

SIERRA COUNTY TRANSPORTATION COMMISSION
P. O. Box 98 – DOWNIEVILLE, CALIFORNIA 95936

COMMISSIONERS

APPOINTED BY SIERRA COUNTY

PAUL ROEN – CHAIR
SHARON DRYDEN
LILA HEUER
TERRY LEBLANC - ALTERNATE

APPOINTED BY THE COMMISSION

PAUL CUETO

APPOINTED BY CITY OF LOYALTON

SUSAN MCILRAVY - VICE CHAIR
NANCY ROGERS
JERRY GEROW
BILL MERTTON - ALTERNATE

WEDNESDAY
JANUARY 15, 2025
10:00 A.M.

305 SOUTH LINCOLN
SIERRAVILLE, CA

MINUTES

1. Call to Order:

This meeting was called to order at 10:01 a.m. by Chair Roen

Roll Call:

Commissioner Present: Gerow, Heuer, Dryden, Rogers, Roen, McIlravy

Commissioner Absent: Cueto

A Quorum was established.

Staff Present: Bryan Davey, Executive Director; Kaylon Hall, Transportation Planner and Suzanne Smith, Executive Secretary

Also in attendance: Dawson Stroud, Regional Liaison, Caltrans – District 3 (Remote); Sandra Loving, President, Golden Rays Senior Citizens of Sierra County, Inc.; Erik Toraason, Transportation Coordinator, Incorporated Senior Citizens of Sierra County and one member from the public.

2. Pledge of Allegiance: Led by Ms. Smith

3. Approval of Agenda:

Commission Action: Commissioner Dryden motioned to approve the agenda; seconded by Commissioner McIlravy; motion carried by consensus.

4. Approval of Minutes: Commissioner McIlravy motioned to approve the minutes of September 25, 2024; seconded by Commissioner Dryden; motion carried by consensus.

5. Election of 2025 Chair: Commissioner Dryden nominated Commissioner McIlravy to serve as Chair for 2025; seconded by Commissioner Gerow; motion carried by consensus.

6. Election of 2025 Vice Chair: Commissioner Dryden nominated Commissioner Heuer to serve as Vice-Chair for 2025; seconded by Commissioner Roen; motion carried by consensus.

7. Announcements: No announcements were made.

8. Public Comment Opportunity: No public comment was given.

9. Transit

Discussion and report on status of Transit Fund and Transit Services including the mid-year fund estimate and authorization to advise LTF claimants of anticipated area apportionments within Sierra County.

A fund estimate spreadsheet was distributed showing the ongoing tabulations of the Local Transportation Fund (LTF), State Transit Assistance (STA) and State of Good Repair (SGR). Miss Hall reported that the 1/4% Local Sales and Use Tax (LTF) year to date is \$46,602.75, the STA year to date is \$8,553.00 and the SGR year to date is \$1,909.05 noting that the STA/SGR funds are for capital purchases and the FTA fund is for operating expenses.

Miss Hall continued reviewing the fund estimate spreadsheet per the following:

<u>Projected Revenue for FY 24-25</u>		<u>Fund Estimate for FY 25-26</u>	
• SGR	\$7,028	• STA/SGR	\$253,330.69
• STA	\$37,579	• LTF	\$260,101.83
• LTF	\$80,000	• SB125	\$353,240.92
• 5311	\$62,400	• 5311	\$48,000.00
• SB125	\$480,716	• COVID	\$40,000.00
• COVID	\$50,000	Total Operation Funds	\$701,342.75
Total Revenue	\$673,116.00		
• Operations Costs	\$249,743.70		
• SCTC Cost	\$2000.00		
• A87 Costs	\$13,936.21		
• Insurance	\$3,589.00		
• Audit	\$4,000.00		
Total Costs	\$273,268.91		

Miss Hall continued with the transit providers budgets for FY 24-25 noting the remaining contract value for Incorporated Senior Citizens of Sierra County is \$69,388.95 and the remaining contract values for Golden Rays Senior Citizens of Sierra County, Inc. is \$42,918.83. A discussion ensued pertaining to transit budgets and the disbursement of funds to the two (2) transit providers.

Mr. Davey reported that the stolen transit vehicle has been recovered and that we are waiting for a decision from the insurance company to determine whether or not the vehicle will be a total loss. A discussion ensued.

Mid-year review; estimated LTF year-end balance is \$260,101.83.

After a short discussion the Commission advised the LTF claimants (Transit Providers) that the anticipated operating budget for FY 25-26 will be \$270K.

