Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 5B

Subject: Public Hearing on Unmet Transit Needs for FY 2025/2026

Past Action:

On April 9, 2024, the Commission held the FY 2024/2025 Unmet Transit Needs public hearing to receive requests for service. All requests were referred to the Social Services Transportation Advisory Council for review.

Summary of Item:

Public Utilities Code § 99238.5 (Citizen Participation Process) requires the Commission to establish and implement a citizen participation process appropriate for each county utilizing the Social Services Transportation Advisory Council as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, disabled, and persons of limited means.

The process must include provisions for at least one public hearing in the jurisdiction. Notice of the hearing, including the date, place, and specific purpose of the hearing shall be given at least 30 days in advance through publication in a newspaper of general circulation.

Outreach for the public hearing included:

- Display ad and legal notices (see enclosed) published in the Siskiyou Daily News on March 5, 2025, March 12, 2025, March 19, 2025, March 26, 2025, and April 2, 2025.
- Information about the public hearing and ways to submit comments were posted on the Commission's Facebook page on March 17, 2025, March 28,2025, and March 31, 2025.
- Flyers were also posted inside STAGE's buses.
- Information on the public hearing was posted on the Commission's website under the meetings and events section.

This is a Public Hearing to accept comments from the public on unmet transit needs within the region.

The Social Services Transportation Advisory Council is scheduled to meet on April 22, 2025, to review the list of unmet transit needs.

Financial Impact: Yes □ No ☒

Recommended Action:

Refer all comments and requests for service to the Social Services Transportation Advisory Council for review.

Attachments (4)

- Display Ad Published in Siskiyou Daily News
- Legal Notice Published in Siskiyou Daily News
- Summary of requests for service received since April 9, 2024
- Saturday Service Survey Results (April 2, 2025)

THE SISKIYOU DAILY NEWS

Originally published at siskiyoudaily.com on 03/26/2025

PUBLIC HEARING UNMET TRANSIT NEEDS

The Siskiyou County Local Transportation Commission will hold a public hearing on April 8, 2025, to identify Unmet Transit Needs in Siskiyou County.

The public is invited to submit requests for new or expanded services or comments on existing transit services.

To submit requests or provide comments visit: https://forms.gle/YKGvfVymfE9XgSmt6

PUBLIC HEARNG

April 8, 2025 at 10:30 A.M.

Siskiyou County Local Transportation Commission Meeting Transit Center Conference Room 190 Greenhorn Road Yreka, CA 96097



Written comments can be submitted to: general@siskiyoucoltc.org

> Comments must be received by April 2, 2025.



MS-41116575

THE SISKIYOU DAILY NEWS

Govt Public Notices

Originally published at siskiyoudaily.com on 03/26/2025

Notice of Public Hearing - Unmet Transit Needs

In accordance with Section 99401.5 and 99401.6 of the Transportation Development Act, the Siskiyou County Local Transportation Commission will hold a public hearing on Tuesday, April 8, 2025, at 10:30 a.m., or as soon thereafter as may be heard, in the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, CA, to identify unmet transit needs within Siskiyou County.

Members of the public may attend remotely via Zoom or in person. All interested parties are invited to present comments in person or may submit comments in writing by email to general@siskiyoucoltc.org or by USPS to:

Siskiyou County Local Transportation Commission 190 Greenhorn Road Yreka, CA 96097

All items presented to the Siskiyou County Local Transportation Commission during a public hearing, including but not limited to, letters, e-mail, petitions, photos, or maps, become a permanent part of the record and must be submitted to the Executive Director. It is advised that the presenter bring 7 copies of anything presented to the Commission and that the presenter create copies in advance for their own records.

All public records related to an open session item on the agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 190 Greenhorn Road, Yreka, CA 96097 at the same time that the public records are distributed or made available to a majority of the members of the legislative body. All supporting documentation is available for public review at the Siskiyou County Transit Center, located at 190 Greenhorn Road, Yreka, CA 96097, during regular business hours, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. - 5:00 p.m., Monday through Friday.

If you plan on attending the public hearing and need special accommodation because of a sensory or mobility impairment/disability, please contact the Executive Director at (530)709-5060 to arrange for those accommodations to be made.

If you challenge this issue, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Siskiyou County Local Transportation Commission at, or prior to, the public hearing.

MELISSA CUMMINS, Executive Director

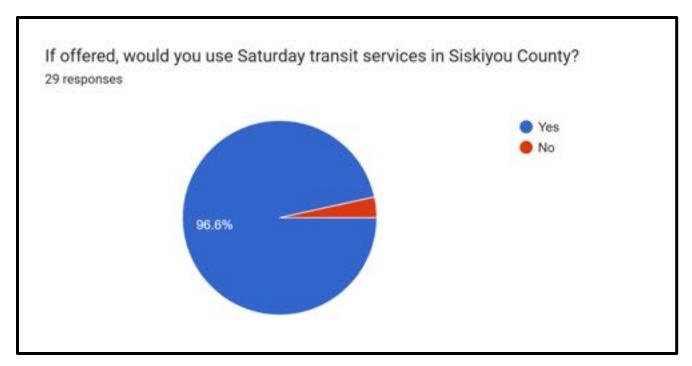
Requests for Service Received Between: April 10, 2024 and April 2, 2025

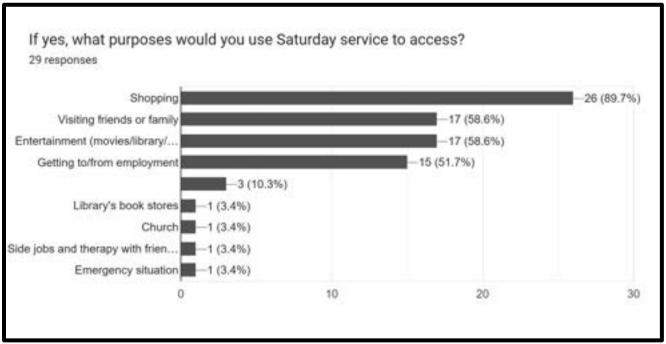
	Date of			# of Riders Expected to Use	Update from SSTAC Meeting
149	Request 4/9/2024	Requested Service Was in attendance at the LTC public hearing on April 9th, and requested service to Butte Valley twice per week.	Reason for Request DMV/Medical twice per week.	Service	and Staff Actions The Executive Director connected with the a representative from the Dorris Lions Club. We developed an online survey and provided printed forms to her for distribution. To date we have received one printed survey. We also connected with a new non-profit in Tulelake who provides services to seniors. We provided printed surveys for her to distribute at a Halloween event in October 2024.
151	4/22/2024	Add a stop to Route 2 AM northbound to the College of the Siskiyous at 9:30 am.	I see that the Northbound bus for Route 2 stops at Greyhound and Comfort Inn at 12:50 pm and at college of the Siskiyous at 12:55 pm, and stops at the inn at 9:28 am but does not stop at COS on the first run. I have a class at cos that starts at 12:10 pm, so I cannot take The bus to get to that class from Mount Shasta with the current route to northbound schedule. A Family member has been driving me to the class, but if the bus stopped at College of the Siskiyous at around 9:30 am.		STAGE evaluated and they can make it an on-call stop at College of the Siskiyous.
152	4/30/2024	Please put a bus stop sign in front of Dollar General in Dunsmuir so people know where to wait.	The schedule says the northbound bus picks up at Dollar General at 9:01 am. I was there standing in front of Dollar General by the door at that time when I suddenly saw the bus going on the side street back toward the freeway. Maybe the driver did not see anyone standing at the curb and so turned around at the bend in the road before reaching Dollar General. Or it could be that I did not see him because I was on the phone with the STAGE office asking where to wait. I had asked the workers in Dollar General where to wait and they did not know. Very disappointing since I had walked over a mile from north Dunsmuir to reach the bus stop. I know there is a call stop in north Dunsmuir, but last time when I called, the driver was informed, but forgot until he was already on the freeway. He kindly got off at the next exit and came back for me. I was surprised to see him coming from the north. Anyhow, I did not want to risk being forgotten today, so I decided to walk the distance just to be sure. Now I have to try to find another way to get to Mt Shasta today to pickup my repaired vehicle.		Angie and Andy spent a day reviewing all stops in the south county communities in late summer 2024. During that trip they identified this as a potential stop and are proposing to install a Simme Seat. They are working on determining property ownership.
153	5/29/2024	Need bus service from Mercy Mt. Shasta Medical to Doctor's Park, over the freeway overpass. Please extend the Route a short distance.	I can't walk over the overpass to the Doctor's Park from Mercy Medical because of the freeway overpass and the hill.		This is located on the opposite side of the freeway from the hospital. The parking lot is not large enough to accommodate STAGE vehicles. This is a request that could be met with smaller buses and a micro-transit model.
154	8/6/2024	People that want to commute from South Siskiyou county don't have available to accommodate an eight hour work day.	I need an earlier departure time so that I can commute to and from Mt.Shasta to Yreka arriving in Yreka before 8:am.	5	Staff are working on a proposed schedule to add service to Lake Shastina and offer an earlier bus getting to Yreka before 8 a.m. We are currently recruiting for a driver to help cover this new route.

Requests for Service Received Between: April 10, 2024 and April 2, 2025

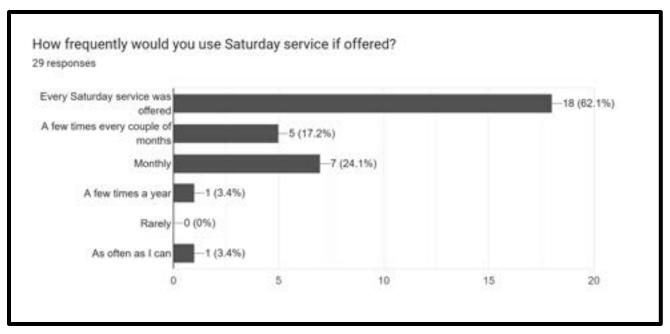
ID	Date of Request	Requested Service	Reason for Request	# of Riders Expected to Use Service	Update from SSTAC Meeting and Staff Actions	
155	8/9/2024	Bus Pick-up at Deer Cr. Apartments	Many residents at the Deer Creek Apartments are not able to walk verry well. Aprox. 15 people are non ambulatory.	is feas buses. about	15 Staff want to investigate this request further to determine if it is feasible. The area is very narrow and would require small buses. There was a recent discussion at a City Council meeting about future housing development in this area. This one is a work in progress, and we'll report back at a future meeting.	
156	8/16/2024	Child + 1 need a bus from COS to Golden Eagle Charter School. The previous schedule leaving COS @ 07:15 was preferred because it arrived at the school at 07:45 am. Now with recent changes the bus leaves at 06:38 am or 11:39 am which neither time serves the need.	Cost to transport children of low income families in need of educational accommodations. To save time and energy.	comm and Sh has co Staff w	spress bus only stops at one location within each unity. Route 1 does drop off at the corner of Shastina hasta, but he doesn't go all the way to the college. If he illege students, he will go up there to drop them off. will follow up with requestor to provide additional hation on this option.	
157	12/9/2024	Request for school children to return to McCloud from Mt.Shasta after school.	I have 2 teenagers who attend Mt. Shasta High School. There are also several other children in town who do as well. The kids take the morning bus to school but have no way home. This is a major struggle, so, I am requesting that an afternoon bus be available for these children. The afternoon bus normally gets to McCloud at 2:36 pm. The children that are in need of this service will need to depart Mt. Shasta High School at 3:15 PM	to McG	7 This is a repeat request for service from Mt Shasta High School to McCloud in the afternoon. Staff are continuing to evaluate position solutions for this request.	
158	12/16/2024	Saturdays. From Mt Shasta to Weed central, and central Yreka.	To attend events going on that I'd enjoy attending if I had a ride.	freque types o link to	eveloped a survey for Saturday service including ency of use, locations passengers who travel to, and of activities they would use the service to access. The the online survey was shared on STAGE's Facebook The results of the survey are attached.	
159	12/17/2024	Northbound bus leaving Weed to arrive in Yreka prior to open of regular business hours.	Rider needed to be in Yreka for a court appointment that was scheduled to start at 8:30 am. The earliest available time was arriving at 10:30 which included a brisk walk because the North bus route 1 only goes as far north as the transit center. The rider states that he had this problem once before in 2011.	Staff a	Staff are already working on this request.	
160	1/8/2025	To attend a class at the College of the Siskiyous during spring semester. Client attends Golden Eagle Charter School and would need to get to the college by 1:00 pm on Wednesday.	Minor student, not old enough to drive wants to take a class at the college in weed.		is a bus that departs from Golden Eagle Charter School 27 p.m. and arrives at COS at 12:55 p.m.	

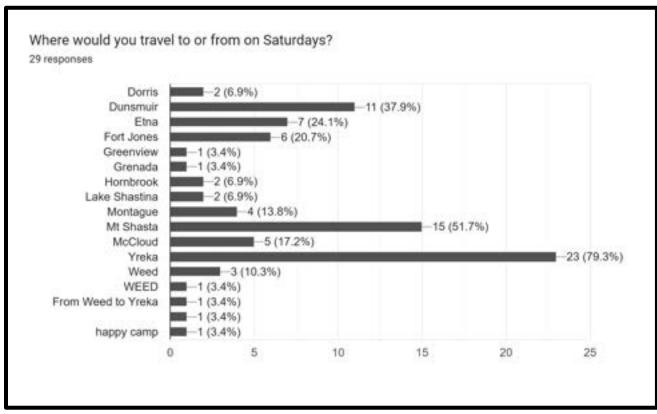
STAGE Saturday Service Survey Results





STAGE Saturday Service Survey Results





Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025			Agenda Item: 6			
Subject:	Caltrans Summer 2025 Construction Presentation						
Past Action:							
On May 14, 2024, the Commission received a presentation from Caltrans District 2 staff on projects during the 2024 summer construction season.							
Summary of I	tem:						
Representative construction se		s District 2 will	present an update to the Commission on th	e summer 2025			
Financial Impact: Yes □ No ⊠							
Recommended Action: Presentation and discussion only.							

Attachments (2)

- Caltrans Summer 2025 Construction Season Presentation
- Caltrans Project Maps and Lists

Caltrans Projects in Siskiyou County





Caltrans District 2

Program Project Management
Kerny Molz, Chief – (530) 227-4841
Sara Hunt, Project Manager – (530) 806-3298
Nicole Mallory, Project Manager – (530) 908-9734

Siskiyou County LTC Meeting April 8, 2025

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Mission, Vision, and Goals

Mission:

Improving lives and communities through transportation.

Vision:

A thriving and connected California.

Goals:

Safety, Equity, Climate Action, Prosperity, and Employee Excellence

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State Highway Needs (SHN) Consultations

2025 SHN Consultations with local agencies are coming soon!

Purpose:

Discuss existing and proposed projects and identify local / regional areas of concern on the state highway system.

Program Contact:

Kimi Taguchi, Strategic Investment / Asset Management (D2StrategicInvestment@dot.ca.gov)

Please encourage your Public Works Representatives and Administrators to attend!

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Planning Phase

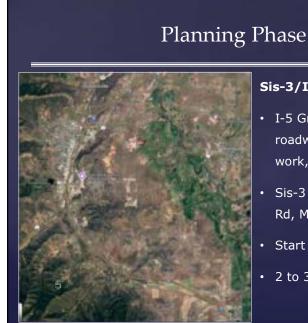


SIS-3 Fort Jones Pavement

- Resurfacing, ADA curb ramps, sidewalk, bike & multi-use paths
- Start of construction 2030
- 2 seasons



7





Sis-3/I-5 Yreka Pavement

- I-5 Grenada to north of Yreka roadway reconstruction, bridge work, culvert replacement
- Sis-3 Moonlit Oaks Ave, Oberlin Rd, Montague Rd - sidewalk
- Start of construction 2031
- 2 to 3 seasons

5

Design Phase





SIS-3 Montague Pavement

- Resurfacing, ADA curb ramps, culvert replacement
- Start of construction 2026
- 1 season
- \$9M

- 6

Design Phase



I-5 Flume Creek Pavement

- Sims to Dunsmuir resurfacing, median barrier, bridge work, culvert replacement
- Start of construction 2026
- 3 seasons
- \$66M

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7

Design Phase



I-5 Hilt Pavement

- Roadway reconstruction, culvert replacement, wildlife fence
- Start of construction 2027
- 2 seasons
- \$92M

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Sis-97 Weed Pavement

- In town: roadway reconstruction, culvert work, lighting, sidewalk, enhanced crosswalk at Boles Ave
- North of town: resurfacing
- Start of construction 2028
- 2 seasons
- \$33M





Construction Phase





SIS-89 McCloud Pavement

- Mud Creek to I-5 resurfacing, shoulder widening, replace culverts
- Anticipated completion 2026
- \$27M

SIS-96 Happy Camp Combined

- Resurfacing, culvert work, sidewalk, lighting, landscaping, bike lane, enhanced crosswalk
- Anticipated completion 2026
- \$10M

11

Construction Phase





I-5 Sac Gap Combined

Anticipated Completion 2025 \$141M



Yreka Pavement Rehab Yreka Middle Mile Broadband Yreka Clean California

Anticipated Completion 2025 \$64M



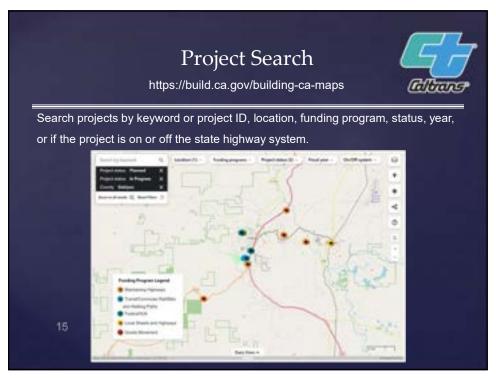
N. Main Street 11/18/2024



Construction Phase
Completed Projects

I-5 Grenada Pavement
Completed 2024
\$20M

SIS-96 Worker Safety Pullouts
Completed 2024
\$4M

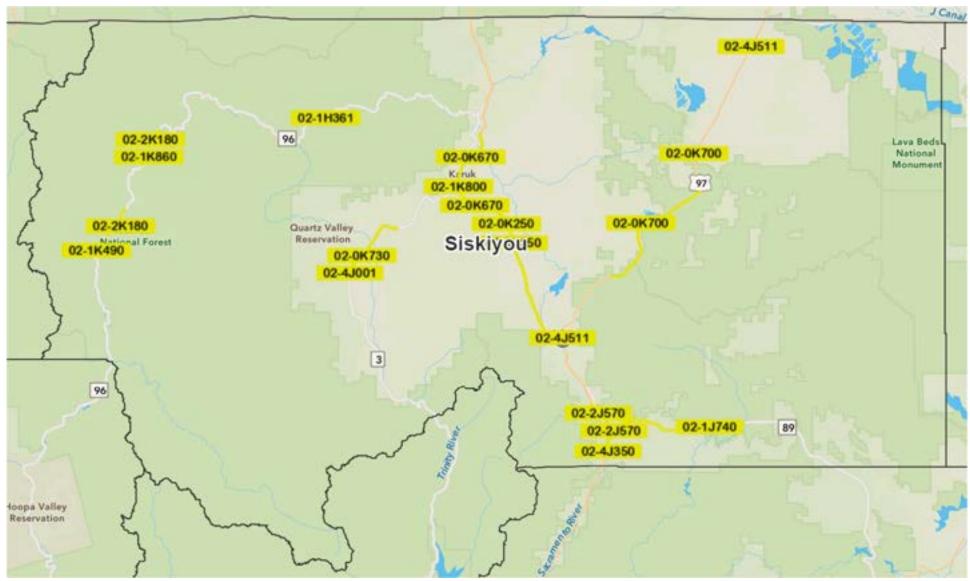






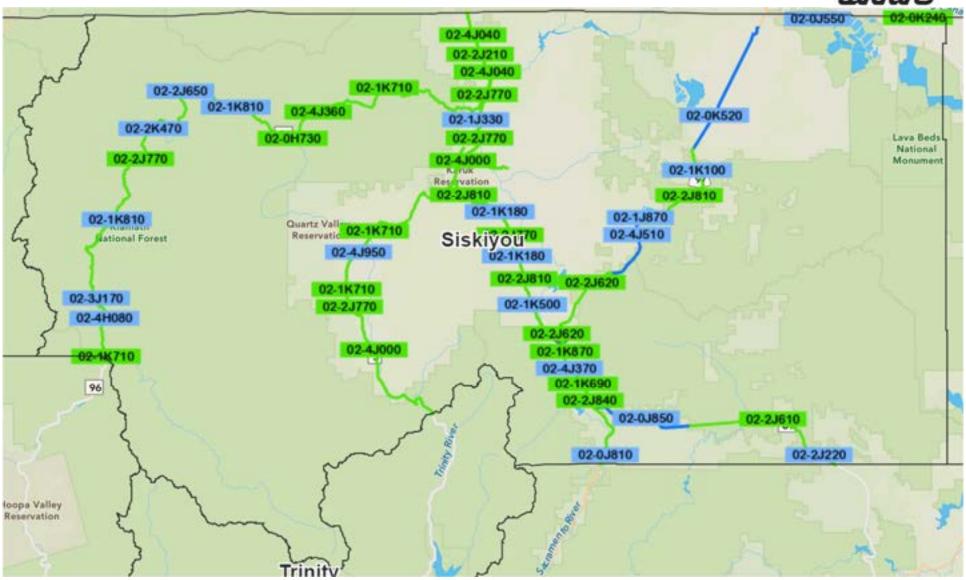


Projects in Planning Phase



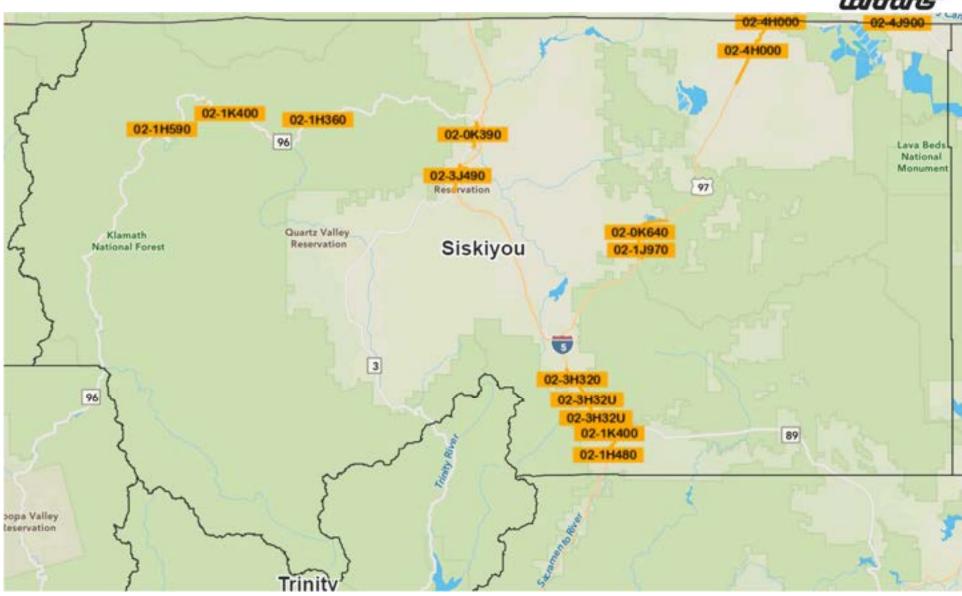


Projects in Design Phase





Projects in Construction Phase



Planning Phase:						
		Begin	End			
EA	Route	Postmile	Postmile	Project Nickname	Work Description	
02-0K730	003	28.00	36.00	Fort Jones Pavement	Pavement preservation	
02-4J001	003	26.80	26.90	Siskiyou 3 MMBN - Install Hub #5	INSTALL BROADBAND	
02-2K570	003	31.10	31.11	Light Hill Road Slide	REPAIR LANDSLIDE	
02-2J570	005	2.50		Azalea Fuels Reduction FCO	vegetation reduction	
02-4J010	005	7.20	7.20	CHP Water System Repair	Install new water filtering system	
02-4J350	005	19.27		TMC Infrastructure	TMC Infrastructure Upgrade/Remodel	
02-4J350	005	2.16		TMC Infrastructure	TMC Infrastructure Upgrade/Remodel	
02-4J350	005	2.61		TMC Infrastructure	TMC Infrastructure Upgrade/Remodel	
02-0K250	005	20.66		23/24 SIS 5 TMC Infrastructure	TMC Infrastructure	
02-0K670	005	38.60		Yreka Interstate Pavement	The initial details	
02-4J042	005	47.50		Siskiyou 5 MMBN - Install Hub #92	INSTALL BROADBAND	
02-1K800	005	44.10		Yreka Deer Fence	Install deer fence	
02-1K820	005	46.49		Oberlin UCs Bridge Rehab	Bridge Preservation/Maintenance	
02-1,740	089	14.30		USFS Fuel Break.	TREE REMOVAL	
02-4J730	089	24.40		McCloud Intersection Safety	Intersection improvements	
02-47730 02-1H361	096	76.80		Horse Creek Long-Term Mitigation	Onsite Mitigation, replanting 140 trees.	
02-111301 02-1K260	096	35.66		SIS Hwy 96 Rock Drapery	Rockfall drapery system installation	
02-1K260 02-1K260	096	75.45		SIS Hwy 96 Rock Drapery	Rockfall drapery system installation	
				Somes Bar Culverts		
02-1K490	096	16.27			Roadside/Drainage Maintenance	
02-4F90U	096	41.00	41.80	Happy Camp Combine		
00.41/000		07.40	07.00	5	B. de de la contraction de la	
02-1K860	096	37.10		Rattlesnake Slide	Develop solution to permanently address ongoing landslide.	
02-2K180	096	23.27		Happy Dutch Overlay	PAVEMENT REHABILITATION	
02-2K180	096	38.80		Happy Dutch Overlay	PAVEMENT REHABILITATION	
02-0K700	097	11.00		Grass Lake Pavement	pavement preservation	
02-0K700	097	34.50		Grass Lake Pavement	pavement preservation	
02-4J511	097	0.00		MMBN HUBS #93 & #94	INSTALL BROADBAND	
02-4J511	097	49.70	49.90	MMBN HUBS #93 & #94	INSTALL BROADBAND	
Design Phas	e:					
		Begin	End			
EA	Route	Postmile	Postmile	Project Nickname	Work Description	
02-2J770	003	0.41		Highway Curve Warning Signs	Install curve warning signs	
02-4J000	003	49.87	50.14	SIS 3 MMBN 9-55	INSTALL BROADBAND	
02-4J000	003	9.00	21.45	SIS 3 MMBN 9-55	INSTALL BROADBAND	
02-1K710	003	27.20	21.47	SIS-TEL MMBN	INSTALL BROADBAND	
02-1K710	003	27.80	31.15	SIS-TEL MMBN	INSTALL BROADBAND	
02-1K710	003	31.15	34.05	SIS-TEL MMBN	INSTALL BROADBAND	
02-0J540	003	48.60	54.19	Montague CAPM	PAVEMENT REHABILITATION	
02-4J950	003	28.89	28.90	Fort Jones Culverts	REHABILITATE CULVERTS	
02-4J950	003	29.54	29.55	Fort Jones Culverts	REHABILITATE CULVERTS	
02-4J950	003	29.73	29.74	Fort Jones Culverts	REHABILITATE CULVERTS	
02-4J950	003	32.17	32.18	Fort Jones Culverts	REHABILITATE CULVERTS	
02-4J950	003	34.79	34.80	Fort Jones Culverts	REHABILITATE CULVERTS	
02-2J210	005	58.20	69.29	Hilt Pavement Rehab	Pavement Rehabilitation (2R)	
02-2J770	005	0.00	69.29	Highway Curve Warning Signs	Install curve warning signs	
02-2J810	005	17.83	53.08	Far North TMS	Upgrade TMS Infrastructure	
02-2J840	005	8.47	15.34	Sac Canyon ITS	ITS installation and maintenance	
02-4J040	005	48.24	69.29	SISKIYOU 5 MMBN	INSTALL BROADBAND	
					Repair unsound concrete, construct reinforced deck-on-deck	
02-1K690	005	12.06	12.05	North Mount Shasta Separator Rehab	repair and replace bridge rail.	
02 1/070	OOF	16 70	17 04	Vista Drive Ditch Fix	Remove and replace rock for Clear Zone Standards	
02-1K870	005	16.70			CAPM	
02-0J810	005	0.00		Flume Creek CAPM		
02-4J370	005	11.30	15.90	SIS 5 MMBN	INSTALL BROADBAND	

