

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: Wednesday, January 23, 2008
Time: 3:05 P.M.
Place: City of Madera Council Chambers

Members Present: Vice Chairman Sam Armentrout – Councilman, City of Madera
Robert Poythress – Councilman, City of Madera
Max Rodriguez – Supervisor, Madera County
Alt. Tom Wheeler – Supervisor, Madera County
Jim Kopshever – Councilman, City of Chowchilla

Members Absent: Chairman Frank Bigelow – Supervisor, Madera County
Vern Moss – Supervisor, Madera County

Policy Advisory Committee: Above Members present and Caltrans Representatives:
Steve Curti

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

III. TRANSPORTATION CONSENT ITEMS

A. *2007 Annual Listing of Projects*

SAFETEA-LU 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 the 2007 Annual Listing of Projects on the MCTC Website at <http://www.maderactc.org>.

Included in the Commissioner's packet was a copy of the listing of federally funded projects that were obligated during FY 2006-07. The project obligations are shown by specific program and project phase (i.e. preliminary engineering, right-of-way acquisition, and construction).

Action: Information and Discussion Only.

B. *Trade Corridor Improvement Fund (TCIF) Program – Letter of Support*

The San Joaquin Valley is preparing to draft a letter that would be signed by the Valley Council of Governments and the Sacramento Area Council Governments supporting the Northern California Trade Corridor list. The Valley COGs have not adopted this list; however, the Valley has adopted the Hot List of five Valley/Techachipi projects. The hot list projects have been added to the Northern California list. The list also includes a truck climbing lane in the west bound direction on I-580 which was not adopted on the Hot List but which many have spoken in favor about.

Action: Information Only.

C. 2007 Federal Transportation Improvement Program – Resolution 06-012 Amendment No. 7 – Administrative Amendment

This amendment was per the request of Caltrans HBP Lump Sum Program; City of Madera Section 5307 Program; County of Madera Section 5311 Program; and City of Chowchilla Section 5311 Program. The administrative changes are as follows:

Caltrans

MAD410001 – Caltrans; HBP Highway Bridge Program FY2007/08 (Amendment adds \$64,000 HBP funds for a total of \$903,000 federal share.)

City of Madera

MAD213053 – City of Madera; MAX Section 5307 Operating Assistance (Amendment adds \$45,000 Section 5307 funds for a total of \$270,000 federal share.)

County of Madera

MAD113032 – Madera County; Section 5311 Operating Assistance FY 2007/08 (Amendment subtracts \$14,000 Section 5311 funds for a total of \$193,000 federal share.)

MAD113034 – Madera County; Section 5311 Capital FY 2007/08 – Purchase (1) Replacement Bus (Amendment adds \$14,000 Section 5311 funds for a total of \$30,000 federal share.)

MAD113033 – Madera County; Section 5311 Operating Assistance FY 2008/09 (Amendment subtracts \$34,000 Section 5311 funds for a total of \$187,000 federal share.)

City of Chowchilla

MAD313030 – City of Chowchilla; Section 5311 Operating Assistance FY 2008/09 (Amendment adds \$1,000 Section 5311 funds for a total of \$36,000 federal share.)

Action: Ratify - 2007 FTIP Administrative Amendment No. 7.

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

IV. TRANSPORTATION ACTION/DISCUSSION ITEMS

A. San Joaquin Valley Housing Trust – Board Appointments

The San Joaquin Valley Housing Trust is a fund and an organization being established by the California Partnership for the San Joaquin Valley in relation to the Valley Blueprint process of the eight Valley Council of Governments. AB 1129, Arambula, was introduced in the State of California legislature to give state support to the SJV Regional Housing Trust in its formation and development. SB 586, Dutton, was signed and will provide funds for new housing trusts. Operating funds are being sought from private foundations.

The SJV Regional Housing Trust is a fund in which local jurisdictions that participate will build up and receive flexible funds that help them achieve their housing goals. The funds can be used for acquiring land, providing incentives to private developers, leveraging government programs and private loans, front-end master planning, and many more uses that would incentivize housing that is affordable to people who work in the locality. The funds would be used to encourage mixed-income, mixed-use, higher density, green, smart growth, or new urbanism projects that link jobs, transportation, and housing to ensure that the growth of the Valley preserves agricultural lands and promotes clean energy, air quality, and economic expansion.

