

**AMADOR COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

**July 6, 2023 – 9:28 a.m.**

The Amador County Transportation Commission (ACTC) met on the above date, and the following proceedings were had, to wit:

**Present on Roll Call:**

Patrick Crew, Chairman  
Steve McLean, Vice Chairman  
Susan Bragstad  
Richard Forster  
John Plasse

**Absent:**

Julia Sierk

**Also Present:**

John Gedney, Executive Director, ACTC  
Felicia Bridges, Administrative Analyst, ACTC

**AGENDA:**

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

Ayes: Crew, McLean, Bragstad, Forster, Plasse  
Noes: None  
Absent: Sierk

**PUBLIC MATTERS NOT ON THE AGENDA:** Caroline Reyes, Caltrans District 10- Deputy Director for Project Development and Construction, introduced herself and noted she is currently the acting District Director while Dennis Agar is on vacation. She stated that she is aware there are several projects of significance in the County and she is the point person to provide updates on those, however, today she does not have specific updates but her attendance today is more to hear from the board. She also noted Gregoria Ponce, Office Chief of Rural Planning, Caltrans District 10 has called in to provide information regarding planning and funding opportunities.

Commissioner Forster stated he has been watching for sinking on the roads in areas following dig out and culvert replacement work being performed by Caltrans. He stated he has seen many areas specifically on SR 88 (SR 88 past Caples Lake) that have sunk now by approximately two (2) inches. He asked if there is something noted in the contracts that Caltrans requires outside construction teams to come back out and repair them. Ms. Reyes responded that part of the contracts prepared do require that they meet compaction specifications and stipulate that there should be a warranty on the work provided. She noted there are several more drainage projects coming to this County and she will take that concern back and work with the construction team. Commissioner Forster suggested reviewing Caltrans compaction standards. Commissioner Plasse suggested to slurry them when shaving the culvert locations.

Vice Chairman McLean stated with regard to the flooding that took place on SR 49 in City of Jackson, Caltrans has been in discussions with the city regarding their role in helping to clean and dig out the levy area and they will try to accomplish more work before winter. Ms. Reyes replied the storm damage was unprecedented and there is still a large amount of work to be completed and they are on notice to be more proactive on these issues.

Commissioner Plasse asked what Caltrans policy is with regard to the erection of monuments/memorials along highways. He highlighted one specifically near SR 49/SR 88/Argonaut Lane intersection (adjacent to Linda Vista Motel) that is a distraction for drivers as it looks like a small child standing on the side of the highway. Ms. Reyes stated if there is anything causing a safety concern then Caltrans would review/evaluate the concern and take next steps as necessary. She noted, accepting inquiries like this is part of her role as the ambassador and those can be directly provided to her.

Chairman Crew asked if Ms. Reyes was aware of the SR 88/Pine Grove Improvement Project and the current issues surrounding that project. He provided a brief background of the project and noted it is now shovel ready but has hit a road block with Caltrans staff. He asked if Caltrans would be willing to take over the construction phase of this project so that the County can focus on the many local roadways and culverts that are in dire need of funding. Commissioner Plasse noted ACTC has put a large amount of STIP funds on this project, which is on a State highway. We have prepared this project but would like to discuss Caltrans taking over the construction phase. Commissioner Forster stated from the Board of Supervisors side, he is not fully in disagreement with Chairman Crew but the consistent delays that are taking place with Caltrans create cost increases and needless time extensions. Ms. Reyes stated she will take that request back to the project manager to develop a proposal.

**CONSENT AGENDA (Items 1-2):**

**#1. Minutes of June 1, 2023:** Commissioner Forster noted minor corrections.

**Motion:** It was moved by Forster, seconded by Commissioner Bragstad, and carried to approve the Consent Agenda with minor corrections to the Minutes.

Ayes: Crew, McLean, Bragstad, Forster, Plasse  
Noes: None  
Absent: Sierk

**REGULAR AGENDA:**

**#3. ACTC 2023 Bylaws Amendment-Staff Reorganized:** Mr. Gedney reviewed his staff report. He noted following a Personnel Committee meeting, the Administrative Secretary position is proposed to be eliminated and two new positions established in the classification listing for the agency, but only one included in the current budget. Mr. Gedney also highlighted the change in the bylaws made at the last meeting with regard to the commissioner compensation.

Commissioner Forster suggested modifying the language under Section 1. Page 6- Meetings, Quorums, Agendas and Fees, to read "***Each commissioner shall be paid \$100 for attending each regular ACTC meeting and any other meeting***", removing '*per month*' from the sentence.

Commissioner Plasse asked if Caltrans has always been referred to as an ex-officio member. Mr. Gedney replied that has been an anachronism from the time when Caltrans had more of a partnership role with ACTC in the State Transportation Improvement Program (STIP) development. Before Senate Bill-45, they were considered ex-officio that would hold a seat on the dais.

