



A G E N D A

Wednesday, June 28, 2017
10:45 a.m.

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

- A. Flag Salute**
- B. Roll Call**
- C. Approval of Minutes: May 24, 2017** **Action**
Pg. 1
- D. Agenda Review**
- E. Public Comment**
- F. Consent Calendar** **Action**
Pg. 3
These items are expected to be routine and non-controversial. 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 for Traffic Modeling Services for FY 2017/18 - Fehr & Peers Associates: \$15,000 Pg. 4
 - 2. Letter of Task Agreement for Legal Services for FY 2017/18 – Renne Sloan Holtzman & Sakai: \$2,500 Pg. 6
 - 3. Letter of Task Agreement for Fiscal Audit Services for FY 2017/18 – Richardson & Company LLP: \$6,800 Pg. 8
- G. Nevada Station Operating Budget** **Action**
Pg. 10
- H. Executive Director’s Report** **Info**
- I. Board Direction to Staff**
- J. Informational Items**
 - 1. TAC Minutes: June 14, 2017 Pg. 13



ACTION MINUTES

May 24, 2017

The regular meeting of the South Placer Regional Transportation Authority Board convened on Wednesday, May 24, 2017 at 10:45 a.m. at the Placer County Transportation Planning Agency, 299 Nevada Street, Auburn, California.

ATTENDANCE: Susan Rohan
Ken Broadway
Gabriel Hydrick
Kirk Uhler, Chair

Celia McAdam
Luke McNeel-Caird
Solvi Sabol

APPROVAL OF MINUTES

ACTION: With a motion by Rohan and second by Broadway the minutes of January 25, 2017 were approved by the following roll call vote:

AYES: Rohan, Broadway, Uhler
NOES: None
ABSTAIN: Hydrick

PUBLIC COMMENT

None.

PUBLIC HEARING: SOUTH PLACER REGIONAL TRANSPORTATION AND AIR QUALITY MITIGATION FEE PROGRAM INFLATIONARY AND TRIP GENERATION ADJUSTMENT

REQUESTED ACTION: 1) Conduct a public hearing to consider the inflationary adjustment to the South Placer Regional Transportation and Air Quality Mitigation Fee Program and 2) approve Resolution #17-04, adopting the inflationary adjustment and amending to conform to the latest trip generation rates for the South Placer Regional Transportation and Air Quality Mitigation Fee.

Luke McNeel-Caird reported. The public hearing was opened at 10:48 a.m. The public hearing was closed at 10:49 a.m.

ACTION: With a motion by Rohan and second by Hydrick the Board unanimously approved Resolution #17-04, adopting the inflationary adjustment and amending to conform to the latest trip generation rates for the South Placer Regional Transportation and Air Quality Mitigation Fee.

FY 2017/18 ADMINISTRATIVE BUDGET

REQUESTED ACTION: Board approval of the FY 2017/18 budget for the administrative of the South Placer Regional Transportation Authority.

ACTION: With a motion by Broadway and second by Hydrick the Board unanimously approved the administrative budget for the South Placer Regional Transportation Authority.

EXECUTIVE DIRECTOR'S REPORT

Celia McAdam reported that with the passage of SB 1, jurisdictions are expected to receive additional funding for road rehabilitation. Other SB 1 programs include a self-help matching funds program which is primarily directed to counties that have a local transportation sales tax. McAdam explained that there is an opportunity for regional transportation fees, such as SPRTA to be eligible for this program. McAdam added that are we are working with the state on the guidelines for this program.

ADJOURN

The meeting adjourned at 10:55 a.m.

Celia McAdam, Executive Director

Kirk Uhler, Chair



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TO: SPRTA Board of Directors

DATE: June 14, 2017

FROM: Celia McAdam, Executive Director

SUBJECT: CONSENT CALENDAR

Below is the Consent Calendar item for the June 28, 2017 agenda for your review and action.

