



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
D: 530.842.8238/C: 530.709.5060

**Regular Meeting** of the Siskiyou County Local Transportation Commission

**Date:** Thursday, September 26, 2024

**Time:** 9:00 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: 870 2515 0452

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

Siskiyou County Local Transportation Commission Members

Representatives of the Siskiyou County Board of Supervisors

|                             |                                |
|-----------------------------|--------------------------------|
| Michael Kobseff, Vice Chair | County Supervisor – District 3 |
| Nancy Ogren                 | County Supervisor – District 4 |
| Ed Valenzuela               | County Supervisor – District 2 |
| Brandon Criss (Alternate)   | County Supervisor – District 1 |

Representatives of the League of Local Agencies

|                         |                                   |
|-------------------------|-----------------------------------|
| Bruce Deutsch, Chair    | Councilmember, City of Dunsmuir   |
| Paul McCoy              | Councilmember, City of Yreka      |
| Susan Tavalero          | Councilmember, City of Weed       |
| Julia Mason (Alternate) | Councilmember, Town of Fort Jones |

The agenda items are as follows:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Presentations from the Public



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

4) Consent Agenda

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

Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from August 10, 2024, to September 19, 2024, for:

- A. Local Transportation Commission (Fund: 2505)
- B. Regional Transportation Planning (Fund: 2506)
- C. Local Transportation Funds (Fund: 2536)
- D. Regional Surface Transportation Block Grant Program (Fund: 2537)
- E. State Transit Assistance (Fund: 2538)

Regular Informational Items

- F. Transportation Staff Report - Monthly report from General Services on transportation activities and ridership.
- G. Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.

Consent Agenda Action Items

- H. Approval of Minutes of the:
  - Regular Meeting held on August 20, 2024
  - Special Meeting held on September 10, 2024



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- 5) Discussion/Direction/Action – Discussion, direction, or possible action regarding the recent closure of the Collier Rest Area.
- 6) Discussion/Action – Request to amend the FY 2024/2025 Overall Work Program to incorporate the FY 2023/2024 carryover funds of \$ 55,384.51 and incorporate the grant award for the Siskiyou County Evacuation and Preparedness Plan.
- 7) Discussion/Action – Discussion regarding an application for Senate Bill 125 funding for proposed Saturday service to the Mt Shasta Ski Park.
- 8) Discussion/Action – Discussion regarding draft policy on local agency requests for changes to allocations from the Regional Surface Transportation Program Block Grant.
- 9) Presentation/Discussion – Presentation and analysis of grant funding sources as requested.
- 10) Other Business
  - A. Executive Director – Other Updates
  - B. Other Business – Items from Commission that do not require an agenda item or requests for future agenda items.
  - C. Next Regular Meeting – Tuesday, October 8, 2024, at 10:30 a.m. PST
- 11) Adjournment



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**NOTE:**

Siskiyou County Local Transportation Commission 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 Commission 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 Commission reserves the right to discontinue Zoom, or similar technology, access and to continue conducting business.

Topic: Siskiyou County Local Transportation Commission Meeting

Time: Thursday, September 26, 2024 – 9:00 a.m. Pacific Time (US and Canada)

**Zoom Attendees:**

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 870 2515 0452

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, on September 23, 2024, by 9:00 AM.

A printed agenda packet will be available for public review by 9:00 a.m. on September 23, 2024, 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 County Local Transportation Commission**

Report of Revenues Expenditures

Agenda Item 4A, 4B, 4C, 4D, and 4E

Dates: August 10, 2024 through September 19, 2024

| <b>Summary of Revenues &amp; Expenses by Fund</b>                         | <b>Revenues</b>      | <b>Expenses</b>      |
|---|----------------------|----------------------|
| <b>Fund: 2505 - Local Transportation Admin (Item 4A)</b>                  |                      |                      |
| <b>2023/2024</b>  |                      |                      |
| 23/24 06/24/24 CALCARD M CUMMINS  | \$ -                 | \$ 109.48            |
| FOXIT ANNUAL MAINT REIMB 2024   | \$ -                 | \$ 19.41             |
| <b>2023/2024 Total</b>  | <b>\$ -</b>          | <b>\$ 128.89</b>     |
| <b>2024/2025</b>  |                      |                      |
| AMAZON CAPITAL SERVICES, INC  | \$ -                 | \$ 21.54             |
| CALCARD M CUMMINS 0724  | \$ 64.05             | \$ 98.96             |
| CALCARD MASTER 0989 7/2024  | \$ -                 | \$ 64.05             |
| DEP# 2025-018 23/24 SGR 4QT   | \$ 19,811.00         | \$ 19,811.00         |
| HR Payroll 2024 BW 17 0   | \$ -                 | \$ 7,683.68          |
| HR Payroll 2024 BW 18 0   | \$ -                 | \$ 7,796.16          |
| HR Payroll 2024 BW 19 0   | \$ -                 | \$ 7,849.17          |
| SHASTA REGIONAL TRANSPORTATION AGEN                                       | \$ -                 | \$ 1,000.00          |
| VERIZON WIRELESS  | \$ -                 | \$ 105.04            |
| <b>2024/2025 Total</b>  | <b>\$ 19,875.05</b>  | <b>\$ 44,429.60</b>  |
| <b>Fund: 2505 - Local Transportation Admin (Item 4A) Total</b>            | <b>\$ 19,875.05</b>  | <b>\$ 44,558.49</b>  |
| <b>Fund: 2506 - Overall Work Program (Item 4B)</b>                        |                      |                      |
| <b>2023/2024</b>  |                      |                      |
| 23/24 06/24/24 CALCARD M CUMMINS  | \$ -                 | \$ 162.52            |
| CANON LEASE REIMBURSE 2/14-6/20/24  | \$ -                 | \$ 24.35             |
| CANON PRINTS REIMBURSE 2/14-6/20/24                                       | \$ -                 | \$ 46.24             |
| CUMMINS, MELISSA  | \$ -                 | \$ 483.25            |
| DEUTSCH, BRUCE R.   | \$ -                 | \$ 59.23             |
| ICRP'S SANIT DEPT TO VAR KREIDER Q1                                       | \$ -                 | \$ 40.67             |
| J2408292 REV SEQ#4&7 INCORRECT  | \$ 181.15            | \$ 181.15            |
| J2408292COR STG>VAR STUMBAUGH2324Q1                                       | \$ -                 | \$ 181.15            |
| LTC WORK PRFMD M CUMMINS ATP GRANT  | \$ -                 | \$ 8,860.77          |
| TAVALERO, SUSAN   | \$ -                 | \$ 37.39             |
| <b>2023/2024 Total</b>  | <b>\$ 181.15</b>     | <b>\$ 10,076.72</b>  |
| <b>2024/2025</b>  |                      |                      |
| ALTA PLANNING + DESIGN INC  | \$ -                 | \$ 13,040.65         |
| CALCARD M CUMMINS 0724  | \$ -                 | \$ 29.14             |
| CUMMINS, MELISSA  | \$ -                 | \$ 256.21            |
| DEP #005 STATE OF CA OWP Q4 (23/24)                                       | \$ 97,632.83         | \$ 97,632.83         |
| DEUTSCH, BRUCE R.   | \$ -                 | \$ 59.23             |
| METROPOLITAN TRANSPORTATION COMMISS                                       | \$ -                 | \$ 26,000.00         |
| <b>2024/2025 Total</b>  | <b>\$ 97,632.83</b>  | <b>\$ 137,018.06</b> |
| <b>Fund: 2506 - Overall Work Program (Item 4B) Total</b>                  | <b>\$ 97,813.98</b>  | <b>\$ 147,094.78</b> |
| <b>Fund: 2536 - Local Transportation Funds (Item 4C)</b>                  |                      |                      |
| <b>2024/2025</b>  |                      |                      |
| CORR UNDERPAY 22/23 LTC ALLOCATION  | \$ -                 | \$ 20,414.00         |
| STATE 2ND QTR 2024 ALLOC 1/4% LTF   | \$ 201,522.08        | \$ 201,522.08        |
| <b>2024/2025 Total</b>  | <b>\$ 201,522.08</b> | <b>\$ 221,936.08</b> |
| <b>Fund: 2536 - Local Transportation Funds (Item 4C) Total</b>            | <b>\$ 201,522.08</b> | <b>\$ 221,936.08</b> |
| <b>Fund: 2537 - Regional Surface Transportation Block Grant (Item 4D)</b> |                      |                      |
| <b>2024/2025</b>  |                      |                      |
| 3RD QTR 23/24 INTEREST 772002>2537  | \$ 3,312.44          | \$ 3,312.44          |

**Siskiyou County Local Transportation Commission**  
 Report of Revenues Expenditures

|   |                      |                      |
|---|----------------------|----------------------|
| 4TH QTR 23/24 INTEREST 772002>2537  | \$ 15.59             | \$ 15.59             |
| CITY OF TULELAKE  | \$ -                 | \$ 202,954.00        |
| COLLIER INTERPRETIVE AND INFORMATIO   | \$ -                 | \$ 9,052.00          |
| <b>2024/2025 Total</b>  | <b>\$ 3,328.03</b>   | <b>\$ 215,334.03</b> |
| <b>Fund: 2537 - Regional Surface Transportation Block Grant (Item 4D) Total</b> | <b>\$ 3,328.03</b>   | <b>\$ 215,334.03</b> |
| <b>Fund: 2538 - State Transit Assistance (Item 4E)</b>                          |                      |                      |
| <b>2023/2024</b>  |                      |                      |
| 4TH QTR 23/24 INTEREST ALLOCATION C   | \$ 1,400.66          | \$ 1,400.66          |
| STA 4/1-6/30/24 PUC SECT 99313  | \$ 137,354.00        | \$ 137,354.00        |
| STA 4/1-6/30/24 PUC SECT 99314  | \$ 5,850.00          | \$ 5,850.00          |
| <b>2023/2024 Total</b>  | <b>\$ 144,604.66</b> | <b>\$ 144,604.66</b> |
| <b>Fund: 2538 - State Transit Assistance (Item 4E) Total</b>                    | <b>\$ 144,604.66</b> | <b>\$ 144,604.66</b> |
| <b>Grand Total</b>  | <b>\$ 467,143.80</b> | <b>\$ 773,528.04</b> |



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Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 4F

Date: September 26, 2024

Subject: Staff Report from General Services on STAGE and Airports

### **Past Action**

This is a monthly report from Transportation Staff on transit and airport related items.

### **Background**

Staff from Siskiyou County General Services – Transportation Division provide a monthly update on ongoing projects related to STAGE and Airports.

Report for September 26, 2024:

- After a year of searching, STAGE is thrilled to announce the hiring of a resident driver from Happy Camp! This marks an exciting step forward as we get closer to providing reliable transit service for the Happy Camp community.
- We are excited to announce that STAGE mechanics will be attending the CalACT 2024 Maintenance Conference in Clovis, CA from October 14<sup>th</sup> to 16<sup>th</sup>. At this conference, our team will gain valuable insights into the latest technology tools for diagnostics, inspections, and maintenance.

In addition to hands-on learning, there will be extensive training focused on the future of zero-emissions technology, including a tour of electric and hydrogen facilities. This knowledge will help STAGE stay at the forefront of sustainable transit practices!

Our mechanics were awarded a full scholarship for this upcoming conference.

- We are pleased to share that STAGE has received the VIN numbers for the first two of four mid-size buses scheduled for delivery in the first two weeks of October. These new buses will enhance our fleet and improve the quality of service we provide to our passengers
- Andy and Angie recently completed inspections of all bus stops in South County as part of STAGE's Bus Stop Enhancement Project. This project aims to improve the safety, accessibility, and overall experience at our bus stops.

During their inspections, FlixBus schedules were also posted, ensuring that passengers have up-to-date information on available services. We look forward to rolling out more enhancements in the coming months!



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**Discussion**

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

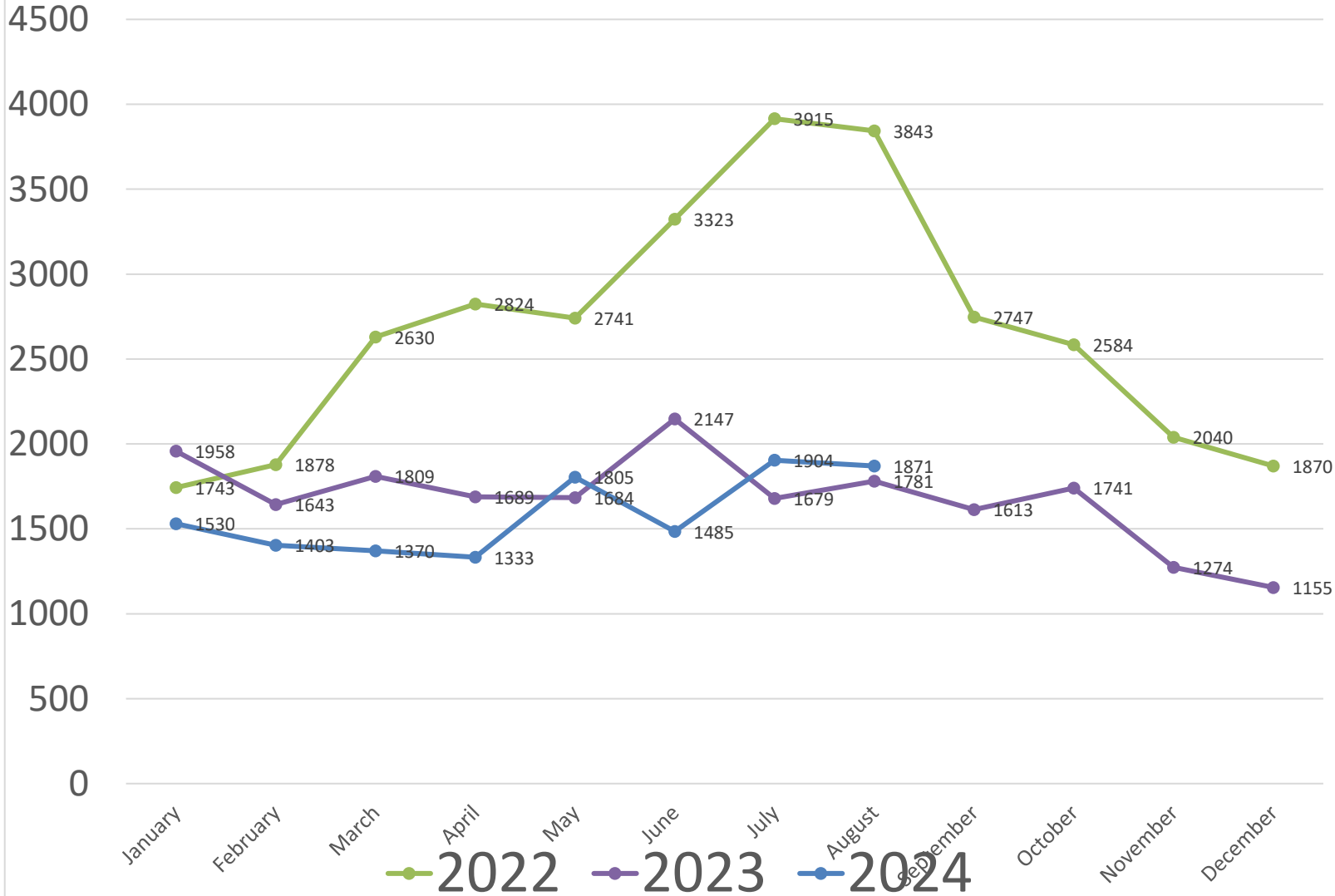
**Recommendation**

None. This is an information item only.

