



**Siskiyou County Local Transportation Commission**  
REGIONAL TRANSPORTATION PLANNING AGENCY

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Melissa Cummins, Executive Director  
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Minutes of the Siskiyou County Local Transportation Commission

Date: June 24, 2025

The Siskiyou County Local Transportation Commission meeting of June 24, 2025, was called to order by Chair Kobseff at 9:00 AM at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Michael N Kobseff	Cliff Munson
Nancy Ogren	Matthew Bryan
Pat Vela	Ed Valenzuela
Jess Harris (Alternate – Present but did not vote on any matters.)	

Commissioners absent from the meeting:

Mercedes Garcia

Other Staff Present In-Person:

Melissa Cummins, Executive Director  
Angie Stumbaugh, Transportation Services Manager  
Andy Gilman, Transportation Services Coordinator

The agenda items included:

- 1) Roll Call – Chair Kobseff called the meeting to order at 9:00 AM.  
Commissioners present in-person included Bryan, Harris, Kobseff, Munson, Ogren, Valenzuela and Vela.
- 2) Pledge of Allegiance
- 3) Presentation from the Public  
  
None
- 4) Consent Agenda Items

Regular Informational Items

- A. Fiscal Reporting - Reports of Expenditures and Revenues from March 29, 2025, to June 18, 2025, for:
  - i. Local Transportation Commission (Fund: 2505)
  - ii. Regional Transportation Planning (Fund: 2506)
  - iii. Local Transportation Funds (Fund: 2536)



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- iv. Regional Surface Transportation Block Grant Program (Fund: 2537)
- v. State Transit Assistance (Fund: 2538)
- vi. SB 125 TIRCP/General Fund (Fund: 2546)
- vii. SB 125 Greenhouse Gas Reduction Fund (Fund: 2547)
- viii. SB 125 Public Transit Account (Fund: 2548)

- B. Commission Staff Report - Report from Executive Director on activities, reporting, and other projects since the last meeting.

Consent Agenda Action Items

- C. Approval of the Minutes of the Regular Meeting of April 8, 2025.
- D. Ratify Contributing Sponsor Letter designating Siskiyou Transportation Agency as the Lead Agency for the Low Carbon Transit Operations Program 2024/2025 projects executed by the Executive Director.
- E. Federal Transportation Administration - Section 5311 Formula Grant FFY 2025 - Authorize Executive Director to execute the RTPA Certifications and Assurances for STA's application to the FTA Section 5311 Formula based grant program.
- F. Receive and accept the triennial performance audit for STAGE for the three-year period ending June 30, 2024.

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

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

Motion passed unanimously.

- 5) Discussion/Action – Unmet Transit Needs Findings for FY 2025/2026  
Discussion and action regarding recommendations from the Social Services Transportation Advisory Council regarding unmet transit needs for FY 2025/2026.

The Executive Director provided an overview of the requirements under the Transportation Development Act and how the Commission has met those requirements.



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A motion was made by Commissioner Munson and seconded by Commissioner Vela to adopt the resolution summarizing the unmet transit needs findings for FY 2025/2026.

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

Motion passed unanimously.

6. Discussion/Action – FY 2025/2026 Overall Work Program

Discussion and action regarding the draft Overall Work Program and associated documents to secure funding from the State of California for FY 2025/2026.

The Executive Director provided an overview of the various work components of the proposed program, funding amounts, and estimated carryover.

A motion was made by Commissioner Ogren and seconded by Commissioner Valenzuela to adopt the resolution approving the FY 2025/2026 Overall Work Program and authorizing the Executive Director to execute the FY 2025/2026 Overall Work Program Agreement, FY 2024 Certifications and Assurances for FTA Assistance Programs, FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification, FY 2025/2026 Debarment and Suspension Certification, including future amendments to these documents as necessary, and authorize the Executive Director to make administrative amendments to the OWP that do not exceed the total allocation of \$ 315,500.

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

Motion passed unanimously.

7. Discussion/Action – FY 2025/2026 Recommended Budgets

Discussion and direction regarding Recommended budgets for FY 2025/2026 for the following:

A. Local Transportation Administration (Fund: 2505)



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The Executive Director provided an overview of the Recommended Budget for the Local Transportation Administration. Ms. Cummins addressed the request for a support position, which was being brought back after direction from the Commission at the April 8<sup>th</sup> meeting. She met with the County Administrator to discuss the funding and the proposed level of the position. She also addressed the Board of Supervisors' recent meeting and the serious financial challenges the County is facing.

