



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

## Regular Meeting of the Siskiyou Transportation Agency

**Date:** Tuesday, February 11, 2025

**Time:** Immediately following the SCLTC meeting at or about 10:45 A.M. PST

In-Person Location: Siskiyou County Transit Center – Conference Room  
190 Greenhorn Road  
Yreka, CA 96097

Information to participate by Zoom:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 894 0496 4229

All agendas are available at: <https://siskiyoucoltc.org/docs-category/meeting-agenda/>

## Siskiyou Transportation Agency Members

### Representatives of the Siskiyou County Board of Supervisors

Michael Kobseff, Vice Chair 2024	County Supervisor – District 3
Nancy Ogren	County Supervisor – District 4
Ed Valenzuela	County Supervisor – District 2
Jess Harris (Alternate)	County Supervisor – District 1

### Representatives of the League of Local Agencies

Matthew Bryan	Councilmember, City of Dunsmuir
Cliff Munson	Councilmember, City of Etna
Pat Vela	Councilmember, City of Montague
Mercedes Garcia (Alternate)	Councilmember, Town of Fort Jones

The agenda items are as follows:

- 1) Roll Call
- 2) Presentations from the Public

## 2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia

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 Board, please state your name for the record prior to providing your comments. Please address the Board, as a whole, through the Chair. Comments should be limited to matters within the jurisdiction of the Board.

**3) Consent Agenda**

*The following consent agenda items are expected to be routine and non-controversial. They may be acted upon by the Board at one time without discussion. Any Director, 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.*

Regular Informational Items

- A. Executive Director Report – Summary of work accomplished since last Board meeting.
- B. STAGE Staff Report - Monthly report from staff on activities, reporting, and other projects.

Consent Agenda Action Items

- C. Approval of the Minutes of the Regular Meeting held on January 14, 2025.
- D. 2025 Board Meeting Schedule – Adopt resolution establishing the 2025 meeting schedule and authorize the Chair to sign.

**4) Discussion/Action – Adopt Resolution consolidating the agendas for the Siskiyou County Local Transportation Commission and the Siskiyou Transportation Agency effective February 12, 2025.**

**5) Other Business**

- A. Executive Director – Other Items
- B. Other Business – Items from the Board that do not require an agenda item or requests for future agenda items.
- C. Next Regular Meeting – Tuesday, April 8, 2025, at 10:30 A.M. PST.

**6) Adjournment**

**NOTE:**

Siskiyou Transportation Agency offers teleconference participation in the meeting via Zoom, or similar technology, as a courtesy to the public, who have the option and right to attend in person. If no member of the Board is attending the meeting via teleconference and a technical error or outage occurs, or if a participant disrupts the meeting in a manner that cannot be specifically addressed, the Board reserves the right to discontinue Zoom, or similar technology, access and to continue conducting business.

Topic: Siskiyou Transportation Agency

Time: Tuesday, February 11, 2025 – Following the SCLTC meeting at or about 10:45 A.M. Pacific Time (US and Canada)

**Zoom Attendees:**

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 894 0496 4229

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, on February 7, 2025, by 5:00 p.m.

A printed agenda packet will be available for public review by 5:00 p.m. on February 7, at the Siskiyou County Transit Center and online at:  
<https://siskiyoucoltc.org/docs-category/meeting-agenda/>

**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 Melissa Cummins at 530.842.8238, 48 hours in advance of the meeting to arrange for those accommodations. (Government Code 53953)



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

To: Siskiyou Transportation Agency

Agenda Item: 3A

Date: February 11, 2025

Subject: Executive Director's Report

## **Past Action**

None.

## **Background**

Enclosed is a list of activities and accomplishments by the Executive Director since the last meeting of the Board of Directors.

## **Discussion**

If necessary, review any items the Board wishes to seek clarification on.

## **Recommendation**

None. This is an information item only.

## **Attachments (1)**

- Detailed summary of activities since the last Board meeting.

