

**REGULAR MEETING OF THE LASSEN COUNTY TRANSPORTATION
COMMISSION**

April 10, 2017

(1) CONVENE:

LCTC's Regular Meeting convened at 1:01 PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Albaugh, Garnier, Wilson (1:03 p.m. arrival), Hemphill, Teeter and Franco.

Others Present: Dan Gibbs, Jared Hancock, City of Susanville; Tamara Rich, Caltrans; Jim Mackay, Susanville Indian Rancheria; Larry Millar, David Knaut, Lassen County; Richard Egan, Cynthia Raschein, and Cheryl Strange, LCTC Staff.

- 1.1 Pledge of Allegiance was recited.
- 1.2 Agenda Approval: On a first by Mr. Albaugh, second by Mr. Franco, it was passed to approve the agenda. Mr. Wilson was absent.
- 1.3 Minutes Approval: On a first by Mr. Hemphill, second by Mr. Teeter, it was passed to approve the March 6, 2017, minutes. Mr. Wilson was absent.
- 1.4 Minutes Approval: On a first by Mr. Albaugh, second by Mr. Franco, it was unanimously passed to approve the March 14, 2017, Special Meeting minutes. Mr. Wilson was absent.

Mr. Wilson arrived at 1:03 p.m.

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 Correspondence: None.
- 2.2 Public Comment: None.

(3) REPORTS

- 3.1 Reports by Caltrans, CHP, City of Susanville, Executive Secretary, and LCTC Staff:

Caltrans Report (Caltrans): None.

California Highway Patrol Report (CHP): None.

City of Susanville: None.

County of Lassen Report: None.

Susanville Indian Rancheria Report (SIR): Mr. Mackay reported on two recent vehicle incidents on Numa.

Ad Hoc Committee Report: Mr. Egan reported that the RFP has been forwarded to Ms. Long for review. He stated that effort is being made to act quickly so proposals can be evaluated for smooth transition. He suggested a special meeting to approve the RFP, and listed a projected timeline to allow for a new contract to begin on July 1, 2017. He said that Ms. Long has offered to handle administration for the Commission until a contract is awarded if necessary. He recommended a sub-committee to screen proposals depending on the amount of applicants, and said that the selection process needs to be included in the RFP. He proposed having a more in depth discussion at a special meeting when the draft RFP can be presented. Mr. Hemphill and Mr. Wilson agreed.

Discussion was held regarding special meeting day and time. It was agreed to wait until Item 5.2 to set the day and time.

Discussion was held to identify the selection process for inclusion in the RFP and protocol.

Mr. Wilson suggested a sub-committee screen candidates for qualifications so that he and Mr. Hemphill are not making all the decisions.

It was agreed to wait until Item 5.2 to further discuss this matter.

Executive Secretary Report (LCTC Staff): None.

Summary of Commission Financial Activities: None.

(4) NEW BUSINESS

4.1 Susanville Indian Rancheria Grant Update: Mr. Robideau gave a power point presentation regarding the Tribal Transportation Program.

Mr. Franco asked who maintains the updated road work. Mr. Robideau replied that the owner is responsible and that program funds are now allowed to be used for maintenance. Mr. Mackay said that last year, \$10,664.00 was awarded for use towards maintenance.

Mr. Robideau stated that it doesn't matter who owns the road, if it is identified on the tribes maintained roads list, it is eligible for tribal funds provided that an MOU is in place. He said that updated MOU's are included in the TTP, but will also require a resolution from the Rancheria.

- 4.2 Unmet Transit Needs Findings: Mr. Knaut reviewed each public comment and listed findings that do place requests in an Unmet Transit Needs or Reasonable to Meet category.

Discussion was held regarding the hospital bus stop and it was agreed that the need was met by Dial a Ride.

On a first by Albaugh, second by Mr. Hemphill, it was unanimously passed to adopt Resolution 17-08 adopting the findings of the Unmet Transit Needs Process.

- 4.3 2017/18 Budget Process: Mr. Egan asked for direction from the commission and suggested sending out invitations to the historical beneficiaries of the Commission budget to ask for their requests, and with the help of the Chair and Vice Chair, form a budget committee to go over requests to bring back to the Commission. Mr. Wilson concurred.

Ms. Garnier asked this could be done through a budget workshop. Mr. Egan responded that it could.

Discussion was held regarding who would be invited, timelines, and if a special meeting is necessary. Mr. Egan said that there will be some special meetings for the RFP and that this item could be added to those agendas.

It was agreed to discuss Item 5.2 out of order so Mr. Egan could be present.

- 4.4 Low Carbon Transit Operations Program (LCTOP) Allocation Request: Mr. Knaut reviewed information as provided in packets and said that he reached out to Lassen Senior Services and Big Valley 50 Plus who had no projects to identify.

Discussion was held to confirm that identified projects can be changed if necessary.

Mr. Albaugh suggested discussing the available project funding sources at the budget workshop.

Mr. Knaut commented that Lassen Senior Services and Big Valley 50 Plus were both interested in Cal OES funds.

On a first by Mr. Hemphill, second by Mr. Albaugh, it was unanimously passed to adopt amended Resolution 17-06 authorizing the request for funds from the LCTOP program, and designating the Executive Secretary as Authorized Agent on behalf of the Commission, and authorize Executive Secretary to sign all agreements, and submit all documentation necessary to receive LCTOP funding.

- 4.5 US 395 Transportation Concept Report: Ms. Rich reported that Trina Blanchette will be coming in the next few months to talk about the needs of the HWY 395 corridor and suggested that the Commission be prepared to offer suggestions and concerns. Ms. Raschein said that Mr. Hammond and the Army Depot have been alerted.

Ms. Rich encouraged the Commission to send questions and comments ahead of time and that they are looking for input for the best places to conduct public meetings. She said she would provide a link to the past TCR's.

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission: Mr. Albaugh thanked the Ad Hoc Committee for their additional work.

5.2 Set date for the next Special Commission Meeting for April 18, 2017

Discussion was held to confirm scheduling a Special Meeting on April 18, 2017, at 2 p.m.

Mr. Egan was directed to compose candidate selection language in the RFP for the Commissions consideration.

Mr. Wilson thanked the LCTC staff for being professional under difficult circumstances.

Mr. Egan excused himself at 2:09 p.m.

5.3 Adjournment: 2:23 p.m.