

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

COMMISSIONERS

APPOINTED BY
SIERRA COUNTY

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

APPOINTED BY
THE COMMISSION

PAUL CUETO

APPOINTED BY
CITY OF LOYALTON

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

WEDNESDAY
MARCH 19, 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 McIlravy

Roll Call:

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

Commissioner Absent: Roen and Cueto

A Quorum was established.

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

Also in Attendance: Yolanda Cookson, Field Representative, Senator Megan Dahle's Office, Dawson Stroud, Regional Liaison, Caltrans – District 3 (Remote); Erik Toraason, Transportation Coordinator, Incorporated Senior Citizens of Sierra County (Remote); Nathaniel Redmond, Senior Transportation Planner, Green DOT Transportation Solutions; and one member from the public.

2. Pledge of Allegiance: Led by Commissioner Rogers

3. Approval of Agenda

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

4. Approval of Minutes

Commission Action: Commissioner Dryden motioned to approve the minutes of January 15, 2025; seconded by Commissioner Heuer; motion carried by consensus.

5. **Announcements:** Commissioner Dryden complimented Mr. Davey for his report at the Sierra County Board of Supervisors Public Hearing pertaining to the Sierra City and Sierraville speed zone justification reports from the Department of Transportation, District 3. Commissioner Heuer included that Mr. Davey did a fantastic job. Mr. Davey thanked the Commissioners and explained there was a lot of effort put in by many people.
6. **Public Comment Opportunity:** No public comment was given.
7. **Transit**

Report on status of Transit Fund and Transit Services 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 \$63,341.34, the STA year to date is \$17,192.00 and the SGR year to date is \$3,339.05 noting that the STA/SGR funds are for capital purchases and the FTA fund is for operating expenses although, the STA and SGR funds may also be used for expenses. Two quarter payments have been received and two more are expected for this fiscal year. The SB125 funds balance is \$480,716.00. Miss Hall continued with the transit providers payments reporting that it has been decided to pay the remainder of funds allocated to each; Golden Rays Senior Citizens of Sierra County, Inc., 42,918.82 and Incorporated Senior Citizens of Sierra County, \$69,388.95 which is the fourth quarter payments. Mr. Davey explained that this is the first year that the transit provider accounts are being reconciled with the submitted invoices stating that the 4th quarter payments will be reconciled with the 4th quarter expense reports noting that any unused funds would be deducted from the next quarterly payment. Mr. Davey continued to explain that historically the full contact amount has been paid to each transit provider allowing operating expenses to carry over if those funds were not expended. The FTA and Caltrans would like to see these funds reconciled to the reported operating expenses. Mr. Davey reiterated that this is the first year these funds will be reconciled with the actual operating expenses from Golden Rays Senior Citizens of Sierra County, Inc. and Incorporated Senior Citizens of Sierra County. Mr. Davey explained that both transit providers submit quarterly reports of their operating expenses noting again that this is the first year the transit providers will only receive the amount of funds actually reported on the quarterly expense reports making sure everyone is aware of the new change. Mr. Davey included that the fund payments to both transit providers are paid in advance.

Miss Hall reported that budgets have been received from Golden Rays Senior Citizens of Sierra County, Inc. and Incorporated Senior Citizens of Sierra County for fiscal year 25/26 stating that the transit operating budget was set at \$270,000. Golden Rays Senior Citizens of Sierra County, Inc. submitted an operating budget of \$107,225.10; Incorporated Senior Citizens of Sierra County submitted an operating budget of \$154,370.00; both budgets combined total \$261,595.10 which is \$8,404.90 under budget. Miss Hall explained that Golden Rays Senior Citizens of Sierra County, Inc. did not

increase their budget from last year and that Incorporated Senior Citizens of Sierra County did increase their budget from last year since they are adding a third van to their program.

