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**AGREEMENT BETWEEN
THE COUNTY OF TEHAMA AND THE TEHAMA COUNTY
TRANSPORTATION COMMISSION FOR THE PURPOSE OF
PROVIDING ADMINISTRATION AND PLANNING SERVICES**

1. INTRODUCTION

The Tehama County Transportation Commission (TCTC) is established by Section 29535 of the Government Code. Section 29535 establishes a local transportation commission that is designated as a Regional Transportation Planning Agency (RTPA) responsible for area wide transportation planning in Tehama County. These responsibilities include:

- Administration and Management of the Local Transportation Fund (LTF)
- Transportation Planning and Regional Coordination
- Transportation Alternatives and Improved Air Quality
- Local Transportation Fund Claimant Funding and Oversight
- Transportation Grant Applications and Management

The goal of the TCTC is to achieve: *a coordinated and balanced regional transportation system*. The intent includes, but is not limited to, streets and highways, public transportation, specialized transportation, pedestrian, bicycle, aviation and rail facilities and planning services. A key focus is the decaying condition of the region's local streets and roads and the shortfall of funding needed to provide the level of maintenance necessary to prevent further decay as identified in the 2001 Regional Transportation Plan (RTP).

Rules and Regulations of the TCTC include composition, meetings, duties, responsibilities, budgets, and claims. These rules and regulations are adopted by Resolution.

2. TEHAMA COUNTY TRANSPORTATION COMMISSION OVERVIEW

A. Creation

The TCTC was formed as the LTC/RTPA in 1971 as a result of the Transportation Development Act (TDA), California Senate Bill 325, which created the Local Transportation Fund (LTF). LTF revenues are derived from ¼ cent of the retail sales tax on motor fuel.

B. Purpose

The TCTC (also known as The Regional Transportation Planning Agency (RTPA) is intended to act as the lead planning and administrative agency for State Transportation Improvement Program (STIP) and LTF transportation projects and programs in Tehama County. It is the duty of the TCTC to establish rules and regulations to provide for administrating transportation planning and allocating the local transportation funds in accordance with the applicable sections of the Government Code (GC Sections 29530 et.

Agreement Between County of Tehama and the Tehama County Transportation Commission for the purpose of providing Administration and Planning Services

seq), Public Utilities Code (PUC Sections 99200 et. seq) and California Code of Regulations (CCR Sections 6600 et. seq).

C. TCTC Membership

The TCTC is comprised of six members: Three from the Tehama County Board of Supervisors and an appointed representative from each of the three incorporated cities. The Commission elects a Chairperson and Vice-Chairperson each fiscal year (July – June).

- 1) Commissioners are entitled to a stipend of \$100 for each monthly Commission meeting they attend.
- 2) Commissioner's stipend is based on the 2003 survey of the California Commission/RTPA stipends, county populations, annual Local Transportation Funds, and 2000 State Transportation Improvement Program (STIP) Allocation.
- 3) The Commission may choose to review and adjust the stipend as needed.
- 4) Commissioner's may chose to not to receive a stipend, in which case they can notify the Executive Director in writing to cancel payment of stipend.

D. Staffing

Executive Director. The Executive Director is the Tehama County Director of Public Works who is responsible for the general administration of the TCTC. The authority and duties of the Executive Director are:

- 1) To serve as Administrator to the TCTC.
- 2) To supervise and direct the preparation of the annual budget for the TCTC and be responsible for its administration after adoption by the TCTC.
- 3) To supervise, and direct the preparation/submittal of TCTC periodic financial reports and, as soon as practical after the end of each fiscal year.
- 4) Prepare the Department of Public Work's annual report, which denotes the annual planning and transit activities.
- 5) To formulate and direct the presentation of information and/or plans on TCTC activities and the means to finance them.
- 6) To supervise the planning and implementation of all TCTC activities.
- 7) To attend meetings of the TCTC.

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- 8) To perform such duties as the TCTC may require in carrying out the policies and directives when directed to do so by the Chair of the TCTC, including but not limited to: signing of contracts and/or agreements, management of grants, and state and federal funds.
 - 9) Direct the development and review of the Regional Transportation Plan (RTP) and the Regional Transportation Improvement Program (RTIP).
 - 10) To supervise the staff services for the Social Service Transportation Advisory Council (SSTAC) and the STIP/RTIP Technical Advisory Committee (TAC).

