

**MINUTES OF THE  
SISKIYOU COUNTY  
LOCAL TRANSPORTATION COMMISSION  
August 5, 2014**

The Siskiyou County Local Transportation Commission meeting was called to order at 6:02 p.m. by Vice Chair Grace Bennett, 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
Tom Moore	City of Mt. Shasta
Ed Valenzuela	County of Siskiyou

Staff Present:

Melissa Cummins	Executive Director
Scott Billingsley	County of Siskiyou
Diana Rodriguez	County of Siskiyou

Also Present:

Randy Akana	County of Siskiyou
Keshav Kumar	Mt. Shasta High School
John Maxwell	Caltrans, District 2
Michelle Millette	Caltrans, District 2
Logan Smith	SCEDC
Joan Smith Freeman	EGG – Cycle Siskiyou
Michael Williams	ATAC

**Public Comments**

None

Melissa Cummins asked the Commissioners if Michelle Millette, Caltrans District 2 could address the Commissioners regarding questions that were brought to her attention from the June minutes regarding the California Transportation Plan 2040 or if they would rather her come back at the next meeting. Commissioner Bennett replied that she would like to hear what Michelle has to say. Michelle explained that she is the Air Quality Coordinator for District 2 and that the Air Quality / Greenhouse emission questions regarding SB375 & AB32 are required on CEQA environmental documents. She currently oversees 7 Counties and the only area that is not in compliance is Tuscan Butte which is located in Tehama County and no one lives there. All of the other Counties have met the requirements and have not exceeded them. She explained that she recently was

involved in a conference call concerning the Caltrans Greenhouse Gas Emissions Plan. The call included representatives from Caltrans, State and Federal Air Resources. She inquired about forest fires and why they are not included in the plan. The answer she received was that they don't consider them because they are considered an emergency incident. Michelle also explained that we don't have the same emission issues as Southern California; however when they are working on a project they have to do an analysis on vehicle traffic and what will happen with air quality. Regarding the issue of Tribal Outreach she does not know why the County was not involved. Commissioner Kobseff thought the question was why County representatives were not informed and that the June meeting was the first time that the Commissioners were made aware of CTP 2040. Michelle will follow up and let the Commissioners know what she finds out. Commissioner Kobseff asked Michelle if she knew why Steve Pendergast and Scott White were concerned that we would be out of compliance by 2040 and that there is no funding mechanism set up to handle the situation. Michelle explained that Siskiyou County is in compliance and that this does not pertain to us, that our air quality is measured differently.

**Approve Minutes from June 3, 2014**

A motion was made by Commissioner Moore, seconded by Commissioner Bicego to approve the minutes to the June 3, 2014 Local Transportation Commission Meeting. Motion carried.

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

**Presentation / Discussion – The Upstate Plug-In Electric Vehicle Readiness Project**

Dr. Logan Smith from the Siskiyou County Economic Development Council (SCEDC) explained to the Commissioners that the State of California has set ambitious goals for transportation resiliency and improving air quality through the adoption of a zero emission vehicles in transportation. He explained that the purpose of this project is to plan for plug-in electric vehicle (PEV) infrastructure deployment and to strategically plan outreach to promote plug-in electric vehicle adoption. The Upstate Plug-In Electric Vehicle Readiness Project will develop a readiness plan for three counties in the Upstate California Region (Siskiyou, Shasta and Tehama Counties). The upstate region is preparing for the rollout of PEV's and is planning to be a key participant in the expansion of the West Coast Green Highway. This highway runs from Canada to Mexico along I-5. There is currently a big gap for our region. Oregon is completely covered and Washington is catching up. The goal is to have nine level 2 stations for all of the nine cities and a level 3 fast charge station in Mt. Shasta. The SCEDC will be applying for the California Energy Commission Electric Vehicle Infrastructure Grant in December and would like a letter of support from the Commissioners. Commissioner Kobseff asked if the charging stations are going to be free. Dr. Smith said that they will need to be maintained and that there will be a charge for the electricity to the location where the charging station is installed. He believes that they will be like a parking meter and you pay for the time that it takes to charge your car. Commissioner Moore commented that he was in attendance for the opening of the charging station in Mt. Shasta, which is located at the Treehouse Inn, and the charging station is free and used quite a bit. Melissa asked how much the units are expected to cost. The cost for the Level 2

station is between \$13,000 - \$14,000 and the Level 3 is between \$70,000 - \$80,000. The State of California will be paying for most of the expenses.

