

**MINUTES OF THE
SISKIYOU COUNTY
LOCAL TRANSPORTATION COMMISSION
August 6, 2013**

The Siskiyou County Local Transportation Commission meeting was called to order at 6:02 p.m. by Chair Michael Kobseff, in the Board of Supervisors Chambers, Yreka, CA. The following Commissioners were in attendance:

Grace Bennett	County of Siskiyou
Rob Bicego	City of Yreka (7:25 pm)
Brandon Criss	County of Siskiyou
Michael Kobseff	County of Siskiyou
Tom McCulley	City of Fort Jones
Tom Moore	City of Mt. Shasta (6:10 pm)
Marilyn Seward	City of Etna

Staff Present:

Melissa Cummins	Interim Executive Director
Josh Deptuch	County of Siskiyou
Diana Rodriguez	County of Siskiyou

Also Present:

Michelle Millette	Caltrans District 2
Steve Neill	City of Yreka

Public Comments

Commissioner Seward informed the committee that Patty Swanson had given her permission to share the news that \$9774.12 had been collected to complete the necessary bridge repair work on the Callahan Bridge. She also had a request from George Jennings concerning the recent bicycle accident on Hwy 89. They would like to know if Caltrans could make biking on Hwy 89 safer. Michelle Millette with Caltrans informed the Commissioners that she would speak with the bike coordinator. She also stated that Hwy 89 is a designated bike route. Most of the highway does have wide shoulders for bicyclists; however bicyclists do have the option to ride on the main roadway which is where this unfortunate accident happened.

Approve Minutes from June 4, 2013

A motion was made by Commissioner McCulley, seconded by Commissioner Bennett to approve the minutes to the June 4, 2013 Local Transportation Commission Meeting. Motion carried.

Ayes:	Bennett, Kobseff, McCulley, Seward
Nays:	None
Absent:	Bicego, Moore, Valenzuela
Abstain:	Criss

Discussion / Action – RSTP Exchange Funds Agreement

Melissa Cummins explained that each year the Siskiyou County Local Transportation Commission (SCLTC) receives State Highway Account funds representing the County's share of the Federal Regional Surface Transportation Program. In past years the allocation was \$29,497. This year the allocation was increased to \$59,863. Melissa explained that the agreement to accept these funds was received by staff after the June 2013 SCLTC meeting. The executed agreement had to be returned to the State by June 28, 2013. Due to the deadline staff executed the agreement on behalf of the Commission. She is asking for formal permission to execute the agreement. A motion was made by Commissioner Bennett seconded by Commissioner McCulley to ratify the agreement and accept the allocation. Motion carried.

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

Discussion / Action – RSTP Exchange Funds – Call for projects

This item is a continuation of the previous. Last year staff came to the Commissioners to request authorization to solicit a call for projects. Staff would like to solicit a call for projects for these funds to all eligible agencies which include all nine incorporated cities and the tribal entities. The results will then be submitted to the Commission for their decision. Staff would also like to implement a written agreement between the Commission and any agency who receives an allocation of these funds. A motion was made by Commissioner Bennett, seconded by Commissioner McCulley to allow staff to solicit a call for projects. Motion carried.

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

Discussion / Action – RSTP Future Allocations

Melissa explained that she has been consulting with other Transportation Commissions across the state regarding their policies. She would like for the Commissioners to review how they would like to distribute the funds. One option is to continue to allocate as we have done in the past or implement changes when it comes time to distribute these funds in the future years. In the past years the amount has not been enough to fund an entire project. The normal practice has been to try and build these funds up. Michelle reminded everyone that these funds are still subject to timely use of fund requirements. These funds have typically been used on small or emergency projects. The distribution of these funds is decided on by the Commission and not the Transportation Advisory Committee. Any agency who receives these funds will need to sign a written agreement that they have met all of the requirements and that their project meets the necessary criteria. Staff would like to compile all of the recommendations and bring this item back at a future meeting. There is nothing wrong with the way that the LTC has been distributing these funds. The City of Weed will most likely try to apply for these funds. The Commissioners decided to go ahead with the call for projects.

