

**Minutes of the
Regional Transit Committee & Transportation Commission
Glenn County, California**

March 18, 2010

AGENDA POSTED: Thursday, March 11, 2010 at 1:00 p.m.

- (1) The Regional Transit Committee convened at 10:05 a.m. on the above date, at the Willows Memorial Hall, Board of Supervisors Chambers, Willows, California with Members and Staff present as follows:

MEMBERS/COMMISSIONERS PRESENT:

Steve Soeth, County	Michael Murray, County	Gary Hansen, Willows
Bruce Roundy, Orland	John Viegas, County	

OTHERS PRESENT:

Gloria Ponciano, Paratransit	Jennifer Duran, Caltrans, Dist. 3	Byron Denton, Citizen
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STAFF PRESENT:

J. Linhart, Executive Director	M. Thomas, Senior Planner	M. Squier, Office Technician
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- (2) PLEDGE OF ALLEGIANCE:

- (3) ROLL CALL:

Roll Call of Members appointed to the 2010 Regional Transit Committee.
Members and Staff present as noted above.

- (4) APPROVAL OF MINUTES: February 25, 2010

On a motion of Member Murray, second by Member Hansen, it was unanimously voted to approve the minutes of February 25, 2010.

- (5) CONSENT ITEMS:

A. Performance Indicator Report for Transit Programs, July – December 2009

Members reviewed the following:

The Transportation Development Act (TDA) requires that public transit programs, such as Glenn Ride and Glenn Trans, met a minimum ten percent fare box return in order to receive Local Transportation Funds. That is, the collected fares meet 10% of the costs of the program. The cost of capital purchases is not included as a factor.

The Volunteer Medical Transport program is a special program and is not required to meet the 10% fare box return.

At the request of the Committee, this matter was referred back to fiscal staff for re-evaluation and cross checking of figures. Some errors in calculations were found and corrected.

Glenn Ride has fare box returns slightly above the required minimum. Glenn Trans has fare box returns

Mr. Thomas reported that the commission/committee has a one year grace period for the fare box returns; once that year has passed we are required to make adjustments accordingly.

(6) ACTION ITEMS: None at this time.

(7) UNSCHEDULED MATTERS AND FUTURE AGENDA ITEMS:

(If the matter is not on the agenda, the public may address the Commission at this time. Unless the matter qualifies for an exemption under the provisions of Government Code Section 54954.2 (b), action or discussion cannot be taken on Unscheduled Matters).

Mr. Denton questioned the progress of the circulator program.

Mr. Thomas replied that staff is in the process of making all stops along the circulator route ADA compliant. There may need to be some minor adjustments as to where the stops actually occur, but they will be in the same area as originally planned. Staff and Paratransit Services have been making site visits to each stop to determine their ADA compliance. Staff will be preparing a plan to meet the minimum ADA requirements with future proposals to meet the maximum requirements. The projected date for the start of the circulator program is May.

Member Murray questioned if improvements are needed to make stops ADA compliant where these funds would come from.

Mr. Thomas replied that there are transit grants and other funding opportunities available to make these upgrades.

Mr. Linhart commented that the plan that is put into place will include the funding source for the improvements.

Member Roundy commented that there are some road/shoulder improvement projects in the works for the City of Orland, and we should coordinate any proposed improvements with the city manager.

Mr. Thomas thanked Mr. Roundy for the information and will be contacting the city manager before any improvements are put into place.

Mr. Denton asked if we could possibly start this program in Willows while improvements are being done in the Orland area.

Mr. Thomas noted that once there is a plan in place we will move forward with the start of the program.

Member Roundy would like someone to attend the Orland City Council meeting on April 15, 2010 to discuss the delay and the expected start date for the circulator program.

Mr. Linhart stated that he as well as Mr. Thomas would attend that meeting and offer explanation, and any answers the council might have.

Mr. Thomas asked Mrs. Ponciano to clarify the change in ridership for the Dial-A-Ride Program.

