

**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

June 26, 2018

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 26th day of June 2018 at the hour of 3:00 p.m. Present: Commissioners Gary J. Evans, Denise J. Carter, Kent S. Boes, Frank Kennedy, John Troughton Jr., and Dave Womble, Chair.

Present: Jennifer Sutton, Senior Deputy Counsel.
Scott Lanphier, Kirsten Montejano, Public Works Department.
Patricia Rodriguez, Ann Nordyke, Board Clerks.
Thomas Simms, Transit Manager.
Jennifer Pollom, Shasta Regional Transportation Agency.
David Schwartz, City of Colusa.
Charles Bergson, City of Williams.

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

Mr. Bergson states at the last meeting the Transportation Commission approved the Triennial Audit for the Transportation Commission and it was recommended that a Committee be formed to determine the cost effectiveness and the productivity of the transit system. He further states this recommendation was also in the 2014 and 2017 Audit and there has been no action taken.

Mr. Lanphier states the Committee was formed in 2014 by the Commission, and Commissioners Vann and Evans sat on the Committee. He further states the findings of the Committee resulted in the development of the operation improvement plan.

II. APPROVAL OF THE MINUTES

1. Minutes Approval

Transportation Commission & Transit Agency – Regular Meeting – May 29, 2018.

RESULT:	APPROVED [5 TO 0]
MOVER:	John Troughton, Commissioner
SECONDER:	Kent S. Boes, Vice-Chair
AYES:	Carter, Evans, Boes, Kennedy, Troughton
ABSTAIN:	Dave Womble

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director

None.

2. Transit Manager

Mr. Simms updates the Commissioners on the CHP terminal inspection conducted June 6, 2018, in which the Transit Agency was rated satisfactorily with no remarks or recommendations. He further states that at the last meeting it was proposed that Transit operations be contracted out for a potential cost savings and then speaks briefly to a report done by the 2016 National Transit Database.

Commissioner Troughton requests a copy of the report.

3. CalTrans

Mr. Lanphier updates the Commissioners on items pertaining to CalTrans and speaks briefly to the work being conducted on Highway 45.

4. City of Colusa

Chair Womble speaks briefly to the City of Colusa's 150th Anniversary.

5. City of Williams

Commissioner Kennedy updates the Commissioners on pending road construction projects scheduled to start July 9, 2018.

Commissioner Troughton speaks to the 100th celebration of the Williams arch.

6. California Highway Patrol

None.

IV. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Chair Womble declares a recess at 3:16 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present.

Present: Jennifer Sutton, Senior Deputy Counsel.
 Scott Lanphier, Kirsten Montejano, Public Works Department.
 Patricia Rodriguez, Ann Nordyke, Board Clerks.
 Thomas Simms, Transit Manager.
 Jennifer Pollom, Shasta Regional Transportation Agency.
 David Schwartz, City of Colusa.
 Charles Bergson, City of Williams.

3:16 p.m. (3:05 p.m. Item on Agenda) PUBLIC HEARING

Chair Womble makes time for a Public Hearing to adopt the Fiscal Year 2018 - 2019 Final Budget for the Transit Agency Fund in the amount of \$2,008,995.

Ms. Montejano states two changes to the budget will increase expenditures. She states that at the request of Commissioner Carter, funds were added for the maintenance of the solar panels, and Mr. Simms requested additional funds for the Transit Agency's 40th anniversary.

3:18 p.m. Chair Womble opens the Public Hearing and call for public comment.

Brief discussion is held regarding ridership and a fare increase.

3:21 p.m. Chair Womble calls for any further public comment. Hearing none, Chair Womble closes the Public Hearing.

TRANSIT AGENCY

1. Adopt Fiscal Year 2018 - 2019 Final Budget for the Transit Agency Fund in the amount of \$2,008,995.

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

V. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

Chair Womble adjourns the Colusa County Transit Agency at 3:21 p.m. and states the Commissioners are now sitting as the Colusa County Transportation Commission, with all Commissioners present.