The SJV Regional Trust is proposed to be a nonprofit organization within the California Partnership for the San Joaquin Valley. The Board of Directors are made up of representatives from the following:

1. San Joaquin Valley COGs (8) and City Professional Staff (8)
2. California Partnership for the San Joaquin Valley (4)
3. Affordable Housing Developers (4)
4. Valley Housing Authorities (1)
5. Valley Homebuilders Association (BIA) (1)
6. Trade Unions (1)
7. Housing Advocates (3)
8. Specialists (3)

The California Coalition for Rural Housing is providing staff support to the Housing Trust Working Group and when funded will provide staffing to the regional SJV Housing Trust.

Rollie Smith from US HUD was in attendance to further explain the purpose and intent of the SJV Housing Trust. The recommendation is to appoint one Commission Policy Board member to participate as a Board member for the SJV Housing Trust; appoint a representative from Madera that specializes in housing (i.e. Ron Prestridge, City of Madera or Jim Taubert, RDA) as the second Board member representing Madera City professional staff; and appoint Commission staff will serve as an alternate to the appointed Policy Board member.

Included in the Commissioner's packet were the following:

- San Joaquin Valley Housing Trust – fact sheet
- San Joaquin Valley Housing Trust Board of Directors and Alternates
- San Joaquin Valley Housing Trust, January 9th meeting minutes
- AB 1129 – Arambula
- Draft San Joaquin Valley Housing Trust Bylaws

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Armentrout to appoint Commissioner Kopshever to represent the Commission Policy Board and Ron Prestridge (City of Madera) as the second Board member representing Madera City professional staff; and Commission staff will serve as an alternate to the appointed Policy Board member. A vote was called and the motion carried.

**B. PUBLIC HEARING: 2007 Federal Transportation Improvement Program – Resolution 06-12
Amendment No. 8**

The Federal Transportation Improvement Program is a listing of capital improvements, and operational expenditures utilizing federal and state monies anticipated to be used in Madera County during the next four years.

The required 14-day public review and comment period commenced on January 9, 2008 and concludes the day of the public hearing on this matter. The draft documents are available for review at the MCTC office, located at 1816 Howard Road, Ste 8, Madera, CA 93637 or on the MCTC Website at <http://www.maderactc.org>.

Public comments are welcomed at the hearing, or may be submitted in writing by 3:00 PM, January 23, 2008 to the address below.

After considering the comments, the documents will be considered for adoption, by resolution, by the MCTC Policy Board on January 23, 2008. The documents will then be submitted to state and federal agencies for approval.

FTIP Amendment No. 8 changes the following projects:

Madera County

1. MAD113036 – Section 5311 Program FY 2008/09; Purchase (1) Replacement transit van: \$53,000 FED – New project.

City of Madera

1. MAD213052 – Section 5307 Program FY 2007/08; Purchase/install shelters/benches/trash receptacles at various locations: add \$173,000 FED for a total of \$231,000 federal share.

Vice Chairman Armentrout opened the floor at 3:20 p.m. for public comments. Being no public comments, Vice Chairman Armentrout closed the floor at 3:21 p.m.

Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Poythress to approve the 2007 Federal Transportation Improvement Program – Resolution 06-12 Amendment No. 8. A vote was called and the motion carried.

C. 2008 Regional Transportation Improvement Program – Resolution 08-01

2008 STIP Schedule

The following are important dates concerning the 2008 State Transportation Improvement Program (STIP) Schedule:

- a. *October 18, 2008* – the California Transportation Commission (CTC) adopts the 2008 STIP Fund Estimate;
- b. *February 19, 2008* – Regions – Regional Transportation Improvement Program (RTIP) and Caltrans – Interregional Transportation Improvement Program (ITIP) submit Final RTIP and ITIP to the CTC and HQ Transportation Programming, including final Project Programming Requests with PPNOs;
- c. *March 12, 2008* – CTC – South STIP Hearings in Los Angeles;
- d. *March 18, 2008* – CTC – North STIP Hearings in Sacramento;
- e. *May 9, 2008* – CTC staff releases CTC Staff Recommendations; and
- f. *May 29, 2008* – CTC adopts the 2008 STIP.

