

**MINUTES OF THE
SISKIYOU COUNTY
LOCAL TRANSPORTATION COMMISSION
February 5, 2013**

The Siskiyou County Local Transportation Commission meeting was called to order at 6:04 p.m. by Chair Rob Bicego, in the Board of Supervisors Chambers, Yreka, CA. The following Commissioners were in attendance:

Rob Bicego	City of Yreka
Brandon Criss	County of Siskiyou
Michael Kobseff	County of Siskiyou
Tom McCulley	City of Fort Jones
Ed Valenzuela	County of Siskiyou

Staff Present:

Thomas Anderson	Executive Director
Melissa Cummins	County of Siskiyou
Mike Miles	County of Siskiyou
Diana Rodriguez	County of Siskiyou

Also Present:

Hank Ebinger	City of Tulelake
Don Kincade	City of Montague
John Maxwell	Caltrans District 2
Kelly McKinnis	City of Weed
Jeremy Morris	Adkins Engineering
Steve Neill	City of Yreka
Kenneth Ryan	M.S. Rec. & Park Dist.
Craig Sharp	City of Weed
Derek Willis	Caltrans District 2
Kelly Zolotoff	Caltrans District 2

Public Comments

None

Approve Minutes from November 6, 2012

A motion was made by Commissioner Valenzuela, seconded by Commissioner Kobseff to approve the minutes to the November 6, 2012 Local Transportation Commission Meeting. Motion carried.

Ayes:	Bicego, Kobseff, McCulley, Valenzuela
Nays:	None
Absent:	Bennett, Clontz

Election of Officers

A motion was made by Commissioner Valenzuela, seconded by Commissioner McCulley, to nominate Michael Kobseff as Chair of the Local Transportation Commission. A motion was made by Commissioner Valenzuela, seconded by Commissioner Kobseff, to nominate Tom McCulley as Vice Chair of the Local Transportation Commission. Motion carried.

Ayes: Bicego, Kobseff, McCulley, Valenzuela
Nays: None
Absent: Bennett, Clontz

Discussion / Action – South County Bicycle Trail Application

Tom Anderson explained that the Mt. Shasta Parks and Recreation District cannot be the lead agency in this project because they do not have a master agreement with Caltrans. There are nine Cities and the County, including the LTC, which has this agreement with Caltrans. The LTC could possibly be the lead agency but we really do not have the personnel or funds for this project. Staff is recommending that one of the Cities be the lead agency. Commissioner Bicego asked if the lead agency would be responsible for paying in the interim. Tom told him the lead agency would be financially responsible. Ken Ryan with the MSR&P District explained to the Commissioners that they have been working on this project for two years and they basically don't know where to go next. The City of Mt. Shasta would like to do it, but they don't have the funds or the staff. He would like for the LTC to be the lead agency. If the LTC does not want or have staff available he would like a letter stating this so that he could take it to the Board of Supervisors for their recommendation. Commissioner McCulley asked who was responsible for the Lake Siskiyou Trail. He was informed that it started out as an independent project and then the County took over. Commissioner Kobseff asked if anyone had contacted SAGE as a possible lead agency. Commissioner Valenzuela commented that he knows how hard Mr. Ryan has worked on this; however at this time due to the time restrictions and the fact that we do not have available staff realistically does not see this project happening. Commissioner McCulley asked if staff could send out a letter asking if any of the other cities might be interested in being the lead agency. Staff will report back to the Commissioners with any responses that we get. It was recommended that this should go to the Board of Supervisors for their recommendation.

City of Weed – Vista Drive – Request to Amend 2012 STIP – Resolution #13-1

Tom explained that this item is probably going to be pulled. Kelly Zolotoff with Caltrans explained why this project is being pushed back. She is in charge of the State and Local STIP projects. The City of Weed has requested this amendment for FY 13/14, however CTC is not allowing any new projects. New projects are not being funded until 14/15 which is already over programmed. Melissa explained that staff will be reviewing projects in May and a call for projects in June. We will hopefully begin meeting with the cities at the end of July, we should know more about the State budget then. Staff should be coming to the Commissioners in October or November with the 2014 STIP.

City of Tulelake – Request to Amend 2012 STIP – Resolution #13-2

Tom explained that this project is different than the Weed project because it is an existing project. This project was first estimated to cost around \$700,000. The CTC reduced these funds to \$400,000 in the 2008 STIP. The City would like \$200,000 of the Counties un-programmed STIP funds. The City is planning on attending the CTC meeting in August. These projects are shovel ready. By getting the additional funds it will put the City closer to their original allotment. Hank Ebejer, Tulelake's Public Works Director and Jeremy Morris with Adkins Engineering spoke with the Commissioners regarding the fact that costs keep going up and the miscellaneous street projects have already been pushed back. The additional funds will enable the city to rehabilitate seven local streets with an overlay. They will also be able to include roadway widening and installation of a curb to accommodate on-street parking and drainage. They will not have to rework the design and will be able to use the original plan. A motion was made by Commissioner McCulley to approve Resolution 13-2 allowing the City of Tulelake to ask the CTC for the additional funding of \$200,000 from the Counties un-programmed fund balance, seconded by Commissioner Criss. Motion carried.

Ayes: Bicego, Criss, Kobseff, McCulley, Valenzuela
 Nays: None
 Absent: Bennett, Clontz

Presentation / Discussion – Transportation Development Act Audits for FY 2011/2012

Melissa Cummins reviewed the Annual Transportation Development Act Audits with the Commissioners. The Transportation Development Act requires audits to be conducted by an outside auditing firm each year. The audits were done by Aiello, Goodrich and Teuscher. Melissa stated that all nine cities were audited along with the Local Transportation Commission (LTC) and the County Transit System (STAGE). These audits are required annually for any recipients of Local Transportation Funds (LTF). The City audits are available at the Transportation Office if any of the Commissioners would like to review them. There were not any problem areas with these audits that needed action by the Commission. The auditors did have the following recommendations to staff:

1. STAGE should maintain a schedule of hours worked for all personnel that work in the transit function.
 - Staff response: The Transportation Service Workers have been tracking their hours for many years. Office staff started tracking hours in July 2012.
2. We recommend that the operator investigate replacement of its bus fleet. The average age of the buses in service was 9 years; replacement with newer buses should lower fuel costs due to increased fuel economy of newer buses, and should reduce maintenance costs.
 - Staff response: We received one new bus in October 2012. The other five buses are scheduled for production starting June 3, 2013. This is noted in the performance audit by AGT.
3. We recommend that the operator collect data and calculate the average miles per gallon for each route, driver and bus, in order to monitor fuel use. Ensuring that drivers are properly trained in techniques to save fuel and that proper buses are used on routes.
 - Staff response: We will develop a process to calculate the items identified. The new buses will be equipped with technology that helps with fuel efficiency.

Misc.

None

Adjourned

Meeting was adjourned at 6:54 pm

Thomas Anderson
Executive Director