## 2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia

**Executive Director Staff Report  
Siskiyou Transportation Agency  
Summary of Activities for Period  
01/03/2025–02/01/2025**

**Administrative Work - Siskiyou Transportation Agency**

Develop survey for Happy Camp service and distribute it on Facebook.

Letter to Mt Shasta Ski Park regarding recent RFP.

Meeting with Auditor's Office regarding transfer of fixed assets.

Draft driver classification changes and submit to Personnel.

Develop Siskiyou Transportation Agency bylaws.

Budget review with staff.

Consult with County Clerk's office and County Counsel on consolidation of meeting agendas.

Approve various STAGE invoices in financial system.

Scheduled meeting with representative from SUHSD.

Prepare STA JPA filing for Secretary of State and submit.

STAGE supervisors meeting (held every Wednesday morning).

Meet with General Services to discuss staffing and office expenditures.

STAGE Admin Meeting (Occurs every other week.)

Discuss Happy Camp route with staff.

Gather data North State Express data for HTA. (01/27/2025)

Meet with Marie Caldwell regarding transportation for students from McCloud, Mt Shasta, Happy Camp, and Weed.

STAGE Supervisors Meeting (01/29/2025)

Review Bus Driver job class changes.

Finalize agenda consolidation resolutions with comments from County Counsel.

**SB125 - Website**

Draft RFP for STAGE website.

Finalize draft RFP for STAGE website design/build project and submit to County Counsel. (01/31/2025)



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

To: Siskiyou Transportation Agency

Agenda Item: 3B

Date: February 11, 2025

Subject: Monthly STAGE Staff Report

## Past Action

This is a monthly report from STAGE staff on transit operations.

## Background

Staff from STAGE provide a monthly update on ongoing projects related to STAGE.

Report for February 11, 2025:

- The Happy Camp Driver completed his training and successfully acquired his license and required endorsements.
- STAGE's new driver that started in January is tentatively scheduled for training at Jiffy the first week of March.
- STAGE continues to work on the required audits.
- The two buses from AZ Bus arrived on January 24<sup>th</sup>. They are currently being outfitted with all necessary equipment and supplies.

## Discussion

If necessary, review any items the Board wishes to seek clarification on.

## Recommendation

None. This is an information item only.

