

**TEHAMA COUNTY TRANSPORTATION COMMISSION
MINUTES OF JUNE 30, 1999**

Present at the meeting: Chairman Ron Warner, Commissioners' Earl Wintle, George Russell, Ross Turner (left 10:26 A.M.), Rex Roush, Charles Willard. Also present: Barbara O'Keeffe, Transit Manager, Gary Plunkett, Executive Director, Mark Moses, Administrative Assistant-Admin, Debbie Pederson, Caltrans and Larry Stevens (approved alternate).

1. **CALL TO ORDER:** The meeting was called to order by Chairman Ron Warner at 8:30 a.m.
2. **APPROVAL OF MINUTES:** Motion by Commissioner Russell and second by Commissioner Roush to approve the minutes of April 21 and May 19, 1999. Commissioner Willard voted as to form only. Motion carried 6-0.
3. **ANNOUNCEMENTS:** Barbara O'Keeffe announced the Bikeways Plan is scheduled for public review during the month of July and August. Drafts are available. Tuesday August 17th meeting is scheduled for the Public Hearing. Adoption is scheduled for September.

The August 17th meeting for TCTC will also accommodate the Public Hearing for the Regional Transportation Plan (RTP).

The July meeting has been canceled and stated that an RFP was pending regarding planning/monitoring and required by SB 45..

4. **1999/00 AUDIT:** Gary Plunkett, Executive Director, presented information regarding lowering the cost for annual auditing services. It was concurred with Staff that it is in the best interest of the Commission to contract with the State Controller's Office with a potential cost of \$4,500. This will enable us to complete the audit without delays. The State has assured us the audit will be completed by December 15, 1999.

It was suggested by the Commission this be brought back as an agenda item to approve the contract with the State Controller's Office.

5. **1999/99 OVERALL WORK PROGRAM (OWP):** Barbara O'Keeffe summarized this annual document. The funding is Rural Planning Assistance Funds (RPA) and are reimbursed monies. The expenditure funding chart was briefly discussed identifying all elements. This secretary will not reiterate.

Commissioner Russell commented on the repetitive efforts of staff to complete this report. Barbara O'Keeffe felt that in the future, a spreadsheet could be submitted to Caltrans that mimics the expenditure report required quarterly. Sixteen pages could be simplified to a spreadsheet. However, staff noted the OWP is prepared in accordance with Caltrans guidelines and that it was her opinion that a spreadsheet format is preferable.

Commissioner Willard expressed appreciation to Staff for obtaining the \$44,000 grant.

Debbie Pederson of Caltrans added that the grant submitted by Tehama County was “one of the best Grants submitted.”

Motion by Commissioner Turner and seconded by Commissioner Wintle to adopt the 1999/00 Overall Work Program. Motion carried 6-0.

Commissioner Turner recommended that Staff continue, in the most expedient way, to run this program with a spreadsheet as previously discussed.

6. **EXCHANGE OF 1997/98 & 1998/99 TEA FUNDS:** Barbara O’Keeffe explained the TAC members have met and reviewed the TEA funds and program. A total of \$306,000 is being distributed to the Cities and County. Recommendation by the TAC was to review the TEA process.

Motion by Commissioner Russell to approve the exchange of 1997/98 and 1998/99 Federal TEA Funds for State Funds and distribute “washed” funds based on population as identified in the 1998/99 Budget including rounding to the nearest percent. Funds will be expended for transportation purposes in accordance with Article 19 of the State Constitution. Motion seconded by Commissioner Turner. Carried 6-0.

Motion by Commissioner Turner and second by Commissioner Wintle to adopt Resolution 15-1999 authorizing the exchange of the 1997/98 and 1998/99 TEA funds with the State. Carried 6-0.

Motion by Commissioner Wintle and second by Commissioner Russell to direct the TAC to review and recommend a TEA process; including, but not limited to a call for TEA projects for future funding cycles; discussion and planning of potential TEA projects on a County-wide basis. Commissioner Willard added that projects reviewed by TAC and their decisions be brought back before the Commission. Motion carried 6-0.

7. **UNMET TRANSIT NEEDS FINDINGS RESOLUTION 13-1999:** Barbara O’Keeffe reviewed the process of the Unmet Needs Findings. Earl Wintle questioned the Rancho Tehama Survey and if they had participated in requested information. Barbara O’Keeffe answered the survey distributed County-wide was reviewed for their needs. This information was discussed at the May meeting.

