BICYCLE/PEDESTRIAN ADVISORY COMMITTEE MEETING
STANCOG BOARD ROOM
1111 I STREET, SUITE 308
MODESTO, CA
WEDNESDAY, APRIL 3, 2019
10:00 AM

Committee Agendas and Minutes: Committee agendas, minutes and copies of items to be considered by the StanCOG Committees are available at least 72 hours prior to the meeting at the StanCOG offices located at 1111 “I” Street, Suite 308, Modesto, CA during normal business hours. The documents are also available on StanCOG’s website at www.stancog.org.

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection at the address listed above during normal business hours. These documents are also available on StanCOG’s website, subject to staff’s ability to post the documents before the meeting.

Public Comment Period: Matters under the jurisdiction of the Committee, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Committee for consideration. However, California law prohibits the Committee from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Committee. Any member of the public wishing to address the Committee during the “Public Comment” period will be limited to 5 minutes unless the Chair of the Committee grants a longer period of time. At a Special Meeting, members of the public may address the Committee on any item on the Agenda at the time the item is considered by the Committee.

Public Participation on a Matter on the Agenda: Please step to the podium at the time the agenda item is announced by the Chairperson. In order to ensure that interested parties have an opportunity to speak, any person addressing the Committee will be limited to a maximum of 5 minutes unless the Chair of the Committee grants a longer period of time.

Reasonable Accommodations: This Agenda shall be made available upon request in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting to enable StanCOG to make reasonable arrangements to ensure accessibility to this meeting.

Notice Regarding Non-English Speakers: StanCOG Committee meetings are conducted in English. Anyone wishing to address the Committee is advised to have an interpreter or to contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting so that StanCOG can provide an interpreter.

Aviso con Respecto a Personas que no Hablan el Idioma de Inglés: Las reuniones del los Comités del Consejo de Gobiernos de Stanislaus son conducidas en Inglés. Cualquier persona que desea dirigirse al Comité se le aconseja que traiga su propio intérprete o llame a Cindy Malekos al (209) 525-4600 durante horas de office regulares o a lo menos 72 horas antes de la reunión de la Mesa Directiva del Consejo de Gobiernos de Stanislaus, para proporcionarle con un intérprete.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS
   These matters may be presented only by interested persons in the audience. Discussion is limited to five minutes or at the discretion of the Chair.
4. CONSENT CALENDAR
   A. Motion to Approve Bicycle/Pedestrian Advisory Committee Minutes of 2/6/19

5. PRESENTATION
   A. Bike to Work Month 2019

6. DISCUSSION/ACTION ITEMS
   A. Motion to Recommend the Policy Board Adopt by Resolution the Memorandum of Understanding (MOU) between StanCOG and Tuolumne County Transportation Council (TCTC) for the Caltrans Grant Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development
   B. Bicycle/Pedestrian Projects Update (Verbal Report)
   C. California Strategic Highway Safety Plan

7. MANAGEMENT REPORT

8. MEMBER REPORTS

9. ADJOURNMENT

Next Regularly Scheduled BPAC Meeting:
June 5, 2019 (Wednesday) @ 10:00 am
StanCOG Board Room
1111 I Street, Suite 308
Modesto, CA  95354
MEMBERS PRESENT: RJ Corwin, Jim Dosenbach, Kyle Fliflet, John Gerling, Greg Jacquay, Minn Thein

ALSO PRESENT: Carla Alviso, Aric Barnett-Lynch, Chris Jasper, Josephine Oshana, Debbie Trujillo (StanCOG); Charles Vasquez (Stanislaus County Public Works)

1. CALL TO ORDER
Vice-Chair RJ Corwin called the meeting to order at 10:06 a.m.

2. ROLL CALL

3. PUBLIC COMMENTS - None

4. CONSENT CALENDAR

A. Motion to Approve Bicycle/Pedestrian Advisory Committee Minutes of 11/28/18

*By Motion (Member John Gerling/Member Jim Dosenbach) and a unanimous vote, the Bicycle/Pedestrian Advisory Committee approved the Consent Calendar.

5. DISCUSSION/ACTION ITEMS

A. Motion to Recommend Policy Board Adopt by Resolution the 2019 Active Transportation Program (ATP) Cycle 4 Regional Projects
Josephine Oshana provided a report on the 2019 ATP Cycle 4 Regional Projects selection process. She stated that on the statewide level, the Airport Neighborhood Active Transportation Connectivity and Safety Project, and the High School G Street Bike/Ped Corridor Improvements in Oakdale had been approved for funding by the California Transportation Commission (CTC). She also stated that two other Stanislaus County projects, Bret Harte Elementary Safe Crossing and Active Transportation Connectivity Project and Patterson – Citywide ATP, were recommended for funding on the regional level. A discussion followed and members had their questions answered.
By Motion (Member Jim Kyle Kliflet/Member John Gerling) and a unanimous vote, the Bicycle/Pedestrian Advisory Committee recommended the Policy Board adopt by Resolution the 2019 Active Transportation Program (ATP) Cycle 4 Regional Projects.

B. **Distribution Methodology and Upcoming Call for Projects for Congestion Mitigation and Air Quality (CMAQ) Funds for Federal Fiscal Year (FFY) 2020/21 – 2021/22**

Debbie Trujillo reported that staff was reviewing the current distribution methodology to determine if updates were needed in preparing the CMAQ Call for Projects packet. She reviewed how the process had been done in the past and stated that staff was considering using the same process. She also stated that the CMAQ call for project packet and the distribution methodology would be brought to the committees and Policy Board in April, for recommendation.

C. **FY 2017/18 Measure L Annual Report**

Arie Barnett-Lynch reviewed the FY 2017/18 Measure L Annual Report. He provided a copy for the members and stated that copies were available at the StanCOG office and at http://stanislausmeasurel.com. A discussion followed and members had their questions answered.

D. **StanCOG Regional Bicycle and Pedestrian Safety and Education Campaign**

Chris Jasper provided background on the StanCOG Regional Bicycle and Pedestrian Safety and Education Campaign, and the elements that would be included. He stated that before the campaign could be launched, StanCOG must complete a series of bike and pedestrian counts throughout the Stanislaus region. He provided a map of possible locations, and reviewed the preliminary plans to conduct the counts. He asked the members for any location suggestions that had relatively high volumes of bicyclists and pedestrians. A discussion followed and members provided their input and had their questions answered.

6. **MANAGEMENT REPORT** - None

7. **MEMBER REPORTS**

Charles Vasquez reported that Stanislaus County Public Works was coming up with their list of resurfacing and stripping projects. He stated that he would provide the information to StanCOG, to make it available to the BPAC members. A brief discussion followed and members’ questions were answered.