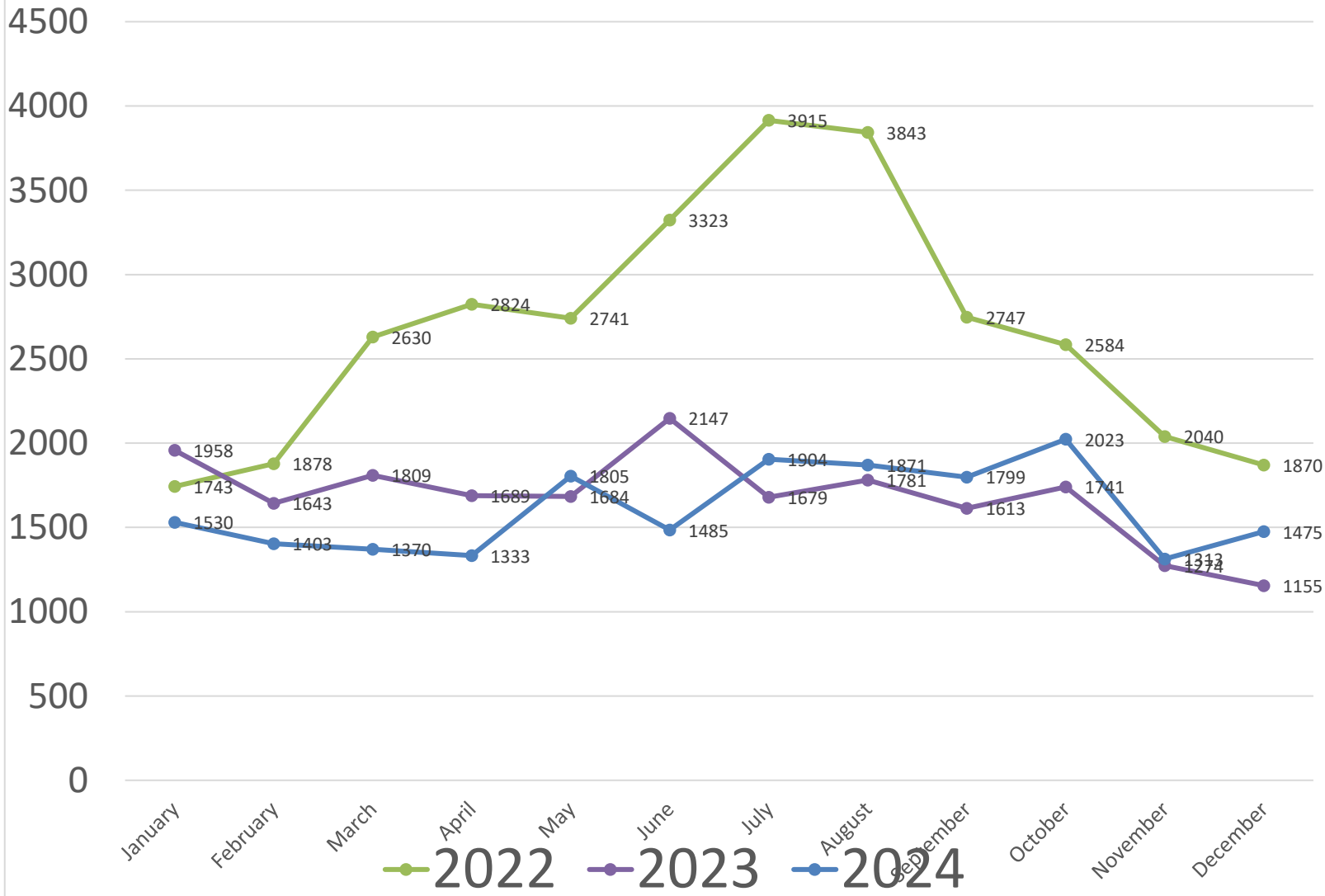
Attachments (1)

- Ridership report through December 2024.

## 2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia

# Historical Ridership Comparison 2022,2023,2024



May 2020 through  
September 2022  
7 Routes, Free Fares

October 2022 through  
February 2023  
6 Routes, \$1 Fares

Feb 2023 through today  
5 Routes, Full Fares

February 2023  
Implimented Changes to the  
Schedule, 5 routes, Full Fares

April 2, 2024 new schedule to  
meet rider needs, 5 routes,  
Full Fares

November 2024 multiple 15  
closures and two holidays



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

To: Siskiyou Transportation Agency

Agenda Item: 3C

Date: February 11, 2025

Subject: Approval of Minutes for Previous STA Meetings

## **Past Action**

Not applicable.

## **Background**

Staff are submitting the enclosed minutes for the following meetings for the Board's review and approval.

- Regular Meeting – January 14, 2025

## **Discussion**

If necessary, as requested by the Board.

## **Recommended Action**

Approval of minutes, with amendments, if necessary.

Attachments (1)

- Minutes of the Siskiyou Transportation Agency meeting on January 14, 2025.

## 2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia





# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

## Minutes of the Siskiyou County Local Transportation Commission

Date: January 14, 2025

The Siskiyou Transportation Agency meeting of January 14, 2025, was called to order by Director Kobseff at 10:46 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

### Directors in attendance included:

Michael N Kobseff	Pat Vela
Ed Valenzuela	Cliff Munson
Nancy Ogren	
Mercedes Garcia (Alternate – Attended Remotely)	

### Commissioners absent from the meeting:

Matthew Bryan (Alternate)

### Other Staff Present In-Person:

Melissa Cummins, Executive Director  
Andy Gilman, Transportation Services Coordinator

The agenda items included:

- 1) Roll Call – Director Kobseff called the meeting to order at 10:46 a.m.