Attachments (1)



# 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



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4G

Date: September 26, 2024

Subject: Report of Activities by Commission Staff through September 20, 2024

**Past Action**

As requested by the Commission staff are providing the following summary of activities since the last meeting.

**I. Commission Activities:**

- Prepared and submitted allocation instruction letter to Auditor-Controller's office for Local Transportation Fund claims for FY 2024/2025.
- Submitted amended State Transit Assistance claim to Siskiyou County Auditor's office for FY 2024/2025.
- Drafted minutes from the August 20, 2024, and September 10, 2024, Commission meetings.
- Submitted State of Good Repair FY 2024/2025 project list for consideration.
- Outreach efforts on pending unmet transit needs requests. Created electronic transportation needs surveys for Butte Valley and Saturday services.
- Attended Mt Shasta City Council meeting on September 9, 2024.

**II. Regional Surface Transportation Program (RSTP)**

- Prepared compliance statement agreements for Collier Interpretive and Information Center (CIIC).
- Processed request for reimbursement from CIIC for \$ 9,052 and City of Tulelake for \$ 202,954.

**III. Overall Work Program**

- Submitted the 4th quarter and year end close out for the FY 2023/2024 Overall Work Program to Caltrans.
- Submitted the draft amended FY 2024/2025 Overall Work Program to incorporate the recently awarded grant and any carryover funds from FY 2023/2024.

**IV. Coordination Activities:**

- Updated the Commission's website with upcoming meeting events.
- Attended a project development team meeting on the McCloud CAPM project on September 11, 2024.
- Attended Rural Counties Task Force meeting (virtually) on September 20, 2024.
- Attended the monthly coordination meeting with Nicole Fortner from Caltrans District 2 (09/03/2024).
- Coordinated and attended a meeting with representatives from the Rain Rock Casino on an unmet transit needs request received for FY 2024/2025.
- Attended a pre-planning meeting with representatives from FHWA, Karuk Tribe, and Caltrans for an Integrated Planning Summit scheduled for Tuesday and Wednesday, September 24<sup>th</sup> and September 25, 2024, in Happy Camp and Orleans.



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**V. Pavement Management System Update**

- Scheduled FY 2024/2025 kickoff meeting and field work with local agencies.

**VI. Active Transportation Plan Grant:**

- Attended Project Management meetings with Alta Planning on September 4<sup>th</sup> and September 18<sup>th</sup>.
- Attended meeting with Siskiyou County Office of Education and Alta team on coordination efforts for the Siskiyou Regional Active Transportation Plan.
- Coordinated open house for Etna and Fort Jones for October 1, 2024, in Etna.
- Replied to questions from Caltrans HQ on time extension request.

**VII. Regional Transportation Improvement Program**

- Scheduled the second quarter STIP project meeting with local agencies on September 23, 2024.

**VIII. Regional Transportation Plan**

- None

**IX. Upcoming Items**

- Draft the request for proposals for the Regional Transportation Plan update.
- Draft the request for proposals for the new STAGE website.
- Draft the request for proposals for the operational improvements transit model review.
- Draft the request for proposals for the Siskiyou County Evacuation and Emergency Preparedness Plan.
- Draft the request for proposals for the Zero Emissions Vehicle Strategy Plan project (SB 125).
- Attending the Siskiyou County Office of Education Super Tuesday meeting on October 1, 2024.
- Attending the Regional Active Transportation Plan open house event in Etna on October 1, 2024.
- Prepare amended Local Transportation Fund claims for FY 2024/2025 to incorporate carryover amounts from FY 2023/2024.

**Discussion**

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

**Recommended Action**

None. This is an information item only.

Attachments (0)



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4H

Date: September 26, 2024

Subject: Approval of Minutes for Previous SCLTC Meetings

**Past Action**

Not applicable.

**Background**

Staff is submitting the enclosed minutes for the following meetings for the Commission's review and approval.

- Regular Meeting - August 20, 2024
- Special Meeting – September 10, 2024

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Approval of minutes, with amendments, if necessary.

**Attachments (2)**

- Minutes of the Siskiyou County Local Transportation Commission meeting on August 20, 2024.
- Minutes of the Siskiyou County Local Transportation Commission meeting on September 10, 2024.



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Minutes of the Siskiyou County Local Transportation Commission

Date: August 20, 2024

The Siskiyou County Local Transportation Commission meeting of August 20, 2024, was called to order by Commissioner Deutsch at 10:30 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Bruce Deutsch  
Nancy Ogren  
Ed Valenzuela  
Michael Kobseff

Commissioners absent from the meeting:

Paul McCoy  
Susan Tavalero  
Julia Mason (Alternate)  
Brandon Criss (Alternate)

Other Staff Present In-Person:

Melissa Cummins, Executive Director  
Angie Stumbaugh, Transportation Services Manager  
Andy Gilman, Transportation Services Coordinator  
Joy Hall, Director of General Services

The agenda items included:

- 1) Roll Call – Commissioner Deutsch called the meeting to order at 10:30 a.m.

Commissioners present included Deutsch, Kobseff, Ogren, and Valenzuela.

- 2) Pledge of Allegiance
- 3) Presentation from the Public

Suzanne Bentley, General Manager for the Best Western Plus Tree House in Mt Shasta, addressed the Commission regarding the need for transportation to the ski park. She recommended the Commission consider dipping their toe in the



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water by starting with a Saturday service with two shifts. Her idea is that each of the participating hotels would pay \$ 10 per rider. She feels it could be a win-win situation.

Commissioner Deutsch comments that the Commission is considering going beyond just Saturday service. He also advises Ms. Bentley that it would be a regular route after Ms. Bentley advised the Commission that they would be willing to pay for the service. He mentions the recent survey conducted by the UCLA student.

Commissioner Kobseff added that we were trying to get something in place last year, but he hopes we will have something in place this year. He doesn't see it as a regular route. He likes the concept of stopping at each hotel and the hotels buying into the idea. He supports the Saturday only idea.

4) Consent Agenda Items

Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from June 1, 2024, to July 31, 2024, for:

- A. Local Transportation Commission (Fund: 2505)
- B. Regional Transportation Planning (Fund: 2506)
- C. Local Transportation Funds (Fund: 2536)
- D. Regional Surface Transportation Block Grant Program (Fund: 2537)
- E. State Transit Assistance (Fund: 2538)

Regular Informational Items

- F. Transportation Staff Report - Monthly report from General Services on transportation activities and ridership.
- G. Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.

Consent Agenda Action Items

- H. Approval of Minutes of the Regular Meeting held on June 11, 2024.
- I. State of Good Repair FY 2024/2025 Project List – Adopt Resolution approving the State of Good Repair project list for FY 2024/2025 and authorize the Executive Director to execute documents required to secure funding.



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- J. Local Transportation Administration FY 2024/2025 Amended Budget – Authorize the Executive Director to increase appropriations due to a change in the State of Good Repair estimates issued by the State of California on August 5, 2024.
- K. State Transit Assistance FY 2024/2025 – Approve amended claim for STAGE and authorize the Executive Director to increase appropriations in the FY 2024/2025 budget.
- L. STAGE – Section 5311 Formula Grant FFY 2024 - Authorize Executive Director to execute the Certifications and Assurances for STAGE’s application to the FTA Section 5311 Formula based grant program.

A motion was made by Commissioner Kobseff and seconded by Commissioner Ogren to approve the consent agenda.

Ayes: Deutsch, Kobseff, Ogren, Valenzuela  
Noes: None  
Absent: Criss, Mason, McCoy, Tavalero  
Abstain: None

Motion passed unanimously.

- 5) Presentation/Discussion/Direction – Regional Active Transportation Plan – Presentation of an update regarding the Regional Active Transportation Plan draft recommendations and visions and goals.

Ms. Katie Selin from Alta Planning + Design provided an overview of work completed to date on the development of the Regional Active Transportation Plan, including the draft visions and goals and recommendations.

Topics covered during her presentation included the activities since the last update in April, project timeline, current coordination efforts, additional public outreach, and next steps of the project.

Commissioner Kobseff would like Goal #5 (Reduce Greenhouse Gas Emissions) retitled. Ms. Cummins will follow-up with Commissioner Kobseff on this request after consulting with Katie.

Commissioner Kobseff requested the building on existing plans state Dunsmuir and Mt Shasta as examples so other agencies know they can participate.



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Commissioner Ogren identified an error related to Montague Elementary School when it should be Weed. Katie will make sure all references are corrected.

Commissioner Kobseff asks about the key gaps working with the United States Forest Service and the issue of it no longer being the primary focus for paving. There was no mention of this concern so Ms. Cummins will follow-up with Katie to get this concern included.

Commissioner Kobseff would like to see an emphasis on transportation that boosts the economy.

This item was a discussion and direction item only.

- 6) Discussion/Direction/Action – Amend allocated funds per fiscal year on contract with NCE for pavement management system updates.

Ms. Cummins provided an overview of the request. The recommendation was to move the \$ 3,000 remaining in the contract for FY 2023/2024 to the FY 2024/2025.

A motion was made by Commissioner Kobseff and seconded by Commissioner Ogren authorizing the Executive Director to execute the accounting change form for the contract with NCE to move \$ 3,000 from FY 2023/2024 to FY 2024/2025.

Ayes: Deutsch, Kobseff, Ogren, Valenzuela  
Noes: None  
Absent: Criss, Mason, McCoy, Tavalero  
Abstain: None

Motion passed unanimously.

- 7) Discussion/Direction/Action – Authorize the acceptance of allocations of SB 125 and authorize the Auditor-Controller’s Office to establish budgets based on the program requirements.

Ms. Cummins provided an overview of the agenda item. The project allocation requests were submitted in December 2023. CalSTA notified staff in early August that the projects were fully funded, except for the ZEV Strategy Plan and the Free or Reduced Fare Days. The request is to authorize staff to accept the funds and authorize the Auditor-Controller’s office to establish the new funds. The funds must be tracked separately from normal operating funds. The funds will be advanced.





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REGIONAL TRANSPORTATION PLANNING AGENCY

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
D: 530.842.8238/C: 530.709.5060

Commissioner Kobseff provided comments on the program and his concerns on investing funds in projects that do not provide an economic return to the region.

Ms. Cummins has a meeting with CalSTA staff on September 12<sup>th</sup> to discuss future projects and current available funding.

Additional discussion continued between Commissioners and staff regarding a public-private partnership for service to the ski park.

The Commission provided direction to evaluate options for the use of TIRCP funding through SB 125 for a start up service to the ski park.

A motion was made by Commissioner Kobseff and seconded by Commissioner Valenzuela to authorize the Executive Director to accept the funds from CalSTA and authorize the Auditor-Controller's Office to establish new funds and budget for these projects in FY 2024/2025.

Ayes: Deutsch, Kobseff, Ogren, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy, Tavalero

Abstain: None

Motion passed unanimously.

- 8) Discussion/Direction/Action – Authorize the Chair to execute a resolution agreeing to abide by the Golden State Risk Management Authority Joint Exercise of Powers Agreement and the Golden State Risk Management Authority By-Laws and authorize the Executive Director to move forward with membership.

Ms. Cummins provided an overview of the item. An application was submitted by the Executive Director for membership with the Golden State Risk Management Authority. The Commission's legal counsel did review the materials and had no concerns with the documents.

A motion was made by Commissioner Valenzuela and seconded by Commissioner Ogren to authorize the chair to execute the Agreement for Admission of New Member to the Golden State Risk Management Authority (GSRMA) and authorize the Executive Director to submit all required documents to finalize membership in the GSRMA.

Ayes: Deutsch, Kobseff, Ogren, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy, Tavalero



**Siskiyou County Local Transportation Commission**  
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Abstain: None

Motion passed unanimously.

9) Discussion/Direction – Discussion regarding Amtrak Thruway Bus service to Siskiyou County.

Commissioner Valenzuela provided some history regarding the Amtrak Thruway bus service to Siskiyou County. The service was not marketed adequately and hence the ridership was low and the service was discontinued.

There is a need for services to Redding for medical and access to other areas beyond. Ms. Cummins provided the Commission with an update on a recent meeting with representatives from Shasta Regional Transportation Agency and Redding Area Bus Authority.

The biggest concern from both regions (Shasta Regional Transportation Agency and STAGE) is the distance between the southern most service point to RABA's northern most service point.

Commissioner Ogren mentioned that PSA 2 Area Agency on Aging provides some non-emergency medical transportation services.

Ms. Cummins provided an overview of the recent meeting with SRTA and RABA where funding opportunities, ridership programs, and coordination of services were discussed.

Commissioner Valenzuela requested staff make contact and request they resume service.

This item was a discussion and direction item only.

10) Other Business

A. Executive Director – Other Updates

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

Update on the Siskiyou Transportation Agency Joint Powers Agreement.

- The final draft of the document has been provided to all local agencies.



