

**AMADOR COUNTY TRANSPORTATION COMMISSION
MINUTES
January 3, 2019 – 9:35 a.m.**

The Amador County Transportation Commission (ACTC) met at the Amador County Transportation Commission Offices, 117 Valley View Way, Sutter Creek, California on the above date, and the following proceedings were had, to wit:

Present on Roll Call:

Brian Oneto, Chairman
Dominic Atlan, Vice Chairman
Richard Forster
Keith Sweet
John Plasse

Absent:

Jon Colburn (medical appt.)

Also Present:

John Gedney, ACTC Executive Director
Nancy Champlin, ACTC Administrative Secretary
Patricia Maggie Amarant, AT General Manager
Gregoria Ponce, Chief, Office of Rural Planning, Caltrans District 10

AGENDA:

Motion: It was moved by Commissioner Plasse, seconded by Commissioner Atlan, and carried to approve the Agenda as presented.

Ayes: Oneto, Atlan, Forster, Plasse, Sweet
Noes: None
Absent: Colburn

ELECTION OF OFFICERS:

Motion: It was moved Commissioner Forster, seconded by Commissioner Plasse and carried to re-elect Chairman Oneto as Chairman and elect Commissioner Atlan as Vice Chairman for calendar year 2019.

Ayes: Oneto, Atlan, Forster, Plasse, Sweet
Noes: None
Absent: Colburn

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA:

Commissioner Plasse asked that the minutes on page 3 clarify that the previous roadway repair was on SR 104.

Motion: It was moved by Commissioner Forster, seconded by Commissioner Plasse, and carried to approve Consent Agenda Item 1 with comments noted.

Ayes: Oneto, Atlan, Forster, Plasse
Noes: None
Abstain: Sweet
Absent: Colburn

Motion: It was moved by Commissioner Forster, seconded by Commissioner Plasse, and carried to approve Consent Agenda Items 2 through 5.

Ayes: Oneto, Atlan, Forster, Plasse, Sweet
Noes: None
Absent: Colburn

REGULAR AGENDA:

ACTC Draft Audit for Fiscal Year Ended June 30, 2018: Mr. Gedney reviewed his staff report. Chairman Oneto commented that the audit recommended policies be developed for the Regional Traffic Mitigation Fee (RTMF) Program to ensure fees are collected. Mr. Gedney noted that the RTMF Annual Report was distributed to the jurisdictions last week. Staff is currently working with the cities and County to amend the RTMF Memorandum of Understanding (MOU) to be a “binding” document as recommended by the RTMF Oversight Committee. The RTMF Oversight Committee is responsible for setting the regional traffic mitigation fees, approving the nexus plan, and approving project expenditures. The RTMF MOU is endorsed by each city and the County. When the jurisdictions adopt the MOU, they are also adopting the appendices which include the regional traffic mitigation fee schedule. If an amended MOU is adopted as a “binding” document, the jurisdictions would not have the latitude to make adjustments without consulting with the RTMF Oversight Committee.

Vice Chairman Atlan noted that his comments at last month’s meeting were only directed at the local traffic mitigation fees that each city and the County implement independently and that the cities and County should not be negotiating the regional traffic mitigation fees that are overseen by the RTMF Oversight Committee.

Mr. Gedney noted that there is a provision in the RTMF MOU that the Oversight Committee can negotiate the fee on a case-by-case basis. Commissioner Forster expressed concern about how to ensure compliance with a binding agreement. There was further discussion among the Commissioners on this topic. It was stated that it will be important for the ACTC Executive Director to have staff-level discussions with the jurisdictions regarding projects subject to regional traffic mitigation fees and to report back to the RTMF Oversight Committee.

Motion: It was moved by Commissioner Forster, seconded by Vice Chairman Atlan, and carried to approve ACTC's fiscal year audit for year ended June 30, 2018.

Ayes: Oneto, Atlan, Forster, Plasse, Sweet
Noes: None
Absent: Colburn

Amador Transit Draft Audit for Fiscal Year Ended June 30, 2018: Mr. Gedney reviewed his staff report. Staff also recommends that the Transit Performance and TDA Claims Process Sub-Committee be reconvened to go over the audit report with AT's General Manager.

Commissioner Plasse asked if AT has set up a separate account for funds held in reserves rather than included in the same operating account for normal expenses. Ms. Amarant replied that there are three (3) separate accounts, two (2) savings and one (1) checking account (operating cash). One savings account is for grant funds (e.g., PTMISEA, Cal OES) and when money is spent relative to those grant funds, that dollar amount is transferred to the operating checking account. The other savings account is for reserves. Funds in the amount of \$102,000 were transferred, with Board approval, to help complete the purchase of four (4) buses. Board approval is asked for when moving money from the savings reserve. Commissioner Plasse clarified that the savings reserve is the capital reserves funded through State Transit Assistance (STA) and there is not a separate account for operating reserves. Ms. Amarant commented that she will be taking steps to set up a separate savings account for operating reserves.

Commissioner Plasse noted that on page 7 of the audit report, the first sentence reads "sixty-one percent (42%)" and he would like clarification on which number is correct.

