

Agenda
Siskiyou County Local Transportation Commission

Date: July 11, 2023

Time: 3:00 p.m.

Location: Siskiyou County Transit Center
190 Greenhorn Road
Yreka, CA

Brandon Criss
County Supervisor, District 1

Ed Valenzuela
County Supervisor, District 2

Michael Kobseff
County Supervisor, District 3

Nancy Ogren, Chair
County Supervisor, District 4

Susan Tavalero
Mayor Pro Tem, City of Weed

Julia Mason
Councilwoman, Town of Fort Jones

Paul McCoy
Councilman, City of Yreka

Bruce Deutsch, Vice Chair
Councilman, City of Dunsmuir

The agenda is located at the following website: https://www.co.siskiyou.ca.us/recent_meetings

In-Person Meeting: Siskiyou County Transit Center - Conference Room

Address: 190 Greenhorn Road
Yreka, California

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US
Meeting ID: 865 7181 7372
Passcode: 630532

1. Call to Order / Roll Call
2. Presentation from the Public

PLEASE NOTE: This time slot is for information from the public. No action or discussion will be conducted on matters presented at this time. You will be allowed three (3) minutes for your presentation. The Chair can extend the time for appropriate circumstances. When addressing the Commission, please state your name for the record prior to providing your comments. Please address the Commission as a whole through the Chair. Comments should be limited to matters within the jurisdiction of the Commission.

Agenda
Siskiyou County Local Transportation Commission

3. Consent Agenda - *The following consent agenda items are expected to be routine and non-controversial. They may be acted upon by the Commission at one time without discussion. Any Commissioner, staff member, or interested person may request that an item be removed from the Consent Agenda for discussion and consideration. Approval of a consent item means approval of the recommended motion as specified on the Agenda Worksheet.*

*Public comment for consent agenda items: - Please press *9 to 'raise your hand' to ask to speak during the ZOOM/teleconference meeting.*

- a) Report of Expenses and Revenues Year-to-Date – Informational Only
 - Local Transportation Commission (Fund: 2505)
 - Regional Transportation Planning (Fund: 2506)
 - b) Transportation Staff Report – Informational Only
 - c) Commission Staff Report – Informational Only
 - d) Minute Approval – May 9, 2023 & July 7, 2023
 - e) Budget Transfer for \$560.00
 - f) First Addendum to Kenny & Norine Contract and Budget Transfer for \$1000.00
4. Presentation/Discussion – Transportation Study –Bruce Deutsch
5. Public Hearing/Discussion/Action – Unmet Transit Needs
- a) Unmet Transit Needs Findings
 - b) Adopt Unmet Transit Needs Findings
 - Resolution #23-26
6. Discussion/Action/Direction – Appointment of New Executive Director
7. Discussion – Teleconference Meeting Participation
8. Discussion – Fare Ratio
9. Miscellaneous
10. Adjourn

Next Regular Meeting: Tuesday, August 8, 2023 – 1:30 p.m.

Agenda
Siskiyou County Local Transportation Commission

Topic: Siskiyou Transportation Commission Meeting

Time: July 11, 2023 – 1:30 PM Pacific Time (US and Canada)

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US
Meeting ID: 865 7181 7372
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I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, by July 7, 2023, by 5:00 PM.

Agenda packets will be available for public review July 7, 2023, at Siskiyou County Transit Center office and online at https://www.co.siskiyou.ca.us/recent_meetings .

NOTE:

Public participation is encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and in compliance with the Ralph M. Brown Act, if you plan on attending the public meeting and need a special accommodation because of a sensory or mobility impairment or disability, or have a need for an interpreter, please contact Joy Hall at 530.842.8220, 48 hours in advance of the meeting to arrange for those accommodations. (Government Code 53953)

NOTE: In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. (Government Code 54953)

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: June 13, 2023

Subject: Agenda Item # 3a

Report of Expenses and Revenues through June 30, 2023

Summary of Agenda Item (Description of Issue):

Attached report details all revenues and expenses for Funds 2505 (LTA) and 2506 (RTP) through June 30, 2023.

Recommended Action:

Information only.

FISCAL YEAR 2023
 Dates: 7/1/2022 to 6/30/2023
 Fund: 2505
 Org: 303020 Local Transportation Admin

