

**CITY OF MADERA
TRANSIT ADVISORY BOARD MEETING**

MEETING AGENDA

DATE: Wednesday, January 16, 2019
TIME: 10:30 A.M. – 12:00 P.M.
PLACE: City Hall Conference Room, 205 West 4th Street
Madera, CA 93637 Phone (559) 661-3689

I. ROLL CALL:

Alex Salazar, Chair

Linda Clark	Ramon Lopez Maciel	Cynthia Ortegon
Robin Ware	Daniel Varela	Vacant, District 5

II. PUBLIC COMMENT:

This time is made available for comments from the public on matters within the Board's jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today's agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Board Chair of their desire to address the Board when that agenda item is called.

III. APPROVAL OF MINUTES:

Minutes of October 17, 2018

Alex Salazar

IV. COMMUNICATIONS:

Debra McKenzie

- A. Transit Advisory Board Bylaws
- B. Madera Transit Division Operations Contract
Introduction to MV Public Transportation, Inc.
- C. FY2019 Caltrans Sustainable Transportation Planning
Grant Application

V. DISCUSSION ITEMS:

- A. Transit Operations Data and Overview
- B. Transit Facilities Update
- C. Update on Transit Public Outreach
- D. DAR Agreement

**Debra McKenzie
Ivette Iraheta
Debra McKenzie
Ivette Iraheta**

VI. ACTION ITEMS:

- A. Election of Board Chairperson and Vice Chairperson

Alex Salazar

**VII. TRANSIT ADVISORY BOARD MEMBER
COMMENTS:**

TAB Members

VIII. ADJOURN MEETING:

TAB Chair

(Next Quarterly TAB meeting is scheduled for Wednesday, April 17, 2019 at 10:30 AM.)

- *The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.*
- *Any writing related to an agenda item for the open session of this meeting distributed to the Transit Advisory Board less than 72 hours before this meeting is available for inspection at the City of Madera Office of the City Clerk, 205 W. 4th Street, Madera, California 93637 during normal business hours.*
- *Para asistencia en Español sobre este aviso, por favor llame al (559) 661-5405.*

I, Debra McKenzie, Program Manager for the City of Madera, declare under penalty of perjury that I posted the above Transit Advisory Board Meeting Agenda for the Regular Meeting of January 16, 2019 near the front entrance of City Hall by 5:00 p.m. on Friday, January 11, 2019.

/s/ Debra D. McKenzie

 Debra McKenzie, Program Manager

Annotated Agenda

IX. APPROVAL OF MINUTES:

Minutes of October 17, 2018

Alex Salazar

SUMMARY: See Attachment A

ACTION: approve

X. COMMUNICATIONS:

Debra McKenzie

A. *Transit Advisory Board Bylaws*

SUMMARY: Staff are providing information resources for Transit Advisory Board Members as Attachment B that include a copy of the current TAB Bylaws for review and as a point of education as to the TAB's make-up, function, and authority.

ACTION: information and discussion only

B. *Madera Transit Division Operations Contract Introduction to MV Public Transportation, Inc.*

SUMMARY: Following implementation of a selection and approval process for Request for Proposal for Management and Operation of City of Madera Transit Division Services (RFP #201718-10), MV Public Transportation, Inc. (MV) was recommended to and approved by City Council on November 7, 2018 to serve as the City of Madera transit operator. MV's first day of operations began on December 15, 2018. Management of operations continue out of the Intermodal Building and are led by General Manager, Annie Self.

ACTION: information and discussion only

C. *FY2019 Caltrans Sustainable Transportation Planning Grant Application*

SUMMARY: On November 30, 2018, City of Madera staff submitted a grant application to the FY2019-20 California Department of Transportation (Caltrans), Division of Transportation Planning, Sustainable Communities Competitive Sustainable Transportation Planning Grant Application Program.