02-4J041	005	0.00	2.70	SIS 5 Child MMBN	INSTALL BROADBAND	
02-4J041	005	15.90	19.07	SIS 5 Child MMBN	INSTALL BROADBAND	
02-1K180	005	0.55	68.48	Siskiyou 5 Wrong Way Ramps	Maintenance Safety Project	
02-1K500	005	25.60	25.61	Weed Picnic Covers	Safety Roadside Rest Area	
02-2J610	089	0.00	21.10	Bartle CAPM	Pavement preservation (CAPM)	
02-0J850	089	20.30	34.62	McCloud CAPM	PAVEMENT REHABILITATION	
02-2J220	089	1.14	4.02	Curve Warning Signs	Upgrade curve warning signs	
02-0H730	096	71.23	71.24	Scott River Bridge	BRIDGE REPLACEMENT	
02-2J770	096	0.00	105.82	Highway Curve Warning Signs	Install curve warning signs	
02-4J360	096	77.20	77.40	SIS 96 MMBN Hub #15	INSTALL BROADBAND	
02-1K710	096	0.25	0.55	SIS-TEL MMBN	INSTALL BROADBAND	
02-1K710	096	41.20	77.10	SIS-TEL MMBN	INSTALL BROADBAND	
02-1K710	096	77.10	94.80	SIS-TEL MMBN	INSTALL BROADBAND	
02-4F900	096	41.10	41.80	Happy Camp Complete Streets	Complete Streets	
02-4H080	096	0.00	16.00	Somes Bar CAPM	CAPM	
02-2J650	096	52.50	52.51	Thompson Creek Bridge	Deck repair	
02-3J170	096	9.11		Sandy Bar Invert Repair	Invert Repair	
02-3J210	096	41.10		Happy Camp Drainage & Pavement	Pavement and drainage improvements	
02-0K340	096	39.53		Not So Happy Dump Road	Stormwater	
02-1K810	096	26.05		Oakbar II Culverts	Drainage	
02-1K010 02-2K470	096	41.00		Happy Camp Pavement and Drainage	DRAINAGE RESTORATION	
02-2J620	097	0.00		Weed Blvd Pavement	Roadway Rehabilitation (3R)	
02-2J820 02-2J810	097	20.20		Far North TMS	Upgrade TMS Infrastructure	
02-2J810 02-1J870	097	20.21			Maintenance Station	
	097	0.00		Grass Lake Maintenance Station		
02-4J510				SIS 97 MMBN L0.0/36.2	INSTALL BROADBAND	
02-0K520	097	27.00		Mt. Hebron Culverts	Minor B Drainage - IRDAP 2713	
02-1K100	097	29.00		Hebron CAPE	Pavement preservation cape seal with digouts.	
02-0K240	139	4.70		SIS 139/161 Pavement and Drainage	pavement preservation	
02-0K240	161	19.25		SIS 139/161 Pavement and Drainage	pavement preservation	
02-0J550	161	4.50		Klamath Lake Rehab 2R	PAVEMENT REHABILITATION	
02-1K710	263	50.65		SIS-TEL MMBN	INSTALL BROADBAND	
02-1J330	263	54.51		SIS 263 Bridge Repairs	BRIDGE REHABILITATION	
02-2J620	265	19.80	20.33	Weed Blvd Pavement	Roadway Rehabilitation (3R)	
Construction Phase:						
		Begin	End			
EA	Route	Postmile	Postmile	Project Nickname	Work Description	
					Install decorative lighting, planters and textured	
02-3J490	003	46.80	48.00	Yreka CCEP	sidewalk/crosswalks	
02-1K400	003	47.38	47.37	Maintenance Station Security Improvements		
02-1H480	005	2.50	2.90	Sac River BOH Deck Replacement	Deck Replacement	
02-1H710	005	45.50	46.00	Yreka Maintenance Station Shop	Upgrade Shop	
02-3H320	005	2.70	15.90	Dunsmuir GAP	Roadway Rehabilitation	
02-3H32U	005	2.50	15.90	Sac Gap Combined	Pavement rehabilitation and deck replacement	
02-1K400	005	6.05	6.04	Maintenance Station Security Improvements		
02-1H590	096	43.50	43.51	Portuguese and Cade Creek	Fish Passage - Replace culverts with bridges	
02-1H590	096	57.00	57.01	Portuguese and Cade Creek	Fish Passage - Replace culverts with bridges	
02-1H360	096	76.80		Horse Creek Bridge Replacement	BRIDGE REPLACEMENT	
02-1K400	096	60.90		Maintenance Station Security Improvements		
02-4H000	097	45.00		Dorris CAPM	Pavement preservation	
02-1J970	097	16.00		Wildlife Crossing	Construct Wildlife Crossing	
02-4J140	097	21.80		Grass Lake Pump Grinder	Install Grinder Pump	
02-0K640	097	18.00		Wildlife Crossing Structure	Construct wildlife crossing structure	
02-1K400	097	20.19		Maintenance Station Security Improvements		
02-1K400 02-4H000	161	0.04		Dorris CAPM	Pavement preservation	
02-411000	161	15.00		Van Brimmer CIR	Cold Central Plant Recycling and HMA Overlay	
	263			Yreka Rehab	ROADWAY REHABILITATION	
02-1H520		49.07				
02-0K390	263	52.25	56.35	Horizontal Curve Warning Sign Update	Horizontal curve warning update	

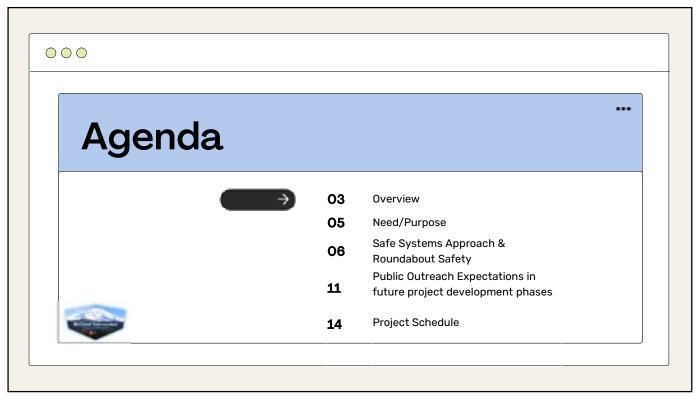
Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025 Agenda Item: 7				
Subject:	Presentation and discussion regarding the McCloud Intersection Safety Project and proposed alternatives.				
Past Action:					
None.					
Summary of	Item:				
opportunity to	2023, Caltrans held an open house in the community of McCloud to provide the public an provide input regarding proposed safety improvements to the intersection of State Route 89, enue and Squaw Valley Road.				
a meeting to re that Caltrans o	2024, Caltrans invited the Commission's Executive Director and Siskiyou County Public Works to review proposed alternatives for this intersection. As a result of this meeting, it was recommended come before the Commission to present the proposed alternatives related to the project and seek arding those alternatives.				
Staff from Cal	trans District 2 will provide an overview of the project and proposed alternatives.				
Financial Imp	oact: Yes □ No ⊠				
Recommended Action: Discussion regarding proposed project alternatives.					

Attachments (1)
- McCloud Intersection Safety Project Presentation



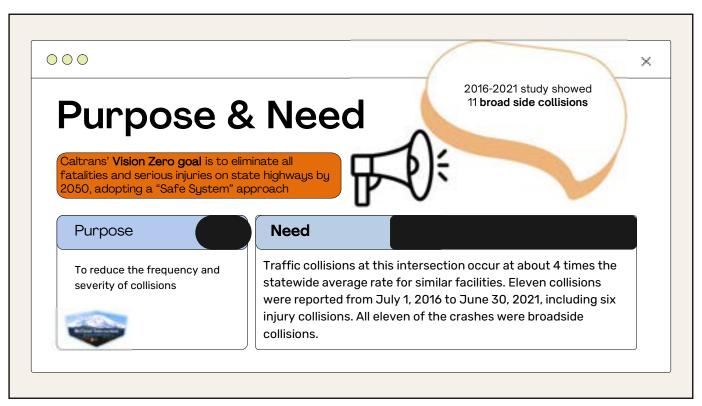


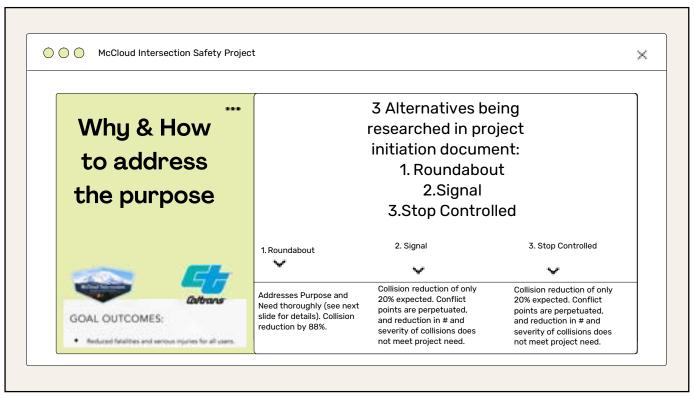


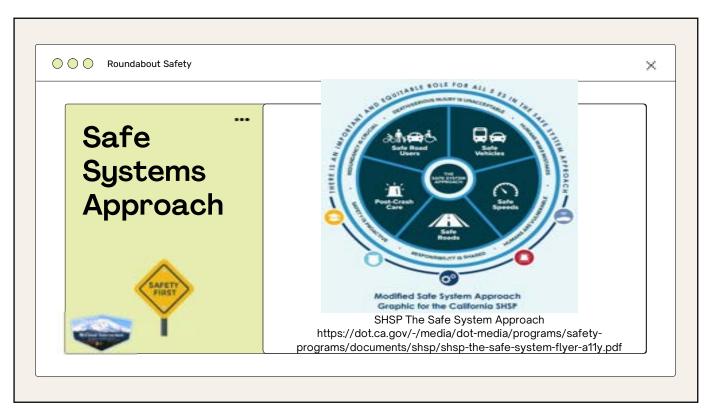
Coverview

SR 89 serves both local and interregional travel, providing access to many small communities in northeastern California as well as major recreational attractions and resource areas.

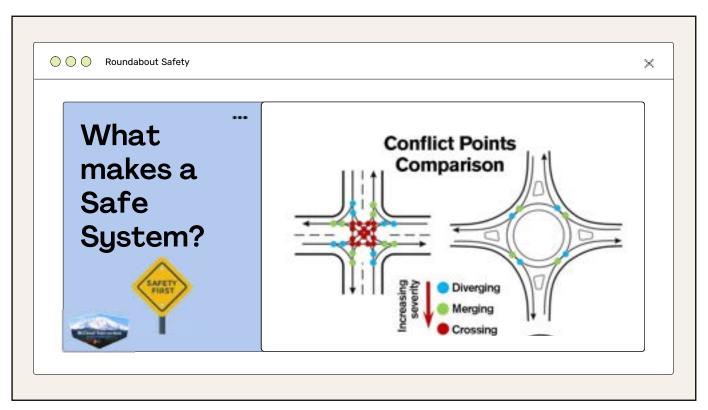
The intersection consists of one through lane and a left turn lane and right turn pocket in each direction along SR 89, an acceleration lane westbound from Broadway. The local roads Squaw and Broadway are two lane, stop controlled. There is one crosswalk with a push button to initiate yellow warning flashers for pedestrians crossing.

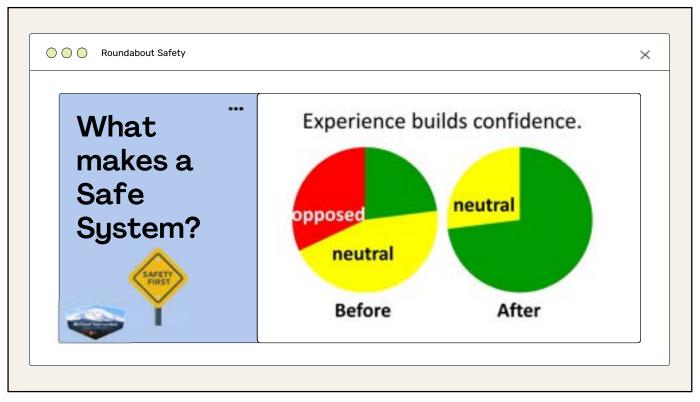


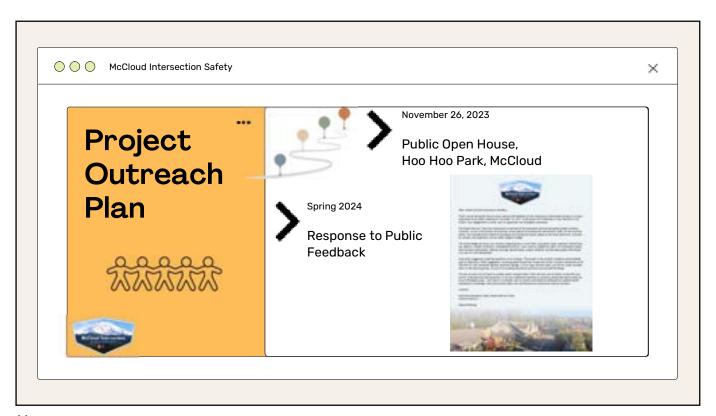


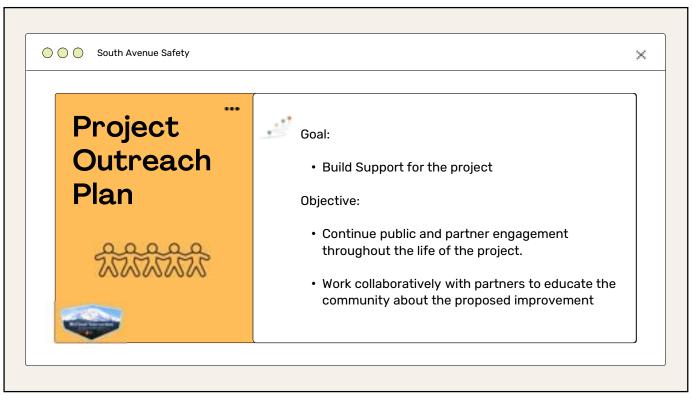


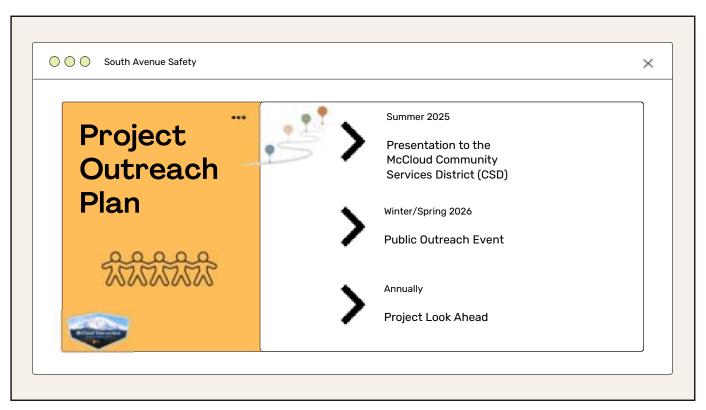


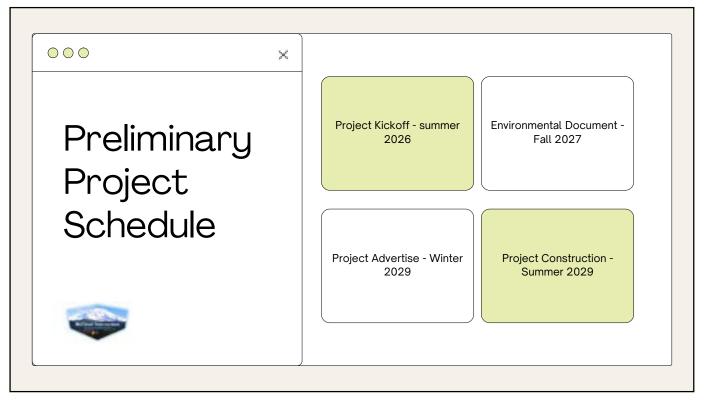


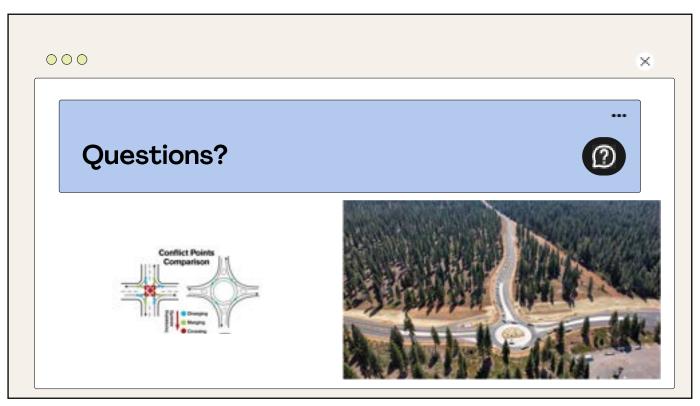












Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 8

Subject: Discussion, direction and action regarding appointments to vacancies on the Social Services

Transportation Advisory Council (SSTAC) and appointments of members of the Board of

Supervisors to SSTAC.

Past Action:

On April 9, 2024, the Commission reviewed applications for representatives for the Social Services Transportation Advisory Council and made appointments to various vacancies on the Council.

Summary of Item:

Pursuant to PUC § 99238 the SCLTC is required to establish a Social Services Transportation Advisory Council (SSTAC). SSTAC consists of the following members:

- One representative of potential transit users who are 60 years of age or older.
- One representative of potential transit user who are disabled.
- Two representatives of the local social service providers for seniors.
- Two representative of local social service providers for the disabled.
- One representative of social service provider for persons of limited means.
- Two representatives from the local consolidated transportation service agency.
- Member-At-Large Appointment

The SCLTC is required to recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. In appointing council members, the SCLTC shall strive to attain geographic and minority representation among council members.

Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. After the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term.

Staff posted notices on the Commission's Facebook page. An announcement was also published on the Commission's website. Additionally, direct outreach to local agency partners, including previous Council members, was conducted to encourage participation from a broad range of stakeholders.

Staff received one application and one email indicating a continued interest in serving by a current Councilmember.

In addition to making appointments for the Council staff is seeking clarification regarding appointments from the Siskiyou County Board of Supervisors related to the SSTAC. At the January 21st Board meeting the Board reviewed committee appointments. These appointments showed Board members as delegate or alternate to the SSTAC. No appointments of members of the Commission have been made by the Commission. After discussion with the County Clerk's Office we agreed to include this as a discussion item before bringing any recommendations back to the Board of Supervisors.

Financial Impact: Yes \square No \boxtimes

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Recommended Action:

Appoint individuals to vacant positions on the SSTAC for one-, two- or three-year terms.

Direction regarding Board of Supervisors delegates and alternates appointments to the SSTAC.

Attachments (3)

- Current SSTAC Membership List
- New Application Nico Purl
- Previous Application Teri Gabriel

Siskiyou County Local Transportation Commission Social Services Transportation Advisory Council

Pursuant to PUC 99238

SSTAC shall consist of the following members:

# of Positions	Description	One Year Term Expires: 04/08/2025	Two Year Term Expires: 04/08/2026	Three Year Term Expires: 04/08/2027
1	Representative of potential transit users who is 60 years of age or older.		Denise Patterson (2024 Chair)	
1	Representative of potential transit users who is disabled.			
2	Representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.	Teri Gabriel		
2	Representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists.			Emily Tuholski (2024 Vice Chair)
1	Representative of a local social service provider for persons of limited means.			
	Representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.			
	The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).		Misty Rickwalt	

Term Requirements - Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term.



Social Services Transportation Advisory Council (SSTAC) Application for Appointment

Membership on the SSTAC requires appointment by Siskiyou County Local Transportation Commission; therefore, it is necessary to present the Commission with relevant information concerning each nominee.

If you are interested in serving on the Siskiyou County Local Transportation Commission's Social Services Transportation Advisory Council (SSTAC), please complete the following application.

Applications are also available online at: Local Transportation Commission.

Name: Nico Purl	
Address:	
Home Phone:	Business Phone: 530-598-0216
Email Address: npurl@co.siskiyou.ca.us	
Time Resided in the County: 5 years	
Previous experience on a relevant Co	ounty/City/Town Commission or Committee:
N/A	



Relevant Work/Volunteer Experience

Organization	Address	Position	Dates
Siskiyou County Public Health Division	810 S. Main Street Yreka, CA 96097	Enhanced Care Manager	12/22/2024-Current

Statement of Qualifications:

Please briefly state why you are interested in serving on the SSTAC and why you are qualified for appointment. Attach additional pages, if necessary.

I am interested in serving ont the SSTAC because i am interested in improving transportation access and ensuring that individuals with disabilities or other mobility challenges can participate fully in community life. I believe that eveyone that deserves equal access to safe and effcient transportation opions, and I want to contribute to creating solutions that this a reality. Additionally, my ability to collaborate with diverse groups, listen to community needs, and analyze complex issues equips me to contribute effectively to the committee's goals.

Category Listing:

The Social Services Transportation Advisory Council is subject to the provisions of PUC 99238 of the Transportation Development Act.

The SSTAC shall consist of the following members: Please check all categories that apply to you.

Category 1:	Potential transit user who is 60 years of age or older	



Category 2	Potential transit user who is disabled.		
Category 3	Representative of the local social service providers for seniors.		
	Agency Name:		
Category 4:	Representative of local social service providers	for the disabled.	
	Agency Name:		
Category 5	Representative of social service provider for permeans.	rsons of limited X	
	Agency Name: Siskiyou County Public Health Division	1	
Category 6	Representative from the local consolidated trans Service agency.	sportation	
	Agency Name:		
Category 7	At Large Appointment		
The Council c	urrently has three term appointment periods:		
One-Year	X Two-Year Three-Year		
Please indicat	e which term(s) you would be willing to serve.		
At the end of a	term, a member can reapply for an additional th	ree-year term.	
Certificati	on		
•	e above information is true and correct and I au n in the application in the event I am a finalist for		
	Nico Purl	03/27/2025	
Signature		Date	

Appointment will be considered at a Siskiyou County Local Transportation Commission's meeting. Any information you submit on your application will become a matter of public record.

Return Application to:

Applications can be submitted via email to melissa@siskiyoucoltc.org

Or sent via USPS to: 1312 Fairlane Road, Suite 2

Yreka, California 96097



Social Services Transportation Advisory Council (SSTAC) Application for Appointment

Membership on the SSTAC requires appointment by Siskiyou County Local Transportation Commission; therefore, it is necessary to present the Commission with relevant information concerning each nominee.

If you are interested in serving on the Siskiyou County Local Transportation Commission's Social Services Transportation Advisory Council (SSTAC), please complete the following application.

Applications are also available online at: Local Transportation Commission.

Address: 208 W. Center Street, P.O. Box 1400	
Home Phone: 530-598-7005	Business Phone: 530-842-168
Email Address: teri@psa2.org	

Previous experience on a relevant County/City/Town Commission or Committee:

In my role as Executive Director for Planning and Service Area 2 Area Agency on Aging (PSA 2 AAA), my experience with community councils and committees is both as an administrator or an active member in the following: PSA 2 AAA Advisory Council - 5 county region (Administrator); Older Adult Policy Council - Shasta Co. (member); Local Master Plan for Aging - North state (Member); Siskiyou Alliance Against the Abuse of Aging & At-Risk Adults - Siskiyou Co. (Administrator); Partnership in Action for Trinity Health - Trinity Co. (Member); Healthy Brain Initiative Advisory Committee - Shasta and Siskiyou Counties (Member); and CA Association of Area Agencies on Aging - statewide board, (member).

Relevant Work/Volunteer Experience

Organization	Address	Position	Dates
PSA 2 Area Agency on Aging	208 W. Center Street/ P.O. Box 1400, Yreka	Various Administrative positions & Exec. Dir.	

Statement of Qualifications:

As the Executive Director of PSA 2 AAA, my role with the agency is to carry out our mission to provide effective community leadership that assures the provision of services for older adults and adults with functional impairments to help promote their ability to remain at home with maximum dignity, choice, and independence. One of the greatest unmet needs identified in the PSA 2 AAA region is the lack of sufficient Transportation services - a Goal & Objective consistently presented in the agency's 4-year Area Plan.

Please briefly state why you are interested in serving on the SSTAC and why you are qualified for appointment. Attach additional pages, if necessary.

See attached.

Category Listing:

The Social Services Transportation Advisory Council is subject to the provisions of PUC 99238 of the Transportation Development Act.

The SSTAC shall consist of the following members: Please check all categories that apply to you.

