

**Transportation Commission &
Transit Agency
COMMISSIONERS**

County of Colusa:

GARY EVANS
KENT BOES, VICE-CHAIR
DENISE CARTER

City Colusa:

DAVE WOMBLE, CHAIR

City of Williams:

FRANK KENNEDY
JOHN TROUGHTON, JR.



COUNTY OF COLUSA
TRANSPORTATION COMMISSION &
TRANSIT AGENCY
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**Transportation Commission & Transit Agency
Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932**

Minutes

May 29, 2018

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 29th day of May 2018 at the hour of 3:00 p.m. Present: Commissioners John Troughton, Jr., Gary J. Evans, Denise J. Carter, Frank Kennedy, and Kent S. Boes. Absent: Commissioner Dave Womble, Chair.

Present: Jennifer Sutton, Senior Deputy Counsel.
Scott Lanphier, Kirsten Montejano, Public Works Department.
Ann Nordyke, Patricia Rodriguez, Board Clerks.
Debbie Hickel, CAO Office.
Barbara Rosas, Transit Agency.
Dave Swartz, City of Colusa.
Kena Sanner, CalTrans.
Chuck Bergson, City of Williams.
Allen Sheley, Williams citizen.

II. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)

Mr. Bergson states the roads in Williams are in desperate need of repairs, particularly on Husted Road. He further states he has previously brought this subject to the attention of the Commission and nothing has been done. He further states he has received several complaints regarding the conditions of the roads.

III. APPROVAL OF THE MINUTES

1. Minutes Approval

Transportation Commission & Transit Agency – Regular Meeting – April 17, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Troughton, Commissioner
SECONDER:	Gary J. Evans, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

IV. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director.
None.

2. Transit Manager
None.

3. CalTrans.
Ms. Sannar states that on May 29, 2018 to May 30, 2018, utility work will be done on Earp Road. She further states that on May 30, 2018 to June 1, 2018, paving work will be done on the South bound and North bound sides from Packard Road to Spencer Road.

4. City of Colusa
None.

5. City of Williams
Commissioner Kennedy updates those Commissioners present on items pertaining to the City of Williams and speaks briefly to the installation of a new four-way stop. He further thanks CalTrans for agreeing to pay for half of the ADA sidewalk work.

6. California Highway Patrol
None.

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Vice-Chair Boes declares a recess at 3:09 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present, except Commissioner Womble.

Present: Jennifer Sutton, Senior Deputy Counsel.
Scott Lanphier, Kirsten Montejano, Public Works Department.
Ann Nordyke, Patricia Rodriguez, Board Clerks.
Debbie Hickel, CAO Office.
Barbara Rosas, Transit Agency.
Dave Swartz, City of Colusa.
Kena Sanner, CalTrans.
Chuck Bergson, City of Williams.
Allen Sheley, Williams citizen.

3:09 p.m. (3:05 p.m. Item on Agenda) PUBLIC HEARING

Vice-Chair Boes makes time for a Public Hearing to consider the annual Unmet Needs of the Transit dependent population and determine one of the following three (3) findings:

1. There are no unmet needs,
2. There are unmet needs that are not reasonable to meet, or
3. There are unmet needs that are reasonable to meet.

Mr. Lanphier states that every year the Transit Agency is required to hold a meeting to assess the unmet needs of the Transit dependent population. He states his recommendation is to find there are no unmet needs that are reasonable to meet.

Brief discussion is held regarding current express services with Shasta Regional Transit Authority (SRTA), services based on ridership, securing a stop in Williams, and having a representative from SRTA attend the next meeting and give a presentation.

3:16 p.m. Vice-Chair Boes opens the Public Hearing and calls for public comment.

Mr. Bergson states that all 14 counties have connections to the Sacramento airport, with the exception of Colusa County. He further states that a taxi drive to the airport with a tip costs \$145. He states that he spoke with a representative from the Redding shuttle service and they stated that this service would not be available until the year 2020 and there isn't a plan to stop in Williams. He further states that the budget shows the Transportation Commission is subsidized \$800,000.00 a year and is in the red. He suggests there should be a way to capture some of the fares to Sacramento and states that there are unmet needs.

3:19 p.m. Vice-Chair Boes calls for any further public comment. Hearing none, Vice-Chair Boes closes the Public Hearing.

