

JAN ARBUCKLE – Grass Valley City Council
ANDREW BURTON – Member-At-Large
CAROLYN WALLACE DEE – Truckee Town Council
ANN GUERRA – Member-At-Large, Chair
DAN MILLER – Nevada County Board of Supervisors
VALERIE MOBERG – Nevada City City Council
ED SCOFIELD – Nevada County Board of Supervisors, Vice-Chair



DANIEL LANDON, Executive Director
MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

MINUTES OF MEETING March 21, 2018

A regular meeting of the Nevada County Transportation Commission (NCTC) was held on Wednesday, March 21, 2018 in the Nevada County Board of Supervisors Chambers, 950 Maidu Avenue, Nevada City, California. The meeting was scheduled for 9:30 a.m.

Members Present: Jan Arbuckle, Andrew Burton, Ann Guerra, Dan Miller, Valerie Moberg

Members Absent: Carolyn Wallace Dee, Ed Scofield

Staff Present: Daniel Landon, Executive Director; Mike Woodman, Deputy Executive Director; Carol Lynn, Administrative Assistant

Standing Orders: Chair Guerra convened the Nevada County Transportation Commission meeting at 9:38 a.m.

Pledge of Allegiance

PUBLIC COMMENT: There was no public comment.

CONSENT ITEMS

1. Financial Reports
 - A. December 2017 and January 2018. *Approved.*
2. NCTC Minutes

February 7, 2018 NCTC Special Meeting Minutes. *Approved.*
3. Revised Findings of Apportionment for FY 2017/18 and Preliminary Findings of Apportionment for FY 2018/19. *Adopted Resolution 18-09 approving the Revised Findings of Apportionment for FY 2017/18 and Resolution 18-10 approving the Preliminary Findings of Apportionment for FY 2018/19.*
4. Professional Services Agreement Amendment with Sloan Sakai Yeung & Wong LLP replacing Renne Sloan Holtzman Sakai LLP. *Adopted Resolution 18-11 authorizing the Chair to sign the Name Change Agreement.*
5. City of Grass Valley Regional Surface Transportation Program (RSTP) Project List and Claim. *Adopted Resolution 18-12 accepting the City of Grass Valley RSTP Project List and Claim.*

6. City of Nevada City Regional Surface Transportation Program (RSTP) Project List and Claim.
Adopted Resolution 18-13 accepting the City of Nevada City RSTP Project List and Claim.
7. City of Nevada City Local Transportation Fund (LTF) Claim for Pedestrian & Bicycle (P&B).
Adopted Resolution 18-14 approving City of Nevada City LTF Claim for Pedestrian & Bicycle.
8. Low Carbon Transit Operations Program (LCTOP) Funding for FY 2017/18. *Approved the FY 2017/18 LCTOP funding amounts and authorized the Executive Director to sign letters approving Town of Truckee's and Nevada County Transit Services' Allocation Requests.*
9. State Transit Assistance Preliminary Apportionments FY 2018/19. *Approved the apportionment table as a basis for allocation from the State Transit Assistance Fund for FY 2018/19.*

Commissioner Miller made a motion to approve the Consent Calendar. Commissioner Moberg seconded the motion. The motion passed unanimously with Aye votes from Commissioners Arbuckle, Burton, Guerra, Miller, and Moberg. (Commissioners Dee and Scofield were absent).

INFORMATIONAL ITEMS

10. Correspondence
 - A. Betty T. Yee, California State Controller, Low Carbon Transit Operations Program, File 260.1, 2/7/18.
 - B. Betty T. Yee, California State Controller, 2017-18 Second Quarter State Transit Assistance Allocation, File 1370.0, 2/14/18.
 - C. Jeff Horseman, The Press-Enterprise, Supporters of California's gas tax increase are ready to fight a ballot measure to repeal it, File 570.0, 2/3/18.
11. Executive Director's Report
 - 11.1 The Road Repair and Accountability Act of 2017 (SB 1)

Executive Director Landon reported one of the initiatives planned for the ballot to repeal SB 1 has collected over 200,000 signatures. We will know in a couple of months if there will be enough signatures for the initiative to make the ballot.

11.2 Transit Funding Equity Study Schedule

No questions or comments were made.

12. Project Status Report

Note: Caltrans District 3 Project Manager Jonathan Pray was unable to attend the meeting. Executive Director Dan Landon gave the Caltrans Project Status Report.

Executive Director Landon reported that Jon Pray has provided a new format of the Caltrans District 3 Project Status Report and it is more readable and easy to follow. Mr. Pray plans to provide maps to show the locations of the projects at a future meeting. Mr. Landon said he felt Mr. Pray was doing a good job of keeping the Commission informed of the work Caltrans is doing.