Directors present in-person included Kobseff, Munson, Ogren, Valenzuela, and Vela.

- 2) Presentation from the Public - None

- 3) Consent Agenda Items

#### Regular Informational Items

- A. STAGE Staff Report - Monthly report from staff on activities, reporting, and other projects.
- B. Presentation of FY 2023/2024 Audit Communication Letter from Charles W Pillon, C.P.A. regarding audits for STAGE for the fiscal year ending June 30, 2024.

#### Consent Agenda Action Items

- C. Approval of the Minutes of the Regular Meeting held on December 17, 2024.

### 2024 Board of Directors

Nancy Ogren  
Sue Tavalero

Bruce Deutsch  
Paul McCoy

Michael Kobseff  
Brandon Criss

Ed Valenzuela  
Julia Mason

- D. State of Good Repair FY 2024/2025 Project Funding - Approve application to the State of Good Repair Program for FY 2024/2025, authorize the acceptance of funding from the State of California to purchase replacement radios for STAGE and authorize the Auditor-Controller to establish a new fund and establish budget for the program.
- E. Low Carbon Transit Operations Program Application - Approve application to the Low Carbon Transit Operations Program, authorize staff to accept funding in the amount of \$ 120,262 to offer reduced fares on STAGE, authorize the Auditor-Controller to establish a new fund, and authorize the Auditor-Controller to establish budget for the program.

A motion was made by Director Valenzuela and seconded by Director Ogren to approve the consent agenda as presented.

Ayes: Kobseff, Munson, Ogren, Valenzuela, and Vela  
 Noes: None  
 Absent: Bryan  
 Abstain: None

Motion passed unanimously.

**4) Presentation/Discussion – Review draft bylaws for the Siskiyou Transportation Agency.**

Director Vela asked for clarification on Section 4.3 regarding the reference to Article 7.2. Ms. Cummins explained that reference is to the section of the Siskiyou Transportation Agency Article 7.2. She also advised the Board that other revisions may be required because of the upcoming discussion regarding the Board’s proposed meeting schedule.

Director Kobseff asked about the language regarding special meetings in section 4.4. Ms. Cummins provided a summary of the current practice, which has been that the Executive Director notifies the Chair or Vice Chair of a time sensitive matter. The meeting is then scheduled after consultation with the Chair.

Director Kobseff recommends that 4.4(a) be modified to reach that special meetings of the STA may be called by the Chair.

Ms. Cummins also identified modifications in Section 4.1 (Regular Meetings) that need to be modified to reflect a meeting schedule of each even numbered months instead of monthly.

A motion was made by Director Valenzuela and seconded by Director Ogren to adopt the bylaws of the Siskiyou Transportation Agency with amendments as proposed.

Ayes: Kobseff, Munson, Ogren, Valenzuela, and Vela  
 Noes: None  
 Absent: Bryan  
 Abstain: None

Motion passed unanimously.

**5) Discussion/Action – Purchase of one (1) Service Truck and one (1) utility trailer for STAGE.**

Ms. Cummins provided an overview of the request including a review of the existing support vehicles owned by STAGE. As part of the JPA it was noted that STA and Siskiyou County General

Services would negotiate a transfer for the Ford F150 and the Blazer Cargo Utility Trailer. Any proceeds from the transfer or sale of these two units would be applied towards the purchase of replacement vehicles. STAGE has \$ 75,000 in Rolling Stock Replacement funds in the current year budget that staff is proposing to use for the purchase of these vehicles. Additional funding to purchase these vehicles will be pulled from STAGE's fund balance.

Director Kobseff asked about purchasing a used vehicle. Ms. Cummins explained that before staff can put anything out to bid they are required to have the available budget to cover the items. Additional discussion between staff and the Commission followed regarding the current process for breakdowns with buses.

Director Kobseff asked about the regular inspection schedules on the fleet. After further discussion Director Kobseff recommends staff pursue a used service truck. Director Vela asked about the current use of the trailer.

