

**Background Information:**

**Consent Calendar:**

**2. Approval of the December 11, 2019 Meeting Minutes.**

*Michael Casas with Caltrans District 10 requested that the TAC/CAC minutes be amended to reflect that on item 9 – it be noted that he was satisfied with the Travel Demand Model as long as Kevin Schroder is okay with it. \*\* This change will also reflect in the TAC/CAC Meeting minutes.*

**3. Approval of a letter to the Governor’s office supporting the re-appointment of Paul Van Konyenburg to the California Transportation Commission.**

As Council may recall, Mr. Van Konyenburg was a guest speaker at the September 2019 TCTC Meeting. He was appointed to the California Transportation Commission (CTC) in August of 2017 and is the designated rural counties representative on the Commission and currently serves as the Vice Chairman. He has facilitated many discussions with the TCTC, Caltrans and the CTC on numerous projects.

Mr. Van Konyenburg’s term is expiring soon and staff is asking that Council sign a letter of recommendation for Mr. Van Konyenburg’s re-appointment.

**Attachment:**

*Letter to the Governor’s office recommending Mr. Van Konyenburg’s re-appointment.*

**Recommendation:**

*Recommend that Council Chair sign letter recommending Mr. Van Konyenburg’s re-appointment.*

*This item was not presented to the TAC/CAC therefore there is no motion to report.*

**Regular Agenda:**

**4. Election of Chairperson and Vice Chairperson.**

As this is the first meeting of 2020, it is recommended that the TCTC elect a Chairperson and Vice Chairperson.

**Attachments:**

*There are no attachments.*

**Recommended Action:**

*Staff recommends that Council elect a Chairperson and Vice Chairperson.*

**5. Approval to purchase one non-networked pedestal mount electric vehicle charging station for use of the TCTC fleet vehicle.**

At the November Tuolumne County Transportation Council (TCTC) Meeting, the TCTC approved ten electric vehicle charging station priority locations for public charging stations and for local agency fleets. The first EV fleet charging station project will be at the TCTC office at 975 Morning Star Drive Suite A.

The TCTC issued a Purchase Order for a new 2020 Chevy Bolt in January 2020. This new Chevy Bolt will be TCTC's primary vehicle for staff. The TCTC is piggybacking off the Department of General Services procurement contract which allows local agencies to purchase from the State Contract. The TCTC has already included the Chevy Bolt in the 19/20 budget. The estimate for the arrival of the new vehicle ranges from March to May 2020. In a couple of weeks, the dealer should be able to provide a more accurate estimate on the vehicle arrival.

Staff is recommending the TCTC purchase and own the electric vehicle charging station. Staff is not recommending a charging station lease option. The use of the TCTC Office fleet charging station is intended for only the TCTC fleet vehicle.

**EV Charging Station Ownership Options:**

- TCTC Owns charging station (Recommend TCTC Purchase) – costs range from \$1,100 to \$4,000. Staff has listed five potential charging station companies in attachment per TCTC procurement policies, since the lowest charging station prices are under \$2,000, the Executive Director can approve the purchase. Under the option there is no opportunity to charge a fee to public users, therefore, staff recommends to eh charger only be available to TCTC vehicles, employees and visitors to the TCTC office.
- Lease Version – For Example, ChargePoint owns the charger - \$2,400 per year (\$200 month) with a five-year lease. This cost includes software and warranty.
- TCTC's Property Owner (Sunrise Hills Community Association) Owns charging station- Our Property Owner representative has stated the ownership group is not interested in purchasing or owning the charging station at this time.
- TCTC purchase of Networked/Public charger. The unit would cost approximately \$9,000 plus installation costs. A software license is \$560.00 per year and warranty is \$740.00 annually.

**Maximum Charging Capacity of Charging Station**

- The Chevy Bolt charges at a maximum of 7.2 Kilowatts per second (KWH) for Level 2 charging. This maximum level of charging impacts the type of charging station the TCTC needs to purchase since purchasing a faster charging station will not increase the rate of charging for the Chevy Bolt. TCTC staff is recommending a 32-amp charger.
- Our TCTC fleet Chevy Bolt will have the ability to fast charge at any Direct Charge (DC) Fast charging station that has a Combined Charging System (CCS) charging port. We are not recommending purchasing a DC Fast Charging Station.

