



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

**Wednesday, June 28, 2017  
Agricultural Center Conference Room  
1428 Abbott Street  
Salinas, California  
\*\*9:00 AM\*\***

*(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](http://www.tamcmonterey.org), by clicking on Transportation Agency Board, meetings and agendas, click on agenda item and open it, click on report attachments listed at end of report.*

## **1. QUORUM CHECK – CALL TO ORDER**

*Transportation Agency by-laws require a quorum of a minimum of 9 voting members, including a minimum of 7 city representatives and 1 county representative.*

***If you are unable to attend, please contact your alternate. Your courtesy to the other Transportation Agency Board members to assure a quorum is appreciated.***

## **PLEDGE OF ALLEGIANCE**

## **2. PUBLIC COMMENTS**

*Any 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.**

### 3. CONSENT AGENDA

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

#### 4. RECEIVE Holman Highway 68 Roundabout Update.

- Leonard

*The Holman Highway 68 Roundabout will be the first state highway roundabout in Monterey County and will improve safety and access to the Community Hospital, Pacific Grove and Pebble Beach. Construction of the roundabout began in August 2016 and is currently scheduled to finish in late summer 2017.*

#### 5. SR 68 Scenic Highway Plan:

1. RECEIVE update on the Phase 2 Outreach for the SR 68 Scenic Highway Plan and development of a recommended corridor concept; and
2. PROVIDE comments on the draft recommended corridor concept.

- Leonard

*The SR 68 Scenic Highway Plan will evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of affordable mid-term operational and capacity improvements in the SR 68 corridor in context to other planned regional improvements, and the potential for wildlife connectivity enhancements.*

#### 6. RECEIVE reports from Transportation Providers:

- Caltrans Director's Report and Project Update - Gubbins
- Monterey Peninsula Airport - Sabo
- Monterey-Salinas Transit - Sedoryk
- Monterey Bay Air Resources District - Stedman

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

#### 8. Executive Director's Report.

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

#### 10. ADJOURN

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

**ADMINISTRATION and BUDGET -**

- 3. 1.1 APPROVE** minutes of the Transportation Agency for Monterey County (TAMC) The Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Joint Powers Agency for May 24, 2017.

**-Rodriguez**

- 3. 1.2 ACCEPT** the list of checks written for May 2017 and credit card statements for April 2017.

**- 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 APPROVE** attached updated Agency weighted vote table.

**- Goel**

*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. 1.4 APPROVE** closure of Transportation Agency for Monterey County offices on December 27, 28, and 29, 2017.

**- Goel**

*Transportation Agency for Monterey County generally has minimal staff in the office during the period between Christmas and New Year's Day. Many of the agencies that staff works with are also either closed or operate with minimal staff during the holiday period noted above. Closing the office will benefit the Agency financially.*

3. 1.5 **APPROVE** evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel as recommended by the Executive Committee.

-Goel

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

3. 1.6 **Disposition of Surplus Equipment:**

1. **APPROVE** Resolution 2017-21 declaring as surplus selected furniture, equipment, and computers; and
2. **AUTHORIZE** the Executive Director to dispose of the surplus property in accordance with the Disposition of Surplus Property Policy, paragraph 4.

- Murillo

*The TAMC Administrative Policies and Procedures outline the process for the Disposition of Surplus Property, and require the declaration of identified items as surplus property by resolution prior to disposition.*

3. 1.7 **NOTICE** of proposed amendments to the Agency bylaws as recommended by the Executive Committee.

- Hale/Reimann

*The Transportation Agency is proposing to update its Bylaws. Updates to the Agency bylaws are needed, including clarification of the requirements for adding a late item to the Board agenda and characterization of annual member agency assessments. 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. 1.8 **RECEIVE** report on conferences or trainings attended by agency staff.

- Muck

*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 participate in the development of transportation practices and policies related to their roles.*



- 3. 1.9 APPROVE** out-of-state travel for one staff member to the American Public Works Association 2017 Public Works Expo, from August 27 - 30, in Orlando, FL.

**- Hale**

*APWA's annual convention provides an important opportunity for staff to learn about the latest transportation technologies and requirements. Transportation Agency rules require the Executive Committee or Board approval of all out-of-state travel requests not approved in the Agency budget in advance.*

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

- 3. 2.1 APPROVE** release of Request for Proposals for a ridesharing and trip planning software platform.

**-Green**

*The Transportation Agency is seeking to launch a comprehensive mobile traveler information and ridesharing/trip planning program in spring 2018 with a soft launch in fall 2017. The proposed software will provide for online trip matching, trip planning and incentive management for commuters, students and visitors.*

- 3. 2.2 APPROVE** release of Request for Proposals for the Monterey County traveler information and travel demand management program branding and strategic marketing plan.

**- Green**

*The Transportation Agency will launch a traveler information and ridesharing program in spring 2018 with a soft launch in fall 2017. An innovative marketing strategy and strong brand are needed to launch the program and engage the traveling public to participate.*

**3. 2.3 Transportation Development Act Allocation & Unmet Transit Needs:**

1. **RECEIVE** list of Monterey County's unmet transit needs; and
2. **APPROVE** Monterey-Salinas Transit's application for state Transportation Development Act funds; and
3. **ADOPT** Resolution 2017-20 allocating \$16,655,774 in Transportation Development Act funds to Monterey-Salinas Transit for Fiscal Year 2017-18.

- Murillo

*As the Regional Transportation Planning Agency, TAMC oversees the approval process for allocating State funds devoted to local transit expenditures. TAMC annually seeks public input to identify unmet transit needs in Monterey County, and has coordinated with Monterey-Salinas Transit and its Mobility Advisory Committee to evaluate the unmet transit needs comments received through April 30, 2017.*

**3. 2.4 Transportation Development Act Triennial Performance Audits:**

1. **ACCEPT** Triennial Performance Audits for the 3-year period ending June 30, 2016; and
2. **AUTHORIZE** staff to submit the Performance Audits to Caltrans by June 30, 2017.

- Murillo

*TAMC contracted with Michael Baker International to complete performance audits required by the Transportation Development Act for Monterey-Salinas Transit and for TAMC. The auditor recommended that TAMC amend the Transportation Development Act Guidelines pursuant to new State Transit Assistance law.*

**PLANNING**

- 3. 3.1 RECEIVE** state legislative update and **APPROVE** positions on bills pertaining to the Agency.

- Watson

*On June 7, 2017, the Executive Committee received an update and recommended the Board approve positions as presented in this report.*

### **3. 3.2 State Legislative Assistance Contract:**

1. **AUTHORIZE** the Executive Director to execute a contract with Khouri Consulting, in an amount not to exceed \$30,000 per year, to provide state legislative analyst/advocate services, for two years, with the option to extend another year at the same cost, subject to Agency Counsel approval;
2. **APPROVE** the use of the undesignated operating reserve budgeted to this purpose; and
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.

- Watson

*TAMC released a Request for Proposals for state legislative analyst/advocate services in March 2017. Three proposals were submitted. The Executive Committee recommends selection of Khouri Consulting due to their impressive legislative expertise in transportation issues.*

## **PROJECT DELIVERY and PROGRAMMING**

### **3. 4.1 Monterey County Call Box Program: Verizon Wireless Contract Amendment #1:**

1. **APPROVE** contract Amendment #1 with Verizon Wireless extending the term of the agreement to June 30, 2019;
2. **AUTHORIZE** the Executive Director to execute documentation necessary to enter into the updated user agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless telephone services; and
3. **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.

- Leonard

*In 2012, following a competitive procurement process, the Transportation Agency contracted with Verizon Wireless to provide digital cellular service for call boxes in Monterey County. The service contract with Verizon Wireless is subject to the terms of the user agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless telephone services, which has been amended to extend service through June 30, 2019. This Amendment will bring the Agency's contract into compliance with the updated Western States Contracting Alliance agreement with Verizon Wireless.*

3. 4.2 **RATIFY** the request for Caltrans to program up to \$1.17 million of federal Regional Surface Transportation Program funds to the County of Monterey's Castroville Bicycle and Pedestrian Path and Railroad Crossing project, contingent upon the County of Monterey shifting \$248,249 of local funds to the Holman Highway 68 Roundabout project.

- Zeller

*The Transportation Agency was recently notified of \$1.17 million of deobligated Regional Surface Transportation Program funds that are available for programming. Agency staff is recommending to program the federal funds to the Castroville Bicycle and Pedestrian Path and Railroad Crossing project to fund the project's additional costs, while shifting a portion of local funds from the Castroville project to cover unanticipated costs related to the Holman Highway 68 Roundabout project, which cannot use federal funds.*

## **RAIL PROGRAM**

3. 5.1 **AUTHORIZE** staff to publish a Request for Proposals for hazardous materials testing and disposal monitoring of structures owned by the Agency that are scheduled for demolition in the area around the Salinas Intermodal Transportation Center, subject to the review and approval of Agency counsel.

- Watson

*The Salinas Rail Extension Kick Start Project is at 75% design, property is being acquired for the project, utility relocations are under negotiation, and now is the time to proceed with tasks required to demolish the structures acquired by TAMC for the project.*

3. 5.2 **AUTHORIZE** staff to publish a Request for Proposals for construction management for the Salinas Rail Extension Kick Start project, subject to the review and approval of Agency counsel.

- Watson

*The Salinas Rail Extension Kick Start Project is at 75% design, property is being acquired for the project and utility relocations are under negotiation. It is now time to seek a firm to perform construction management for the project.*

- 3. 5.3 AUTHORIZE** staff to proceed with entering into a reimbursement agreement to recover costs associated with the granting of water pipeline easements, subject to counsel approval; and returning to the Board for consideration of the easement acquisition agreement.

- Myers

*California American Water (Cal Am) desires to obtain water pipeline easements for segments of the Monterey Peninsula Water Supply Program (MPWSP) located within the Agency-owned Monterey Branch Line rail corridor. A reimbursement agreement between the Agency and Cal Am for the proposed easement acquisitions would allow the Agency to obtain repayment of the costs to TAMC associated with the granting the easements.*

- 3. 5.4 AUTHORIZE** the Executive Director to execute two lease extensions with P & S Real Estate Co.

- Delfino

*P & S Real Estate Co exercised their options to extend the Monterey Branch Line right-of-way leases they presently have with the Agency for an additional three year period. It is in the Agency's best economic interest to continue these leases.*

- 3. 5.5 APPROVE** Amendment #2 to the agreement with Olivia Espinoza DBA Olivia's Café to extend the rental term of Agency-owned 14 Station Place, Salinas, California month-to-month until September 30, 2017, pending Agency counsel approval.

- Zeller

*The Transportation Agency completed the acquisition of the property at 30 West Market Street, Salinas, with escrow closing on February 22, 2017. The Agency entered into a short-term lease agreement with Olivia's Cafe that terminates on June 30, 2017. This amendment would extend the rental period to cover the Agency's legally-mandated 90-day notice to vacate period and allow the Agency's real estate agents to continue relocation efforts up to September 30, 2017, while not impacting the overall project schedule.*

- 3. 5.6 APPROVE** the Amendment #3 to the Agreement for Professional Services with Overland, Pacific & Cutler, Inc. to allow for the shifting of budgeted funds between tasks without increasing the approved not-to-exceed amount.

- Zeller

*The Transportation Agency Board approved an agreement with Overland, Pacific & Cutler Inc. to provide real estate acquisition services for the Salinas Rail Extension project. The agreement budget provides limits on the amount to be expended on each task within the overall not-to-exceed amount. Agency staff is seeking to shift cost-savings from completed tasks to cover work on on-going tasks that may exceed the initial task budget without changing the overall not-to-exceed amount.*

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

**COMMITTEE MINUTES - CORRESPONDENCE**

- 3. 7.1 ACCEPT** draft minutes from Transportation Agency Committees:
- Executive Committee - June 7, 2017
  - Bicycle and Pedestrian Facilities Advisory Committee - No meeting
  - Rail Policy Committee - No meeting
  - Technical Advisory Committee - No meeting

-Rodriguez

- 3. 7.2 RECEIVE** selected correspondence sent and received by the Transportation Agency for June 2017.

-Rodriguez

**END OF CONSENT AGENDA**

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## **ANNOUNCEMENTS**

Next Transportation Agency for Monterey County meeting will be on  
Wednesday, August 23, 2017

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

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.

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>.

**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.*



***Memorandum***

**To:** Board of Directors  
**From:** Grant Leonard, Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Holman Highway 68 Roundabout Update**

**RECOMMENDED ACTION:**

**RECEIVE** Holman Highway 68 Roundabout Update.

**SUMMARY:**

The Holman Highway 68 Roundabout will be the first state highway roundabout in Monterey County and will improve safety and access to the Community Hospital, Pacific Grove and Pebble Beach. Construction of the roundabout began in August 2016 and is currently scheduled to finish in late summer 2017.

**FINANCIAL IMPACT:**

The total cost of the Holman Highway 68 Roundabout is \$8.2 Million. The Transportation Agency has contributed \$3.3 Million in Regional Surface Transportation Program funds toward the project, and has received funds from the City of Monterey and the Air District to conduct community outreach.

**DISCUSSION:**

The Holman Highway 68/State Route 1 Roundabout will be the first state highway roundabout in Monterey County. The intersection is a gateway to the Peninsula and provides access to the Community Hospital, Pebble Beach and City of Pacific Grove. The City of Monterey is the lead agency managing construction of project. To assist with construction, the City of Monterey has contracted with Harris and Associates for construction management services, Granite Construction, Inc. to perform the construction work, and the Transportation Agency to manage public outreach and education for the project.

Construction of the Holman Highway 68 Roundabout began in late August 2016 and is scheduled to be completed by October of 2017. Construction was slowed during the winter months do to excessive rainfall. In spite of the rain delays, many major construction milestones have already been met, including:

- Reconstructing the southbound Highway 1 off-ramp over Veterans Day Weekend 2016.



- Opening of the free right turn lane from the southbound Highway 1 off-ramp to westbound Holman Highway 68.
- Completing construction of the mini teardrop roundabout at the entrance to Pebble Beach during May 2017.
- Removal of the traffic signal on May 30th, with the intersection switched to yield control.

Currently, construction is focused on building the center island of the roundabout, which is expected to continue into early July. The current construction schedule calls for paving work to be completed in August prior to Classic Car Week, and all remaining work, including landscaping, to be completed in September and early October.

Since the summer of 2015 and continuing through construction, the Agency has been working with local stakeholders and community groups to inform the public about the project and what to expect during construction. Outreach activities have included presentations to the city councils of Monterey, Carmel, and Pacific Grove, holding community meetings, and presenting to neighborhood groups and community organizations. The Agency has created a project webpage, project videos and easy-to-read graphics to explain construction detours. Additionally, to receive timely information members of the public can subscribe to receive weekly project update emails and a text alert system to receive road and lane closure information. This information is available on the TAMC website at [tamcmonterey.org](http://tamcmonterey.org).

An Interagency Task Force made up of key project stakeholders has been formed for the project, and meets monthly to problem-solve and provide direct input to the project team about construction. In addition to the Interagency Task Force, an Emergency Responders Working Group and a Travel Demand Management Working Group have been formed. The groups helped develop appropriate protocol for the construction team in case of emergency and establish a direct line of communication between the project team and emergency responders, and also identified strategies to mitigate congestion during road closures. Congestion mitigation strategies being implemented include:

- **Discounted Bus Pass** – during construction, Monterey-Salinas Transit will sell monthly bus passes at a heavy discount of \$13/month (an 86% discount off a regular 31-day Basic Pass).
- **Park & Ride** - new or discounted lots are designed to encourage employees and visitors to park in downtown Monterey and ride the trolley or bus to Cannery Row and Lighthouse Avenue.

Throughout the remaining construction, Transportation Agency staff will continue to meet with stakeholder groups and provide updates on the project website (<http://www.tamcmonterey.org>), in newsletters, news releases, and via email.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

*Memorandum*

**To:** Board of Directors  
**From:** Grant Leonard, Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** State Route 68 Scenic Highway Plan Update

**RECOMMENDED ACTION:**

**SR 68 Scenic Highway Plan:**

1. **RECEIVE** update on the Phase 2 Outreach for the SR 68 Scenic Highway Plan and development of a recommended corridor concept; and
2. **PROVIDE** comments on the draft recommended corridor concept.

**SUMMARY:**

The SR 68 Scenic Highway Plan will evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of affordable mid-term operational and capacity improvements in the SR 68 corridor in context to other planned regional improvements, and the potential for wildlife connectivity enhancements.

**FINANCIAL IMPACT:**

The Monterey-Salinas Scenic Highway 68 plan is funded with a \$270,970 Caltrans Sustainable Transportation Planning Grant (federal funds), matched with an additional \$176,686 of state and local funds for a total project cost of \$447,656. Measure X includes \$50 million for implementation of improvements along the Highway 68 corridor between Salinas and Monterey.

**DISCUSSION:**

In 2015, the Agency received a California Department of Transportation (Caltrans) Sustainable Communities Planning Grant to evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of affordable mid-term operational and capacity improvements in the SR 68 corridor in context to other planned regional improvements, and the potential for wildlife connectivity enhancements.

In December 2015, the Agency approved two contracts for consultant services to complete the plan, one to conduct the wildlife connectivity analysis, and the other to conduct the travel analysis and evaluate concepts for improving travel through the corridor. In spring of 2016, the Agency conducted a round of public outreach to determine what the public viewed as the most critical needs for the

corridor. The outreach included a public workshop, meetings with local jurisdictions and stakeholder groups, and an interactive online forum for people to provide comments.

Through the summer and fall of 2016, the project team completed a detailed analysis of the existing conditions along the corridor. The findings of the analysis are included in technical memorandums that are published on the project website for public review at: [www.sr68sceniccorridorstudy.com](http://www.sr68sceniccorridorstudy.com).

Since January of 2017, the project team has been developed three corridor concept alternatives for consideration. The corridor alternatives are listed below and details of each alternative were presented at the April 26, 2017 Board meeting:

- Alternative 1: Installation of roundabouts at major intersections
- Alternative 2: Selective segment widening with roundabouts at major intersections
- Alternative 3: Integrated corridor management (adaptive signalization) with some widening

In addition to the corridor alternatives, the project team has produced a list of recommended improvements for wildlife connectivity which will be included in the final adapted corridor plan.

Since the April 26th Board meeting, the project team has been engaged in a second phase of public outreach to gather public input on the three alternatives. This outreach has included a public workshop on May 4th, meetings with community groups and stakeholders individually, and promotion of the interactive project website and online survey about the alternatives.

To date, more than 200 individuals have taken part in the online survey, and dozens more have participated in the survey during the May 4th workshop and in subsequent community presentations. Some of the key findings of the outreach include:

- Strong support for roundabouts in general and for Highway 68
- Support for keeping Highway 68 a scenic roadway
- Strong opinions for and against widening Highway 68 to four lanes
- A lack of support for Alternative 3

A detailed summary of the outreach results will be presented at the June 28th Board meeting.

This public feedback is being used to help inform final recommendations for the SR 68 Scenic Highway Plan. The Agency and consultant team are currently drafting a recommended alternative and will present the draft recommended alternative at the June 28th Board meeting.

The current project schedule calls for SR 68 Scenic Highway Plan to be released for public review in July and presented to Agency Board for approval on August 23, 2017.



***Memorandum***

**To:** Board of Directors  
**From:** Elouise Rodriguez, Senior Administrative Assistant  
**Meeting Date:** June 28, 2017  
**Subject:** **Caltrans Report**

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**RECOMMENDED ACTION:**

**RECEIVE** reports from Transportation Providers:

- Caltrans Director's Report and Project Update - Gubbins
- Monterey Peninsula Airport - Sabo
- Monterey-Salinas Transit - Sedoryk
- Monterey Bay Air Resources District - Stedman

**ATTACHMENTS:**

- ▣ Caltrans Directors Report
- ▣ Caltrans Project Update



Highway 1 at Anderson Canyon in Monterey County

SPRING 2017

# Caltrans District 5



District Director  
**Timothy Gubbins**

*Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.*

## District Director's Report

*A quarterly publication for our transportation partners*



Highway 9 in Santa Cruz County

### Major Storm Damage

Caltrans is working day and night in some locations to address extensive damages resulting from recent heavy rains and winds. Numerous roadways have sustained mudslides and closures, including Highways 1, 17, 35, 9 and 41 in Monterey, Santa Cruz and San Obispo counties.

So far, an estimated \$600 million in storm damages have occurred statewide at nearly 200 locations.

Many emergency contracts are under way to open and restore the roadways to the traveling public.



### Zero Emission Vehicle Charging Stations

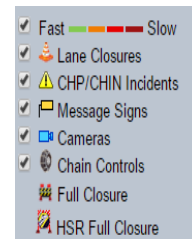
The Governor's 2016 ZEV Action Plan calls for 1.5 million zero emission vehicles on California's roadways by 2025. This supports the state's goal of reducing greenhouse gas emissions 20 percent to 2010 levels by 2020, and 40 percent below 1990 levels by 2030. This includes reducing petroleum use by up to 50 percent in the latter timeframe.

District 5 has identified locations for possible charging stations for zero emission electric vehicles on US 101 at Safety Roadside Rest Areas at Camp Roberts in Monterey County and Shandon in San Luis Obispo County. Additional stations are needed to accommodate long distance travel in ZEVs, fill service gaps along major state highways and increase workplace charging opportunities statewide.

The action plan's top priorities include the following regarding ZEVs:

- Raising consumer awareness and education.
- Ensuring accessibility to a broad range of Californians.
- Making technologies commercially viable for both medium and heavy-duty vehicles and freight.
- Aiding market growth beyond the state's boundary.

So far, California has an estimated 14,000 electric vehicle charging stations. The state supports providing a network of hydrogen fueling stations statewide. More information: [https://www.gov.ca.gov/docs/2016\\_ZEV\\_Action\\_Plan.pdf](https://www.gov.ca.gov/docs/2016_ZEV_Action_Plan.pdf).



### QuickMap Phone App

Smart phone users can now download the free QuickMap app. Special features include real-time information on traffic speed, road closures, California Highway Patrol incidents, chain controls, fire locations, electronic highway sign messages and live traffic cameras. As a reminder, please do not use QuickMap while driving. More information: <http://dot.ca.gov/ca511/trafficMapFaq.html>.





## Access Management Plan

Caltrans recently completed the *Highway 17 Access Management Plan*, a long-range plan addressing existing and future access along the seven-mile corridor from the Granite Creek Road interchange to the Santa Cruz-Santa Clara county line.

The plan focuses on preserving both the function and operation of the highway corridor and local road network, reducing conflict points and coordinating land use and transportation planning.

Suggested improvements include median barrier management, more efficient entrances and exits, and grade-separated interchanges to fully eliminate left turns across the highway.

Caltrans' partners on this major planning effort included Santa Cruz County Supervisor John Leopold, District 1; Santa Cruz County

Supervisor Bruce McPherson, District 5; Santa Cruz County; Santa Cruz County Regional Transportation Commission; California Highway Patrol; and the City of Scotts Valley. More information at:

[http://www.cahwy17amp.org/files/managed/Document/302/Hwy17\\_Access\\_Management\\_Plan.pdf](http://www.cahwy17amp.org/files/managed/Document/302/Hwy17_Access_Management_Plan.pdf).



## Critical Urban/Rural Freight Corridors

Caltrans and its local partners are working to designate US 101 and Highways 46 and 156 as critical urban/rural freight corridors providing critical connectivity to the National

Highway Freight Network. This designation, which must meet specific criteria, is important in securing federal funding for improving system performance and freight mobility efficiency. Currently, Caltrans is facilitating a technical work group for this major planning effort. More information:

<https://ops.fhwa.dot.gov/FREIGHT/infrastructure/nfn/index.htm>.

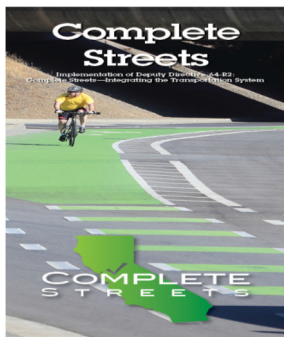


## Final Bicycle Plan Coming Soon

The draft Caltrans 2017 *Toward an Active California State Bicycle and Pedestrian Plan* is out for public review and comment through March 10, 2017.

The plan features policies and actions for Caltrans and its partners to achieve the state's goals to double walking and triple bicycling statewide by 2020. Its main objectives include safety, mobility, preservation and social equity.

It also highlights the best practices around the world where active bicycling networks are thriving. The final plan is scheduled for completion in April 2017. More information: <http://www.cabikepedplan.org/>



## Sustainable Grants Produce Capital Projects

Since 2000, Caltrans has awarded multiple sustainable transportation planning grants statewide to numerous regional and local agencies. In District 5, two conceptual planning proposals recently became capital projects funded through Caltrans' Active Transportation Program (ATP).



## Monterey Multimodal Mobility Plan

This Community-Based Transportation Planning grant created a multimodal plan for Monterey. Based on the city's *Bicycle Transportation Plan*, the \$36,000 project featured a pedestrian component connecting mixed-use and residential, and visitor-serving areas to popular destinations such as parks, open spaces, visitor attractions, commercial services and schools. It also identified needs for bicycle racks, complete changing stations and safe storage facilities. The city later received a \$495,000 ATP grant (Cycle 2) for its transportation demand management system.