**Siskiyou County Local Transportation Commission**  
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- STAGE's liability carrier (CalTIP) held a special board meeting on August 19<sup>th</sup> to approve the request to exchange the JPA as the member in place of the County of Siskiyou.

Commissioner Kobseff had requested some signage near the Butte Valley Community Center near Dorris. This item came up during the state highway consultation meeting in Butte Valley yesterday. We are still working on getting a response and will follow up as soon as we receive something.

State highway consultation meetings were completed in Butte Valley on Monday, August 19, 2024. Special thanks to Kimi Taguchi with Caltrans District 2 for her efforts to accommodate our request for three meetings for our region.

The Commission was the recipient was awarded the grant for the Evacuation and Preparedness Plan for a total award of \$ 250,136 with a match of \$ 32,408. This item will be brought back to the Commission next month.

Ms. Cummins highlighted some of our accomplishments over the past year and thanked the Commission for the opportunity to return to the Commission.

**B. Other Business**

Commissioner Kobseff requested a camera be purchased so those participating online can see the Commissioners.

Commissioner Deutsch requested another microphone/speaker be used for future meetings.

**C. Next Regular Meeting – Tuesday, September 10, 2024, at 10:30 a.m. PST**

11)Adjourn – Chair Deutsch adjourned the meeting at 11:45 a.m.



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

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Minutes of the Siskiyou County Local Transportation Commission

Date: September 10, 2024

The Siskiyou County Local Transportation Commission meeting of September 10, 2024, was called to order by Commissioner Deutsch at 08:31 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Bruce Deutsch  
Nancy Ogren  
Ed Valenzuela  
Michael Kobseff  
Susan Tavalero

Commissioners absent from the meeting:

Paul McCoy  
Julia Mason (Alternate)  
Brandon Criss (Alternate)

Other Staff Present In-Person:

Melissa Cummins, Executive Director

The agenda items included:

- 1) Roll Call – Commissioner Deutsch called the meeting to order at 10:30 a.m.

Commissioners present included Deutsch, Kobseff, Ogren, and Valenzuela.

- 2) Pledge of Allegiance
- 3) Presentation from the Public - None
- 4) Discussion/Direction/Action – Request from the City of Dunsmuir to reallocate a portion of their 2024 Regional Surface Transportation Program allocation to cover expenses on Branstetter Street and Hope Lane.



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

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Commissioner Deutsch advised that the Executive Director reached out to him and the Vice Chair regarding the request. The agenda item was brought forward at their request.

Ms. Cummins provided an overview of the circumstances leading up to the request, which was outlined in a letter provided by City staff and included in the agenda packet. Due to lack of a policy on these requests the item was being brought before the Commission for direction.

Commissioner Deutsch agreed that a draft policy should be brought back to the Commission for consideration at a future meeting.

Commissioner Kobseff reminded fellow commissioners that in the past remaining funds would revert to the pool and be reallocated by the Commission.

Commissioner Valenzuela voiced concerns regarding tracking and not creating more work. Recommendations included a policy that sets a threshold and percentage that could be approved by the Executive Director.

A motion was made by Commissioner Tavalero and seconded by Commissioner Kobseff to approve the City of Dunsmuir's request to reallocate \$ 54,490 of their 2024 Regional Surface Transportation Program allocation to their Branstetter Street and Hope Lane project.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy

Abstain: None

5) Other Business

A. Other Business

Ms. Cummins provided an update on the JPA approvals by local agencies.

B. Next Regular Meeting – Thursday, September 26, 2024, at 9:00 a.m. PST

6) Adjourn – Chair Deutsch adjourned the meeting at 8:38 a.m.



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 5

Date: September 26, 2024

Subject: Recent long-term closure of the Collier Rest Area and a potential letter from the Commission regarding the closure.

**Past Action**

On September 14, 2024, a press release was issued notifying the public of a long-term closure of the Collier Rest Area due to water distribution issues. A copy of the notice is enclosed with the agenda.

**Background**

There have been multiple concerns raised recently regarding the long-term closure of the rest area. As a result, Commissioner Kobseff requested an agenda item to discuss a letter regarding the closure.

Since Caltrans is one of the Commission's regional partners they were contacted and asked to have representatives attend the meeting to address what happened that led to the closure, what alternative options have been pursued, and what steps are being taken to open it as quickly as possible.

Representatives from Caltrans will be attending in-person to hear concerns from the Commission and answer questions related to the closure.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Discussion, direction, or possible action regarding a letter concerning the long-term closure of the Collier Rest Area.

**Attachments (1)**

- Collier Rest Area Closure Flyer issued on September 14, 2024.





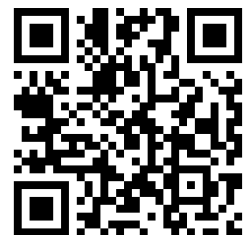
# COLLIER REST AREA CLOSED LONG-TERM

## INTERSTATE 5, NORTH OF YREKA

Beginning Monday, September 16th at 3 p.m., the Collier Safety Roadside Rest Area (SRRA) will undergo a long-term closure due to water distribution issues. Water for the rest area is drawn directly from the Klamath River and used for potable sources and irrigation. Caltrans is partnering with the Klamath River Renewal Corporation to resolve the issues.

There is no current estimated time for reopening the facility. Motorists are advised to note this long-term closure and make alternative plans for stops during travel. Rest area availability for the state can be found on QuickMap. Caltrans District 2 thanks the local communities and traveling public for their patience and understanding during this closure.

USE QUICKMAP FOR CURRENT  
REST AREA AVAILABILITY  
THROUGHOUT CALIFORNIA



DISTRICT 2  
**Caltrans**



### CONTACT:

D2PIO@DOT.CA.GOV  
530-225-3426  
DOT.CA.GOV/CALTRANS-NEAR-  
ME/DISTRICT-2





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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 6

Date: September 26, 2024

Subject: Approval of the Amendment #1 to the FY 2024/2025 Overall Work Program

### **Past Action**

On May 14, 2024, the Commission adopted Resolution No. 24-09 approving FY 2024/2025 Overall Work Program.

### **Background**

#### Part 1:

The Commission is annually required to adopt the Overall Work Program, which outlines various transportation planning efforts for the next fiscal year. At the end of each fiscal year a reconciliation is submitted to Caltrans to certify the final expenditures for the prior fiscal year. The FY 2023/2024 close out report was submitted to Caltrans on August 29, 2024. The Commission had \$ 287,500 available in FY 2023/2024. The Commission's final expenditures for FY 2023/2024 was \$ 232,115.49.

The Overall Work Program allows the Commission to carryover up to twenty-five percent (25%) of their annual allocation if unspent to the following fiscal year. The Commission's FY 2023/2024 available carryover funds was \$ 55,384.51.

#### Part 2:

On July 9, 2024, the Executive Director received notice that the Commission's application to the Sustainable Transportation Planning Grant Program for the development of the Siskiyou County Evacuation and Preparedness Plan was awarded funding. The Executive Director has consulted with Caltrans staff and provided additional documents as requested to secure the grant award. To finalize the grant award the Commission must incorporate the full grant amount into the current fiscal year Overall Work Program.

The grant requires an 11.47% match, which totals \$ 32,408. These funds will come from the Commission's administration fund balance (Fund: 2505). This is the total match over the entire project period, which must be completed by June of 2027.

As of the date of agenda finalization Caltrans Headquarters has not issued their final approval of the revised Overall Work Program. The Executive Director expects the approval to be received prior to the meeting on September 26, 2024. If there are any modifications to the documents those will be identified prior to approval by the Commission.

### **Discussion**

If necessary, as requested by the Commission.





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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060

**Recommended Action**

- 1) Authorize the acceptance of the FY 2024/2025 Sustainable Transportation Planning Grant from Caltrans.
- 2) Adopt Resolution approving the amended FY 2024/2025 Overall Work Program.
- 3) Authorize the Auditor-Controller's office to amend the Regional Planning Assistance and Local Transportation Administration budgets to incorporate the additional revenues and expenditures for FY 2024/2025.
- 4) Authorize the Executive Director to execute all documents necessary to secure funds and to make line-item adjustments to the budget as necessary throughout the year.

**Attachments (3)**

- Overall Work Program FY 2023/2024 Reconciliation Letter
- Overall Work Program FY 2024/2025 Amendment #1 Final Draft
- Resolution approving the Overall Work Program Amendment #1

## California Department of Transportation



### DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING  
P.O. BOX 942873, MS-32 | SACRAMENTO, CA 94273-0001  
(916) 654-2596 | FAX (916) 653-0001 TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)

September 3, 2024

Ms. Melissa Cummins  
Executive Director  
Siskiyou County Local Transportation Commission  
190 Greenhorn Road,  
Yreka, CA, 96097

Dear Ms.Cummins:

The purpose of this reconciliation letter for fiscal year (FY) 2023-24 is to confirm the unexpended totals in California Rural Planning Assistance (RPA), federally funded, and state funded grants as of **June 30, 2024**.

|                                  |             |
|----------------------------------|-------------|
| Rural Planning Assistance (RPA): | \$55,384.51 |
|----------------------------------|-------------|

|  |                           |
|--|---------------------------|
| <b>Total Planning Funds Available:</b> | <b><u>\$55,384.51</u></b> |
|--|---------------------------|

Pursuant to the MFTA (section 3.C) and the Regional Planning Handbook (section 4.08); an RTPA cannot carryover more than 25% of its annual RPA allocation. If your agency's certification of expenditures exceeds the 25% allowable carryover, the above amount has been adjusted to reflect this.

Please review the reconciled totals. If in agreement with the balance(s), please electronically sign your specified field. Once all signatures are completed, all parties will automatically receive the fully signed reconciliation letter for their records via email.

Please note that in order to remain compliant with FTA Circular 8100.1D and CFR 630.106, all Federally funded carryover must be programmed via OWP/A and approved by the District within 90 days of the date of this letter.

If you have any questions or need additional information, please contact John Maxwell, District Regional Planning Liaison at [John.Maxwell@dot.ca.gov](mailto:John.Maxwell@dot.ca.gov) or Omar Ruiz, Caltrans Headquarters Fund Specialist at [Omar.Ruiz@dot.ca.gov](mailto:Omar.Ruiz@dot.ca.gov).

Ms. Cummins  
September 3, 2024  
Page 2

Sincerely,

*Erin Thompson*

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Erin Thompson  
Chief, Office of Regional and Community Planning  
Division of Transportation Planning

*Brett Ditzler*

---

Brett Ditzler  
Planning Deputy District Director  
District 2

I concur with the above balances:

*Melissa Cummins*

Melissa Cummins (Sep 10, 2024 15:41 PDT)

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Melissa Cummins  
Executive Director  
Siskiyou County Local Transportation Commission

09/10/2024

---

Date



**1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060**

**Overall Work Program  
Fiscal Year 2024/2025**

Date of Adoption: May 14, 2024  
Date of Amendment #1: September 26, 2024

Melissa Cummins, Executive Director

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## Introduction

Siskiyou County lies on the northern boundary of California, bordered by Oregon to the north, Del Norte and Humboldt Counties to the west, Trinity, and Shasta Counties to the south and Modoc County to the east. The economic base of the County is a combination of agriculture, forest products, and recreation.

The region encompasses 6,287 square miles with a variety of terrains including valleys, rivers, high desert landscape, and the picturesque Mount Shasta. A significant portion of the County's area is owned by various federal agencies such as the United States Forest Service and the Bureau of Land Management. There are five national forests within Siskiyou County that collectively total approximately sixty percent of the County's land. These federally owned lands limit the amount of property tax available to the County.

Some of the land uses within the region include residential, commercial, industrial, and agricultural. One quarter of the total acreage of the County is used for agricultural purposes.

Siskiyou County ranks 45<sup>th</sup> in the state for estimated population, which as of January 2023 indicates a projected County population of 43,548. This equates to an estimated 6.93 people per square mile.

The region encompasses nine incorporated cities, five community service districts, plus numerous smaller communities such as Callahan, Cecilville, Edgewood, Gazelle, Greenview, Grenada, Hilt, Horse Creek, Klamath River, Macdoel, Seiad Valley, and Somes Bar. Many of the communities are located along a state route corridor such as State Route 3, State Route 96, State Route 97, or Interstate 5. The City of Yreka is the County seat. The region also includes two federally recognized tribes, the Karuk Tribe, and the Quartz Valley Indian Reservation. Both entities are members of the Technical Advisory Committee. In addition to the numerous local agencies the region also encompasses lands managed by federal land management agencies such as the United States Forest Service (Klamath and Shasta-Trinity) and the Bureau of Land Management.

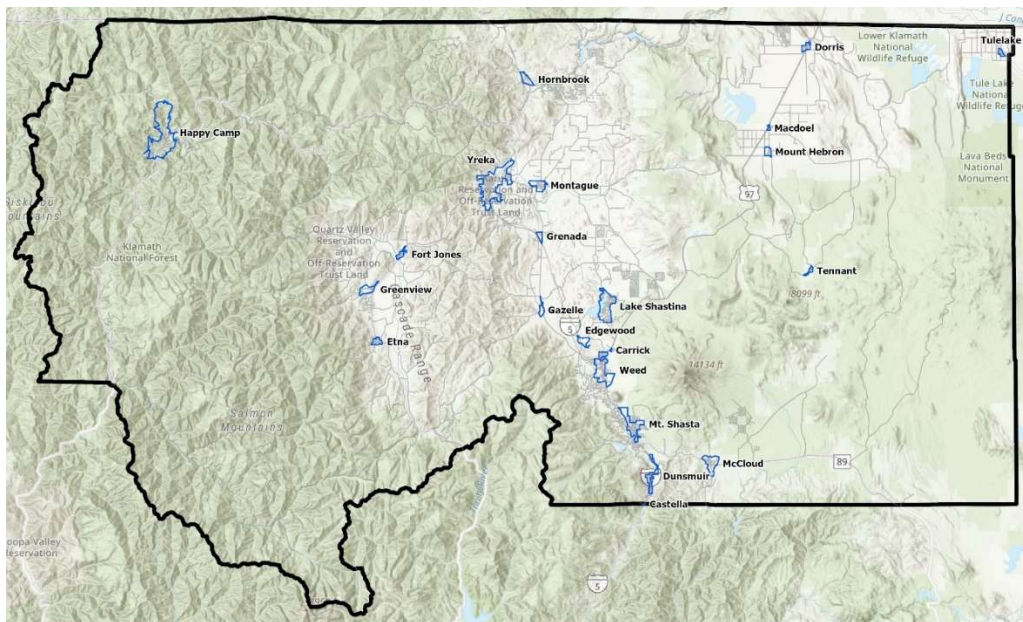


Figure 1 – County of Siskiyou Map

Coordination between the various agencies within the region and across the north state is essential to the successful delivery of projects. The SCLTC will be actively involved with projects to ensure all appropriate agencies are engaged.