## **Non-networked/Fleet Charging Station Vs Networked/Public Charging Station**

- The use of the TCTC Office fleet charging station is intended for only the TCTC fleet vehicle.
- The non-networked charging stations are significantly cheaper than networked charging stations. And non-networked stations do not have additional or monthly network charges or fees.
- The TCTC Office parking lot does not have building or wall to mount the charging station onto. These charging stations are the cheapest which range from \$500 to \$800.
- The TCTC office needs a floor/ground pedestal mount. This is planned to be in front of the office.
- Networked charging station have credit card charging capabilities which require access to WIFI or cell phone coverage. These charging station also keep statistics on usage. These charging stations are a lot more expensive than non-networked floor mount charging station without these capabilities. We are not recommending a networked charging station for the TCTC office. These charging stations would work better for public use and promote private ownership of EV's among office employees. By charging members of the public a fee for use, some of the TCTC's investment could be recouped.
- We are also recommending the charging station have the ability to physically lock and unlock the charging station. This limits who can use the charging station after hours or if the vehicle is not using the parking space.

TCTC staff is working with the Property Owner and the Property owner's contractors to add new electric conduit and meter from the building to the charging station. These Contractors will also be installing the new charging station into the parking lot. We are planning on placing the charging station in the front parking spots next to the TCTC Office. The property owner will be restriping the front TCTC Office parking spaces, as part of separate project so a full vehicle can fit into the front spaces. With these restriping, the electric vehicle charging station should fit between two parking spaces.

## **One Charging Station vs Two Charging Stations**

- Several charging station companies allow the purchase of 2 charging stations using the same 240V plug. And TCTC would be able to charge 2 vehicles at the same time.
- But charging 2 vehicles at the time with the same 240V plug would split the rate of charging from 7.2KWh per second to about 3.6KWH per second.
- Going from zero battery charge to fully charged would take about 9.5 hours with the 240V using a 7.2Kwh second.
- Using a 3.6KWH second it would take at least double length of time to charge.
- TCTC staff is recommending purchasing one charger using a 240V plug. Staff wants to be able to charge the Chevy Bolt in the shortest amount of time like a home charger.
- In the future, the TCTC could add a second 240V plug with a separate charging station for use for the public. This charging station could be placed near the existing charging station.

### **Attachments:**

*TCTC Office Site Plan with Charging Station*

*Cost Price Comparison for Five Charging Station Companies.*

*2020 Chevy Bolt*

**Recommended Action:**

*Recommend the TCTC support the purchase of one non-networked pedestal mount electric vehicle charging station for use of the TCTC fleet vehicle.*

*At the TAC/CAC Meeting it was recommended by Sr. Transportation Planner, Alex Padilla, that the motion be made to purchase 2 chargers if staff decides to move forth with doing so adding that installing 2 at the same time would be more cost effective than 1.*

*The TAC and CAC moved to approve supporting the purchase of **two** non-networked pedestal mount electric vehicle charging station for use of the TCTC fleet vehicle should staff decide to do so.*

**6. Award a Contract in the amount of \$70,585 to Central Valley Electric to provide generator for Tuolumne County Transit operations and maintenance facility along with associated electrical work.**

On January 3, 2020 Tuolumne County Transit Agency staff released an invitation for bid to purchase and install a back up generator and complete all associated electrical work. Staff, working with guidance from Tuolumne County Facilities, determined that a C-10 Electrical Contractor was the licensing necessary to complete the project. This is a prevailing wage project, so contractors must be registered with the California Department of Industrial Relations (DIR). Staff did a search for qualified (C-10 and General contractors) on the DIR website and sent notification of the project invitation for bid to all qualifying contractors in Tuolumne, Calaveras, Amador, Stanislaus and San Joaquin counties.

There was a mandatory pre-bid meeting held on January 14 at the project site. This meeting was facilitated by the electrical engineer that provided TCTA with the project diagram and specification.

Bids were due on Thursday January 23 at 1pm. The opening was held at the TCTA/TCTC office. The following bids were received:

1. ERBCO- \$78,500
2. Darrale Patrias- \$87,892
3. Central Valley Electric- \$70,585
4. Tri-Power Systems- \$85,732.30

In light of Central Valley Electric (CVE) providing the low bid and acknowledging that they are a company with the valid licensing and in good standing with the Department of Industrial Relations, staff recommends the bid be awarded to CVE. The project has already been registered with the DIR.

The project is projected to take 3-4 months to complete, primarily because this is the lead time for manufacture of the specified generator.