Present: Jennifer Sutton, Senior Deputy Counsel.
Scott Lanphier, Kirsten Montejano, Public Works Department.
Patricia Rodriguez, Ann Nordyke, Board Clerks.
Thomas Simms, Transit Manager.
Jennifer Pollom, Shasta Regional Transportation Agency.
David Schwartz, City of Colusa.
Charles Bergson, City of Williams.

3:21 p.m. (3:05 p.m. Item on Agenda) PUBLIC HEARING

Chair Womble makes time for a Public Hearing to adopt the Fiscal Year 2018 - 2019 Final Budgets for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund in the total amount of \$1,421,976.

3:22 p.m. Chair Womble opens the public hearing and calls for public comment. Hearing none, Chair Womble closes the Public Hearing.

TRANSPORTATION COMMISSION

1. Adopt the Fiscal Year 2018 - 2019 Final Budgets for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund in the total amount of \$1,421,976.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Frank Kennedy, Commissioner
SECONDER:	John Troughton, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton, Womble

2. Approve 2017-18 Revenue and Appropriations Inter-Budget Adjustment No. 069. **(Requires 5/6 vote)**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kent S. Boes, Vice-Chair
SECONDER:	Denise J. Carter, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton, Womble

3. Adopt Resolution No. **1718-004** a Resolution of the Colusa County Transportation Commission Adopting Definitions of the Terms "Unmet Transit Needs" and "Reasonable To Meet", further adopt Resolution **1718-005**, a Resolution of the Colusa County Transportation Commission Determining There Are No Unmet Public Transportation Needs For Fiscal Year 2017-2018, and authorize the Chair to sign.

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

4. Chair Womble makes time for a Presentation and discussion by Shasta Regional Transportation Agency (SRTA) regarding express bus service to Sacramento on I-5.

Ms. Pollom updates the Commissioners on the express bus service to Sacramento on I-5 and speaks to the following items:

- North State Intercity Bus Business Plan
- Shasta Regional Transportation Agency Report
- North State Express Intercity Bus System
- North Valley Feeder Line

Brief discussion is held regarding needed contributions, charging stations, 5311 funds, operating plan and distribution of the Schematic Transit Service Map. **(Handout on file in Board Clerk's Office)**

VI. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Chair Womble adjourns the Colusa County Transportation Commission at 3:40 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present.

Present: Jennifer Sutton, Senior Deputy Counsel.
 Scott Lanphier, Kirsten Montejano, Public Works Department.
 Patricia Rodriguez, Ann Nordyke, Board Clerks.

Thomas Simms, Transit Manager.
Jennifer Pollom, Shasta Regional Transportation Agency.
David Schwartz, City of Colusa.
Charles Bergson, City of Williams.

1. Adopt Resolution No. **1718-004** authorizing federal formula grant funding under Federal Transportation Administration Section 5311 (49 U.S.C. Section 5311) with California Department of Transportation and authorize the Chair to sign.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Frank Kennedy, Commissioner
SECONDER:	John Troughton, Commissioner
AYES:	Carter, Evans, Boes, Kennedy, Troughton, Womble

Chair Womble makes time to 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.

Mr. Lanphier states that at the last meeting, it was noted there was a discrepancy in the audit, which did not reflect that the County had a Short Range Transit Plan in place. Smith and Newell was notified, however states that since the audit has been finalized and distributed, the correction can't be done without incurring additional time and costs. After discussions with the Fiscal Officer, it is recommended that the Commission approve the audit, but include a note indicating the discrepancy along with the approved Short Range Transit Plan. Brief discussion held.

2. Accept the Triennial Performance Audit as-is and include a written memo noting the discrepancy of the omission of the Short Range Transit Plan.

RESULT:	APPROVED [5 TO 1]
MOVER:	Frank Kennedy, Commissioner
SECONDER:	Gary J. Evans, Commissioner
AYES:	Carter, Evans, Kennedy, Troughton, Womble
NAYS:	Kent S. Boes

Chair Womble adjourned the meeting at 3:45 p.m. to reconvene in Regular Session August 21, 2018 at the hour of 3:00 p.m.

David Womble, Chair

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

BY _____
Patricia Rodriguez, Deputy Clerk