**Motion:** It was moved by Commissioner Bragstad, seconded by Commissioner Forster, and carried to approve the proposed amendments to the 2023 ACTC Bylaws.

Ayes: Crew, McLean, Bragstad, Plasse  
Noes: Forster  
Absent: Sierk

**#4. Amador County Unified School District (ACUSD) Notice of Preparation-Traffic Impacts:** Mr. Gedney reviewed his staff report.

Commissioner Plasse highlighted in the Notice of Preparation (NOP) it reads as a California Environmental Quality Act (CEQA) guideline that transportation is a potential environmental impact to this project but not traffic impacts specifically and asked if overall traffic impacts and congestion will be analyzed. Mr. Gedney stated that the language of the NOP can be vague and that is exactly why a NOP is so important because a response letter can then be provided asking those kinds of detailed questions. He stated at a meeting Mr. Gedney and Vice Chairman McLean had with ACUSD they introduced their consultant who stated that the scope of the environmental analysis would include an analysis of travel demand and the changing patterns of students coming from various locations to the new location.

Commissioner Forster noted it is not only the patterns of students to the new location but also the pattern of parents and others that come to watch sporting events. Mr. Gedney replied a traffic analysis would show those details including; time of day, day of the week, etc. He continued CEQA requires an analysis of potential mitigation that would offset those identified impacts, and what we hope does not happen would be an overwriting statement of economic concerns in order to adopt the EIR without appropriate mitigation. At that point, we would want to look into our options to compel some improvements.

Commissioner Bragstad commented regarding the ACTC legal counsel letter, on page one (1) under the third bullet, local roads should be included in this bullet point not only intersections.

Commissioner Forster stated he would like emphasis noted in the response letter on not only on students traveling to the new site but also the traffic impacts that will occur during extracurricular/sporting events to the new site.

**Motion:** It was moved by Vice Chairman McLean, seconded by Commissioner Bragstad, and carried to approve the NOP response letter with amendments as discussed.

Ayes: Crew, McLean, Bragstad, Forster, Plasse  
Noes: None  
Absent: Sierk

**#5. 2024 Regional Transportation Plan- Policy Element:** Mr. Gedney reviewed his staff report and attachments. He noted to date he has not received any feedback regarding updates to the project listing from the local jurisdictions. Commissioner Bragstad stated the City of Amador City will be submitting projects to add to the Table 5 list soon.

Commissioner Forster asked, as golf carts are now allowed to be driven on the roads in lone, are they considered to be a vehicle or bicycle. Mr. Gedney responded he would have to look into that more. Mr. Gedney noted the intersection of Shakeley Lane/SR 124/Preston Ave. was not previously in the table and staff has added that to the revised list for lone. Also shown in the '2024 Amador County Regional Transportation Plan Update- Regional, Local, and State Highway Project Listing' attachment, all State Highway projects have been reorganized into a separate tier called 'State Highway System SHOPP Candidate Projects' in which we recommend Caltrans be lead agency of those projects be proposed in the SHOPP. He highlighted the Western Lone Regional Improvement

Strategy (WIRIS) which is not included in the Regional Project listing for the City of Lone; and until the city council takes action to review and approve the alternative analysis prepared in 2017, the original project is still on the list but now shown under the State Highway SHOPP Candidate listing. He noted the policy change that neither ACTC nor jurisdictions will be the lead agency of a project on the State Highway System but would provide a 'fair share' contribution on those projects.

Mr. Gedney stated the next step will be to take this back to the TAC to receive feedback and continue working to update the project listings.

Commissioner Plasse stated the first two (2) projects on the Tier-1 Regional list are sidewalk projects and asked if those kinds of projects qualify as regional projects. Mr. Gedney responded this is a first draft of the revised list and does not think those projects qualify as under the regional listing. However, that is exactly the kind of conversation that will be had at the TAC and brought back to the ACTC for further review. Mr. Gedney did note that the Tier- 1 regional list projects do have qualify for STIP funding. Commissioner Plasse asked if the Safe Routes to School still exist. Mr. Gedney replied that those projects fall under the Active Transportation Program. Commissioner Plasse asked if the commissioners should be reviewing this project list now or following the TAC recommendations. Mr. Gedney stated he would recommend reviewing it now.

Gary Reinoehl, Amador County resident, expressed his frustration with the condition of the roadways in Amador County. He stated the concept of what ACTC is doing with the RTP update is good and noted he understands the reasons for the recommended changes. However, there are some things he questions such as the SR 88/Pine Grove Corridor Improvement project. He continued that on page 1 of the project listing it shows the current project phase is still being funded but the other phase will drop off due to County staff no longer interested in continuing on. Mr. Reinoehl then asked what happens to the other phases of that project. He also stated the Tier-1 and Tier-2 project lists are not updated and there are many areas that have not been addressed on the roadways, especially on evacuation routes, and the extent of damage is beyond what is included in this list.

