TECHNICAL ADVISORY COMMITTEE

Thursday, June 6, 2019
9:30 AM

Transportation Agency for Monterey County Conference Room
55-B Plaza Circle, Salinas
Transportation Agency Conference Room

AGENDA

Complete agenda packets are on display at the Transportation Agency for Monterey County office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, and King City. Any person who has a question concerning an item on this agenda may call the Agency Secretary to make inquiry concerning the nature of the item described on the agenda. Please recycle this agenda.

1. ROLL CALL

   Call to order and self-introductions. According to Transportation Agency and Committee bylaws, Committee membership consists of representatives from the Transportation Agency voting and ex-officio members, and other agencies that may be appointed by the Transportation Agency. Currently the Committee membership includes representatives from 12 Cities, the County, MST, Caltrans, City of Watsonville, the Air District, and AMBAG, for a total of 18 members. Five members of the Technical Advisory Committee, representing voting members of the Transportation Agency Board of Directors, constitute a quorum for transaction of the business of the committee. If you are unable to attend, please contact the Committee coordinator. 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. Each member of the public is allotted with three minutes to address any concerns. Comments on items on today's agenda may be given when that agenda item is discussed.
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 draft Technical Advisory Committee Minutes for April 4, 2019.
- Zeller

END OF CONSENT AGENDA

4. RECEIVE an informational update on the 2019 Public Participation Plan and; PROVIDE input and feedback.
- Wright/Vienna

The Association of Monterey Bay Area Governments (AMBAG) is required by federal regulations to prepare and maintain a public participation plan for the tri-county region, which describes how public participation will be structured for federally-funded transportation plans, programs and projects in the region. The Transportation Agency has assisted AMBAG to prepare this latest update to the plan.

5. RECEIVE an update on the results of the Measure X annual audit and compliance reporting for 2017/18.
- Zeller

The purpose of the Measure X annual audit is to confirm that the funding recipients - TAMC, the County of Monterey and the twelve incorporated cities -- have complied with the voter-approved requirements specified in Ordinance 2016-01 for the Transportation Safety and Investment Plan. One of the responsibilities of the Measure X Citizen Oversight Committee is to review the independent audits of the jurisdictions, and prepare and present an annual report regarding the administration of the program. Agency staff will provide an update on the receipt and review of annual audit compliance data.

6. RECEIVE presentation on the Pajaro to Prunedale County Route G12 Corridor Study.
- Deal

The Transportation Agency in partnership with the County of Monterey and Caltrans conducted a study of the County Route G12 Corridor to identify improvements that will provide safer access to all modes of travel. The G12 Corridor Study evaluated current and future travel patterns between US 101 / San Miguel Canyon Road Interchange on
the east end of G12, the Highway 1 / Salinas Road interchange on the west end of G12, and Main Street at the north limit between Pajaro and Watsonville. The study evaluated the feasibility of affordable mid-term operational and safety improvements in the corridor in context with other planned regional improvements, while retaining the unique character of the Elkhorn Slough setting.

7. **RECEIVE** update on the Seaside & Marina Safe Routes to School May pop-ups and walk/bike to school events.

   - Green

   During the month of May, the project team installed two temporary safe routes to school "pop-up" demonstrations of proposed on-street improvements in Seaside and Marina. The demonstrations allowed students, parents and residents to physically walk and bike through some of the proposed improvements and provide input on whether or not the projects should be made permanent.

8. **ANNOUNCEMENTS**

9. **ADJOURN**
Next Committee meeting will be on
Thursday, August 1, 2019 at 9:30 a.m.
TAMC Conference Room
55-B Plaza Circle, Salinas

REMINDER: If you have any items for the next Committee Agenda, please submit them to:
Transportation Agency for Monterey County; Attn: Rich Deal; 55-B Plaza Circle, Salinas, CA 93901, email: rich@tamcmonterey.org

The Committee Agenda will be prepared by Agency staff and will close at noon 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.

