

# **TEHAMA COUNTY TRANSPORTATION COMMISSION**

## **MINUTES OF JUNE 20, 2000**

Present: Chairperson Ron Warner, Commissioners' Earl Wintle, George Russell, Ross Turner, Rex Roush and Charles Willard. Also present: Barbara O'Keeffe, Transit Manager, Kevin Rosser, Transportation Planner, Roy Berlinghoff, Laidlaw and Debbie Pederson, District 2 Caltrans, Gary Plunkett, Executive Director, Mark Moses, Assistant Director of Public Works, Larry Stevens, Mayor of Red Bluff, RTR Board Director, Arlene Gross, Peter Harvey, Gary Antone and Chuck Hayden from the City of Red Bluff, Tom Russ, City of Corning, Venita Philbrook, Red Bluff Trails, Professor Holman, Chico State University.

### 1. CALL TO ORDER

The meeting was called to order by Chairman Warner at 8:03 a.m.

### 2. APPROVAL OF MAY 17, 2000 MINUTES

Motion by Commissioner Wintle and second by Commissioner Roush to approve the May minutes. Carried 6-0. None absent.

### 3. PUBLIC COMMENT

None

### 4. ANNOUNCEMENTS:

Barbara O'Keeffe announced that the TAC will be held Thursday June 29<sup>th</sup> to discuss and make a recommendation regarding the PPM Request for Proposal (RFP). The July meeting will be Tuesday the 18<sup>th</sup> at 8:00 A.M.

Barbara introduced Vanita Philbrook who is a member of the Red Bluff Trails United. Ms. Philbrook announced that the White House has recognized the Red Bluff Trails as a Millennium Trail which is a national effort to get people on the ground and out of the car.

### 5. DRAFT RECREATIONAL TRAILS FEASIBILITY STUDY

The County entered into an Agreement with Construction Solutions (Richard Holman) in September 1999 for preparation of the draft Recreational Trails Feasibility Study. The *draft* Study is complete. Professor Richard Holman of Chico State University, presented this study which included an assessment from high school students, teachers and community members.

There are four stages of this study:

- Gathering Information
- Planning
- Design
- Construction

Professor Holman Stated they have focused their design on Caltrans Class 1 bike ways which is an eight foot paved trail with two foot shoulder on either side. 80% of the trails presented on the map are Class 1. Class 1 trails follow Caltrans standards for safety and limits liability.

Chairperson Warner voiced his concern regarding the trails that are along the proposed waterways due to their proven flood tendencies. The Sacramento river trail is underwater during part of the year and this happens in a few areas of Tehama County. Chairman Warner asked if concrete will be used to construct the trail in that area. Professor Holman said that there was no plan to use concrete at this time.

Segments 1 through 6 were discussed. Commissioner Turner questioned the ease of obtaining environmental permits. Professor Holman stated that Ron Heine of Red Bluff High School has already obtained the permits needed to install the concrete crossing for Brick Yard Creek.

Venita Philbrook made the comment that she is happy to get pedestrians off of Baker Road because it is a “death trap”. One of the original plans was to have a trail on Baker Road and it was changed to protect the safety of the children. The second issue is that this is not a new concept and that trails can be built along water ways and in areas where you wouldn’t think it was possible to build. Venita also commented that the last words we use after a trails meeting is that we will build trails.

Commissioner Russell extended his thanks to Ms. Philbrook and everyone involved for their involvement and contribution to this project.

Commissioner Willard recognized there are many problems, but is supportive and confident that everything will pull together.

The next step according to Professor Holman is to find funding. The potential sources for funding are TEA 21, BLA, and Prop. 13 monies.

## 6. STIP REPORT

Kevin Rosser stated that we have programed 83% of the \$17.5 million dollars STIP funds 17% is remaining, after you take out the large projects like the Adobe Interchange, Flores Road, the original commitments to the HBRR (Bridge Rehab/Replacement Program) match projects; PPM 2% and transit rolling stock money. The 17% remaining to be programed turns out to be 40% left for the County of Tehama, 60% for the City of Red Bluff , 100% of the City of Tehama The City of Corning has gone above and beyond their STIP allotment,

they are at 109%. This has been worked out.

