

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

February 6, 2017

**(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, Garnier, Wilson, Hemphill, and Teeter.

Commissioners Absent: DeBoer.

Others Present: Dan Newton, Jared Hancock, City of Susanville; Ron Leal, Paratransit; Jim Mackay, Susanville Indian Rancheria; Larry Millar, Tony Shaw, Richard Egan, Diana Wemple, David Knaut, Lassen County; Cynthia Raschein, and Cheryl Strange, LCTC Staff.

1.1 Pledge of Allegiance was recited.

1.2 Agenda Approval: On a first by Ms. Garnier, second by Mr. Teeter, it was passed to approve the agenda.

1.3 Election of Officers: Mr. Hemphill nominated Mr. Albaugh as Chairman. Mr. Wilson nominated Ms. Garnier as Chairman.

Discussion was held regarding committee Chair and Vice Chair timeline.

After a majority vote by roll call, Ms. Garnier was elected as Chairman and Mr. Hemphill was elected as Vice Chairman.

1.4 Minutes Approval: On a first by Mr. Albaugh, second by Mr. Hemphill, it was passed to approve the December 12, 2016, minutes. Mr. Teeter 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): None.

California Highway Patrol Report (CHP): None.

City of Susanville: Mr. Hancock reported that the agreement with Caltrans for Sustainable Communities Grant was received and will start the project in the next few months. He also reported on the Gateway project and hopes the environmental phase will go quickly.

Mr. Albaugh asked for clarification regarding locations for ambulance and helicopter service.

Mr. Hancock said that discussions were on hold, but that he would reach out to those involved and work with the airport to see if accommodations can be made to use space there.

Ms. Garnier asked if there were flood concerns with the upcoming storms. Mr. Newton elaborated on predictions, but stated that drainage should be able to handle any flow.

Mr. Hancock reported on the strategic planning in place for flooding.

County of Lassen Report: Mr. Millar reported on road closures from winter storms. He stated that as soon as weather allows, repair work will begin.

Mr. Albaugh expressed concern for deferred maintenance on dirt roads. Mr. Millar replied that many county roads need attention and that much of the project load for the year will be catching up on maintenance.

Susanville Indian Rancheria Report (SIR): None.

Executive Secretary Report (LCTC Staff): Ms. Raschein introduced David Knaut as the new County Transportation Planner and reviewed information as provided in packets.

Mr. Albaugh asked if effort was being made to seek alternative funds. Ms. Raschein stated that staff will apply for Federal Lands Access Grant, 5311F and 5310 funds.

Mr. Albaugh asked if staff has researched how to make applications more competitive. Ms. Raschein said she contacted the Federal Lands Act liaison who stated that a more detailed explanation of project and funding needs will be necessary. She further stated that when a request is denied, it is common practice for staff to contact funding sources and ask how we can improve on future applications.

Summary of Commission Financial Activities: Ms. Raschein revised information as presented in packets and identified Ms. Wemple as present to answer any questions. Ms. Wemple stated that she feels that budgets are in good shape and commented that Ms. Raschein is overwhelmed with fiscal aspects of her job and recommends hiring

accounting assistance. Mr. Albaugh asked if staff feels that they are getting enough support from county auditor. Ms. Raschein said that Public Works just hired a new account technician and although it hasn't been made official, she thinks that staff will be able to use her for some transportation accounting. She stated she feels comfortable with the level of support from the auditor's office. Mr. Albaugh asked if she receives support from the city. Ms. Raschein replied that is not applicable as LCTC does not do any of their record keeping, but feels that the working relationship was such that she could ask for their help if necessary.

(4) NEW BUSINESS

4.1 Budget Amendment: Ms. Raschein reviewed information as provided in packets.

On a first by Mr. Albaugh, second by Mr. Wilson, it was unanimously passed to adopt Resolution 17-01, amending the Local Transportation Fund Professional and Specialized Services transfer amount.

4.2 Definitions of Unmet Transit Needs and Reasonable to Meet: Ms. Raschein reviewed information as provided in packets.

On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to adopt Resolution 17-02, establishing annual definitions of "Unmet Transit Needs" and "Reasonable to Meet", and 2) set the next regular scheduled meeting as the date for conducting of public hearing as required by Article 8, Section 99401.5 of the Transportation Development Act.

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission: Mr. Wilson requested a report on AB 1 and SB 1 funds and also a special meeting in closed session to discuss the Deputy Director position.

Mr. Egan reiterated the county and commission contractual relationship as discussed at a previous meeting and recommended consulting with counsel regarding conducting special meetings. He reminded the commission that employment is contracted through the county making the county responsible for the hiring and supplying of employees for use by the commission. He stated that he is open for input by committee members.

Mr. Wilson requested that the Chair speaks with the attorney and with approval from counsel, set a special meeting.

5.2 Set date for the next Regular Commission Meeting for March 6, 2017

5.3 Adjournment: 1:31 p.m.