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 inspection at the office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA. Documents distributed to the Committee at the meeting by staff will be available at the meeting; documents distributed to the Committee 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

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.

CORRESPONDENCE, MEDIA CLIPPINGS, and REPORTS - No items this month
Memorandum

To: Technical Advisory Committee
From: Michael Zeller, Principal Transportation Planner
Meeting Date: June 6, 2019
Subject: Draft Technical Advisory Committee Minutes - April 4, 2019

RECOMMENDED ACTION:
APPROVE the draft Technical Advisory Committee Minutes for April 4, 2019.

ATTACHMENTS:

- Draft TAC Minutes - April 4, 2019
**TECHNICAL ADVISORY COMMITTEE MINUTES**

Meeting Held At  
Transportation Agency for Monterey County  
Conference Room 55-B Plaza Circle, Salinas

**DRAFT Minutes of Thursday, April 4, 2019**

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<th>AUG 18</th>
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<th>OCT 18</th>
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### OTHERS PRESENT:
- Fredrik Venter, Kimley-Horn
- Mike Schmidt, Kimley-Horn
- Brandon Gasser, Pacific GeoSource

#### 1. ROLL CALL

Chair Brian McMinn, City of Marina, called the meeting to order at 9:30 am. Introductions were made and a quorum was established.

#### 1.1 ADDITIONS OR CORRECTIONS TO AGENDA

None.

#### 2. PUBLIC COMMENTS

None.

#### 3. BEGINNING OF CONSENT AGENDA

Harary/Gho/unanimous

#### 3.1 APPROVE the minutes of the Technical Advisory Committee meeting of March 7, 2019.

END OF CONSENT AGENDA
4. FIBER ADDITIVES FOR ASPHALT PAVEMENT AND SLURRY SEAL

The Committee received a presentation from Brandon Gasser, Pacific GeoSource, on fiber additives to asphalt and slurry seal mixes for increased strength and longer pavement life.

Fiber additives to asphalt and slurry seal mixes can extend the life of pavement. With Measure X and SB1 pavement maintenance funding going directly to cities and counties, fiber additives may provide a way to extend the life of those maintenance projects and allow agencies to maintain more road miles over time.

Lisa Rheinheimer, Monterey-Salinas Transit, asked if there is any difference in road usage in terms of driving smoothness? Mr. Gasser responded that initially there is no difference, but as the road degrades you may notice some changes.

Brian McMinn, City of Marina, asked if the fibers can be mixed in with in-place recycling? Mr. Gasser responded not yet, but that is in development.

5. UPDATED METRICS FOR MEASURING TRANSPORTATION IMPACTS

The Committee received a presentation from Mike Schmidt, Kimley-Horn, on the new requirement to use Vehicle Miles Traveled, rather than Levels of Service, as the primary metric for measuring transportation impacts under the California Environmental Quality Act.

Ms. Schmidt presented that Senate Bill (SB) 743 eliminated vehicular delay and Level of Service (LOS) as the metrics for measuring the transportation impacts of new development under the California Environmental Quality Act. The legislation tasked the Governor’s Office of Planning and Research with developing a metric that promotes the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses.

The Office of Planning and Research identified Vehicle Miles Traveled (VMT) per capita, VMT per employee, and net VMT as new metrics for transportation analyses. The Natural Resources Agency adopted these metrics as CEQA regulatory changes in December 2018. Statewide implementation will occur by January 1, 2020.

Several cities have already adopted VMT as their primary measure of transportation impact under CEQA. Many other jurisdictions are in various stages of making the transition. Because SB 743 preserves local authority over planning decisions, LOS and congestion can still be measured for planning purposes. While traffic studies may be required for planning approvals, those studies will no longer be part of the CEQA process.