Category 1:	Potential transit user who is 60 years of age or older	



Category 2	Potential transit user who is disabled.			
Category 3	Representative of the local social service providers for seniors.	Representative of the local social service providers for seniors.		
	Agency Name: PSA 2 Area Agency on Aging			
Category 4:	Representative of local social service providers for the disabled.	<_		
	Agency Name: PSA 2 Area Agency on Aging			
Category 5	Representative of social service provider for persons of limited	<u><_</u>		
	Agency Name: PSA 2 Area Agency on Aging			
Category 6	Representative from the local consolidated transportation Service agency.			
	Agency Name:			
Category 7	At Large Appointment			
	currently has three term appointment periods: Two-Year Three-Year			
Please indica	ate which term(s) you would be willing to serve.			
At the end of	f a term, a member can reapply for an additional three-year term.			
Certificat	tion			
the information	the above information is true and correct and I authorize the verification on in the application in the event I am a finalist for the appointment. About 1/17/24	n of		
Signature C	Date			
	will be considered at a Siskiyou County Local Transportation Commission will be some a matter of pulling information you submit on your application will become a matter of pulling information.			

Return Application to:

Applications can be submitted via email to melissa@siskiyoucoltc.org

Or sent via USPS to:

1312 Fairlane Road, Suite 2

Yreka, California 96097

My interest in serving as a member of the Siskiyou Co. Social Services Transportation Advisory Council further supports the mission of PSA 2 AAA which aligns with CA's Master Plan for Aging to improve, enhance, and expand social services for the older and disabled adult population.

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 9

Subject: Discussion, direction and action regarding resolutions establishing the FY 2025/2026 definition

of Unmet Transit Needs and Reasonable to Meet.

Past Action:

On April 9, 2024, the Commission adopted Resolution No. 24-05 defining the terms Unmet Transit Needs and Reasonable to Meet for FY 2024/2025.

Summary of Item:

Pursuant to PUC § 99401.5(c) – Unmet Transit Needs Finding the Commission is responsible for adopting a definition of "unmet transit needs" and "reasonable to meet". These definitions must be documented by resolution or in the minutes of the agency.

The enclosed resolution outlines recommended definitions that were implemented during the FY 2024/2025 unmet transit needs review process. The new language clearly identifies what is considered an unmet transit need, what is excluded from consideration as an unmet transit need, and the criteria to be used by the Social Services Transportation Advisory Council to make recommendations on those requests that are reasonable to meet.

During the past year the revised definitions have allowed STAGE to review and implement many of the requests for services received throughout the year.

Financial Impact: Yes □ No ⊠

Recommended Action:

Adopt Resolution establishing the FY 2025/2026 definition of Unmet Transit Needs and Reasonable to Meet.

Attachments (1)

- Resolution defining the terms Unmet Transit Needs and Reasonable to Meet for FY 2025/2026

1

Siskiyou County Local Transportation Commission

Resolution	No.	
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Resolution Approving the Definitions of Unmet Transit Needs and Reasonable to Meet for FY 2025/2026

WHEREAS, the Transportation Development Act (TDA) requires each regional transportation planning agency to find, prior to making any allocation of Local Transportation Fund (LTF) monies for streets and roads, (1) that there are no unmet transit needs, or (2) that there are no unmet transit needs which can be reasonable met, or (3) if there are unmet transit needs, including some that are determined reasonable to meet, that they have been funded; and

WHEREAS, the TDA further permits the agency to define the terms "unmet transit needs" and "reasonable to meet" as it determines appropriate, consistent with PUC § 99401.5(c); and

WHEREAS, the Siskiyou County Local Transportation Commission hereby defines "Unmet Transit Needs" as travel by public transit for the following purposes:

- 1) A population group in the proposed transit service area that has been defined and located which has no reliable, affordable, or accessible transportation for necessary trips. The size and location of the group must be such that a service to meet their needs is feasible within the definition of "reasonable to meet" as set forth below.
- 2) Trips made by the public, including elderly and handicapped, within the region to access the following services in order of priority:
 - a) To obtain non-emergency medical and health care services;
 - b) To attend school, college, or programs for functioning individuals, who are elderly or disabled by the Americans with Disabilities Act (ADA);
 - c) To obtain, maintain or prepare for employment, including vocational training, college and workshops teaching job search or employment skills;
 - d) To handle personal business such as financial services or shopping:
 - e) For religious, social, and recreational purposes.
- 3) Unmet Transit Needs specially exclude:
 - a) Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes;
 - b) Improvements funded or scheduled for implementation in the following fiscal year;
 - c) Primary and secondary school transportation.

WHEREAS, an unmet transit need that meets the definition above and meets all the following minimum criteria shall be considered reasonable to meet:

Minimum Requirements:

- 1) Proposed services can be proven operationally feasible;
- 2) Proposed services can demonstrate a farebox recovery ratio (fare revenue to operational cost) of fifteen (15) percent during the first twelve (12) months of operation and twenty-five (25) percent beginning with month thirteen (13) of operation;
- 3) Proposed services are consistent with the most recent Short Range Transit Plan:

4) Proposed transit services will benefit the public, with particular consideration for those who rely on public transportation, seniors, and disabled person, within the meaning of Title VI or other similar assessments.

Other Areas for Consideration:

- 5) Proposed services will not reduce the existing level of transit services;
- 6) Unless the proposed transit service is eligible for a two-year exemption period, it must not reduce the ability of the overall transit system service to meet minimum farebox return requirements as stated in the Transportation Development Act
- 7) The proposed expenditure shall not be used to support or establish a service in direct competition with an existing private service.
- 8) Proposed services shall, in all cases, be evaluated to coordinate with transit services currently provided, either publicly or privately.

NOW, THEREFORE, BE IT RESOLVED that the definitions set forth above shall govern SCLTC's determinations of unmet transit needs that are reasonable to meet pursuant to applicable TDA statues and regulations, and the resulting allocation of TDA funds by the SCLTC.

PASSED AND ADOPTED this 8 th day of April 2025, by the following vote:			
AYES: NOES: ABSENT: ABSTAIN:			
ATTEST: Melissa Cummins, Executive Director Siskiyou County Local Transportation Commission	Michael N. Kobseff, Chair Siskiyou County Local Transportation Commission		
Ву			

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 10

Subject: Second reading of proposed bylaws which include updates to reflect current staffing structure,

meeting dates, and alignment of language to the Siskiyou Transportation Agency bylaws.

Past Action:

At the February 11, 2025, meeting the Commission held the first reading on proposed revisions to the bylaws previously adopted on October 8, 2019. The proposed revisions include updating language to reflect the current staffing structure and align the bylaws with those of the Siskiyou Transportation Agency since both entities will meet concurrently during future meetings.

There were no significant changes requested during the first hearing.

The minutes of the February 11, 2025 meeting documenting the first reading are enclosed as Agenda Item 4C of this agenda.

Summary of Item:

This is a second reading of the proposed changes to the Siskiyou County Local Transportation Commission's bylaws.

Financial Impact: Yes \square No \boxtimes

Recommended Action:

Adopt the revised bylaws of the Siskiyou County Local Transportation Commission.

Attachments (2)

- Bylaws of the Siskiyou County Local Transportation Commission adopted October 8, 2019
- Draft bylaws of the Siskiyou County Local Transportation Commission

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

STATEMENT OF PURPOSE

Representatives from the County of Siskiyou and the nine incorporated cities within the county make up a State mandated six member transportation commission called the Siskiyou County Local Transportation Commission (SCLTC). The SCLTC is intended to act as the lead planning and administration agency for transportation projects and programs in Siskiyou County. It is the duty of the SCLTC to establish rules and regulations for administrating transportation planning and allocating the local transportation funds in accordance with the applicable sections of the Government Code (GC Sections 29530 et seq.), Public Utilities Code (PUC Sections 99200 et seq.), and California Code of Regulations (CCR Sections 6600 et seq.).

MISSION STATEMENT

The mission of the SCLTC is to provide for acceptable levels of mobility and access for the citizens, goods and services in and through Siskiyou County.

VISION STATEMENT

The actions of the Siskiyou County Local Transportation Commission will maintain and enhance reliable, flexible, efficient and safe transportation systems throughout Siskiyou County.

ARTICLE 1 – DEFINITIONS

- 1. Commission: Commission means the governing body of the SCLTC.
- 2. <u>RTPA</u>: RTPA stands for Regional Transportation Planning Agency and refers to the SCLTC.
- 3. Chair: Refers to the Chairman of the SCLTC.
- 4. Executive Director: Refers to the Executive Director of the SCLTC.
- 5. Area of Service: All of Siskiyou County.
- 6. Member Agency: One of the nine incorporated Cities and the County of Siskiyou.
- 7. <u>Participating Agency:</u> An agency that is involved in a project that receives funding through the SCLTC.

ARTICLE 2 – GENERAL PROVISIONS

<u>Section 1:</u> These bylaws shall apply to the SCLTC. The SCLTC is a state mandated regional transportation planning agency for Siskiyou County.

<u>Section 2:</u> The SCLTC shall consist of three members appointed by the Siskiyou County Board of Supervisors and three members appointed by the Siskiyou County League of Local Agencies. Appointees shall be elected officials' of the agencies appointing them and shall serve at the pleasure of that agency.

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

<u>Section 3</u>: If any appointed Commission member is unable to attend 3 or more consecutive regular meetings, the Chair may request the appointing organization to appoint a replacement member.

ARTICLE 3 – FUNCTIONS

The functions of the SCLTC are as follows:

- a) To carry out all responsibilities as the Regional Transportation Planning Agency (RTPA) as designated by the California Government Code section 65080(b).
- b) Follow all rules governing the administration of the Local Transportation Fund as established by applicable State laws and rules, and where conflicts exist between those rules established by the SCLTC and rules promulgated by the state, state rules shall supersede those of the SCLTC absent a process for appeals.
- c) Approve Local Transportation Fund allocation requests, in priority order, and convey allocation instructions to the County Auditor by written memorandum of its Executive Director and accompanied by a copy of the resolution authorizing the action. The Commission shall convey at least one allocation instruction annually.
- d) May approve monies allocated to a claimant be reserved for up to five years, in the Local Transportation Fund, for future payment to the claimant for a specific capital project.
- e) Provide a venue for discussion and study of regional transportation problems of mutual interest to member agencies.
- f) Coordinate with the Karuk Tribe of California and the Quartz Valley Indian Reservation to insure that the interests of the Indian Tribal Governments are considered in the development of transportation plans and programs.
- g) To act as Area-wide Planning Organization (A-95 Clearinghouse) as designated by the U.S. Department of Housing and Urban Development (HUD).
- h) To serve as the lead agency for determination of air quality conformity between transportation plans, programs and projects and the applicable State Implementation Plan.
- i) To serve as the Administrative and Policy making agency for Siskiyou County Transit and General Express (STAGE).
- j) SCLTC staff will send notices to Cities and Local Agencies when grant announcements are published.

ARTICLE 4 – MEETINGS

<u>Section 1</u>: Regular meetings of the SCLTC shall generally be held on the first Tuesday of the month, or as necessary, at a time and location that is mutually agreeable to the Commission. The Chair or the Executive Director may reschedule regular meetings, as the need arises. The Executive Director shall cause written notice of all regular meetings to be given to all members of

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

the Commission at least 72 hours in advance of the meetings. The notice shall contain an agenda for the meeting and the time and location of the meeting.

<u>Section 2</u>: Special meetings of the SCLTC may be called by the Chair or upon written request of four members of the Commission. The Executive Director shall cause notice of all special meetings to be given to all members of the Commission and to all media outlets that have requested notice in writing at least 24 hours in advance of the meetings. The notice shall state the time, location and purpose of the meeting. Only matters specified in the notice may be considered at the special meeting.

<u>Section 3</u>: Any regular or special meeting may be adjourned to a time and location specified in the order of adjournment. If all Commission members are absent, the Executive Director may adjourn the meeting to a stated time and location. If one or more Commission members are present, but less than a quorum, the members present may adjourn the meeting to a mutually agreed upon time and location.

<u>Section 4</u>: When the majority of the Commission determines that an emergency situation exists, it may call an emergency meeting. Telephonic notice must be provided to all media outlets that have requested that they receive notice of any special meeting at least one hour prior to the meeting, or as otherwise provided by the Ralph M. Brown Act (California Code Section 54950 et seq).

<u>Section 5</u>: All meetings of the SCLTC shall be open to the public and held in accordance with the Ralph M. Brown Act and open meeting laws.

<u>Section 6</u>: All committees and working groups of the Commission shall meet on call of the Executive Director. Each committee or working group member shall be notified of a meeting, either personally or by written notice, at least three calendar days prior to the meeting.

<u>Section 7</u>: When the Commission is scheduled to consider a matter that requires a public hearing, notice of such a public hearing shall be published in a local newspaper of general circulation at least 10 days prior to the hearing. In the case of the annual unmet transit needs hearing, held in accordance with California Public Utilities Code Section 99238.5, the notice of public hearing shall be published at least 30 days prior to the hearing. All notifications shall be consistent with the SCLTC Public Participation Plan.

ARTICLE 5 – CONDUCT OF MEETINGS

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

<u>Section 1</u>: Except as herein or otherwise provided, Roberts Rules of Order shall govern all proceedings of the Commission. In any event, all proceedings and conduct of meetings shall be in full compliance with the State of California Code.

<u>Section 2</u>: It shall be the policy of the SCLTC to entertain the opinions of any person, firm or corporation relative to any pending matter. The chair shall, however, have the prerogative to limit the time of any presentations.

<u>Section 3</u>: The chair may, with the approval of a majority of the representatives present, adjourn any meeting to a time and location of his/her choice.

<u>Section 4</u>: All votes shall be cast by the person or persons authorized to do so by the member government they represent. No proxy, absentee or fractional votes may be cast.

<u>Section 5</u>: Closed sessions shall be held in conformance with the Government Code of the State of California.

ARTICLE 6 – QUORUM & VOTING

A quorum and voting at Commission meetings shall be as follows:

Section 1: A majority of the members of the Commission (4 out 6) shall constitute a quorum.

Section 2: There shall be one alternate per appointing agency.

Section 3: A quorum must be present to conduct business.

Section 4: Each Commission member or their recognized alternate shall have one vote.

<u>Section 5</u>: The Commission shall take no action except upon the affirmative vote of at least four members

<u>Section 6</u>: The Commission shall act by resolution or minute action. All resolutions shall be adopted by a vote recorded in the Commission minutes and signed by the Chair.

ARTICLE 7 – DUTIES OF OFFICERS

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

<u>Section 1</u>: The Chair shall preside at all meetings, decide questions of parliamentary procedure, call special meetings and perform such other functions and duties which may be prescribed by appropriate authority or which is customary of the office of the Chairperson.

<u>Section 2</u>: The Vice Chair shall perform the function and duties of the chair in the chairs absence.

ARTICLE 8 – ELECTION OF OFFICERS

<u>Section 1</u>: Nomination and election of the Chair and Vice Chair shall be held annually at the first meeting after January first. Officers shall serve a one year term. Any vacancy during the term shall be filled by nomination and election for such office for the remainder of the term. The positions of Chair and Vice Chair shall alternate each election, between representatives from the County and representatives from the nine cities.

<u>Section 2</u>: Nominations may include any member of the Commission and may be made by any member of the Commission.

<u>Section 3</u>: The election for the office of Chair and Vice Chair shall be held immediately after all nominations have been declared closed by the Chair.

<u>Section 4</u>: Officers shall take office immediately after their election or as soon thereafter as practicable and serve until disqualified or until their successors are duly elected.

ARTICLE 9 – EXECUTIVE DIRECTOR

"Section 1: The SCLTC shall hire an Executive Director who shall serve at the will of the Commission. The Commission may hire an Executive Director pursuant to a contract with an independent contractor/consultant or may contract with the Siskiyou County Director of Public Works, or a designee appointed by the Director and approved by the Commission. Sufficient funds shall be approved by the Commission for the Executive Director and any necessary staff to carry out the planning and administrative responsibilities of the SCLTC."

<u>Section 2</u>: The Executive Director shall perform or supervise the administrative and secretarial work of the SCLTC. His/her specific duties entail serving as secretary to the SCLTC; keeping accurate and sufficient records of all proceedings; receiving and transmitting all correspondence; maintaining files for all reports; directing and coordinating the work of the SCLTC; preparing and administering the SCLTC annual budget; maintaining a record of all financial transactions; and such duties as are usually incidental to such position.

Section 3: The Executive Director shall:

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

- Advise all prospective Local Transportation Fund (LTF) claimants of the amounts of anticipated area apportionments in accordance with Section 6644 of the California Code of Regulations (CCR).
- b) Review claims submitted pursuant to Sections 6630 and 6732 of the CCR and prepare a proposed annual budget for Transportation Development Act (TDA) funds to be allocated to claimants as approved by the Commission.
- c) Transmit allocation instructions to the County Auditor to pay from LTF and State Transit Assistance (STA) funds those approved claims that are in the proper order and for which sufficient monies are available in accordance with Sections 6659 and 6752 of the CCR. Such payments shall be made in accordance with LTC policies and procedures.
- d) Prepare an amended budget for TDA funds as needed to make mid-year allocation and claim adjustments.

ARTICLE 10 – OPERATIONS

<u>Section 1</u>: The vote on all agenda actions shall be by voice vote unless a roll call vote is requested by a Commission member. If the roll is not called, the chair may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye".

<u>Section 2</u>: Subjects for inclusion on the agenda are to be directed to the Executive Director. Any subject of mutual interest to the members of the Commission will be entertained, discussed and, if appropriate, voted upon.

- a) Subjects proposed for discussion by members of the Commission shall be automatically placed on the agenda.
- b) Subjects proposed for discussion by persons or organizations that are not members of the Commission shall be placed on the agenda upon approval of the Chair or the Executive Director.
- c) All written requests denied under the preceding sub-section shall be identified in the agenda under "correspondence "and read or distributed at the meeting upon the direction of the Chair or upon a majority of the Commission.
- d) Non-members will be recognized by the Chair, who will have the prerogative to establish time limits or other control measures he/she deems appropriate for presentations or comments.

<u>Section 3</u>: Minutes summarizing the Commissions transaction of business shall be kept by the Executive Director or such person as may be designated by the Executive Director. The minutes need only reflect such business as was actually acted upon by the Commission and shall not be required to reflect any remarks of members or of any other person, except at the special request

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

of a member. A record shall be made of names and addresses of persons addressing the Commission, the title of such matter to which their remarks related and whether they spoke in support of, or opposition to, such matter. As soon as possible after each meeting, the Executive Director shall forward a copy of the minutes to each member. Unless a reading of the minutes is requested by a member, such minutes may be approved without reading if each member has been previously furnished a copy.

ARTICLE 11 – AMENDMENTS

These bylaws may be amended by a first hearing, which will include discussion and a reading. A second hearing will be held for final adoption by a majority vote of the Commission at any publicly noticed meeting.

ARTICLE 12 – COMMITTEES

<u>Section 1</u>: The Commission shall maintain two standing committees to advise the Commission on studies and projects on a continuing basis. The Executive Director shall provide staff support for the activities of these committees. The standing committees will include:

- a) <u>Technical Advisory Committee</u>: The Technical Advisory Committee (TAC) shall be composed of members of the staffs of the Siskiyou County Department of Public Works, the Siskiyou County Transit Agency (Stage), the nine incorporated Cities of Siskiyou County, representatives from Caltrans District 2 and both the Karuk and Quartz Valley Rancheria tribes. The TAC shall review and evaluate all programs and projects for consideration by the Commission and shall provide its recommendation to the Commission.
- b) <u>Social Services Transportation Advisory Council</u>: The Social Services Transportation Advisory Council (SSTAC) shall include members selected, and activities conducted, in accordance with the Transportation Development Act (Public Utilities Code Section 99238 et seq) and in accordance with SSTAC Guidelines and Bylaws approved by the Commission.

<u>Section 2</u>: The Commission may establish additional committees or working groups as deemed necessary or convenient to fulfill the duties of the Commission at the will of the Commission.

ARTICLE 13 – REGIONAL TRANSPORTATION PLANNING

<u>Section 1</u>: In all cases, the Commission shall allocate funds only in accordance with a finding that the proposed expenditures are consistent with its adopted Regional Transportation Plan.

<u>Section 2</u>: The Commission shall, through its adopted annual Overall Work Plan (OWP), allocate to the various other participating agencies, sufficient funds to permit such agencies to perform their planning responsibilities as designated in the OWP.

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

October 8, 2019

<u>Section 3</u>: In discharging its comprehensive regional planning program responsibilities, the Commission shall be guided by the terms and provisions of its Memorandum of Understanding with the State, its adopted public participation procedures and by the provisions of the Overall Work Program.

<u>Section 4</u>: The Commission shall prepare and update, as necessary, policies and procedures for administration of planning and programming functions including the Overall Work Program, TDA claims and other provisions related to federal, state and local funding requirements.

ARTICLE 14 - SERVICES

The Commission may contract out for legal services in the event of a conflict of interest with County Counsel, and shall contract out for independent audits and other professional services, as deemed necessary for administration and operational purposes. These services shall be performed under the supervision of the Executive Director in accordance with procedures prescribed by Federal and State governments.

ARTICLE 15 – REFERRALS

The Commission may accept by letter or resolution referrals for study and report from any duly constituted advisory or legislative body or their representatives. Reports will be made and returned to the referring body within a reasonable time.

ARTICLE 16 – MILEAGE REIMBURSEMENT

Commissioners will be reimbursed mileage to attend meetings when they have to travel to Yreka specifically to attend meetings. The alternates will only be reimbursed if they are in attendance for an absent Commissioner from their appointing agency.

ARTICLE 17 – ADOPTION AND CERTIFICATION

These bylaws were duly adopted by the Siskiyou County Local Transportation Commission at its regular meeting held on October 8, 2019.

Proposed Bylaws of the Siskiyou County Local Transportation Commission

Adopted April 8, 2025

STATEMENT OF PURPOSE

These bylaws are intended to provide for the orderly operation and conduct of Siskiyou County Local Transportation Commission and related Commission meetings.

The Siskiyou County Local Transportation Commission (SCLTC) was established in 1972 under the Transportation Development Act (TDA). The SCLTC was created to address the growing need for a coordinated transportation system that meets the needs of all residents in Siskiyou County. Since its inception, SCLTC has worked tirelessly to develop comprehensive transportation plans, allocate funding effectively, and ensure that transportation projects align with regional goals and policies.

The primary purpose of the Commission is to ensure that transportation systems—such as roads, highways, public transit, biking, and pedestrian infrastructure—are planned and developed efficiently to meet the needs of the region's residents and businesses.

The entirety of the County of Siskiyou is the jurisdiction of the Agency.

ARTICLE 1 – DEFINITIONS

- 1. <u>Commission</u>: The governing body of the Siskiyou County Local Transportation Commission.
- 2. Chair: Refers to the elected Chair of the SCLTC.
- 3. <u>Commissioner(s)</u>: Any appointed representative serving on the Siskiyou County Local Transportation Commission
- 4. Executive Director: Refers to the Executive Director of the SCLTC.
- 5. <u>Member</u>: The cities of Dorris, Dunsmuir, Etna, Montague, Mt Shasta, Weed, Tulelake, Yreka, the Town of Fort Jones, and the County of Siskiyou.
- 6. <u>Appointing Organization</u>: Siskiyou County Board of Supervisors or the Siskiyou County League of Local Agencies

ARTICLE 2 – FUNCTIONS

The functions of the SCLTC are as follows:

- a) To carry out all responsibilities as the Regional Transportation Planning Agency (RTPA) as designated by the California Government Code section 65080(b).
- b) Comply with all rules governing the administration of the Local Transportation Fund as established by applicable State laws and rules, and where conflicts exist between

Adopted April 8, 2025

those rules established by the SCLTC and rules promulgated by the state, state rules shall supersede those of the SCLTC absent a process for appeals.

- Approve allocation of transportation funding sources as required by various state programs and consistent with the most recently adopted Regional Transportation Plan.
- d) Provide a venue for discussion and study of regional transportation problems of mutual interest to member agencies.
- e) Coordinating with various Tribal Governments within the region to ensure their concerns are considered in the development of transportation plans and programs.
- f) To act as Area-wide Planning Organization (A-95 Clearinghouse) as designated by the U.S. Department of Housing and Urban Development (HUD).
- g) As the RTPA the SCLTC leads transportation planning efforts, but for transportation conformity processes will consult with the Siskiyou County Air Pollution Control District to ensure that transportation activities align with air quality goals.
- h) Provide notice to local stakeholders on potential transportation funding resources.

ARTICLE 3 - DIRECTORS, ALTERNATES, TERMS, AND VACANCIES

3.0 Commissioners

The SCLTC shall consist of three delegates appointed by the Siskiyou County Board of Supervisors and three delegates appointed by the Siskiyou County League of Local Agencies. Delegates must be an elected official of one of the member agencies identified in Article 1.4.

Each Commissioner shall have one (1) vote.

3.1 Alternate Commissioners

Each Appointing Organization shall have one alternate seat on the Commission. Any alternate must have the same qualifications as the appointed delegates.

3.2 Terms of Office

Members of the Commission shall serve at the pleasure of their Appointing Organization.

3.3 Vacancies and Removal of Commissioners

Adopted April 8, 2025

If any appointed Commissioner is absent from two (2) or more regular meetings the Executive Director will notify the Appointing Organization so they can review appointments and consider a replacement.

If a Commissioner is no longer an elected official they must relinquish their position as a Commissioner. A position shall be declared vacant if the incumbent resigns or is removed from the position by a majority vote of their Appointing Organization. Alternate Commissioners may fill the position until a new delegate is appointed by the Appointing Organization. A vacant seat shall be filled by the Appointing Organization at their next regular meeting following the vacancy.

<u>ARTICLE 4 – MEETINGS</u>

4.0 Brown Act Requirements

All meetings of the Commission shall be called, noticed, held, and conducted in accordance with the provisions of Government Code Section 54950, et seq.

All appointed committee meetings shall be called, noticed, held, and conducted in accordance with the provision of Government Code Section 54950, et seq., the Brown Act.

4.1 Regular Meetings

- a) Regular meetings of the SCLTC shall generally be held on the second Tuesday of February, April, June, and October, and the third Tuesday of August and December, or as necessary, at the Siskiyou County Transit Center at a time that is mutually agreeable to the Commission.
- b) The agenda of each regular meeting shall specify the start time, location of the meeting, and include a brief summary of each agenda item to be discussed.
- c) All regular and special meetings shall be held at a location accessible to the public and within the jurisdiction of the County of Siskiyou.
- d) The Chair or the Executive Director may reschedule regular meetings, as the need arises.
- e) The Executive Director shall provide written notice of all regular meetings to all members of the Commission at least 72 hours in advance of the meetings.

