

**Consent Calendar:**

**2. Approval of the May 1, 2019 Meeting Minutes**

**Regular Agenda:**

**3. Recommend Adopting Resolution 598-19 – Approving the Execution of the Certifications and Assurances for the California State of Good Repair Program.**

On April 28, 2017 Governor Brown signed Senate Bill 1 known as the Road Repair and Accountability Act of 2017. The Senate Bill 1 will provide over \$50 billion in new transportation funding over the next decade to repair highways, bridges, and local roads, to make strategic investments in congested commute and freight corridors, and to improve transit service. This bill will provide approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. This investment in Public Transit will be referred to as the State of Good Repair (SGR) Program.

The State of Good Repair Program is funded from a portion of a new Transportation Improvement Fee on vehicles registrations due on or after January 1, 2018. A portion of this fee will be transferred to the State Controller's Office (SCO) for the SGR Program. In collaboration with the SCO, the California Department of Transportation (Department) is tasked with the management and administration of the SGR Program. These funds will be allocated under the State Transit Assistance (STA) Program formula to eligible agencies pursuant to Public Utilities Code (PUC) section 99312.1. Half is allocated according to population and half according to transit operator revenues.

This program demonstrates California's commitment to clean, sustainable transportation, and the role that public transit plays in that vision. While SB 1 addresses a variety of transportation needs, this program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and maintenance and rehabilitation of transit facilities and vehicles. These new investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

The Tuolumne County Transportation Council is an eligible project sponsor, and has been allocated \$76,612 in fiscal year 2019/20 from the State of Good Repair Account (SGR).

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for SGR funding, eligible agencies must comply with various reporting requirements. The SGR Program Guidelines will describe the general policies and procedures in carrying out the reporting requirements and other statutory objectives of the Road Repair and Accountability Act of 2017.

As an eligible sponsor The Tuolumne County Transportation Council is responsible for the oversight of this funding and will work as a pass through agency to the Tuolumne County Transit agency. TCTC has submitted through the Tuolumne County Transit Agency the required project list for approval on Resolution 53-19.

The TCTA staff recommendation is that FY19/20 funding be used for transit maintenance and rehabilitation of the existing fleet, the total cost of which is estimated to be approximately

\$311,465. The balance of this expense will be covered by current State Assistance funding, Local Transportation Funds (LTF) and Farebox revenue.

**Attachments**

1. *State of Good Repair Program Certifications and Assurances.*
2. *Authorized Agent Form.*
3. *TCTA Resolution 53-19 requesting the Project list approval.*
4. *Project List.*

**Recommended Action:**

*Recommend Adopting Resolution 598-19 Approving the recently submitted*

1. *State of Good Repair Program Certifications and Assurances.*
2. *Authorized Agent Form.*
3. *Project List*

**4. Recommend Adopting Resolution 599-19 approving the Tuolumne County Transportation Council Overall Work Program for Fiscal Year 2019/20.**

As the Regional Transportation Planning Agency for Tuolumne County, the Tuolumne County Transportation Council (TCTC) is required to prepare and submit to the State annual work programs. The primary purpose of the TCTC's annual work program is to establish proper use of various Federal and State funds on transportation programs and projects consistent with the Council's priorities. These work programs serve as an annual program management document that identifies all regional transportation planning activities and the funding sources that have been approved to accomplish the identified activities.

The intent of the TCTC Overall Work Program (OWP) is to promote an effective integrated multimodal regional transportation planning process among the system's many stakeholders; establish implementation plans to further the goals, objectives, policies and future actions established in the Regional Transportation Plan and the General Plan; coordinate the efficient expenditure of limited staff time and public funding; provide a management plan with useful information to assess past activities and insight for future planning efforts; and assure accountability for the use of public funds.

The Overall Work Program for Fiscal Year 2019/20 has been prepared based upon the above goals and the TCTC's identified priorities previously discussed during the draft OWP preparation and review process. An important part of the development of the OWP each year is the acknowledgement of past accomplishments, which are included beginning on page 14. The recommended budget for the OWP is included under each Work Element, and the Budget Summary is included as Exhibit B.

Caltrans' Commended the TCTC for submitting a thorough Introduction and a detailed FY19/20 draft OWP. Caltrans' comments on the Draft OWP included a request for more detail in each work element description such as dates for the tasks and end products. These work elements have been revised to address their comments.

The Draft OWP was also presented to the TCTC and their subcommittees, the Technical and Citizens Advisory Committees, for review and comment. A couple small revisions were suggested, and have been incorporated into the final document.