Technical Staff – Transportation planning services for the TCTC are provided by the Tehama County Department of Public Works. Additional staff assistance may also be requested from City and County staff at the discretion of the Executive Director.

E. Committees

STIP/RTIP Technical Advisory Committee (TAC) – The TAC is advisory to the TCTC and consists of the Public Works Directors from the Cities of Corning and Red Bluff, as well as, the County of Tehama. A city representative from Tehama and a representative from Caltrans District 2 are also appointed to the TAC. Representatives from Native American affiliations are represented and encouraged to attend TAC meetings. The TAC provides coordinated technical expertise to the TCTC regarding:

- Review and update of the Regional Transportation Plan (RTP)
- The regional project screening process
- The regional project ranking process
- Programming of projects consistent with the program level performance measures identified in the RTP.

The TAC also makes modifications to project lists to be consistent with review and comments. Specific responsibilities of the TAC include:

- 1) Recommending the distribution of STIP Funds.
- 2) Developing the storm damage inventory and streets/roads assessment for their respective jurisdiction.
- 3) Recommending the programming of RTIP/ITIP projects for the region.
- 4) Making recommendations regarding the Transportation Enhancement Activities (TEA) program.
- 5) Establishing performance measures for Transportation Projects.

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- 6) Promoting a cooperative effort regarding planning for the Tehama County region.
 - 7) Recommendations regarding legislation and transportation policy (state and federal).

Social Service Transportation Advisory Council (SSTAC) – Legislation was passed in 1987 to establish a Social Services Transportation Advisory Council (SSTAC) per Section 99238 of the Public Utilities Code. The purpose of the Council is to provide input to the Unmet Transit Needs process.

The SSTAC is comprised of nine members who serve 3-year terms on a staggered basis. The make-up of the membership normally includes:

- One representative of potential transit users who is 60 years of age or older.
- One representative of potential transit users who is disabled.
- Two representatives of the local social service providers for seniors.
- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists.
- One representative of a local social service provider for persons of limited means.
- Two representatives from the local consolidated transportation service agency, if one exist.
- Additional members as deemed necessary by the RTPA to attain geographic and minority representation.

This group meets at various times of the year and serves as the Citizens Advisory Committee on transit and transportation needs including input on the Transit Development Plan (TDP). A member of the SSTAC, appointed by the SSTAC, will participate in the Transit Policy Advisory Committee (TPAC).

F. Organizational Chart

Refer to Exhibit A for the organizational chart of the TCTC.

3. **RESPONSIBILITIES OF THE TRANSPORTATION COMMISSION**

A. Meetings

Date - Meets on the third Tuesday of every month unless otherwise specified.

Time - 8:00 AM.

Location - Board of Supervisors Meeting Room, at the City of Red Bluff.

It should be noted that all TCTC, TAC and SSTAC meetings are publicly posted and noticed. In addition all meetings provide an opportunity for public comment and interaction. The TAC and the SSTAC Committee meet as needed.

B. Agendas

Deadline for Submission of Agenda Items – All items to be placed on the agenda shall be presented to the Executive Director of the TCTC no later than seven calendar days prior to the respective TCTC meeting date.

Agenda Backup Material Requirements – In order for an item to be placed on the agenda, the following materials are to be submitted per the deadline identified above:

- 1) The exact title of the agenda item.
- 2) The name of the petitioner.

A brief summary explaining the desired recommendation and/or action of the TCTC and a notation of any related staff reports and/or documents, which will be, included in the TCTC packets.

Development & Dissemination of Final Agenda – The Executive Director of the TCTC shall direct and approve the assembling and disseminating the final TCTC agenda and meeting packet.

Agendas and meeting packets shall be distributed to the following no later than four calendars days prior to the respective TCTC meeting.

- TCTC Members
- City of Corning Public Works Director
- City of Red Bluff Public Works Director
- City of Tehama Representative
- Transit Contractor
- Caltrans District 2
- Tehama County Department of Public Works

FAX Agenda to the following:

- Tribal Council, Greenville Rancheria
- Tehama County Planning Department

POST:

- Tehama County Courthouse
- Tehama County Public Works

EMAIL:

- clerk@redbluffdailynew.com, Editor@redbluffdailynew.com,
kpeters@tehamacountyadmin.org, leslielohse@aol.com, alnvs@tco.net,
sprice@ci.redbluff.ca.us, stevek@corning.org, glocke@snowcrest.net,
corningObserver@dm-tech.net, planning@snowcrest.net,
deborah_m_Pedersen@dot.ca.gov, dexter@tehama.net, venita@tco.net,
hayden@ci.redbluff.ca.us, lynnnvs@aol.com

- Additions can be made to this list by contacting the Executive Director.

