

COMMISSIONERS

COUNTY OF COLUSA:

JANICE A. BELL,
VICE-CHAIR
KENT S. BOES
DAURICE K. SMITH,

City Colusa:

GREG PONCIANO
RYAN CODORNIZ

City of Williams:

DON PARSONS



COUNTY OF COLUSA
TRANSPORTATION COMMISSION &
TRANSIT AGENCY
1215 MARKET STREET,
COLUSA, CA 95932
TELEPHONE 530-458-0508
FAX (530) 458-2035
Colt Esenwein,
Public Works Director
colusacountyca.igam2.com
www.countyofcolusaca.gov

COLUSA COUNTY TRANSPORTATION COMMISSION & TRANSIT AGENCY **Agenda**

December 16, 2025

Colusa County Board of Supervisors Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

3:00 p.m. Call to Order/Roll Call

I. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)

II. Minutes Approval

1. Minutes Approval
Transportation Commission & Transit Agency – Regular Meeting – November 18, 2025.

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director
2. Transit Manager
3. Caltrans
4. City of Colusa
5. City of Williams
6. California Highway Patrol

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve FY 2024/2025 Local Transportation Funds (LTF) carryover distribution in accordance with Resolution Numbers 2425-001 (LTF Apportionment) and 2425-003 (LTF Distribution).
2. Authorize a 90-day extension pursuant to Public Utilities Code Section 99245 for the completion of the Colusa County Transportation Commission annual Transportation Development Act (TDA) fiscal and compliance audit ending June 30, 2025.

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Transportation Commission and Transit Agency and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**. **Note:** No Board action shall be taken on comments received.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Transportation Commission and Transit Agency are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Committee member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the Commission's decision on the agenda item since January 1, 2023. Members of the Transportation Commission and Transit Agency who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Committee member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Committee member and may be made either in writing to the Secretary of the Transportation Commission and Transit Agency prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.
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**Transportation Commission & Transit Agency
Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932**

Minutes
November 18, 2025

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 18th day of November 2025 at the hour of 3:00 p.m. Present: Commissioners Daurice K. Smith, Kent S. Boes, Greg Ponciano, Ryan Codorniz, Don Parsons and Janice A. Bell.

I. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)

None.

II. MINUTES APPROVAL

1. Minutes Approval

Transportation Commission & Transit Agency – Regular Meeting – September 23, 2025.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Smith
AYES:	Smith, Boes, Bell, Ponciano, Codorniz, Parsons

2. Minutes Approval

Transportation Commission & Transit Agency – Special Meeting – October 27, 2025.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Parsons
SECONDER:	Smith
AYES:	Smith, Boes, Bell, Ponciano, Codorniz, Parsons

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director

Mr. Esenwein states the road survey using the new AI tool is now forty percent done.

Minutes Acceptance: Minutes of Nov 18, 2025 3:00 PM (Minutes Approval)

2. Transit Manager
None.
3. Caltrans
None.
4. City of Colusa
None.
5. City of Williams
None.
6. California Highway Patrol
None.

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

3:05 p.m. PUBLIC HEARING

Vice-Chair Bell makes time for a Public Hearing and Adoption of the Final 2025 Colusa County Regional Transportation Plan.

Comments received by Mr. Esenwein.

3:05 p.m. Vice-Chair Bell opens the Public Hearing and calls for public comment. Hearing none, Vice-Chair Bell closes the Public Hearing.

1. Adopt the Final 2025 Colusa County Regional Transportation Plan.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Parsons
AYES:	Smith, Boes, Bell, Ponciano, Codorniz, Parsons

2. Adopt **Resolution No. 2526-004** for the Colusa County 2026 Regional Transportation Improvement Program for Transportation Improvement Projects.

Comments received by Mr. Esenwein.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Smith
SECONDER:	Codorniz
AYES:	Smith, Boes, Bell, Ponciano, Codorniz, Parsons

3. Adopt **Resolution No. 2526-005** authorizing the Executive Director to approve a one-time contribution of \$134 from the CCTC's 2026 Regional Improvement Program (RIP) fund balance to the California State Association of Counties Local Streets & Roads effort to support the statewide pavement condition assessment

Comments received by Mr. Esenwein and Ms. Sutton.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ponciano
SECONDER:	Codorniz
AYES:	Smith, Boes, Bell, Ponciano, Codorniz, Parsons

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

3:11 p.m. Vice-Chair Bell states they are now sitting as the Colusa County Transit Agency with all Directors present.