Transaction Date	Transaction Type	Document Number	Description	Account	Transaction Amount
10/24/2022	CR05	J2303932	STATE AUG 2022 QTR ALLOC 1/4%	502200	\$ 10,194.00
12/27/2022	CR05	J2306323	STATE OCT 2022 QTR ALLOC 1/4%	502200	\$ 10,194.00
3/23/2023	CR05	J2310024	STATE JAN23 QTR ALLOC 1/4%	502200	\$ 10,194.00
4/20/2023	J099	J2311307	22/23 LTC ADMIN CORR	502200	\$ 10,768.50
6/26/2023	CR05	J2314552	STATE APR2023 QTR ALLOC 1/4%	502200	\$ 13,783.50
10/1/2022	CR05	IA224168	1ST QTR 22/23 INTEREST ALLOC	530100	\$ 152.39
1/1/2023	CR05	IA224170	2ND QTR 22/23 INTEREST ALLOC	530100	\$ 362.92
4/1/2023	CR05	IA234172	3RD QTR 22/23 INTEREST ALLOC	530100	\$ 410.30
7/1/2022	JE15	J2305733	J2214830 REV 21/22 GASB 31	530110	\$ 2,867.53
3/21/2023	INNI	I2316465	ASSOCIATION OF MONTEREY BAY	720000	\$ 1,500.00
6/6/2023	INNI	I2322167	SHASTA REGIONAL TRANSPORTATION	720000	\$ 500.00
6/6/2023	INNI	I2322168	SHASTA REGIONAL TRANSPORTATION	720000	\$ 500.00
12/15/2022	INEI	I2310049	PILLON, CHARLES W.	723000	\$ 1,550.00
1/18/2023	INEI	I2311842	PILLON, CHARLES W.	723000	\$ 4,600.00
2/22/2023	INEI	I2314012	PILLON, CHARLES W.	723000	\$ 2,200.00
4/13/2023	INEI	I2318172	PILLON, CHARLES W.	723000	\$ 5,150.00
2/8/2023	J099	J2308098	ICRP SAN DEPT TO VARIOUS A	723100	\$ 34.46
2/9/2023	J099	J2308161	TRANSFER FUNDS TO COVER EXP	723100	\$ 1,252.00
9/12/2022	J099	UP230106	22/23 COST PLAN - JULY 2022	751000	\$ 1,427.83
9/12/2022	J099	UP230117	22/23 COST PLAN - AUG 2022	751000	\$ 1,427.83
9/12/2022	J099	UP230124	22/23 COST PLAN - SEPT 2022	751000	\$ 1,427.83
12/13/2022	J099	UP230303	22/23 COST PLAN - DEC 2022	751000	\$ 1,427.83
12/13/2022	J099	UP230303	22/23 COST PLAN - OCT 2022	751000	\$ 1,427.83
12/13/2022	J099	UP230303	22/23 COST PLAN - NOV 2022	751000	\$ 1,427.83
1/18/2023	J099	UP230393	22/23 COST PLAN - JAN 2023	751000	\$ 1,427.83
2/27/2023	J099	UP230459	22/23 COST PLAN - FEB 2023	751000	\$ 1,427.83
3/17/2023	J099	UP230533	22/23 COST PLAN - MAR 2023	751000	\$ 1,427.83
5/1/2023	J099	UP230615	22/23 COST PLAN - APR 2023	751000	\$ 1,427.83
5/24/2023	J099	UP230661	22/23 COST PLAN - MAY 2023	751000	\$ 1,427.83
6/14/2023	J099	UP230712	22/23 COST PLAN - JUNE 2023	751000	\$ 1,427.87

TOTAL REVENUE: \$ 58,927.14
 TOTAL EXPENDITURES: \$ 34,420.46

FISCAL YEAR 2023
 Dates: 7/1/2022 to 6/30/2023
 Fund: 2506
 Org: 303030 Regional Transportation Planning

Transaction Date	Transaction Type	Document Number	Description	Account	Transaction Amount
10/1/2022	CR05	IA224168	1ST QTR 22/23 INTEREST ALLO	530100	\$ 147.90
1/1/2023	CR05	IA224170	2ND QTR 22/23 INTEREST ALLO	530100	\$ 382.52
4/1/2023	CR05	IA234172	3RD QTR 22/23 INTEREST ALLO	530100	\$ 496.99
7/1/2022	JE15	J2305733	J2214830 REV 21/22 GASB 31	530110	\$ 3,469.88
9/30/2022	CR05	J2302830	DEP#220930 21/22 Q4 OWP- PA	540800	\$ 29,918.08
12/13/2022	CR05	J2305855	DEP #221213 ST OF CA 22/23	540800	\$ 42,281.41
5/18/2023	CR05	J2312633	DEP#230518 22/23 OWP 2ND QT	540800	\$ 30,051.72
6/8/2023	CR05	J2313545	DEP#230608 ST OF CA 22/23 3	540800	\$ 7,321.26
1/23/2023	J099	J2307254	11.22.22 CAL CARD A ADKISON	722000	\$ 6.10
4/26/2023	J099	J2311598	03/22/23 CALCARD A ADKISON	722000	\$ 51.10
6/14/2023	J099	J2313839	4/24/23 CALCARD A ADKISON	722000	\$ 163.73
7/28/2022	INEI	I2301172	METROPOLITAN TRANSPORTATION	723000	\$ 25,250.00
8/10/2022	INNI	I2302181	GREEN DOT TRANSPORTATION SO	723000	\$ 4,948.75
8/18/2022	INEI	I2302182	KENNY & NORINE, A LAW CORPO	723000	\$ 1,618.00
9/27/2022	INEI	I2304606	GREEN DOT TRANSPORTATION SO	723000	\$ 6,595.00
10/4/2022	INEI	I2305374	KENNY & NORINE, A LAW CORPO	723000	\$ 1,273.00
11/24/2022	INEI	I2308719	KENNY & NORINE, A LAW CORPO	723000	\$ 2,731.40
11/30/2022	INEI	I2309709	GREEN DOT TRANSPORTATION SO	723000	\$ 2,223.75
11/30/2022	INEI	I2309717	GREEN DOT TRANSPORTATION SO	723000	\$ 7,827.50
11/30/2022	INEI	I2309724	GREEN DOT TRANSPORTATION SO	723000	\$ 5,966.19
1/18/2023	INEI	I2311860	KENNY & NORINE, A LAW CORPO	723000	\$ 190.00
2/1/2023	INEI	I2312851	KENNY & NORINE, A LAW CORPO	723000	\$ 57.00
2/23/2023	INEI	I2314153	KENNY & NORINE, A LAW CORPO	723000	\$ 580.00
3/21/2023	INEI	I2316456	KENNY & NORINE, A LAW CORPO	723000	\$ 120.00
4/6/2023	INEI	I2317877	REGIONAL ANALYSIS & PLANNIN	723000	\$ 6,923.96
6/22/2023	INNI	I2323413	KENNY & NORINE, A LAW CORPO	723000	\$ 630.00
12/1/2022	J099	J2305453	LTC>CAO WRK PRFRMD M CUMMIN	723100	\$ 915.83
12/16/2022	J099	J2306057	LTC>CAO WRK PRFRMD M CUMMIN	723100	\$ 4,018.92
2/8/2023	J099	J2308103	ICRP'S SAN DEPT TO VARIOUS	723100	\$ 1,254.57
2/9/2023	J099	J2308186	ICRPS SAN DEPT TO VAR. A KI	723100	\$ 82.70
2/9/2023	J099	J2308191	ICRPS SAN DEPT TO VARIOUS J	723100	\$ 401.46
2/13/2023	J099	J2308256	WORK PERFORMED A ADKISON Q1	723100	\$ 863.94
2/15/2023	J099	J2308412	WORK DONE BY M CUMMINS INT	723100	\$ 1,056.08
2/15/2023	J099	J2308414	WORK DONE BY M CUMMINS INT	723100	\$ 519.79
2/22/2023	J099	J2308687	WORK PERF BY A ADKISON FOR	723100	\$ 2,073.45
2/22/2023	J099	J2308692	WRK PERF: A STUMBAUGH:APTS	723100	\$ 81.29
5/1/2023	J099	J2311860	WRK PRFMD 1/1-3/31/23 A ADK	723100	\$ 276.46
5/1/2023	J099	J2311860	WRK PRFMD 1/1-3/31/23 A ADK	723100	\$ 1,555.08
5/5/2023	J099	J2312124	LTC>CAO WRK PRFMD M CUMMINS	723100	\$ 1,720.27
5/5/2023	J099	J2312125	LTC>CAO WRK PRFMD M CUMMINS	723100	\$ 907.58
5/5/2023	J099	J2312126	LTC>CAO WRK PRFMD M CUMMINS	723100	\$ 1,049.48
5/11/2023	J099	J2312368	VARIOUS>SAN N KREIDER 1/8-4	723100	\$ 73.34
5/11/2023	J099	J2312368	VARIOUS>SAN N KREIDER 1/8-4	723100	\$ 61.11
6/15/2023	J099	J2313956	ICRP WRK PRFMD J HALL 1/8-4	723100	\$ 200.74
8/9/2022	INNI	I2301612	TAVALERO, SUSAN	729000	\$ 33.35
8/9/2022	INNI	I2301604	DEUTSCH, BRUCE R.	729000	\$ 51.71
8/25/2022	INNI	I2302892	DEUTSCH, BRUCE R.	729000	\$ 55.25
8/25/2022	INNI	I2302893	TAVALERO, SUSAN	729000	\$ 35.63
11/10/2022	INNI	I2307967	DEUTSCH, BRUCE R.	729000	\$ 55.50
11/15/2022	INNI	I2308162	TAVALERO, SUSAN	729000	\$ 35.63
12/15/2022	INNI	I2310024	DEUTSCH, BRUCE R.	729000	\$ 55.25
1/17/2023	INNI	I2311317	TAVALERO, SUSAN	729000	\$ 34.88
4/19/2023	INNI	I2318644	DEUTSCH, BRUCE R.	729000	\$ 57.90
4/19/2023	INNI	I2318645	DEUTSCH, BRUCE R.	729000	\$ 57.90
4/20/2023	INNI	I2318839	TAVALERO, SUSAN	729000	\$ 36.55
4/20/2023	INNI	I2318841	TAVALERO, SUSAN	729000	\$ 36.55