SCLTC will endeavor to engage the numerous local, state, and federal agencies and coordinate transportation planning at the regional level while providing input and coordinating with agencies on smaller scale efforts.

## **Background**

The Siskiyou County Local Transportation Commission (SCLTC) is the designated Regional Transportation Planning Agency (RTPA) for Siskiyou County. SCLTC provides support and assists with coordination on projects between our local partners and various funding programs.

The transportation planning requires involvement from a variety of stakeholders including, but not limited to, federal, state, and local agencies, tribal governments, private partners, and the public. During the year a variety of projects are at various phases of the planning process. The Overall Work Program identifies a set of priorities for Commission staff to accomplish during the fiscal year, which is July 1<sup>st</sup> to June 30<sup>th</sup> of the following calendar year.

The Overall Work Program (OWP) identifies opportunities for collaboration, coordination, public engagement and financing for various plans and programs. Each work element within the identifies the funding sources, expected activities, and outcomes. One of the core products of the OWP is the Regional Transportation Plan (RTP). The OWP and RTP should be consistent with federal and state planning goals, programs, plans, and objectives. They represent a unified approach to a multimodal regional transportation network.

The key programs linked to the OWP include the Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), Federal State Transportation Improvement Program (FSTIP), State Interregional Transportation Improvement Program (ITIP), and State Highway Operation and Protection Program (SHOPP).

## **Organization**

The Siskiyou County Local Transportation Commission (SCLTC) was created by the Transportation Development Act (TDA) and established in 1972. The SCLTC governing board consists of three delegates appointed by the Siskiyou County Board of Supervisors and three delegates appointed by the League of Local Agencies, which represents the nine incorporated cities. Each appointing agency also has one alternate.

In 2023 the Commission created a full-time Executive Director position to manage all daily activities, projects, and coordination activities. This is currently the Commission's only staff. Commission activities are supported by dedicated transportation funding such as the local transportation funds, rural planning assistance funds (OWP), and other grant programs (as awarded). The Rural Planning Assistance (RPA) funds provide for transportation planning activities within the region and fund most of the work outlined in the OWP.

The Siskiyou County Local Transportation Commission's Technical Advisory Committee (TAC)

consists of representatives from each incorporated City, the Karuk Tribe, the Quartz Valley Indian Reservation, Siskiyou County Public Works, Caltrans District 2, and Siskiyou Transit and General Express. The TAC currently meets as needed to review topics and make recommendations to the SCLTC.

The Social Services Transportation Advisory Council (SSTAC) helps ensure broad citizen participation and assists with the annual Unmet Transit Needs Findings. The SSTAC is a “mechanism to solicit input of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.” The SSTAC will also serve as the Citizens Advisory Committee (CAC) to facilitate community and public input during regional transportation planning activities. Data gathered throughout the year will be used to identify opportunities for coordination of services and identify gaps or needs that are not currently met by existing services.

| Siskiyou County Local Transportation Commission<br>(Regional Transportation Planning Agency) |   |   |  |  |   |
|--|---|---|--|--|---|
| Representatives – Board of Supervisors   |   |   | Representatives – League of Local Agencies         |  |   |
| Commissioner   | Commissioner                              | Commissioner                              | Commissioner                                       | Commissioner                                       | Commissioner                                    |
| Michael Kobseff<br>Supervisor<br>District 3  | Nancy Ogren<br>Supervisor<br>District 4   | Ed Valenzuela<br>Supervisor<br>District 2 | Bruce Deutsch<br>Councilmember<br>City of Dunsmuir | Paul McCoy<br>Councilmember<br>City of Yreka       | Susan Tavalero<br>Councilmember<br>City of Weed |
|  | Brandon Criss<br>Supervisor<br>District 1 |   |  | Julia Mason<br>Councilmember<br>Town of Fort Jones |   |
| <b>Staff</b>   |   |   |  |  |   |
| Executive Director<br>Melissa Cummins  |   |   |  |  |   |

| Technical Advisory Committee                 |                              |
|--|------------------------------|
| Member Agency                                | Representative               |
| Siskiyou County Public Works                 | Director of Public Works     |
| Caltrans, District 2                         | Regional Planner Or Designee |
| City of Dorris                               | City Administrator           |
| City of Dunsmuir                             | Director of Public Works     |
| City of Etna                                 | Director of Public Works     |
| Town of Fort Jones                           | Town Administrator           |
| City of Montague                             | Director of Public Works     |
| City of Mount Shasta                         | Director of Public Works     |
| City of Tulelake                             | Director of Public Works     |
| City of Weed                                 | Director of Public Works     |
| City of Yreka                                | Director of Public Works     |
| Siskiyou Transit and General Express (STAGE) | Director of Public Works     |
| Karuk Tribe                                  | Transportation Director      |
| Quartz Valley Indian Reservation             | Vacant                       |

| Social Services Transportation Advisory Council |                       |                       |
|---|-----------------------|-----------------------|
| Term Expires 04/08/24                           | Term Expires 04/08/25 | Term Expires 04/08/26 |
| Teri Gabriel                                    | Denise Patterson      | Kelly Harris          |
|   | Misty Rickwalt        | Emily Tuholski        |



## **Public Participation**

The Commission encourages participation from the public in a variety of ways. Information about upcoming meetings is posted on the Commission's Facebook Page (<https://www.facebook.com/sistransportation/>). The agenda packets are posted to the Commission's page on the County website in accordance with California Government Code 54954.2. A printed copy of the agenda is posted at the Siskiyou County Transit Center for public review.

Regular meeting agenda packets are sent to any individual who requests to be added to an email notification list. These email notifications are sent to Commissioners, interested Siskiyou County staff, members of the Social Services Transportation Advisory Council (SSTAC), and members of the Technical Advisory Council (TAC).

Commission staff also coordinate with the Public Information Officer and other relevant departments at the County of Siskiyou to distribute information through their various social media platforms to increase public awareness and increase participation in various Commission activities.

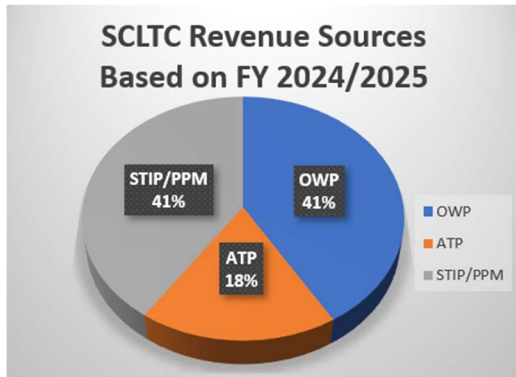
The Commission is in the process of developing a comprehensive Public Participation Plan that identifies key stakeholders and methods to regularly engage the public in the transportation planning process. Regular updates, as necessary, will be conducted to ensure ongoing active engagement from the public and stakeholders.

## **Revenue Sources**

SCLTC's Overall Work Program for FY 2024/2025 will utilize \$ 230,000. The anticipated revenue sources are described by fund source below and amounts are included in Table 1 and Appendix A. This program is financed by a combination of State and local funding sources identified below as approved by the SCLTC:

- Rural Planning Assistance (RPA) – These funds are provided by subvention through Caltrans, Rural RPA funds are estimated to be \$6.5 million, pending adoption of the State budget. RPA funds are available for specific eligible uses on a reimbursement basis. Recipients may carry over a maximum of twenty-five percent (25%) of unexpended funds from one fiscal year to the next.
- State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) – The Commission may use up to five percent (5%) of its Regional Improvement Program (RIP) shares for eligible PPM activities associated with the STIP requirements. SCLTC is proposing to use a portion of the 2024 STIP shares to continue a contract to provide updated pavement condition index data to local agencies; as well as to complete the next update to the Siskiyou County Regional Transportation Plan.
- Regional Surface Transportation Program (RSTP) - The SCLTC annually receives State Highway Account funds representing the County's share of the Federal Regional Surface Transportation Program.

- Active Transportation Program (ATP) – The Commission was awarded a grant through the California Transportation Commission’s Active Transportation program in October 2021. The grant was awarded for the development of a Regional Active Transportation Plan. RPA and RSTP funds are being used as the required match for the ATP grant.



- Local Transportation Funds (LTF) – The Commission utilizes LTF funds to augment the RPA and STIP funds for any non-eligible expenses throughout the fiscal year.

Table 1 – Revenue Sources for FY 2024/2025

## **Work Element 601 - Administration**

### **Purpose**

This task includes regular activities such as compiling and distributing monthly SCLTC meeting agendas, TAC agendas, and SSTAC agendas, preparing minutes, overseeing financial audits and reports, managing consultant contracts not specific to a certain project. The overall purpose of this task is to ensure the SCLTC is operating efficiently and within all applicable regulations and policies and performing the duties associated with a Regional Transportation Planning Agency.

### **Previous Work**

- Prepare monthly agenda packets then draft minutes.
- All administrative work related to Commission operations (fiscal, contracts, etc.)
- Provided reports necessary to complete required TDA audits.
- Reviewed draft audits, submitted final draft to SCLTC for acceptance, submitted final drafts to State Controller's Office and Caltrans.
- Coordinated meeting dates for TAC.
- Revised policy regarding remote attendance to enhance participation from stakeholders.

### **Task or Activity, Work Product, and Schedule**

**Task 1:** Prepare all agenda materials for SCLTC meetings.

Product: LTC agenda packets and meeting minutes.

Schedule: Monthly

**Task 2:** Preparation of various contracts for outside consultants.

Product: Finalized contracts for work of the SCLTC.

Schedule: As needed depending on direction of Commission or expiration date of current contracts.

**Task 3:** Training of newly appointed Local Transportation Commissioners or other direct support staff.

Product: Finalized contracts for work of the SCLTC.

Schedule: As needed when appointments change.

**Task 4:** Coordination with contracted Auditor for completion of required annual audits pursuant to the Transportation Development Act (TDA).

Product: Audit reports submitted to State Controller's Office.

Schedule: Provide all required financial Reports – September 2024  
Participate in review with external auditor – November 2024  
Review final reports – December 2024  
Submission final reports to SCO and Caltrans – December 2024

**Task 5:** Prepare all Technical Advisory Committee (TAC) agenda materials for scheduled

meetings.

Product: TAC agenda packets and meeting minutes.

Schedule: As Needed or Quarterly

**Task 6:** Prepare all Social Services Transportation Advisory Council (SSTAC) agenda materials for scheduled meetings.

Product: SSTAC agenda packets and meeting minutes.

Schedule: As Needed or Quarterly

| Budget - Work Element 601 - Administration |           |      |             |               |                  |
|--|-----------|------|-------------|---------------|------------------|
| Responsible Agency                         | RPA       | PPM  | Local Funds | ATP           | Amount           |
| SCLTC                                      | \$ 40,000 | \$ - | \$ 5,000    | \$ -          | \$ 45,000        |
|  |           |      |             |               |                  |
|  |           |      |             | <b>Total:</b> | <b>\$ 45,000</b> |

## **Work Element 602 – Overall Work Program Development**

### **Purpose**

Administration and implementation of the Overall Work Program (OWP) by preparing and submitting draft and final program documents, amendments, invoices, quarterly reports, and close out reports. Effectively manage the program to ensure compliance with applicable laws, rules, and regulations. Manage the OWP budget including all oversight of all direct charges and assignment to various work elements.

### **Previous Work**

- Monitor revenues and expenditures. Process invoices for payment.
- Prepare recommended and adopted budgets for approval by SCLTC.
- Draft OWP quarterly reports and invoices for FY 2023/2024.
- Preparation of draft and final Overall Work Program document each year (FY 2023/2024).
- Ongoing oversight of Overall Work Program.
- Prepare and submit the final report of expenditures for FY 2022/2023. (August 2023)
- Execution of OWP agreements.

### **Task or Activity, Work Product, and Schedule**

**Task 1:** SCLTC staff will prepare, and SCLTC will adopt after Caltrans approval, a draft and final Overall Work Program for FY 2025/2026.

Product: Draft and Final OWP for FY 2025/2026.

Schedule: Draft – March 2025  
Final – June 2025

**Task 2:** Develop OWP amendment to incorporate any carryover funds from FY 2024/25.

Product: Approved OWP amendment.

Schedule: September 2024

**Task 3:** SCLTC staff monitors the 2024/25 Overall Work Program and insures prompt action in the filing of quarterly reports / requests for reimbursements.

Product: Quarterly invoices and reports for OWP 2024/2025.

Schedule: Quarterly – by the end of the month following the end of the applicable quarter.

**Task 4:** Develop close-out package for FY 2023/2024.

Product: Final year-end close out package to Caltrans.

Schedule: August 2024.

| Budget - Work Element 602 - OWP Development |           |      |             |      |                  |
|---|-----------|------|-------------|------|------------------|
| Responsible Agency                          | RPA       | PPM  | Local Funds | ATP  | Amount           |
| SCLTC                                       | \$ 10,000 | \$ - | \$ -        | \$ - | \$ 10,000        |
| <b>Total:</b>                               |           |      |             |      | <u>\$ 10,000</u> |

## **Work Element 603 – Interagency Coordination and Public Engagement**

### **Purpose**

The purpose of this work element is to encourage engagement from a variety of public and private stakeholders in the transportation planning process. Activities may include integrating local land use and regional transportation planning, promoting cooperation between regional, State and Federal agencies, consulting and coordinating with Caltrans and local entities on projects of mutual interest, reviewing corridor studies and providing input, coordinating with local transportation service providers to improve connections, interregional mobility, and access to basic life services.

The overall aim of this task is to ensure local agencies, tribal governments, and the public are involved in the transportation planning process for Siskiyou County and have an equitable voice in the region.

