

# TEHAMA COUNTY TRANSIT AGENCY BOARD



Board Chambers  
Tehama County Board of Supervisors Chambers  
727 Oak Street, Red Bluff, CA 96080  
<https://tehamacounty.legistar.com/Calendar.aspx>

## AGENDA FOR MONDAY, DECEMBER 2, 2024

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**8:45 AM**

Chairman: Jim Bacquet Vice-Chairman: Bill Moule  
Commissioners: Pati Nolen, Matt Hansen, Patrick Hurton, Dave Demo

James N. Simon, Executive Director  
Jessica Riske-Gomez, Deputy Director

This meeting conforms to the Brown Act Open Meeting Requirements, in that actions and deliberations of the TCTAB created to conduct the people's business are taken openly; and that the people remain fully informed about the conduct of its business. Any written materials related to an open session item on this agenda that are submitted to the Deputy County Clerk less than 72 hours prior to this meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at Tehama County Transportation Commission, 1509 Schwab St., Red Bluff, CA 96080.

- 1. Call to Order / Introductions**
- 2. Public Comment**

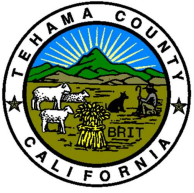
This time is set aside for citizens to address this Board on any item of interest to the public that is within the subject matter jurisdiction of the TCTAB provided the matter is not on the agenda or pending before this Board. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of the speaker's identity is purely voluntary during the public comment period.

- 3. Announcement of Agenda Corrections**
- 4. Announcements**

None.

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5. **Transit Update - TRAX General Manager Young** [24-2105](#)  
Informational Presentation: Monthly update on the regional transit system consisting of TRAX, ParaTRAX and METS.
6. **Approval of Claims - Accountant Jensen** [24-2010](#)  
Approve Tehama County Transit Agency claims for September and October 2024, in the total amount of \$638,724.17.  
**Attachments:** [TCTAB Sept-October Claims](#)
7. **Approval of Minutes - Transportation Planner Aide Houghtby** [24-2108](#)  
Waive the reading and approve the minutes from the September 23 and October 28, 2024 Tehama County Transit Agency Board regular meeting.  
**Attachments:** [September 23 2024 Minutes TCTAB](#)  
[October 28 TCTAB Minutes](#)
8. **2025 Meeting Schedule - Associate Transportation Planner Fox** [24-1788](#)  
Adopt the TCTAB regular meeting dates for 2025 including a consolidation of the November and December 2025 meetings to Monday, December 8, 2025, 8:45 AM.
9. **Bylaw Update - Deputy Director Riske-Gomez** [24-1881](#)  
Approval of the Tehama County Regional Transportation Planning Agency Social Services Transportation Advisory Council (SSTAC) proposed bylaw amendments.  
**Attachments:** [SSTAC Info Sheet](#)  
[Bylaws 2024 Amend](#)
10. **Items for Future Agenda**
11. **Closing Comments**
12. **Adjourn**

The County of Tehama does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County's ADA Coordinator: Tom Provine, County of Tehama, 727 Oak St., Red Bluff, CA 96080, Phone: (530) 527-4655. Individuals with disabilities who need auxiliary aids and/or services or other accommodations for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Tehama County Transit Agency Board meetings, please contact the ADA Coordinator prior to the day of the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator.



# Tehama County

## Agenda Request Form

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**File #:** 24-2105

**Agenda Date:** 12/2/2024

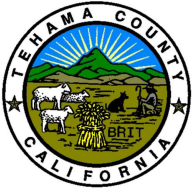
**Agenda #:** 5.

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### **Transit Update - TRAX General Manager Young**

#### **Requested Action(s)**

Informational Presentation: Monthly update on the regional transit system consisting of TRAX, ParaTRAX and METS.



# Tehama County

## Agenda Request Form

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**File #:** 24-2010

**Agenda Date:** 12/2/2024

**Agenda #:** 6.

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### Approval of Claims - Accountant Jensen

**Requested Action(s)**

Approve Tehama County Transit Agency claims for September and October 2024, in the total amount of \$638,724.17.

**Financial Impact:**

[Click here to enter Financial Impact.](#)

**Background Information:**

See attached claims summary for September and October 2024.

