

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

April 11, 2016

(1) CONVENE:

LCTC's Regular Meeting convened at 1:00 PM by Chairman Albaugh, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Albaugh, DeBoer, Wilson, Hemphill, Garnier, and Chapman.

Others Present: Tamara Rich, Dave Moore, Kelly Zolotoff, Kathy Grah, Tammy Quigley, Caltrans District 2; Dan Newton, Jared Hancock, City of Susanville; Diana Wemple, Lassen County; Larry Millar, Cynthia Raschein, and Cheryl Strange, LCTC Staff

- 1.1 Pledge of Allegiance was led by Mr. Hemphill.
- 1.2 Agenda: On a first by Ms. Garnier, second by Mr. DeBoer, it was unanimously passed to approve the agenda.
- 1.3 Minutes Approval: On a first by Mr. Chapman, second by Ms. Garnier, it was passed to approve the March 28, 2016, minutes. Mr. Hemphill and Mr. DeBoer abstained.

(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): Dave Moore addressed the Honey Lake rest area closure and stated that they are still looking for facility alternatives during construction. He further stated that the contractor will not close the entrance until absolutely necessary and that ample signage will be posted to direct the public.

Discussion was held regarding feasible locations, timing of the previous and projected closure, and scope of work.

Mr. Moore said he would provide an update before the next meeting.

California Highway Patrol Report (CHP): None.

City of Susanville: Mr. Newton reported that the CTC has allocated 3.5 to 4 million in funds for four projects this year and elaborated on scope of work for projects and timelines.

County of Lassen Report: Mr. Millar reported that 1.5 million in STIP funds have been granted for Mooney Road and Center Road rehabilitation, and that the final parcel of land has been acquired for the Skyline Extension.

Summary of Commission Financial Activities: Mr. Millar reviewed information as provided in packets.

(4) NEW BUSINESS

4.1 Formalization of Agenda Meetings: Ms. Raschein reviewed information as provided in packets and asked for direction.

Discussion was held regarding appointed attendees, designees, along with meeting dates and times. It was determined that each member would be responsible to designate an alternate should that member be unable to attend a scheduled meeting.

Mr. Chapman suggested including the members of the TAC in meeting notifications.

On a first by Mr. Chapman, second by Mr. Hemphill, it was unanimously passed to formally adopt Agenda Meetings to be held the fourth Tuesday of each month at 1:30 PM; and to appoint the Chair, Vice Chair, Executive Secretary, or designees as attendees.

4.2 Budget Presentation and Discussion: Ms. Raschein reviewed information as provided in packets and power point presentation.

Discussion was held to clarify the various components of the budget, breakdown of programs included in each fund, and the need to be more definite when identifying county and city funds

Ms. Garnier asked if there would be special budget meetings. Mr. Millar confirmed that this is a kick-off meeting, with others to follow.

4.3 Funding Information: Mr. Moore provided a detailed Caltrans transportation funding power point presentation and handouts.

Mr. Albaugh asked if Caltrans had comment regarding Lassen County's performance. Mr. Moore responded that there are many ways to conduct business, that he could not comment as to which means might be best for individual counties; but that an individual comparison analysis could be conducted if the commission wishes.

Discussion was held regarding how best to delegate staff time, which program to pull staffing funds from based on activities, and adjust program funds accordingly.

Mr. Moore reviewed some county models and commented that partnering might be an option to consider. He offered to conduct a workshop to explore option details.

Mr. Wilson asked if Caltrans measures county performance. Mr. Moore said that they only monitor results and conduct audits to make sure funds and programs are being used appropriately once grants are awarded.

Discussion was held regarding grant applications and the types of projects receiving funds.

Mr. Moore reiterated that Caltrans staff is available for a workshop and asked if the commission has workshop format preference and specific topics. Mr. Chapman asked if a workshop could be conducted in the evening so the public could attend.

4.4 Proposition 1B funding Allocation Request-Public Transportation, Modernization, Improvement and Service Enhancement Account (PTMISEA): Ms. Raschein reviewed information as provided in packets and asked for direction.

Ms. Garnier asked if estimates have been obtained. Ms. Raschein stated that cost estimates have not been sought, but if the commission identifies a few projects, estimates can be gathered.

Ms. Garnier asked if project priority has been assigned. Ms. Raschein stated that order of priority has been based upon need.