**Presentation / Action – The Northwest California Alternative Fuels Readiness Project**

Dr. Smith explained that the Northwest California Alternative Fuels Readiness Project will develop a readiness plan for five rural counties in the northwest California Region (Siskiyou, Del Norte, Humboldt, Trinity and Mendocino Counties). The purpose of this project is to assess current fuel infrastructure and strategically plan outreach to promote alternative fuels adoption and to establish low carbon fuel standards. This project will provide a plan for alternative fuels for low emission vehicles which use electric, batteries, natural gas, ethanol, hydrogen, propane and biofuels.

The project tasks include:

- Assess alternative fuel infrastructure and deployment options (including an assessment of planning, permitting and deployment challenges).
- Analyzing and recommending incentives to increase alternative fuel uptake.
- Developing a strategic plan for alternative fuel market development.
- Developing and/or compiling training materials.
- Developing outreach materials and strategies to communicate alternative fuel benefits.
- Developing strategies to assist alternative fuel marketers and to increase the availability and demand for alternative fuels.

The project team includes the Redwood Coast Energy Authority (project lead applicant) (a joint powers authority in Humboldt County), the Schatz Energy Research Center at Humboldt State University (a university research group), the North Coast Unified Air Quality Management District (a regional air district), the Mendocino Council of Governments (a regional transportation planning agency) and the Siskiyou County Economic Development Council (an economic development organization). This is a new project and the team will be looking at how much gas and diesel is used for commercial and non commercial vehicles. He will be contacting the Board of Equalization for the Fuel Tax numbers. The grant is being provided by the California Energy Alternative Fuels Grant and is an infrastructure grant for multiple fuels. The project will begin sometime next month and the project is due to be completed in March of 2016. Dr. Smith will be coming back and asking for a letter of support when the project is up to speed. Commissioner Bennett asked if there will need to be new service stations. Dr. Smith replied that he does not believe there will need to be new stations. It will depend on what fuel source will work best with each area, there could be up to six different fuels available on one pump. The fuel (i.e hydrogen verses propane) is not interchangeable.

**Discussion / Action – Contract for Legal Services / Gregory Einhorn**

Melissa explained that at the direction of the SCLTC staff was given authorization to solicit bids for legal services. Staff distributed the RFP on April 10, 2014 and the proposals were due by May 8, 2014. Staff only received one proposal. Staff has reviewed the proposal and contacted the references listed. The references were very positive about Mr. Einhorn. The contract was also reviewed by Commissioner Bicego and by County Counsel. Commissioner Valenzuela asked why there was only one response. Melissa explained that staff received a

couple of phone calls but that this was the only firm that responded. Melissa also contacted two other Local Transportation Commission Executive Directors who use Mr. Einhorn's firm and that both responses were very positive. The contract is currently only for one year and if we need to revisit the issue we can reissue the RFP for Legal Services. A motion was made by Commissioner Kobseff, seconded by Commissioner Valenzuela to authorize the Chair to execute the agreement between the Siskiyou County Local Transportation Commission and Gregory P. Einhorn Attorney at Law. Motion Carried.

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

**Discussion / Action – Contract / LSC Transportation Consultants**

Melissa explained that at the April 1, 2014 SCLTC meeting staff was given authorization to solicit bids for an update on the County's Short Range Transit Plan (SRTP). Staff distributed the RFP on April 3, 2014. The RFP was posted on the County website, advertised in the Record Searchlight, the Siskiyou Daily News and the Mt. Shasta Area Newspapers. Staff also sent notifications to various consulting firms via email. We received two proposals. A selection committee was formed and consisted of Randy Akana-Director of General Services, Melissa Cummins-SCLTC Executive Director, Grace Bennett-SCLTC member, Selma George-SSTAC member and Michelle Millett-Caltrans District 2. The committee reviewed and rated the proposals and met on June 25<sup>th</sup> to review and discuss the comments. The committee selected LSC Transportation Consultants Inc. to perform the work. The contract is being funded by the Section 5304 Community Based Transportation Planning grant which was awarded to the SCLTC by Caltrans. A motion was made by Commissioner Valenzuela, seconded by Commissioner Moore to authorize the Chair to execute the agreement between the Siskiyou County Local Transportation Commission and LSC Transportation Consultants for a not to exceed amount of \$58,460.00. Motion Carried.