## TEHAMA COUNTY TRANSIT AGENCY BOARD CLAIMS

Meeting Date: 12/02/24

Claimant	Invoice Description	Amount
<b>CLAIMS PAID IN SEPTEMBER 2024</b>		
City of Red Bluff	1820 Bidwell St. 07/04-08/03/24	\$55.37
City of Red Bluff	1515 Schwab St. 07/04-08/03/24	\$64.33
City of Corning	Janitorial Services September 2024	\$500.00
McEntire Landscaping	Professional Services - September	\$780.00
P.G. & E.	Utilities 08/02-09/02/24	\$3,069.28
Verizon Wireless	Communication 07/24-08/23/24	\$798.21
Paratransit Services	Hazard Covid Pay August 2024	\$25,655.72
Paratransit Services	Contract Services June 2024	\$119,579.06
Paratransit Services	ParaTRAX Services June 2024	\$50,695.80
Paratransit Services	Contract Services August 2024	\$127,248.72
Paratransit Services	ParaTRAX Services August 2024	\$55,787.06
Paratransit Services	Shasta Tehama Connect August 2024	\$10,300.85
Paratransit Services	Saturday Service August 2024	\$8,379.75
Paratransit Services	METS Services August 2024	\$4,695.56
		<b>\$407,609.71</b>

<b>CLAIMS PAID IN OCTOBER 2024</b>		
City of Red Bluff	1820 Bidwell St. 08/04-09/03/24	\$57.40
City of Red Bluff	1515 Schwab St. 08/04-09/03/24	\$65.37
City of Red Bluff	1820 Bidwell St. 09/04-10/03/24	\$54.56
City of Red Bluff	1515 Schwab St. 09/04-10/03/24	\$63.69
City of Corning	Janitorial Services October 2024	\$500.00
McEntire Landscaping	Professional Services - August	\$1,096.26
McEntire Landscaping	Professional Services - October	\$780.00
P.G. & E.	Utilities 09/03-10/01/24	\$2,327.24
Verizon Wireless	Communication 08/24-09/23/24	\$798.21
Verizon Wireless	Communication 09/24-10/23/24	\$798.21
Paratransit Services	Hazard Covid Pay September 2024	\$22,742.70
Paratransit Services	Contract Services September 2024	\$126,419.76
Paratransit Services	ParaTRAX Services September 2024	\$54,627.56
Paratransit Services	Shasta Tehama Connect September 2024	\$9,826.23
Paratransit Services	Saturday Service September 2024	\$6,814.57
Paratransit Services	METS Services September 2024	\$4,142.70
		<b>\$231,114.46</b>



# Tehama County

## Agenda Request Form

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**File #:** 24-2108

**Agenda Date:** 12/2/2024

**Agenda #:** 7.

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### **Approval of Minutes - Transportation Planner Aide Houghtby**

#### **Requested Action(s)**

Waive the reading and approve the minutes from the September 23 and October 28, 2024 Tehama County Transit Agency Board regular meeting.

#### **Financial Impact:**

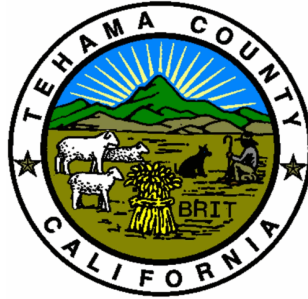
Click here to enter Financial Impact.

#### **Background Information:**

See attached minutes.

# **Tehama County**

*Tehama County Board of Supervisors Chambers  
727 Oak Street, Red Bluff, CA 96080  
<https://tehamacounty.legistar.com/Calendar.aspx>*



## **Meeting Minutes**

**Monday, September 23, 2024**

**8:45 AM**

**Board Chambers**

**Transit Agency Board**



**Rollcall**

**Present** Vice Chair Bill Moule, Commissioner Pati Nolen, Commissioner Pat Hurton, and Commissioner Matt Hansen  
**ABSENT** Commissioner Dave Demo, and Chairperson Jim Bacquet

Chairman: Jim Bacquet Vice-Chairman: Bill Moule  
Commissioners: Pati Nolen, Matt Hansen, Patrick Hurton, Dave Demo

James N. Simon, Executive Director  
Jessica Riske-Gomez, Deputy Director

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**1. Call to Order / Introductions**

**2. Public Comment**

This time is set aside for citizens to address this Board on any item of interest to the public that is within the subject matter jurisdiction of the TCTAB provided the matter is not on the agenda or pending before this Board. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of the speaker’s identity is purely voluntary during the public comment period.