Commissioner Kobseff wants to get back to the one agency model. Ms. Cummins suggested a future agenda item to address why the Commission and the Transportation Agency need to be separate. Commissioner Valenzuela agrees with Commissioner Kobseff that two agencies were not the intent but also questions if we have given the new setup enough time.

Commissioner Bryan still needs more data on the proposed work for the position and whether it would increase capacity. Ms. Cummins shared that the existing staff have projects already funded that they cannot get too because of lack of capacity. She also shared that she is compiling a list of duties that she currently manages to be brought back to the Commission. Additional discussion followed regarding the additional funds in the Overall Work Program and that if those are not utilized those go back to the State.

Commissioner Kobseff asks if the funds can only be used for the position. Ms. Cummins clarified that the funds can be used to contract out, for an extra help position, or a permanent part-time position.

Commissioner Kobseff supports the budget without the position. Commissioner Valenzuela concurs with Commissioner Kobseff's position. Commissioner Bryan requested a better breakdown on how the position would be funded moving forward. Commissioner Ogren agrees with Commissioner Bryan's request. She asked for some data to base their decision on. She also has concerns regarding the two-agency setup.

Discussion followed regarding the deadline to spend the money. Commissioner Vela suggested bringing back the current Executive Director's job description and what has been added and what could be reassigned to the new position. Commissioner Munson also addressed that the funds are restricted for a specific purpose.

A motion was made by Commissioner Valenzuela and seconded by Commissioner Bryan to adopt the resolution approving the Local Transportation Administration (Fund: 2505) Recommended Budget for FY 2025/2026 without the additional



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position and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**B. Regional Planning Assistance (OWP) (Fund: 2506)**

The Executive Director provided an overview of the Recommended Budget for the Regional Planning Assistance – Overall Work Program (Fund: 2506). This proposed budget includes all components of the Overall Work Program including the RPA funds included in agenda item 6, including the Planning, Programming, and Monitoring funds for the pavement management system and the update to the Regional Transportation Plan, as well as the grant for the Evacuation and Preparedness Plan.

Commissioner Kobseff asked for clarification on the proposed shortfall in FY 2025/2026. Ms. Cummins explained that the funds for the update to the Regional Transportation Plan from STIP were received as an advance in FY 2024/2025, but the contract will not be awarded until FY 2025/2026.

A motion was made by Commissioner Vela and seconded by Commissioner Munson to adopt the resolution approving the Regional Planning Assistance (Fund: 2506) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**C. Local Transportation Fund (Fund: 2536)**

The Executive Director provided an overview of the Recommended Budget for the Local Transportation Fund (Fund: 2536). This proposed budget includes the



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revenues from the gas tax received from the State, plus the allocations to the various claimants (STAGE, cities, and County).

Commissioner Kobseff suggested that the chart showing the breakdown to the local agencies be included for reference in the future and requested this information be shared with the Commissioners following the meeting. He also asked about the allocation methodology for these funds and referenced a previous discussion about the funds being allocated by population instead of where they were generated. Ms. Cummins advised that the Transportation Development Act requires the funds to be allocated by population.

A motion was made by Commissioner Valenzuela and seconded by Commissioner Ogren to adopt the resolution approving the Local Transportation Fund (Fund: 2536) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**D. Regional Surface Transportation Block Grant Program budget (Fund: 2537)**

The Executive Director provided an overview of the Recommended Budget for the Regional Surface Transportation Block Grant Program (Fund: 2537). This proposed budget includes the exchange funds from the State and allocations to projects approved by the Commission including those listed in the agenda packet.

A motion was made by Commissioner Vela and seconded by Commissioner Ogren to adopt the resolution approving the Regional Surface Transportation Block Grant Program (Fund: 2537) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**E. State Transit Assistance budget (Fund: 2538)**



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The Executive Director provided an overview of the Recommended Budget for the State Transit Assistance (Fund: 2538). This proposed budget includes the funds from the State that can only be allocated to eligible transit operators within the region. The only eligible operator in the region is the Siskiyou Transportation Agency operating as STAGE.

A motion was made by Commissioner Valenzuela and seconded by Commissioner Munson to adopt the resolution approving the State Transit Assistance (Fund: 2538) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**F. SB 125 TIRCP/General Fund (Fund: 2546)**

The Executive Director provided an overview of the Recommended Budget for the SB 125 TIRCP/General Fund (Fund: 2546). This proposed budget includes the contactless fare system upgrade for STAGE, the new STAGE website, and the STAGE Operational Improvements project. The funds were received in October 2024 but will be spent during FY 2025/2026. The funds continue to earn interest which will be used on the projects.

