

**AMADOR COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

**January 20, 2010 – 7:36 p.m.**

The Amador County Transportation Commission (ACTC) met at the County Administration Center, 810 Court Street, Jackson, California on the above date, and the following proceedings were had, to wit:

**Present on Roll Call:**

Greg Baldwin, Chairman  
Pat Crosby  
Richard Forster  
David Plank, Vice Chairman  
John Plasse  
Dave Richards

**Also Present:**

Dan Brewer, Chief, Rural Planning and Administration, Caltrans District 10  
Charles Field, ACTC Executive Director  
Robyn Sheehan, ACTC Administrator  
Neil Peacock, ACTC Planner/Program Manager

**Agenda:**

**Motion:** It was moved by Commissioner Plank, seconded by Commissioner Forster, and unanimously carried to approve the agenda as presented.

**Welcome New Commissioner – John Plasse:** John Plasse, Supervisor District 1, was introduced as the new ACTC member appointed by the Board of Supervisors to replace Commissioner Louis Boitano.

**Public Matters Not on the Agenda:** Maureen Funk, Amador Council of Tourism, thanked the ACTC for allowing the Amador Council of Tourism Visitor Center to reside at the Sutter Hill Transit Center. She asked if the Lease Agreement could be approved as soon as possible so that the Council of Tourism may occupy the building on February 1, 2010 or as soon as the building is approved for occupancy. It was agreed that a special meeting will be held for review and approval of the lease agreement with the Council of Tourism.

**CONSENT AGENDA**

**Consent Agenda Item 2 – ACTC Action Items:** Commissioner Forster stated that, according to Caltrans response, this item can be pulled from the Action Item follow-up list until there are enough accidents to warrant action. He expressed concern that more accidents will occur.

Collin Frost, President and CEO of Amador County Historic Railroad Foundation, stated that the Foundation is in discussions with Sierra Pacific Industries on acquiring the Amador Foothill Railroad into the Railroad Foundation. He requested that the ACTC withhold any decision on removal of any railroad crossings on the Amador Foothill Railroad until the Foundation has

finalized its paperwork with Sierra Pacific Industries (SPI) and held discussions with Caltrans and the Department of Transportation to correct the crossings.

ACTC Executive Director Charles Field stated that removal of railroad crossings is not up to the ACTC. ACTC Transportation Planner Neil Peacock stated that he would be interested in receiving information relative to railroad right of way. Mr. Forster asked that Mr. Frost keep Mr. Peacock informed concerning ongoing discussions. Dan Brewer, Chief, Rural Planning and Administration, Caltrans District 10, stated that Caltrans is in communication with the Surface Transportation Board (STB), SPI, and Mr. Peacock concerning the railroad crossing on State Route 49 in Martell near Meeks Lumber.

Ione City Manager Kim Kerr advised that the Recreational Railroad Coalition has an agreement for use of the railroad from the City of Ione up to Ridge Road/SR 88 and they cannot cross the highway at this location but they can cross at Sunnybrook. Mr. Field clarified that the Commission is on record concerning the crossing on SR 49 near Meeks and the crossing on SR 88 near Ridge Road concerning abandonment of the crossings and whether Caltrans or SPI is responsible to clean them up.

Mr. Frost stated that the crossing was deemed historical by the STB and the line should not have been removed. The Amador County Historic Railroad Foundation would like to retain and rehabilitate the crossings and put the line back into use. Mr. Frost stated that he only has verbal correspondence from STB concerning this matter. Mr. Peacock stated that he will monitor this subject and report back to the Commission.

**Consent Agenda Item No. 10 – Letter in support of Assembly Bill 584:** Aaron Brusatori, Amador City Mayor, expressed concern that Amador City does not have the resources to develop a plan for Neighborhood Electric Vehicles (NEV). Sean Rabé, Sutter Creek Assistant Manager, shared Mr. Brusatori’s concern on behalf of the City of Sutter Creek. Rod Schuler, NEV Group, stated that the bill allows the NEV Group to develop a plan that will be reviewed by Caltrans, CHP, cities, etc. Mr. Peacock stated that Amador Citizens for Transportation Options is not requesting staff time to develop the plan; however, staff time will be necessary to review the plan. In response to Director Plasse, Mr. Peacock stated that the Commission was provided with the draft language and legislative digest when it adopted a resolution of support for this item. Mr. Schuler stated that special legislation is required for each area to allow the development of a plan.