No Public Comment

**3. Announcement of Agenda Corrections**

APPROVED

**RESULT:** APPROVED  
**MOVER:** Matt Hansen  
**SECONDER:** Pati Nolen

**AYES:** Vice Chair Moule, Commissioner Nolen, Commissioner Hurton, and Commissioner Hansen

**ABSENT:** Commissioner Demo, and Chairperson Bacquet

**4. Announcements**

**5. Amendment to Paratransit Contract - Deputy Director Riske Gomez**

A motion was made by Matt Hansen, seconded by Pati Nolen, to APPROVED this item.

The motion carried by the following vote:

RESULT : APPROVED

MOVER : Matt Hansen

SECONDER : Pati Nolen

AYES: Vice Chair Moule, Commissioner Nolen, Commissioner Hurton, and Commissioner Hansen

ABSENT: Commissioner Demo, and Chairperson Bacquet

**6. Approval of Claims - Accountant Jensen**

RESULT: APPROVED

MOVER: Pati Nolen

SECONDER: Matt Hansen

AYES: Vice Chair Moule, Commissioner Nolen, Commissioner Hurton, and Commissioner Hansen

ABSENT: Commissioner Demo, and Chairperson Bacquet

**7. Approval of Minutes - Transportation Planner Aide Houghtby**

RESULT: APPROVED

MOVER: Matt Hansen

SECONDER: Pati Nolen

AYES: Vice Chair Moule, Commissioner Nolen, Commissioner Hurton, and Commissioner Hansen

ABSENT: Commissioner Demo, and Chairperson Bacquet

**8. Transfer of Funds - TRAX - Accountant Jensen**

RESULT: APPROVED

MOVER: Pati Nolen

SECONDER: Matt Hansen

AYES: Vice Chair Moule, Commissioner Nolen, Commissioner Hurton, and Commissioner Hansen

ABSENT: Commissioner Demo, and Chairperson Bacquet

**9. Items for Future Agenda**

No Items for Future Agenda

**10. Closing Comments**

No Closing Comments

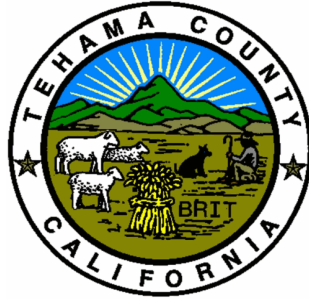
**Adjourn**

Adjourn at 8:52 AM

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## **Meeting Minutes**

**Monday, October 28, 2024**

**8:45 AM**

**8:45 AM**

**Board Chambers**

**Transit Agency Board**

Chairman: Jim Bacquet Vice-Chairman: Bill Moule  
Commissioners: Pati Nolen, Matt Hansen, Patrick Hurton, Dave Demo

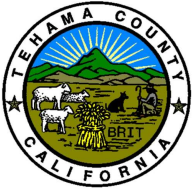
James N. Simon, Executive Director  
Jessica Riske-Gomez, Deputy Director

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**Call to Order / Introductions**

This meeting did not meet quorum, and as such was called to order and adjourned at 8:45 AM.

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# Tehama County

## Agenda Request Form

**File #:** 24-1788

**Agenda Date:** 12/2/2024

**Agenda #:** 8.

### 2025 Meeting Schedule - Associate Transportation Planner Fox

#### **Requested Action(s)**

Adopt the TCTAB regular meeting dates for 2025 including a consolidation of the November and December 2025 meetings to Monday, December 8, 2025, 8:45 AM.

#### **Financial Impact:**

None.

#### **Background Information:**

The 2025 meeting dates, if approved, will be as follows:

- Monday, January 27, 2025, 8:45 AM
- Monday, February 24, 2025, 8:45 AM
- Monday, March 24, 2025, 8:45 AM
- Monday, April 28, 2025, 8:45 AM
- Monday, May 19, 2025, 8:45 AM
- Monday, June 23, 2025, 8:45 AM
- Monday, July 28, 2025, 8:45 AM
- Monday, August 25, 2025, 8:45 AM
- Monday, September 22, 2025, 8:45 AM
- Monday, October 27, 2025, 8:45 AM
- Monday, December 8, 2025, 8:45 AM



# Tehama County

## Agenda Request Form

**File #:** 24-1881

**Agenda Date:** 12/2/2024

**Agenda #:** 9.

### Bylaw Update - Deputy Director Riske-Gomez

#### Requested Action(s)

Approval of the Tehama County Regional Transportation Planning Agency Social Services Transportation Advisory Council (SSTAC) proposed bylaw amendments.

