

COMMISSIONERS

COUNTY OF COLUSA:

GARY EVANS
KENT BOES
VICE-CHAIR
DAURICE K. SMITH,
CHAIR

City Colusa:

GREG PONCIANO

City of Williams:

FRANK KENNEDY
KATHERINE DUNLAP



COUNTY OF COLUSA
TRANSPORTATION COMMISSION &
TRANSIT AGENCY
1215 MARKET STREET,
COLUSA, CA 95932
TELEPHONE 530-458-0508
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Michael Azevedo,
Public Works Director
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COLUSA COUNTY TRANSPORTATION COMMISSION & TRANSIT AGENCY

Agenda

December 17, 2024

Colusa County Board of Supervisors Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

3:00 p.m. CALL TO ORDER/ROLL CALL

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

II. MINUTES APPROVAL

1. Minutes Approval
Transportation Commission & Transit Agency – Regular Meeting – October 29, 2024.

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director
2. Transit Manager
3. Caltrans
4. City of Colusa
5. City of Williams
6. California Highway Patrol

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Authorize a 90 day extension pursuant to Public Utilities Code Section 99245 for the completion of the Colusa County Transportation Commission annual Transportation Development Act (TDA) fiscal and compliance audit ending June 30, 2024.

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Transportation Commission and Transit Agency and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**. **Note:** No Board action shall be taken on comments received.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Transportation Commission and Transit Agency are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Committee member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the Commission's decision on the agenda item since January 1, 2023. Members of the Transportation Commission and Transit Agency who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Committee member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Committee member and may be made either in writing to the Secretary of the Transportation Commission and Transit Agency prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.

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Minutes
October 29, 2024

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 29th day of October 2024 at the hour of 3:00 p.m. Present: Commissioners Greg Ponciano, Gary J. Evans, Frank Kennedy, Kent S. Boes and Daurice Smith. Absent: Commissioner Katherine Dunlap.

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

None.

II. MINUTES APPROVAL**1. Minutes Approval**

Transportation Commission & Transit Agency – Regular Meeting – September 17, 2024 as corrected.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Kennedy
AYES:	Kennedy, Smith, Boes, Ponciano
ABSTAIN:	Evans
ABSENT:	Dunlap

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

Mr. Azevedo states there were two public workshops held for the RTP update in Colusa and in the City of Williams. He further states there will be one more round of public workshops held after getting close to the final RTP update.

2. Transit Manager

Mr. Rogers updates the Commissioners on the commencement of Free Fare Days starting December 1, 2024. He further states there will be a Free Fare Day on Election

Minutes Acceptance: Minutes of Oct 29, 2024 3:00 PM (Minutes Approval)

Day.

3. Caltrans

Ms. Chiu states she has been working on the OWP amendment 1 with Mr. Azevedo and is also working on getting an extension letter submitted to headquarters.

4. City of Colusa

None.

5. City of Williams

Commissioner Kennedy states the ATP Project for E Street is moving forward and there was a lot of public comment. He further states that this project will take out most of the medians on E Street. He states the designs of the project will be presented to City Council in January 2025.

6. California Highway Patrol

None.

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve First Amendment to the 24/25 Overall Work Plan (OWP).

Comments received by Mr. Azevedo.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Ponciano
AYES:	Kennedy, Smith, Boes, Evans, Ponciano
ABSENT:	Dunlap

2. Adopt **Resolution No. 2425-004** authorizing the Executive Director or their designee to execute the Master Fund Transfer Agreement (MFTA) with the California Department of Transportation; on behalf of the Colusa County Transportation Commission.

Comments received by Mr. Azevedo.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kennedy
SECONDER:	Boes
AYES:	Kennedy, Smith, Boes, Evans, Ponciano
ABSENT:	Dunlap

Chair Smith declares a recess at 3:11 p.m. and states they are now sitting as the Colusa County Transit Agency with all Commissioners present, except Commissioner Dunlap.

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

1. Adopt **Resolution No. 2425-001** declaring one 2008 ford E-450 Transit bus as surplus property and authorize the Colusa County Transit Purchasing Agent to dispose of same.

Minutes Acceptance: Minutes of Oct 29, 2024 3:00 PM (Minutes Approval)

Comments received by Mr. Rogers.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kennedy
SECONDER:	Boes
AYES:	Kennedy, Smith, Boes, Evans, Ponciano
ABSENT:	Dunlap

2. Adopt **Resolution No. 2425-002** adopting definitions of the terms "Unmet Transit Needs" and "Reasonable to Meet". Further, adopt **Resolution No. 2425-003** determining There Are No Unmet Public Transportation Needs for FY 2023/24.

Comments received by Mr. Rogers.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Evans
AYES:	Kennedy, Smith, Boes, Evans, Ponciano
ABSENT:	Dunlap

3. Adopt **Resolution No. 2425-004** approving a State of Good Repair list of Projects FY 24-25 under the Road Repair and Accountability Act of 2017 and designate the Public Works Director as the Authorized Agent.

Comments received by Mr. Rogers.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Ponciano
AYES:	Kennedy, Smith, Boes, Evans, Ponciano
ABSENT:	Dunlap

Chair Smith adjourned the meeting at 3:15 p.m. to reconvene in Regular Session on November 12, 2024 at the hour of 3:00 p.m.

Daurice Smith, Chair

Attest: Michael Azevedo,
Secretary to the Transportation
Commission & Transit Agency

BY _____
Patricia Rodriguez, Deputy Clerk

Minutes Acceptance: Minutes of Oct 29, 2024 3:00 PM (Minutes Approval)



Request For Transportation Commission and Transit Agency

MEETING DATE: December 17, 2024

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Authorize a 90 day extension pursuant to Public Utilities Code Section 99245 for the completion of the Colusa County Transportation Commission annual Transportation Development Act (TDA) fiscal and compliance audit ending June 30, 2024.

Authorize a 90 day extension pursuant to Public Utilities Code Section 99245 for the completion of the Colusa County Transportation Commission annual Transportation Development Act (TDA) fiscal and compliance audit ending June 30, 2024.

Detailed Description/Background of request

The Colusa County Transportation Commission is required to submit an annual fiscal and compliance audit to the State within 180 days after the end of the fiscal year. Although the deadline is December 27th, the Commission may authorize an extension of up to 90 days.

The Colusa County Auditors office has notified staff that the audit will not be complete prior to December 27th, therefore we are requesting the Commission grant a 90 day extension for the Fiscal Year 2023/2024 TDA audit.

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

Provide DPW with a certified minute order