

**Transportation Commission &
Transit Agency
COMMISSIONERS**

County of Colusa:

KIM DOLBOW VANN, CHAIR
GARY EVANS
DENISE CARTER

City Colusa:

DAVE WOMBLE, VICE-CHAIR

City of Williams:

FRANK KENNEDY
CHARLES BERGSON
ALFRED SELLERS, ALT



COUNTY OF
COLUSA
TRANSPORTATION COMMISSION
TRANSIT AGENCY
1215 MARKET STREET, COLUSA, CA
95932
TELEPHONE 530-458-0508 FAX (530)
458-2035

**Scott Lanphier, PE, Executive
Director**

colusacountyca.igq2.com
www.countyofcolusa.org

**Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932**

Minutes

November 15, 2016

I. The Regular Meeting of the Colusa County Transportation Commission (CCTC) and the Colusa County Transit Agency (CCTA) was called to order this 15th day of November, 2016 at the hour of 3:00 p.m. Present: Commissioner, David Womble, Vice-Chair, Gary J. Evans, County of Colusa, and Frank Kennedy, Charles Bergson, City of Williams. Absent: Kim Dolbow Vann, and Denise J. Carter, County of Colusa.

Present: Marcos Kropf, Jennifer Sutton, County Counsel's Office.
Scott Lanphier, Director, Public Works.
Kent Boes, Transit Manager.
David Smith, CalTrans.
Jeff Schwein, Green Dot Transportation Solutions.

II. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)
None

Vice-chair Womble makes time for approval of September 20, 2016 Regular Meeting Minutes.

Commissioner Bergson states he would like the words "he believes" stricken, on page 4, first paragraph of the September 20, 2016 Regular Meeting Minutes.

III. APPROVAL OF THE MINUTES

1. Minutes Approval

Transportation Commission & Transit Agency – Regular Meeting September 20, 2016, as corrected.

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Charles Bergson, Commissioner |
| SECONDER: | Gary J. Evans, Commissioner |
| AYES: | Gary J. Evans, Dave Womble, Frank Kennedy, Charles Bergson |
| ABSENT: | Denise J. Carter, Kim Dolbow Vann |

IV. REPORTS (TRANSIT AND/OR TRANSPORTATION)1. Executive Director

None

2. Transit Manager

None

3. CalTrans

Mr. Smith updates the Commissioners on maintenance currently being done on Highway 20 and Highway 16.

4. City of Colusa

None

5. City of Williams

Commissioner Kennedy updates the Commissioners on repair work for the street overcrossing.

6. California Highway Patrol

None

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Mr. Kropf introduces Ms. Jennifer Sutton the new Deputy County Counsel.

Vice-Chair Womble declares a recess at 3:05 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present, except Commissioner Vann, and Carter.

Present: Marcos Kropf, Jennifer Sutton, County Counsel.
Scott Lanphier, Director, Public Works.
Kent Boes, Transit Manager.
David Smith, Caltrans.
Jeff Schwein, Green Dot Transportation Solutions.

1. TRANSIT AGENCY3:05 p.m. PUBLIC HEARING

Vice-Chair Womble makes time for a Public hearing regarding the proposed changes to the fare schedule **further**, adopt Resolution a Resolution Of The Colusa County Transit Agency To Increase The Transit Fares In Accordance With The New Fare Schedule and authorize the Chair to sign.

Mr. Boes states there has not been a fare increase since 2005. He states due to the increased operating costs and a decrease in the fare box ratio, the fare increase should have taken place sooner to keep up with the costs. He further states the new increase in fare will start on January 1, 2017 and should be reviewed every two years to keep up with increasing operating costs.

3:07 p.m. Vice-chair Womble opens the Public Hearing and calls for public comment.

Commissioner Kennedy states that a 1.331% fare box ratio increase is anticipated. Discussion is held.

Mr. Boes states that this number is based off of last year's ridership, and if the ridership stays the same with the twenty-five cent increase, the final number will be around \$12,049.50. He further states with the hospital closure participation in ridership decreased by \$10,000.00 per year. Brief discussion is held.

3:10 p.m. Vice-chair Womble closes the Public Hearing.

Adopt Resolution No. **1617-002**, a Resolution Of The Colusa County Transit Agency To Increase The Transit Fares In Accordance With The New Fare Schedule and authorize the Chair to sign.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Frank Kennedy, Commissioner |
| SECONDER: | Gary J. Evans, Commissioner |
| AYES: | Gary J. Evans, Dave Womble, Frank Kennedy, Charles Bergson |
| ABSENT: | Denise J. Carter, Kim Dolbow Vann |

2. TRANSIT AGENCY

Discussion regarding sale of advertisement space on Transit buses and possible action/direction to staff of same.

Mr. Boes updates the Commissioners regarding three options for sales ads. He states there is a decrease with discounts for options one and two, and option three has a \$100.00 decrease and maintains the current discount. He further states that he recommends option two. He states that the other option is to possibly outsource the advertising to another company, and we would get a portion of the proceeds. **(Below are the options discussed)**

| Option 1 - \$50 Decrease/Same Discounts | | | |
|--|-----------|---------------------|---------------------|
| Fees | | 1/2 Sold | Sold Out |
| 2'x4' Exterior Tailboard | \$ 200.00 | \$ 6,000.00 | \$ 12,000.00 |
| 18"x36" Exterior Curb-side | \$ 125.00 | \$ 3,750.00 | \$ 7,500.00 |
| 18"x72" Exterior Street-side | \$ 275.00 | \$ 8,250.00 | \$ 16,500.00 |
| | | \$ 18,000.00 | \$ 36,000.00 |
| Discounts | | | |
| Six to Nine Month Contract | 10% | | |
| Nine to Twelve Month Contract | 15% | | |
| Multiple Buses | 5% | | |