The 2008 STIP provides a Madera Regional Programming Total Target of **\$5,937,000** and a Maximum Target of **\$16,640,000**. The 2008 RTIP proposes a total of **\$20,046,000** in new programming which exceeds the Regional Target for which an advance on future shares would be required. The SR41 Fwy Extension & Ave 12 IC project is proposed in an attempt to prioritize and position it as a State and Local Partnership candidate in order to leverage additional Prop 1b funding for the Madera Region. Projects are programmed in the STIP consistent with the Measure T Investment Plan based on priority, deliverability, and leveraging. The 2008 STIP also coordinates with other funding mechanisms including: Measure T; SR 99 Bond; State/Local Partnership Bond; Impact Fees; and other local funds.

The 2006 RTIP (STIP Augmentation) proposes to program the following new projects (STIP Funds Only):

1. 4th Street – Widen K Street to Lake Street & Widen SR 99 OC - \$4,502,000 CON
2. SR 41 Fwy Extension & Ave 12 IC - \$15,544,000 CON

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Wheeler to approve the 2008 Regional Transportation Improvement Program (RTIP) – Resolution 08-01. A vote was call and the motion carried.

D. Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) – Resolution 08-02

Proposition 1B places \$3.6 billion in the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA). The state legislature has discretion to appropriate this funding to transit operators. For FY 2007/08, the legislature has appropriated \$600 million via SB88. The allocation and guidelines established by SB88 apply only the 2007/08 funding year, and there is no guarantee of future funding levels.

SB88 calls for the \$600 million to be allocated to agencies and transit operators who are eligible to receive State Transit Assistance funding pursuant to Sections 99313 and 99314 under new sections 8879.55 (a2) and 8879.55 (a3) respectively. Caltrans released guidelines on December 5, 2007 and set a deadline of December 28, 2007 for the first round of project requests. Included in your packet is a copy of the final guidelines and the transmittal letter that accompanied the project request forms.

The allocation received by MCTC is proportional to the share of State Transit Assistance allocated to each agency in FY 2004/05, 2005/06, and 2006/07. Eligible projects were submitted to Caltrans to determine eligibility with SB88.

The State controllers office calculates and distributes the Section 8879.55(a3) funding based on the Section 99314 revenue formula. The Section 8879.55(a2) funding is distributed by the MPOs per Section 99313 by population. For FY 2007/08, the MCTC has received an eligible allocation of \$1.16 million.

Eligible Projects are capital projects (or a minimum operable segment of a project) for the purpose of the following:

1. Rehabilitation, safety, or modernization improvements;
2. Capital service enhancement or expansion;
3. New Capital projects;
4. Bus rapid transit improvement; or
5. Rolling stock procurement, rehabilitation or replacement.

Projects must be consistent with the project sponsor's most recently adopted short-range transit plan, or other publicly adopted plan that programs or prioritizes funds for transit capital improvements. Since the current Madera County Short Range Transit plan does not address the projects submitted to Caltrans, MCTC must meet the programming requirement for this fund source by a certified board endorsement of the project list.

For the initial cycle of PTMISEA funding, MCTC suballocated its eligible allocation of \$1.16 million to local agencies based on population. Local agencies provided MCTC with the following four projects, which were subsequently submitted to Caltrans for approval:

1. Purchase of Two (2) Type VIII CNG Buses for Madera Area Express - \$366,100
2. Purchase of Two (2) Madera County Connection Transit Buses - \$140,000
3. Madera County Amtrak Station Improvements - \$503,782
4. New Chowchilla Area Transit Express (CATX) Vehicle Shelter - \$40,000

The total amount requested in this funding cycle is \$1,049,882 leaving an unrequested balance of \$106,488. The MCTC intends to pool this balance with anticipated future PTMISEA funding. MCTC staff is consulting with local agency transit staff in the development of a list of projects to take advantage of anticipated funding in future years.

Action: Upon by Commissioner Rodriguez, seconded by Commissioner Wheeler to approve FY2007/08 Public Transportation Modernization, Improvement, and Service Enhancement Account Project Listing - Resolution 08-02. A vote was called and the motion carried.

E. Blueprint Draft Alternative Scenarios

San Joaquin Valley Preferred Scenario

Included in the Commissioner's packet was a copy the San Joaquin Valley Blueprint Preferred Scenario development and decision making flowchart. A total of four scenarios are in development, two of which are produced by each of the eight valley counties (Status Quo & 8 County Preferred Alternatives) and two of which developed by the BRAC/UC Davis (2 Valley-wide Scenarios) which look at valley-wide issues. Ultimately, the San Joaquin Policy Board will select a preferred Valley-wide Scenario which will be circulated to each of the valley cities and counties for approval.

Madera County Draft Alternative Scenarios

Low Change Scenario

The *Low Change* scenario is similar to the status quo with a minor shift in the housing share and the gross lot sizes of the *Medium* and *High Density* Residential categories. The change is attributed to an improved transit network that would encourage higher density residential in the urban areas along the transit lines. Extensions of highways 65 and 152 would also be factored in. This scenario however, assumes the same employment share and infill considerations as the *Status Quo* scenario. The employment densities have been increased to reflect the change in the higher residential density share and enhanced transit. The *General Plan* input would include amendments recommended by the cities and the county.

Moderate Change Scenario

The *Moderate Change* scenario shifts the housing share from *Low Density* to *Medium Density* residential. The gross area for *Medium Density* and *High Density* residential is further reduced to reflect an increase in mid rise multi-storied residential buildings. The employment also shifts from *Commercial Low* to *Commercial High* reflecting more urban retail and mixed use employment developments. The *Moderate Change* scenario also increases the area that would be considered for redevelopment. For existing non-residential uses, potential redevelopment sites would be identified as those properties that are utilizing up to 70% of the FAR as specified by the General Plan use; with buildings older than 10 years and; their improvement value is less than or equal to the land value. For existing residential uses, properties with improvement values less than 70% of the land value on properties larger than 0.75 acres would be identified as developable. The transit in this scenario would have BRT on highways 99 and 41. Extension of highways 65 and 152 will also be included in the scenario.

Major Change Scenario

The *Major Change* scenario represents a shift in the type of jobs and housing demands that are typically projected for Madera County. This option shows a significant increase in service-oriented jobs, as well as a demographic shift towards a more urban lifestyle. The *Very Low Residential* would see a shift from farming families to recreational farmers and ranchers, reducing their share of housing in the County. The gross size of 50 acres, and reduction in housing share, reflects the shift from traditional farming households to recreational farming. Similarly the demand for *Low Density Residential* units has been modified to reflect larger lots and smaller share of the housing demand. The bulk of the housing share would be split between *High Density* and *Medium Density* residential primarily in urban areas. The shift in employment reflects a greater share of service-oriented jobs with *Commercial High* jobs representing 20% of the employment in the County.

Action: Information and Discussion Only.

F. San Joaquin Valley Regional Transportation Planning Agencies Fall/Winter Policy Conference

Staff reported that the San Joaquin Valley Policy Conference is scheduled for Thursday, January 31st and February 1st in Stockton at the Stockton Sheraton at Regent Point. The theme of the conference is "Strengthening Our Valley Voice". Topics of the two day conference include: Transportation Financing; Transportation Sales Tax Measures; Partnerships Outside the Valley; Regional Blueprint; Goods Movement; High Speed Rail; SR 99; and A Single Voice for the Valley.

Conference information was included in the Commissioner's packet.

Action: Information and Discussion Only.

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 December 5, 2007

Included in the Commissioner's packet was a copy of the December 5, 2007 Executive Minutes for review.

Action: Approve Executive Minutes of December 5, 2007.

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

A. Financial Services contract between MCTC and KNN Financial Services

Commission staff requested the Policy Board to direct the Commission to retain a KNN as a Finance Advisor (FA) to provide services needed to formulate financial debt policies associated with the funding of capital projects with various transportation funding programs, including Measure "T" and to provide on-call financial advisor services. Non-transaction on-call financial advisory services may include but not limited to the following:

1. Assist in the developing of debt policies;
2. Assist in the further development of a plan of finance;
3. Further develop and refine the Measure "T" Cash Flow Model including revenue forecast, capital expenditure expectations, debt service schedules, etc.;
4. Based on the Model, assess the need for bonds, the timing of bond issuances and debt capacity;
5. Analyze alternative financing structures;
6. Provide knowledge of markets and expertise on available resources;
7. Develop expertise of Staff and Board Members;
8. Provide written and oral reports for Staff and Board members;
9. Assist in updating the Strategic Plan;
10. Assist with the selection of the financing working group including bond counsel, disclosure counsel, trustee, etc. Assist in the request for proposal process, if needed.