1. Letter of Task Agreement for Traffic Modeling Services for FY 2017/18 – Fehr & Peers Associates: \$15,000
Staff recommends Board approval of the attached Master Agreement and Letter of Task Agreement for traffic modeling services from Fehr & Peers Associates on a time and materials contract not to exceed \$15,000 as budgeted in the FY 2017/18 SPRTA Administrative Budget.
2. Letter of Task Agreement for Legal Services for FY 2017/18 – Renne Sloan Holtzman & Sakai: \$2,500
Staff recommends Board approval of the attached Letter of Task Agreement for legal services from Renne Sloan Holtzman & Sakai with primary legal counsel, Nancy Miller, at a billing rate of \$295 per hour for an annual amount not to exceed \$2,500 as budgeted in the FY 2017/18 SPRTA Administrative Budget.
3. Letter of Task Agreement for Fiscal Audit Services for FY 2017/18 – Richardson & Company LLP: \$6,800
Staff recommends approval of the attached Letter of Task Agreement for FYE June 30, 2017 Financial Audit services with Richardson & Company for \$6,800 as budgeted in the FY 2017/18 SPRTA Administrative Budget.



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June 28, 2017

Alan D. Telford, P.E.
Executive Vice President
Fehr & Peers Associates
2990 Lava Ridge Court, Suite 200
Roseville, CA 95661

SUBJECT: LETTER OF TASK AGREEMENT #17-01 BETWEEN FEHR & PEERS ASSOCIATES AND THE SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Dear Mr. Telford:

This letter, when countersigned, authorizes work under the "Master Agreement between the South Placer Regional Transportation Authority (SPRTA) and Fehr & Peers Associates, 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 Fehr & Peers Associates to provide traffic modeling services for the South Placer Regional Transportation and Air Quality Mitigation Fee Program.
2. Term: Consultant services are to commence July 1, 2017 and shall be completed in such a sequence as to assure that timelines are met. This contract shall end on June 30, 2018. 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 SPRTA interests.
3. Scope of Services: Consultant will perform the tasks described below. Celia McAdam, Executive Director will act as Project Manager.

Tasks

- Completion of work begun in FY 2016/17 for the Comprehensive Update of the South Placer Regional Transportation and Air Quality Mitigation Fee Program, including:
 - Update of the traffic model to include latest land use and transportation facility improvements; and
 - Update of the cost estimates for unconstructed segments of Sierra College Boulevard;
 - Other changes to the Fee Program as directed.
 - Meetings with technical staff, policy makers, and other parties to gather and/or disseminate information on Comprehensive Update efforts

- Revisions and/or updates to traffic model, as needed
 - Revisions and/or updates to impact fee levels based on modeling updates, as needed
 - Meetings with technical staff, policy makers, and other appropriate parties to gather and/or disseminate information on traffic modeling efforts, as required.
4. Personnel: Sarah Brandenberg (Principal) will provide primary consultant services; consultant will provide additional personnel to perform above noted services as needed.
5. Compensation: For services rendered for the completion of the Comprehensive Update of the South Placer Regional Transportation and Air Quality Mitigation Fee Program services rendered, Consultant will be compensated for time and materials at a total amount not to exceed \$15,000.

Other direct costs / reimbursable expenses are invoiced at cost plus 10% for handling.

- Personal auto mileage is reimbursed at the current IRS approved rate.
- Reproduction and communication expenses (telephone, fax, computer, e-mail, etc.) are invoiced at cost as a percentage of project labor.
- Consultant will invoice on a monthly basis for work completed. Such invoices shall include tasks completed, hours associated with each task, staff member completing the 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 Celia McAdam at (530) 823-4030.

Sincerely,

Accepted by:

Celia McAdam, FAICP CTP Date
Executive Director
Placer County Transportation Planning Agency

Alan D. Telford, P.E. Date
Executive Vice President, Principal
Fehr & Peers Associates

CM/sl



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June 28, 2017

Nancy Miller
Renne Sloan Holtzman Sakai LLP
555 Capitol Mall, Suite 600
Sacramento, California 95814

SUBJECT: LETTER OF TASK AGREEMENT #17-01
BETWEEN RENNE SLOAN HOLTZMAN & SAKAI LLP AND
THE SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Dear Ms. Miller:

This letter, when countersigned, authorizes work under the "Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Miller, Owen & Trost" 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 Renne Sloan Holtzman Sakai to provide legal counsel to the South Placer Regional Transportation Authority (SPRTA). This signed Letter of Task Agreement comprises the contract between Renne Sloan Holtzman Sakai and SPRTA, with PCTPA acting as contract administrator.
2. Term: Consultant services are to commence July 1, 2017 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, 2018. 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. Celia McAdam, Executive Director, will act as Project Manager.
 - a. Provide legal review and advice to the Agency on documents, agreements, 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 will provide primary legal counsel; Consultant will provide additional personnel to perform above noted services as needed.