Commissioner Sweet commented that the Transit Performance Committee will need to look at the operating expenses as they increased by approximately \$200,000 over the previous year. Vice Chairman Atlan commented that the pension liability grew by approximately \$150,000. Commissioner Plasse also made note of the contribution from AT to the unfunded liability payment requirements for Cal PERS.

Mr. Gedney commented that the Social Services Transportation Advisory Council (SSTAC) is constantly looking at better ways to provide service. He also noted that there are some ideas to make the financial disclosures more transparent and partition out the cost categories, such as the special event calendar and pension liability. Revenue from the Low Carbon Transit Operations Program (LCTOP) was received and used to cover some of the operating expenses. The situation is not critical, but it is time to look at productivity improvements.

Motion: It was moved by Commissioner Sweet, seconded by Commissioner Plasse, and carried to approve Amador Transit's fiscal audit for year ended June 30, 2018 and to the adopt the recommendations in the Management Letter.

Ayes: Oneto, Atlan, Forster, Plasse, Sweet
Noes: None
Absent: Colburn

SR 88/104 Intersection - Project Initiation Document: Mr. Gedney reviewed his staff report.

Vice Chairman Atlan asked when Caltrans is expected to install the four (4) additional intersection safety lights at the intersection, why there are no warning flashing beacons on the eastbound lane, and why the flashing beacon is on the western approach on a turn where it is hard to see. He had hoped that the speed limit would be reduced on SR 88 on that stretch between SR 104 and Jackson Valley Road, similar to the speed reduction on SR 88 in the vicinity of Walmart.

Commissioner Forster commented that he is glad that Caltrans is doing something, but does not think it will be enough. He noted that in the agreement with the Tribe, improvements to the SR 88/Buena Vista Road need to be done before the casino can open. The Tribe has indicated that schedule may not be met. Commissioner Forster noted that if the improvements are not completed before the opening, it will force more traffic to use an alternate route such as SR 88/Upper Jackson Valley Road. He stressed that temporary measures need to be put into place for speed reduction on SR 88 while the intersection improvements at SR 88/Buena Vista Road are under construction.

Commissioner Plasse commented on whether it is wise to spend the funds needed to develop a PID before Caltrans' warrants are met. Mr. Gedney replied that is the case with any improvement when Caltrans owns the facility. He added that if ACTC initiated a PID, staff could enlarge the scope of the project so that Caltrans would see a wider range of effects. Caltrans Traffic Safety Investigation is only looking at a focused area and Caltrans wants to make sure that any improvement that is put in place achieves design immunity.

Ms. Ponce viewed Caltrans study information regarding SR 88/104/Upper Jackson Valley Road. The study analyzed collisions that occurred between July 1, 2013 and December 31, 2017. There is a baseline in regards to warrants and standards with respect to the system and not to the roadways that move onto Caltrans system. There were 7 collisions. Investigators also considered two additional collisions that occurred on 9/11/2018 and 9/12/2018, one which resulted in a fatality. Both collisions occurred during an ongoing construction project at Buena Vista Road that detoured traffic onto Jackson Valley Road which increased traffic at the SR 88/104 intersection. Field reviews on November 7, 2018, show the intersection operating normally and no alarming concerns were apparent to the investigators at that time. The outcome of the analysis is referenced in Mr. Gedney's staff report.

Ms. Ponce noted that local development identified the casino as a project that would be allowed into the County. Caltrans is aware that there is an agreement between the Tribe and the County for the Tribe to do traffic abatement. Ms. Ponce commented that Caltrans has a cooperative agreement with the Tribe specific to Liberty Road. Commissioner Forster commented that the County is suggesting to Caltrans that they take the monetary contribution from the Tribe designated for Liberty Road and shift those funds to Upper Jackson Valley Road for future intersection improvements.

Ms. Ponce commented that a signal at the intersection of SR 88/Buena Vista Road is planned and Caltrans is executing a cooperative agreement with the Tribe. Commissioner Forster commented that this signal is supposed to be installed before the casino opens. He asked what would happen if the Tribe cannot accomplish installation of the signal by April 29. Ms. Ponce replied that, with respect to Caltrans cooperative agreement, they would be working with the Tribe to ensure criteria was met.

Commissioner Forster will forward a copy of the Intergovernmental Services Agreement (ISA) that the County has with the Tribe to Ms. Ponce.

Commissioners discussed whether to maintain or rescind ACTC's request to convene a Project Development Team to initiate a PID. In regards to meeting warrants before an improvement can be installed, it was noted that a jurisdiction can ask Caltrans to initiate a Project Development Team at the jurisdiction's expense. The project manager would bring together a team and perform studies. Another option would be to hire an independent consultant and conform to Caltrans' standards. In the event that only some of the needed warrants are met, potential remedies can be discussed. Mr. Gedney commented that Caltrans does have staff that looks at accident and traffic data on a yearly basis and proposes projects based on their evaluation. Ms. Ponce will forward available data from Caltrans' SR 88/104/Upper Jackson Valley Road traffic study to Mr. Gedney. Commissioners decided not to rescind the request.