Commissioner Russell questioned the Resolution with regard to the Woodson Bridge Estates. No pilot program was authorized. Barbara O’Keeffe replied the routing is being reviewed and the opportunity is there for a pilot program. Commissioner Russell asked to be assured that before any transportation is initiated it will be brought back before the Commission for approval. Commissioner Willard concurred.

It was agreed by the Commission that in the Resolution after the word “residents” insert “and may initiate”.

Commissioner Russell asked that the August meeting contain information relating to transit projects, such as Woodson Bridge, with a tentative date of completion.

With no further comments, motion by Commissioner Willard and second by Commissioner Russell to adopt the Unmet Transit Needs Finding Resolution 13-1999 with corrected wording. Carried 6-0.

8. **1999/00 PRELIMINARY BUDGET:** Mark Moses, Assistant Director Public Works-Administration, previously met with Director’s and City Manager’s and reviewed the preliminary budget. ADA costs, in Mark’s opinion, are not ready for allocation or recommendation to the Commission. \$36,000 has been set aside for the ADA. Staff suggested ADA cost allocation be discussed at a future meeting. Mark Moses reviewed the Preliminary Budget for 1999/00. This secretary will not reiterate. The final budget will be presented in September 1999.

Commissioner Turner left the meeting at 10:26 a.m.

Barbara O’Keeffe explained to the Commission, with regard to TEA-21 Exchange Funds, was the reauthorization of ISTEA. In the State of California they called the Transportation Enhancement Program “TEA”. When the Federal Bill was reauthorized, the State of California uses the same acronym as the Federal Bill. The Resolution for the previous agenda item and funds are provided under the “umbrella” of TEA-21, but they are different programs.

Motion by Commissioner Russell to approve the 1999/00 Preliminary Budget as presented. Motion seconded by Commissioner Willard. Carried 5-0 with 1 absent.

Motion by Commissioner Willard and seconded by Commissioner Russell to adopt the Final Budget at the September meeting. Carried 5-0 with 1 absent.

9. **CONTINUING OPERATIONS AUTHORITY RESOLUTION 14-1999:** Motion to adopt the Continuing Operations Authority Resolution 14-1999 by Commissioner Russell and seconded by Commissioner Willard. Carried 5-0 with 1 absent.
10. **ADA UPDATE:** Barbara O’Keeffe gave information regarding the progress of the Americans with Disabilities Act (ADA). Staff has submitted the required Prop 116 documentation and progress is being made with procurement of the ParaTRAX vehicle. With reference to certification and screening, the Independent Living Center of Chico has communicated interest. Local agencies in Tehama County declined to certify and screen applicants. It should be noted that the contract with Mark Wall provided for follow-up activities and training in the final implementation of the ADA. NOTE: Although this item

was marked as an “Action” item, it was intended for informational purposes only. No action was taken.

11. **ELECTION OF OFFICERS:** Commissioner Wintle motioned Ron Warner continue as Chairman for the next year. Motion seconded by Commissioner Russell. Carried 5-0 with 1 absent.

Motion by Commissioner Russell and second by Commissioner Willard to re-elect Commissioner Wintle as Vice Chairman. Carried 5-0 with 1 absent.

12. **LETTER OF SUPPORT FOR HR 2084:** Barbara O’Keeffe informed the Commission of their membership with CalACT. CalACT has provided us with a form letter and requesting assistance in communicating assistance in funding. Commissioner Russell motioned to authorize the Chairman to sign the letter supporting HR 2084. Motion seconded by Commissioner Wintle. Carried 6-0 with 1 absent.

13. **COMMISSION CORRESPONDENCE & ARTICLES:** Accepted as is.

14. **WARRANT REGISTER:** Motion to approve the Warrant Register by Commissioner Russell and seconded by Commissioner Wintle. Carried 5-0 with 1 absent.

15. **CLAIMS:** Motion by Commissioner Russell and seconded by Commissioner Wintle to accept the Claims as is. Carried 5-0 with 1 absent.

16. **ADJOURN:** With no further business the meeting adjourned at 10:57 a.m.

Chairman

Secretary/Deputy