## Santa Cruz Complete Streets Plan

This Community-Based Transportation Planning grant project developed the *Santa Cruz City Schools Complete Streets Master Plan*. The \$178,000 project identified barriers to safe, sustainable transportation at 10 city schools. Parents, administrators and students all participated in bicycling and walking audits at each school with staff from Public Works and the non-profit Ecology Action. The plan also included extensive community outreach at each educational facility. The city later received a \$1.4 million ATP grant (Cycle 2) for its *Santa Cruz Citywide Safe Routes to School Crossing Improvement Program*.

More information: <http://www.dot.ca.gov/hq/tp/grants.html>



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JUNE 28, 2017 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING (TAMC)

## CONSTRUCTION PROJECTS

	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager/ (Resident Engineer Initials)	Contractor	Comments
1.	<b>Highway 68 Salinas River Bridge Widening (0F7004)</b>	Near Salinas, east of Reservation Road undercrossing to Spreckels Boulevard undercrossing (PM R17.4/R18.0)	Bridge widening	April 2016/ Summer 2018	\$9.8 million	SHOPP	David Rasmussen (BR)	Viking Construction Company, Rancho Cordova, CA	Ongoing construction activities.
2.	<b>US 101 CURE Safety Improvements near King City (0T990)</b>	From Central Avenue to south of Teague Avenue (PM 45.8/49.8)	Eucalyptus tree and metal beam guardrail removal	Fall 2017	\$2.5 million	SHOPP	David Rasmussen (PM)	The Professional Tree Care Company, Berkeley, CA	Started construction in March 2017.
3.	<b>US 101 North Greenfield Median Barrier (1G380)</b>	North of Walnut Avenue (PM 53.9/57.1)	Median barrier and inside shoulder rumble strip with shoulder widening	Fall 2017/Fall 2018	\$4.1 million	SHOPP	Aaron Henkel	Papich Construction, Pismo Beach, CA	Awarded on June 7, 2017.
4.	<b>US 101 Soledad CAPM (1F69U4)</b>	North of Greenfield overcrossing to north of Gonzales overcrossing (PM 55.2/73.8)	Pavement preservation	Spring 2016/ Winter 2017	\$22.9 million	SHOPP	Aaron Henkel (RH)	Graniterock, Watsonville, CA	Construction to be complete in June 2017; Contract acceptance targeted for June 2017.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JUNE 28, 2017 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING (TAMC)

PROJECTS IN DEVELOPMENT								
	Project	Location & PM	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Comments
5.	<b>Highway 1 Paul's Slide Repair (0T850)</b>	Near the community of Lucia, north of Limekiln Creek Bridge to south of Lucia (PM 21.6/22.1)	Install catchment, improve drainage	Fall 2019	\$16.1 million	SHOPP	Ken Dostalek	The original contract has been cancelled and replaced with an Emergency Storm Damage Repair contract due to recent storm damage and significant changes to the scope of work.
6.	<b>Highway 1 Safety Upgrades: Hurricane Point to Rocky Creek Viaduct (1A000)</b>	North of Big Sur, south of Bixby Creek Bridge to south of Rocky Creek Bridge (PM 58.3/59.8)	Shoulder widening, guardrail upgrades, potential retaining wall	Summer 2020	\$5.3 million	SHOPP	Ken Dostalek	Project is in PS&E which is anticipated to be complete in November of 2018.
7.	<b>Highway 1 Big Sur CAPM (1F680)</b>	Near Big Sur from Torre Canyon Bridge to Carpenter Street (PM 39.8/74.6)	Pavement rehabilitation	Fall 2021	\$24 million	SHOPP	David Rasmussen	Environmental studies continue.
8.	<b>Highway 68 Pacific Grove Shoulder Widening (1C250)</b>	Pacific Grove to Scenic Drive (PM 1.6/L4.0)	Shoulder widening, rumble strips, guardrail	Spring 2021	\$2.5 million	SHOPP	David Rasmussen	Project is in Design.
9.	<b>Highway 68 Pacific Grove Centerline Rumble Strip (1G450)</b>	East of Piedmont Avenue to slightly west of the 1/68 Junction (PM 1.6/L4.1)	Centerline rumble strip & open grade asphalt concrete	Summer 2018	\$1.7 million	SHOPP	David Rasmussen	Project is in Design.
10.	<b>US 101 San Antonio River Bridge-Seismic Retrofit (1F820)</b>	Near King City at the San Antonio River Bridge (PM R6.7)	Seismic retrofit 2 bridges	Winter 2021	\$7 million	SHOPP	David Rasmussen	Environmental studies continue.
11.	<b>US 101 Paris Valley 2R Rehab (1F740)</b>	Near King City south of Paris Valley Road overcrossing to Rancho undercrossing (PM R28.0/R30.6)	Pavement rehabilitation	Summer 2019	\$26.9 million	SHOPP	Aaron Henkel	PA&ED was achieved in June and Design has begun; Expected to advertise for construction in June 2018.





# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JUNE 28, 2017 TRANSPORTATION AGENCY FOR MONTEREY COUNTY’S MEETING (TAMC)

## PROJECTS IN DEVELOPMENT (Continued)

	Project	Location & PM	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Comments
12.	<b>US 101 Salinas River Bridge Seismic Retrofit (1C960)</b>	Near King City at the Salinas River Bridge (PM R41/R41.8)	Seismic retrofit	Winter 2021	\$1.4 million	SHOPP	Aaron Henkel	In Design. Expected to advertise for construction in June 2018.
13.	<b>US 101 North King City Barrier (1H620)</b>	At Salinas River Bridge to crossover at Teague Avenue (R41.6/R47.7)	Median barrier	Begin Winter 2018/2019	\$6.5 million	SHOPP	Aaron Henkel	Anticipated to advertise for construction in June 2018; Construction expected to begin in February 2019.
14.	<b>US 101 King City Rehabilitation (1F750)</b>	Near King City from just south of wild Horse Road to just north of Jolon Road (PM R36.9/43.2)	Pavement rehabilitation	Fall 2018	\$57.6 million	SHOPP	Aaron Henkel	Project is currently in Design and is expected to advertise for construction in June 2018.
15.	<b>US 101 North Soledad OH Deck Replacement (0F970)</b>	North Soledad Bridge (PM 62.1/63.2)	Bridge replacement	Summer 2021	\$6.6 million	SHOPP	Ken Dostalek	Project is in PS&E which is scheduled to be completed in May 2020.
16.	<b>US 101 Salinas CAPM (1F700)</b>	North of Gonzales to East Market Street (PM 73.8/87.3)	Pavement preservation	Summer 2019	\$19 million	SHOPP	David Silberberger	The project team is currently working on the design of the project.
17.	<b>US 101 Salinas Rehabilitation (1C890)</b>	East Market Street overcrossing to just south of Russell/Espinosa Road (PM 87.31/R91.5)	Roadway rehabilitation	Winter 2018	\$34 million	SHOPP	Aaron Henkel	Anticipated to advertise for construction in April 2018.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JUNE 28, 2017 TRANSPORTATION AGENCY FOR MONTEREY COUNTY’S MEETING (TAMC)

## PROJECTS IN DEVELOPMENT *(Continued)*

	Project	Location & PM	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Comments
18.	<b>Highway 156 West Corridor (31600)</b>	Between Castroville and Prunedale (PM R1.6/T5.2)	Construct new 4-lane divided freeway and new interchanges	Fall 2019/Fall 2023	\$264 million	STIP/Federal Demo	David Silberberger	TAMC and Caltrans staff are currently evaluating preliminary results from the Level 2 Traffic and Revenue Study. The project team also continues their efforts on delivering a Supplemental EIR.
19.	<b>Highway 183 Blackie Road Rumble Strip Project (1G390)</b>	Davis Road to Blackie Road (PM 1.8/R8.6)	Centerline/shoulder rumble strip and resurfacing	Fall 2017	\$1.4 million	SHOPP	Aaron Henkel	Construction award pending.
20.	<b>Highway 198 North Fork Widening (1C660)</b>	East of San Lucas (PM 22.4/22.8)	Widen shoulders and correct super elevation	Fall 2017	\$1.8 million	SHOPP	Aaron Henkel	Construction award pending.

### ACRONYMS USED IN THIS REPORT:

<b>EIR</b>	Environmental Impact Report
<b>PA&amp;ED</b>	Project Approval and Environmental Document
<b>PS&amp;E</b>	Plans Specification & Estimate
<b>SHOPP</b>	Statewide Highway Operation and Protection Program
<b>STIP</b>	Statewide Transportation Improvement Program



***Memorandum***

**To:** Board of Directors  
**From:** Elouise Rodriguez, Senior Administrative Assistant  
**Meeting Date:** June 28, 2017  
**Subject:** TAMC Minutes

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**RECOMMENDED ACTION:**

**APPROVE** minutes of the Transportation Agency for Monterey County (TAMC) The Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Joint Powers Agency for May 24, 2017.

**ATTACHMENTS:**

- ▣ TAMC Draft Minutes

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

**Draft Minutes of May 24, 2017 TAMC Board Meeting**

Held at the  
Agricultural Center Conference Room  
1428 Abbott Street, Salinas

<b>TAMC BOARD MEMBERS</b>	<b>MAY 16</b>	<b>JUN 16</b>	<b>AUG 16</b>	<b>SEP 16</b>	<b>OCT 16</b>	<b>DEC 16</b>	<b>JAN 17</b>	<b>FEB 17</b>	<b>MAR 17</b>	<b>APR 17</b>	<b>MAY 17</b>
L. Alejo, Supr. Dist. 1- (L. Gonzales)	P	P(A)	P	P	P	P	P*	P*	P*	P*	P*
J. Phillips, Supr. Dist. 2, <b>1<sup>st</sup> Vice Chair</b> (J. Stratton)	P(A)	P(A)	P	P(A)	P	P	P(A)	P	P	P	P
S. Salinas, Supr. Dist. 3 (C. Lopez, P. Barba)	P	P	P	P	P(A)	P	P(A)	P	P	P(A)	P
J. Parker, Supr. Dist. 4 (W. Askew)	P	P(A)	E	P	P	P	E	P	P	P(A)	P
M. Adams, Supr. Dist 5 - (Y. Anderson)	P(A)	P	P(A)	P	P(A)	P	P*	P*	P(A*)	P*	P*
C. Hardy, Carmel-by-the-Sea (S. Dallas)	P	P	P	P	P	P	P	P	E	P	P
J. Edelen, Del Rey Oaks (K. Clark)	P	P	P	P	P	P	P	P	P	P	P
M. Orozco, Gonzales (J. Lopez)	E	P	P	P	P	P	P	P	P	P	P
L. Santibanez, Greenfield	E	-	P	P	P	-	-	-	P	E	P
M. LeBarre, King City (C. Victoria)	P	P	P	P	P	P	P	P	P	P	P
B. Delgado, Marina (F. O'Connell)	P	P	P	-	P	-	P(A)	P	P(A)	P	P(A)
E. Smith, Monterey (R. Deal)	P	P	P	P(A)	P	P	P	P	P	P	P
R. Huit, Pacific Grove - <b>2nd Vice Chair</b> (C. Garfield)	P	P	P	P	P	P	P	P	P	P	P
K. Craig, Salinas - <b>immediate Past Chair</b> (J. Gunter)	P(A)	P(A)	P	P	P	P	P(A)	P	P	P	P
T. Bodem, Sand City (L. Gomez)	E	P	P	-	P	P	E	P	P	P	P
R. Rubio, Seaside (D. Pacheco)	P	P	P	E	P	P	P	P	P(A)	P(A)	P
A. Chavez, Soledad - <b>Chair</b> (F. Ledesma)	P	P	P	P	P	P	P	P	P	P	P
M. Twomey, AMBAG (H. Adamson, <del>B. Patel</del> )	P	P	P	P	P(A)	P(A)	P(A)	P(A)	P	P(A)	P(A)
T. Gubbins, Caltrans, Dist. 5 (A. Loe, <del>O. Monroy Ochoa</del> , <del>J. Olejnik</del> )	P(A)	P(A)	P(A)	P(A)	P	P(A)	P	P	P(A)	P(A)	P(A)
R. Stedman, Monterey Bay Air Resources District (A. Romero, D. Frisbey)	-	-	-	-	-	-	P	-	-	P	P(A)
B. Sabo, Monterey Regional Airport	P	P	P	P	-	P	P	P	P	P	P
C. Sedoryk, MST ( <del>M. Hernandez</del> , <del>H. Harvath</del> , L. Rheinheimer)	P(A)	P(A)	P(A)	P(A)	P	P	P	P	P	P	P
O. Rios, Watsonville (F. Hernandez)	-	-	-	-	-	-	P(A)	P	P	P	P

\*New member/alternate

<b>TAMC STAFF</b>	<b>MAY 16</b>	<b>JUN 16</b>	<b>AUG 16</b>	<b>SEP 16</b>	<b>OCT 16</b>	<b>DEC 16</b>	<b>JAN 17</b>	<b>FEB 17</b>	<b>MAR 17</b>	<b>APR 17</b>	<b>MAY 17</b>
D. Delfino, Finance Officer/Analyst	P	P	P	P	P	P	P	E	P	P	P
R. Goel, Dir. Finance & Administration	P	P	P	E	E	P	P	P	P	P	P
A. Green, Transportation Planner	E	P	E	E	E	E	E	E	P	P	P
D. Hale, Executive Director	P	P	P	E	P	P	P	P	P	P	P
G. Leonard, Transportation Planner	E	P	P	P	P	P	P	P	P	P	P
M. Montiel, Administrative Assistant	P	P	P	P	P	P	P	P	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	P	P	P	P	P	P
V. Murillo, Assistant Trans. Planner	P	P	P	P	P	P	P	P	P	P	P
H. Myers, Sr. Trans. Planning Engineer	E	E	P	P	P	P	P	P	P	P	P
K. Reimann, Legal Counsel	P	P	P	P	P	P	P	P	P	P	P
E. Rodriguez, Senior Admin. Assistant	P	P	P	P	P	P	P	P	P	P	P
L. Terry, Accountant Assistant	E	E	P	E	E	P	E	E	E	E	E
C. Watson, Principal Trans. Planner	P	E	P	P	P	P	P	P	P	P	P
T. Wright, Community Outreach	P	P	P	P	P	P	P	P	P	P	P
M. Zeller, Senior Trans. Planner	P	P	E	P	P	P	P	P	P	P	P

**OTHERS PRESENT**

Michael Martinez      Access Monterey Peninsula      Eric Petersen      Salinas resident  
 Alex Vasquez      Access Monterey Peninsula  
 Mario Romo      Access Monterey Peninsula

**1. CALL TO ORDER**

Chair Chavez called the meeting to order at 9:04 a.m., and Watsonville representative Rios led the pledge of allegiance.

**1.1 ADDITIONS OR CORRECTIONS TO THE AGENDA:**

None.

**2. PUBLIC COMMENTS**

None.

**3. CONSENT AGENDA**

**M/S/C** Alejo/Parker/unanimous (Board member Orozco arrived after the consent agenda was voted on.)

The Board approved the consent agenda as follows:

Board member Phillips pulled item 3.4.3 for discussion and a separate vote.

***ADMINISTRATION and BUDGET***

- 3.1.1** Approved minutes of the Transportation Agency for Monterey County and the Joint Powers Agency for Monterey County meetings of April 26, 2017, with correction noted Phillips was present.
- 3.1.2** Accepted the list of checks written for the month of April 2017 and credit card statements for the month of March 2017.
- 3.1.3** Authorized the Executive Director to sign a lease extension with Plaza Circle Ltd. for five years under newly-negotiated lease terms for office space at 55B Plaza Circle, Salinas.
- 3.1.4** Authorized the Executive Director to execute a five-year lease of 11.17 acres of Monterey Branch Line Right-of-Way with Eagle Creek Pacific LLC for agricultural use under newly-negotiated lease terms.
- 3.1.5** Approved a new job classification of Principal Engineer to the Engineering series of job titles effective July 1, 2017.
- 3.1.6** Received report on conferences or trainings attended by agency staff.

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

- 3.2.1** Adopted Resolution 2017-16 allocating State Transit Assistance funds to Monterey-Salinas Transit for Fiscal Year 2017-18.
- 3.2.2** Regarding Monterey-Salinas Transit Intercity Bus Grant Application:
  - 1. Adopted Resolution 2017-19 authorizing federal funding for Monterey-Salinas Transit under the Federal Transit Administration Section 5311 (f) Intercity Bus Program through the California Department of Transportation; and
  - 2. Authorized the Executive Director to sign and submit regional agency certifications and assurances.

***PLANNING***

- 3.3.1** Adopted positions on bills of interest to the Agency.

**PROJECT DELIVERY and PROGRAMMING**

- 3.4.1** Regarding Measure X Financial Advisory Services:
1. Authorized the Executive Director to execute contract with KNN Public Finance in an amount not to exceed \$90,000 to provide Measure X financial advisory services for the period ending June 2020;
  2. Approved the use of \$90,000 for the term of the agreement in funds budgeted for this purpose; and
  3. Authorized the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, pending approval by Agency counsel.
- 3.4.2** Authorized the Executive Director to execute an agreement between the Agency and Casey Printing to print, prepare and deliver the Transportation Agency for Monterey County 2017 Annual Report to the US Postal Service for an amount not to exceed \$28,000.
- 3.4.3** **M/S/C Smith/LeBarre**  
**Noes:** Phillips  
Approved contract amendment with Kimley-Horn and Associates, for the State Route 156 Level 2 Traffic and Revenue Study, to extend the contract deadline by six months, from June 30, 2017 to December 31, 2017, with no additional funding subject to approval by Agency counsel; and for the Study report to be presented to the Board prior to September 1<sup>st</sup>.

Board member Phillips expressed concern with amending the contract with Kimley-Horn, noting this was supposed to be done six-months ago, noting this is a major highway, summer peak time is near. He requested a sub-committee of 2 to 3 people, meet to discuss these issues and an extension of 2 to 3 months only. Board member Rubio concurred with Phillips, noting this project has been a priority for many years, it's time to get back to our priorities, and this is different than Measure X.

**RAIL PROGRAM**

- 3.5.1** Approved contract amendment with HDR Engineering, Inc., for the final design of the Salinas Rail Extension Kick Start Project, to extend the contract deadline by two years, from June 30, 2017 to June 30, 2019, with no additional funding subject to approval by Agency counsel.
- 3.5.2** Authorized the Executive Director to enter into a short-term lease agreement for the Agency-purchased property at 26 West Market Street with Bright Land, LLC.

**REGIONAL DEVELOPMENT IMPACT FEE**

- 3.6.1** No items this month.

**COMMITTEE MINUTES**

- 3.7.1** Accepted minutes from Transportation Agency committees:
- Executive Committee – Draft May 3, 2017.
  - Bicycle & Pedestrian Facilities Advisory Committee – Draft May 3, 2017.
  - Rail Policy Committee – Draft May 1, 2017
  - Technical Advisory Committee – Draft May 4, 2017
- 3.7.2** Received selected correspondence sent and received by the Transportation Agency for May 2017.

**4. CLOSED SESSION**

The Board held a closed session pursuant to Government Code Section §54956(d)(1), and conferred with counsel on the following existing litigation:

1. TAMC v. Chisum Trail, et al., Court Number 17CV001191
2. TAMC v. Olga Chisum, et al., Court Number 17CV001194
3. TAMC v. Joseph Viera, Court Number 17CV001228
4. TAMC v. MWM Investments, Court Number 17CV001231
5. TAMC v. David Molinari, et al., Court Number 17CV001222
6. TAMC v. Mary Wangberg, et al., Court Number 17CV001193
7. TAMC v. Mary Wangberg, et al., Court Number 17CV001192

RECONVENED: The Board reconvened, Agency Counsel reported that the Board provided direction to staff.

**5. NATIONAL PUBLIC WORKS WEEK RECOGNITION**

The Board adopted resolution 2017-17 in recognition of National Public Works Week, May 21 – 27, 2017.

Director Debbie Hale reported that National Public Works Week is an opportunity to pay tribute to our local, state and national public works professionals and their role in helping our region, county work and employee's safety.

**6. 2017 GOLDEN HELMET AWARDS**

The Board presented the 2017 Golden Helmet Awards to the recognize residents, youth, programs/events and organizations that advocate for an encourage bicycling in Monterey County.

Virginia Murillo, Transportation Planner, reported staff received a total of twenty nominations in the award categories. The Bicycle and Pedestrian Committee recommended awards to the following:

Youth: Salinas High School Mountain Bike Team

Individual: Michael Baroni, Green Pedal Couriers

Program or Event: Take a Kid Mountain Biking Day, Monterey Off Road Cycling Association and Her Helmet Thursdays, Bicycling Monterey

Organization or Group: Families of Color Monterey County



**7. MEASURE X LOCAL FUNDING AGREEMENT**

**M/S/C** Parker/LeBarre/unanimous

The Board approved the Measure X Local Funding Agreement, pending legal counsel approval; and Distributed to the cities and the County of Monterey for their adoption.

Mike Zeller, Principal Transportation Planner, reported with the passage of Measure X by the voters of Monterey County, Transportation Agency staff has been working to develop the organizational frameworks and agreements necessary to implement the measure in advance of revenues being available by September 2017. As required by the implementing ordinance, each city and the County of Monterey must enter into a funding agreement with the Transportation Agency. He noted that in order to confirm compliance with the tax sharing agreement, each jurisdiction will submit a package of documents by December 31<sup>st</sup>, of each year, starting in 2018. The documents will be reviewed by the Citizens Oversight Committee, as well as be presented to the Board. The package of documents include the following:

- Annual Independent Audit
- Annual Program Compliance Report
- Maintenance of Effort Report
- Measure X Five Year CIP
- Pavement Management Report

Board member Edelen commented TAMC's doing a great job, he asked if staff could simplify the reports for the smaller cities.

Board member Smith commented we're all going to win with this.

**8. THREE-YEAR BUDGET & FY 17/18 OVERALL WORK PROGRAM**

**M/S/C** Salinas/Smith/unanimous

The Board approved Resolution 2017-15 adopting the fiscal year 17/18 budget and overall work program and estimated budgets for fiscal years 18/19 and 19/20 as recommended by the Executive Committee.

Rita Goel, Director of Finance & Administration, reported that the Agency budget separates expenditures into two types: operating and direct programs. Operating expenditures include staff salaries and benefits, materials and supplies, and equipment purchases. Direct program expenditures include outside consultants, contracts, expenditures that apply to specific project delivery tasks such as rail program, highway projects, bicycle and pedestrian program.

She highlighted the changes to the budget since the draft was presented to the Executive Committee and Board in February. Ms. Goel noted that there is a slight increase in planning revenues. Also changes in the updated budget are revenues and expenditures related to Measure X, the new Caltrans-funded Pajaro to Prunedale and SR 218 Corridor Improvement Plans grants, the shift of a Planner position to an Engineer and cost for an GASB 68 actuarial valuation. The Agency continues to maintain a six-month reserve on hand for cash flow.

Deputy Director Muck highlighted the draft Overall Work Program. He reported that the work program goes hand-in-hand with the budget. The annual Agency Overall Work Program describes the activities to be accomplished during the fiscal year beginning July 1 and ending June 30. He reported the Agency is still developing Measure X, and will be reducing the Call Box program.

Board member Rubio asked if we are funding the Fort Ord Trails in Measure X, who will implement the pre-development phase. Mr. Muck replied that we will know if we receive the FLAP Grant to match the TDA 2%, in August. The work is not currently in the Work Program but will be amended in if the grant is received.

9. **REPORTS FROM TRANSPORTATION PROVIDERS**

**Caltrans** – Aileen Loe reported that Caltrans is still recovering and making good progress from the storm damage. She noted that they were shocked of the magnitude, noting there were large landslides at Mud Creek. Pfeiffer Bridge is still moving forward, a convoy of construction material and equipment is still being brought in. She noted that the Caltrans Mile Marker is a quarterly publication that provides a transparent, plain language accounting of Caltrans’ Performance and is available at: <http://www.dot.ca.gov/milemarker/>.

**Monterey Regional Airport District** – Bill Sabo reported that the Airport is doing well, keeping flights and carriers. The Airport is still in negotiations with American Airlines to add service to Dallas. The Airport is changing from PGE to solar energy; this will cost \$3 million, which will pay for itself in ten-years.

**Monterey-Salinas Transit District** – Carl Sedoryk, General Manager, announced starting May 27<sup>th</sup>, the Summer service trolley will begin service from Monterey to Cannery Row. He also announced Measure Q, MST Line 61 will begin daily service from Salinas to the VA Clinic in Marina on May 27<sup>th</sup>. More information is available at [www.mst.org](http://www.mst.org).

**Monterey Bay Unified Air Pollution Control District** – Dave Frisbey, reported the Air District is continuing its AB2766 grant rebates for clean air electric vehicles, at a rate of \$2,000 per vehicle, \$1,000 for plug in vehicles, and \$500 for motorcycles. He also reported AB923 grants were received to purchase six electric vehicle fast charging stations for the Prunedale Shopping Center. The Air District is currently working with Caltrans to install an electric vehicle charging station at Camp Roberts Rest Stop. In conclusion, he reported that the Air District received a CEC grant for energy efficient medium and heavy duty fleet, for expanding our electric buses and trucks.

10. **REPORTS ON MEETINGS ATTENDED BY BOARD MEMBERS AT TRANSPORTATION AGENCY EXPENSE, AS REQUIRED BY STATE LAW**

No report this month.

11. **EXECUTIVE DIRECTOR’S REPORT**

Director Debbie Hale thanked the legislators for SB1, and announced that she will be meeting with the Board members to discuss funding and coordinate regional projects. She announced June 12<sup>th</sup>, is the release date for the Annual Report. In conclusion, Director Hale reminded the Board that there will be no Agency Committee or Board meetings in July.