4. DUTIES AND PLANNING FUNCTIONS

A. General

The TCTC shall have the authority to establish and administer LTF and STIP funded area-wide transportation programs and in the exercise of that authority; the TCTC is authorized in its own name to:

- 1) Provide funding to Tehama County for the Director of Public Works to be the Executive Director including funding for County Public Works and other technical staff to manage and implement transportation planning programs.
- 2) Make and enter into contracts and expend revenues, leases and other agreements, including contracts with federal, state, and other governmental agencies.
- 3) Allocate LTF and State Transit Assistance (STA) funds to cities and the county in accordance with the TDA statutes and Administrative Code.
- 4) Adopt an annual budget.
- 5) Apply for and accept contributions, grants, or loans from any public or private agency or individual, or the United States or any department, instrumentality, or agency thereof, for the purpose of financing its activities.
- 6) Consider plans, claims and budgets submitted by applicants to the TCTC and take appropriate action.
- 7) Do all other acts reasonable and necessary to carry out the purpose of this Agreement.

The TCTC shall be held strictly accountable for all funds received, held and disbursed by it.

B. Administrative Functions

Administration of Transportation Development Act (TDA) Funds – The TCTC is responsible for the allocation, payment and proper record keeping associated with the TDA and its funding mechanisms. TDA provides two major funding sources: The Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA).

The LTF can be used by the TCTC, City of Red Bluff, City of Corning, City of Tehama, and the County of Tehama for the following:

- Public transit.
- Transportation planning.
- Expenses related to administering TDA.
- Pedestrian and bicycle facilities.
- Street and road purposes.

State Transit Assistance (STA) funds are allocated to the RTPA based on the population of the area under the jurisdiction of the county in proportion to the total State Population. STA funds are available for allocation to claimants for transit purposes under Article 4 and 8 of the Transportation Development Act generally in the same manner as LTF funds. Unlike LTF funds, however, STA funds may not be allocated for fund administration, planning, pedestrian and bicycle facilities, streets and highways. STA funds are primarily for public transit purposes.

The County Auditor maintains accounting records and makes disbursements in accordance with Sections 6620 through 6623 of the California Code of Regulations (CCR).

Oversight of Federal Grants/Funds – The TCTC is responsible for the general oversight and coordination of federal grant projects generated from within the County. These grants provide funding, for capital and/or operating costs associated with both seniors/disabled (specialized) and public transportation programs. The TCTC reviews such grants to determine the following:

- Type of clientele being served by each program.
- The extent to which such programs have coordinated services with other programs.
- Whether or not the services provided are consistent with the Regional Transportation Plan (RTP).

C. Planning Functions

Regional Transportation Plan (RTP) – Consistent with SB 45, the RTPA in non-urban regions must adopt and submit an updated Regional Transportation Plan (RTP) to Caltrans and the California Transportation Commission (CTC) every four years. The

RTP serves as the planning blueprint to guide transportation investments in Tehama County involving local, state, and federal funding over a 20-year period.

Overall Work Program (OWP) – The OWP is the TCTC’s means of securing funding and staffing in order to create, implement and expand upon those policies and actions outlined in the RTP. Maintaining an updated OWP is critical to the TCTC’s functioning as the RTPA in Tehama County. Draft OWP’s are due annually on March 1 and must be approved by Caltrans for the expenditure of State Rural Planning Assistance (RPA) Funds.

Transit Development Plan (TDP) – While not specifically required by either the California Government Code or the TDA, the TCTC may develop a TDP to guide future growth and/or changes in transit service to be provided in the County. The TDP forms the basis for the TCTC’s annual findings regarding “unmet transit needs” within the County as required by PUC Section 99401.5

AB120 Coordination/Consolidation Action Plan – The 1979 (AB 120) Social Service Transportation Improvement Act required that each RTPA develop an Action Plan for the best possible coordination of social service transportation programs within each region. The TCTC is responsible for reviewing and updating this plan.

OTHER PLANS - The TCTC may also prepare a Bicycle Transportation Plan (BTP) and/or other plans such as Airport, Rail and/or Truck. The BTP is usually a short-range plan over a five-year period that provides for the improvement of bicycle facilities in the RTPA’s jurisdiction. The State requires that the RTPA adopt a BTP in order to be eligible for state Bicycle Transportation Account (BTA) funding for bicycle projects.