Commission Dryden introduced Field Representative, Yolada Cookson from Senator Megan Dahle's office who stated that she was interested in learning about what the Sierra County Transportation Commission is doing. At the pleasure of the Commission Mr. Davey expanded; the Sierra County Transportation Commission is a Regional Transportation Planning Agency (RTPA) for Sierra County and the City of Loyalton. The Commission manages an Overall Work Plan (OWP) for the County which is planning for transportation purposes with funding from the State Transportation Improvement Program (STIP), the federal gas taxes that is allocated directly to the County and the City of Loyalton for transportation projects. The Commission also manages the Transportation Development Act (TDA) that covers the entire transit program. Sierra County has four (4) buses operated by two nonprofits. Mr. Davey explained that Sierra County is probably the only county in the state that operates a transit program in this manner. Sierra County contracts with the two senior citizen organization within the County that are nonprofit volunteer organizations that manage transit services. Golden Rays Senior Citizens of Sierra County, Inc. on the west side of the County and Incorporated Senior Citizens of Sierra County on the east side of the County. Mr. Davey continued explaining that there is a Regional Transportation Plan (RTP) that is a 20 year plan that gets updated every five years noting that the RTP is one of the Commissions main work products and sets the transportation goals for the County and the City of Loyalton. The Transportation Commission is separate from the County and the City of Loyalton being unique in that the County administers the staff of the Commission who are all County employees that administers to the Commission's activities and needs. The Commission consists of seven voting members; three (3) members appointed by the Board of Supervisors, three (3) members appointed by the City and one (1) member from transit agencies within Sierra County appointed by a simple majority of the remaining six members as defined in the Transportation Development Act (TDA). Mr. Davey further explained that as part of the annual transit programming process an annual unmet needs hearing and Social Services Transportation Advisory Council (SSTAC) meeting is held in advance of adopting the annual budget for the transit program giving the opportunity to the public to say what the transit needs are and what transit needs haven't been met for transit purposes. SSTAC then makes a determination of the unmet needs which will be presented to the Commission following the annual unmet needs hearing for adoption.

Resolution authorizing the inter-agency transfer of surplus vehicle, 2017 StarCraft to the Sierra Plumas Joint Unified School District.

Miss Hall reported that the 2017 StarCraft vehicle is the cutaway van that was replaced July 2024. Sean Snyder, Superintendent, Sierra Plumas Joint Unified School District has decided to move forward with obtaining the vehicle. An official request for the vehicle on school letterhead needs to be received from the district in order to complete the transfer to SPJUSD. Miss Hall reported that she is working with Cal Act, California Association

for Connected Transportation through a purchasing Co-op expecting quotes from Model 1 which is where previous vans have been purchased.

Commission Action: Commissioner Dryden motioned to adopt Resolution 2025-04 authorizing the inter-agency transfer of surplus vehicle to the Sierra Plumas Joint Unified School District; seconded by Commissioner Heuer; motion carried unanimously by roll call vote.

Resolution approving Section 5311 Transit Grant application and authorizing Executive Director to execute application and related documentation including Programming of Project (POP) and authorizing County Counsel to execute Certifications and Assurances for FY 25/26 transit funding.

Miss Hall explained that the 5311 Transit Grant application is not available until May and that this resolution is preparing for the application process and staying ahead of the process due to our meeting schedule which will allow the submittal to be done as fast as possible. Mr. Davey noted that this is an annual process. Commissioner Dryden commended Kaylon for her efficiency. Chair McIlravy noticed a typo on the resolution to be amended.

Commission Action: Commissioner Dryden motioned to adopt Resolution 2025-05 as amended approving Section 5311 Transit Grant application and authorizing Executive Director to execute application and related documentation and authorizing County Counsel to execute Certifications and Assurances for FY 25/26 transit funding; seconded by Commissioner Heuer; motion carried unanimously by roll call vote.

8. Overall Work Program

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

Miss Hall reported that the draft 25/26 OWP was due to Caltrans February 28, 2025 for review/comments and anticipate having an approved OWP to adopt at the next Transportation Commission meeting. An OWP budget summary spreadsheet for the current fiscal year was handed out. Miss Hall reviewed the OWP budget summary pointing out that the total authorized budget was \$147K and the remaining balance to date is \$80K noting that this summary does reflect the third quarter information. The administration, development and monitoring of the OWP project development is budgeted at \$61K due to the 2025 RTP update explaining that is where most of the funds are budgeted this year. Next is the Regional Transportation Improvement Program (RTIP) that still has the budget amount of \$1K. Nothing done in the RTIP category as of yet. The Intergovernmental Review and Public Outreach has been used in the first and second quarters with a remaining balance of \$22K.

