

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
JULY 23, 2025
10:00 A.M.

305 SOUTH LINCOLN
SIERRAVILLE, CA

MINUTES

1. **Call to Order**

This meeting was called to order at 10:00 a.m. by Chair McIlravy

Roll Call

Commissioners Present: Roen, Gerow, Heuer, Dryden, McIlravy

Commissioners Absent: Cueto, Rogers

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; Sandra Loving, President, Golden Rays Senior Citizens of Sierra County, Inc.; Magdalene DeBerg, Executive Director, Incorporated Senior Citizens of Sierra County; three members from the public, and one member from the public (Remote)

2. **Pledge of Allegiance**

Led by Commissioner Roen

3. **Approval of Agenda**

Commission Action: Commissioner Roen moved to approve the agenda; seconded by Commissioner Gerow; motion carried by consensus.

4. **Approval of Minutes of May 14, 2025**

Commission Action: Commissioner Roen moved to approve the minutes of May 14, 2025; seconded by Commissioner Heuer; motion carried by consensus.

5. **Announcements**

No announcements were made.

6. Public Comment Opportunity

Public comment was given by Resident Darlene Reide, representing Little Truckee Summit, LLC, regarding the state of the road in the Jackson Meadows area and concerns about the wintertime snow grooming program.

7. Regional Transportation Plan

10:05 a.m. Public Hearing: Final review of the Draft 2025 Regional Transportation Plan and proposed Initial Study and Negative Declaration:

Chair McIlravy opened the Public Hearing at 10:05 a.m. Miss Hall reported that Caltrans requested more time to complete their review before the published public hearing date. Miss Hall stated that an impressive 49 Community Surveys were received across the region, providing valuable insights into travel patterns, infrastructure needs and transportation priorities. There were no additional comments.

Commission Action: Commissioner Roen moved to continue the meeting until the next SCTC meeting to address Caltrans's comments; seconded by Commissioner Dryden, motion carried by consensus.

Chair McIlravy adjourned the meeting at 10:10 a.m.

The Public Hearing will reconvene on Wednesday, September 24, 2025.

8. 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), State of Good Repair (SGR) and Grant 5311. Miss Hall reported that the year-end totals received for FY 24/25 are:

LTF	\$87,082.97
STA	\$25,608.00
SGR	\$ 4,292.05
5311	\$48,000.00

The annual report for SB125 has been submitted. The balance is \$480,716.00 for Cycle One. SB125 Cycle Two has been committed at \$468,157.00; funds have not been received as yet. A discussion ensued.

The COVID-19 funds (American Rescue) balance is \$50K. All other COVID-19 grants have been expended.

Year-end balances are:

LTF	\$141,172.07
STA/SGR	\$173,352.80
SB125	\$306,426.85

The transit funds to both providers have been paid in full based on the approved expenditure of \$249,743.70:

Incorporated Senior Citizens of Sierra County	\$142,518.60
Golden Rays Senior Citizens of Sierra County, Inc.	<u>\$107,225.10.</u>
TOTAL	\$249,743.70

Both accounts will be reconciled against each provider's fourth-quarter expense reports. Unreconciled amounts:

Incorporated Senior Citizens of Sierra County	\$58,143.71
Golden Rays Senior Citizens of Sierra County, Inc.	\$24,468.71

The FY 24/25 contracts ended on June 30, 2025, and the FY 25/26 contracts are fully executed, which began on July 1, 2025. Incorporated Senior Citizens of Sierra County does not want to increase their vehicle fleet; they will remain at two transit vehicles.

Ratification of letter to Erik Reitz, Program Manager, Low Carbon Transit Operations Program (LCTOP), Office of Transit Grants and Contracts, California Department of Transportation authorizing the Executive Director to certify that Sierra County Transportation Commission is a contributing sponsor to the Plumas County FY 2024/2025 LCTOP project: Plumas Transit System – System-wide Free Fares:

Miss Hall explained that the LCTOP funds allocated to Sierra County expire if not used. Unfortunately, LCTOP funding is not a feasible funding source that the Sierra County Transportation Commission can utilize. The funds can be passed on to other counties as the Lead Agency. Previously, SCTC authorized the LCTOP funds to Sacramento County and asked that future funds be passed on to Plumas County.

Commission Action: Commissioner Dryden moved to approve authorizing the Executive Director to certify that Sierra County Transportation Commission is a contributing sponsor to the Plumas County FY 24/25 LCTOP project; seconded by Commissioner Roen; motion carried by consensus.

Discussion/direction pertaining to the purchase of a transit vehicle for the Incorporated Senior Citizens of Sierra County:

Miss Hall explained that the Incorporated Senior Citizens of Sierra County (ISCSC) has requested a particular type of transit vehicle that is better equipped and practical for passengers. A discussion ensued.

Directions to Staff to purchase the type of vehicle ISCSC requested.

9. Overall Work Program

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

An Overall Work Program spreadsheet was distributed, showing the total State Rural Planning Assistance (RPA) expenditures for FY 24/25, outlining all Work Elements. Miss Hall reported that she has submitted the fourth quarter report to Caltrans and will be submitting the closeout for FY 24/25, noting there is an anticipated RPA carryover of \$16,244.52. Miss Hall also distributed an Overall Work Program Spreadsheet for FY 25/26, highlighting the increase in RPA funding from last year, outlining all Work Elements. A short discussion ensued.