Adopted April 8, 2025

4.2 Agendas

All agendas (regular or special) will be publicly posted at the meeting location and on the Siskiyou County Local Transportation Commission's website. A printed copy will be available for public review at the agency's office at 190 Greenhorn Road, Yreka, California in accordance with the Brown Act posting requirements depending on the type of meeting.

4.3.1 Special Meetings

Special meetings of the SCLTC may be called by the Chair.

The Executive Director shall provide written notice of all special meetings to all members of the Commission and all media outlets that have requested notice at least 24 hours in advance of the meetings. The notice shall contain the agenda for the meeting, including the time and location of the meeting. Only matters specified in the notice may be considered at the special meeting.

4.4 Quorum

- A majority of the Commission (four of six Commissioners) shall constitute a quorum to conduct a meeting.
- A vote of a majority of the members of the Commission is necessary to take action.
- The Commission shall act by resolution or minute action. All resolutions shall be adopted by a vote recorded in the Commission's minutes and signed by the Chair.

4.5 <u>Committee Meetings</u>

All committees of the Commission shall meet at the request of the Executive Director. The Executive Director shall provide written notice of agenda items to all members of the Committee at least 72 hours in advance of the meetings.

4.6 Public Hearing Notices

When the Commission is scheduled to consider a matter that requires a public hearing, notice of such a public hearing shall be published in a local newspaper of general circulation at least 10 days prior to the hearing. All notifications shall be consistent with the established Siskiyou County Local Transportation Commission Public Participation Plan.

Adopted April 8, 2025

Unmet Transit Needs advertisements will be published in accordance with the requirements of the Transportation Development Act.

ARTICLE 5 – CONDUCT OF MEETINGS

- 5.1 Except as herein or otherwise provided, Roberts Rules of Order shall govern all proceedings of the Commission. In any event, all proceedings and conduct of meetings shall be in full compliance with the Government Code of the State of California.
- 5.2 It shall be the policy of the SCLTC to entertain the opinions of any person, firm or corporation relative to any pending matter. The chair may limit the number of witnesses or the time of testimony on a particular issue.
- 5.3 The chair may, with the approval of a majority of the representatives present, adjourn any meeting to the time and location of their choosing.
- 5.4 All votes shall be cast by the person or persons authorized to do so by the member government they represent. No proxy, absentee or fractional votes may be cast.
- 5.5 Closed sessions shall be held in conformance with the Government Code of the State of California.

ARTICLE 6 – ELECTIONS AND DUTIES OF OFFICERS

6.0 Election of Officers

At the first regular meeting of each calendar year, the Commission shall elect from its membership a Chair and Vice Chair of the Commission to serve for one-year terms.

The election for the office of Chair and Vice Chair shall be held immediately after all nominations have been declared closed by the Chair.

The positions of Chair and Vice Chair shall alternate each election cycle, between representatives from the Board of Supervisors and representatives from the League of Local Agencies.

Adopted April 8, 2025

Officers shall take office immediately after the election or as soon thereafter as practicable and serve until disqualified or until their successors are duly elected.

6.1 Commission Chair

The Chair shall preside at all meetings, decide questions of parliamentary procedure, call special meetings and perform other functions as would be customary of a Commission Chair.

The Commission Chair shall be entitled to vote on all matters before the Commission and present and discuss any matter as a member of the Commission.

6.2 Commission Vice Chair

In the absence of the Commission Chair, the Vice Chair shall perform all the duties of the Commission Chair.

6.3 Vacancy

Any vacancy during the term shall be filled by nomination and election for the remainder of the term.

ARTICLE 7 – STAFFING

7.0 Executive Director

The Executive Director shall be the Chief Administrative Officer of the Commission and is responsible for general administration of SCLTC activities and policy oversight. The Executive Director shall be selected by and shall serve at the pleasure of the SCLTC.

The duties of the Executive Director include, but are not limited to:

- Administer the affairs of the Commission, subject to the authority of the Commission.
- Prepare and present an annual proposed budget to the Commission and to control the budget as adopted by the Commission.
- Maintain all financial records of the Commission.
- To serve as the Secretary of the Commission including maintaining records of the Commission's meeting minutes and resolutions.
- Direct and coordinate the work of the Commission.
- To attend the Commission meetings.
- To perform such other duties as requested by the Commission.
- Implement the requirements of the Transportation Development Act.

Adopted April 8, 2025

The Executive Director may assign these duties to staff when appropriate.

Sufficient funds shall be approved by the Commission for the Executive Director and necessary support staff to carry out the planning and administrative responsibilities of the SCLTC.

7.1 <u>Administrative and Staffing Support</u>

The County of Siskiyou shall provide administrative and staffing support to the Agency.

ARTICLE 8 – OPERATIONS

- 8.0 The vote on all agenda actions shall be by voice vote unless a roll call vote is requested by a Commission member. If the roll is not called, the Chair may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye".
- 8.1 Subjects for inclusion on the agenda are to be directed to the Executive Director. Any subject of mutual interest to the members of the Commission will be entertained, discussed and, if appropriate, voted upon.
 - a) Subjects proposed for discussion by members of the Commission shall be automatically placed on the agenda.
 - b) Subjects proposed for discussion by persons or organizations that are not members of the Commission shall be placed on the agenda upon approval of the Chair or the Executive Director.
 - c) All written requests denied under the preceding sub-section shall be identified in the agenda under "correspondence "and read or distributed at the meeting upon the direction of the Chair or upon a majority of the Commission.
 - d) Non-members will be recognized by the Chair, who will have the authority to establish time limits or other control measures they deem appropriate for presentations or comments.

8.2 <u>Commission Minutes</u>

Minutes summarizing the Commission's transaction of business shall be kept by the Executive Director. The minutes need only reflect such business as was acted upon by the Commission and shall not be required to reflect all remarks from members or of any other person, except at the special request of a member.

Adopted April 8, 2025

- A record shall be made of names, titles, and addresses of persons addressing the Commission, the title of such matter to which their remarks related and whether they spoke in support of, or opposition to, such matter.
- A copy of the minutes will be provided in a future agenda for review and approval by the Commission.
- Unless a reading of the minutes is requested by a member, such minutes may be approved without reading if each member has been previously furnished a copy.

ARTICLE 9 – FINANCE

9.0 Annual Budget

Pursuant to California Government Code Sections 29000–29144, the Commission shall annually adopt by resolution operating budgets for all programs under the Commission's authority.

9.1 <u>Mileage Reimbursement</u>

Commission members will be reimbursed mileage to attend meetings when they must travel to the meeting location specifically to attend meetings. The alternates will only be reimbursed if they are in attendance for an absent Commissioner from their appointing agency.

9.2 Annual Audit

Pursuant to Government Code Section 6505, the Commission shall either make or contract with a certified public accountant to perform an annual fiscal audit of all accounts and records of the Agency, conforming in all respects with the requirements of that section. The annual audit may be performed in conjunction with the annual audit requirements of the Siskiyou County Local Transportation Commission. A report of the audit shall be filed as a public record with the Auditor within twelve months of the end of the fiscal year under examination pursuant to Government Code 6505. The costs of the audit shall be considered an administrative cost of the Agency. (STA JPA Article 10.3)

ARTICLE 10 – COMMITTEES

Adopted April 8, 2025

- 10.0 The Commission shall maintain two standing committees to advise the Commission on studies and projects on a continuing basis. The Executive Director shall provide staff support for the activities of these committees. The standing committees include:
 - a) Technical Advisory Committee (TAC): The TAC shall consist of one representative from each of the following agencies:
 - Cities of Dorris
 - City of Dunsmuir
 - City of Etna
 - Town of Fort Jones
 - City of Montague
 - City of Mt Shasta
 - City of Weed
 - City of Tulelake
 - City of Yreka
 - County of Siskiyou Department of Public Works
 - Siskiyou Transportation Agency
 - Caltrans District 2
 - Karuk Tribe
 - Quartz Valley Indian Reservation

The TAC is responsible for providing recommendations to the Commission on various transportation projects within the region.

b) Social Services Transportation Advisory Council (SSTAC): The SSTAC will perform responsibilities in accordance with the Transportation Development Act (Public Utilities Code Section 99238 et seq) and in accordance with SSTAC Guidelines and Bylaws approved by the Commission.

10.1 Additional Committees

The Commission may establish additional committees or working groups as deemed necessary or appropriate to fulfill the duties of the Commission. Members of the committees shall be appointed by the Commission to terms defined and approved by the Commission.

Adopted April 8, 2025

ARTICLE 11 – SERVICES

The Commission may contract out for various services, as deemed necessary for administration and operational purposes. These services shall be performed under the supervision of the Executive Director.

ARTICLE 12 – REGIONAL TRANSPORTATION PLANNING

In discharging its comprehensive regional planning program responsibilities, the Commission shall be guided by the terms and provisions of its Memorandum of Understanding with the State, its adopted public participation procedures and by the provisions of the Overall Work Program.

The Commission shall prepare and update, as necessary, policies and procedures for administration of planning and programming functions including the Overall Work Program, TDA claims, and other provisions related to federal, state and local funding requirements.

ARTICLE 13 - AMENDMENTS

Amendments to these bylaws may be proposed by a Commission Member or at the recommendation of the Executive Director. A majority vote of the Commission Members from the Board of Supervisors and a majority vote of the Commission Members from the League of Local Agencies is required to adopt an amendment to these bylaws.

Amendments to these bylaws will be by minute order of the Commission.

ARTICLE 14 – ADOPTION AND CERTIFICATION

These bylaws were adopted by the Siskiyou County Local Transportation Commission at a regular meeting of said Commission on June 10, 2025.

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 11

Subject: Discussion, direction, and possible action regarding the FY 2025/2026 State Transit Assistance

and Local Transportation Fund claim for Siskiyou Transportation Agency.

Past Action:

On June 11, 2024, the Commission approved the FY 2024/2025 State Transit Assistance (STA) and Local Transportation Fund (LTF) claim for the County of Siskiyou (STAGE).

As a result of the efficiency review (Transportation Development Act Section 99314.6) STAGE was not eligible to receive their entire FY 2024/2025 STA allocation for operations. They were approved to receive \$ 524,656 for operations and \$ 22,180 for capital/rolling stock replacement.

After the release of the August 2024 estimates by the State an amended claim (Resolution No. 24-18) was approved by the Commission on August 20, 2024. This claim revised the amount allocated for operations to \$ 533,455 and capital/rolling stock replacement to \$ 17,957.28 plus all interest earned during the fiscal year.

Summary of Item:

The enclosed Transportation Development Act claim form includes estimated revenues and expenditures for the remainder of FY 2024/2025 and FY 2025/2026 based on data available at the time of agenda preparation. It also provides an update on improvements identified in the last performance audit, which was completed for the fiscal year ending June 30, 2021.

Siskiyou Transportation Agency is requesting \$ 1,250,000 from the Local Transportation Funds during FY 2025/2026. This amount includes \$ 105,000 that would be designated for the purchase of new rolling stock (buses or other non-revenue vehicles).

On January 31, 2025, the State released the estimates for State Transit Assistance for FY 2025/2026. These funds can only be distributed to eligible operators within the region. Siskiyou Transportation Agency (dba STAGE) is the only eligible operator under this program.

The efficiency review of Siskiyou Transit and General Express was conducted by the Executive Director pursuant to the Transportation Development Act - Section 99314.6 – State Transit Assistance; Operators Qualifying Criteria. Based on the data the operator has met the requirements under the single year calculation and thus is eligible to receive their entire allocation for operations during FY 2025/2026.

Financial Impact: Yes \boxtimes No \square

Local Transportation FundState Transit AssistanceState Revenue2536-303021-5408002538-303023-540800

Claimants Allocation Expense 2536-303021-751001

STAGE Allocation Expense 2538-303023-751002

Recommended Action:

- Adopt Resolution approving the Siskiyou Transportation Agency's FY 2025/2026 State Transit Assistance claim for \$ 460,179.

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

- Approve Siskiyou Transportation Agency's FY 2025/2026 Local Transportation Fund Claim of \$1,250,000.

Attachments (2)

- Transportation Development Act Claim Form Packet Siskiyou Transportation Agency FY 2025/2026
- Resolution approving the State Transit Assistance claim for FY 2025/2026.

Siskiyou County Local Transportation Commission

Transportation Development Act Claim Forms Packet

Claimaint: Siskiyou Transportation Agency

Required Forms Checklist

Claimant: Siskiyou Transportation Agency	
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Local Transportation Fund Claim Checklist

Article 4			
Transit X	Article 8(c) Transit	Document A:	Document Name Claim Form
^		Document A.	Claiiii i Oilii
X		Document B:	Productivity Improvement Progress Report
		Document C:	Fiscal Reporting
X			Part A: Proposed Operating Budget Part B: Proposed Capital Budget
X		Document D:	Project Description
X		Document E:	Maximum Transit Allocation
X		Document F:	Fare and Local Fund Ratios
X		Document G:	Standard Assurances for Applicants - LTF G.1 Farebox Ratio G.2 Extension of Services G.3 Federal Funding G.4 Fiscal Audit G.5 State Controller Annual Report G.6 Retirement System Funding G.7 Staffing of Vehicles G.8 Budget Increase G.9 CHP Certification G.10 Fares for Senior and Disabled G.11 Accessibility for Disabled G.12 Contract for Transit Services

State Transit Assistance Checklist - Additional Forms

	Document Name
X	Document H: State Transit Assistance Required Forms Checklist
X	Document I: State Transit Assistance Allocation Areas

Submitted by:

DocuSigned by: FB85329465E241D...

4/4/2025 Date: ____

Name: Angie Stumbaugh

Title: Transportation Services Manager Email: astumbaugh@co.siskiyou.ca.us

Phone: 530.842.8297

Transportation Development Act Claim Form (All claimants must complete this document.)

Document A

Line

- 1 Project Year (FY) <u>2025-2026</u>
- 2 Claimant: Siskiyou Transportation Agency
- 3 Address: 190 Greenhorn Road
 - Yreka, CA 96097
- 4 Contact Person: Angie Stumbaugh
- 5 Title: Transportation Services Manager
- 6 Phone Number: 530.842.8297
- The above named claimant hereby applies for an allocation of Transportation Development Act funds for FY <u>2025-2026</u> for the purposes and in the amount(s) specified below:

	Purpose		Claimed		
	Local Transportation Fund				
8	Article 4 Transit (PUC 99260)		\$	1,250,000.00	
9	Article 4.5 Community Transit (PUC 99275)		\$		
10	Article 8c Transit Contracts (PUC 99400c)		\$	-	
11	Total LTF:		\$	1,250,000.00	
	State Transit Assistance				
12	Transportation Planning		\$		
13	Mass Transportation		\$	460,179.00	
14	Total STA:		\$	460,179.00	
15	Total Transportation Development Act Claim		\$	1,710,179.00	
	(add lines 11 and 14)	•			

Claimant acknowledges that payment by the County Auditor of an allocation made by the SCLTC is subject to such monies being on hand and available for distribution and the provision that such moneys be used only in accordance with the terms of the allocation instruction issues by SCLTC.

20	By: Angie Stumbaugh	
21	Title: DocuSigned by: 3 M	anager
22	Date: Angie Stumbangh	

Reference: CCR Section 6630

Productivity Improvement Progress Report (All claimants must complete this document.)

Document B

More Recent Performance Audit Coverage Period:

July 1, 2019 to June 30, 2021

* The triennial performance audit for the period ending June 30, 2024 is currently being drafted and is expected to be presented to the Board of Directors at the June 2025 meeting.

Recommendation from the most recent TDA Triennial Performance Audit.	Implementation Status (from TPA)	Additional Information from Operator					
Service Planning: The prior performance review recommended that the operator consider performing surveys of potential riders as part of its annual service planning process. Also, it was recommended that the operator investigate ways to increase passengers and review its fare structure.	2024 Response: In 2020 the operator did an internal rider survey and for the Operator's 2021 transit plan, they hired a contractor to develop the plan, which also included a rider survey. California is promoting Contactless Fares. The operator is in the process of researching grant opportunities to meet this new requirement. The operator is also implementing a new route system in phases and is hoping for an increase in ridership, which should lead to more routes and personnel.	2024 Response: STAGE submitted a request for funding under SB 125 to evaluate contactless fare systems. We continue to work on implementing new routes that offer increased service. Recruitment efforts and an aging fleet have made expansion efforts more challenging.					
	2025 Response: STAGE was able to implement Happy Camp service in March 2025 thanks to grant funding from the Low Carbon Transit Operations Program. We have also developed and distributed ridership surveys for Saturday service, Happy Camp service, Rain Rock Casino Transportation Needs, and Butte Valley Transportation Needs.	2025 Response: SCLTC was successful in acquiring funds through SB 125 for STAGE for a contactless fare system, a new website for STAGE, and reduced fare days to help increase ridership.					
Administration: The prior performance review recommended that the operator thoroughly investigate the rising operating costs and make changes to not violate the farebox recovery ratio requirements.	2024 Response: The operator has slightly reduced personnel and operating costs since the last review. However, the farebox ratio still decreased during the first year covered by this review. Since the pandemic restrictions took place in FY19-20, the operator has not had a reasonable chance to work on this for the last two years covered by the review.	2024 Response: STAGE is aware of this continue concern. Recent increases in personnel costs are other fixed costs have further exacerbated this concern. We continue to monitor expenses and evaluate methods to increase revenues. Additionally, we submitted a project for funding ur SB 125 to evaluate the current model and identify potential areas for improvement.					
	2025 Response: The biggest cost for the operator remains the personnel costs. The budget figures provided at the beginning of each fiscal year include projections for all active positions. Throughout the year the operator does experience some savings as a result of vacant positions.	2025 Response: STAGE received funding through SB 125 for an operational model assessment to evaluate and make recommendations on ways to reduce operational expenses but increase the frequency of service for riders.					
Maintenance: The prior performance review recommended that the operator continue to invest in the replacement of its bus fleet.	2024 Response: The operator has purchased 1 bus since the last review was performed. Due to the pandemic, the operator did not have a need to replace any buses during the last two years covering this review, however, in FY21-22, they have 2 new buses on order and they are preparing for a study that will develop the plan to convert all buses to the California clean air initiatives by 2030.	2024 Response: Since the last performance audit STAGE ordered two new buses in 2022, which are expected to arrive in summer 2024. We also ordered two additional buses (May 2024) that are expected to arrive late fall of 2024.					
	2025 Response: The operator received two new buses in late January 2025. They also received two new buses on March 27,2025.	2025 Response: The operator received funds from SB 125 to contract with a consultant to evaluate the zero emissions options available to public transit agencies in California. The final report will be used to help guide decisions in the future years on vehicle replacement.					

Describe any other efforts made, or planned, to improve cost effectiveness and/or increase ridership. Summarize such efforts for each service offered, if applicable.

STAGE received funding under SB 125 to work on the following initiatives that are focused on improving cost effectiveness and/or increasing ridership.

- 1) Development of a transit agency focused website. This activity includes the development of a transit agency website that includes route maps and alerts for riders. STAGE's information is currently buried in the County's website. The route schedules are a PDF that includes ten pages. Transit information is not easily found by residents or visitors. The RFP for this project was released on March 19, 2025. Proposals are due by April 23, 2025.
- 2) Operational Improvements to increase ridership and improve reliability. This project will include hiring a consultant to evaluate the operational structure of the existing transit system to identify different models for route restructuring that would reduce expenditures, increase reliability, reduce wait times, and ultimately increase ridership. The RFP for this project still needs to be drafted and released for proposals
- 3) Evaluation and implementation of alternative payment methods. STAGE converted to the GFI fareboxes in 2011. Since then, additional units have been purchased, but many of the existing units have been in use for over a decade. This activity will evaluate alternate payment methods with the goal of replacing the existing fare collection methods and moving towards a contactless payment method that can eventually be integrated with other north state transit agencies. This activity also promotes improved rider experience as it will eliminate the need for riders to have cash or have a prepurchased ticket. The RFP for this project still needs to be drafted and released for proposals.
- 4) Reduced Fare Days Program This activity will fund free or reduced fare days to increase ridership to promote public transit services within the region. This is a subsequent project to a Low Carbon Transit Operations Program project. The operator is still developing the LCTOP program, which will set all fares at \$ 1.00. They will develop a program to use the SB 125 funds over the next six months.

Proposed Operating Budget (All claimants must complete this document.)

Document C - Part A

Line		Cu	Current Year (FY)*		Project Year (FY)**	
1	Budget Year (FY)		2024-2025		2025-2026	
2	Total Labor	\$	1,371,316.00	\$	1,631,896.00	
3	Total Expenditures (Excluding Capital/Fixed Assets)	\$	834,958.00	_\$	885,713.00	
4	Estimated Fares	\$	60,110.00	\$	75,000.00	
5	Operating Deficit (subtract Line 4 from Lines 2 and 3)	\$	(2,146,164.00)	\$	(2,442,609.00)	
	Other Operating Revenues					
6	Local Transportation Fund	\$	1,175,000.00	\$	1,145,000.00	
7	LTF Balance from Prior Year	\$		\$		
8	State Transit Assistance Fund	\$	533,455.00	\$	460,179.00	
9	Federal Operating Assistance	\$	374,228.00	\$	380,000.00	
10	Other (Specify): Reimbursement for Staff Time/Airports	\$	30,000.00	\$	30,000.00	
11	Other (Specify): LCTOP (FY 22/23 - Happy Camp Service)	\$	20,044.00	\$	60,132.00	
12	Other (Specify): LCTOP (\$1 Fare Programs)	\$	8,750.00	\$	42,000.00	
12	Other (Specify): LCTOP (19/20 - Bus Stop Improvements)	\$		\$	20,400.00	
12	Other (Specify): LCTOP (21/22 - Bus Stop Improvements)	\$	27,893.00	\$	39,407.00	
13	Other (Specify): SB 125 (Reduced Fare Days)	\$	5,000.00	\$	25,000.00	
14	Other (Specify): Advertising Revenue	\$	3,000.00	\$	3,000.00	
15	Net Surplus/(Deficit) (add Lines 6-12 to Line 4)	\$	31,206.00	\$	(237,491.00)	

Footnotes:

Reference: CCR Section 6632

^{*} Projected figures as of June 30, 2025 based on current data at the time of preparation.

^{**} FY 2025/2026 budgets are still in final development at the time or preparation.

Proposed Capital Budget (All claimants must complete this document.)

Document C - Part B

Line	Budget Year (FY)	Pi	rior Year (FY)* 2024-2025		ject Year (FY) 2025-2026
	Capital Expenditures (Itemized by Project)				
16	Rolling Stock Replacement	_\$	1,090,760.68	_\$	
17	Service Truck and Utility Trailer Purchase	\$	80,000.00	\$	
18	State of Good Repair - Replacement of Radios in Fleet	\$		\$	79,808.00
19	All-Wheel Drive Vehicle for Admin/Drivers	\$		\$	30,000.00
20					
21	Total Capital Expenditures (Add Lines 16-20)	\$	1,170,760.68	\$	109,808.00
	Capital Revenues				
22	Local Transportation Fund	\$	75,000.00	\$	105,000.00
23	Rolling Stock Replacement Committed Account	<u> </u>	1,109,036.68	\$	-
24	Other (Specify): State of Good Repair (Radios Replacement)	\$	-	\$	79,808.00
24	Other (Specify): State of Good Repair (Rolling Stock Replacement)	\$		\$	2,100.00
25	Other (Specify): Advertising Revenue	\$	3,000.00	\$	3,000.00
26	Total Capital Revenues: (Add Lines 22~25)	\$	1,187,036.68	\$	189,908.00
27	Net Surplus/(Deficit) (Subtract Line 26 from Line 21)	\$	(16,276.00) *	\$	(80,100.00)

^{*}These funds must be directed to the Rolling Stock Replacement account if unused pursuant to Resolution No. 24-15.

SCLTC TDA Project Description Regional Transportation Plan Conformity Do (All claimants must complete this document.)

Document D

Complete sections for every article under which you are claiming TDA funds.

Article 4 Transit Claims

Claims may be filed with the transportation planning agency by operators under this article for the following purposes: (a) the support of public transportation systems, (b) Aid to public transportation research and demonstration projects, or (c) contributions for the construction of grade separation projects.

Describe how you plan to use LTF Article 4 Transit Funds. Include, as applicable, the type of project, construction start date, expected date of opening.

STAGE intends to utilize LTF funds for FY 2025/2026 to cover administration, maintenance, and staffing for the transit operation. Funds will also be used as a match for the Section 5311 Federal Operating Assistance grant program.

To continue funding rolling stock replacement STAGE is requesting \$ 75,000 from the LTF to be placed in the rolling stock replacement account.

Additional supporting documentation for request.

The 2021 Regional Transportation Plan doesn't address the funding needs for operations. It does include Table 4.4 that includes recommendations for capital improvement projects.

The 2021 Short Range Transit Plan states "Table 36 (Operating Plan for STAGE) indicates that there will be a deficit of around \$200,000 in operating funds in FY 2024-25, if the current allocation of \$1,075,000 LTF funds to public transit remains. Around \$475,000 in LTF revenues are allocated to the local jurisdictions for streets and roads purposes annually, after it has been determined that there are no unmet transit needs reasonable to meet. If transit operating revenues dip below operating costs, as projected in Table 36, transit service would have to be reduced below the "Base Case" level. If this were to occur, it would be reasonable to assume that the LTC would find that there are unmet transit needs reasonable to meet. As such, some of the LTF allocated for streets and roads purposes in the past would be allocated to public transit so that Base Case transit levels could be maintained. As shown in Table 36, an additional \$200,000 to \$265,000 LTF would need to be allocated to public transit to be able to maintain transit service levels currently operated. This would still leave over \$250,000 in LTF funds for streets and roads purposes annually."

Article 4.5 Community Transit Services Claims

Claims may be filed with the transportation planning agency by claimants for community transit services, including such services for those, such as the disabled, who cannot use conventional transit services or (b) for purposes of this article, "community transit services" means transportation services which link intracommunity origins and destinations.

Describe how you plan to use LTF Article 4.5 CTSA Funds. Include, as applicable, the type of project, construction start date, expected date of opening.

N/A

SCLTC TDA Project Description Regional Transportation Plan Conformity (All claimants must complete this document.)

Document D

(All claimants must complete this document.)
Additional supporting documentation for request.
Article 8(c) Transit Claims
Claims may be filed under this article with the transportation planning agency by counties and cities for the following purposes and by transit districts for the purposes specified in subdivisions (c) to (f), inclusive: (a) Local streets and roads, and projects which are provided for use by pedestrians and bicycles. (b Passenger rail service operations and capital improvements. (c) Payment to any entity which is under contract with a county, city, or transit district for public transportation or for transportation services for any group, as determined by the transportation planning agency, requiring special transportation assistance.
Describe how you plan to use LTF Article 4.5 CTSA Funds. Include, as applicable, the type of project, construction start date, expected date of opening.
N/A
Additional supporting documentation for request.