Mr. Dawson commented that he did complete his review of the 25/26 OWP and is waiting on headquarters comments and will return them as soon as comments are received.

9. Audits

Report on the status of the ISCSC FY 23/24 financial audit.

Mr. Davey explained that Incorporated Seniors Citizens of Sierra County has been having some issues with their auditor this year and are trying to get the issues resolved. Mr. Davey expressed that it will be important to get next year's audit started sooner so that the audit can be completed in a timely manner.

10. Planning, Programming and Monitoring

Agreement for professional services between MGE Engineering, Inc. and the Sierra County Transportation Commission for consulting services related to Planning, Programming & Monitoring for FY 24/25 in an amount not to exceed \$25,000.

Miss Hall explained that this agreement is an annual agreement that has fallen behind in scheduling noting that the contract is for FY 24/25, the contract for FY 25/26 will be presented at the next Transportation Commission meeting. Miss Hall continued to explain that MGE Engineering, Inc. provides consulting services related to preliminary project information such as the RTIP and study reports as well as any other requests that come from SCTC, Caltrans or the County and have been doing so since 2002. Mr. Davey added that the work MGE, Engineering, Inc. is contracted to do is basic engineering work for getting projects programmed and put into place for scope of services outside of the ability of County staffing. A short discussion ensued.

Commission Action: Commissioner Dryden motioned to approve Agreement 2025-02 for professional services with MGE Engineering, Inc. for consulting services related to PPM for FY 24/25; seconded by Commissioner Heuer; motion carried unanimously by roll call vote.

11. Regional Transportation Plan

Presentation of draft 2025 Regional Transportation Plan.

Miss Hall explained that the 2025 Regional Transportation Plan is a 20 year plan that gets updated every five (5) years outlining funding guidelines, future projects and an overall transportation vision to move forward for the next 20 years. Miss Hall turned the presentation over to Green DOT Transportation Solutions, Senior Planner, Nathaniel Redmond.

Mr. Redmond introduced himself and thanked the Commissioners for the invitation explaining that Green DOT Transportation Solutions is stationed in Chico, CA and does planning work throughout Northern California. Mr. Redmond presented the draft 2025 Sierra County Regional Transportation Plan along with the County's comprehensive four-year transportation improvement strategy addressing infrastructure needs, funding mechanisms and community priorities while aligning with state and federal transportation initiatives stating the RTP is stipulated by law. For California, each RTPA must update their plan every five years and basically show that the community is in line with what the planning department and RTPA wants to do pertaining to the County's transportation infrastructure. Mr. Redmond presented that the SCTC serves as the County's

transportation planning authority, coordinating between municipalities and ensuring regional mobility needs are met through strategic planning and resource allocation. The key objectives are to prioritize safety improvements, sustainable transportation options, accessibility for all residents and economic development through enhanced connectivity. Addressing the Four-Year RTP Cycle ensures regular updates allowing for adaptation to changing conditions, emerging technologies, shifting priorities, and new funding opportunities in the transportation landscape. Existing conditions are that Sierra County's population has remained relatively stable at approximately 3,200 residents with notable aging trends. The dispersed rural settlement pattern presents significant challenges for efficient transit service delivery. Infrastructure challenges are limited transit options for car-free residents, increasing climate vulnerabilities and persistent funding shortfalls for maintenance. The action elements are mostly roadway improvements, bridge rehabilitation, public transit enhancements and active transportation such as recreational trails for mountain biking and equestrian activities. Financial element and funding sources are Federal Formula, State SB1, Regional RTPA, Competitive Grants and Local Measure to improve the County's transportation network in the future. Mr. Redmond presented that community engagement is an important component to this process. Two community workshops were held, 327 online survey responses helped shape the plan. Stakeholder feedback from 18 key organizations helped define transportation priorities, draft plan development from technical analysis and community input focused on bridge safety, transit expansion and wildfire evacuation routes. Two more community workshops will be held before the revision period to incorporate Commission feedback and then a final draft will be presented during a 45-day public review. A discussion ensued pertaining to the medium household income. Mr. Redmond concluded his presentation and thanked the Commission. (Presentation slide show is attached.)

