

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: Wednesday, January 21, 2004
Time: 3:00 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: None

Policy Advisory Committee: Above Members present and Caltrans Representatives:
Alan McCuen

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

MCTC sitting as the Transportation Policy Committee.

I. PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT

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

There were no public comments.

III. TRANSPORTATION CONSENT ITEMS

A. *Master Fund Transfer Agreement – Resolution 04-01*

Caltrans has determined that the Master Fund Transfer Agreement that governs MCTC funding pursuant to the Consolidated Planning Grant, (FHWA PL, FTA 5303, FTA 5313(b)) is in need of an update. The proposed ten year agreement has been reviewed by staff and County Counsel and is recommending that the Commission authorize the Director to execute the Agreement by Resolution 04-01.

Action: Authorize the Executive Director to execute the Master Fund Transfer Agreement by Resolution 04-01.

B. *State Highway Operation & Protection Program (SHOPP) – Status Report*

Per MCTC's agreement with Caltrans, Caltrans on a quarterly basis submits to MCTC a status report on Caltrans' State Highway Operation and Protection Program. Included in the Commissioner's packet was a copy of July, 2003 status report.

Action: Information and Discussion Only.

C. Federally Funded FY 2002-03 Projects

Transportation Equity Act for the 21st Century (TEA-21) legislation requires that Metropolitan Planning Organizations (MPOs) either publish or make available an annual listing of projects for which federal funds have been obligated in the proceeding year. This listing is required to be consistent with the categories identified within the Federal Transportation Improvement Program (FTIP). Commission staff recently published a notice in the Madera Tribune advising the public as to the availability of this listing and staff will provide copies to interested parties.

Included in the Commissioner's packet was a listing of federally funded projects that were obligated during FY 2002-03. The project obligations were shown by specific program and project phase (i.e. preliminary engineering, right-of-way acquisition, and construction). This listing meets the requirements of Federal Law.

Transportation Consent Calendar Action: Upon motion by Commissioner Dominici, seconded by Commissioner Ginsburg to approve the Transportation Consent Calendar (Items IV A-C). A vote was called and the motion carried.

IV. TRANSPORTATION ACTION/DISCUSSION ITEMS

A. Madera County 2004 Regional Bicycle Transportation Plan

The Madera County 2004 Regional Bicycle Transportation Plan is a comprehensive document that coordinates the planning efforts of the individual cities and unincorporated areas of the county from a regional transportation planning perspective. The intent of the plan is to provide a long-range guide for the development of an extensive bicycle transportation network in Madera County. It outlines goals, objectives, and policies; defines facilities standards; develops a system of bike paths, lanes, and routes; and identifies funding sources for implementation. The bicycle plan will be incorporated into the non-motorized section of the Madera County Regional Transportation Plan (RTP), that is scheduled to be updated in September of 2004.

A series of four public workshops were held in the Spring of 2003 to solicit input from residents regarding the policies, standards, and projects to be addressed and included in the plan. From those meetings a draft regional plan was developed and reviewed by the local agencies staffs. The plan was written to include a local bicycle plan element for each agency that conforms to the requirements of Streets and Highways Code Section 891.2 a-k. The MCTC Policy Board initiated a 30-day review and comment period at its September 17, 2003 meeting. The comments received during the workshops and review period are summarized and responded to in the Public Participation section of the plan. The local agencies are in the process of approving the 2004 Bicycle Plan and/or updating their General Plans to incorporate the provisions of the plan.

Once the Regional Bicycle Plan is approved the MCTC Policy Board and submitted to the Caltrans Bicycle Facilities Unit, the County of Madera, City of Chowchilla, and City of Madera become eligible to receive State Bicycle Transportation Account (BTA) funding through Caltrans' statewide competitive grant process. The BTA provides \$7.2 million annually until 2005, and \$5 million annually thereafter to provide safe and convenient bicycle paths, lanes, and routes in local communities throughout the State of California.

Action: Upon motion by Commissioner Gilbert, seconded by Commissioner Svanda to accept the Madera County 2004 Regional Bicycle Transportation Plan. A vote was called and the motion carried.

