

SPECIAL MEETING OF THE LASSEN COUNTY TRANSPORTATION COMMISSION

April 24, 2017

(1) CONVENE:

LCTC's Special Meeting convened at 1:30 PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Garnier, Hemphill, Teeter, and Franco.

Commissioners Absent: Albaugh (by previous arrangement), and Wilson.

Others Present: Kathy Grah, Tamara Rich, Caltrans; Dan Newton, Jared Hancock, City of Susanville; Tony Shaw, Larry Millar, Lassen County; Richard Egan and Cheryl Strange LCTC Staff.

1.1 Convene: 1:30 p.m.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: Memo for 2017/18 Budget Requests.

2.2 Public Comment: None.

(3) REPORTS

3.1 Reports by Caltrans, CHP, City of Susanville, Executive Secretary, and LCTC Staff: None.

(4) NEW BUSINESS

4.1 17/18 budget for staffing services: Mr. Egan reviewed information as provided in packets.

Discussion was held for clarification and it was agreed to place this item on the next meeting agenda to allow staff time to gather more information.

4.2 Draft of Request for Proposals (RFP) for Staffing Services to the Lassen County Transportation Commission: Mr. Egan reviewed information as provided in packets and asked for direction on the contract term and the budget estimate.

Margaret Long, Special Council for the County, offered legal specifications for the RPF.

Mr. Shaw stated that he spent extensive time searching for examples for budget estimates and that he only found one which was significantly higher.

Mr. Egan stated that the cost amount is only for the purpose of the RFP and the Commission can still negotiate a final amount.

Ms. Garnier asked Ms. Long for her opinion regarding the RFP content. Ms. Long commented that she felt the RFP offered coverage for a broad range of staffing services and also discretion for the Commission to guide them on exactly what they want them to do.

Ms. Garnier commented that she felt the Commission took a turn from what they originally intended and referenced a previous suggestion that an Executive Committee from the Commission handle administrative duties with the contractor. Mr. Egan replied that as the Commission moves forward, it will be need to be built from the ground up, and the suggestion had been made in effort to help formulate new operating policies. Mr. Shaw stated that Caltrans staff expressed concern for the correct operating procedures to manage the consultant for claim approval and contract management procedures.

It was confirmed that Ms. Long would work with the consultant to get new policy and procedure in place.

Mr. Hemphill asked if the salary range will be double the current rate. Mr. Egan answered that it is unknown at this time.

Discussion was held regarding scope of service, salary schedules, length of term, and the interview process.

Ms. Garnier stated that the Commission is being very trusting of staff for a complete RFP.

Discussion was held regarding the technical evaluation process and technical review committee.

Mr. Newton reminded the Commission that proposals are still negotiable.

It was agreed to set the salary range at \$150,000.00 to \$250,000.00 and to keep the term at three years, with LCTC reserving the right to offer up to two additional one-year terms.

On a first by Mr. Hemphill, second by Mr. Franco, it was unanimously passed to approve the Request for Proposal for Staffing Services to the Lassen County Transportation Commission with a salary range of \$150,000.00 to \$250,000.000 and a term of three (3) years with up to two (2) additional one-year terms.

- 4.3 Authorize release and advertising of Request for Proposals (RFP) for Staffing Services to the Lassen County Transportation Commission: Mr. Egan reviewed information as provided in packets.

Mr. Shaw elaborated on the selection process.

Discussion was held for interview process and reference check clarity, and to choose the technical evaluation committee. It was agreed that the evaluation committee would include the Chair, Vice Chair, Executive Secretary, Legal Counsel, and one designee from the City and County.

Mr. Newton commented that he feels the biggest risk to the commission is the State funding and their stringent procurement requirements. He said that usually the selection committee handles screening and then makes recommendations to the board. He stressed making sure that all parties are comfortable with the interview approach.

Mr. Shaw stated that he has been working closely with Caltrans staff and they have reviewed the procurement narrative.

Discussion was held regarding conducting interviews in open versus closed session.

Ms. Grah confirmed extensive collaboration with County staff and said that this is a new concept, but in this unique case feels open session is appropriate. She offered a few different selection scenarios for consideration.

Ms. Long offered the option to interview in open session, deliberate in closed session, and announce selection in open session. She recommended asking pre-approved questions written by the technical advisors.

Discussion was held regarding public versus private documents. Ms. Long said that confidential information would be redacted prior to publication.

Mr. Franco excused himself from 2:50p.m. to 2:54p.m.

It was clarified that all applicants passing the technical evaluation will be invited to interview, but final interviewees will be selected in closed session by the Commission and selected staff to allow staff to offer input. The selected interviewees will interview in open session and the Commission and selected staff will deliberate in closed session, to announce their choice in open session.

Mr. Hemphill excused himself from 2:51p.m. to 2:54p.m.

Discussion was held to identify the Technical Evaluation Committee as Chair, Vice Chair, Executive Secretary, and Legal Counsel; and the interview panel to include all Commission members, Executive Secretary, Legal Counsel and two designees each from the City and County.

On a first by Mr. Teeter, second by Mr. Hemphill, it was unanimously passed to 1) approve the RFP, 2) authorize the Executive Secretary to release and advertise the RFP for

Staffing Services to the Lassen County Transportation Commission, and 3) designate the Chairperson, Vice Chairperson, Executive Secretary, and legal counsel Margaret Long, and one City and one County designee to perform technical evaluation to review each proposal for having the required contents, as specified in the RFP.

- 4.4 Discussion of options if no proposals received: Mr. Egan reviewed information as provided in packets.

Ms. Long said she is willing to serve in any capacity for short term.

Mr. Hemphill asked if the Commission has thought about what happens if it doesn't work out.

Discussion was held regarding the appeal of the RFP and staff was recognized for preparation efforts.

(5) OTHER BUSINESS

- 5.1 Matters brought forth by the Commission: None.

- 5.2 Set date for the next Regular Commission Meeting for May 8, 2017

- 5.3 Adjournment: 3:02 p.m.