Maximum Transit Allocation

Document E

(All transit claimants must complete this document.)

<u>Line</u>	Maximum Allocation for Operations		
1	Project Year	FY	2025-2026
2	Total Operating Expenses (Labor/Services & Supplies)	<u>.</u>	\$ 2,517,609.00
3	Local Revenues		
	3.1 - Estimated Fare Revenue		\$ 75,000.00
	3.2 - Estimated Advertising Revenue		\$ 3,000.00
	3.3 - Reimbursement for Staff Time/Other County Departments		\$ 30,000.00
4	State Transit Assistance		\$ 460,179.00
5	Federal Operating Assistance		\$ 380,000.00
6	TDA Operating Expense (Subtract Lines 3 through 5 from Line 2)	-	\$ 1,569,430.00
7	LTF Balance from Prior Year		\$
8	Maximum Allocation for Operations (Subtract Line 7 from Line 6)		\$ 1,569,430.00
	Maximum Allocation for Capital		
7	Total Capital Expenses		\$ 109,808.00
8	Federal Capital Assistance	-	\$
9	Other (specify): State of Good Repair (2024/2025)	-	\$ 79,808.00
10	TDA Capital Expense (subtract Lines 8 and 9 from Line 7)	-	\$ 30,000.00
11	Maximum Allocation for Capital (Line 10)		\$ 30,000.00
12	Maximum Transit Allocation (add Line 8 to Line 12)		\$ 1,599,430.00

Footnotes:

Reference: CCR Section 6634

Document F

SCLTC TDA

Systemwide Fare and Local Fund Ratios

Line	Required Minimum Ratios				
1	Ratio of Fares plus Local Funds to Total Operating Expense			10%	
2	Applicable Public Utilities Code Section		,		-
	77				-
Projec	et Year Ratios			PUC Reference	Notes
	Total Systemwide Operating Costs	\$	2,121,482.00		Total operating costs for the transit system including administrative costs.
	Charter Service Costs		2,121,402.00	99246/99247	administrative costs.
	Depreciation			99246/99247	
	Adjusted Systemwide Operating Costs	\$	2,121,482.00	00210/00211	
	TDA Allowed Exemptions/Exclusions				
	Cost of "Extension Services"	•		CCD 6640.4 6633.0	Only for implementation year and two additional full fiscal
	Ridesharing Services Costs	\$	-	CCR 6619.1, 6633.8 99268.16	years of service.
	-	Ψ		99200.10	
	Fuel costs that exceed prior year's costs adjusted for the CPI.	\$	7,398.00	99268.17	
	Alternative fuel programs costs which exceed prior year's costs	I			
	adjusted for the CPI.	Ψ_	-	99268.17	
	Power, including electricity costs which exceed prior year's costs adjusted for the CPI.	\$	293.05	99268.17	
	Insurance premiums and payments in settlement of claims arising		293.03	99200.17	
	out of operator's liability which exceed prior year's costs adjusted				
	for the CPI.		70,849.31	99268.17	
	State and federal mandates which exceed prior year's costs adjusted for the CPI.	\$	_	99268.17	
	Subtotal Exclusions/Exemptions:	\$	78,540.36	'	
	Farebox Ratio Operating Costs	\$	2,042,941.64		
Fare F	Revenues				
Total	Systemwide Passenger Fares	\$	59,882.08	6611.2	
	-,	· ·			
Any Ic	cal funds, nonstate grant funds or other revenues generated by, ear	ned by	/, or distributed to	an operator.	
	Fund #1: Advertising Revenue	\$	3,000.00	99268.19	
	Fund #2: FTA 5311 Operating Assistance	\$	374,228.00	99268.19	
	Fund #3:	\$	_	99268.19	
	Subtotal Local Funds		377,228.00	00200.10	
	Fore Developes Associated with "Fritzening of Commission"	•			
	Fare Revenue Associated with "Extension of Services" Charter Revenue	\$	-		
	Farebox Ratio Revenue	\$	437,110.08	l	

Disclaimer: This worksheet is intended to provide a basic guideline for calculating the TDA farebox ratio and should be used in conjunction with TDA Statutes and California Code of Regulations.

2.93%

21.40%

Figures used on this form are from the audit report or the period ending June 30, 2024.

Farebox Ratio (Fares Only)

Farebox Ratio (Fares plus local/federal funds)

Standard Assurance for Applicants - LTF (All claimants must complete this document.)

Document G

Claimant Assurances: Initial each section or indicate N/A.

See Note #1	_1)	Claimant certifies that it will maintain for the project year the ratio to operating at least equal to the ratios adopted by the SCLTC. Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).	of fare revenues and local funds
N/A	_2)	Claimant that received an allocation of LTF funds for an extension 99268.8/CCR 6619.1 certifies that it will file a report of these servithin 90 days after the close of the fiscal year in which that allocation Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).	vices pursuant to CCR 6633.8b
N/A	_3)	Claimant filing a claim for TDA funds for capital intensive transit- made every effort to obtain federal funding pursuant to PUC 992 Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).	
AS	_4)	Claimant certifies it has submitted a satisfactory, independent fis certification statement, to the SCLTC and to the State Controller, CCR 6664, for the prior fiscal year (project year minus two).	
		Date of submittal to State Controller's Office:	3/24/2025
		Date of submittal to SCLTC: Applies to all TDA claimants.	3/22/2025
AS	_5)	Claimant certifies it has submitted an annual report, documenting conformance with the uniform system of accounts and records, to Controller, pursuant to PUC 99243, for the prior year (project year this report will be audited by an independent CPA. Claimant also completed for the current fiscal year (project year minus one). Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).	o SCLTC and to the State ar minus two). Claimant assures
		Date of submittal to State Controller's Office:	1/29/2025
		Date of submittal to SCLTC:	4/3/2025
	6) _a)	Claimant certifies that (initial one): the current cost of its retirement system is fully funded with respect of its public transportation system (PUC 99271(a)); or	ect to the officers and employees
See Note #2	_b)	the operator is implementing a plan approved by SCLTC which v for such officers and employees within 40 years (PUC 99271(a))	
	_c)	the operator has a private pension plan which sets aside and inv sufficient to provide for the payment of future pension benefits ar requirements stated in PUC 99272 and 99273. Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).	· · · · · · · · · · · · · · · · · · ·
AS	_7)	Claimant certifies that, pursuant to PUC 99264, it does not routin persons, a vehicle for public transportation purposes designed to <i>Applies to Articles 4 (transit)</i> , <i>4.5 (CTSAs)</i> , <i>and 8 (transit)</i> .	•

Standard Assurance for Applicants - LTF

Document G

(All claimants must complete this document.)

AS	_8)	Claimant certifies that the transit operator's operating budget has not increased more than 15% over the preceding year, and does not include a substantial increase or decrease in scope of operations or capital budget provisions for major new fixed facilities. <i>If the budget does include such changes, documentation is attached</i> that identifies and substantiates the reason and need for the changes, pursuant to PUC 99266, CCR 6632(b). <i>Attachments may be required. Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).</i>						
AS	_9)	Claimant certifies that <u>attached is certification from the Department of California Highway Patrol</u> (CHP), completed with the last 13 months, that indicates the operator is in compliance with Section 1808.1 of the Vehicle Code. Section 1808.1 of the Vehicle Code3 requires, among other things, that operators participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles. Attachments required. Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).						
		CHP Inspection Date: July 10, 2024 and July 11, 2024						
		Results: Satisfactory						
N/A	_10)	Claimant certifies it is in compliance with PUC 99155: if it offers reduced fares to seniors, it offers the same reduced rate to disabled persons, handicapped persons, and disabled veterans, and it honors the federal Medicare card for identification to receive reduced fares. *Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).						
See Note #3	_11)	Claimant certifies it is in compliance with PUC 99155.5: dial-a-ride and paratransit services are accessible to handicapped persons and the service is provided to persons without regard to vehicle ownership and place of residence. Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).						
N/A	_12)	Claimants that contract with another entity or entities for transit service certify that a copy of the contract negotiated with that entity is attached , pursuant to CCR 6630. Attachment required. Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit).						
The undersia	The undersigned he books and was a statements are true and correct.							
_	Name:	Angie Stumbaugh						
	Title:	Transportation Services Manager						
	Date:	<u>4/3/2025</u>						

Footnotes:

- #1: Due to COVID-19 pandemic a moratorium was placed on farebox ratio requirements until July 2026.
- #2: The County implemented a pension trust plan that sets aside funding to meet the requirement to fully fund pension obligations for staff employed by STAGE.
- #3: STAGE offers deviated fixed route services up to 3/4 of a mile from the normal route. This is contingent on a review by staff for accessibility of vehicles to residents requested location.

State Transit Assistance Forms Checklist

Document H

Claimant: (County of Siskiyou - Siskiyou Transit and General Express (S	TAGE)
(Claim Form (Document A)	X
(Fiscal Reporting Operating Budget (Document C - Part A) Capital Budget (Document C - Part B)	X
\$	State Transit Assistance Allocation Area (Document I)	X

I hereby certify that I have completed all forms necessary to comply with the requirements of the Transportation Development Act.

Signature:

Date: 4/3/2025

Submitted by: Angie Stumbaugh

Title: Transportation Services Manager

Email: astumbaugh@co.siskiyou.ca.us

Phone: 530.842.8297

State Transit Assistance Allocation Area

Document I

Select the claim category or categories by checking the appropriate box and indicating the amoun-

6730 - Claims of Operators	
Claims may be filed for allocations from the State Transit Assistance fund by an operator for the following purposes:	
	Claimed
X CCR 6730 (a) The operating cost of the operator's public transportation system.	\$ 460,179.00
CCR 6730 (b) The capital requirements of the operator's public transportation system.	
CCR 6730 (d) Community transit service purposes pursuant to Public Utilities Code section 99275.	
PUC 99314.6 - Increase in Operator's Cost Per Hour	

Claimant filing a claim for operating assistance from STA funds must include a supplemental schedule which identifies either:

- 1. The most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the year A) prior to the most recent audit year (year 2); and
 - 2. the Consumer Price Index for the year prior to the most recent audit year (year 2); or
 - 1. The most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the three
- B) years prior to the most recent audit year, and
 - 2. the Consumer Price Index for the three years prior to the most recent audit year.

The supplemental schedule information will be used to determine eligibility.

Siskiyou County Local Transportation Commission

Clarify a County Leonar Transportation Commission
Resolution No
Resolution Approving State Transit Assistance Claim for FY 2025/2026
WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is the designated local planning agency responsible, under the provisions of the Transportation Development Act (TDA), to review the annual transportation claims and to make allocations of monies from the STA, based on the estimated revenue, for the County of Siskiyou; and
WHEREAS, the Siskiyou Transportation Agency is annually required to file claims for funds, if any, from the State Transit Assistance Fund (STA); and
WHEREAS, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from SCLTC, and
WHEREAS, on January 31, 2025, the State Controller's Office issued a report of estimated revenues for STA funds for FY 2025-2026, and
WHEREAS, after completing an efficiency review pursuant to the TDA 99314.6(B)(2) the Cost Per Revenue Service Hour is within the allowed parameters for the fiscal year ending June 30, 2024, and
NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission approves the following allocations of State Transit Assistance Funds to:
County of Siskiyou (STAGE) the estimated amount of \$ 460,179.00
This allocation is to be paid by the County Auditor-Controller upon receipt of the executed resolution.
BE IT FURTHER RESOLVED, that the Executive Director, appointed by the Commission, is authorized to sign the allocation instructions and to issue the instructions to the County Auditor-Controller to pay the claimants in accordance with the above allocations.
PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission on this 8 th day of April 2025 by the following vote:
AYES: NOES: ABSENT: ABSTAIN:
Michael N. Kobseff, Chair Siskiyou County Local Transportation Commission

ATTEST:

Melissa Cummins, Executive Director

Siskiyou County Local Transportation Commission

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 12

Subject: Discussion, direction, and possible action regarding the FY 2025/2026 Local Transportation

Fund claim estimates for Article 8 – Local Streets and Roads.

Past Action:

On June 11, 2024, the Commission approved the FY 2024/2025 Local Transportation Fund (LTF) claim allocation plan. On June 20, 2024, the FY 2024/2025 claims were distributed to the local agencies for review and approval by their governing body. On September 10, 2024, the allocation instructions and copies of all approved claims were delivered to the Auditor-Controller's office.

Summary of Item:

Local Transportation Funds are derived from a ¼ cent of the general sales tax collected statewide. The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Each county then apportions the LTF funds within the county based on population estimates.

LTF funds are used to support public transportation services provided by Siskiyou Transit and General Express, now operated by the Siskiyou Transportation Agency.

SCLTC may allocate funds from LTF for local street and roads construction and maintenance, but only after certifying that there are no unmet transit needs that are reasonable to meet. This is done through the Unmet Transit Needs process which includes an annual public hearing and finding. A transportation planning agency may not allocate funds for local streets and roads until twenty days after acknowledgment of receipt of the unmet needs process by the Department of Transportation (Public Utilities Code (PUC) 99401.6).

The enclosed Local Transportation Funds FY 2025-2026 allocation plan is being presented for review by the Commission. This is an initial estimate of the funds that will be available for distribution under Article 8 – Local Streets and Roads. California Code of Regulations (§ 6644) requires the Commission to advise all prospective claimants of the amounts of apportionments from the local transportation fund for the following fiscal year.

The Executive Director will continue to monitor the current fiscal year receipts to provide estimates on potential carryover balances available to the claimants. The resolution to approve the final claims for FY 2025/2026 will be brought back for approval at the June 2025 meeting.

Financial Impact: Yes \boxtimes No \square

Local Transportation Fund

State Revenue 2536-303021-540800 Claimants Allocation Expense 2536-303021-751001

Recommended Action:

Approve FY 2025/2026 Local Transportation Fund Claim estimates and authorize the Executive Director to distribute claims to all claimants.

Attachments (1)

- Local Transportation Fund Claim Estimates FY 2025/2026

1

Siskiyou County Local Transportation Commission LTF Allocation Plan - FY 2025/2026

Proposed Allocation Plan

Preparation Date: 4/3/2025

Population Est Date: 1/1/2024

Current Fiscal Year: 2024/2025

Estimate Year: 2025/2026

 Estimate from County Auditor:
 \$ 2,025,000

 Total:
 \$ 2,025,000

 FY 2025/2026 Est Receipts:
 \$ 2,025,000

 Administration Expense:
 \$ 130,000

 Available for Allocation:
 \$ 1,895,000

Transit LTF Requirement: \$ 1,250,000 *

Transit ETT Troquireme		Ψ 1,200,000														
				No E	xclus	ions			W/ Exc	lusions						
			Total	Transit		Other	Transit	Transit	Transit	Percent	Available		Total		6/30/2025	
			Allocation	Share		Projects	Population	% of Total	Share	of	Streets/Roads	l	Allocation	Ad	djusted Carry	Total
Claimant	Population*	% of Total	Estimate				Base			Allocation	FY 2025/2026		Estimate		Over	Available
Dorris	836	1.93%	\$ 36,495.00	\$ 24,073	\$	12,422	-	0.00%	\$ -	0.0%	\$ 36,495	\$	36,495	\$	-	\$ 36,495.00
Dunsmuir	1,651	3.80%	\$ 72,074.00	\$ 47,542	\$	24,532	1,651	3.96%	\$ 49,487	4.0%	\$ 22,587	\$	72,074	\$	-	\$ 72,074.00
Etna	665	1.53%	\$ 29,030.00	\$ 19,149	\$	9,881	665	1.59%	\$ 19,933	1.6%	\$ 9,097	\$	29,030	\$	-	\$ 29,030.00
Ft. Jones	674	1.55%	\$ 29,423.00	\$ 19,408	\$	10,015	674	1.62%	\$ 20,202	1.6%	\$ 9,221	\$	29,423	\$	-	\$ 29,423.00
Montague	1,199	2.76%	\$ 52,342.00	\$ 34,526	\$	17,816	1,199	2.88%	\$ 35,939	2.9%	\$ 16,403	\$	52,342	\$	-	\$ 52,342.00
Mt. Shasta	3,203	7.38%	\$ 139,825.00	\$ 92,233	\$	47,592	3,203	7.68%	\$ 96,006	7.7%	\$ 43,819	\$	139,825	\$	-	\$ 139,825.00
Tulelake	870	2.00%	\$ 37,979.00	\$ 25,052	\$	12,927	-	0.00%	\$ -	0.0%	\$ 37,979	\$	37,979	\$	-	\$ 37,979.00
Weed	2,710	6.24%	\$ 118,304.00	\$ 78,037	\$	40,267	2,710	6.50%	\$ 81,229	6.5%	\$ 37,075	\$	118,304	\$	-	\$ 118,304.00
Yreka	7,805	17.98%	\$ 340,724.00	\$ 224,752	\$	115,972	7,805	18.72%	\$ 233,946	18.7%	\$ 106,778	\$	340,724	\$	-	\$ 340,724.00
Unincorporated	23,796	54.82%	\$ 1,038,803.00	\$ 685,227	\$	353,577	23,796	57.06%	\$ 713,258	57.1%	\$ 325,545	\$	1,038,802	\$	-	\$ 1,038,802.00
Total:	43,409		\$ 1,894,999.00	\$ 1,250,000	\$	645,000	41,703		\$ 1,250,000		\$ 644,999	\$	1,894,998	\$	-	\$ 1,894,998.00

^{*} Based on January 2024 Data from CA Dept of Finance

\$1,070,000 Operations Support

\$105,000 Rolling stock replacement

Total Allocation Estimate & Carry Over: \$

1,894,998

\$ 644,999.00

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 13

Subject: Discussion and direction regarding the addition of a new position to support the Commission's

program.

Past Action:

None.

Summary of Item:

Staff is seeking direction regarding the additional of one full-time position beginning in FY 2025/2026 to support the Commission's program. The proposed position would be a Transportation Commission Program Specialist. This would be a full-time position reporting to the Executive Director.

The proposed job description is enclosed with suggested changes for the Commission's consideration. The existing classification is an exempt position.

The position will also provide support to the Siskiyou Transportation Agency on various projects and would bill accordingly.

Personnel changes must be submitted by April 15, 2025. The new position would not be available to fill until after July 1, 2025.

Financial Impact: Yes oximes No oximes

Local Transportation Administration

2505-303020 (Various Payroll Accounts) \$ 128,198

The position would be funded in part by the Local Transportation Funds (Fund: 2505), the Overall Work Program (Fund: 2506), and various grants.

Recommended Action:

Direction to staff regarding the addition of a new full-time position beginning FY 2025/2026.

Attachments (1)

- Transportation Commission Program Specialist Job Description

Class Title

Transportation Commission Program ManagerSpecialist

Class Code

4145

Salary

\$68,448.25 - \$87,412.65 Annually

Description

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer

We welcome applicants of any race, religion, or ancestry.

For exact salary information please refer to the current salary schedule. County website

General Statement of Duties:

Under policy direction of the Siskiyou County Local Transportation Commission ("SCLTC"), assists with planning projectss, organizes, coordination between stakeholderses and administrationers of transportation-related functions and activities for SCLTC in accordance with the Transportation Development Act and various state and federal regulations.

Distinguishing Characteristics:

This position is responsible for policy development, assisting the Transportation

Commission Executive Director on various projects including, but not limited to program planning project management, fiscal management, administration, and operation of all Commission functions with support from the Department of General Services.

Reports to:

Incumbent receives policy direction from Siskiyou County Local Transportation Commission with administrative oversight by the Director of General Services.

Transportation Commission Executive Director

Classifications Supervised:

None Classification may provide direction to support staff on project related matters.

Examples of Duties

Essential Functions:

- Assist with the planning Plans, organizationes, coordinationes, and completiones
 the work of the Commission's business.
- Develops and directs the ilmplementation of Commission goals, objectives, policies, procedures, and work standards.
- Works closely with the various governing bodies, boards, and commissions, a
 variety of public and private organizations, and citizen groups in implementing
 programs and projects to solve identified problems; advises the Commission on
 issues and programs.
- Prepares and recommends long range plans for Commission services and programs; develops specific proposals for action on current and future Commission needs.
- Makes final interpretations and recommendations of Commission regulations and various codes and applicable laws to ensure compliance.
- Assist with Directs the preparation and administration of the Commission's annual budgets.
- Represents the Commission in contacts with various governmental agencies, community groups, and various business, professional, and other organizations directly or through subordinate staff.
- Coordinates the pPreparation of a wide variety various of reports or presentations to the Commission or other governing bodies.
- Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation.
- Performs other related duties and responsibilities as directed by the Commission.
- Assist with management of various Commission projects, including development of applicable request for proposals, draft contracts, and project oversight under the direction of the Commission's Executive Director.
- Coordinate and integrate activities between the Siskiyou County Department of Transportation and the Commission as appropriate and necessary.

Desired Skills:

- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Analyze complex technical and administrative transportation-related services
 problems, evaluate alternative solutions and implement effective courses of action.
- Prepare clear and concise reports, correspondence, and other written materials.
- Ability to Ee stablish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards and commissions.
- Exercise sound, independent judgment within general policy guidelines.
- Understand and integrate a variety of transportation-related programs.
- Analyze difficult problems, develop a positive course of action <u>based on policies</u>, and follow through on its implementation.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Make effective public presentations.
- Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.various stakeholders.
- Organize own assigned work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Work in a safe manner modeling correct safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Knowledge of:

Various transportation programs including, but not limited to, the Active
Transportation Program, Highway Infrastructure Program, State Transportation
Improvement Program, Overall Work Program, and State Transit Assistance is
desired, but not a required.

- Transportation Development Act and the various requirements contained within.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Principles, practices, and program areas related to the management of a public agency.
- Applicable legal guidelines and standards affecting public agency administration.
- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related program and service development.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meet noticing and agenda setting requirements for public meetings.
- Grant management, including application development, budget and project management.

Typical Qualifications

Experience and Training:

Any combination of training <u>or</u> experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

• Two (2) or more years of increasingly responsible professional-level transportationrelated experience in business administration, grant administration, public agency administration, or transportation planning.

Bachelor's or master's degree from an accredited college with major cCoursework
in transportation planning, business administration, public administration or a
related field is highly desirable.

Special Requirements:

Possession of, and ability to maintain, a valid appropriate driver's license may be required.

Maintain a satisfactory driving record.

Supplemental Information

Typical Physical Requirements:

Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Typical Working Conditions:

Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 14

Subject: Discussion, direction, and possible action regarding a contract between The Resiliency Initiative

and the Commission for the development of the Siskiyou County Evacuation and Preparedness

Plan, for the term of April 9, 2026 to March 31, 2027.

Past Action:

On February 27, 2024, the Commission adopted Resolution No. 24-03 authorizing the submission of a grant application for the Evacuation and Emergency Preparedness Plan to the California Department of Transportation's Sustainable Transportation Planning Grant Program.

On September 26, 2024, the Commission adopted Resolution No. 24-19 approving Amendment #1 for the FY 2024/2025 Overall Work Program to incorporate the grant award of \$ 250,136.

Summary of Item:

A request for proposals was released on January 3, 2025. Three responses were received and subsequently evaluated by a selection committee.

Staff recommends approval of the contract with The Resiliency Initiative for the development of the Evacuation and Preparedness Plan.

Financial Impact:	Yes ⊠	No □
Local Transportation Admin	<u>nistration</u>	
2505-303020-723000	\$ 24,850	(11.47% Grant Match)
2506-303030-723000	\$ 191,800	Climate Adaptation Planning Grant

Recommended Action:

Approve contract between The Resiliency Initiative and the Commission, for the term of April 9, 2025 to March 31, 2027, for a total contract not to exceed of \$ 216,650.

Attachments (1)

Contract with The Resiliency Initiative with Exhibit A and Exhibit B

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION (SCLTC) CONTRACT FOR CONSULTING SERVICES Siskiyou County Evacuation and Preparedness Plan

This Contract made	e this day of	_, 2025 between
SCLTC:	Siskiyou County Local Transportation Commissio 190 Greenhorn Road Yreka, California 96097 (530) 842-8238	n
And		
CONTRACTOR:	The Resiliency Initiative 2450 Colorado Avenue, Suite 100E Santa Monica. CA 90404 (424) 478-0779	

ARTICLE 1. TERM OF CONTRACT

1.01 <u>Contract Term</u>: This Contract shall become effective on <u>April 9, 2025</u> and shall terminate on <u>March 31, 2027</u>, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

2.01 Independent Contractor: It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of SCLTC. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between SCLTC and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

ARTICLE 3. SERVICES

3.01 Specific Services: Contractor agrees to furnish the following services: Contractor shall provide the services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the SCLTC stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with SCLTC and the results of the work shall be monitored by the SCLTC.

3.02 <u>Method of Performing Services</u>: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. SCLTC shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.

ARTICLE 4. COMPENSATION

- 4.01 <u>Compensation</u>: In consideration for the services to be performed by Contractor, SCLTC agrees to pay Contractor in proportion to services satisfactorily performed as specified in Exhibit "B". Payment shall not exceed the amount appropriated by the SCLTC for such services for the fiscal year.
- **4.02** <u>Invoices</u>: Contractor shall submit detailed invoices for all services being rendered.
- 4.03 <u>Date for Payment of Compensation</u>: SCLTC shall pay within 30 days of receipt of invoices from the Contractor to the SCLTC, and approval and acceptance of the work by the SCLTC.
- 4.04 <u>Expenses</u>: Contractor shall be responsible for all costs and expenses incident to the performance of services for SCLTC, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. SCLTC shall not be responsible for any expense incurred by Contractor in performing services for SCLTC.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

- **5.01** <u>Contractor Qualifications</u>: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- **5.02** <u>Contract Management</u>: Contractor shall report to the SCLTC who will review the activities and performance of the Contractor and administer this Contract.
- 5.03 <u>Tools and Instrumentalities</u>: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from SCLTC.
- 5.04 Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.

- 5.05 Indemnification: Contractor shall indemnify and hold SCLTC harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the SCLTC. If the amount of insurance is reduced by the SCLTC such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the SCLTC as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by SCLTC of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.06 General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$1,000,000) One Million Dollars, combined limit for bodily injury and property damage; the SCLTC, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by SCLTC or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A: VII rating or as may otherwise be acceptable to SCLTC. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to SCLTC. The SCLTC will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to SCLTC.
- 5.07 <u>Certificate of Insurance and Endorsements</u>: Contractor shall obtain and file with the SCLTC prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30)

days written notice to SCLTC prior to the effective date of such cancellation. Naming the SCLTC as a "Certificate Holder" or other similar language is NOT sufficient satisfaction of the requirement. Prior to commencement of performance of services by Contractor and prior to any obligations of SCLTC, contractor shall file certificates of insurance with SCLTC showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage in paragraphs, 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to SCLTC.

- Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the SCLTC, Contractor shall indemnify, defend, and hold harmless SCLTC for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of SCLTC. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any SCLTC group plan for hospital, surgical or medical insurance, or for membership in any SCLTC retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a SCLTC employee.
- 5.09 <u>IRS/FTB Indemnity Assignment</u>: Contractor shall defend, indemnify, and hold harmless the SCLTC, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security and income tax withholding payments.
- 5.10 Professional Liability: If Contractor or any of its officers, agents, employees, volunteers, contactors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$1,000,000) One Million Dollars, or as determined in writing by SCLTC's Risk Management Department.
- **5.11** <u>State and Federal Taxes</u>: As Contractor is not SCLTC's employee, Contractor is responsible for paying all required state and federal taxes. In particular:
 - a. SCLTC will not withhold FICA (Social Security) from Contractor's payments;

- b. SCLTC will not make state or federal unemployment insurance contributions on behalf of Contractor.
- c. SCLTC will not withhold state or federal income tax from payment to Contractor.
- d. SCLTC will not make disability insurance contributions on behalf of Contractor.
- e. SCLTC will not obtain workers' compensation insurance on behalf of Contractor.
- 5.12 Records: All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of SCLTC, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of SCLTC is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the SCLTC, and Contractor hereby agrees to deliver the same to the SCLTC upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the SCLTC and are not necessarily suitable for any future or other use.
- 5.13 <u>Contractor's Books and Records</u>: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the SCLTC for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the SCLTC.
- 5.14 <u>Assignability of Contract</u>: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the SCLTC.
- 5.15 <u>Warranty of Contractor</u>: Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.
- 5.16 <u>Withholding for Non-Resident Contractor</u>: Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this

state, are subject to 7 percent state income tax withholding. Withholding is required if the total yearly payments made under this contract exceed \$1,500.00. Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and SCLTC is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

- 5.17 Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by SCLTC shall be grounds for termination of this Contract.
- 5.18 Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of SCLTC.
- 5.19 <u>Compliance with Applicable Laws</u>: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.
- <u>Bankruptcy</u>: Contractor shall immediately notify SCLTC in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

ARTICLE 6. OBLIGATIONS OF SCLTC

6.01 <u>Cooperation of SCLTC</u>: SCLTC agrees to comply with all reasonable requests of Contractor (to provide reasonable access to documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract.

ARTICLE 7. TERMINATION

- **7.01** <u>Termination on Occurrence of State Events</u>: This Contract shall terminate automatically on the occurrence of any of the following events:
 - 1. Bankruptcy or insolvency of Contractor
 - 2. Death of Contractor
- 7.02 <u>Termination by SCLTC for Default of Contractor</u>: Should Contractor default in the performance of this Contract or materially breach any of its provisions, SCLTC, at SCLTC's option, may terminate this Contract by giving ten (10) days written notification to Contractor.
- 7.03 <u>Termination for Convenience of SCLTC</u>: SCLTC may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.
- **7.04** <u>Termination of Funding</u>: SCLTC may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

ARTICLE 8. GENERAL PROVISIONS

- 8.01 Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.
- 8.02 Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for SCLTC and contains all the covenants and contracts between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the SCLTC as provided herein or as otherwise required by law.

- **8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04 Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- **8.05** Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and SCLTC laws, rules and ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06 <u>Waiver</u>: In the event that either SCLTC or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- **8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08 Reduction of Consideration: Contractor agrees that SCLTC shall have the right to deduct from any payments contracted for under this Contract any amount owed to SCLTC by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If SCLTC exercises the right to reduce the consideration specified in this Contract, SCLTC shall give Contractor notice of the amount of any off-set and the reason for the deduction.
- 8.09 Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.

- **8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- **8.11** <u>Materiality</u>: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- **8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13 <u>Binding on Successors</u>: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14 <u>Accumulation of Remedies</u>: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15 No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

SIGNATURE PAGE FOLLOWS ON NEXT PAGE

IN WITNESS WHEREOF, SCLTC and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

Date:	
	Michael N. Kobseff, Chair
	Siskiyou County Local Transportation Commission
ATTEST: Melissa Cummins Executive Director, SCLTC	
Ву:	
CONTRACTOR: THE RESILIE	NCY INITIATIVE
Date:	Faith Newton Faith Newton, Unief Client Engagement Officer
TAXPAYER I.D.: 84-1761208	- Faith Newton, Chief Client Engagement Officer
ADDROVED AS TO LEGAL FORM	1:
John tenny	4/1/2025
Jonn S. Kenny, LTC Counsel	(Date)

ACCOUNTING:

Fund	Organization	Account	Total Contract Amount	Funding Source
2505	303020	723000	\$ 24,850.00	LTC/LTF (11.47%)
2506	303030	723000	\$ 191,800.00	Climate Adaptation Planning Grant

If not to exceed, include amount not to exceed: \$216,650

Encumbrance number (if applicable):

Exhibit A

Project Management Software - Monday.com

Robust project management is essential to the success of any project. To facilitate this, TRI is dedicated to establishing a partnership with the Siskiyou County founded on open communication and effective coordination. In order to collaborate in real-time project status, TRI utilize Monday.com to track project milestones, meetings, and task status.

Figure 1 provides a visual of the Santa Clarita HMP project board dashboard. This board will be made available to the Project Team throughout the duration of the project.

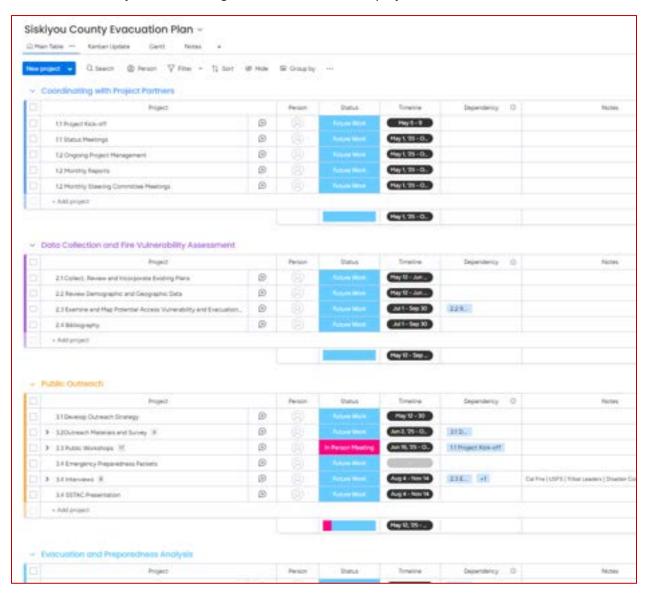


Figure 1: Siskiyou County Project Board

Monthly Written Update Reports

TRI will provide the Project Team with a monthly written report of the project status. Figure 2 provides a visual of how TRI will utilize Monday.com to outline the key tasks and their status:

- Future Work
- Working on it
- Stuck
- Under Review
- Done
- In-Person Meeting
- Virtual Meetings

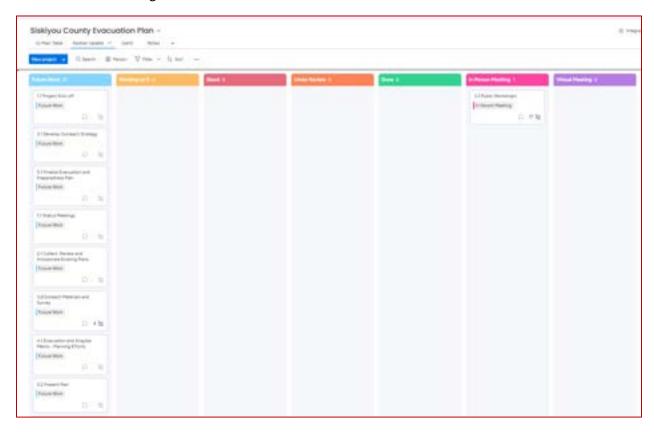


Figure 2: Project Update Report

Task I: Coordinating with Project Partners

TRI believes buy-in with leadership and project partners is crucial to any plan. The Siskiyou County Local Transportation Commission (SCLTC) will be the lead agency for this project and will set up a Steering Committee comprised of representatives from SCLTC, the County of Siskiyou,

the nine incorporated cities, community service districts, tribal entities, CalFire, US Forest

Service, CalOES, FEMA, and Caltrans. TRI believes keeping all partners engaged throughout the planning is essential. To facilitate this, TRI is dedicated to establishing a partnership founded on open communication and effective coordination. We will ensure all stakeholders remain well-informed and educated on the project's objectives, milestones, and quality control measures.

1.1 Project Kick-off

TRI will begin planning by meeting virtually with the Siskiyou County Local Transportation Commission Steering Committee. During this meeting, TRI will work with the project team to:

- Establish communication methods and contact information via a Steering Committee Roster.
- Clarify and confirm the proposed project plan and project objectives.

Deliverable: Kick-off meeting agendas and meeting notes.

1.2 Ongoing Project Management

TRI will conduct monthly meetings with the Steering Committee to update on the project status. Project milestones and updates will be accessible live via Monday.com or can be shared via email or check-ins. With operations nationwide, our team is proficient at utilizing video, teleconference, file sharing and cloud computing workflows.

Deliverable: Monthly project team status meetings, agendas, and meeting notes (ongoing).

Task II: Data Collection and Vulnerability Assessment

2.1 Review Existing Plans and Policies

TRI will conduct an in-depth review of existing plans, policies, and resources that will inform the writing of the analysis and plan. Such documents will include the Siskiyou County Emergency Operations Plan (2020), Siskiyou County Hazard Mitigation Plan (2019), McKinney Fire Proclamation, transit plans and policies, Regional Transportation Plan, the California Department of Transportation's Transit Emergency Planning Guide, the California Office of Emergency Service's Integrated Evacuation Planning for Jurisdictions with Individuals with Access and Functional Needs, etc. TRI will also compile regional wildfire data and local knowledge from key agency official interviews, as outlined in 3.5 Key Agency Official Interviews.

<u>Deliverable</u>: List of plans and data reviewed.

2.2 Review Demographic and Geographic Data

TRI will review and summarize the region's demographic makeup and the geographic locations of potentially higher-risk populations. Areas of the region that are most vulnerable during a fire,

mudslide or other emergency will be identified. TRI's GIS Technical Specialist will work to create maps that can be shared with the Steering Committee; these maps will be incorporated into the vulnerability assessment memo.

<u>Deliverable: Vulnerability Assessment Memo, which includes analysis, findings, and mapping products.</u>

2.3 Create Evacuation and Access Needs Analysis

TRI will identify and map key transportation facilities serving the identified vulnerable areas, those most likely to be impacted in a wildfire emergency as a result 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 5-10 recommended network improvement projects shall be prepared, including strategies for funding and implementation. This assessment will include everything needed to obtain grant funding for the projects, including but not limited to methodology, existing conditions, analysis of hazard risk and vulnerability, priority corridors and key considerations, how to achieve resilience, bibliography etc.

<u>Mapping:</u> Prepare graphics of the roadway network related to evacuation as GIS and other data are available and provided. Graphics may be prepared to depict individually or combinations of:

- Primary and secondary evacuation routes
- Fire hazard severity zones
- Areas that lack secondary egress as identified through CalFire maps, county records, and public outreach

<u>Deliverable: Prioritized list of recommended network improvement projects with funding strategies.</u>

2.4 Create Bibliography

TRI will prepare a bibliography including the documents, studies, and/or reports reviewed with a summary of their relevance to the project.

Deliverable: Bibliography of plans and data reviewed.

Task III: Public Outreach

3.1 Develop Outreach Strategy

With input from the Steering Committee, TRI will 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 the outcomes of the project. TRI proposes a strategy to engage community members virtually and in person.

Our recommendations for online engagement will include an informative project website, interactive mapping tools, project surveys, and recordings of the in-person workshops. The project website will host project information, event summaries, and recordings, and it will be a place where comments from community members can be made. In addition to the in-person workshops, accessible surveys will be sent out to the community to obtain specific information. TRI has had experience working with local community leaders to identify resource groups to help connect with those most vulnerable, such as:

- Local churches
- Meals on Wheels
- Ongoing response support
- Local senior centers
- Local community influencers

Deliverable: Prepared outreach strategy

3.2 Outreach Materials and Survey

TRI will prepare all community documents in English and Spanish and will advertise public workshops in the community, using a variety of outreach methods consistent with the defined public outreach strategy. TRI believes that have a consistent location for project information helps with the ongoing community buy-in. TRI recommends setting up a project website and utilizing a web-based survey tool.

Project Website: We have identified Social Pinpoint as a viable tool to drive higher stakeholder participation and improve survey accessibility. Social Pinpoint's solution provides the opportunity to set up a dedicated project webpage that can adapt to the project and host the Public Input Survey. TRI will work with Social Pinpoint to set up and maintain the project website throughout the duration of the project. This page can also be linked to the county's website as appropriate. Here is a sample project site: Home | Borderplex Safe Mobility Plan
Public Engagement Survey: We have identified Social Pinpoint as a viable tool to drive higher stakeholder participation and improve survey accessibility. Social Pinpoint's visual online forms can collect public input data for more informed and equitable planning. TRI will work with Social

Pinpoint to develop, launch, and analyze the public input survey. This survey will be incorporated into the project with the Evacuation and Analysis Memo.

Deliverable: Prepared outreach materials and surveys.

3.3 Conduct Public Workshops

TRI will coordinate with Siskiyou County to conduct an in-person site visit to visualize the area's main arterial roads and alternate routes and visit established shelter locations and population centers. While in Siskiyou County, TRI will continue our information gathering by conducting the first series of public workshops in Fort Jones, Etna, Greenview, Happy Camp, Dorris, and Lake. Shastina, McCloud, Montague, Mt Shasta, Tulelake, Weed, and Yreka.

Workshop Series #1: Existing Conditions and Community Concerns: TRI will coordinate with the Steering Committee to determine historical roles during past events and identify the capabilities and capacities of individual agencies in coordinating large-scale evacuations. During the first series of public workshops, TRI will inform the public of the needs and objectives of the project, the timeline, the various methods made available for public input, and the information compiled up until the point will be shared for public comment. Prior to the workshop, TRI will create a detailed agenda to enforce the mission and emphasize the importance of attending the workshop series.

- Identification of community locations such as:
 - Transportation facilities
 - Evacuation routes and zones
 - Alternate routes and access points
 - Local shelters and evacuation centers
 - Additional resources
- Identification and mapping of planned land use developments and population characteristics
- During this workshop, community members will be asked to provide information about local experiences during extreme weather and locations for further review as risk, opportunity, and constraint sites.
- TRI will facilitate this discussion by examining existing conditions, recognizing vulnerable communities, and identifying at-risk, high-priority roadways and bridges.

Workshop Series #2: Planning Update and Plan Review: The second set of five regional workshops will be held in person at Butte Valley, Scott Valley, Mt Shasta, Happy Camp/Hwy 96 Corridor, and Yreka when the Draft Plan is made available for public review: 4.4 Present Draft Evacuation and Preparedness Plan. TRI will focus on presenting the coordination and communications established for the Siskiyou County Evacuation and Preparedness Plan. The public meetings will present:

Planning Considerations

- Evacuation Coordination
- Accessible Communications
- Information Collection and Dissemination
- Evacuation Routes and Shelters
- Emergency Preparedness Packets
- Public Input Session

<u>Deliverable: Community workshop materials (sign-in sheets, notes, etc.), record of public</u> comment.

3.4 Emergency Preparedness Packets

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 OES printing 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. TRI will ensure that the packets are incorporated into the workshop agenda and handouts. This overall project is coordinated with this task but is not TRI's responsibility.

3.5 Key Agency Official Interviews

TRI will conduct information-gathering interviews, in-person if available, while TRI is onsite or virtually. These interviews will examine key challenges and constraints for evacuation and access, evaluate strategies employed, and discuss opportunities for planning and response moving forward. In addition, key successes and challenges experienced in previous evacuation processes will be examined. These meetings will be used to identify the 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. These interviews can be conducted with, but not limited to, city administrators, fire chiefs, superintendents, and the Department of Transportation.

Social Services Transportation Advisory Council Presentation: TRI will present before the SSTAC to obtain feedback from representatives of senior, disabled, and low-income agencies (public and private) regarding evacuation strategies of these target populations. TRI will use this time to listen to and understand the concerns of these community organizations and ensure that the evacuation plan is written with the whole community in mind. During this presentation, discussion topics will include primary areas of concern, evacuation strategies of interest, resource-sharing strategies, and preparedness messaging strategies. For this meeting, TRI will provide a meeting agenda and meeting minutes and will record all notes, comments, and concerns.

Deliverable: Conduct and summarize official interviews.

Task IV: Evacuation and Preparedness Analysis

4.1 Develop Evacuation and Preparedness Analysis Memo – Planning Efforts

To create a thorough evacuation and preparedness analysis, TRI will review existing plans and suggest improvements to emergency communication methods, informing the public before, during, or after wildfire events regarding evacuation, repopulation, or other necessary information. This may include:

- Evaluating existing MOUS
- After-Action Reviews
- 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.).

Deliverable: Evacuation and Preparedness Analysis Memo

4.2 Develop Evacuation and Preparedness Analysis Memo – Critical Facilities and Training

TRI will develop an Evacuation Community Matrix documenting community risk factors as information is available on demographics, the roadway network, risk priority, critical facilities, alternate routes or no alternate routes identified.

Tri will also review existing training and/or drills used by local agencies and recommend changes or additions to current practices.

TRI will identify possible funding sources for the implementation of parts or all of the Evacuation and Preparedness Memo, 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.

Deliverable: Evacuation and Preparedness Analysis Memo

4.3 Administrative Draft Evacuation and Preparedness Plan

Following all the information received, TRI will begin drafting the Evacuation and Preparedness Plan. The plan will, at a minimum, include:

PLAN STRUCTURE	CONTENT
Introduction	BackgroundPurposeScope
Authorities and References	FederalStateLocal
Situation and Assumptions	SituationPlanning AssumptionsWhole Community Approach
Organization and Assignment of Responsibilities	 Organization Assignment of Responsibilities Roles and Responsibilities Reference Matrix
Concept of Operations	 Overview Pre-Response/Initial Actions Evacuation Response Operations Evacuation Strategies Temporary Evacuation Points and Sheltering Modes of Transportation Additional Transportation Assistance
Direction, Control, and Coordination	Activation and TerminationCommand and ControlCoordination
Information Collection and Dissemination	Information Collection and Dissemination
Communications	 Inter-jurisdictional and Inter-agency Communications Emergency Public Information, Notification, and Communications Communication Modalities Communication Contingencies Communication Considerations
Administration, Finance, and Logistics	AdministrationFinanceLogistics

PLAN STRUCTURE	CONTENT
Plan Development and Maintenance	Plan Develop and Maintenance Plan
Appendices	 Community Preparedness Strategy Evacuation Triggers Quick Evacuation Checklist Traffic Routes and Evacuation Transfer Sites Contingency Routes Evacuation Maps
	 Animal Evacuation Considerations

Table 1: Table of Contents for Evacuation Plan

4.4 Present Draft Evacuation and Preparedness Plan

Once the initial draft is complete, it will be shared with the Steering Committee for feedback. Once received, the plan will be updated with the recommended changes. TRI will then conduct public outreach workshops (5). These workshops will be used to inform the public of the overall project findings as well as solicit final comments that can be incorporated into a final draft.

<u>Deliverable: Draft Evacuation and Preparedness Plan. Advertising materials in Spanish and English (news releases, surveys, etc.). Community workshop materials in Spanish and English (sign-in sheets, notes, etc.), a record of public comment.</u>

Task V: Drafting and Finalizing the Evacuation Plan

5.1 Finalize Evacuation and Preparedness Plan

Once the input from the meetings, SSTAC, and the Steering Committee has been incorporated into the plan, TRI will finalize the Siskiyou County Evacuation and Preparedness Plan for final adoption. <u>Deliverable: Final Draft.</u>

5.2 Present Evacuation and Preparedness Plan

TRI will 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.

Deliverable: Presentation to the Board.

5.3 Deliver Final Evacuation and Preparedness Plan

TRI will prepare fourteen (14) final bound copies as well as an electronic copy of the final product and appendices. These copies will be delivered to:

- 1. Siskiyou County Local Transportation Commission
- 2. Siskiyou County OES

)) ((THE RESILIENCY INITIATIVE

- 3. Siskiyou County Sheriff's Office
- 4. Siskiyou County HHSA
- 5. Dorris
- 6. Dunsmuir
- 7. Etna
- 8. Lake Shastina
- 9. McCloud
- 10. Montague
- 11. Mt. Shasta
- 12. Tulelake
- 13. Weed
- 14. Yreka

Deliverable: Copies of Approved Final

Tab 5:

Preliminary Schedule

Tab 5: Preliminary Schedule

DELIVERABLES	START DATE	COMPLETION DATE		
Project Timeline	May 2025	October 2026		
Task I – Project M	anagement			
Project Kick-off	May 1, 2025	May 9, 2025		
Ongoing Project Management	May 1, 2025	October 30, 2026		
Task II – Document Review and	Vulnerability Assessme	nt		
Review Existing Plans and Policies	May 12, 2025	June 27, 2025		
Review Demographic and Geographic Data	May 12, 2025	June 27, 2025		
Create Evacuation and Access Needs Assessment	July 1, 2025	September 30, 2025		
Create Bibliography	July 1, 2025	September 30, 2025		
Task III– Public (Dutreach			
Develop Outreach Strategy	May 12, 2025	May 30, 2025		
Outreach Materials and Survey	June 2, 2025	October 30, 2026		
Public Workshops	June 2, 2025	October 30, 2026		
Emergency Preparedness Packets – SCLTC	SCLTC	SCLTC		
Conduct Key Agency Official Interviews	August 4, 2025	November 14, 2025		
Conduct SSTAC Presentation	August 4, 2025	November 14, 2025		
Task IV – Evacuation and Pr	eparedness Analysis			
Evacuation and Analysis Memo – Planning Efforts	November 17, 2025	March 31, 2026		
Evacuation and Analysis Memo – Critical Facilities and Training	November 17, 2025	March 31, 2026		
Administrative Draft Evacuation and Preparedness Plan	April 1, 2026	July 31, 2026		
Present Draft Plan – 5 Public workshops	August 3, 2026	August 28, 2026		
Task V – Drafting and Finali	Task V – Drafting and Finalizing Evacuation Plan			
Finalize Evacuation and Preparedness Plan	September 1, 2026	October 30, 2026		
Present Final Evacuation and Preparedness Plan	September 1, 2026	October 30, 2026		
Print and Deliver the Final Evacuation and Preparedness Plan	October 1, 2026	October 30, 2026		

Table 2: Project Schedule

Exhibit B

Siskiyou County Local Transportation Commission Request for Proposals - # 2025-001 CONFIDENTIAL FORM A - Evacuation and Preparedness Plan

COST PROPOSAL FORM

In the table below enter the total not-to-exceed amount to perform each of the identified tasks and all services outlined the RFP #2025-001.

Task Number	Total Costs by Task
Task 1: Coordination with Project Partners	\$25,625
Task 2: Data Collection/Vulnerability Assessment	\$42,425
Task 3: Public Outreach	\$89,450
Task 4: Evacluation and Preparedness Analysis	\$43,250
Task 5: Draft and Final Evacuation and Preparedness Plan	\$15,900

*Total Contract Not-to-Exceed: \$216,650

^{*} Detailed expense breakdowns should be attached to this summary form as part of response.

COST PROPOSAL

For each task listed in the RFP, we have broken down the fee into labor classifications and included any additional fees and expenses. Our fees include all markups, overhead and profit.

TRI 2025-2026 Hourly Rate Schedule

	Principal	Project Manager	Specialist	GIS Specialist
Hourly Rate	\$220	\$200	\$110	\$100

Table 1: Rate Schedule

Fee Schedule

Table 2 below provides a detailed cost breakdown for The Resiliency Initiative to perform the duties outlined in the Scope of Services.

outilited in the Scope of Services.				
DELIVERABLES	HOURLY RATE	HOURS	COST	
Task I –	- Project Management			
Project Kick-off	Principal Project Manager Specialist	5 5 5	\$2,675	
Ongoing Project Management	Project Manager Specialist	90 45	\$22,950	
Task II – Document R	eview and Vulnerabilit	y Assessment		
Review Existing Plans and Policies	Project Manager Specialist	25 45	\$9,950	
Review Demographic and Geographic Data	Project Manager Specialist	25 45	\$9,950	
Create Evacuation and Access Needs Assessment	Principal Project Manager Specialist GIS Specialist	5 25 45 50	\$ 16,075	
Create Bibliography	Project Manager Specialist GIS Specialist	5 45 5	\$6,450	
Task III– Public Outreach				
Develop Outreach Strategy	Principal Project Manager Specialist	2 10 10	\$3,550	
Outreach Materials and Survey	Principal Project Manager Specialist	2 50 100	\$21,450	

DELIVERABLES	HOURLY RATE	HOURS	COST
Optional Fixed Cost – Project Website and Survey Tool *	\$5,000	1-year	\$5,000
Public Workshops	Project Manager Specialist	90 170	\$36,700
Trip 1 Travel Expenses (Project Workshops) **	Project Manager Specialist	1 Week	\$5,000**
Trip 2 Travel Expenses (Project Workshops) **	Project Manager Specialist	1 Week	\$5,000**
Emergency Preparedness Packets – SCLTC	SCLTC Cost	-	-
Conduct Key Agency Official Interviews	Principal Project Manager Specialist	5 20 40	\$9,525
Conduct SSTAC Presentation	Principal Project Manager Specialist	5 5 10	\$3,225
Task IV – Evacua	ntion and Preparedness	Analysis	
Evacuation and Analysis Memo – Planning Efforts	Project Manager Specialist	20 50	\$9,500
Evacuation and Analysis Memo – Critical Facilities and Training	Project Manager Specialist	20 50	\$9,500
Administrative Draft Evacuation and Preparedness Plan	Principal Project Manager Specialist	10 20 50	\$14,750
Present Draft Plan – 5 Public workshops	Project Manager Specialist	20 50	\$9,500
Task V – Draftin	g and Finalizing Evacua	tion Plan	
Finalize Evacuation and Preparedness Plan	Principal Project Manager Specialist	5 15 30	\$7,425
Present Final Evacuation and Preparedness Plan	Principal Project Manager Specialist	5 5 5	\$2,675
Print and Deliver the Final Evacuation and Preparedness Plan	Specialist	30	\$3,300
Printing Fee	14 Final Plans		\$2,500***
Total Cost			
Total		1,404	\$199,150
Total Travel Expenses			\$10,000

DELIVERABLES	HOURLY RATE	HOURS	COST
Total Materials Costs			\$7,500
Total Not to Exceed (includes optional expenses)			\$216,650

Table 2: Fee Schedule

Optional Fixed Cost - Project Website and Survey Tool *

TRI is recommending the use of <u>Social Pinpoint</u>, a tool for the Project Website and Survey. This would be a direct cost passed through to the Siskiyou County. The current cost is \$5,000 for both the website and survey tools.