- *SR 20 – Smartsville - Safety – Shoulder widening and curve improvements* – This Smartsville project is just over the county line in Yuba County but will impact drivers who are commuting from the Grass Valley area. The project is moving forward, it is ready for advertisement of the bids and will start construction this spring.
- *SR 20 – White Cloud, Lowell Hill, Omega Turnout - Safety – Shoulder widening and curve improvements, operational improvements* – These projects on SR 20 east of Nevada City are expected to be combined into one project after the designs are finalized in an effort to be more efficient with costs. Construction is expected to start Spring 2021.
- *SR 20 – Gold Nugget - Repair pavement, drainage, sign panels, ADA facilities, and roadside planting & irrigation. Install new storm water improvement, MVP's, and shoulder widening* – Much of this project is along the Golden Center Freeway, improving drainage especially in areas where rain builds up and often causes hydroplaning of vehicles, and also doing shoulder widening. This project is scheduled for Spring 2023.
- *SR 49 – Electrical Upgrades - Safety - Install flashing beacons at Alta Sierra Drive intersection, upgrade intersection lighting at Brewer Road intersection, and install radar speed feedback signs at various locations* – Mr. Landon said it will be interesting to see how these upgrades may impact the speed of drivers. The design is completed and construction is expected to start Summer 2018.
- *SR 49 – Mother Lode Road – Superelevation correction* – This project will correct the slant of the road, most likely to keep the water off the road and improve safety. This project is expected to advertise soon and start construction by Summer 2018.
- *SR 49 – Placer County Line to Route 20 – Culvert Rehabilitation (North and South)* – The South portion of these two projects is being funded with SB 1 funds.
- *SR 49 – La Barr Meadows Road to McKnight Way – Widen SR 49 to a four-lane highway with a continuous median/left-turn lane and 8-foot shoulders* – This STIP project is moving forward with environmental studies, and it is scheduled to complete design next year. Construction is scheduled for Fall 2022.
- *SR 49 – La Barr Meadows Road to McKnight Way – Widen shoulders, construct two-way left-turn lane, southbound right-turn lane, and northbound truck climbing lane, install transportation management system elements, rehab pavement, and rehab culverts* – This SHOPP project is incremental toward the future widening project, and if funds become available, it may be combined with the widening project. If it is done ahead of the widening project, it will be incorporated into that project.
- *SR 49 – Wolf Road/Combie Road – Safety - Construct acceleration lanes* – This project for the right-turn lane at the Wolf/Combie intersection is scheduled for construction in Spring 2020.

- *SR 49 – Round Valley Road – Safety - Construct two-way left-turn lane* – This project for the two-way left-turn lanes for better access at Quail Creek Drive and Round Valley Road is scheduled for construction in Spring 2020.
- *I-80 – Near Truckee from east of Kingvale Undercrossing to 0.2 mile west of Union Mills Bridge – Remove metal beam guard rail and replace with concrete barrier* – This project is expected to complete design in Fall 2018.
- *I-80 – Truckee at the Donner Pass Inspection Facility and at Floriston at the Floriston Sand and Salt Houses – Replace Sand House* - This contract was recently awarded and construction is expected to begin in Spring 2018.
- *I-80 – Near Truckee from east of Floriston Road to west of Farad Undercrossing – Stabilize cut slope* - This project is in the early stages of preliminary design and environmental studies.
- *In Glenn, Colusa and Nevada Counties at various locations. One location is at the Donner Safety Roadside Rest Area – In response to the Governor's order, this project proposes to install Zero Emission Vehicle charging stations at select Safety Roadside Rest Areas.*
- *SR 174 – at Brunswick Road – Install intersection lighting* – This project at the Brunswick Y is expected to be awarded soon and start construction in Spring 2018.
- *SR 174 - Safety Improvement from Maple Way to You Bet Road - Realign curves, widen shoulders, add a left-turn lane at Greenhorn Access Road, and improve the clear recovery zone* – As a result of meetings with the Save 174 subcommittee, and at the request of the Nevada County Board of Supervisors, Caltrans has reevaluated the proposed design and found every area where the impacts can be minimized while still meeting the purpose and need of reducing the number and severity of the run-off-road collisions in this area. Specifically, side slopes were steepened, right of way lines were moved to the hinge and catch points (instead of 10' further), a paved gutter was used on the cut side to eliminate the need for a drainage ditch, and the 3-foot rock shoulder on the fill side was reduced to 2 feet. These revisions made a significant reduction in the overall width impacted by the improvements. The design team is currently re-doing the design and right of way maps for this new design. Appraisals and written offers should begin in Summer 2018, construction will start Spring 2020.
- *SR 174 – Grass Valley from Park Street to Highway 20 – Upgrade ADA infrastructure including curb ramps, cross slopes, driveways, etc* – Caltrans is completing cultural and other environmental studies while also working with the City of Grass Valley to relinquish this section of highway (as well as Hansen and Tinloy streets) to the city.
- *SR 49, 89, 174 – Remove dead trees that have been killed by the bark beetle* – Caltrans will be removing trees this summer that have died due to the drought and bark beetle and therefore may adversely impact the highway.

