

**TEHAHA COUNTY TRANSPORTATION COMMISSION
FEBRUARY 11, 2003 MEETING
MINUTES**

Present: Commissioners' Larry Stevens; George Russell; Ron Warner; Charles Willard; Ross Turner and Rex Roush. Also present: Deputy Director Gerry Brownfield; Transit Manager, Barbara O'Keeffe; Transportation Manager, Tim Bollmann; Office Assistant, Diane Kane; Caltrans District 2, Kathy Grah and Donald Anderson; also, Gary Antone, City of Red Bluff and Paratransit Services Manager, Bill Brashears.

1. **Call to Order:** Chairman Larry Stevens called the meeting to order at 8:00 a.m.
2. **Public Comment:** None
3. **Approval of January 14, 2003 Minutes:** Motion by Commissioner Turner and second by Commissioner Roush to approve the minutes of January 14, 2003. Carried 6-0 with 0 absent.
4. **Announcements:** As presented.
5. **Approval and Adoption of Agreements:** Barbara O'Keeffe reviewed the agreements. The first agreement, staff requested TCTC recommend to the Tehama County Board of Supervisors, approval of the Transit Agreement between the County and incorporated Cities. This agreement follows the existing practices, establishes a Transit Agency Board, and keeps the County and Cities in compliance with State requirements.

(5b) Motion by Commissioner Russell and second by Commissioner Warner to recommend to the Tehama County Board of Supervisors, approval of the Agreement for Transit Services in Tehama County between the County of Tehama and Incorporated Cities of Corning, Red Bluff, and Tehama. Motion carried 6-0 with 0 absent.

(5c) Barbara O'Keeffe discussed the agreement for planning and administrative services between the Tehama County Transportation Commission and the Tehama County Department of Public Works. This agreement follows the existing practices siting all codes and regulations required for administration and planning. TCTC also directed staff to survey stipends which was included. Staff identified the scope in the amount of Transportation Funds received on an annual basis and the STIP 98/2000 funds.

Motion by Commissioner Turner to adopt (5c) agreement for planning and Administrative services between Tehama County Transportation Commission and the Tehama County Department of Public Works and authorize the Chairperson to sign the agreement.

Commissioner Willard seconded the motion with the insertion of \$100 in the stipend.

Commissioner Turner questioned if item 5d to be acted on regarding the stipend or was that included in 5c.

Chairman asked for a vote for 5c and go to discussion of 5d. It was the consensus of the Commission to do so.

Discussion on 5d was opened and Commissioner Turner reiterated his position, that during economic times faced presently, even though there is an allocation for funding, it is unwise to move forward with the stipend issue.

Commissioner Willard stated that this situation should have been rectified years ago and highly recommended this issue come into compliance with a stipend for this group and the amount of \$100 is appropriate.

Commissioner Roush agreed and Commissioner Russell stated that regardless of the amount, for those that do serve on the Commission, it is a justifiable stipend after the survey.

(5d) A motion by Commissioner Willard to insert \$100 into the agreement. Second by Commissioner Warner. Motion carried 5 to 1 with 0 absent.

(5c) Motion by Commissioner Turner to adopt (5c) agreement for planning and Administrative Services between Tehama County Transportation Commission and the Tehama County Department of Public Works and authorize the Chairperson to sign the agreement. Second by Commissioner Willard.

Commissioner Russell commented that on page 5 of 14 of the contract, with regard to the distribution of the agenda, that the entities are absolute and could be changed to read as "listed below along with any others determined by the Transit Manager".

Barbara O'Keeffe added that the requirement with Federal and State is to keep in contact with the listed entities.

Nothing was done to change the wording of the contract.

Motion carried 5-0 with 0 absent.

6. **Proposed Transit Fares:** Barbara O'Keeffe presented for review the proposed transit fares in accordance with the Transit Development Plan (TDP).

Commissioner Turner questioned how many rides are given with the \$5 pass and staff answered it was in increments of .50¢.

Commissioner Willard questioned the need for 4-child, age under 6 maximum rule for TRAX. Staff answered it was the drivers responsibility to contact dispatch and make sure the children were accompanied by an adult.

Bill Brashears, Paratransit Service Manager, stated that any children over four were charged the student discounted rate. This happens very rarely and the driver would usually let them ride without charging. The issue for the service is safety and four children is considered the capacity for one adult to handle or control during the ride.

Barbara O'Keeffe added that ParaTRAX has not increased prices for approximately seven years. In accordance with the TDP and comments from TCTC and SSTAC, a significant increase for the public has been suggested. Publication by staff will be done in advance to inform the public. The general public is also requesting same-day service. With a high level of fixed routes, service at

50¢, and half hour routes in Red Bluff, there is a less expensive option for the public other than VanTrans or ParaTRAX. Those that are transit-dependent, seniors and disabled, fares will not increase and they are not system abusers.

Bill Brashears stated that the general public VanTrans ridership was examined and the routes were designed for these riders. This is the attempt to move the general public from VanTrans into TRAX.

Commissioner Russell questioned the economic outlook in a six-month period or a year. Staff answered that initially the cost will increase for the County, but it is what Paratransit originally bid. After the general public has been changed over from VanTrans, it may be possible for a second driver to be dropped and costs will decrease. It is expected the ridership will increase. Staff added that quarterly reports will be submitted to the Commission.

Staff said that outreach has increased certification for disabled in January for ADA by sixteen. This is a significant increase since the 2000 contract began. A new dispatch program will also track needed statistics for TCTC information.