10. Audits

Triennial Performance Audit of Sierra County Transportation Commission for the three years ended June 30, 2024, prepared by Smith & Newell, CPA's:

Smith & Newell CPAs was retained by the Sierra County Transportation Commission to conduct its Transportation Development Act (TDA) performance audit for FY 21/22 through FY 23/24. As a Regional Transportation Planning Agency (RTPA), SCTC is required by Public Utilities Code (PUC) Sections 99246 and 99248 to prepare and submit an audit of its performance on a triennial basis to the California State Department of Transportation (Caltrans) to continue receiving TDA funding. TDA funds are used for SCTC administration and planning of public transportation and distribution for public transit services and non-motorized projects.

This performance audit is intended to describe how well SCTC is meeting its administrative and planning obligations under TDA, as well as its organizational management and efficiency. To gather information for the TDA performance audit, Smith & Newell CPAs conducted interviews with agency staff, reviewed various documents and evaluated SCTC's responsibilities, functions and performance of the TDA guidelines and regulations.

Summaries of findings from the analysis:

1. SCTC conducts its management of the TDA program in a competent, professional manner.
2. SCTC did not ensure that all claimants to whom it allocated TDA funds submitted an annual certified fiscal and compliance audit within 180 days after the end of the year or had received a 90-day extension allowed by a law.
3. SCTC has transmitted all audit reports to the State Controller within 12 months of the end of the fiscal year.

The conclusions obtained from this Triennial Performance Audit, covering the years 2022 through 2024, are as follows:

Of the fourteen compliance requirements, four did not apply to SCTC. SCTC fully complied with nine of the requirements, with one recommendation. It is recommended that the SCTC ensure that all claimants allocated TDA funds submit to the SCTC and the State Controller an annual certified fiscal and compliance audit within 180 days after year end at the fiscal year or has received a 90-day extension allowed by law in accordance with PUC §99245.

Commission Action: Commissioner Roen moved to accept the Triennial Performance Audit of Sierra County Transportation Commission for the three years ended June 30, 2024, prepared

by Smith & Newell, CPAs, as presented; seconded by Commissioner Dryden; motion carried by consensus.

Financial Statements & Audit Report for FY 23/24 for the Incorporated Senior Citizens of Sierra County prepared by Boden Klein & Sneesby, Certified Public Accountants in accordance with generally accepted accounting principles:

Staff will address the audit finding.

11. CALTRANS Report

Mr. Stroud reported that the final order for speed zones and proposed speed management improvements in Sierra City is expected to be implemented within the next three years, as it is classified as a minor traffic safety issue. When a date is set, Mr. Stroud will inform the SCTC. Mr. Davey reported that there has been direction from Caltrans to install reverse rumble strips on each side of town, a crosswalk located at the Post Office and additional signage along SR 49, in addition to the proposed speed zone measures.

Mr. Stroud reported that additional research is being conducted in Loyalton to determine what safety and counter-speed measures can be implemented before the next speed survey is performed.

A short discussion ensued.

12. Project Updates

Discussion and direction/action pertaining to Smithneck Road Rehabilitation project:

Mr. Davey reported that the NEPA process by Caltrans has identified a sensitive area for archeological reasons. There has been previous work done and designated where the settlements are. NEPA would like additional work to be done to further define the sensitive area. Additional NEPA work will cost an additional \$185,000.00 to the project and take 7 additional months. During the process, two rounds of archaeological assessment work were completed and a mitigation plan was established.

This project was engineered for full-depth reclamation with a Type II bike lane markings and signage. Consideration of eliminating the bike lane could possibly allow the project to move forward without the additional NEPA work. A lengthy discussion ensued.

Directions to Staff to program additional funds to the Smithneck Road Rehabilitation project, which will require approval from the Sierra County Board of Supervisors for the required matched funds that the County contributes to the project. Mr. Davey will address the Sierra County Board of Supervisors on the matter at the next Board of Supervisors scheduled meeting.

13. Other Transportation Issues

Update regarding the informational speed zone justification report from the Department of Transportation, District 3, pertaining to Loyalton speed zones:

The original informational speed zone justification report is rescinded. A field visit from Caltrans took place in the City of Loyalton to discuss possible speed zone measures similar to the ones being implemented in Sierra City. A new speed zone justification report will be conducted once the safety measures are implemented.

Mr. Davey explained the importance of working with legislation to allow a prima facie speed limit by local ordinance. A discussion ensued.

Update regarding the final order for speed zones and proposed speed management improvements for Sierraville:

Mr. Davey explained the final order and proposed speed management improvements that will be implemented in Sierraville. A lengthy discussion ensued.

The results of the studies indicate:

- a speed zone of 35 mph from PM 47.45 to PM 47.64
- a non-enforceable transition zone from PM 47.64 to PM 47.86

Where radar is used for enforcement, this E&TS, when accompanied by the authorizing Order, satisfies the requirement for a seven-year review and will remain in effect until June 2032.

14. Schedule Next Meeting

The next meeting is scheduled September 24, 2025, at the Sierraville School.

15. Adjourn

Chair McIlravy adjourned the meeting at 11:56 a.m.


Susan McIlravy, Chair
Sierra County Transportation Commission

ATTEST:


Suzanne Smith, Executive Secretary