



## Technical Review Board MINUTES

### DATE

Wednesday, June 14, 2023

The regular meeting of the Technical Review Board was held on Wednesday, June 14, 2023, in-person at the Los Banos Community Center Lounge, 645 7<sup>th</sup> Street Los Banos, CA and via webinar and was called to order by Chair Raul Mendez at 12:15 p.m.

#### MEMBERS PRESENT

Anna Nicholas, City Manager of Gustine  
 Raul Mendez, CEO of County of Merced, Chair  
 Manuela Sousa for Dewayne Jones, City Manager of Dos Palos  
 Lori Waterman, City Manager of Atwater  
 Scott McBride for Stephanie Dietz, City Manager of Merced  
 Josh Pinheiro City Manager of Los Banos

#### MEMBERS ABSENT

Christopher Lopez, Interim City Manager of Livingston

#### OTHERS PRESENT

Jose Moran\*\*  
 Rene Gutierrez\*\*

#### MCAG STAFF PRESENT

Stacie Guzman, Executive Director\*\*  
 Nav Bagri, Deputy Executive Director  
 James Moore, Regional Waste Authority Director  
 Blake Dunford, Associate Planner\*\*  
 Meg Prince, Senior Planner  
 Myrissa Bravo, Multimedia Specialist  
 Kristina Hernandez, HR & Risk Management Mgr\*\*  
 Xavier Garcia, Assistant Planner\*\*  
 Griselda Villa, Public Program Specialist  
 Mauricio Torres, Associate Planner  
 Natalia Austin, Senior Planner  
 Maria Ceja, Administrative Assistant\*\*

\*Arrived after roll call

\*\*Attended via Zoom

1. **Call to order/roll call**

Chair Raul Mendez called the meeting to order and asked that roll call be taken. It was determined that a quorum was present.

2. **Public comment**

No public comments were received.

3. **Information Items:**

a. **Merced County Association of Governments**

- i. Transportation Planning and Measure V update
- ii. Technical Review Board meeting calendar – 2023
- iii. Calendar of meetings, conferences, and events
- iv. Draft minutes of the May 18, 2023 MCAG Governing Board Meeting
- v. MCAG newsletter – June 2023
- vi. City-County Dinner Host Rotation Schedule
- vii. Regional Housing Planning update
- viii. TRB attendance roster – 2023
- ix. Letter to Caltrans Director Tony Tavares
- x. May 2023 Board Summary
- xi. State Legislative Report: May 2023

b. **Transit Joint Powers Authority for Merced County**

- i. TJPA Monthly Update

c. **Merced County Regional Waste Management Authority**

- i. RWA monthly update

4. **Consent calendar:**

a. **Merced County Association of Government**

- i. Approve the draft minutes of the May 17, 2023 Technical Review Board meeting
- ii. Recommend the Governing Board approve FY 22/23 Regional Surface Transportation Program apportionments, distribute claim forms, and adopt resolution 2023/6-15-01 disbursing funds

b. **Transit Joint Powers Authority for Merced County**

- i. Recommend the Governing Board adopt resolution 2023/06-15-02 authorizing the purchase of fareboxes

c. **Merced County Regional Waste Management Authority**

- i. Recommend the Governing Board authorize a contract for litter collection services in the amount of \$255,557 for a total of five years with Adopt a Highway Maintenance Corporation

- ii. Recommend the RWA Governing Board authorize a three-year contract with two additional one-year terms, for on-call landfill surveying services, in a total amount of \$250,000 with the selected vendor, Quad Knopf, Inc.
- iii. Recommend the RWA Governing Board authorize a one-year contract with two additional one-year terms, for transportation and processing services, in the total amount of \$300,000 with the selected vendor, Mid Valley Disposal.

**Lori Waterman moved to approve the consent calendar.**

**Seconded by Josh Pinheiro.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

## MERCED COUNTY ASSOCIATION OF GOVERNMENTS

### 5. Action Items:

- a. Recommend the Governing Board set the blended farebox recovery ratio for FY 2023/24 for Transit Joint Powers Authority of Merced County

Mauricio Torres presented the blended farebox recovery ratio for FY 2023/24 for Transit Joint Powers Authority of Merced County. TJPA is requesting the urbanized area ratio be reduced from 20% to 15% due to declining ridership, increase in operational cost and the continued impact of COVID-19. In November 2022, the Governing Board approved the Blended Farebox Ratio Methodology for submittal to Caltrans with Caltrans later approving in January 2023. In April 2023, the Governing Board established the farebox recovery ratio of 16.3%, Transit Joint Powers of Authority is now requesting the ratio be set to 13.2% with the recalculation of the Farebox Recovery Ratio.

No further comment.

**Anna Nicholas moved to approve.**

**Seconded by Lori Waterman.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

- b. Recommend the Governing Board authorize the Executive Director to enter into a contract for a Multi-Jurisdictional Local Road Safety Plan

Natalia Austin recommended the Governing Board authorize the Executive Director to enter into a one-year contract for Multi-Jurisdictional Local Road Safety with Fehr and Peers in the amount of \$224,910. The objective of this plan is to identify, analyze, and prioritize roadway safety, specifically focusing on the underserved communities and neighborhoods.

No comments.

**Josh Pinheiro moved to approve.**

**Seconded by Scott McBride.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

- c. Recommend the Governing Board approve MCAG's Other Programs Budget for FY 2023/24

Nav Bagri presented MCAG's Other Programs Budget for FY 2023/24 for approval from the Governing Board. MCAG provides staffing and oversight to TJPA, RWA, and YARTS. Expenditures for this fiscal year are 99% increase associated with staff salaries and benefits as well as a share of indirect cost; the remaining 1% is for direct services and materials.

