

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

**COMMISSIONERS**

*PAUL ROEN –CHAIRMAN*  
*PETER W. HUEBNER*  
*SCOTT SCHLEFSTEIN*  
*JOY MARKUM*

*NANCY ROGERS-VICE CHAIR*  
*MARIANNE MOORE*  
*MARK MARIN*  
*JAMES BEARD, ALTERNATE*

**WEDNESDAY**  
**JULY 18, 2018**  
**10:00 A.M.**

**SIERRAVILLE SCHOOL**  
**305 SOUTH LINCOLN**  
**SIERRAVILLE, CALIFORNIA**

**MINUTES**

**1. CALL TO ORDER AND ROLL CALL:**

The meeting was called to order at 10:05 a.m. by Chairman Paul Roen.

**Roll Call**

Commissioners Present: Huebner; Moore; Marin; Rogers; Schlefstein; Roen

Commissioners Absent: Markum

A Quorum was established.

Staff Present: Miriam Dines, Executive Secretary; Bryan Davey, Transportation Planner; Tim Beals, Executive Director

Also Present: Lori Wright, Transportation Director, Incorporated Senior Citizens; Jon Lahann, Transportation Director, Golden Rays Senior Citizens

**2. PLEDGE OF ALLEGIANCE:** Led by Bryan Davey

**3. APPROVAL OF AGENDA:**

**Commission Action: Commissioner Marin moved to approve the agenda; seconded by Commissioner Huebner. Motion was carried unanimously by roll call.**

**4. APPROVAL OF MINUTES:**

**Commission Action: Commissioner Marin moved to approve the minutes of July 18, 2018; seconded by Commissioner Moore. Motion was carried unanimously by roll call.**

**5. ANNOUNCEMENTS:** Commissioner Marin discussed a City Council meeting the evening before with regard to a marijuana dispensary proposal. The issue was tabled until a future meeting.

Commissioner Roen announced that the Highway 89 Corridor Tree Removal Project is Bidding today. This will involve all numbered trees on State Route 89/49.

6. **PUBLIC COMMENT:** No public comment was offered.

7. **TRANSIT ISSUES**

Mr. Davey distributed a spreadsheet (attached hereto as Exhibit 1) and stated that it was identical to the spreadsheet distributed at the May meeting because the June payment hasn't arrived as of yet. He also reported that the new transit contracts are in place with the Golden Rays and the Incorporated Senior Citizens and the program is progressing well. Mr. Davey explained actions that are needed for the transit program resulting in the following motions:

**Commission Action: Commissioner Schlefstein moved to adopt resolution approving the Program of Projects (POP) for 18-19 FTA 5311 Grant Funding; seconded by Commissioner Marin. Motion was carried unanimously by roll call, Resolution 2018-09.**

**Commission Action: Commissioner Schlefstein moved to adopt a resolution 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 Fiscal Year 19 Transit Funding; seconded by Commissioner Marin. Motion was carried unanimously by roll call. Resolution 2018-10.**

8. **OVERALL WORK PROGRAM**

Mr. Davey reported that invoice for the third quarter had just been received from the accounting office in the amount of \$41,000 and has been submitted to Caltrans. He reported that program is progressing as planned.

9. **PLANNING, PROGRAMMING AND MONITORING**

Mr. Davey presented the proposed agreement for Planning, Programming and Monitoring Work with MGE Engineering, Inc. explaining that most of the funding in the previous year was expended on preparation of Project Study Reports (PSRs), two of which are in draft form.

**Commission Action: Commissioner Huebner moved to approve an agreement for professional services with MGE Engineering, Inc. for transportation planning, programming, and monitoring services for fiscal year 2019; seconded by Commissioner Schlefstein. Motion was carried unanimously by roll call. Agreement 2018-04.**

10. **ADMINISTRATIVE CONSIDERATION**

The issue at hand was with regard to the stipend and/or mileage reimbursement for the Commissioners and questions that have arisen from the County Auditing Department regarding the payment. Commissioner Schlefstein and Commissioner Huebner recused themselves from the discussion and left the meeting room.