TOTAL REVENUE: \$ 114,069.76
TOTAL EXPENDITURES: \$ 84,813.67

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item #3b

STAGE Staff Report to Commission

Summary of Agenda Item (Description of Issue):

1. Ridership increased by 324 in June.
2. The farebox recovery ratio is calculated by dividing fare revenue by operation costs. For the month of May operational costs and fares received were as follows:
\$154,361 Labor and Workman's Comp
\$ 51,421 Expenses
\$ 9,075 Fares
 $9,075/205,782 = 4.4\%$
3. Pacific Crest Trail Hiker's count for May and June was 133. This sum is from the end of the trail, Castella or Etna, into the cities. We continue to pick up hikers throughout the day traveling from city to city and then back to their original pickup site. This event continues to September 4th.
4. YMCA Montague Pool event continues until August 3rd.
5. On August 8th Andrew Scanlon and the Kimley-Horn team, our Airport Consultants, will facilitate our next Siskiyou County Airport Layout Plan TAC meeting held at 9:30 am in the General Services Conference room. We have asked the team to give a presentation at the LTC meeting later that day at 1:30 pm. to discuss the length of the Siskiyou Airport runway and the FAA's stipulations to keep the length.

RECOMMENDED ACTION:

Information only

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 3c

Staff Report

Summary of Agenda Item (Description of Issue):

i. Commission Activities:

- A review panel was formed for the Pavement Management System and evaluations were received. Panel members are evaluating each proposal. Staff will update the Commission on the results upon completion of the review.
- The recruitment for the Executive Director position was re-posted and closed on July 6, 2023.
- Staff finalized and posted the RFP for the Active Transportation Plan. Proposals were due on July 5, 2023, but the due date for submissions has been extended to July 21, 2023.
- SSTAC met for the Unmet Transit Needs on July 6, 2023.
- Processed STIP forms 25e and 25k for Montague, Weed, Ft Jones, and Etna.
- RTPA exchange agreement for Project X23-6151(036) was approved and received June 15, 2023

ii. Regional Surface Transportation Program

- Call for projects resulted in the approval of RSTP funds for Etna, Montague and Tulelake.

iii. Overall Work Program

- Staff received approval of the FY 2023/2024 Overall Work Program from Caltrans on June 30, 2023.

iv. Coordination Activities:

- Continued cross training for new staff.
- Submitted comments to Caltrans for State Route 3 on July 3, 2023.
- Submitted Revised Financial Transaction Report for FY 2021/2022, to the State Controller, on June 14, 2023.

Upcoming Items:

Finish Review of proposals for Active Transportation Plan

Contract for Charles Pillon

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 3d

Minute Approval

Summary of Agenda Item (Description of Issue):

Approval of the minutes for the following meetings:

- i. June 13, 2023
- ii. July 07, 2023

Recommended Action:

Approval of minutes.

Siskiyou County Local Transportation Commission (RTPA)
Tuesday, June 13, 2023 – 1:30 p.m.
Siskiyou County Transit Center
190 Greenhorn Rd
Yreka, California

The Siskiyou County Local Transportation Commission meeting was called to order at 1:30 p.m. by Chair Nancy Ogren in the Siskiyou County Transit Center in Yreka, CA.