5. FUNDING MECHANISMS & APPLICATION/CLAIM PROCEDURES

A. Local Transportation Fund (LTF)

Description - LTF funds may be used for transportation planning, the TCTC’s expenses related to administering the TDA, pedestrian and bicycle facilities, transit systems and/or for streets and road projects. LTF revenues are derived from ¼ cents of the 7¼ -cent retail sales tax collected statewide. The ¼ cent is returned by the State Board of Equalization to each County according to the amount of total sales tax collected in that county.

Apportionment/Allocation Process – The apportionment and allocation process for LTF funds follow the following timeline:

- 1) Prior to February 1 of each fiscal year, the County Auditor shall furnish to the Executive Director of the TCTC an estimate of moneys to be available for apportionment and allocation during the next fiscal year.

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- 2) Prior to March 1, the TCTC shall determine and advise all prospective claimants (the Cities and County) of all area apportionment LTF funds for the following fiscal year. The final amount of LTF funds available for apportionment to the Cities and County will be derived per procedures outlined in CCR Section 6644(a) and PUC Section 99233. The resulting balance of LTF dollars will be apportioned per the most recent population figures published by the State Department of Finance.
 - 3) Each year, each claimant (Cities and County) shall submit to the Executive Director of the TCTC its annual LTF claims per the form and priorities set forth in CCR Section 6630 and PUC Section 99400. Claim forms to be provided by RTPA staff.
 - 4) Prior to TCTC approval of these claims, a finding must be made that all formerly unmet transit needs that are deemed “reasonable to meet” have been met. (See PUC Section 99400 and CCR Section 6658).
 - 5) Prior to July 1 of each fiscal year, the Executive Director of the TCTC shall convey allocation instruction to the County Auditor by written memorandum accompanied by a copy of the resolution authorizing the action. (PUC Section 99235 and CCR Section 6659).

Payment/Reimbursement to Claimants – Payments to claimants for LTF funds will be made as money becomes available from the State. All quarterly reports on the status of LTF shall be made to the TCTC as detailed in CCR Section 6622. This rule is consistent with the allocation instructions conveyed to the County Auditor (see CCR Section 6621).

B. State Transit Assistance Fund (STA)

Fund Description – Chapter 161 of the Statutes of 1979 (SB 620) created the STA. STA is administered and/or controlled by guidelines set forth in the TDA. STA provides a second TDA funding source for transit systems. Funds for the STA are distributed to Tehama County by population formula.

Apportionment/Allocation Process – The apportionment/allocation process for STA funds follow the following timeline:

- 1) Prior to January 10 of each fiscal year, the State shall furnish to the TCTC a preliminary estimate of STA moneys to be available for apportionment and allocation during the ensuing fiscal year.
- 2) [NOTE: The TCTC does not receive STA funds under PUC Section 99314-99314.5]
- 3) Prior to April 2 of each fiscal year, each claimant shall submit to the TCTC its annual STA claims per the form and priorities set forth in CCR Sections 6730-

6732, PUC Sections 99313.3 and 99314.5 (including Section 5 of Chapter 322, Statutes of 1982-AB 2551).

- 4) Prior to approval of these claims, the TCTC shall complete the unmet transit needs hearings required for LTF funds and make those findings required for STA funds as outlined in CCR Section 6754.
- 5) Prior to July 1 of each fiscal year, the TCTC shall approve, and the Executive Director of the TCTC shall convey to the County Auditor, an allocation resolution as stipulated in CCR Sections 6752 and 6753.

Payments/Reimbursement to Claimants – Payments to claimants for STA funds will be made at the beginning of each fiscal year and/or as money becomes available from the State. All Claimants receiving STA funds will be required to supply the County Auditor with all reports and other information necessary for the proper and timely completion of the quarterly reports called for in CCR Section 6622. This rule will be consistent with the allocation instruction conveyed to the County Auditor (see CCR Section 6621).

C. State Rural Planning Assistance (RPA) Funds

Preparation & Approval of the OWP – The allocation of Rural Planning Assistance (RPA) funds is tied directly to State acceptance of the TCTC's OWP. The OWP and OWP agreement is in essence a grant application for RPA funds. The TCTC must submit to the State its draft OWP by March 1 of each fiscal year. The final OWP is generally approved just prior to July 1 of each fiscal year. The annual OWP is adopted by resolution, and said resolution directs staff to perform or administer all other related work.