6. BIKE MONTH 2019

The committee received a presentation from Ariana Green, Associate Transportation Planner, on Bike Month 2019 activities.
Ms. Green presented that The League of American Bicyclists has designated the month of May as National Bike Month. The purpose of Bike Month is to raise public awareness of bicycling as a form of transportation. One of the findings of the 2014 Alliance Benchmarking Report prepared by the Alliance for Biking and Walking is that more people bike and walk to work in communities with strong bicycling and pedestrian advocacy.

In 2018, TAMC kicked-off the first annual Go831 Bike/Walk Challenge. The Go831 Bike/Walk Challenge is a competition aimed at encouraging employees, students and residents in Monterey County to walk and bike to work, school, and shops during the Month of May. The 2018 Bike/Walk Challenge ran from May 14 - May 31 and included 47 participants who walked and biked a total distance of 1,851 miles, saved 1,502 lbs CO2 emissions and saved $1,000 dollars by not driving.

The 2019 Bike/Walk Challenge will be promoted to other employers and members of the public through email notifications, social media advertisements and flyers. Participants may compete as an individual or part of a team. There will be prizes for the top team and top three individuals who take the most walking and biking trips during the Challenge. There will also be a random drawing for any participant who registers for the Challenge and takes at least one walking or biking trip.

TAMC staff goals for the 2019 Bike/Walk Challenge are to at least double the number of participants, biking and walking miles, lbs of CO2 emissions saved and number of dollars saved by not driving.

In addition to engaging adult bicyclists through the Bike/Walk Challenge, Bike Month 2019 will include outreach to children in Monterey County. The MY Town exhibit will soft-launch in May at the Steinbeck Center in Oldtown Salinas. MY Town is an interactive children's exhibit which will provide opportunities for young children and their families to learn about safe walking and biking in a fun and engaging environment.

7. **ANNOUNCEMENTS**

Matthew Sundt, City of Gonzales, announced that Harold Wolgamott.

Brian McMinn, City of Marina, announced that there will be an Earth Day celebration in Marina on April 13th.

Orchid Ochoa-Monroy, Caltrans District 5, announced that Caltrans will begin Active Transportation Plan public engagement on April 14th with an event in King City; and that there will also be public outreach on-going throughout April for the Strategic Highway Safety Plan.

8. **ADJOURN**

The meeting was adjourned at 11:00 am.
Agenda Item 4.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Technical Advisory Committee
From: Theresa Wright, Community Outreach Coordinator
Meeting Date: June 6, 2019
Subject: 2019 Public Participation Plan

RECOMMENDED ACTION:
RECEIVE an informational update on the 2019 Public Participation Plan and; PROVIDE input and feedback.

SUMMARY:
The Association of Monterey Bay Area Governments (AMBAG) is required by federal regulations to prepare and maintain a public participation plan for the tri-county region, which describes how public participation will be structured for federally-funded transportation plans, programs and projects in the region. The Transportation Agency has assisted AMBAG to prepare this latest update to the plan.

FINANCIAL IMPACT:
Transportation Agency staff time to participate in updating the Public Participation Plan is funded through state planning funds allocated to the Transportation Agency for transportation planning. These funds are included in the Agency's approved budget.

DISCUSSION:
A core function of the Transportation Agency is to undertake public outreach to provide information and solicit public input on the Agency's plans, programs and projects. Recognizing that the essential component of outreach is communication, the Board of Directors adopted a set of strategic goals in 2017 which included the need to enhance public communication.

As a result, the Agency's outreach program includes a variety of communication methods and techniques that include the Agency's website, social media, press releases, print and broadcast media, an annual report and other informational materials prepared for public presentations. The Agency's existing outreach process also includes conducting open public meetings and hearings to consider transportation issues with its standing committees and Board of Directors. The public is given the
opportunity to comment on plans, programs and projects before they are finalized and approved by the Board. The Transportation Agency coordinates with Association of Monterey Bay Area Governments (AMBAG) to reduce duplication and maximize the benefit of public outreach efforts.