**Motion:** It was moved by Commissioner Richards, seconded by Commissioner Forster, and unanimously carried to approve the consent agenda with the change to the action item list as discussed.

## **REGULAR AGENDA**

**Caltrans Report:** Dan Brewer, Chief, Rural Planning and Administration, Caltrans District 10, reported that in May 2005 the Sacramento Area Council of Governments approved the Elk Grove-Rancho Cordova-El Dorado Connector Concept Plan. The Notice of Preparation will be released February 1, 2010. The impacts to Amador County will be on Jackson Highway (SR 16). The draft EIR process helps to determine what the concept will be. Additional information is available on the website “connectorjpa.net.”

Mr. Brewer advised that Caltrans is soliciting essays from persons interested in pursuing higher education in transportation related fields. Scholarships will be offered to potential students in the amount of \$1,000. Additional information can be obtained at [www.dot.ca.gov/dist10](http://www.dot.ca.gov/dist10).

A workshop for the California Transportation Plan Update has been scheduled for February 16, 2010, at the Secretary of State Building in Sacramento.

The Notice of Preparation for the California High Speed Rail System is in circulation and the closing period for comments is January 25, 2010. Public comments can be submitted on the Draft EIR, which is forthcoming.

Commissioner Forster asked if Caltrans performed a CEQA analysis for the shoulder widening work it conducted on State Route 88 between Jackson and Climax Road. He stated that the County was restricted from conducting shoulder widening on Michigan Bar Road because special studies would be required.

**Revised 2010 Regional Transportation Plan (RTP) Update Stakeholder Roundtable**

**Process:** Kim Kerr, Ione City Manager, explained the Technical Advisory's Council's concern that the representative of each city should be someone who has an understanding of the city's general plan and how it is integrated into the RTP. The representatives of the cities and County should be appointed by the city council and Board of Supervisors. Ms Kerr also expressed concern that the Building Industry Association should be considered a primary member because they pay traffic impact fees and they are a key stakeholder. Commissioners Forster and Plank expressed support for a representative from the local area to represent local businesses and noted that regional representatives represent developers. It was agreed that the City and County primary and alternate representatives should be appointed by the city council and Board of Supervisors.

Commissioner Plasse asked who would be appointing the upcountry representative and whether they are on equal footing with the incorporated cities. Mr. Peacock stated that the primary representative would be appointed by the Upcountry Community Council and the alternate member would be appointed by the Pine Grove Town Council. He also stated that the stakeholder roundtable is an advisory committee and it has no jurisdiction or authority so all representatives would be on an equal footing.

It was clarified and agreed that Commerce and Industry would have both a local primary representative (Amador Business Council) and a regional primary representative (Building Industry Association as well as an alternate for each.

Gary Reinoehl, speaking on behalf of the Upcountry Community Council (UCC), stated that the change in stakeholder membership from 24 members to 15 member changes the representation to a governmental representation not citizen representation and a representation that increases focus on the cities instead of countywide citizen representation. The UCC requests that the Commission adopt the RTP Stakeholder process as written by ACTC staff on November 18, 2009, and approve the RTP Roundtable Charter as proposed on November 5, 2009.

Commissioner Forster responded to Mr. Reinoehl stating that the Commission felt that staff's recommendation was incorrect and modifications were made after significant discussions were held.

Chairman Baldwin stated that the appointed representatives represent the people as a whole and the meetings are open to the public.

Commissioner Plasse stated that representatives of the citizens are elected on the city and county level on the basis of the citizens' trust in their decision making.

Mr. Peacock read an email from John Carlson, resident of Pine Grove, which was received by ACTC staff on the afternoon of January 20, 2010.

**Motion:** it was moved by Commissioner Richards, seconded by Commissioner Forster, and unanimously carried to approve the revised 2010 RTP Update Stakeholder Roundtable process as discussed and amended.

**Investigation and Implementation of Organizational Improvements:** Ms. Kerr asked if the proposed effort and expenditure of funds should wait until the Triennial Performance Audit has been completed. She stated that this question was also raised during the Technical Advisory Committee meeting given future funding constraints.

Commissioner Forster stated that the question concerning membership needs to be taken to each city. Ms. Kerr stated that the jurisdictions who have the tax funds, land use authority, etc. should be doing the programming. Upcountry and Pine Grove are represented by the Board of Supervisors. She stated that the ACTC represents everyone in the County not the individual jurisdictions. Commissioner Plasse stated that Commission membership should not come under the category of organizational improvement.