Commissioner Turner wanted to discuss the size capacity of the replacement of the rolling stock and he wondered if that was going to be taken up in today's budgetary discussion.

Barbara O'Keeffe stated to Commissioner Turner that a fleet replacement plan is a component of the Transit Development Plan. RTIP amendment 5 approved in April by the Commission is the first phase of programming the money. The vehicle spec's and procurement are a separate process. Vehicle plans will be covered and discussed with the Transit Development Plan.

## 7. AIR QUALITY CONFORMITY PLAN UPDATE

Kevin Rosser brought to the Commissioners attention a list of individuals and agencies that could have Title 23 use of monies which is Highways or Title 43 which is transportation monies or significant regional projects such as Celebrity City.

Commissioner Turner inquired about the Paskenta Band of Nomlaki Indians in reference to their proposed casino. Kevin Rosser stated that he was unaware of that project.

Barbara O'Keeffe added that TEA 21 is putting much emphasis on coordination with all Native American tribes. It also requires that any agencies that use federal funds whether its Titles 23 or 43 have invited listed agencies and include them in the discussion of propose projects. Even if they weren't going to look at those projects, we would still need to coordinate with them.

Commissioner Turner stated that the Greenville Rancheria is a more viable Native American entity in this County verses the Nomlaki which is based in Glenn County. Kevin Rosser said he believed that the Greenville Rancheria is based in Plumas County. Commissioner Turner felt they are still a more viable entity in this County.

Commissioner Willard inquired on when the first draft will be generalized. Kevin said it should be developed by December. Debbie Pederson of Caltrans said the first meeting will be the 12<sup>th</sup> or 13<sup>th</sup> of July.

Appreciation and thanks to Debbie Pedersen of Caltrans who has graciously taken on writing the Air Quality Conformity Policy for our review and for providing personnel to take minutes of Air Quality meetings. Given the lack of personnel available at the local level this is welcome support from the District Office.

Commissioner Willard recommended that staff send Ms. Pederson a letter of appreciation.

## 8. GOVERNOR'S BUDGET UPDATE & SB 315 LETTER

Kevin Rosser stated that SB 315 is an ongoing call for \$500 million dollars on an annual basis to be included in the Governor's budget.

Commissioner Willard wanted the Commission to consider that the allocation of \$500 million doesn't mean much if the Governor can take and allocate funds to his costal urban friends. Commissioner Willard suggests that staff needs to include a formula that includes road miles as well as population.

Commissioner Turner made the motion to approve the Governor's budget, including the comments of Commissioner Willard, second by Commissioner Willard. Carried 6-0. None absent.

#### 9. UNMET TRANSIT NEEDS FINDING (RESOLUTION 17-2000)

Barbara O'Keeffe stated that there is a Resolution to adopt the unmet transit needs findings. The unmet transit needs process, included a public meeting, a survey in Rancho Tehama, and Staff presented the survey results to residents of Rancho Tehama. All of the results were reviewed by the Social Service Transportation Advisory Council and they have made the recommendation that "There are no unmet transit needs that are reasonable to meet". Staff agrees with these findings.

The Council also made the additional comments that they would like to see continued County wide outreach such as the unmet transit needs presentations that were done in the past at City Council meetings which included a TDA presentation and provide an opportunity for public comment. One of our members made mention that maybe there can be a separate Commission meeting to be scheduled in the future to deal with only unmet needs because there are times that the public may not feel comfortable at a public hearing of a Commission meeting.

Commissioner Turner commented on the RTR meeting that he, the Chair and Transit Manager Barbara O'Keeffe attended in Rancho Tehama and he stated that realistically the majority of the people know the situation and the economic implications. He is sorry there isn't more need to provide service for that element of the County. However, being a Manager and Commissioner with this Board and the other Board of our County funding, he reluctantly votes in favor of the resolution.

Motion by Commissioner Willard to adopt Resolution 17-2000, Unmet Transit Needs Findings and second by Commissioner Russell carried 6-0. None absent.

#### 10. GIS GRANT

Kevin Rosser stated that last January the Engineering Staff applied for a grant from the Office of Traffic Safety for a Geographical Information Systems (GIS) for mapping accidents. The grant also includes three computers and a mapping database that will hopefully be installed this summer. As the RTPA, the Commission provides us with a unique opportunity to use GIS for other services which will give us a more visual idea of

what is going on. We will be able to tie information to GIS for STIP planning. We can coordinate with the cities to allow them to tag information onto our maps. He states that this will provide a lot of information to the County and the Commission.

Commissioner Russell asked what exactly will be received in the grant which is the Cross Roads Collision Database, which co-insides with the current CHP information.

Commissioner Wintle asked Gary Antone about a similar system for the City of Red Bluff and Mr. Antone stated that the City has applied for a grant also and they are waiting for a reply.

Commissioner Turner asked Tom Russ with the City of Corning if there are any plans in the future for a similar system and he said not at this time. Kevin Rosser added that he looked into adding Corning and it would cost an additional \$11,000 to the OTS grant and that it's the County's discretion on whether they wanted to apply.

#### 11. ADOPTION OF THE 2000-2001 OWP (RESOLUTION 18-2000)

Barbara O'Keeffe recommended the adoption of the 2000-2001 Overall Work Program with the inclusion of comments from Cal Trans and the Cities regarding their input on GIS and aviation. This is an annual item with funding provided from state dollars \$60,000. The Commission adopts it, but it is approved by Caltrans at the district level and headquarters also reviews it.

There is major emphasis on planning from a State and Federal level and the OWP covers a variety of elements and it is attached in the expenditure summary. Funding is made available to the County and the Cities for the RTIP as well as the STIP and the TAC coordination. The FAA funds are less this year because the majority of the work has been completed this fiscal year and Caltrans divided the FAA funds into two years and this is the portion that is remaining.

Commissioner Willard stated that the attached Resolution 11-1999 and summary were included, but the aviation work element 605 was not included and Commissioner Willard wanted to make sure it would be included in the packet. Barbara O'Keeffe mentioned that she brought copies of the OWP. Commissioner Willard inquired as to what was being accomplished for the \$6,875 funds. Barbara O'Keeffe said the cities can specifically speak to the aviation and the planning work that is required.

Gary Antone, Director of Public Works, City of Red Bluff, stated that Red Bluff is going to be updating the aviation CIP. It also includes the Inter Regional California Aviation Systems Plan. That is really the last stage and it is due on December in paragraph form and the final document will come out later in the year. There is also an airport environmental study, airport land use, inventory and the airport development plan.

Tom Russ, Public Works Director, City of Corning said we have been working on basically the same thing as the City of Red Bluff and we are currently working with our airport consultant to update our master plan and this is due to the conflict with Corning High School.

Debbie Pederson of Caltrans commented that in the Governors current Budget it has funds in there, that if it makes it through the process, it would double all the planning funds instead of nominally increasing all the funds.

Motion by Commissioner Russell to adopt the 2000/2001 OWP and second by Commissioner Turner carried 6-0. None absent.

## 12. ADOPTION OF PRELIMINARY BUDGET FOR 2000-2001

Mark Moses, Assistant Director of Public Works-Administration said on June 13<sup>th</sup> Staff reviewed the budget in detail with the City Managers/Public Works Directors and County Public Works. Staff did their best to answer questions that were raised. Mark stated he would go over page by page and address the highlights of each page. He said the budget can be changed throughout the year. This is just a guideline and it is up to the Commission whether to change it or not.

There are now 8 pages opposed to 7 last year because we added a page for ParaTrax. On page 1 the local Transportation Fund (LTF) population data is based on the State Department of Finance as of January 1, 2000. This year the estimate for Streets and Roads LTF is slightly higher than in the previous year.

