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COUNTY OF COLUSA:

GARY EVANS
KENT BOES
VICE-CHAIR
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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
FAX (530) 458-2035
Michael Azevedo,
Public Works Director
colusacountyca.igam2.com
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COLUSA COUNTY TRANSPORTATION COMMISSION & TRANSIT AGENCY

Agenda

September 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 – August 20, 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

3:05 p.m. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

1. 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.

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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**Transportation Commission & Transit Agency
 Board Chambers
 546 Jay Street, Suite 108
 Colusa, CA 95932**

**Minutes
 August 20, 2024**

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 20th day of August 2024 at the hour of 3:00 p.m. Present: Commissioners Frank Kennedy, Kent S. Boes, Gary J. Evans, Greg Ponciano and Daurice K. 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 – June 18, 2024.

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

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director

Mr. Azevedo states CalTrans Safety has notified him that as the result of the field review that was done in March, they are going to implement improvements at the intersection of Hwy 45 specifically on Second and Main Street before the winter season arrives.

2. Transit Manager

Mr. Roger updates the Commissioners on the free fare days, ridership numbers and acknowledges the Transit staff for their hard work.

Minutes Acceptance: Minutes of Aug 20, 2024 3:00 PM (Minutes Approval)

3. Caltrans
None.

4. City of Colusa
None.

5. City of Williams
Commissioner Kennedy states last month the off ramp on Hwy 20 onto old Hwy 99 was closed due to work from CalTrans and no one at the City was notified of the closure. He request CalTrans notify someone at the City of the work that will be done.

6. California Highway Patrol
None.

IV. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Chair Smith declares a recess at 3:08 p.m. and states that the Commission is now sitting as the Colusa County Transit Agency with all Commissioners present, except Commissioner Dunlap.

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

PUBLIC HEARING

Chair Smith makes time for a Public Hearing and adoption of Fiscal Year 2024-25 Final Budget for the Transit Agency Fund in the amount of \$2,109,091.

Comments received by Ms. Montejano.

3:09 p.m. Chair Smith opens the Public Hearing and calls for public comment.

Comments received by Ms. Montejano.

3:10 p.m. Chair Smith calls for any additional comments. Hearing none, Chair Smith closes the Public Hearing.

1. Adopt the Fiscal Year 2024-25 Final Budget for the Transit Agency Fund in the amount of \$2,109,091.

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

2. Approve the Colusa County Transit Agency Triennial Performance Audit prepared by CliftonLarsonAllen LLP (CLA) for the three year period ending June 30, 2023.

Comments received by Mr. Azevedo.

Minutes Acceptance: Minutes of Aug 20, 2024 3:00 PM (Minutes Approval)

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

V. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

Chair Smith adjourns the Colusa County Transit Agency at 3:16 p.m. and states that the Commissioners are now sitting as the Colusa County Transportation Commission with all Commissioners present, except Commissioner Dunlap.

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

PUBLIC HEARING

Chair Smith makes time for a Public Hearing and adoption of Fiscal Year 2024-25 Final Budget for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund in the amount of \$1,754,956.

Comments received by Ms. Montejano.

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

Comments received by Ms. Montejano.

3:18 p.m. Chair Smith calls for additional public comments. Hearing none, Chair Smith closes the Public Hearing.

1. Adopt the Fiscal Year 2024-25 Final Budget for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund in the amount of \$1,754,956.

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

2. Adopt **Resolution No. 2425-001** Apportioning Local Transportation Funds for Fiscal Year 2024-2025.

Comments received by Ms. Montejano.

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

3. Adopt **Resolution No. 2425-002** for the Allocation of State Transit Assistance Funds For Fiscal Year 2024-2025.

Minutes Acceptance: Minutes of Aug 20, 2024 3:00 PM (Minutes Approval)

Comments received by Ms. Montejano.

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

4. Adopt **Resolution No. 2425-003** for the Distribution of the Local Transportation Funds for Fiscal Year 2024-2025.

Comments received by Ms. Montejano.

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

5. Approve the Colusa County Transportation Commission Triennial Performance Audit prepared by CPA firm CliftonLarsonAllen LLP (CLA) for the three year period ending June 30, 2023.

Comments received by Mr. Azevedo.

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

Chair Smith adjourned the meeting at 3:27 p.m. to reconvene in Regular Session on September 17, 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 Aug 20, 2024 3:00 PM (Minutes Approval)



Request For Transportation Commission and Transit Agency

MEETING DATE: September 17, 2024

DEPARTMENT: Transit Agency

FROM: Ron Rogers

SUBJECT: 3: 05 p.m. 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.

3:05 p.m. 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.