Aaron Brusatori, Amador City Mayor, concurred with Ms. Kerr concerning membership of the Commission. He stated that his concern lies with the roles, responsibilities, projects, and land use authority of the ACTC and this needs to be defined before membership is considered. He also stated that Amador City has been represented well by the ACTC but it would be interested in a rotational seat on the Commission.

Mr. Peacock stated that this work element was crafted through the dialog that took place during the ACTC Technical Advisory Committee meeting.

Ms. Kerr clarified that the ACTC has stepped outside the normal roles of a local transportation commission and the roles and responsibilities that each jurisdiction is willing to give to the ACTC on their behalf need to be clarified.

Debbie Dunn, Amador County resident, concurred with Ms. Kerr about establishing roles of the Commission and that all five cities should be represented on the ACTC.

Mr. Peacock read comments received from John Carlson, resident of Pine Grove, supporting the proposed work element.

**Motion:** It was moved by Commissioner Plank, seconded by Commissioner Richards, and carried to delay initiation of the project until the Commission can review the Triennial Performance Audit and provide direction to staff concerning the scope of the project.

Noes: Commissioner Forster

**Approve Submittal of Grant Applications:**

- a. Community Based Transportation Plan Grant for Jackson
- b. Sustainable Communities Planning Grant and Incentives Program Grant for Martell Circulation Plan
- c. Transit Planning Grant for Transit Development Plan Long Range Element
- d. Compressed Natural Gas Feasibility Study

**Motion:** It was moved by Commissioner Forster, seconded by Commissioner Plasse, and unanimously carried to approve resolutions for the proposed grant applications.

**Resolution No. 10-19**

Resolution authorizing the application, acceptance, and execution of a Community Based Transportation planning grant from the State of California Department of Transportation for purposes of the City of Jackson Circulation Improvement Program and authorizing the ACTC Chairman or Executive Director to execute all documents pertaining thereto

**Resolution No. 10-20**

Resolution authorizing the application, acceptance, and execution of a Sustainable Communities Planning Grant and Incentives Program Grant for purposes of completing the Martell Area Circulation Mapping Exercise project and authorizing the ACTC Chairman or Executive Director to execute all documents pertaining thereto

**Resolution No. 10-21**

Resolution authorizing the application, acceptance, and execution of an FTA 5304 Transit Planning; Rural or Small Urban Transit Planning Studies Grant from the State of California Department of Transportation for purposes of completing a Transit Development Plan Update and authorizing the ACTC Chairman or Executive Director to execute all documents pertaining thereto

**Resolution No. 10-22**

Resolution authorizing the application, acceptance, and execution of an FTA 5304 Transit Planning; Rural or Small Urban Transit Planning Studies Grant from the State of California Department of Transportation for purposes of completing a Compressed Natural Gas Fueling Station Feasibility Study and authorizing the ACTC Chairman or Executive Director to execute all documents pertaining thereto

**2009/10 and 2010/11 Overall Work Programs (OWPs) and Budgets:** Mr. Field disseminated a revised copy of the 2010/11 Overall Work Program summary chart showing an additional \$15,000 in Local Transportation Funds for Work Element 23, Sustainable Communities Planning Program.

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

- Amended 2009/10 Overall Work Program and OWP Agreement
- Amended 2009/10 Budget

- Draft 2010/11 Overall Work Program with an additional \$15,000 for Work Element 23, Sustainable Communities Planning Program
- 2010/11 Preliminary Budget

**Resolution No. 10-23**

Resolution approving amendments to the 2009/10 Overall Work Program and authorizing Executive Director to sign and submit an amended program agreement for Caltrans approval

**Contract Amendments:** Commissioner Plank expressed concern that the contracts with Dokken Engineering are frequently being increased. Mr. Field stated that he is often requesting that Dokken provide additional services. ACTC is currently working with the County and its federal government liaison on a federal appropriation request and Matt Griggs of Dokken Engineering is preparing the paperwork on behalf of ACTC. Mr. Field also stated that he reduces the amount of the Dokken contracts at the beginning of each year but the need for their services has not decreased.

**Motion:** It was moved by Commissioner Forster, seconded by Commissioner Richards, and unanimously carried to approve the following contract amendments to current year contracts for ongoing project development and funding services:

1. Dokken Engineering – increase contract for local project development and support services by \$10,000 from \$32,000 to \$42,000
2. Dokken Engineering – Increase contract for transportation funding assistance by \$5,000 from \$10,000 to \$15,000.