12. **ANNOUNCEMENTS AND/OR COMMENTS FROM TRANSPORTATION AGENCY MEMBERS**

Board member LeBarre asked that staff consider infrastructure toward Highway 68 roundabouts, with signage, paintings, and markings.

Board member Alejo commented that the Food Bank is moving to a new warehouse, and asked that staff agendaize for discussion on waving the regional developer fees. Director Hale replied that staff has been working with them on the process to lower the fees.

Board Ex –Officio member Rios expressed his excitement to attend the meetings.

**13. ADJOURNMENT**

Chair Chavez adjourned the meeting at 10:57 a.m.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

**Memorandum**

**To:** Board of Directors  
**From:** Dave Delfino, Finance Officer / Analyst  
**Meeting Date:** June 28, 2017  
**Subject:** Checks and Credit Card Statements

**RECOMMENDED ACTION:**

**ACCEPT** the list of checks written for May 2017 and credit card statements for April 2017.

**SUMMARY:**

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

**FINANCIAL IMPACT:**

The checks processed this period total \$328,474.58 which, included checks written for May 2017 and payments of the April 2016 Platinum Plus for Business Credit Card statement.

**DISCUSSION:**

During the month of May 2017 normal operating checks were written, as well as two checks totaling \$30,241.60 to Meyers, Nave, Riback, Silver and Wilson and a check for \$14,280.00 to Overland, Pacific and Culter, Inc. for right of way services regarding the purchase of real property for the Salinas Rail Extension Kick-Start Project, a check for \$8,052.63 to HDR Engineering Inc. for work on the Salinas/San Jose Coast Daylight Environmental Impact Report, a check for \$8,312.58 to Kimley-Horn & Associates, Inc. for the FOR A fee update, a check for \$12,878.67 to Michael Baker International Inc. for work performed on the Triennial Audit, a check for \$16,018.00 to Kittleson & Associates, Inc. for a traffic study for Highway 68 Scenic Plan Salinas/Monterey Corridor and a check for \$2,200.00 to Pathways For Wildlife for a wildlife study for Highway 68 Scenic Plan Salinas/Monterey Corridor.

**ATTACHMENTS:**

- ▣ Checks May 2017
- ▣ Credits Cards April 2017

Transportation Agency for Monterey County (TAMC)  
 Union Bank Operating Account  
 May 31, 2017

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
05/01/2017 EFT	CalPers Health Benefits	8,395.35		Employee Benefit
05/01/2017 EFT	Theresa Wright	893.97		Staff Travel for CAPIO Conference
05/01/2017 EFT	Rita Goel	244.46		Section 125 and Mileage Reimbursement
05/01/2017 EFT	Christina Watson	236.74		Rail Summit and CRCC Travel
05/05/2017 17381	United Way of Monterey County	65.00		Employee Deduction - Charitable
05/05/2017 17382	AT & T (Carol Stream, Il.)	390.70		Telecommunications, Call Box - Phone Service and Rideshare
05/05/2017 17383	Dave Potter	128.17		Travel to CRCC
05/05/2017 17384	Enterprise Rent-a-Car	62.97		Auto Rental
05/05/2017 17385	Meyers, Nave, Riback, Silver & Wilson	18,952.50		Right of Way Legal Services for Salinas Rail Extension Kick-Start Project
05/05/2017 17386	PointC, LLC	4,975.00		Consulting Services for Measure X
05/05/2017 17387	Verizon Wireless	87.14		Call Box - Phone Service
05/05/2017 EFT	Payroll	35,053.60		Payroll
05/05/2017 EFT	Form 941	9,698.74		Payroll Taxes & Withholding
05/05/2017 EFT	EDD	3,322.75		Payroll Taxes & Withholding
05/05/2017 EFT	EDD	11.12		Payroll Taxes & Withholding
05/05/2017 EFT	Pers Retirement	6,624.60		Employee Benefits
05/05/2017 EFT	Pers Retirement PEPRA	969.82		Employee Benefits
05/05/2017 EFT	CalPERS	6,347.22		Employee Benefits
05/09/2017 17388	Alvarez Technology Group, Inc.	181.37		Telecommunications
05/09/2017 17389	Calcog	25.00		Meeting Costs
05/09/2017 17390	CDS Net, LLC	115.60		Safe Call Boxes
05/09/2017 17391	Dave Potter	324.73		Rail Summit Travel Costs
05/09/2017 17392	Delta Dental	741.64		Employee Benefits
05/09/2017 17393	Eric Gouldsberry Art Direction	2,002.11		Bike Week and Roundabout Art Work
05/09/2017 17394	FedEx (Printing)	384.92		Agenda Printing
05/09/2017 17395	Ground Control Systems	9,896.81		Bike Secure Equipment
05/09/2017 17396	Monterey County Weekly	9,388.00		Bike Month Advertising
05/09/2017 17397	Overland, Pacific & Cutler, Inc.	14,280.00		Right of Way Costs for Salinas Rail Extension Kick-Start Project
05/09/2017 17398	Peninsula Messenger LLC	250.00		Courier Service
05/09/2017 17399	Petty Cash	190.27		Miscellaneous Office, Meeting and Travel Expenses
05/09/2017 17400	Pure Water	64.20		Water
05/09/2017 17401	Smile Business Products	305.59		Office Copier Expenses
05/09/2017 17402	WTS	1,500.00		Leadership Seminar Costs
05/11/2017 17403	Business Card	8,483.24		Office & Meeting Supplies, Staff Travel & Professional Development
05/15/2017 DEP	Lithia, County of Monterey, Jaguar, Newton Bros. and Saroyan		7,272.22	Railroad Right of Way Rent
05/15/2017 DEP	State of California		35,878.80	SAFE Revenue March
05/15/2017 DEP	Chicago Title		7,044.91	Escrow Refund
05/15/2017 DEP	P & S Real Estate, Portola , Cardinale, Haedrich and Marina Concrete		5,649.27	Railroad Right of Way Rent
05/15/2017 DEP	AT & T		15.98	Refund
05/18/2017 EFT	TAMC Monterey County Acct. 691		150,000.00	Funds Transfer from TAMC County Acct. 691
05/19/2017 17404	Case Systems Inc.	6,697.00		SAFE Call Box - Maintenance
05/19/2017 17405	Comcast	141.23		Telecommunications
05/19/2017 17406	Kittelson & Associates, Inc.	16,018.00		HWY 68 Salinas/Monterey Scenic Plan : Traffic Study
05/19/2017 17407	MRWPCA	134.64		Utilities
05/19/2017 17408	Pathways For Wildlife (V)	2,200.00		HWY 68 Salinas/Monterey Scenic Plan : Wildlife Study
05/19/2017 17409	United Way of Monterey County	65.00		Employee Deduction - Charitable
05/19/2017 EFT	Payroll	35,585.13		Payroll
05/19/2017 EFT	Form 941	9,447.70		Payroll Taxes & Withholding
05/19/2017 EFT	EDD	3,224.02		Payroll Taxes & Withholding

Transportation Agency for Monterey County (TAMC)  
 Union Bank Operating Account  
 May 31, 2017

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
05/19/2017 EFT	EDD	12.48		Payroll Taxes & Withholding
05/19/2017 EFT	Pers Retirement	6,624.60		Employee Benefits
05/19/2017 EFT	Pers Retirement PEPRA	969.82		Employee Benefits
05/19/2017 EFT	CalPERS	6,347.22		Employee Benefits
05/19/2017 EFT	Rita Goel	1,087.64		Section 125 Reimbursement
05/19/2017 EFT	Mike Zeller	363.32		Travel for Caltrans Planning
05/19/2017 EFT	Christina Watson	262.04		Travel for Legislature Meeting and TA Sustain Leaders
05/19/2017 EFT	Debbie Hale	117.45		Travel for CALCOG Meeting
05/26/2017 17410	Access Monterey Peninsula, Inc. (AMP)	3,360.00		TV Video Services
05/26/2017 17411	Alvarez Technology Group, Inc.	864.00		Computer Support
05/26/2017 17412	California Highway Patrol	196.95		Freeway Service SAFE Call Box Program
05/26/2017 17413	Coastwide Electric / Miralem Hadzic	1,700.00		Installation Costs for Electric Charging Stations
05/26/2017 17414	De Lage Landen Financial Services	278.26		Office Copier Lease
05/26/2017 17415	Elaine Molinari, Trustee	3,200.00		Relocation costs
05/26/2017 17416	Fedex (Postage)	27.04		Delivery Service
05/26/2017 17417	HDR Engineering Inc.	8,052.63		Services for Coast Daylight EIR
05/26/2017 17418	JEA & Associates/John E. Arriaga	2,083.33		Legislative Consultants
05/26/2017 17419	Kimley-Horn & Associates, Inc.	8,312.58		Services for FOR A Fee Update
05/26/2017 17420	Lincoln National Life Insurance Co.	610.07		Employee Benefits
05/26/2017 17421	Meyers, Nave, Riback, Silver & Wilson	11,289.10		Right of Way Legal Services for Salinas Rail Extension Kick-Start Project
05/26/2017 17422	Michael Baker International Inc.	12,878.67		Costs for Triennial Audit
05/26/2017 17423	Monterey County Resource Management Agency	3,461.06		Courier Services and Postage
05/26/2017 17424	Office Depot	437.84		Office Supplies
05/26/2017 17425	Office of the County Counsel	5,126.35		Legal Services
05/26/2017 17426	Oppidea, LLC	2,335.00		Accounting Services
05/26/2017 17427	Plaza Circle, Ltd	7,793.80		Office Rent
05/26/2017 17428	SDRMA-Workers Comp Program	6,326.72		Employee Benefits - Worker's Compensation
05/26/2017 17429	Shell	75.39		Auto Expense - Gasoline
05/26/2017 17430	Smile Business Products	184.67		Office Copier Expenses
05/26/2017 17431	Stensland Design	1,987.50		Design Format for Annual Report
05/26/2017 17432	Valero Marketing and Supply	15.28		Auto Expense - Gasoline
05/26/2017 EFT	Union Bank	46.08		Bank Service Charges
05/31/2017 DEP	Haedrich, Olivia's Café, and Saroyan		4,208.54	Railroad Right of Way Rent
05/31/2017 DEP	My Nissan		15.00	Refund
05/31/2017 DEP	Incheck, LLC		50.00	Reward Check for Participation in Pilot Program
05/31/2017 EFT	Pers Retirement	6,624.60		Employee Benefits
05/31/2017 EFT	Pers Retirement PEPRA	969.82		Employee Benefits
05/31/2017 EFT	CalPERS	6,347.22		Employee Benefits
<b>TOTAL</b>		<b>328,474.58</b>	<b>210,134.72</b>	

Credit Cards April 2017 Att. Z.



ELOUISE RODRIGUEZ

Platinum Plus® for Business

April 05, 2017 - May 04, 2017

Cardholder Statement

Account Information:  
www.bankofamerica.com

Mail Billing Inquiries to:  
BANK OF AMERICA  
PO BOX 982238  
EL PASO, TX 79998-2238

Mail Payments to:  
BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

Customer Service:  
1.800.673.1044, 24 Hours

TTY Hearing Impaired:  
1.888.500.6267, 24 Hours

Outside the U.S.:  
1.509.353.6656, 24 Hours

For Lost or Stolen Card:  
1.800.673.1044, 24 Hours

Business Offers:  
www.bankofamerica.com/mybusinesscenter

Payment Information	
New Balance Total .....	\$6,903.16
Overlimit Amount .....	\$1,903.16
<b>Minimum Payment Due .....</b>	<b>\$1,972.19</b>
<b>Payment Due Date .....</b>	<b>05/31/17</b>
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:	
	\$19.00 for balance less than \$100.01
	\$29.00 for balance less than \$1,000.01
	\$39.00 for balance less than \$5,000.01
	\$49.00 for balance equal to or greater than \$5,000.01
<b>Minimum Payment Warning:</b> If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	

Account Summary	
Previous Balance .....	\$1,564.25
Payments and Other Credits .....	-\$1,564.25
Balance Transfer Activity .....	\$0.00
Cash Advance Activity .....	\$0.00
Purchases and Other Charges .....	\$6,804.30
<b>Fees Charged .....</b>	<b>\$98.86</b>
<b>Finance Charge .....</b>	<b>\$0.00</b>
New Balance Total .....	\$6,903.16
Credit Limit .....	\$5,000
Credit Available .....	\$0.00
Statement Closing Date .....	05/04/17
Days in Billing Cycle .....	30

Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
04/17	04/15	<b>Payments and Other Credits</b> PAYMENT - THANK YOU <b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>	1061530000000561998154	- 1,564.25 <b>-\$1,564.25</b>
04/05	04/03	<b>Purchases and Other Charges</b> TREVOR SMITH SPORTS NEWCASTLE Foreign Currency: 45,000.00 Country Code: ZAR Rate: 13.656393 Date: 04/05	<b>TO BE REVERSED</b>	3,295.16
04/10	04/06	DEVICE MAGIC INC RALEIGH NC		30.00

Account Number:  
April 05, 2017 - May 04, 2017

New Balance Total .....	\$6,903.16
<b>Minimum Payment Due .....</b>	<b>\$1,972.19</b>
<b>Payment Due Date .....</b>	<b>05/31/17</b>

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

ELOUISE RODRIGUEZ  
TAMC  
ATTN DAVE DELFINO  
55 PLAZA CIR STE B  
SALINAS, CA 93901-295274

Enter payment amount

\$

Check here for a change of mailing address or phone numbers.  
Please provide all corrections on the reverse side.

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



**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
04/10	04/07	UCB ITS TECHTRANSFER P 05106653631 CA		400.00
04/11	04/10	THE POST BOX SALINAS CA		5.58
04/11	04/10	EB 2017 CALIFORNIA PA 8014137200 CA		400.00
04/14	04/13	CA TRAILS CONF 5305627224 CA		265.00
04/17	04/13	BIKETEXAS AUSTIN TX	BIKE MONTH	535.00
04/17	04/14	WOMENS TRANSPORTATION 202-955-5085 DC		95.00
04/21	04/19	SOUTHWES 5268516157879 800-435-9792 TX		127.97
		ZELLER/MICHAEL 5268516157879 Departure Date: 05/16/17 Airport Code: SJC WN T SAN Departure Date: 05/18/17 Airport Code: SAN WN N SJC		
04/24	04/21	4IMPRINT 877-4467746 WI	BIKE MONTH	544.84
04/27	04/25	STARBUCKS STORE 06629 SALINAS CA		31.90
05/03	05/02	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	BIKE MONTH	477.25
05/03	05/02	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	BIKE MONTH	447.45
05/03	05/01	STAR MARKET SALINAS CA		23.20
05/04	05/03	NOB HILL #607 SALINAS CA		125.95
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$6,804.30</b>
<b>Fees Charged</b>				
04/05	04/05	INTERNATIONAL TRANSACTION FEE	TO BE REVERSED	98.86
<b>TOTAL FEES FOR THIS PERIOD</b>				<b>\$98.86</b>

**Finance Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.99% V	\$0.00	\$0.00

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

**Important Messages**

Your account balance is over the credit limit. Please contact us at the number on this statement to make a payment and bring the account balance below the credit limit.

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit [bankofamerica.com/businesschipcard](http://bankofamerica.com/businesschipcard).

**Our country is built on businesses like yours**

In cities and towns across the country, we celebrate business owners like you during **National Small Business Week**, April 30 - May 6, and throughout the month of May.

Whatever the size of your business, we take the time to help you find the smartest path to long-term growth. Visit [bankofamerica.com/bizweek](http://bankofamerica.com/bizweek) today.

credit cards April 2017 ATT. Z.



DEBRA L HALE

Platinum Plus® for Business

April 05, 2017 - May 04, 2017

Cardholder Statement

Account Information:  
www.bankofamerica.com

Mail Billing Inquiries to:  
BANK OF AMERICA  
PO BOX 982238  
EL PASO, TX 79998-2238

Mail Payments to:  
BUSINESS CARD  
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Customer Service:  
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TTY Hearing Impaired:  
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Outside the U.S.:  
1.509.353.6656, 24 Hours

For Lost or Stolen Card:  
1.800.673.1044, 24 Hours

Business Offers:  
www.bankofamerica.com/mybusinesscenter

Payment Information	
New Balance Total .....	\$4,974.10
Minimum Payment Due .....	<b>\$49.74</b>
Payment Due Date .....	<b>05/31/17</b>
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date: \$19.00 for balance less than \$100.01 \$29.00 for balance less than \$1,000.01 \$39.00 for balance less than \$5,000.01 \$49.00 for balance equal to or greater than \$5,000.01	
<b>Minimum Payment Warning:</b> If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	

Account Summary	
Previous Balance .....	\$1,719.22
Payments and Other Credits .....	-\$1,719.22
Balance Transfer Activity .....	\$0.00
Cash Advance Activity .....	\$0.00
Purchases and Other Charges .....	\$4,962.38
<b>Fees Charged .....</b>	<b>\$11.72</b>
<b>Finance Charge .....</b>	<b>\$0.00</b>
New Balance Total .....	\$4,974.10
Credit Limit .....	\$5,000
Credit Available .....	\$25.90
Statement Closing Date .....	05/04/17
Days in Billing Cycle .....	30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
04/17	04/15	PAYMENT - THANK YOU		- 1,719.22
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>-\$1,719.22</b>
<b>Purchases and Other Charges</b>				
04/05	04/04	Intuit *QuickBooks 800-446-8848 CA		559.95
04/06	04/05	NOB HILL #607 SALINAS CA		119.99
04/12	04/10	ELECTRIC MOTOR WERKS, 8445842329 CA	Z ELECTRIC VEHICLE CHARGING UNITS	1,138.10
04/17	04/15	Intuit *Payroll 800-446-8848 CA		537.14

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

DEBRA L HALE  
TAMC  
ATTN DAVE DELFINO  
55 PLAZA CIR STE B  
SALINAS, CA 93901-295274

Account Number  
April 05, 2017 - May 04, 2017

New Balance Total .....	\$4,974.10
Minimum Payment Due .....	<b>\$49.74</b>
Payment Due Date .....	<b>05/31/17</b>

Enter payment amount

\$

Check here for a change of mailing address or phone numbers.  
Please provide all corrections on the reverse side.

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





DEFERRAL HALF

April 05, 2017 - May 04, 2017

Page 3 of 4

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
04/19	04/17	COPYMAT	08317530471 CA	432.74
04/24	04/20	APTA	2024964800 DC	825.00
04/26	04/25	STEADYRACK.COM	FREMANTLE WA	390.54
04/27	04/26	PAYPAL *WTSSANFRANC	4029357733 CA	410.97
04/28	04/27	MAILCHIMP *MONTHLY	MAILCHIMP.COMGA	50.00
05/03	05/02	DUO-GARD	07343981050 MI	497.95
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$4,962.38</b>
<b>Fees Charged</b>				
04/26	04/26	INTERNATIONAL TRANSACTION FEE		11.72
<b>TOTAL FEES FOR THIS PERIOD</b>				<b>\$11.72</b>

BIKE RACKS

BIKE RACKS

**Finance Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.99% V	\$0.00	\$0.00

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

**Important Messages**

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TRANSPORTATION AGENCY FOR MONTEREY COUNTY

***Memorandum***

**To:** Board of Directors  
**From:** Rita Goel, Director of Finance & Administration  
**Meeting Date:** June 28, 2017  
**Subject:** Agency Weighted Vote Table

**RECOMMENDED ACTION:**

**APPROVE** attached updated Agency weighted vote table.

**SUMMARY:**

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.

**FINANCIAL IMPACT:**

None.

**DISCUSSION:**

Attachment 1 contains the revised weighted vote table. Attachment 2 is a section from the Agency Bylaws governing the weighted vote process.

**ATTACHMENTS:**

- ▣ Weighted Vote Table
- ▣ Weighted vote rules



Voting Section from TAMC Bylaws

**07.VOTING**

- 7.1 Except as specifically otherwise provided herein, the vote of a majority of the members of the AGENCY present at any regular, adjourned or special meeting shall be sufficient to pass or act upon any matter properly before the AGENCY, and each member of the AGENCY shall have one vote.
  
- 7.2 **POPULATION WEIGHTED VOTING:** Upon the call and request of any AGENCY member, present and able to vote, and a quorum being present, a weighted voting formula shall apply for any vote to be taken by the AGENCY, with each member having one or more votes based upon the population of the city or unincorporated county area such member represents. One vote will be granted to Supervisorial District 1 as its population is included in the City of Salinas.

In order for the AGENCY to take action under the provisions of this section two requirements must be fulfilled:

- a) A majority of the votes weighted by population must be cast in favor of the action, provided that not less than two member agencies vote in favor of the action; and
  
- b) A majority of the members vote in favor of the action.

In the event a simple majority vote on a question has previously been taken, and a weighted vote is subsequently called; a roll call vote will be taken that tabulates both the weighted vote and the members voting. The vote weighted by a majority of those voting representing a majority of the population shall supersede the previous simple majority vote, provided that the vote of a single member may not defeat an action.

- 7.3 **POPULATION:** For the purposes of determining the weighted vote of Cities or the unincorporated area of the County, the weighted vote by population shall be based on the most current Census, and AGENCY staff shall update annually based on the California State Department of Finance population estimate when it becomes available.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

**Memorandum**

**To:** Board of Directors  
**From:** Rita Goel, Director of Finance & Administration  
**Meeting Date:** June 28, 2017  
**Subject:** **Holiday Office Closure**

**RECOMMENDED ACTION:**

**APPROVE** closure of Transportation Agency for Monterey County offices on December 27, 28, and 29, 2017.

**SUMMARY:**

Transportation Agency for Monterey County generally has minimal staff in the office during the period between Christmas and New Year’s Day. Many of the agencies that staff works with are also either closed or operate with minimal staff during the holiday period noted above. Closing the office will benefit the Agency financially.

**FINANCIAL IMPACT:**

Transportation Agency for Monterey County will benefit from the closure, as it will result in reduction of accrued time off which reduces a financial liability to the Agency.

**DISCUSSION:**

Transportation Agency for Monterey County generally has minimal staff in the office during the period between Christmas and New Years. Many of the agencies that staff works with are also either closed or operate with minimal staff during the holiday period noted above.

By approving the closure, staff would need to use 3 days (December 27, 28 and 29th) of accrued vacation time, comp time or floating holidays. The closure recommendation has been discussed with staff and early approval will allow everyone to plan their schedules.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Rita Goel, Director of Finance & Administration  
**Meeting Date:** June 28, 2017  
**Subject:** **Executive Director and Counsel evaluation**

### **RECOMMENDED ACTION:**

**APPROVE** evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel as recommended by the Executive Committee.

### **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 regular mail and upon completion, the Board Members are requested to return the evaluation to the chair either via e-mail or regular mail. The proposed procedure and timeline for completing the annual evaluation is:

1. **June 30, 2017** – Staff e-mails and mails to voting members of the Board of Directors the enclosed evaluation forms for the Executive Director and Counsel.
2. **August 4, 2017** - All voting Board Members complete evaluation forms and e-mail or mail to the Chair for his receipt no later than **August 4, 2017**.
3. **August 5 – 25, 2017** – The Chair reviews completed evaluation forms and prepares summary of results to present to Executive Committee on September 6, 2017.
4. **September 6, 2017** - 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 27, 2017**-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 25, 2017** – 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.

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: [chavez4council@yahoo.com](mailto:chavez4council@yahoo.com)***

***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: [chavez4council@yahoo.com](mailto:chavez4council@yahoo.com)  
Thank you.***



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Virginia Murillo, Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Equipment Surplus**

### **RECOMMENDED ACTION:**

#### **Disposition of Surplus Equipment:**

1. **APPROVE** Resolution 2017-21 declaring as surplus selected furniture, equipment, and computers; and
2. **AUTHORIZE** the Executive Director to dispose of the surplus property in accordance with the Disposition of Surplus Property Policy, paragraph 4.

### **SUMMARY:**

The TAMC Administrative Policies and Procedures outline the process for the Disposition of Surplus Property, and require the declaration of identified items as surplus property by resolution prior to disposition.

### **FINANCIAL IMPACT:**

The items on the surplus list are worn out or have become obsolete and are no longer needed by TAMC. The financial impact of this surplus is not significant.

### **DISCUSSION:**

The Board last approved surplus property in August of 2016. Since that time, TAMC has upgraded some office electronics and purchased new equipment, resulting in the need to dispose of obsolete equipment, e.g. office chairs, computers, monitors and speaker sets. The items on the surplus equipment list are listed in Resolution No. 2017-21 (**Attachment**). Administrative policy for the Disposition of Property paragraph 4 states that surplus equipment may be disposed of in any combination of the following methods:

- (a) Participation in another local agency's public agency auction sale;
- (b) Conveyance of surplus property to other government agencies, school, or non-profit organizations by direct negotiated sale;
- (c) Donation of surplus property to other government agencies, schools, or non-profit

organizations; or

(d) Disposition of remaining items to local landfill.

Staff will offer the surplus computer to member agencies first, and then to non-profit organizations. This process will include posting notifications on the TAMC website and Facebook page, and notifying local schools and community organizations.

