

TEHAMA COUNTY TRANSPORTATION COMMISSION MEETING MINUTES OF  
JANUARY 14, 2003

Present: Commissioners': Larry Stevens; George Russell (8:04am); Ron Warner; Charles Willard; Ross Turner and Rex Roush. Also present: Transit Manager, Barbara O'Keeffe; Deputy Director of Public Works, Gerry Brownfield; and Mark Moses, Assistant Director, Administration.

1. Call to Order: The meeting was called to order by Chairman Larry Stevens at 8:02 a.m.
2. Public Comment: None
3. Approval of December 17, 2002 Minutes: Motion by Commissioner Willard and second by Commissioner Warner to approve the December 17, 2002 minutes. Carried 5-0 with 1 absent.

Commissioner Russell entered.

4. Announcements: Barbara O'Keeffe announced a change of the California Transportation Commission meeting (CTC) (Exhibit A). The 10:00 a.m. meeting will be held at the Secretary of State Building, 10:00 a.m., at 1500 11<sup>th</sup> Street in Sacramento.
5. Discussion, Review, Comment on Draft Agreements: Barbara O'Keeffe distributed to the Commission (Exhibit B) the organization chart for review. The draft agreement is an opportunity to formalize the existing structure and practices providing clear organizational structure for the Commission and members. The Commission cannot technically act as an operator by definition of the Transportation Development Act (TDA) and this places the Commission in conformance with State requirements. This is a component of the RTPA Handbook is funded by a grant and OWP.

Barbara O'Keeffe continued, there will be no change in the current operating relationship between the Transit Staff, County Public Works or the Cities and no new costs associated with this action. A meeting is scheduled to receive comments from the Cities of Tehama and Corning on the draft agreement. Future meetings are scheduled for the City of Red Bluff and the Board of Supervisors.

Commissioner Willard requested staff to include the names of currently occupied agencies/positions on the chart.

Commissioner Turner asked the status of the Handbook and staff replied that presently the draft is scheduled for completion in March 2003.

With regard to the draft agreement for planning services between the TCTC and TCPW Department, Commissioner Warner discussed the clause for a "stipend" for the Commission.

Commissioner Willard suggested \$200 per month be considered.

Commissioner Turner felt the time for salary consideration was inappropriate, but in the time for labor negotiations and trying to hold the line due to a \$35 billion projected budget shortage, it is something to be examined closely. To exceed the salary of JPA1 and Planning Commissioners should not happen.

It was the consensus of the Commissioners that staff research counties with regard to their stipend for Commissioners and include in the next meeting agenda.

6. Flores Avenue Update: Deputy Director of Public Works, Gerry Brownfield, discussed the January 7th meeting with the US Corps of Engineers and resource agencies in Sacramento with regard to the Section 404 Integration Process. Information from these agencies gave staff direction on how to fortify the environmental document to proceed with the NEPA process.

In 2000, Gerry Brownfield continued, a meeting with US Corps of Engineers and one person from EPA, verbally gave approval of our alternatives and purpose and needs. Staff requested written confirmation twice and the agencies never responded. The purpose of this most recent meeting was to reaffirm what had been agreed upon in 2000 and redefine some of the items. With new staff currently at the Corps and other agencies, good input was given and a request to present to them a project history and how the alternatives were chosen and/or eliminated. The Purpose and Need Statement will also be revised, per their request, with more supporting documentation. These must be completed for all agencies to send written concurrence so that staff may proceed with the next step which is the EA. The next meeting is scheduled for March.

7. 2002-2003 Mid Year Budget Report: Mark Moses, Assistant Director Public Works-Administration, addressed the Commission with regard to mid-year review and no serious budget issues for the remainder of the year. Potentially, towards the end of the year, additional LTF funds for Administration and TRAX may be requested. This is due to a decrease in State Transit Assistance (STA) estimate in October after completion of the final budget of approximately \$15,000.

Commissioner Turner questioned the extra-help account budget and the present expenditures.

Mark Moses answered that included in this cost is the extra-help Office Assistant (PERS Retiree) only working 960 hours per calendar year and an Engineer Technician which was a component of the OWP. The Engineer Technician rapidly depleted their 1000 hours working on GIS issues for Transit.

Commissioner Willard questioned, with the potential gas increase, what will happen in the next six months of the contract.

Mark Moses answered that unless service hours were cut, there is a possibility of increase.

Commissioner Willard suggested this be monitored closely due to State problems.

8. Second Quarter Reports for METS, TRAX and VanTrans: Barbara O'Keefe announced the METS program continues to operate smoothly and two new volunteers have been recruited. The SSTAC is reviewing a sliding fee scale and will also seek information regarding a voluntary donation program to be brought back to the Commission for review.

TRAX ridership is similar to last year and has a current farebox ratio of 9.5%. Promotion of the program continues with the help of Joy Gifford, Operations Manager, and the new routes are anticipated in March.

VanTrans ridership is down compared to last fiscal year and to date the farebox ratio is 14.1%. Staff is currently working with the City of Red Bluff to transition general public from VanTrans to TRAX and communicate with seniors and the disabled with regard to ADA applications for paratransit services.

Staff noted that two surplus vehicle bids will be presented to the Board of Supervisors for approval in the near future.

Commissioner Willard suggested that updates should be completed on the transit spreadsheets to reflect current years.

Commissioner Turner questioned the previously discussed future plans of discontinuing VanTrans, and staff answered this phasing of general public is still in review by the City's and County.

Commissioner Stevens continued that focus on ridership is based on the convenience of service and where potential riders need to board. As we improve, there will be more people willing to leave VanTrans and more cost effective for the shift to TRAX.

9. Correspondence: Staff reviewed the presented information.
10. Claims and Warrants: Motion by Commissioner Willard and second by Commissioner Warner to approve the Warrants/Claims of \$88,787.72. Motion carried 6-0 with 0 absent.
11. Adjourn: With no further business the meeting was adjourned at 9:04 a.m.