Travel Expenses**

These are travel estimates. TRI will charge the travel expenses including flights, rental car, lodging, meals, and incidentals incurred during the scope of work for this RFP directly to Siskiyou County. TRI will not exceed the maximums allowed per the California Department of Transportation Travel Information & Policy in effect on the date the expense is incurred.

Printing Fees***

These are print estimates. TRI will charge the printing cost directly to Siskiyou County.

This proposal is a firm offer for a 120-day period, as of February 14, 2025. The work will be performed as outlined above; if the optional expense is requested, work will be performed for the "not-to-exceed" price of \$216,650

Andrea C. Davis

02/14/2025

Andrea Davis
President & CEO

Date

andrea@theresiliencyinitiative.com (424) 499-0218

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025	Agenda Item: 16A
Date.	7 pm 0, 2020	Agonaa itoini. i oA

Subject: Staff Report for STAGE

Past Action:

This is a monthly report from STAGE staff and the Executive Director on transit operations.

Summary of Item:

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

Report for April 8, 2025:

- The Happy Camp route has been operating since March 10, 2025.
- STAGE's newest employee completed his commercial driver license requirements in March.
- STAGE completed our financial audits and are now working on the triennial performance audit.
- We received two buses from Davey Coach on March 27, 2025.

Financial Impact: Yes \square No \boxtimes

Recommended Action:

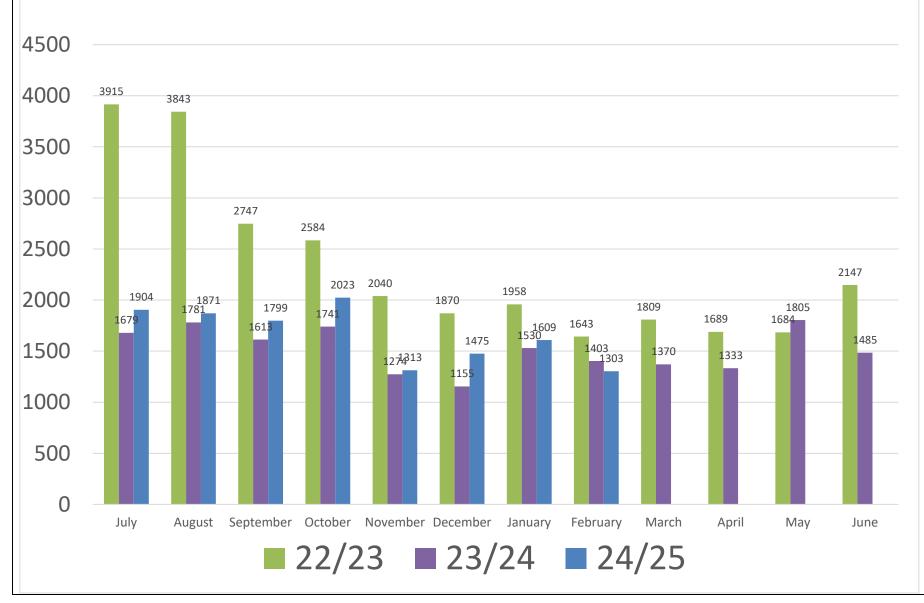
Informational item.

Attachments (2)

- Ridership report through February 2025
- Executive Director Report

1

Historical Ridership Comparison 2022,2023,2024



October 2022 through February 2023 6 Routes, \$1 Fares/First fares since free Covid fares 2020

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

April 2, 2024 new schedule to meet rider needs, 5 routes, Full Fares Executive Director Staff Report Siskiyou Transportation Agency Summary of Activities for Period 02/03/2025~03/31/2025

Siskiyou Transportation Agency/STAGE

Drafted documents to complete the transfer of vehicles from County to STA.

Visit Yreka DMV to discuss requirements to transfer vehicles to STA.

Draft job description changes for Bus Driver positions.

Draft STA minutes for February 11, 2025 meeting.

Review various STAGE grant budgets with staff.

Review STA budgets with staff.

Attend meeting regarding hydrogen cut-away bus.

STA Saturday Staff Meeting ~ 03/15/2025

Review STAGE audits for FY 2023/2024.

Finalized STA minutes for February 11, 2025 meeting.

SB125 - Website

Finalize the RFP for new STAGE website.

STAGE Website RFP Q&A List (Pub 03/27/2025), compile list, draft responses, post to website, send email to interested parties.

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025	Agenda Item: 16B
Subject:	Minute Approval	
Past Action:		
Not Applicable	Э.	
Summary of I	Item:	
Approval of the	e minutes of the Siskiyou Transportation Agency meeting on:	
- Februa	ary 11, 2025	
Financial Imp	oact: Yes □ No ⊠	
Recommende Approve the m	ed Action: ninutes as presented, or with corrections if necessary.	
Attachments - Draft minu	(1) Ites of the February 11, 2025 meeting.	

Siskiyou Transportation Agency



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

Minutes of the Siskiyou County Local Transportation Commission

Date: February 11, 2025

The Siskiyou Transportation Agency meeting of February 11, 2025, was called to order by Director Ogren at 11:13 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka. California.

Directors in attendance included:

Ed Valenzuela Matthew Bryan Mercedes Garcia Cliff Munson Nancy Ogren Jess Harris (Alternate – Arrived at 10:36)

Commissioners absent from the meeting:

Michael N Kobseff

Pat Vela

Other Staff Present In-Person:

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

The agenda items included:

- 1) Roll Call Director Ogren called the meeting to order at 11:13 a.m.
 - Directors present in-person included Bryan, Garcia, Munson, Ogren, and Valenzuela.
- 2) Presentation from the Public None
- 3) Consent Agenda Items Regular Informational Items
 - A. <u>Executive Director Report</u> Summary of work accomplished since last Board meeting.
 - B. <u>STAGE Staff Report</u> Monthly report from staff on activities, reporting, and other projects.

Consent Agenda Action Items

C. Approval of the Minutes of the Regular Meeting held on January 14, 2025.

2024 Board of Directors

Nancy Ogren Bruce Deutsch Michael Kobseff Ed Valenzuela Sue Tavalero Paul McCoy Brandon Criss Julia Mason D. <u>2025 Board Meeting Schedule</u> – Adopt resolution establishing the 2025 meeting schedule and authorize the Chair to sign.

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

Ayes: Bryan, Munson, Ogren, and Valenzuela

Noes: None

Absent: Kobseff, Vela

Abstain: None

Motion passed unanimously.

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

A motion was made by Director Valenzuela and seconded by Director Bryan to adopt the resolution consolidating the agendas of the Siskiyou County Local Transportation Commission and the Siskiyou Transportation Agency effective February 12, 2025.

Ayes: Bryan, Munson, Ogren, and Valenzuela

Noes: None

Absent: Kobseff, Vela

Abstain: None

Motion passed unanimously.

5) Other Business

A. Executive Director - Other Updates

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

- The letter was sent to Mr. Mullins at the Mt Shasta Ski Park regarding the results of the RFP.
- Staff met with Marie Caldwell to discuss their needs. Staff is waiting for a draft agreement to review.
- A new domain for STAGE's website has been purchased.
- The draft RFP for the website is at County Counsel's office for review.
- Happy Camp service is anticipated to resume the first week of March. The bus will run Mondays and Thursdays on non-holiday weeks and Tuesdays and Thursdays on holiday weeks.
- The two new buses returned to Yreka and are in the process of being outfitted with the necessary equipment and supplies.
- There have been some recent staffing changes in the office. We will bring a request to the Board at the next meeting to change the classification of the vacant position to better support the operation.
- We are in the process of finalizing the transfer of all rolling stock items from the County to STA.
- There is a meeting this afternoon to discuss the possibility of moving the LTC meeting to the Government Center.

B. Other Business

None.

- C. Next Regular Meeting Tuesday, April 8, 2025, at 10:30 a.m. PST
- 6) Adjourn Chair Ogren adjourned the meeting at 11:24 a.m.

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025	Agenda Item: 160
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Subject: Review and accept the audited financial statements for Siskiyou Transportation Agency,

formerly the County of Siskiyou, for FY 2023/2024.

Past Action:

None.

Summary of Item:

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve the existing public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans through the Local Transportation Fund (LTF) and through State Transit Assistance (STA) funds.

Fiscal audits are an annual requirement to ensure program compliance. The required financial audits have been completed for Siskiyou Transit and General Express, formerly operated by the County of Siskiyou, and are included for review by the Board.

The communication letter to the governing board, from Charles Pillon, C.P.A., was included in the January 14, 2025 consent agenda.

The Transportation Services Manager and Executive Director have reviewed the final audits and audit findings. The findings can be found on page 14 of the Basic Financial Statement.

Financial Impact: Yes □ No ⊠

Recommended Action:

Receive and accept the Audited Financial Statement of Siskiyou Transit and General Express for the period ending June 30, 2024 and direct staff to submit the audit as required.

Attachments (1)

- Basic Financial Statements for Siskiyou Transportation Agency – June 30, 2024

SISKIYOU TRANSPORTATION AGENCY FORMALLY COUNTY OF SISKIYOU STAGE FUND BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

Siskiyou Transportation Agency County of Siskiyou - Stage Fund Table of Contents

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Executive Director Siskiyou Transportation Agency Formally County of Siskiyou Stage Fund Yreka, California

Report on the Audit of the Financial Statements

Opinions

I have audited the accompanying financial statements of the business-type activities of the Siskiyou Transit and General Express (STAGE) Fund of the County of Siskiyou, California, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the STAGE Fund's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of STAGE as of June 30, 2024, and the respective change in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of STAGE and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the financial statements present only the STAGE Fund and do not purport to, and do not, present fairly the financial position of the County of Siskiyou, California as of June 30, 2024, the changes in its financial position, or where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. My opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about STAGE's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

INDEPENDENT AUDITOR'S REPORT (Continued)

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud
 or error, and design and perform audit procedures responsive to those risks. Such procedures include
 examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that
 are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
 effectiveness of STAGE's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that
 raise substantial doubt about STAGE's ability to continue as a going concern for a reasonable period
 of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that I identified during the audit.

Required Supplementary Information

Management has omitted the *Management's Discussion and Analysis* that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. My opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise STAGE's basic financial statements. The accompanying schedule of operating expenses on page 11 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of operating expenses is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

INDEPENDENT AUDITOR'S REPORT (Continued)

Other Reporting Required by Government Auditing Standards and the Transportation Development Act

In accordance with *Government Auditing Standards* and the *Transportation Development Act*, I have also reissued my report dated March 21, 2025 on my consideration of STAGE's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering STAGE's internal control over financial reporting and compliance.

Charles W Pillon, CPA Anderson, California

March 21, 2025



County of Siskiyou STAGE Fund Statement of Net Position June 30, 2024

ASSETS	3
^	

AGGETG	
Cash and investments	\$ 3,075,902
Receivables (net of allowance for bad debts, where applicable):	
Accounts receivable	652
Intergovernmental	625,626
Interest receivable	21,725
Due from other County funds	35,800
Inventory	97,225
Restricted cash	75,363
Capital assets:	
Non-depreciable	227,803
Depreciable, net	2,451,203
Total Assets	6,611,299
DEFERRED OUTFLOWS OF RESOURCES	
Pension related deferred outflows	517,270
OPEB related deferred outflows	153,739
Total Deferred Outflows of Resources	671,009
LIABILITIES	
Accounts payable	1,606
Accrued payroll	26,008
Due to other County funds	21,912
Advances from grantors	157,273
Long-term liabilities:	
Due within one year, compensated absences payable	27,925
Due in more than one year:	
Compensated absences payable	67,374
OPEB liability	847,459
Net pension liability	2,300,452
Total Liabilities	3,450,009
DEFERRED INFLOWS OF RESOURCES	
Pension related deferred inflows	43,696
OPEB related deferred inflows	285,861
Total Deferred Inflows of Resources	329,557
NET POSITION	
Net investment in capital assets	2,679,006
Restricted	77,449
Unrestricted	746,288
Total Net Position	\$ 3,502,743

County of Siskiyou STAGE Fund

Statement of Revenues, Expenses and Changes in Net Position For the Year Ended June 30, 2024

Operating Revenues

Fare revenues	\$ 59,882
Total Operating Revenues	 59,882
Operating Expenses	
Personnel	1,208,372
Services and supplies	687,229
Depreciation	225,882
Total Operating Expenses	2,121,482
Net Operating Income (Loss)	 (2,061,600)
Non-operating Revenues (Expenses)	
Local Transportation funds	1,075,000
State Transit Assistance funds	534,060
Federal operating grants	374,228
Other State grants	4,835
Administrative reimbursement	107,607
Contributions from other agencies	162,053
Other	47,843
Interest income	87,230
Increase in fair value of investments	 47,234
Total Non-Operating Revenues (Expenses)	 2,440,089
Change in Net Position	378,489
Net Position	
Beginning of Year	3,240,207
Prior period adjustment	(115,954)
Beginning of year, as restated	3,124,253
End of Year	\$ 3,502,743

County of Siskiyou STAGE Fund Statement of Cash Flows For the Year Ended June 30, 2024

Cash Flows From Operating Activities	
Receipts from customers and users	\$ 59,873
Payments to suppliers	(712,793)
Payments to employees	(1,306,537)
Net Cash Provided (Used) by Operating Activities	(1,959,457)
Cash Flows From Investing Activities	
Interest received	129,434
Net Cash Provided (Used) by Investing Activities	129,434
Cash Flows From Capital and Related Financing Activities	
Purchases of capital assets	(85,763)
Capital contributions - State of Good Repair funding	55,892
Net Cash Provided (Used) by Capital and Related Financing Activities	(29,871)
Cash Flows From Non-Capital Financing Activities	
Local transportation funds received	1,075,000
State transit assistance funds received	539,118
State LCTOP funds received	117,346
Federal 5311 funds received	366,891
Receipt for administrative services	89,902
Other	46,451
Net Cash Provided (Used) by Non-Capital Financing Activities	2,234,708
Net Increase (Decrease) in Cash and Cash Equivalents	374,814
Cash and Cash Equivalents	
Beginning of Year	2,776,451
End of Year	\$ 3,151,265
Comprised of:	_
Cash and investments	\$ 3,075,902
Restricted cash	75,363
Total Cash and Investments	\$ 3,151,265
Reconciliation of Operating Income (Loss) to Net Cash (used) by Operating Activities	
Operating (Loss)	\$ (2,061,600)
Adjustments to reconcile net operating (loss) to net cash (used) by operating activities:	
Depreciation	225,882
(Increase) decrease in:	(5)
Accounts receivable	(9)
Inventory	2,798
Pension, OPEB related deferred outflows Increase (decrease) in:	94,415
Accounts payable	(21,792)
Accrued payroll	2,397
Due to other County funds	(6,571)
Compensated absences	20,008
OPEB liability	(151,124)
Net pension liability	43,314
Pension, OPEB related deferred inflows	(107,175)
Net Cash Provided (Used) by Operating Activities	\$ (1,959,457)

Note 1 - Description and Significant Account Policies

A. Description of the Reporting Entity

These financial statements present the activities of the STAGE Fund of the County of Siskiyou only.

The County of Siskiyou STAGE Fund (STAGE) was formed to provide transit service within the County of the Siskiyou.

The accounting methods and procedures adopted by STAGE conform to accounting principles generally accepted in the United States of America as applied to governmental entities. These financial statements present the STAGE's financial position, results of operations and its cash flows.

B. Method and Basis of Accounting

The accounts of STAGE are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, net position, revenues, and expenses. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges; and (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principle ongoing operations. The principle operating revenues of STAGE are charges to customers for transportation services. Operating expenses for STAGE include cost of personnel, operating and administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

STAGE's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting polices established for GAAP and used by STAGE are discussed below.

C. Budgetary Control

Budget integration is employed as a management control device. Budgets are formally adopted by the Board in June and take effect the following July 1.

D. Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

E. Cash and Cash Equivalents

For purposes of the statement of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased, to be equivalent to cash.

Note 1 - Description and Significant Account Policies (Continued)

F. Inventory

Inventory is valued at cost using the first-in, first-out method. Inventory consists of expendable supplies held for consumption.

G. Capital Assets

Capital assets (including infrastructure) are recorded at cost where historical records are available and at an estimated original cost when no historical records exist. Contributed capital assets are valued at their estimated fair value at the date of the contribution. STAGE defines capital assets as assets with an initial, individual cost of \$5,000 to \$25,000 or more and an estimated useful life in excess of two years.

Capital assets used in operations are depreciated over their estimated useful lives using the straight-line method. Depreciation is charged as an expense against operations and accumulated depreciation is reported on the statement of net assets. The estimated useful lives of equipment are three to fifteen years, and fifty years for the buildings.

H. Compensated Absences

STAGE employees have a vested interest in accrued vacation time. All vacation hours will eventually be either used by employees or paid off by STAGE. Employees earn vacation hours on a monthly basis. The normal situation is that employees earn and use their current vacation hours with a small portion being unused each year. As this occurs, STAGE incurs a future obligation to pay for these unused hours and accrues a liability for such accumulated and unpaid vacation.

I. Other Post-Employment Benefits (OPEB) Liability

The County provides a post-employment health care benefit to employees who retire from County service, provided certain requirements are met. The amount recorded in STAGE is the fund's portion of the County-wide liability. See the County of Siskiyou basic financial statements for more information regarding the OPEB liability. STAGE recognized a credit to OPEB expense for the year ended June 30, 2024 in the amount of \$191,595.

J. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Government of Example's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The amount recorded in STAGE is the fund's portion of the County-wide liability. See the County of Siskiyou basic financial statements for more information regarding pensions. STAGE recognized a pension expense for the year ended June 30, 2024 in the amount of \$71,436.

K. Net Position

The financial statements utilize a net position presentation. STAGE would typically use restricted net position first, as appropriate opportunities arise, but reserves the right to selectively spend unrestricted resources first to defer the use of these other classified funds. Net position is categorized as follows:

<u>Net Investment in Capital Assets:</u> This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation reduces the balance in this category.

Note 1 - Description and Significant Account Policies (Continued)

<u>Restricted Net Position:</u> This category presents external restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments, and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position: This category represents net position not restricted.

L. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds in the County that may result in amounts owed between funds. These may include amounts relating to goods and services type transactions.

NOTE 2 - CASH AND INVESTMENTS

Cash and investments at June 30, 2024 consisted of the following:

Cash on hand	\$ 50
Cash and investments with the County Treasurer	3,075,852
Restricted cash 115 Trust	75,363
Total	\$ 3,151,265

Cash with the County Treasurer is held in accordance with State statutes. The County maintains a cash and investment pool and allocates interest to various funds based upon the average monthly balances. Information regarding categorization of investments can be found in the County of Siskiyou financial statements.

Carrying value of investments must be at fair value if the difference between carrying value and fair value becomes material. During the year ended June 30, 2024, STAGE recognized an adjustment to the fair value of the investments in the cash held in the County Treasury by decreasing cash in County Treasury by \$69,720.

Information regarding custodial credit risk can be obtained from the County of Siskiyou's basic financial statements.

NOTE 3 - CAPITAL ASSETS

Depreciation expense for the year ended June 30, 2024 was \$225,882.

Capital asset activity for the year ended June 30, 2024 was as follows:

	Balance 6/30/2023			Additions Deletions and and Transfers Transfers			Balance 6/30/2024	
Capital assets, non-depreciable								
Land	\$	209,512	\$	-	\$	-	\$	209,512
Intangibles		18,291		-		-		18,291
Total Capital Assets, non-depreciable		227,803		-		-		227,803
Capital assets, depreciable								
Structures		2,451,477		-		-		2,451,477
Equipment		3,250,447		85,763		-		3,336,210
Sub-total		5,701,924		85,763		_		5,787,687
Less: accumulated depreciation		(3,110,602)	(2	25,882)		-	((3,336,484)
Capital Assets Depreciable, Net		2,591,322	(1	40,119)		-		2,451,203
Capital Assets, Net	\$	2,819,125	\$ (1	40,119)	\$	-	\$	2,679,006

NOTE 4 - COMMITMENTS

STAGE had several commitments outstanding at June 30, 2024. The activity for the year ended June 30, 2024 was as follows:

	Balance			Balance
	6/30/2023	Additions	Deletions	6/30/2024
AZ Bus Sales - Bus purchases	525,240	565,521	(4,429)	1,086,332
Other STAGE operating expenses	1,285	7,815	(1,285)	7,815
Total Commitments	\$ 526,525	\$ 573,336	\$ (5,714)	\$ 1,094,147

NOTE 5 - DUE TO / FROM OTHER COUNTY FUNDS AND TRANSFERS IN / (OUT)

STAGE has received operating services and supplies from various funds within the County and has a balance at June 30, 2024 in the amount of \$21,912, "due to" other County funds. STAGE has also supplied services and supplies to various funds within the County but has a balance at June 30, 2024 in the amount of \$35,800, "due from" other County funds. These balances are expected to be repaid through current financial resources.

NOTE 6 - SUBSEQUENT EVENTS

As of March 21, 2025, the date in which the financial statements were available to be issued and the issuance date, the STAGE's Board of Supervisors and management have reviewed the financial statements and they are not aware of any events that have occurred subsequent to the balance sheet date and through the date of the independent auditor's report that would require adjustments to or disclosure in the financial statements.

NOTE 7 - PRIOR PERIOD ADJUSTMENT

During the year ended June 30, 2024, the County of Siskiyou recorded a fair market value adjustment to several County funds' cash in treasury related to the June 30, 2023, year-end balance of cash in County Treasury (see Note 2 for description of the current year adjustment). This adjustment was to adjust the cash in investments to their fair market value at June 30, 2023. However, this adjustment was recorded during the County-wide audit after the STAGE audit report was issued. The effect on the change in net position and the overall effect on beginning net position, are presented in tabular form as follows:

BUSINESS-TYPE ACTIVITIES	S	TAGE Fund
Net Position - July 1, 2023 - as previously reported	\$	3,240,207
Prior Period Adjustments:		
1. Recording of fair market value adjustment to investments for		
the year ended June 30, 2023		(115,954)
Net impact on the Net Position: (Decrease)		(115,954)
Net Position - July 1, 2023 - as restated	\$	3,124,253
Effect on the Change in Net position		
Change in Net Position, as previously reported FY22-23	\$	(120,811)
Prior period adjustment		(115,954)
Change in Net Position, as restated FY22-23	\$	(236,765)



County of Siskiyou STAGE Fund Schedule of Operating Expenses For the Year Ended June 30, 2024

Personnel Communications	\$ 1,208,372 7,343
Household Insurance	13,299 113,949
Maintenance Office expenses	90,691 1,419
Memberships	2,930
Professional services Administration Contributions to other agencies	24,551 52,321 5,179
Data processing Equipment rent	13,304 769
Small tools/ instruments Special department expenses	363 366
Travel and training Gas and diesel	10,080 164,957
Towing Utilities	2,955 10,244
Cost allocation plan - county administrative charges Depreciation	172,509 225,882
Total Operating Expenses	\$ 2,121,482



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors and Executive Director Siskiyou Transportation Agency Formally County of Siskiyou Stage Fund Yreka, California

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Siskiyou Transit and General Express (STAGE) Fund of the County of Siskiyou, California, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise STAGE's financial statements, and have reissued my report thereon dated March 21, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered STAGE's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of STAGE's internal control. Accordingly, I do not express an opinion on the effectiveness of STAGE's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. I identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001 that I consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether STAGE's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

INDEPENDENT AUDITOR'S REPORT (Continued)

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, including the *Transportation Development Act* as prescribed in §6666 and §6667 of Title 21, Chapter 3, Subchapter 2, Article 5.5 of the California Code of Regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

STAGE Fund's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on STAGE's response to the finding(s) identified in my audit and described in the accompanying schedule of findings and questioned costs. STAGE's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charles W Pillon, CPA Anderson, California

March 21, 2025

Siskiyou County STAGE Fund Schedule of Findings and Questioned Costs For the Year Ended June 30, 2024

SUMMARY OF AUDITOR'S RESULTS

- 1. The independent auditor's report expresses an unmodified opinion on whether the financial statements of STAGE were prepared in accordance with GAAP.
- 2. A material weakness was identified relating to the audit of the financial statements as reported in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- 3. No instances of noncompliance material to the financial statements of STAGE were identified which would be required to be reported in accordance with *Government Auditing Standards*.

CURRENT YEAR MATTERS

2024-001 Material Weakness

Material Errors in the Financial Statements, Material Audit Adjustments and Lack of Effective Internal Control over Financial Close and Reporting

Condition: I identified and posted material audit adjustments as part of my audit in order to agree the financial statements with the underlying support. These were required in order for the financial statements to be prepared in accordance and/or conformity with generally accepted accounting principles (GAAP).

Criteria: In accordance with Statement on Auditing Standards No. 122c, external auditors cannot be part of an entity's internal controls over the preparation of the financial statements and are prohibited from auditing their own work, which would impair independence. All STAGE financial documents should be final and reconciled before the audit begins. All adjustments necessary for financial statements to be prepared in accordance and/or conformity with generally accepted accounting principles should be identified and posted by the County.

Cause: The County has deficiencies in the internal controls over financial close and reporting relating to STAGE that prevented it from properly closing the books and preparing financial statements that were free of material misstatements.

Effect: Material errors existed in STAGE's financial statements. Financial statements, which are not in conformity with generally accepted accounting principles and contained these material misstatements, could have been prepared and distributed.

Context: This is a repeat finding. Material adjustments consisted of corrections to beginning net position, properly recording year-end accruals, recognition of deferred revenue and the proper recording of capital assets.

Recommendation: I recommend that management take steps to ensure that all adjustments necessary to prepare financial statements in accordance with generally accepted accounting principles be identified and posted prior to the start of the audit.

Views of Responsible Officials: Siskiyou Transportation Agency (formally STAGE) agrees with the finding.

Corrective Action Plan: The transportation services manager will work with the County Auditor's office to ensure all adjustments are completed before the external audit begins, to ensure the proper closing of STAGE's books.

SUMMARY OF PRIOR AUDIT FINDINGS

FINDINGS - FINANCIAL STATEMENT AUDIT

FINDING 2023-001 – This has not been successfully implemented.

