REGULAR MEETING OF THE LASSEN COUNTY TRANSPORTATION COMMISSION

February 8, 2016

(1) CONVENE:

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

Commissioners Present: Albaugh, Garnier, Wilson, Hemphill (1:02 PM arrival), and Chapman.

Absent: DeBoer.

Others Present: Tamara Rich, Caltrans District 2; Dan Newton, City of Susanville; Richard Egan, Tony Shaw, Lassen County; Larry Millar, Cynthia Raschein, Kelly Mumper, and Cheryl Strange, LCTC Staff

1.1 Pledge of Allegiance was led by Ms. Garnier.

1.2 Agenda: Mr. Millar announced that there were two handouts to be added to the packet.

On a first by Mr. Hemphill, second by Ms. Garnier, it was unanimously passed to approve the agenda.

1.3 Minutes Approval: On a first by Ms. Garnier, second by Mr. Hemphill, it was unanimously passed to approve the January 11, 2016 minutes.

1.4 Minutes Approval: On a first by Ms. Garnier, second by Mr. Hemphill, it was unanimously passed to approve the January 19, 2016 Special Meeting 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): Discussion was held regarding the closure of the rest stop on Highway 395. Ms. Rich stated that she will provide details at the next meeting.

California Highway Patrol Report (CHP): None.

City of Susanville: Mr. Newton stated that bids have been opened on two road rehab projects and stated that funding looks favorable for two additional road rehab projects.

County of Lassen Report: Mr. Millar reported on the Mooney Road and Center Road CTC allocation requests. He stated that both look favorable.

Ad-Hoc Committee Report: None.

Summary of Commission Financial Activities (handout): Discussion was held with the conclusion to table this item until the next meeting to allow additional time for review.

On a first by Ms. Garnier, second by Mr. Wilson, it was unanimously passed to table this item until the next meeting.

(4) NEW BUSINESS

4.1 Fiscal Year 2014/15 Final Audit Reports: Clay Singleton, Singleton Auman, provided a synopsis on the reports highlighting important aspects and findings. He stated that the overall LCTC and LTSA audit were respectable with exception to one finding regarding drafting of financial statements; which is a common finding for small businesses.

Discussion was held regarding timelines for report preparation and presentation.

Mr. Singleton reviewed performance recommendations as guided by the TDA and stated that although recommendations are in the report, he feels that if the existing mode of operation is effective, to continue operating by current means. He commented that the continuity between staff has improved since the last audit, and recommended that LRB spreadsheets be monitored for content and accuracy. He thanked the commission for using local services.

On a first by Mr. Hemphill, second by Ms. Garnier, it was unanimously passed to accept the LCTC and LTSA Fiscal Year 2014/15 Final Audit Reports and the LCTC and LTSA Triennial Performance Reports.

4.2 Presentation from Modoc County Executive Director: Ms. Debbie Pedersen, Modoc County Transportation Commission Executive Director, provided a detailed PowerPoint presentation outlining functions and operations of the MCTC, including how funds are solicited and obtained at the State and Federal levels. She stated that based on her experience, many funding options available become exercises in futility when requested by rural counties. She stated that many rural counties are hiring outside grant writers to create more competitive submittals, but that is not guaranteeing acceptance and costing counties more money.

Discussion was held regarding disadvantaged communities, how the State prioritizes projects, competition with larger counties, the funneling of funds as they are broken down by qualifications, and grant match programs. Additional discussion was held regarding identifying shared corridors and applying such status to enhance project consideration, how the state is split by north and south, and that highly populated counties are tough to compete with as most projects have a per capita factor.

Ms. Pedersen provided a breakdown uses of PPM and RPA funds. She stated that it is common for rural agencies to share staff duties between city and county employees. She listed advantages to sharing duties as cost effectiveness and ability to shift duties as necessary, but disadvantages to consider as work load grows, item priorities can be mixed. She listed alternative functioning options including a set alone Executive Director and hiring additional staff, or independent consulting. She listed benefits and drawbacks for various structural options and the struggles involved when branching out, including navigating wages and retirement. She also stated that the Modoc Transit Agency operates under the MCTC using a pass-through contract, and gave a brief overview regarding organizational set-up of other rural county agencies.

Mr. Wilson noted that MCTC has more staff than LCTC and inquired how they are able to accommodate payroll. Ms. Pedersen responded that they do not pay for a transit operator and handle that role amongst office staff.

Discussion was held regarding duties of the MCTC Executive Director, how duties are shared in lieu of having a transit operator, and how the pass-through contract assists in managing those duties as well as governing outside transit support.

4.3 Request for Proposals for Consultant Services: Mr. Millar stated that this item was added as a placeholder in the event there was anything to be discussed.

Mr. Chapman commented that time is ticking but there was nothing new to discuss.

It was agreed to keep the placeholder until matters are resolved.

4.4 Overall Work Program Amendment: Ms. Raschein stated that this item is continued from the last meeting and requested direction.

Discussion was held regarding that fact that this money will be forfeited if it is not placed in a Work Element. Further discussion was held regarding which Element to temporarily hold the funds.

On a first by Ms. Garnier, second by Mr. Hemphill, it was unanimously passed to adopt Resolution 16-02, amending the 2015/16 Overall Work Program (OWP) to include 2014/15 Regional Planning Assistance carryover funds in the amount of $28,681.62 to be held temporarily in Work Element 603.

4.5 Application for 2013/14 California Transit Security Grant Program funds: Mr. Mumper stated that this item is to authorize the Executive Director to sign all necessary documents in order to secure grant funds.

Mr. Wilson asked if the cameras will be able to operate without the current software. Mr. Mumper said that a system will be chosen with the ability to operate independently.

On a first by Mr. Wilson, seconded by Ms. Garnier, it was unanimously agreed to adopt Resolution 16-03, authorizing the Executive Secretary to 1) sign all necessary documents to acquire the grant funds for this project, and 2) implement appropriate transit safety and security improvements upon approval of the application.

4.6 Letter to California Transportation Commission (CTC): Ms. Raschein explained letter content and asked for direction.

Discussion was held regarding best action to take and the amount of funds at stake. It was agreed to send letters without any revisions.

Mr. Chapman called out a few punctuation errors to be fixed prior to being mailed out.

On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to sign all three letters for delivery to the California Transportation Commission.

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission: None.

5.2 Set date for the next Regular Commission Meeting for March 7, 2016

5.3 Adjournment: 2:55 p.m.