



A G E N D A

Wednesday, June 27, 2018 – 9:00 a.m.

**Placer County Board of Supervisors Chambers
175 Fulweiler Avenue
Auburn, CA 95603**

- A. **Flag Salute**
- B. **Roll Call**
- C. **Closed Session – Conference Room A** **Action**
Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9):

NAME OF CASE: Sierra Club v. Caltrans, PCTPA, et al. (Sacramento County Superior Court Case No. 34-2018-80002859) (CEQA Litigation – SR 65 Widening Project)
- D. **Approval of Minutes: May 23, 2018** **Action**
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- E. **Agenda Review**
- F. **PRESENTATION: Adoption of Resolution 18-01 in Recognition of Celia McAdam** **Action**
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- G. **Public Comment**
- H. **9:00 AM: PUBLIC HEARING: Draft Short Range Transit Plans** **Action**
Pg. 7
- I. **Consent Calendar** **Action**
These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.

1. Letter of Task Agreement 18-01 between the Placer County Transportation Planning Agency and the Truckee-North Tahoe Transportation Management Agency for FY 2018/19: \$6,400 Pg.11

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PLACER COUNTY TRANSPORTATION PLANNING AGENCY
June 27, 2018
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| 2. | Letter of Task Agreement 18-01 between the Placer County Transportation Planning Agency and LSC Transportation Consultants, Inc. for Short-Range Transit Plans: \$6,824 | Pg. 13 |
| 3. | FY 2018/19 PCTPA Claim for Local Transportation Funds (LTF) - \$475,000 | Pg. 17 |
| 4. | PCTPA FY 2019 Federal Transit Administration (FTA) Section 5311 Program of Projects: \$477,082 | Pg. 19 |
| 5. | Letters of Task Agreements for Communications and Outreach Services for FY 2018/19 – AIM Consulting, Inc.: \$45,000 and \$12,500 | Pg. 23 |
| 6. | Letter of Task Agreement between the Placer County Transportation Planning Agency and the Capitol Corridor Joint Powers Authority (CCJPA) for the Capitol Corridor Marketing Program in Placer County for FYs 2018/19: \$7,500 | Pg. 26 |
| 7. | Letter of Task Agreement for Accounting and Actuarial Valuation Services for FY 2018/19 – Bickmore: \$975 | Pg. 28 |
| 8. | Letter of Task Agreement for Federal Legislative Advocacy Services for FY 2018/19 – Key Advocates, Inc.: \$36,000 | Pg. 29 |
| 9. | Letter of Task Agreement for Airport Land Use Consulting Services for FY 2018/19: Mead & Hunt – \$7,500 | Pg. 31 |
| 10. | Letter of Task Agreement for Fiscal and Compliance Audit Services for FY 2018/19: Richardson & Company LLP - \$55,200 | Pg. 32 |
| 11. | Letter of Task Agreement for Legal Services for FY 2018/19 – Sloan Sakai Yeung & Wong: \$69,000 | Pg. 45 |
| 12. | Letter of Task Agreement for State Legislative Advocacy Services for FY 2018/19– Smith, Watts & Hartmann: \$30,000 | Pg. 47 |
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**ADJOURN AS THE
PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**CONVENE AS THE
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

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| J. | Consent Calendar
These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion. | Action
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| 1. | Letter of Task Agreement for Legal Services for FY 2018/19 – Sloan Sakai Yeung & Wong LLP: \$5,000 | Pg. 50 |
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**ADJOURN AS THE
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY

CONVENE AS THE
PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

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| M. | Draft Final Placer County Regional Bikeway Plan Acceptance | Action
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| | 3. PCTPA Financial Report – March 2018 (separate cover) | |
| | 4. WPCTSA Financial Report – March 2018 (separate cover) | |
| | 5. PCTPA Revenues and Expenditures for April 2018 (separate cover) | |

Next Regularly Scheduled PCTPA Board Meeting

July 25, 2018

The Placer County Community Development Resource Agency is accessible to the disabled. If requested, this agenda, and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact PCTPA for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should contact PCTPA by phone at 530-823-4030, email (ssabol@pctpa.net) or in person as soon as possible and preferably at least 72 hours prior to the meeting.



PLACER COUNTY
TRANSPORTATION
PLANNING AGENCY

ACTION MINUTES of May 23, 2018

A regular meeting of the Placer County Transportation Planning Agency Board convened on Wednesday, May 23, 2018 at 9:00 a.m. at the Placer County Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, California.

ROLL CALL:	John Allard	Aaron Hoyt
	Brian Baker	Shirley LeBlanc
	Ken Broadway	Mike Luken
	Steve Harvey, Vice Chair	Celia McAdam
	Jim Holmes	Luke McNeel-Caird
	Bridget Powers, Chair	David Melko
	Stan Nader	Solvi Sabol
	Ron Treabess	
	Kirk Uhler	

CLOSED SESSION

The Board convened to Closed Session regarding Conference with Legal Counsel - Existing Litigation.

ACTION: The PCTPA Board returned from closed session. Chair Powers announced no reportable action was taken.

APPROVAL OF MINUTES – APRIL 11, 2018

Upon motion by Treabess and second by Broadway, the minutes of April 11, 2018 were unanimously approved.

AGENDA REVIEW

Chair Powers said that there will be an Executive Directors report after Item M – Board Direction to Staff.

PUBLIC COMMENT

Public comment was received by Lee Bastien.

CONSENT CALENDAR

These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.

1. FY 2016/2017 TDA Financial Audits (under separate cover)
2. FY 2017/18 County of Placer Claim for State of Good Repair Funds (SGR) Funds - \$283,780
3. FY 2017/18 Town of Loomis Claim for Local Transportation Funds (LTF) - \$390,371
4. FY 2017/18 Town of Loomis Claim for State Transit Assistance (STA) Funds - \$32,542
5. FY 2017/18 City of Rocklin Claims for Local Transportation Funds (LTF) - \$3,706,773
6. FY 2017/18 City of Rocklin for State Transit Assistance Funds (STA) - \$308,751
7. FY 2017/18 City of Auburn Claim for Local Transportation Funds (LTF) - \$812,420
8. FY 2017/18 City of Auburn Claim for State Transit Assistance (STA) Funds - \$68,992
9. FY 2017/18 City of Auburn Claim for State of Good Repair Funds (SGR) Funds - \$15,430
10. FY 2017/18 City of Lincoln Claim for Local Transportation Funds (LTF) - \$2,773,881
11. FY 2017/18 City of Lincoln Claim for State Transit Assistance (STA) Funds - \$231,258
12. SB 1 Freeway Service Patrol Fund Allocation for the California Highway Patrol – Not to Exceed \$45,000
13. Reprogram Roseville Congestion Mitigation & Air Quality (CMAQ) Funds from I-80 To Royer Park Bikeway Phase 2 – Segment 1 to Oak Street Extension of Miners Ravine Trail
14. Reprogram Placer County Congestion Mitigation & Air Quality (CMAQ) Funds from Pedestrian Improvements Along Highway 49, Education Street, and Town Court to Bell Road at I-80 Roundabouts

ACTION: Upon motion by Harvey and second by Uhler, the Consent Calendar was unanimously approved.

ADJOURN AS THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

CONVENE AS THE WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY

CONSENT CALENDAR

These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.

1. FY 2018/19 South Placer County Transportation Call Center
Budget - \$437,303

ACTION: Upon motion by Uhler and second by Harvey, the Western Placer Consolidated Transportation Services Agency Consent Calendar was unanimously approved.

ADJOURN AS THE PLACER COUNTY WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY

CONVENE AS THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

PUBLIC WORKSHOP: TRANSIT OPERATOR SHORT RANGE TRANSIT PLANS KEY FINDINGS

ACTION REQUESTED: Conduct a public workshop to discuss consultant key findings for Auburn Transit, Placer County Transit, Roseville Transit and the Western Placer Consolidated Transportation Services Agency (WPCTSA) Short Range Transit Plans. *Staff presenting: David Melko, Senior Transportation Planner. Consultant: Gordon Shaw, LSC Transportation Consultants.*

ACTION: A public workshop was conducted generating comments from Carol Thompson, Rocklin resident.

PRESENTATION: SACRAMENTO-ROSEVILLE THIRD TRACK PROJECT UPDATE

The Board was provided an update on the Sacramento-Roseville Third Track Project design and the status of the efforts to secure an alternative site for the layover facility to reduce impacts to Old Town Roseville. *Presenter: Joel Cox, Capitol Corridor Joint Powers Authority*

FINAL FY 2018/19 OVERALL WORK PROGRAM (OWP) AND BUDGET

ACTION REQUESTED: Authorize the Executive Director to submit the attached final FY 2018/19 Overall Work Program (OWP) and Budget to Caltrans. *Staff presenting: Luke McNeel-Caird*

ACTION: Upon motion by Holmes and second by Broadway the Board unanimously authorized the Executive Director to submit the attached final FY 2018/19 Overall Work Program (OWP) and Budget to Caltrans.

DRAFT GOALS, OBJECTIVES, AND POLICIES FOR THE 2040 REGIONAL TRANSPORTATION PLAN

A presentation was made to the Board on the Draft Goals, Objectives, and Policies for the 2040 Regional Transportation Plan (RTP). *Staff presenting: Aaron Hoyt*

BOARD DIRECTION TO STAFF / CAP-TO-CAP UPDATE

Chair Powers welcomed Mike Luken, incoming Executive Director. Jim Holmes briefed the Board on the Cap-to-Cap trip explaining that he, Chair Powers, and Mayor Broadway met with PCTPA federal advocate, Sante Esposito. Ken Broadway, who participated in several meetings at Cap-to-Cap, said there was a tremendous amount of support from our local representatives regarding the Third Track project and they expressed their desire to help move this project forward. Chair Powers thanked PCTPA for sending her to Cap-to-Cap and voiced what

resonated for her was the need for a local source of funding to be competitive for federal funding. Mike Luken echoed Chair Powers and concurred how much he appreciated meeting with the attending Board Members and Sante Esposito at Cap-to-Cap.

EXECUTIVE DIRECTORS' REPORT

Celia McAdam reported that the grants we had submitted under SB 1 programs were not successful. These included a grant submitted under the Congested Corridors Program for the I-80 Auxiliary Lanes and an application under the Partnership Programs for the Highway 65 Widening. After a debrief with the California Transportation Commission, McAdam explained that we simply did not have the match money that other counties have. McAdam said that Phase 1 of the I-80/SR 65 Interchange is under construction. A press release was provided to the Board for their information. Additional information and updates can be found on the 8065interchange.org website.

Mike Luken acknowledged the staff for helping him with the transition. Luken added that he has individual meetings with each of the Board Members and has also set up meetings with City Managers and others related to our work plan. Luken said he and Celia will be meeting with Mark Watts to formulate a preliminary strategy on the districting approach. Luken also said he has recently joined toastmasters.

OTHER

The meeting was adjourned at approximately 10:55 a.m.

Mike Luken, Executive Director

Steve Harvey, Vice Chair

PLACER COUNTY TRANSPORTATION PLANNING AGENCY

**IN THE MATTER OF: RECOGNITION OF
EXECUTIVE DIRECTOR CELIA McADAM**

RESOLUTION NO. 18-20

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held June 27, 2018 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage:

Vice Chair
Placer County Transportation Planning Agency

Executive Director, Michael Luken

WHEREAS, Celia McAdam has served as Executive Director for PCTPA since 1998; and

WHEREAS, Ms. McAdam’s dedication, leadership, expertise, and enthusiasm have been a guiding force for the improvement of transportation systems in Placer County; and

WHEREAS, Ms. McAdam has been a chief proponent of the strong consensus building amongst the jurisdictions on transportation issues and priorities that has been the key to PCTPA’s success.

WHEREAS, through Ms. McAdam’s efforts, guidance, and consensus building, PCTPA has accomplished the following during her tenure:

- Establishment of the South Placer Regional Transportation Authority in 2002, which will generate more than \$191 million to key transportation projects over 20 years.
- Championed compatibility of local airports with surrounding land use and ensured the ongoing viability of Placer’s three airports.

- Established the Freeway Service Patrol in 2006, which provides the most cost-effective tool in combating freeway congestion on Interstate 80 and Highway 65 by assisting and removing stalled vehicles.
- Weathered funding feasts and famines, complex regulatory requirements, and constantly changing processes to successfully plan, program, fund, and/or construct major transportation facilities including:
 - Intermodal/Rail Stations at Roseville, Rocklin, Loomis, Auburn, and Colfax (2000-2001)
 - Highway 49 Safety and Operational Improvements (2004)
 - I-80/Douglas Blvd. Interchange Improvements (2005)
 - I-80 Bottleneck Phase 1 (2007)
 - I-80/Sierra College Boulevard Interchange (2008)
 - Placer Parkway Tier 1 EIS/Program EIR (2009)
 - I-80/Bottleneck Phases 2 and 3 (2011)
 - Highway 65 Lincoln Bypass Phase 1 (2012)
 - Highway 65 Lincoln Bypass Phase 2A (2014)
 - I-80/SR 65 Interchange Phase 1 EIR/EA (2016)
- Worked tirelessly to deliver the 11.7-mile Highway 65 Lincoln Bypass in October 2012, the longest stretch of new highway built in California in a decade.

WHEREAS, Ms. McAdam's is known statewide for her perseverance in negotiating deals, locating and securing scarce funding agreements, delivering projects on time and under budget, and repeating this process over and over.

WHEREAS, Ms. McAdam has created a positive work environment by being a role model and supportive motivator, and she will be deeply missed by the Board and staff.

WHEREAS, Ms. McAdam has molded PCTPA into a lean, proactive, and results-oriented agency whose characteristics will continue after her retirement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY THAT: Celia McAdam is hereby commended for her outstanding dedication and service to the Placer County Transportation Planning Agency.



MEMORANDUM

TO: PCTPA Board of Directors **DATE:** June 12, 2018

FROM: David Melko, Senior Transportation Planner

SUBJECT: **PUBLIC HEARING: DRAFT SHORT RANGE TRANSIT PLANS**

ACTION REQUESTED

Conduct a public hearing for the Auburn Transit, Placer County Transit, Roseville Transit and Western Placer Consolidated Transportation Services Agency (WPCTSA) draft Short Range Transit Plans.

BACKGROUND

PCTPA hired LSC Transportation Consultants, Inc. to update the existing Short-Range Transit Plans (SRTPs) last prepared in 2011. The SRTP is the planning document by which transit services and capital projects are implemented, allowing each transit operator to remain eligible for federal, state, and local funding sources. Potential service, capital and infrastructure, fare adjustments, and institutional alternatives have been evaluated for each operator's fixed route, commuter and paratransit services over the seven-year planning period of 2018 to 2025.

Public workshops were held at the April and May Board meetings that:

- (1) provided an overview of the study process to update the SRTPs;
- (2) reviewed the consultant's analysis of existing transit and paratransit services;
- (3) presented key findings regarding high potential transit and paratransit services; and
- (4) provided an opportunity for the public to comment on transit needs and proposed alternatives.

DISCUSSION

The draft SRTPs are now complete and available for review and comment at: www.pctpa.net/SRTPdraftplans. Notice for today's public hearing was published in local Placer County newspapers ten days prior to the hearing, on jurisdiction eBulletins, the PCTPA website, on the transit systems, and emailed to various stakeholders and interested individuals. All notices were provided with Spanish translation. The public comment period runs from June 15 to July 15, 2018.

Each draft SRTP includes recommendations for capital and operating revenue and expenditures, with considerations over the seven-year planning period that address among many items, schedule and routing modifications, new and expanded services, capital and infrastructure needs, fare adjustments, as well as changes to various policies and practices to increase system productivity and efficiency.

Staff recommends that the Board conduct a public hearing to obtain public input and comment. Comments received today and during the review period will be incorporated into the final SRTPs to be presented for Board consideration and acceptance at your August 22nd meeting.

DM:LM:ML



MEMORANDUM

TO: PCTPA Board of Directors

DATE: June 12, 2018

FROM: Michael Luken, Executive Director

SUBJECT: CONSENT CALENDAR

Below are the Consent Calendar items for the June 27, 2018 agenda for your review and action.

1. Letter of Task Agreement 18-01 between the Placer County Transportation Planning Agency and the Truckee-North Tahoe Transportation Management Agency for FY 2018/19: \$6,400
Staff recommends Board approval of the attached Letter of Task Agreement providing specific requirements applicable to public education and outreach activities to be undertaken by the Truckee-North Tahoe Transportation Management Agency (TNT-TMA) in fiscal year 2018/19 consistent with PCTPA's Communications and Outreach Program. The TNT-TMA will receive a sum not to exceed \$6,400. The PCTPA TAC concur with the staff recommendation.
2. Letter of Task Agreement 18-01 between the Placer County Transportation Planning Agency and LSC Transportation Consultants, Inc. for Short-Range Transit Plans: \$6,824
Staff recommends Board approval of the attached Letter of Task Agreement with LSC Transportation Consultants, Inc. to complete in-depth transit operator review of the draft Short-Range Transit Plans. This review will require focused meetings with each individual transit operator where PCTPA, the consultant and the transit operator(s) will fine tune plan elements for a final document(s). The not to exceed budget for this effort is \$6,824. The PCTPA TOWG and TAC concur with the staff recommendation.
3. FY 2018/19 PCTPA Claim for Local Transportation Funds (LTF) - \$475,000
Staff recommends approval of the attached PCTPA LTF claim for FY 2018/19 in the amount of \$475,000 per the FY 2018/19 Preliminary Apportionment of Local Transportation Funds approved at the February 2018 Board meeting.
4. PCTPA FY 2019 Federal Transit Administration (FTA) Section 5311 Program of Projects: \$477,082
FTA Section 5311 funds provide operating or capital assistance for transit in rural areas. Placer County Transit and the City of Auburn are the only transit operators who provide service in the rural areas of PCTPA's jurisdiction. The proposed FY 2019 program of projects totals \$477,082. Funds will be used for operating assistance for rural transit services within the City of Auburn and unincorporated Placer County (including TART service in the North Lake Tahoe basin). Both jurisdictions agree to allocate available Section 5311 funds based on a formula of revenue vehicle hours, revenue vehicle miles and ridership: Placer County = \$405,065 and City of Auburn = \$72,017. The TAC

concurred with the Section 5311 Program of Projects for 2019. Staff recommends approval of the attached resolution.