Commissioner Miller commented in regard to the Wolf/Combie acceleration lane, he remembered someone at one of the Highway 49 Safety Corridor Committee meetings saying that it is dangerous to take a right turn on the red light there onto Highway 49 when drivers are approaching at 65 miles per hour. Commissioner Miller asked if, in this case, we are legislating “stupid” for \$2.6 billion. Executive

Director Landon replied that drivers can often misjudge the speed of the oncoming traffic, and the acceleration lane will give them a chance to merge onto the highway without immediately being in the traffic. Commissioner Miller commented if a driver has that problem with judgement they should not make the right-hand turn.

Commissioner Arbuckle asked if the Caltrans Project Report could highlight when SB 1 funds are being used. Mr. Landon replied yes that could be done, and as he noted the south culvert rehabilitation project on Highway 49 is SB 1 funded. He said he would ask Mr. Pray to make that notation on the Report. Chair Guerra commented it was nice to see the new layout of the Caltrans Progress Report and she was looking forward to seeing the maps in future reports. Commissioner Burton added that he appreciates it as well.

ACTION ITEM

13. FY 2016/17 Fiscal and Compliance Audits.

Robert Griffith, partner with Aiello, Goodrich & Teuscher (AGT), reported on the results of the FY 2016/17 Fiscal and Compliance Audits. For NCTC, he said there were no internal control deficiencies, and there was compliance with regard to the Transportation Development Act (TDA) funds, PTMISEA funds, Section 66/67 of the TDA, and RSTP funds. For Nevada City, he said there was compliance with regard to the Pedestrian and Bicycle fund and RSTP funds. For Grass Valley, he said there was compliance with regard to RTMF funds. For Truckee, he said there was compliance with regard to Section 66/67 of the TDA, farebox, STA monies, RSTP funds, and PTMISEA funds.

Mr. Griffith complimented NCTC staff saying they do an amazing job and make AGT's job easy. He specifically complimented Administrative Services Officer (ASO) Dale Sayles for modernizing the process by providing computerized reports which make their job even easier. He thanked the Commission for the opportunity to prepare the audits, and said he enjoyed working with NCTC staff. He stated AGT staff are always available for any questions or concerns year-round, not just during the presentations at the meetings. He added in regard to controls, they rotate who on the Commission is contacted for questions, but if there are ever any concerns, feel free to contact AGT, they would like an open dialogue to address any issues that come up.

Commissioner Burton asked how many years AGT has provided the audits for NCTC. Mr. Griffith responded it has been four years. He said no change in auditors was made last year due to the change of Administrative Services Officer at NCTC, so the decision was made to keep AGT for another year. Executive Director Landon commented that when ASO Sayles was hired, she brought new skills in computerization, transitioning from paper books to QuickBooks. He said Mr. Griffith has assisted NCTC staff along the way with questions concerning computerized reports, and it has been a great relationship between AGT and NCTC staff.

Commissioner Miller made a motion to accept the FY 2016/17 Fiscal and Compliance Audits. Commissioner Arbuckle seconded the motion. The motion passed unanimously with Aye votes from Commissioners Arbuckle, Burton, Guerra, Miller, and Moberg. (Commissioners Dee and Scofield were absent).

14. Accept Final Eastern Nevada County Transit Development Plan (ENCTDP) Update as Complete

Deputy Executive Director Mike Woodman said the recommendation is to approve Resolution 18-15, adopting the Final Eastern Nevada Country Transit Development Plan Update as complete per terms of the contract with LSC Transportation Consultants. He said the development of the plan included extensive outreach, including on-board surveys, community wide surveys, public workshops and meetings, and stakeholder interviews. The draft plan was presented to the Truckee Town Council at their January 9, 2018 meeting, and their comments were incorporated into the report.

Commissioner Arbuckle made a motion to accept the Final ENCTDP Update as complete. Commissioner Moberg seconded the motion. The motion passed unanimously with Aye votes from Commissioners Arbuckle, Burton, Guerra, Miller, and Moberg. (Commissioners Dee and Scofield were absent).

15. Active Transportation Plan Contract

Deputy Executive Director Woodman stated as part of the regional transportation planning process, NCTC staff issued a Request For Proposal from consultant firms to prepare an Active Transportation Plan covering Nevada County. The Plan will update and combine previous bicycle and pedestrian planning efforts and will meet the funding requirements for the state's Active Transportation Program. The main focus of the Plan is to help our jurisdiction be competitive in securing funding in the Active Transportation Program for pedestrian and bicycle projects. The Project Selection Committee held consultant interviews on March 9-13, 2018 and selected the firm Fehr & Peers. Mr. Woodman said staff recommended adoption of Resolution 18-16 authorizing the Chair to execute the contract with Fehr & Peers.