### **Previous Work**

- Attend CTC, NSSR, RCTF, and RTPA group meetings virtually.
- Finalized contract for design of new website for Commission.
- Regularly update Facebook page with information relevant to Commission activities.
- Attended one regular city council meeting for each incorporated city in the region and one meeting of Board of Supervisors.
- Attended the League of Local Agencies meeting in February 2024.
- Updated existing page on County website with various information (RTP, SB125, OWP).
- Work on updating SCLTC's Title VI program.
- Starting a draft public participation plan.
- Attended District 2 Local Agency Public Forum meetings in Redding.

### **Task or Activity, Work Product, and Schedule**

**Task 1:** SCLTC staff attend meetings (in person or via teleconference) directly related to transportation planning. This includes meetings with the California Transportation Commission (CTC), Caltrans, North State Super Region (NSSR), Rural Counties Task Force (RCTF), Regional Transportation Planning Agency (RTPA) Group, and various technical groups for updates on funding, climate change programs, legislation, and grant opportunities.

**Product:** Update on ongoing transportation legislation, funding, etc.

**Schedule:** RCTF – January, March, May, July, September, November

NSSR - As needed.

CTC – January, March, May, June, August, October, and December

RTPA Group – Typically held prior to regular CTC meetings.

Caltrans District 2 – Local Agency Public Form – Every 4 months

**Task 2:** Monitor local government and agency meeting agendas (City Council, Board of Supervisors, social service agencies, tribal councils); attend meetings for topics related to regional transportation and multimodal issues. Document outcomes.

**Product:** Documentation of potential concerns or areas where additional coordination or

Schedule: future projects may be needed.  
Monthly.

**Task 3:** Continued development of the new SCLTC website and Facebook page to increase public input, participation, and dissemination of information.

Product: Increased engagement due to new website and ease of finding information. Also, increased accessibility for transportation plans, programs, and other information.

Schedule: Monthly.

**Task 4:** Participate in relevant coordination training, workshops, and conferences.

Product: Increased knowledge for the benefit of all local agencies.

Schedule: Monthly and quarterly.

**Task 5:** Attend grant workshops and coordinate with Caltrans and CTC on funding programs to increase availability of funds to local agencies.

Product: Knowledge of grant opportunities, processes, and requirements to secure additional funding for transportation projects within the region.

Schedule: Monthly and quarterly.

**Task 6:** Review and revise the Public Participation Plan to ensure all opportunities for engagement and feedback are included and ensure compliance with State and Federal requirements.

Product: Review and revise Public Participation Plan as necessary.  
Present Public Participation Plan to SCLTC for adoption.  
Post Public Participation Plan to SCLTC website.

Schedule: Review and revise if necessary. (August)  
Present to SCLTC for adoption if necessary. (November)  
Post to SCLTC website. (December)

**Task 7:** Monitor the SCLTC's Title VI Program (non-transit) for any necessary updates. Amend, if necessary, based on the review.

Product: Review and revise Title VI Program as necessary.  
Present Title VI Program to SCLTC for adoption.  
Post Title VI Program to SCLTC website.

Schedule: Review and revise if necessary. (December)  
Present to SCLTC for adoption if necessary. (February)  
Post to SCLTC website. (March)

Budget Summary for Work Element 603 on next page.



| Budget - Work Element 603 - Interagency Coordination and Public Engagement |           |      |             |      |                  |
|--|-----------|------|-------------|------|------------------|
| Responsible Agency   | RPA       | PPM  | Local Funds | ATP  | Amount           |
| SCLTC  | \$ 44,000 | \$ - | \$ -        | \$ - | \$ 44,000        |
| Consultant<br>(Task 3 – Website Updates)                                   | \$ 2,500  | \$ - | \$ -        | \$ - | \$ 2,500         |
| <b>Total:</b>  |           |      |             |      | <b>\$ 46,500</b> |

## **Work Element 604.1 – Regional Transportation Systems Planning**

### **Purpose**

The purpose of this work element is to improve the ongoing regional transportation planning process to achieve a fully coordinated transportation system that includes freight and multimodal improvements within the region, coordinating with local transportation partners and Caltrans, particularly District 2 staff, and functional units including project coordination meetings and attend project development team meetings.

Additionally, coordination with local agencies operating general aviation airports to identify needs between the airports and the transportation facilities connected to them.

### **Previous Work**

- Attend Siskiyou County Planning Commission meetings.
- Attend Happy Camp Complete Streets Open House.
- Attend McCloud Intersection Safety Improvement Project Open House.
- Participated in Project Development Team meetings for various state highway projects.
- Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.
- Participated in Project Development Team meetings for various state highway projects.

### **Task or Activity, Work Product, and Schedule**

**Task 1:** Attend Caltrans' state highway project open houses on proposed projects.

Product: Public input on proposed transportation needs and concerns related to projects.

Schedule: As needed.

**Task 2:** Attend Project Development Team meetings for District 2 SHOPP projects to provide local agency input.

Product: Local input on proposed SHOPP projects. Documentation of meeting and concerns raised.

Schedule: As needed.

**Task 3:** Coordinate with local agency airport operators to identify needs between the airports and the other transportation modes for inclusion in the upcoming Regional Transportation Plan.

Product: List of airport capital improvement projects and needs for future RTP update and grant opportunities.

Schedule: September 2024

**Task 4:** Monitor legislation related to funding, grants, or policy changes for region's airports

Product: Identification of potential grant opportunities and policy changes that may impact local operators.

Schedule: September 2024

**Task 5:** Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.

Product: Ongoing communication regarding local projects, funding opportunities, etc.

Schedule: Monthly

**Task 6:** Compilation of data needs for various CTC initiatives such as SB 1121.

Product: Data as requested by CTC staff to support the region's financial needs for maintenance of the transportation network.

Schedule: As needed

**Task 7:** Participate in various Zero Emissions technical groups related to the transition to alternative fuel sources.

Product: Increased knowledge and shared information for the Commission and local agencies to assist with the transition to zero emissions vehicles in the region.

Schedule: Monthly or quarterly depending on the specific working group.

**Task 8:** Coordination and review of Caltrans planning efforts such as corridor plans.

Product: Local input on transportation system needs within the region.

Schedule: As requested by Caltrans.

**Task 9:** Attend Siskiyou County Planning Commission meetings to provide feedback on proposed developments and potential impacts to existing transportation infrastructure.

Product: Engagement on transportation related projects.

Schedule: Planning Commission meets monthly.

**Task 10:** Coordination with Siskiyou County's GIS department to develop data sets for multimodal transportation facilities within region.

Product: Dataset for use in multimodal planning efforts.

Schedule: Quarterly

**Task 11:** Coordinate with region's airport operators for capital improvements data, grant funding opportunities, and multimodal connections.

Product: Capital improvement project lists

Schedule: Quarterly

| Budget - Work Element 604.1 - Regional Transportation Systems Planning |           |      |             |      |                  |
|--|-----------|------|-------------|------|------------------|
| Responsible Agency   | RPA       | PPM  | Local Funds | ATP  | Amount           |
| SCLTC  | \$ 31,215 | \$ - | \$ -        | \$ - | \$ 31,215        |
| <b>Total:</b>  |           |      |             |      | <b>\$ 31,215</b> |

## Work Element 604.2 – Pavement Management System

### Purpose

The purpose of this work element is to provide local agencies with a regional pavement management system, including software for each agency. This data allows for planning and assessing future regional transportation needs throughout the county. The ability to identify potential projects and regional priorities is possible through the assessment of which roadways are most in need of repaving and rehabilitation. The information collected is also used by local agencies as a performance measure for the Regional Transportation Improvement Program (RTIP).

### Previous Work

- Purchase of annual licenses for StreetSaver for each local agency (seven total).
- Finalized Request for Proposals for subsequent contract for updates. (FY 2023/2024)
- SCLTC awarded a contract to NCE in December 2023 for 3-year term to conduct PCI updates. Initial work will be conducted in the spring of 2024.

### Task or Activity, Work Product, and Schedule

**Task 1:** Coordinate access to StreetSaver for each local agency.

Product: Data accessible by local agencies as needed

Schedule: Annually or as needed due to staff changes.

**Task 2:** Purchase of software licenses for local agencies. (Consultant - MTC)

Product: Pavement Management Software “StreetSaver”

Schedule: July - Annually

**Task 3:** Update pavement condition data for a portion of the maintained mileage within the region. This information will provide data to be used to determine project priority for various funding sources (i.e., STIP, RSTP). (Consultant - NCE)

Product: Updated PCI data for use by local agencies, the SCLTC, and the CTC.

Schedule: Data collection will occur in the spring of each year. Analysis and reporting to local agencies will take place in the fall each year.

| Budget - Work Element 604.2 - Pavement Management System |           |           |             |               |                   |
|--|-----------|-----------|-------------|---------------|-------------------|
| Responsible Agency                                       | RPA       | PPM       | Local Funds | ATP           | Amount            |
| SCLTC  | \$4,500   | \$ -      | \$ -        | \$ -          | \$ 4,500          |
| Consultant (NCE)   | \$ 10,000 | \$ 73,785 | \$ -        | \$ -          | \$ 83,785         |
| MTC/StreetSaver Licenses                                 | \$ 25,785 | \$ 1,215  | \$ -        | \$ -          | \$ 27,000         |
|  |           |           |             | <b>Total:</b> | <b>\$ 115,285</b> |

## Work Element 604.3 – Regional Transportation Improvement Program

### Purpose

The purpose of this work element is the ongoing oversight and assistance to local agencies for projects included in the Siskiyou County Local Transportation Commission’s 2024 Regional Transportation Improvement Program (RTIP).

### Previous Work

- Preparation of the 2024 Regional Transportation Improvement Program (RTIP).
- Meetings with each local agency and Caltrans to review existing projects, new proposed projects, and Complete Streets components in projects.
- Attend meetings with local agencies, Caltrans, and CTC staff to review extension requests.

### Task or Activity, Work Product, and Schedule

**Task 1:** Quarterly meetings with local agencies, including tribal representatives, and Caltrans D2 - Office of Local Assistance to review upcoming programmed projects.

Product: Meeting notes and assistance to local agency staff.

Schedule: Quarterly (July/September/December/March)

**Task 2:** Review allocation requests, timely use of funds deadlines, etc.

Product: Approved allocation requests and completed projects within timelines established.

Schedule: Ongoing and as needed.

**Task 3:** Update interactive RTIP map to reflect completed projects.

Product: Updated information for public review on completed and pending projects.

Schedule: Ongoing and as needed.

**Task 4:** Participate in CTC, NSSR, RTPA, and RCTF meetings regarding State Transportation Improvement Program (STIP).

Product: Updated information for decision making at the local level.

Schedule: Ongoing and as needed.

| Budget - Work Element 604.3 - Regional Transportation Improvement Program |          |      |             |      |                 |
|---|----------|------|-------------|------|-----------------|
| Responsible Agency  | RPA      | PPM  | Local Funds | ATP  | Amount          |
| SCLTC   | \$ 8,500 | \$ - | \$ -        | \$ - | \$ 8,500        |
| <b>Total:</b>   |          |      |             |      | <b>\$ 8,500</b> |

## Work Element 604.4 – Regional Transportation Plan

### Purpose

This element includes the next update to Siskiyou County’s Regional Transportation Plan. The Regional Transportation Plan serves as the transportation planning "blueprint" for a 20-year horizon. As a result of the work the RTP will be updated, in conjunction with local, state, and federal agencies, to identify project lists for all modes, funding needs and sources, and will be consistent with the 2024 Regional Transportation Plan Guidelines adopted by the California Transportation Commission.

### Previous Work

- Coordinate with Siskiyou County Community Development on transportation portions of their General Plan Update.
- Prepared and processed an amendment for the City of Yreka’s Knapp Street project. (December 2023)

### Task or Activity, Work Product, and Schedule

**Task 1:** Prepare a Request for Proposals for a consultant to perform the update to the Regional Transportation Plan.

Product: Final draft Request for Proposals.

Schedule: Begin work in July 2024 and have RFP released by August 31, 2024.

**Task 2:** Consultant selection and contract award.

Product: Review all responses from RFP process and select consultant.  
Consultant contract approved by SCLTC.

Schedule: August 2024 with contract award tentatively at October SCLTC meeting.

**Task 3:** Coordinate with consultant and local agencies on information necessary to update plan.

Product: Project lists, priorities for new plan, and draft documents.

Schedule: October 2024 through June 2025.

| Budget - Work Element 604.4 - Regional Transportation Plan |           |            |             |      |                   |
|--|-----------|------------|-------------|------|-------------------|
| Responsible Agency   | RPA       | PPM        | Local Funds | ATP  | Amount            |
| SCLTC  | \$ 25,000 | \$ -       | \$ -        | \$ - | \$ 25,000         |
| Consultant   | \$ -      | \$ 150,000 | \$ -        | \$ - | \$ 150,000        |
| <b>Total:</b>  |           |            |             |      | <b>\$ 175,000</b> |

## **Work Element 605.1 – Multimodal and Public Transportation Planning**

### **Purpose**

Coordinate activities between Siskiyou County Local Transportation Commission, the State, Tribal Governments, and local agencies on multimodal and public transportation planning including coordination with the Social Services Transportation Advisory Council (SSTAC) on unmet transportation needs in the region. This coordination will include identification of development of regional transit needs for inclusion in the upcoming Regional Transportation Plan and future regional planning efforts.

Coordination between Siskiyou Transit and General Express (STAGE) on the coordinated plan and the regional transportation plan. Update the Coordinated Public Transit – Human Services Transportation Plan for Siskiyou County.

Planning on transit needs related to the transition to Zero Emissions. Review of the Transit Asset Management plan with STAGE.

### **Previous Work**

- Attend meetings on Happy Camp Complete Streets project. (October 2023 through February 2024)
- Analysis of unmet needs request for the Mt Shasta Ski Park. (August 2023 through January 2024.)
- Participation in Social Services Transportation Advisory Council activities. (Spring 2024)
- Updated and submitted display ads and legal notices for unmet needs public hearing. (February 2024)
- Complete analysis of unmet needs request for Mt Shasta Ski Park with final report to Commission. (August 2023 through January 2024)

### **Task or Activity, Work Product, and Schedule**

**Task 1:** Monitor activities related to non-motorized needs within region including walking, biking, transit, and other modes of active transportation for inclusion in future local or state improvement projects and information on grants that may be beneficial to related agencies.