5. Letters of Task Agreements for Communications and Outreach Services for FY 2018/19 – AIM Consulting, Inc.: \$45,000 and \$12,500
Staff recommends approval of attached Letters of Task Agreement with AIM Consulting for (1) PCTPA Communications and Outreach Services for an annual amount not to exceed \$45,000 and (2) Capitol Corridor Rail Communications and Outreach Services for an annual amount not to exceed \$12,500.
6. Letter of Task Agreement between the Placer County Transportation Planning Agency and the Capitol Corridor Joint Powers Authority (CCJPA) for the Capitol Corridor Marketing Program in Placer County for FYs 2018/19: \$7,500
Staff recommends approval of the attached Letter of Task Agreement providing specific requirements applicable to joint marketing promotions for Capitol Corridor rail service in Placer County for FY 2018/19 consistent with PCTPA's Rail Program. The annual cost of the joint marketing promotions is estimated at \$15,000. The CCJPA will reimburse PCTPA a sum not to exceed \$7,500 per year.
7. Letter of Task Agreement for Accounting and Actuarial Valuation Services for FY 2018/19— Bickmore: \$975
Staff recommends approval of the attached Letter of Task Agreement with Bickmore to provide accounting and actuarial services related to Government and Accounting Standards Board Statement No. 68 pension reporting for the fiscal year ending June 30, 2018 for an amount not to exceed \$975.
8. Letter of Task Agreement for Federal Legislative Advocacy Services for FY 2018/19 – Key Advocates, Inc.: \$36,000
Staff recommends approval of the attached Letter of Task Agreement for Federal Advocacy Services with Key Advocates, Inc. for an annual amount not to exceed \$36,000.
9. Letter of Task Agreement for Airport Land Use Consulting Services for FY 2018/19: Mead & Hunt – \$7,500
Staff recommends approval of the attached Letter of Task Agreement with Mead & Hunt to perform general aviation planning and technical services to assist PCTPA staff to implement the Placer County Airport Land Use Compatibility Plan on a time and materials basis for an annual amount not to exceed \$7,500.
10. Letter of Task Agreement for Fiscal and Compliance Audit Services for FY 2018/19: Richardson & Company LLP - \$55,200
Staff recommends approval of the attached Letter of Task Agreement with Richardson & Company for FYE June 30, 2018 PCTPA fiscal audit services and Transportation Development Act compliance audit services for \$53,400 plus accounting services for

pension disclosures to be billed hourly for an amount not to exceed \$1,800, for a total amount not to exceed \$55,200.

11. Letter of Task Agreement for Legal Services for FY 2018/19 – Sloan Sakai Yeung & Wong: \$69,000
Staff recommends approval of the attached Letter of Task Agreement for Legal Services with Sloan Sakai Yeung & Wong (formerly known as Renne Sloan Holtzman & Sakai) with primary legal counsel Christy Layton at a billing rate of \$285 per hour and with an annual amount not to exceed \$69,000.
12. Letter of Task Agreement for State Legislative Advocacy Services for FY 2018/19– Smith, Watts & Hartmann: \$30,000
Staff recommends approval of the attached Letter of Task Agreement for State Advocacy Services with Smith, Watts and Hartman Inc. for an annual amount not to exceed \$30,000.
13. Actuarial Valuation Report of Other Post-Employment Benefit Programs as of June 30, 2017
The Governmental Accounting Standards Board (GASB) Statement 74 requires state and local government employers to disclose financial information regarding “Other Post-Employment Benefits” (OPEB) other than pensions, primarily retiree health care, and requires agencies to obtain an actuarial valuation for the OPEB obligation which includes valuing the liability and calculating the actuarially determined contributions (ADC) to the trust.

Bickmore completed the actuarial valuation as of June 30, 2017 (provided under separate cover) and determined the Actuarial Accrued Liability (AAL), the amount required to fund all plan benefits for current and vested plan members to be \$1,071,025. PCTPA has an established trust with CalPERS for future OPEB benefits. The actuarial value of plan assets held at CalPERS at June 30, 2017 was \$782,603. This leaves a residual unfunded actuarial accrued liability of \$288,422. The payments toward the unfunded liability is reflected in PCTPA’s OWP. For FY 2018/19, this expenditure is budgeted at \$90,000 and is anticipated to continue at this level as the budget allows until the OPEB liabilities are fully funded.

The valuation report serves as the basis for GASB compliance and the source for further disclosure documentation required by the CalPERS trust. Staff recommends acceptance of this report.



BRIDGET POWERS
City of Auburn
STEVE HARVEY
City of Colfax
STAN NADER
City of Lincoln
BRIAN BAKER
Town of Loomis
KEN BROADWAY
City of Rocklin
SUSAN ROHAN
City of Roseville
JIM HOLMES
KIRK UHLER
Placer County
RON TREABESS
Citizen Representative
MICHAEL LUKEN
Executive Director

June 27, 2018

Jaime Wright, Executive Director
Truckee-North Tahoe Transportation Management Agency
P.O. Box 2566
Kings Beach, CA 96143

**SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN THE PLACER COUNTY TRANSPORTATION PLANNING
AGENCY AND THE TRUCKEE-NORTH TAHOE TRANSPORTATION
MANAGEMENT AGENCY SCOPE-OF-WORK FOR FISCAL YEAR 2018/19**

Dear Ms. Wright:

This letter, when countersigned, authorizes work between the Placer County Transportation Planning Agency (PCTPA) and the Truckee-North Tahoe Transportation Management Agency” dated June 27, 2018.

- 1) Letter of Task Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the public education and outreach activities work to be undertaken by the Truckee-North Tahoe Transportation Management Agency in fiscal year 2018/19. This signed Letter of Task Agreement comprises the contract between the Truckee-North Tahoe Transportation Management Agency and PCTPA.
- 2) Term: Consultant services are to commence July 1, 2018 and shall be completed no later than June 30, 2019.
- 3) Scope of Services: The Truckee-North Tahoe Transportation Management Agency shall perform the work as described in Exhibit A – Scope-of-Work for Fiscal Year 2018/19.
- 4) Personnel: Consultant shall provide its own personnel to perform the work described in Exhibit A. Consultant shall provide administrative support and overhead expenses.
- 5) Compensation: For services rendered in FY 2018/19, the Truckee-North Tahoe Transportation Management Agency shall receive a sum not to exceed \$6,400. The Truckee-North Tahoe Transportation Management Agency shall submit invoices for work performed on a quarterly basis as set forth in Exhibit A.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to David Melko at (530) 823-4090.

Sincerely,

Accepted by:

Michael Luken Date
Executive Director
Placer County Transportation Planning Agency

Jaime Wright Date
Executive Director
Truckee-North Tahoe Transportation
Management Agency

EXHIBIT A
TRUCKEE-NORTH TAHOE TRANSPORTATION MANAGEMENT AGENCY
SCOPE-OF-WORK FOR FISCAL YEAR 2018/19

Purpose: The Truckee-North Tahoe Transportation Management Agency will implement public education and outreach activities applicable to the Truckee-North Tahoe area consistent with Placer County Transportation Planning Agency's Communication and Outreach Program. The following public education and outreach activities will be implemented during fiscal year 2018/19:

Work Activities and Products:

- Provide marketing, public outreach, and support of alternative transportation options throughout the Truckee/North Lake Tahoe area;
- Develop, coordinate, and distribute marketing materials for transit and shuttle services in the Truckee/North Lake Tahoe area;
- Create, maintain, and update websites that provide education and information regarding transportation options in the Truckee/North Lake Tahoe area;
- Provide marketing and support for transit operators in the Truckee/North Lake Tahoe area;
- Facilitate and participate in resource sharing that supports alternative transportation options throughout the Truckee/North Lake Tahoe area;
- Participate in regional marketing efforts for alternative transportation;
- Support rideshare and vanpool services in the Truckee/North Lake Tahoe area;
- Develop transit advertisements and press releases for major media outlets including newspaper, television, and radio;
- Provide transit trip information materials for the general public, employers and visitors;
- Actively participate and assist in coordinating Quarterly Resort Triangle STAC Meetings; and
- Support regional unmet needs workshops.

Compensation:

- Annual compensation is limited to \$6,400; and
- Scope-of-work activities are funded with local funds.

Invoices:

- Provide itemized invoices and progress reports on quarterly basis including the name of the work performed as it pertains to the activities and products described above.



BRIDGET POWERS
City of Auburn
STEVE HARVEY
City of Colfax
STAN NADER
City of Lincoln
BRIAN BAKER
Town of Loomis
KEN BROADWAY
City of Rocklin
SUSAN ROHAN
City of Roseville
JIM HOLMES
KIRK UHLER
Placer County
RON TREABESS
Citizen Representative
MICHAEL LUKEN
Executive Director

June 27, 2017

Gordon Shaw, P.E., AICP
Principal
LSC Transportation Consultants, Inc.
P.O. Box 5875
Tahoe City, CA 96145

**SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN LSC TRANSPORTATION CONSULTANTS, INC. AND
THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

Dear Mr. Shaw:

This letter, when countersigned, authorizes work under the “Master Agreement between Placer County Transportation Planning Agency (PCTPA) and LSC Transportation Consultants, Inc. (LSC),” dated February 25, 2015.

1. Incorporated Master Agreement: This letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by LSC to complete Short Range Transit Plans for Auburn Transit, Placer County Transit and Roseville Transit.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that the project remains on budget and on schedule as revised. This contract shall end on August 31, 2018. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, the Consultant shall not engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform the tasks as outlined in your proposal dated May 25, 2018. David Melko, Senior Transportation Planner, will act as PCTPA’s Project Manager.
4. Personnel: Consultant will provide their own personnel to perform the work in this Letter of Agreement. Consultant will provide administrative support and overhead expenses.
5. Compensation: For services rendered, Consultant compensation shall not exceed \$6,824. Consultant will invoice monthly. Invoices will be paid within 30 days of receipt. PCTPA will withhold ten percent (10%) of the payments due until successful completion of the work and the delivery and acceptance of all final products.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to David Melko at (530) 823-4090.

Sincerely,

Accepted by:

Michael Luken
Executive Director
Placer County Transportation Planning Agency

Date

Gordon Shaw, P.E., AICP
Principal
LSC Transportation Consultants, Inc.

Date



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

2690 Lake Forest Road, Suite C
Post Office Box 5875
Tahoe City, California 96145
(530) 583-4053 FAX: (530) 583-5966
info@lsc Tahoe.com

MEMO

DATE: May 25, 2018

TO: David Melko
Senior Transportation Planner
Placer County Transportation Planning Agency
299 Nevada Street, Auburn, CA 95603

FROM: Gordon Shaw

RE: Additional Work Scope for Western Placer County Transit Plan Updates

David-

In an effort to ensure that the Short Range Transit Plans for each transit operator are usable documents and meet the goals and objectives of each operator, LSC proposes to hold face to face meetings at PCTPA with each operator after the Draft Plans have been complete. At these meetings, the study team, PCTPA, and stakeholders will fine tune plan elements for the final document. These meetings are outside the original work scope.

It is estimated that this will take about 3 hours of drive time and 3 hours of meeting time for both the Project Manager and Deputy Project Manager for each operator meeting. In total this would cost \$6,500. Travel costs to Auburn (mileage reimbursement of \$0.56 per mile) associated with the three meetings would be \$324 for a total cost of \$6,824.

Table 1 below presents billing rates, personnel hours and total costs for the additional work scope.

Thank you,

Gordon Shaw, PE, AICP

TABLE 1: Fee Schedule

Short-Range Transit Plans



	LSC Personnel and Hourly Rates		Total Hours	Total Cost
	Project Manager	Deputy Project Manager		
Total Rate	\$200.00	\$125.00		
Description				
Additional On-Site Meetings	20	20	40	\$6,500
Mileage for 3 trips to Auburn			--	\$324
Total Hours	20	20	40	
Total Cost	\$4,000	\$2,500		\$6,824

TABLE 1: Revised Schedule of Work

Auburn Transit, Placer County Transit and Roseville Transit

Short Range Transit Plans		2017												2018																																								
		September			October			November			December			January			February			March			April			May			June			July			August																			
Task	Description	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	
1	Meetings, Coordination and Information Collection										Completed																																											
2	Analyze System Performance																		Completed																																			
3	Update Goals, Objectives and Standards																														Completed																							
4	Public Participation																																																					
5	Develop Funding Projections																																																					
6	Develop Transit Service Alternatives																																																					
7	Develop an Implementation Plan																																																					
8	Report Preparation																																																					



◆ On-site Meeting/Presentation, S= Surveys
 Deliverables: TM = Tech Memo, SR = Survey Report, D = Draft, F = Final

CLAIM FOR LOCAL TRANSPORTATION FUNDS
PCTPA APPORTIONMENT

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY
299 NEVADA STREET
AUBURN, CA 95603

FROM: CLAIMANT: Placer County Transportation Planning Agency
299 Nevada Street
Auburn CA 95603

CONTACT: Michael Luken, Executive Director
Phone: (530) 823-4030 Email: mluken@pctpa.net

The Placer County Transportation Planning Agency hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2018/19 in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

PCTPA Administration	\$ 475,000
PCTPA Planning	\$ <u>0</u>
TOTAL	\$ 475,000

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:

PLACER COUNTY TRANSPORTATION
PLANNING AGENCY
BOARD OF DIRECTORS

APPLICANT:
PLACER COUNTY TRANSPORTATION
PLANNING AGENCY

BY: _____
(signature)

BY: _____
(signature)

BY: PCTPA Chair

BY: Michael Luken, Executive Director

BY: June 27, 2018

BY: June 14, 2018

PLACER COUNTY TRANSPORTATION PLANNING AGENCY

**IN THE MATTER OF: ALLOCATION OF
LOCAL TRANSPORTATION FUNDS TO THE
PLACER COUNTY TRANSPORTATION
PLANNING AGENCY**

RESOLUTION NO. 18-21

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held June 27, 2018 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

Chair
Placer County Transportation Planning Agency

Executive Director

WHEREAS, pursuant to California Government Code, Title 7.91, Section 67910, PCTPA was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive of the Lake Tahoe Basin; and

WHEREAS, it is the responsibility of PCTPA to review the annual transportation claims and to make allocations from the Local Transportation Fund.

NOW, THEREFORE, BE IT RESOLVED that PCTPA has reviewed the claim and has made the following allocations from the 2018/19 fiscal year funds.

1.	To the Placer County Transportation Planning Agency for administrative purposes (PUC 99233.1):	\$ 475,000
2.	To the Placer County Transportation Planning Agency for transportation planning purposes (PUC 99233.2):	\$ <u>0</u>
	Total LTF Funds Claimed	\$ 475,000

BE IT FURTHER RESOLVED that allocation instructions are hereby approved for the County Auditor to pay the claimants.



**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF RAIL & MASS TRANSPORTATION
Rural Transit and Intercity Bus Branch**

**FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5311 REGIONAL PROGRAM OF PROJECTS (POP)**

FEDERAL FISCAL YEAR 2018 - 2019



**All Section 5311(f), and Rural CMAQ Transit Applications and POPs are due June 8, 2018.
All Section 5311 and POPs are due July 31, 2018.**

However, if there are issues meeting the deadlines, please notify your HQ Liaison as soon as possible.

FEDERAL FISCAL YEAR 2019

Section 5311 Program of Projects (POP)

Regular 5311 JARC 5311 CMAQ

(A) Available Funding:

Carryover (Must specify FFY): (+)			\$0
<i>Estimated</i> Apportionment [FFY 2019]: (+)			\$477,082
(A) TOTAL FUNDS AVAILABLE: (=)			\$477,082

(B) Programming (POP): Complete Parts I and II

	<i>Federal Share</i>
Part I. Operating Assistance - Total: (+)	\$477,082
Part II. Capital - Total: (+)	\$0
(B) Total [Programmed]: (=)	\$477,082

(C) Balance

	<i>Federal Share</i>
(A) Total Funds Available: (+)	\$477,082
(B) Total [Programmed]: (-)	\$477,082
* Balance: (=)	\$0

***BALANCE – Regional Apportionment Funds ONLY:**

- o Please Note -
 - funds must be programmed in subsequent year
 - final approval to be determined by the Department
- o Request/Letter to carryover funds should include -
 - justification for programming postponement
 - purpose and project plan
 - letter of support from local Transportation Planning Agency

(D) Flexible Funds (CMAQ, STP or Federalized STIP): Complete Part III (For reference only).

Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation will receive a conformation once the transfer is completed.

	<i>Federal Share</i>
(D) Part III. Flex Fund - Total:	\$0

FUNDING SUMMARY

	<i>Federal Share</i>
(B) Regional Apportioned - Total [Programmed]: (+)	\$477,082
(D) Flex Fund - Total: (+)	\$0
GRAND TOTAL [Programmed]: (=)	\$477,082

Contact Person/Title: David Melko, Senior Transportation Planner Date: _____
 Phone Number: 530.823.4090 -- dmelko@pctpa.net

Statewide Transportation Improvement Program (STIP) –

All federal funds to be used for transit projects must be included in a federally approved STIP. A Transportation Planning Agency (TPA) must ensure that Section 5311 projects are included in the Department of Transportation’s (Department) Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and FTA.

A copy of the federally approved STIP Page must be attached for all projects to be programmed through the Section 5311 program. The project description and associated dollar amounts must be consistent with the federally approved STIP information.

Metropolitan Planning Organizations (MPOs) are responsible for programming projects within their jurisdiction. Upon receiving the POPs from the Districts, Rural Transit & Procurement staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department’s Division of Transportation Programming for inclusion into the FSTIP.

For further guidance see the Department’s Division of Transportation Programming website:

<http://www.dot.ca.gov/hq/transprog/fedpgm.htm>

PART I. Regional Apportionment - Operating Assistance

For all Operating Projects - a complete application MUST be submitted with this POP.

Subrecipient	Project Description	Federal Share (2019 Funds)	Carryover Funds Utilized (Must specify FFY)	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost	PROGRAM OF PROJECTS DOC YR	PROGRAMMED DATE OR AMENDMENT #
Placer County DPW	Tahoe Truckee Area Regional Transit (TART) Highway 89 & 267 Route Operating Assistance	\$371,515	\$0	\$375,685	\$0	\$747,200	2019	PCT 10508 Pending Amendment
Placer County DPW	Tahoe Truckee Area Regional Transit (TART) Highway 89 & 267 Route Operating Assistance	\$33,550	\$0	\$33,550	\$0	\$67,100	2019	PCT 10508 Pending Amendment
City of Auburn	Auburn Transit Operating Assistance	\$72,017	\$0	\$643,177	\$0	\$715,194	2019	PLA 25547 Pending Amendment
	Operating Assistance Funds Total	\$477,082	\$0	\$1,052,412	\$0	\$1,529,494		

PLACER COUNTY TRANSPORTATION PLANNING AGENCY

**IN THE MATTER OF: RESOLUTION
APPROVING PCTPA FY 2018/19
FEDERAL TRANSIT ADMINISTRATION
SECTION 5311 PROGRAM OF PROJECTS**

RESOLUTION NO. 18-22

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held June 27, 2018 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage

Chair
Placer County Transportation Planning Agency

Executive Director

WHEREAS, California Government Code Section 29532.1(c) identifies PCTPA as the designated Regional Transportation Planning Agency for Placer County, exclusive of the Lake Tahoe Basin; and

WHEREAS, this designation requires PCTPA to complete a Program of Projects allocating \$477,082 in FY 2018/19 in FTA Section 5311 funds for transit operating assistance and/or capital projects in rural areas of Placer County; and

WHEREAS, Placer County Department of Public Works and the City of Auburn are the only transit operators who provide service in the rural areas of PCTPA's jurisdiction; and

WHEREAS, Placer County Department of Public Works and the City of Auburn agree to allocate FTA Section 5311 funds based on a formula of revenue vehicle hours, revenue vehicle miles and ridership.

NOW THEREFORE, BE IT RESOLVED THAT THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY HEREBY:

1. Approves the PCTPA FY 2018/19 FTA Section 5311 Program of Projects in the amount of \$477,082 for operating assistance: Placer County = \$405,065 and City of Auburn = \$72,017.
2. Authorizes the Executive Director to submit the PCTPA FY 2018/19 FTA Section 5311 Program of Projects to the California Department of Transportation.