A motion was made by Director Vela and seconded by Director Ogren to authorize the purchase of one (1) used service truck for a not to exceed amount of \$ 80,000 and one (1) new cargo utility trailer for a not to exceed amount of \$ 8,800.

Ayes: Kobseff, Munson, Ogren, Valenzuela, and Vela  
Noes: None  
Absent: Bryan  
Abstain: None

Motion passed unanimously.

**6) Discussion/Action** – Discussion regarding appointment of the Executive Director as the Purchasing Agent for the Board of Directors of the Siskiyou Transportation Agency.

Ms. Cummins provided an overview of this request. As a result of the recent formation of the STA JPA there are no policies and procedures for contracting and procedures. Staff are recommending they follow the County's contracting and procurement process until a policy is drafted and approved by the Board.

Discussion among members of the Board followed regarding dollar limits for certain agencies.

A motion was made by Director Ogren and seconded by Director Munson to appoint the Transportation Commission Executive Director as the agency's Purchasing Agent, authorize staff to follow the County of Siskiyou Contracting and Procurement Procedures until a new policy is approved by the Board, and authorize the Transportation Commission Executive Director to approve purchases up to \$ 25,000 for the purchase of parts, materials, and supplies for the maintenance of vehicles and equipment.

Ayes: Kobseff, Munson, Ogren, Valenzuela, and Vela  
Noes: None  
Absent: Bryan  
Abstain: None

Motion passed unanimously.

**7) Discussion/Action** – Chair and Vice Chair for 2025 - Discussion and action regarding the Chair and Vice Chair for 2025.

During the Transportation Commission meeting Director Kobseff was elected as Chair for 2025 and Director Vela was elected as Vice Chair for 2025.

The Directors agreed with the recommendation to keep the positions of Chair and Vice Chair the same for the Transportation Agency and the Transportation Commission for efficiency.

A motion was made by Director Munson and seconded by Director Valenzuela to elect Director Kobseff as Chair and Director Vela as Vice Chair for 2025.

Ayes: Kobseff, Munson, Ogren, Valenzuela, and Vela  
Noes: None  
Absent: Bryan  
Abstain: None

Motion passed unanimously.

**8) Discussion/Action - 2025 Meeting Schedule – Discussion and action regarding the Board's 2025 meeting schedule including establishing dates and start time.**

A motion was made by Director Vela and seconded by Director Ogren to approve the proposed meeting schedule for 2025.

Ayes: Kobseff, Munson, Ogren, Valenzuela, and Vela  
Noes: None  
Absent: Bryan  
Abstain: None

Motion passed unanimously.

**9) Other Business**

**A. Executive Director – Other Updates**

The Executive Director added the following items to the staff report:

- STAGE received two buses on December 31, 2024, completed our inspection and then sent them back to be completed. They should be returning to us by the week of January 21<sup>st</sup>.
- Staff will be meeting in the coming weeks to discuss implementation of the \$ 1.00 fares program funded by the LCTOP.

**B. Other Business**

None.

**C. Next Regular Meeting – Tuesday, February 11, 2025, at 10:30 a.m. PST**

**10) Adjourn – Chair Kobseff adjourned the meeting at 11:13 a.m.**



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

To: Siskiyou Transportation Agency

Agenda Item: 3D

Date: February 11, 2025

Subject: 2025 Board Meeting Schedule

## Past Action

On January 14, 2025, staff presented the proposed meeting schedule for the calendar year 2025. The Board approved the recommendation to move to meeting every other month for the remainder of 2025.

## Background

The enclosed resolution includes the proposed meeting schedule for the calendar year 2025.

## Discussion

If necessary, as requested by the Board.

## Recommended Action

Adopt Resolution regarding the meeting schedule for calendar year 2025 and authorize the Chair to execute.