8. **ADJOURMENT**

Vice-Chair RJ Corwin adjourned the meeting at 11:00 a.m.

*Next Regularly Scheduled BPAC Meeting:
April 3, 2019 (Wednesday) @ 10:00 am
StanCOG Board Room
1111 I Street, Suite 308
Modesto, CA 95354

Minutes Prepared By:

Carla Alviso, Administrative Assistant*
TO: Bicycle Pedestrian Advisory Committee
FROM: Elisabeth Hahn, Principal Planner
        Chris Jasper, Assistant Planner
DATE: March 18, 2019
SUBJECT: Bike to Work Month 2019

Background

Bike to Work Month, also known as National Bike Month, is part of a nationally celebrated campaign established by the League of American Bicyclists in 1956 to “showcase the many benefits of bicycling and encourage more people to give bicycling a try.” Dibs, the Stanislaus region’s Transportation Demand Management (TDM) program, promotes Bike to Work Month each year by partnering with local agencies and employers throughout San Joaquin, Stanislaus, and Merced counties. Dibs helps organize events that incentivize commuters to transition from driving alone to alternative modes of transportation such as biking, walking, or using transit services.

Discussion

This year’s Bike to Work Month will take place in May. Dibs has contacted StanCOG’s member agencies to coordinate community events that encourage biking and active modes of transportation in the region. A preliminary list of events is shown below.

<table>
<thead>
<tr>
<th>Community</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Modesto</td>
<td>Thursday, May 16th 6:30 – 8:30 a.m., Tenth Street Plaza</td>
</tr>
<tr>
<td>City of Hughson</td>
<td>Wednesday, May 1st 7:00 – 9:00 a.m., Rolland C. Starn Memorial Park</td>
</tr>
<tr>
<td>City of Newman</td>
<td>Tuesday, May 14th 6:30 – 9:30 a.m., Main Street Plaza</td>
</tr>
<tr>
<td>City of Oakdale</td>
<td>Time and location to be announced.</td>
</tr>
</tbody>
</table>

As part of Bike to Work Month, Dibs is providing promotional giveaways such as T-shirts and bicycle safety equipment. Dibs will also offer promotional materials and assistance to schools that want to promote biking and walking to school. A limited number of promotional materials are available to schools on a first-come, first-served basis.
Dibs will also issue its Rider Challenge, which rewards participants for logging trips during Bike to Work Month in Dibs’ trip planning system. Trips can be accessed and logged online at https://dibstrips.com/#/ or on the Commute Tracker smartphone application. Prizes will be randomly awarded in tiers according to the number of trips logged:

<table>
<thead>
<tr>
<th>Action</th>
<th>Level</th>
<th>Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log 1 trip</td>
<td>Bronze</td>
<td>1 year’s worth of LaCroix (365+ cans)</td>
</tr>
<tr>
<td>Log 2 trips</td>
<td>Silver</td>
<td>National Parks Package – 2 annual passes, 2 shirts, 2 sticker packs, 2 hats, park poster map, trail map kit, &amp; National Park book</td>
</tr>
<tr>
<td>Log 4 trips</td>
<td>Gold</td>
<td>Apple Watch</td>
</tr>
<tr>
<td>Log 10 trips</td>
<td>Platinum</td>
<td>Foldable Electric Bicycle</td>
</tr>
</tbody>
</table>

In addition to the tiered prizes, random prize drawings will be held on a weekly basis through May 2019 and will include a scavenger hunt.

Other trip planning features available through Dibs include a display of calories burned, a map of the safest available route, and Bike Buddy pairing if participants feel uncomfortable travelling alone. The Commute Tracker app will also automatically recognize trips that the user can log.

Should you have any questions regarding this staff report, please contact Chris Jasper, Assistant Planner, at 209-525-4646 or via e-mail at cjasper@stancog.org.
DISCUSSION & ACTION ITEMS
TO: Bicycle Pedestrian Advisory Committee

FROM: Elisabeth Hahn, Principal Planner
     Chris Jasper, Assistant Planner

DATE: March 25, 2019

SUBJECT: Memorandum of Understanding (MOU) between StanCOG and the Tuolumne County Transportation Council (TCTC) for the Caltrans Grant “Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development”

Recommendation

By Motion:

Recommend that the Policy Board adopt by Resolution the Memorandum of Understanding (MOU) between StanCOG and the Tuolumne County Transportation Council (TCTC) for the Caltrans Grant “Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development.”

Background

Caltrans’ Sustainable Transportation Planning Grant Program provides more than $30 million annually for local and regional multimodal transportation and land use planning projects that further the region’s Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS). The grant program awards approximately $17 million annually through a competitive application process to eligible Metropolitan Planning Organizations (MPOs), transit agencies, or other public transportation planning entities.

In FY 2018/2019, the Tuolumne County Transportation Council (TCTC) applied for and was awarded $318,503 from the competitive Sustainable Communities Planning Grant Program for “Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development.” StanCOG, the Calaveras Council of Governments, the San Joaquin Council of Governments, the Alpine County Local Transportation Commission, and California Bicycle Coalition (CalBike) were sub-applicants on the Grant, and will serve as members of the project Steering Committee.
The grant-funded study will examine and provide recommendations to improve bicycle tourism opportunities across Tuolumne, Calaveras, San Joaquin, Stanislaus, and Alpine counties.

**Discussion**

The study will identify opportunities to improve bicycle tourism across the five participating counties, each of which features numerous rural and scenic state highways and local roads. The recommendations may include targeted shoulder widening, rumble strip installation, sight visibility improvements, and improved wayfinding.

The grant requires a local match of $41,387. StanCOG and the other MPO sub-applicants have each pledged $6,898 in matching funds, and CalBike has pledged a $7,000 match. StanCOG will use Local Transportation Funds for its pledged portion of the local match.

TCTC will act as the project lead, and will be responsible for the day-to-day management of grant activities. It will issue a Request for Proposal (RFP) to procure a professional consultant to produce the major deliverables associated with the project, which are described in greater detail in Attachment 1.

In addition to providing a cash match, StanCOG will serve as a member of the project Steering Committee. The committee will review and rank responses to the RFP for consultant services, review and provide feedback on all matters concerning Stanislaus County, and review and comment on draft deliverables. The Steering Committee is expected to meet at least quarterly starting as soon as May 2019.

Should you have any questions regarding this staff report, please contact Chris Jasper, Assistant Planner, at 209-525-4646 or via e-mail at cjasper@stancog.org.

