

Background Information:

Consent Calendar:

- 2. **Approval of the November 2, 2016 Meeting Minutes.**
- 3. **Adoption of the Proposed Schedule of the TAC/CAC and TCTC/TCTA Meetings dated for Calendar Year 2017.**

The purpose of this agenda item is to set forth the meeting dates for the TAC/CAC and TCTC/TCTC for calendar year 2017.

TAC/CAC:

January	4 th	May	3 rd	September	6 th
February	1 st	June	7 th	October	4 th
March	1 st	July	5 th	November	1 st
April	5 th	August	2 nd	December	6 th

TCTA/TCTC:

January	11 th	May	10 th	September	13 th
February	8 th	June	14 th	October	11 th
March	8 th	July	12 th	November	8 th
April	12 th	August	9 th	December	13 th

Attachments:

There are no attachments.

Recommended Action:

Approve meeting dates as presented.

- 4. **Review the submitted Caltrans Sustainable Communities Planning Grant for the State Route 49 from Jamestown to Columbia Complete Streets Corridor Plan**

This agenda item was included in the October 2016, but the submitted grant application was not included in the agenda. This agenda item includes the attachment for the submitted Grant application which was submitted in the beginning of November.

Annually, Caltrans makes a call for projects for transportation planning grants. Eligible transportation projects include those that propose to help meet State and Federal transportation goals. Eligible applicants include: regional transportation planning agencies (RTPAs), metropolitan planning organizations (MPOs), counties, cities, transit agencies, colleges/universities, tribal governments, and other public entities.

There are two programs that applicants may apply for, Strategic Partnerships, which is intended to fund transportation planning studies of interregional and statewide significance, in partnership with Caltrans. The other program is the Sustainable Communities which funds studies of multi-modal transportation issues having statewide, interregional, regional or local significance to assist in achieving the Caltrans mission. Applications were due Caltrans by November 4th, 2016.

The TAC/CAC Committees recommended submitting this same Sustainable Transportation Planning Grant Application last fiscal year. The TCTC was not awarded any transportation planning grants last year. The State Route 49 Jamestown to Columbia Complete Streets Corridor Plan will be very similar to last year's submittal with minor changes to the grant application. The Tuolumne County Transit Agency (TCTA) is also planning to submit a Sustainable Transportation Planning Grant.

State Route 49 from Jamestown to Columbia Complete Streets Corridor Plan

This Plan will focus on producing a complete streets study for the Highway 49 Corridor between Jamestown and Columbia and will provide a sustainable framework for safe access and mobility along a congested corridor. The Corridor Plan will evaluate and identify existing and future needs in the Corridor and provide recommendations for short term and long term capital improvement projects. The Corridor Plan will study several alternative non-motorized transportation alignment scenarios and recommend one final route alignment that will promote economic tourism and provide opportunities for residents, tourists, and commuters to actively pursue a healthy lifestyle. The Corridor Plan will address and evaluate the following issues and deficiencies:

- Highly traveled Corridor with significant traffic congestion and Level of Service (LOS) deficiencies along the State Highway.
- Large gaps in the pedestrian and bicycle infrastructure create safety issues for pedestrians and bicyclists crossing and traveling along the State Highway corridor.
- Environmental and physical (hills/mountains) constraints along the SR 49 and Woods Creek corridor.
- Lack of sufficient space to accommodate existing and future transit stops and lack of ADA access to transit stops along the State Highway.

The proposed Corridor Plan is a combination of two previously separate RTP projects: the Highway 49 Sonora to Jamestown Regional Trail/Complete Streets Project and the SR 49 Street Sonora to Columbia Regional Trail/Complete Streets Project. The Corridor Plan would build upon the Vision Sonora Plan efforts in downtown Sonora along SR 49 and would partner with supporting agencies and local groups to help plan and adopt a non-motorized alignment for these vital corridors. The Dragoon Gulch Connector Trail could potentially be studied or evaluated as additional non-motorized transportation link between both sections of the complete streets study.