## Attachments (1)

- Resolution Adopting the Regular Meeting Schedule for the Calendar Year 2025

## 2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia

Siskiyou Transportation Agency

Resolution No. 25-

RESOLUTION REGARDING CONSOLIDATING PUBLIC AGENCY AGENDAS

WHEREAS, the Siskiyou Transportation Agency (STA) desires to streamline its meeting process by consolidating agendas from multiple boards or commissions into a single agenda for public review and consideration; and

WHEREAS, such consolidation will improve public transparency and efficiency by providing a comprehensive overview of all agenda items in one document; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency approves the following actions:

Section 1: Consolidation of Agendas:

Effective February 12, 2025, all agendas for the Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency shall be combined into a single consolidated agenda to be presented on the second Tuesday for the months of February, April, June, and October, and on the third Tuesday for the months of August and December. The meetings will begin at 10:30 a.m. PST.

Section 2: Responsibility for Consolidated Agenda:

The Executive Director of the Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency shall be responsible for compiling and distributing the consolidated agenda to all members of the Siskiyou Transportation Agency and the public no later than 72 hours prior to the meeting date.

Section 3: Agenda Content:

The consolidated agenda shall include all items from the individual agendas, clearly identifying the originating board or commission for each item, along with any necessary supporting documentation.

Section 4: Public Notice:

The consolidated agenda shall be posted on the Siskiyou County Local Transportation Commission's website and made available to the public in accordance with all applicable public notice requirements.

SIGNATURES FOLLOW ON NEXT PAGE

Siskiyou Transportation Agency

PASSED AND ADOPTED this 11<sup>th</sup> day of February 2025 by the Siskiyou Transportation Agency the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michael N Kobseff, Chairperson  
Siskiyou Transportation Agency

ATTEST:

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Melissa Cummins, Executive Director  
Siskiyou County Local Transportation Commission



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

To: Siskiyou Transportation Agency

Agenda Item: 4

Date: February 11, 2025

Subject: Consolidation of Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency agenda and posting.

## Past Action

None.

## Background

Prior to the last meeting of the Board the Executive Director began researching requirements to allow consolidation of the Siskiyou Transportation Agency and Siskiyou County Local Transportation Commission's agendas for efficiency purposes.

The Executive Director consulted with the Siskiyou County Clerk's Office and Siskiyou County Counsel's Office regarding necessary steps to consolidate the agendas of the two agencies.

Based on this research resolutions were drafted and submitted to the County Counsel for review.

Other requirements when operating under this model include:

- Each agency will still be required to take separate actions on agenda items.
- Although there is no specific Government Code that requires separate minutes it is recommended the agency maintain separate minutes to clearly record actions taken by each agency.

## Discussion

If necessary, as requested by the Commission.

## Recommended Action

Adopt Resolution regarding the consolidation of the agendas for the Siskiyou Transportation Agency with the agenda of the Siskiyou County Local Transportation Commission.

Attachments (1)

- Resolution Regarding Consolidating Public Agency Agendas

2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia



Siskiyou Transportation Agency

Resolution No. 25-

RESOLUTION REGARDING CONSOLIDATING PUBLIC AGENCY AGENDAS

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SIGNATURES FOLLOW ON NEXT PAGE

Siskiyou Transportation Agency

PASSED AND ADOPTED this 11<sup>th</sup> day of February 2025 by the Siskiyou Transportation Agency the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michael N Kobseff, Chairperson  
Siskiyou Transportation Agency

ATTEST:

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Melissa Cummins, Executive Director  
Siskiyou County Local Transportation Commission



# Siskiyou Transportation Agency

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Melissa Cummins, Executive Director  
190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

To: Siskiyou Transportation Agency

Agenda Item: 5 (A/B/C)

Date: February 11, 2025

Subject: Other Business

## Discussion

- A. Executive Director – Other updates for the Board.
  
- B. Other topics from the Board that do not require a formal agenda item.
  
- C. Next regular meeting – Tuesday, April 8, 2025

## Recommended Action

Adjourn Meeting

2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia