

REGULAR MEETING OF THE LASSEN COUNTY TRANSPORTATION COMMISSION

May 8, 2017

(1) CONVENE:

LCTC's Regular Meeting convened at 2:01PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Wilson, Hemphill, Garnier, Albaugh, and Teeter.

Commissioners Absent: Franco.

Others Present: Dan Newton, City of Susanville; Ron Leal, Paratransit; Jim Mackay, Susanville Indian Rancheria; Tamara Rich, Trina Blanchette, Caltrans; Larry Millar, Tony Shaw, David Knaut, Lassen County; Richard Egan, Cheryl Strange, LCTC Staff.

- 1.1 Pledge of Allegiance was recited.
- 1.2 Agenda Approval: On a first by Mr. Hemphill, second by Mr. Albaugh, it was unanimously passed to approve the agenda.
- 1.3 Minutes Approval: On a first by Mr. Albaugh, second by Mr. Hemphill, it was unanimously passed to approve the April 10, 2017, minutes.
- 1.4 Minutes Approval: On a first by Mr. Hemphill, second by Mr. Teeter, it was passed to approve the April 24, 2017 minutes. Mr. Albaugh and Mr. Wilson abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 Correspondence:
 - a. Comments from North State Super Region to California Transportation Commission – Road Repair and Accountability Act of 2017
 - b. Letter from North State Super Region to California Transportation Commission – U.S. Hwy 101 at Last Chance Grade
- 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): None.

Executive Secretary Report (LCTC Staff): LCTC RFP for Staffing Services.

Mr. Egan gave a report regarding inquiries, registration, and submission process.

Discussion was held regarding timelines.

Summary of Commission Financial Activities: None.

(4) NEW BUSINESS

- 4.1 Presentation by Caltrans District 2 – United States Route 395 (US 395) Transportation Concept Report: Ms. Blanchette gave a presentation regarding what is covered in a TCR and the methods used to compile information, including public workshops. She provided a list of workshop dates and asked for Commission input.

Mr. Albaugh asked if the high volume of trucks using the Termo/Grasshopper Road as a cut-off will be looked at as it is causing a lot of wear which is currently being repaired by the County.

Mr. Wilson asked that A-3 also be included in the report. He expressed concern that this document will produce results since other reports have been done with no follow-up action.

Ms. Blanchette said that it is still important to keep voicing concerns and that they are doing an intensive public outreach.

Discussion was held regarding safety and condition concerns on Highway 395, Termo/Grasshopper, and A-3. Suggestions were made to widen Highway 395 to four lanes or provide more passing lanes and turn-out lanes.

Mr. Egan suggested composing a letter to Caltrans formalizing the comments and concerns of the Commission for approval at the next meeting.

Mr. Wilson asked if Caltrans was still considering park-and-rides. Ms. Blanchette responded that she had seen previous reports and that it would be a good idea to include them in this current report.

- 4.2 Accept proposal from Donald R. Reynolds, Certified Public Accountant, to provide triennial compliance auditing services for the three year audit period from July 1, 2016 through June 30, 2018 for and amount not to exceed \$10,500.00, and provide direction to staff to negotiate an agreement for future consideration by the Commission. Mr. Egan reviewed information as provide in packets and suggested either accepting this proposal or recirculate.

On a first by Mr. Albaugh, second by Mr. Teeter, it was unanimously passed to accept proposal from Donald R. Reynolds, Certified Public Accountant, to provide triennial compliance auditing services for the three year audit period from July 1, 2016 through June 30, 2018 for and amount not to exceed \$10,500.00, and direct staff to negotiate an agreement for future consideration by the Commission.

- 4.3 Accept proposal from Donald R. Reynolds, Certified Public Accountant, to provide independent auditing services to prepare annual audits for the fiscal years ending June 30, 2016, 2017, and 2018 in the amounts not to exceed \$12,000.00, \$12,700.00 and \$13,500.00, respectfully, and provide direction to staff to negotiate an agreement for future consideration by the Commission.

No discussion.

On a first by Mr. Teeter, second by Mr. Albaugh, it was unanimously passed to accept proposal from Donald R. Reynolds, Certified Public Accountant, to provide independent auditing services to prepare annual audits for the fiscal years ending June 30, 2016, 2017, and 2018 in the amounts not to exceed \$12,000.00, \$12,700.00 and \$13,500.00, respectfully, and direct staff to negotiate an agreement for future consideration by the Commission.

- 4.4 Discussion of LCTC Fund 128 for 2016/17 fiscal year, year to date, and 2017/18 fiscal year budgets (Continued from April 24, 2017 Special Meeting). Mr. Egan reviewed information as presented in packets.

Discussion was held and adjustments were made for clarity.

Mr. Hemphill expressed concern and asked if there were any alternative options.

Mr. Egan stated that he brought this to the forefront so the Commission was aware of the possible challenges with a long term contract.

- 4.5 Accept proposal from Margaret Long, Prentice Long & Epperson pc. Attorneys at Law, to provide legal services and staffing services during periods of vacancies in administrative services. Mr. Egan reviewed information as presented in packets and suggested utilizing an agreement or contract that states a term.

Discussion was held regarding the need for a contract or revising the letter of engagement.

It was agreed to direct staff to work with Ms. Long to either revise the letter of engagement, or create a contract that specifies services, and limits appropriation to \$15,000.00 per year without prior Commission approval, with invoices to be submitted monthly.

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission: None.

5.2 Set date for the next Special Commission Meeting for May 30, 2017: Discussion was held regarding tentative meeting schedule to be confirmed at a later date dependent on the amount of RPF for Staffing Services received.

5.3 Set date for the next Regular Commission meeting for June 12, 2017

5.3 Adjournment: 3:22 p.m.