

Background Information:

Consent Calendar:

2. **Approval of the September 4, 2019 Meeting Minutes.**
3. **Schedule this year's Unmet Transit Needs Public Hearing for November 13, 2019 at 3 p.m. and authorize staff to provide transit services free of charge to persons with no other way to access the Hearing.**

Pursuant to the Transportation Development Act (TDA), each year prior to making any allocation of Local Transportation Funds (LTF) not directly related to public transportation services, or facilities provided for the exclusive use of pedestrians and bicycles, the TCTC must conduct at least one public hearing regarding unmet transit needs. The purpose of the Unmet Transit Needs Hearing is to solicit comments on unmet transit needs that may exist within Tuolumne County and that might be reasonable to meet in the following fiscal year by providing new public transportation services or by expanding existing services.

The purpose of this agenda item is to request the TCTC set this year's Unmet Transit Needs Hearing on November 13, 2019 at their regularly scheduled meeting. As required by the TDA, the public hearing will be advertised thirty (30) days in advance.

The definitions for "unmet transit needs" and "reasonable to meet transit needs" criteria were previously adopted by the TCTC through Resolution No. 515-15 (attached). Comments and requests received during this annual process are evaluated based upon those definitions and reasonable to meet criteria.

To be consistent with the goal to maximize public input to the process, staff is proposing that the TCTC provide transit service, as necessary, to persons with no other way to access the Hearing.

Attachments:

Resolution No. 515-15

Recommended Actions:

1. *Schedule this year's Unmet Transit Needs Public Hearing at the November 13, 2019 TCTC meeting, to be held in the Board of Supervisors Chambers, beginning at 3:00 p.m.*
2. *Authorize staff to provide transit services, free of charge as necessary, to persons with no other way to access the Unmet Transit Needs Hearing.*

Regular Agenda:

4. Adopt Resolutions 610-19 allocating a total of \$138,331 in Regional Surface Transportation Program (RSTP) Exchange Reserve Funds to the TCTC Budget Fund to cover the minimum 90-day cash flow need of the TCTC FY19/20 Final Budget.

The purpose of this agenda item is to present for consideration a request to allocate RSTP Exchange Reserve Funds from the TCTC's Regional Surface Transportation Program (RSTP) Reserves to the TCTC Budget Fund to cover the minimum 90-day cash flow need of the TCTC FY19/20 Final Budget.

Financial Impact

The TCTC has received an average of \$432,113 per year, over the last 5 years through the RSTP Exchange Program. These funds are deposited into the TCTC's reserves account until project funding requests are received via a call for projects. The balance of unallocated funds for Fiscal Year 2019/20 are approximately \$959,733. Please note there was no call for projects in FY18/19 for this funding while the TCTC were setting priorities for their use.

On February 23, 2011 Resolution 433-11, the Tuolumne County Transportation Council approved a policy allowing TCTC to allocate Regional Surface Transportation Program (RSTP) Exchange Reserve Funds to fund the minimum 90-day cash flow need of the TCTC Budget Fund.

On September 11, 2019, the Tuolumne County Transportation Council approved the FY19/20 Final Budget of the TCTC Budget Fund that identified the need to Allocate \$138,331 of the RSTP Exchange Reserve Funds to cover the balance of the minimum 90-day cash flow need for the FY19/20 Final Budget, calculated at \$314,221. Staff is projecting a fund balance at the end of FY19/20 to be \$175,890.

Attachments:

Resolutions 610-19, 433-11

Recommended Action:

The TCTC adopt resolution 610-19 allocating \$138,331 of the RSTP Exchange Funds to the TCTC Fund to cover the balance of the minimum 90-day cash flow need of the TCTC FY19/20 Final Budget. This recommendation is based on the policies set forth in Resolution 433-11.

5. Adoption of Resolution 609-19 Setting Policies for the Minimum Restricted Fund Balances in the TCTC and Public Transportation Funds and Maintenance of the TCTC Employee Leave Liability Fund, that will Supersede Resolution 433-11.