June 27, 2018

Gladys Cornell, Principal
AIM Consulting, Inc.
2523 J Street, Suite 202
Sacramento, CA 95816

SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN AIM CONSULTING, INC. AND PLACER COUNTY TRANSPORTATION
PLANNING AGENCY

Dear Ms. Cornell:

This letter, when countersigned, authorizes work under the “Master Agreement between Placer County Transportation Planning Agency (PCTPA) and AIM Consulting, Inc.” dated June 28, 2017.

1. Incorporated Master Agreement: This letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by AIM Consulting to provide communications and outreach services under PCTPA Work Element 14–Communications & Outreach.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that projects are on budget and on schedule. This contract shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, Consultant shall not engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform the tasks as outlined in your Statement of Qualifications for Communications and Outreach Services to PCTPA, dated April 28, 2017. Mike Luken, Executive Director, will act as Project Manager.
4. Personnel: Consultant will provide their own personnel to perform the work in this Letter of Agreement. Consultant will provide administrative support and overhead expenses.
5. Compensation: For services rendered, Consultant compensation shall not exceed \$45,000, unless authorized in advance by the Executive Director. Consultant will invoice on a monthly basis for work completed. Such invoices shall include tasks completed, hours associated with each task, and hourly rate. Invoices will be paid within thirty (30) days of receipt.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Mike Luken at (530) 823-4030.

Sincerely,

Accepted by:

Michael W. Luken, Date
Executive Director
Placer County Transportation Planning Agency

Gladys Cornell, Date
Principal
AIM Consulting, Inc.



June 27, 2018

Gladys Cornell, Principal
AIM Consulting, Inc.
2523 J Street, Suite 202
Sacramento, CA 95816

SUBJECT: LETTER OF TASK AGREEMENT #18-02
BETWEEN AIM CONSULTING, INC. AND PLACER COUNTY TRANSPORTATION
PLANNING AGENCY

Dear Ms. Cornell:

This letter, when countersigned, authorizes work under the “Master Agreement between Placer County Transportation Planning Agency (PCTPA) and AIM Consulting, Inc.” dated June 28, 2017.

1. Incorporated Master Agreement: This letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by AIM Consulting to provide communications and outreach services under PCTPA Work Element 35–Rail Program.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that projects are on budget and on schedule. This contract shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, Consultant shall not engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will develop and coordinate the marketing program for Capitol Corridor Rail service in Placer County including, but not limited to, the following tasks:
 - Attend meetings, workshops, seminars, and/or conferences as needed to facilitate development and implementation of joint marketing efforts.
 - Serve as the liaison to various stakeholder entities such as Chambers of Commerce, Visitor’s Bureau’s, alliances and other government agencies.
 - Spearhead the formation of mutually beneficial partnerships with local and regional agencies, organizations and businesses.
 - Coordinate co-promotional opportunities at public events where large audiences can be reached.
 - Promote CCJPA’s seasonal campaigns, everyday offers, and special offers to Placer County residents and businesses using existing communication channels such as social media, earned media and partnerships.
 - Advertise Capitol Corridor service and promotional offers through various media outlets that may include social media/web sites, local newspapers, radio, television, movie theatres, etc.
 - Include Capitol Corridor in printed materials and/or presentations specific to alternative mode choices.
 - Promote Capitol Corridor at transportation events, Transportation System Management (TSM) Employer Trainings, Earth Day venues, and other events as they relate to alternative transportation/air quality.
 - Distribute Capitol Corridor schedules, brochures, and marketing pieces to groups, centers, employers, the general public and other interested parties in Placer County.
 - Enlist local business and encourage local agency participation for special promotional outreach opportunities.

AIM Consulting, Inc.
Letter of Task Agreement #18-02
June 22, 2018
Page Two

5. Compensation: For services rendered, Consultant compensation shall not exceed \$12,500, unless authorized in advance by PCTPA Executive Director Mike Luken. Consultant will invoice on a monthly basis for work completed. All expenses will be billed at cost.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Mike Luken at (530) 823-4030.

Sincerely,

Accepted by:

Michael W. Luken, Date
Executive Director
Placer County Transportation Planning Agency

Gladys Cornell, Date
Principal
AIM Consulting, Inc.



June 27, 2018

Priscilla Kalugdan, Marketing and Communications Officer
Capitol Corridor Joint Powers Authority
300 Lakeside Drive, 14th Floor East
Oakland, CA 94612

SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN CAPITOL CORRIDOR JOINT POWERS AUTHORITY AND
PLACER COUNTY TRANSPORTATION PLANNING AGENCY FOR
CAPITOL CORRIDOR RAIL MARKETING PROGRAM IN PLACER COUNTY

Dear Ms. Kalugdan:

This Letter of Task Agreement is the statement of specific requirements applicable to the work effort to be undertaken by Placer County Transportation Planning Agency (PCTPA) and the Capitol Corridor Joint Powers Authority (CCJPA) to perform joint marketing promotions with the Capitol Corridor rail service in Placer County. Depending upon campaign strategies and budgetary constraints, specific tasks and products may vary upon agreement by both parties.

The term of this marketing effort is designated as the fiscal year July 1, 2018 through June 30, 2019. Any extensions to this agreement may be made with approval of both parties. Either party may terminate this Agreement upon thirty (30) days prior written notice.

Tasks

- Develop joint marketing strategies with CCJPA staff
- Attend meetings, workshops, seminars, and/or conferences as needed to facilitate development and implementation of joint marketing efforts
- Promote seasonal campaigns and everyday offers to Placer County residents and businesses
- Advertise Capitol Corridor service and promotional offers through various media outlets that may include social media sites, local newspapers, radio, television, and movie theatres
- Include Capitol Corridor in printing material and related marketing material specific to alternative mode choices
- Promote Capitol Corridor at transportation events, Transportation System Management (TSM) Employer Trainings, Earth Day venues, and other events as they relate to alternative transportation/air quality
- Distribute Capitol Corridor schedules, brochures, and marketing pieces to groups, centers, employers, the general public and other interested parties in Placer County
- Enlist local business and local agency participation for special promotional outreach opportunities

Products

- Capitol Corridor Schedules
- Print ads
- Online/social media advertising
- Direct mail advertising

Products (continued)

- Radio (voice) ads
- Television ads
- Press releases/articles
- Promotional items related to seasonal campaigns

The annual cost for the above services are estimated to total \$15,000 per year, with 50% (\$7,500) to be funded by the CCJPA and 50% (\$7,500) to be funded by PCTPA. This sum includes payment for taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance, materials and supplies. Upon acceptance by CCJPA of the products identified above, PCTPA shall prepare an invoice, and payment will be made within thirty (30) days of receipt of an acceptable invoice by the CCJPA Marketing Manager or a designated representative.

In connection with the performance of services provided for under this Agreement, the PCTPA and CCJPA will not, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, sexual orientation, or age, discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, State, or local laws. Further, PCTPA will not assign or subcontract any part of this Agreement without the prior written consent of the CCJPA.

Pursuant to California Government Code Section 8546.7, the parties to this Agreement shall be subject to the examination and audit of the State Auditor, as part of any audit of the CCJPA or PCTPA by the State Auditor, for a period of three (3) years after final payment under the Agreement. The examination and audit shall be confined to those matters connected with the performance of the Agreement including, but not limited to, the costs of administering the Agreement.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project should be directed to Mike Luken at (530) 823-4030.

Sincerely,

Accepted by:

Michael W. Luken, Date
Executive Director
Placer County Transportation Planning Agency

Priscilla Kalugdan, Date
Marketing and Communications Officer
Capitol Corridor Joint Powers Authority



BRIDGET POWERS
City of Auburn
STEVE HARVEY
City of Colfax
STAN NADER
City of Lincoln
BRIAN BAKER
Town of Loomis
KEN BROADWAY
City of Rocklin
SUSAN ROHAN
City of Roseville
JIM HOLMES
KIRK UHLER
Placer County
RON TREABESS
Citizen Representative
MIKE LUKEN
Executive Director

June 27, 2018

Catherine MacLeod, FSA, FCA, MAAA, EA
Bickmore
5200 SW Macadam Avenue, Suite 310
Portland, OR 97239

**RE: LETTER OF TASK AGREEMENT #18-01 BETWEEN BICKMORE AND
THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

Dear Ms. Macleod:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Bickmore” dated September 27, 2017.

1. Incorporated Master Agreement: This letter of task agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Bickmore.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that timelines are met. This contract shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, Consultant shall not engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform technical services to provide actuarial and accounting information, including calculations, draft Note Disclosures and draft Required Supplementary Information Schedules needed to facilitate Government and Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, reporting requirements for the fiscal year ending June 30, 2018. Shirley LeBlanc, PCTPA Fiscal/Administrative Officer, will act as Project Manager. Your proposal for GASB 68 actuarial services, dated June 6, 2018, is an integral part of this agreement and further clarifies the scope of services to be conducted
- 4.
5. Personnel: Catherine MacLeod, Director, Post Employment Benefit Actuarial Services, will provide primary consultant services. Consultant will provide administrative support and overhead expenses.
6. Compensation: For services rendered, Consultant will receive a sum not to exceed \$975 unless authorized in advance by the PCTPA Executive Director. Consultant shall invoice on a monthly basis for work completed. A ten percent (10%) retainer will be withheld on this specific project and will be released upon the satisfactory completion of the valuation report and CERBT submission materials. Invoices will be paid within thirty (30) days of receipt.

If this letter of task agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Shirley LeBlanc, 530-823-4034.

Sincerely,

Accepted by:

Michael W. Luken, Date
Executive Director
Placer County Transportation Planning Agency

Jeffrey Grubbs, CPA Date
Senior Vice President, Chief
Bickmore



June 27, 2018

Sante Esposito, President
Key Advocates, Inc.
891 Van Dusen Court
Great Falls, VA 22066

SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN KEY ADVOCATES, INC. AND PLACER COUNTY TRANSPORTATION
PLANNING AGENCY

Dear Mr. Esposito:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Key Advocates, Inc.” dated June 22, 2016.

1. Incorporated Master Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Key Advocates, Inc. to provide advocacy services for the Placer County Transportation Planning Agency.
2. Term: Consultant services are to provide ongoing representation of the positions and issues of PCTPA commencing July 1, 2018 through June 30, 2019 as contained in this Letter of Task Agreement and subsequent correspondence. Extensions or renewals to this contract may be made with the agreement of all parties. During the term of this contract, you are not to engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform the tasks as described below. The Executive Director will act as Project Manager for PCTPA. Sante Esposito of Key Advocates, Inc. will act as Project Manager for the consulting team, which will include assigning advocacy tasks amongst the consulting team as appropriate, and providing the primary point of contact for PCTPA.
 - a. Advise PCTPA on federal legislative and administrative matters which may have a direct effect on the agency.
 - b. Assist PCTPA in identifying and obtaining funding for transportation projects and improvements.
 - c. Arrange for meetings with legislative representatives for PCTPA officials and staff, as needed.
 - d. Arrange for meetings with federal agencies regarding transportation projects or policies for PCTPA officials and staff, as needed.
 - e. Perform all other duties customarily performed by legislative advocates and governmental affairs representatives on behalf of PCTPA to the best of their abilities, experience, and talents.



BRIDGET POWERS
City of Auburn
STEVE HARVEY
City of Colfax
STAN NADER
City of Lincoln
BRIAN BAKER
Town of Loomis
KEN BROADWAY
City of Rocklin
SUSAN ROHAN
City of Roseville
JIM HOLMES
KIRK UHLER
Placer County
RON TREABESS
Citizen Representative
MIKE LUKEN
Executive Director

June 27, 2018

Jon Faucher, Vice President
Mead & Hunt, Inc.
133 Aviation Boulevard, Suite 100
Santa Rosa, CA 95403

RE: LETTER OF TASK AGREEMENT #18-01
BETWEEN MEAD & HUNT, INC. AND
AND THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

Dear Mr. Faucher:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Mead & Hunt, Inc.” dated June 24, 2015.

1. Incorporated Master Agreement: This letter of task agreement is the statement of contract/specific requirements applicable to the work effort to be undertaken by Mead & Hunt.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that timelines are met. This contract shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, Consultant shall not engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform technical services to assist PCTPA staff to implement the 2014 Placer County Airport Land Use Compatibility Plan (ALUCP). David Melko, Senior Planner, will act as Project Manager.
4. Personnel: Consultant will provide its own personnel to perform the work. Consultant will provide administrative support and overhead expenses.
5. Compensation: For services rendered, Consultant will receive a sum not to exceed \$7,500 for time and materials. Consultant shall invoice on a monthly basis for work completed. Requisitions for payment shall reference the appropriate work completed and the cost of each task. Retainage will not be withheld on this specific task agreement. Invoices will be paid within thirty (30) days of receipt.

If this letter of task agreement meets with your approval, please sign and return a copy. Questions concerning this agreement and the project in general should be directed to David Melko at 530-823-4090.

Sincerely,

Accepted by:

Michael W. Luken, Date
Executive Director
Placer County Transportation Planning Agency

Jon Faucher Date
Vice President
Mead & Hunt, Inc.



June 27, 2018

Ingrid Shepline, CPA
Richardson & Company, LLP
550 Howe Ave, Suite 210
Sacramento, CA 95825

SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN RICHARDSON & COMPANY, LLP AND
THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

Dear Ms. Shepline:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Richardson & Company, LLP” dated June 25, 2014.

- 1) Incorporated Master Agreement This Letter of Task Agreement is the statement of contract specific requirements applicable to the work effort to be undertaken by Richardson & Company, LLP in fiscal year 2018/19. This signed Letter of Task Agreement comprises the contract between Richardson & Company, LLP and PCTPA.
- 2) Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that the project is on budget and on schedule, but in any event, all of the services required herein shall be completed no later than June 30, 2019. Extensions to this contract may be made with the agreement of both parties.
- 3) Scope of Services
 - Richardson & Company, LLP will perform the tasks for the fiscal year ending June 30, 2018 as described in the proposal submitted to PCTPA, dated May 30, 2014, in accordance with standard accounting practices and standards for government entities.
 - Consultant will perform the independent fiscal audit of PCTPA, the single audit of PCTPA federal funds as necessary, the compliance audits of Transportation Development Act (TDA) claimants in Placer County pursuant to Public Utilities Code 99245, the audits of Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) bond funds in accordance with Senate Bill 88, Statutes of 2007, and the State Controller’s Financial Transactions Report for PCTPA.
 - Richardson & Company, LLP engagement letter, dated May 24, 2018, is an integral part of this agreement and further clarifies the scope of services to be conducted and audit objectives and procedures.
- 4) Personnel: Consultant shall provide its own personnel to perform the work in the proposal. Consultant shall provide administrative support and overhead expenses.

5) Compensation:

Fiscal and TDA Compliance Audit and PCTPA Single Audit- For services rendered in FY 2017/18, Consultant will receive a sum of \$53,400 (\$12,500 for the audit of PCTPA, \$37,300 for the TDA claimants (expanded to include State of Good Repair and Low Carbon Transit Operations funding audit requirements) and \$3,350 for PCTPA's Single Audit).

Additional Services– For additional work in calculations of net pension and other post employment benefits (OPEB) liabilities and related disclosures, Consultant may bill hourly for an amount not to exceed \$1,800. In FY 2018/19, should any of the claimant audits require a large number of adjustments that result in exceptional additional time or in the event the scope of the audit has to be increased, Consultant may bill hourly for these additional services only upon discussion with and agreement by PCTPA staff. Consultant's hourly rates are included in the attached Engagement Letter.

Consultant will invoice for work completed and reference the appropriate work completed, the cost of each task and shall include a ten percent (10%) retainage withholding. The accumulated retainage will be released upon acceptance by PCTPA of all completed audit reports as specified in the scope of services in the proposal dated May 30, 2014.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Shirley LeBlanc, Fiscal/Administrative Officer at (530) 823-4030.

Sincerely,

Accepted by:

Michael W. Luken, Date
Executive Director
Placer County Transportation Planning Agency

Ingrid Sheipline, CPA Date
Managing Partner
Richardson & Company, LLP

Encl.

May 24, 2018

Placer County Transportation Planning Agency
299 Nevada Street
Auburn, California 95603

We are pleased to confirm our understanding of the services we are to provide the Placer County Transportation Planning Agency (the Agency) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information (as applicable) which collectively comprise the basic financial statements of the Agency, which includes the Agency's Local Transportation Fund, State Transit Assistance Fund and Public Transportation Modernization, Improvement, and Service Enhancement Account Fund (Proposition 1B Fund), and the financial statements of the claimants, agencies and funds receiving Transportation Development Act (TDA) monies (Local Transportation Funds and State Transit Assistance Funds) and Proposition 1B Funds from the Agency (collectively "the claimants"), as of and for the year ended June 30, 2018. We will also prepare the Agency's State Controller's Report.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Agency's and claimants' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Agency's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability – Miscellaneous Plan (Unaudited)
3. Schedule of Contributions to the Pension Plan – Miscellaneous Plan (Unaudited)

4. Schedule of Changes in Net OPEB Liability
5. Schedule of Contributions – OPEB
6. Schedule of Investment Returns - OPEB
7. Budgetary Comparison Schedule – Planning Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the Agency's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

- 1) Combining Statements of Private Purpose Trust Funds
- 2) Schedule of expenditures of federal awards (if applicable).
- 3) Combining and Individual Non-major Fund Financial Statements and Schedules (if applicable).
- 4) Schedule of Allocations and Expenditures – Local Transportation Fund
- 5) Schedule of Allocations and Expenditures – State Transit Assistance Fund
- 6) Schedule of Direct and Indirect Expenses.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance

with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of the Agency. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement, or may withdraw from the engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards and related notes and that they have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience to evaluate the adequacy and results of those services, and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that there is reasonable assurance that government programs are administered in compliance with

compliance requirements; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management's responsibilities also include, including identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management's responsibilities include informing us of their knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by The Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including

its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk

that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards. Because of the importance of oral and written management representations to an effective audit, the Agency and the claimants release and indemnify Richardson & Company, LLP and its personnel from any and all claims, liabilities, costs and expenses attributable to any active negligence on the part of the Agency and the claimants.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged

with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Agency and the claimants' compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Agency and the claimants' major programs. The purpose of those procedures will be to express an opinion on the Agency and the claimants' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the Agency and the claimants; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package

must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

Audit Administration and Other

The workpapers for this engagement are the property of Richardson & Company, LLP and constitute confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the California State Board of Accountancy or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. The firm will make available its workpapers and respond to all reasonable inquiries of successor auditors and others to review workpapers of the Agency, upon the Agency's written request or consent. Access to such workpapers will be provided under the supervision of Richardson & Company, LLP personnel at a location designated by our Firm. Furthermore, upon the Agency's request or consent, we may provide photocopies of selected workpapers to the successor auditors or others. All professional and administrative services and expenses relating to such access will be charged as an additional expense to the Agency. The workpapers for this or any engagement for you will be retained for a minimum of seven years after the date the auditor's report is issued, or longer if required by generally accepted auditing standards.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our current peer review report accompanies this letter.

In the event we are requested or authorized by management or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for the Agency, the Agency will reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform management prior to providing such access.