CALTRANS Report

[North Region Projects Viewer \(arcgis.com\)](https://arcgis.com)

Mr. Stroud reported that the two Sierra County projects are still in the program phase and stated he will route the draft 2025 Sierra County RTP to Caltrans internal partners for comments. Mr. Stroud stated he would be following up with Mr. Davey and Miss Hall regarding the speed zones. Mr. Davey updated the Commission the there was a consultation meeting with the Caltrans staff trying to get possible programming done to address the design needs within the communities where the speed zones are being affected noting this would be potential programs that Caltrans could help design changes within the Sierraville and Sierra City communities to address the high speed vehicles in the community. Mr. Stroud explained that the annual coordination meeting is May 13, 2025 encouraging any concerns within Sierra County to be brought to the meeting.

12. Project Updates

Plumbago Road Bridge Replacement over Kanaka Creek Project: Mr. Davey reported that the final approval from the Highway Bridge Program (HBP) to award the project has

been received. The call for bids went out and the project is expected to be awarded to the contractor soon. Mr. Davey explained there is a mediation requirement from the California Department of Fish and Wildlife (CDFW) pertaining to the habitat and environmental aspects of the project. Trees will have to be removed to put in the new bridge. The mediation requirement is to plant new trees and monitor for five (5) years.

A discussion ensued regarding Gold Lake Highway and other road projects listed in the Draft 2025 Sierra County RTP and the different types of funding allocated for such projects.

13. Other Transportation Issues

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

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

Commissioner Dryden thank Mr. Davey for conducting the two public hearings at the Board of Supervisor meetings pertaining to the speed zone issues in Sierra City and Sierraville. Commissioner Dryden further commended Mr. Davey for doing a great job representing the needs. Commissioner Dryden extended her thanks to Miss Hall as well and to everyone involved. Good job!!! Mr. Davey stated that it was impressive to see the level of support at the public hearings.

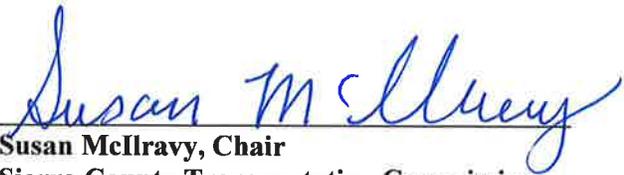
Mr. Davey reported that there has been three (3) consultation meetings with Caltrans stating that Caltrans' position is locked into a process that does not give the ability to do work outside of the engineering speed surveys. Mr. Davey expressed that the big contention is that there is legislation in place to address these types of issues which gives local agencies a standing. Mr. Davey further explained that the California Vehicle Code allows the existing speed zones or to create Business and/or Senior Districts to create a prima facie speed limit by local ordinance, unfortunately state highways were exempt from these code sections. Mr. Davey noted that this is a difficult situation statewide and that Sierra County has engaged with local representatives along with CHP who has the most standing on these issues and have been given great feedback. Caltrans is engaging the possibility of road design improvement that could help reduce speeds. A lengthy discussion ensued pertaining to road designs, speed surveys and vehicle code sections.

14. Schedule Next Meeting

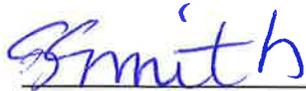
The next meeting is scheduled May 14, 2025 at the Sierraville School along with the unmet needs hearing. The SSTAC meeting to be held in April.

15. Adjourn

Chair McIlravy adjourned the meeting at 11:48 a.m.


Susan Mellravy, Chair
Sierra County Transportation Commission

ATTEST:


Suzanne Smith, Executive Secretary