#### Financial Impact:

None.

#### Background Information:

The Regional Transportation Planning Agency (RTPA) established the Social Services Transportation Advisory Council (SSTAC) in accordance with Public Utilities Code Section 99238 of the Transportation Development Act. The Council serves as an advisory body in regard to the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.

The SSTAC is meant to be used as a platform to ensure citizen participation throughout the region, which includes the annual Unmet Transit Needs process. Periodic review of the bylaws is a function of the Council, and the following recommendations are being brought forth at this time.

#### H. ORGANIZATION AND PROCEEDURES:

1. Meetings: The SSTAC will meet bimonthly, on the first Thursday of the month at 3:00 PM in the Conference Room of the Tehama County Transportation Commission and Transit Agency Board office building located at 1515 Schwab Street, Red Bluff.
2. Quorum: A majority of the nine (9) voting members will constitute a quorum in order to conduct the business of the SSTAC.

The draft Bylaws were taken to the SSTAC on October 4, 2024 and were approved to recommend to the Transit Agency Board.



Red Bluff • Corning • Tehama • Tehama County  
1509 Schwab Street, Red Bluff, CA 96080

## Tehama County Social Services Transportation Advisory Council (SSTAC)

**Summary:** The Social Services Transportation Advisory Council (SSTAC) focuses on improving transportation services for individuals who rely on social services, such as low-income individuals, seniors, or people with disabilities. The Tehama County Transit Agency Board (TCTAB) SSTAC meets periodically to discuss and advise TCTAB on transit needs and major transit issues within Tehama County. The meetings consist of members from the public, representing nine voting members and up to nine additional members appointed by TCTAB. Anyone may participate in SSTAC meetings, and voting members primarily represent various groups of underserved transit users, as mandated by Public Utilities Code §99238.

**Mission:** Review, recommend, and promote the development and improvement of accessible transportation services for underserved populations within Tehama County.

### Membership Participation:

1. Attend planned meetings:
  - Meetings occur at least twice a year, sometimes more. Meetings cannot take place without the majority of council members present.
2. Inform staff and regional transportation providers on the needs of transit-dependent and transit-disadvantaged populations.
3. Identify unmet transit needs.
4. Review and recommend action on unmet transit needs findings.
5. Advise on major transportation issues, including the coordination and consolidation of regional transit.

SSTAC composition and conduct are subject to the provisions of Public Utilities Code §99238 and TCTAB's SSTAC Bylaws.

**Voting Members:** TCTAB seeks broad representation among SSTAC members from service providers and the public, ensuring geographic and minority representation. Voting members fall into the categories listed below.



**Categories of SSTAC Voting Membership:**

1. One representative of existing transit users who is 60 years of age or older.
2. One representative of potential transit users who is disabled.
3. Two representatives of local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
4. Two representatives of local social service providers for individuals with disabilities, including one representative of a social service transportation provider, if one exists.
5. One representative of a local social service provider for persons of limited means.
6. Two representatives from the local consolidated transportation service agency, if one exists, including one representative from an operator of the local consolidated transportation service agency, if one exists.
7. The transportation planning agency may appoint up to nine additional representatives, including representatives of residents walking, cycling, and/or rolling to/from transit, to participate at SSTAC meetings and serve as an alternate for any of the nine statutory members, if needed.

**BYLAWS OF THE  
REGIONAL TRANSPORTATION PLANNING AGENCY  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

The Social Services Transportation Advisory Council (SSTAC) was established under the Transportation Development Act (TDA). The SSTAC serves as an advisory body to the Tehama County Transit Agency Board regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.

The SSTAC shall be governed by the following bylaws.

**A. RESPONSIBILITIES:**

1. Advise TCTAB on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.
2. Annually participate in the identification of transit needs in Tehama County, including unmet transit needs that may exist and may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. Annually review and recommend action by the transportation planning agency for the area within the jurisdiction of the council which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
4. Advise TCTAB on any major transit issues, including the coordination and consolidation of specialized transportation services.