The Tuolumne County Transportation Council and Public Transportation Enterprise Funds may experience cash flow problems from time to time when there are delays in State or Federal budget adoptions, unanticipated revenue reductions, delays in expenditure reimbursements from

the State, and other unanticipated events that affect the timely receipt of revenue into those funds to offset expenditures.

Public Transportation Enterprise Fund

The Public Transportation Enterprise Fund experiences cash flow problems from time to time. One example would be, Caltrans has significant delays in processing and paying reimbursement for our Federal Transportation Assistance funds (5311), which was \$305,527 in FY18/19 and are not anticipated to be received until the fall of FY19/20. The major funding source for public transit services is Local Transportation Funds (LTF), which is based on the sales tax collected within the Tuolumne County Region. These funds have been consistent in recent years and should be enough to cover the restricted reserves needed.

As you know, a significant portion of our population is dependent upon our regional public transportation system to access jobs, medical services, shopping and other needs. Since the Public Transportation Enterprise Fund was within the County structure prior to July 1, 2010, the Auditor-Controller was able to temporarily borrow from other County funds to cover expenses until revenue to offset them was received. However, this did create an additional expense since the Fund had to pay interest on the borrowed funding. Since the Public Transportation System's Fund is under the TCTC and not the County, that borrowing opportunity became much more complicated and involve requesting an outside agency, such as the County, for a loan. The TCTC's Auditor-Controller recommended the TCTC implement a policy that would set the minimum fund balance in the Public Transportation Enterprise Fund at the estimated 90-day cash flow needs of that Fund. These funds would be considered restricted and only allowed to be used under the situations discussed above where cash flow to continue day to day operations is needed. It is important to plan ahead and be prepared for unstable financial situations so that cash flow problems within the Public Transportation Fund do not cause impacts to services for the transit dependent population.

The Governmental Accounting Standards Board (GASB) Pronouncement Number 54 and Transportation Development Act (TDA), which govern those funds, allow this type of financial set aside.

TCTC Budget Fund

The TCTC is mainly funded through the Rural Planning Assistance (RPA), Local Transportation Funds (LTF) and Planning, Programming and Monitoring (PPM) programs. Other revenue is provided to the TCTC Budget Unit, such as Regional Surface Transportation Program (RSTP) Exchange funds and grants for specific projects. Although, the TCTC's funding has been fairly stable, delays in payments from the State have been a regular occurrence. As with most transportation funding programs, the work must be completed, and funds expended before the TCTC can request payment from the State. In most cases the invoicing is done on a quarterly basis.

The TCTC's Auditor-Controller recommended the TCTC implement a policy that would set the minimum fund balance in the TCTC Fund at the estimated 90-day cash flow needs of the Fund. The previous policy had RSTP Exchange funds as the only source used to cover the restricted

fund balance need, the TCTC staff are recommending the policy be changed to include a combination of RSTP Exchange Funds and LTF funding to meet the policy requirement, as the TCTC fund is used to work on both transportation planning and road improvement and safety projects.

The Governmental Accounting Standards Board (GASB) Pronouncement Number 54 and Article 19 of the State Constitution, which govern those funds, allow this type of financial set aside.

TCTC Employee Leave Fund

On July 1, 2010, when the TCTC employees were separated from the County, the TCTC became, for the first time, completely responsible for the leave liability of their employees. Fortunately, at that time, a TCTC Employee Leave Liability Fund was established and the County transferred funds that equaled one hundred percent (100%) of the TCTC's liability to their employees as of June 30, 2010. This year's expense budget includes the Auditor-Controller's estimate for liability increases for the current year, which total \$45,000. This expense is identified in the TCTC Fund Leave Cash Outs line item.

This is a rare opportunity for the TCTC to keep their employee liabilities fully funded. Staff recommends the liability be recalculated by the TCTC Auditor-Controller at the beginning of each fiscal year, which could increase or decrease depending on the status of employees. For example, if a long-term employee terminated and a new employee was hired in their place, the leave liability for the TCTC would be greatly reduced. As employees accrue leave time, the liability would increase. The increase or decrease in liability could be included in the adopted budget each year and added to or subtracted from the TCTC Employee Leave Liability Fund to cover the current obligation.

