

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: Wednesday, July 19, 2017

Time: 3:00 p.m.

Place: MCTC Board Chambers

Members Present: Chairman - Andrew Medellin – Mayor, City of Madera
William Oliver – Councilmember, City of Madera
Tom Wheeler - Supervisor, Madera County
Max Rodriguez - Supervisor, Madera County
Vice Chairman -Brett Frazier - Supervisor, Madera County

Members Absent: Waseem Ahmed – Councilmember, City of Chowchilla

Policy Advisory Committee: Above Members present and Caltrans Representatives:
Gail Miller, Caltrans Dist. 06 Planning Director

MCTC Staff Present: Troy McNeil, Fiscal Supervisor
Dylan Stone, Regional Planning Supervisor
Amelia Davies, Regional Planner
Sandy Ebersole, Grants Analyst
Sheila Kingsley, Office Asst.

Also in attendance: Boy Scouts of America, Troop 331 from Madera.

MCTC sitting as the Transportation Policy Committee

I. PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT

Commissioner Wheeler gave an update of the Detwiler Fire.

III. TRANSPORTATION CONSENT ITEMS

A. *Valley Voice – Washington, D.C. trip 2017 Draft Priorities Summary*

Recognizing the value of the Valley Voice program, the San Joaquin Valley COGs Policy Council requested the Valley Legislative Affairs Committee to organize a legislative visit to Washington D.C.

The 2017 Valley Voice trip dates are as follows:

- Washington DC: Tuesday, September 5th and returning Friday, September 8th.

The San Joaquin Valley RPA's Valley Legislative Affairs Committee has prepared a Draft Legislative Platform for the Washington D.C. Valley Voice Trip. The SJV Policy Council approved the legislative platform at its June 23, 2017 meeting. A copy of the platform was included in the packet.

Action: Information and Discussion.

B. Infrastructure for Rebuilding America (INFRA) Grans (formerly FASTLANE)

The Department of Transportation (DOT) announced the Infrastructure for Rebuilding America (INFRA) discretionary grant program through a Notice of Funding Opportunity (NOFO). The INFRA program will make approximately \$1.5 billion available to projects that are in line with the Administration's principles to help rebuild America's crumbling infrastructure. In addition to providing direct federal funding, the INFRA program aims to increase the total investment by state, local, and private partners.

INFRA advances a pre-existing grant program established in the FAST Act of 2015 and utilizes updated criteria to evaluate projects to align them with national and regional economic vitality goals and to leverage additional non-federal funding. The new program will increase the impact of projects by leveraging capital and allowing innovation in the project delivery and permitting processes, including public-private partnerships.

Additionally, the new program promotes innovative safety solutions that will improve our transportation system. INFRA will also target performance and accountability in project delivery and operations. A Fact Sheet was attached.

Applicants may resubmit their previous FASTLANE application, but must explain how the project competitively addresses the improved INFRA Grant criteria. Application deadline November 2, 2017

Action: Information and Discussion.

C. Final 2017 Active Transportation Program Augmentation Guidelines

Senate Bill (SB) 1 appropriated \$100 million a year from the Road Maintenance and Rehabilitation Account (RMRA) for the Active Transportation Program (ATP) starting in fiscal year 17-18 and 18-19 and were adopted by the California Transportation Commission (Commission) on June 29, 2017. These Guidelines are attached and are also posted on the Commission website at: http://www.catc.ca.gov/programs/ATP/2017/Final_2017_ATP_Augmentation_Guidelines.pdf

Funding for the 2017 ATP Augmentation will only be available to:

Projects programmed in the adopted 2017 ATP that can be delivered earlier than currently programmed, or Projects that applied for funding in the 2017 ATP but were not selected for funding.

Action: Information and Discussion.

D. SB 1 Implementation Update

The passage of Senate Bill 1 – Transportation Funding (SB 1) created the Road Maintenance and Rehabilitation Account and the Road Maintenance and Rehabilitation Program. Programs funded by this account include the Local Partnership Program (SHOPP) and Local Streets and Roads apportionments. A funding flow chart and program matrix are attached. The California Transportation Commission (CTC) has a release and initial Implementation Plan for SB 1 with implementation tasks and timelines by programs.

Active Transportation Program – SB 1 provides an increase of \$100 million annually for the Active Transportation Program. This represents an increase in the size of this on-going program by more than 80%.

- Workshops to develop guidelines – June 2017
- Adoption of guidelines – June 28-29, 2017
- Applications due – August 2017

Local Partnership Program – SB 1 creates this new \$200 million per year program. Guidelines for this program must be adopted on or before January 1, 2018.

- Workshops to develop guidelines – June through September 2017
- Adoption of guidelines – October 18-19, 2017
- Applications due – March 2018

Local Streets and Roads – SB 1 provides an increase of \$1.5 billion annually, beginning in November 2017.