The Sustainable Transportation Planning Grant Program was created to support the Caltrans' Mission: Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. Approximately \$12 million in State Road Maintenance and Rehabilitation Account (RMRA) funds and \$5 million in State Highway Account (SHA) funds, or a combined total of \$17 million will be distributed through a competitive program to Metropolitan Planning Organizations (MPOs) with a sub-

applicant(s), Regional Transportation Planning Agencies (RTPAs), cities and counties, transit agencies, and Native American Tribal Governments. MPOs can apply to the Sustainable Communities Competitive Grants only in collaboration with a sub-applicant(s). Up to \$2 million will be set-aside for technical projects such as data acquisition or travel model updates. Funding distribution for the competitive program will depend on the quality and number of applications.

The City has applied for \$100,000, which requires a \$13,000 local match, to support the Madera Transit Service Design Standards and Efficient Performance Plan. PROJECT DESCRIPTION: Over a two-year period, a community stakeholder-driven process was utilized to formulate a new bus shelter prototype, and 61 shelters using this new approach were installed. Part of the process in determining where to make an investment revealed the City lacked service design standards for stop locations or policies on how stops were determined, old stops were retired or how routes were determined. The City's current practice has been based on passenger demand, calls to City Hall, and annual unmet transit needs hearings. This has created a system of inefficiencies, and negatively impacted headways, passenger convenience (impacting ridership), and productivity. The goal of the project is to evaluate the City's transit system and devise operational and policy changes that improve service for all residents. This includes connections for pedestrian, bicycle and other modes of transportation to advance multi-modal transportation within the region and make efficient use of the resources.

If funded staff will come back to the TAB with a request that the established TAB Facilities Committee expand to serve as a Project Committee for the award. As described in the Madera grant application:

“To form the TAB Project Committee, we will seek out existing community-based organizations or agencies that organize vulnerable populations, to service as representatives on the Committee and be able to reach out and form collaborative relationships. The Project Committee will be involved in all facets of the project, including providing expert knowledge about the transit system, and reviewing the proposed Transportation Plan's recommendations and the Implementation phase. While the plan is to dissolve the committee following adoption of the Plan, the TAB will explore if the advisory body should remain in place even after the adoption of the Plan. The TAB Project Committee may continue to evaluate the implementation and continue to make recommendations for ongoing Operation and Policy enhancement for the transit system.”

ACTION: Information and discussion only

III. **DISCUSSION ITEMS:**

A. *Transit Operations Data and Overview*

Debra McKenzie

SUMMARY: Staff will provide a copy of the Quarterly Dashboard to include performance data to date for the fiscal year including: ridership by system, revenue hours, revenue miles, and on-time performance.

ACTION: information and discussion only

B. *Transit Facilities Update* **Ivette Iraheta**

SUMMARY: City Council awarded a contract for construction of the Madera Transit Center in September 2018 to BMY Construction Group, Inc. and a Notice to Proceed was issued in November. The City held a Groundbreaking Ceremony on December 6, 2018 (see Attachment C).

ACTION: information and discussion only

C. Update on Transit Public Outreach **Debra McKenzie**

SUMMARY: On December 19, 2018 staff presented the recommended transit logo to City Council. However, due to a technical error the accompanying Resolutions were not provided. Staff took the opportunity to garner feedback from Council and return with options that incorporate Council’s suggestions. The logo will go back to Council at the February 6, 2019 meeting. JSA has provided additional options based on Council feedback for consideration.

D. DAR Agreement **Ivette Iraheta**

IV. ACTION ITEMS:

Election of Board Chairperson and Vice Chairperson **Alex Salazar**

SUMMARY: With regard to the elected officers, the TAB Bylaws state:

A. Officers

The officers of the Board shall be a Chairperson and a Vice-Chairperson, who shall be members of the Board and elected by a majority vote of a quorum in the month of January.

1. In the absence of the Chairperson and Vice-Chairperson, the senior member of the Board shall call to order and conduct the meeting.

SECTION 4. POWERS AND DUTIES OF OFFICERS

A. Chairperson & Vice Chairperson

The Chairperson shall preside at all meetings of the Board. The Vice Chairperson shall have and perform the powers and duties of the Chairperson in the absence of the Chairperson.

ACTION: elect TAB Chair, and Vice Chair. Suggestion Election Process attached.

**V. TRANSIT ADVISORY BOARD MEMBER
COMMENTS:**

TAB Members

VI. ADJOURN MEETING:

TAB Chair