

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: Wednesday, October 23, 2002

Time: 3:00 P.M.

Place: Madera County Government Center,
Board of Supervisor Chambers

Members Present: Vice-Chairman Frank Bigelow – Supervisor, Madera County
Gary Gilbert - Supervisor, Madera County
Alfred Ginsburg - Councilman, City of Chowchilla
Gordon Skeels - Councilman, City of Madera
M.J. Nabors - Councilman, City of Madera
Alt. Ron Dominici- Supervisor, Madera County

Members Absent: Chairman Vern D. Moss - Supervisor

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

MCTC Staff Present: Patricia S. Taylor-Maley, Executive Director
Liz Levine, Project Coordinator
Sheila Kingsley, Administrative Assistant
Derek Winning, Planner I
Tricia Stone, Receptionist

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.

Mike Fuller, Executive Director, Maderans Making a Difference, introduced himself and explained to the Board that M.M.D. will be submitting a grant to the Air District for funding from the REMOVE program to develop a community portal. The portal will be designed to include transportation.

III. Meeting Minutes of September 18, 2002

Upon motion by Commissioner Nabors, seconded by Commissioner Dominici, to approve the September 18, 2002 Executive Minutes as written. A vote was called and the motion carried. Commissioner Bigelow was absent from the vote.

IV. Transportation Items

A. *Public Awareness Program – Consultant Selection*

The Madera County Transportation Commission (MCTC) is seeking a qualified marketing consultant to develop a Public Awareness Program to inform the public regarding the planning, programming, and monitoring of transportation projects within the County of Madera.

The Public Awareness Program will focus on the projection of a professional image through the development of a new logo, letterhead/envelope, website, and newsletter.

Logo design should express the Commission's vision, principles, values and commitment to public service. The letterhead and envelope stationary should reflect the confident professionalism of the commissioners and staff.

The website will be used to publicize MCTC meetings and agendas, workshops, and public forums. Commission documents, publications, and plans will be made available for download. A Regional Transportation Plan project map will be posted with individual project descriptions and status of completion. The website will also be a resource for local public transportation, alternative modes of transportation, and rideshare information.

The newsletter is intended to keep local agencies, interest groups, businesses, and stakeholders informed of the current issues that are shaping transportation planning within Madera County and throughout the Central Valley and the State of California.

The consultant will be responsible for the design and implementation of the Public Awareness Program media. The anticipated products of this project are the creation of a logo, the design and first printing of the letterhead and envelope stationary, the design and upload of a website, and the design and first publication of the newsletter. The consultant is also responsible for training MCTC Staff to administer the website and to publish the newsletter upon completion of the contract.

MCTC Staff received and reviewed nine proposals that range in cost from \$10,795.00 to \$30,000.00.

The following consultants were chosen, based on the scoring criteria, for interviews on October 7, 2002:

1. Sierra Tel Internet - \$10,795.00
2. working arts Marketing - \$17,795.00
3. Rita B. & Company - \$21,948.76

The interview panel was unanimous in selecting Sierra Tel Internet to develop and implement the Public Awareness Program for the Madera County Transportation Commission. This selection is based on the firm's understanding of the project, design creativity, experience, responsiveness, and professionalism.

A copy of Sierra Tel Internet's proposal was included as Exhibit A of the enclosed contract.

Action: Upon motion by Commissioner Gilbert, seconded by Commissioner Ginsburg to approve the Public Awareness Program - Contract Agreement between MCTC and Sierra Tel Internet. A vote was called and the motion carried. Commissioner Bigelow was absent from the vote.

B. Amendment to the 2002 Federal Transportation Improvement Program. Resolution 02-06, Amendment No. 4

Corrections are necessary to a number of projects programmed in the 2002 FTIP. It has been the practice of MCTC and other transportation planning agencies to carry forward CMAQ projects into new FTIP cycles and placing funding in the "Prior Years" column. Caltrans has informed staff that they will no longer approve amendments for projects showing unobligated funding in prior years. Therefore, it is necessary to fully or partially withdraw amendments 1-3 of the 2002 FTIP and place funding amounts for the affected projects in fiscal year 02-03.

In addition, direction received from Caltrans Programming for steps to include amendments into the 2002 FTIP prior to its adoption was not consistent with FHWA requirements. Therefore, the modifications to Planning, Programming, and Monitoring funds (approved earlier at the July 17, 2002 MCTC Board meeting) are also included in amendment No. 4.

All affected projects are listed below. Letters of request for amendments previously submitted by local agencies are included in the amendment documentation.