Gary Reinoehl, Upcountry citizen, commented that he agrees that Caltrans needs to hold the Tribe accountable on the agreement if the improvements have to be in place prior to opening the casino. He noted that everyone wants safe highways and intersections. He would like to see traffic counts performed on the local roads at the intersections being discussed. That would provide traffic load data to Caltrans prior to and during construction. He would not like to proceed with the PID until there are actual facts that can be used to present to Caltrans as part of the process.

Commissioner Plasse asked if this type of data would be compiled during the PID process. Mr. Gedney replied that baseline existing conditions would be gathered. Having ACTC involved in, and funding the PID, could include other areas in the vicinity that would not otherwise be studied. Mr. Gedney clarified that Caltrans will put the three recommendations from the traffic study in place regardless of the PID.

Commissioner Sweet wanted clarification on the shelf-life of a PID, what needs to be done to update it and the cost to do so, and any other PID issues and subsequent steps that would move it forward or hold it back. Mr. Gedney replied that the project development process begins with the PID which generally outlines the scope, schedule, cost (next phase) of the project, and data to be gathered (e.g., traffic study). The PID moves the project into the next phase. That would be environmental studies. At intersections, these studies are normally limited, but there may be some right of way costs. At the end of the environmental phase, the project design would be determined and approvals would be obtained. The Plans, Specifications, and Estimates (PS&E) phase would refine the design with a specific cost estimate. Right of way would be acquired and the project would go out to bid.

Mr. Gedney noted that action was taken a couple of months ago to advance this intersection project into Tier 1 of the Regional Transportation Plan and identified future Regional Improvement Program (RIP) funds for construction if the project moves forward that far (\$1.5 million). He added that an intersection project can go through the process more quickly.

Claims:

Commissioner Forster asked about the \$9,000 claim from Mark Thomas & Company. Mr. Gedney replied that some additional Highway Safety Improvement Program (HSIP) application expenses were incurred for the Systemic Safety Analysis Report which included Amador, Calaveras, and Alpine Counties. Calaveras has agreed to pay \$1,874 toward that expense. He noted that the application for

the HSIP lighting project in Jackson was successful, however, the County's Running Gold application was not awarded.

Motion: It was moved by Commissioner Plasse, seconded by Commissioner Forster, and carried to approve the revised claims.

Ayes: Oneto, Atlan, Forster, Plasse, Sweet
Noes: None
Absent: Colburn

ACTC Commissioner Reports: Commissioner Sweet commented that he is glad to be back on the Commission. Note: The City of Sutter Creek's term ended in December of 2018 and its seat was replaced in the rotation by the City of Jackson. The term is for six years.

Commissioner Forster reported that Cole Mine Road was supposed to re-open the second week of December. The contractor's project manager said that one of the last improvements needed is work to be done by PG&E. However, PG&E has been delayed due to their crews being deployed throughout the State working on infrastructure that was destroyed in the wild fires. PG&E should be on-site now. The County Public Works Director is overseeing the project. The road is expected to be re-opened by the second week of January. If it is not, there will be one-lane traffic control.

ACTC Report: Ms. Champlin asked to have two Commissioners appointed to sign bank checks for the agency. Chairman Oneto and Commissioner Sweet were designated.

Caltrans Report by Gregoria Ponce:

- The roadway section of SR 104 bearing west, just out of lone and west of the railroad crossing, was discussed with Caltrans maintenance. Railroad work had been done through another agency. Caltrans maintenance hydraulics reviewed the areas identified as dips. A grinding dig out is being scheduled to try and repair the area in the spring 2019.
- The request to have the turn pocket striping made longer at SR 16/Willow Creek Road was given to Caltrans Traffic Operations and Traffic Safety. They requested that a letter be submitted from ACTC to state the inadequacies so that an investigation can be prompted.

Ms. Ponce reviewed her action items from the meeting which included providing a traffic safety study and review of Amador County's ISA with the Tribe.

Mr. Gedney noted that an anonymous letter (containing \$150.00) was received for Caltrans at ACTC's mailing address and it was presented to Caltrans.

Future Agenda Items:

- Regional Transportation Improvement Program (RTIP)
- Regional Transportation Plan (RTP) Update and project listing
- Discussion of SR 88/Buena Vista Road Improvements on the next agenda with the opportunity for the County, Tribe, and Caltrans to appear and give input. If the improvement is not going to be a requirement before the casino opens, there needs to be discussion on impacts that are going to be forced onto Upper and Lower Jackson Valley Road along SR 88. Analysis and timelines will be

requested from Caltrans. Commissioner Forster will provide the portion of the ISA that cites this improvement.

Adjournment:

At 11:15 a.m. the Chairman adjourned the meeting until 9:00 a.m. Thursday, February 7, 2019, at the Amador County Transportation Commission Offices, 117 Valley View Way, Sutter Creek, California.



Brian Oneto, Chairman
Amador County Transportation Commission

ATTEST:



Recording Secretary

(Note: Copies of referenced documents are available at the ACTC office.)