The final TCTC 2019/20 Overall Work Program is hereby presented for approval. Adoption of Resolution 599-19 will approve OWP as presented.

**Attachment:**

*Resolution 599-19, OWP for FY19/20*

**Recommended Action:**

*Recommend Adopting Resolution 599-19 approving the TCTC Overall Work Program for FY 2019/20 as presented.*

**5. Recommend Adopting Resolution 600-19 – Authorizing Tuolumne County Transportation Council to reallocate RSTP Exchange Funds from the Campo Seco Rd. Railroad Crossing Improvement Project to Tuolumne County to fund their Bridge Preventative Maintenance Plan.**

On September 12, 2018 the Tuolumne County Transportation Council signed Resolution 589-18 approving an allocation of \$121,000 of RSTP Exchanges funds to Sierra Northern Railroad towards the repair and improvement of two Rail Road Crossings on Campo Seco Rd. Since then it has been determined that Campo Seco Rd is a minor collector and would not comply with Section 133 Title 23 of the United States Code as required, staff proposes funding an alternative project of the county, freeing other funds to improve the railroad crossing.

It is the understanding of the TCTC staff that the County has a project, Bridge Preventative Maintenance Program (BPMP), federal aid number BPMP—5932(077) that would qualify under 23 U. S. Code Section 133 (B) (9) and was approved by FHWA (March 2014) before the FAST Act was signed into law. This project total cost is \$1,272,200 and requires an 11.67% match of \$148,466 in FY18/19.

The TCTC staff recommendation is that the Council will approve the \$121,000 allocation that was previously approved for the repair and improvement to the two Rail Road Crossings on Campo Seco Rd to be used instead to supplement The County's Community Resource Agency's required match on their Bridge Preventative Maintenance Plan. The County in return would then reallocate their local funds in their Capital Program to fully fund the Campo Seco Railroad crossings.

**Attachments**

1. *TCTC resolution 589-18.*
2. *Letter from County requesting the Swap.*

**Recommended Action**

*Recommend Adopting Resolution 600-19 Approving the RSTP Exchange fund re-allocation.*

**6. Recommend Adopting Resolution 601-19 approving the TCTC Recommended Budget for Fiscal Year 2019/20**

The TCTC identifies their various revenue resources and the specific projects/programs those funds will be expended on each year through their Overall Work Program (OWP). Based on the planned activities in the OWP, a line item budget is adopted each year to facilitate the day to day management of the TCTC's revenues and expenditures. As you may recall, the Draft OWP for FY19/20 was approved by the TCTC at the March 13<sup>th</sup> 2019 meeting.

*Revenue*

The majority of the TCTC's planning funds come through the Rural Planning Assistance (RPA) Program, which has been consistently stable over the years. Since Fiscal Year 2006/07, the TCTC received \$275,000 each year. In 2014/15, the annual RPA funds apportionment was increased to \$294,000. This is again the amount anticipated for 2019/20. These funds are programmed in the OWP to various planning related activities.

Additional funding sources are available for budgeting purposes such as the Regional Surface Transportation Program (RSTP) Reserves, which is programmed through the OWP to specific projects; Local Transportation Funds (LTF), for administration of the Transportation Development Act (TDA) Program; and various grants, which are specific to the project for which they were applied.

Based on new guidance from Caltrans, the TCTC recently amended its Overall Work Program to more clearly segregate work activities that are not directly related to a planning activity or project from the other work elements. Most of the TCTC's funding sources do not cover these "indirect" cost items. In Fiscal year 2018 the TCTC staff was approved by Caltrans to build in a 10% De minimis indirect rate to the Over All Work Program. This is an acceptable practice in lieu of a formal indirect cost plan.

Overall, revenues anticipated for Fiscal Year 2019/20 have increased by \$707,066 over the previous year. This increase is due to various increases in normal revenue streams and new funding such as increases in grant revenues.