**Product:** Project list for future Bicycle/Pedestrian Plans and Regional Transportation Plan. Information on grant opportunities for local agencies.

**Schedule:** October 2024

**Task 2:** Review Coordinated Public Transit – Human Services Transportation Plan to identify sections that are outdated and require updating. Begin work on draft document.

**Product:** Updated components for the Coordinated Public Transit – Human Services Transportation Plan.

**Schedule:** November 2024 through March 2025

**Task 3:** Consult with local agencies, tribal partners, public, and private transportation

operators to identify needs and opportunities for coordinated efforts.

Product: One day workshop facilitated by consultant.  
Documentation of existing services, gaps in services, report of existing providers, needs and project ideas for future grant opportunities.

Schedule: Annual workshop and quarterly review

**Task 4:** Attend community meetings to discuss and identify multimodal options for region's projects.

Product: Documents of needs and project ideas for future grant opportunities.

Schedule: Monthly or quarterly

**Task 5:** Attend meetings, trainings, or conferences related to transit and multimodal options.

Product: Knowledge of planning, coordination, legislation, and funding options.

Schedule: Monthly, Quarterly, or Semi-Annual Events

**Task 6:** Review Short Range Transit Plan and work with transit operator on implementation strategies for identified recommendations.

Product: Project list for next Regional Transportation Plan

Schedule: Quarterly

**Task 7:** Unmet needs advertising, schedule social media posts to promote public hearing, and coordinate with County's Public Information Officer and Siskiyou Transit and General Express (STAGE) to help publicize public hearing.

Product: Final ads and legal notices for public hearing.  
Public hearing held by SCLTC.

Schedule: January 2025 – Update ads and legal notices.  
February 2025 – Submit to newspaper for publishing.

**Task 8:** Conduct public hearing and subsequent SSTAC meeting to review requests for service.

Product: Documentation of request received during public hearing.

Schedule: April 2025 – Public hearing at SCLTC regular meeting.  
April to May 2025 – SSTAC meeting to review unmet needs requests.  
May 2025 – SSTAC recommendation referred to SCLTC.

**Task 9:** Summarize findings and prepare agenda item for Commission's consideration with unmet needs findings.

Product: Agenda materials and minutes with actions of Commission.

Schedule: June 2025 – SCLTC adopts resolution with findings.

**Task 10:** Preparation of documentation for submission to State of California on unmet needs process.



Product: Unmet needs documentation package for State.  
Schedule: July 2025

| Budget - Work Element 605.1 - Multimodal and Public Transportation Planning |              |      |             |      |                    |
|---|--------------|------|-------------|------|--------------------|
| Responsible Agency  | RPA          | PPM  | Local Funds | ATP  | Amount             |
| SCLTC   | \$ 27,500    | \$ - | \$ -        | \$ - | \$ 27,500          |
| Consultant<br>(Task 2 and 3 –<br>CPT-HSTP)                                  | \$ 49,384.51 |      |             |      | \$ 49,384.51       |
| Consultant<br>(Task 7 – Unmet<br>Needs Advertising)                         | \$ 4,500     | \$ - | \$ -        | \$ - | \$ 4,500           |
| <b>Total:</b>   |              |      |             |      | <b>\$81,384.51</b> |

## Work Element 605.2 – Siskiyou County Regional Active Transportation Plan

### Purpose

Continued coordination on the development of a regional active transportation plan for Siskiyou County. This task also includes continued coordination with the Technical Advisory Committee (TAC) and Social Services Transportation Advisory Council (SSTAC).

### Previous Work

- Contract award to Alta Planning + Design. (November 2023)
- Biweekly project team meetings with Alta Planning. (November 2023 through present)
- Draft existing conditions report prepared by Alta Planning.
- Finalized public engagement plan.
- TAC meeting on February 28, 2024, to review the existing conditions draft report.
- Community walk audits and open house event. (April 2024)
- Attending community events to gather input from the public. (Beginning May 2024 and continuing through summer 2024.)

### Task or Activity, Work Product, and Schedule

**Task 1:** Community and stakeholder outreach including conducting community workshops, meeting with key stakeholders, provide updates to TAC and SCLTC.

Product: Public feedback from outreach events, TAC, and SCLTC input.  
Schedule: July 2024 through March 2025.

**Task 2:** Develop Plan Components including comprehensive and prioritized project lists, funding sources matrix, community outreach findings and needs analysis, and implementation plan.

Product: Draft regional active transportation plan.  
Schedule: September 2024 through January 2025.

**Task 3:** Finalize final draft and obtain adoption by SCLTC.

Product: Adopted regional active transportation plan.  
Schedule: February/March 2025

| Budget - Work Element 605.2 - Siskiyou County Regional Active Transportation Plan |          |      |             |            |            |
|---|----------|------|-------------|------------|------------|
| Responsible Agency  | RPA      | PPM  | Local Funds | *ATP       | Amount     |
| SCLTC   | \$ 2,500 | \$ - | \$ 3,500    | \$ 2,500   | \$ 8,500   |
| Consultant  | \$ -     | \$ - | \$ -        | \$ 107,929 | \$ 107,929 |
| <b>Total:</b>   |          |      |             |            | \$ 116,429 |

\*Regional Active Transportation Plan funded by a grant from the California Transportation

Commission's Active Transportation Program Cycle 5.

## **Work Element 606 – Siskiyou County Evacuation and Preparedness Plan**

### **Purpose**

The Siskiyou County Evacuation and Preparedness Plan is intended to coordinate evacuations and other activities to standardize response protocols for potential natural disasters including wildfires, mud flows, or flooding in the future. The project will also be used to educate community members on best practices and procedures to better prepare for future events, helping to facilitate orderly evacuations when needed.

### **Previous Work**

- None

### **Task or Activity, Work Product, and Schedule**

#### **Task 01: Project Administration**

The Siskiyou County Local Transportation Commission (SCLTC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, and the grant contract executed with Caltrans.

SCLTC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on a quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.

| <b>Task 01 - Deliverables</b>                                       |
|---|
| Schedule and Conduct Kick-off meeting with Caltrans – Meeting Notes |
| Quarterly invoices and progress reports.                            |

#### **Task 02: Consultant Procurement**

Siskiyou County Local Transportation will procure a consultant, consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee. As part of this process, staff will further refine the Scope of Work and prepare and distribute Request for Proposals (RFP) for consultant services. A Consultant Selection Committee will be formed to review proposals received and to select a consultant to perform the work. Once selected, staff will prepare and execute a contract for services with the successful consultant.

| <b>Task 02 - Deliverables</b> |
|-------------------------------|
|-------------------------------|

|  |
|--|
| Final draft of the Request for Proposals |
|--|

|   |
|---|
| Selection Committee Scoring Sheets and meeting notes. |
|---|

|   |
|---|
| Executed contract between SCLTC and consultant. |
|---|

### **Task 1: Coordination with Project Partners**

The consultant and Siskiyou County Local Transportation Commission staff will form a Steering Committee consisting of representatives from each of the region's nine cities as well as County officials from the Siskiyou County Office of Emergency Services (OES), Siskiyou County Sheriff's Office, and Siskiyou County Health and Human Services Agency and other key members such as STAGE, local tribal governments, Cal-Fire, US Forest Service, local emergency response agencies, and Caltrans.

The consultant will also conduct a kick-off meeting with Steering Committee members to share contact information, develop lines of communication, and to clarify the objectives of the project. Steering Committee meetings will be conducted monthly to ensure good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

|                              |
|------------------------------|
| <b>Task 1 - Deliverables</b> |
|------------------------------|

|                                    |
|------------------------------------|
| List of Steering Committee Members |
|------------------------------------|

|  |
|--|
| Kick-off meeting agenda and meeting notes. |
|--|

|   |
|---|
| Steering Committee meeting agendas and meeting notes. |
|---|

### **Task 2: Data Collection/Vulnerability Assessment**

The consultant will gather and review existing data pertaining to emergency response protocols in the region or those that may have been included in prior planning studies, needs assessments, community plans, the Regional Transportation Plan, or safety reviews, or other State of Federal agency emergency plans. Regional data on previous natural disasters will also be reviewed as part of the review. The consultant shall also coordinate with key agency officials to conduct information gathering interviews.

The consultant will review and summarize the region's demographic makeup and the geographic locations of potentially higher risk populations. The assessment will identify areas of the region that are most vulnerable during a fire emergency, mudslide, or other natural disaster based on (but not limited to) factors such as fire risk, limitations on ingress and egress for evacuation, and location of higher risk population segments that may require assistance during evacuations (i.e. senior, disabled, low-income, etc.).

The consultant will identify and map key transportation facilities serving the identified vulnerable areas; those most likely to be impacted in a wildfire, flood, or other emergency because of closure, congestion, reduced capacity, etc. Adaptation strategies shall be developed that mitigate or eliminate identified impacts, with a particular focus on potential social equity and economic outcomes. Mapping products shall include at a minimum: network route mapping, evacuation mapping, network of shelter sites, and wildfire priority areas. A prioritized list of 10-15 projects shall be prepared of recommended network improvement projects, including

strategies for funding and implementation.

A bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the Steering Committee for review and comment.

| <b>Task 2 - Deliverables</b>  |
|---|
| List of existing plans and data review.   |
| Vulnerability assessment memo including analysis, findings, mapping products, and prioritized list of recommended network improvement projects with funding strategies. |

### **Task 3: Public Outreach**

With input from the Steering Committee, the consultant shall develop an outreach strategy that includes efforts to reach vulnerable and underserved populations within the region as well as others likely to be impacted or concerned with outcomes of the project. Outreach strategy will include, at a minimum, both surveys (print and online) and in-person workshops. The consultant shall prepare meeting and survey materials in English and Spanish and will advertise public workshops in the community, using a variety of outreach methods consistent with the Siskiyou County Local Transportation Commission Public Participation Plan. This shall include, at a minimum, press releases in local media (newspapers/radio) as well as social media and other methods of outreach including, but not limited to online.

To truly interact and garner input from the various communities a total of thirteen twelve initial public workshops will be held. This number may seem high at first glance, but when you review the map of Siskiyou County and the disadvantaged communities throughout the region there are significant distances between them. Some of these communities, and their residents, have limited access to public transportation. This would be a barrier to engaging them in the planning process. The public workshops are proposed in Fort Jones, Etna, Greenview, Happy Camp, Dorris, Lake Shastina, McCloud, Montague, Mt Shasta, Tulelake, Weed, and Yreka.

The first round of workshops will be held early in the process (concurrent with Task 2) to inform the public of the need and objectives of the project, the timeline, and the various methods made available for public input. The second set of five regional workshops (Butte Valley, Scott Valley, Mt Shasta, Happy Camp/Hwy 96 Corridor, and Yreka) will take place when the Draft Plan is made available for public review (Task 5 below).

As part of the public workshops the Siskiyou County Office of Emergency Services (OES) will develop pre-made emergency preparedness packets for residents to utilize for important documents and final evacuation maps. The project would also include printing by OES of informational postcards, and necessary postage, that would be sent to all mailing addresses in the region to increase awareness of emergency preparedness, and alert systems.

The consultant shall coordinate with key agency officials to conduct information gathering interviews. These will be an important component of the overall plan in determining the historical roles of each during past events. Information obtained will be used to identify capabilities and capacities of individual agencies in coordinating large scale evacuations, as well as developing proper messaging strategies to help the public with emergency preparations. In addition, a

presentation before the Social Services Transportation Advisory Council (SSTAC) will be given to obtain feedback from representatives of senior, disabled, and low-income agencies (public and private) regarding evacuation strategies of these target populations.

The consultant shall record all notes, comments, and or concerns submitted in written form or discussed at community workshops. This will include consultant comments or commitments that were made to address such issues.

SCLTC staff will assist with and participate in the public outreach process.

| <b>Task 3 - Deliverables</b>   |
|--|
| Prepare outreach strategy and surveys.   |
| Advertising materials, news releases, surveys, etc.  |
| Community workshop materials (sign-in sheets, notes, etc.) including records of public comments. |
| Emergency preparedness packets for residents.  |

#### **Task 4: Evacuation and Preparedness Analysis**

Consultant shall evaluate all input (within the context of the established project objectives) received from agency officials, the public, and other stakeholders. Existing organizational structures and established lines of communication between agencies involved with emergency evacuations will be used to guide the Plan's development with respect to future protocols. An evaluation of existing Memoranda of Understanding (MOUs) and/or contracts that have been used in past events will help determine whether better or more consistent coordination is needed.

Recommendations will be developed as part of the analysis.

The consultant will review existing plans and suggest improvements to emergency communication methods informing the public before, during, or after disaster events regarding evacuation, repopulation, or other necessary information. This may include online resources, the use of social media, or other communication methods to notify the public of available emergency transportation services, evacuation preparedness, access to additional services, etc. A focus will be placed on evacuation methods for vulnerable populations or those in need of assistance (seniors, disabled, school children, etc.).

An inventory of critical transportation facilities and assets will be created, with maintenance recommendations as well as alternate route options provided for each. This may include private routes which will require recommendations on how to secure future access (e.g. easements, MOUs, etc.). Where no alternate routes are available, the consultant will recommend potential new facilities for vulnerable areas, with potential funding sources to be identified for their future development.

The consultant will review existing training and/or drills used by local agencies and recommend changes or additions to current practices. The consultant will also identify possible funding

sources for implementation of parts or all of the Evacuation and Preparedness Plan, including continuing the Steering Committee past the life of project completion, training and drills, improved communication between the agencies and with the public, and evacuation route maintenance or improvements.

The consultant shall prepare an administrative Draft Evacuation and Preparedness Plan, which will be presented to the Steering Committee for review and comment, prior to being posted for public review.

The consultant will present the administrative Draft at five public workshops. The workshops will be used to inform the public of the overall project findings as well as to solicit final comments that can be incorporated into a final draft.

SCLTC staff will review the analyses provided by the consultant.

|                              |
|------------------------------|
| <b>Task 4 - Deliverables</b> |
|------------------------------|

|  |
|--|
| Draft Evacuation and Preparedness Plan |
|--|

### **Task 5: Draft and Final Evacuation and Preparedness Plan**

The consultant shall prepare the final draft Siskiyou County Evacuation and Preparedness Plan in consideration of all Steering Committee, Social Services Transportation Advisory Council, stakeholder, and public comments, suggested corrections, and other input received on the draft version.