If the Agency and the claimants intend to publish or otherwise reproduce in any document our report on the Agency or the claimants' financial statements, or otherwise make reference to our Firm in a document that contains other information in addition to the audited financial statements (e.g., in a debt offering circular for example), the Agency and the claimants agree that prior to making any such use of our report, or reference to our Firm, management will provide us with a draft of the document to read and obtain our approval for the inclusion or incorporation by reference of our report, or the reference to our Firm, in such document before the document is printed and distributed. The inclusion or incorporation by reference of our report in any such document would constitute the reissuance of our report and any request by the Agency and the claimants to reissue our report or to consent to its inclusion or incorporation by reference in an offering or other document will be considered based on the facts and circumstances existing at the time of such request. The estimated fees outlined herein do not include any services that would need to be performed in connection with any such request to make use of our report, or

reference to our Firm; fees for such services would be based upon the rates for additional services as described in the Professional Fees section of this letter.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, if applicable, you understand that electronic sites are a means to distributed information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our Firm, as well as all other accounting firms with a significant audit practice, participates in a “peer review” program, covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us.

Ingrid Shepline is the engagement partner and is responsible for supervising the engagement and may signing the report or authorizing another individual to sign the report.

Professional Fees

Our total not-to-exceed cost for the year ended June 30, 2018 are in the table below.

	<u>2017/2018</u>
PCTPA	<u>\$ 12,700</u>
Single Audit, one major program	<u>\$ 3,400</u>
TDA Claimants	<u>\$ 37,300</u>
Additional GASB 68 and 75 time	<u>\$ 1,800</u>

The fee above includes one major program in a single audit each year. If more than one major program is required to be audited as part of the single audit, the audit of each additional major program after the first major program will be billed in the amount of \$2,000.

The fee for additional GASB 68 and 75 time is due to GASB 68 and 75 related to pensions and OPEB requiring additional calculations to audit and disclosures beyond the scope of work in our original proposal.

The TDA claimant fee amount includes \$2,400 for meeting the audit requirements for State of Good Repair and Low Carbon Transit Operations funding. Should any of the claimant audits result in a large number of adjustments that results in us exceeding our budgeted hours, we will bill extra for this time.

The fees above include up to 10 hours of time spent responding to financial questions during the year. In the event that the scope of our audit has to be increased because of changes in accounting or auditing pronouncements and standards, laws or regulations, a significant amount of audit adjustments to the claimants funds, material weaknesses in the internal control

environment or significant changes in operations that increase the number of hours it will take to complete the audits, we will discuss the situation with you and arrive at a new fee arrangement.

Additional services requested by the Agency or claimants will be billed based on our regular rates per hour as follows:

<u>Classification</u>	<u>Hourly Rates</u>
	<u>2017/2018</u>
Partner	\$ 180
Senior Managers	135
Managers	120
Seniors	100
Staff	90
Clerical	56

We appreciate the opportunity to be of service to the Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid M. Sheipline, CPA
Managing Partner

Response:

This letter correctly sets forth the understanding of the Agency and is signed by the officer authorized by the Agency to enter into this agreement on the Agency's behalf.

By: _____ Title: _____

Date: _____

System Review Report

July 15, 2015

To the Partners of
Richardson & Company, LLP
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Richardson & Company, LLP** (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Richardson & Company, LLP** in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Richardson & Company, LLP** has received a peer review rating of *pass*.

Davis Kinard & Co, PC

Certified Public Accountants



BRIDGET POWERS
City of Auburn
STEVE HARVEY
City of Colfax
STAN NADER
City of Lincoln
BRIAN BAKER
Town of Loomis
KEN BROADWAY
City of Rocklin
SUSAN ROHAN
City of Roseville
JIM HOLMES
KIRK UHLER
Placer County
RON TREABESS
Citizen Representative
MIKE LUKEN
Executive Director

June 27, 2018

Nancy Miller
Sloan Sakai Yeung & Wong LLP
555 Capitol Mall, Suite 600
Sacramento, California 95814

SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN SLOAN SAKAI YEUNG & WONG LLP AND
AND THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

Dear Ms. Miller:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Renne Sloan Holtzman Sakai LLP” dated June 26, 2017.

1. Incorporated Master Agreement: This letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Sloan Sakai Yeung & Wong LLP (formerly known as Renne Sloan Holtzman Sakai LLP) to provide legal counsel to PCTPA.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that services are completed in a timely manner. This contract shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, you are not to engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform the tasks described below:
 - a. Provide legal review and advice to PCTPA on documents, agreements, and responsibilities relating to transportation planning and funding. Typical duties might include review of memoranda of understanding and funding agreements between agencies and analysis of legislation as it may affect PCTPA programs.
 - b. Provide legal review and advice to PCTPA on documents, agreements, and responsibilities relating to administration and personnel issues for a public agency.
 - c. Attend Board meetings as may be required on an “as needed” basis as requested by the Executive Director.
 - d. Other legal services as may be needed and requested by the Executive Director or the Board of Directors.
4. Personnel: Nancy Miller and Christy Layton will provide primary legal counsel. Consultant will provide additional personnel to perform above noted services as needed.

5. Compensation: For services rendered in FY 2018/19, Consultant will be compensated at the following rates with an annual amount not to exceed \$69,000:

Sloan Sakai Yeung & Wong Staff	Hourly Rate Schedule
Nancy C. Miller	\$ 300
Christiane E. Layton	\$ 285
Paul J. Chrisman	\$ 285
DeeAnne Gillick	\$ 285
Sabrina L. Thomas	\$ 285
Osman I. Mufti	\$ 265
Madeline E. Miller	\$ 265
Susan Yoon	\$ 225
Other Partners & of Counsel	\$ 300-355
Other Associates & Senior Counsel	\$ 222-300
Paralegals	\$ 130

Consultant shall invoice for time and materials on a monthly basis for work completed. Documented mileage will be reimbursed at the current IRS rate. Other actual and necessary costs will be reimbursed at cost with appropriate back up documentation. Invoices will be paid within thirty (30) days of receipt.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Michael Luken, Executive Director, at (530) 823-4030.

Sincerely,

Accepted by:

 Michael W. Luken, Date
 Executive Director
 Placer County Transportation Planning Agency

 Nancy Miller Date
 Partner
 Renne Sloan Holtzman Sakai LLP



June 27, 2018

Mark Watts, Principal
Smith, Watts & Hartmann, LLC
925 L Street, Suite 200
Sacramento, CA 95814

SUBJECT: LETTER OF TASK AGREEMENT #18-02
BETWEEN SMITH, WATTS & HARTMANN, LLC AND
THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

Dear Mr. Watts:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Smith, Watts & Hartmann, LLC”, dated January 25, 2017.

1. Incorporated Master Agreement: This letter of task agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Smith, Watts & Hartmann to provide consulting services for the Placer County Transportation Planning Agency.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that timelines are met. This letter of task agreement shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, you are not to engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will provide consulting services for the Placer County Transportation Planning Agency, as described in the attached Scope of Work. The Executive Director will act as Project Manager for PCTPA. Mark Watts will act as Project Manager for this Task Agreement and provide the primary point of contact for PCTPA.
4. Compensation: For services rendered, Consultant will be compensated \$2,500 per month with total amount not to exceed \$30,000. Consultant will invoice on a monthly basis for work completed. Invoices will be paid within thirty (30) days of receipt.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Mike Luken, Executive Director, at (530) 823-4030.

Sincerely,

Accepted by:

Michael W. Luken Date
Executive Director
Placer County Transportation Planning Agency

Mark Watts, Partner Date
Smith, Watts & Hartmann, LLC

Tax Jurisdiction Legislative Project Scope of Work – FY 2018/19

1. Research and Develop Bill Language

Finalize the research into technicalities of developing a statutory framework that would authorize Placer County to seek voter approval of a sales tax for transportation purposes on a sub-county basis. This would build upon existing analytical material and would include collaboration with the Authority on probable “limits” and area descriptions needed to designate a portion of the county for purposes of such a voter-approved sales tax. Commencing in Mid-June, prepare “improved” bill language request and identify legislator to submit request to Legislative Counsel for preparation of a bill by the January 2019 deadline.

2. Develop Alliance of Potential Coalition Partners, Identify and Secure Bill Author

Commencing in July 2018, PCTPA staff and consultants will build on the efforts of the PCTPA management and board members to develop an alliance of other interested regions. In collaboration with Authority and interested regions, identify and secure concurrence for the January 2019 bill introduction deadline.

4. Oversee Bill Progress Through the Legislature

Provide necessary legislative advocacy and governmental services to ensure PCTPA’s success in this effort. Such services shall include the following:

- a. Monitor, review, analyze, draft, and advocate state legislation and advise the PCTPA of those legislative, issues, activities, or proposed actions which might affect PCTPA interests in California state government related to the sub county tax legislation.
- b. Advise and assist PCTPA to develop a coalition of public and private interests necessary to support or oppose legislation related PCTPA interests.
- c. Advise and assist the PCTPA in connection with meetings and appearances by or on behalf of PCTPA with or before State Legislative committees, insuring that legislators are fully and properly informed regarding all facts and conditions relative to the PCTPA’s interests.

5. Project Supervision

Policy and administrative supervision regarding interests in this project shall be under the direction of Michael Luken, Executive Director, or his designated alternate.



Consolidated
Transportation
Services Agency

MEMORANDUM

TO: WPCTSA Board of Directors

FROM: Michael Luken, Executive Director

SUBJECT: CONSENT CALENDAR

DATE: June 12, 2018

Below are the Consent Calendar items for the June 27, 2018 agenda for your review and action.

1. Letter of Task Agreement for Legal Services for FY 2018/19 – Sloan Sakai Yeung & Wong LLP: \$5,000
Staff recommends approval of the attached Letter of Task Agreement for Legal Services with Sloan Sakai Yeung & Wong (formerly known as Renne Sloan Holtzman & Sakai) with primary legal counsel Christy Layton at a billing rate of \$285 per hour and with an annual amount not to exceed \$5,000 as budgeted in the FY 2018/19 WPCTSA Budget.
2. Letter of Task Agreement for Fiscal and Compliance Audit Services for FY 2018/19 – Richardson & Company: \$5,970
Staff recommends approval of the attached Letter of Task Agreement for FYE June 30, 2018 Financial Audit services with Richardson & Company for \$5,970 as budgeted in the FY 2018/19 WPCTSA Budget.



June 28, 2017

Nancy Miller
Sloan Sakai Yeung & Wong LLP
555 Capitol Mall, Suite 600
Sacramento, California 95814

**SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN SLOAN SAKAI YEUNG & WONG LLP AND
THE WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

Dear Ms. Miller:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Renne Sloan Holtzman Sakai LLP” dated June 28, 2017.

1. Incorporated Master Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Sloan Sakai Yeung & Wong LLP (formerly known as Renne Sloan Holtzman Sakai LLP) to provide legal counsel to the Western Placer Consolidated Transportation Services Agency (WPCTSA). This signed Letter of Task Agreement comprises the contract between Sloan Sakai Yeung & Wong and WPCTSA, with PCTPA acting as contract administrator.
2. Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that services are completed in a timely manner. This contract shall end on June 30, 2019. Extensions to this contract may be made with the agreement of both parties. During the term of this contract, you are not to engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Consultant will perform the tasks described below. The Executive Director will act as Project Manager.
 - a. Provide legal review and advice to the Agency on documents, agreements, and responsibilities relating to transportation planning and funding. Typical duties might include review of memoranda of understanding and funding agreements between agencies and analysis of legislation as it may affect Agency programs.
 - b. Provide legal review and advice to the Agency on documents, agreements, and responsibilities relating to administration and personnel issues for a public agency;
 - c. Attend Board meetings as may be required on an “as needed” basis as requested by the Executive Director;
 - d. Other legal services as may be needed and requested by the Executive Director or the Board of Directors.
4. Personnel: Nancy Miller and Christy Layton will provide primary legal counsel. Consultant will provide additional personnel to perform above noted services as needed.



June 27, 2018

Ingrid Sheipline, CPA
Richardson & Company, LLP
550 Howe Ave, Suite 210
Sacramento, CA 95825

**SUBJECT: LETTER OF TASK AGREEMENT #18-01
BETWEEN RICHARDSON & COMPANY, LLP AND
THE WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

Dear Ms. Sheipline:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Richardson & Company, LLP” dated June 25, 2014.

- 1) Incorporated Master Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Richardson & Company in fiscal year 2018/19 for the Western Placer Consolidated Transportation Services Agency (WPCTSA). This signed Letter of Task Agreement comprises the contract between Richardson & Company and WPCTSA, with PCTPA acting as contract administrator.
- 2) Term: Consultant services are to commence July 1, 2018 and shall be completed in such a sequence as to assure that the project is on budget and on schedule, but in any event, all of the services required herein shall be completed no later than June 30, 2019. Extensions to this contract may be made with the agreement of both parties.
- 3) Scope of Services:
 - Consultant will perform the tasks for the fiscal year ending June 30, 2018 as described in the proposal submitted to PCTPA, dated May 30, 2014, in accordance with standard accounting practices and standards for government entities, for the preparation of an independent fiscal audit of WPCTSA and the State Controller’s Financial Transactions Report for WPCTSA, including the STA supplemental form, as amended.
 - Richardson & Company engagement letter, dated May 24, 2018, is an integral part of this agreement and further clarifies the scope of services to be conducted and audit objectives and procedures.
- 4) Personnel: Consultant shall provide its own personnel to perform the work in the proposal. Consultant shall provide administrative support and overhead expenses.
- 5) Compensation: For services rendered in FY 2017/18, consultant will receive a sum not to exceed \$5,970. Consultant will invoice on a monthly basis for work completed and reference the appropriate work completed, the cost of each task, and shall include a ten percent (10%) retainage. The accumulated retainage will be released upon acceptance by WPCTSA of the audit report. Requisitions for payment shall reference the appropriate work completed and the cost of each task. Invoices will be paid within thirty (30) days of receipt.

Richardson & Company, LLP
Letter of Task Agreement #18-01
June 27, 2018
Page Two

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this agreement and the project in general should be directed to Shirley LeBlanc, Fiscal/Administrative Officer at (530) 823-4030.

Sincerely,

Accepted by:

Michael W. Luken Date
Executive Director
Western Placer Consolidated
Transportation Services Agency

Ingrid Sheipline, CPA Date
Managing Partner
Richardson & Company, LLP

May 24, 2018

Western Placer Consolidated Transportation Services Agency
299 Nevada Street
Auburn, California 95603

We are pleased to confirm our understanding of the services we are to provide the Western Placer Consolidated Transportation Services Agency (the Agency) for the year ended June 30, 2018. We will audit the financial statements of the Agency, which comprise the statements of net position, revenues and expenses and changes in net position and cash flows, and the related notes to the financial statements. We will also prepare the Agency's State Controller's Report, including the STA supplemental form.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Agency's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Agency's financial statements.

Our report will be addressed to Board of Directors of the Agency. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Agency is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S.

generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management's responsibilities include informing us of their knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from

(1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters. Because of the importance of oral and written management representations to an effective audit, the Agency releases and indemnifies Richardson & Company, LLP and its personnel from any and all claims, liabilities, costs and expenses attributable to any active negligence on the part of the Agency.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Agency's compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Audit Administration and Other

The workpapers for this engagement are the property of Richardson & Company, LLP and constitute confidential information. However, pursuant to Agency given by law or regulation, we may be requested to make certain audit documentation available to the California State Board of Accountancy or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. The firm will make available its workpapers and respond to all reasonable inquiries of successor auditors and others to review workpapers of the Agency, upon the Agency's written request or consent. Access to such workpapers will be provided under the supervision of Richardson & Company, LLP personnel at a location designated by our Firm. Furthermore, upon the Agency's request or consent, we may provide photocopies of selected workpapers to the successor auditors or others. All professional and administrative services and expenses relating to such access will be charged as an additional expense to the Agency. The workpapers for this or any engagement for you will be retained for a minimum of seven years after the date the auditor's report is issued, or longer if required by generally accepted auditing standards.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our current peer review report accompanies this letter.

In the event we are requested or authorized by management or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for the Agency, the Agency will reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform management prior to providing such access.

If the Agency and the claimants intend to publish or otherwise reproduce in any document our report on the Agency or the claimants' financial statements, or otherwise make reference to our Firm in a document that contains other information in addition to the audited financial statements (e.g., in a debt offering circular for example), the Agency and the claimants agree that prior to making any such use of our report, or reference to our Firm, management will provide us with a draft of the document to read and obtain our approval for the inclusion or incorporation by reference of our report, or the reference to our Firm, in such document before the document is printed and distributed. The inclusion or incorporation by reference of our report in any such document would constitute the reissuance of our report and any request by the Agency and the claimants to reissue our report or to consent to its inclusion or incorporation by reference in an offering or other document will be considered based on the facts and circumstances existing at the time of such request. The estimated fees outlined herein do not include any services that would need to be performed in connection with any such request to make use of our report, or reference to our Firm; fees for such services would be based upon the rates for additional services as described in the Professional Fees section of this letter.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, if applicable, you understand that electronic sites are a means to distributed information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our Firm, as well as all other accounting firms with a significant audit practice, participates in a "peer review" program, covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us.

Ingrid Shepline is the engagement partner and is responsible for supervising the engagement and may signing the report or authorizing another individual to sign the report.

Professional Fees

Our total not-to-exceed cost for the year ended June 30, 2018 is \$5,970.

In the event that the scope of our audit has to be increased because of changes in accounting or auditing pronouncements and standards, laws or regulations, material weaknesses in the internal control environment, significant changes in operations or the loss of key accounting personnel that increase the number of hours it will take to complete the audits, we will discuss the situation with you and arrive at a new fee arrangement.

Additional services requested by the Agency will be billed based on our regular rates per hour as follows:

Classification	Hourly Rates
	2017/2018
Partner	\$ 150
Senior Managers	135
Managers	120
Seniors	100
Staff	90
Clerical	56

We appreciate the opportunity to be of service to the Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid M. Sheipline, CPA
Managing Partner

Response:

This letter correctly sets forth the understanding of the Agency and is signed by the officer authorized by the Agency to enter into this agreement on the Agency's behalf.

By: _____ Title: _____

Date: _____

System Review Report

July 15, 2015

To the Partners of
Richardson & Company, LLP
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Richardson & Company, LLP** (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Richardson & Company, LLP** in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Richardson & Company, LLP** has received a peer review rating of *pass*.

Davis Kinard & Co, PC

Certified Public Accountants



TO: WPCTSA Board of Directors

DATE: June 12, 2018

FROM: Michael Luken, Executive Director
David Melko, Senior Transportation Planner

SUBJECT: FY 2018/19 BUDGET

ACTION REQUESTED

1. Adopt FY 2018/19 Budget.
2. Authorize the Executive Director to negotiate and sign a Partnership Agreement with Seniors First Inc. for the MyRides and Health Express Programs.

BACKGROUND

WPCTSA must adopt an annual budget and amendments thereto for income and expenditures, based on projections for the coming year, consistent with the adopted Short-Range Transit Plan (SRTP).

WPCTSA and Seniors First entered into a Partnership Agreement in November 2008 to jointly fund the MyRides and Health Express Programs. The MyRides Program relies on volunteers to provide transportation for seniors, persons with disabilities, and First 5 families who are unable to use public transportation. About 3,602 rides were provided last fiscal year with this program. Under the Health Express Program, Seniors First provides client management, determines eligibility, conducts registration, and assists the Call Center in scheduling rides. About 6,032 rides were provided last fiscal year with this program.