*Expenses*

A portion of TCTC staff time is funded through funding sources received by the Public Transportation System based upon the time spent on transit related activities. The following table identifies the positions and percentage of estimated work hours under each budget unit proposed for FY19/20. As you will see, based on the work load, changes in the percentages for each budget have been revised.

| Position/Title                            | TCTC Budget |             | Transit Budget |             | FTE         |
|---|-------------|-------------|----------------|-------------|-------------|
|   | FY17/18     | FY18/19     | FY17/18        | FY18/19     |             |
| Executive Director                        | 70%         | 70%         | 30%            | 30%         | 1           |
| Senior Administrative Analyst             | 70%         | 70%         | 30%            | 30%         | 1           |
| Senior Transportation Planner             | 15%         | 15%         | 85%            | 85%         | 1           |
| Transportation Planner II                 | 90%         | 90%         | 10%            | 10%         | 1           |
| Administrative Technician                 | 70%         | 70%         | 30%            | 30%         | 1           |
| <i>Total Full-Time Equivalents (FTEs)</i> | <i>3.15</i> | <i>3.15</i> | <i>1.85</i>    | <i>1.85</i> | <i>5.00</i> |

The TCTC budget includes adjustments for cost of living consistent with county negotiated Memorandum of Understanding of comparable classifications. Per Title 2 of the California Code of Regulations, section 570.5 have the TCTC approve and adopt the below standalone pay schedule that is to be posted on the Transit Website and accessible to the public.

| Job Code | Classification          | Union Code | Reg | Range | Effective Date | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------|-------------------------|------------|-----|-------|----------------|--------|--------|--------|--------|--------|
| 0490     | TCTC Executive Director | EXE        | R   | 575   | 7/01/19        | 58.86  | 61.87  | 65.05  | 68.36  | 71.90  |
| 3994     | TCTC SR. Admin. Analyst | EXE        | R   | 470   | 7/01/1         | 35.92  | 37.76  | 39.69  | 41.31  | 42.59  |
| 3895     | TCTC SR. Trans. Planner | PRO        | R   | 476   | 7/01/19        | 35.95  | 37.78  | 39.72  | 41.75  | 43.88  |
| 4416     | TCTC Trans. Planner II  | PRO        | R   | 456   | 7/01/19        | 32.54  | 34.20  | 35.95  | 37.78  | 39.72  |
| 5024     | Admin. Tech.            | GEN        | R   | 358   | 7/01/19        | 19.95  | 20.97  | 22.05  | 23.17  | 24.36  |

Overall anticipated expenses for 2019/20 show an increase of \$444,977 from the FY18/19 adopted budget. Below are the changes to expenses that make up that majority of that increase in comparison to the previous year's budget.

- Salaries increase \$14,518
- Leave Cash Outs decrease \$10,743
- \$25,000 for part time staff was added
- In FY19/20 the budget will be reinstated to cover the Triennial Performance Audit (every three years) adding \$40,000 in costs
- Expense increases in the ZEV grant \$15,464 and SR 49 Complete Street Grant \$10,767 in line with revenue increases for carryover funds.
- Increase to the Update TIMF Program and SB743 Study by \$58,200
- Increase of \$60,221 for the Active Transportation Plan, \$208,577 for Interregional Bike Plan and \$58,635 for the Coordinated Transit Plan.

### *Budget Assumptions*

The TCTC Budget for Fiscal Year 2019/20 is based upon the following assumptions:

- Revenue resources such as Rural Planning Assistance (RPA); Planning, Programming and Monitoring (PPM); and Local Transportation Funds (LTF) will be received as anticipated and programmed in the OWP.
- The TCTC will continue to use County services (auditor, informational technology, legal counsel, human resources, facilities management, etc.).
- TCTC staff will begin renting office space at 975 Morning Star Drive.
- The TCTC will allocate funds from the Bicycle/Pedestrian Local Transportation Funds Reserves toward continuing the Regional Trails/Non-Motorized Transportation Program.
- TCTC staff will receive COLA salary adjustments and Equity adjustments as of 7/1/2019, keeping in line with the County's negotiated MOU's.

The Fiscal Year 2019/20 Recommended Budget is estimated to begin with a \$556,753 fund balance. FY19/20 is estimated to end with a balance of \$170,510 based on the anticipated revenue and planned expenditures, over the Minimum Restricted Fund Balance based on the Year End Budget Review for the current year. The 90-day cash flow amount required by the TCTC's Minimum Restricted Fund Balance Policies for this budget year is \$552,385

The Final Budget will most likely be presented at the August TCTC meeting, after the close-out figures from FY18/19 are finalized. As you know, a public hearing is required prior to the adoption of the final budget each year, which will be included on the agenda. The appropriate public notice will be published at least 10 days in advance of the hearing.

#### **Attachment:**

*Resolution 601-19, TCTC Recommended Budget for Fiscal Year 2019/20.*

#### **Recommended Action:**

*Recommend adopting Resolution 601-19 and the TCTC Recommended Budget for FY19/20 as proposed.*

## **7. Reports**