Attachments:

1. MOU between StanCOG and TCTC
2. Project Scope of Work
3. Draft Resolution
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TUOLUMNE COUNTY TRANSPORTATION COUNCIL,
THE CALIFORNIA BICYCLE COALITION EDUCATION FUND,
THE ALPINE COUNTY LOCAL TRANSPORTATION COMMISSION,
THE CALAVERAS COUNCIL OF GOVERNMENTS,
THE SAN JOAQUIN COUNCIL OF GOVERNMENTS
AND
THE STANISLAUS COUNCIL OF GOVERNMENTS
FOR
ADMINISTRATION OF THE CALTRANS GRANT PROMOTING SAFE BICYCLE TRAVEL OPPORTUNITIES FOR BICYCLE TOURISM AND ECONOMIC DEVELOPMENT

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this _______ day of _______ 2019, by and between the Tuolumne County Transportation Council (“TCTC”), the California Bicycle Coalition Education Fund (“CalBike”), the Alpine County Local Transportation Commission (“ACLTC”), the Calaveras Council of Governments (“CCOG”), the San Joaquin Council of Governments (“SJCOG”) and the Stanislaus Council of Governments (“StanCOG”). ACLTC, CCOG, SJCOG and StanCOG are collectively referenced herein as “Partner Agencies.”

WITNESSETH:

WHEREAS, on May 11, 2018, Caltrans awarded the TCTC, the Partner Agencies and CalBike with a State transportation planning grant for “Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development” in the amount of $318,503 (“Grant”) as part of Caltrans FY 2018-19 Sustainable Communities Transportation Planning Grant Program; and

WHEREAS, the Grant requires a local match of $41,387; and

WHEREAS, the parties desire to memorialize their respective responsibilities under the Grant.

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows:

1. PURPOSE

The purpose of this MOU is to implement and administer the Grant as set forth in the Scope of Work, attached hereto as Exhibit A.

2. TERM

The term of this MOU shall commence on the date written above and terminate on June 30, 2021 unless extended as provided by this MOU.
3. TCTC’S RESPONSIBILITIES
   
   A. TCTC will be the project manager for the Grant.
   
   B. TCTC will procure a consultant through a competitive RFP process to produce project deliverables under the Grant as set forth in Exhibit A.
   
   C. TCTC will participate in the Steering Committee.
   
   D. Where TCTC is identified as a Responsible Party, TCTC will accomplish the Tasks set forth in Exhibit A.
   
   E. TCTC’s local contribution is an in-kind contribution of $6,898.

4. CalBike’s RESPONSIBILITIES
   
   A. CalBike will participate in the Steering Committee.
   
   B. Where CalBike is identified as a Responsible Party, Cal Bike will accomplish the Tasks set forth in Exhibit A. The TCTC will enter into a separate Contract Agreement with Cal Bike to administer these task deliverables.
   
   C. CalBike’s local contribution is an in-kind-contribution of $7,000. See Exhibit B for more details.

5. PARTNER AGENCIES’ RESPONSIBILITIES
   
   A. The Partner Agencies will participate in the Steering Committee.
   
   B. ACLTC’s local contribution is a cash match of $6,898. ACLTC’s shall submit its contribution to TCTC within one year of execution of this MOU.
   
   C. CCOG’s local contribution is a cash match of $6,898. CCOG shall submit its contribution to TCTC within one year of execution of this MOU.
   
   D. SJCOG’s local contribution is a cash match of $6,898. SJCOG shall submit its contribution to TCTC within one year of execution of this MOU.
   
   E. StanCOG’s local contribution is a cash match of $6,898. StanCOG shall submit its contribution to TCTC within one year of execution of this MOU.

6. STEERING COMMITTEE

   The TCTC, Cal Bike and the Partner Agencies shall form a Steering Committee to review, provide feedback, and comment on the task deliverables which relate to their respective jurisdictions and communities. Where the Steering Committee is identified as a Responsible Party, the Steering Committee will accomplish these Tasks set forth in Exhibit A.
7. TERMINATION

This MOU may be terminated by TCTC upon the giving of thirty (30) days’ advance written notice of an intention to terminate to all parties. Any Partner Agency or Cal Bike may terminate its individual participation in this MOU upon the giving of thirty (30) days’ advance written notice of an intention to terminate to all parties. Termination shall not relieve the terminating party of its local match obligation.

8. NON-ASSIGNMENT

No party shall assign, transfer or sub-contract this MOU nor their rights or duties under this MOU without the prior written consent of the other parties.

9. RECORDS

All Parties subject to this MOU shall maintain a record of services provided in sufficient detail to permit an evaluation of the MOU. All such records shall be made available during normal business hours to authorized representatives of TCTC, Cal Bike, Partner Agencies, State, and Federal governments during the term of this MOU and during the period of record retention for the purpose of program review and/or fiscal audit.

10. COMPLIANCE WITH LAWS/POLICIES

The parties shall comply with all applicable rules and regulations set forth in any applicable Caltrans Master Fund Agreement and any subsequent reporting requirements as directed by the State.

11. NON-DISCRIMINATION

During the performance of this MOU, the parties shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, age or gender, pursuant to all applicable State and Federal statutes and regulations.

12. RELATIONSHIP OF PARTIES

It is understood that this is a Memorandum of Understanding by and between separate public agencies and a nonprofit corporation and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association by, between or among any of the parties to this MOU.
13. NO THIRD PARTY BENEFICIARIES

The TCTC, Cal Bike and the Partner Agencies agree it is their specific intent that no other person or entity shall be a party to or a third party beneficiary of this MOU or any attachment or addenda to this MOU.

14. INDEMNIFICATION

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.

15. NOTICE

Any and all notices, reports or other communications to be given to TCTC, Cal Bike or Partner Agencies shall be given to the persons representing the respective parties at the following addresses:

**TCTC:**
Darin Grossi  
975 Morning Star Dr., Ste. A  
Sonora, CA 95370

**Cal Bike:**
Dave Snyder  
466 Water Street  
Oakland, CA 94607

**ACLTC:**
Brian Peters  
50 Diamond Valley Road  
Markleeville, CA 96120

**CCOG:**
Amber Collins  
444 East Street  
San Andreas, CA 95249

**SJCOG:**
Andrew Chesley  
555 E Weber Ave,  
Stockton, CA 95202

**StanCOG:**
Rosa de León Park  
1111 I Street Suite 308  
Modesto, CA 95354
16. PUBLIC RECORDS ACT

The parties are aware that this MOU and any documents provided under this MOU may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the parties to clearly identify information in those documents that it considers to be confidential or exempt from disclosure under the California Public Records Act. To the extent that the TCTC agrees with that designation, such information will be held in confidence or not disclosed due to the exemption whenever possible and applicable. All other information will be considered public.