The Jamestown to Sonora Complete Streets boundary would start at the intersection of State Route 49 and South Main Street in Jamestown and would continue along State Route 49 into the City of Sonora and end at the intersection of Southgate Drive, Woods Creek Drive, and South Forest Drive. As part of the non-motorized transportation feasibility and alignment study, the

study would evaluate other non-motorized transportation and complete streets alignments off the State Highway System. This project would designate a non-motorized path that would connect the communities of Sonora and Jamestown and search for opportunities for on-street and off-street paths.

The Sonora to Columbia Complete Streets boundary would start at the intersection of State Route 49 from Columbia Way/School Street/North Washington Street intersection and would continue along SR 49 to the intersection of Parrotts Ferry Road. The Complete Streets section would travel along Parrotts Ferry Road and Sawmill Flat Road and end at the future non-motorized transportation entrance into Columbia College. As part of the non-motorized transportation feasibility and alignment study, the study would evaluate other non-motorized transportation and complete streets alignments off the State Highway System. Staff has been actively pursuing this project for the last couple years and several possible alignments have already been created for vetting through the planning process. College administrators have been active participants up to this point, but the project has sustained a set back with the retirement and transfer of key college administrators that TCTC staff has been working with.

Attachments:

1. *Grant Application - SR 49 Jamestown to Columbia Complete Streets Corridor Plan*
2. *SR 49 Jamestown to Columbia Complete Streets Corridor Plan Boundary Area Map*

Recommended Action:

Review the submitted Caltrans Sustainable Communities Transportation Planning Grant Application - State Route 49 from Jamestown to Columbia Complete Streets Corridor Plan

Regular Agenda:

5. Adopt Resolution No. 557-17 approving the Fiscal Year 2017-2018 Unmet Transit Needs Findings Report

The California Transportation Development Act (TDA) requires an annual assessment of regional transit needs prior to making any allocation of TDA funds for projects not directly benefiting public transportation. The assessment requires the Tuolumne County Transportation Council (TCTC), as the regional transportation planning agency to:

- Consult with the Social Services Transportation Advisory Council (SSTAC), identify the transit needs of the jurisdiction which have been considered as part of the transportation planning process;
- Identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet, conduct at least one public hearing for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction and that might be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services;
- Adopt by resolution a finding for the jurisdiction, after consideration of all available information that:

- There are no unmet transit needs
- There are no unmet transit needs that are reasonable to meet; or
- There are unmet transit needs, including needs that are reasonable to meet.

On October 14, 2016 the TCTC held a public hearing to consider the Unmet Transit Needs that may exist. The hearing included a public notice in the local newspaper, public service announcements, postings on Tuolumne County Transit buses, and distribution through out the community based organizations. In addition, the public was encouraged to mail, email or phone in their comments if they were not able to attend the hearing. Free transportation was provided if arranged in advance.

The requests and findings were as follows:

1. Tuolumne County Transit Service from Groveland to Sonora, once a week.

Tuolumne County Transit previously offered a weekly route to Groveland on Tuesday's for many years. This service regularly fell below the 10% farebox recovery ratio mandated by the Transportation Development Act, and only served a handful of the community's residents. This service was replaced by a volunteer driver reimbursement program called Tuolumne Trip.

Determination: This is an unmet transit need that is not reasonable to meet.

2. Additional Fixed Route bus stop locations (Route 6), near Meadowbrook, Alder or Brook drives and fixed route services on Saturday and Sunday.

Route 6 is an under-performing route that the Transit Agency recently took action to eliminate. In its place general public dial-a-ride will be provided. This will allow Tuolumne County Transit to serve the streets listed above, which are found in the Phoenix Lake area. Currently, there is general public Dial-a-Ride offered on Saturday's serving the identified area. Service on Sunday has proven to generate about 25% of week-day ridership so from a farebox recovery ratio standpoint, Sunday service is not reasonable.

