

# MADERA COUNTY TRANSPORTATION AUTHORITY

## EXECUTIVE MINUTES

**Date:** Wednesday May 19, 2004  
**Time:** 1:30 p.m.  
**Place:** Madera County Government Center,  
Board of Supervisor Chambers

**Members Present:** Chairman Frank Bigelow - Supervisor, Madera County  
Vice-Chair Gordon Skeels - Councilman, City of Madera  
Alfred Ginsburg - Councilman, City of Chowchilla  
Ronn Dominici – Supervisor, Madera County  
Gary Svanda - Councilman, City of Madera  
Gary Gilbert - Supervisor - Madera County

**Members Absent:** Harlen Rippetoe - Unincorporated Valley  
Jon Norby - Eastern Madera County  
Darwin Shebelut - Incorporated Area

**MCTA Staff:** Patricia S. Taylor-Maley, Executive Director  
Lester Koga, Planner I  
Sheila Kingsley, Administrative Assistant  
Derek Winning, Planner II

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### I. Pledge of Allegiance

### II. Public Comment

This portion of the meeting is reserved for person(s) wishing to address the MCTA on items within the jurisdiction but not on this agenda.

There was no Public Comment.

### III. Meeting Minutes of March 16, 2004

Upon motion by Director Dominici, seconded by Director Ginsburg, to approve the March 16, 2004 Executive Minutes as written. A vote was called and the motion carried.

### IV. Administration

#### A. 2003-04 Annual Work Program – Amendment #03/04-5

The City of Madera requested to amend the following projects in the FY 2003-04 AWP:

- MA-ALM-2: increase PE by \$10,000 (\$20,000) and decrease CE by \$10,000 (\$10,000). Total Project Cost remains \$530,000
- MA-CLE-5: increase PE by \$10,000 (\$30,000) and increase CE \$25,000 (\$100,000). Total Project Cost increases \$2,240,000
- MA-CLE-7: decrease PE \$3,000 (\$2,000); increase CE \$4,000 (\$10,000); and increase Construction by \$1,000 (\$80,000). Total Project Cost increases to \$92,000
- MA-I-1: increase PE \$10,000 (\$30,000) and decrease ROW \$10,000 (\$0). Total Project Cost remains \$30,000.
- MA-LAK-3: decrease PE \$80,000 (\$20,000) and decrease ROW \$20,000 (\$0). Total Project Cost

- decreases to \$20,000
- MA-OLI-1: increase PE \$20,000 (\$70,000); increase ROW \$80,000 (\$280,000); increase CE by \$10,000 (\$15,000) and increase Construction \$837,000 (\$2,087,000). Total Project Cost increases \$2,452,000
- MA-MGA-1: increase ROW \$10,000 (\$380,000) and decrease Construction \$700,000 (\$0). Total Project Cost decreases to \$420,000
- MA-Sus-01: decrease PE \$4,000 (\$1,000); decrease CE \$4,000 (\$16,000); and decrease Construction \$5,000 (\$0). Total Project Cost decreases to \$17,000
- MA-4<sup>th</sup>-2 – DELETE Project

**Action:** Upon motion by Director Gilbert, seconded by Director Dominici to approve the 2003-04 Annual Work Program – Amendment #03/04-5. A vote was called and the motion carried.

**B. 2004/05 Annual Work Program**

The 2004/05 Annual Work Program was prepared pursuant to adopted Authority procedures and the draft document was circulated to members in March 2004. The document before the Authority for consideration was updated to reflect the Department of Finance population estimates for May 1, 2004 and several minor project adjustments as requested by member agencies. This document is adopted at this time in order that the agencies may proceed on projects beginning July 1, 2004. The AWP is scheduled for amendment at the first Authority meeting after July 1, 2004 in order to accurately reflect carryover balances for each agency.

**Action:** Upon motion by Director Dominici, seconded by Director Svanda to approve the 2004/05 Annual Work Program. A vote was called and the motion carried.

**C. FY 2004/05 MCTA Operations Budget**

The 2004/05 Operations Budget provides for staff services, office facilities, memberships, and travel required in the conduct of the Authority's business. Annual revenues are fixed at 2% of annual proceeds. Unexpended budget reverts to the unallocated balance and are available for allocation to the agencies in the succeeding program year.

**Action:** Upon motion by Director Gilbert, seconded by Director Dominici to adopt the FY 2004-05 MCTA Operations Budget. A vote was called and the motion carried.

**D. Allocation of Measure "A" Interest**

The Board of Director's at its last meeting (February 18, 2004) requested staff to report on the Measure "A" interest allocation process as well as previous actions taken by the MCTA Board of Director's concerning the allocation of interest.

Included in the Board's packet was a copy of the following:

1. Letter written to Robert DeWall, Auditor/Controller, from MCTA staff dated July 25, 2000, requesting information concerning Measure "A" interest accrual and apportionment.
2. Letter from Robert DeWall, Auditor/Controller in response to MCTA's request, dated August 1, 2000.
3. September 27, 2000 MCTA Agenda discussing the allocation of Measure "A" interest and requesting the Board of Director's to provide staff direction.
4. September 27, 2000 MCTA Minutes documenting the Board of Director's action to maintain the existing process for allocations of interest earned.
5. Chart of Measure "A" Carryover Balances by Agency

The Authority Board discussed this Item at length.

**Action:** Upon motion by Director Bigelow, seconded by Director Svanda to continue distribution of the apportionment of funds as originally written in the rules set forth in 1990. A vote was called and the motion carried. Director Gilbert voted no.

**E. Public Opinion Survey Results**

The MCTA retained AIS Market Research in December 2003 to conduct a public opinion survey of Madera County residents to assess attitudes and opinions regarding the current Measure "A" program and a tax renewal. Included in the Board packet was a copy of the results of the survey.

**Action:** Information and Discussion only.

**D. Conflict of Interest – Resolution 91-01 Amendment No. 2**

Included in the Director's packet was a copy of the letter that was received by MCTA staff regarding Filing of State Form 700 with the County of Madera Clerk-Recorder. The County has informed the Madera County Transportation Authority that they will no longer be the filing officer for MCTA effective May 1, 2004.

Pursuant to Government Code section 87500, subsections (j), (k) and (o), those persons within MCTA organization who are required to complete Form 700 shall file their original Form 700's with a person designated as MCTA organization's "filing officer," who shall review, log in and keep the original forms for audit and/or public review. The filing officer may be the organization chair, chief executive officer, and secretary or office manager, as designated by MCTA Board of Directors or Trustees. By adopting Resolution 91-01 Amendment #2 the MCTA Board of Directors designates MCTA's Administrative Assistant as the organizations "filing officer."

**Action:** Upon motion by Director Dominici, seconded by Director Svanda to approve Resolution 91-01 Amendment No. 2. A vote was called and the motion carried.

**V. Miscellaneous**

**A. Items for Staff**

No Items from Staff.

**B. Directors Report**

No reports from Directors.

**VI. Adjournment**

There being no further business, the meeting was adjourned at 2:10 p.m.

Next meeting set for June 23, 2004 at 2:30 p.m.

Respectfully Submitted,

Patricia S. Taylor-Maley, Executive Director  
Madera County Transportation Authority