Mr. Gedney responded with regard to the project listings, part of this RTP update will be to update the project list which includes providing the current list to all jurisdictions and the County staff and tasking them with updating the projects on the list and recommended prioritization.

Mr. Gedney stated regarding the SR 88/Pine Grove Corridor Improvement project, this project is part of the proposal to remove all the State highway projects from the regional priority listing and have the State be lead agency as they are the jurisdiction of ownership. Those additional phases would be considered at the prerogative of the County and the State working together to propose continuing any project phases under the Caltrans State Highway Operation Protection Program (SHOPP). Mr. Gedney noted that project will not be removed from the RTP listing but rather relocated to the State highway listing.

**Motion:** It was moved by Commissioner Forster, seconded by Commissioner Plasse, and carried to approve

Ayes: Crew, McLean, Bragstad, Forster, Plasse  
Noes: None  
Absent: Sierk

**#6. On-Demand Fixed Route Presentation:** Mr. Gedney introduced Mr. Brian Nelson, Partnerships Principal-Via. Mr. Nelson reviewed his PowerPoint presentation (included in agenda packet).

Commissioner Plasse asked if this technology is being offered to use in our dispatching software or the general public. Mr. Nelson replied this technology would be utilized by both the dispatcher and as a phone application for the general public.

Mr. Gedney stated the main focus would be primarily on making the current fixed route shuttle system run more efficiently as potentially more of an on-demand service. Mr. Nelson stated page 4 shows how a microtransit would assist in that current issue such as filling the gaps, increasing mobility, and to compliment the fixed route service as well. Mr. Gedney asked if, to avoid having buses running constantly on the fixed route, if the system would operate by only sending buses out when they are booked. Mr. Nelson replied that is the way the microtransit system could work. He stated by performing further analysis we could determine whether the fixed route could run more efficiently or if it would be the best option to convert to microtransit on-demand services.

Commissioner Plasse confirmed this company does not provide drivers, buses, any of the infrastructure that we already have, but it is a software system to be used by our transit agency and the public to create cost efficiencies. Mr. Nelson replied they do provide all those services but as AT already has much of the infrastructure already that they would be focused on the software aspect only. Commissioner Plasse then asked if the VIA software is compatible with AT's current dispatching software and funding sources. Mr. Nelson stated they are fully compatible and regarding funding they can help agencies with grant funding.

Commissioner Plasse asked for AT General manager's opinion. Ms. Amarant stated a similar software is already used by AT so this would only duplicate the service. However, she noted AT does have to provide a fixed route service to receive funding through the Mobility Management program and 5311 Grant funding program. Commissioner Plasse asked if there was only one (1) fixed route in place would that allow us to keep our grant funding. Ms. Amarant replied yes. Mr. Nelson stated he would like to look into further research regarding the requirements for the fixed route service.

Commissioners agreed to have the Mr. Nelson come back to provide a more in-depth presentation at a future meeting.

**#7. ACTC FY 2023/24 Unmet Transit Needs Report:** Mr. Gedney reviewed his staff report and attachments. He noted the testimony received from the Adult Education program through the Amador County Unified School District changed over the months following the December 2022 hearing causing a delay in the completion in the analysis for the report.

Ms. Amarant highlighted this expansion of the Dial-A-Ride (DAR) service into the Plymouth and lone regions will now aid in filling the fixed route schedule gap of transportation service for those individuals that qualify.

**Motion:** It was moved by Commissioner Forster, seconded by Commissioner Bragstad, and carried to approve the FY 2023/24 Unmet Transit Needs Report as presented.

Ayes: Crew, McLean, Bragstad, Forster, Plasse  
Noes: None  
Absent: Sierk

Commissioner Forster left the meeting at 11:13 a.m.

Chairman Crew called for a break at 11:14 a.m. The Chairman resumed the meeting at 11:19 a.m.

**#8. ACTC Local Transportation Fund (LTF) Allocation:** Mr. Gedney stated that with the board approval of the FY 2023/24 Unmet Needs Report in the last item, staff can complete the LTF allocation instructions for FY 23/24. He reviewed his staff report and noted that the LTF has come in approximately \$107,000 above the Auditors estimate. Mr. Gedney stated regarding the \$715,875 shown on line item ACTC Administration/ Regional Planning of the Final Allocation Estimate attachment, that is higher than previous years. That is due in part to budgeting

for the CalPERS UAL payment of \$100,000 which in the previous year was not included in the budget but pulled from the savings account. Mr. Gedney stated aside from that addition it is approximately \$60,000 higher than the previous year's budget.