Determination: This is an unmet transit need that is not reasonable to meet.

3. Provide larger seats on buses for tall individuals.

Tuolumne County Transit strives to provide buses that are safe, functional and comfortable. In an effort to keep buses affordable, standard designs are used.

Determination: This is not an unmet transit need

Finding Regarding Public Testimony For Transit Service Improvements

Tuolumne County Transit strives to respond to the needs of the community and the system ridership. The three requests received are not considered unmet transit needs pursuant to the adopted criteria.

After reviewing all of the comments from the public hearing, public outreach, and submitted Unmet Transit Need Forms, Staff has identified there are no unmet transit needs that are reasonable to meet at this time.

Attachments:

Resolution No. 557-17

Resolution No. 515-15

Unmet Transit Needs Finding Report for 2017-2018

Proof of publication in the Union Democrat

Recommended Action:

Adopt the 2016/2017 Unmet Transit Needs Findings Report as presented.

6. Discussion and Approval of Projects for the Tuolumne County Transportation Council Draft Overall Work Program for Fiscal Year 2017/18.

The purpose of this agenda item is to discuss projects to be included in the TCTC's Overall Work Program (OWP) for Fiscal Year 2017/18. Once the projects are approved, the Draft OWP document will be prepared and submitted for approval at the February meeting. The final OWP will be presented to the TCTC in May or June.

Background

Regional planning in California is a dynamic process. It involves the interaction of Federal, State, regional and local agencies and the consideration of multiple plans and programs. The TCTC is the designated regional transportation planning agency for Tuolumne County. The purpose of the planning process is to identify and develop transportation improvements that meet the region's mobility needs, contribute to the economic health of a region and preserve the environmental quality of the region. The TCTC is responsible for developing a plan that reflects the needs, concerns and actions of all the agencies involved in the region.

The annual OWP serves as the primary management tool for the TCTC. This one year scope of work establishes regional transportation planning objectives for the fiscal year, assigns institutional responsibility for tasks, and includes the methods, schedules and funding levels needed to achieve those activities. The TCTC develops an Overall Work Program based on the following intentions:

- To promote an effective integrated multimodal regional transportation planning process among the system's many stakeholders;
- To establish implementation plans to further the goals, objectives, policies and future actions established in the Regional Transportation Plan and local General Plans;
- To coordinate the efficient expenditure of limited staff time and public funding, as well as identify projects that are beyond the scope of available resources;
- To provide a management plan with useful information to assess past activities and insight for future planning efforts; and
- To assure accountability for the use of public funds.

Strategic Planning

The Tuolumne County Transportation Council focuses on a strategic plan for its operations. In a structured strategic planning process, objectives are clearly defined and both internal and external situations are assessed to formulate a strategy, implement the strategy, evaluate the progress and make adjustments as necessary to stay on track. As you may recall, Board members and TCTC management have participated in developing the components of the Strategic Plan through strategic planning workshops.

The TCTC and Tuolumne County Transit Agency (TCTA) are integral parts of the economic and social fabric of Tuolumne County. TCTC and TCTA provide proactive transportation leadership to move forward in the implementation of the Regional Transportation Plan. The Vision for the TCTC and TCTA, as stated in the Strategic Plan, is a future in which a unified, fully integrated transportation network exists in the Region.

Strategies help an organization focus its work by emphasizing the operational tasks around what the Board deems most important. The TCTC strategies identified in the 2015 Strategic Plan are as follows. Under each strategy, staff has identified the work element in the OWP where that work is accomplished.

- Partner with the County of Tuolumne to coordinate updates to the General Plan and Regional Transportation Plan.
 - See OWP Work Element 17/18 - 10
- Coordinate City, County, State and Federal agency efforts to implement priority projects and programs identified in the Regional Transportation Plan.
 - See OWP Work Elements 17/18 – 4, 17/18 - 13, 17/18 - 14
- Work with community groups and partner agencies to assure funding to construct a trail system throughout Tuolumne County.
 - See OWP Work Element 17/18 - 8

Planning Emphasis Areas

Planning emphasis areas (PEAs) are policy, procedural and technical topics that should be considered by Federal planning fund recipients when preparing work programs for metropolitan and state-wide planning and research assistance programs.

