

**Background Information:**

**Consent Calendar:**

2. **Approval of the February 1, 2017 Meeting Minutes**
3. **Recommend the TCTA send a letter of support to YARTS for their Application to Federal Lands Access Program (FLAP) for Free rides on National Park Service Free Gate Days**
4. **Recommend the TCTA send a letter to the Sonora Parking and Traffic Committee asking for a red curb along a portion of South Washington street served by the SkiBUS and Public Transit to Yosemite (YARTS)**

**Regular Agenda:**

5. **Progress report on the construction of the Tuolumne Transit Center**

February continued to deliver much needed precipitation to drought entrenched Tuolumne County. There were several rain events that delivered at or above an inch at the construction site. The stormwater best management practices (BMPS's) are all in place and have been effectively preventing continued erosion. The hydro-seed that was applied in January is beginning to grow, further assisting in stabilizing soil. The Contractor's construction timeline originally detailed a completion date of March, but now reflects a June 2017 completion date

As a result of rain, the contractor's ability to weld the steel members has been hampered. The roof deck is in place on both structures on the site. Metal stud framing is being placed in the main transit building, along with the main ducting for the mechanical system that will deliver conditioned air.

The contractor has encountered rock as part of a six foot excavation needed to pour footing for the light poles at two locations on the site. The architect created a revised footing that would accommodate a shallow concrete pour by reinforcing the footing with a wider base. After discussion of alternatives, staff has given direction to complete the preparation of the footing as originally designed. This is expected to be the most cost effective path forward.

Additional staff time has been consumed in determining product selection for the site. A few examples of these items: split face for the retaining wall, color swatches for the concrete plaster to be applied to the exterior of the building, selection of the manufactured stone, roof color for standing seam roof.

**Attachments:**

*Budget Summary*

*Project Pictures*

**Recommended Action:**

*No action required, for informational purposes only*

**6. Recommend the TCTA award a contract (s) for Marketing and Collateral Production Services to the top rank proposer (s)**

Staff is engaged in a myriad of projects that require marketing materials be designed to reach specific segments of the population. Furthermore, in many cases staff is working to brand activities of the Transportation Council and Transit Agency. The functions desired of firms in the RFQ are niche markets and require professional expertise to create the desired product and reach the objectives outlined in the Overall Work Program.

Having a firm on retainer will allow staff to be more efficient in getting collateral created and circulated within the community. This will result from the ability to simply deliver a task order to create the collateral desired, rather than going through a competitive bid process for each individual need. Staff believes this will benefit the public through more staff time spent on project goals rather than the process itself. The retainer is proposed to be valid for three (3) years, at which time staff will go through another competitive process.

Examples of collateral created recently, include:

- SkiBUS marketing materials
- Design and printing of Transit Schedules
- Design and printing of Trail maps
- Video content for Tuolumne County Transit services
- Transit Branding
- Website re-design

A committee panel will review the RFQ's and rank the proposals consistent with the criteria outlined in the Request for Proposal.

The top firm (s) will be presented at the Technical and Citizen Advisory Committee meeting

**Attachments:**

*There are no attachments for this item.*

**Recommended Action:**

*Recommend approval of contract with top ranking firm (s)*

**7. Consideration of recommending the TCTA adopt the 2016/17 Mid-Year Budget with associated budgetary modifications (4/5ths vote required).**

The Fiscal Year 2016/17 Final Budget for the Tuolumne County Transit Agency was adopted by the TCTA in September 2016. This report is an important tool in forecasting how the budget is performing financially at mid-year compared to the adopted budget.

## Revenue

The primary funding source of the Public Transportation System is Local Transportation Funds (LTF), which is derived from sales tax revenues (1/4 of one cent of the retail sales tax). The Auditor/ Controller is reporting that the overall sales tax revenue continues to show a more positive trend than in past years. In FY16/17 the Auditor/Controller recommended a 4.5% increase over the previous year. So far, based on this year's receipts, we are experiencing a 6% increase compared to the same period from last year. With this in mind, the Public Transportation Budget should expect to receive 100% of the LTF allocated toward the budget.

The Transit Fund is continuing to recognize increases in interest revenue, receiving over \$17,000 in the first half, which is over the anticipated budget for the full year. 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. Last year's interest ended the year over budget by \$5,846, but included a significant debit right sizing the account in June 2016. At this point the TCTC staff recommends no Mid-Year revision to this revenue line item.

Based on farebox receipts so far this year, the revenue is on track to perform within budget. The ski Bus revenue has gotten a late start due to weather conditions, but is on track in the January – March months to perform as expected.

The bus advertising revenue is performing slightly ahead of budget estimates. Overall, the revenue from this program is used to offset marketing activities.

The overall revenue budget shows it is on track to end the year within budget. On Resolution 37-17 approved by the TCTA in January 2017, \$39,583 was de-obligated from the Jamestown Sidewalk and Bus Stop Project and allocated to the Law and Justice Center Bus Transfer Facility Project. This project is funded with Proposition 1B (PTMISEA) funding and this transfer will be reflected in the budget as a Mid-Year budget revision.

## Expense

The estimated cost for fuel through year end is coming in under budget by \$44,447. The TCTA paid an average of \$2.01 per gallon during the first half of the year. If prices continue to increase as we have seen during the month of January the actuals are expected to right size to budget by year end.

As noted in the revenue section, on Resolution 37-17 approved by the TCTA in January 2017, \$39,583 was de-obligated from the Jamestown Sidewalk and Bus Stop Project and allocated to the Law and Justice Center Bus Transfer Facility Project. The revised costs and related revenue to cover those costs are included in this mid-year budget revision.

Overall, expenses show a decrease of \$273,914 from the Final adopted budget. This is mainly due to a decrease in transit performance hours annualized based on the first 6 months of service.

Annual trends show transit hours which reflect expenditures are historically lower in the first 6 months of the year and tend to rights size to budget during the second half of the fiscal year.

### Conclusion

This year the staff presented a balanced budget and is expected to end the year within that budget. The staff is recommending the adjustment to revenue and expense in regards to the de-obligation of funds from the Jamestown Sidewalk and Bus Stop Project that reallocated to the Law and Justice Center Bus Transfer Facility Project. The revised expense and related revenue adjustments to cover the reallocation of those funds will be included in this mid-year budget revision.

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:

*Recommend the TCTA adopt the 2016/17 Mid-Year Budget with associated budgetary additions and modifications.*

## **8. Recommend the TCTA adopt Resolution 36-17 approving the Purchasing Policies for the Tuolumne County Transit Agency.**

The purpose of this agenda item is to request the TCTA adopt Purchasing Policies for purchasing goods and services. The proposed policies are consistent with the Purchasing Policies adopted by the TCTC and County of Tuolumne.

Resolution 36-17 has been prepared for the TCTA's consideration. These policies have been reviewed by legal counsel for legal form. Staff recommends the TCTA adopt Resolution 36-17 as presented.

### Attachments:

*Resolution 36-17 and Purchasing Policies for the TCTA.*

### Recommended Action:

*Recommend the TCTA adopt Resolution 36-17 adopting the Purchasing Policies as presented.*

## **9. Reports**