DISCUSSION

FY 2018/19 Budget

Attachment 1 provides the budget for FY 2018/19. Operating revenues total \$1,841,510, a decrease of about five percent because of end of the fiscal year adjustments in carryover, interest income, and a decline in proposed program matching funds provided by Seniors First. Operating expenditures total \$1,474,716, a decrease of about 13 percent compared to the adopted FY 2017/18 budget as amended. A projected end of the year surplus of \$366,794 is to be carried over into FY 2019/20. The Transit Operators Working Group (TOWG) will meet in July and early August to discuss the CTSA's budget in future years, including increased costs for the Call Center operated by the City of Roseville.

Partnership Agreements with Seniors First, Inc. for the MyRides and Health Express Programs

The existing Partnership Agreement with Seniors First will expire at the end of June. As part of the Agreement, Seniors First contributes funding from several unique sources including Sutter and Kaiser hospitals and Area 4 Agency on Aging. The proposed Partnership Agreement will cover a six-year span through FY 2023/24, consistent with the WPCTSA Short Range Transit Plan (SRTP). The MyRides and Health Express Programs have a combined total cost of \$373,860, which is included in the FY 2018/19 budget. Seniors First revenues cover \$148,860 or about 40 percent of these two program costs.

Staff recommends approval of the FY 2018/19 Budget and the Partnership Agreement with Seniors First for the My Rides and Health Express programs. The TOWG and the TAC concur with the staff recommendations.

DM:LM:ML

**Attachment 1: Western Placer CTSA Proposed Operating Budget Summary
FY 2018/19**

June 2017

	FY 2018/19 Proposed	FY 2017/18 Amendment #1	Difference Proposed vs. Amendment #1
Operating Expenditures			
PCTPA Staff Administration MOU - Per PCTPA OWP WE #23 (1)	\$ 110,467	\$ 117,283	\$ (6,816)
Legal Services	\$ 7,500	\$ 7,500	\$ -
Placer Collaborative Network (PCN) Membership	\$ 250	\$ 250	\$ -
WPCTSA Seniors First Board Member Annual Contribution	\$ -	\$ -	\$ -
Accounting Services	\$ 500	\$ 500	\$ -
Fiscal Auditors (TDA)	\$ 6,170	\$ 5,700	\$ 470
Outreach	\$ 7,500	\$ 7,500	\$ -
Direct Expenses (2)	\$ 7,500	\$ 7,500	\$ -
Subtotal PCTPA Administration	\$ 139,887	\$ 146,233	\$ (6,346)
Programs			
MV Transit - Health Express (3)	\$ 398,615	\$ 391,415	\$ 7,200
Seniors First - Health Express Program Management (4)	\$ 100,000	\$ 99,530	\$ 470
Seniors First - My Rides (4)	\$ 273,860	\$ 216,860	\$ 57,000
Transit Ambassador Program (5)	\$ 30,000	\$ 30,000	\$ -
Transit Planning (6)	\$ 15,000	\$ 15,000	\$ -
Short Range Transit Plans & On-Board Survey (7)	\$ 10,000	\$ 258,308	\$ (248,308)
Retired Vehicle Program	\$ -	\$ -	\$ -
Bus Pass Subsidy Program (8)	\$ 15,000	\$ 15,000	\$ -
South Placer Transit Information Center (Call Center) (9)	\$ 300,000	\$ 300,000	\$ -
Subtotal Existing & New Programs	\$ 1,142,475	\$ 1,326,113	\$ (183,638)
Subtotal Operating Expenditures	\$ 1,282,362	\$ 1,472,346	\$ (189,984)
Operating Reserve (10)	\$ 192,354	\$ 220,852	\$ (28,498)
Total Operating Expenditures	\$ 1,474,716	\$ 1,693,198	\$ (218,482)

	FY 2018/19 Proposed	FY 2017/18 Amendment #1	Difference Proposed vs. Amendment #1
Operating Revenue			
FY 2018/19 LTF Article 4.5 (11)	\$ 945,035	\$ -	\$ 945,035
FY 2018/19 State Transit Assistance PUC 99313 (12)	\$ 84,382	\$ 44,230	\$ 40,152
Interest Income (13)	\$ 6,000	\$ 7,886	\$ (1,886)
Carryover (14)	\$ 657,233	\$ 1,724,745	\$ (1,067,512)
Seniors First match toward Health Express - Hospital Funds (15)	\$ 60,000	\$ 74,530	\$ (14,530)
Seniors First match toward My Rides - A4AA Funds (15)	\$ 38,860	\$ 38,860	\$ -
Seniors First match toward My Rides - Other Sources (15)	\$ 50,000	\$ 53,000	\$ (3,000)
Federal Transit Administration (FTA) Section 5310	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 1,841,510	\$ 1,943,251	\$ (101,741)

	FY 2018/19 Proposed	FY 2017/18 Amendment #1	Difference Proposed vs. Amendment #1
Operating Revenue to Expenditure Comparison			
Carryover to FY 2019/20	\$366,794	\$250,053	\$ 116,741

Notes

1. Per PCTPA Final OWP and Budget FY 2018/19, May 2018.
2. Direct expenses include auto, advertising, meeting, conference & training, postage, printing, and travel.
3. Per Contractor Services Agreement Addendum #4 approved September 2017. Will require an Addendum #5 to extend service to end of FY 2018/19.
4. Per Seniors First MyRides and Health Express Agreement approved June 2018.
5. Per Transit Ambassador Program Agreement with Roseville Transit approved November 2017.
6. Reflects planning consultant services & printing to update existing Transit Coordination Guide.
7. Reflects additional planning consultant services to complete WPCTSA and transit operators Short Range Transit Plans.
8. Bus pass reimbursement for participating social service organizations based on approved agreements.
9. Per Call Center Agreement with Roseville Transit approved November 2017.
10. Government Finance Officers Association recommends an operating reserve or contingency of up to 15%.
11. Preliminary LTF apportionment approved February 2018.
12. Preliminary STA allocation approved at 4.0 percent February 2018.
13. Interest income estimate.
14. Per fiscal year projections through June 30, 2018.
15. Revenue attributable to non-profit match for programs.



MEMORANDUM

TO: PCTPA Board of Directors

DATE: June 19, 2018

FROM: Mike Luken, Executive Director

SUBJECT: LEGISLATIVE STRATEGY-SALES TAX DISTRICT

ACTION REQUESTED

1. Authorize the Executive Director to proceed with forming a coalition and obtaining an author for the proposed legislation allowing a sub-county sales tax district
2. Release the firm of TBWB from their current contract and circulate a request for proposals in the Fall 2018 for outreach services to support transportation projects in Placer County in anticipation of a future transportation sales tax measure.

BACKGROUND

A transportation sales tax district was discussed after Measure M did not pass in 2016 reflecting support from South Placer County. This area proposed included Roseville, Rocklin, Lincoln, Loomis and the unincorporated area west of State Highway 65. A strategy to implement legislation enabling this sub-county approach recommended by Smith, Watts and Hartman is shown in Attachment 1. The approach, approved by the Board in its 2018 State Legislative Strategy, would require the rest of 2018 and most of 2019 to get approved by the Legislature and signed by the Governor.

DISCUSSION

A new transportation sales tax measure will also require a supermajority vote of residents. The South Placer County region provided ample support of Measure M, while the area outside of that area provided substantial support but fell below the 66.7% requirement. With the Board's approval, staff proposes to seek a coalition of counties, led by Placer County, which could use the same type of subcounty district approach. Once that legislation is approved by the Governor, Placer County can consider placing a transportation measure on the ballot.

Staff has met with City Managers, the CAO, Board members, TAC and other interested persons since early May to discuss this legislative approach and a future transportation sales tax measure.

Staff proposes to release previously hired outreach firm TBWB from their current contract and then circulate a request for proposals to select a new firm in late summer 2018. Staff requests two board members from the proposed sales tax district participate in the selection committee for that consultant to assist PCTPA in laying the groundwork for support of transportation projects in the County with the intent of placing a future measure on the ballot.

After making substantial progress on forming a legislative coalition, a more refined timeline for a proposed measure could be brought to the Board in the fall. Staff will also return to the Board at that time with the recommendation to hire the outreach firm. A potential initiative measure to repeal SB1 will impact the exact time when this item can be brought back to the Board.

Smith, Watts & Hartmann

Consulting and Governmental Relations

June 4, 2018

MEMORANDUM

TO: Mike Luken
Executive Director

FROM: Mark Watts

SUBJECT: Tax Jurisdiction Legislation

It was a pleasure to meet you and to discuss the potential legislation to put Placer County into the Self-Help County circle. This memo is a follow up to our discussion last week relative to preparing for the introduction of legislation on sub-regional transaction and use tax authority.

Language

In 2017, on behalf of PCTPA, we had been successful in incorporating an amendment to AB 1324 (Gloria) that would have covered Placer County, and other counties with RTPAs. However, that measure was ultimately “held over” by the author due to regional political currents in another county.

On the plus side, in recognition of the assistance PCTPA and I provided to the author of AB 1324, his staff and the committee consultant prepared “improved language” that has been reviewed by PCTPA.

Action: Mark Watts to have the “improved” language reviewed by additional legislative staff. This would commence in mid-June.

Develop alliance of potential coalition partners

Given that the approach in the new language provides broader applicability than simply Placer County, and in recognition that, to date, the Placer County Legislative Delegation has not been supportive of this concept, it is important to develop an alliance of county transportation entities that may wish to have a sub-regional tax jurisdiction available as a finance tool. This early work will enhance the likelihood that a firmer coalition can engage in support of the ultimate bill

Action: PCTPA staff and consultants to build on the efforts of the PCTPA management and board members to develop an alliance of other interested regions. It is suggested that this commence in July to have the benefit of the review results from #1.

Smith, Watts & Hartmann

Consulting and Governmental Relations

Senator Beall

Senator Beall had been approached to author the sub-regional tax jurisdiction bill. This was in the wake of his successful involvement in SB 1, and in his view, the Legislature had been subject to “tax fatigue” and suggested putting pursuit of the bill off until the next Session.

Action: Meet with Senator Beall to seek his guidance on the legislative approach and possibly secure his commitment to carry the ultimate bill.

Firm Up the Coalition

As the Fall of 2018 approaches, it will be important to ensure that there is an adequate base of support for the legislation in advance of its introduction. This would begin with firming up the loose alliance of interested counties into the basis for a coalition and to add other organizations such as the Self-Help Counties Coalition.

Action: PCTPA staff and consultants to begin outreach to establish a lobby coalition in support of the bill beginning by September.



MEMORANDUM

TO: PCTPA Board of Directors **DATE:** June 13, 2018

FROM: Aaron Hoyt, Senior Planner

SUBJECT: **DRAFT FINAL PLACER COUNTY REGIONAL BIKEWAY PLAN**

ACTION REQUESTED

Accept the Draft Final Placer County Regional Bikeway Plan as complete pending any recommended changes for purposes of the Caltrans Regional Planning Assistance grant program.

BACKGROUND

PCTPA and Placer County staff with the assistance of Kittelson & Associates, Inc. has prepared an update to the Placer County Regional Bikeway Plan. The original plan was adopted in 2002. The Regional Bikeway Plan identifies the bikeway improvements proposed in the unincorporated areas of Placer County and integrates the planning efforts of the six incorporated cities to create a coordinated regional bikeway system.

The update focused on establishing public support for improving bikeways throughout the county by developing a connected and comfortable network based on the current best practices supporting travel between the unincorporated Placer County communities and incorporated cities, cycling within the unincorporated communities (e.g., Sheridan, Foresthill, Granite Bay) and enhancing the scenic bikeways as a tourist destination to foster economic development. The final report also highlights priority projects that are anticipated to score well in competitive grant programs.

DISCUSSION

The Draft Final Regional Bikeway Plan is available for review and the public comment period runs through June 22, 2018. The Executive Summary of the Draft Final Regional Bikeway Plan is included in Attachment 1. The full report is available on the project webpage:

<http://pctpa.net/placer-county-regional-bikeway-plan-update/>.

The following sections highlights the public engagement efforts on this project and the resulting recommended bikeway network.

Public Outreach

The project team engaged the public through a variety of methods to receive input on the plan. The public engagement process began in June 2017 by reaching out to the community through a virtual community workshop and social media efforts. Input on the plan was also received through eleven presentations to Municipal Advisory Committees across the county during April and May 2018. A Regional Bikeway Advisory Committee (BAC) comprised of interested residents and local cycling club members familiar with the various geographic areas of the

county were convened to review the existing conditions, recommended network, and draft plan. Staff also presented updates to the Technical Advisory Committee (TAC) and met with individual jurisdictions to discuss bikeway coordination efforts and jurisdictional boundaries.

Stakeholder and community input played a key role in helping PCTPA and Placer County identify, recommend, and prioritize improvements contained in the Plan.

Recommended Bikeway Network

The recommended bikeway network represents a collection of approximately 457 miles of bikeways. The network resulted from public comments received, recently updated community and specific plans, and a needs and demand analysis that considered access to schools, park and open space, regionally significant trails, transit access, and known issue areas.

Highlights of the recommended improvements include:

- implementation of the Dry Creek Greenway Trail into Sacramento County and the Folsom State Recreational Area;
- bikeway connections to Hidden Falls Regional Park;
- upgrading Auburn-Folsom Road to include bike lanes;
- consideration of connecting communities such as Newcastle and Loomis via a separated bikeway; and
- introducing bike routes into rural communities such as Foresthill.

The recommended bikeway network also identifies priority projects and the most competitive locations for future grant funding opportunities. The prioritization criterion is based on several grant programs with the intent to assist Placer County to identify project implementation opportunities that are most likely to be funded while supporting the vision of the Plan.

Action

PCTPA staff recommends that the Board receive and accept the Draft Final Regional Bikeway Plan pending any recommended changes submitted by the BAC, TAC, or public. Those changes will be summarized during a presentation to the Board on June 27, 2018. The Final Report will then be transmitted to Caltrans for acceptance through the grant funding program.

This item was presented to the TAC at the June 12, 2018 meeting.

AH:LM:ML



PLACER COUNTY REGIONAL BIKEWAY PLAN 2018 UPDATE

DRAFT FINAL JUNE 2018



Placer County

Regional Bikeway Plan 2018 Update

Project Management Team

Aaron Hoyt, Placer County Transportation Planning Agency
Amber Conboy, Placer County Department of Public Works
Stephanie Holloway, Placer County Department of Public Works

Bicycle Advisory Committee

Doug Thorley
Fred Higgins
Jim Haggan-Smit
Kathy Welch
Keith Hallsten
Larry Matz

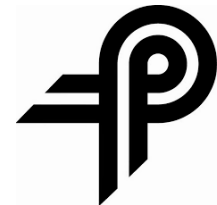
Consultant Team

Kittelson & Associates, Inc.

Matt Braughton
Laurence Lewis
Mark Heisenger
Mike Alston

AIM Consulting

Gladys Cornell
Nicole Porter



EXECUTIVE SUMMARY



EXECUTIVE SUMMARY

The Placer County Regional Bikeway Plan (“Plan”) has been updated to guide county and regional staff in developing a bikeway network in unincorporated Placer County. The Plan identifies a vision and goals for bicycling, a network of bikeways to connect the county, and supportive programs and practices to encourage bicycling.

PLAN PURPOSE

The Plan updates the prior Regional Bikeway Plan adopted in 2002 and establishes a publicly-supported vision for improving bikeways throughout the county. Improving connections for bicyclists provides additional choices to people traveling, provides new links to key destinations and communities, and can help support active lifestyles through increased recreation. The Plan develops a regional system of bikeways that connects the six incorporated cities and numerous unincorporated community areas. The Plan only proposes bikeways in the unincorporated county or bikeways requiring multijurisdictional coordination. As shared use paths are expanded across the County, they will continue to provide scenic recreational routes as well as key longer-distance regional connections. The Plan is supported by local jurisdiction bikeway plans as well as the on-going Placer County Parks and Trails Master Plan, which will identify recommended off-road shared-use paths and unpaved trails. As such, the Plan focuses on on-road bikeway facilities and key regional shared-use paths. Combined with recommended supportive programs and practices, the Plan

provides a path forward for Placer County to develop an integrated bikeway network to supports the bicycling needs within the county.

VISION AND GOALS

The Plan establishes a vision and goals for improving bicycling in Placer County. The vision statement for the Plan is:

To promote safe, convenient, and enjoyable bicycling by establishing a comprehensive system of bikeways that link the communities of Placer County.

This vision is consistent with Placer County’s General Plan Policy 3.D.1: “To provide a safe, comprehensive, and integrated system of facilities for non-motorized transportation.”

This overall goal is framed by three objectives in line with Caltrans’ *Toward an Active California: State Bicycle and Pedestrian Plan*:

- ▶ **Safety:** Reduce the number, rate, and severity of bicycle-involved collisions.
- ▶ **Mobility:** Increase the connectivity and usability of the Placer County bikeway network to increase bicycling.
- ▶ **Preservation:** Maintain a high-quality bikeway system.

The vision and goals are supported by a number of strategies for Placer County and the Placer County Transportation Planning Agency (PCTPA) to help achieve the vision.

PLANNED NETWORK

The planned network includes locations and facility types for new bikeway facilities. These improvements have been identified to promote bicycling activity and use across the Placer County region. The planned network was developed based on a review of existing conditions as well as needs and demands for bikeways across the varying contexts of the region. A virtual workshop was also held in June 2017 to receive public feedback on existing bicycling conditions and gather input on where improved bikeway facilities might be implemented from the community’s perspectives. Given this outreach and existing conditions, the planned network was developed to be:

- ▶ Cohesive
- ▶ Direct and Accessible
- ▶ Comfortable and Low-Stress
- ▶ Integrated

A typology and concept were developed to identify the key connections and focus areas before developing more specific planned improvements. The typology consists of four types of bikeway approaches that capture the area types and bicycle uses across Placer County. These four bikeway network types are:

- ▶ **Community Focus Areas** – bikeways within unincorporated communities connecting destinations within the community and to connections to other communities
- ▶ **Community Connections** – bikeways connecting between unincorporated communities

- ▶ **Regional Connectors** – bikeway connections to adjacent counties
- ▶ **Recreational Routes** – scenic rural roads used by recreational cyclists.

Based on this typology and the community input, a combination of bikeway facilities types was developed to connect and serve these needs. The resulting planned network is made up of the following facility types and mileages show in Table 1.

Table 1: Planned Bikeway Facilities by Type and Mileage

Bikeway Facility	Miles
Shared-Use Path	90.3
Separated Bike Lane	15.0
Buffered Bike Lane	37.6
Bike Lane	87.8
Bike Route with Climbing Lane	24.7
Bike Route	201.7
Total	457.1

Source: PCTPA, Placer County, and Kittelson & Associates, Inc., 2018.

Some planned improvements will require coordination with other jurisdictions such as Caltrans and/or incorporated cities within Placer County. As these projects rise up the priority list and funding becomes available, coordination with partner agencies will need to be initiated in advance of any project development. Advance coordination will help to

ensure that all agencies involved understand the potential project and that the project moves forward in accordance with all agencies' requirements. The planned network is shown in Figure 1 - Figure 3.

IMPLEMENTATION

In order to implement the planned network, the Plan identifies planning level cost estimates, project priorities, and supportive programs and practices.