The following Commissioners were in attendance:

Nancy Ogren	2022 Chair	County of Siskiyou	Delegate
Bruce Deutsch	2022 Vice Chair	City of Dunsmuir	Delegate
Ed Valenzuela	Commissioner	County of Siskiyou	Delegate
Susan Tavalero	Commissioner	City of Weed	Delegate
Michael Kobseff	Commissioner	County of Siskiyou	Delegate
Paul McCoy	Commissioner	City of Yreka	Delegate

Absent:

Brandon Criss	Commissioner	County of Siskiyou	Alternate
Julia Mason	Commissioner	Town of Fort Jones	Alternate

Staff Present:

Joy Hall	Interim Executive Director
Melissa Cummins	Deputy County Administrator / Personnel and Risk Management Officer
Steve Serdahl	Deputy Director of General Services
Angie Stumbaugh	Transportation Service Manager
Andy Gilman	Transportation Service Coordinator

1. Call to Order/Roll Call

Chair Ogren called the meeting to order at 1:30 p.m.

Roll Call Vote

Present: Chair Ogren, Vice Chair Deutsch, Commissioner Valenzuela, Commissioner Kobseff, Commissioner Tavalero, Commissioner McCoy

Absent: Commissioner Criss, Commissioner Mason,

2. Presentation from the Public: None

Siskiyou County Local Transportation Commission (RTPA)
Tuesday, June 13, 2023 – 1:30 p.m.
Siskiyou County Transit Center
190 Greenhorn Rd
Yreka, California

3. Discussion/Action – Consent Agenda

The following items were included in the Consent Agenda:

- (a) Report of Expenses and Revenues Year-to-Date – Informational Only
 - i. Local Transportation Commission (Fund: 2505)
 - ii. Regional Transportation Planning (Fund: 2506)
- (b) Transportation Staff Report – Informational Only
- (c) Commission Staff Report – Informational Only
- (d) Minute Approval – May 9, 2023
- (e) Ratify Letters to Caltrans Requesting State Only Funding

A motion was made by Commissioner Kobseff and seconded by Commissioner Deutsch to approve the Consent Agenda.

Ayes: Tavalero, Ogren, Valenzuela, Kobseff, McCoy, Deutsch

Noes: N/A

Absent: Criss, Mason

4. Presentation/Discussion – Caltrans – Highway 3 Corridor Plan

Aaron Casas Senior Transportation Planner introduced Natalie Kenny Associate Transportation Planner who provided information regarding this item. The Highway 3 Corridor Plan is an analysis of the transit route that will facilitate a 20-year consensus that analyzes various factors that contribute to its success or failures and will help identify future projects. The plan will be released on May 12, 2023, and there will be a 30-day review and comment period.

5. Public Hearing/Discussion/Action – Unmet Transit Needs – Resolution #23-24.

Crystal Jackson addressed the Commission requesting bus service to or connections to other Counties, Redding California, Medford Oregon to include Saturday bus service.

Commission would like to see seasonal (Friday, Saturday & Sunday) transportation to Mt Shasta Ski Resort.

A motion was made by Commissioner Deutsch and seconded by Commissioner Valenzuela to adopt Definitions Related to Unmet Transit Needs Resolution #23-24.

Siskiyou County Local Transportation Commission (RTPA)
Tuesday, June 13, 2023 – 1:30 p.m.
Siskiyou County Transit Center
190 Greenhorn Rd
Yreka, California

Ayes: Tavalero, Ogren, Valenzuela, Kobseff, McCoy, Deutsch

Noes: N/A

Absent: Criss, Mason,

6. Presentation/Discussion - Happy Camp Route – Bus Service

Transportation Service Manager Stumbaugh provided a briefing and update on the development of a bus service route to Happy Camp. Staff met with Misty Rickwald Karuk tribe Transportation Manager where discussion and proposal was made to share cost.

Commissioner McCoy asked for the Web site to be sent to him that outlines “Disadvantaged Communities” Ms Stumbaugh said it was on the LCTOP website and she would send that to him.

Commissioner Valenzuela proposed the Karuk tribe take the lead on providing the bus driver and the LTC Commission could fund it.

7. Discussion/Action – Teleconference Meeting Participation

Staff was asked to re-view the requirements for teleconference. Staff reached out to Counsel and researched the requirements for remote participation. Executive Director Joy Hall recommend to the Commission to adopt practices if the Commissioner knows at least 10 days in advance as well emergency circumstances under the 10-day limit.

Commission would like more defined practices, clear cut statement that is approved by Counsel to be discussed at next meeting.

8. Discussion/Action – Regional Surface Transportation Program – Allocation of Funds

Executive Director Joy Hall provided an overview of the Regional Surface Transportation Program funds and the solicitation process that staff conducted. Staff received three submissions. City of Etna requesting an additional \$21,000.00 for a total of \$110,000.00, City of Montague requesting \$84,000.00 and the City of Tulelake requesting \$157,954.00

A motion was made by Commissioner McCoy and seconded by Commissioner Kobseff to allocate the funds.

Siskiyou County Local Transportation Commission (RTPA)
Tuesday, June 13, 2023 – 1:30 p.m.
Siskiyou County Transit Center
190 Greenhorn Rd
Yreka, California

Ayes: Tavalero, Ogren, Valenzuela, Kobseff, McCoy, Deutsch

Noes: N/A

Absent: Criss, Mason,

9. Discussion/Action – Overall Work program FY 23/24 Resolution #23-25

Executive Director Joy Hall provided an overview of the Overall Work Program (OWP) that included Caltrans comments. Staff addressed the Comments and incorporated the revisions into the OWP.

A motion was made by Commissioner Kobseff and seconded by Commissioner Valenzuela to adopt Overall Work Program Resolution #23-25.