17. ENTIRE AGREEMENT AND MODIFICATION

This MOU contains the entire agreement of the parties relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by both parties. If there are exhibits attached hereto, and a conflict exists between the terms of this MOU and any exhibit, the terms of this MOU shall control.

18. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

19. DISPUTES

The parties agree to use good faith efforts to resolve any disputes prior to bringing any action to enforce the terms of this MOU.

Should it become necessary for a party to this MOU to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney’s fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Tuolumne, State of California.

20. CAPTIONS

The captions of this MOU are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this MOU.
21. COUNTERPARTS

This MOU may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

22. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this MOU and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

23. CONTROLLING LAW

The validity, interpretation and performance of this MOU shall be controlled by and construed under the laws of the State of California.

24. AUTHORITY

Each party and each party’s signatory warrant and represent that each has full authority and capacity to enter into this MOU in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the MOU shall comply with all requirements of law, pertaining to authority to amend or modify the MOU.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the day and year first herein above written.

<table>
<thead>
<tr>
<th>TUOLUMNE COUNTY TRANSPORTATION COUNCIL:</th>
<th>CALIFORNIA BICYCLE COALITION EDUCATION FUND:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darin Grossi, Executive Director</td>
<td>David Snyder, Executive Director</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPINE COUNTY LOCAL TRANSPORTATION COMMISSION:</td>
<td>CALAVERAS COUNCIL OF GOVERNMENTS:</td>
</tr>
<tr>
<td>Brian Peters, Executive Secretary</td>
<td>Amber Collins, Executive Director</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>SAN JOAQUIN COUNCIL OF GOVERNMENTS:</td>
<td>STANISLAUS COUNCIL OF GOVERNMENTS:</td>
</tr>
<tr>
<td>Andrew T. Chesley, Executive Director</td>
<td>Rosa de León Park, Executive Director</td>
</tr>
</tbody>
</table>
EXHIBIT A
Scope Of Work
EXHIBIT B
Cal Bike – In-Kind Contribution
Scope of Work Checklist

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the Project Timeline. Applications with missing components will be at a competitive disadvantage.** Please use this checklist to make sure your Scope of Work is complete.

The Scope of Work must:

- Use the Fiscal Year 2018-19 template provided and in Microsoft Word format
- List all tasks and sub-tasks using the same title as stated in the project timeline
- Include task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline
- List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant)
- Include a thorough Introduction to describe the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
- Include a thorough and accurate narrative description of each task and sub-task
- Include a task for a kick-off meeting with Caltrans at the start of the grant
- Include a task for procurement of consultants, if consultants are needed
- Include a task for invoicing
- Include a task for quarterly reporting to Caltrans
- Include detailed public participation and services to diverse communities
- Include project implementation/next steps
- List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline
- **EXCLUDE** environmental, complex design, engineering work, and other ineligible activities
SCOPE OF WORK:
Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development

INTRODUCTION:
Tuolumne County Transportation Council (TCTC), Calaveras Council of Governments (CCOG), San Joaquin Council of Governments (SJCOC), Stanislaus Council of Governments (StanCOG), and Alpine County LTC (ACLTC), in collaboration with the California Bicycle Coalition Education Fund (Cal Bike) will promote safe multimodal travel in our region, and improve and promote bicycle tourism for economic development with an emphasis on improving disadvantaged, low income Rural Communities and Small Cities. We will identify and analyze priority routes for enhancing bicycle tourism along rural and scenic state highways and local roads, with an eye to improving travel conditions for all modes. We will deliver a final report and list of recommendations for priority improvements based on a planning process that includes community outreach to diverse area residents, including business and property owners, travel bureaus, local policy makers, bike shops and bicycle clubs, and other stakeholders. We will also identify strategies for promoting the region’s bicycle tourism opportunities and encouraging economic development around tourism.

This project will cover the counties of Tuolumne, Calaveras, San Joaquin, Stanislaus, and Alpine. The total combined population of these counties is 1,364,141. These counties have a range of racial and ethnic diversity, with San Joaquin County having the most ethnically and racially diverse population, with about 32% of its population being people of color. These five counties have rates of obesity and overweight significantly higher than California’s overall rate of 30%, with 35% to 37.7% of adults overweight or obese in these counties. The rates of driving alone to work are significantly higher (ranging from 76-80%) than the average for California (73%). A low proportion of residents are within half a mile of public transit, even in San Joaquin county, the most urban of these counties (where the rate is 17%).

As made clear on the attached map from the California Health Disadvantage Index, these counties range from 25th to 99th HDI percentile. The great majority of census tracts in these five counties have more than 30% of their residents living under twice the federal poverty line. On average, the unemployment rate in these counties is nearly 5 percentage points higher than in the rest of California.

These counties cover a range of terrain ranging from the flatlands up into the Sierras, with a large cultural and economic range from farmlands and wine country to mountain towns that rely heavily upon tourism. All five counties, however, have great possibilities for improvement of existing bicycle tourism infrastructure, and an increased understanding of the opportunities for boosting local economies and health through more opportunities for people, whether locals or tourists, to ride bicycles.

This project would create a comprehensive bike tourism plan with an eye to taking advantage of these opportunities for better health and more economic growth.
RESPONSIBLE PARTIES AND COLLABORATIVE STRUCTURE:

The Tuolumne County Transportation Council (TCTC) will be the lead applicant and project manager for the grant. The TCTC is collaborating and partnering with four other RTPA’s/MPO’s and a statewide nonprofit, in creating an interregional bicycle tourism plan. The RTPA/MPO sub-applicants are: Calaveras Council of Governments (CCOG), San Joaquin Council of Governments (SJCOG), Stanislaus Council of Governments (StanCOG), and Alpine County Local Transportation Commission (ACLTC). Our other sub-applicant, the California Bicycle Coalition Education Fund (Cal Bike), California’s state-level bicycle advocacy nonprofit, is a 501(c)(3) organization whose mission is to advocate for equitable, inclusive, and prosperous communities where bicycling helps to enable all Californians to lead healthy and joyful lives. Cal Bike’s expertise on bicycling, bicycle tourism, and accessible, equitable bike planning make it an invaluable partner in this project. All six applicants will form a Steering Committee. A representative from Caltrans District 10 Rural Planning staff will be invited to participate and attend the Steering Committee. The Steering Committee members will review and provide valuable feedback and comments which would affect their respective jurisdictions and communities. In every aspect of the project, we will coordinate closely with Caltrans District 10, sharing resources and ensuring that this project avoids duplication of efforts. The TCTC will also procure a consultant through a competitive RFP process to produce project deliverables.