Staff recommends the TCTC implement the proposed policy to keep the Employee Leave Liability Fund fully funded. The transfer of the Leave Cash Outs amount from the Expense Budget to the Liability Fund should fully fund the TCTC's employee leave liabilities through June 30, 2020.

Attachments:

Resolution 433-11, 609-19

Recommended Action:

Adopt Resolution 609-19 setting policies for minimum restricted fund balances in the TCTC and Public Transportation Enterprise funds and maintenance of the TCTC Employee Leave Liability Fund, Superseding Resolution 433-11.

6. Provide staff direction on Electric Vehicle program priorities.

The Tuolumne County Transportation Council (TCTC) adopted the Central Sierra Zero Emission Vehicle Readiness Plan on September 11th. The next step is to start prioritizing funding strategies that the TCTC can pursue to start deploying electric vehicle charging stations throughout Tuolumne County and the City of Sonora.

These are the projects and funding sources we are recommending the TCTC pursue:

- **Park and Ride Lot in Jamestown** with electric vehicle charging stations (CMAQ funding, Carl Moyer Program).
- **Park and Ride Lot in Groveland** with electric vehicle charging stations (CMAQ funding, Carl Moyer Program).
- **Fleet Vehicles Charging Stations** for the City of Sonora, Tuolumne County, and TCTC/TCTA (PG&E Fleet Ready Program, CMAQ, Carl Moyer Program, or local funding).
- **Public Charging Stations in Sonora** (Private/Public Partnership, Grant Funding, or Carl Moyer Program).
- **Public Charging Stations in Twain Harte** (Private/Public Partnership, Grant Funding, or Carl Moyer Program).

Once we get Board direction, we will partner with Tuolumne County and the City of Sonora to prepare a Project Initiation Documents for these projects before programming the projects. Programming requires accurate scopes of work, costs and scheduled that must be adhered to in the delivery phase.

For the purchasing of light duty fleet electric vehicles by Tuolumne County, City of Sonora, TCTC/TCTA, we are recommending using local funds.

- TCTC/TCTA (local funds) – Included one new EV in approved 19/20 Budget.
- City of Sonora (local funds)
- Tuolumne County (local funds)

In Central Sierra ZEV Readiness Plan Appendix B, there are public agency fleet reports for the City of Sonora, Tuolumne County, Tuolumne County Transit. These reports will help fleet managers, local agency staff, and elected officials determine which electric vehicles should be purchased.

Ownership Models of Electric Vehicle Charging Station (EVCS)

There are three types of EVCS ownership and management.

- First, it can be owned, operated and maintained by the property owner.
- EVCS can be owned by a public agency or property manager. In this case, EVCS is managed by a site host or other third party.
- The charging station would be owned by the EVCS manufacturer. The EVCS provider usually compensates the site host for use but maintains responsibility for equipment operations and maintenance.

CMAQ Funding

The TCTC is receiving Congestion Mitigation Air Quality (CMAQ) funding to help improve air quality in the region. The Tuolumne region is projected to receive a total of \$2.5 million in the next five years. The eligible funding options for CMAQ include some options such as: park and rides lots, bicycle and pedestrian facilities, electric vehicle charging stations, and new transit vehicle purchases.

The TCTC will follow up in the future with an agenda on prioritizing CMAQ funding towards specific projects.

PG&E's Fleet Ready Program

PG&E administers the Fleet Ready Program which started in the summer of 2019. PG&E received \$236 million in eligible funds from the California Public Utilities Commission (CPUC) for infrastructure supporting fleet electric vehicle charging infrastructure. PG&E is working with fleet managers that request funding across Northern and Central California to install EVCS at 700 sites <https://www.pge.com/ev-fleet-program>.

The EV fleet program offers dedicated infrastructure design and construction services. PG&E's Fleet Ready Program will also build the electric infrastructure needed for the full build out of the charging station site.

Carl Moyer Program

The Carl Moyer Memorial Air Quality Standards Attainment Program (Moyer Program) was implemented in 1998. The current program was updated under Senate Bill 513 (SB 513). SB 513 now provides eligible funding for infrastructure projects such as electric vehicle charging stations. The Moyer Program is implemented through local air districts such as the Tuolumne County Air Pollution Control District and receives approximately \$200,000 per year in funds.

