

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

January 11, 2016

(1) CONVENE:

LCTC's Regular Meeting convened at 1:02 PM by Chairman DeBoer, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: DeBoer, Garnier, Wilson, Albaugh (1:07 PM arrival), Hemphill (1:08 PM arrival), and Chapman.

Others Present: Mackenzie Davis, Lassen County Times; Tamara Rich, Caltrans District 2; Ron Leal, Wanda Gray, Paratransit Services; Dan Newton, Jared Hancock, 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 Mr. DeBoer.

1.2 Agenda: No changes were made.

1.3 Election of Officers: On a first by Mr. De Boer, second by Mr. Wilson, it was unanimously passed to nominate Mr. Albaugh as Commission Chairman, and Ms. Garnier as Commission Vice Chairwoman. Mr. Alabugh and Mr. Hemphill not present to vote.

Vice Chairwoman Garnier lead the meeting in Chairman Albaugh's absence. Mr. Albaugh arrived at 1:07 and assumed the Chairman role.

1.4 Minutes Approval: On a first by Mr. Deboer, second by Mr. Wilson, it was passed to approve the November 9, 2015 minutes with the spelling correction in Item 2.1. Mr. Alabugh and Mr. Hemphill not present to vote. Mr. Wilson abstained.

1.5 Minutes Approval: On a first by Mr. Chapman, second by Mr. Wilson, it was passed to approve the December 9, 2015 minutes. Mr. Alabugh and Mr. Hemphill not present to vote. Ms. Garnier 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): Mr. Micheletti reported on 2015 fatality statistics. He stated that CHP is using enforcement contact and verbal warnings before issuing citations.

City of Susanville: None.

County of Lassen Report: Mr. Millar reported on the Mooney Road and Center Road CTC allocation requests. He stated that both will be presented at the March CTC meeting and hopes that both projects will be complete by the end of 2016.

Summary of Commission Financial Activities (attached) No discussion was held.

(4) NEW BUSINESS

4.1 Definitions of Unmet Transit Needs and Reasonable to Meet: Mr. Mumper referred to information provided and stated that this is an annual requirement.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to 1) adopt Resolution 16-01, establishing annual definitions of “Unmet Transit Needs” and “Reasonable to Meet”, and 2) set a date of March 14, 2016, for the conducting of public hearing as required by Article 8, Section 99401.5 of the Transportation Development Act.

4.2 Overall Work Program Amendment: Ms. Raschein reviewed information as provided in packets.

Discussion was held regarding carryover amounts and what attributes to carryovers. Ms. Raschein explained various reasons for carryovers from year to year. She stated that some of the carryover was from lack of staffing for the positions of assistant planner and account technician. She further commented that the vacancies have been filled, reducing the amount of carryover from previous years.

Mr. Chapman suggested this item be tabled until later in the meeting after other items related to the OWP are discussed.

On a first by Ms. Garnier, second by Mr. Hemphill it was unanimously passed to 1) table the Overall Work Program Amendment until after all items on the agenda pertaining to the OWP are discussed, or, if decided that more information is needed, the commission may decide at that time to table for the next meeting.

4.3 Regular Scheduled Monthly Meetings for 2016: Mr. Millar cited information leading to the request for monthly meetings.

Mr. Chapman elaborated on the history of how the meeting schedule was decided early in the commissions' formation and expressed his reasons for the request to change to meeting every month. His recommendation is to meet every month through June 2016, at which time the commission can reevaluate the schedule.

On a first by Ms. Garnier, second by Mr. DeBoer, it was unanimously passed to approve regular scheduled monthly meetings to be held on the second Monday of each month.

Discussion was held to confirm revisiting the monthly schedule in June 2016.

4.4 Management Staffing Budgets: Mr. Millar reviewed information as presented in packets.

Mr. Chapman asked for elaboration on the memo drafted by Mr. Egan.

Mr. Egan reviewed information as discussed at the ad hoc meeting regarding this subject. He stressed the need to formalize an agreement, discussed the need to separate LCTC and LTSA budgets, and discussed the need to identify staff duties and chain of command. He reminded the panel that it is the duty of the commission to guide staff on project priority. The ad hoc committee proposed considering the use of an independent consultant to assist in identifying project order of priority and follow through.

Mr. Chapman praised staff for conducting business the best they can under circumstances and offered that the commission shares responsibility for operations, project timelines, and inter-agency relations. He recommended that the current agreement be approved as a baseline document for future amendment, and also recommended that a presentation be prepared to show the separation of LCTC and LTSA budgets. He synopsized discussions of the ad hoc meeting by stating that the fundamental focus is to completely break down functions of the commission and agency and rebuild from the beginning.

Direction was given to staff to prepare a report to show the breakdown of budgeting utilizing the assistance of the county auditor.

Mr. Egan recommended that the new budgets report reflects the 2016/17 fiscal year.

Mr. Wilson inquired about the account technician position and stated that he was unaware of this position.

Discussion was held to clarify how the accounting functions are currently carried out and the fact that this position is in the budget. Further discussion was held regarding possibly bringing hiring approval to the commission prior to soliciting for candidates.

On a first by Mr. Chapman, second by Ms. Garnier, it was unanimously passed to split LCTC and LTSA staffing budgets, with placement of an agenda item at the next meeting for staff to provide a budgeting breakdown report.

4.5 Agreement Between LCTC and County for Staffing and Support Services: Mr. Egan reiterated that the proposed agreement is for the LCTC only as there is an agreement already in place for the LTSA. He stated that this agreement is to formalize the current commission functions.

Discussion was held regarding the content of the agreement, termination language, the change of the word “agreement” to “arrangement” throughout, and to make the title of Executive Secretary uniform within the document.

Mr. Chapman requested that staff make suggested changes to the document and bring it back to the next meeting.

Mr. Wilson requests that this matter be addressed in a special meeting versus waiting until the next regular meeting.

Discussion was held regarding whether a closed session meeting was possible based upon content of material to be discussed. Further discussion was held to clarify if staff is employed by appointment or contract, and the need to update job descriptions for future employment.

On a first by Mr. DeBoer, second by Ms. Garnier, it was 1) agreed to approve the agreement as proposed with the discussed amendments with additional amendments to be made at a later date after consulting legal counsel, 2) schedule special meeting if legal counsel requires one prior to next regular meeting.

Discussion was held to clarify the amendments. They were identified as 1) change “agreement” to “arrangement” throughout the document; 2) use the title Executive Secretary uniformly throughout document; 3) termination language to reflect that either party can terminate agreement with 90 days’ notice, and after July 1, 2016, changing to 6 months’ notice.

Discussion was held regarding the terms of agreement, termination language, ramifications of placing an expiration date on the agreement, and the role of the city.

Mr. Albaugh proposed a special meeting to allow staff time to make changes to the agreement before voting.

It was agreed to hold a special meeting on January 19, 2016, at 8:00 AM to continue discussion and take action.

Mr. Chapman requested that an item addressing the RFP for consulting services be placed on the special meeting agenda.

It was agreed to withdraw the aforementioned motion regarding this item.

It was moved by Mr. Chapman, seconded by Ms. Garnier, to table Item 4.5 and continue discussion at the special meeting to be held on January 19, 2016, at 8:00 AM; and add consideration for request for proposals for consulting services and the Overall Work Program Amendment to the special meeting agenda.

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission: None.

5.2 Set date for the next Regular Commission Meeting for February 8, 2016

5.3 Adjournment: 2:32 p.m.