

# MADERA COUNTY TRANSPORTATION COMMISSION

## EXECUTIVE MINUTES

**Date:** Wednesday, February 20, 2008  
**Time:** 3:00 P.M.  
**Place:** City of Chowchilla Council Chambers

**Members Present:** Vice Chairman Max Rodriguez – Supervisor, Madera County  
Robert Poythress – Councilman, City of Madera  
Jim Kopshever – Councilman, City of Chowchilla  
Vern Moss – Supervisor, Madera County  
Alt. Ronn Dominici – Supervisor, Madera County

**Members Absent:** Chairman Sam Armentrout – Councilman, City of Madera  
Frank Bigelow – Supervisor, Madera County

**Policy Advisory Committee:** Above Members present and Caltrans Representatives:  
No Representatives

**MCTC Staff Present:** Patricia S. Taylor, Executive Director  
Derek Winning, Deputy Director  
Troy McNeil, Planner I  
Richard Poythress, Planner I

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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.

### III. TRANSPORTATION CONSENT ITEMS

#### A. *2007 California Transportation Commission (CTC) Annual Report to the California Legislature*

The 2007 Annual Report to the California Legislature is now posted on the Commission's website at [http://www.catc.ca.gov/reports/2007Reports/2007AnnualReport\\_Final.pdf](http://www.catc.ca.gov/reports/2007Reports/2007AnnualReport_Final.pdf). Included in the Commissioner's packet was a copy of the Chair and Vice Chair letter of transmittal to the Legislature; Issues for 2008; and Overview of 2007.

Issues for 2008 are as follows:

- Implementing Proposition 1B;
- Managing Existing Programs While Facing Funding Uncertainties; and
- Climate Action Reduction Measures and Transportation.

**Action:** Information and Discussion Only.

#### B. *Call for Projects – Section 5310; 5311(f); 5316; and 5317*

The California Department of Transportation (Caltrans), Division of Mass Transportation, is pleased to announce a call for projects for the following Federal Transit Administration (FTA) grant programs for Federal Fiscal Year 2008:

- Section 5310 - Elderly and Disabled Specialized Transit Program-Estimated funding is \$12.1 million
  - o Website for additional information: <http://www.dot.ca.gov/hq/MassTrans/5310.html>
  - o Toll free assistance line: 1-888-472-6816
  - o Application due to regional planning agency is **June 2, 2008**
  - o Application due to Caltrans on or before **August 29, 2008**
  
- Section 5311(f) - Non-Urbanized Area Intercity Bus Program-Estimated funding is \$2.9 million
  - o Website for additional information: <http://www.dot.ca.gov/hq/MassTrans/5311.html>
  - o Application due to Caltrans on or before **August 29, 2008**
  
- Section 5316 - Job Access and Reverse Commute Program
  - o Estimated funding for small-urbanized projects is \$5.6 million
  - o Estimated funding for rural projects is \$2.7 million
  - o Website for additional information: <http://www.dot.ca.gov/hq/MassTrans/5316.html>
  - o Application due to regional planning agency is **June 2, 2008**
  - o Application due to Caltrans on or before **August 29, 2008**
  
- Section 5317 - New Freedom Program
  - o Estimated funding for small-urbanized projects is \$3.2 million
  - o Estimated funding for rural projects is \$1.3 million
  - o Website for additional information: <http://www.dot.ca.gov/hq/MassTrans/5317.html>
  - o Application due to regional planning agency is **June 2, 2008**
  - o Application due to Caltrans on or before August 29, 2008

**Action:** Information and Discussion Only.

**C. 2007 Federal Transportation Improvement Program – Resolution 06-12 Amendment No. 9 – Administrative Amendment**

This amendment is per the request of Caltrans to change the implementing agency to various agencies for the Caltrans administered funding programs included as lump sum projects in the FTIP. The administrative changes are as follows:

**Caltrans Lump Sum**

**MAD410001** – Caltrans; HBP Highway Bridge Program (Amendment changes implementing agency from Caltrans to Various Agencies.)

**MAD406003** – Caltrans; Local Section 130 Grade Crossings (Amendment changes implementing agency from Caltrans to Various Agencies.)

**MAD420001** – Caltrans; SRTS Safe Routes to School Program (Amendment changes implementing agency from Caltrans to Various Agencies.)