Discussion was held regarding content of the current list.

Mr. Chapman commented about the Shasta County grant application to enhance bus service along the I-5 corridor with potential benefits to multiple counties. He further commented that a Lassen County route be explored to offer connection in Red Bluff to benefit from this service, and also a route to the state prisons. Ms. Raschein stated that these funds cannot be used for operations, but may be able to help Rancheria transportation purchase a bigger bus for transport to Redding and Red Bluff.

Mr. Albaugh asked if Big Valley 50 Plus would be eligible for some assistance. Ms. Raschein said she would look into options.

Discussion was held regarding exploring options to work with neighboring counties, including Shasta County.

4.5 Regional Transportation Plan Amendment- Wendel Line Rail Trail: Ms. Raschein presented information as presented in packets.

On a first by Mr. Chapman, second by Mr. Hemphill, it was unanimously passed to adopt Resolution 16-07, amending the Regional Transportation Plan to add the Wendel Line Rail Trail to the Regional Transportation Plan.

Ms. Garnier inquired if adopting this item will push back other projects. It was confirmed that there would be no adverse effect.

Discussion was held regarding if this creates competing applications between the City, County, and LL&TT, pro's and con's for sponsoring grants, and strategy when prioritizing projects for grant requests.

- 4.6 Active Transportation Program (ATP) grant discussion: Ms. Raschein reviewed information as provided in packets and introduced Kelly Zolotoff and Tammy Quigley to answer questions.

Ms. Quigley commented that she would conduct her presentation based on the pleasure of the commission. She suggested that due to today's meeting time constraints, her power point presentation and discussion be postponed to the May 9, 2016 meeting. She reminded the commission of timeframes, clarified ATP grant eligibility for non-profit organizations, and how the scoring is conducted by the evaluation panel. She offered to answer any questions before the next meeting if needed.

It was agreed to postpone Caltrans presentation and discussion to be presented at the May 9, 2016 meeting, but to move forward with LL& TT's request for application sponsorship.

Ms. Norton gave a presentation regarding sponsorship for a grant application specific to land acquisition, fence construction, and trail rehab.

Mr. Chapman suggested that project integration be considered to make applications stronger and asked city staff their thoughts on integration. Mr. Hancock stated that any integration would need to be discussed at city council.

Mr. Albaugh excused himself at 2:54 p.m. and returned at 2:56 p.m.

The Commission agreed to table Caltrans' presentation to the May 9, 2016 meeting.

Ms. Raschein asked direction from the commission to proceed with the application for the acquisition of the railway.

The Commission agreed that the City and County are the best suited to apply for and oversee projects such as these and determined that the LL&TT should seek partnership with the City for their application. They also determined that the County would be the best agency to submit and oversee any applications for ATP funding.

- 4.7 Agreement between Susanville Indian Rancheria and the Lassen County Transportation Commission: Ms. Raschein reviewed information as provided in packets.

Discussion was held to clarify the funding mechanism requiring the MOU, where liability lies, and cost to the county for acting as a pass-through.

Ms. Garnier asked if there was an indemnity clause in the contract. Ms. Raschein referenced Attachment D.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to authorize the Executive Secretary to execute the Agreement, and any documentation required to perform the duties as outlined in the grant application and Agreement.

- 4.8 Low Carbon Transit Operations Program (LCTOP) Allocation Request: Ms. Raschein reviewed information as provided in packets and stated that the original request was not valid because it must be an existing transit program. She said the recommendation from LCTOP is to request funds for the second city route, which can then be changed at any time.

On a first by Mr. DeBoer, second by Ms. Garnier, it was unanimously passed to amend adoption of Resolution 16-05 for the above mentioned grant funds to secure funds available to the LCTC and authorize Executive Secretary to sign agreements, submit all documentation necessary to receive LCTOP funding, with additional direction to notify the Commission prior to expending funds.

- 4.9 Unmet Transit Needs: Ms. Raschein stated that two public hearings were held with no comments regarding unmet needs.

On a first by Ms. Garnier, second by Mr. Chapman, it was unanimously passed to adopt Resolution 16-08 adopting the findings of the Unmet Transit Needs process.

(5) OTHER BUSINESS

- 5.1 Matters brought forth by the Commission:

- 5.2 Set date for the next Regular Commission Meeting for May 9, 2016

- 5.3 Adjournment: 3:11 p.m.