Cost Estimates

Cost estimates for the planned projects help guide the level of effort to implement a project and more accurately plan for future improvements. The cost estimates are "planning level" values based on typical costs for implementing bikeways in California and include design, construction, environmental, and contingency costs. As projects are moved forward through the project development process, more refined cost estimates will be developed as the unique characteristics of each project are analyzed more concretely.

Prioritization

The prioritization framework was developed to assist in identifying regionally-significant projects and the most competitive locations for future grant funding opportunities. The prioritization criteria consist of a criterion to score a project based on its regional significance as well as separate criteria that indicate a project (or portion of a project) that may be supported by current grant funding sources such as the Active

Transportation Program (ATP) or Highway Safety Improvement Program (HSIP). Combined, these criteria will help Placer County and regional staff identify project implementation opportunities that are most likely to be funded while supporting the vision of the Plan. Table 2 presents the highest priority projects for near-term implementation in the unincorporated county.

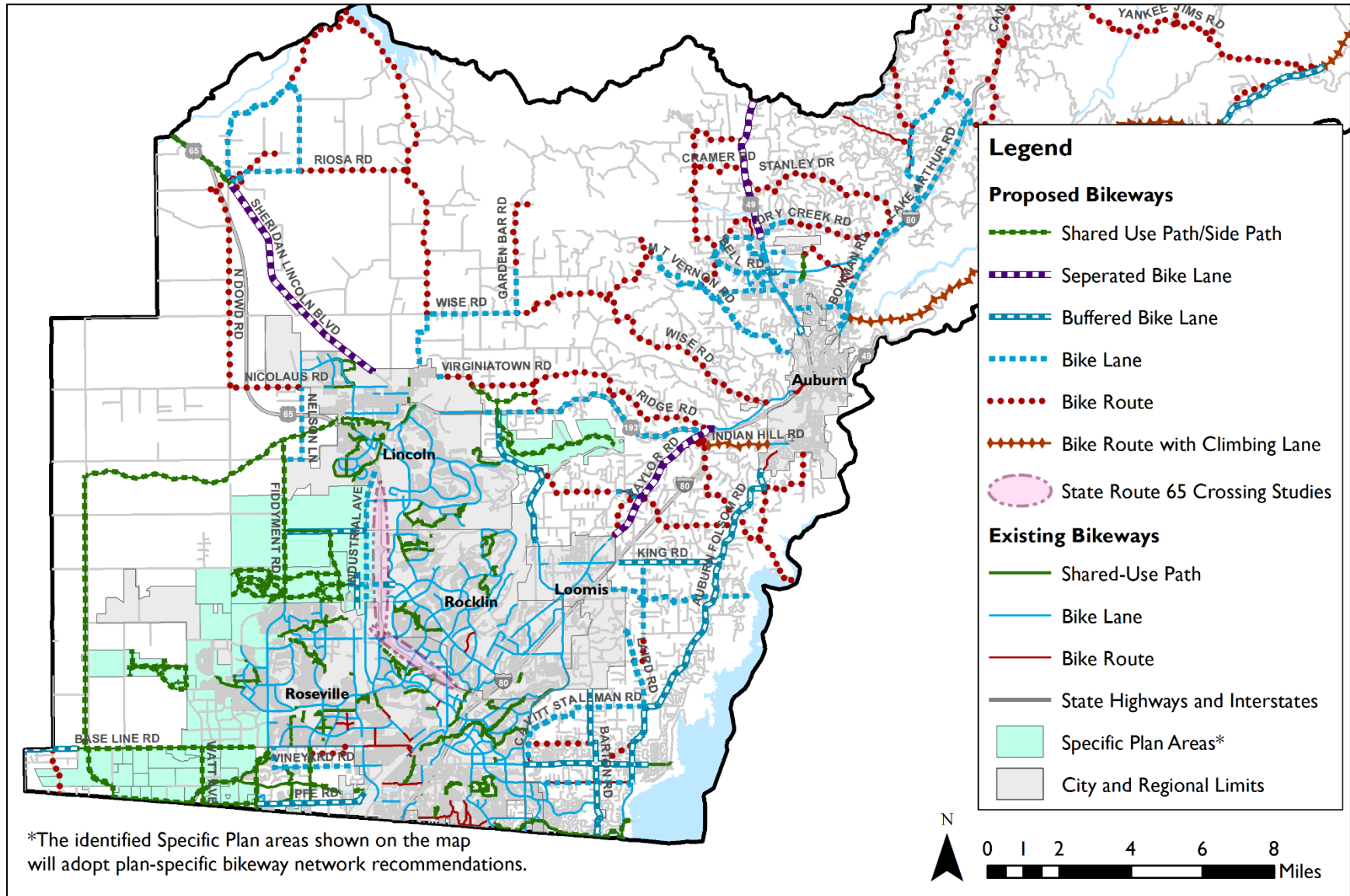
Implementation

Supportive programs and practices have also been identified to support bicycling in Placer County and integrate bikeway planning into the county's planning and engineering processes. These programs and practices are an important part of creating a safe and comfortable bicycling environment. These programs and practices encompass the "Five E's" model from the Bicycle Friendly Community program by the League of American Bicyclists. The "Five E's" are:

- ▶ Education;
- ▶ Encouragement;
- ▶ Enforcement;
- ▶ Engineering; and,
- ▶ Evaluation.

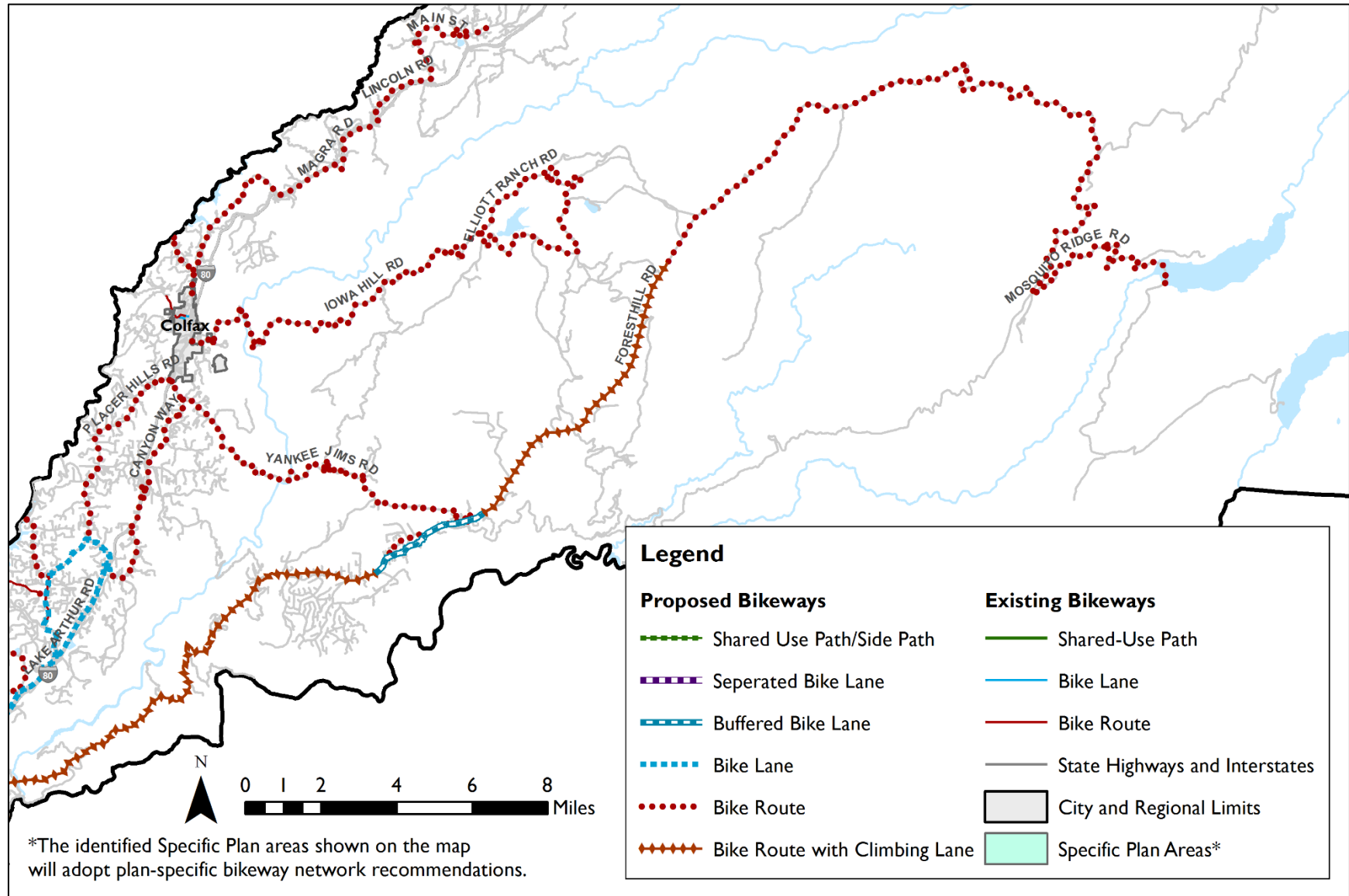
The Plan identifies a number of programs and practices that could be implemented in combination with the bikeway projects for each of these areas. By establishing a comprehensive and methodical approach to implementation, Placer County, supported by PCTPA, can support, monitor, and evaluate progress toward the Plan's vision and objectives.

Figure 1: Planned Bikeway Facilities – West Placer County



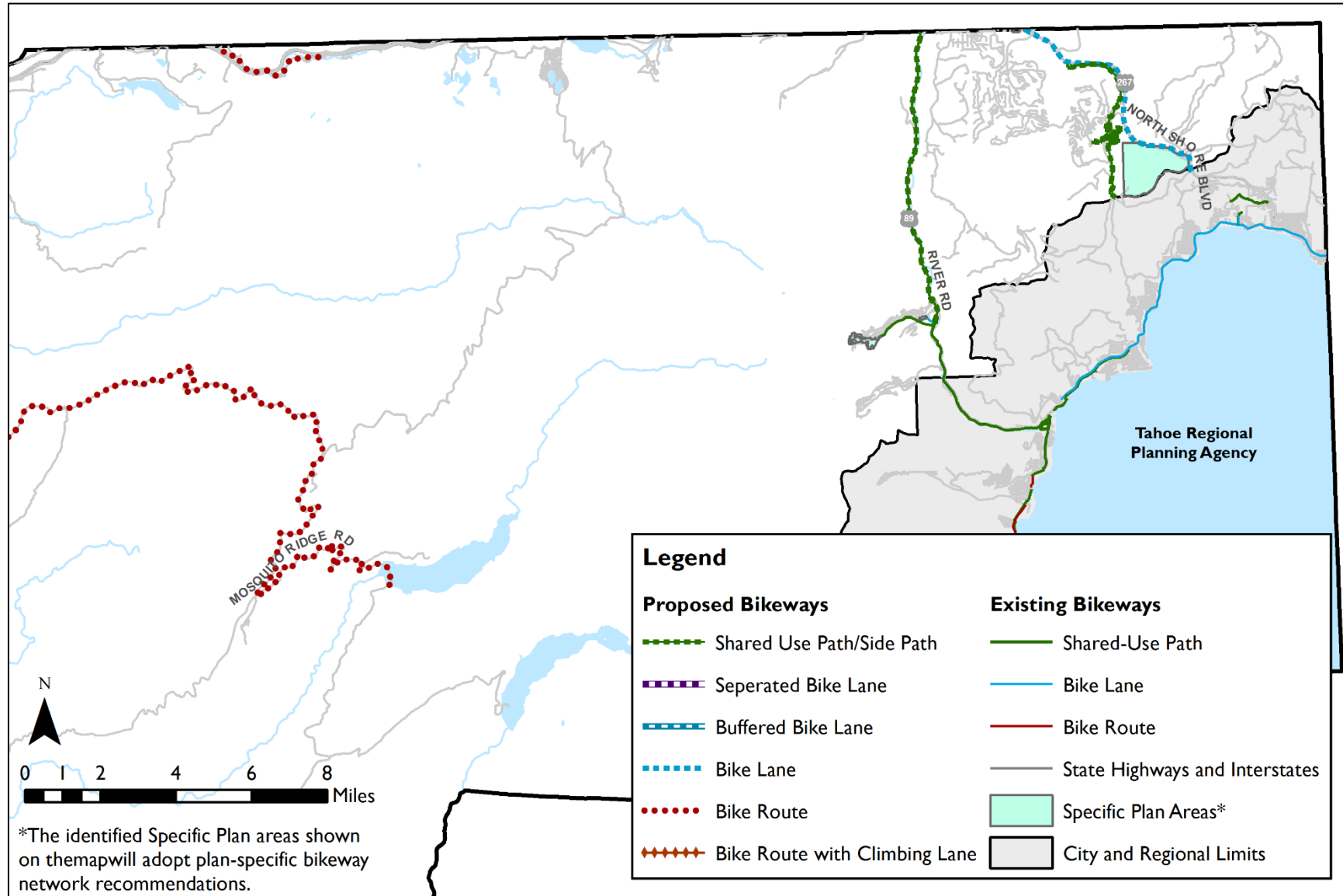
Source: PCTPA, Placer County, and Kittelson & Associates, Inc., 2018.

Figure 2: Planned Bikeway Facilities – Central Placer County



Source: PCTPA, Placer County, and Kittelson & Associates, Inc., 2018.

Figure 3: Planned Bikeway Facilities – East Placer County



Source: PCTPA, Placer County, and Kittelson & Associates, Inc., 2018.

Table 2. Priority Bikeway Projects

Road Name	From Street	To Street	Project Description	Length (Miles)	Cost Estimate (2018)
					Dollars
BELL RD	DRY CREEK RD	MULBERRY LN	Bike Lane	3.45	\$ 810,000
BELL RD	STATE ROUTE 49	JOERGER RD	Bike Lane	1.73	\$ 410,000
STATE ROUTE 89	SQUAW VALLEY RD	COUNTY BOUNDARY	Shared Use Path	7.96	\$14,890,000
PLACER HILLS RD	CROTHER RD	LAKE ARTHUR RD	Bike Lane	3.81	\$ 890,000
PARK DR	STATE ROUTE 49	DRY CREEK RD	Bike Lane	1.06	\$ 250,000
NEWCASTLE BIKE ROUTE NETWORK	--	--	Bike Route	1.31	\$ 310,000
AUBURN FOLSOM RD	LEES LN	EUREKA RD	Buffered Bike Lane	10.35	\$ 2,710,000
BARTON RD	COUNTY BOUNDARY	INDIAN SPRINGS RD	Buffered Bike Lane	4.28	\$ 1,120,000
EUREKA RD	AUBURN FOLSOM RD	EUREKA RD	Bike Lane	2.48	\$ 580,000
INDUSTRIAL AVE	VETERANS DR	STATE ROUTE 65	Bike Lane	3.72	\$ 870,000
PLACER HILLS RD	INTERSTATE 80	CROTHER RD	Bike Route	6.16	\$ 870,000
DRY CREEK RD	CHRISTIAN VALLEY RD	BLUE GRASS DR	Bike Route	2.95	\$ 420,000
LUTHER RD	BOWMAN RD	STATE ROUTE 49	Bike Lane	1.35	\$ 320,000
DRY CREEK RD	BLUE GRASS DR	JOERGER RD	Bike Lane	1.95	\$ 460,000
STATE ROUTE 49	BELL RD	DRY CREEK RD	Bike Lane	1.03	\$ 250,000
TAYLOR RD	OPHIR RD	RIPPEY RD	Separated Bike Lane	4.26	\$ 4,510,000
CAVITT STALLMAN SOUTH RD	AUBURN FOLSOM RD	DOUGLAS BLVD	Bike Lane	4.53	\$ 1,060,000
DOUGLAS BLVD	OAK KNOLL DR	SIERRA COLLEGE BLVD	Buffered Bike Lane	3.48	\$ 910,000
STATE ROUTE 267	CARNELIAN WOODS AVE	COUNTY BOUNDARY	Bike Lane	6.79	\$ 1,580,000
TOTAL				72.65	\$33,220,000





MEMORANDUM

TO: PCTPA Board of Directors

DATE: June 13, 2018

FROM: Aaron Hoyt, Senior Planner

SUBJECT: HIGHWAY 49 SIDEWALK GAP CLOSURE UPDATE

ACTION REQUESTED

None. For information and discussion only.

BACKGROUND

The Highway 49 Sidewalk Gap Closure Project proposes to close approximately 18,000 feet of sidewalk gaps at various locations along Highway 49 from I-80 to Dry Creek Road in the City of Auburn and County of Placer. The project will build upon the upcoming Caltrans Highway 49 Roadway Rehabilitation Project and various Placer County projects to enhance complete streets elements along the Highway 49 corridor. This project will produce a shelf ready project that meets Federal and State environmental requirements and provide the final design and right-of-way documents needed to pursue grant funding such as the statewide Active Transportation Program (ATP).

DISCUSSION

The project development team (PDT) conducted a field walk on May 22, 2018, and included staff from the consultant team, PCTPA, Placer County, the City of Auburn, and Caltrans. The field walk provided the PDT an opportunity to discuss the unique design challenges and identify improvement options at the following five critical segments:

- Fulweiler Avenue/Elm Avenue to Palm Avenue – Issues: right-of-way and terrain
- Persimmon Terrace to Marguerite Mine Road – Issues: terrain and lack of walkable destinations
- Wise Canal Crossing near Live Oak Lane – Issues: right-of-way, terrain, utilities, and habitat
- Dry Creek Crossing near Locksley Lane – Issues: terrain and habitat
- Shale Ridge Road to Dry Creek Road – Issues: terrain

The recommendations from the field visit will assist in determining whether sidewalks are feasible to incorporate into each of the existing gaps.

PCTPA staff will present the findings from the field walk and the potential for sidewalk improvements in the corridor at the Board meeting. After receiving input from the Board, staff will work with the PDT to finalize the sidewalk locations and pursue available grant funding.

This item was presented to the TAC at the June 12, 2018 meeting.

AH:LM:ML

PLACER COUNTY TRANSPORTATION PLANNING AGENCY

Technical Advisory Committee Meeting Minutes

June 12, 2018 – 3:00 p.m.

ATTENDANCE: Amber Conboy, Placer County
Mike Dour, City of Roseville
Wes Heathcock, City of Colfax
Stephanie Holloway, Placer County
Mark Johnson, City of Roseville
Ray Leftwich, City of Lincoln
Sean Rabe, Town of Loomis
Jason Shykoski, City of Roseville
David Smith, Caltrans
Brit Snipes, Town of Loomis

PCTPA Staff

Aaron Hoyt
Mike Luken, Executive Director
Luke McNeel-Caird
David Melko
Solvi Sabol

Approach to Sales Tax District Legislation

Mike Luken explained that upon being hired by the Board, he was given direction to develop a path for PCTPA to place a new transportation sales tax measure on the ballot. Luken added that prior to being hired, he understood the Board had explored creating a subcounty district as this would potentially provide the best opportunity for passage of a sales tax given the support for prior Measure M in South Placer County. Due to varying circumstances, San Diego who was leading the charge on 2016 on similar legislation and chose to not pursue this effort. After meeting with our state advocate, Mark Watts, Luken reported that staff is recommending to the Board we move forward with the districting effort, with PCTPA forming and leading a coalition interested in districting legislation in 2018. The goal is to submit a bill in January 2019 and have it approved by Governor in the fall of 2019. The TAC concurred with bringing this sales tax districting approach to the Board this month.