Ayes: Tavalero, Ogren, Valenzuela, Kobseff, McCoy, Deutsch

Noes: N/A

Absent: Criss, Mason,

10. Miscellaneous-

Commissioner Deutsch next LTC meeting will have on the agenda information on the idea of having a university (UCLA) conduct a transportation study in the designing of a new route system and assisting in obtaining grant monies for new transportation vehicles.

Commissioner Kobseff inquired where we were at on our 10% ratio Bus fare vs Rider ship. Staff will have that information available to Commission next meeting.

11. Meeting adjourned at 2:51 p.m.

Siskiyou County Local Transportation Commission (RTPA)
Tuesday, July 7, 2023 – 12:00 p.m.
Siskiyou County Transit Center
190 Greenhorn Rd
Yreka, California

The Siskiyou County Local Transportation Commission meeting was called to order at 12:01 p.m. by Chair Nancy Ogren in the Siskiyou County Transit Center in Yreka, CA.

The following Commissioners were in attendance:

Nancy Ogren	2022 Chair	County of Siskiyou	Delegate
Bruce Deutsch	2022 Vice Chair	City of Dunsmuir	Delegate
Ed Valenzuela	Commissioner	County of Siskiyou	Delegate
Susan Tavalero	Commissioner	City of Weed	Delegate

Absent:

Michael Kobseff	Commissioner	County of Siskiyou	Delegate
Paul McCoy	Commissioner	City of Yreka	Delegate
Brandon Criss	Commissioner	County of Siskiyou	Alternate
Julia Mason	Commissioner	Town of Fort Jones	Alternate

Staff Present:

Joy Hall	Executive Director
John Kenny	Commission Attorney
Charles Pillon	Commission CPA

1. Call to Order/Roll Call

Chair Ogren called the meeting to order at 12:01 p.m.

Roll Call Vote

Present: Chair Ogren, Vice Chair Deutsch, Commissioner Valenzuela,
Commissioner Tavalero,

Absent: Commissioner Kobseff, Commissioner McCoy, Commissioner Criss,
Commissioner Mason,

2. Public Comment: None

Siskiyou County Local Transportation Commission (RTPA)
Tuesday, July 7, 2023 – 12:00 p.m.
Siskiyou County Transit Center
190 Greenhorn Rd
Yreka, California

3. Closed Session

4. Report out of Closed Session

There were no reportable actions out of closed session

5. Discussion/Action/Direction – Appointment of New Executive Director

The Commission tabled this discussion to be brought back before the Commission on the July 11, 2023 meeting

6. Meeting adjourned at 1:39 p.m.

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 3e

Budget Transfer

Summary of Agenda Item (Description of Issue):

Approval Budget Transfer to increase Publications and Legal Notices to cover Executive Director recruitment ads.

Recommended Action:

Approval of Budget Transfer for \$560.00.

11/11/2019

RESOLUTION NO:

Date: 7/11/2023

Rule Code	BD02
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To increase FY22/23 - 2505-303020-723000 to pay for Executive Director recruitment ads
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COUNTY ADMINISTRATOR	DATE	SIGNATURE OF REQUESTING OFFICIAL	DATE
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AYES: _____ NOES: _____ ABSENT: _____

DATE _____

JV #

AUDITOR

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 3f

Approve First Addendum to the Professional Service Retention Agreement with Kenny & Norine a Law Corporation

Summary of Agenda Item (Description of Issue):

Addendum to increase compensation under Legal Fees, in the amount of \$1000.00, for a total of \$8,000 for FY 2022/2023.

Recommended Action:

Approval of First Addendum with Kenny & Norine a Law Corporation.

**FIRST ADDENDUM TO PROFESSIONAL SERVICE
RETENTION AGREEMENT**

THIS FIRST ADDENDUM is to that Professional Service Retention Agreement ("PSRA") entered into on February 13, 2022 by and between the Siskiyou County Local Transportation Commission ("SCLTC") and Kenny & Norine a Law Corporation ("Attorney") and is entered into on the date signed by all parties to it.

WHEREAS, the cost of services to be provided under the PSRA is expected to exceed the amount provided in the PSRA; and

WHEREAS, the parties desire to increase the amount of compensation payable under the PSRA.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Item 3 of the PSRA, Legal Fees, shall be amended to add an additional One Thousand Dollars and no/100 (\$1000.00) to FY 2022/2023, to increase the compensation payable in FY 2022/2023 to Eight Thousand Dollars and no/100. All other language shall remain in effect.

All other terms and conditions of the Professional Service Retention Agreement shall remain in full force and effect.

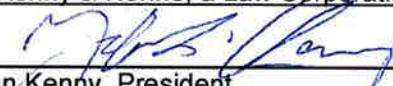
(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, SCLTC and Attorney have executed this First Addendum on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

CONTRACTOR: Kenny & Norine, a Law Corporation

Date: _____

Date: 7/7/2023


John Kenny, President

DocuSigned by:


John Norine, Chief Financial Officer

Bar No.: 3926

(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. 94-2672591

SISKIYOU COUNTY
LOCAL TRANSPORTATION COMMISSION

Nancy Ogren, Chair

(Date)

APPROVED AS TO ACCOUNTING FORM:

Fund	Org	Account	Activity Code (if applicable)
2506	303030	723000	

If not to exceed, include amount not to exceed:

FY 2021/2022	\$3500.00
FY 2022/2023	\$8000.00
FY 2023/2024	\$7000.00
FY 2024/2025	\$7000.00
FY 2025/2026	\$7000.00

Encumbrance number (if applicable): E2300131

If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.