**Attachments:**

*Invitation for Bid*

*Central Valley Electric Bid*

*Summary of Bid results*

**Recommended Action:**

*Recommend awarding Contract in the amount of \$70,585 to Central Valley Electric to provide generator for Tuolumne County Transit operations and maintenance facility along with associated electrical work.*

*The TAC and CAC moved to approve a Contract in the amount of \$70,585 to Central Valley Electric to provide generator for Tuolumne County Transit operations and maintenance facility along with associated electrical work.*

**7. Discussion and Approval of Projects for the Tuolumne County Transportation Council Draft Overall Work Program for Fiscal Year 20/21.**

The purpose of this agenda item is to discuss projects to be included in the TCTC's Overall Work Program (OWP) for Fiscal Year 2020/21. Once the projects are approved, the Draft OWP document will be prepared and submitted for approval at the April 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 20/21 - 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 20/21 – 4, 20/21 - 11, 20/21 -13, 20/21 - 14
- Work with community groups and partner agencies to assure funding to construct a trail system throughout Tuolumne County.
  - See OWP Work Element 20/21 - 8

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 2021 are:

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

Highlighted in the FY2020/21 Work Program:

- Peaceful Oak Interchange
- SR49 Congested Corridor Project Development
- Groveland Transit Services

- Mobility Manager
- CEQA Reform Implementation
- SR49 Gold Ruch Trail
- Program CMAQ funding to projects including Park and Ride
- EV Charging Stations
- TAP Ride

### Schedule

The Fiscal Year 20/21 Draft OWP, including a revenue and expenditures budget, is due to Caltrans by March 1, 2020.

### **Attachment:**

*Draft Project List for Fiscal Year 20/21 OWP*

### **Recommended Action:**

*Discuss and approve projects for the TCTC Overall Work Program for Fiscal Year 2020/21.*

*The TAC and CAC moved to approve Projects for the Tuolumne County Transportation Council Draft Overall Work Program for Fiscal Year 20/21.*

## **8. Approval and Execution of a \$31,765 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 2016/17 through 2018/19.

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, only one firm submitted a proposal for the project. The proposal was received from LSC Transportation Consultants, Inc.

LSC Transportation Consultants performed our previous audit and provided an appropriate scope of work, experienced team and affordable cost (\$31,765), which is within 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:**

*Recommend awarding 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.*

*The TAC and CAC moved to approve the Execution of a \$31,765 Agreement to Conduct Performance Audits of the TCTC and Public Transit System.*

**9. Approval of Amendment #1 to the Tuolumne County Active Transportation Plan Contract with GreenDOT Transportation Solutions to add additional tasks and increase the not-to-exceed amount to \$143,974**

Tuolumne County Transportation Council staff have been working with GreenDOT Transportation Solutions to create a Active Transportation Plan for Tuolumne County. This document will better allow the region to compete for State and Federal funds, in addition to identifying and prioritizing projects that are of importance to the local communities. Amendment #1 proposes to increase the project scope to more completely address recommendations for projects that are desired for the State Highway System. Additionally, outreach and project planning hours have been added to assist with a follow up meeting with the community of Groveland/Big Oak Flat and development of a conceptual design for a project that is proposed to utilize the Hetch Hetchy railroad grade and Groveland Community Services District (GCSD) property. This planning will be accomplished by working closely with GCSD.

The project is being completed with Sustainable Transportation Planning funds from Caltrans. The grant award for the project is \$143,974. The original contract with GreenDOT transportation has a not to exceed of \$115,700. The additional scope can be accommodated within the original grant award and will not affect the TCTC budget.

Staff consulted with Caltrans District 10 Local Assistance and Headquarters (Sacramento) to ensure that the additional tasks and budget was acceptable from a grant administration perspective. They concurred that the additional work was consistent with the original grant award. Staff will submit amendment #1 to Caltrans if the TCTC approves it.

**Attachment:**

*Amendment #1 to Contract with GreenDOT to provide Active Transportation Plan Revised Scope of Work  
Revised Project Budget*



**Recommended Action:**

*Recommending awarding 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.*

*The CAC moved to approve Amendment #1 to the Tuolumne County Active Transportation Plan Contract with GreenDOT Transportation Solutions to add additional tasks and increase the not-to-exceed amount to \$143,974*

*Michael Casas with Caltrans District abstained from voting stating that not enough language is presented.*

*Remaining members of the TAC moved to approve Amendment #1 conditionally with language stating that it is pending per Caltrans' review and acceptance.*

**8. Reports**