Detailed Description/Background of request

In order to receive TDA funding, the Colusa County Transportation Commission must hold an annual Unmet Needs public hearing. Prior to the public hearing, the Social Services Tactical Advisory Committee (SSTAC) meets to determine if there are any needs not being met, or new transit dependent populations whose needs are not being met. The SSTAC met on August 26th, 2024, and the minutes from that meeting are attached.

Useful Definitions;

- (1) Unmet Transit Needs - all essential trip requests by transit-dependent persons for which there are no other convenient means of transportation, and
- (2) Reasonable to Meet - public or specialized transportation services that are feasible, have community acceptance, serve a significant number of the population, are economical, and can demonstrate cost effectiveness by having a ratio of fare revenues to operating cost at least equal to 10 percent.

Using information gathered from the SSTAC, information presented at the public hearing, and the definitions above, the Commission must determine and make one of three findings;

- (1) There are no unmet needs
- (2) There are unmet needs that are not reasonable to meet
- (3) There are unmet needs that are reasonable to meet.

Further, in certain counties, like Colusa, excess TDA funding not used for transit purposes can be used for other qualifying projects (road repair/construction, bike lanes, etc.). In order for

these funds to be used in this manner, the Commission must determine and make a finding that there are no unmet needs that are reasonable to meet.

Prior Board Action**Fiscal Impact/Funding Source****Action for the Clerk****ATTACHMENTS:**

- SSTAC Meeting Minutes 8-26-24 With Matrix (PDF)
- 08-27-24 PH Unmet Needs Public Notice (DOCX)

Colusa County Transit Social Services Technical Advisory Committee

Meeting Minutes

August 26, 2024

I. Call to order:

II. Ron Rogers (CCTA) called to order the meeting of the Colusa County Social Services Technical Advisory Committee at 3:05pm on August 26, 2024 at the Colusa County Transit Agency Office, 715 D St, Colusa, CA, 95932.

III. Introductions

Mr. Rogers initiated introductions. The following person were present:

- Ron Rogers Transit Manager
- Brooke Luna- Front Office Supervisor
- Cynthia Vaughn- Lead Dispatcher
- Regan Spesert – Asst Dispatcher
- Molly West – County of Colusa
- Kent Boes – County of Colusa
- Jason McMullan - County of Colusa
- Stacy Woods - County of Colusa
- Lauren Wong - TCCAP
- Adrianna Saavedra – TCCAP
- Carolina Munoz
- Greg Ponciano – City of Colusa

IV. Discussion Regarding SSTAC

Ron Rogers provided an overview of the SSTAC, its purpose and the reason for the unmet needs meeting.

V. Unmet Needs Discussion

Medical Transport

a) Carolina Munoz asked about medical transport of those needing it.

Cynthia Vaughn responded that we have been providing the service within the County, but due to a shortage of drivers we were unable to provide this service for out of County.

She also remarked that we have just become fully staffed and will be providing the out of County service shortly.

Congregate Meal Sites:

b) Jason McMullan asked about the possibility of getting the elderly to the congregate meal site in Williams.

He also stated they are working on possibly having a new congregate meal site in Colusa.

Ron Rogers stated that if we could obtain the information of those needing to be taken to the site, we could provide that service.

Cynthia Vaughn explained the logistics of the scheduling that would need to be in place to be able to provide the service.

VI. Adjournment

Ron Rogers adjourned the meeting at 3:45pm.

Minutes submitted by: Ron Rogers

*CCTA SSTAC Meeting Minutes
August 26, 2024*

Testimony Presented at the Social Services Technical Advisory Committee Meeting on August 26th, 2024 as presented to the Colusa County Transportation Commission September 17, 2024

Name	Need	Unmet Need?	Reasonable to Meet?
Carolina Munoz	Medical Transport	No. Medical Transportation is being offered in County and soon to be offered out of the county.	Reasonable to meet
Jason McMullan	Congregate Meals	No Will provide the list of those needing service	Reasonable to meet

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT the Colusa County Transportation Commission and Transit Agency will conduct a Public Hearing on September 17, 2024, at 3:05 p.m. in the Board of Supervisors Chambers located at 546 Jay Street, Suite 108, Colusa, CA, regarding the annual Unmet Needs of the Transit dependent population.

All documentation is available for review in accordance with Agenda Scheduling Deadlines at the Office of the Clerk of the Board. If you have questions or concerns regarding this matter, or would like to submit comments you may do so to the following: Clerk to the Board of Supervisors, 547 Market Street, Ste. 102, Colusa, CA (530)458-0508, or by e-mail at boardclerk@countyofcolusa.org. All persons are invited to attend and be heard.

Dated: August 27, 2024

ORIGINAL SIGNED

Patricia Rodriguez, Deputy Clerk

Attachment: 08-27-24 PH Unmet Needs Public Notice (10044 : Unmet Needs Public Hearing)