ATTACHMENTS:

- Resolution No. 2017-21, List of Surplus TAMC Property

**RESOLUTION NO. 2017-21  
OF THE  
TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)**

***AUTHORIZING THE DISPOSITION OF SURPLUS EQUIPMENT***

**WHEREAS**, the Administrative Policies and Procedures adopted by the Transportation Agency for Monterey County (TAMC) include a policy for the Disposition of Surplus Property; and

**WHEREAS**, TAMC’s Administrative Policies and Procedures define “surplus property” as supplies, materials, or equipment no longer used or needed by TAMC, or which have become obsolete or worn out; and

**WHEREAS**, TAMC’s Disposition of Surplus Property policy requires a declaration by resolution that the property identified for disposal is surplus, prior to disposition; and

**WHEREAS**, the equipment listed in the attached *List of Surplus Property* is no longer used or needed;

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Transportation Agency for Monterey County that:

1. The equipment listed in the attached *List of Surplus Property* are hereby declared to be surplus property;
2. The Executive Director is instructed to dispose of said surplus property in the most appropriate, cost-effective disposal procedures in accordance with any one or combination of the methods for disposal identified in the Disposition of Surplus Property policy; and
3. The Executive Director is instructed to ensure that staff maintains a file of all surplus property disposed of in accordance with the Disposition of Surplus Property policy, and that surplus property is appropriately deleted from the Fixed Asset Physical Inventory Listing following disposition.



**PASSED AND ADOPTED** by the Transportation Agency for Monterey County, State of California this 28<sup>th</sup> day of June 2017, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

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**ALEJANDRO CHAVEZ, CHAIR**  
**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

**ATTEST:**

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**DEBRA L. HALE, EXECUTIVE DIRECTOR**  
**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

## List of Surplus Property

Item	Description	Quantity
<b>Desktop Monitors (Total 15):</b>	Dell	7
	Viewsonic	1
	Acer	1
	Samsung S24D300	2
	Lenovo	1
	HP	1
	KDS	1
	Panasonic	1
<b>Computers (Total 5):</b>	Dell Latitude D205	1
	EE PC Laptop	1
<b>Keyboards (Total 9):</b>	Lenovo	3
	HP	1
	Logitech	2
	Compaq	1
	Dell	1
	Adesso	1
<b>Printers (Total 4):</b>	Deskjet 970 HP	1
	HP PSC 1610	1
	HP Plotter	1
	HP M452DN	1
<b>Teleconference (Total 5):</b>	Polycom	4
	Recordex Cassette System	1
<b>Cell Phones (Total 3):</b>	Nokia	1
	Motorolla	1
	LG	1
<b>Cameras (Total 3):</b>	Sony Digital 8 Hand Camera	1
	Sony CD Mavia	1
	Microsoft HD Conference Camera	1





TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Debra L. Hale, Executive Director  
**Meeting Date:** June 28, 2017  
**Subject:** Agency Bylaws Update

### **RECOMMENDED ACTION:**

**NOTICE** of proposed amendments to the Agency bylaws as recommended by the Executive Committee.

### **SUMMARY:**

The Transportation Agency is proposing to update its Bylaws. Updates to the Agency bylaws are needed, including clarification of the requirements for adding a late item to the Board agenda and characterization of annual member agency assessments. 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.

### **FINANCIAL IMPACT:**

None.

### **DISCUSSION:**

In response to Executive Committee inquiries, as well as a need for periodic updates, staff has drafted the attached proposed revisions to the Transportation Agency's bylaws. The proposed revisions are attached, and by and large, are related to two issues.

First, the changes address the issue of late-breaking agenda items. The current process by which the Executive Committee reviews the draft Transportation Agency Board of Directors agenda has worked well for regular agenda items. However, in some cases agenda items needing attention arise after the Executive Committee but before the agenda closing on the Thursday, 9 days before the Board of Directors meeting. Recognizing that often-times such items are ministerial, the Committee suggested that the Executive Director check in with the Chair, or in absence of the Chair, the First Vice Chair, when items arise after the Executive Committee review, but before the agenda deadline.

Second, staff proposes to rename the annual congestion management program assessments as Regional

Transportation Planning Agency assessments, to better reflect actual usage of the member agency contributions, which are one of the agency's few local funding sources. In addition, there are minor wording changes proposed, as shown, including removing the successor agency designation from the title of the bylaws (it is retained in the language of the first part of the bylaws).

An underline/strike version of the Bylaws showing all the proposed changes is attached.

ATTACHMENTS:

- Agency Bylaws with proposed August 2017 revisions

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY,**  
~~SUCCESSOR AGENCY TO~~  
~~THE MONTEREY COUNTY TRANSPORTATION COMMISSION~~  
**BYLAWS**

01. These Bylaws are intended to supplement California Government Code Title 3, Division 3, Chapter 2, and the Public Utilities Code Division 10, Part 11, referencing the Transportation Development Act passed in 1972, and as amended.
02. These Bylaws outline the basic organization and the administration procedures used by the Transportation Agency for Monterey County, successor agency to the Monterey County Transportation Commission, when serving as the Local Transportation Commission, the Regional Transportation Planning Agency, and the Service Authority for Freeways and Expressways. When serving as the Local Transportation Commission, the Regional Transportation Planning Agency, and the Service Authority for Freeways and Expressways, the Transportation Agency for Monterey County is referred to as the "AGENCY."
03. **FUNCTIONS OF THE AGENCY WHEN SERVING AS THE LOCAL TRANSPORTATION COMMISSION AND AS THE REGIONAL TRANSPORTATION PLANNING AGENCY**
  - 3.1. As the Local Transportation Commission, administer the provisions of the Transportation Development Act in allocating Local Transportation Funds and State Transit Assistance Funds to the cities, County, and transit operators.
  - 3.2 As the state designated Regional Transportation Planning Agency, perform transportation planning activities for the County and Cities of Monterey County.
04. **FUNCTIONS OF THE AGENCY WHEN SERVING AS THE MONTEREY COUNTY SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS**
  - 4.1 The AGENCY shall enact a motorist aid program having the primary function of installing and monitoring roadside call boxes.
  - 4.2 This program shall be performed in accordance with Sections 2550 et seq. of the California Streets and Highways Code.
  - 4.3 The AGENCY has been designated as the Monterey County Service Authority for Freeways and Expressways by resolutions of the Monterey County Board of Supervisors and a majority of the Cities containing a majority of the incorporated population as required under Streets and Highways Code Section 2551. The program shall be developed in consultation with and with the cooperation of Caltrans and the California Highway Patrol.

## 05. ORGANIZATION

- 5.1 **MEMBERSHIP:** The AGENCY shall be composed of each of the five members of the Monterey County Board of Supervisors, or his or her individually designated alternate, and one member appointed from each incorporated city within Monterey County or his or her designated alternate.
- 5.2 **EX-OFFICIO MEMBERSHIP:** The purpose of ex-officio membership is to permit the ex-officio member(s) to participate in AGENCY discussion before and after a matter is allowed for discussion by the public. Ex-officio members shall have no vote on matters brought before the AGENCY. Ex-officio membership is not intended to evolve into full voting membership.
- 5.2.1 The Association of Monterey Bay Area Governments, Caltrans, the Monterey Bay Unified Air Pollution Control District, Monterey Peninsula Airport District, Monterey-Salinas Transit and City of Watsonville may appoint one member each to the AGENCY to serve as ex-officio members. Ex-officio members may be added or deleted by amending the Bylaws. Additional ex-officio members shall be limited to public agencies only. This restriction to public agencies does not affect the permanent ex-officio members described in ~~the first sentence of this~~ paragraph ~~5.2.1~~. As used here, “public agency” means the State of California or any department or agency thereof, a county, city, public corporation, municipal corporation or public district.
- 5.3 **ALTERNATE MEMBERS:** Each appointing authority, for the regular member it appoints, may appoint up to two alternate members to serve in place of the regular member when the regular member is absent or disqualified from participating in the meeting of the AGENCY. Alternate members will have the same rights, responsibilities and privileges as regular members, except that they may not serve as officers of the AGENCY.
- 5.4 **APPOINTMENT:** City members, city alternate members, and ex-officio members, must all be appointed by the appropriate appointing authority from the affected jurisdiction. A letter signed by the City Manager or Mayor, minute action and/or a resolution making that appointment must be presented to the Executive Director before that member may participate in the AGENCY meetings. The Chair of the Board of Supervisors shall notify the AGENCY by letter to the Executive Director of the Board’s alternates.
- 5.5 **STIPEND:** Regular members may receive compensation for services performed for and on behalf of the AGENCY in accordance with written policies adopted by the Board of Directors in a public meeting.
- 5.6 **TRAVEL REIMBURSEMENT:** AGENCY Board Members (and alternates) are entitled to reimbursements for travel expenses involved in attending all regular and special meetings of the AGENCY. Reimbursement for travel expenses will be made on a per-mile basis at the current rate established by the TAMC Board for auto expenses or actual cost of public transportation. TAMC Board members (and alternates) will receive automatic mileage reimbursement payments quarterly based on

attendance records and their declared mileage to and from the TAMC meetings. Board Members attending conferences or other agency business meetings may request reimbursement for expenses in accordance with the AGENCY's administrative policies for travel reimbursement.

**06. QUORUM:** A majority of the voting members of the AGENCY shall constitute a quorum for transaction of AGENCY business; the quorum shall consist of a minimum of nine (9)-voting members, including a minimum of seven (7) city representatives and one (1) county representative.

## **07. VOTING**

7.1 Except as specifically otherwise provided herein, the vote of a majority of the members of the AGENCY present at any regular, adjourned or special meeting shall be sufficient to pass or act upon any matter properly before the AGENCY, and each member of the AGENCY shall have one vote.

7.2 **POPULATION WEIGHTED VOTING:** Upon the call and request of any AGENCY member, present and able to vote, and a quorum being present, a weighted voting formula shall apply for any vote to be taken by the AGENCY, with each member having one or more votes based upon the population of the city or unincorporated county area such member represents. One vote will be granted to Supervisorial District 1, as its population is included with the City of Salinas.

In order for the AGENCY to take action under the provisions of this section two requirements must be fulfilled:

- a) A majority of the votes weighted by population must be cast in favor of the action, provided that not less than two member agencies vote in favor of the action; and
- b) A majority of the members vote in favor of the action.

In the event a simple majority vote on a question has previously been taken, and a weighted vote is subsequently called; a roll call vote will be taken that tabulates both the weighted vote and the members voting. The vote weighted by a majority of those voting representing a majority of the population shall supersede the previous simple majority vote, provided that the vote of a single member may not defeat an action.

7.3 **POPULATION:** For the purposes of determining the weighted vote of Cities or the unincorporated area of the County, the weighted vote by population shall be based on the most current Census, and AGENCY staff shall update annually based on the California State Department of Finance population estimate when it becomes available.



**08. OFFICERS**

- 8.1 The AGENCY officers shall consist of a Chair, a First Vice-Chair and a Second Vice-Chair. The AGENCY officers shall be elected from the AGENCY and shall serve a term of one year. Terms of the Chair shall not be consecutive full one-year terms. Election of officers shall take place every year at the beginning of the AGENCY's January meeting, and officers' terms shall commence immediately upon election.
- 8.2 The Chair, or in his or her absence, the First Vice-Chair, shall preside over all meetings, and may direct the Executive Director to call a special meeting of the AGENCY Board when he or she judges necessary. In the absence of the Chair and the First Vice-Chair, the Second Vice-Chair shall preside over all meetings and exercise all of the powers of the Chair and the First Vice-Chair.

09. **STAFF:** The AGENCY staff shall consist of an Executive Director, and such other staff members as shall be authorized by the AGENCY budget and appointed by the Executive Director.

- 9.1 The AGENCY shall appoint the Executive Director to serve at the pleasure of the AGENCY.
- 9.2 The Executive Director will serve as Chief Executive Officer of the AGENCY.
- 9.3 The AGENCY shall appoint Counsel to serve at the pleasure of the AGENCY.
- 9.4 The AGENCY shall complete an annual performance evaluation of the Executive Director and Counsel.

**10. MEETINGS**

- 10.1 The regular meetings of the AGENCY shall be held on the fourth Wednesday of each month or at such other time designated by the Board at a location in Monterey County. Special meetings shall be set with the notice required by law.
- 10.2 AGENCY meetings are open to the public and are conducted according to the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) and Roberts Rules of Order. Time will be allotted at each meeting for the public to present their views to the AGENCY on transportation items, as set forth in Govt. Code Section 54954.3.

Public presentations on transportation matters not on the AGENCY's agenda are limited to three minutes each, unless extended at the discretion of the Chair.

The Chair may establish reasonable limitations on the time allotted for public presentations on any AGENCY agenda item.

- 10.3 The voting members of the AGENCY may meet in closed session to discuss those matters authorized by state law. Only appointed TAMC representatives and, in their absence, their appointed alternates, may attend Closed Sessions. Ex-officio members shall not be authorized to attend Closed Sessions.
- 10.4 The AGENCY Chair in consultation with the First Vice-Chair may cancel any regular meeting if there are no items presented that require the AGENCY's immediate attention.
- 10.5 The AGENCY Agenda will be prepared by the AGENCY staff, ~~and will close at~~ the agenda deadline is noon, Thursday, 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 at or before the ~~prior~~ Executive Committee meeting prior to the regular meeting for which the item is proposed, or, in the case of an urgent matter, upon ~~after~~ consultation with the AGENCY Chair, or in the absence of the Chair, and the First Vice Chair, by the agenda deadline. A ~~and any~~ supporting papers must be furnished by ~~that~~ the agenda deadline or be readily available.
- 10.6 Agenda packets shall be distributed to AGENCY members, alternates, and ex-officio members.
- 10.7 The AGENCY agenda shall also be supplied to other governmental agencies on written request, renewable annually.

## 11. BUDGET

- 11.1 The AGENCY shall annually develop and adopt a budget in accordance with State and Federal requirements no later than the May meeting.
- 11.2 Each AGENCY member shall contribute toward ~~congestion management and traffic monitoring~~ AGENCY activities by means of the Regional Transportation Planning Assessment ("Assessment") in proportion to California Streets and Highways Code Highway Users Tax Account Section 2105 funds received by each AGENCY member to those received by all other AGENCY members. Such Assessment shall be paid from local funds of the member, in order to provide the greatest flexibility of use by AGENCY. AGENCY staff shall invoice each voting member each June for the following fiscal year.
12. **COMMITTEES:** Committees and subcommittees, whether standing or ad hoc, may be established, as the AGENCY may deem appropriate.

Standing committees shall be the following:

- 12.1 A Technical Advisory Committee (TAC) composed of one person representing each AGENCY member including ex-officio members, and transportation providers in Monterey County. Additional members from organizations and jurisdictions not presently represented may be appointed by the AGENCY. The Technical Advisory

Committee shall advise the Agency Board on regional transportation improvement projects, transportation planning programs, and transportation funding programs.

12.2 An Executive Committee composed of the Chair, First Vice-Chair, Second Vice-Chair, immediate past Chair, and two members selected by the AGENCY; one from the County members and one from the City members. If one of the above-designated persons is not available to serve on the Executive Committee, the AGENCY shall appoint another AGENCY member so that the Executive Committee shall have six members. The Executive Committee shall meet when directed to do so by the AGENCY, or when directed to do so by the Chair of the AGENCY, or by a majority of the Executive Committee members. The Executive Committee may meet for the following purposes:

- a. Review of budget and work program and personnel.
- b. Review adequacy of transportation funding and regional transportation planning and project delivery efforts.
- c. Review state and federal legislative matters.
- d. Review major AGENCY policy matters for recommendation to the Board.

Minutes of the Executive Committee meetings shall be distributed to all AGENCY members.

12.3 A Citizens Advisory Committee for Bicycle and Pedestrian Facilities composed of one representative from each city and supervisorial district. Additional members from organizations and jurisdictions not presently represented may be appointed by the AGENCY. The purpose of the committee is to advocate bicycle and pedestrian travel as viable alternative means of transportation, and advise the Transportation Agency, its member agencies, and private development with respect to bicycle and pedestrian facilities and travel.

12.4 A Rail Policy Committee composed of TAMC Board members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5 and two representatives from South Monterey County: either (a) the 3<sup>rd</sup> District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed.

The Committee shall select a Chair and Vice Chair from its membership for a two-year term at the end of the February meeting of every even year, beginning in 2008. The Chair may rotate between the County Supervisors and the Cities, and/or between Salinas Valley and the Monterey Peninsula or the existing Chair may be reappointed to a new term. To be eligible to serve as the Chair or Vice Chair, the person must be a voting AGENCY Board Member and have served on the Rail Policy Committee for at

least one year. The Rail Policy Committee advises the Transportation Agency Board on matters related to the establishment of passenger rail service in Monterey County.

- 12.5 Bylaws for any standing committee may be developed and adopted, or amended, by a majority vote of the AGENCY.
- 12.6 Except as otherwise provided herein, a majority of the voting members of each committee shall constitute a quorum for transaction of the business of the committee. For the Technical Advisory Committee (TAC); 5 members of the TAC, representing voting members of the Transportation Agency Board of Directors, constitute a quorum for transaction of the business of the committee.
- 12.7 The Transportation Agency has designated the Monterey-Salinas Transit Mobility Advisory Committee as the Social Services Transportation Advisory Council for Monterey County pursuant to the Transportation Development Act. The Agency will consult with the Mobility Advisory Committee regarding the Agency's annual unmet transit needs finding and the transportation needs of the elderly, persons with disabilities and other transit dependent groups.

### **13. PROCEDURE FOR APPROVING AND AMENDING BYLAWS**

- 13.1 Provided a quorum is present, these Bylaws may be amended at an AGENCY meeting by two-thirds (2/3) of the voting members.
- 13.2 Notice of the proposed amendment of the Bylaws shall be announced at the AGENCY meeting prior to the meeting at which the amendment will be voted upon.

### **14. AUDITS**

All revenues and expenditures of the AGENCY will be audited annually in accordance with General Accounting principles.

A triennial performance audit will be conducted as required by the Transportation Development Act.

| ~~Rev. 9/28/16~~ [Rev. 8/23/2017](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Todd Muck, Deputy Executive Director  
**Meeting Date:** June 28, 2017  
**Subject:** **Conferences and Training**

### **RECOMMENDED ACTION:**

**RECEIVE** report on conferences or trainings attended by agency staff.

### **SUMMARY:**

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 participate in the development of transportation practices and policies related to their roles.

### **FINANCIAL IMPACT:**

Expenses related to staff training are included in the Travel and Training item in the adopted Agency budget.

### **DISCUSSION:**

On May 10-12, Executive Director Hale attended a three-day Women in Transportation Seminar Executive Leadership workshop in Oakland, CA. The workshop was oriented towards executives in the transportation field and providing strategies for improving one's ability to influence and inspire others to get things done. Included was a strengths assessment test, an individual coaching session and then three days with a small, interactive group discussing strengths, personality traits, conflict resolution strategies, collaborative partnership ideas and methods to influence and inspire others to reach a common goal. Attached is Debbie's summary memo and statement of interest to attend the workshop.

### **ATTACHMENTS:**

- ▣ WTS Exec Leadership Program Memo
- ▣ Hale Statement of Interest



## Memorandum

**To:** Board of Directors  
**From:** Debbie Hale, Executive Director  
**Meeting Date:** June 28, 2017  
**Subject:** Women in Transportation Seminar Executive Leadership Workshop

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I was fortunate to be selected to attend the three-day inaugural Women in Transportation Seminar Executive Leadership workshop in Oakland, CA.

The workshop was oriented towards executives in the transportation field and providing strategies for improving one's ability to influence and inspire others to get things done. Included was a strengths assessment test, an individual coaching session and then three days with a small, interactive group discussing strengths, personality traits, conflict resolution strategies, collaborative partnership ideas and methods to influence and inspire others to reach a common goal.

The workshop provided an excellent opportunity for networking and continuous improvement to reach my goal for TAMC to be recognized countywide as the premier transportation project delivery agency. Attached is a copy of my application to the program.



Advancing Women in Transportation  
San Francisco Bay Area Chapter

## Executive Women's Leadership Seminar

### Statement of Interest

*Debra L. Hale, Executive Director, Transportation Agency for Monterey County*

Thank you for the opportunity to apply for the WTS San Francisco Bay Executive Women's Leadership Seminar. The San Francisco Bay chapter has a proven success record in holding productive workshops, and I look forward to this opportunity for professional growth and networking with other executive leaders.

Expanding WTS activities in the Monterey Bay Area has helped our region to better support the role of women in transportation. Our Programs Committee has not only provided a new opportunity for local professional women, it has also created a new forum for discussing issues unique to transportation, beyond the broader planning, environmental or public works associations. By participating in this leadership seminar, I will bring a new level of investment in WTS activities to our region.

I entered the transportation field much like others – with no specific background in transportation issues, but an interest in public service. After a short internship in Congress, and a stint in state government, I was convinced that local government was the best place to make a difference in people's lives. I have been in the transportation field ever since, and find it satisfying to plan, fund and then build improvements that people make use of every day.

As of this May, I will have been Executive Director for 11 years. I am proud of our positive and energetic team, in which everyone strives for continuous improvement. We focus on creating consensus and public support, figuring out how to pay for projects, keeping the community informed during construction, and getting projects open to the public as soon as possible. Our 14-member staff and 23-member Board of Directors take a collaborative approach, and we have built a reputation for delivering on our promises.

We have reached several major milestones during my tenure, including:

- Delivery of the \$225 million US 101 Prunedale Improvement Project, over 40 years in the making;
- Creation of a countywide traffic impact fee program, which all 12 cities and the county adopted;
- Securing \$70 million in state funding needed to bring new passenger rail service to Salinas; and
- Adoption of a 3/8% local transportation sales tax in November 2016, after four previous attempts.

Given our new self-help county status, and our goal of bringing new passenger rail service to the county within 5 years, it is time for me to grow my leadership skills. My vision is for TAMC to become the premier project delivery agency in the County. To do so, we need to strengthen our partnerships with outside agencies, the cities and County, and community leaders; reach agreement on project delivery priorities, while supporting environmental preservation and active transportation; strategically leverage outside funding; and work with our partners to reduce project costs. All these activities will take the right touch, and a lot of hard work.

The WTS Executive Women's Leadership Seminar can give me new insights and focus my skills to step up to these new challenges. Thank you for bringing this program to the San Francisco Bay Area.

Sincerely,

A handwritten signature in black ink, appearing to read 'Debra L. Hale', written in a cursive style.

Debra L. Hale



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Debra L. Hale, Executive Director  
**Meeting Date:** June 28, 2017  
**Subject:** **Out-of-State Travel Authorization for Public Works Conference**

### **RECOMMENDED ACTION:**

**APPROVE** out-of-state travel for one staff member to the American Public Works Association 2017 Public Works Expo, from August 27 - 30, in Orlando, FL.

### **SUMMARY:**

APWA's annual convention provides an important opportunity for staff to learn about the latest transportation technologies and requirements. Transportation Agency rules require the Executive Committee or Board approval of all out-of-state travel requests not approved in the Agency budget in advance.

### **FINANCIAL IMPACT:**

Based on past APWA expositions, the estimated cost for all travel and training expenses associated with this conference will not exceed \$2,000.

### **DISCUSSION:**

The American Public Works Association (APWA) is made up of 28,000 public works professionals from both the public and private sector - essentially the individuals working for cities, counties and states who deliver and maintain transportation, water and other services to the public. The annual APWA conference is an opportunity to learn about the latest information on project delivery, funding, planning and technology from the experts in the public works field.

TAMC has been invited to make a presentation on public outreach techniques for construction projects at the conference. In this presentation, staff will highlight the activities our agency has conducted for the Holman Highway 68 roundabout project, as well as construction projects in the US 101 corridor.

This conference is an excellent opportunity to grow professional public works knowledge. Staff will be accompanied by the Executive Director, whose travel was approved in the Agency's budget



adoption.

ATTACHMENTS:

- APWA 2017 Public Works Exposition Conference Summary



## General Information

PWX draws thousands of public works professionals from all over the world. If you're like many, you have limited resources for professional development, so you've chosen APWA's PWX 2017 in Orlando as your preferred venue for:

- Outstanding education sessions that address current public works issues—as well as ongoing challenges. Choose from more than 125 technical and professional development sessions that will be presented by your colleagues—who will impart their vital knowledge and experience to you. APWA's education sessions are based on the very latest learning models—classroom, interactive and "live" learning labs.
- The chance to see an extensive gathering of exhibitors and The Expo Experience that will showcase the latest products, services and technologies specific to public works. Special "non-compete" hours allow visits the floor—uninterrupted.
- Opportunities to network with peers, hone leadership abilities and learn new job skills. Build lasting professional relationships and make a few lifelong friends at the same time.

## APWA Connect Live on the Exhibit Floor

At APWA's booth on the exhibit floor, our goal is to provide attendees with an environment where each of you can meet public works experts, network with your peers and stay up-to-date with the latest happenings in public works.

## Areas Covered

- Streets/Roads/Bridges
- Traffic Engineering
- Construction Management
- Emergency Management
- Engineering & Technology
- Environment/Sustainability
- Management
- Career & Personal Development
- Utilities/Right-of-Way



## *Memorandum*

**To:** Board of Directors  
**From:** Ariana Green, Associate Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** Ridesharing and Trip Planning Software Request for Proposals

### **RECOMMENDED ACTION:**

**APPROVE** release of Request for Proposals for a ridesharing and trip planning software platform.

### **SUMMARY:**

The Transportation Agency is seeking to launch a comprehensive mobile traveler information and ridesharing/trip planning program in spring 2018 with a soft launch in fall 2017. The proposed software will provide for online trip matching, trip planning and incentive management for commuters, students and visitors.