The consultant shall present the draft final Siskiyou County Evacuation and Preparedness Plan to the Siskiyou County Local Transportation Commission at a public hearing for comment, consideration, and final adoption. Following the public hearing and Commission adoption of the plan, the consultant shall prepare final bound copies (exact number to be determined and established in the consultant contract) as well as an electronic copy of the final product and appendices, then deliver to the Siskiyou County Local Transportation Commission and other stakeholder agencies.

SCLTC staff will review the draft and final versions of the plan.

|                              |
|------------------------------|
| <b>Task 5 - Deliverables</b> |
|------------------------------|

|   |
|---|
| Final Draft Evacuation and Preparedness Plan that includes a summary of next steps towards implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy. |
|---|

|   |
|---|
| Presentation of Plan to Siskiyou County Local Transportation Commission |
|---|

#### **Next Steps**

Once adopted, copies of the Final Plan will be distributed to stakeholder agencies for reference and implementation. The Siskiyou County Local Transportation Commission will pursue methods and funds in which to continue future meetings and coordination between previous Steering Committee members and agencies. Likewise, funding for future public outreach will be pursued in order to keep the public informed of preparedness strategies and best practices as

derived from the final product.

| Budget - Work Element 606 – Siskiyou County Evacuation and Preparedness Plan |              |             |                   |
|--|--------------|-------------|-------------------|
| Responsible Agency   | *SHA-Climate | Local Funds | Amount            |
| SCLTC  | \$ 24,669    | \$ 3,196    | \$ 27,865         |
| Consultant   | \$ 225,467   | \$ 29,212   | \$ 254,679        |
| <b>Total:</b>  |              |             | <b>\$ 282,544</b> |

\*The Siskiyou County Evacuation and Preparedness Plan is funded by a grant from the California Transportation Commission’s Sustainable Transportation Planning Grant Program – Climate Adaptation Planning Category.

This project is expected to begin work in FY 2024/2025 but continue into FY 2025/2026 and be completed in FY 2026/2027.



**Sustainable Transportation Planning Grant Program**

**COST AND SCHEDULE**

|                                      |  |
|--------------------------------------|--|
| <b>Grant Category</b>                | Climate Adaptation Planning  |
| <b>Grant Fiscal Year</b>             | FY 2024-25   |
| <b>Project Title</b>                 | Siskiyou County Evacuation and Preparedness Plan   |
| <b>Organization</b><br>(Legal name)  | Siskiyou County Local Transportation Commission  |
| <b>Disclaimers</b>                   | Agency commits to the Cost and Schedule below. Any changes will need to be approved by Caltrans prior to initiating any Cost and Schedule change or amendment.<br>Use only whole dollars in the financial information fields. No rounding up or down and no cents.<br>Use the Local Match Calculator to ensure that grant and local match amounts are correct: <a href="#">Local Match Calculator</a> (posted on-line) |
| <b>Reimbursements/<br/>Invoicing</b> | Does your agency plan to request reimbursement for indirect costs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the estimated indirect cost rate? _____ <10%<br>Does your agency plan to use the Tapered Match approach for invoicing purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |

| Task #        | Task Title   | Grant Amount*    | Estimated Local Cash Match* | Estimated Local In-Kind Match* | Estimated Total Project Cost* | FY 2024/25 |   |   |   |   | FY 2025/26 |   |   |   |   | FY 2026/27 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------------|--|------------------|-----------------------------|--------------------------------|-------------------------------|------------|---|---|---|---|------------|---|---|---|---|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|               |  |                  |                             |                                |                               | J          | A | S | O | N | D          | J | F | M | A | M          | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |
| 01            | Project Administration<br>(no more than 5% of total grant funds) | \$6,679          | \$865                       | \$0                            | \$7,544                       |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 02            | Consultant Procurement   | \$4,561          | \$591                       | \$0                            | \$5,152                       |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1             | Coordination with Project Partners                               | \$20,836         | \$2,700                     | \$0                            | \$23,536                      |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2             | Data Collection/Vulnerability Assessment                         | \$33,497         | \$4,340                     | \$0                            | \$37,837                      |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3             | Public Outreach  | \$108,560        | \$14,065                    | \$0                            | \$122,625                     |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4             | Evacuation and Preparedness Analysis                             | \$41,389         | \$5,362                     | \$0                            | \$46,751                      |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5             | Draft and Final Evacuation and Preparedness Plan                 | \$34,614         | \$4,485                     | \$0                            | \$39,099                      |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>Totals</b> |  | <b>\$250,136</b> | <b>\$32,408</b>             | <b>\$0</b>                     | <b>\$282,544</b>              |            |   |   |   |   |            |   |   |   |   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Appendix A - Summary of Expenditures for Siskiyou County**

Appendix A - Summary of Expenditures for Siskiyou County

| Work Element   | RPA               | PPM               | Local Funds<br>(RSTP/LTF) | *ATP              | **SHA-<br>Climate | Total             |
|--|-------------------|-------------------|---------------------------|-------------------|-------------------|-------------------|
| WE 601 - Administration  |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 40,000         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 40,000         |
| SCLTC (TDA)  | \$ -              | \$ -              | \$ 5,000                  | \$ -              | \$ -              | \$ 5,000          |
| WE 602 - OWP Development                                       |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 10,000         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 10,000         |
| WE 603 - Interagency Coordination and Public Engagement        |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 44,000         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 44,000         |
| Consultant   | \$ 2,500          | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 2,500          |
| WE 604.1 - Regional Transportation Systems Planning            |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 31,215         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 31,215         |
| WE 604.2 - Pavement Management System                          |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 4,500          | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 4,500          |
| Consultant   | \$ 10,000         | \$ 73,785         | \$ -                      | \$ -              | \$ -              | \$ 83,785         |
| MTC - StreetSaver  | \$ 25,785         | \$ 1,215          | \$ -                      | \$ -              | \$ -              | \$ 27,000         |
| WE 604.3 - Regional Transportation Improvement Program         |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 8,500          | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 8,500          |
| WE 604.4 - Regional Transportation Plan                        |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 25,000         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 25,000         |
| Consultant   | \$ -              | \$ 150,000        | \$ -                      | \$ -              | \$ -              | \$ 150,000        |
| WE 605.1 - Multimodal and Public Transportation Planning       |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 27,500         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 27,500         |
| Consultant   | \$ 53,885         | \$ -              | \$ -                      | \$ -              | \$ -              | \$ 53,885         |
| WE 605.2 - Siskiyou County Regional Active Transportation Plan |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ 2,500          | \$ -              | \$ 3,500                  | \$ 2,500          | \$ -              | \$ 8,500          |
| Consultant   | \$ -              | \$ -              | \$ -                      | \$ 107,929        | \$ -              | \$ 107,929        |
| WE 606 - Siskiyou County Evacuation and Preparedness Plan      |                   |                   |                           |                   |                   |                   |
| SCLTC Staff  | \$ -              | \$ -              | \$ 3,196                  | \$ -              | \$ 24,669         | \$ 27,865         |
| Consultant   | \$ -              | \$ -              | \$ 29,212                 | \$ -              | \$ 225,467        | \$ 254,679        |
| <b>Total</b>   | <b>\$ 285,385</b> | <b>\$ 225,000</b> | <b>\$ 40,908</b>          | <b>\$ 110,429</b> | <b>\$ 250,136</b> | <b>\$ 911,858</b> |

\* Regional Active Transportation Plan funded by a grant from the California Transportation Commission's Active Transportation Program Cycle 5.

\*\*The Siskiyou County Evacuation and Preparedness Plan is funded by a grant from the California Transportation Commission's Sustainable Transportation Planning Grant Program - Climate Adaptation Planning Category.

**Appendix B - FAST Act Planning Factors**

**Appendix B - FAST Act Planning Factors**

|   |  | <b>Work Element</b> |     |     |       |       |       |       |       |       |
|---|--|---------------------|-----|-----|-------|-------|-------|-------|-------|-------|
| <b>FAST Act Planning Factors FY 2024/2025</b> |  | 601                 | 602 | 603 | 604.1 | 604.2 | 604.3 | 604.4 | 605.1 | 605.2 |
| 1   | Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.   | X                   | X   | X   | X     | X     | X     | X     | X     | X     |
| 2   | Increase the safety of the transportation system for motorized and non-motorized users.  |                     |     | X   | X     | X     | X     | X     | X     | X     |
| 3   | Increase the security of the transportation system for motorized and non-motorized users.  |                     |     | X   | X     |       | X     | X     | X     | X     |
| 4   | Increase the accessibility and mobility of people and freight.   |                     |     |     | X     | X     | X     | X     | X     | X     |
| 5   | Protect and enhance the environment, promote energy conservation, improve the quality of life, promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns. | X                   |     | X   | X     | X     | X     | X     | X     | X     |
| 6   | Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.  |                     |     | X   | X     | X     | X     | X     | X     | X     |
| 7   | Promote efficient system management and operation.   | X                   | X   |     | X     | X     | X     | X     | X     | X     |
| 8   | Emphasize the preservation of the existing transportation system.  |                     |     |     | X     | X     | X     | X     | X     |       |
| 9   | Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation   |                     |     |     | X     | X     | X     | X     | X     | X     |
| 10  | Enhance travel and tourism   |                     |     |     | X     | X     | X     | X     | X     | X     |

\*Note: SCLTC currently does not receive federal planning funds.

## **Appendix C - Federal Planning Emphasis Areas**

**Appendix C - Federal Planning Emphasis Areas**

| <b>Federal Planning Emphasis FY 2024/2025</b> |  | <b>Work Element</b> |     |     |       |       |       |       |       |       |
|---|--|---------------------|-----|-----|-------|-------|-------|-------|-------|-------|
|   |  | 601                 | 602 | 603 | 604.1 | 604.2 | 604.3 | 604.4 | 605.1 | 605.2 |
| 1   | Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future | X                   |     | X   | X     |       |       | X     | X     | X     |
| 2   | Equity and Justice <sup>40</sup> in Transportation Planning                  | X                   |     | X   | X     |       | X     | X     | X     | X     |
| 3   | Complete Streets   | X                   |     | X   | X     | X     | X     | X     | X     | X     |
| 4   | Public Involvement   | X                   | X   | X   | X     | X     | X     | X     | X     | X     |
| 5   | Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination | X                   |     | X   | X     | X     | X     | X     | X     |       |
| 6   | Federal Land Management Agency Coordination                                  | X                   |     | X   | X     | X     | X     | X     | X     | X     |
| 7   | Planning and Environmental Linkages  | X                   |     | X   | X     |       | X     | X     | X     | X     |
| 8   | Data in Transportation Planning  | X                   |     | X   | X     | X     | X     | X     | X     | X     |

\*Note: SCLTC currently does not receive federal planning funds.

Siskiyou County Local Transportation Commission

Resolution No. \_\_\_\_\_

Overall Work Program Amendment #1 for FY 2024/2025

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) has reviewed the proposed Amendment #1 for the FY 2024/2025 Overall Work Program, which includes the addition of carryover funds totaling \$ 55,384.51; and

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) was the recipient of a Climate Adaptation Planning grant award of \$ 250,136 from the California Department of Transportation's Sustainable Transportation Planning Grant Program which must be incorporated into the FY 2024/2025 Overall Work Program; and

WHEREAS, the Siskiyou County Local Transportation Commission concurs with the plan as presented in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves Amendment #1 to the FY 2024/2025 Overall Work Program and authorizes staff to submit to Caltrans.

PASSED AND ADOPTED this 26<sup>th</sup> day of September 2024 by the Siskiyou County Local Transportation Commission by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Bruce Deutsch, Chairperson

ATTEST:

\_\_\_\_\_  
Melissa Cummins  
Executive Director





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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 7

Date: September 26, 2024

Subject: Discussion regarding possible project application for Senate Bill 125 funding to pay for shuttle service to the Mt Shasta Ski Park.

### **Past Action**

On December 11, 2023, the Commission authorized the Executive Director to submit the initial allocation package to CalSTA under the Senate Bill 125 program.

### **Background**

During the FY 2023/2024 unmet transit needs process the Mt Shasta Ski Park submitted an unmet transit needs request for transportation services between the communities in south county and the ski park during the ski season. An unmet needs analysis was conducted by staff and a presentation provided to the Commission in January 2024.

Staff was directed to convene a meeting of all stakeholders, which was held in March 2024. During this meeting we discussed coordination efforts between a potential shuttle service and the existing routes operated by STAGE.

During the Commission's August 20<sup>th</sup> meeting representatives from the Mt Shasta Ski Park and Best Western Plus Tree House came back to the Commission requesting reconsideration of the request for the 2024/2025 winter season. The Commission directed staff to evaluate potential funding under the Senate Bill 125 (SB 125) program.

The Executive Director and Transportation Services Manager, Angie Stumbaugh, met with a representative from the California State Transportation Agency on September 12<sup>th</sup> to discuss the potential use of SB 125 funds for this request.

### **Discussion**

If necessary, as requested by the Commission.

### **Recommended Action**

Discussion, direction, and possible action authorizing the Executive Director to prepare and submit a funding package to the California State Transportation Agency under Senate Bill 125.

### **Attachments (1)**

- SB125 TIRCP Fact Sheet

**TIRCP PROJECT FACT SHEET**  
**Siskiyou County Local Transportation Commission**

Activity #1 – Saturday Shuttle Service to/from the Mt Shasta Ski Park

IMPLEMENTING AGENCY OR AGENCIES:

County of Siskiyou  
 Siskiyou County Local Transportation Commission

| PHASE                   | START DATE | END DATE   |
|-------------------------|------------|------------|
| Develop RFP             | 10/15/2024 | 10/30/2024 |
| Selection of Consultant | 11/01/2024 | 11/15/2024 |
| Award Contract          | 12/01/2024 | 12/17/2024 |
| Project Completion      | 12/17/2024 | 05/01/2027 |

ANTICIPATED DATE OF CONSTRUCTION, IF APPLICABLE – N/A

SUMMARY OF PROJECT SCOPE – Implement shuttle bus service to/from the Mt Shasta Ski Park each Saturday between mid-December and mid-March.