OVERALL PROJECT OBJECTIVES:

- Create comprehensive plan for improving bicycle tourism opportunities in these five counties, focusing on scenic and rural state highways and local roads.
- Focus on improving and benefiting disadvantaged, low income Rural Communities and Small Cities and focus on the rural and scenic roads that connect communities.
- Identify opportunities for infrastructure improvements, such as shoulder widening, rumble strip installation, sight visibility improvements, and signage, to benefit all road users—including bicycle tourists as well as local residents.
- Promote bicycle tourism as a tool to improve local economic development in Alpine, Calaveras, San Joaquin, Stanislaus, and Tuolumne Counties.
- Increase bicycling and walking among residents of these five counties.
- Promote multimodal safety and expanded travel options for area residents.
- Reduce rates of injury and fatality from traffic collisions.
- Improve public health by increasing rates of active transportation, leading to lower rates of obesity and overweight as well as the diseases of inactivity (diabetes and cardiovascular disease).
- Reduce greenhouse gas (GHG) emissions through increased bicycling and walking and reduced VMT.
- Improve air quality and decrease pollution through increased bicycling and walking and reduced VMT.
- Create a more sustainable transportation system in these five counties by promoting bicycling and reducing VMT.
Project Area:
The project area study boundaries will be finalized by the Steering Committee at the beginning of this grant; check Task 3.1 for more details. The Boundaries will include: Alpine County, Calaveras County, San Joaquin County, Stanislaus County, and Tuolumne County.

RESPONSIBLE PARTIES:
Steering Committee Members (ACLTC, CCOG, SJCOG, StanCOG, Cal Bike, TCTC) The Steering Committee Members will be responsible for reviewing and commenting on scope of work task items below which pertain to their regional jurisdictions. A Memorandum of Understanding Agreement (MOU) will be signed by all Steering Committee members if the grant application is approved which will stipulate all of the specific details of Steering Committee members’ roles and responsibilities including all local match requirements per member. As part of the signed MOU deliverable each Steering Committee Member will determine if they will contribute a cash local match or in-kind local match as part of this Grant. We will invite a Caltrans District 10 Rural Planning representative to participate and attend the Steering Committee Meetings.

The Tuolumne County Transportation Council (TCTC) will be responsible for administering the grant and managing the project on a day to day basis. The TCTC will be responsible for reviewing and commenting on all scope of work task items that pertain the Tuolumne County region as part of the Steering Committee.

The California Bicycle Coalition Educational Fund (Cal Bike) will be responsible for commenting on and reviewing scope of work task items as part of the Steering Committee. The CBC will also be responsible for delivering select task project deliverables as outlined in the scope of work and project timeline. An Executed Contract Agreement with the TCTC and the CBC will be signed if the Grant Application is approved and all of the final specific details included the CBC’s budget will be decided.

Stakeholders: Alpine County, Caltrans, Tuolumne County, City of Sonora, Tuolumne County Chamber of Commerce, Tuolumne County Transit Agency, Calaveras County, Tuolumne County Visitor’s Bureau, Calaveras County, City of Angles Camp, Stanislaus County, City of Oakdale, City of Riverbank, City of Waterford, City of Hughson, City of Newman, City of Patterson, San Joaquin County, City of Ripon, City of Escalon, City of Lodi, City of Lathrop, Golden Chain Cyclists, Adventures Cycling, San Joaquin Bike Coalition, MotherLode Bicycle Coalition, Bike Lodi, Ciclistas del Valle Cycling Club.

TASK 1 Project Initiation

Task 1.1 Kick-Off Meeting with Caltrans
We will hold a kick-off meeting with Caltrans District 10 staff to discuss grant procedures and project expectations, including invoicing, quarterly reporting, and all other relevant project information.

• Responsible Party: Tuolumne County Transportation Council (TCTC)
Task 1.2 Procurement for Consultant Services
The TCTC will execute a contract agreement with the California Bicycle Coalition for select tasks in this Grant. The TCTC will release an RFP to select a consultant to produce most of the project deliverables. The Steering Committee members will be a part of reviewing and ranking the proposals. The TCTC will approve and authorize execution of contract for selected consultant.

- **Responsible Party:** TCTC, Steering Committee

Task 1.3 Convene Steering Committee
Steering Committee consisting of representatives from all co-applicants and a representative from District 10 Rural Planning staff will meet quarterly as well as on an as-needed basis to ensure progress of grant.

- **Responsible Party:** TCTC, Steering Committee

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<tr>
<th>Task</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Agenda &amp; meeting notes</td>
</tr>
<tr>
<td>1.2</td>
<td>Executed contract agreement with CBC, RFP for consultant and executed contract agreement with consultant</td>
</tr>
<tr>
<td>1.3</td>
<td>Agenda &amp; meeting notes, MOU for Steering Committee Members</td>
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</table>

**TASK 2. ANALYZE EXISTING CONDITIONS**

We will identify those rural and scenic bicycle routes in all participating counties, including state highways and local road networks, most appropriate for inclusion in a bicycle tourism study. We will determine study boundaries for the bicycling routes. We will work closely with Caltrans District 10 to ensure that we are not duplicating efforts with the District’s Active Transportation Plan, but rather assisting the District in prioritizing projects.

**Task 2.1 Finalize Bicycle Routes Study**
We will examine the following scenic and rural state highway corridors in these five counties, including on and off the state highways proper. We will focus on the portions of the routes that are already frequented by bicyclists or that could be excellent routes for bicycle tourists either because they are scenic, or because they connect destinations between communities that are rural and scenic that would be appealing to bicycle tourists and that would benefit from bicycle tourism. We will collaborate and share resources with Caltrans District 10 on the existing bicycling conditions of these State highway corridors.

- SR 12 – San Joaquin, Calaveras
- SR 4 - San Joaquin, Calaveras, Alpine
- SR 49 – Calaveras, Tuolumne
- SR 120 – San Joaquin, Stanislaus, Tuolumne
- SR 89 - Alpine
- SR 88 – San Joaquin, Alpine
- SR 108 – Stanislaus, Tuolumne
- SR 132 – San Joaquin, Stanislaus, Tuolumne
- SR 130/Del Puerto Canyon Road – Stanislaus
We will also examine rural bicycling routes located along the local road network focusing on the rural scenic routes which connect to communities. We will also assess if we need to study any other rural scenic State Highway corridors not included in the list above.