Commissioner Moore stated that it was a stipend to encourage participation by the Commissioners, not a mileage reimbursement. Mr. Beals reviewed the meeting history from August 31, 1999 where it was adopted and that it was stated to cover the expenses of attending meetings of the Sierra County Transportation Commission. Mr. Beals states that the question is whether the Commission

wants the stipend to include mileage or not, and reviews the concerns including that from the IRS perspective a lump sum payment is either more than is needed for mileage reimbursement or less. In May of 2000 the question arose, and it was memorialized in a memo to Van Maddox, County Auditor. The question was never resolved.

Suggestions were made for clarifying the issue including making the stipend for costs associated for preparing for the meeting and attending, and having mileage reimbursement be separated. Commissioner Roen suggested that the SCTC offer the Stipend to all, and mileage only to the one member appointed by SCTC who is not a member of the Board of Supervisors or the City Council. All other members could seek mileage reimbursement from their respective offices (the City or the Board).

Mr. Beals suggested that this be agendized for the next meeting to formally rescind the current policy and replace it with a new, clear policy along the lines of Commissioner Roen's suggestion.

## 11. TRANSPORTATION ISSUES AND PROJECT STATUS REPORTS

Commissioner Schlefstein and Commissioner Huebner return the meeting at 10:34 a.m.

**Bridge Projects Update:** Mr. Davey reported that the bridge projects are moving forward and there has been significant progress with the Salmon Lake Right of Way issue. We could possibly be out to bid for two bridges (Salmon and Packer) next season.

**Speed Feedback Signs Update:** Mr. Davey reports that the signs for Sierra City are ordered and the permit applications are in progress and the project should be cleared to go in a few weeks. The Loyalton signs are in and the west side Sierra County road crew will install them. We are waiting on the sign posts (they have been on order for 6 weeks).

**Project Study Reports** were discussed. Commissioner Moore stated that the bike trail is still alive to her way of thinking and that Campbell Hot Springs Road conditions are horrible. Discussion ensued on the funding and potential timetable to be able to utilize STIP funds, as well as the next round of FLAP funding which is coming up. Mr. Beals discusses the need to find grant funds for funding leverage and he has been in contact with Kristin York of the Sierra Business Council and Melissa Matson of the Economic Development Administration with the hope of finding such funds.

**Update on County Projects:** Mr. Davey reports that Caltrans is doing a lot of work, going beyond the request of the Commission, and is preparing engineering for road improvements based on data that was submitted by the SCTC. Commissioner Schlefstein thanked Mr. Davey for his efforts.

Mr. Davey reported on the storm damage projects, that funding has not been released for the on-system roads which include Smithneck, Ridge, Mountain House and Gold Lake. The threat of utilizing STIP dollars for these repairs seems to have stirred some interest in helping to move toward release of Emergency Relief Funding for these roads. Thus far the County has fronted \$225,000 on repairs for which they are counting on reimbursement.

Mr. Davey also reports that Plumas County is providing striping services to Sierra County for Gold Lake Road, A-23, A-24 and Heriot Lane. They will accomplish as much as they can within their time constraints.

**Update on City Projects:** Nancy Rogers reported that Dan Bastian has been selected for engineering services for the City's FEMA projects.

Mr. Beals raised speed issues on Beckwith Road near the school zone. Mr. Beals will work with the Mayor and City Council to determine if there is an official “school zone” and look into options for enforcement. Speed feedback signs may be considered. Commissioner Roen suggests engaging the CHP from Portola into the issue, having the City Council to host a meeting on the issue, and possibly to consider speed bumps.

**Other Transportation Issues:** Mr. Beals would like, at a future meeting, to arrange for the transit providers to give an overview of how the transit programs are managed with regarding to scheduling of rides, understanding goals, funding and match that to what services are being provided.

The Railroad Avenue drainage issue was raised for a brief discussion. It was not identified as a FEMA project and funding improvements is challenging due to the City financial situation. A brief discussion ensued regarding potential solutions that will be under the purview of the City.

**12. CALTRANS REPORT**

No Caltrans Report.

**13. SCHEDULE NEXT MEETING**

The meeting is scheduled for Wednesday, October 17, 2018, 10:00 a.m. in Sierraville.

**14. ADJOURNMENT**

Chairman Roen adjourned the meeting at 11:07 a.m.