Commissioner Turner asked about the population of Corning and what date it is based on. Mark answered that it was based on January 1, 2000 data from the State Department of Finance.

Page two, TEA Exchange Funds were not programed because it is pending TAC action as well as TCTC action in the future. The only difference with STA funds is now we are programming them to fund ParaTRAX as opposed to TRAX for this fiscal year.

Page three Overall Work Program (OWP) was not covered because it was just covered in Agenda Item #11.

Page four there are three comments regarding the Administrative fund:

1. Under salary and wages we have a vacant Transportation Planner position. We programmed that for half a year. We are trying to have the position filled by January 1<sup>st</sup>, but as you know, it is hard to find Transportation Planners at this point in time.
2. PPM consulting: Amount subject to change based on the amount in proposals. We have just received proposals and we are working on coming up with a better figure.
3. Last year we didn't maintain a 15% contingency. Mark Moses would like to maintain that this year do to cash flow through Administration. This is a very difficult section of the budget to manage due to the inflows and outflows of cash.

Commissioner Turner questioned the Transit Manager \$52,000 salary and inquired if that was base or if it included benefits. Mark Moses stated that it was base and included selling back 40 hours of vacation time.

Commissioner Turner asked if you would then need to add 40% for benefits. Mr. Moses responded that the benefits were at the bottom of page 4 and that he didn't break it down per position.

Commissioner Turner questioned last years budget for over time. Mark Moses projected it to be a little over \$12,000.

Commissioner Turner questioned the proposed over time for the upcoming fiscal year. Mark Moses replied that it could be dropped to \$5,000 on the assumption that the Transportation Planner would begin employment during the second half of the year.

Commissioner Turner confirmed that there is one vacancy and that the consultant is for PPM work. Commissioner Wintle stated that not knowing the policies, do we still pay Barbara overtime. Mark responded that she is a TCEA employee and is not exempt from overtime.

Page 5 which is TRAX, there are two items on this fund.

1. As was presented earlier this year the AB2766 fund, will be discontinued for next year and we will receive all of this years allocation.
2. Mark Moses recommended a 7.5% contingency because of the shear size to give enough cushion to operate with if need be.

Commissioner Turner commented on the revenue for TRAX ticket sales. There has not been a report for quite a few months and Commissioner Turner wanted to know the recovery factor for the year and did we reach 10%. Staff noted the ratio of expenses to projected final ticket sales was 10%.

Commissioner Russell requested that with one Planner position filled the Commission should have quarterly reports.

Commissioner Wintle inquired about the TRAX ticket sales projecting a \$200 decrease. Staff made a conservative projection. We have had some changes in the schedule and fares have been disruptive. Historically, Staff has always been conservative on ticket sales projections.

Commissioner Wintle questioned the exact number of single ridership and how many people are using the specific routes. Barbara commented detailed information is in the transit development plan. Mark Moses stated that to find out the information on an individual basis, the cost would go up exponentially and Roy Burlinghoff from Laidlaw agreed. Chairperson Warner stated that we need to get back to the budget and Staff will bring information back to the Commission.

Mark Moses said that on page six the only issue regarding VanTrans is to maintain a 7.5% contingency.

Page seven, there are two items within the METS fund. One, is the volunteer reimbursement for fiscal year 99/00. It looks low compared to what we are budgeting for

next fiscal year. There are two reasons for that. The first is the METS checking account, that we established. (The Imprest fund). There was also a lack of volunteer drivers and the program was lower. Mark Moses recommended a 10% contingency that is still a low dollar figure of only \$4,000.

Commissioner Wintle stated that there is a concern that METS spends \$22,000 and the Administrative cost is \$20,000. Some day we are going to have to address this and see if there is a better way. Mark Moses said the \$22,000 is for mileage reimbursement. The volunteer drivers are using their own cars. The value given is relatively high.

Commissioner Turner said that he didn't think that Commissioner Wintle was questioning that issue, but the issue of it taking \$20,000 to administer a \$22,000 program. Staff stated it would cost more to contract out.