### **FINANCIAL IMPACT:**

Staff anticipates that the expenses will not exceed \$60,000 for the duration of the two year contract, and will be paid for with Service Authority for Freeways and Expressways funding in the adopted 2017/18 budget.

### **DISCUSSION:**

In Fall 2017, the Transportation Agency expects to soft launch a traveler information and ridesharing program aimed at reducing traffic congestion in Monterey County. The program will focus specifically on reducing the number of single occupant trips taken for commuting to work, school or to major special events during peak travel times. Travel demand management is especially important in areas of Monterey County where opportunities for roadway widening are limited or infeasible.

Agency staff is developing a program consistent with the 511 Traveler Information Implementation Plan approved by the Board in 2013 and using the latest tools and best practices in travel demand management. The program will include the following features:

- Traveler information website (511monterey.org) – dynamic road conditions map, travel resources, link to Mobility Management platform, roadway construction info, Safe Routes to School resources
- Travel Demand Management Software & App – multimodal trip matching, trip planning,

trip logging, vanpool management, incentives management, emergency ride home management, event parking, bike parking, electric vehicle charging locations, surveys, data reports

- Emergency Ride Home Program
- Incentives & rewards
- Commuter Challenge and Bike Month campaigns
- Community outreach – employers, schools, government, universities and visitor-serving industry
- Travel Demand Management policy support

A comprehensive and user-friendly ridesharing/trip planning online and mobile website will serve as the foundation and support all elements of the program.

The ideal software platform will provide the following services (for more details view web attachment):

- Multimodal trip matching (carpools, vanpools, transit, bike and walk)
- Provide communications between administrators and users and protect user confidentiality
- Generate data reports on user mode choice, emissions reduced, calories burned, money saved and origin and destination hot spots
- Enable TAMC administrators to create networks within the platform (ex// for major employers or schools) and assign network administrators certain privileges to manage their network
- Automatically award points for traffic-reducing trips and provide streamlined management and distribution of incentives to users
- Allow users to submit Emergency Ride Home request forms and track reimbursement
- Provide orientation training to TAMC staff and network administrators for the duration of the contract
- Provide troubleshooting and technical support for the duration of the contract

To increase the number of individuals using the platform, TAMC will provide access to the platform for free and will assist employers, schools and visitor-serving stakeholders in setting up networks within the platform. TAMC staff will provide support to network administrators and to general members of the public using the platform.

TAMC is seeking to contract with the chosen firm providing the software platform for a period of two years as a pilot, with the option of renewing the contract two (2) additional one (1) year extensions consisting of the same tasks and budget.

#### ATTACHMENTS:

- Software Scope of Work

## ATTACHMENT A

### Scope of Work

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#### I. PROPOSED PROJECT

- A. The Transportation Agency for Monterey County (“TAMC”) is developing a traveler information and travel demand management program for Monterey County to address commuter, school and visitor traffic in Monterey County.
- B. A soft launch of the TAMC traveler information and travel demand management program is targeted for fall 2017 with a full launch of the program in spring 2018.
- C. The program consists of the following elements:
  - 1. Traveler information website (511monterey.org) – dynamic road conditions map, travel resources, link to Mobility Management platform, roadway construction info, Safe Routes to School resources
  - 2. Mobility Management Software & App – multimodal trip matching, trip planning, trip logging, vanpool management, incentives management, emergency ride home management event parking, bike parking, EV charging locations, surveys, data reports
  - 3. Emergency Ride Home Program
  - 4. Incentives & rewards
  - 5. Commuter Challenge and Bike Month campaigns
  - 6. Community outreach – employers, schools, government, universities and visitor-serving industry
  - 7. Travel Demand Management policy information and resources
- D. TAMC is looking to invest in a comprehensive and user-friendly travel demand management software platform and mobile app for use in Monterey County. The software is intended to integrate or support all of the aforementioned elements of the program.

#### II. TAMC PROVIDED ITEMS AND SERVICES

- A. TAMC shall provide the selected Consultant with:
  - 1. Available local data/information such as (but not limited to):
    - a. Transit stops, stations and service
    - b. Vanpools
    - c. Electric vehicle parking
    - d. Bike parking
    - e. Park & ride lots (public & private)
    - f. Schools & Universities
    - g. Event parking
  - 2. Program information
  - 3. Custom logos and graphics
  - 4. Timely review of submittals

### III. ITEMS AND SERVICES TO BE PROVIDED BY CONSULTANT

- A. Consultant shall furnish travel demand management software services, including:
1. Customization of travel demand management software platform and mobile app that supports the TAMC 511 traveler information & travel demand management program
  2. Software hosting services
  3. Staff orientation and training
  4. Troubleshooting and maintenance

### IV. EXPECTED TASKS

- A. Travel Demand Management Software Services may include but are not limited to:

**1. Design & Development:**

- a) **Kick-Off Meeting:** TAMC will arrange a kick-off meeting with Consultant, TAMC staff and key stakeholders to identify data collection needs
- b) **Branding & Integration:** Work with TAMC staff to make sure the platform functions are branded appropriately and integrate with the TAMC website
- c) **Interface & Integration:** provide a platform that is completely responsive and user-friendly on all mobile devices and integrates with social media and popular ridesharing and transportation-related mobile apps. Platform tools should be accessible using the most popular current browsers.
- d) **Trip Matching Tool:** work with TAMC staff and key stakeholders to customize the trip matching tool interface to include locally relevant and available information. The tool should ideally do the following:
  - Carpool matching along a corridor between origin, destination or midpoint or within a set distance from each end of the trip
  - Ability to modify parameters (i.e. miles, times, start/mid/end point, set contact preference to email or phone and select confidentiality parameters
  - Ability to select a park and ride lot, employer work site or a community landmark/facility as a commute point
  - Vanpool coordination features that enable vanpool coordinators to manager their vanpools online, indicating when empty seats are available, monthly fees, pick-up locations and times
  - Enable ride matching within the portal group or within larger groups of registered users
  - Casual Carpool functions
  - Transit route planning using Google Transit or proprietary system
  - Bike commuter matching
  - School pool matching

- Ability for individual users to “opt out” of the commuter matching portion of the system yet still remain active with the commute calendar
  - Generate maps that show:
    - Commuter match list result locations
    - Commute trip route and meeting place(s)
    - Park and ride locations (formal and informal) and possibility to add transit routes, bike paths, electric vehicle charging locations and bike share locations
  - e) **Mobile App:** provide a mobile app that will track and log trips.
  - f) **Administrative functions:** set-up administrative functions to allow the following:
    - Develop and manage networks within the platform
    - Assign network administrative privileges
    - Generate reports
      - trips, miles, calories and air pollution emissions reduction information from user commute data by user, employer, mode or region
      - User website visits
      - User registrations
      - Employer/Network activity
    - Access GIS data
      - Anonymous route information by mode
    - Generate and distribute user surveys
    - Manage vanpools
    - Manage user profiles
    - Manage incentives/rewards
    - Manage Emergency Ride Home reimbursement requests and payments
2. **Orientation & Training:**
- g) Hold and video record training for TAMC staff and key network administrative staff. Provide TAMC staff a copy of the video.
  - h) Develop an orientation video for new users
  - i) Provide training opportunities when platform features are introduced or updated
3. **Hosting & Maintenance:**
- a) Host proprietary software on Consultant’s servers
  - b) Provide regular maintenance and troubleshooting service
  - c) Provide notice to TAMC if/when servers will be down for more than a few hours



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Ariana Green, Associate Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Traveler Information Branding & Marketing Request for Proposals**

### **RECOMMENDED ACTION:**

**APPROVE** release of Request for Proposals for the Monterey County traveler information and travel demand management program branding and strategic marketing plan.

### **SUMMARY:**

The Transportation Agency will launch a traveler information and ridesharing program in spring 2018 with a soft launch in fall 2017. An innovative marketing strategy and strong brand are needed to launch the program and engage the traveling public to participate.

### **FINANCIAL IMPACT:**

This marketing contract will not exceed \$50,000 and will be paid for with SAFE funding in the 2017/18 budget.

### **DISCUSSION:**

In December of 2013 the Transportation Agency Board of Directors adopted the Monterey Bay Area 511 Implementation Plan. The plan outlined a strategy to provide a web-based “one-stop” resource for traveler information. The plan has not yet been fully implemented to date due to staffing constraints and agency priorities. Since the completion of the 511 Implementation Plan, the Transportation Agency has taken over the regional rideshare program from the Association of Monterey Bay Area Governments which will be incorporated into the online traveler information resource.

Due to innovations in technology, the Agency is revamping the traveler information/rideshare program using new tools. The new program will be soft-launched in fall 2017 and include the following features:

- Traveler information website (511monterey.org) – dynamic road conditions map, travel resources, link to Mobility Management platform, roadway construction info, Safe Routes to School



resources

- Mobility Management Software & App – multimodal trip matching, trip planning, trip logging, vanpool management, incentives management, emergency ride home management, event parking, bike parking, EV charging locations, surveys, data reports
- Emergency Ride Home Program
- Incentives & rewards
- Commuter Challenge and Bike Month campaign
- Community outreach – employers, schools, government, universities and visitor-serving industry
- Travel Demand Management policy information and resources

The goal of the program is to reduce traffic congestion in Monterey County by encouraging carpools, vanpools, transit, biking, walking, staggered work schedules, and telecommuting. The success of the program will be dependent upon public awareness and travel behavior change. A comprehensive and innovative marketing strategy and strong brand are needed to launch the program and engage the traveling public to participate.

The consultant hired will be expected to provide the following:

- Program Analysis & Background Research
- Develop Goals & Performance Measures
- Draft Brand Concepts
- Draft Strategic Marketing Plan
- Revise and Finalize Brand Concepts and Strategic Marketing Plan
- Final Strategic Marketing Plan
- Develop Marketing Collateral

#### ATTACHMENTS:

- Branding and Marketing Scope of Work

## ATTACHMENT A

### Scope of Work

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#### I. PROPOSED PROJECT

- A. The Transportation Agency for Monterey County (“TAMC”) is developing a traveler information and travel demand management program for Monterey County to address commuter, school and visitor traffic in Monterey County.
- B. A soft launch of the TAMC traveler information and travel demand management program is targeted for fall 2017 with a full launch of the program in spring 2018.
- C. The program consists of the following elements:
  - 1. Traveler information website (511monterey.org) – dynamic road conditions map, travel resources, link to Mobility Management platform, roadway construction info, Safe Routes to School resources
  - 2. Mobility Management Software & App – multimodal trip matching, trip planning, trip logging, vanpool management, incentives management, emergency ride home management event parking, bike parking, EV charging locations, surveys, data reports
  - 3. Emergency Ride Home Program
  - 4. Incentives & rewards
  - 5. Commuter Challenge and Bike Month campaigns
  - 6. Community outreach – employers, schools, government, universities and visitor-serving industry
  - 7. Travel Demand Management policy information and resources
- D. The success of the program will be largely dependent upon public awareness and travel behavior change. A comprehensive and innovative marketing strategy and strong brand are needed to launch the program and engage the traveling public to participate.

#### II. TAMC PROVIDED ITEMS AND SERVICES

- A. TAMC shall provide the selected Consultant with:
  - 1. Program information
  - 2. Timely review of submittals

#### III. ITEMS AND SERVICES TO BE PROVIDED BY CONSULTANT

- A. Consultant shall provide branding and marketing services, including:
  - 1. Providing professional, effective communication services
  - 2. Producing quality graphic design and copywriting
  - 3. Devising, implementing and coordinating marketing campaigns and promotions
  - 4. Developing effective social media strategies
  - 5. Developing media strategies
  - 6. Development of multimedia products such as webinars, videos, online training

- workshops
- 7. Extensive experience with marketing research to include focus groups, surveys interviews and assessments
- 8. Coordinating with multiple parties to meet deadlines
- 9. Working with image marketing, business marketing and business-to-business marketing

#### **IV. EXPECTED TASKS**

A. Branding and Marketing Services may include but are not limited to:

**1. Contract Award**

- TAMC will arrange a kick-off meeting with Consultant, TAMC staff and key stakeholders to identify data collection needs and finalize the scope of work and timeline

**2. Program Analysis & Background Research**

- Review and analyze program services/resources. Identify strengths and weaknesses of the program.
- Define target audiences
- Conduct necessary research to identify target audience preferences and brand strategies

**3. Goals & Performance Measures**

- Work with TAMC staff to develop marketing goals and performance measures
- Develop a guide for collecting performance measure data
- Include information as a chapter in the Strategic Marketing Plan

**4. Draft Brand Concepts**

- Develop brand concepts for the traveler information/travel demand management program and for the trip matching software tool/app. Brands should include new logos with corresponding URL, color scheme and formatting guidelines
- Present draft Brand Concepts to TAMC staff and key stakeholders

**5. Draft Strategic Marketing Plan**

- Prepare a draft Strategic Marketing Plan for the traveler information/travel demand management program including but not limited to the following:
  - Marketing and public outreach strategies for targeting key groups including youth, senior, visitors and employers, Spanish speakers, and social services clients
  - Strategies on how to capitalize on current processes to increase marketing opportunities
  - Draft messaging

- Implementation timeline that includes the launch of a new brand and software tool/app
- Marketing Budget
- Goals and Performance Measures
- Present draft Strategic Marketing Plan to TAMC staff and key stakeholders

**6. Revise and Finalize Brand Concepts and Strategic Marketing Plan**

- TAMC staff and stakeholders will review and comment on the draft brand concepts and Strategic Marketing Plan and return to consultant for revision
- Issues and recommendations will be addressed

**7. Approve Strategic Marketing Plan**

- Present final Brand Concepts and Strategic Marketing Plan to the TAMC Board for approval.

**8. Develop Marketing Collateral**

- Develop and produce creative multimedia marketing collateral based on the revised Strategic Marketing Plan

B. Estimated Scope of Work Timeline

<b>Task</b>	<b>Description</b>	<b>Deliverable</b>	<b>Deliverable Due</b>
1	Contract Awarded	Final scope of work and timeline	Week 1 (Oct 6)
2	Program Analysis and Background Research	Background report including defined target audience profiles	Week 3 (Oct 20)
3	Identify Marketing Goals and Performance Measures	Marketing Goals and baseline performance measures	Week 3 (Oct 20)
4	Draft Program and software tool Brand Concepts	Draft Brand Concepts	Week 5 (Nov 3)
5	Draft Strategic Marketing Plan	Draft Strategic Marketing Plan	Week 6 (Nov 10)
6	Revise and finalize program and software tool brand concepts and strategic marketing plan (including budget)	Revised brand concepts and strategic marketing plan	Week 9 (Dec 1)
7	Approve Marketing Strategy	Final Marketing	Week 10 (Dec 6)

*Traveler Information/Travel Demand Management Marketing RFP - SOW*

		Strategy and presentation to TAMC Board	
8	Develop marketing collateral	Multimedia Marketing collateral	Week6 (Nov 10) – Week18 (Feb 2)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Virginia Murillo, Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Transportation Development Act Allocation & Unmet Transit Needs**

### **RECOMMENDED ACTION:**

#### **Transportation Development Act Allocation & Unmet Transit Needs:**

1. **RECEIVE** list of Monterey County's unmet transit needs; and
2. **APPROVE** Monterey-Salinas Transit's application for state Transportation Development Act funds; and
3. **ADOPT** Resolution 2017-20 allocating \$16,655,774 in Transportation Development Act funds to Monterey-Salinas Transit for Fiscal Year 2017-18.

### **SUMMARY:**

As the Regional Transportation Planning Agency, TAMC oversees the approval process for allocating State funds devoted to local transit expenditures. TAMC annually seeks public input to identify unmet transit needs in Monterey County, and has coordinated with Monterey-Salinas Transit and its Mobility Advisory Committee to evaluate the unmet transit needs comments received through April 30, 2017.

### **FINANCIAL IMPACT:**

TAMC allocates all available Local Transportation Funds and State Transit Assistance funds to MST to support public transit service. The estimated amount of the total Fiscal Year 2017-18 allocation to MST is \$16,655,774, composed of \$14,755,385 of Local Transportation Funds and \$1,900,389 of State Transit Assistance funds.

### **DISCUSSION:**

The Transportation Development Act provides two major sources for funding of public transportation in California. The first, the Local Transportation Fund is derived from a ¼ cent of the general sales tax collected statewide. The second, the State Transit Assistance (STA) fund is derived from the statewide sales tax on diesel fuel.

Each February, the TAMC prepares an estimate of the Local Transportation funds it expects to be available in the coming fiscal year. LTF funds are apportioned to eligible uses in the following priority

order, pursuant to state law:

1. Transportation Agency Administration and Planning;
2. Bicycle & pedestrian projects via the TDA 2% program;
3. Public transit by jurisdiction, based on population as reported by the Dept of Finance; and
4. Construction and maintenance of local streets and roads.

There are no prescribed priorities for STA funds. Transit operations and capital projects are equally eligible for funding.

Prior to allocating Local Transportation Funds, TAMC is required to conduct a public hearing and outreach to identify unmet transit needs. Because TAMC no longer allocates Local Transportation Funds to local streets and roads, TAMC is no longer required to adopt a finding on unmet transit needs. However, TAMC still continues to solicit public input on unmet transit needs. This process is outlined in **Attachment 1**. The unmet transit needs comment list now serves as a public input tool for MST's short- and long-term transit service planning and improvements, and assists in prioritizing transit projects as funds become available. All comments are reviewed with MST staff to consider options to implement requests based on the time frame in which unmet transit needs can be met. Next, the Mobility Advisory Committee reviews the comments and provides input, and then the TAMC Board receives the final unmet transit needs comments list.

There are two unmet transit needs that are now on MST's implementation priority list. These are:

- More frequent service to Gonzales and Soledad
- More out of county medical trips that cost less

MST is planning to expand transit service for Line 23, with the goal of providing hourly service in the near future. MST is using Measure Q funds to expand the out of county medical trips program frequency and reduce the cost to passengers. The out of county medical trips program service area will also be expanded to Gonzales, Soledad, Greenfield and King City. Both of these transit needs are pending MST driver availability. Additionally, MST now provides real-time bus arrival information to passengers via the smartphone Transit App. The app shows next bus arrivals, locates their nearest bus stop, and allows the user to set alerts for preferred routes. The app is available at: <https://transitapp.com> This improvement will make it easier for passengers to use public transit, as they will have information bus arrival information readily available via their smart phones.

In the upcoming fiscal year, MST is unable to meet the unmet transit needs listed on pages 2, 3 and 4 in **Attachment 2**. For example, service expansion on Route 18 (Monterey – The Dunes via CSUMB) and service to San Juan Grade Road and Russell Road in Salinas are both unmet transit needs that are cost-prohibitive at this time. The unmet transit needs requests that are not able to be addressed this year will remain on the list and will be part of next year's unmet transit needs process.

Staff recommends that the Board approve MST's application and adopt Resolution 2017-20 (**Attachment 3**) allocating \$16,655,774 in Transportation Development Act funds to MST for public transit service in Monterey County for Fiscal Year 2017-18.

ATTACHMENTS:

- ▣ 1 - Unmet Transit Needs Process
- ▣ 2 - Unmet Transit Needs List
- ▣ 3 - Resolution 2017-20 TDA Fund Allocation



## About the Unmet Transit Needs Process

The California Legislature enacted the Transportation Development Act (TDA) in 1971 to improve public transit services and encourage regional transportation coordination. TDA statutes require transportation planning agencies using TDA funds for local streets and roads projects, to implement a public process, including a public hearing, to identify unmet transit needs of transit dependent or disadvantaged persons, and determine if unmet transit needs can be reasonably met.

In its role as the TDA fund administrator, the Transportation Agency for Monterey County annually solicits public input to identify unmet transit needs. Although TAMC no longer allocates TDA funds to local streets and roads, the Agency still continues to solicit public input on unmet transit needs.

The unmet transit needs process begins with public outreach to solicit comments on unmet transit needs. Public hearings to collect comments on unmet transit needs are held at a meeting of TAMC's Board of Directors and at a meeting of Monterey-Salinas Transit's Mobility Advisory Committee, which serves as TAMC's Social Services Transportation Advisory Council. TAMC's Board of Director's receives the final unmet transit needs list of comments.

## Unmet Transit Need Definition

An unmet transit need is a public transportation need that the public transportation system is not currently meeting and would be expected to generate sufficient ridership to meet the required 15% farebox recovery ratio, as set by the TAMC Resolution 2004-19 pursuant to TDA law.

## Unmet Transit Need Evaluation

Unmet transit needs are placed into the following categories:

1. Transit service improvement requests that would improve an existing service.
2. Transit service expansion requests that extend a transit route beyond its current limits and fill a gap in service.
3. Capital improvement projects that would enhance existing public transit facilities.

TAMC shares the list of unmet transit needs comments with Monterey-Salinas Transit, the only public transportation provider in the county. The unmet transit needs comments list serves as a public input tool for MST's short and long term transit service planning and improvements. TAMC works with MST to evaluate comments based on the time frame in which unmet transit needs can be met:

- Short term transit improvements are those that can be implemented in the current service year within MST's funding limits and without negatively impacting existing services.
- Long term transit improvements are those that would require additional funding beyond MST's current funding limits. Long term improvement comments remain on the unmet transit needs comment list until additional funding becomes available.

MST's Mobility Advisory Committee provides input on the categorized unmet transit needs comments list. This input serves to prioritize needs in the region, and is used to assist prioritizing transit projects as funds become available. The TAMC Board of Directors will receive the final list.

Unmet Transit Needs that are on Monterey-Salinas Transit’s implementation priority list:

Unmet Need Comment	Year Identified	Category	Timeline	Status in 2017
More frequent service to Gonzales and Soledad	2014	Category #1: improves an existing service	Short-term improvement.	MST is planning to expand transit service for Line 23, with the goal of providing hourly service in the near future. This service expansion requires additional drivers.
More out of county medical trips that cost less.	2014	Category #1: improves an existing service	Short-term improvement.	Using Measure Q funds, MST is planning on expanding the frequency and reducing the cost to passengers for the out of county Special Medical Trips Program. The service area is also being expanded to Gonzales, Soledad, Greenfield, and King City. MST plans to implement this program as soon as its contractor can provide adequate staffing to operate the added service.

**Unmet transit needs are placed into the following categories:**

1. Transit service improvement requests that would improve an existing service.
2. Transit service expansion requests that extend a transit route beyond its current limits and fill a gap in service.
3. Capital improvement projects that would enhance existing public transit facilities.

**Transit Needs Timeline**

- **Short term transit improvements** are those that can be implemented in the current service year within MST’s funding limits and without negatively impacting existing services.
- **Long-term transit improvements** are those that would require additional funding beyond MST’s current funding limits. Long-term improvement comments remain on the unmet transit needs comment list until additional funding becomes available.

Unmet Need Comment	Year Identified	Category	Timeline	Status in 2017
Service to San Juan Grade Road and Russell Road in Salinas	2014	Category #2: new service, fills a gap	Long-term improvement.	Identified as an unmet need establishing new or expanding service. MST is currently working with the City of Salinas and area developers to identify possible public transit service into the planned developments in this area in the next 5 to 10 years.
Increased frequency on Route 18	2014	Category #1: improves an existing service	Long-term improvement.	Service will require an additional vehicle which cannot be provided at this time without reallocating resources from other areas. There may, however, be routing changes to serve the new VA Clinic in Marina.
Shuttle service between Pinnacles National Park and Fort Hunter Liggett	2014	Category #2: new service, fills a gap	Long-term improvement.	This shuttle service is cost prohibitive, and would require resources being reallocated from other services/areas.
Service to Rancho Cielo	2014	Category #2: new service, fills a gap	Long-term improvement. However, need may be better met through a vanpool service.	Rancho Cielo transportation needs may be best met through a vanpool service that can pick up and drop off students at various locations. For MST, ridership projections are too low to meet the required farebox recovery ratio for the expanded service. Service to Rancho Cielo is identified in the Safe Routes to School program of TAMC's Measure X Transportation Safety & Investment Plan.

Unmet Need Comment	Year Identified	Category	Timeline	Status in 2017
Service to San Juan Bautista	2015/2017	Category #2: new service, fills a gap	Long-term improvement.	MST, in collaboration with San Benito County Local Transportation Authority, may explore applying for Federal intercity bus grant funding options to meet this need in the future.
CSUMB enhanced paratransit service on campus; more accessible vehicles are needed for student mobility on-campus	2015/2016/ 2017	Category #1: improves an existing service; Category #3: capital improvement	Long-term improvement.	Federal ADA requirements and operational constraints of the RIDES service make it challenging to provide this type of paratransit service as CSUMB students have a very narrow window of time to get from one class to another.
More frequent service between the Monterey Court House and South County communities.	2017	Category #1: improves an existing service; Category #2: new service, fills a gap	Long-term improvement.	Currently, transit access from South County communities to the Monterey Courthouse would be via Line 23 or Lines 82, 84, 85, and 86 and then a transfer in Salinas to Line 56. Service expansions on those lines is currently cost-prohibitive at this time.
More frequent service for Mee Memorial Hospital in King City	2014/2017	Category #1: improves an existing service	Long-term improvement.	Service to Mee Memorial Hospital is a terminal point for Line 23. This need may be met through MST's planned Line 23 service expansions.
Increased service to Big Sur. This winter's storms have impacted transportation into and out of the area for residents.	2017	Category #1: improves an existing service	Long-term improvement.	Line 22 service frequency increases between Memorial Day and Labor Day with 3 round trips per day. The service is designed for tourists to visit Big Sur. Ridership on the route is very low and increasing service on Line 22 would require the reduction in service on other higher performing routes.