Staff has prepared the OWP in past years; however, the Executive Director can contract the preparation the OWP in the future, if necessary. Contract cost for preparation would be charged to the Administration work element.

Submission of Reimbursement Claims – As work is completed by those entities so specified in the OWP, claims for reimbursement of costs are submitted to the Executive Director. Claim forms, must identify products and tasks completed with LTF and RPA funds. In addition to the claim forms, all claimants for RPA shall, on an annual basis, submit to the Executive Director of the TCTC a summary report of completed planning tasks and funds expended per each work element of the OWP.

D. Federal Transit Administration (FTA) Section 5313 (b)

Fund Description – FTA Section 5313 (b) funds are available to the TCTC on a statewide competitive basis for use on a wide variety of transit planning activities. The amounts of Section 5313 funds awarded to the County will vary from year to year depending upon available funding and the relative importance of the proposed project on

a statewide basis. The application for FTA Section 5313 (b) funds is incorporated into the OWP process.

Submission of Reimbursement Claims – As work is completed by those entities so specified in the OWP, claims for reimbursement of cost under Section 5313 (b) can be submitted on a monthly basis to the Caltrans, District 2, Transportation Planner.

Monthly claim forms must include breakdowns for person-days expended, salary, benefits, overhead and contract cost. Attached to the claim forms should be appropriate backup documentation such as time sheets, invoices and purchase orders.

E. Federal Transit Administration (FTA) Section 5310

Fund Description – FTA Section 5310 provides funds for capital acquisition for transportation programs provided by private non-profit agencies supplying services for the disabled and seniors. These funds are available on a statewide competitive basis.

TCTC Review and Findings – While the TCTC is not a direct claimant or distributor of these funds, it is involved in reviewing each application generated from within the County in order to make the following findings:

- 1) That the agency applying for the grant has, to the maximum extent possible, coordinated its program with other transportation programs in the County.
- 2) That the program and grant are consistent with the RTP. These findings, in letter and/or resolution form, are later conveyed to Caltrans as part of the applicant's grant application.

F. Federal Transit Administration (FTA) Section 5311

Fund Description – FTA Section 5311 provides funds for both capital and operating expenses for public transit service. These funds are provided to the County in one of two possible ways:

- 1) Submission of a completed application, which stays within the County's projected annual allocation of FTA Section 5311 funds.
- 2) Submission of a completed application for competitive State Discretionary Reserve FTA Section 5311 funds.

TCTC Review and Findings – While the TCTC is not a direct claimant or distributor of these funds. The Executive Director and staff are involved in reviewing each application generated from within the County in order to make the following findings:

- 1) That the agency applying for the grant has, to the maximum extent possible, coordinated its program with other transportation programs in the County.

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- 2) That the program and grant are consistent with the RTP. These findings, in letter and/or resolution form, are later conveyed to Caltrans as part of the applicant's grant application.

G. Public Hearing & Establishment of Program of Projects

The TCTC is required to establish a group of projects to define and apply for the region's annual Program of Projects. A program or project, which contains only an operating assistance request, does not require a public hearing. In order to establish an annual Program of Projects, which contains capital grant projects, the TCTC must hold an advertised public hearing to discuss the projects. These results along with the TCTC's earlier findings are conveyed to Caltrans as part of each applicant's grant application.

6. **REQUIRED RECORDS, REPORTS & AUDITS**

A. Records & Reporting Requirements

TCTC – The County Auditor shall maintain accounting records of all TCTC funds in accordance with the State Controller's Manual of Accounting Standards and Procedures for Counties. Such records shall be kept for a minimum of four years. At quarterly intervals, the County Auditor shall report the status of all funds to the Executive Director of the TCTC. The reports shall conform to those standards established in CCR Section 6622.