Lori Waterman asked whether staff increases were due to merit increases or a COLA. Nav Bagri replied, stating the increase was due to a 5% COLA and for potential merit increases when applicable.

**Lori Waterman moved to approve.**

**Seconded by Anna Nicholas.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

- d. Recommend the Governing Board issue the draft Multijurisdictional Housing Element (MJHE) Roles and Responsibilities agreement and authorize a contract amendment with Rincon Consultants for SB 244 technical analysis.

Meg Prince presented the draft MJHE Roles and Responsibilities agreement and contract amendment with Rincon Consultants for a SB 244 technical analysis.

Raul Mendez expressed his support for all jurisdictions taking part in the MJHE agreement.

Josh Pinheiro asked about the process MCAG had regarding the cost share agreement. Meg Prince responded stating no methodology was used; instead, an agreement with all jurisdictions willing to contribute and also the level of effort by all jurisdictions helped make the cost share agreement possible.

**Scott McBride moved to approve.**

**Seconded by Lori Waterman.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

- e. Elect a Chair and Vice-Chair for FY 2023/24

Stacie Guzman summarized the request for nomination and election of a Chair and Vice-Chair for FY 2023/24 commencing July 1, 2023. She clarified that the election of these officers is at the discretion of the TRB members and that no bylaws, requirements or restrictions are in place.

Raul Mendez motioned to nominate Josh Pinheiro as Chair and Anna Nicholas as Vice-Chair.

**Raul Mendez moved to nominate Josh Pinheiro as Chair and Anna Nicholas as Vice-Chair.**

**Seconded by Lori Waterman.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

**6. Discussion Items:**

None.

## **TRANSIT JOINT POWERS AUTHORITY**

**7. Action Items:**

- a. Recommend the Governing Board approve the Memorandum of Understanding with Merced College for student transportation services.

Jose Perez reviewed the updated Memorandum of Understanding with Merced College for student transportation services.

Josh Pinheiro requested further data for all students located in Los Banos who attend Merced College. Jose Perez stated last fiscal year that around 30,000 rides on The Bus were due to students who attended Merced College. Josh Pinheiro requested a follow up on data for all Los Banos students using the transportation service to Merced College to which Jose Perez agreed to provide once information was available.

No further comment.

**Scott McBride moved to approve.**

**Seconded by Josh Pinheiro.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

- b. Recommend Adoption of the FY 2023/24 Operating Budget and Authorize "Maintenance – Equipment" line-item budget authority in the amount of \$1.2 million.

Nav Bagri provided an overview of the FY 2023/24 Operating Budget and Maintenance Equipment line-item budget authority in the amount of \$1.2 million. TJPA is projecting an overall increase in farebox revenue, maintenance, equipment maintenance, and professional services for FY 2023/24 in the amount of \$965,415 over the 2022/23 fiscal year.

No comments.

**Lori Waterman moved to approve.**

**Seconded by Manuela Sousa.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

**8. Discussion Items:**

- a. Revised FY 2023/24 Draft Capital Budget

Nav Bagri discussed the revised FY 2023/24 draft Capital Budget due to an increase of \$3,885,897 taking the budgeted expenditures from \$19,759,009 in FY 2022/23 to \$23,885,897 in FY 2023/24. The revised budget includes \$1.6 million for the modernization of TJPA's farebox collection system. The current fareboxes installed on the TJPA fleet are no longer available from the vendor and obtaining parts for maintenance has become difficult. A total of 74 buses including three spares will be upgraded with the new farebox collection systems estimating a total amount of \$1.6 million dollars.

There were no questions or discussion.

## **MERCED COUNTY REGIONAL WASTE MANAGEMENT AUTHORITY**

**9. Action Items:**

- a. Recommend the Governing Board adopt 2023/24 Operations and Capital budget.

Nav Bagri presented the 2023/24 Operations and Capital budget that includes budget priorities for FY 2023/24 including expense projection increases in professional services, staffing, fuel, and state fees/taxes. For fiscal year 2023/24 revenue, staff is projecting an increase in revenue of \$1,152,970 over 2022/23 budgeted revenues.

**Josh Pinheiro moved to approve.**

**Seconded by Scott McBride.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

- b. Recommend the Governing Board authorize a contract for the construction of the Highway 59 landfill gas collection and control system improvements in the amount of \$583,705 with BSE General Engineering, Inc.

James Moore presented a contract for the construction of Highway 59 landfill gas collection and control system improvements in the amount of \$583,705 with BSE General Engineering Inc. The improvements are needed to comply with state minimum standards and air regulations. This construction contract will focus on off-site migration of landfill gas and gas collection and control system improvements.

There were no questions or comments.

**Lori Waterman moved to approve.**

**Seconded by Anna Nicholas.**

**AYES: Raul Mendez, Scott McBride, Manuela Sousa, Anna Nicholas, Lori Waterman, Josh Pinheiro**

**NOES: None**

**MOTION CARRIED UNANIMOUSLY.**

#### 10. Discussion Items:

None.

## OTHER REPORTS

#### 11. Executive Director's report

Stacie Guzman provided the following updates:

- June 15, 2023 Homelessness Workshop at 2:30 pm with Governing Board Meeting following at 3:00 pm
- Measure V annual report
- Reminder: Measure V - call for projects applications for funding are due by August 1<sup>st</sup>
- Thanked all jurisdictions for the public outreach regarding the free bus fares for the Merced County Fair and Spring Fair in Los Banos

- Politico Group Update on state legislative priorities

## 12. Caltrans report

None.

## 13. Oral report - Jurisdictions

Lori Waterman thanked Merced County and MCAG and The Bus for attending the Town Hall on such a short notice.

No other comments.

**THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 1:23 p.m.**

DRAFT