Unmet Need Comment	Year Identified	Category	Timeline	Status in 2017
<p>Access for passengers going to the Blind &amp; Visually Impaired Center is challenging for MST buses during certain hours of the day due to lack of designated bus stop at the Center.</p>	<p>2017</p>	<p>Category #3: improvement projects that would enhance existing public transit facilities.</p>	<p>Long-term improvement.</p>	<p>The Blind &amp; Visually Impaired Center is coordinating with MST and the City of Pacific Grove to improve bus access to its facility along 3<sup>rd</sup> Street in Pacific Grove.</p>

**RESOLUTION NO. 2017-20  
OF THE  
TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)**

***FISCAL YEAR 2017-18 TRANSPORTATION DEVELOPMENT ACT FUND  
ALLOCATIONS TO PUBLIC TRANSIT OPERATORS***

**WHEREAS**, Fiscal Year 2017-18 Transportation Development Act applications to support public transportation systems have been received by the Transportation Agency for Monterey County and are summarized as follows:

<b>Jurisdiction</b>	<b>Fund</b>	<b>Type of Service</b>	<b>Operating and/or Capital</b>	<b>State Controller's Report Code</b>
Monterey-Salinas Transit	Local Transportation Fund	Fixed Route Transit Service and/or RIDES ADA paratransit	\$14,755,385	Art. 4 Transit 99260 (a) & 99260.7
Monterey-Salinas Transit	State Transit Assistance	Fixed Route Transit Service and/or RIDES ADA paratransit	\$1,900,389	Art. 6.5 PUC 99313.3
<b>Total</b>			\$16,655,774	

**WHEREAS**, Fiscal Year 2017-18 State Transit Assistance estimates have been prepared by the California State Controller describing the funding expected to be available for allocation by the Transportation Agency for Monterey County to public transit operators in Monterey County;

**WHEREAS**, State Assembly Bill 644 established the Monterey-Salinas Transit District that includes the cities of Carmel-by-the-Sea, Del Rey Oaks, Marina, Monterey, Pacific Grove, Salinas, Seaside, Sand City, Gonzales, Soledad, Greenfield, and King City, as well as the unincorporated population within three quarters of a mile of the MST fixed transit routes in the unincorporated area effective July 1, 2010, and which will have first priority to claim the Local Transportation Funds apportioned to these jurisdictions for public transit; and

**WHEREAS**, the County of Monterey and Monterey-Salinas Transit have a Memorandum of Understanding that describes the operating plan to implement special transit services in various unincorporated County areas and how those services are to be coordinated with other public transportation providers in Monterey County;

**WHEREAS**, the public and special transit services of the County of Monterey are responding to a transportation need not otherwise being met within the community;

**WHEREAS**, Article 4, Section 99260 of the Public Utilities Code states that claims may be filed under this article with the transportation planning agency by operators for the purpose of supporting public transportation systems; and

**WHEREAS**, the State of California pursuant to the Public Utilities Code, Chapter 4, Transportation Development Section 99313 and 99314 has made State Transit Assistance Funds available to transportation planning agencies to be allocated for public transportation purposes;

**WHEREAS**, Article 8, Section 99400 of the Public Utilities Code states that claims may be filed under this article with the transportation planning agency by counties and cities for the purpose of payment to any entity which is under contract with a county or city for public transportation or for transportation services for any group, as determined by the transportation planning agency, requiring special transportation assistance; and

**WHEREAS**, Monterey-Salinas Transit is able to claim all available Local Transportation Funds in Monterey County to support public transit service pursuant to the finding adopted by the Transportation Agency for Monterey County on June 23, 2010.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- (a) The public and special transit system operated by Monterey-Salinas Transit is found to be in conformity with the Regional Transportation Plan; and
- (b) The public and special transit systems operated by Monterey-Salinas Transit are found to be in compliance with Transportation Development Act (TDA) Section 99268.4, and are recovering at least 15% of their operating costs in passenger fares; and
- (c) The Transportation Agency for Monterey County (TAMC) hereby directs the Executive Director to claim Local Transportation Funds and State Transit Assistance as needed to support the public and special transit systems serving Monterey County.

**PASSED AND ADOPTED** by the Transportation Agency for Monterey County, State of California this 28<sup>th</sup> day of June, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**ALEJANDRO CHAVEZ, CHAIR  
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

**ATTEST:**

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**DEBRA L. HALE, EXECUTIVE DIRECTOR  
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**





TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Virginia Murillo, Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Transportation Development Act Triennial Audits**

### **RECOMMENDED ACTION:**

#### **Transportation Development Act Triennial Performance Audits:**

1. **ACCEPT** Triennial Performance Audits for the 3-year period ending June 30, 2016; and
2. **AUTHORIZE** staff to submit the Performance Audits to Caltrans by June 30, 2017.

### **SUMMARY:**

TAMC contracted with Michael Baker International to complete performance audits required by the Transportation Development Act for Monterey-Salinas Transit and for TAMC. The auditor recommended that TAMC amend the Transportation Development Act Guidelines pursuant to new State Transit Assistance law.

### **FINANCIAL IMPACT:**

The transit performance audits have been completed at a cost of \$34,972 using Local Transportation Funds budgeted for this purpose.

### **DISCUSSION:**

The California Legislature enacted the Transportation Development Act (TDA) of 1971 to improve existing public transportation services and encourage regional transportation coordination. Caltrans administers the TDA through each county's regional transportation planning agency. As the regional transportation planning agency for Monterey County, the Transportation Agency is responsible for administering the county's TDA funds, which includes authorizing funding to local transportation agencies for the purposes outlined in the TDA, and conducting an annual unmet transit needs assessment.

The Transportation Development Act provides two major sources for funding of public transportation in California. The first, the Local Transportation Fund is derived from a ¼ cent of the general sales tax collected statewide. The second, the State Transit Assistance (STA) fund is derived from the statewide sales tax on diesel fuel.

TAMC submits transit performance audits to the state every three years pursuant to the Transportation Development Act (TDA). The performance audits evaluate the efficiency and effectiveness, as defined in the Caltrans Performance Audit Guidebook, of Monterey-Salinas Transit, which is the county's sole public transit provider, and TAMC, which serves as the Local Transportation Fund administrator. Generally, the audits review each operator's financial and operating reports to determine compliance with state operating requirements. The audit determines compliance with administrative requirements, including timely submittal of required financial documentation, farebox recovery requirements, and a review of operating costs among other indicators. Any recommendations to correct findings identified in the audits, or for improvements needed by each operator to enhance the performance and cost-effectiveness of their respective transit services must be implemented in the next three-year audit period.

TAMC contracted with Michael Baker International in August 2016 to prepare the performance audits. Copies of the complete audits are available for review as **Web Attachments** to this report. The audit findings and recommendations are summarized below.

**Transportation Development Act Compliance:**

Monterey-Salinas Transit (MST): fully complied with all nine applicable state requirements for transit operators. These requirements include: timely submittals of annual reports and fiscal audits to the State Controller and to TAMC, annual CHP inspections and maintaining a farebox recovery ratio of more than 15%.

Transportation Agency for Monterey County: complied with applicable state legislative requirements for regional transportation planning agencies. These requirements include: adopting rules and regulations for the use of TDA funds, maintaining a citizens participation process, and timely submittals of fiscal audits to the State Controller.

**Recommendations:**

The auditors commended TAMC for developing in-house TDA Guidelines and recommended that TAMC clarify the required farebox recovery ratio for MST. Pursuant to SB 508, the auditors also recommend clarifying the calculation of the farebox recovery ratio to determine the eligibility of using State Transit Assistance funds for operations.

TAMC expects to implement the recommendations to improve administration and management related to TDA in 2017/18 by making amendments to the Agency's TDA Guidelines that incorporate the performance audit's recommendations.

**WEB ATTACHMENTS:**

[TAMC and MST Triennial Performance Audits](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Christina Watson, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** State Legislative Update

### **RECOMMENDED ACTION:**

**RECEIVE** state legislative update and **APPROVE** positions on bills pertaining to the Agency.

### **SUMMARY:**

On June 7, 2017, the Executive Committee received an update and recommended the Board approve positions as presented in this report.

### **FINANCIAL IMPACT:**

Several of the bills on this list could have positive or negative financial impacts to the Transportation Agency.

### **DISCUSSION:**

The Governor announced his "May Revise" budget on May 11, 2017. **Web Attachment 1** is the transportation summary of the revised budget proposal. The major adjustments for the transportation budget reflect the new funding, programs and oversight requirements created by Senate Bill 1. Many bills related to cap and trade are going through the legislature. **Web Attachment 2** is an article from the LA Times that gives a good overview of the proposals.

**Web Attachment 3** is the updated list of transportation legislation as of June 5. Changes to the list since the May 24 Board meeting are indicated with underline and cross-out.

New recommended position:

- Support SB 5 (De León): California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018. This bill was amended on May 10 to include funding for wildlife corridors, such as the Agency is investigating with the State Route 68 corridor study. Staff recommends support.

Of particular interest, the two bills TAMC is sponsoring this year are moving through the legislature:

- AB 696 (Caballero): Department of Transportation: Prunedale Bypass: County of Monterey: disposition of excess properties. AB 696, which would allow funding from the sale of the former Prunedale Bypass right-of-way to be made available to TAMC for projects in the US 101

corridor, passed the Assembly Transportation Committee on March 20, the Assembly Appropriations Committee on May 26, and the Assembly Floor on May 31. It is set for a hearing at the Senate Transportation and Housing Committee on June 20.

- SB 477 (Cannella): Intercity rail corridors: extensions. SB 477, which would allow intercity rail joint powers authorities to expand their corridors without the approval of the State Legislature, was amended on May 10 to add Assembly Members Caballero and Stone as co-authors. SB 477 passed Senate Transportation and Housing Committee on April 25, the Senate Appropriations committee on May 25, and the Senate floor on May 31. On May 26, it was amended per the State Transportation Agency to require the service extensions be consistent with the State Rail Plan. It is expected to go to the Assembly Transportation Committee next.

**Web Attachment 4** is the Agency's adopted 2017 legislative program.

**WEB ATTACHMENTS:**

1. [Governor Brown's May Revise budget: transportation summary](#)
2. [May 11, 2017 article in the LA Times, "Here's how California could change its cap-and-trade program for climate change"](#)
3. [TAMC Bill List as of June 5](#)
4. [FINAL TAMC 2017 Legislative Program](#)



**Memorandum**

**To:** Board of Directors  
**From:** Christina Watson, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** State Legislative Assistance Contract

**RECOMMENDED ACTION:**

**State Legislative Assistance Contract:**

1. **AUTHORIZE** the Executive Director to execute a contract with Khouri Consulting, in an amount not to exceed \$30,000 per year, to provide state legislative analyst/advocate services, for two years, with the option to extend another year at the same cost, subject to Agency Counsel approval;
2. **APPROVE** the use of the undesignated operating reserve budgeted to this purpose; and
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.

**SUMMARY:**

TAMC released a Request for Proposals for state legislative analyst/advocate services in March 2017. Three proposals were submitted. The Executive Committee recommends selection of Khouri Consulting due to their impressive legislative expertise in transportation issues.

**FINANCIAL IMPACT:**

The Agency budget contains an allowance of \$30,000 in undesignated operating reserve funds for services of state legislative assistance in fiscal year 2017/18. Staff proposes to set up a contract for two years and the option for a one-year renewal for a total cost of \$60,000-\$90,000. Utilizing state legislative assistance may result in the protection or allocation of several millions of dollars in additional transportation funds being devoted to transportation projects in the region. Funding for this type of assistance will come from the undesignated operating reserve.

**DISCUSSION:**

On March 22, 2017, the TAMC Board of Directors authorized staff to release a Request for Proposals (RFP) for State Legislative Analyst/ Advocate services, for a not-to-exceed amount of \$30,000 per year, for two years and the option for a one-year renewal.

On March 23, 2017, staff published the RFP and sent the solicitation to a list of firms who work in this field. TAMC received three submittals by the due date of April 27, 2017:

- JEA & Associates
- Khouri Consulting
- Nossaman LLP

A review panel was formed with representatives from the following agencies:

- County of Monterey Intergovernmental Affairs
- Monterey Salinas Transit District (MST)
- TAMC

The review panel read and scored the written submittals according to selection criteria listed in the RFP, for 20 points apiece:

1. **Responsiveness:** Demonstrates a history of providing timely responses to requests for information in a manner appropriate to the urgency of the request.
2. **Proactiveness:** Suggests bills and transportation-related developments or proposals to watch, hearings to attend, and/or grants to pursue. Shows ability to draft and promote Agency-sponsored bills and suggest a bill author.
3. **Positive Relationships:** Gets positive feedback/references from elected representatives, administration representatives, and California Transportation Commissioners. For example, receives positive comments from legislators, and shows success in setting up meetings in a timely manner and, as applicable, engaging with sponsors and author(s) of potential Agency bills.
4. **Quality of Work:** Produces written work of a high quality and with sufficient detail that would not require Legislative and/or Agency staff to rewrite or redo.
5. **Project Understanding:** Exhibits an understanding of the Agency's priority projects and ability to promote those priority projects. Exhibits a depth of knowledge of transportation funding and policy issues.

The review panel met on May 4, 2017, to discuss the proposals and references and unanimously agreed to recommend hiring Khouri Consulting. Khouri Consulting impressed the review panel with their demonstrated transportation expertise and contacts in the administration and legislature.

The project manager for this work would be Gus Khouri, who has close relationships with many of the key transportation players in Sacramento. Mr. Khouri has a demonstrated ability to draft and advocate for legislation, including a bill that he worked on for TAMC that enabled the Agency to pursue self-help status.

Khouri Consulting had all positive reviews from the references contacted, who praised the firm's expertise in state transportation legislative analysis, contacts with the legislature and the state, writing ability, and responsiveness.

Khouri Consulting is a small boutique firm that allows for a close relationship with the proprietor, and an ability to provide access and enable the Agency to form or strengthen relationships in Sacramento. Mr. Khouri is prepared to make personal appearances at Executive Committee and Board meetings

upon request and within the budgeted amount.

The Executive Committee voted 4-1 to support the recommendation of the selection committee, after a discussion regarding the timing of the contract start date.

**Attachment 1** is the scope of work and budget for the contract.

ATTACHMENTS:

- State Legislative Assistance Scope and Budget

## **EXHIBIT A: SCOPE OF SERVICES**

1. Consultant's services under this Agreement shall include but are not limited to the following:
  - a) Assist TAMC in determining positions on proposed legislation and recommend appropriate actions;
  - b) Advocate TAMC legislative positions based on strategy jointly developed and agreed upon by TAMC;
  - c) Advocate TAMC interests relating to legislative, regulatory or executive actions of the Legislature, the California Public Utilities Commission, the California Transportation Commission, the Office of the Governor, the California State Transportation Agency, and the Department of Transportation (Caltrans);
  - d) As appropriate, work with other agencies, interest groups and associations to develop a coalition of interests in support of TAMC positions;
  - e) Provide all technical, political and logistic support necessary for TAMC to appear or testify in legislative, regulatory or executive settings when desired by TAMC;
  - f) Assist with TAMC funding requests before the California Transportation Commission and Caltrans;
  - g) Assist TAMC in gathering information and analyzing political situations in connection with developing and implementing TAMC legislative goals; and
  - h) Provide periodic oral and written status reports on legislative, regulatory, executive and other political issues of interest to TAMC.
  
2. Issues on the 2017 legislative program that could require this assistance include:
  - 1S. Increase and preserve funding for transportation projects, support the constitutional protection of all transportation funding resources, and preserve regional discretion and priority-setting.
  - 2S. Encourage the state to increase investments in passenger rail and bus transit projects and seek funding for Monterey County projects.
  - 3S. Support legislation to transfer funding derived from the sale of excess rights-of-way purchased for the Prunedale Bypass project to priority projects in the region.
  - 4S. Support legislation to expand the Capitol Corridor Joint Powers Authority to Salinas, and to expand the Los Angeles-San Diego Rail Corridor Agency (LOSSAN) to San Francisco.



- 5S. Support legislation that promotes transit-oriented development, complete streets, alternative commutes, and active transportation projects.
  - 6S. Work with partner agencies to reach agreement on proposals for California Environmental Quality Act (CEQA) reform, while retaining environmental protections.
  - 7S. Support efforts to extend and expand Public Private Partnership authority, public tolling authority, and design-build authority, expand mode eligibility, and allow for regional control of such projects.
  - 8S. Support efforts to develop alternative funding sources to offset the reduction in gas tax revenues and ensure that any pay-by-the-mile funding is equitably assessed and distributed.
  - 9S. Support redefinition of “disadvantaged communities” in the Greenhouse Gas Reduction Fund (i.e., “cap and trade”) grant program guidelines to better reflect economic and rural area considerations, and seek funding from the program for regional priority projects.
  - 10S. Support measures to allow the California Department of Fish and Wildlife to allow Caltrans to adopt appropriate avoidance and mitigation measures to protect the Santa Cruz Long-Toed Salamander from potential impacts of the Highway 156 project.
  - 11S. Support funding proposals to enable cities and counties to implement storm water runoff requirements for transportation projects.
  - 12S. Support legislation that promotes transparency and access to information on rail transport of hazardous materials.
  - 13S. Support efforts to remove the Transportation Development Act’s Unmet Transit Needs hearing requirement if 100% of the TDA funds are already allocated to transit.
  - 14S. Support continued advance, lump-sum payments of state funds.
  - 15S. Support member agencies’ requests for state funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.
3. The Consultant Project Manager shall be: Gus F. Khouri

## **EXHIBIT B: BUDGET**

### **Payment for monthly services.**

TAMC shall pay Consultant Two Thousand Five Hundred Dollars (\$2,500) at the end of each month for the performance of all things necessary for, or incidental to, the performance of work as set forth in the Scope of Work, including any expenses or other costs, subject to receipt of a monthly invoice and progress report. Consultant's compensation under this paragraph is based on the performance of approximately ten (10) hours of work each month for TAMC.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Grant Leonard, Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Monterey County Call Box Program: Verizon Wireless Contract Amendment #1**

### **RECOMMENDED ACTION:**

#### **Monterey County Call Box Program: Verizon Wireless Contract Amendment #1:**

1. **APPROVE** contract Amendment #1 with Verizon Wireless extending the term of the agreement to June 30, 2019;
2. **AUTHORIZE** the Executive Director to execute documentation necessary to enter into the updated user agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless telephone services; and
3. **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.

### **SUMMARY:**

In 2012, following a competitive procurement process, the Transportation Agency contracted with Verizon Wireless to provide digital cellular service for call boxes in Monterey County. The service contract with Verizon Wireless is subject to the terms of the user agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless telephone services, which has been amended to extend service through June 30, 2019. This Amendment will bring the Agency's contract into compliance with the updated Western States Contracting Alliance agreement with Verizon Wireless.

### **FINANCIAL IMPACT:**

The terms of the current contract terms will remain in effect, and currently the Agency pays a rate of \$0.06 per minute. The current contract has a not to exceed amount of \$34,200, of which approximately \$24,000 is remaining. Staff estimates that the cost of this extension will be well within the remaining budget of the current agreement. The funding for the cellular service comes from the \$1 vehicle registration fee collected by the Department of Motor Vehicles.

### **DISCUSSION:**

Monterey County's call box system contains approximately 190 installed call boxes on most freeways and highways, as well as selected county roads. The Transportation Agency currently contracts with Verizon Wireless for digital cellular services for the call box program. The current agreement provides for a rate of \$0.06/min, no monthly services fees, free nights and weekends, and no annual term requirement or termination fees. The contract expires at the end of the current fiscal year, June 30, 2017.

Although the Agency currently has approximately 190 call boxes in use, the total number of call boxes in Monterey County is expected to decrease in the coming years as the Agency implements its Call Box Modernization Plan, which is currently being drafted. Staff anticipates that the actual Verizon costs will be lower than the budgeted amount because the system is likely to be smaller over the next two years as call boxes are removed under the Modernization Plan.

The current Verizon Wireless contract uses the pricing and terms and conditions of the Western States Contracting Alliance (WSCA) Multi-State contract to which the State of California subscribes. Using the WSCA contract allows TAMC to receive a significantly higher discount than it would otherwise qualify for as a single entity (since the pricing under the WSCA contract is based upon the 10,000+ line attainment level). The WSCA agreement was amended in August of 2014 to extend the term of the agreement to June 30, 2019.

Staff recommends amending the current agreement with Verizon Wireless, and authorizing the Executive Director to enter into the amended WSCA agreement to allow the agency to be in concurrence with the WSCA agreement, and continue to provide digital cellular service to the Monterey County call box system through June 30, 2019.

#### ATTACHMENTS:

- Amendment #1 to Verizon Wireless Contract

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

THIS AMENDMENT NO. 1 to the agreement dated July 1, 2012 between the Transportation Agency for Monterey County, hereinafter referred to as "TAMC", and Verizon Wireless, hereinafter referred to as "Consultant", is hereby entered into between TAMC and the Consultant as of the date this Amendment is approved by TAMC.

**RECITALS:**

- A. **WHEREAS**, TAMC and Consultant entered into an agreement for professional services on July 1, 2012, hereinafter referred to as "Agreement"; and
- B. **WHEREAS**, TAMC executed the documentation necessary to enter into a user agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless telephone services;
- C. **WHEREAS**, the user agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless telephone services was amended in August 2014 to extend the term of service to June 30, 2019;
- D. **WHEREAS**, TAMC and Consultant desire an extension of the Agreement to June 30, 2019 in order to be in agreement with the amended agreement with Western States Contracting Alliance and the State of California with respect to Verizon Wireless.

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

**1. TERM OF AGREEMENT**

The term of this Agreement is extended to June 30, 2019.

**2. NO OTHER TERMS CHANGED**

All other terms of the Agreement, including the "not to exceed" amount, remain in full effect.

An executed copy of this Amendment No. 1 shall be attached to the Agreement and shall be incorporated as if fully set forth therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment of the Agreement with Verizon Wireless.

TAMC:

CONSULTANT:

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

\_\_\_\_\_  
Consultant

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

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

Approved as to form:

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

\_\_\_\_\_  
(date)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Michael Zeller, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **New Federal Regional Surface Transportation Program Funds**

### **RECOMMENDED ACTION:**

**RATIFY** the request for Caltrans to program up to \$1.17 million of federal Regional Surface Transportation Program funds to the County of Monterey's Castroville Bicycle and Pedestrian Path and Railroad Crossing project, contingent upon the County of Monterey shifting \$248,249 of local funds to the Holman Highway 68 Roundabout project.

### **SUMMARY:**

The Transportation Agency was recently notified of \$1.17 million of deobligated Regional Surface Transportation Program funds that are available for programming. Agency staff is recommending to program the federal funds to the Castroville Bicycle and Pedestrian Path and Railroad Crossing project to fund the project's additional costs, while shifting a portion of local funds from the Castroville project to cover unanticipated costs related to the Holman Highway 68 Roundabout project, which cannot use federal funds.

### **FINANCIAL IMPACT:**

The Castroville Bicycle and Pedestrian Path total project cost, including all phases, is \$10.6 million with the construction phase now constituting \$7.565 million of the total. The project was programmed with \$6.637 million in State Transportation Improvement Program Funds for the construction phase. The federal Regional Surface Transportation Funds is proposed to make up the \$928,932 difference. Agency staff is pursuing using the full \$1.17 million in federal funds on Castroville, and shifting the balance of \$248,249 in local funds to the Holman Highway 68 Roundabout.

### **DISCUSSION:**

On the May 31, 2017 Caltrans Local Assistance Monthly Activity Report, the Agency was notified of a \$1.17 million balance in federal Regional Surface Transportation Program funds. After researching the issue with Caltrans Local Assistance and Subvention Management, it was determined that these funds were initially obligated for use in 2004 but went unused, and have since been de-obligated. The Transportation Agency participates in the State's Regional Surface Transportation Program Exchange,

whereby federal RSTP funds are exchanged for State funds that allow more flexibility in use.

However, since the funds in question were de-obligated, they are not eligible for the Exchange program and remain federal funds.

Currently, Caltrans has Obligation Authority to program these funds until June 30, 2017. Obligation Authority is a federal limitation placed on the amount of funds that a State may spend against its apportionments of federal funds within a given fiscal year. After June 30, the funds could potentially be subject to the federal rescission process, where some amount of the unused funds lapse. Caltrans would then receive Obligation Authority again on the remaining balance of the funds in May 2018.

In order to program these federal Regional Surface Transportation Program funds by June 30, 2017, there are several criteria that need to be met for a project:

- The project needs to be programmed currently with other federal funds;
- The project needs to be listed in the Federal Transportation Improvement Program; and
- The use of the funds needs to cover a cost increase, rather than supplanting existing project funds.

Based on those criteria, the project that is best suited to use these funds would be the County of Monterey's Castroville Bicycle and Pedestrian Path and Railroad Crossing. This project is currently programmed with \$6.637 million in federal State Transportation Improvement Program funds, and because of that is listed in the Federal Transportation Improvement Program. The project is also in need of \$928,932 of additional funds to cover cost increases related to lighting and architectural treatments.

For the remaining balance of federal Regional Surface Transportation Program funds (\$248,249), Transportation Agency staff is coordinating with the County of Monterey to shift local funds to the Holman Highway 68 Roundabout project to cover a portion of the additional \$400,000 in funding needed for that project. The cities of Monterey and Pacific Grove are anticipated to cover the remaining additional costs for the roundabout project. The Holman Highway 68 Roundabout project is not currently federalized, so Agency staff is proposing to shift local funds to that project, and use the full balance of federal Regional Surface Transportation Program funds on Castroville. This federal funding request would be contingent upon the County's ability to shift local funds to the Holman Highway 68 Roundabout.