B. Reasonably Available Control Measures (RACM) Commitments – Resolution 04-02

On December 18, 2003, the San Joaquin Valley Air Pollution Control District (District) voted to voluntarily bump-up to Extreme Nonattainment for ozone. The District has requested the TPAs and member jurisdictions to complete a Reasonably Available Control Measures (RACM) process for this Extreme

designation. MCTC has directed the local agencies on the Ozone Extreme RACM process and has itself re-evaluated past RACM commitments under the Severe Ozone Plan. Staff reviewed past commitments and per the request of the District, strengthened and/or extended the commitments to a later year.

Given the language of the past RACM commitments, the implementation schedule of the Transportation Control Measures (TCM) are ongoing, with no set end date; therefore, no extension is necessary. MCTC staff is also confident in the strength of the commitments and found no areas in which improvement is economically or technically feasible.

After careful analysis of the TCMs by staff, the following change in language has been made to the monitoring program of each measure:

“This measure will be monitored by the Madera County Transportation Commission. Reports detailing progress of the Public Awareness Program will be completed annually”.

Has been changed to:

“This measure will be monitored by the Madera County Transportation Commission as part of the Public Awareness Program (MA14.1). Records of information distributed and assistance provided will be maintained. The effectiveness of the program will be evaluated annually”.

The rationale behind the change in monitoring language is to better reflect the Public Awareness Program’s importance in implementing the Transportation Control Measures. Much of MCTC’s effort to implement such TCMs focuses on newly developed outreach tools such as the quarterly newsletter, “GO Madera”, and the MCTC website to distribute information regarding commute solutions, engine idling, public transportation, etc.

Action: Upon motion by Commissioner Skeels, seconded by Commissioner Ginsburg to approve the Reasonably Available Control Measures (RACM) Commitments – Resolution 04-02. A vote was called and the motion carried.

C. *State Transportation Improvement Program (STIP) – Financial Plan – Resolution 04-03*

Included in the Commissioner’s packet was a copy of MCTC’s STIP Project Financial Plan for the south Madera and Gateway Improvement Project.

Background: In light of current State Highway Account cash flow difficulties and the expectation that revenues will be significantly lower in future STIP cycles than earlier anticipated, each project sponsor is being asked to prepare a financial plan for every on-system project with un-funded components. With over ten billion of un-funded need in the 2002 STIP, it is unlikely that many projects will be fully STIP funded for a long time. It is assumed that there would be no capacity in the 2004 STIP for additional funding, and that new capacity in the 2006 STIP will be for fiscal years 2009/10 and 2010/11.

The south Madera and Gateway Improvement project is an on-system project with unfunded components in the STIP. The financial plan, included in your package, includes the following:

1. Expected amount needed to complete the project, by project component.
2. Fiscal year of delivery.
3. Source(s) of funding. Consideration needs to be given as to the realistic availability of identified funding.
4. Letter of commitment, or intent, from MCTC for future RIP funding.

Action: Upon motion by Commissioner Svanda, seconded by Commissioner Gilbert to approve the State Transportation Improvement Program – Financial Plan for the Madera and Gateway Improvement project by Resolution 04-03. A vote was called and the motion carried.

V. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

Action: Upon motion by Commissioner Skeels, seconded by Commissioner Dominici to reaffirm all actions taken while sitting as the Transportation Policy Committee. A vote was called and the motion carried.

VI. ADMINISTRATIVE CONSENT ITEMS

A. Executive Minutes of December 3, 2003

Included in the Commissioner's packet was a copy of the December 3, 2003 Executive Minutes.

Action: Upon motion by Commissioner Skeels, seconded by Commissioner Gilbert to approve Executive Minutes of December 3, 2003. A vote was called and the motion carried.

B. FY 2003/04 Local Transportation Funds – Resolution 03-08 Amendment No. 01

The City of Madera requested to carryover prior Fiscal Years 2002/03 unexpended funds into Fiscal Year 2003-04. The funds to be carried over total \$1,178,464 (FY 2002/03 Fresno River- \$117,138; Fixed Route Bus System -\$166,469, Dial-A-Ride-\$69,305, Pedestrian and Bicycle Projects-\$32,446, FTA Match-\$5,821, Road and Street Projects-\$425,608, Road and Street Maintenance-\$136,725, Washington Sidewalk-\$2,979, Neighborhood Projects-\$98,030 and CMAQ match-\$123,943). The amendment is as follows:

