priority on serving disadvantaged communities. Program funds are distributed to regional agencies and transit agencies using the State Transit Assistance distribution formula._

3.2.3 **ADOPT** Resolution 2016-02 allocating $2,219,751 of State Transit Assistance funds to Monterey-Salinas Transit for Fiscal Year 2015-16. - Murillo

_The Transportation Agency is responsible for allocating State Transit Assistance funding, generated through the state sales tax on diesel fuel, to transit operators pursuant to the Transportation Development Act._

**PLANNING**

3.3.1 **RECEIVE** federal legislative update. - Watson

_On December 4, 2015, the President signed a $300 billion, five-year authorization bill called the “Fixing America’s Surface Transportation” (FAST) Act._
3.3.2 ADOPT final 2016 Legislative Program. - Watson

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

PROJECT DELIVERY and PROGRAMMING

3.4.1 Cost Estimating/Engineering Services - Request for Qualifications - Myers

1. APPROVE the Cost Estimating/Engineering Scope of Services; and

2. AUTHORIZE staff to release a request for qualifications with the scope of work, score the received statements of qualifications, and conduct interviews as necessary.

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

RAIL PROGRAM

3.5.1 APPROVE allocation of Monterey Branch Line lease revenues for a busway study by the Monterey-Salinas Transit District. - Murillo

The Rail Policy Committee recommends the allocation of Monterey Branch Line lease revenues for a “Monterey Bay Feasibility Study of Bus Operations on State Route 1 Shoulders and in the Monterey Branch Line right-of-way.”
REGIONAL DEVELOPMENT IMPACT FEE

3.6.1 ACCEPT the Regional Development Impact Fee Joint Powers Agency’s audit report for fiscal year ending June 30, 2015. - Goel

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

COMMITTEE MINUTES

3.7.1 ACCEPT minutes from Transportation Agency committees:

- Executive Committee – Draft January 6, 2016
- Bicycle & Pedestrian Facilities Advisory Committee - Draft January 6, 2016 (online at www.tamcmonterey.org)
- Technical Advisory Committee – Draft January 7, 2016 (online at www.tamcmonterey.org)
- Rail Policy Committee – Draft January 11, 2016

END OF CONSENT AGENDA

CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS

Online at www.tamcmonterey.org

C1 January 27, 2016 memo to the Transportation Agency Board of Directors, from Debra L. Hale, Executive Director, regarding Cost / Benefit Analysis for Projects