The Federal Highway Administration (FHWA) California Division and Federal Transit Administration (FTA) Region IX have determined that the areas of emphasis for California's transportation planning and air quality program for the Overall Work Programs for Program Year 2018 are:

- Core Planning Functions
- Performance Management
- State of Good Repair

Core Planning Functions

MPOs are reminded that their Overall Work Programs must identify the Core Planning Functions and what work will be done during the program year to advance those functions.

The Core Functions typically include:

- *Overall Work Program*
- *Public Participation and Education*
- *Regional Transportation Plan*
- *Federal Transportation Improvement Program*
- *Congestion Management Process (required for TMAs)*
- *Annual Listing of Projects*

The Moving ahead for Progress in the 21st Century (MAP-21) legislation provided metropolitan transportation planning program funding for the integration of transportation planning processes in the MPA (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPA. The FHWA and FTA request that all Metropolitan Planning Organizations (MPOs) review the Overall Work Plan development process to ensure all activities and products mandated by metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The MPO OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity, description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA planning funds).

Performance Management

Since MAP-21 was passed in 2012, Caltrans and most California's MPOs have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States and MPOs to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation with States, metropolitan planning organizations (MPOs), and other stakeholders, to establish performance measures in the areas listed below:

- **Safety** – *To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.*
- **Infrastructure Condition** – *To maintain the highway infrastructure asset system in a state of good repair.*
- **Congestion Reduction** – *To achieve a significant reduction in congestion on the National Highway System.*
- **System Reliability** – *To improve the efficiency of the surface transportation system.*

- ***Freight Movement and Economic Vitality*** – *To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.*
- ***Environmental Sustainability*** – *To enhance the performance of the transportation system while protecting and enhancing the natural environment.*
- ***Reduced Project Delivery Delays*** – *To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.*

Although the final rulemaking is not yet completed, the FHWA and FTA want each MPO to explicitly identify their process for determining performance targets and measures within their Overall Work Programs for FY 2018.

State Of Good Repair

MPOs are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. MPO's shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the Region Transportation Plan (RTP). Analysis of State of Good Repair needs and investments shall be part of any RTP update, and must be included in the Overall Work Program task for developing the Regional Transportation Plan. MPO's are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operators transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the MPO planning process.

These PEAs were considered in the development of the proposed project list for next year's OWP. That draft project list is hereby presented for discussion and consideration of approval.

Schedule

The Fiscal Year 2017/18 Draft OWP, including a revenue and expenditures budget, is due to Caltrans by March 1, 2017. Staff is seeking guidance for the preparation of the Draft OWP. The full Draft OWP document will be presented to the TCTC for approval at the February meeting.

Attachment:

Draft Project List for Fiscal Year 2017/18 OWP

Recommended Action:

Discuss and approve projects for the TCTC Overall Work Program for Fiscal Year 2017/18.

7. Acceptance of the Transportation Development Act Fiscal Year 2015/2016 Financial Audits.

The purpose of this agenda item is to request the TCTC accept the Transportation Development Act (TDA) Financial Audits for Fiscal Year 2015/16 for the TCTC, TCTA, County and City.

Background

The TCTC is responsible to administer the Transportation Development Act funding program for Tuolumne County. The Transportation Development Act governs two major transportation funding sources, the Local Transportation Funds (LTF) and State Transit Assistance Funds (STAF). Local Transportation Funds may be utilized for administration of the TDA, pedestrian and bicycle facilities, the public transit system (operations and capital) and for streets and roads projects. State Transit Assistance Funds may be utilized for public transit services only.