Commissioner Russell stated that these drivers are spending 3 or 4 hours per day and are only getting reimbursed for there gas. If these people were getting paid, the actual cost would be significantly higher.

Commissioner Russell commented to Commissioner Turner that it takes one paid employee hours each day to make all the phone calls between the clients and the people who are transporting. If you have one person doing this at minimum wage your going to be spending \$10,000 and that is half the cost. You have got to have somebody there 8 hour per day to accomplish this.

Commissioner Turner then called for an accountability on the number of services we are providing per number of clients. Barbara O'Keeffe stated that Staff has looked into how other Counties have administered these volunteer programs and everybody who requests this service is screened. If we contracted this program out we would have the RFP, as well as, contract administration on top of reimbursement costs.

Commissioner Roush questioned the County liability of the volunteer drivers. Barbara said that on each reimbursement form that is filled out, the drivers sign a waiver for every single trip regarding County liability. Commissioner Russell stated that all County programs have a certain liability and that why the County is self insured.

Mark Moses said that Page 8, ParaTRAX has two items.

1. The first is the 10% contingency on ParaTRAX because it is a new program.
2. We will not receive any STA funds until October and Staff is asking the Commission to transfer some funds temporarily from TRAX to ParaTRAX. Once we start receiving revenue flow, we will return that money to TRAX. This would be an in-house transfer.

Motion by Commissioner Russell to adopt the Preliminary Budget as presented and second by Commissioner Willard. Carried 6-0. None absent.

### 13. CONTINUATION OPERATING AUTHORITY (RESOLUTION 19-2000)



Motion by Commissioner Turner to adopt Resolution 19-2000 Continuation Operating Authority and second by Commissioner Willard. Carried 6-0. Passed with no comment from Commissioners.

14. CORRESPONDENCE

Staff noted that Quarterly STA funds were received.

15. WARRANTS REGISTER BY CLAIMANT

Daily News (public hearing)	\$ 25.80
State of California Dept of General Srvs(Inspection fee)	\$ 270.00
State of California Dept of General Srvs(piggyback fee)	\$ 1,268.85
Mark Wall Associates(Performance Audit)	\$ 1,156.00
Laidlaw Transit Service(WTW 4/24-5/5/00)	\$ 1,340.64
Laidlaw Transit Service(WTW 5/8-5/19/00)	\$ 1,491.46
Laidlaw (WTW 5/22-6/2/00)	\$ 1,403.95
Tehama County Public Works (4/1-4/30)	\$ 2,316.47
Tehama County Public Works (5/1-5/31)	\$ 3,567.44
Laidlaw (VT 4/1-4/30)	\$20,053.78
Laidlaw (VT 5/1-5/31)	\$20,878.73
Laidlaw (TRAX 4/1-4/30)	\$27,582.44
Laidlaw (TRAX 5/1-5/31)	<u>\$29,097.64</u>
Total	\$110,453.20

Motion by Commissioner Willard to approve the Warrant register and second by Commissioner Wintle carried 6-0. None absent.

16. CLAIMS

Pac Bell (800 number May & June)	\$ 16.17
Pac Bell (385-2200 number)	\$ 38.14
Red Bluff Comm. Center (VT May & June Advertise)	\$ 20.00
Red Bluff Comm. Center (TRAX May & June Advertise)	\$ 20.00
Impressive Print(Trax/VanTrans Tickets)	\$ 155.81
Business Connections (RTR Survey)	\$ 732.04
METS (Driver Reimbursement to Imprest)	\$ 2,055.95
Mark Wall Associates (Transit Development Plan fund by 5313)	<u>\$20,102.00</u>
Total	\$23,140.11

Motion by Commissioner Turner to approve the claims and second by Commissioner Wintle carried 6-0. None absent.

17. ADJOURN

With no further business the meeting adjourned at 9:30 A.M.

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Chairman

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Deputy/Secretary Angela Ford