**Motion:** It was moved by Commissioner Bragstad, seconded by Commissioner Plasse, and carried to approve the ACTC FY 2023/24 Local Transportation Fund Apportionment Instructions.

Ayes: Crew, McLean, Bragstad, Plasse  
Noes: None  
Absent: Forster, Sierk

**#9. Claims:** Mr. Gedney stated there is a revised claims list for review and approval as well as two (2) checks that came in late; one (1) from the City of Sutter Creek for a sewer bill in the amount \$1,058 and two (2) the California Fair Plan building insurance (Nationwide Insurance dropped ACTC) in the amount of \$3,465.

Commissioner Plasse stated the California Fair Plan only covers fire insurance and asked if staff purchased a secondary liability plan to cover what the California Fair Plan does not cover.

Terri Nobriga-Yakesh stated she is having difficulty with the current broker and received the information late. She added due to the issues with the broker she will be looking for a new broker and the additional insurance coverage for the building but did note the building insurance policy is good until August.

**Motion:** It was moved by Commissioner Bragstad, seconded by Commissioner Plasse, and carried to approve the revised claims list with the additional expenses as discussed.

Ayes: Crew, McLean, Bragstad, Plasse  
Noes: None  
Absent: Forster, Sierk

**#10. ACTC Commissioner Reports:** None

**#11. ACTC Reports:** Mr. Gedney stated regarding the SR 88/Inspiration Drive turn pocket request made, a safety investigation was completed by Caltrans and it was determined not to meet warrants at this time. It did not meet the safety or traffic thresholds but did show a problem with sight distance on the curves. He stated he did note to Caltrans that SR 88 is an evacuation route and they were willing to discuss the potential of turn-outs before and after the intersection. Mr. Gedney suggested slight widening of the pavement near that intersection. Commissioner Plasse did note there are many other areas along that roadway that create the same issue, but the concern at Inspiration Drive is due to having the Amador Pines sub-division there creating more traffic turning at that intersection. Mr. Gedney stated he will continue to work with Caltrans on potential widening in that area.

**#12. Caltrans Report with Gregoria Ponce, Office Chief of Rural Planning, Caltrans District 10:**

- Ms. Ponce asked if ACTC will consider filing a Notice of Preparation for the 2024 RTP update. Mr. Gedney replied that has not been confirmed yet but will assume that will take place.
- Regarding funding opportunities, the U.S. Department of Transportation – Rural and Tribal Assistance Pilot Program has issued a Call for Applications under its Rural and Tribal Assistance Pilot Program to provide grants to fund financial, technical, and legal assistance to states and rural and tribal communities. The grants are intended to increase organizational capacity in communities that may not have resources available to evaluate and develop projects that qualify for federal funding and financing programs. Grants

reimburse expenses incurred to hire third-party advisory firms to assist with project development. There is \$3.4 Million available in funding and the deadline is September 28, 2023.

- Regional Resilience Planning and Implementation Program – Call for Applications: The Office of Planning and Research released a call for applications under its Regional Resilience Program. This program will help address local, regional and tribal climate resilience needs and build a pipeline for climate-resilient planning and implementation projects at the regional scale. Available funding: \$25 Million Deadline: August 29, 2023
- California Strategic Growth Council (SGC) – Regional Climate Collaboratives Program – Call for Applications The SGC released a call for applications under its Regional Climate Collaboratives Program. This program enables cross-sectoral partners to deepen relationships and strengthen local coordination, leadership, knowledge, skills and access to critical resources to drive and sustain climate action. The program aims to support both emerging and established collaboratives. Available funding: \$10 Million Deadline: December 6, 2023
- Strategic Growth Council (SGC) - Transformative Climate Communities Program – Call for Applications The SGC has issued a call for applications to support funding projects that reduce greenhouse gas (GHG) emissions through the development and implementation of neighborhood-level transformative climate community plans that include multiple coordinated GHG emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities. Available funding: \$2.5 Billion Deadline: August 1, 2023

**#13. Future Agenda Items:**

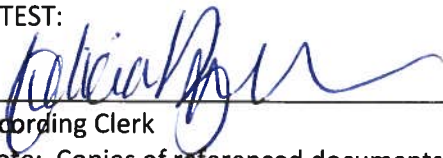
- On Demand Fixed Route- Demo discussion
- SR 88/Pine Grove Improvement Project- status update

**#22. Adjournment:** At 11:44 a.m. the Chairman adjourned the regular meeting until 9:00 a.m. Thursday, August 3, 2023, at 117 Valley View Way Sutter Creek, CA 95685.



Patrick Crew, Chairman  
Amador County Transportation Commission

ATTEST:



Recording Clerk

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