TOTAL PROJECT COSTS (USD\$)- \$ 125,000

TOTAL PROJECT DEVELOPMENT COSTS (USD\$), IF APPLICABLE – N/A

AMOUNT OF FUNDING USED FOR PROJECT MANAGEMENT, INCLUDING RTPA PROJECT MANAGEMENT (USD\$) - \$ 7,500

| FUNDING SOURCE | FUNDING TYPE     | FUNDING AMOUNT (USD\$) |
|----------------|------------------|------------------------|
| SB 125         | TIRCP Operations | \$ 125,000             |
|                |                  |                        |
|                |                  |                        |

**ADDITIONAL PROJECT DETAILS (REQ) – NOT TO EXCEED 2 PAGES**

EXPLANATION OF GREENHOUSE GAS REDUCING FEATURES OF THE PROJECT

The proposed service will offer two trips each morning and afternoon from local hotels or communities to the ski park. This will reduce trips by personal vehicle, which will reduce GSG.

**TIRCP PROJECT FACT SHEET**  
**Siskiyou County Local Transportation Commission**

EXPLANATION OF EXPECTED RIDERSHIP BENEFITS, INCLUDING INTEGRATION WITH REGIONAL MODES & PROVIDERS

The expected ridership benefits include less personal vehicle trips between communities such as Mt Shasta to the Mt Shasta Ski Park and reduce drivers on the roadway who may not be familiar with driving in winter conditions.

The Commission is evaluating options to allow contracting with a private firm to provide this service. This would allow the service to be expanded without negatively impacting regular routes operated during the week.

IF APPLICABLE, EXPLANATION OF THE BENEFITS TO DISADVANTAGED & LOW-INCOME COMMUNITIES AND/OR HOUSEHOLDS (PER SB 535 AND AB 1550)

The proposed service may afford residents in local disadvantaged communities the opportunity to seek employment at the ski park, which they otherwise may not have without this transportation option.



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 8

Date: September 26, 2024

Subject: Draft policy on Regional Surface Transportation Program re-assignment of allocations requests.

**Past Action**

On September 10, 2024, the Commission reviewed a request from a local agency to reallocate a portion of the funds allocated from the Regional Surface Transportation Block Grant program.

The Commission requested the Executive Director bring back a draft policy for consideration that outlines how future re-allocation requests will be processed.

**Background**

The enclosed draft policy (#23-002) provides the framework on the funding source, how the funds are acquired, the administrative process, and draft language on the process for re-assigning allocated funds.

As suggested the Executive Director did review other agencies policies, but only found documentation on one similar agency (rural transportation commission). Their allocation is distributed by population to each eligible agency within the region.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Adopt policy # 23-002, with modifications if necessary, regarding the Regional Surface Transportation Block Grant Program

Attachments (1)

- Draft Policy #23-002 - Regional Surface Transportation Block Grant Program



## **Siskiyou County Local Transportation Commission**

REGIONAL TRANSPORTATION PLANNING AGENCY

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Adopted on: September 26, 2024

Policy #: 23-002

Re: Regional Surface Transportation Block Grant Program Policy for SCLTC

### General Information:

The Siskiyou County Local Transportation Commission (SCLTC) annually receives State Highway Account funds representing the Commission's share of the Federal Regional Surface Transportation Program (RSTP). This apportionment is available for allocation to projects defined under Article XIX of the California State Constitution and implemented in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highway Code.

The SCLTC annually distributes the RSTP funds to eligible agencies within the region. Prior to the distribution of funds, an exchange agreement is executed between the SCLTC and the State Department of Transportation (Caltrans) to exchange these federal RSTP funds for state funds, thus eliminating the administrative burden of processing federal funds and some federal requirements for use of the funds.

The funds are maintained in a separate fund (Fund: 2537).

### Funding Cycle:

During a normal funding cycle, the SCLTC receives instructions from the State to begin the process to exchange the RSTP funds in the spring each year, resulting in an executed exchange agreement and receipt of funds on or by June 30<sup>th</sup> each fiscal year. The Executive Director then conducts a call for projects from eligible agencies. Upon SCLTC approval, the Executive Director notifies eligible claimants of the amount of available funding. Funds are then distributed to agencies pursuant to the administrative process below.

### Administrative Process:

The following administrative requirements are hereby implemented to assure that the agencies receiving the RSTP funds are using the funds properly, and to assure that the SCLTC is properly tracking the funds.

- A. Call for Projects: Each entity who wishes to submit projects for consideration shall be required to submit to the following to be considered for funding:
  - a. One page description for each project that should include:
    - i. Project Budget
    - ii. How requested improvements will impact surrounding community.



## **Siskiyou County Local Transportation Commission**

REGIONAL TRANSPORTATION PLANNING AGENCY

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iii. Other funds being combined to fully fund the project.

- B. Agreement Compliance: The SCLTC is annually required to sign an exchange agreement with the State which states the SCLTC (and project sponsors) agree to comply with the required conditions. Therefore, each entity shall receive a copy of the agreement and be required to sign a statement of compliance prior to expending funds. Once all required forms are submitted the Executive Director will notify the agency of their eligibility date for expenditures.
- C. Bi-Annual Report: Each entity shall be required to submit a bi-annual progress report once funds have been allocated. The report shall include detailed expenditure reports, including other fund sources used to construct the project.
- D. Request for Reimbursement: Once the project is constructed the agency will submit a request for reimbursement on agency letterhead with a detailed report identifying all expenses incurred on the project to the Executive Director for processing.

### Re-assignment of Allocated Funds:

- A. Agencies may only expend funds on project components presented and approved by the SCLTC.
- B. If an agency's project bids are less than the amount allocated by the SCLTC, the funds will be returned to the pool for reallocation by the Commission during a future cycle.
- C. An agency may request a re-assignment of funds for nearby and adjacent work if all other requirements have been met (i.e., environmental clearance).
- D. All requests must be submitted to the Executive Director for review and approval prior to any funds being expended on nearby and adjacent work.
- E. Any request for re-assignment of funds that exceeds twenty-five percent (25%) or \$ 32,250 of the allocation must be approved by the Commission.



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 9

Date: September 26, 2024

Subject: Presentation of Transportation Funding Sources

**Past Action**

None.

**Background**

On June 11, 2024, the Commission received a presentation that identified various funding programs and their uses. After the presentation the Commission requested a future agenda item to review the funding programs in more detail.

A summary of funding programs, eligible uses, current use, match requirements, and next application cycle is enclosed and will be reviewed during the meeting.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Discussion only.

**Attachments (1)**

- Grant Funding Sources Chart (09/22/2024)

## Transportation Funding Programs

| Administering Agency                            | Program Title   | Eligible Uses   | Current Use   | Match Requirements  | Next Application Cycle  |
|---|---|---|---|---|---|
| California State Transportation Agency (CalSTA) | Transit and Intercity Rail Capital Program (TIRCP)  | Funds capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion.  | N/A<br><br>Competitive Program - Neither STAGE nor the Commission has previously applied for this grant.  |   | Cycle 7 Awards Anticipated to be announced October 23, 2024'                                      |
| California State Transportation Agency (CalSTA) | Senate Bill 125<br><br>Includes:<br>Transit and Intercity Rail Capital Program<br><br>Zero Emission Transit Capital Program | TIRCP is distributed using a population-based formula to regional transportation planning agencies.<br><br>The bill also establishes the Zero-Emission Transit Capital Program, which is allocated to RTPAs on a population-based formula and another formula based on revenues to fund zero-emission transit equipment and operations.<br><br>Funds various projects that reduce greenhouse gas emissions, increase ridership, and move agencies closer to state climate goals including zero emissions transit infrastructure and vehicles. | New STAGE website<br><br>Operational Improvements Model Analysis<br><br>Zero Emissions Strategy Plan<br><br>Cashless Fare System Upgrade<br><br>Reduced Fare Days | None<br><br>Total available funding over four fiscal year period is \$ \$5,676,994. | Rolling Application Cycle<br><br>As long as the agency has funding available in the current year. |
| Caltrans  | Caltrans Sustainable Transportation Planning Grant Program<br><br>Includes Climate Adaptation Planning grants.              | Eligible planning projects must have a transportation nexus per Article XIX Sections 2 and 3 of the California Constitution. Proposed planning projects are expected to directly benefit the multi-modal transportation system.<br><br>These grants will also improve public health, social equity, environmental justice, the environment, and provide other important community benefits.   | Siskiyou County Evacuation and Preparedness Plan<br><br>* Prior projects funded through this program include the update to the Short-Range Transit Plan in 2016.  | Depending on the fund source the required match is 11.47% or 20%.                   | Notice of Funding Opportunity is expected to be released in November 2024                         |



## Transportation Funding Programs

| Administering Agency | Program Title   | Eligible Uses   | Current Use  | Match Requirements   | Next Application Cycle  |
|----------------------|---|---|--|--|---|
| Caltrans             | Low Carbon Transit Operations Program (LCTOP)   | <p>Monies for the program shall be expended to provide transit operating or capital assistance that meets any of the following:</p> <ul style="list-style-type: none"> <li>• Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other.</li> <li>• Operational expenditures that increase transit mode share.</li> <li>• Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.</li> </ul> | <p>Free Fare Days</p> <p>College of the Siskiyous Student Rider Program</p> <p>Happy Camp Service</p>                              | None   | Annual Application  |
| Caltrans             | <p>Active Transportation Program</p> <p>The purpose of the ATP is to encourage an increased use of active modes of transportation, such as biking and walking.</p> <p>This program can also support improvements that increase access to transit stops.</p> | <ul style="list-style-type: none"> <li>• Infrastructure Projects: Capital improvements that will further the goals of this program.</li> <li>• Non-Infrastructure (NI) Projects: Education, encouragement, and enforcement activities that further the goals of the ATP.</li> <li>• Combination Projects: A project that combines Infrastructure and Non-Infrastructure components.</li> <li>• Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that is located in a disadvantaged community.</li> </ul>  | <p>Siskiyou County Regional Active Transportation Plan</p> <p>(Final plan expected to be adopted by the SCLTC in spring 2025.)</p> | Cycle 7 guidelines state the program does not require a match. | Application deadline was June 17, 2024 with staff recommendations expected to be presented to the California Transportation Commission on November 1, 2024. |

## Transportation Funding Programs

| Administering Agency   | Program Title   | Eligible Uses  | Current Use   | Match Requirements   | Next Application Cycle  |
|--|---|--|---|--|---|
| Caltrans   | State of Good Repair  | Eligible uses include:<br>- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities.<br>- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.<br>- Transit services that complement local efforts for repair and improvement of local transportation infrastructure. | Bus replacement<br>Bus rehabilitation<br>Radio equipment replacement<br>Transit stop improvements (shelters, simme seats) | No required match.   | Last application for the FY 2024/2025 funding cycle was submitted on 08/27/20024.                       |
| Federal Highway Administration - US Department of Transportation | Federal Lands Access Program (FLAP)   | The FLAP was established to make funds available for projects that provide access to, are adjacent to, or are located within Federal lands.  | N/A   |  | The call for projects for California is expected to reopen in 2026.                                     |
| Federal Transit Administration                                   | Formula Grants for Rural Areas (Section 5311)                               | Capital, planning, and operating assistance for public transportation in rural areas with populations of less than 50,000.   | Operations expenses including salaries and maintenance of vehicles.   | Yes – Confirming percentage with staff.  | 2025  |
| Federal Transit Administration                                   | Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310) | The program makes federal resources available to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000).   | N/A   | Typically, the local match is as follows:<br>Capital Projects<br>- 20% local match<br>Mobility Management Projects<br>- 20% local match required<br>Operating Assistance<br>- 50% local match required                           | Last application cycle closed August of 2023.<br><br>Next application cycle anticipated August of 2025. |
| Federal Transit Administration                                   | Buses and Bus Facilities Competitive Program (Section 5339(b))              | Capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.<br><br>Additionally, 0.5% of a request may be for workforce development training, and an additional 0.5% may be for training at the National Transit Institute.  | N/A   | Federal share of capital project costs is 80% of the net project cost.<br><br>The Federal share of the cost of leasing or purchasing a low or no emission transit bus is not to exceed 85 percent of the total transit bus cost. | Last notice of funding opportunity closed April 25, 2024.   |

## Transportation Funding Programs

| Administering Agency           | Program Title                                    | Eligible Uses   | Current Use | Match Requirements  | Next Application Cycle |
|--------------------------------|--|---|-------------|---|------------------------|
| Federal Transit Administration | Formula Grants for Rural Areas (Section 5311(f)) | Eligible activities include planning, capital, operating, job access and reverse commute projects, and the acquisition of public transportation services.   |             | Federal share is:<br>Capital Projects - 80 %<br>Operating Assistance - 50 %<br>ADA non-fixed route paratransit - 80 %   | Information pending.   |
| Federal Transit Administration | Low or No Emission Grant Program - 5339(c)       | <p>Eligible projects include:</p> <ul style="list-style-type: none"> <li>- purchasing or leasing low- or no-emission buses</li> <li>- acquiring low- or no-emission buses with a leased power source</li> <li>- constructing or leasing facilities and related equipment for low- or no-emission buses</li> <li>- constructing new public transportation facilities to accommodate low- or no-emission buses</li> <li>- rehabilitating or improving existing public transportation facilities to accommodate low- or no-emission buses.</li> </ul> <p>Additionally 0.5% of a request may be for workforce development training and an additional 0.5% may be for training at the National Transit Institute (NTI). Applicants proposing any project related to zero-emission vehicles must also spend 5% of their award on workforce development and training as outlined in their Zero-Emission Transition Plan, unless the applicant certifies that their financial need is less.</p> | N/A         | <p>The Federal share of the cost of leasing or purchasing a transit bus is not to exceed 85 percent of the total transit bus cost.</p> <p>The federal share in the cost of leasing or acquiring low- or no-emission bus-related equipment and facilities is 90 percent of the net project cost.</p> |                        |



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

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To: Siskiyou County Local Transportation Commission

Agenda Item: 10(A/B/C)

Date: September 20, 2024

Subject: Other Business

**Discussion**

- A. Executive Director – Other updates for the Commission.
- B. Other topics from the Commission that do not require a formal agenda item.
- C. Next regular meeting – Tuesday, October 8, 2024, at 10:30 a.m.

**Recommendation Action**

Adjourn meeting.