Transit Service Claimants (the County) – Claimants shall keep and maintain accurate and complete records and shall prepare an annual report of their operations in accordance with the Uniform System of Accounts and Records adopted by the State Controller pursuant to PUC Section 99243. The report shall be submitted to the Executive Director of the TCTC and to the State Controller within applicable guidelines. (Refer to CCR Section 6637)

Non-transit Claimants (the Cities and the County) – The Cities and the County shall keep and maintain accurate and complete records per standard principles of accounting. Such records shall be kept for a minimum of four years. Expenditures of moneys received for any non-transit purposes shall be reported to the State Controller on or before October 1, of each fiscal year. (Refer to CCR Section 6665 and PUC 99406)

B. Annual Fiscal & Compliance Audits

TCTC – Annually, and within 180 days after the end of the fiscal year, the County Auditor shall submit a report of a fiscal audit of the financial statements of the Commission for LTF and STA accounts to the Executive Director of the TCTC and the State Controller. The audit shall be conducted in accordance with generally accepted auditing standards by the State Controller or by a certified public accountant who is not an officer or employee of the TCTC, the City of Red Bluff, the City of Corning, the City of Tehama, or the County of Tehama.

All Claimants (the Cities and County) – Annually, and within 180 days after the end of the fiscal year, each claimant shall submit a report of a fiscal and compliance audit to the Executive Director of the TCTC. Independent auditors will conduct the audit(s). (Refer to CCR Sections 6664, 6666 and 6667)

C. TCTC Triennial Performance Audit

The TCTC shall designate an independent entity to conduct a performance audit of its activities with respect to the TDA pursuant to Public Utilities Code Section 99246. The performance audit is required to be submitted to the Executive Director of the TCTC and the Director of the Department of Transportation by July 1, beginning in 1980, and by July 1 triennially thereafter. (Refer to CAC Section 6662.5)

7. TERM OF AGREEMENT

This agreement shall commence on the date of signing and shall continue in force until terminated by either of the parties hereto. In the event of termination, the part requesting termination shall provide written notice to the other party at least six months prior to the effective date of termination. Both parties agree to work cooperatively to facilitate a smooth transition in the event of termination. Failure to cooperate may result in a delay of termination for both parties.

8. ENTIRE AGREEMENT

This agreement supercedes all previous agreements and constitutes the entire understanding of the parties hereto. The parties specifically acknowledge that in entering into and executing this agreement, they each rely solely upon the provisions contained in this agreement and no others.

9. MODIFICATIONS

No changes, amendments or alterations to this agreement shall be effective unless in writing and signed by both parties hereto.

10. NON DISCRIMINATION

County shall not discriminate in employment practices or in the delivery of its services on the basis of race, color, creed, national origin, sex, age, marital status or physical or mental disability.

11. **PERFORMANCE**

The Tehama County Department of Public Works agrees to perform all responsibilities and duties necessary to provide administration and planning services for TCTC pursuant to the requirements of this agreement. Work shall be done on a reimbursement basis, at the Departments current hourly rates, including benefits and state approved overhead. .

Executed on the 11th day of FEBRUARY, 2003

By:

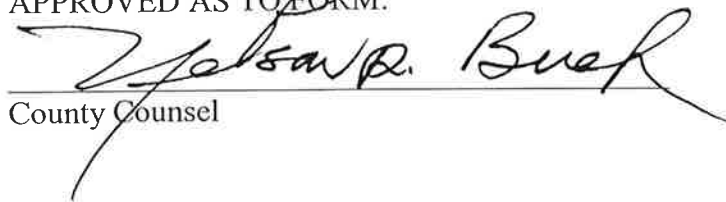


Tehama County Transportation Commission, Chair



Tehama County Board of Supervisors, Chair

APPROVED AS TO FORM:



County Counsel

MINUTE ORDER
BOARD OF SUPERVISORS
COUNTY OF TEHAMA, STATE OF CALIFORNIA

R E G U L A R A G E N D A

AGREEMENT / TEHAMA COUNTY PUBLIC WORKS DEPARTMENT / TRANSPORTATION -
Between the County of Tehama and the Tehama County Transportation Commission for
Administration and Planning Services

A motion was made by Supervisor Turner, seconded by Supervisor Willard and carried by the unanimous vote of the Board to approve and authorize the Chairman to sign the Agreement between the County of Tehama and the Tehama County Transportation Commission for the provision of administration and planning services to the Commission, to commence on the date of signing until terminated.
(2003 Miscellaneous Agreement Book, #44-2003)

STATE OF CALIFORNIA)
) ss
COUNTY OF TEHAMA)

I, MARY ALICE GEORGE, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of an order adopted by said Board of Supervisors on the 11th day of February, 2002.

DATED: February 14, 2003

MARY ALICE GEORGE, County Clerk and
Ex-officio Clerk of the Board of Supervisors
of the County of Tehama, State of California

by Angela L. Laird
Deputy