A motion was made by Commissioner Ogren and seconded by Commissioner Vela to adopt the resolution approving the SB 125 TIRCP/General Fund (Fund: 2546) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**G. SB 125 Greenhouse Gas Reduction Fund (Fund: 2547)**



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The Executive Director provided an overview of the Recommended Budget for the SB 125 Greenhouse Gas Reduction Fund (Fund: 2547). This proposed budget includes the zero-emissions strategy plan for STAGE.

Commissioner Kobseff asked for clarification on what this project includes. Ms. Cummins explains that the project will hire a consultant to identify what it will take for STAGE to transition to zero emissions, including existing infrastructure, infrastructure needs, maintenance facility needs, and fleet needs.

Additional discussion followed among the Commission and staff regarding concerns related to the transition to zero emissions for STAGE and our region.

A motion was made by Commissioner Vela and seconded by Commissioner Ogren to adopt the resolution approving the SB 125 Greenhouse Gas Reduction Fund (Fund: 2547) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

**H. SB 125 Public Transit Account (Fund: 2548)**

The Executive Director provided an overview of the Recommended Budget for the SB 125 Public Transit Account (Fund: 2548). This proposed budget includes a portion of funds for the zero-emissions transition plan plus the allowed administration fund of the SB 125 program.

A motion was made by Commissioner Ogren and seconded by Commissioner Munson to adopt the resolution approving the SB 125 Public Transit Account (Fund: 2548) Recommended Budget for FY 2025/2026 and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.



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8. Discussion/Direction 2026 Regional Transportation Improvement Program  
Discussion and direction regarding development of the program of projects for the 2026 Regional Transportation Improvement Program.

Ms. Cummins provided an overview of how the program of projects has been developed during past cycles. This item was seeking direction from the Commission on whether they'd like staff to follow the same process for development of the programming for the 2026 RTIP or utilize a different method.

Commissioner Bryan asked about how the shares are calculated. Ms. Cummins will confirm the formula used to calculate the shares and email that to the Commissioners.

The Commission provided direction to continue the same method for development of the 2026 Regional Transportation Improvement Program that has been utilized in past cycles.

9. Discussion/Direction/Action - Technical Advisory Committee (TAC)  
Discussion, direction, and possible action regarding the formation of the SCLTC's Technical Advisory Committee, appointments, and bylaws.

Ms. Cummins provided an overview of research on the establishment and found that the Commission has never taken action to appoint members to the Technical Advisory Committee. Each local agency can send whomever they want as their representative, but the Commission has nothing indicating who the local agency wants as their represent.

Commissioner Bryan asks about additional requirements related to Brown Act and challenges with getting participation. The TAC would have to have a Chair and Vice Chair. Commissioner Kobseff asks about Form 700 requirements as well.

A consensus of the Commissioners was that each local agency should designate their representative and alternate representative for future TAC meetings.

Commissioner Bryan asks how the community services districts are included in this process. Discussion followed between staff, other Commissioners, and members of the public.

This was a direction only item.

10. Discussion/Action Regarding December 2025 Meeting Date



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Discussion and possible action regarding an alternate meeting date in December 2025 due to the deadline for the 2026 Regional Transportation Improvement Program.

Ms. Cummins explained that the 2026 Regional Transportation Improvement Program is due to the State by December 15, 2025, but the Commission's meeting is scheduled for December 16, 2025.

After discussion amongst Commissioners the first choice was November 18<sup>th</sup> at 9:30 AM and the second choice is December 9<sup>th</sup> at 1:30 PM.

#### 11. Other Business Items

##### A. Executive Director – Other Updates

Evacuation and Preparedness Plan Steering Committee held a kickoff meeting the last week of May with great representation from many of our local partners including CalFire, Caltrans, Siskiyou County OES, Siskiyou County Planning Department, and Karuk Tribe among others.

Upon further research it has been determined that the Commission and STA must have a conflict-of-interest code and complete the filing of Form 700's. This item will be brought back to the Commission at a future meeting.

The next round of RSTP funds has been received and a call for projects will be going out in the coming weeks.

##### B. Other Business Items from Commissioners

Commissioner Kobseff requested an agenda item at the August meeting to discuss the dual agencies (LTC versus STA).

Chair Kobseff recessed as the Siskiyou County Local Transportation Commission at 10:10 AM.