□

RESOLUTION NO:

Date: 7/11/2023

Rule Code	BD02
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<p>To increase FY22/23 - 2506-303030-723000 to cover Kenny & Norine contract</p>
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COUNTY ADMINISTRATOR	DATE	SIGNATURE OF REQUESTING OFFICIAL	DATE
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AYES: _____ NOES: _____ ABSENT: _____

CLERK OF THE BOARD _____ DATE _____

JV #

AUDITOR

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 4

UCLA Luskin Graduate Student Capstone Project

Summary of Agenda Item (Description of Issue):

Presentation to the Commission on the Luskin Graduate Student Capstone Project. This project is a yearlong consulting agreement that pairs an UCLA student with an external client to tackle a planning question. They will define a problem, design and collect data, analyze and prepare a report for the client.

Materials for this agenda item will be provided at the meeting.

Recommended Action:

Presentation and Discussion.

UCLA Luskin Graduate Student Capstone Project Solicitation Form

UCLA Luskin School Academic Departments and Research Centers invite organizations to submit ideas for graduate student capstone projects. All capstone projects are supervised by a UCLA faculty member.

Please submit your 2023-24 project idea by Friday, July 21st, 2023 for the first distribution to students. Ideas submitted after Friday, August 18th, 2023 will not reach students.

The responses submitted through this form will be published for students to review. Students interested in your project will reach out directly to the contact information you provide.

Academic Departments and Research Centers at UCLA Luskin will review the submissions and note project ideas that may be eligible for Center and/or Department in-kind and financial support, based on the project idea's alignment with the Center or Department's priorities and mission. A Research Center may or may not have a role in the outcomes of each project selected by students. You may reach out directly to contacts at UCLA Luskin Academic Departments or Research Centers for additional information.

About Luskin Student Capstone Projects

Masters of Urban Planning: Applied Planning and Research Project

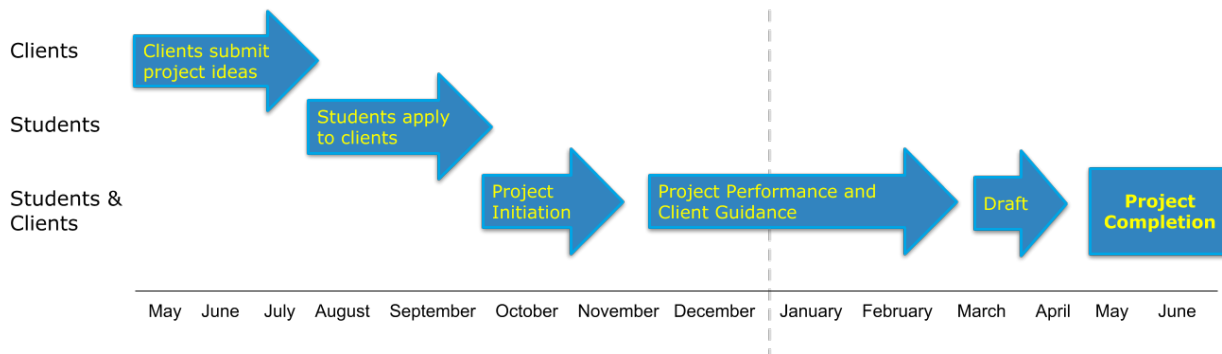
The MURP Applied Planning and Research Project is a year-long consulting agreement that pairs an individual Master of Urban and Regional Planning student with an external client partner to tackle a planning question. Working with the client and a UCLA faculty advisor, second year masters students define a problem, design and conduct data collection, analyze and contextualize the information, and prepare a written and/or oral report for their client organization. Students gain experience working as consultants, and clients receive professional-level analysis and recommendations to drive action.

Clients represent a wide range of sectors and industries, including engineering and consulting firms; local, regional and state government agencies; startups and entrepreneurial small businesses; educational institutions; and nonprofit service organizations.

Masters of Public Policy: Applied Policy Projects

The Master of Public Policy Program culminates in a mandatory three-quarter sequence of courses, led by faculty advisers, dedicated to the preparation and presentation of a major Applied Policy Project (APP) on behalf of a client agency, nonprofit organization, or firm working in the public interest. The objective is to challenge students to conduct a detailed investigation of a real policy problem facing the client and to develop evidence-based and actionable recommended solutions. Students are encouraged to grapple with the challenges of policy implementation in the midst of competing and often conflicting social, political, economic, and technical interests. Projects are completed in teams of 4 to 5 students.

Sample Timeline - may vary by Department



Submission deadline: Friday, August 18, 2023

August/September: Students contact potential clients and discuss projects. Client MOUs are due at the end of September. Projects begin October 1st

December: Student(s) will complete a review of related literature.

March - April: Student(s) will submit a draft to the client.

May: Student(s) will submit a completed final project to the client.

Draft Submission to the Online Form

About you

Project sponsors are expected to:

1. help the selected student(s) to draft a manageable scope of work;
2. review the draft and final reports; and
3. provide or facilitate data, interviews, or contacts to provide a basis for the student's analysis.

Your name:

Bruce Deutsch

Your email address:

brucend75@yahoo.com

How should students contact you about the project? (Students will use this contact information to ask questions about the project and express their interest)

Via email

Organization's name:

Siskiyou County Local Transportation Commission (SCLTC)

Type of organization:

City or County Agency

About the project

Project title:

STAGE Transit System Transformation

What is the planning or policy problem to be addressed by the student project?

The Commission has determined that our current transit system does not meet the fundamental needs of our citizens. A complete redesign of the system is necessary. In turn, the funding needed to implement the new design and support the system till maturity must be identified.

Which topic areas relate to your problem?

Economic Development

Education

Environment

Global Development

Health

Housing

Transportation

Other:

What types of work do you expect the student(s) to perform? (e.g., a case study, data collection, design, modeling, interviews, etc.)

Case study, design, modeling, interviews

Describe the knowledge and capabilities of your ideal student(s). (e.g., knowledge of transit regulations, an engineering background, data analysis skills, design capabilities)

Knowledge of transit regulations, design capabilities

Would you have any resources available to support the student(s)?

Salary

Research budget

No financial resources available

Other:

Are you open to other project ideas that may be originated by a student that is interested in working with your organization? (If you select "Yes", students may contact you with alternative ideas.)