The Transportation Development Act requires the TCTC to hire an outside auditor to annually conduct financial audits of the TDA funds. TDA audits are conducted for the County of Tuolumne, City of Sonora, TCTC and TCTA since TDA funds are allocated to those agencies. These Audit Reports also include the TCTC's State Highway Account Reserves, which consists of Regional Surface Transportation Program (RSTP).

Financial Audits for Fiscal Year 2015/16 for the TCTC, TCTA, County and City of Sonora have been completed by Macias, Gini and O'Connell LLP.

The Audit Reports have been reviewed and approved by the County Auditor/Controller and TCTC's Fiscal Officer, Ms. Debi Bautista, and submitted to the State by the December 31st deadline. Therefore, Staff is recommending the TCTC accept the Audit Reports as presented. Ms. Bautista or a representative from her office will be available at the meeting to address questions, if any.

The Financial Audits will be available for review at the meeting. If you would like to review them prior to the meeting, please contact Denise Bergamaschi at 209-533-5603.

Attachments:

Available upon request

Recommended Action:

Recommend the TCTC accept the Fiscal Year 2015/16 Financial Audits as presented.

8. Approval and Execution of a \$29,880 Agreement to Conduct Performance Audits of the TCTC and Public Transit System.

The Tuolumne County Transportation Council is statutorily required by Section 99246 of the California Public Utilities Code to designate an independent entity to conduct performance audits of the TCTC and Public Transit System on a triennial basis. As you may recall, this year's Overall Work Program includes conducting Performance Audits that will cover Fiscal Years 2013/14 through 2015/16.

The purpose of these performance audits is to evaluate the effectiveness, efficiency and economy of the TCTC and the operator of the Public Transit System. The audits must be conducted in compliance with the Transportation Development Act (TDA) and consistent with the

“Performance Audit Guidebook for Transit Operations and Regional Transportation Planning Entities,” as issued and amended by the California Department of Transportation.

As you may recall, the TCTC previously distributed a Request for Proposals (RFP) to solicit proposals to hire an auditor to conduct the required performance audits. As a result, three firms submitted proposals for the project. Proposals were received from Clifton/Larson/Allen LLP, Nelson/Nygaard Consulting Associates, Inc. and LSC Transportation Consultants, Inc.

The Selection Committee evaluated each proposal pursuant to the criteria included in the RFP documents and ranked LSC Transportation Consultants, Inc. as the top proposer. LSC Transportation Consultants provided an appropriate scope of work, experienced team and affordable cost (\$29,880). The other auditing firms, Clifton/Larson/Allen LLP provided a scope of work and cost (\$46,125) and Nelson/Nygaard Consulting Associates, Inc. provided a scope of work and cost (\$47,750) that exceeded the established budget and audit needs.

As authorized in the RFP documents, the Executive Director has negotiated the attached Agreement with LSC Transportation Consultants, Inc. This Agreement has been approved by the TCTC’s Legal Counsel.

Attachment:

Professional Services Agreement to Conduct Performance Audits

Recommended Action:

Award the Performance Audits Agreement to LSC Transportation Consultants, Inc., as recommended by the Selection Committee, and authorize the Chair to sign and execute the Agreement as presented.

9. Adoption of Resolution No. 556-17 Expressing Appreciation to Diane Bynum for her Years of Service to the Tuolumne County Transportation Council.

Diane Bynum began her career as an Office Assistant II for the Tuolumne County Transportation Council in 1990. For the past 20 + years, Ms. Bynum has provided exceptional support to the Transportation Council as well as the Transit Agency. Unfortunately, and to our dismay, Ms. Bynum has decided to trade in her office chair and desk for a beach chair and umbrella! To express appreciation for her years of service and dedication, staff recommends approval and adoption of Resolution No. 556-17 as presented.

Attachments:

Resolution No. 556-17

Recommended Action:

Approve and adopt Resolution No. 556-17 as presented.

10. Reports