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**Paul Roen, Chairman  
Sierra County Transportation Commission**

**ATTEST:**



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**Miriam B. Dines, Executive Secretary**

**DISTRIBUTED Payments to County Transportation Funds from the 1/4% Local Sales and Use Tax**

Fiscal Year	Prior Yr period	Year-to Date													
		July	August	September	October	November	December	January	February	March	April	May	June		
SIERRA	62,980.09	6,290.00	\$ 5,700.00	\$ 5,452.34	\$ 5,000.00	\$ 5,457.35	\$ 5,000.00	\$ 6,700.00	\$ 2,705.97	\$ 3,100.00	\$ 4,200.00	\$ 6,239.43	\$ 19,600.00	\$ 60,455.09	\$ 32,508.69
SIERRA	50,455.09	48,779.68	47,792.62	46,826.82	45,861.02	44,895.22	43,929.42	42,963.62	41,997.82	41,032.02	40,066.22	39,100.42	38,134.62	37,168.82	29,508.01
SIERRA	48,779.68	47,792.62	46,826.82	45,861.02	44,895.22	43,929.42	42,963.62	41,997.82	41,032.02	40,066.22	39,100.42	38,134.62	37,168.82	36,203.02	25,742.65
SIERRA	46,826.82	45,861.02	44,895.22	43,929.42	42,963.62	41,997.82	41,032.02	40,066.22	39,100.42	38,134.62	37,168.82	36,203.02	35,237.22	34,271.42	25,299.97
SIERRA	45,861.02	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	38,041.59	20,251.04
SIERRA	38,041.59	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	65,923.42	42,285.39
SIERRA	65,923.42	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	39,921.16	23,568.11
SIERRA	39,921.16	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	45,092.90	32,216.31
SIERRA	45,092.90	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	53,276.12	21,740.26
SIERRA	53,276.12	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,104.49	53,276.12
															100%

**DISTRIBUTED Payments to County Transportation Funds from STA**

Fiscal Year	Prior Yr period	Year-to Date			
		1st QTR	2nd QTR	3rd QTR	4th QTR
STA 13FY	\$ 3,952.00	\$ 4,482.00	\$ 4,385.00	\$ 4,756.00	\$ 17,577.00
STA 14FY	\$ 3,848.00	\$ 4,188.00	\$ 4,613.00	\$ 4,613.00	\$ 17,016.00
STA 15FY	\$ 3,406.00	\$ 3,962.00	\$ 4,142.00	\$ 3,955.00	\$ 15,465.00
STA 16FY	\$ 2,916.00	\$ 3,104.00	\$ 3,049.00	\$ 2,955.00	\$ 11,904.00
STA 17FY	\$ 2,277.00	\$ 2,633.00	\$ 3,009.00	\$ 3,059.00	\$ 10,978.00
STA 18FY	\$ 3,017.00				\$ 3,017.00
STA 19FY					\$ -

Actual Estimate  
**Starting Balance 7/1/2018 from 01/12/2018 fund review BRD /LRW**  
 STA \$ 55,958.00 2nd 3rd 4th qt interest STA \$ 400.00  
 LTF \$ 34,456.00 2nd 3rd 4th qt interest LTF \$ (450.00)  
 Est add LTF Revenue 1FY \$ 23,098.30

Transit Costs 2018 FY	Operations	LTF	STA
\$ 108,000.00	\$ 48,000.00	\$ 60,000.00	\$ -

Transit Cost 2018 FY	Incorporated Seniors	Golden Rays	Total
\$ 54,000.00	\$ 54,000.00	\$ 108,000.00	\$ 108,000.00

Payments	Golden Rays	Golden Rays	Golden Rays
7/3/2017	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
7/3/2017	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
9/29/2017	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
9/29/2017	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
12/29/2017	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
12/29/2017	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00

**FUND ESTIMATE FOR 2019 FY**

State Transit Assistance	\$ 85,364.00	Capital Only
Local Transportation Fund	\$ 107,104.30	
Federal Transit Operation Assistance	\$ 48,000.00	
Total Operation Funds	\$ 155,104.30	
Requested funding	\$ 123,400.00	
Estimated Carryover	\$ 31,704.30	