Comments received by Mr. Esenwein.

1. Approve FY 2025-26 Revenue & Appropriations Inter-Budget Adjustment No. 007.
(Requires 5/6th vote)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Smith
SECONDER:	Boes
AYES:	Smith, Boes, Bell, Ponciano, Codorniz, Parsons

Vice-Chair Bell adjourned the meeting at 3:12 p.m. to reconvene in Regular Session on December 16, 2025 at the hour of 3:00 p.m.

Janice A. Bell, Chair

Attest: Colt Esenwein,
Secretary to the Transportation
Commission & Transit Agency

BY _____
Patricia Rodriguez, Deputy Clerk

Minutes Acceptance: Minutes of Nov 18, 2025 3:00 PM (Minutes Approval)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: December 16, 2025

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Approve FY 2024/2025 Local Transportation Funds (LTF) carryover distribution in accordance with Resolution Numbers 2425-001 (LTF Apportionment) and 2425-003 (LTF Distribution)

Approve FY 2024/2025 Local Transportation Funds (LTF) carryover distribution in accordance with Resolution Numbers 2425-001 (LTF Apportionment) and 2425-003 (LTF Distribution)

Detailed Description/Background of request

In August 2024, the Transportation Commission approved resolutions to allocate and distribute Local Transportation Funds for Fiscal Year 2024/2025. Staff is now requesting approval of the FY 2024/2025 Local Transportation Funds (LTF) carryover distribution in accordance with Resolution Numbers 2425-001 (LTF Apportionment) and 2425-003 (LTF Distribution) as follows:

Entity	Percent	Amount
City of Colusa	30%	\$335,042
City of Williams	25%	\$279,202
County of Colusa	45%	\$502,563
Total	100%	\$1,116,808

The Local Transportation Funds (LTF) Apportionment Resolution 2425-001 and LTF Distribution Resolution 2425-003 stipulate carryover funds will be distributed to the local entities by the Commission. The 2024/2025 carryover amount of Local Transportation Funds available is \$1,116,808 and is apportioned by population percentages as stipulated in Resolution 2425-001.

Prior Board Action

Adoption of LTF Apportionment Resolution 2425-001 and LTF Distribution Resolution 2425-003.

Fiscal Impact/Funding Source

Distribution of \$1,116,808 of 2024/2025 LTF Carryover Funds

Action for the Clerk

Please provide a certified minute order to DPW email
dpwaccounting@countyofcolusaca.gov

ATTACHMENTS:

- 2425-001 Apportioning Local Transportation Funds for FY24-25 (PDF)
- 2425-003 Distribution of Local Transportation Funds for FY 24-25 (PDF)

RESOLUTION NO. 2425-001

**RESOLUTION OF THE COLUSA COUNTY TRANSPORTATION COMMISSION
APPORTIONING LOCAL TRANSPORTATION FUNDS
FOR THE 2024-2025 FISCAL YEAR**

WHEREAS, Section 99230 of the Public Utilities Code requires annual determination of the amounts to be allocated to each claimant;

WHEREAS, the Colusa County Transportation Commission has established rules and regulations, consistent with existing law, whereby any funds in the Transportation accounts, which remain after necessary expenditures and administration, planning and unmet transit needs have been allocated, will be apportioned to the unincorporated areas of the County, and the incorporated Cities of Colusa and Williams in accordance with their populations.

WHEREAS, the population estimates of California cities and counties determined by the California Department of Finance Table E-1, "City/County Population Estimates with Annual Percentage Change Jan 1. 2023 and 2024" are utilized in this determination and summarized below:

City of Williams	5,528
City of Colusa	6,447
County of Colusa (Uninc.)	9,788

WHEREAS, based on these populations, the percentage of the unallocated funds shall be apportioned as follows:

City of Williams	25%
City of Colusa	30%
County of Colusa (Uninc.)	45%

NOW, THEREFORE, BE IT RESOLVED that these percentages for population apportionment be adopted for use during the 2024-2025 fiscal year.

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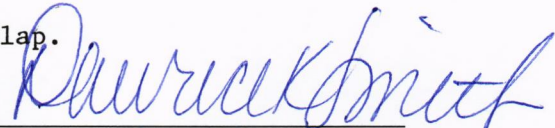
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PASSED AND ADOPTED this 20th day of August, 2024 by the following vote:

AYES: Commissioners Greg Ponciano, Gary J. Evans, Kent S. Boes,
Frank Kennedy and Daurice K. Smith.