To program these federal Regional Surface Transportation Program funds, the County of Monterey needs to submit a revised Finance Letter to Caltrans Local Assistance demonstrating the use of the funds. For the federal match requirement of 11.47%, the County is eligible to use toll credits as match. Caltrans Local Assistance will then review and submit the request to Caltrans Headquarters, which will have final approval over the use of the funds.



## *Memorandum*

**To:** Board of Directors  
**From:** Christina Watson, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** Salinas Rail Project Structure Hazardous Materials RFP

### **RECOMMENDED ACTION:**

**AUTHORIZE** staff to publish a Request for Proposals for hazardous materials testing and disposal monitoring of structures owned by the Agency that are scheduled for demolition in the area around the Salinas Intermodal Transportation Center, subject to the review and approval of Agency counsel.

### **SUMMARY:**

The Salinas Rail Extension Kick Start Project is at 75% design, property is being acquired for the project, utility relocations are under negotiation, and now is the time to proceed with tasks required to demolish the structures acquired by TAMC for the project.

### **FINANCIAL IMPACT:**

The total Kick Start project budget for all phases of work is \$69 million funded through secured state funding; the estimated cost of the construction phase is \$30 million. The project budget includes funding for hazardous materials testing and demolition activities. The independent cost estimate for this request for proposals is \$80,000.

### **DISCUSSION:**

TAMC is planning for the extension of rail service from Santa Clara County to Monterey County, known as the “Salinas Rail Extension Project”. This project extends passenger rail service from Santa Clara County south to Salinas (68 miles). TAMC is currently pursuing a first phase of the Salinas Rail Extension Project, called the “Kick Start Project”. The Kick-Start project includes improvements at the Salinas Station (Package 1), a two-train layover facility in Salinas (Package 2), and improvements to the Union-Pacific-owned Coast Main Line track between Gilroy and Salinas, track improvements in Gilroy to allow for run-through service, and minor improvements to the Gilroy, Morgan Hill and San Jose Tamien stations (Package 3).

Transportation Agency staff is seeking to request proposals from qualified consultants for the testing and disposal monitoring of hazardous materials of structures to be demolished in Package 1 of the



Kick Start project. The testing of hazardous materials in advance of contracting with a demolition contractor is necessary to ensure that the bids the Agency receives for demolition are accurate and contain any potential costs associated with the presence and disposal of hazardous materials.

**Online as a Web Attachment** is the draft scope of work for the Request for Proposals, subject to review and approval by Agency counsel. The tasks under this contract include hazardous materials testing and disposal planning, and the monitoring of the demolition contractor to ensure compliance with the disposal plan.

The RFP schedule is proposed as follows:

<u>Date/ Timeframe</u>	<u>Task</u>
June 28, 2017	Release RFP
July 7, 2017	Questions Due
July 14, 2017	Revised RFP released (if necessary)
August 4, 2017	Proposals Due
August 5-11, 2017	Sub-committee review and ranking of submittals
August 14-21, 2017	Interviews, if necessary
August 24, 2017	Recommendation to the Rail Policy Committee
September 11, 2017	Rail Policy Committee recommendation to TAMC Board
September 27, 2017	TAMC Board approval of consultant contract
September 27-October 6, 2017	Circulate contract for signatures; issue Notice to Proceed
October 2017	Kick-off meeting

**WEB ATTACHMENTS:**

[Salinas Rail Extension - Hazardous Materials Testing Scope of Work](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Christina Watson, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Salinas Kick Start Construction Management Request for Proposals**

### **RECOMMENDED ACTION:**

**AUTHORIZE** staff to publish a Request for Proposals for construction management for the Salinas Rail Extension Kick Start project, subject to the review and approval of Agency counsel.

### **SUMMARY:**

The Salinas Rail Extension Kick Start Project is at 75% design, property is being acquired for the project and utility relocations are under negotiation. It is now time to seek a firm to perform construction management for the project.

### **FINANCIAL IMPACT:**

The total Kick Start project budget for all phases of work is \$69 million funded through secured state funding; the estimated cost of the construction phase is \$30 million. The project budget includes funding for construction management activities. The independent cost estimate for this request for proposals is \$4.3 million.

### **DISCUSSION:**

TAMC is planning for the extension of rail service from Santa Clara County to Monterey County, known as the “Salinas Rail Extension Project”. This project extends passenger rail service from Santa Clara County south to Salinas (68 miles). TAMC is currently pursuing a first phase of the Salinas Rail Extension Project, called the “Kick Start Project”. The Kick-Start project includes improvements at the Salinas Station, a two-train layover facility in Salinas, improvements to the Union-Pacific-owned Coast Main Line track between Gilroy and Salinas, track improvements in Gilroy to allow for run-through service, and minor improvements to the Gilroy, Morgan Hill and San Jose Tamien stations.

Approval of this action will allow TAMC to request proposals from qualified consultants for the construction management of the Kick Start project.

**Online as a Web Attachment** is the draft scope of work for the Request for Proposals, subject to

review and approval by Agency counsel. The tasks under this contract include the review of the 75% and 100% designs and bid documents, oversight of structure demolition (demolition itself will be a separate contract), oversight of utility relocations, and finally construction oversight.

The RFP schedule is proposed as follows:

<u>Date/ Timeframe</u>	<u>Task</u>
June 28, 2017	Release RFP
July 7, 2017	Questions Due
July 14, 2017	Revised RFP released (if necessary)
August 4, 2017	Proposals Due
August 5-11, 2017	Sub-committee review and ranking of submittals
August 14-21, 2017	Interviews, if necessary
August 24, 2017	Staff recommendation to the Rail Policy Committee
September 11, 2017	Rail Policy Committee recommendation to TAMC Board
September 27, 2017	TAMC Board approval of consultant contract
September 27-October 6, 2017	Circulate contract for signatures; issue Notice to Proceed
October 2017	Kick-off meeting

**WEB ATTACHMENTS:**

[Salinas Rail Extension Construction Management - Scope of Work](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Hank Myers, Senior Transportation Planning Engineer  
**Meeting Date:** June 28, 2017  
**Subject:** Cal Am Reimbursement Agreement

### **RECOMMENDED ACTION:**

**AUTHORIZE** staff to proceed with entering into a reimbursement agreement to recover costs associated with the granting of water pipeline easements, subject to counsel approval; and returning to the Board for consideration of the easement acquisition agreement.

### **SUMMARY:**

California American Water (Cal Am) desires to obtain water pipeline easements for segments of the Monterey Peninsula Water Supply Program (MPWSP) located within the Agency-owned Monterey Branch Line rail corridor. A reimbursement agreement between the Agency and Cal Am for the proposed easement acquisitions would allow the Agency to obtain repayment of the costs to TAMC associated with the granting the easements.

### **FINANCIAL IMPACT:**

The Agency expects to incur certain evaluation costs and expenses, including costs associated with obtaining appraisals; legal assistance; negotiation assistance; review of legal descriptions and plats; CEQA review as a responsible agency; and staff administrative time. The Agency also expects to incur construction oversight costs including including costs associated with plan checking, encroachment permitting, and independent compliance inspection of the construction. Cal Am would reimburse the Agency for reasonably incurred costs in accordance with the terms of a deposit and reimbursement agreement. The consultant appraisal, negotiation and legal services are estimated to cost between \$60,000 to \$70,000 and will be determined based on the results of the Request for Proposals. Staff administrative costs will be ongoing during the period of the agreement and are estimated to cost between \$15,000 to \$30,000. The Agency initial costs would be funded by the current Monterey Branch Line lease revenues and subsequently reimbursed by Cal Am.

### **DISCUSSION:**

Cal Am has been in discussions with Agency staff about obtaining water pipeline easements for

segments of the Monterey Peninsula Water Supply Program (MPWSP) located within the Agency-owned Monterey Branch Line rail corridor. The water pipeline will run approximately 9.1 miles from Light Fighter Boulevard in Seaside to Merritt Street in Castroville. Cal Am is interested obtaining in a new permanent easement and a temporary construction easement. The permanent easements would be 20 ft wide for single pipeline locations and 25 ft wide for dual pipeline locations. The temporary construction easement would require the full 100 ft width and would be needed for the entire construction period. The project has been experiencing some delays in approval and is still in the environmental review stage. The final Environmental Impact Report is expected to be completed in late 2017, followed by execution of easements by about late 2017 to early 2018. The construction is currently scheduled for a two year period from June 2018 through May 2020.

An independent appraisal is necessary in order to assure that fair market value is paid for the easements. Prior TAMC board approval was obtained at the March 22, 2016 for staff to issue a Request for Proposal for appraisal services, legal assistance and negotiation assistance for the easements. Agency staff also expect to incur construction oversight costs including costs associated with plan checking, encroachment permitting, and independent compliance inspection of the construction. Direct costs, including consultant and legal costs, shall be reimbursed without markup. Staff administrative costs would be charged at the hourly, fully burdened rates.

A reimbursement agreement between the Agency and Cal Am for the proposed easement acquisitions would allow the Agency to obtain repayment of the costs to TAMC associated with the granting the easements. The agreement would include an initial deposit by Cal Am to the Agency, followed by subsequent additional deposits in accordance with the terms outlined in the the deposit and reimbursement agreement. The additional deposits would be for additional reasonable expenditures incurred by the Agency. The Agency would notify Cal Am and provide a budget describing the additional expenditures. Once approved, Cal Am would deposit the additional sum to increase the remaining deposit to the amount necessary to cover the Agency's remaining costs. This process would be repeated as necessary. The Agency would then draw from the deposited funds to pay the reimbursable costs. The consultant appraisal, negotiation and legal services are estimated to cost between \$60,000 to \$70,000 and will be determined based on the results of the Request for Proposals. Staff administrative costs would be ongoing during the period of the agreement and are estimated to cost between \$15,000 to \$30,000.

After receiving Board authorization to enter in the reimbursement agreement, staff will work with Cal Am to finalize the terms of the reimbursement agreement and set up the deposit fund for reimbursement of reasonable costs. This would be followed by the release of the Request for Proposals for appraisal services, legal assistance and negotiation assistance for the water pipeline easements within the Agency-owned rail corridor. The process of valuing and granting the easements is expected to take several months. Staff would then return to the board for consideration of the easement acquisition agreement for the new Cal Am water pipeline.

#### ATTACHMENTS:

- Agreement

**DEPOSIT AND REIMBURSEMENT AGREEMENT BETWEEN  
TAMC AND CALIFORNIA AMERICAN WATER FOR  
MPWSP PROPOSED EASEMENT ACQUISITION**

This Deposit and Reimbursement Agreement ("**Agreement**") is made and entered into by and between the Transportation Agency for Monterey County ("**TAMC**"), a California local area agency created pursuant to California Government Code section 67930, and California-American Water Company, a California corporation ("**CAWC**"). TAMC and CAWC are individually referred to herein as a "Party," and collectively as the "Parties."

**RECITALS**

A. In April of 2012, CAWC filed an application for a Certificate of Public Convenience and Necessity ("**CPCN**") with the California Public Utilities Commission ("**CPUC**") for approval of the Monterey Peninsula Water Supply Project ("**MPWSP**"). As proposed, the MPWSP would include slant source water wells, a desalination plant, product water pipelines, and related appurtenant facilities.

B. TAMC owns the fee title of the abandoned rail line of the Southern Pacific Transportation Company known as the Monterey Branch Line ("**TAMC ROW**"), which includes an area extending from the City of Seaside to the unincorporated community of Castroville, within the County of Monterey.

C. CAWC proposes to purchase a temporary easement for construction purposes and a permanent easement for water pipeline and related purposes within the TAMC ROW ("**Easements**") in order to convey product water from the MPWSP desalination plant to CAWC's distribution system ("**CAWC's Proposal**").

D. The CPUC is the lead agency for the MPWSP under the California Environmental Quality Act ("**CEQA**"). The Draft Environmental Impact Report/Environmental Impact Statement ("**DEIR/DEIS**") was released for public comment in January of 2017. The DEIR/DEIS evaluates the proposed facilities and improvements, including those proposed to be located in the TAMC ROW.

E. TAMC is willing to consider CAWC's Proposal, and expects to incur certain evaluation costs and expenses, including costs associated with obtaining appraisals; legal assistance; negotiation assistance; review of legal descriptions and plats; CEQA review as a responsible agency; and staff administrative time. Further, if CAWC's Proposal is ultimately approved by TAMC, TAMC expects to incur construction oversight costs including costs associated with plan checking, encroachment permitting, and independent compliance inspection of the construction (collectively, "**TAMC Costs**").

F. CAWC and TAMC desire to enter into this Agreement to provide for reimbursement to TAMC of the TAMC Costs reasonably incurred in evaluating CAWC's Proposal and, if applicable, in oversight of construction by CAWC or its contractors within the Easements ("**TAMC Activities**").

G. CAWC and TAMC both acknowledge that this Agreement is intended to cover TAMC Costs only and is not intended to cover any payments to TAMC by CAWC for the purchase of the Easements or any other interests in real property.

NOW THEREFORE, in consideration of the above Recitals, which are true and correct and incorporated herein by this reference, and of other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

1. Term. The term of this Agreement shall commence on the date it has been executed by both Parties and expire upon the completion of the TAMC Activities, unless earlier terminated by one of the Parties. Either Party may terminate this Agreement for any reason or for no reason, upon ten (10) days prior written notice to the other Party. For purposes of this Agreement, the date of completion of the TAMC Activities shall be established by written notice from TAMC to CAWC.

2. Deposit; Additional Advances; Accounting; Survival.

A. Deposit. Within fourteen (14) days of execution of this Agreement by both Parties, CAWC shall deposit with TAMC the sum of Forty Thousand Dollars (\$40,000) ("**Initial Deposit**") that shall be used solely to reimburse TAMC for its reasonably incurred TAMC Costs.

B. Additional Deposits. If the Initial Deposit balance is reduced to \$5,000.00 or less, TAMC shall so notify CAWC in writing and provide to CAWC for its approval a budget describing TAMC's anticipated additional reasonable expenditures necessary to complete evaluation of CAWC's Proposal. CAWC shall exercise its reasonable discretion in reviewing the proposed budget and shall consult with TAMC staff before disapproving any item in the proposed budget.

If CAWC does not approve the budget, TAMC shall have no obligation to continue to perform the TAMC Activities and either Party may terminate this Agreement. If CAWC approves the budget, CAWC shall deposit with TAMC such additional sums as necessary to cover TAMC's anticipated remaining costs and expenses described in the budget, up to the Initial Deposit amount. This process may be repeated as necessary, for example if TAMC approves CAWC's Proposal, the budget may be revised to include construction oversight costs. Notwithstanding the foregoing, TAMC may cease all work related to the TAMC Activities until any additional deposit amounts have been received by TAMC. The Initial Deposit and any additional deposits shall be collectively referred to as the "**Deposit(s).**"

C. Accounting. The Deposit(s) may be commingled with other TAMC funds for purposes of investment and safekeeping, but TAMC shall at all times maintain records as to the expenditure of the Deposit(s). TAMC shall provide CAWC with an accounting of TAMC's use of the Deposit(s) upon written request by CAWC, but not more frequently than once every thirty (30) days.

D. Survival. The provisions of this Section 2 shall survive the expiration or termination of this Agreement, until all TAMC Costs reasonably incurred prior to the termination of the Agreement are paid.

3. Administration of Deposit(s). The Deposit(s) shall be administered as follows:

A. TAMC may draw upon the Deposit(s) from time to time to pay the reasonably incurred TAMC Costs. Direct costs, including consultant and legal costs, shall be reimbursed without markup. The hourly, fully burdened rates to be charged to CAWC for TAMC staff anticipated to provide services necessary to evaluate CAWC's Proposal and provide any construction oversight are attached as Exhibit A. TAMC may use the Deposit(s) to pay for TAMC staff costs at the rates shown in Exhibit A; TAMC staff shall track and record such time and have such records available for review by CAWC as provided for in Section 2.C.

B. Within thirty (30) calendar days following written notice from TAMC to CAWC that the TAMC Activities are complete, or within thirty (30) calendar days following the expiration or termination of this Agreement, TAMC shall refund any unused portion of the Deposit(s) to CAWC and provide a final accounting of TAMC's use of the Deposit(s).

4. Indemnification. CAWC shall indemnify, defend, and hold harmless TAMC, the members of its governing body, its officers, employees, and agents (collectively, "**Indemnitees**"), from and against any claim, demand, damage, liability, loss, cost, expense, causes of action, proceedings, judgments, penalties, liens and losses, of any nature whatsoever, including reasonable fees of accountants, attorneys and other professionals, and all reasonable costs associated therewith, death or injury to any person or injury to any property (collectively, "**Damages**"), whether actual, alleged or threatened, arising out of, pertaining to, or relating to the performance of the TAMC Activities, except for Damages arising from the active negligence, sole negligence, recklessness or willful misconduct of Indemnitees, as determined by final arbitration or court decision or by the agreement of the Parties. The provisions of this Section 4 shall survive the expiration or termination of this Agreement.

5. Assignment. CAWC shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without TAMC's prior written consent.

6. Notices. Any notices that either Party may desire to give to the other Party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, including Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the Party as set forth below or at any other address as that Party may later designate by notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To TAMC: TAMC  
55-B Plaza Circle  
Salinas, California 93901  
Attention: Hank Myers

To CAWC: California American Water  
511 Forest Lodge Road, Suite 100  
Pacific Grove, California 93950  
Attn: Engineering Manager

7. Modifications. This Agreement may be supplemented, amended or modified only by a writing signed by both Parties.

8. Governing Law; Forum; Attorney Fees. TAMC and CAWC understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the Parties to this Agreement and also govern the interpretation of this Agreement. The Parties may agree to mediate or arbitrate any dispute concerning this Agreement. Any litigation concerning this Agreement shall take place in the superior or federal district court with geographic jurisdiction over TAMC (Monterey County). In the event such litigation is filed by one Party against the other to enforce its rights under this Agreement, the prevailing Party, as determined by the judgment of the court or an arbitrator, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.



9. Word Usage. Unless the context clearly requires otherwise, (a) the word "shall" is mandatory, and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" and "including" are not limiting. The term "days" shall mean calendar days.

10. Time of Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

11. Severability. If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable or invalid for any reason, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

12. Ambiguities. Each Party and its counsel have participated fully in the review and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement.

13. Waiver. No delay or omission to exercise any right, power or remedy accruing to TAMC under this Agreement shall impair any right, power or remedy of TAMC, nor shall it be construed as a waiver of, or consent to any breach or default. No waiver of any breach, any failure of any condition, or any right or remedy under this Agreement (1) shall be effective unless it is in writing and signed by the Party making the waiver; (2) shall be deemed to be a waiver of, or consent to any other breach, failure of a condition, or right or remedy, or (3) shall be deemed to constitute a continuing waiver unless the writing expressly so states.

14. Entire Agreement. This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each Party is entering into this Agreement based solely upon the representations set forth herein and upon each Party's own independent investigation of any and all facts such Party deems material.

15. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

16. Authority to Execute this Agreement. The person or persons executing this Agreement on behalf of CAWC and TAMC warrant and represent that he or she has the authority to execute this Agreement on behalf of CAWC or TAMC as applicable and has the authority to bind CAWC or TAMC as applicable to the performance of its obligations hereunder.

The Parties hereto have executed this Agreement on the dates set forth below.

**CAWC:**

CALIFORNIA-AMERICAN WATER  
COMPANY, a California corporation

By: \_\_\_\_\_  
Christopher Cook, Engineering Manager

Date:

**TAMC:**

TRANSPORTATION AGENCY FOR MONTEREY  
COUNTY, a California local area agency

By: \_\_\_\_\_  
[INSERT NAME AND TITLE]

Date:

Approved as to Form:

By: \_\_\_\_\_  
Agency Counsel

**EXHIBIT A**

**TAMC Staff Rates**

**[INSERT]**



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Dave Delfino, Finance Officer / Analyst  
**Meeting Date:** June 28, 2017  
**Subject:** **Extension of Branch Line Leases with P & S Real Estate**

### **RECOMMENDED ACTION:**

**AUTHORIZE** the Executive Director to execute two lease extensions with P & S Real Estate Co.

### **SUMMARY:**

P & S Real Estate Co exercised their options to extend the Monterey Branch Line right-of-way leases they presently have with the Agency for an additional three year period. It is in the Agency's best economic interest to continue these leases.

### **FINANCIAL IMPACT:**

The P & S Real Estate Co. leases will generate rent of \$ 28,171.80 per year for the Agency.

### **DISCUSSION:**

P & S Real Estate Co. has been leasing two separate parcels totaling 20,600 square feet of the Monterey Branch Line right-of-way since April of 2005. They have been very good tenants. They have complied with all the terms of the present leases. In the proposed lease extension, the original lease term shall be extended for an additional three years beginning July 1, 2017 and ending June 30, 2020. These leases contain provisions that allow the Agency to cancel on a twelve months notice when the property is needed for the Monterey Branch Line transit project.

### **ATTACHMENTS:**

- Real Property Leases between the Agency and P & S Real Estate Co.

## FIRST AMENDMENT TO REAL PROPERTY LEASE

This First Amendment to Lease Agreement ("First Amendment") is entered into as of the date appearing above the signature lines hereunder by and between Transportation Agency for Monterey County, LESSOR, and P&S Real Estate Co., a California General Partnership, LESSEE.

### RECITALS

A. LESSOR and LESSEE entered into that certain "Real Property Lease" dated June 13, 2014 ("Lease"), for the raw land located in the City of Sand City, encompassing an approximate area of 7,800 square feet represented by a Fifty (50) foot encroachment into the railroad right-of-way for an approximate length of One Hundred Fifty-Six (156) feet ("Property").

B. The initial term under the Lease was for three (3) years beginning July 1, 2014 and ending June 30, 2017.

C. Paragraph 2 of the Lease provides LESSEE an option to extend its lease the Property for additional three (3) year periods up to eight (8) times.

D. LESSEE has given written notice to LESSOR of its intent to exercise its option to renew the Lease for an additional three-year period.

E. The parties wish to amend the Lease to extend the term for an additional three (3) years.

### TERMS

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Term.** Section 2 of the Lease shall be amended to read as follows:

"2. **Term.** The original term shall be extended for an additional three (3) years beginning July 1, 2017 and ending June 30, 2020, unless sooner terminated as provided in the Lease. If LESSOR intends to continue to offer the Property for lease, LESSEE is granted an option to lease the Property for another three (3) year term. So long as LESSOR continues to offer the Property for lease, and provided that LESSEE is not in default of the Lease, LESSEE shall have the option to renew this Lease, up to seven (7) more times for additional three-year periods. If LESSEE intends to exercise its option to renew the lease for any of the option periods, LESSEE shall give written notice to LESSOR of its intent to exercise such option at least sixty (60) days prior to the expiration of the Term, as such is described in the Lease, or any applicable option period."

2. **Rent.** Section 4 of the Lease shall be amended to read as follows:

“Effective July 1, 2017, LESSEE agrees to pay LESSOR a monthly payment of Eleven point forty cents (\$0.1140) per square feet based on 7,800 square feet rented (the sum of Eight Hundred Eighty-Eight Dollars and Eighty-Six Cents (\$888.86)). Rent shall increase at a rate of three percent (3%) annually for each year of such term, cumulative and compounded. Rental rates for nine (9) years, based upon the formula described herein, have been calculated and is attached hereto as Attachment A. Thereafter, the rental is subject to negotiation by the parties during the period that LESSEE has to exercise its option and renew the LEASE prior to its expiration. If the parties do not agree to renewal and the rental at least sixty (60) days prior to expiration of the Lease or any option period, LESSOR may offer the Property for lease to another party at the same or a higher rental amount than it offered to LESSEE.”

3. Except as herein set forth, the parties confirm that all provisions of the Lease remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Real Property Lease as of the date written below.

Dated: \_\_\_\_\_, 2017

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY, LESSOR:**

BY: \_\_\_\_\_

\_\_\_\_\_  
Executive Director

**P & S REAL ESTATE CO., LESSEE**  
A California General Partnership

By: \_\_\_\_\_  
Peter E. Blackstock, General Partner

Approved as to form:

Kay Reeman 6/8/17  
TAMC Counsel

Attachment A

**P & S Real Estate Co.**

3% increase per year

Year	Monthly Rent	Per Square Foot
17/18	\$ 888.86	\$ 0.1140
18/19	\$ 915.52	\$ 0.1174
19/20	\$ 942.99	\$ 0.1209
20/21	\$ 971.28	\$ 0.1245
21/22	\$ 1,000.42	\$ 0.1283
22/23	\$ 1,030.43	\$ 0.1321
23/24	\$ 1,061.34	\$ 0.1361
24/25	\$ 1,093.18	\$ 0.1402
25/26	\$ 1,125.98	\$ 0.1444

## FIRST AMENDMENT TO REAL PROPERTY LEASE

This First Amendment to Lease Agreement ("First Amendment") is entered into as of the date appearing above the signature lines hereunder by and between Transportation Agency for Monterey County, LESSOR, and P&S Real Estate Co., a California General Partnership, LESSEE.

### RECITALS

A. LESSOR and LESSEE entered into that certain "Real Property Lease" dated June 13, 2014 ("Lease"), for the raw land located in the City of Sand City, encompassing an approximate area of 12,800 square feet represented by a Fifty (50) foot encroachment into the railroad right-of-way for an approximate length of Two Hundred Fifty-Six (256) feet (hereinafter, the "Property").