Yes

I understand agree to that by submitting a project idea that:

- The project idea I submit may not be selected by a student
- Interested students may contact me directly based on their interests and abilities
- Academic departments and research centers are not responsible for connecting a student or team with a project or completing a project

Agenda Worksheet

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: July 11, 2023

SUBJECT: Agenda Item # 5

Unmet Transit Needs Finding for Fiscal Year 2023/2024

Resolution # 23-26

SUMMARY (Description of Issue):

The Social Services Transportation Advisory Council met on Thursday, July 6, 2023 in person and via conference call to review the requests for services received since June 13, 2023. Staff has included their recommendations to the Commission in the attached Resolution # 23-26.

RECOMMENDED ACTION:

Discussion and direction to staff.

Adopt Resolutions # 23-26 adopting the findings as recommended from SSTAC.

RESOLUTION 23-26

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

“UNMET TRANSIT NEEDS FINDINGS” - FISCAL YEAR 2023/24

WHEREAS, this Commission is responsible to meet the requirements of the Transportation Development Act Section 99401.5; and

WHEREAS, one of the requirements of Section 99401.5 pursuant to Section 99238.5 is the holding of at least one public hearing for the purpose of soliciting comments on any unmet transit needs that may exist; and

WHEREAS, staff held a public hearing in conjunction with a public workshop during the Local Transportation Commission meeting on June 13, 2023 in Yreka, California. The public workshop was advertised in area newspapers, posted on the Commission’s website, flyers were sent to the community, all County departments, posted in buses and at the Transit Center; and

WHEREAS, the hearing and additional public input provided the requests for transit service as outlined in the attached Exhibit A; and

WHEREAS, these requests were reviewed by the Social Services Transportation Advisory Council (SSTAC) at its meeting on July 6, 2023; and

WHEREAS, SSTAC submits the following to the Commission:

- a. ID # 100, 112 & 116 – This request is considered reasonable to meet. Staff has applied for a grant to facilitate this request.
- b. ID # 101 – This request is considered reasonable to meet and transfer times have been implemented.
- c. ID # 102 – This request is considered reasonable to meet. Staff will look into adding a stop at this location.
- d. ID # 103 – This request is considered reasonable to meet and is being referred to staff for implementation during route restructuring in the future.
- e. ID # 104 & 105 - This request is considered reasonable to meet and is being referred to staff for implementation during route restructuring in the future.
- f. ID # 106 & 108 – This request is considered reasonable to meet and is being referred to staff for implementation during route restructuring in the future.
- g. ID # 107 - This request is considered reasonable to meet and is being referred to staff for implementation on an on-call basis.
- h. ID # 109 & 119 – This request is not considered reasonable at this time until staff can do a comprehensive study to evaluate the operational/economic feasibility and cost effectiveness in relation to fare ratio. Staff will bring recommendation back to the Commission at a future date.

RESOLUTION 23-26

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

- i. ID # 110 – This request is not considered reasonable at this time due to the lack of service for a significant amount of population and operational feasibility.
- j. ID # 111 & 114 - This request is considered reasonable and has been met. Staff increased service in Grenada.
- k. ID # 113 – This request is considered reasonable to meet and is being referred to staff for implementation during route restructuring in the future.
- l. ID # 115 – This request is not considered reasonable to meet at this time. Current bus routes end in Castella. RABA would need to coordinate bus stops in that area for pickups.
- m. ID # 117 - This request is not considered reasonable to meet due to the lack of adequate ridership during the 9-month period that weekend service was available. The second request for late service to use the Amtrak is not considered reasonable to meet due to the operational feasibility.
- n. ID # 118 – This request is not considered reasonable to meet due to operational/economic feasibility. Weekend service was not adequate during the trial period, bus line stops at Castella and drivers would be required to get a special license to cross over state lines.

WHEREAS, after consideration of all information presented on unmet transit needs, the results of the public hearings and a review of services currently available, in addition to the intention to restructure current services to meet some of the requests, the Commission has reached the following conclusion.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission makes the determination that there are currently Unmet Transit Needs that are reasonable to meet.

PASSED AND ADOPTED this 11th day of July, 2023 by the Siskiyou County Local Transportation Commission.

AYES:
NOES:
ABSENT

ATTEST:

Chairperson - Siskiyou County
Local Transportation Commission

Joy Hall
Executive Director

RESOLUTION 23-26

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

Exhibit A

ID	Date of Request	Requested Service	Reason for Request	# of persons expected to use service	Reasonable Unreasonable Undetermined
100	13-Apr-22	I would love to be able to see my family and friends in Happy Camp on a schedule route from Yreka to Happy Camp once a week. I do know others who want to travel to Happy camp also.	Would like to go to and from for visiting family, friends, and shopping.	6	Reasonable
101	27-Mar-23	<p>I have been using the bus several times coming from Mt. Shasta to Yreka. For which there are even several options throughout the day which is great as it allows to get a lot of things done in Yreka. ☐</p> <p>But, and this is the reason I want to write to you, I don't understand why the bus station in Yreka was chosen to be out of town. It is almost like it was planned by someone who doesn't actually use the bus? Like by car it is just a few more minutes into town. But by foot it is 30 minutes! ☐</p> <p>I do walk into town. I even did it with my kid the other day. But that means that almost no one who takes the bus to Yreka will actually take the bus if they need to get into town. None of the people who mainly take the bus as they mostly seem elder or are otherwise affected by health that won't allow them to walk 30 minutes. And also not someone with kids. ☐</p> <p>But even for me it means that I have to add 1 hour (30 minutes each way) to my journey if I wanted to take the bus. ☐</p> <p>I have to also consider the weather because these past times I have been affected by both rain and snow on my walks. ☐</p> <p>And most of all, it is not very safe. Have you walked from the bus station into town? I'm not totally worried for myself but I'm usually on my own and it is an area of town that just doesn't feel very safe through some of the areas.</p>	<p>So why put the bus station in the middle of nowhere? There is nothing there that anyone needed to take to the bus to go to? It seems it was chosen out of convenience for the buses but not for the passengers who the bus is for? Or at least loop through town for another stop and then end at the bus station? Why would I need to take the bus to Yreka all the way to only end up at an outer part of town? Where there is nothing.</p> <p>I would also be happy to change and take another bus into town. But the buses don't link up. There may be a bus for which I have to wait 30 minutes but most times there isn't.</p> <p>So I want to give you this as a genuine feedback because I don't understand the decision to offer a bus service that stops outside of town and if that is within your consideration then please think about if it makes sense for passengers to end the service there or if passengers really just don't need to go into town. Or how they can get into town without having to walk 30 minutes. For the bus it is only a few additional minutes to loop through town. Which makes sense when coming all the way from other towns over an hour away? But maybe you did a service like that and found that no one ever goes into town anyway then I understand. But as it is now it is highly inconvenient and just not really safe.</p>		Reasonable
102	06-Apr-23	7:50am in McCloud straight to Mt. Shasta Golden Eagle Charter School	This was on the previous schedule from 2-13-23. It was perfect for students attending the charter school from McCloud.	3	Reasonable
103	06-Apr-23	Weed reaching Mount Shasta before 9am, Mount Shasta leaving shortly after 5:30pm to Weed.	This would help commuters from Weed to Mount Shasta go to work and get back.	10	Reasonable
104	06-Apr-23	Southbound bus from Yreka between the 1:10pm time and 5:10pm time.	There is nothing going south from Yreka between 1:10pm and 5:10pm.	10	Reasonable
105	11-Apr-23	Bus southbound from Yreka to Mt. Shasta between 1:10pm and 5:10pm	There is no bus for four hours and this is very inconvenient.	10	Duplicate of 104
106	11-Apr-23	Bus service to/from Lake Shastina	There is currently no bus service to the area and it is greatly needed. Angel stated that she is going to try to have others who are interested call us and ask for the service as well.	5	Reasonable
107	19-Apr-23	Northbound bus that goes through Evergreen Lodge in the late morning/early afternoon through the town of Mount Shasta and an afternoon bus Southbound from Mount Shasta Shopping Center that goes by Evergreen Lodge.	This was on the schedule from early 2023 and was removed. It was heavily utilized by Dallas, a senior citizen. He would love a call when the service is reinstated.	1	Reasonable
108	20-Apr-23	Service to/from Lake Shastina	No service to/from Lake Shastina.	1	Duplicate of 106
109	18-May-23	Route change to include ski park from December 15th through April 15th yearly.	Public demand, workforce transportation, south county #1 economic driven increase tot tax, benefits, tourism, employees	1000	Undetermined Needs Further Review
110	09-Feb-22	Add a stop to route 4A at the Willow Creek Elementary School at York Road	Transportation to Yreka from Willow Creek area to go to stores and to school for kids	2	Undetermined Needs Further Review
111	01-Mar-22	More bus service to and from Grenada	ADA request as I have had a stroke and use a walker.	1	Reasonable
112	13-Apr-22	Happy Camp Service	Visiting family and friends. Karuk Tribe connectivity.	6	Duplicate of 100
113	31-May-22	Route from Mount Shasta to Yreka Courthouse by 8:30am for court appointments.	Court appointments	10	Reasonable
114	19-Jul-22	More service in Grenada	ADA Request - am in walker and disabled	2	Duplicate of 111
115	28-Jul-22	Connection from Siskiyou County STAGE to RABA in Redding, CA	Medical appointments and connecting communities	10	Undetermined Needs Further Review
116	31-May-23	STAGE bus service to Happy Camp. Happy Camp Airport reopened.	Safety and accessibility.	5	Duplicate of 100 & 112
117	27-Jun-23	More bus routes on weekends and holidays in the summer. Also later buses to dunmair in the summer for people who use the amtrak.	For people to be able to go to summer events that are held on weekends and holidays. The later route for people who need to use the amtrak. Which runs later in the evening.		Unreasonable
118	13-Jun-23	This request was made at the June 13, 2023 LTC meeting. No paperwork was received. She would like to see bus service to or connections to other Counties. Like Redding, CA Medford OR to include Saturday bus services.	Spoke at meeting and made these request to help people make it to their doctors appointments.	1	Unreasonable
119	13-Jun-23	Seasonal transportation to Mt Shasta Ski Resort (Friday, Saturday, Sunday)	Tourism to Ski Resort		Duplicate of 109

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 6

Recruitment of Executive Director

Summary of Agenda Item (Description of Issue):

A recruitment for the Executive Director was re-posted and closed on July 6, 2023. A qualified candidate was found and Commission is taking their application into consideration. The candidate's presence has been requested for further discussion.

The position will take policy direction from the Commission with administrative oversight. This position will handle all business of the Commission, represent the Commission at various stakeholder's meetings, apply for and manage grants, and complete planning activities as outlined in the Overall Work Program.

This position will be funded 100% by the SCLTC and Overall Work Program budgets. Staff confirmed with Caltrans that this would be allowable.

Recommended Action:

Direction to staff to complete next steps of recruitment

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 7

Meeting Participation Via Teleconference or Zoom

Summary of Agenda Item (Description of Issue):

Staff was asked to review the requirements for teleconferencing. Staff is researching the requirements and will bring it back to the Commission on August 8, 2023.

Recommended Action:

Informational only

Agenda Worksheet

TO: Siskiyou County Local Transportation Commission

DATE: July 11, 2023

Subject: Agenda Item # 8

Fare Ratio

Summary of Agenda Item (Description of Issue):

Staff was asked to review the fare ratio. Staff will now include the fare ratio in the staff report every month.

Due to COVID-19, we were not required to meet the fare ratio or report until January 1, 2024. Staff has researched this requirement and found that this deadline has been extended to June 30, 2026

Recommended Action:

Informational only