For the County of Madera, Road 26 pedestrian project, increase project cost as previously requested and move federal funding from Prior Years to 02/03:

Fiscal Year	Requested Change
<u>02/03</u>	<u>Amend:</u> Construct pedestrian facilities, Road 26 (City limits to Ave 17). Total: \$336,500 (\$297,803 CMAQ; \$38,697 Local)

For the City of Madera, various CMAQ projects, modify funding as requested in previous amendments and move federal funding from Prior Years to 02/03:

Fiscal Year	Requested Change
<u>02/03</u>	<u>Amend:</u> Purchase two (2) CNG Street Sweepers for the City of Madera Public Works Department. Total: \$358,000 (\$316,937 CMAQ; \$41,063 STIP/RIP)
<u>02/03</u>	<u>Amend:</u> Purchase one (1) CNG Bucket Lift Truck for the City of Madera Public Works Department. Total: \$70,000 (\$53,422 CMAQ; \$6,702 STIP/RIP – Prior Years: \$9,876 Local)
<u>02/03</u>	<u>Amend:</u> In Madera, Gateway Drive from 4 th Street to Olive Avenue; signal coordination. Total: \$120,000 (\$106,200 CMAQ – Prior Years: \$13,800 Local)
<u>02/03</u>	<u>Amend:</u> Purchase one paratransit replacement vehicle. Total: \$54,000 (\$48,000 CMAQ – Prior Years: \$6,000 Local)
<u>02/03</u>	<u>Amend:</u> Operating Assistance for fixed-route transit system (MAX). Total: \$315,000 (\$70,000 CMAQ – Prior Years: \$245,000 Local)

For the Madera County Transportation Commission, amend the State Transportation Improvement Program to include Planning, Programming, and Monitoring funds allocated in prior years which were inadvertently omitted in the adoption of the 2002 FTIP. The amendment is as follows:

Fiscal Year	Requested Change
<u>FY 02/03</u>	<u>Amend:</u> 2% Planning/Programming and Monitoring funding for RTPA. Total: \$150,600 (STIP; State only funds)

Action: Upon motion by Commissioner Nabors, seconded by Commissioner Gilbert to approve the Amendment to the 2002 Federal Transportation Improvement Program by Resolution 02-06 Amendment No. 4. A vote was called and the motion carried. Commissioner Bigelow was absent from the vote.

C. City of Madera - Caltrans Transportation Planning Grant for Fiscal Year 2003-04

Caltrans is now accepting applications for Transportation Planning Grants for Fiscal Year 2003-04. Application deadline is November 1, 2002.

An estimated \$8.5 million will be available for four different Transportation Planning programs used for a wide range of planning projects. Planning categories available are:

1. Environmental Justice: Context-Sensitive Planning
2. Community-Based Transportation Planning
3. Partnership Planning
4. Transit Planning
 - Statewide Planning Studies
 - Transit Technical Planning Assistance
 - Transit Professional Development

The City of Madera has proposed to submit a \$50,750 Transit Technical Planning Assistance Grant application to evaluate future equipment, facility, and land needs for Madera Area Express. The parking at the Madera Inter-modal Center is nearing capacity. A total of nineteen (19) buses are currently operating out of the Inter-modal Center and are parked at the Cesar Chavez Plaza site. The amount of transit vehicles combined with nearly the same number of employee cars is affecting the level of retail parking in the area and access to the Madera Chamber of Commerce and Redevelopment Agency offices. As Madera's transit services continue to expand, a larger maintenance shop, office, and parking area will be required. This study will identify and evaluate 3 to 5 locations for a new City Transit Facility.

Action: Upon motion by Commissioner Nabors, seconded by Commissioner Gilbert to approve the City of Madera FTA Section 5313(b) Transit Technical Planning Assistance Grant Application. A vote was called and the motion carried. Commissioner Bigelow was absent from the vote.

D. Grants:

1. ***FY 2003-04 Bicycle Transportation Account funds***
2. ***FY 2003-04 Elderly and Disabled Transit (Section 5310) Program***

1. FY 2003-04 Bicycle Transportation Account funds

The Caltrans FY 2003-04 Bicycle Transportation Account (BTA) will provide \$7.2 million to fund city and county projects that improve safety and convenience for bicycle commuters. To be eligible for FY 2003-04 BTA funds, cities and counties must have a current Bicycle Transportation Plan adopted no earlier than July 1, 1999 that discusses items (a) through (k) in Section 891.2 of the Streets and Highways Code.

The application deadline for the 2003-04 funding cycle is December 2, 2002. For more information visit: <http://www.dot.ca.gov/hq/LocalPrograms/>

2. FY 2003-04 Elderly and Disabled Transit (Section 5310) Program

Federal funds, totaling approximately \$8.5 million will be made available for transit services for elderly persons and persons with disabilities in Fiscal Year 2003/04.

The funds, allocated by Caltrans as directed by the California Transportation Commission, allow private non-profit organizations, and public agencies under certain circumstances, to purchase accessible vans and buses or other transportation related equipment to serve individuals with special needs.

Funds are allocated on a statewide competitive basis and are eligible to receive up to 80% of the purchase price for vehicles and equipment. The applications are scored using CTC adopted evaluation criteria and the highest ranking projects are funded in descending score order until all available federal funds have been spent. Successful applicants enter into a contract with Caltrans which details the use and operation of the equipment and federal requirements which must be followed during the useful life of the awarded equipment.

Included in the package was a copy of the Applicant Interest form and a Fact Sheet. If interested in applying for these funds the Applicant Interest Form is due November 15, 2002. An application and the CTC adopted evaluation criteria will be forwarded on December 2, 2002. Applications are due to MCTC for review and approval on January 31, 2003 and must be forwarded to Caltrans no later than March 7, 2003.