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

**Presentation / Discussion – Transit Administration Center**

Melissa explained that on July 28<sup>th</sup> the Board of Supervisors gave staff direction to go back to Siskiyou Design Group with the revised plan on the Transit Administration Center, which reduced the conference room by half of the original plan. This plan gives staff adequate space for the General Services Department and Transportation staff. The public restrooms will be located outside of the building along with an enclosed waiting area for passengers. There will also be bicycle storage. Melissa explained that we will be funding this project from four different resources (Transit Security Funds, PTMISEA Funds, STAGE Funds and General Services Funds). There will also be a secured parking area for the County Vehicles, parking for customers and three parking spots for the buses along with two additional bus parking spots. The intent is to get Greyhound and Amtrak to utilize these spots in the future. Commissioner Kobseff asked if the outside restrooms and waiting area were going to be locked in the evening. Melissa informed him that they would need to be locked when the office closes.

Commissioner Bennett asked if the revised plan is staying on budget. Melissa responded that she has not seen the final numbers yet, but by reducing the conference room we should be on budget.

**Discussion / Action – Master Fund Transfer Agreement**

Melissa explained that the Master Fund Transfer Agreement (MFTA) is a contract that facilitates funding from various state and federal sources. Our current MFTA is scheduled to expire on December 31, 2014. The agreement is important for us to receive our Transportation Planning Funds. Commissioner Bicego asked if this is a standard agreement. Melissa explained that it is and that it makes the SCLTC comply with guidelines for being reimbursed and that it confirms the SCLTC fiscal responsibilities and continued partnership with the State. This agreement will begin January 1, 2015 and expire on December 31, 2024. Melissa would like to change the recommended action to read: Authorize the Executive Director to execute the Master Fund Transfer Agreement after approval by Mr. Einhorn and Approve Resolution #14-13. A motion was made by Commissioner Moore, seconded by Commissioner Bicego to approve Resolution #14-13 allow the Executive Director to execute the Master Fund Transfer Agreement after review by legal counsel. Motion carried.

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

**Discussion / Action – Regional Surface Transportation Program (RSTP) – Call for projects**

Melissa explained that the SCLTC annually receives State Highway Account funds representing our share of the Federal Regional Surface Transportation Program. During the June meeting staff was given direction to execute the agreement to transfer federal dollars to state dollars. We currently have \$144,723.00 in RSTP funds and would like to solicit a call for projects, which will include all nine cities and tribal entities. We would then bring the list of eligible projects back to the SCLTC for review and selection at the October meeting. Melissa also explained that the City of Weed was allocated \$37,500 last year for the Lincoln Avenue / Hwy 97 project; however there have been some issues with their SHOPP funds and they may be returning that money on the condition that in two years they would receive an allocation of funds. They don't want to hold up the funds that could be available for another agency's project. Melissa will be working with the City and will update the Commissioners as to what is happening at the October meeting. Also the City of Dunsmuir started their project last week and the documents to fund their project have been sent to the City for signatures which will be returned to the County Auditor for payment. Commissioner Bicego asked why the call for projects is including the tribes. Melissa explained that it is a requirement to include all entities for transportation planning activities. Commissioner Bicego asked if our new legal counsel could find out. Melissa told the Commissioners that she would check with Mr. Einhorn before sending out the call for projects.

**Information Only – Staff Report**

Staff completed and submitted the following:

Reimbursement Requests:

- Invoice to Caltrans for RSTP Exchange Funds - \$ 144,723.00

Reporting/Applications:

- Staff submitted required documents to secure an additional allocation of approximately \$ 519,340 from the PTMISEA program, which staff intends to use to fund the Transit Administration Center.

Other:

- Staff continues to work with Siskiyou Design Group on the design of the Transit Administration Center.
- Staff completed the selection process for the consultant to update the Short Range Transit Plan and legal services.
- Staff finalized the purchase of StreetSaver in June. All agencies should have access to the system by now. Staff hopes to finalize the RFP for field work to complete GIS and field analysis work to add to StreetSaver on behalf of all agencies.

Upcoming Items:

- Siskiyou Golden Fair – Staff will be taking surveys from visitors to gather data on how we might improve our transit operation.
- We will be holding our kickoff meeting on the Short Range Transit Plan in mid to late August.
- Local Transportation Fund claims to the incorporate cities.

**Misc.**

Melissa introduced our new Transportation Services Coordinator Scott Billingsley to the Commissioners. Commissioner Moore informed everyone that he will be running for re-election for the City of Mt. Shasta's City Council. Commissioner Bicego informed the Commissioners that he will not be running for re-election for the City of Yreka's City Council.

**Adjourned**

Meeting was adjourned at 7:10 pm

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Melissa A. Cummins  
Executive Director