Mrs. Ponciano has notice that there has been a decrease in ridership for the Willows area after the increase in fee of \$0.50 per extra rider. This fee increase did not affect the Orland area the same as their ridership is mostly individuals, and Willows was more family based.

Member Roundy asked if the new circulator program will affect the Dial-A-Ride program.

Mrs. Ponciano noted that the circulator program will affect the Dial-A-Ride, , large families require more than one vehicle, and the use of the circulator program will eliminate multi-vehicle use.

Mr. Thomas noted that he is still in the process of getting a vendor to attend a meeting and make a presentation on the solar lighting for the bus shelters.

Mr. Thomas noted that he will be bringing to the committee the request for approval of advertisement on the Spanish channel, and the contract with Paratransit.

Member Murray noted that he will be absent for the April 15, 2010 meeting.

Adjournment to the Glenn County Transportation Commission at 10:29 a.m.:

(1) CALL TO ORDER:

The Glenn County Transportation Commission convened at 10:30 a.m. on the above date, at the, Willows Memorial Hall, Board of Supervisors Chambers, Willows, California with Commissioners and Staff present:

(2) ROLL CALL:

Roll Call of Commissioners appointed to the 2010 Glenn County Transportation Commission. Members and Staff present as noted above.

(3) APPROVAL OF MINUTES: February 25, 2010

On a motion of Commissioner Soeth, second by Commissioner Hansen, it was unanimously voted to approve the minutes of February 25, 2010.

(4) INFORMATION ITEM:

A. SAFE Call Boxes Usage Report for December 2010

Members reviewed the following:

Capitol Valley SAFE has provided a call summary for the month of January 2010.

Capitol Valley SAFE has provided additional information regarding call types. For the month of January, there were a total of 8 calls.

There were 6 calls from boxes on Interstate 5 and 2 calls from boxes on State Route 32. Call Box 005-0013 was the most used call box (3 calls) in the Capital Valley Safe system in January.

Mr. Thomas noted that there was no increase in usage due to the storms during the month of January.

(5) ACTION ITEMS:

- A. Adopt the definitions of Unmet Transit Needs and Reasonable to Meet for 2010/2011 Fiscal Year.

Members reviewed the following:

The Transportation Development Act creates in each county a Local Transportation Fund. The revenue is collected from ¼ cent of the state 7.25 cent retail sales tax. The ¼ cent is returned to each county according to the amount of tax collected in that county. LTF is required to be expended on transit projects first and if there are funds remaining then they may be spent on streets and roads.

On March 4, 2010, the Social Services Transportation Advisory Council (SSTAC) met to discuss and review the attached definitions of the 2009/2010 Unmet Transit Needs and Reasonable to Meet. The Transportation Development Act (TDA) Section 99401.5(c) requires the Local Transportation Commission explicitly define the phrases “Unmet Transit Needs” and “Needs that are Reasonable to Meet” in terms of local conditions, and that these definitions be documented by resolution or minute order. The definitions are used to evaluate comments from the public on unmet transit needs and needs that are reasonable to meet during the Annual Unmet Transit Needs process. SSTAC’s discussion recognized that transportation for social needs and religion are important, however, the definitions need to focus on the sustainability of the programs.

SSTAC recommends the attached definitions for the Commission’s consideration with no changes from the definitions adopted for 2010/2011.

On a motion of Commissioner Soeth, seconded by Commissioner Murray, it was unanimously voted to approve the 2010/2011 Definitions for Unmet Transit Needs and Needs that are Reasonable to Meet as recommended by the Social Services Transportation Advisory Council.

- B. Draft Unmet Transit Need Public Hearing Schedule.

Members reviewed the following:

The Transportation Development Act requires an Annual Unmet Transit Needs Process. Section 99238.5 requires “provisions for at least one public hearing...”