- Local roadways (TBD)
- Other State Highways if needed (TBD)

We will assess which scenic and rural bicycling routes that benefit the Rural Communities and Small Cities. We will look at existing popular and scenic routes and preferred destinations, prioritizing those routes that offer a benefit for active transportation options for residents and rural communities. We will take into consideration the economic impact of routes, prioritizing, where possible, encouraging bicycle tourists to travel through Rural Communities and Small Cities. We will create a study corridor maps after the initial community outreach (in Task 3, below).

- Responsible Party: TCTC, Steering Committee, Consultant

**Task 2.2 Draft and Final Existing Conditions Report**

Once we have identified priority bicycling routes, we will analyze existing conditions along the bicycling routes, with an eye to improving routes for all travel modes.

The Existing Conditions Report will include an overview of the existing bicycling transportation infrastructure conditions through the region focusing on rural scenic bicycling routes that benefit disadvantaged, low income Rural Communities and Small Cities. The Consultant will provide a draft and final report of the existing conditions including research, maps, data collection, and organization of the project information which may include but is not limited to:

1. Regional profile and demographics;
2. Existing bicycling & pedestrian infrastructure needs assessment including a bicycle gap and shortcoming analysis;
3. Safety Study – will review, evaluate, and analyze pedestrian and bicycling safety and accident data at only select locations.
4. An analysis of relevant studies: reports, plans, planning area characteristics, and any other relative documentation and information;
5. Existing transportation facilities;
6. Existing active transportation, scenic rural county routes and destinations;
7. Existing low income communities.
8. Pavement Conditions Index for these State highways and roads.

- Responsible Party: TCTC, Steering Committee, Consultant

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<th>Task</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Final List of Bicycle Routes Study Boundaries &amp; Maps</td>
</tr>
<tr>
<td>2.2</td>
<td>Draft &amp; Final Existing Conditions Report of Bicycle Routes</td>
</tr>
</tbody>
</table>
TASK 3: PUBLIC PARTICIPATION

Each phase of this project will incorporate community outreach as an essential piece of understanding how to best meet the needs of residents, business owners, and other stakeholders.

Task 3.1 Targeted Community Outreach Plan

We will create and implement a customized community engagement plan for each county, depending upon each county’s demographics and each RTPA’s past experience with community engagement around their transportation planning efforts.

Each county’s outreach plan will include some combination of the following tactics:

- Public workshops
- Website with online survey
- Social media paid and viral distribution of online survey
- Contract with community organizations such as bike clubs, Catholic Charities, and advocacy organizations to distribute survey through their email lists
- One-on-one and small group stakeholder meetings with bike advocacy groups, chambers of commerce, community groups, business proprietors, property owners, local policymakers, bike shops and clubs, and visitors bureaus
- Reach out at public events such as cultural festivals, open streets events, sporting events, church events

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 3.2 Create Outreach Materials

We will create flyers, posters social media assets, and a website with an online survey.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 3.3 Community Outreach Workshops and Stakeholder Meetings

Relying on the plans created in Task 3.1, our community engagement process will gather input from diverse constituencies on their priorities in the following phases of the project:

- **Identify Priority Routes:** Our outreach will inform which routes we focus on for the entirety of the project.
- **Identify Priority Improvements:** Once we have identified priority routes, and created a map and draft analysis, we will seek input on which potential improvements are highest priorities.
- **Bicycle Tourism Regional Assets:** We will meet with representatives of visitors’ bureaus in each county to identify recreational, historical, culinary, and other attractions that would be useful in promoting the region to bicyclists, and will gather input from the community to gather input on how best to market the region to tourists.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**
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<tr>
<th>Task</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>3.1</td>
<td>Community outreach plans for each county</td>
</tr>
<tr>
<td>3.2</td>
<td>Flyers, posters, social media assets, surveys, website.</td>
</tr>
<tr>
<td>3.3</td>
<td>Stakeholder meetings, public workshops, agendas and meeting notes; results of public participation</td>
</tr>
</tbody>
</table>

**TASK 4. IDENTIFY KEY IMPROVEMENTS**
As part of the Final Report, these additional deliverables will be included as chapters.

**Task 4.1 - Identify and Prioritize Projects**
The Consultant will work with the TCTC, and the Steering Committee to help evaluate and prioritize the highest priority projects with public input. The highest priority projects will move forward to Task 4.2 and 4.3.

We will create list of recommended priority improvements and regional maps. Suggested improvements may include shoulder widening, traffic signage, rumble strip application, and etc.

- **Responsible Party: TCTC, Steering Committee, Consultant**

**Task 4.2 - Conceptual Designs and Renderings of Projects**
The Consultant will produce conceptual designs and renderings will provide a better understanding of what future capital improvements might look like for each region.

- **Responsible Party: TCTC, Steering Committee, Consultant**

**Task 4.3 - Planning Level Cost Estimates of Projects**
The Consultant will produce planning level cost estimates for the proposed capital improvement projects recommended in the Corridor Plan. These cost estimates are based on the conceptual designs provided in this Plan and provide a general idea of cost associated with each improvement for each region.

- **Responsible Party: TCTC, Steering Committee, Consultant**

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<tr>
<th>Task</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>4.1</td>
<td>Prioritized list of projects &amp; maps for each region</td>
</tr>
<tr>
<td>4.2</td>
<td>Conceptual designs and renderings of priority projects</td>
</tr>
<tr>
<td>4.3</td>
<td>Planning-level cost estimates for priority projects</td>
</tr>
</tbody>
</table>
TASK 5. BICYCLE TOURISM PROMOTION

We will identify strategies for promoting bicycle tourism by conducting outreach with bicycle tourism stakeholders, surveying best practices for bicycle tourism promotion, and creating educational materials for local stakeholders to better encourage tourism and promote safe road use and responsible road-sharing.

Task 5.1 Survey Best Practices for Bicycle Tourism Promotion
The California Bicycle Coalition Education Fund will produce this project deliverable by surveying existing literature on best practices of what’s been done in California, including along Highway 1 and in other Caltrans Districts, by local governments and businesses that will support economically beneficial bicycle tourism.

- **Responsible Party:** TCTC, Steering Committee, Cal Bike

Task 5.2 Quantify Value of Bicycle Tourism to the Region
The Consultant will produce this project deliverable by analyzing the value and potential value of bicycle tourism to the participating counties. The Consultant will estimate how much bicycle tourism currently adds to the local economies of the participating counties, and will analyze the potential for bicycle tourism to expand and add additional value to the local economies, if the infrastructure could more safely accommodate bicycles, and if an effective marketing strategy and other non-infrastructural measures were implemented. We will produce a report on the current value of bicycle tourism to the region, and on the potential for growth in bicycle tourism if infrastructure improvements and a high-quality tourism promotion strategy were implemented.