**Triennial Performance Audit Contract Amendment:**

**Motion:** It was moved by Commissioner Plank, seconded by Commissioner Richards, and unanimously carried to approve the amendment to the scope of work and compensation for the Triennial Performance Audit contract with Moore & Associates as presented.

**Agreement with Alpine County to Trade Proposition 1B Funds for Foothill Rideshare**

**Services:** Renee Chapman, Foothill Rideshare consultant, explained that she will be establishing a spot on the rideshare website for Alpine County which lists their resources and connections and provides access to an existing database that can be used for ride matching and transit services. It is basically a one time service with a minimal annual update to the website.

**Motion:** It was moved by Commissioner Crosby, seconded by Commissioner Richards, and unanimously carried to authorize, by minute order, the agreement to receive \$15,863 in Proposition 1B (PTMISEA) funds from Alpine County in exchange for Foothill Rideshare services valued at approximately \$4,500 startup plus \$500 per year.

**Proposition 1B Transit Program Expenditure Plan:** Commissioner Plasse asked if this item affects any eligible funds for the Mission Boulevard project. Mr. Field responded no and explained that this item is for transit projects and Mission Boulevard is a roadway project. He stated that the California Transportation Commission approved the allocation for the Mission Boulevard project last week.

Chairman Baldwin questioned the cost of \$700,000 for five bus shelters. Mr. Field advised that the next round of bus shelters will be encountering right of way issues that will increase the costs for the shelters.

Commissioner Plank asked if the CNG Fueling Station will be removed from the list of projects. Mr. Field stated that he was requested to leave this project at the bottom of the list while ARTS learns more about the subject. ARTS has requested that funding for the five replacement buses be changed to reflect the local match of \$60,000 for the five buses that will be funded by 5310 grant funds.

**Motion:** It was moved by Commissioner Richards, seconded by Commissioner Plank, and unanimously carried to approve the PTMISEA program expenditure plan worksheet for submittal to Caltrans with the changes as discussed. Approval was also provided for LSC Transportation Consultants to develop and present a Transit Development Plan amendment that incorporates the listed PTMISEA Capital Improvement Program.

**Approval of Claim Submitted by Moore Iacofano Goltsman, Inc. for Assistance with Amador Regional Blueprint/UPlan Project:**

**Motion:** It was moved by Commissioner Forster, seconded by Commissioner Plank, and unanimously carried to approve the claim from Moore Iacofano Goltsman, Inc. in the amount of \$775.00 for consultation relative to the Amador Regional Blueprint/UPlan project.

Commissioner Forster noted that the staff report did not accurately reflect that County Planning could not wait for UPlan to be completed.

**Claims:** Commissioner Forster expressed opposition to Mr. Field or Mr. Means approving reimbursements for expenses incurred for travel and other such activities that might cause concern. Mr. Field stated that ACTC staff is only asking for authorization to pay routine utility or operating claims per the list provided. The list provided by Amador Regional Transit may contain vendors that are not suitable for routine payment authorization. The Commission concurred that Berry Advertising, Element 58, Home Town Radio, New Visions and TSPN TV should be deleted from the ARTS routine claim list and that Alhambra Water should be included on the list to avoid late fees.

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

- Revised ACTC claim list for the month of January
- ACTC and ARTS to submit claim vouchers weekly for routine operational expenses per the amended routine claim lists
- Authorization for the ACTC Executive Director and ARTS Transit Manger to sign the routine claim vouchers on a weekly basis and report the paid claims to their Boards on a monthly basis.

**Election of Officers and Committee Appointments:**

**Motion:** It was moved by Commissioner Forster, seconded by Commissioner Richards, and unanimously carried to elect Commissioner Baldwin as Chairman and Commissioner Plank as Vice Chairman.

Mr. Field requested that the ACTC appoint a representative to the Regional Traffic Mitigation Fee (RTMF) Oversight Committee. He explained that Commissioner Forster is the appointed representative on this committee for both the ACTC and Board of Supervisors. Commissioner Plasse was appointed as the ACTC representative on the RTMF Oversight Committee.

Mr. Field also requested a representative to review proposals and interview consultants for the Amador County Blueprint project. Commissioner Richards was appointed as the ACTC representative for this matter.

**Adjournment:**

At 10:24 p.m. Chairman Baldwin adjourned the meeting to 3:30 p.m. Tuesday, January 26, 2010, at the Amador County Transportation Commission, 11400 American Legion Drive, Jackson, California.

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Greg Baldwin, Chairman  
Amador County Transportation Commission

ATTEST:

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Recording Secretary

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