Commissioner Russell added that knowing the service will be there every half-hour, the public will take advantage through outreach.

Chairman Stevens questioned the status of the website and any information sheets for price increases. Staff answered there will be a press release and new schedules printed when all is complete.

Chairman Stevens congratulated staff on the job well done. Hard work over the years has been done to bring the service where it is today.

7. **2003 Tehama County Report Card:** Barbara O’Keeffe requested the information presented be approved by the Commission and authorize staff to make the necessary modifications prior to the Health Partnership printing.

Motion by Commissioner Turner and second by Commissioner Russell to approve the request. Commissioner Russell added that elimination of acronyms would help after the title and throughout the document. Motion carried 6-0 with 0 absent.

The meeting was paused for recognition of Diane Kane, Office Assistant, for her service in the METS program of providing lifelines and essential services which is doing very well.

8. **METS Program:** Barbara O’Keeffe proceeded by saying that SSTAC has worked long and hard to respond to a number of issues. The criteria for the METS program is outdated and too restrictive and subject to budget restrictions with the State. The eligibility criteria and exploration of funding has been completed with the following recommendations:

Partial recovery of mileage costs which includes HUDS criteria for adjusted gross income effective 4/1/03. This replaces all previous METS criteria. Two classifications requiring the client to pay from 10¢ to 18¢ per mile, or free to those in a lower income bracket;

Authorize staff to pursue grants, donations and partnerships;

Review METS program with modifications to become effective in July; and

Option of administering METS by contracting with or forming a nonprofit.

Commissioner Willard suggested using 20¢ per mile and the “per capita income” for Tehama County be reviewed.

9. **Summary of RTIP/STIP Technical Advisory Committee Meeting of January 30, 2003:** Gerry Brownfield reviewed the two main items discussed at the TAC meeting. Salt Creek Bridges on State Route 99E and I-5 TCR.

Donald Anderson of District 2 distributed information relevant to Commissioner Willard’s request of safety issues on Hwy. 99 East of Red Bluff. Due to resource shortage, only safety issues were examined. The three bridges do not have enough of a scouring problem to classify them as a safety issue, which is Caltrans first priority. One of the other things examined was how these projects could get into the system, funded, and allow for potential construction within the next ten years.

Mr. Anderson continued that the three bridges in question all have significant issues that need to be addressed. Floodplains are key at this location with the high potential of raising roadway grades, possible new alignments, frontage roads, combining channels, as well as providing for the safety of pedestrians and bicycles. Due to the age of the bridges, widening the structures may not be feasible. At this time, if Tehama County were to pursue pedestrian structures, Caltrans would assist in the effort, but the main burden would be on the County. Various other alternatives of funding were explained by Mr. Anderson.

Kathy Grah of Caltrans discussed studies of I-5 corridor and routes connecting for systems planning Transportation Concept Report (TCR) 20 year wish list. Most of the documents in District 2 are 20± years old and need updating. Meeting with TAC, information was provided to receive input. Outreach to community agencies is also being done.

10. **Allocation of Proposition 116 Funds for Bus Shelters:** Barbara O’Keeffe updated the Commission on funds programmed for bus shelters. The first of two allocations requests will be submitted to CTC for the procurement of bus shelters. The City of Red Bluff has advertised for bids and received the lowest of \$8,500 per shelter.

Gary Antone of Public Works sent additional information to the Commission saying that with TCTC paying for the shelters, the City would install them at their cost.

11. **Correspondence:** As presented.

12. **Warrants & Claims:**

JP Office Supplies (Rubber Stamp)	\$	7.40
Pacific Bell	\$	7.94
Jeff Schwein/Redding	\$	24.00
Pac Bell/Worldcom	\$	24.34
Calif. Dept. of Trans (Proc Manual)	\$	32.00
Jeff Schwein (Sac 1/15)	\$	54.50
Jeff Schwein (Sac 1/17)	\$	62.00
Tim Bollmann (Sac/Orland)	\$	65.73
KIWB-TV - Advertising	\$	78.00
Jeff Schwein (Sac Closeout 1/22-23)	\$	102.20
Wheels & Deals - Bus Advertisement	\$	151.20
CalACT/Memb Dues	\$	275.00
Ind. Living Center (Dec)	\$	292.00
Wheels & Deals - Bus Advertisement	\$	302.40
City of Tehama LTF 12/13-1/4/03 St/Rds	\$	712.88
Mets Impress Acct	\$	1,119.38
City of Tehama LTF 11/15-12/12 St/Rds	\$	1,122.91
Mets Impress Acct	\$	1,343.97
R.J. Riccardi	\$	2,360.00
Tehama Co. Auditor-Admin Services	\$	2,800.00
City of Corning LTF 12/13-1/4/03 St/Rds	\$	11,171.58
T.C.Public Works (Admin 9/1-11/30)	\$	15,160.86
City of Corning LTF 11/15-12/12 St/Rds	\$	17,597.22
TCPW (Admin 7/1-8/31)	\$	22,532.20
Co. of Tehama LTF 12/13-1/4/03 St/Rds	\$	35,436.76
Paratransit-December 2002	\$	63,570.63
TOTAL	\$	176,407.10

Motion by Commissioner Willard and second by Commissioner Warner to accept the claims presented. Motion carried 6-0 with 0 absent.

13: **Adjourn:** With no further business, the meeting adjourned at 9:31 a.m.