Discussion – Signing Authority for Executive Director

Melissa explained that there are a number of documents that require the Executive Director’s signature throughout the year. Some of the documents that require signatures are the Overall Work Program Funding Documents, the Regional Surface Transportation Program Exchange Agreement, Transportation Planning Grant Documents, Public Transportation Modernization Improvement and Services Enhancement Act Documents and the Local Transportation Fund Allocation Documents. Anything requiring the Commission approval or involve any significant changes would be presented to the Commission prior to execution of any documents. The Commissioners would like for the resolution to include the following wording:

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission does hereby authorize Melissa Cummins, Interim Executive Director, to execute all standard agreements and other required documentation necessary to obtain the aforementioned grants and meet all requirements of said programs for the period July 1, 2013 through December 31, 2013. Staff will provide the Commission with a summary of documents and disbursements executed at the next regularly scheduled meeting and every meeting thereafter. A motion was made by Commissioner Criss, seconded by Commissioner Bennett to approve the signing authority for the Interim Executive Director and to approve resolution 13-09 with the changes mentioned above. Motion carried.

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

Discussion/ Action – Final Draft Bylaws

Melissa explained that at the last meeting the Commission tentatively approved the final draft bylaws. We are currently waiting for County Counsel to approve them. County Counsel is still unsure whether they are allowed to give the LTC advice and recommendations. Brian Morris, County Counsel thinks he needs to go to the Board of Supervisors and have them give him direction and if the Board wants to pay for the time that is necessary for the LTC. Melissa also mentioned that we are currently paying a cost plan charge for their current services. Melissa would like to take the bylaws back and develop a policy and procedures manual. She would like to do some more work on the final bylaws. Commissioner Kobseff would like to make the changes tonight and approve the draft, resubmit them to County Counsel and have them agendaize them and take it to the Board of Supervisors. This will enable the Board of Supervisors to decide if County Counsel should be representing the LTC. Changes that need to be made are:

- Article 1 – Definitions: #6. Should read, Member Agency: One of the nine incorporated Cities and the County.
- Article 3 – Functions: b). Change to: Follow all rules governing the administration of the Local Transportation Fund as established by applicable State laws and rules, and where conflicts exist between those rules established by the SCLTC and rules promulgated by the state, state rules shall supersede those of the SCLTC absent a process for appeals.

A motion was made by Commissioner Bennett, seconded by Commissioner Kobseff to approve the final draft bylaws, submit them to County Counsel and have them bring them to the Board of Supervisors. Staff will develop a policy and procedures manual. Motion carried.

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

Presentation / Discussion – Restructure of SCLTC

Melissa explained that this has been an interesting assignment. Each question has brought more questions than answers. It has been difficult to find a LTC like ours. Melissa referred them to the handout that detailed the structure of other Transportation Commissions. Each of them is a little different. We are a very diverse County with many different needs. Melissa asked them to review the document prior to the next meeting. Commissioner Kobseff would like for staff to e-mail an updated version which would include Siskiyou County. Melissa explained the makeup of each of the other Commissions and the current transportation structure for each of the Counties listed on the document. She then explained the other handout which was the structure of the organizational chart for the County Transportation Department. The handout includes Randy Akana, Director of General Services, herself, the Transportation Services Coordinator, three staff members in the office, two Transportation Service Workers, one Senior Bus Driver, two Mechanics, and thirteen drivers (six of which are extra help employees.) One of the unanswered questions is if the Board of Supervisors has jurisdiction to approve contracts or budgets for the LTC. Melissa informed the Commissioners that according to the Transportation Development Act, section 29535 which states that a "Local Transportation Commission may employ staff, enter into contracts and conduct other activities necessary to fulfill its responsibilities as a Regional Transportation Planning Agency and Local Transportation Commission." According to the State of California the LTC is a separate entity. This will be a tough hill to climb because the Auditor's Office believes that this Commission reports to the Board of Supervisors. Michelle commented that she has had this conversation with Tom Anderson on numerous occasions. She also commented that this is the only Commission that does not approve their own contracts. Commissioner Kobseff would like to get this settled sooner rather than later. Melissa informed the Commission that the finances could still go through the Auditor's Office. One example used by the Auditor's Office was the Fish and Game Commission. We are different because we have City representatives that sit on the Commission and they are not under the jurisdiction of the Board of Supervisors. The Fish and Game Commission is appointed by the Board of Supervisors and reports to them. The other question that still remains is the use of County Counsel. If County Counsel were to act as counsel for the Commission they would expect the Board of Supervisors to enter into an agreement with the Local Transportation Commission and to utilize County resources to pay for LTC work. We currently already pay a cost allocation plan charge to County Counsel. This has currently brought up another issue with the Regional Transportation Planning budget, which includes the overall work program. The OWP does not reimburse cost plan charges, however we still get charged even though these funds are grant funded. Returning back to the spreadsheet Melissa explained that the agencies listed operate their Local Transportation Commission differently. One of them has an Executive Director who is a contract employee, five are Executive Directors with full-time benefits, three are Public Works Directors and the other three are run by the Commission. Melissa further stated that it is

split on the written agreements with the cities. Some other items that she discussed with the other counties were:

- Having a written procedure manual for other entities or individuals who would like to place items on the agenda.
- Some of the other LTC's have a reserve on their Local Transportation Funds, which are tax dollars that are allocated to the cities and the county. Melissa would like for the Commission at some point in the future to decide if setting up a reserve account might be something they would be interested in doing. This account would also accrue interest and leave a positive balance for future use.
- Melissa would also like to implement a fleet replacement account. We currently have 12 busses, half of which are five to six years old. The current life span of a bus is twelve years. We cannot continue to keep using them beyond their useful lives. She has spoken with her supervisor, Randy Akana, about the possibility of setting aside funds from STAGE's budget. The Commission will at some point need to decide how they want to fund future busses to comply with the CARB requirements.
- Melissa also informed the Commission that they are going to need to decide how they are going to prioritize the programming of the STIP funds. There was a TAC meeting in June and preliminary discussions are indicating that we are going to have 5.8 million in STIP projects and we currently only have 3 million. Other agency's response was that it is up to the Commissioners to prioritize the needs of the projects and that we should be looking at safety enhancement improvements as one of the deciding issues.
- Melissa is also going to be reviewing the Regional Transportation Plan and checking to see if priorities were set and if they are currently being met.

The Commissioners would like to see more involvement from the cities. Commissioner Kobseff would like to see a foundation established that would include working with the cities. Commissioner Bennett would like to see some of the smaller cities receive more funds for their projects. Melissa explained that she recently attended the last LOLA meeting and that she or staff would like to start attending City Council meetings to update them on STAGE and other items that would pertain to their cities. Commissioner Criss asked if staff could contact them when they are planning on attending a meeting in his or her district.

Discussion / Action – Contract for Professional Services / Thomas Anderson

Melissa explained that the changes to the contract for Tom Anderson had been completed and the only change was on the signature page. Commissioner Kobseff would like for County Counsel to sign first and then to have the LTC Chair sign the contract. A motion was made by Tom McCulley, seconded by Commission Bennett to approve the contract upon approval of County Counsel. Motion carried

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

Discussion / Action – Contract for Professional Services / Aiello, Goodrich & Teuscher

Melissa explained that per the Transportation Development Act the Commission is required to conduct annual audits of the Cities, County, Local Transportation, Regional Transportation and STAGE. Every three years it is required that a triennial "performance audit" be done for STAGE. Staff conducted an RFP process, which included sending requests to seven firms. Aiello, Goodrich & Teuscher was the only firm to apply. A motion was made by Commissioner McCulley to approve the contract with Aiello, Goodrich & Teuscher, seconded by Commissioner Bennett. Motion carried.

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

Misc.

- Melissa introduced Josh Deptuch, STAGE'S new Transportation Services Coordinator to the Commissioners.
- Michelle informed Melissa that she just received word that we were awarded \$58,900 for the Short Range Transit Plan to match the OWP and that staff will need to amend the RFP, OWP and the SRTP.
- Melissa informed the Commissioners that she found out that the CTC had pulled the Hwy 97 & Angel/Maple project from the agenda. Headquarters called Melissa and informed her that they do not feel that it is appropriate to try and amend the 12/13 STIP for this project and that it should be placed in the 2014 STIP. Melissa informed the CTC that this was a project that Caltrans was requiring a local developer to put in a left turn lane and that we were utilizing local funds, private funds and State funds. She informed them that this was a high priority project Derek Willis with Caltrans is trying to get an exception, unfortunately this will cost more. Caltrans will be absorbing the additional cost. Commissioner Kobseff asked if this would end up costing the County more, Melissa replied that there would be no additional cost. Michelle testified to the Planning Committee that if the Church is built it is an accident waiting to happen. Caltrans and staff are trying to get it placed on the October meeting. Staff will be writing a formal letter and reiterate our concerns with regards to moving this project forward. It was recommended to send this letter to anyone that could help. The Commissioners would also like for the letter to come before the Board of Supervisors.
- The CTC did approve the City of Tulelake, City of Weed and the City of Yreka's projects.
- Melissa informed the Commission that the new buses will begin production on August 9th.

Adjourned

Meeting was adjourned at 7:26 pm

Melissa A. Cummins
Interim Executive Director