Action: Information and Discussion Only.

E. Environmental Justice and Community Based Planning

Environmental Justice and Community Based Planning are increasingly high priorities for transportation planning agencies. The need to consider environmental justice is integrated into several laws, regulations, and policies such as: Title VI of the Civil Rights Act of 1964, the National Environmental Policy Act of 1969 (NEPA), Section 109(h) of Title 23, the Transportation Equity Act for the 21st Century (TEA-21), Executive Order 12898 of 1994, and other U.S. DOT statues and regulations.

The three fundamental environmental principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Environmental Justice (EJ) is not a new requirement. Recent attention has been given to EJ issues as a result of a 1997 "DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations". The order gave direction to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice.

While the Madera County 2001 Regional Transportation Plan (RTP) did address EJ matters in several sections of the document, comments received from the Federal Highways Administration expressed expectations that EJ would be addressed in a more comprehensive manner at the next update of the RTP. The Madera County RTP will be updated again in 2004.

In addition to development of the MCTC Public Awareness Program which is intended to address many issues related to EJ and Community Based Planning, staff is working to provide a comprehensive Environmental Justice assessment of the Madera County Regional Transportation Plan. The current focus is on data collection primarily from the 2000 Census and use of Geographical Information Systems (GIS) software to generate graphical representations of resource distribution as they relate to minority and low income populations. Along with expected improvements in communication throughout the community through the improved public awareness program, this assessment will be

available as a tool to assist with transportation decision making that will result in cost-effective placement of limited resources.

Included in the package for information was a copy of the environmental assessment completed by the San Joaquin Council of Governments for their 2001 RTP. The last several pages illustrate how resource distribution can be very effectively communicated graphically using GIS software. The maps are easier to view in their original color format but the methodology used by San Joaquin COG is apparent from the black and white copies.

Action: Information and Discussion Only.

V. Administrative/Fiscal Items

A. FY 2002/03 Revised State Transit Assistance (STA) Estimate – STA Apportionment Resolution 02-11 Amendment No. 1 and STA Allocation Resolution 02-13 Amendment No. 1

Pursuant to section 99312.7 of the Public Utilities Code (PUC), the State Controller is required to provide a revised estimate of the amount of the State Transit Assistance funds to be allocated to each transportation planning agency for the purposes of sections 99313 and 99314 of the PUC.

The amount of STA funds approved by the Governor in the State Budget for the 2002-03 fiscal year is \$97,927,613. In addition, Section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. The Madera County STA estimate is \$181,253 (\$32,939 less than February's released estimate). The following is a list of STA funds available to each agency:

1. City of Chowchilla -- \$ 11,598 (\$2,107 less than February estimate)
2. City of Madera -- \$ 64,494 (\$11,720 less than February estimate)
3. County of Madera -- \$ 105,162 (\$19,222 less than February estimate)

Staff requested that each agency inform MCTC by letter recognizing the revised STA estimate and how those funds should be allocated. Resolution 02-13 Amendment No. 1 documents the responses.

Action: Upon motion by Commissioner Nabors, seconded by Commissioner Bigelow to approve FY 2002/03 Revised State Transit Assistance (STA) Estimate – STA Apportionment Resolution 02-11 Amendment No. 1 and STA Allocation Resolution 02-13 Amendment No. 1. A vote was called and the motion carried.

B. FY 2002/03 Local Transportation Fund – Resolution 02-12 Amendment No. 2

The City of Madera requested to revise Fiscal Year 2002-03 Local Transportation Funds allocations due to an increase in the Madera Area Express operation budget. The increase includes \$9,740 for an increase in equipment acquisition costs, \$5,821 to match a federally funded new transportation facilities site selection grant application and \$11,200 to replace the decrease in STA Funds. The amendment is as follows:

- Dial-A-Ride – decrease by \$39,695;
- Various Streets Projects – decrease by \$27,281;
- Fixed Route Bus System – increase by \$61,150;
- Add FTA Section 5313 (B) Technical Planning Grant (match) of \$5,821

Action: Upon motion by Commissioner Nabors, seconded by Commissioner Bigelow to approve FY 2002/03 Local Transportation Fund – Resolution 02-12 Amendment No. 2. A vote was called and the motion carried.

VI. Miscellaneous

A. *Items From Caltrans*

Alan McCuen, Caltrans, informed the Board that the ITIP meeting has been rescheduled to February 6, 2003.

B. *Items From Staff*

Patricia informed the Board that there is a conflict with the November meeting date. The next Board meeting is scheduled for Wednesday, December 4, 2002.

C. *Items From Commissioners*

1. Commissioners requested the Director to review and report back information related to Cost Of Living Adjustments.
2. Commissioner Dominici complemented Patricia on her organization and presentation at the Fall 2002 Policy Conference.

VII. Adjournment

Meeting adjourned at 3:50 p.m.

Next meeting set for Monday, December 4, 2002.

Respectfully Submitted,

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