Discussion is held regarding the high costs, logistics, and the practicality of offering on-call transit service to Sacramento.

TRANSIT AGENCY

1. Determine there are no unmet public Transit needs for the fiscal year 2018-2019 and authorize the Chair to sign.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, Commissioner
SECONDER:	Denise J. Carter, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

Commissioner Carter states an item arose after the posting of the May 29, 2018 Agenda regarding a letter of support to Shasta Regional Transit Authority to secure a stop in Williams. Further, the item will be placed on the Agenda under Transit Agency as Item No. 8.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Commissioner
SECONDER:	Frank Kennedy, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

2. Declare a 2009 Crown Victoria surplus and authorize the Purchasing Agent to remove from inventory and dispose of vehicle utilizing the most efficient and cost effective way.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Commissioner
SECONDER:	John Troughton, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

3. Adopt the Colusa County Transit Agency Zero Tolerance Drug and Alcohol Testing Policy, effective January 1, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Commissioner
SECONDER:	Gary J. Evans, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

4. Approve plan revision to change the Free Fare Day Program to Free Fare Week.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Frank Kennedy, Commissioner
SECONDER:	Denise J. Carter, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

5. Approve the Triennial Performance Audit of the Colusa County Transit Agency prepared by Smith and Newell CPAs for the three year period ending June 30, 2017. **(Audit on file in the Board Clerk's Office)**

RESULT:	CONTINUED TO JUNE 26, 2018
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6. Approve 2018 - 2019 fiscal year preliminary budget in the amount of \$2,006,195 for the Transit Agency Fund.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, Commissioner
SECONDER:	John Troughton, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

7. Approve Contract No. **TA18-002** with **Central Valley Automated, Inc.**, for the procurement and installation of a power gate with keypad located at the Colusa County Transit Shop in an amount not to exceed \$14,075.05 and authorize the Chair to sign.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, Commissioner
SECONDER:	Frank Kennedy, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

8. Vice-Chair Boes makes time to consider a letter of support to Shasta Regional Transit Authority (SRTA) to secure a transit stop in the City of Williams.

Discussion is held regarding a letter of support to secure a transit stop since there is not a stop secured at this time. Brief discussion is held.

Following discussion, it is the consensus of those Commissioners present not to send a letter of support until the City of Williams has secured a site.

VI. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

Vice-Chair Boes adjourns the Colusa County Transit Agency at 4:20 p.m. and states the Commissioners are now sitting as the Colusa County Transportation Commission, with all Commissioners present except Commissioner Dave Womble.

Present: Jennifer Sutton, Senior Deputy Counsel.
 Scott Lanphier, Kirsten Montejano, Public Works Department.
 Ann Nordyke, Patricia Rodriguez, Board Clerks.
 Debbie Hickel, CAO Office.
 Barbara Rosas, Transit Agency.
 Dave Swartz, City of Colusa.
 Kena Sanner, CalTrans.
 Chuck Bergson, City of Williams.
 Allen Sheley, Williams citizen.

Vice-Chair Boes makes time for approval of the Triennial Performance Audit of the Colusa County Transportation Commission by Smith and Newell CPAs for the three year period ending June 30, 2017.

Mr. Bergson states the recommendation on page 10 of the performance audit mentions productivity improvements and termination of the cost effectiveness of the transit system. He further states he recommends a Committee be created to look into that.

TRANSPORTATION COMMISSION

1. Approve the Triennial Performance Audit of the Colusa County Transportation Commission by Smith and Newell CPAs for the three year period ending June 30, 2017. **(Audit on file in the Board Clerk's Office)**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, Commissioner
SECONDER:	Denise J. Carter, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

2. Approve 2018 - 2019 fiscal year preliminary budgets in the amount of \$1,421,976 for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Commissioner
SECONDER:	Frank Kennedy, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSENT:	Dave Womble

Vice-Chair Boes adjourned the meeting at 4:29 p.m. to reconvene in Regular Session on June 26, 2018 at the hour of 3:00 p.m.

Kent S. Boes, Vice-Chair

Attest: Scott Lanphier,
Secretary to the Transportation
Commission & Transit Agency

BY _____
Patricia Rodriguez, Deputy Clerk