Short Range Transit Plans Update

David Melko provided a handout for the public hearing, which invites the public to provide input on the Draft Short-Range Transit Plans (SRTPs). This public hearing will take place at the June 27th PCTPA Board. Melko added that the SRTPs will be uploaded by the end of the day on June 15 and the comment period is through July 15. Melko is scheduling individual meetings with each of the operators for their input on the SRTPs. The goal is to bring the Final SRTPs to the PCTPA Board in August for their acceptance.

WPCTSA Proposed 2018/19 Budget

David Melko provided the TAC with a proposed FY 2018/19 Operating Budget Summary for the Western Placer Consolidated Transportation Services Agency (CTSA). Melko reminded the TAC that CTSA did not take any Local Transportation Funds (LTF) last fiscal year due to the balance in the account for the prior year. The FY 2018/19 budget also includes LTF, bringing the revenues to about \$1.8 million. FY 2018/19 operating expenditures show a decrease of approximately 5%, this is a result of most of the work on the Short-Range Transit Plans being completed in FY 2017/18. Melko said the fund balance at the end of the FY 2018/19 is anticipated to be about \$360,000. The TAC concurred with bringing the FY 2018/19 to the Board for adoption.

There was some discussion on the Call Center which is currently being administered by the City of Roseville and funded by the CTSA. Melko said that the Transit Operators Working Group (TOWG) have some concerns with the rising costs of the Call Center which are expected to increase 33% over the next five years. Melko explained that the TOWG will meet in July and early August to discuss these costs and CTSA's budget and the ability to fund the Call Center in future years.

Draft Final Regional Bikeway Plan

Aaron Hoyt presented the draft final Placer County Regional Bikeway Plan. Hoyt explained that the updated plan focuses solely on the unincorporated areas in Placer County and differs from the last plan, which was done in 2002. The updated plan focuses on future potential bikeways that will close gaps in the existing network, connect unincorporated communities to incorporated cities, and considers cross jurisdictional continuity of bikeways. Hoyt added the recommended network is based on current best practices and recommends bikeways that are best suited for varying conditions of rural roadways. The plan identifies twenty priority bikeway projects that may be competitive for in seeking Active Transportation Program (ATP) funds. Hoyt said the plan will be available on our website and will be sent out electronically to the TAC and Bicycle Advisory Committee (BAC) for concurrent public review through June 22nd.

Highway 49 Sidewalk Gap Closure Project

Aaron Hoyt gave a status update on the Highway 49 Sidewalk Gap Closure project and provided a map differentiating between existing or Caltrans Rehabilitation Project Sidewalks, areas being considered through the PCTPA Project and areas that would be improved as part of future development projects. Hoyt explained that the Project Development Team conducted a field walk to review and discuss design and environmental challenges associated with five locations in the corridor. Hoyt noted that the PDT will meet again on June 26th to develop a set of recommendations on the extent of sidewalk improvements. These recommendations will be presented to the PCTPA Board on June 27th. There were no comments from the TAC.

Other Issues/Upcoming Deadlines

- a) Retired Annuitant Agreement – Former Executive Director: Mike Luken reported that staff is bringing a Retired Annuitant resolution to the Board this month which allows PCTPA to retain former Executive Director, Celia McAdam under a proposed limited term agreement, for special projects such as the SR 65 Widening litigation and the transportation sales tax effort. The proposed agreement will be capped at 480 hours.

- b) FY 2018/19 FTA Section 5311 Program of Projects: David Melko provided a FY 2018/19 FTA 5311 allocation adding that Auburn Transit and Placer County Transit are the only operators who can make use of these rural transit funds.
- c) Proposition 1B – Reminder: David Melko reminded the TAC that PTMISEA and TSSSDRA will sunset on March 31, 2019, which gives those jurisdictions less than a year to complete their projects. Currently we are holding \$800,000 in projects funds and if these projects are not completed, we will have to return these funds, with interest.
- d) Active Transportation Program (ATP) Cycle 4 Call for Projects: Aaron Hoyt reported that the California Transportation Commission (CTC) released a call for projects for ATP Cycle 4. Hoyt added that approximately \$439 million and \$11.6 million is available from the statewide and SACOG regional funding pots. Placer County jurisdictions have been successful in securing on average \$3.4 million during the first three cycles. Hoyt encouraged the TAC to review the recorded webinars and use the tools available through the Caltrans and SACOG ATP website to decide the eligibility of potential projects. Ray Leftwich of the City of Lincoln expressed that Lincoln may have an application for Moore Road that could be submitted under this program.
- e) Caltrans SB 1 Planning Grants for FY 2019-20: Luke McNeel-Caird provided a handout describing the FY 2019/20 SB 1 Planning Grants and anticipated schedule. McNeel-Caird added that in the past Placer County agencies have used these grants for feasibility studies and noted that it does require match funding. David Smith said the Strategic Partnership grant program will also be available.
- f) Mike Luken reported that he attended a Sacramento Metropolitan Chamber meeting this morning where there the Alliance for Jobs reported on the SB 1 recall effort. Luken added some counties are taking the initiative to create a more elaborate reporting method. The TAC had some discussion on promoting and signage for projects funded through SB 1.
- g) Luke McNeel-Caird reported that several PCTPA staff visited the I-80/SR 65 Interchange Phase 1 construction site. McNeel-Caird explained that most of the work is going on below the Highway 65 viaduct itself, where they have started drilling for foundations. This week they are restriping Highway 65 to install construction barriers near the Galleria Boulevard/Stanford Ranch Road interchange.
- h) Solvi Sabol reported that this month we are asking the Board to consider adopting a resolution recognizing Celia McAdam's service at PCTPA.

The meeting adjourned at 3:48 p.m.

ML



TO: PCTPA Board of Directors

DATE: June 12, 2018

**FROM: David Melko, Senior Transportation Planner
Luke McNeel-Caird, Deputy Executive Director**

SUBJECT: STATUS REPORT

1. Freeway Service Patrol (FSP)

Attached is an email from a motorist from May 31st who was helped by FSP. The motorist was very impressed by the FSP assistance that morning that she felt compelled to email and say what an amazing program and the good job the tow driver did.

2. I-80 Auxiliary Lanes Project – PS&E Phase

Caltrans has assigned a new Project Manager, Eric DeLong, to the I-80 Auxiliary Lanes Project. Staff and Dokken's Project Manager, Liz Diamond, are working to bring Eric DeLong up to speed on the project. One aspect includes developing the Cooperative Agreement that will govern the Right of Way Acquisition phase of the project. The agreement needs to be in place this summer so right of way work can begin in the fall.

Geotechnical drilling continued through May and into June. The eastbound locations have been completed with the re-drilling of the boring on China Garden that hit refusal on the first attempt (refusal is the point at which drilling cannot continue). Significant rock coring was needed to get to the planned boring depth of about 35 feet. Many of the westbound borings have been completed including two at the Linda Creek bridge widening location, in the shoulder area adjacent the abutments. One more is needed at the bridge site and will be accessed via the City of Roseville property along the creek. It and the rest of the westbound borings are planned to be completed by the end of June. Laboratory analysis is under way on samples already collected, with a focus on those needed for completion of the Structures Type Selection Reports.

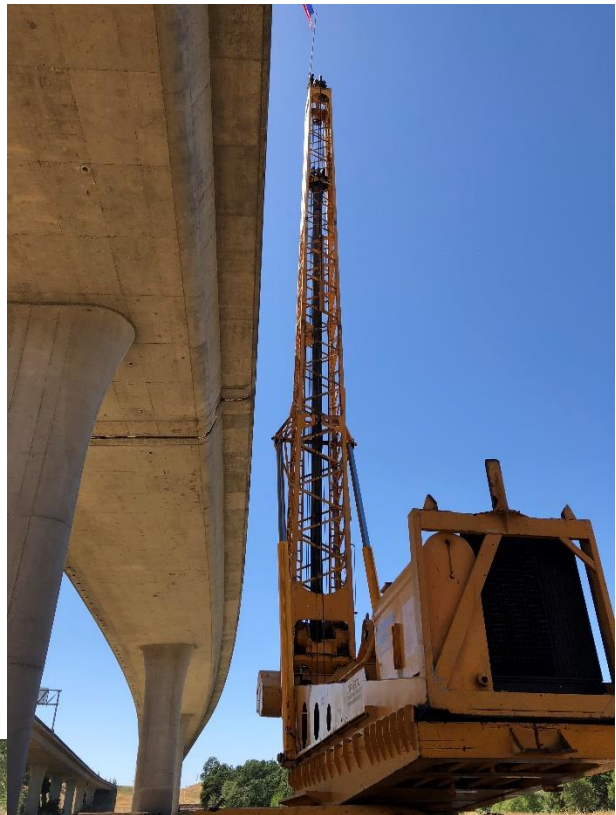
After coordination with Caltrans Encroachment Permits Inspector's and Traffic Management Center, control surveys were completed between May 23 and June 1, with LiDAR acquisition taking place between midnight and 4 am on June 4. Short work windows (9 am to 4 pm) added to the duration of the control surveys. For efficiency and logistical reasons, control surveys and Mobile LiDAR acquisition for PCTPA's I-80 Aux Lanes and SR 65 Widening were performed simultaneously, with up to three crews working between the projects. GPS control survey data and LiDAR data are currently being processed/adjusted with feature extraction from the final adjusted scan planned for the week of June 11. The eastbound Digital Terrain Model (DTM) is expected to be completed by June 19, followed by the westbound DTM by June 29.

Utility Coordination continues with the results from the latest round of outreach being incorporated into the base files. A pothole plan has been developed and coordination/scheduling is occurring.

Design efforts continue towards the submittal in July of the Draft Structure Type Selection Reports for the Linda Creek Bridge widening and the non-standard wall along portions of the eastbound direction; and toward the 65% plans and estimate submittal scheduled for this December.

3. I-80/SR 65 Interchange Improvements Project – Phase 1 Construction

Construction is continuing on Phase 1 of the Interstate 80 / Highway 65 Interchange Improvements Project. Flatiron, the project contractor, began drilling the foundation holes for the first of twelve columns. Some of the holes are up to 13 feet in diameter and approximately 100 feet deep. Given the construction activity and size of the foundation holes, the Antelope Creek Bike Trail under Highway 65 will be closed for one year until May 2019. Work has also begun on improvements to the Galleria Boulevard/Stanford Ranch Road interchange, including restriping for construction barriers along Highway 65. Phase 1 improvements, which are expected to be open to traffic in 2020, include adding a third lane on northbound Highway 65 from I-80 to Pleasant Grove Boulevard.



From: Christine H.
Sent: Friday, June 1, 2018 8:50 AM
To: Jennifer Doll
Subject: Superhero Teran

I was helped by Teran on Thursday, May 31st at around 8am. I have never had a flat tire on the freeway, so I was scrambling and trying to figure out what to do. Right after I called my insurance company, Teran pulled up, and told me he would change the tire for free. I'm naturally curious so I asked why he would do it for free. He said the program helps keep the roads stay clear and safe. I asked him to show me how to change a tire, so he walked me through the process. He told me wear the nearest tire shop was and instructed me on how to get back on the freeway. He was very friendly and knowledgeable. This is an amazing program, and I hope it continues! I'm glad Teran was in the area, otherwise, I probably would have been on the side of the road for two hours.

--

Sincerely,
Christine H.

MEMORANDUM

TO: Mike Luken
FROM: AIM Consulting
DATE: June 4, 2018
RE: May Monthly Report

The following is a summary of communications and public information work performed by AIM Consulting (AIM) on behalf of Placer County Transportation Planning Agency (PCTPA) in the month of May.

AIM assisted with media relations and public information. AIM maintained, drafted, published, and promoted content for PCTPA social media and the transportation blog to share current information about PCTPA projects, programs, and activities.

AIM maintained, drafted, published, and promoted content for PCTPA social media and the transportation blog to share current information about PCTPA projects, programs, and activities. AIM, in coordination with PCTPA, created and published the 38th edition of the PCTPA newsletter.

Below are activity summaries of AIM's work:

Funding Strategy

AIM continued to work with PCTPA to support PCTPA's efforts in discussing the need for local transportation infrastructure funding.

PCTPA.net & Social Media

AIM continued to update the PCTPA transportation blog with current news articles about PCTPA and additional information including PCTPA programs, transportation projects, and achievements. The transportation blog posts included an announcement of Mike Luken as the new PCTPA Executive Director, as well as a blog post to promote for the Short Range Transit Plan workshop.

AIM developed a social media post about the Capitol Corridor informational video "Join Lauren on the Capitol Corridor!" giveaway, in which the contest winner was announced. AIM continued posting social media updates on the PCTPA Facebook, Twitter, and Instagram to highlight the work being done by and

on behalf of PCTPA, other transportation projects in the Placer region, and current transportation news.

Key social media posts included:

- Morning Express Train to Sacramento
- Commuter Essentials Prize Pack Giveaway
- Interstate 80 / Highway 65 Interchange Improvements
- May is Bike Month Announcement
- Interstate 80 Highway 65 Night Construction Announcement
- Short Range Transit Plan May 23 Meeting
- May is Bike Month – Bike to Work Day
- Interstate 80/Highway 65 - Antelope Creek Trail Closure
- PCTPA Newsletter – May Edition

Current social media page statistics include:

- Facebook – 1,129 likes
- Twitter – 343 followers
- Instagram – 147 followers

Key website analytics include:

- Total page views for the PCTPA website during May: 4,136
 - 18% of views were on the PCTPA homepage
 - 6% of views were on the SR 65 widening
 - 5% on Bikeways (Placer County Bike Map)
- Total page views for Interstate 80 / Highway 65 Interchange Improvements website during April: 4,076

Media Relations

AIM continued to monitor industry and local news in an effort to identify outreach opportunities as well as support the Agency's efforts to address local transportation and transit issues. Key stories in local media outlets are highlighted on the blog and social media.

Newsletter #38

AIM drafted and published articles for the 38th edition of the PCTPA newsletter. These articles focused on: Executive Director Celia McAdam's retirement and newly selected Executive Director Mike Luken, a Board Perspective from Auburn Mayor Bridget Powers, an update on the I-80 / SR 65 Interchange Improvements Project, an update on the Regional Bikeway Master Plan and the Highway 49 Gap Closure projects. AIM distributed the email to the PCTPA database and social media platforms. More than 150 people opened the newsletter.

Project Assistance

AIM, in coordination with PCTPA, developed, and edited the Interstate 80/Highway 65 website and social media content. This included writing verbiage and developing graphics.

AIM, in coordination with PCTPA and Caltrans, handled coordination with the local public information officers. This included developing and distributing information to be posted on social media platforms.

AIM handled public notification for the Short Range Transit Plan community workshop. This included developing and distributing an email to the PCTPA database and social media platforms and reaching out to local public information officers.



1701 Pennsylvania Avenue
Suite 300
Washington, D.C. 20006
(202) 722-0167

May 31, 2018

To: PCTPA
From: Sante Esposito
Subject: May Monthly Report

Infrastructure: The Status

On May 29, Key Advocates met with the staffs, separate Rep and Dem meetings, of the House Committee on Transportation and Infrastructure and the Senate Environment and Public Works Committees as a follow-up to the recent report that T&I Chairman Shuster is gearing up to introduce infrastructure legislation this summer — before the August recess or perhaps even before the July 4th break. It was also reported that Congressman Sam Graves, Chairman of the T&I Surface Transportation Subcommittee, said that Members would be working on a "framework" of transportation infrastructure concepts to put forward later in the year. And Committee Ranking Democrat DeFazio said that, while he and Shuster are "having some discussions, they are "talking about potential funding and then presumably policy. Learned in the follow-up staff meetings was that internal committee discussions are in early stages although EPW seems to be ahead of T&I given Chairman Barasso's introduction of a highway infrastructure bill (which was quickly rejected by both Reps and Dems on the Committee) and the Committee Dems infrastructure funding proposal in response to the bill; the focus is multimodal in scope; timing is sometime this year although maybe not to completion; and, stakeholder input will be sought.

FY 19 Appropriations Process

Congress is going through the appropriation process, having hearings and markups. Being that this is an election year, it seems unrealistic that Congress will pass all 12 Appropriation bills prior to the end of the fiscal year. Most likely we'll see a Continuing Resolution – with possible extensions following the elections.

FY19 House Transportation Appropriations Bill

On May 23, the House Appropriations Committee approved its version of the FY19 DOT funding bill will vote on the bill next Wednesday, May 23 and the Senate Appropriations Committee is expected to act on its version of the bill sometime the week of June 4. FY19 is the second year of the two-year budget deal, that Congress agreed to in February which raised the

budget caps on both defense and domestic spending and designated at least \$10B per year in additional general funds for infrastructure programs. The FY18 DOT appropriations bill, which was signed into law on March 23, significantly increased funding for many DOT programs, particularly TIGER (now BUILD), Amtrak, and transit and rail discretionary grants. The House FY19 bill recommends that the highway and transit formula programs receive the same amount that was authorized in the FAST Act for those programs in FY19, plus additional funding from the General Fund (\$4.25B for highways and \$800M for transit). Other programs, such as transit Capital Improvement Grants (CIG) (New Starts/Small Starts/Core Capacity), are recommended to receive the same increased funding level as in FY18. The TIGER (now BUILD) program is recommended to receive \$750M, which is only half of the FY18 level of \$1.5B, but is significantly higher than in prior-year House bills, which often zeroed out TIGER, and higher than the pre-FY18 levels of approximately \$500M per year. It is likely that the Senate version of the appropriations bill will provide additional funding for TIGER.

Earmarks

As a result of the recent House hearings on earmarks, it was decided that both parties would take the issue to their respective caucus for further deliberation. The Republicans have done so. There was some discussion in the caucus but not too extensive and no resolution was forthcoming. The Dems have not brought the issue up but are planning to do so.

To review, on Jan. 17-18, the House Rules Committee held hearings on earmarks. The formal title of the hearings was “Article 1: Effective Oversight and the Power of the Purse.” Members of Congress were the witnesses for day one of the hearings. Over 25 testified and the support was overwhelming by both Republicans and Democrats for return of some form of earmarks. Day two included “outside” witnesses who testified both for and against bringing earmarks back.

Bill Tracking

Note the format per the change in format by the Congress for the listing of bills. More information on each bill will be provided when it becomes available on the official site. Note: summary of subject matter will only appear once. Note further: “Latest Action” will only be included when substantive: hearing, markup, Floor action, etc.

H.R.434 — 115th Congress (2017-2018) **New WATER Act Sponsor:** Rep. Denham, Jeff [R-CA-10] (Introduced 01/11/2017) **Cosponsors:** (9) **Committees:** House - Natural Resources

Status Update: no change since the last report.

H.R.23 — 115th Congress (2017-2018) **Gaining Responsibility on Water Act of 2017 Sponsor:** Rep. Valadao, David G. [R-CA-21] (Introduced 01/03/2017) **Cosponsors:** (14) **Committees:** House - Natural Resources, Agriculture **Latest Action:** Passed House on July 12.

Status Update: no change since the last report.