- FY 2003/04 increase Pedestrian & Bicycle by \$32,446
- FY 2003/04 carryover from 02/03 Fresno River \$117,138
- FY 2003/04 increase Dial-A-Ride-Operations by \$50,000
- FY 2003/04 reduce Dial-A-Ride-Capital by \$50,000
- FY 2003/04 reduce Fixed Route Bus System-Operation by \$95,000
- FY 2003/04 reduce Fixed Route Bus System-Capital by \$145,000
- FY 2003/04 increase Road & Street Maintenance by \$316,478
- FY 2003/04 carryover from various 02/03 funds and increase Road & Street Projects \$727,449
- FY 2003/04 carryover from 02/03 CMAQ Match \$123,943
- FY 2003/04 carryover from 02/03 and increase Washington Sidewalk by \$101,009

The City of Chowchilla also requested to carryover prior Fiscal Years 2001/02 and 2002/03 unexpended funds into Fiscal Year 2003-04. The funds to be carried over total \$36,196 (FY 2001/02 Local Agency Planning-\$7,905; FY 2002/03 Local Agency Planning-\$7,873, Pedestrian and Bicycle Projects-\$4,999, Road and Street Maintenance-\$15,419). The amendment is as follows:

- FY 2003/04 carryover Pedestrian & Bicycle by \$4,999
- FY 2003/04 increase Local Agency Planning by \$15,778
- FY 2003/04 increase Road and Streets maintenance by \$15,419

Action: Upon motion by Commissioner Skeels, seconded by Commissioner Gilbert to approve Resolution 03-08 Amendment No. 01. A vote was called and the motion carried.

VII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

A. 2002-03 MCTC Fiscal Audit

Included in Commissioner's packet was a copy of the *Audit of MCTC Administrative and Planning Grant Funds for FY 2002-03* prepared by Dedekian, George & Small Accountancy Corporation. Staff was pleased

to report that there are no exceptions and no adverse findings.

Staff did advise the Board, that even though there were no exceptions or adverse findings, the Auditors did verbally recommend for the Commission to have two signatures required when general accounts are being drawn. It was recommended by Vice Chairman Skeels along with the MCTC Executive Director to be authorized to sign checks. Chairman Bigelow will be an Alternate when Commissioner Skeels is not available.

Action: Upon motion by Commissioner Svanda, seconded by Commissioner Gilbert to approve the 2002-03 MCTC Fiscal Audits and the authorization of noted signatures. A vote was called and the motion carried.

B. *FY 2002-03 Transportation Development Act/Local Transportation Fund Audit*

Included in the Commissioner's packet was a copy of the *Audit of the Madera County Local Transportation Fund and the State Transit Assistance Fund for FY 2002-03* prepared by Dedekian, George & Small Accountancy Corporation. Staff was pleased to report that there are no exceptions and no adverse findings.

Action: Upon motion by Commissioner Skeels, seconded by Commissioner Gilbert to approve the 2002-03 Transportation Development Act/Local Transportation Fund Audit. A vote was called and the motion carried.

VIII. Miscellaneous

A. *Election of Officers*

Chairman Bigelow opened the floor for nominations for Chairman and Vice Chair.

Upon motion by Commissioner Dominici, seconded by Commissioner Svanda to re-appoint Chairman Bigelow and Vice Chairman Skeels.

Being no further nominations for Chairman and Vice Chairman. Chairman Bigelow closed the floor for nominations.

Action: A vote was called and the motion carried to re-appoint Chairman Bigelow and Vice Chairman Skeels.

B. *Items from Caltrans*

Alan McCuen announced that Mike Leonardo has taken an interim assignment in Headquarters as Chief Engineer and Jay Norvell has been appointed Acting District Director.

C. *Items from Staff*

No items from staff.

D. *Items from Commissioners*

Commissioner Gilbert requested an update from Caltrans on the Highway 49 and State Route 41 signal and Highway 41 and Road 200 traffic signal.

Alan McCuen responded stating that Caltrans is working on a utility relocation issue at Highway 49 and State Route 41 and finishing the Feasibility Study on State Route 41 and Road 200.

IX. Adjournment

Meeting adjourned at 3:35 p.m.

Next meeting set for Wednesday, February 18, 2004.

Respectfully Submitted,

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