Grant Funding - Electrify America, CA Energy Commission

There are Grant funding opportunities to build electric vehicle charging stations in Tuolumne County. The TCTC has been successful in facilitating site selections for previous CA Energy Commission grant in 2017 which helped to build a fast charging stations at Rush Creek Lodge and the Yosemite Gateway Museum and Library.

Private/Public Partnership – In this case, the parking lots would owned by a public agency, but the charging station would be owned by the electric vehicle charging stations (EVCS) manufacturer. The EVCS provider usually compensates the site host (public agency) for use but maintains responsibility for equipment operations and maintenance. A good example would be the Tuolumne County leasing their County owned parking lot in Groveland to Tesla for its Fast Charging Stations. TCTC staff is working closely with the Tuolumne County Economic Development Director Cole Prysbyla and Tuolumne County Visitors Bureau Executive Director Lisa Mayo on promoting potential EVCS sites to the business community.

Attachments:

There are no attachments for this item.

Recommended Action:

Provide staff direction on EV program priorities.

7. Sustainable Transportation Planning Grant

Purpose and Need:

The purpose of this project is to look comprehensively at Tuolumne County communities in light of likely natural disasters, to understand existing housing and transportation networks and plan for safe evacuations of people and property. Beginning in 2013 and extending through 2018 natural disasters (primarily fire) have tested California community's preparedness for a quick and orderly evacuation. Tuolumne County seeks to pro-actively identify strategies for working through natural disaster scenarios that will strain State and local roadways and potentially prohibit housing developments from effectively evacuating those living in the area.

Stakeholders:

- Tuolumne County (CAO, CRA, Sheriff, Public Health, Fire)
- Forest Service
- Tribal Governments (Chicken Ranch/Tuolumne)
- Tuolumne County Transportation Council
- Caltrans
- City of Sonora
- CAL FIRE

Project Goals/Deliverables:

1. Identification of high risk (housing) communities (one way in/out, poor road conditions, difficult topography (steep grades), isolated, large % vulnerable population)
2. Create strategies to assist in the evacuation/sheltering in place of these communities
3. Identify State/local roadways likely to be overwhelmed in a natural disaster scenario
4. Create strategies to manage congestion and evacuation
5. User Manual style Operations Manual for use by Incident response teams
6. Identify alternative uses (recreational) for secondary access routes (if appropriate)

Needs:

Input from Agency on existing deliverables/items they would like considered

Willingness to participate in planning project, if funded

Letters of support for the grant application/deliverables

Supporting data from Agency documents (EOP, Natural Hazards & Safety Elements (General Plan), Highway 108 Strategic Plan, Cal Fire Strategic plan for Tuolumne/Calaveras unit, Wildland Fire Plan, etc)

Next Steps:

Work closely with the County CAO staff to prepare a draft grant application for review by project Stakeholders and Caltrans staff. Finalize application and supporting documentation and submit for funding.

Grant Deadline:

Friday, October 11, 2019

Attachments:

There are no attachments for this item.

Recommended Action:

This item is for informational purposes.

8. Report on the Fiscal Year 2018/19 Transportation Development Act Financial Audits.

The purpose of this agenda item is to report on the status of the Transportation Development Act (TDA) Financial Audits for Fiscal Year 2018/19 for the TCTC, TCTA, County and City.

Background

The TCTC is responsible to administer the Transportation Development Act funding program for the Tuolumne County Region. 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) and Transportation Enhancement (TE) Exchange funds. The audits are due to the State by December 31st each year.

The TDA Financial Audits for Fiscal Year 2018/19 are currently being prepared by Macias, Gini and O'Connell LLP. Typically, the audits would be presented to the TCTC for acceptance prior to the submittal and presented at our December meeting. However, the TCTC's Auditor/Controller, Debi Bautista, provided the Auditing Firm with the final information needed to complete the audits on July 17th., and is still working with the Auditing Firm to finalize the Audits. We are hoping to present the audits at our November or December meeting.

Recommended Action:

Informational item, no action required.

9. Reports