Below is a draft public hearing schedule for three public hearings: one before the Willows City Council, one before the Orland City Council and one before the Transportation Commission.

In addition to the public hearings, an Unmet Transit Needs brochure will be distributed. The brochure will be available in English and Spanish. The brochure will be available at the City

Halls, Paratransit Services Office, County Planning Office, Senior Centers and Glenn Ride buses. Staff will also be mailing the brochures (in both languages) to all Glenn County churches.

Hearing Body	Location	Date and Time
Willows City Council	Council Chambers Willows City Hall 201 N. Lassen, Willows	Tuesday, April 27, 2010 at 7:00 p.m.
Orland City Council	Council Chambers Carnegie Center. 912 Third Street , Orland	Monday, May 3, 2010 at 7:30 p.m.
Glenn County Board of Supervisors	Board Chambers 525 Sycamore St., Willows	May 4, 2010?
Transportation Commission	Council Chambers Willows City Hall 201 N. Lassen St., Willows	Thursday, May 20, 2010, at 10:00 a.m.

On a motion of Commissioner Murray, seconded by Commissioner Roundy, it was unanimously voted to recommendation for this schedule for the Unmet Transit Needs' Public Hearings.

UNSCHEDULED MATTERS AND FUTURE AGENDA ITEMS

(If the matter is not on the agenda, the public may address the Commission at this time. Unless the matter qualifies for an exemption under the provisions of Government Code Section 54954.2 (b), action or discussion cannot be taken on Unscheduled Matters).

Mr. Thomas noted that the governor has vetoed the gas tax swap; more information will be available at the next meeting.

Commissioner Soeth noted that the ERA Funds that were moved from the Orland project to the Willows project during the October meeting, those funds have been allocated, and there will be money left over from the Willows project as it came in under bid as well. Is there a change order process that can be done to allow for the use of the money?

Commissioner Hansen added that he spoke with Greg Tyhurst from the City of Willows and they are looking at giving back an estimated \$160,000, because their project came in under bid.

Mr. Linhart added that we are looking into having each project be more expansive, by using phases. This will allow the use of all money if the start of the project comes in under bid, the local officials will be able to move onto the next phase of the project, therefore utilizing all monies.

Commissioner Soeth questioned if we could possibly use the left over money to complete the ADA compliance projects.

Mr. Thomas stated that we will have to look into that, and that it is our first priority to utilize all money locally and not give any back to the state.

Commissioner Roundy likes the idea of being able to submit entire projects at once, and have them broken down into phases, so that each jurisdiction can utilize the money awarded to reach its fullest potential.

Commissioner Soeth asked how much money is to be carried over.

Mr. Thomas stated that we are looking at giving \$200k to \$250k back to the state. Mr. Thomas will contact Greg at the City of Willows to discuss this project.

Commissioner Roundy asked if anyone was able to attend the Interregional Blue Print meeting.

Mr. Thomas attended the meeting on March 17, 2010 in Redding. The meeting was to outline their approach to have all means of transportation to work together to best utilize the land use requirements. This program will better benefit the locals, by modeling the performance base requirements to gain accessibility to available funds for improvements. There will be more opportunities to attend this seminar, as they have an end goal of 2025 for completion.

Commissioner Viegas asked about the possibility for receiving grants from the OTS.

Mr. Thomas stated that we have a current grant, and we are working on making our software and hardware meeting the requirements.

Mr. Linhart noted that the grant will help unite all programs together to work as one functioning unit.

(6) NEXT MEETING SCHEDULED: Thursday, April 15, 2010 at
Orland Carnegie Community Center
Council Chambers
912 Third Street, Orland, at 10:00 a.m.

(7) ADJOURNMENT OF TRANSPORTATION COMMISSION MEETING: Adjourned at 10:50 a.m.

REGIONAL TRANSIT COMMITTEE/
TRANSPORTATION COMMISSION

ATTEST:

John Viegas-Chairman

John Linhart, Executive Director

March 18, 2010