- **Responsible Party:** TCTC, Steering Committee, Consultant

Task 5.3 Analyze Impediments to Bicycle Tourism
The California Bicycle Coalition Education Fund will produce this project deliverable by analyzing each of the local region and see if any impediments to promoting bicycle tourism exist if so create a set of recommendations on changes and solutions to improve bicycle tourism.

- **Responsible Party:** TCTC, Steering Committee, Cal Bike

Task 5.4 Rumble Strip and Bicycle Signage Guidance
The California Bicycle Coalition Education Fund will produce this project deliverable by creating a general guidance to rumble strip application and bicycle signage to ensure maximal safety for bicyclists and motorists.

- **Responsible Party:** TCTC, Steering Committee, Cal Bike

Task 5.5 Promote Value of Tourism
The California Bicycle Coalition Education Fund will produce this project deliverable while collaborating with the TCTC and the Steering Committee. This Draft Report will promote the value of tourism to businesses and residents in the region, creating and distributing a Bicycle Tourism Toolkit and Draft Bicycle Tourism Report (Chapter 6 in Task 6.2) with educational materials and a website highlighting how local businesses and governments can take advantage of bicycle tourism to generate revenue and support the local economy.

- **Responsible Party:** TCTC, Steering Committee, Cal Bike
<table>
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<tr>
<th>Task</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>5.1</td>
<td>Report on bicycle tourism best practices and case studies</td>
</tr>
<tr>
<td>5.2</td>
<td>Economic analysis and report on value and potential of bicycle tourism to the region</td>
</tr>
<tr>
<td>5.3</td>
<td>Report of Bicycle tourism impediments and solutions</td>
</tr>
<tr>
<td>5.4</td>
<td>Rumble Strip &amp; Bicycle Signage Guidance Report</td>
</tr>
<tr>
<td>5.5</td>
<td>Bicycle Tourism Toolkits, brochures, website, Draft &amp; Final Report on Bicycle Tourism</td>
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</table>

**TASK 6. FINAL REPORT**

We will create a final bicycle tourism plan and project report compiling all the findings from each preceding task, as a resource for all co-applicant RTPAs, and present this report to the each agency board.

**Task 6.1 Goals, Objectives, and Outcomes Chapter**

The TCTC will collaborate with the Steering Committee deliverable by determining the project’s goals, objectives, and final outcomes for the project. This will help the Steering Committee determine the limits of the State Highway corridor and local road network study. This will coincide with the start of Task 2.1 (Finalize Bicycle Routes Study)

- **Responsible Party:** TCTC, Steering Committee, Consultant

**Task 6.2 Draft and Final Report**

The Consultant will compile data, recommendations, and priorities from all preceding tasks into a final document which may include but is not limited to:

*Chapter 1: Executive Summary*

This chapter will review the important facts and findings from the Plan.

*Chapter 2: Introduction*

This chapter will review the demographics, project location boundaries and all relevant studies and reports that pertain to the project.

*Chapter 3: Goals, Objectives, and Outcomes*

This chapter will create goals, objectives, and outcomes for the Plan from Task 6.1.

*Chapter 4: Existing Conditions of Bicycling Tourism Routes:*

This chapter will review the existing patterns and evaluate projected circulation patterns and future planned capital improvement projects along the State Highway system. The chapter will define complete streets alignments and configurations. This chapter will assess the identified Corridor Plan limits, with infrastructure needs that include potential short term versus long term capital improvement projects. This information should come from Task 2.

*Chapter 5: Prioritized Bicycling Tourism Routes Projects:*

The final project deliverables from Task 4 should be included in this chapter.

*Chapter 6: Bicycle Tourism Promotion:*

The final project deliverables from Task 5 should be included as a final report.
Chapter 7: Finance and Implementation Plan

This chapter will review potential funding sources for projects and include an investment strategy that includes short and long-term improvement projects. The consultant will discuss a variety of potential funding sources that the region could pursue to fund projects.

- **Responsible Party:** TCTC, Steering Committee, Consultant

**Task 6.3 Present Report to all five RTPA boards.**

The Consultant will present the report to all five RTPAs involved in this project.

- **Responsible Party:** TCTC, Steering Committee, Consultant

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<td>6.1</td>
<td>Goals, Objectives, Outcomes Chapter</td>
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<tr>
<td>6.2</td>
<td>Draft and Final Bicycle Tourism Report</td>
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<tr>
<td>6.3</td>
<td>Five PowerPoint presentations &amp; Agendas from Meetings</td>
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**TASK 7: IMPLEMENTATION**

**Task 7.1 Next Steps: SHOPP/SB 1 funding options workshop and Technical Assistance**

CBC will provide a workshop and technical assistance to local agency staff in all five counties on funding and implementing active transportation infrastructure. We will cover creating competitive Active Transportation Program grants, working with District 10 on using SHOPP funds for Complete Streets, as well as considering other potential sources of funding. Match funding sources to specific projects. Provide technical assistance on grant applications.

- **Responsible Party:** TCTC, Steering Committee, Cal Bike

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<tr>
<td>7.1</td>
<td>Workshop Agenda, Technical Assistance materials, meeting notes</td>
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**TASK 8. PROJECT ADMINISTRATION**

**Task 8.1 Invoicing**

The TCTC will submit complete invoice packages to Caltrans District staff based on milestone completion, at least quarterly, but no more frequently than monthly.

- **Responsible Party:** TCTC

**Task 8.2 Quarterly Reporting**

The TCTC submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party:** TCTC
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<tbody>
<tr>
<td>8.1</td>
<td>Invoice Packages</td>
</tr>
<tr>
<td>8.2</td>
<td>Quarterly Reports</td>
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**TASK 9. Indirect Costs**

**Task 9.1 Indirect Costs**
The TCTC will submit an indirect 10% de Minimis approval letter from Caltrans for TCTC’s indirect costs.
- **Responsible Party:** TCTC

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<tbody>
<tr>
<td>9.1</td>
<td>Indirect Costs Approval Letter from Caltrans</td>
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EXHIBIT B