The last Public Participation Plan, the 2015 Monterey Bay Area Public Participation Plan, was last adopted by AMBAG in April 2015 and was originally adopted in 2008 to comply with Safe, Accountable, Flexible, Efficient Transportation Equality Act: A Legacy for Users (SAFETEA-LU) legislation. The 2019 Public Participation Plan will cover a four-year period from 2019-2023 and must now comply with The Fixing America's Surface Transportation Act (FAST-Act) which was enacted in 2015. The 2019 Public Participation Plan emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach.

The federal requirements for updating the 2019 Public Participation Plan, includes increased involvement and collaboration with members of the public and decision makers and staff from all local jurisdictions and AMBAG's partner agencies within the region.

The key dates for developing the 2019 Public Participation Plan are:

- June 12, 2019: AMBAG Board of Directors will be asked to release the Draft 2019 Public Participation Plan for public comment
- August 14, 2019: Public Hearing on the Draft 2019 Public Participation Plan at AMBAG's Board Meeting
- August 21, 2019: Public Hearing on the Draft 2019 Public Participation Plan at TAMC's Board Meeting
- August 23, 2019: Close of the public comment period
- October 9, 2019: Final 2019 Public Participation Plan adopted by the AMBAG Board of Directors.
RECOMMENDED ACTION:
RECEIVE an update on the results of the Measure X annual audit and compliance reporting for 2017/18.

SUMMARY:
The purpose of the Measure X annual audit is to confirm that the funding recipients -- TAMC, the County of Monterey and the twelve incorporated cities -- have complied with the voter-approved requirements specified in Ordinance 2016-01 for the Transportation Safety and Investment Plan. One of the responsibilities of the Measure X Citizen Oversight Committee is to review the independent audits of the jurisdictions, and prepare and present an annual report regarding the administration of the program. Agency staff will provide an update on the receipt and review of annual audit compliance data.

FINANCIAL IMPACT:
Approved by the 69% of the voters in 2016, Measure X was projected to generate an estimated $20 million annually, for a total of $600 million over thirty years. Revenues have been collected since April, 2017, and in fact, the receipts for fiscal year 2017/18 totaled $28,026,311. The funding source is a retail transactions and use tax of 3/8 cents. The revenue from the sales tax measure can only be used to fund transportation safety and mobility projects in Monterey County. A maintenance of effort requirement exists to assure that the cities and county do not use Measure X funding to backfill prior levels of transportation expenditures.

DISCUSSION:
The Transportation Agency has fiduciary responsibility for the administration of the voter-approved Transportation Safety and Investment Plan (Measure X) funds. Each jurisdiction entered into a tax sharing agreement with the Transportation Agency in order to receive their share of Measure X Local Streets & Roads revenues. In exchange, these agreements require the jurisdictions to submit audit reports annually to the Transportation Agency detailing the steps taken to comply with the implementing ordinance.

In accordance with the Policies & Project Descriptions for the Transportation Safety & Investment Plan, a Citizens Oversight Committee representing a diverse range of community interests was formed within 6 months of voter approval of Measure X. Members and their alternates were nominated by the organization they are representing. Additional members were nominated by the Transportation Agency Board of Directors to assure that a broad range of geographic and stakeholder interests are represented on the committee.

The duties of the Committee as defined in the Policies & Project Descriptions for the Transportation Safety & Investment Plan are as follows:
- Conduct independent audits to assure that funds are being expended in accordance with requirements of the Transportation Safety & Investment Plan;
- Review and make recommendations on any proposed changes to the plan, prior to the Transportation Agency Board consideration; and
- Prepare annual reports regarding the administration of the program, to be presented to the Transportation Agency Board of Directors and available for public review.

In accordance, the Measure X Citizen Oversight Committee established a subcommittee on January 15, 2019 to conduct the independent audit of the revenues and expenditure of Measure X funds. The subcommittee was asked to report the results of the audit to the full committee and to prepare the Measure X Annual Report.