5. Compensation: For services rendered in FY 2017/18, consultant will be compensated at the following rates:

Renne Sloan Holtzman Sakai Staff	Hourly Rate Schedule
Nancy C. Miller	\$ 295
Paul J. Chrisman	\$ 280
Jennifer V. Gore	\$ 260
Sabrina Thomas	\$ 280
Christiane E. Layton	\$ 280
Susan J. Yoon	\$ 220
Other Associate Attorneys	\$ 220 - 285
Other Partners	\$ 295 - 325
Paralegals	\$ 125

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 Celia McAdam at (530) 823-4030.

Sincerely,

Accepted by:

Celia McAdam, AICP CTP Date
Executive Director
South Placer Regional Transportation Authority

Nancy Miller, Date
Partner
Renne Sloan Holtzman Sakai LLP

CM/sl



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June 28, 2017

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

SUBJECT: LETTER OF TASK AGREEMENT #17-01
BETWEEN RICHARDSON & COMPANY LLP AND
THE SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

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 LLP in fiscal year 2017/18 for the South Placer Regional Transportation Authority (SPRTA). This signed Letter of Task Agreement comprises the contract between Richardson & Company LLP and SPRTA, with PCTPA acting as contract administrator.
- 2) Term: Consultant services are to commence July 1, 2017 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, 2018. 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, 2017 as described in the proposal submitted to PCTPA, dated May 30, 2014, in accordance with standard accounting practices and standards for government entities, including the preparation of an independent fiscal audit of SPRTA and the State Controller’s Financial Transactions Report for SPRTA.
 - Richardson & Company LLP engagement letter, dated May 10, 2017, 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 \$6,800. 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 SPRTA of the final 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.

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:

Celia McAdam, AICP CTP Date
Executive Director
South Placer Regional Transportation Authority

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

CM/sl



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TO: Board of Directors

DATE: June 14, 2017

FROM: Celia McAdam, Executive Director

SUBJECT: NEVADA STATION OPERATING BUDGET

ACTION REQUESTED

Approve Nevada Station Building budget for fiscal years 2017/18 and 2018/19 as shown in Attachment 1 and certify that this budget includes required bond payments.

BACKGROUND

In December 2003, PCTPA completed the purchase of the Nevada Station office building at 299 Nevada Street in Auburn to house the Agency's operations. In doing so, the Agency has also become a landlord, charged with the responsibility of operating and maintaining the building, negotiating commercial leases, and resolving property and tenant issues.

Because of certain powers needed to obtain bond financing that are not specifically held by PCTPA, the South Placer Regional Transportation Authority (SPRTA) agreed to be the conduit for the financing of the purchase of the Nevada Station. Under this arrangement, SPRTA is listed as the official owner of the building and fully leases it to PCTPA. PCTPA, in turn, handles all management, operations, maintenance, rental collection, and bond payments. Once the bonds have been fully repaid, SPRTA will sell the building to PCTPA for \$10.

Under the terms of the ownership arrangement, the budget is approved by both SPRTA and PCTPA.

DISCUSSION

The budget to actual figures for Fiscal Year (FY) 2015/16 and 2016/17 (as estimated through 6/30/17), as well as the proposed annual budgets for FY 2017/18 and 2018/19, are shown in Attachment 1.

Budget History

FY 2015/16 and 2016/17 Budget Recap

Although slowly improving, the overall economy has continued to affect the Nevada Station. While nine of the ten office suites are currently leased, the lease rates have remained at or slightly below market rate to attract and retain building tenants. Actual revenues for these two years were slightly above budgeted revenues.

In July 2014, the PCTPA and SPRTA Boards approved the refinancing of the original 2003 property lease revenue bonds. These 2014 lease revenue bonds assume the final

SPRTA Board of Directors
NEVADA STATION OPERATING BUDGET
June 14, 2017
Page 2

amortization dates of the original loan, June 2023 and June 2029, and interest payments on the remaining term of the debt has been reduced by nearly 50%.