Cal Bike – In-Kind Contribution
## Cal Bike - Third Party In-Kind Valuation Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Title</th>
<th>Name of In-Kind Match Provider</th>
<th>Fair Market Value Determination</th>
<th>Fair Market Value or Hourly Rate</th>
<th>Number of Hours</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>1.2 &amp; 1.3</td>
<td>Negotiate MOU with TCTC and review other contracts</td>
<td>Procurement for Project</td>
<td>CA Bike Education Fund</td>
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<td>95</td>
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<td>$190</td>
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<td>2.1</td>
<td>Review analysis of bicycle routes</td>
<td>Finalize bicycle routes study</td>
<td>CA Bike Education Fund</td>
<td>staff time</td>
<td>$95</td>
<td>2</td>
<td>$190</td>
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<tr>
<td>2.2</td>
<td>Review analysis of existing conditions; tour areas as necessary</td>
<td>Existing Conditions Analysis Identifying Bicycle Gaps and Shortcomings</td>
<td>CA Bike Education Fund</td>
<td>staff time</td>
<td>$85</td>
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<td>3.3</td>
<td>editorial coverage in bike magazine</td>
<td>Community outreach workshops; stakeholder meetings</td>
<td>CA Bike Education Fund in collaboration with Cycle California</td>
<td>assuming one article = 1 full page ad</td>
<td>$1,420</td>
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<td>$1,420</td>
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<td>4.1</td>
<td>review choice of priorities for adherence to the goal of gap closures</td>
<td>Prioritize Active Transportation Projects</td>
<td>CA Bike Education Fund</td>
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<td>75</td>
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<td>$900</td>
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<td>4.2</td>
<td>Review conceptual designs and renderings for adherence to best practices</td>
<td>Conceptual Designs and Renderings</td>
<td>CA Bike Education Fund</td>
<td>staff time</td>
<td>75</td>
<td>12</td>
<td>$900</td>
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**Total In-kind Match :** $7,000

**How the third party in-kind match will be documented for accounting purposes:** All hourly costs will be documented through timesheets submitted; all other costs will be documented through receipts or proof of value illustrated by advertisements or formal offers.
STANISLAUS COUNCIL OF GOVERNMENTS

RESOLUTION

ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE STANISLAUS COUNCIL OF GOVERNMENTS AND THE TUOLUMNE COUNTY TRANSPORTATION COUNCIL FOR THE CALTRANS GRANT PROMOTING SAFE BICYCLE TRAVEL OPPORTUNITIES FOR BICYCLE TOURISM AND ECONOMIC DEVELOPMENT

WHEREAS, the Stanislaus Council of Governments (StanCOG) is a Regional Transportation Planning Agency and a Metropolitan Planning Organization (MPO), pursuant to State and Federal designation; and

WHEREAS, on May 11, 2018, Caltrans awarded the Tuolumne County Transportation Council (TCTC) and partners a $318,503 grant for “Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development” ("Project") as part of the Caltrans FY 2018-19 Sustainable Communities Transportation Planning Grant Program ("Grant"); and

WHEREAS, the California Bicycle Coalition Education Fund ("CalBike"), the Alpine County Local Transportation Commission ("ACLTC"), the Calaveras Council of Governments ("CCOG"), the San Joaquin Council of Governments ("SJCOG"), and StanCOG are sub-applicants for the Grant; and

WHEREAS, TCTC will be responsible for administering the grant and managing the Project on a day-to-day basis; and

WHEREAS, Grant funds will be used to procure a professional consultant to produce major Project deliverables; and

WHEREAS, the Project will promote safe multimodal travel and improve bicycle tourism opportunities for economic development across a study area that includes Stanislaus County, Alpine County, Calaveras County, San Joaquin County, and Tuolumne County; and

WHEREAS, the Grant requires a total local match of $41,387; and

WHEREAS, each Grant applicant pledged to provide a cash or in-kind contribution to satisfy the local match requirements; and

WHEREAS, StanCOG pledged a local cash match of $6,898 from its Local Transportation Fund ("LTF") reserves to be paid in Fiscal Year 2018/19; and

WHEREAS, StanCOG will participate on a Project Steering Committee to review, provide feedback, and comment on Project deliverables that relate to Stanislaus County and its incorporated jurisdictions.

NOW, THEREFORE BE IT RESOLVED that the Memorandum of Understanding between the Stanislaus Council of Governments and the Tuolumne County Transportation Council for the Caltrans Grant Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development is hereby adopted.
BE IT FURTHER RESOLVED that the Executive Director is authorized to make administrative changes to the scope or budget of the executed contract, as needed, to ensure that the project is implemented in the most efficient and cost effective manner possible.

The foregoing Resolution was introduced at a regular meeting of the Stanislaus Council of Governments, on the 17th day of April, 2019. A motion was made and seconded to adopt the foregoing Resolution. Motion carried and the Resolution was adopted.

MEETING DATE: April 17, 2019

________________________________________
JERAMY YOUNG, CHAIR

ATTEST:

________________________________________
ROSA DE LEÓN PARK, EXECUTIVE DIRECTOR
Recommendation

Consider information presented.

Background

The California Strategic Highway Safety Plan (SHSP) is a data-driven statewide traffic safety plan that coordinates the efforts of a wide range of organizations to reduce traffic accident fatalities and serious injuries on all public roads. In coordination with federal, state, local, and private sector stakeholders, the SHSP establishes goals, objectives, and emphasis areas ranging from Distracted Driving to Bicycling and Young Drivers. Federal law requires that the SHSP be updated at least every five years; it was last updated in 2016.

Discussion

The SHSP update process relies on extensive public outreach and participation. Caltrans is hosting six outreach events from April 10 through April 25 regarding the 2020 SHSP update. The update is expected to expand upon the previous version’s findings and actions and involve the five E’s of traffic safety – Engineering, Equipment, Education, Enforcement, and Emergency Medical Services.

- April 10: Sacramento - DoubleTree, 2001 Point W Way, Sacramento, 95818
- April 11: San Francisco Bay Area - Clarion, 1050 Burnett Avenue, Concord, 94520
- April 12: Redding - City Hall Community Room, 777 Cypress Avenue, Redding, 96001
- April 23: San Diego - Holiday Inn San Diego Bayside, San Diego, 92106
- April 24: Greater Los Angeles Area - DoubleTree, 222 N. Vineyard Avenue, Ontario, 91764
April 25: Fresno - Radisson, 1055 Van Ness Avenue, Fresno, 93721

Each event will last roughly half the day and will begin in the morning. StanCOG encourages interested members of the committee and representatives of our local member jurisdictions to participate in one of the workshops. Those interested in attending can register at the following website:

https://www.eventbrite.com/e/california-shsp-development-outreach-registration-57028165779

Should you have any questions regarding this staff report, please contact Chris Jasper, Assistant Planner, at 209-525-4646 or via e-mail at cjasper@stancog.org.