Commission Action: Commissioner Roen motioned an anticipated \$270K for area apportionments within Sierra County; seconded by Commissioner Dryden; motion carried unanimously by roll call vote.

10. Master Fund Transfer Agreement

Report on the status of the Caltrans 2025-2034 Master Fund Transfer Agreement.

Miss Hall reported that the Master Fund Transfer Agreement (MFTA) was submitted and approved. A fully executed copy has been received from Caltrans Administration, Division of Procurement and

Contracts. Mr. Davey explained that the MFTA is a ten (10) year agreement that allows us to receive money from the state and federal government. Mr. Davey further explained that the MFTA is an overarching agreement that is used with individual yearly agreements for funding through Planning, Programming and Monitoring (PPM), Rural Planning Assistance (RPA), and the State Transportation Improvement Program (STIP).

11. Overall Work Program

Report on the status of the Overall Work Program budget and activities for the current fiscal year.

Miss Hall reported that the OWP budget is \$568,965.00 and is comprised of eight (8) Work Elements noting that activity reports are submitted to Caltrans quarterly stating the third quarter reports are complete and will be submitted February 1, 2025. Miss Hall explained that the 2025 Regional Transportation Plan Update is the main item of expense.

Resolution approving an amendment to the FY 24-25 Overall Work Program authorizing the Chair or Executive Director to execute Overall Work Program Agreement 2025-01.

Miss Hall reported that the amendment to the FY 24-25 OWP is necessary to update the current Overall Work Program (OWP) to reflect the new MFTA contract number.

Commission Action: Commission Roen motioned to adopt Resolution 2025-01 approving an amendment to the FY 24-25 OWP authorizing the Chair or Executive Director to execute the Overall Work Program Agreement 2025-01; seconded by Commission Dryden; motion carried unanimously by roll call vote.

12. Regional Transportation Plan

Report on the status of the 2025 Regional Transportation Plan update.

Miss Hall reported that she has been working with Green DOT Transportation Solutions updating the 2025 RTP. Green DOT Transportation Solutions submitted an executive summary for review stating a copy is provided in the SCTC agenda packet welcoming any comments or questions for discussion. Miss Hall continued to explain that the Sierra County Regional Transportation Plan has guidelines for transportation funding for the next 5 years regarding projects and what the community would like to see the County doing, noting that the executive summary has a lot of electric vehicles elements to it which will be addressed through the review process. Mr. Davey explained that the RTP is a 20 year plan that gets updated every 5 years. Mr Davey continued that in the review process he has made several comments to the executive summary. Also, several survey's from the public have been received through the public outreach events held at the luncheon provided by the Golden Rays Senior Citizens of Sierra County and Incorporated Senior Citizens of Sierra County. There are also paper surveys at the Downieville Post Office, Loyalton Senior Center, the Department of Public Works office and online. Mr. Davey expressed that the goal is to convey Sierra County's and Loyalton's vision of transportation infrastructure within Sierra County for the next 20 years. Miss Hall will bring back a revised RTP at the next meeting and asked for the Commissioner's to submit comments to her via email.

13. Sustainable Transportation Planning Grant Program

Approval of letter of support for the Rural County Representatives of California (RCRC) application to Caltrans FY 2025-26 Sustainable Transportation Planning Grant Program - Sustainable Communities Competitive Grant to develop a county and regional Zero Emission Vehicle Infrastructure Readiness Plan.

Miss Hall explained an application for the Caltrans FY 2024-25 Sustainable Transportation Planning Grant Program was submitted last year and denied. RCRC has requested a letter of support to submit another application for FY 2025-26. A discussion ensued.

Commission Action: Commissioner Dryden motioned to approve the letter of support for the RCRC application to Caltrans FY 2025-26 Sustainable Transportation Planning Grant Program – Sustainable Communities Competitive Grant to develop a county and regional Zero Emission Vehicle Infrastructure Readiness Plan; seconded by Commissioner Gerow; motion carried by consensus.

14. Audits

Financial Statements & Audit Report for FY 2023-24 for the Golden Rays Senior Citizens of Sierra County, Inc. prepared by Pehling's PnPCPA in accordance with generally accepted accounting principles.

No audit exceptions have occurred.

Financial Statements together with Independent Auditor's Report for FY 2023-24 for the Sierra County Transit Fund prepared by Smith & Newell, CPSs in accordance with Government Auditing Standards.

