

**MINUTES OF THE
SISKIYOU COUNTY
LOCAL TRANSPORTATION COMMISSION
October 1, 2013**

The Siskiyou County Local Transportation Commission meeting was called to order at 6:00 p.m. by Vice Chair Tom McCulley, in the Board of Supervisors Chambers, Yreka, CA. The following Commissioners were in attendance:

Grace Bennett	County of Siskiyou
Rob Bicego	City of Yreka
Michael Kobseff	County of Siskiyou (6:02 pm)
Tom McCulley	City of Fort Jones
Ed Valenzuela	County of Siskiyou

Staff Present:

Melissa Cummins	Interim Executive Director
Diana Rodriguez	County of Siskiyou

Also Present:

Randy Akana	County of Siskiyou
Brenda Baines	City of Dunsmuir
John Maxwell	Caltrans District 2
Steve Neill	City of Yreka
Ken Ryan	Mt. Shasta Citizen
Craig Sharp	City of Weed

Public Comments

None

Approve Minutes from August 6, 2013

A motion was made by Commissioner Bennett, seconded by Commissioner Bicego to approve the minutes to the August 6, 2013 Local Transportation Commission Meeting. Motion carried.

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

Discussion / Action – RSTP Call for Projects

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. Melissa explained that the fund currently has \$30,092. After we receive this year's allocation the total funding available will be \$89,955. Staff received 4 requests for funding:

- a. Dunsmuir – Proposed project includes constructing 11 accessible curb ramps and the adjacent sidewalk. They are requesting \$89,000.
- b. Mt. Shasta – Proposed project includes improving pedestrian walkways and curb ramps to meet ADA requirements. The project would replace approximately 14 non-compliant curb ramps and 5,250 square feet of side walk. They are requesting the entire amount available.
- c. Weed – Proposed project includes improving the pedestrian crosswalk at the intersection of Lincoln Avenue and US Hwy 97. The estimated project cost is \$150,000. They will be utilizing funds from Caltrans (\$75,000) and the City of Weed will contribute \$37,500 for the project. They are requesting \$37,500.
- d. Yreka – Proposed project includes a double chip seal on 4H Way. They are requesting \$88,000.

Melissa explained that previous allocations have included the City of Dunsmuir in 1998, the City of Montague in 2005 & 2009, the City of Mt. Shasta in 2012, the City of Tulelake in 1998, the Collier Interpretive Center in 2010 and the City of Yreka in 1998, 2001, 2002 and 2004. The Cities of Weed, Dorris, Ft. Jones and Etna have never received these funds. Brenda Baines, City of Dunsmuir spoke with the Commissioners in regards to the Dunsmuir project. She explained that the City has not received any of these funds since 1998 and that Dunsmuir was passed over in the last 5 years of the STIP cycle. This is a viable project that would help the city. Steve Neill, City of Yreka informed the Commissioners that part of the problem is that the City of Dunsmuir has not had good representation for projects. Brenda responded that they do now. It was decided by the Commissioners to allow the City of Weed's project to be funded for \$37,500 and to award the City of Dunsmuir \$52,455. A motion was made by Commissioner Valenzuela, seconded by Commissioner Bennett to award these funds to the City of Weed and the City of Dunsmuir. Motion carried

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

Approval of 2013/2014 State Transit Assistance Fund Claim, Resolution 13-10

Melissa explained that we receive these funds annually. These funds are used for operating cost and capital requirements of the public transportation system, and community transit services. A motion was made by Commissioner Bicego, seconded by Commissioner Bennett approving Resolution 13-10 for FY 2013/14 State Transit Assistance (STA) Claim for the amount of \$249,525. Motion carried.

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

Approval of 2013/2014 Local Transportation Fund Claims, Resolution 13-11

Melissa explained that the Local Transportation Funds are derived from ¼ cent of the 7.50-cent retail sales tax collected statewide. The State Board of Equalization returns the ¼ cent to each County according to the amount of tax collected in that County. The allocation of funds is based on population. Each year the Local Transportation Commission is required to approve the claims for the Local Transportation Fund. The Local Transportation Fund claims are being submitted to the Commissioners for approval and issuance of allocation instructions to the County Auditor. The claims are:

City of Dorris	\$ 29,957
City of Dunsmuir	\$ 52,561
City of Etna	\$ 23,572
City of Ft Jones	\$ 24,152
City of Montague	\$ 46,048
City of Mt Shasta	\$ 108,347
City of Tulelake	\$ 32,246
City of Weed	\$ 95,578
City of Yreka	\$ 250,585
County of Siskiyou	\$ 781,454
Total Allocation:	<u>\$ 1,444,500</u>

These funds are allocated by population to the nine incorporated Cities and the County. It was recommended by Melissa to approve the claims and to authorize the Interim Executive Director to sign any claims received after tonight’s meeting. These funds are used for various road projects. A motion was made by Commissioner McCulley, seconded by Commissioner Valenzuela to approve the 2013-14 Local Transportation Fund Claims and to pass Resolution 13-11 and to allow the Interim Executive Director permission to sign the claims when they are received. Motion carried. Motion carried.

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

Restructure of the Siskiyou County Local Transportation Commission

Melissa explained that staff submitted the approved bylaws to County Counsel on August 13th with a request that the item be brought before the Board of Supervisors to address the issue of legal services. Staff sent a second request on September 24th. We have not received a response back. Commissioner Kobseff responded that he spoke with Counsel and that they will be representing the LTC. Melissa informed him that she has a meeting planned with the County Auditor to discuss the issue of the Board of Supervisors authority over the LTC. Commissioner Kobseff would like her to meet with County Counsel before meeting with the County Auditor as they do not have the authority to provide direction to the LTC.

Discussion / Action – Staff Report

Melissa explained that since the last meeting the following items were addressed:

- a. Staff sent the Overall Work Program 4th Quarter Invoice and year-end closeout to the State of California.
- b. The PTMISEA Semi-Annual Report was completed in August; this is due every six months.
- c. The Overall Work Program Agreements, Debarment and Suspension Certification and the Certification and Assurances for the 2013/2014 cycle have been submitted.
- d. The application packet for the 12/13 Transit Security Grant Program has been submitted.
- e. The contract for services with Aiello, Goodrich & Teuscher for the TDA required audits have been finalized.
- f. The contract for services with Mr. Thomas Anderson for on-call consulting services has been finalized.
- g. Staff submitted a proposal for future PTMISEA allocations to the State of California. We would be using these funds to relocate the bus parking lot in Mt. Shasta and new bus signage for the bus stops.
- h. We will be requesting reimbursement from Caltrans for the bus purchases which totaled \$2,022,647.46.
- i. Staff met with the Transportation Advisory Committee on Monday, September 30th and Melissa believes that we have a pretty well rounded proposal to submit to the LTC at the November meeting for the 2014 RTIP.
- j. Melissa informed the LTC that in the first week using the new buses we saw a 15 gallon per day difference in fuel which will save us approximately \$1000 per month per route.

Misc.

Commissioner Bicego complimented Melissa on a job well done transitioning to her new position as the Interim Executive Director of the LTC. Commissioner Bennett complimented Randy Akana on his help with Melissa and that they both work very well together. Melissa thanked them and said that if it wasn't for the help of her staff these things could not be done and she would not be succeeding in this position.

Adjourned

Meeting was adjourned at 6:35 pm

See File for Original Signature

Melissa A. Cummins
Interim Executive Director