

Background Information:

Consent Calendar:

- 2. Approval of the February 14, 2018 Meeting Minutes.**
- 3. Approval of the February 14, 2018 Special Meeting Minutes**
- 4. Approval of Chairman to sign Low Carbon Transit Operations Program Certifications and Assurances, Authorized Agent form and Allocation amounts for Week-end and Special Event Transit Services.**

The Low Carbon Transit Operations Program (LCTOP) was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Funding is derived from Cap and Trade auction proceeds. Approved projects in LCTOP can support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

Staff recommends the TCTA authorize the Chairman and Executive Director to sign all pertinent documents to receive LDCTOP funding. The TCTA previously gave direction to Executive Director to sign and submit all required paperwork to LCTOP staff. The TCTA application is for expanding Tuolumne County Transit services to include weekends (primarily Saturdays) and Special Event services.

Attachments:

Signature pages for: Authorized Agent; Certifications and Assurance and Allocations.

Recommended Action:

Authorize TCTA Chair to sign required documents and designate TCTA Staff as authorized agents to receive LCTOP Funding.

- 5. Review and file a copy of the Strategic Partnerships—Transit grant submitted by Amador County Transportation Commission with Tuolumne County Transportation Council as a sub-recipient to update the Coordinated Public Transit-Human Services Transportation Plan for each Agency.**

The Coordinated Plans are ideally updated every five (5) years. The TCTA last adopted its Coordinated plan in 2014. The previous update was grant funded and in coordination with Calaveras Council of Governments (CCOG). Since this model was previously successful, staff is attempting to get funding for the update in a similar manner. The grant application is being submitted by the ACTC with CCOG and TCTA as sub-recipients. The local match is being provided as an in-kind match, staff hours on the project. The deadline for grant submittal was the end of February, so this application has already been submitted for funding.

Attachments:

Grant Application.

Recommended Action:

Receive and file.

6. Rejection of bids for Changeable Message Sign for State Route 120

In November an Invitation for Bid (IFB) was released with bids to be submitted by December 2017.

Two bids were received. One bid is considered non-responsive and the second is well over the budgeted amount for the project. Through discussions with City and County staff, we believe a bid more consistent with the project budget could be secured through a second bid process. Staff is recommending rejection of bids at this time, along with direction to release a new IFB for the project.

Attachments:

Bid Rejection Letter

Recommendation:

Reject both bids for the Changeable Message Sign project and direct staff to release a new IFB for the project.

Regular Agenda:

7. Presentation of the Mid-Year Transit Report

The mid-year report covers the operating period from July 1 through December 31, 2017. This six (6) month period saw a flurry of activity including the completion and opening of the new Tuolumne Transit Center, implementation of new service schedules, elimination of Route 6 and fare increases. Four of the six months included this period operations were on the previous schedule. November and December represent the current schedule.

The report is a literally a mixed bag of operating schedules and farebox recovery numbers. For this reason, staff is not drawing any major conclusions from the report as it currently exists. There is a need for the current schedules and cost saving measures to mature. With only two months of operation with the revised schedules, only minor editing tweaks are being made. It is staffs intention not to recommend any major changes to the schedule for at least one full year.

This does not mean staff won't be monitoring closely the operations of Tuolumne County Transit, rather staff will be working closely with current and potential riders to market the new schedules and educate regarding opportunities to use Tuolumne County Transit.

Attachments:

Fiscal Year 2017/2018 Mid-Year Performance Report

Recommended Action:

Receive and file report.

8. Adoption of the TCTA's 2017/18 Mid-Year Budget with associated budgetary modifications (4/5ths vote required).

The Fiscal Year 2017/18 Final Budget for the Tuolumne County Transit Agency was adopted by the TCTA in September 2017. This report is an important tool in forecasting how the budget is performing financially at mid-year compared to the adopted budget.

Revenue

The Transit Fund is continuing to recognize increases in interest revenue, receiving an additional \$11,021 in the first half, which is over the anticipated budget for the full year. The total interest received the prior year was \$32,007. It should be noted that, the majority of this interest is attributed to the Proposition 1B Programs, the California Office of Emergency Services (CalOES) and Public Transit Modernization, Improvement and Safety Enhancement Program (PTMISEA). The interest earned on those funds is applied to the approved projects within those programs.

The State Low Carbon Transit Grant came through with an increase of \$46,891 over adopted budget. These funds will be programmed to the Pinecrest Transit service and also the New Weekend Trolley service approved by the TCTA at the February 14th meeting.

State Transit Assistance Funds (STAF) came in higher than expected by \$10,934, due to the allocation including funds for the new State of Good Repair program. Also pursuant to the final apportionment amount recently received from Caltrans, the Federal Section 5311 Operating Assistance Grant funding had an increase of \$6,823 over the estimated amount in the adopted budget.

It's hard to project the farebox receipts for this year, due to the fare increases that took effect on November 1st of this year. We have four months at the old fare prices and only 2 months at the new fare prices, along with some ridership adjustments due to the new route changes. TCTA Staff recommend no changes to the farebox amounts included in the adopted budget. The Ski Bus on the other hand has had a rough start this year due to warm winter conditions and is expected to perform well below the anticipated adopted budget, not running through Mid-Year. We are recommending a decrease in the Ski Bus revenue by \$4,000 at Mid-Year.

Once again our Marketing consultant is performing above expectations, showing an increase in the bus advertising budget of \$16,340. This projection is based on revenue receipts received through Mid -Year. The revenue from this program is used to offset marketing activities.

The overall revenue budget shows an \$85,274 increase from the FY 17/18 adopted budget.

Expense

The estimated cost for fuel will remain the same. Since the TCTA purchases over 66,000 gallons of fuel each year, minor changes in the price per gallon make a significant difference in the

budget. Last year, the TCTA paid an average of \$2.61 per gallon. The average during the first half of this year was \$2.39 per gallon. Prices continued to increase in January to \$2.57 per gallon. The year-end budget estimate is based upon total gallons at average cost of \$2.59 per gallon.

As noted in the revenue section, the cost estimates for the Pincrest Transit Service/Weekend Trolley Service are revised to correspond to the related revenue and are included in this mid-year budget revision.

The Ski Bus expense will track with the Ski Bus revenue reduction and decrease by \$14,900 due to this season offering twin devastating variables of warmth and lack of precipitation.

Overall, expenses show an increase of \$40,742 from the adopted budget. This is mainly due to the Pincrest and Weekend Trolley Services to begin this year, these new services will be offset by a similar increase in revenue.

Conclusion

Budget transfers will be processed to adjust the minor revisions in each line item within the Public Transportation Budget Fund. A formal budget modification is necessary to add the revenue and expenses discussed above, which will require a 4/5ths vote from the TCTA.

Attachment:

Mid-Year Revenue and Expense Budget Report

Recommended Action:

Adopt the 2017/18 Mid-Year Budget with associated budgetary additions and modifications.

9. Reports