**MAD419004** – Caltrans; HSIP Highway Safety Improvement Program (Amendment changes implementing agency from Caltrans to Various Agencies.)

**Action:** Ratify - 2007 FTIP Administrative Amendment No. 9

**D. Initiation of FY 2008/09 Unmet Transit Needs Process**

The State Transportation Development Act (TDA) requires that the MCTC Policy Board determine that public transportation needs within Madera County will be reasonably met in FY 2008/09 prior to approving claims of Local Transportation Funds (LTF) for streets and roads. The MCTC's Social Service Transportation Advisory Council (SSTAC) is responsible for evaluating unmet transit needs. Each year the SSTAC begins the process of soliciting comments from the public by sending letters to agencies and individuals interested in

providing feedback on their public transportation needs within Madera County. The request for comments letters, included in the Commissioner's packet, will be mailed late February 2008.

MCTC's Unmet Transit Needs public hearing is scheduled as follows:

- PUBLIC HEARING – Wednesday, April 23, 2008 at 3:00 p.m.  
*Location: To be determined – Madera, CA*  
Via Video Conferencing to be determined.

First Transit (formally Laid Law) will provide free demand response service to each location. A Spanish language interpreter will also be available for those who wish to testify in Spanish. A public notice will be printed in the local newspapers and flyers will be distributed throughout the community publicizing the hearing.

**Action:** Information and Discussion Only.

**E. Congestion Mitigation and Air Quality Grant Awards**

Included in the Commissioner's packet was the MCTC CMAQ Program Cycle I Grant Award List. Caltrans has provided apportionment estimates in anticipation of the Federal Highway Bill Reauthorization. The Cycle I (FY09-10 – FY11/12) CMAQ apportionment for Madera County is \$4,564,430. The allocation to the MCTC Regional Program is \$2,738,658.

The primary purpose of the CMAQ Program is to fund transportation programs and projects in air quality non-attainment and maintenance areas which reduce transportation related emissions. Section 176(c) of the Clean Air Act (CAA) requires that the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) ensure the timely implementation of transportation control measures (TCMs), and consequently the highest priority for funding under the CMAQ Program is for the implementation of such measures.

The Cycle I Scoring Committee met on January 23, 2008 to review the eligible project applications. The committee recommends the top seventeen projects for CMAQ Funding in the amount of \$2,757,632. Upon acceptance of the MCTC Cycle I Grant Award List, the awarded projects will be prioritized with the other current CMAQ projects into the 2009 Federal Transportation Improvement Program (FTIP).

**Action:** Accept MCTC CMAQ Cycle I Grant Award List.

**F. 2008 Sacramento "One Voice" Trip**

The Valley COGS' Legislative Affairs Committee has planned a "One Voice" trip to Sacramento for March 12th. The purpose of this trip is to meet with legislators to present a unified front on valley issues as well as to present them with the Valley's Legislative Platform. There will also be a reception the night before, March 11th, as an opportunity to meet other valley legislators and elected officials. Policy Council representatives as well as staff will be participating. Also, please note that included in the Commissioner's packet was a copy of the Valley Legislative Platform.

**Action:** Information and Discussion Only.

**Transportation Consent Calendar Action:** Upon motion by Commissioner Poythress, seconded by Commissioner Dominici to approved the Transportation Consent Calendar (Item III A-F). A vote was called and the motion carried.

**IV. TRANSPORTATION ACTION/DISCUSSION ITEMS**

*No Action/Discussion Items*

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

**COMMITTEE**

**Action:** The Commission unanimously approved to reaffirm all actions taken while sitting as the Transportation Policy Committee.

**VI. ADMINISTRATIVE CONSENT ITEMS**

**A. Executive Minutes of January 23, 2008**

Included in the Commissioner's packet was a copy of the January 23, 2008 Executive Minutes for review.