| Option 2 - \$50 Decrease/Increased Discounts | | | |
|---|-----------|-----------------|-----------------|
| Fees | | 1/2 Sold | Sold Out |
| 2'x4' Exterior Tailboard | \$ 200.00 | \$ 6,000.00 | \$ 12,000.00 |
| 18"x36" Exterior Curb-side | \$ 125.00 | \$ 3,750.00 | \$ 7,500.00 |
| 18"x72" Exterior Street-side | \$ 275.00 | \$ 8,250.00 | \$ 16,500.00 |

| | | | |
|---|-----------|---------------------|---------------------|
| | | \$ 18,000.00 | \$ 36,000.00 |
| Discounts | | | |
| Six to Nine Month Contract | 15% | | |
| Nine to Twelve Month Contract | 20% | | |
| Multiple | Buses | | |
| 10% | | | |
| Total Revenue if Max Discount Applied: | | \$ 25,200.00 | |
| Option 3 - \$100 Decrease/Same Discounts | | | |
| Fees | | 1/2 Sold | Sold Out |
| 2'x4' Exterior Tailboard | \$ 150.00 | \$ 4,500.00 | \$ 9,000.00 |
| 18"x36" Exterior Curb-side | \$ 75.00 | \$ 2,250.00 | \$ 4,500.00 |
| 18"x72" Exterior Street-side | \$ 225.00 | \$ 6,750.00 | \$ 13,500.00 |
| | | \$ 13,500.00 | \$ 27,000.00 |
| Discounts | | | |
| Six to Nine Month Contract | 10% | | |
| Nine to Twelve Month Contract | 15% | | |
| Multiple | Buses | | |
| 5% | | | |

Commissioner Evans states that Mr. Boes mentioned that there was elevated interest but the general consensus was it cost too much.

Mr. Boes states that he did receive many calls for information but no return calls.

Commissioner Evans states there was no follow-up to suggest what a reasonable price was.

Mr. Boes states that he was told the price was too high but no feedback was received as to what is a reasonable price.

Commissioner Evans states he prefers option three but not the option of the 18X72, as it seems the price is a little high. Brief discussion is held.

Commissioner Kennedy states he recommends option three with option two discounts.

Approve option three with option two discounts for sale of advertisement space on transit buses.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Gary J. Evans, Commissioner |
| SECONDER: | Frank Kennedy, Commissioner |
| AYES: | Gary J. Evans, Dave Womble, Frank Kennedy, Charles Bergson |
| ABSENT: | Denise J. Carter, Kim Dolbow Vann |

3. TRANSIT AGENCY

Discussion and possible direction or action regarding the current status of the Short Range Transit Plan.

Mr. Schwein states the short range draft is completed and final edits are being done, at the same time making sure recommendations in plan align with Mr. Boes vision. He states he plans to have the draft released to the public by Friday, November 18, 2016. He further states that once it goes to the public, a two week comment period will be requested and this will close on December 2, 2016. He states a full presentation will be done in December. He further states that they are addressing recommendations for marketing, advertising, and technology improvement for vehicles. He states in addition recommendations for routes, service, and fleet management will be made. He further states the final adoption will be in January 2017. Brief discussion is held.

4. TRANSIT AGENCY

Award Contract No. **TA16-003** for the completion of the Colusa County Transit Agency Shop Bay Door Conversion to **Mescher Door Company**, effective November 16, 2016 through December 31, 2016 and authorize the Chair to sign.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Gary J. Evans, Commissioner |
| SECONDER: | Charles Bergson, Commissioner |
| AYES: | Gary J. Evans, Dave Womble, Frank Kennedy, Charles Bergson |
| ABSENT: | Denise J. Carter, Kim Dolbow Vann |

VI. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. TRANSPORTATION COMMISSION

Vice-Chair Womble declares a recess at 3:25 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present, except Commissioners Vann, and Carter.

Present: Marcos Kropf, Jennifer Sutton, County Counsel.
 Scott Lanphier, Director, Public Works.
 Kent Boes, Transit Manager.
 David Smith, Caltrans.
 Jeff Schwein, Green Dot Transportation Solutions.

Consider authorizing the distribution of carry-over from FY 2015/2016 Local Transportation Funds (LTF), according to LTF Distribution Resolution No. 1516-02 and LTF Apportionment Resolution No. 1516-01 For the FY 2015/2016 the amount of carryover of LTF funds is \$327,339.00 These resolutions stipulate the distribution of FY 2015/2016 carryover LTF Funds as follows:

| <u>Entity</u> | <u>Percent</u> | <u>Amount</u> |
|------------------|----------------|------------------|
| City of Colusa | 29% | \$ 94,928 |
| City of Williams | 24% | \$ 78,561 |
| County of Colusa | 47% | \$153,850 |
| Total | 100% | \$327,339 |

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Gary J. Evans, Commissioner |
| SECONDER: | Frank Kennedy, Commissioner |
| AYES: | Gary J. Evans, Dave Womble, Frank Kennedy, Charles Bergson |
| ABSENT: | Denise J. Carter, Kim Dolbow Vann |

Vice-chair Womble adjourned the meeting at 3:27 p.m. to reconvene in Regular Session on December 13, 2016 at the hour of 3:00 p.m.

Kim Dolbow Vann, Chair

Attest: Wendy G. Tyler,
Clerk to the Board of Supervisors

BY _____
Patricia Rodriguez, Deputy Clerk