NOES: None.

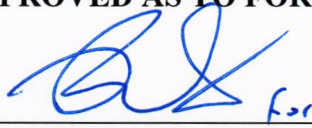
ABSENT: Commissioner Katherine Dunlap.


Daurice K. Smith, Chair

ATTEST: Michael Azevedo, Secretary to the
Colusa County Transportation Commission &
Transit Agency

By 
Patricia Rodriguez, Deputy Clerk

APPROVED AS TO FORM:


Jennifer K. Sutton, Senior Deputy County Counsel

RESOLUTION NO. 2425-003**RESOLUTION OF THE COLUSA COUNTY TRANSPORTATION COMMISSION
FOR THE DISTRIBUTION OF THE LOCAL TRANSPORTATION FUNDS FOR
FISCAL YEAR 2024-2025**

WHEREAS, the Transportation Development Act of 1971, also known as SB325, establishes the distribution of Local Transportation Funds through the local planning agency under Article 8 and Article 4 of the Act;

WHEREAS, Article 4 establishes claims for Local transportation Funds from the transportation planning agency by operators of public transportation systems;

WHEREAS, Article 8 establishes claims for Local Transportation Funds from the local transportation planning agency for local streets and roads; and

WHEREAS, Local Transportation Funds may not be distributed under Article 8 without development of Unmet Transit Needs findings and documentation.

NOW, THEREFORE, BE IT RESOLVED that the Colusa County Transportation Commission (Commission) authorizes the following prerequisites for distribution of Local Transportation Funds under Article 4 and Article 8 of the Transportation Development Act of 1971;

1. The Colusa County Transit Agency receives Local Transportation Funds not to exceed the amount of \$1,301,000 without authorization of the Commission.
2. Local Transportation Fund contingency amounts shall be designated and distributed by action of the commission under Article 4 on an as needed basis.
3. \$150,000 of Local Transportation Funds shall be rolled over annually and maintained at the assigned amount for cash flow purposes.
4. The remainder of the Local Transportation Funds shall be distributed as apportioned by the Commission under Article 8 after the determination of Unmet Transit Needs findings and documentation.

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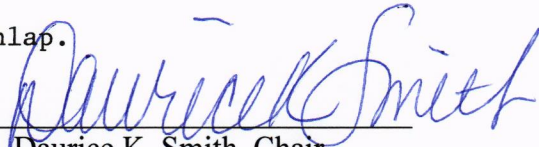
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PASSED AND ADOPTED this 20th day of August, 2024 by the following vote:

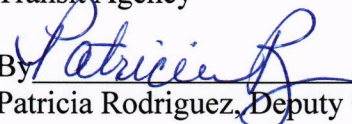
AYES: Commissioners Greg Ponciano, Gary J. Evans, Kent S. Boes,
Frank Kennedy and Daurice K. Smith.

NOES: None.

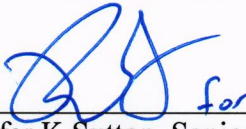
ABSENT: Commissioner Katherine Dunlap.


Daurice K. Smith, Chair

ATTEST: Michael Azevedo, Secretary to the
Colusa County Transportation Commission &
Transit Agency

By 
Patricia Rodriguez, Deputy Clerk

APPROVED AS TO FORM:


Jennifer K Sutton, Senior Deputy County Counsel

**Request For Transportation Commission and Transit Agency**

MEETING DATE: December 16, 2025

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Authorize extension for the completion of the Colusa County Transportation Commission annual Transportation Development Act fiscal and compliance audit

Authorize a 90 day extension pursuant to Public Utilities Code Section 99245 for the completion of the Colusa County Transportation Commission annual Transportation Development Act (TDA) fiscal and compliance audit ending June 30, 2025.

Detailed Description/Background of request

The Colusa County Transportation Commission is required to submit an annual fiscal and compliance audit to the State within 180 days after the end of the fiscal year. Although the deadline is December 27th, the Commission may authorize an extension of up to 90 days.

The Colusa County Auditors office has notified staff that the audit will not be complete prior to December 27th, therefore we are requesting the Commission grant a 90 day extension for the Fiscal Year 2024/2025 TDA audit.

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

Provide a certified minute order to dpwaccounting@countyofcolusaca.gov