- Workshops to develop guidelines – June through October 2017
- Adoption of guidelines – December 6-7, 2017
- Applications due – May 2018

State Highway Operation and Protection Program (SHOPP) – SB 1 provides an increase of approximately \$1.9 billion annually, beginning in November 2017, along with a significant expansion of the Commission’s oversight responsibilities. SB 1 requires additional Commission oversight of the development and management of the SHOPP, including allocating support staff, project review and approval, and convening public hearings prior to adopting the SHOPP.

- Adoption of Interim Guidelines – June 28-29, 2017

State Transportation Improvement Program (STIP) – SB 1 stabilizes funding for the STIP. The impact of the stabilization of STIP funding will be included in the 2018 STIP Fund Estimate and incorporated in the 2018 STIP.

- Presentation of draft guidelines and draft fund estimate – June 28, 2017
- Adoption of guidelines and fund estimate – August 16-17, 2017
- STIP Hearings – January-February 2018
- Program adoption – March 2018

Trade Corridor Enhancement Account – SB 1 creates this new \$300 million per year to fund corridor based freight projects nominated by local agencies and the state. The California Freight Investment Program (CFIP) Update that is currently underway will be withdrawn and incorporated in the new program guidelines.

- Workshops to develop guidelines – June through November 2017
- Adoption of guidelines – January 2018
- Applications due – February 2018

Transit and Intercity Rail Capital – SB 1 provides additional one-time and ongoing funding to the TIRCP. The TIRCP would receive a one-time infusion of at least \$236 million as a result of a General Fund loan repayment as well as an additional \$245 million annually from the Transportation Improvement Fee (TIF).

- Workshops to develop guidelines – June –July 2017

The CTC scheduled a statewide implementation workshop on June 8th and 9th in Sacramento. Staff will continue to closely participate in the overall implementation of SB 1 and the development of all program guidelines

Action: Information and Discussion.

E. Draft 2017 Public Participation Plan

The Madera County Transportation Commission (MCTC) is committed to involving the public in transportation planning activities. MCTC encourages the public’s input in the planning process to ensure the community’s needs are met. Engaging the public early and often in the process of planning and decision making is critical to the success of any transportation plan or program.

The goal of MCTC’s Public Participation Plan is to ensure continuous public notification and participation in major actions and decisions by the MCTC Policy Board. The plan will establish a baseline for the communication policies and procedures, ensuring that the public is well informed during the decision-making process. The Public Participation Plan will include goals, objectives and the corresponding methods to successfully reach all communities, including those that are traditionally underserved within the county. The elements in this plan will be based on the premise that education and awareness are critical in the transportation planning process.

Updates to the document include added federal outreach requirements and reconfigured public commenting periods.

A 45-day public review period will begin Friday, July 14th and conclude Monday, August 28th. A public Meeting will take place at the MCTC Policy Board Meeting on Wednesday, September 20, 2017 at 3:00 pm. The MCTC Policy Board will

consider the adoption of the Draft 2017 Public Participation Plan at their regularly scheduled meeting on Wednesday, September 20, 2017 at 3:00 pm.

A copy of the Draft Public Participation Plan can be accessed from the MCTC website (maderactc.org) or can be obtained from the MCTC Offices, 2001 Howard Rd. Ste 201 Madera, CA 93637.

Action: Information Only.

F. Request for Qualifications (RFQ) – On-call agreements for Technical Planning and Modeling Services

The Commission has had on-call agreements with a few consultants for technical planning and modeling services. These agreements expired June 30, 2017. Staff wishes to conduct a new RFQ procurement process to again establish on-call agreements with consultants that can assist the Commission in carrying out its core functions.

Action: Approve release of a RFQ in order to enter on-call agreements.

Transportation Consent Calendar Action: Upon motion by Commissioner Frazier, seconded by Commissioner Wheeler to approve the Transportation Consent Calendar (Items A-F). A vote was called and the motion carried.

IV. TRANSPORTATION ACTION/DISCUSSION ITEM

A. Public Hearing: 2017 Federal Transportation Improvement Program – Resolution 2016-12 Amendment No. 6

**NOTICE OF PUBLIC HEARING ON THE
DRAFT AMENDMENT #6 TO THE 2017 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM**

NOTICE IS HEREBY GIVEN that the Madera County Transportation Commission (MCTC) will hold a public hearing on July 19, 2017, at 3:00 p.m. at the MCTC Board Room at 2001 Howard Road, Suite 201, Madera, CA 93637 regarding the Draft Amendment #6 to the 2017 Federal Transportation Improvement Program. The purpose of the hearing is to receive public comments.

The 2017 FTIP is a listing of capital improvement and operational expenditures utilizing federal and state monies for transportation projects in Madera County during the next four years that are eligible to proceed without a conformity determination.