H.R.465 — 115th Congress (2017-2018) **To amend the Federal Water Pollution Control Act to provide for an integrated planning and permitting process, and for other purposes.** **Sponsor:** Rep. Gibbs, Bob [R-OH-7] (Introduced 01/12/2017) **Cosponsors:** (1, now 8) **Committees:** House - Transportation and Infrastructure

Status Update: no change since the last report.

H.R.547 — 115th Congress (2017-2018)
National Infrastructure Development Bank of 2017
Sponsor: Rep. DeLauro, Rosa L. [D-CT-3] (Introduced 01/13/2017) **Cosponsors:** (73, now 81)
Committees: House - Energy and Commerce, Transportation and Infrastructure, Financial Services, Ways and Means

Status Update: no change since the last report.

H.R.2479 — 115th Congress (2017-2018)
Leading Infrastructure for Tomorrow's America Act
Sponsor: Rep. Pallone, Frank, Jr. [D-NJ-6] (Introduced 05/17/2017) **Cosponsors:** (24)
Committees: House - Energy and Commerce, Science, Space, and Technology, Transportation and Infrastructure, Ways and Means, Natural Resources

Status Update: no change since the last report.

H.R.100 — 115th Congress (2017-2018)
Support Local Transportation Act
Sponsor: Rep. Brownley, Julia [D-CA-26] (Introduced 01/03/2017) **Cosponsors:** (0, now 2)
Committees: House - Transportation and Infrastructure

Status Update: no change since the last report.

H.R.481 — 115th Congress (2017-2018)
REBUILD Act
Sponsor: Rep. Calvert, Ken [R-CA-42] (Introduced 01/12/2017) **Cosponsors:** (0)
Committees: House - Natural Resources

Status Update: no change since the last report.

H.R.966 — 115th Congress (2017-2018)
TIGER CUBS Act
Sponsor: Rep. Larsen, Rick [D-WA-2] (Introduced 02/07/2017) **Cosponsors:** (5, now 8)
Committees: House - Appropriations, Budget.

Status Update: no change since the last report.

S.846 — 115th Congress (2017-2018)

SAFE Bridges Act of 2017

Sponsor: [Sen. Shaheen, Jeanne \[D-NH\]](#) (Introduced 04/05/2017) **Cosponsors:** (4)

Committees: Senate - Environment and Public Works

Status Update: no change since the last report.

[H.R.1670](#) — 115th Congress (2017-2018)

Infrastructure 2.0 Act

Sponsor: [Rep. Delaney, John K. \[D-MD-6\]](#) (Introduced 03/22/2017) **Cosponsors:** (21)

Committees: House - Ways and Means, Transportation and Infrastructure, Rules

Status Update: no change since the last report.

[H.R.1669](#) — 115th Congress (2017-2018)

Partnership to Build America Act of 2017

Sponsor: [Rep. Delaney, John K. \[D-MD-6\]](#) (Introduced 03/22/2017) **Cosponsors:** (23, now 27)

Committees: House - Transportation and Infrastructure, Ways and Means

Status Update: no change since the last report.

[S.1756](#) — 115th Congress (2017-2018)

Rebuild America Now Act

Sponsor: [Sen. Sullivan, Dan \[R-AK\]](#) (Introduced 08/03/2017) **Cosponsors:** (10)

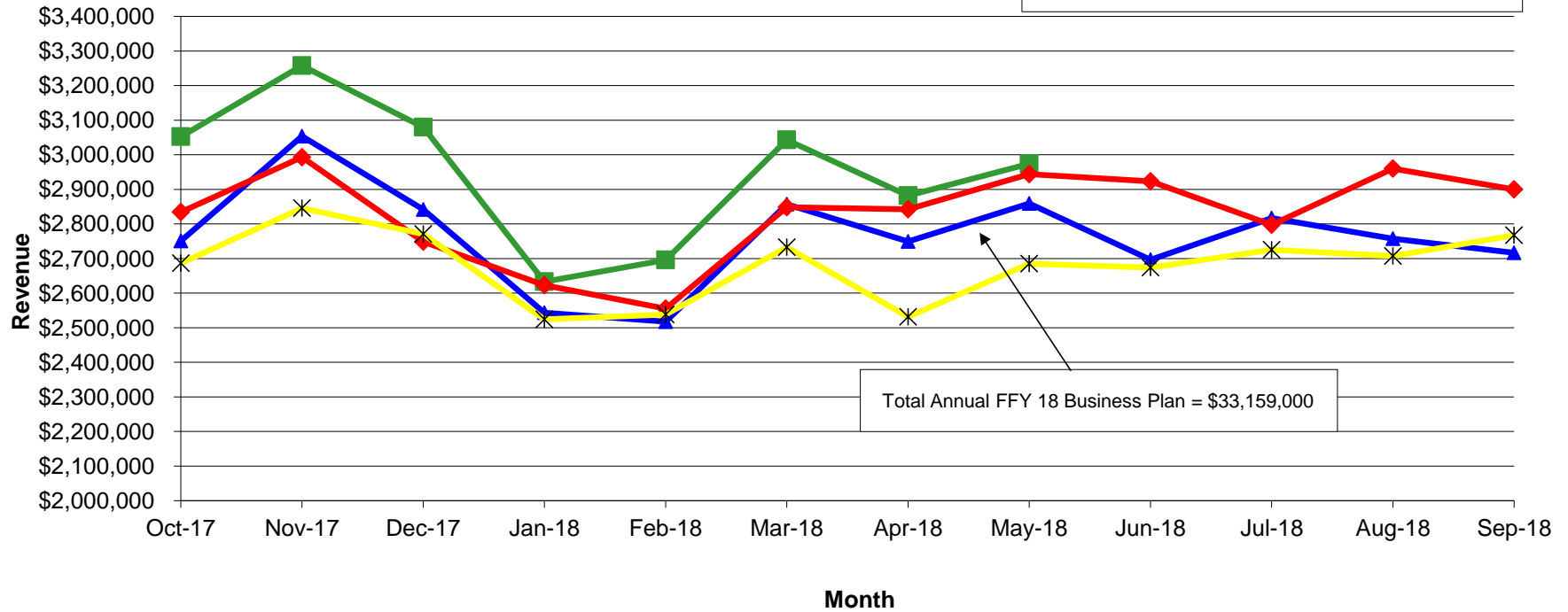
Committees: Senate - Environment and Public Works

Status Update: no change since the last report.

**How's Business?:
Revenue**

6.5% vs. FFY 18 Business Plan YTD
 5.5% vs. Prior FFY 17 YTD
 10.8% vs. Prior FFY 16 YTD

**Capitol Corridor Performance
FFY 2017-18
Monthly Revenues
Actual vs Business Plan**



How's Business?

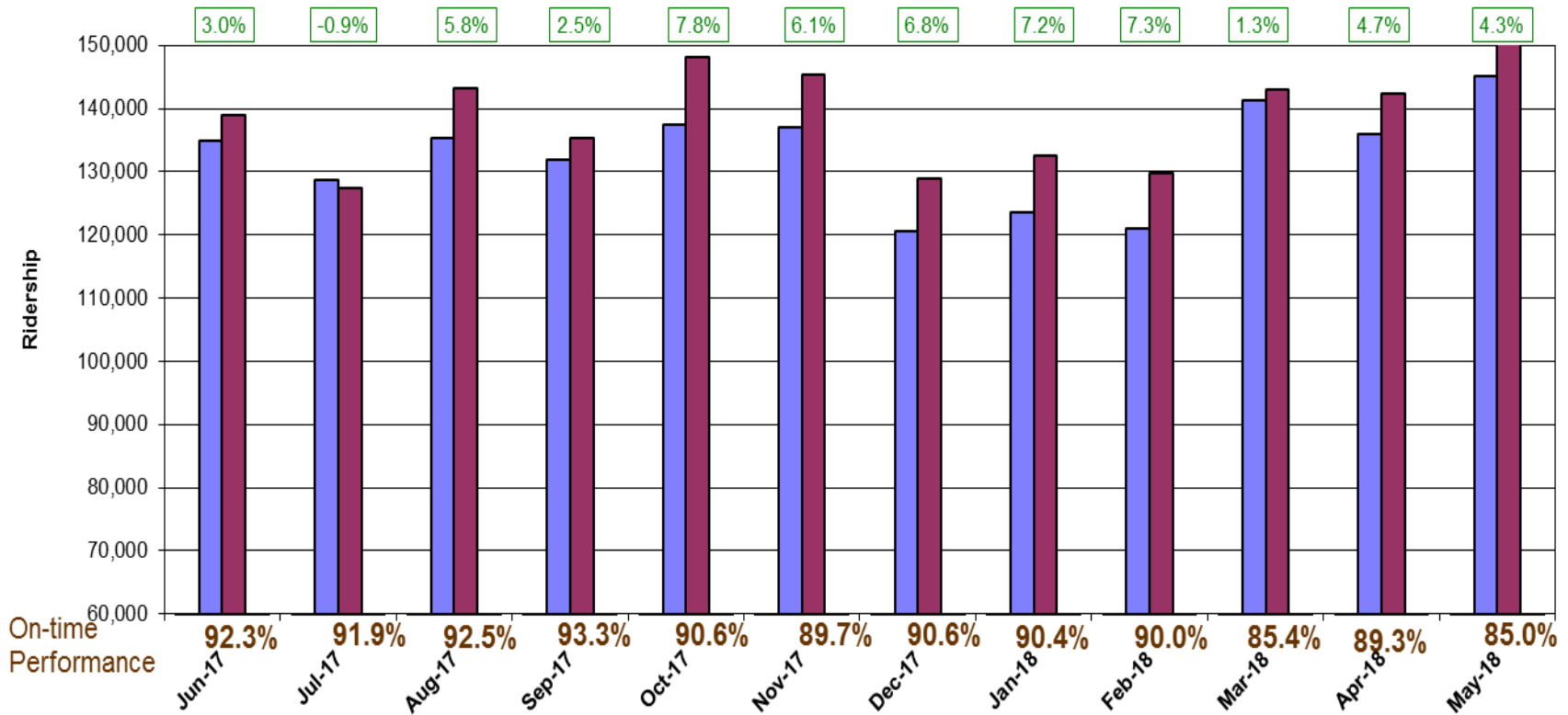
Ridership



■ Prior 12 Months
 ■ Current 12 Months

4.62% Overall 12-Month Growth
 Ridership Last 12 Months=1,666,813
 Ridership Prior 12 Months=1,593,149

% difference current month to prior year's month





FY 2018 Performance Measures

Month	State Performance Standards (a)				Other Performance Measures		
	Ridership		On-time Performance	System Operating Ratio (b)	Revenues		Customer Satisfaction
	Actual	Business Plan	Actual	Actual	Actual	Business Plan	Actual
October-17	148,197	137,817	90.6%	61.9%	\$3,052,153	\$2,750,501	84.9
November-17	145,452	137,521	89.7%	63.0%	\$3,257,487	\$3,053,546	84.8
December-17	128,934	121,027	90.6%	61.4%	\$3,079,878	\$2,841,590	85.4
January-18	132,493	123,979	90.4%	48.2%	\$2,633,084	\$2,543,469	83.0
February-18	129,738	121,317	90.0%	56.8%	\$2,695,666	\$2,517,561	84.8
March-18	143,036	141,667	85.4%	69.3%	\$3,043,175	\$2,857,182	85.9
April-18	142,365	136,349	89.3%	60.2%	\$2,881,426	\$2,749,680	83.6
May-18	151,534	145,657	85.0%	57.0%	\$2,974,046	\$2,858,706	
June-18		139,456				\$2,696,223	
July-18		127,880				\$2,816,737	
August-18		143,651				\$2,757,183	
September-18		135,680				\$2,716,621	
Total YTD	1,121,749	1,065,334	89%	60%	\$23,616,915	\$22,172,236	84.6
Previous YTD	1,062,213	--	94%	55%	22,388,938	--	87.8
YTD Change	5.6%	5.3%	-5.2%	7.4%	5.5%	6.5%	-3.6%
Annual Standard/Measure		1,612,000	90%	52%		\$33,159,000	89.7

a) Standard developed by CCJPA in annual business plan update and approved by the California State Transportation Agency

b) This standard measures total revenues (farebox and other operating credits) divided by total expenses (Amtrak operations + CCJPA Call Center)

Capitol Corridor Station Ridership

FY2018 YTD - October 2017 through February 2018

Stations	Boardings	Alightings	Days	# of Wkdays	# of Trips	# of Wkends	# of Trips	Total Trips	Avg Boardings	Avg Deboards	Avg Total	Meet criteria?*	Station Code
ARN	3,113	2,437	151	107	2	44	2	302	10.3	8.1	18.4	Y	ARN
BKY	34,204	33,819	151	107	30	44	22	4178	8.2	8.1	16.3	Y	BKY
DAV	77,834	75,302	151	107	30	44	22	4178	18.6	18.0	36.7	Y	DAV
EMY	76,244	77,877	151	107	30	44	22	4178	18.2	18.6	36.9	Y	EMY
FFV	6,130	6,057	151	107	14	44	14	2114	2.9	2.9	5.8	N	FFV
FMT	9,061	8,612	151	107	14	44	14	2114	4.3	4.1	8.4	N	FMT
GAC	35,803	35,956	151	107	14	44	14	2114	16.9	17.0	33.9	Y	GAC
HAY	11,338	11,373	151	107	14	44	14	2114	5.4	5.4	10.7	N	HAY
MTZ	39,075	42,517	151	107	30	44	22	4178	9.4	10.2	19.5	Y	MTZ
OAC	14,971	17,873	151	107	14	44	14	2114	7.1	8.5	15.5	Y	OAC
OKJ	53,535	51,226	151	107	30	44	22	4178	12.8	12.3	25.1	Y	OKJ
RIC	45,373	48,554	151	107	30	44	22	4178	10.9	11.6	22.5	Y	RIC
RLN	3,777	3,104	151	107	2	44	2	302	12.5	10.3	22.8	Y	RLN
RSV	6,341	5,690	151	107	2	44	2	302	21.0	18.8	39.8	Y	RSV
SAC	177,744	173,148	151	107	30	44	22	4178	42.5	41.4	84.0	Y	SAC
SCC	11,816	10,952	151	107	14	44	14	2114	5.6	5.2	10.8	N	SCC
SJC	38,091	38,130	151	107	14	44	14	2114	18.0	18.0	36.1	Y	SJC
SUI	28,933	30,746	151	107	30	44	22	4178	6.9	7.4	14.3	N	SUI
UNK	11,431	11,441	151	107	-	44	-	-	-	-	-	-	UNK

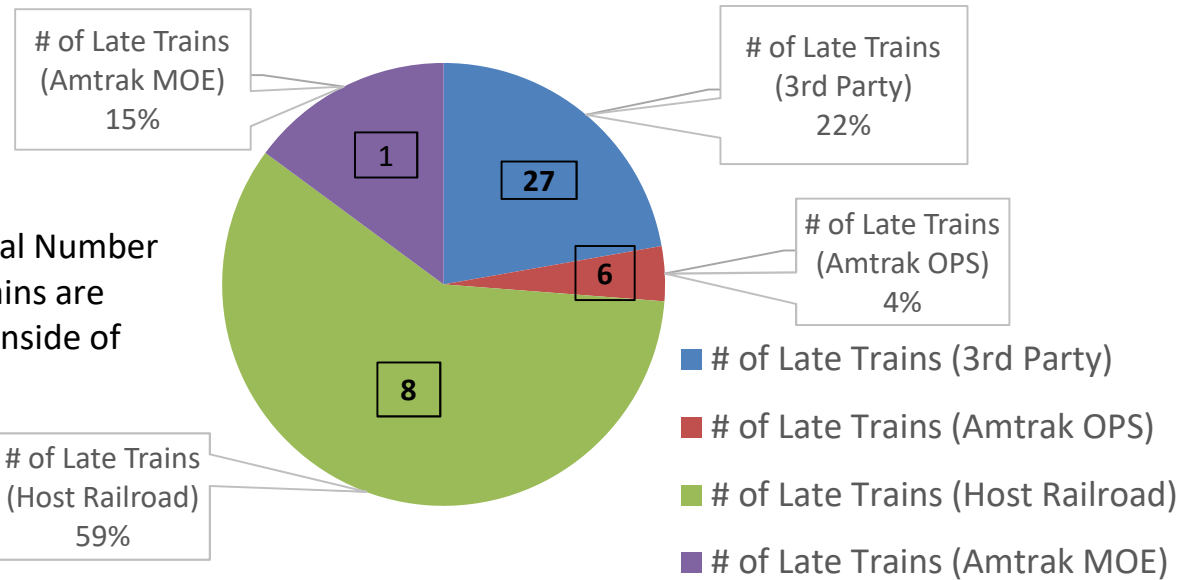
**Per the Capitol Corridor "Policy on Train Stations" the following minimum daily average ridership (boardings and/or alightings) applies.
 10 within first 6 months of CCJPA train service
 12 within 2 years of CCJPA train service
 15 within 3+ years of CCJPA train service

SUMMARY OF END POINT DELAYS OTP - MAY 2018							*Eastbound Stations Performing Below 90%				
	MAY - 18	APR - 18	% Change	CURRENT YTD	PRIOR YTD	% Change		Mar-2018	Mar-2017	FY 2018	FY 2017
End Point	85.1%	87.8%	-3.1	88.6%	86.8%	+2.1	EMY	89.7%	93.1%	91.5%	92.9%
	MAR - 18	FEB - 18	% Change				BKY	87.9%	94.2%	89.4%	93.0%
All Stations*	87.4%	87.7%	-0.3				RIC	85.7%	93.5%	88.0%	92.6%
* Most Current Data Available for All Station OTP is Mar-18							MTZ	85.5%	91.0%	86.9%	90.0%
NUMBER OF LATE TRAINS MAY 1-22 VS. PREVIOUS MONTH							SUI	79.4%	90.7%	81.9%	88.3%
Responsible Party	# of Late Trains MAY - 18	# of Late Trains APR - 18	% Change				DAV	76.4%	89.1%	80.3%	84.7%
3rd Party	27	27	0.0				SAC	87.4%	95.4%	91.6%	92.8%
Amtrak (OPS)	6	8	-25.0				RSV	38.7%	87.1%	51.1%	81.9%
Host Railroad	82	55	+49.1				RLN	35.5%	80.6%	43.1%	78.0%
Amtrak (MOE)	11	12	-8.3				ARN	87.1%	93.5%	85.1%	87.4%
Total # of Late Trains:	126	102	+23.5				*Westbound Stations Performing Below 90%				

	Mar-2018	Mar-2017	FY 2018	FY 2017
RIC	89.7%	94.9%	91.3%	92.6%
BKY	88.5%	94.7%	90.8%	92.1%
EMY	87.7%	94.2%	90.3%	91.8%
OKJ	88.6%	96.3%	90.9%	93.6%
OAC	85.2%	96.9%	86.7%	92.3%
HAY	82.0%	96.3%	85.5%	92.1%
FMT	77.8%	94.9%	83.3%	90.9%
GAC	71.3%	89.4%	78.4%	86.1%
SCC	68.5%	88.0%	75.7%	84.8%
SJC	82.4%	89.9%	87.7%	88.6%

* Most Current Data Available for Stations below 90% is March 2018

Capitol Corridor
% of Total Late Trains by Responsible Party - MAY 2018



Note: Total Number of late trains are denoted inside of Pie Chart

Capitol Corridor Daily OTP % with # of Late Trains by Responsible Party - MAY 2018