The first full year of Measure X reporting, for fiscal year 2017/18, was due on December 31, 2018. As this was the first year of the independent audits’ requirements, there has been a learning curve for all entities involved. Five out of the thirteen entities were late in submitting their reporting materials. As a result, the review by the TAMC auditors and the Measure X Transportation Oversight Committee was delayed. The oversight committee has requested that jurisdictions redouble their efforts to submit their audit reports on time to allow them adequate review prior to issuing their annual report in late February, for publication in April and delivery in May. In addition, some of the reports were incomplete. As of May 13, 2019, of the thirteen recipient jurisdictions, nine have fully complied and four have only partially complied with the independent audit requirements. Below is a chart detailing the reporting status of each jurisdiction.

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<th>Maintenance of Effort</th>
<th>5-Year Program of Projects Independent Financial Audit</th>
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At this time, staff is continuing to work with the non-compliant jurisdictions to ensure all reporting materials are submitted. Staff will then evaluate this year’s process and develop a set of recommend changes to help clarify the requirements and avoid reporting delinquencies in the future. One of the changes under consideration is an adjustment to the maintenance of effort requirement. The purpose of the maintenance of effort requirement is to assure that no funds previously used for transportation are shifted to other uses and then backfilled with Measure X monies - the so-called "bait and switch." Measure X has a rolling three-year average calculation of maintenance of effort. By contrast, the state's SB 1 program calculates maintenance of effort based on a fixed year of past expenditures. The SB 1 calculation would meet the Measure...
X maintenance of effort intent without penalizing agencies that make a large one-time investment in transportation.

In addition to the local agency audits, TAMC was also audited for compliance with the Measure X requirements. The Transportation Agency for Monterey County financial audit 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.

Agency staff will present the review of the 2017/18 audit reports from the cities and county and provide information on potential reforms to the reporting requirements to assist with streamlining the reports and respond to feedback received from the jurisdictions.
Memorandum

To: Technical Advisory Committee
From: Rich Deal, Principal Engineer
Meeting Date: June 6, 2019
Subject: Pajaro to Prunedale G12 Corridor Study Presentation

RECOMMENDED ACTION:
RECEIVE presentation on the Pajaro to Prunedale County Route G12 Corridor Study.

SUMMARY:
The Transportation Agency in partnership with the County of Monterey and Caltrans conducted a study of the County Route G12 Corridor to identify improvements that will provide safer access to all modes of travel. The G12 Corridor Study evaluated current and future travel patterns between US 101 / San Miguel Canyon Road Interchange on the east end of G12, the Highway 1 / Salinas Road interchange on the west end of G12, and Main Street at the north limit between Pajaro and Watsonville. The study evaluated the feasibility of affordable mid-term operational and safety improvements in the corridor in context with other planned regional improvements, while retaining the unique character of the Elkhorn Slough setting.

FINANCIAL IMPACT:
The G12 Corridor Study is funded with a $282,942 in Caltrans Sustainable Transportation Planning Grant (federal funds), matched with an additional $36,658 of local funds for a total project cost of $319,600.

DISCUSSION:
The goal of the Pajaro to Prunedale Corridor Study is to facilitate critical multimodal transportation improvements that will reduce congestion, improve safety and operations, support the regional economy, and protect the environment in North Monterey County. Once completed, this study will provide the data, analysis, and public deliberation necessary to make informed decisions on safety and operations projects that can be implemented over the next twenty years along San Miguel Canyon Road-Hall Road-Salinas Road (the G12 Corridor) between the Salinas and Pajaro Valleys.
Transportation Agency staff will present Study analysis and recommendations at the Technical Advisory Committee meeting.
RECOMMENDED ACTION:
RECEIVE update on the Seaside & Marina Safe Routes to School May pop-ups and walk/bike to school events.

SUMMARY:
During the month of May, the project team installed two temporary safe routes to school "pop-up" demonstrations of proposed on-street improvements in Seaside and Marina. The demonstrations allowed students, parents and residents to physically walk and bike through some of the proposed improvements and provide input on whether or not the projects should be made permanent.