Commissioner Miller asked if Cap-and-Trade money was part of this funding. Mr. Woodman replied it is not, and said the Active Transportation Program consolidated several funding programs, including Bicycle Transportation Account funding, Safe Routes to Schools funding, and Recreation Trails funding, plus SB 1 funding which provided a significant increase.

Commissioner Moberg made a motion to adopt Resolution 18-16 accepting the Active Transportation Plan Contract. Commissioner Miller seconded the motion. The motion passed unanimously with Aye votes from Commissioners Arbuckle, Burton, Guerra, Miller, and Moberg. (Commissioners Dee and Scofield were absent).

16. Fiscal and Compliance Audits Contract

Executive Director Landon reviewed that since NCTC had used AGT as their auditor for the last four years, staff distributed a Request For Proposal to prepare the Fiscal and Compliance Audits for the next three years. Four well-qualified firms applied, and after doing reference checks and looking over the proposals, two firms were selected for interviews. Following the interviews, a selection committee made up of NCTC staff, county staff, and Truckee staff selected AGT as their number one applicant. However, AGT's cost was higher than that of the number two applicant, so the committee entered into negotiations with AGT, who consequently matched the lower cost. Mr. Landon said the selection committee is now pleased to recommend the firm AGT for preparing the Fiscal and Compliance Audits for the next three years based on the excellent experience NCTC has had with them.

Commissioner Burton commented that the Area 4 Agency on Aging Governing Board had a similar auditor situation, they had a great working relationship with their auditor, who offered a very competitive price and excellent service throughout, but a board member brought up that it is best practice to change auditors once in a while. Mr. Burton asked if that was a consideration for NCTC in this process. Executive Director Landon replied that was a big factor with the selection committee, and the number two firm was well qualified. However, considering the complexity of the Transportation Development Act, and NCTC's past experience with AGT, the selection committee decided it was better to move forward with utilizing AGT for another three years. Commissioner Burton replied it cuts both ways, there is a benefit of experience and knowledge in maintaining the same firm, but bringing objectivity into the mix is important as well. Commissioner Arbuckle added she sits on the board for the League of California Cities and retaining the same auditor for a length of time has always been a concern for them. Mr. Griffith of AGT said the U.S. Government Accountability Office (GAO) did a study about rotating audit firms and found that the highest rate of audit error occurs in the first two years of an audit due to having someone new who is unfamiliar with the process and history of the organization. The GAO recommends instead a rotation of staff on the assignment which will give the audit firm a fresh look while keeping continuity. Mr. Griffith said they do rotate staff on their assignments to avoid simply doing the same thing they've always done. Commissioner Arbuckle said the League of California Cities board rotates auditors to maintain the level of expertise.

Commissioner Miller made a motion to adopt Resolution 18-17 accepting the Fiscal and Compliance Audits Contract. Commissioner Arbuckle seconded the motion. The motion passed unanimously with Aye votes from Commissioners Arbuckle, Burton, Guerra, Miller, and Moberg. (Commissioners Dee and Scofield were absent).

17. Draft FY 2018/19 Overall Work Program

Executive Director Landon said that staff is starting the budget process for the next year. This Draft FY 2018/19 Overall Work Program has been submitted to Caltrans for their review, and with approval, it will be submitted to NCTC's member agencies for their review. A final budget will then be brought to the next NCTC meeting.

Commissioner Arbuckle requested that anything using SB 1 funds be highlighted or noted. Mr. Landon replied in this current budget there are no SB 1 funded items.

Commissioner Moberg made a motion to accept the Draft FY 2018/19 Overall Work Program. Commissioner Burton seconded the motion. The motion passed unanimously with Aye votes from Commissioners Arbuckle, Burton, Guerra, Miller, and Moberg. (Commissioners Dee and Scofield were absent).


COMMISSION ANNOUNCEMENTS: There were no additional announcements.

SCHEDULE FOR NEXT MEETING

The next regularly scheduled meeting of the NCTC will be May 16, 2018 at the Nevada County Board of Supervisors Chambers, 950 Maidu Avenue, Nevada City, CA, starting at 9:30 a.m.

ADJOURNMENT OF MEETING

Chair Guerra called for a motion to adjourn the meeting. Commissioner Burton made a motion to adjourn. Commissioner Miller seconded the motion. The meeting was adjourned at 10:11 a.m.

Respectfully submitted by: 
Carol Lynn, Administrative Assistant

Approved on: May 16, 2018

By: 
Ann Guerra, Chair
Nevada County Transportation Commission