The Draft Amendment #6 to the 2017 FTIP is a Type 3 amendment that contains project phases and/or projects that have been determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93.126, 93.127, or 93.128. Because the projects are exempt, no further conformity determination is required.

A concurrent 7-day public review and comment period will commence on July 12, 2017 and conclude July 19, 2017 at 3:00 p.m. The draft documents are available for review at the MCTC office, located at 2001 Howard Road, Suite 201, Madera, CA 93637 and on the MCTC website at www.maderactc.org.

Public comments are welcomed at the hearing, or may be submitted in writing by 3:00 p.m. on July 19, 2017 to Jeff Findley at the address below.

This public notice of public involvement activities and time established for public review and comments on the FTIP development process will satisfy the FTA's Program of Projects requirements.

After considering the comments, the documents will be considered for adoption, by resolution, by the Madera County Transportation Commission at a regularly scheduled meeting to be held on July 19, 2017. The documents will then be submitted to state and federal agencies for approval.

Contact Person: Jeff Findley, Senior Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637
(559) 675-0721

jeff@maderactc.org

Chairman Medellin opened the floor for comments at 3:05 p.m.

Hearing no public comment, Chairman Medellin closed the floor at 3:06 p.m.

Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Frazier to approve the Madera County 2017 FTIP Resolution 16-12 Amendment No. 6. 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 Frazier seconded by Commissioner Oliver 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 – June 21, 2017

Included in the Commissioner's packet was a copy of the June 21, 2017 Executive Minutes of the Policy Board.

Action: Approve Executive Minutes of June 21, 2017.

B. FY 2017-18 Transportation Development Act (LTF & STA) – Fund Allocations, LTF Resolution 17-08 and STA 17-09

At the May 17, 2017 Board Meeting, the MCTC Board approved the FY 2017-18 LTF & STA apportionments.

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 2017-18 is **\$3,935,153**. The estimate includes monies anticipated to be deposited in the fund during the ensuing fiscal year. 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 2017-18, there is \$293,792,000 budgeted according to the most current information from the State Controller's Office. STA allocation estimate for Madera County is **\$581,318**.

The County of Madera and the City of Madera have submitted applications to allocate their apportionments.

Action: Approve Transportation Development Act (LTF, STA) – Fund Allocations, LTF Resolution 17-08, STA Resolution 17-09

C. Revised Accounting and Financial Policies and Procedures Manual

A few minor revisions have been made to the Accounting and Financial Policies and Procedures Manual. One of the changes is to make same-day travel meal reimbursements subject to income tax withholding as required by IRC Sec. 162 (a)(2). The minor changes can be found on pages 48, 87, and 90.

Action: Approve revised Accounting and Financial Policies and Procedures Manual

Administrative Consent Calendar Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Frazier to approve the Administrative Consent Calendar (Items A-C). A vote was called and the motion carried.

VII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

A. Request for Proposals (RFP) – Classification and Compensation Study

With the ever-changing tasks required of transportation planning agencies, a classification and compensation study needs to be completed for the Commission to determine the positions needed and the compensation level required in order to efficiently complete these required tasks of the Commission and to remain in parity and competitive with the other agencies in the Valley. A compensation study was last completed by the Commission in June 2008. A budget of not to exceed \$20,000 is proposed to complete this task. Staff requested that the Policy Board approve a release of an RFP and the budget required to complete the study.

Action: Board directed staff to look into local agencies who have recently done a Classification and Compensation Study and report back to the Board with the results.

MCTC Sitting as the Madera County 2006 Transportation Authority

VIII. AUTHORITY – CONSENT ITEMS

A. Measure T Citizen's Oversight Committee Vacancies

There is one vacancy for the Measure T Citizen's Oversight Committee in Supervisorial District 2. Staff requested the Board's assistance in recruiting and recommending representatives from the community to fill the vacancy. A copy of the application is available on the MCTC Website at www.maderactc.org

Action: Information and Discussion.

IX. AUTHORITY – ACTION/DISCUSSION ITEMS

None

X. Miscellaneous

A. Items from Caltrans

Gail Miller, Caltrans District 06 Planning Director, provided a brief update on the local projects in Madera County.

B. Items from Staff

Staff reported that there will not be a Board meeting during the month of August, 2017, but there will be a TAC meeting on the regularly scheduled date.

C. Items from Commissioners

Commissioner Wheeler made a comment regarding the need for road repairs.

Commissioner Oliver talked about the need to follow-up on the Downtown Madera area and asked that MCTC work with the City regarding the Caltrans Planning Grant for this area.

Commissioner Rodriguez inquired about street lights on Elm Street.

XI. Adjournment

Meeting adjourned at 3:45 p.m.

Next meeting set for Wednesday, September 20, 2017

Respectfully Submitted,

A handwritten signature in blue ink that reads "Troy McNeil FOR,". The signature is written in a cursive style with a large, stylized "T" and "M".

Patricia S. Taylor
Executive Director
Madera County Transportation Commission