**B. MEMBERS:**

1. TCTAB shall appoint nine (9) SSTAC members in the following categories as established in Public Utilities Code Section 99238:
  - (a) One (1) representative of potential transit users who is 60 years of age or older.
  - (b) One (1) representative of potential transit users who is handicapped.
  - (c) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
  - (d) Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider.
  - (e) One (1) representative of a local social service provider for persons of limited means.

- (f) Two (2) representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, including one representative from an operator.
- (g) TCTAB may appoint additional members from a broad representation of social service and transit providers representing the elderly, the handicapped and persons of limited means. In appointing council members, TCTAB will attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by TCTAB.

2. **Alternates:**

The appointing authority for any Member may appoint an Alternate Representative, who shall serve at the pleasure of the appointing authority. The Alternate Representative shall be a person having a professional affiliation with the Member and must have developed and demonstrated prior interest and knowledge of the Council by attending prior Council meetings during the Member's term. The Alternate Representative shall serve and vote in place of the Member only if the Member is absent. Any meeting attended by the Alternate Representative shall not constitute an absence of the Member. In the event of the vacancy, the alternate of the member shall act on their behalf until a successor for the member is selected and has been qualified.

**C. TERM OF OFFICE:**

The term of office shall be held until a member resigns, misses three consecutive regular meetings without good cause or notification, or when a member can no longer carry out their responsibilities as a Councilmember.

**D. DESIGNATION OF ALTERNATE:**

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

**E. VACANCIES:**

- 1. A vacancy shall be created when a member: resigns; misses three consecutive regular meetings without good cause or notification, so entered in the minutes; or when a member can no longer carry out their responsibilities as a Councilmember.
- 2. If a member representing a provider or agency resigns during their term, the member's designated alternate shall assume the term of the member.

3. Except as stated in the above paragraph, TCTAB shall recruit a new member when a vacancy exists, and a designated alternate is unable or unwilling to assume the position.
4. When a candidate applies to fill a vacancy, the SSTAC will review the application and make a recommendation to the TCTAB.

#### **F. ELECTION OF OFFICERS:**

During the first meeting of the calendar year, a Chair and Vice Chair will be elected by the Council and serve for one calendar year. If an officer resigns, a new officer shall be appointed at the next SSTAC meeting.

#### **G. DUTIES OF OFFICERS:**

1. Chair: The Chair will call to order, make announcements and preside at all meetings of the SSTAC.
2. Vice Chair: In the absence of the Chair, the Vice Chair will perform the duties of the Chair. Upon the absence of both the Chair and Vice Chair, the majority of a quorum may appoint a presiding officer for the meeting.
3. Deputy County Clerk: The Deputy County Clerk will keep minutes of all SSTAC meetings and assist with the preparation and distribution of the agendas.

#### **H. ORGANIZATION AND PROCEDURES:**

1. Meetings: The SSTAC will meet bimonthly, on the first Thursday of the month at 3:00 PM in the Conference Room of the Tehama County Transportation Commission and Transit Agency Board office building located at 1515 Schwab Street, Red Bluff. The meetings will be open to the public in compliance with the Brown Act, Government Code Section 54950 et seq. This facility is fully ADA compliant to facilitate the attendance of physically handicapped and disabled members of the SSTAC and the community in general.
2. Quorum: A majority of the nine (9) voting members will constitute a quorum in order to conduct the business of the SSTAC.
3. Voting: Voting on all matters of the SSTAC shall be by a voice vote.
4. Conduct of Meetings: Meetings are to be consistent with the Brown Act.
5. Minutes: Official minutes recording the members and guests present, motions entertained, and actions taken at each meeting will be prepared by the Deputy County Clerk and made available after each SSTAC meeting.

6. Bylaws: These bylaws may be amended by majority vote of the SSTAC members and subsequent approval of TCTAB.
  
7. Staff Assistance: TCTAB staff will assist the SSTAC by providing information, preparing meeting agendas and minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

Approved by SSTAC on October 4, in Red Bluff, California.  
Approved by TCTAB on October 22, 2018 in Red Bluff, California.  
Approved by TCTAB on January 28, 2019 in Red Bluff, California  
Approved by SSTAC on December 5, 2019 in Red Bluff, California  
Approved by TCTAB on February 24, 2020 in Red Bluff, California  
Approved by TCTAB on October 28, 2024 in Red Bluff, California

\_\_\_\_\_  
Chair:

\_\_\_\_\_  
Date: