

Background Information:

Consent Calendar:

2. Approval of the August 9, 2017 Meeting Minutes.

Regular Agenda:

3. Progress report on the construction of the Tuolumne Transit Center.

The long and winding road is paved! The Transit Center is currently on schedule to be closed out in less than a month. September 20 is the target for completion by F & H Construction with the Transit Agency receiving keys to the facility at this time.

Work remaining to be done includes final concrete flatwork in front of the building and shade structure, planting of remaining landscaping plants, placement of bus stop poles with schedule information and installation of the emergency blue light.



After all contracted work has been complete, several additional items are scheduled to move the project closer to being ready for Tuolumne County Transit operations. These items include polishing the concrete floors (contract for consideration as part of another agenda item), placement of site and work station furniture, and final testing of Nextbus technology at the site.

The project remains on budget. A separate spreadsheet capturing project costs has been included for review.

Attachments:

Spreadsheet of project costs has been included for review.

Recommended Action:

Receive and file this report.

4. Discuss possible date to celebrate the Grand Opening of the New Transit Center

The current scheduled construction completion date for the Transit Center is September 20, 2017. Staff projects that the facility should be ready to serve Tuolumne County Transit customers beginning November 1, 2017. This will leave time to complete non-contracted items as outlined in the previous agenda item, train at the new facility and advertise the change in Tuolumne County Transit services to its users.

With this in mind, staff suggests consideration of a ribbon cutting during the month of October. Staff is coordinating potential dates with the contractor, architect and public agency officials. This item is intended to identify a day and time that will work well for the Transit Agency board.

Attachments:

There are no attachments for this item.

Recommendation:

Set date for ribbon-cutting at Transit Center

A date for the ribbon cutting ceremony is still in the works. Councilmembers will be notified as soon as a date has been set.

5. Contract award to polish concrete floor at transit facility.

On July 6, 2017 TCTA staff let an invitation for bids to polish roughly 1000 square feet of concrete floors at its Transit Center. At the bid closing date of July 27, 2017 staff received zero bids to do the work. The Invitation for bid was advertised for a second time on August 9, 2017. At bid closing on August 18 there was a single bid to polish the floors at the Transit Center from Jenco Companies out of Stockton. The bid (which is attached) is for \$13,200 to complete all work as identified in the IFB.

In consultation with the project architect, HMC, staff determined that the bid was within the threshold that is deemed reasonable for this type of work.

Attachments:

Bid from Jenco Companies.

Recommendation:

Direct staff to award contract and complete project with Jenco Companies.

The TAC and CAC recommended approval of the contract being awarded to Jenco.

6. Approving a request for Trolley Service at Oktoberfest event in Twain Harte sponsored by the Twain Harte Area Chamber of Commerce

Staff received a request from the Twain Harte Area Chamber of Commerce to serve their Oktoberfest fundraiser. According to the Chamber submittal request, this event is a fundraiser for Chamber activities supporting the greater Twain Harte area. The event is held at Eproson Park which is centrally located in Twain Harte, but has limited parking. The Chamber is requesting a Trolley to help encourage folks to park remotely in Twain Harte, then ride the Trolley to Oktoberfest. They expect to draw between 700 and 1000 people to the event.

After reviewing the request for service, staff has determined that the submittal does meet with the criteria established to serve community events and is eligible for consideration by the Transit Agency.

Staff has met with Chamber representatives and has established a possible service plan in the event that the event meets with Transit Agency approval.

The proposed route for the Trolley will include service to Twain Harte Market parking lot, and designated stops in the downtown areas to bring general public members to Eproson Park where the event is being held.

The cost to serve the event is roughly \$450 dollars. The Twain Harte Area Chamber of Commerce has agreed to promote the special event service and Tuolumne County Transit through event marketing efforts.

Attachments:

Request for Trolley Service for the Oktoberfest from the Twain Harte Chamber of Commerce.

Recommendation:

Approve service request, with a full post event review, to determine if the event is a eligible for future service requests

The TAC and CAC recommended approving Trolley Service for the Oktoberfest.

7. Public Hearing to consider approval of resolution 43-17 adopting of the Final Proposed Fiscal Year 2017/18 Budget for the Public Transit System.

The Tuolumne County Transit Agency is required to conduct a public hearing each year to consider adoption of the final budget for the Region's Public Transit System, Tuolumne County Transit. As required, a notice of this year's hearing was published at least 10 days

in advance in the Union Democrat. The budget materials were available for public review for the 10-day period as well.

As you may recall, the Recommended Budget for Fiscal Year 2017/18 for the Public Transportation System was adopted by the TCTA at the June meeting. The purpose of this agenda item is to adopt the Final Budget.

The Recommended Budget adopted by the TCTA in June provided a working budget beginning July 1st, the beginning of the current fiscal year. The Final Budget presented here includes the following changes from the Recommended Budget, as identified in detail in the attached Line Item Budget:

Revenue

- An Increase to Fund balance of \$365,621 reflects the FY16/17 year end close actuals. The majority of this is due to the carryover of \$283,765 in fund balance obligated to complete the Transit Centers construction, scheduled to be complete in September/October 2017.
- A carryover balance of \$30,854 in CALOES Grant funds. The funds have been allocated to the purchase and installation of surveillance/lighting for various bus stops though out the County as needed.
- An increase of \$ 204,361 in State Assistance Funds (STAF) Based on a new estimate from the California Transit Association. Increasing our total allocation for FY17/18 to \$406,797.
- A reduction in the CMAQ funds of \$5,000. It was decided that the Bus Radios will not be purchased at this time. There is also a corresponding reduction in expense of \$5,000.
- There is a technical adjustment of \$686 between accounts 478197 and 478225, having no effect on the budgets bottom line.

Expenditures

- An increase of \$1,008 to the Post-Retirement Medical Account that was not included in the recommended budget.
- An increase to the Special Events Service Account in regards to Resolution 41-17 approved by the board at the August 2017 meeting to increase the line item to \$16,000.
- A technical adjustment of \$53,704 decreasing expense, due to a formula error in the recommended budget spreadsheet.
- An increase of \$283,765 to the Tuolumne Transit Center line item to cover the completion of the project. The revenue is included in the carryover in fund balance allocated to the project.
- An increase of \$58,590 on the Misc/Specialized Equipment line item is for the purchase of Surveillance and lighting equipment for various bus stops throughout the County. The purchase will be paid for by CALOES FY17/18 Grant funds and the carryover from previous years.

The attached worksheet includes a line by line comparison of this 2017/18 Final Proposed Budget to the Recommended Budget adopted in June.

Staff recommends the TCTA adopt the Final Budget as presented.

Recommended Actions:

1. *Conduct a public hearing to consider adoption of the FY 2017/18 Budget for the Public Transit System.*
2. *Adopt Resolution 43-17 approving the Public Transit System Final Budget for Fiscal Year 2017/18 as presented.*

Attachments:

Resolution 43-17, TCTA Final Budget for FY17/18

The TAC and CAC recommended holding a Public Hearing to consider approval of Resolution 43-17 adopting the Final 2017/18 FY TCTA Budget.

8. Adopt Resolution 42-17 adopting updated Title VI Policy for the Tuolumne County Transit Services.

The TCTA is required to update their Title VI Policy every three years. Adopting Resolution 42-17 will adopt the updated policy and keep the TCTA in compliance.

Background

As a recipient of Federal funding, the Tuolumne County Transit Agency is required to comply with Title VI of the Civil Rights Act of 1964, and its amendments, in its provision of public transit services and programs. The TCTA must also comply with the nondiscrimination laws that apply to environmental justice for the minority and low-income population as well as services to those individuals with limited English proficiency. Basically, the TCTA must ensure that no person on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination with respect to its transit services or programs

TCTA last adopted their Title VI Policy in October of 2014. Caltrans requires this policy must be updated every three years. The updated Title VI Policy required very minor changes, including current dates and information regarding public access to all documents and forms related to the Title VI Nondiscrimination Policy. Updates were made to the Transit Schedule that will go into effect with the opening of the new Transit Center. Information was added in regards to both the new Transit Center and Nextbus services, which were new additions since the 2014 policy.

As noted in the Policy, no complaints have been received.

Attachments:

Resolution 42-17

Attachment A, Updated Title VI Policy

Recommended Action:

Adopt Resolution 42-17 adopting the Updated Title VI Policy for the Tuolumne County Transit Services as presented.

The TAC and CAC recommended adopting Resolution 42-17 adopting the updated Title VI Policy for the Tuolumne County Transit Services. It was also recommended that information be put on the web site for non-English speaking citizens on who to contact should they have any questions. Staff has already updated the web site as requested.

9. Reports