**Action:** Approve Executive Minutes of January 23, 2008.

**B. 2008-09 Transportation Development Act (TDA): Local Transportation Fund (LTF) and State Transit Assistance (STA) Estimates**

**Local Transportation Fund (LTF):** Prior to February 1, of each year, the county auditor provides MCTC an estimate of monies to be available for apportionment and allocation during the ensuing fiscal year. The estimate for FY 2008-09 is **\$4,092,069** (decrease \$1,023 from FY 2007/08). The estimate includes monies anticipated to be deposited in the fund during the ensuing fiscal year and the unrestricted balance anticipated to be available in the fund at the end of the current fiscal year. The unrestricted balance is the balance that is neither allocated, reserved, nor retained in the fund as an unallocated apportionment pursuant to Section 6655.1. The county auditor makes an estimate from such data including those which may be furnished by the State Board of Equalization. The county auditor will furnish a revised or updated estimate of funds available when requested by MCTC staff.

**State Transit Assistance (STA):** Pursuant to Public Utilities Code Section 99312.7, the State Controller is directed to send a preliminary estimate of STA Funds to each transportation planning agency. For fiscal year 2008-09, there is \$742,788,744 budgeted according to the most current information from the Department of Finance. STA allocation estimate for Madera County is **\$1,466,555** (increase \$843,153) from FY 2007/08).

MCTC will advise prospective LTF claimants of the estimated area apportionment's within Madera County. Applicants must file LTF and STA applications with MCTC by April 1, 2008.

**Action:** Information and Discussion Only.

**Administrative Consent Calendar Action**

The Commission unanimously approved the Administrative Consent Calendar. A vote was called and the motion carried.

**VII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

No Administrative Action/Discussion Items

**MCTC Sitting as the Madera County 2006 Transportation Authority**

**VIII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

**A. WORKSHOP: DRAFT – Madera County Transportation Authority Debt Policy**

The purpose of the Madera County Transportation Authority (MCTA) Debt Policy is to establish policies pertaining to the issuance and management of debt. This Debt Policy confirms the commitment of the Board, staff, advisors and other decision makers to adhere to sound financial management practices.

MCTA debt policy objectives are as follows:

- Establish a systematic approach to debt issuance and debt management.
- Maintain good standing among market participants to ensure access to debt capital markets through prudent yet flexible policies.
- Set debt service payments through effective planning and project cash management.

MCTA's Strategic Plan, which programs the Measure T Sales Tax Investment Plan, will be used in combination with the MCTA Debt Policy to ensure proper allocation and financing of Measure T eligible projects. The Strategic Plan sets priorities and strategies for allocating Measure T funds under its guiding principals, while the Debt Policy provides direction and limitations for proposed financings. Debt issuance will not be recommended for Board approval unless such issuance is consistent with the Strategic Plan.

### **Debt Policy Workshop**

Comments on the Debt Policy were received from the City of Madera and the City of Chowchilla. The local agency comments have been incorporated in the revised Draft Madera County Transportation Authority Debt Policy included in the Commissioner's packet with the exception of the following:

City of Chowchilla

**V. g "1.25 maximum annual debt service"**. Chowchilla requested the clause be changed to "determined on a case by case basis".

#### *Response*

A 1.25x maximum annual debt service is consistent with best financial practices and is required in order to protect the integrity of other Measure T programs.

Mark Li from KNN Financial Services provided a discussion on the MCTA Debt Policy and Financing Alternatives Matrix. Q & A to follow.

During the Q & A, the City of Chowchilla requested that the first page of the Debt Service indicate that the MCTA is the Policy Board. The City of Chowchilla also requested that the language change on page 3 section g first bullet to include that the decision will ultimately be made at the Policy Board level. Commissioner Poythress offered the following language, "Local agency projects will be financed such that the local agency's allocations of sales tax revenues over the last twelve months will provide prudent annual debt coverage, as determined by the Policy Board". The current industry standard is at least 1.25x maximum annual debt service.

Commissioner Moss directed staff to bring the Final Debt Policy and the City of Chowchilla bond Finance proposal at the next Board meeting in March.

**Action:** Information and Discussion Only.

## **IX. Miscellaneous**

### **A. Items From Caltrans**

No Items from Caltrans

### **B. Items from Staff**

Staff gave a status report on MCTC's office move and staff anticipates holding the next meeting at our new location: 2001 Howard Road, Suite 201.

***C. Items from Commissioners***

No Items from Commissioners.

***X. Adjournment***

Meeting adjourned at 4:30 p.m.

Next meeting set for Wednesday, March 19, 2008

Respectfully Submitted,

Patricia S. Taylor, Executive Director  
Madera County Transportation Commission