B. The initial term under the Lease was for three (3) years beginning July 1, 2014 and ending June 30, 2017.

C. Paragraph 2 of the Lease provides LESSEE an option to lease the Property for additional three (3) year periods up to eight (8) times.

D. LESSEE has given written notice to LESSOR of its intent to exercise its option to renew the Lease for an additional three-year period.

E. The parties wish to amend the Lease to extend the term for an additional three (3) years.

### TERMS

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Term.** Section 2 of the Lease shall be amended to read as follows:

"2. **Term.** The original term shall be extended for an additional three (3) years beginning July 1, 2017 and ending June 30, 2020, unless sooner terminated as provided in the Lease. If LESSOR intends to continue to offer the Property for lease, LESSEE is granted an option to lease the Property for another three (3) year term. So long as LESSOR continues to offer the Property for lease, and provided that LESSEE is not in default of the Lease, LESSEE shall have the option to renew this Lease, up to seven (7) times for additional three-year periods. If LESSEE intends to exercise its option to renew the lease for any of the option periods, LESSEE shall give written notice to LESSOR of its intent to exercise such option at least sixty (60) days prior to the expiration of the Term, as such is described in the Lease, or any applicable option period."



2. **Rent.** Section 4 of the Lease shall be amended to read as follows:

“Effective July 1, 2017, LESSEE agrees to pay LESSOR a monthly payment of Eleven point forty cents (\$0.1140) per square feet based on 12,800 square feet rented (the sum of One Thousand Four Hundred Fifty-Eight Dollars and Seventy-Nine Cents (\$1,458.79)). Rent shall increase at a rate of three percent (3%) annually for each year of such term, cumulative and compounded. Rental rates for nine (9) years, based upon the formula described herein, have been calculated and is attached hereto as Attachment A. Thereafter, the rental is subject to negotiation by the parties during the period that LESSEE has to exercise its option and renew the LEASE prior to its expiration. If the parties do not agree to renewal and the rental at least sixty (60) days prior to expiration of the Lease or any option period, LESSOR may offer the Property for lease to another party at the same or a higher rental amount than it offered to LESSEE.”

3. Except as herein set forth, the parties confirm that all provisions of the Lease remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Real Property Lease as of the date written below.

Dated: \_\_\_\_\_, 2017

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY, LESSOR:**

BY: \_\_\_\_\_

\_\_\_\_\_  
Executive Director

**P & S REAL ESTATE CO., LESSEE**  
A California General Partnership

By: \_\_\_\_\_  
Peter E. Blackstock, General Partner

Approved as to form:

Kay Reemass 6/8/17  
TAMC Counsel

Attachment A

**P & S Real Estate Co.**

3% increase per year

<u>Year</u>	<u>Monthly Rent</u>	<u>Per Square Foot</u>
17/18	\$ 1,458.79	\$ 0.1140
18/19	\$ 1,502.55	\$ 0.1174
19/20	\$ 1,547.63	\$ 0.1209
20/21	\$ 1,594.06	\$ 0.1245
21/22	\$ 1,641.88	\$ 0.1283
22/23	\$ 1,691.14	\$ 0.1321
23/24	\$ 1,741.87	\$ 0.1361
24/25	\$ 1,794.13	\$ 0.1402
25/26	\$ 1,847.95	\$ 0.1444



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Michael Zeller, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** **Olivia's Cafe Short-Term Rental Agreement Extension**

### **RECOMMENDED ACTION:**

**APPROVE** Amendment #2 to the agreement with Olivia Espinoza DBA Olivia's Café to extend the rental term of Agency-owned 14 Station Place, Salinas, California month-to-month until September 30, 2017, pending Agency counsel approval.

### **SUMMARY:**

The Transportation Agency completed the acquisition of the property at 30 West Market Street, Salinas, with escrow closing on February 22, 2017. The Agency entered into a short-term lease agreement with Olivia's Cafe that terminates on June 30, 2017. This amendment would extend the rental period to cover the Agency's legally-mandated 90-day notice to vacate period and allow the Agency's real estate agents to continue relocation efforts up to September 30, 2017, while not impacting the overall project schedule.

### **FINANCIAL IMPACT:**

The Agency entered into a Purchase and Sale Agreement with Frank Favaloro to purchase 30 West Market Street for \$460,925, with close of escrow effective February 22, 2017. This lease agreement with Olivia's Cafe would provide monthly rent to the Agency of \$1,600 for the term of the agreement.

### **DISCUSSION:**

The Transportation Agency for Monterey County is proposing to extend passenger rail service from Santa Clara County south to Salinas. The service is scheduled to start with two round trips, expanding to up to six round trips as demand warrants. The property in question is 0.09 acres located at 30 W Market Street in the City of Salinas, California, known as Monterey County Assessor's Parcel No. 002-172-001. The parcel will be needed for the parking lot planned for the area of the Salinas Rail Station.

The Transportation Agency Board previously approved a Purchase and Sale Agreement with Frank Favaloro to purchase 30 West Market Street, Salinas on April 27, 2016. Escrow on the property

closed on February 22, 2017. Prior to the purchase of the property by the Agency, Mr. Favaloro has been renting a portion of the building (addressed 14 Station Place) to Olivia's Cafe for \$1,600 per month in rent. The Transportation Agency Board approved a short-term lease agreement at the December 7, 2016 meeting to allow Olivia's Cafe to remain on-site while efforts to relocate the business continue.

The Transportation Agency's real estate acquisition consultants, Overland, Pacific & Cutler, have been working with the owners of Olivia's Cafe since April 2016 to find suitable relocation sites for the business. Any person, household, business, farm, or nonprofit organization displaced by a public project may be entitled to relocation benefits if they are in occupancy of the property being acquired at the time of the initiation of negotiations. Persons and entities displaced by a project and determined to be eligible for benefits are classified as a "displacee." Displaced persons must be fully informed of their rights and entitlements to relocation assistance and payments provided by the Uniform Act.

While Overland, Pacific & Cutler have provided a number of potential relocation sites in Salinas, Monterey, Seaside, and Watsonville to Olivia's Cafe, the owners have not selected one of the potential sites to move the business. As such, with the Agency taking ownership of the property, the proposed short-term lease agreement provides additional time for the relocation team to continue working with Olivia's on a replacement site. Agency staff originally anticipated that escrow on the property would close by December 31, 2016. However a lien against the property that was never cleared by Mr. Favaloro delayed the close of escrow until the matter was resolved. As such, the lease agreement with Olivia's Cafe is set to expire as of June 30, 2017 based on Amendment #1 to the original lease agreement. Agency staff is seeking to extend the term of the lease agreement month-to-month until September 30, 2017 to allow for continued efforts to relocate the business and cover the legally-mandated 90-day notice to vacate requirement. This extension will not impact the overall project schedule for the Salinas Rail Extension.

For this agreement, the Agency is seeking to continue the current market-rate monthly payments of \$1,600 per month for the term of the lease agreement. Olivia's Cafe would also be responsible to payment of the utilities and maintaining insurance on the property. Given the short-term nature of the agreement, no modifications to the property are contemplated.

#### ATTACHMENTS:

- Olivia's Cafe Lease Agreement Amendment 2

**AMENDMENT #2 TO THE LEASE AGREEMENT**  
**BETWEEN**  
**THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY**  
**AND**  
**OLIVIA ESPINOZA DBA OLIVIA'S CAFÉ**

THIS AMENDMENT NO. 2 to the agreement dated December 31, 2016, between the Transportation Agency for Monterey County, hereinafter referred to as "TAMC," and Olivia Espinoza DBA Olivia's Café, hereinafter referred to as "Lessee," is hereby entered into between TAMC and the Lessee.

**RECITALS:**

- A. **WHEREAS**, TAMC and Lessee entered into a lease agreement for 14 Station Place, Salinas, California 93901 on December 31, 2016, hereinafter referred to as "Agreement;" and
- B. **WHEREAS**, TAMC acquired the property from Frank Favalaro DBA Frank's Fish Market as of February 22, 2017, thereby bringing the Agreement into effect; and
- C. **WHEREAS**, TAMC and Lessee desire to amend the Agreement to extend the term.

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

1. **ARTICLE 2 - TERM**

The term of the Agreement is hereby extended month-to-month with written approval by TAMC until September 30, 2017.

2. **REMAINDER OF TERMS UNCHANGED**

All other terms of the Agreement remain in full effect.

An executed copy of this Amendment No. 2 shall be attached to the Agreement and shall be incorporated as if fully set forth therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment to the Agreement with Olivia Espinoza DBA Olivia's Café.

TAMC:

Lessee:

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

\_\_\_\_\_  
(date)

Approved as to form:

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

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## *Memorandum*

**To:** Board of Directors  
**From:** Michael Zeller, Principal Transportation Planner  
**Meeting Date:** June 28, 2017  
**Subject:** Overland, Pacific & Cutler Contract Amendment #3

### **RECOMMENDED ACTION:**

**APPROVE** the Amendment #3 to the Agreement for Professional Services with Overland, Pacific & Cutler, Inc. to allow for the shifting of budgeted funds between tasks without increasing the approved not-to-exceed amount.

### **SUMMARY:**

The Transportation Agency Board approved an agreement with Overland, Pacific & Cutler Inc. to provide real estate acquisition services for the Salinas Rail Extension project. The agreement budget provides limits on the amount to be expended on each task within the overall not-to-exceed amount.

Agency staff is seeking to shift cost-savings from completed tasks to cover work on on-going tasks that may exceed the initial task budget without changing the overall not-to-exceed amount.

### **FINANCIAL IMPACT:**

The total approved not-to-exceed amount for the contract is \$353,100. This amendment would allow for shifting of funds between tasks and would not increase the total not-to-exceed amount.

### **DISCUSSION:**

The Transportation Agency for Monterey County, as the local lead agency, grantee agency and owner of the Salinas Rail Extension project, proposes to extend passenger rail service from Santa Clara County south to Salinas. The project provides an alternative to the highly congested US 101 corridor to access to jobs, education, and health care, and improves interregional transportation and air quality. It also promotes mixed-use, transit-oriented development, affordable housing, livable communities and economic growth around stations.

For the Kick Start phase of the Salinas Rail Extension project, the Agency requires acquisition of nine parcels near the Salinas Rail Station in order to construct an extension of Lincoln Avenue, improve parking and access to the rail station, and to build a train layover facility. It is critical that all the acquisition proceed according to all applicable state and federal laws. The project area primarily

covers the properties along West Market Street and Station Place that will be needed for additional parking once rail service begins. The Transportation Agency's right-of-way acquisition consultant, Overland, Pacific & Cutler, has continued to work with the affected property owners on negotiated settlements for the purchase of the properties and has also continued to provide relocation assistance, as required by law, to the property owners and tenants of properties the Agency has already acquired or provided offers of fair-market value.

With the proposed contract amendment #3, Agency staff is seeking authority to shift funds between tasks in the budget that was previously approved by the Board. The shift in funds would come from cost-savings from completed tasks to cover on-going work on other tasks, such as relocation assistance, that have or will exceed the initial budget allocation. The overall not-to-exceed amount for the agreement that was approved by the Board of \$353,100 would remain unchanged.

#### ATTACHMENTS:

- Overland, Pacific & Cutler Contract Amendment #3



**AMENDMENT #3 TO AGREEMENT FOR PROFESSIONAL SERVICES**  
**BETWEEN**  
**THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY**  
**AND**  
**OVERLAND, PACIFIC & CUTLER, INC.**

THIS AMENDMENT NO. 3 to the agreement dated February 25, 2015, between the Transportation Agency for Monterey County, hereinafter referred to as "TAMC," and Overland, Pacific & Cutler, Inc., hereinafter referred to as "Consultant," is hereby entered into between TAMC and the Consultant.

**RECITALS:**

- A. **WHEREAS**, TAMC and Consultant entered into an agreement for professional services on February 25, 2015, hereinafter referred to as "Agreement;" and
- B. **WHEREAS**, TAMC and Consultant approved Amendment #1 to the agreement, dated September 23, 2015, to amend the scope of work as stated in the Consultant Agreement and increase compensation by \$81,700 for a total Not to Exceed amount of \$312,100, in order to appraise and acquire the parcels identified as "potential additional acquisitions" in the Request for Qualifications Supplemental; and
- C. **WHEREAS**, TAMC and Consultant approved Amendment #2 to the agreement, dated August 24, 2016, to modify the agreement to allow updated appraisals on certain properties and to increase compensation by \$41,000 for a total Not to Exceed amount of \$353,100; and
- D. **WHEREAS**, certain costs related to relocation services have exceeded their anticipated budget amount while other costs related to appraisals have not been required; and
- E. **WHEREAS**, TAMC and Consultant desire to amend the agreement for professional services to allow revised budgeted amounts while maintaining the current Not to Exceed amount.

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

**1. PAYMENTS TO CONSULTANT**

Paragraph 3 ("Payments to Consultant; maximum liability") shall be amended by adding the underlined language as set forth below:

3. Payments to Consultant; maximum liability. Subject to the limitations set forth herein, TAMC shall pay to Consultant the amounts provided in Exhibit B: Budget, upon receipt and acceptance of deliverables listed therein. Each payment by TAMC shall be for a specific deliverable outlined in Exhibit A: Scope of Work and Schedule. The maximum amount payable to the Consultant under this Agreement is set forth in Exhibit B: Budget and shall not exceed the amount of Three Hundred Fifty-three Thousand One Hundred Dollars (\$353,100). If there is any conflict between the terms of this Agreement and the

terms of either Exhibit A (Scope of Work) or Exhibit B (Budget), the terms of this Agreement shall prevail; provided, however, that TAMC, in its sole discretion, may allocate compensation amounts among budgeted items, provided there is no increase to the maximum amount of \$353,100 without written amendment.

**2. BUDGET AND TOTAL COMPENSATION**

The Budget attached to the Agreement as amended as Attachment B is hereby replaced with the Budget designated Exhibit B-2 dated June 28, 2017 and shall be effective upon execution. Exhibit B-2 is attached hereto as Exhibit B-2 and provides for the reallocation of budgeted amounts within the existing Not to Exceed amount of THREE HUNDRED FIFTY-THREE THOUSAND ONE HUNDRED DOLLARS (\$353,100).

**3. REMAINDER OF TERMS UNCHANGED**

All other terms of the Agreement, as amended, remain in full effect.

An executed copy of this Amendment No. 2 shall be attached to the Agreement and shall be incorporated as if fully set forth therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment to the Agreement with Overland, Pacific & Cutler, Inc.

TAMC:

CONSULTANT:

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

\_\_\_\_\_  
(date)

Approved as to form:

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

\_\_\_\_\_  
  
\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

**Transportation Agency for Monterey County**  
**Salinas Rail Extension Right of Way Acquisition**  
**Overland, Pacific & Cutler Budget**

**Exhibit B-2**  
 Revised June 28, 2017

<b>Summary of Budget Adjustments</b>				
<b>Tasks</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Revised Budget</b>	
Appraisals	\$ 122,100	\$ -	\$ 122,100	
Acquisition	\$ 68,500	\$ -	\$ 68,500	
Escrow	\$ 11,250	\$ -	\$ 11,250	
Relocation	\$ 66,000	\$ 26,988	\$ 92,988	
Relocation Plan	\$ 5,250	\$ (1,988)	\$ 3,263	
Project Management	\$ 60,000	\$ (10,000)	\$ 50,000	
21 Happ Place Mitigation Plan Analysis	\$ 20,000	\$ (15,000)	\$ 5,000	
<b>Total Not-to-Exceed Amount:</b>	<b>\$ 353,100</b>	<b>\$ -</b>	<b>\$ 353,100</b>	

<b>The following budget adjustments were made with Contract Amendment #3, dated June 28, 2017</b>												
<b>Parcel Reference</b>	<b>Parcel</b>	<b>Address</b>	<b>Appraisals</b>	<b>Acquisition</b>	<b>Escrow</b>	<b>Relocation</b>	<b>Relocation Plan</b>	<b>Project Management</b>	<b>Mitigation Plan</b>	<b>Subtotal</b>		
A	002-171-008	19 Station Place	\$ 9,600	\$ 5,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,350
B	002-171-007	17 Station Place	\$ 14,400	\$ 5,000	\$ 750	\$ 40,000	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ 65,400
		<b>17 Station Place - Adjustment</b>				<b>\$ 26,988</b>	<b>\$ (1,988)</b>					
C	002-171-006	15 Station Place	\$ 14,400	\$ 5,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,150
D	002-171-011	54 W Market St	\$ 5,900	\$ 5,000	\$ 750	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,650
E	002-171-010	52 W Market St				Included with Parcel C						\$ -
F	002-171-005	42 W Market St	\$ 13,600	\$ 7,500	\$ 1,500	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,600
G	002-171-023	18 Station Place	\$ 9,600	\$ 5,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,350
H	002-172-001	30 W Market St	\$ 6,800	\$ 8,500	\$ 1,500	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,800
I	002-172-002	26 W Market St	\$ 15,600	\$ 5,000	\$ 1,500	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,100
N	002-031-030	21 Happ Place	\$ 14,500	\$ 7,500	\$ 750	\$ 4,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 46,750
		<b>21 Happ Place - Adjustment</b>								<b>\$ (15,000)</b>		
M	002-031-028	21 Happ Place				Included with Parcel N						\$ -
Q	002-021-009	21 New St	\$ 5,900	\$ 5,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,650
R	002-021-008	320 W Market St				Included with Parcel Q						\$ -
S	002-021-007	330 W Market St				Included with Parcel Q						\$ -
U	002-021-006	346 W Market St	\$ 5,900	\$ 5,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,650
V	002-021-005	356 W Market St	\$ 5,900	\$ 5,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,650
								\$ 60,000				
								<b>\$ (10,000)</b>				
<b>Total Not-to-Exceed</b>			<b>\$ 122,100</b>	<b>\$ 68,500</b>	<b>\$ 11,250</b>	<b>\$ 92,988</b>	<b>\$ 3,263</b>	<b>\$ 50,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 353,100</b>



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

***Memorandum***

**To:** Board of Directors  
**From:** Elouise Rodriguez, Senior Administrative Assistant  
**Meeting Date:** June 28, 2017  
**Subject:** **Committee Minutes**

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**RECOMMENDED ACTION:**

**ACCEPT** draft minutes from Transportation Agency Committees:

- Executive Committee - June 7, 2017
- Bicycle and Pedestrian Facilities Advisory Committee - No meeting
- Rail Policy Committee - No meeting
- Technical Advisory Committee - No meeting

**ATTACHMENTS:**

- Executive Committee draft minutes

**DRAFT MINUTES**

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

**EXECUTIVE COMMITTEE MEETING**

*Members are: Alejandro Chavez (Chair),  
John Phillips (1<sup>st</sup> Vice Chair), Robert Huitt (2<sup>nd</sup> Vice Chair),  
Kimbley Craig (Past Chair),  
Luis Alejo (County representative), Ed Smith (City representative)*

**Wednesday, June 7, 2017**

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

Transportation Agency Conference Room  
55-B Plaza Circle, Salinas

1. **CALL TO ORDER:** Chair Chavez called the meeting to order at 9:00 a.m. Committee members present: Alejo, Chavez, Craig, Huitt, and Phillips. Staff present: Hale, Goel, Muck, Delfino, Rodriguez, Watson, and Wright. Others present: Agency Counsel Reimann; Javier Gomez, Supervisor Alejo's office; and Reed Sanders, Senator Cannella's office. Committee member Alejo arrived after the consent agenda.
2. **PUBLIC COMMENTS:** None.

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3. **CONSENT AGENDA:**  
On a motion by Committee member Craig and seconded by Phillips, the committee voted 4-0 to approve the consent agenda as follows:
    - 3.1 Approved minutes from the Executive Committee meeting of May 3, 2017.
    - 3.2 Recommended that the Board of Directors approve evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel.
    - 3.3 Received a report regarding the ballot Measure X election costs charged by the Monterey County Elections Department.

**END OF CONSENT**

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**4. STATE LEGISLATIVE ANALYST CONTRACT:**

On a motion by Committee member Craig and seconded by Alejo, the committee voted 4 – 1 with Chair Chavez voting no, to recommend to authorize the Executive Director to execute a contract with Khouri Consulting, in an amount not to exceed \$30,000 per year, to provide state legislative analyst/advocate services, for two years, effective July 1<sup>st</sup> 2017, with the option to extend another year at the same cost, subject to Agency counsel approval; approve the use of local funds budgeted to this purpose; and 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.

Christina Watson, Principal Transportation Planner, reported on the responses to the TAMC Request for Proposals for state legislative analyst/advocate services. Three proposals were submitted and a multi-agency selection committee reviewed each one. The selection committee recommends selection of Khouri Consulting, due to their impressive legislative expertise in transportation issues.

Committee member Phillips commented that he believes in going out for the process. Committee member Craig commented that she has seen Khouri interacting, he was remarkable and highly organized. Alejo concurred with Craig, noting we will get our money’s worth.

Chair Chavez expressed concern with the timing of the contract, suggesting it should wait until the end of the legislative session in September. He added that he also worked with Mr. Khouri, who he found to be very prepared, and overall he had a positive impression.

**5. STATE LEGISLATIVE UPDATE:**

On a motion by Committee member Huitt and seconded by Alejo, the committee voted 5 – 0 to recommend that the Board receive update on state legislative activities and recommend the Board adopt positions on bills.

Christina Watson, Principal Transportation Planner, highlighted the state legislative bill list; she reported that the Board will be asked to take a support position on the new SB 5 bill by De Leon, California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

## **6. UPDATE OF AGENCY BYLAWS**

On a motion by Committee member Phillips and seconded by Alejo the Committee voted 5-0 to monitor the quorum status for 6 months, and bring back at a later date. The Committee reviewed and provided direction to staff on the proposed amendments to the Agency bylaws.

Executive Director Hale reported several updates to the Agency bylaws are needed, including clarification of the requirements for adding a late item to the Board agenda, role of alternates on the Executive Committee, and characterization of annual member agency assessments.

First, the changes address the issue of late-breaking agenda items. The current process by which the Executive Committee reviews the draft Transportation Agency Board of Directors agenda has worked well for regular agenda items. However, in some cases agenda items needing attention arise after the Executive Committee but before the agenda closing on the Thursday, 9 days before the Board of Directors meeting. Recognizing that often-times such items are ministerial, the Committee suggested that the Executive Director check in with the Chair, or Chair and first Vice Chair when items arise after the Executive Committee review, but before the agenda deadline.

Second, questions have arisen regarding the role of alternate Board members on the Executive Committee, and clarification is sought for the bylaws. While County staff alternates are often well-versed in TAMC issues, City alternates may not attend as frequently or may represent different viewpoints than the regular member. In addition, there may be sensitive personnel items that the Executive Committee may prefer not to have staff alternates make decisions on. This situation, however, may result in the lack of a quorum. The proposed language would reflect existing practice, which allows alternates to represent their Board member in all situations, including at the Executive Committee.

Third, staff proposes to rename the annual congestion management program assessments as Regional Transportation Planning Agency assessments, to better reflect actual usage of the member agency contributions, which are one of the agency's few local funding sources.

**7. TAMC DRAFT AGENDA FOR JUNE 28, 2017**

Executive Director Hale reviewed the highlights of the draft agenda for June 28, 2017, she reported that the Board will receive update on the Phase 2 Outreach for the SR 68 Scenic Highway Plan and development of a recommended corridor concept; and Holman Highway 68 Roundabout Update and provide comments.

On the consent agenda the Board will be asked to:

- Approve evaluation form, procedure, and timeline for completing annual evaluation for Executive Director and Counsel as recommended by the Executive Committee;
- Issue a notice of proposed amendments to the Agency bylaws as recommended by the Executive Committee;
- Approve release of Request for Proposals for the Monterey County traveler information and rideshare program branding and strategic marketing plan;
- Receive a list of Monterey County's unmet transit needs; and approve Monterey-Salinas Transit's application for state Transportation Development Act funds; and adopt Resolution 2017-20 allocating \$16,655,774 in Transportation Development Act funds to Monterey-Salinas Transit for Fiscal Year 2017-18.

In addition, the committee raised no objections to placing the approval of the State Legislative Assistance Contract with Khouri Consulting on the consent agenda.

**8. ANNOUNCEMENTS**

None this month.

**9. ADJOURNMENT**

Chair Chavez adjourned the meeting at 10:16 a.m.





## ***Memorandum***

**To:** Board of Directors  
**From:** Debra L. Hale, Executive Director  
**Meeting Date:** June 28, 2017  
**Subject:** **Correspondence**

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### **RECOMMENDED ACTION:**

**RECEIVE** selected correspondence sent and received by the Transportation Agency for June 2017.

### **DISCUSSION:**

The following correspondence is online as a web attachment:

- May 10, 2017 letter from the Riverside County Transportation Commission to Senator Cannella re: Support for SB 477
- May 31, 2017 letter to Assembly Member Aguiar-Curry re: support for ACA 4 (Aguiar-Curry): Local government financing: affordable housing and public infrastructure: voter approval
- May 31, 2017 letter to Assembly Member Bloom re: support for AB 1113 (Bloom): State Transit Assistance program
- May 31, 2017 letter to Assembly Member Jones-Sawyer re: AB 1250 (Jones-Sawyer): Counties and cities: contracts for personal services: Notice of Opposition (as amended, April 25, 2017)

### **WEB ATTACHMENTS:**

[June TAMC Correspondence](#)