FINANCIAL IMPACT:
The pop-up demonstrations are part of the Seaside & Marina Safe Walking & Biking to School: Complete Streets Plan, which is funded through a $360,876 Caltrans Sustainable Transportation Planning Grant and $47,077 of Measure X Safe Routes to School Program funds.

DISCUSSION:
Temporary safety demonstrations were installed at Martin Luther King Jr. School of the Arts along Broadway Avenue in Seaside and at Crumpton and Marina Vista elementary schools along Carmel Avenue in Marina using tape, wave delineators, and washable green and purple paint denoting would-be bike lanes and curb extensions. Below is a summary of the temporary improvements at each city:

Seaside Temporary Improvements (May 1 - May 15):
- Curb extensions at all four corners of the intersection of Broadway Ave and Yosemite St to extend the sidewalk at the corners creating shorter crossing distances for pedestrians and making them more visible to drivers.
- New crosswalk across Broadway Ave, east of the school driveway. This is a popular crossing
location for families during drop-off and pick-up.

- Road diet on Broadway Ave between Yosemite St and Mescal St to create buffered or protected bike lanes. This project is identified in the Seaside Draft General Plan, and involves reducing this section of Broadway Ave from four lanes to two and replacing the outer lane with a bike lane. This treatment would help to slow traffic on Broadway Ave in front of the school and provide a safe space for students and community members who bike.

Marina Temporary Improvements (May 14 - May 28):

- New crosswalk across Carmel Ave at Nicklas Ln, and new crosswalk across Nicklas Ln. This could include changing the crosswalk in the school parking lot to align with the new crosswalk across Carmel Ave.
- Curb extensions at the intersections of Carmel Ave and Pleasant Cir and Carmel Ave and California Ave. Curb extensions on Carmel Ave and Carmelo Cir and Lynscott Dr.

Parents were alerted about the safety demonstrations and walk/bike to school events via their school's email and text blast communications. Banners with demonstration dates were displayed at the entrance of each school weeks before the pop-ups were installed. Posters explaining the temporary improvements were displayed at the entrance of each school for the two weeks the demonstration was up. All communication was provided in English and Spanish.

Walk and Bike to School events were held at the three schools on the following dates:

- May 6th, 2019 - Martin Luther King Jr. Academy of the Arts
- May 15th, 2019 - Crumpton Elementary
- May 16th, 2019 - Marina Vista Elementary

For these events parents were encouraged to meet at start locations within a half mile from school and walk or bike to school to experience the safety demonstration first hand and participate in a safety presentation. Healthy refreshments, snacks, bike helmets, bike bells and safety lights were distributed to children that participated in the event. Children were thrilled to see Sky and Chase (characters from the children's Paw Patrol show) walk with them to school. The two Paw Patrol costumes will be used for future safe routes to school events part of the "Every Child" state active transportation grant as well as the Salinas Safe Routes to School Caltrans Sustainable Transportation Planning grant.

Parents and members of the community had the opportunity to provide input on whether or not the project should be made permanent through surveys distributed and filled out during the event. All walk and bike to school events were well attended despite rainy weather.

Photos will be shown at the committee meeting.
**Memorandum**

To: Technical Advisory Committee  
From: Debra L. Hale, Executive Director  
Meeting Date: June 6, 2019  
Subject: Next Meeting August 1, 2019  

**RECOMMENDED ACTION:**

Next Committee meeting will be on Thursday, August 1, 2019 at 9:30 a.m.  
TAMC Conference Room  
55-B Plaza Circle, Salinas

**REMINDER:** If you have any items for the next Committee Agenda, please submit them to: Transportation Agency for Monterey County; Attn: Rich Deal; 55-B Plaza Circle, Salinas, CA 93901, email: rich@tamcmonterey.org

The Committee Agenda will be prepared by Agency staff and will close at noon 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.