Mr. Davey reported that this audit is the required annual audit performed by Smith & Newell acknowledging there is an audit exception again this year for the same reason as last year. Mr. Davey explained that although the Commission adopted a resolution lowering the 10% Farebox to 5% the Auditor stated the Farebox has to be 10% of the whole transit program amount. Mr. Davey responded to the Auditor with a statement pertaining to the resolution authorizing the Farebox decrease of 5% to be correct.

Commission Action: Commissioner Roen motioned to adopt Resolution 2025-02 accepting the FY 2023-24 audit for the Sierra County Transit Fund and concur with the management response; seconded by Commissioner Heuer; motion carried unanimously by roll call vote.

Financial Statements together with Independent Auditor's Report for FY 2023-24 for the Sierra County Transportation Commission prepared by Smith & Newell, CPSs in accordance with Government Auditing Standards.

Mr. Davey reported that this audit is the required annual audit performed by Smith & Newell acknowledging there is an audit exception pertaining to the required 10% Farebox. He explained that as a plan of action Miss Hall and Interdepartmental Fiscal Officer, Miss Carr will review the budget balances in April and assured the Commission there has not been money spent that was more than what has been budgeted.

Commission Action: Commissioner Roen motioned to adopt Resolution 2025-03 accepting the FY 2023-24 audit for the Sierra County Transportation Commission and concur with the management response; seconded by Commissioner Dryden; motion carried unanimously by roll call vote.

15. Correspondence

Letter from North State Super Region to the California Energy Commission pertaining to the Clean Transportation Program Investment Plan.

Mr. Davey explained that the Sierra County Transportation Commission is a member of the North State Super Region and this letter is in response to the Investment Plan Update for the Clean Transportation Program.

Email correspondence from the City of Loyalton regarding newly appointed Transportation Commissioners.

Chair McIlravy confirmed that the appointed Transportation Commissioners from the City of Loyalton are as follows:

- Jerry Gerow
- Nancy Rogers
- Susan (Sue) McIlravy
- William (Bill) Merton - Alternate

16. CALTRANS Report

North Region Projects Viewer (arcgis.com)

Mr. Stroud announced that there is a new project that is programmed for State Route 89. It's a \$22 Million project from the Nevada County Line all the way North to the State Route 49 intersection. The project description is rehabilitate the pavement and drainage systems, construct maintenance pullouts, upgrade signage and guard rails and upgrade 88 facilities along that corridor. The project is supposed to break ground in October 2027. Commissioner Roen requested Mr. Dawson notify the County when a potential contract is awarded. Additionally, Commissioner Roen asked for an update on the step down speed limits on SR89 and SR49 coming into Sierraville. Mr. Stoud stated he has not heard anything from Traffic Operations pertaining to the step down speed signs. Commission Roen reported that there was another accident on the Perry Creek Bridge (box culvert) just west of Sierraville on SR49 stating that currently the bridge (box culvert) has been repaired, noting that it is the second repair this year. Mr. Davey stated that the Commission has been bringing the issue up to Caltrans for many many years as to the constricted location on the highway making a safety issue.

17. Project Updates

Smithneck Road Rehabilitation Project: Mr. Davey reported that the Sierra County Board of Supervisors awarded a contract to R.E.Y. Engineers, Inc. for Professional Engineering and Environmental Services, which is the final design stage. The project is progressing on target.

Plumbago Road Bridge Replacement over Kanaka Creek Project: Mr. Davey reported that there is a bid opening today for the construction phase of the project. Looking forward to awarding a contract soon.

Nevada Street Bridge: Mr. Davey reported that this will be the next bridge project going forward.

Mr. Davey stated that both Gold Lake Road Bridge Replacement projects are complete and finalized. All the current FEMA disaster projects are moving along and progressing.

18. Other Transportation Issues

Informational speed zone justification report from the Department of Transportation, District 3 pertaining to Sierra City speed zones.

Mr. Davey informed the Commission that a traffic survey from Caltrans for Sierra City was performed . The report received was addressed to the Sierra County Board of Supervisors and stated that Caltrans is recommending a speed increase in two locations. Mr. Davey informed the Commission that there are several ways to address the report and asked the Commission for their feedback. A discussion ensued.

19. Schedule Next Meeting

The next meeting is scheduled for March 19, 2025 at the Sierraville School.

20. Adjourn

Chair McIlravy adjourned the meeting at 11:31 a.m.


Susan McIlravy, Chair
Sierra County Transportation Commission

ATTEST:


Suzanne Smith, Executive Secretary