



Siskiyou Transportation Agency

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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

Ed Valenzuela

Nancy Ogren

Mercedes Garcia (Alternate – Attended Remotely)

Pat Vela

Cliff Munson

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 21st.
- 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.