REGULAR MEETING OF THE LASSEN COUNTY TRANSPORTATION COMMISSION

May 9, 2016

(1) CONVENE:

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

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

Commissioners Absent: Albaugh

Others Present: Tamara Rich, Tamy Quigley, Caltrans District 2; Dan Newton, Jared Hancock, City of Susanville; Larry Millar, Cynthia Raschein, Kelly Mumper and Cheryl Strange, LCTC Staff

1.1 Pledge of Allegiance was recited.

1.2 Agenda: Mr. Millar noted handouts to add to agenda items 4.2 and 4.3.

On a first by Mr. DeBoer, second by Mr. Hemphill, it was unanimously passed to approve the agenda with the noted additions.

1.3 Minutes Approval: On a first by Mr. Chapman, second by Mr. Wilson, it was passed to approve the April 11, 2016, minutes.

(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): Ms. Rich provided a follow up report regarding the proposed Caltrans transportation workshop and asked for direction on structure, content, and participants. She provided an order of importance list with direction to commission to choose priorities and return to Caltrans staff.

Discussion was held regarding structure, content, length of workshop, and participants. Suggestions included breakout sessions, inviting the SIR tribal council, and limiting the workshop to 3 hours in the morning.

It was agreed to schedule after August 1, 2016, on a Thursday.

Ms. Rich stated she would bring an outline back for review and approval at a future meeting.

Ms. Rich reported that staff is still investigating options for the Honey Lake rest area, and that negotiations with the contractor to keep rest stop open during the July 4th holiday are being discussed. She said there will be a follow-up email by weeks end with an additional update.

California Highway Patrol Report (CHP): None.

City of Susanville: Mr. Hancock reported on the Cap M project, stating that there are adjustments with regards to ADA improvements, traffic studies, environmental issues, and population growth. He stated that modifications are being made to keep the project moving forward.

Mr. Hancock reported that multiple paving and curbing projects are currently underway.

Ms. Garnier asked for an update regarding city water restrictions. Mr. Hancock reviewed current state mandated restrictions.

County of Lassen Report: None.

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

(4) NEW BUSINESS

4.1 Active Transportation Program (ATP) Discussion: Tamy Quigley presented a detailed power point presentation postponed from the last meeting; placing emphasis on areas where commissioners have expressed concern.

Discussion was held regarding rural versus urban funds and qualifying factors for each.

4.2 2015/2016 Overall Work Program Amendment #2: Ms. Raschein reviewed information as provided in packets.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to adopt resolution 16-09, amending the 2015/2016 Overall Work Program (OWP) to include Work Element 613, Susanville Indian Rancheria Sustainable Communities Grant.

4.3 Draft 2016/2017 Overall Work Program: Ms. Raschein reviewed information as provided in packets noting the significant changes.

Mr. Chapman requested a document clean up prior to adoption of final draft.

4.4 Proposition 1B funding Allocation Request-Public Transportation, Modernization, Improvement and Service Enhancement Account (PTMISEA): Ms. Raschein stated that she discovered that van purchases for senior programs were not eligible for funding, and expressed the need to identify an eligible project. She suggested the LRB heating system.

Discussion was held to clarify timeframes and identify eligible projects with the understanding that projects can be switched at a later date.

It was agreed to identify the LRB heat system and bus shelters for funds request.

On a first by Mr. Hemphill, second by Mr. DeBoer, it was unanimously passed to adopt resolution 16-10, and identify Lassen Rural Bus heat system and bus shelters for PTMISEA funds allocation request.

Mr. Hancock referred back to Item 4.1. He commended Ms. Quigley on her presentation and stated that the City of Susanville agreed to sponsor Lassen Land and Trails Trust on their request for land acquisition behind the railroad depot.

4.5 PTMISEA Rolling Stock project: Ms. Raschein presented information as presented in packets.

On a first by Mr. DeBoer, second by Mr. Wilson, it was unanimously passed to adopt Resolution 16-11, authorizing the Executive Secretary to sign and submit all documents necessary to secure funding for rolling stock purchase.

4.6 Award Agreement for Transit Development Plan Update: Ms. Raschein reviewed information as provided in packets and gave details supporting the recommendation to proceed with a contract with LSC.

Mr. Wilson inquired if execution of this contract would take place at the board level. Ms. Raschein confirmed that it would be presented to the board.

On a first by Mr. Wilson, second by Mr. DeBoer, it was unanimously passed to authorize the Executive Director to execute an agreement with LSC.

4.7 Draft 2016/2017 budgets: Ms. Raschein reviewed information as provided in packets.

Discussion was held regarding reserve funds.

Mr. Chapman asked if reserve funds could be used for additional van service. Ms. Raschein stated that it would be possible and asked if a second city route and van purchase should be added in the budget estimate. Mr. Chapman replied that an estimate would be helpful to compare options.

Mr. Millar elaborated on budget details.

It was agreed to bring back updated budgets at the next meeting.

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission: None

5.2 Set date for the next Regular Commission Meeting for June 13, 2016

5.3 Adjournment: 2:41 p.m.