Included in the Commissioner's packet was a copy of the agreement and scope of services to retain KNN for non-transaction on-call services in the amount not to exceed \$30,000 for the period of January 1, 2008 – December 31, 2008.

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Wheeler to authorize the Commission chair to enter into an agreement between the Madera County Transportation Commission and KNN Financial Services in the amount not to exceed \$30,000 for non-transaction on-call financial services – January 1, 2008 – December 31, 2008. A vote was called and the motion carried.

B. *Salary Fringe Benefit Survey*

Staff prepared a Request For Proposal (RFP) to conduct a Salary Fringe Benefit Survey. This is a study designed to compare compensation packages of MCTC staff with those offered by comparable agencies. A minimum of five comparison agencies will be included for each of 6 different job titles: Executive Director; Deputy Director; Finance Director; Planner II; Planner I; and Administrative Assistant.

The Commission received one response from Strategy Research Institute, included in your package. Staff recommends that the Policy Board authorize the Executive Director to retain Strategy Research Institute to conduct the Salary Fringe Benefit Survey in the amount not to exceed \$10,000.

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Kopshever directed MCTC Executive Director to work with Commissioner Armentrout to renegotiate with Strategy Research Institute and/or contact additional firms for a proposal and proceed at the direction of Commissioner Armentrout. A vote was called and the motion carried.

MCTC Sitting as the Madera County 2006 Transportation Authority

VIII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

A. *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 has been incorporated into or is consistent with the Strategic Plan.

Action: Information and Discussion Only.

B. *Citizens' Oversight Committee – District 2 Appointment*

On October 3, 2007, the MCTA board appointed seven members to the Measure T Citizens' Oversight Committee (COC). Subsequently, the member appointed to represent Supervisorial District 2, Mr. Jim Kopshever, was selected to fill a vacancy on the Chowchilla City Council, disqualifying him from service on the COC.

Pursuant to the requirements of the Measure T Investment Plan, MCTC staff reopened applications for the Citizens' Oversight Committee to residents of District 2 in late October 2007. Advertisements were placed in the Chowchilla News and Madera Tribune. Local elected officials were notified and provided copies of the COC application, and copies of the application were also made available on the MCTC website and in the MCTC office. The application deadline was set for January 11, 2008.

Included in the Commissioners packet was a copy of the single application received by MCTA staff from José

Munera of Chowchilla. Staff recommends that the board appoint Mr. Munera to serve out the remainder of Mr. Kopshever's two-year term on the Citizens' Oversight Committee.

Action: Upon motion by Commissioner Wheeler, seconded by Rodriguez to appoint José Munera as the District 2 Citizens' Oversight Committee member. A vote was called and the motion carried.

IX. Miscellaneous

A. Election of Officers

Vice Chairman Armentrout opened the floor for nomination for Chairman. Commissioner Armentrout was nominated for Chairman. Seeing that there were no other nominations a motion was called by Commissioner Wheeler, seconded by Commissioner Poythress to close the floor. A motion was called by Commissioner Wheeler, seconded by Commissioner Kopshever to elect Commissioner Armentrout as Chairman. A vote was called and the motion carried.

Chairman Armentrout opened the floor for nomination for Vice Chairman. Commissioner Rodriguez was nominated for Vice Chairman. Seeing that there were no other nominations, a motion was called by Commissioner Wheeler, seconded by Commissioner Kopshever to close the floor. A motion was called by Commissioner Wheeler, seconded by Commissioner Poythress to elect Commissioner Rodriguez as Vice Chairman. A vote was called and the motion carried.

B. Items From Caltrans

Steve Curti provided a status report on the following project:

- SR 233 request for ITIP funds.

C. Items from Staff

No Items from staff.

D. Items from Commissioners

No Items from Commissioners.

X. Adjournment

Meeting adjourned at 4:30 p.m.

Next meeting set for Wednesday, February 20, 2008

Respectfully Submitted,

Patricia S. Taylor, Executive Director
Madera County Transportation Commission