With lease refinancing, we were able to complete deferred maintenance and improvements that were suspended, including:

- Deferred maintenance – repaving and restriping parking lot surface.
- Improvements – new tower clock, updated parking lot and exterior building lighting, installation of the new electric vehicle charging station.

FY 2017/18 and 2018/19 Budget Outlook

The financial outlook for Nevada Station has improved significantly with operating surpluses being projected for both years of the proposed budget, including the reestablishment of maintenance reserves and repayment of obligations.

As the Board is aware, the economic downturn affected the Nevada Station budget. A number of vacancies, particularly in 2009-2011, depleted the building's cash reserves for required debt service payments. We now have long term tenant leases on nine of the ten office suites.

The budget conservatively projects FY 2017/18 and 2018/19 rental revenue remaining flat, with minor increases, and with the one unoccupied office vacancy assuming a Fall 2017 occupancy at standard market rates.

In 2010-2011, PCTPA had transferred agency reserves to Nevada Station, now with a remaining balance of \$125,000, and has uncollected property management expenses of \$43,000. Cash reserves for major maintenance, including exterior painting, were put on hold for the past six years.

With reduced debt service payments and a stable occupancy level, we are now in the position to re-establish cash transfers to major maintenance reserves and staff recommends the repayment to PCTPA by \$50,000 per year and maintenance reserves by \$8,500 per year.

MUFG Union Bank, which services the bonds, requires that the Agency certify that bond payments are included in the building's operating budget. These are included accordingly, and staff recommends the Board's certification and approval of the Nevada Station Operating Budget.

Attachment
CM:sl:ss

NEVADA STATION - OPERATING BUDGET
 BUDGET TO ACTUAL: FY's 2015/16 - 2016/17
 PROPOSED BUDGET: FY's 2017/18 - 2018/19

	FY 2015/16		FY 2016/17		PROPOSED BUDGET	
	BUDGET	ACTUAL	BUDGET	PROJECTED THRU 6/30/17	FY 2017/18	FY 2018/19
GROSS INCOME - PROJECTED						
TENANT RENTAL INCOME	283,521	275,627	287,290	286,803	305,464	314,498
INTEREST INCOME	1,000	590	1,000	515	500	500
LESS: 5% VACANCY & CREDIT LOSS	(3,399)	-	(6,887)	6,009	(7,609)	(7,874)
TOTAL EFFECTIVE INCOME	281,121	276,217	281,403	293,327	298,355	307,124
OPERATING EXPENSES - PROJECTED						
ACCOUNTANT/ATTORNEY	500	-	500	215	500	500
CARPET CLEANING	200	-	200	491	250	250
ELEVATOR MAINT/LICENSE	4,500	3,134	4,500	4,146	4,500	4,500
FIRE EXTINGUISHERS	100	-	100	-	100	100
GARBAGE DISPOSAL	3,750	3,685	3,800	3,760	3,800	3,900
GUTTER CLEANING	-	-	-	285	150	150
HVAC MAINTENANCE	1,000	723	1,000	782	1,000	1,000
INSURANCE	3,750	2,884	3,800	3,209	3,500	3,750
JANITORIAL SERVICE	3,500	2,640	3,500	4,004	4,000	4,250
LANDSCAPING SERVICE	5,500	5,250	5,500	5,400	5,500	5,750
LIGHTING	550	3,125	500	1,533	500	500
LOCKSMITH	150	47	150	567	150	150
MANAGEMENT FEE (PCTPA ADMIN)	12,000	12,507	17,000	17,000	16,000	16,000
MISC REPAIRS & EXPENSES	3,000	4,699	3,000	6,337	5,000	5,000
PAINTING - EXTERIOR	7,500	7,500	7,500	7,500	8,500	8,500
PARKING LOT PAVING	5,000	5,000	5,000	11,132	-	-
PCWA	2,375	1,756	2,500	1,918	2,500	2,500
PG&E	2,500	1,893	2,500	1,935	2,000	2,250
PHONE (ELEVATOR)	475	482	500	419	500	500
PLUMBING / ELECTRICAL	2,500	187	2,000	604	1,000	1,000
REAL ESTATE TAXES	2,500	2,377	2,500	2,380	2,500	2,500
RESTROOM SUPPLIES	2,000	1,176	2,000	794	1,000	1,000
ROOFING	325	-	250	-	500	500
SECURITY	1,000	968	1,000	630	1,000	1,000
SEWER FEES	3,250	3,002	3,500	3,260	3,500	3,500
WINDOW WASHING	650	-	650	-	750	750
TOTAL OPERATING EXPENSES	68,575	63,034	73,450	78,301	68,700	69,800
NET INCOME	212,546	213,183	207,953	215,026	229,655	237,324
NON-OPERATING EXPENSES						
DEBT SERVICE (Principal + Interest)	191,732	191,694	189,724	187,653	192,255	189,099
BOND TRUSTEE ADMIN FEE	2,900	2,815	2,900	2,150	2,900	2,900
MISC. NON-OPERATING	750	736	750	879	750	750
LEASE COMMISSIONS	1,250	3,654	1,250	-	1,250	1,250
TENANT IMPROVEMENTS	1,500	-	1,500	-	1,500	1,500
BOND COUNSEL	500	-	500	-	250	500
TOTAL NON-OPERATING EXPENSES	198,632	198,899	196,624	190,682	198,905	195,999
TRANSFER FROM PCTPA RESERVES	-	-	-	-	-	-
DUE TO PCTPA - PROPERTY MGMT.	10,000	9,193	10,000	10,997	15,000	15,000
DUE TO PCTPA - NOTE PAYABLE	20,000	20,000	20,000	20,000	35,000	35,000
NET OPERATING CASH FLOW	(16,086)	(14,910)	(8,671)	4,344	(4,250)	6,324
CUMULATIVE CASH FLOW RESERVE			4,344		94	6,419

SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Technical Advisory Committee Meeting Minutes

June 13, 2017 – 2:30 p.m.

ATTENDANCE: Amber Conboy, Placer County
Scott Gandler, City of Roseville
Ken Grehm, Placer County
Mark Johnson, City of Roseville
Ray Leftwich, City of Lincoln
Rich Moorehead, Placer County

Celia McAdam, PCTPA
Luke McNeel-Caird, PCTPA
Solvi Sabol, PCTPA

Alison Harvey, UAIC
Jason Camp, UAIC

Proposal to Finance Phase 1 of Placer Parkway – Placer County

Ken Grehm, Placer County, provided a proposal to finance construction of the first phase of Placer Parkway between Highway 65 and Foothills Boulevard at an estimated cost of \$58 million. While there is no agreement at this point, Grehm explained that there are discussions with the United Auburn Indian Community (UAIC) to make a \$9 million non-reimbursable contribution towards construction of the project, with the remaining financing to be provided by Placer County and UAIC.

The TAC was amenable to the concept of reimbursing project costs beyond \$9 million with current and future Tier 2 revenues. Grehm stated that they would be looking to get reimbursed as Tier 2 fees are collected, on a priority basis, with interest that is based on the annual inflationary interest rate.

There was discussion regarding budgeting for Phase 2 environmental. Grehm pointed out that Phase 2 can't be built without Phase 1, but added there could be some formula built into the agreement that addresses Phase 2 funding. It was established that if the County entered into an agreement with UAIC on the \$9 million, the remaining funding would be through an agreement between Placer County and SPRTA. Celia McAdam noted that there are deferrals in place and the payback period is dependent on the economy.

Grehm will continue to check in with the TAC as the County continues their negotiations.

Information/Other Issues

- a) The TAC said that they all received the fully-executed Tier II Memorandum of Agreement (MOA) 2nd Amendment Fee Deferral.
- b) Luke McNeel-Caird established that the TAC received the information on the SPRTA and Tier II Inflationary Increase and will be bringing these forward to their Board and Councils, if required, with the increase going into effect July 1, 2017.
- c) Celia McAdam explained that the full scope of the Nevada Station will be addressed at the PCTPA TAC adding that this is a pass through cost to SPRTA that in no way affects the SPRTA budget.

- d) Celia McAdam reported that we will be bringing Letter of Task Agreements (LOTAs) to the Board in June including the legal counsel LOTA with Renee, Sloan, Holtzman, and Sakai and the LOTA for engineering support with Fehr and Peers.

Adjourn

Meeting adjourned at 3:00 p.m.