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 16D

Subject: Discussion, direction, and possible action regarding a contract between Jiffy's Truck School and

STA for required commercial driver training, for the term of July 1, 2024 to June 30, 2025, for a

total contract not to exceed of \$ 19,000.

Past Action:

None.

Summary of Item:

In 2022 the Federal Motor Carrier Safety Administration (FMCSA) implemented new requirements for all new commercial driver's license applicants to complete entry level driver training with a registered provider before they can acquire their commercial license.

STAGE has used Jiffy's Truck School since the new regulations were implemented. The enclosed contract will cover all employees who have completed training during the current fiscal year plus one additional that STAGE plans to hire before the end of the fiscal year.

The contract has been reviewed by legal counsel and signatures will be obtained upon approval by the Board.

Financial Impact: Yes ⊠ No □

STAGE:

5660-303010-729200 \$ 19,000

Recommended Action:

Approve contract between Jiffy's Truck School and STA for required commercial driver training, for the term of July 1, 2024 to June 30, 2025, for a total contract not to exceed of \$ 19,000.

Attachments (1)

- Contract with Jiffy's Truck School

SISKIYOU TRANSPORTATION AGENCY CONTRACT FOR SERVICES

This Contract is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

AGENCY: Siskiyou Transportation Agency

190 Greenhorn Road Yreka, CA 96097

And

CONTRACTOR: Jiffy's Truck School, LLC,

875 Hartnell Avenue Redding, CA 96003

ARTICLE 1. TERM OF CONTRACT

1.01 Contract Term: This Contract shall become effective on July 1, 2024 and shall terminate on June 30, 2025, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

2.01 Independent Contractor: It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of Agency. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

ARTICLE 3. SERVICES

3.01 Scope of Services: Contractor agrees to furnish the following services: Contractor shall provide the services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the Agency stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with Agency and the results of the work shall be monitored by the Siskiyou Transportation Agency Executive Director or his or her designee.

To the extent that Exhibit A contains terms in conflict with this Contract or to the extent that it seeks to supplement a provision regarding a subject already fully

addressed in this Contract, including a clause similar to this seeking to render its language superior to conflicting language in this Contract, such language is hereby expressly deemed null and void by all parties upon execution of this Contract.

- 3.02 <u>Method of Performing Services</u>: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. Agency shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.
- 3.03 Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. Agency may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

ARTICLE 4. COMPENSATION

- 4.01 <u>Compensation</u>: In consideration for the services to be performed by Contractor, Agency agrees to pay Contractor in proportion to services satisfactorily performed as specified in Exhibit A, the not to exceed amount of Nineteen Thousand Dollars and no/100 cents (\$ 19,000.00) for the term of the contract.
- **4.02** <u>Invoices</u>: Contractor shall submit detailed invoices for all services being rendered.
- **4.03** <u>Date for Payment of Compensation</u>: Agency will endeavor to make payment within 30 days of receipt of invoices from the Contractor to the Agency, and approval and acceptance of the work by the Agency.
- 4.04 Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for Agency, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. Agency shall not be responsible for any expense incurred by Contractor in performing services for Agency.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

- **5.01** <u>Contractor Qualifications</u>: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02 <u>Contract Management</u>: Contractor shall report to the Siskiyou Transportation Agency Executive Director or his or her designee who will review the activities and performance of the Contractor and administer this Contract.
- 5.03 <u>Tools and Instrumentalities</u>: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from Agency.
- 5.04 <u>Workers' Compensation</u>: Contractor shall maintain a workers' compensation plan, in an amount of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease, covering all its employees as required by California

Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.

- 5.05 Indemnification: Contractor shall indemnify and hold Agency harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees, or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the Agency Risk Manager. If the amount of insurance is reduced by the Agency Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the Agency as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by Agency of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.06 General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability with limits no less than Two Million Dollars (\$2,000,000) per occurrence and automobile policy or policies of no less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damage; the Agency, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by Agency or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to Agency. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to Agency. The Agency will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to Agency.

- 5.07 Certificate of Insurance and Endorsements: Contractor shall obtain and file with the Agency prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to Agency prior to the effective date of such cancellation. Naming the Agency as a "Certificate Holder" or other similar language is NOT sufficient satisfaction of the requirement. Prior to commencement of performance of services by Contractor and prior to any obligations of Agency, contractor shall file certificates of insurance with Agency showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage in paragraphs, 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to Agency.
- 5.08 Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the Agency, Contractor shall indemnify, defend, and hold harmless Agency for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of Agency. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any Agency or County of Siskiyou group plan for hospital, surgical or medical insurance, or for membership in any County retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a County of Siskiyou employee.
- 5.09 IRS/FTB Indemnity Assignment: Contractor shall defend, indemnify, and hold harmless the Agency, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security and income tax withholding payments.
- 5.10 Professional Liability: If Contractor or any of its officers, agents, employees, volunteers, contactors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of Two Million and No/100

Dollars (\$2,000,000.00), or as determined in writing by Agency's Risk Management Department.

- **5.11** <u>State and Federal Taxes</u>: As Contractor is not Agency's employee, Contractor is responsible for paying all required state and federal taxes. In particular:
 - a. Agency will not withhold FICA (Social Security) from Contractor's payments;
 - b. Agency will not make state or federal unemployment insurance contributions on behalf of Contractor.
 - c. Agency will not withhold state or federal income tax from payment to Contractor.
 - d. Agency will not make disability insurance contributions on behalf of Contractor.
 - e. Agency will not obtain workers' compensation insurance on behalf of Contractor.
- Records: All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of Agency, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of Agency is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the Agency, and Contractor hereby agrees to deliver the same to the Agency upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the Agency and are not necessarily suitable for any future or other use.
- 5.13 Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the Agency for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the Agency.
- 5.14 <u>Assignability of Contract</u>: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or

- obligations of the Contractor under this Contract will be permitted only with the express written consent of the Agency.
- **5.15** Warranty of Contractor: Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.
- 5.16 <u>Withholding for Non-Resident Contractor</u>: Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this state, are subject to 7 percent state income tax withholding.

Withholding is required if the total yearly payments made under this contract exceed \$1,500.00.

Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and Agency is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

- 5.17 Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by Agency shall be grounds for termination of this Contract.
- 5.18 <u>Conflict of Interest</u>: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of Agency.
- 5.19 Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.
- **5.20** <u>Bankruptcy</u>: Contractor shall immediately notify Agency in the event that Contractor ceases conducting business in the normal manner, becomes

insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

ARTICLE 6. OBLIGATIONS OF AGENCY

6.01 <u>Cooperation of Agency</u>: Agency agrees to comply with all reasonable requests of Contractor (to provide reasonable access to documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract.

ARTICLE 7. TERMINATION

- **7.01** <u>Termination on Occurrence of Stated Events</u>: This Contract shall terminate automatically on the occurrence of any of the following events:
 - 1. Bankruptcy or insolvency of Contractor
 - 2. Death of Contractor
- 7.02 <u>Termination by Agency for Default of Contractor</u>: Should Contractor default in the performance of this Contract or materially breach any of its provisions, Agency, at Agency's option, may terminate this Contract by giving written notification to Contractor.
- 7.03 <u>Termination for Convenience of Agency</u>: Agency may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.
- 7.04 <u>Termination of Funding</u>: Agency may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

ARTICLE 8. GENERAL PROVISIONS

8.01 Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

- 8.02 Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for Agency and contains all the covenants and contracts between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the Agency as provided herein or as otherwise required by law.
- **8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04 Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- 8.05 Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06 <u>Waiver</u>: In the event that either Agency or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07 Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08 Reduction of Consideration: Contractor agrees that Agency shall have the right to deduct from any payments contracted for under this Contract any amount owed to Agency by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If Agency exercises the right to reduce the consideration specified in this Contract,

Agency shall give Contractor notice of the amount of any off-set and the reason for the deduction.

- 8.09 Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.
- **8.10** <u>Time is of the Essence</u>: Time is of the essence in the performance of this Contract.
- **8.11** <u>Materiality</u>: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- **8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13 <u>Binding on Successors</u>: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14 <u>Cumulation of Remedies</u>: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15 No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, Agency and Contractor have executed this agreement on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

SISKIYOU TRANSPORTATION AGENCY Date:____ MICHAEL N KOBSEFF, CHAIR **Board of Directors** ATTEST: **MELISSA CUMMINS** Executive Director, Siskiyou Transportation Agency By: _____ CONTRACTOR: Jiffy's Truck School, LLC David Penado, Operations Manager Date: Hayley Hostetter, Chief Operating Officer License No.: 34846 (Licensed in accordance with an act providing for the registration of contractors) Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.) TAXPAYER I.D. 84-1792856 APPROVED AS TO LEGAL FORM: Legal Counsel (Date) **ACCOUNTING:** Fund Organization Activity Code (if applicable) Account 5660 303010 729200 Encumbrance number (if applicable)

If not to exceed, include amount not to exceed: \$19,000.00



Exhibit A

Proposal

DATE: 02/21/25

Jiffy's Truck School, LLC.

The North State's Premier CDL Truck School

875 Hartnell Ave. Redding, CA 96003

Phone (530) 226-0923 Fax (530) 222-3955

Website: jiffystruckschool.com

TO: Siskiyou Transportation Agency | astumbaugh@co.siskiyou.ca.us

RE: Passenger Endorsement ELDT Course

SALESPERSON	P.O. NUMBER	PAYMENT TERMS	DUE DATE
David			

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Truck School: Entry Level Driver Training Requirements (Passenger Endorsement) 10 educational hours of public road driving with a personal mentor in client-provided vehicle 10 educational hours of in-yard/ range training with a personal mentor in client-provided vehicle Online Passenger Endorsement ELDT instruction course	\$2,500.00	\$2,500.00
	Commercial Discount		-\$1,405.00
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		Subtotal	\$1,095.00
		BALANCE DUE	\$1,095.00

PLEASE MAKE CHECK PAYABLE TO JIFFY'S TRUCK SCHOOL, LLC.

TAXPAYER ID # 84-1792856

If you have any questions concerning this proposal, please contact David at (530) 226-0923

THANK YOU FOR YOUR BUSINESS



Exhibit A

Proposal

Jiffy's Truck School, LLC.

The North State's Premier CDL Truck School

DATE: 02/21/25

875 Hartnell Ave. Redding, CA 96003

Phone (530) 226-0923 Fax (530) 222-3955

Website: jiffystruckschool.com

TO: Siskiyou Transportation Agency | astumbaugh@co.siskiyou.ca.us

RE: 40-Hour Test Preparation Course (Commercial Class "A" or "B")

SALESPERSON	P.O. NUMBER	PAYMENT TERMS	DUE DATE
David			

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Truck School: Entry Level Driver Training Requirements (40 hours including public driving, theory, and in-yard practice.)	\$3,655.00	\$3,655.00
	Tuition \$3,405.00		
	Registration Fee \$200.00		
	Student Tuition Recovery Fund \$0.00		
	Curriculum and Materials \$50.00		
	Includes tuition, use of truck, fuel, insurance, and mileage.		
		Subtotal	\$3,655.00
		BALANCE DUE	\$3,655.00

PLEASE MAKE CHECK PAYABLE TO JIFFY'S TRUCK SCHOOL, LLC.

TAXPAYER ID # 84-1792856

If you have any questions concerning this proposal, please contact David at (530) 226-0923



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

Interview Inte		If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).											
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P.O. BOX 8192, PLEASANTON, CA 94588

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 02-21-2025

GROUP:

POLICY NUMBER:

9216766-2024

CERTIFICATE ID:

12

CERTIFICATE EXPIRES: 08-25-2025

08-25-2024/08-25-2025

SISKIYOU TRANSPORTATION AGENCY 190 GREENHORN RD YREKA CA 86097-9878 NF

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 30 days advance written notice to the employer.

We will also give you 30 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

Authorized Representative

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #2085 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 08-25-2024 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

ENDORSEMENT #1651 - CLAUDIA HOSTETTER S.T - EXCLUDED.

ENDORSEMENT #1951 - JEFFREY HOSTETTER MGRMBR - EXCLUDED.

ENDORSEMENT #1651 - JEFFREY HOSTETTER P - EXCLUDED.

ENDORSEMENT #1951 - CLAUDIA HOSTETTER MGRMBR - EXCLUDED.

EMPLOYER

TRUCK SCHOOL LLC JIFFY'S TRUCK SCHOOL 875 HARTNELL AVE REDDING CA 98002 NF

[P11,HO]

PRINTED : 02-21-2025

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025	Agenda Item: 16E							
Subject:	Adopt resolution setting the meeting schedule fo	2025.							
Past Action:									
On January 14, 2025, staff presented the proposed meeting schedule for the calendar year 2025. The Board approved the recommendation to move to meeting every other month for the remainder of 2025.									
On the February 11, 2025 agenda this item was listed on the consent agenda, but the resolution attached to the agenda item was not the correct document.									
Summary of	Item:								
The enclosed	resolution includes the proposed meeting schedu	le for the calendar year 2025.							
	This item is being brought back for formal action to approve the correct resolution to establish the meeting schedule for the Agency for 2025.								
Financial Imp	oact: Yes □ No ⊠								
Recommended Action: Adopt Resolution regarding the meeting schedule for calendar year 2025 and authorize the Chair to execute.									

Attachments (1)

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

Siskiyou Transportation Agency

Resolution	No.	

RESOLUTION ADOPTING THE REGULAR MEETING SCHEDULE FOR THE CALENDAR YEAR 2025

WHEREAS, the Siskiyou Transportation Agency (STA) is a duly constituted public agency in the State of California and conducts its meetings in accordance with the Ralph M. Brown Act (Government Code section 54950 et seq.); and

WHEREAS the Siskiyou Transportation Agency is required to establish and provide public notice of its regular meeting schedule for the calendar year to ensure transparency and accessibility to the public; and

WHEREAS, the Siskiyou Transportation Agency customarily holds its regular meetings on the second Tuesday of January, February, March, April, May, June, September, and October, and on the third Tuesday of July, August, November, and December at 190 Greenhorn Road, Yreka, California, 96097; and

WHEREAS, the Siskiyou Transportation Agency desires to adopt its regular meeting schedule for the calendar year 2025 as set forth in Exhibit A, attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Siskiyou Transportation Agency as follows:

The Siskiyou Transportation Agency hereby adopts the regular meeting schedule for the calendar year 2025 as set forth in Exhibit A.

The Siskiyou Transportation Agency directs the Executive Director to post and publish the approved meeting schedule in accordance with applicable laws and regulations.

The meetings shall be conducted in accordance with the Ralph M. Brown Act and other applicable provisions of law.

The Siskiyou Transportation Agency retains the authority to amend this schedule as necessary, with proper notice provided to the public.

SIGNATURES FOLLOW ON NEXT PAGE

Siskiyou Transportation Agency

PASSED AND ADOPTED this 8 th day of April 2025 following vote:	5 by the Siskiyou Transportation Agency the
AYES: NOES: ABSENT: ABSTAIN:	
	Michael N Kobseff, Chairperson Siskiyou Transportation Agency
ATTEST:	
Melissa Cummins, Executive Director Siskiyou Transportation Agency	

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency

Exhibit A

2025 Meeting Schedule

		Ja	nua	ary					Fe	brua	ary					N	larc	h						Apri			
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Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025 Agenda	Item: 17								
Subject:	Discussion, direction, and possible action regarding purchase of lunch supplies for staff training held on Saturdays.	mandatory								
Past Action:	:									
None.										
Summary of	f Item:									
Transit Trainin historically S7 employees ar	STAGE drivers are required to complete a certain number of training hours each year to maintain their Vehicle Transit Training certification. Some of these hours can be accomplished during the normal work week, but historically STAGE has conducted mandatory training on weekends. These trainings are attended by all employees and cover a variety of topics such as Americans with Disabilities Act, the Title VI Program and requirements, safety trainings and other relevant topics.									
during the wo	ings are essential for ongoing communication with the team since we can't bring the vork week. The Saturday meetings have become a way to provide essential training the entire group.									
Since they are	re held on Saturday employees are required to report to Yreka on their normal day of	f.								
These meeting	ings occur no more than four times per fiscal year.									
Staff are reque per day.	uesting authorization to use agency funds to purchase lunch supplies for these trainin	gs up to \$ 200								
Financial Imp	npact: Yes □ No ⊠									
Recommende Authorize the	ded Action: e purchase of lunch supplies with Agency funds for Saturday staff training up to \$ 200	per meeting.								
Attachments	es (0)									

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: April 8, 2025 Agenda Item: 18

Subject: Discussion and direction regarding proposed personnel changes for the Agency in the FY

2025/2026 budget cycle.

Past Action:

None.

Summary of Item:

Staff are seeking direction regarding proposed personnel changes under STAGE's allocated positions for FY 2025/2026.

The attachment shows the current list of positions currently allocated to STAGE. Prior to submitting any requests through the County's budget process staff is bringing this item to the Board for discussion and direction.

Item 1 – Delete the vacant Administrative Support Assistant (1.0 FTE) position.

Item 2 – Create a Fiscal Technician I (1.0 FTE) position.

Item 3 – Delete the vacant Transportation Services Worker (1.0 FTE) position.

Item 4 – Create another Bus Driver II (1.0 FTE) position.

Personnel changes must be submitted by April 15, 2025. The new positions would not be available to fill until after July 1, 2025.

Additionally, staff will review language changes previously submitted to County Personnel and tentatively scheduled for consideration by the Board of Supervisors on April 15, 2025.

Financial Impact: Yes \boxtimes No \square

STAGE

5660-303010 (Various Payroll Accounts) \$ 17,634

Recommended Action:

Direction to staff regarding the proposed personnel changes for FY 2025/2026.

Attachments (1)

Costs for Proposed Personnel Changes STAGE

Costs for Proposed Personnel Changes STAGE

'Orgn Title'
SISKIYOU TRANSIT AND GENERAL EXPRES

As of:

4/4/2025

'Organization' 303010

Net Costs: \$

17,634.00

'Title'	'Budget FTE'	'Job FTE'	Status	A	Annual Costs:		
ADMIN SUPPORT ASSISTANT	1.00	-	Vacant	\$	84,479.00	_	
BUS DRIVER II	1.00	1.00					
BUS DRIVER II	1.00	1.00					
BUS DRIVER II	1.00	1.00					
BUS DRIVER II	1.00	1.00					
BUS DRIVER II	1.00	1.00					
BUS DRIVER II	1.00	1.00					
BUS DRIVER II	0.60	0.60					
BUS DRIVER II	1.00	1.00					
FISCAL TECHNICIAN I	1.00	-				*	
HEAVY EQUIPMENT MECHANIC	1.00	1.00					
SENIOR BUS DRIVER	1.00	1.00					
SENIOR HEAVY EQUIP MECHANIC	1.00	1.00					
STAFF SERVICES ANALYST II	1.00	1.00					
FRAN SERVICES COORDINATOR	1.00	1.00					
FRANSPORT SERVICES MANAGER	1.00	1.00					
TRANSPORTATION SERVICE WORKER	1.00	-	Vacant	\$	93,875.00		
Proposed Changes:							
Add	BUS DRIVER II -	\$	100,765.00				
Delete	TRANSPORTATION	ON SERVICE WO	RKER	\$	(93,875.00))	
Add	FISCAL TECHNIC	\$	95,223.00				
Delete	ADMIN SUPPOR		\$	(84,479.00))		

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:	April 8, 2025		Agenda Item: 19
Subject:		egarding bus stop service agreement betwe you Transportation Agency for use of the Mi ervice.	•
Past Action:			
None.			
Summary of	Item:		
Since then, F	lixbus has approached staff i	bus intended to resume service to the Mt S requesting an agreement (attached) for use ervice to the region without the signed agre	of the bus stop in Mt
The agreeme	nt has been reviewed by the	Agency's legal counsel and insurance prov	vider.
The attached representative		changes and those changes have been app	roved by the FlixBus
Financial Im	pact: Yes □	No ⊠	
Recommend Direction to st		personnel changes for FY 2025/2026.	

Attachments (1)
- Service Agreement – Bus Stop between Siskiyou Transportation Agency and Greyhound Lines, Inc. and Flixbus, Inc.

SERVICE AGREEMENT - BUS STOP

THIS SERVICE AGREEMENT – BUS STOP (this "Agreement'), is made effective as of April 10, 2025 (the "Effective Date") by and between Siskiyou Transportation Agency hereinafter called "Stop Owner", and Greyhound Lines, Inc. and Flixbus, Inc., and their contractors, hereinafter called "Company";

WITNESSETH:

WHEREAS Stop Owner operates a facility at Commercial Ave, Mt Shasta 96067 ("Premises"), and Company desires to use Stop Owner's premises for a bus stop;

NOW, THEREFORE, in consideration of the mutual agreements and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. Stop Owner agrees to:

- a. Maintain all driveways, walks and approaches appurtenant to the Premises in a clean and safe condition at all times;
- b. Reimburse and hold Company harmless from any and all expense incurred and/or claims arising directly or indirectly from or on account of any neglect or failure to so maintain the said appurtenant areas;
- c. Permit Company to place and maintain a suitable sign or signs designating Stop Owner's Premises as a bus stop of Company;
- d. Permit a Company representative, upon termination of this Agreement, to remove all signs and other evidence of the use of Stop Owner's Premises as a bus stop of Company;
- e. Remove from the telephone directory or any other advertising medium any listing or reference to the fact that Stop Owner's Premises is used by Company for a bus stop, as soon as possible upon the termination of this Agreement.
- 3. Stop Owner will provide a designated bus stop for Company's use, not to include services such as Company ticket sales or incoming package depot. Additional services related to Company will only be permitted through written agreement in the form of a contract addendum, fully executed by all parties.
- 4. Company will provide Stop Owner written proof of insurance on or before commencement of this Agreement in the form of a Certificate of Insurance and policy endorsements as follows:
 - A. Commercial General Liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$1,000,000 products and completed operations. The policy shall include a per project or per location general aggregate endorsement. If a per project/location endorsement is not available, the limit for the general aggregate shall be doubled. The policy(s) shall provide and be endorsed to include the Stop Owner as additional insureds on ISO form CG 20 10 (or equivalent) for ongoing operations, and, for construction or service agreements, ISO form CG 20 37 (or equivalent) for completed operations. The policy shall allow and be endorsed as primary and not seek contribution from the Stop Owner's coverage. Coverage shall allow and be endorsed to include a waiver of subrogation in favor of the Stop Owner. Coverage shall state that Vendor's insurance shall apply separately to each insured

- against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided to the City.
- B. Business or Commercial Automobile Liability Insurance coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of not less than \$2,000,000 each accident combined single limit. The policy shall provide and be endorsed that the Stop Owner is included or named as additional insureds. The policy shall allow and be endorsed to include a waiver of subrogation in favor of the Stop Owner.
- C. Workers' Compensation and Employers' Liability Insurance coverage for Statutory Workers' Compensation Insurance and Employer's Liability Insurance for all persons employed directly or indirectly by Company. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 each accident, \$1,000,000 by disease-policy limit, and \$1,000,000 by disease-each employee. No proprietor, partner, executive officer, or member shall be excluded. In the alternative, Company may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of Stop Owner. The insurer, if insurance is provided, or Company, if a program of self-insurance is provided, shall allow, and be endorsed to waive all rights of subrogation against Stop Owner. The requirement to maintain Statutory Worker's Compensation and Employer's Liability Insurance may be waived by the Stop Owner upon written verification that Company does not have any employees.

D. All Coverages

- i. Each required insurance policy shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days' prior written notice, has been given to the Stop Owner, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium. If a carrier will not provide the required notice of cancellation, the Company shall provide written notice to the Stop Owner of a cancellation no later than five (5) business days before cancellation.
- ii. Any available insurance proceeds broader than, or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insureds. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Company.
- iii. Acceptability of Insurers Insurance shall be placed with insurers admitted in the State of California and with an Risk Retention Group (RRG) rating of A- VII or higher.
- iv. Company must enter into a written and executed contract or agreement with each of its subcontractors, subconsultants, vendors, and any other hired parties. The contract or agreement must contain a defense, indemnification and hold harmless provision in favor of the Stop Owner, and cause the subcontractors, vendors, agents, subconsultants, and any other hired parties to comply with the insurance requirements required of the Company, including providing all required endorsements in favor of the Stop Owner. Company shall obtain certificates of insurance and additional insured endorsements from each of its subcontractors, subconsultants, vendors, and any other hired parties and provide a copy to Stop Owner upon request.

- 5. Company agrees to defend, indemnify and hold harmless Stop Owner from any claims arising from Company's negligent or intentional acts or omissions.
- 6. The terms of this Agreement shall commence as of the Effective Date and shall remain in full force and effect until terminated by either Party. Stop Owner may terminate this Agreement by providing ninety (90) day written notice. Company may terminate this agreement by providing thirty (30) day written notice.
- 7. This Agreement constitutes the entire agreement between the parties.
- 8. This Agreement may not be assigned by either party without the other's written consent.
- 9. Except as otherwise provided above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and assigns.
- 10. Form PC-125 known as Federal Stop Owners Compliance Agreement and identified as Addendum I attached hereto is herein incorporated by reference.
- 11. No funds are being exchanged as part of this Agreement.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, this agreement was executed by or on behalf of the parties hereto, in duplicate, the day and year when fully executed.

STOP OWNER:
SISKIYOU TRANSPORTATION AGENCY
190 Greenhorn Road, Yreka, California
By
Name: Michael N. Kobseff
Title: Chair, Siskiyou Transportation Agency
Date
ATTEST: Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission
By
COMPANY:
Greyhound Lines, Inc
P.O. Box 660362, Dallas, Texas 75266-0362
By
Name Kaitie Czuchaj
Title: Head of Government Affairs & Real Estate
Date
FlixBus, Inc
P.O. Box 660362, Dallas, Texas 75266-0362
By
Name Francesca Waldman
Title: Team Lead, Government Affairs & Strategic Partnerships
Date

ADDENDUM I FEDERAL STOP OWNERS' COMPLIANCE AGREEMENT

The parties agree that the following shall be incorporated by reference to the attached contract.

The Flixbus company involved in this contract whether Flixbus, Inc. or its affiliates or subsidiaries may have the status of "federal contractor" or "subcontractor."

To the extent required by law, you, as a party to this contract (hereafter referred to as "Contractor"), agree to comply with all applicable laws and regulations governing obligations of federal contractors, subcontractors and recipients of federal funds, including but not limited to Executive Order 11246, the Vietnam Era Veterans Adjustment Assistance Act of 1974, the Rehabilitation Act of 1973 and 41 C.F.R. parts 60-1, -20, -250 and -741 and the Americans with Disabilities Act of 1990 (42 USC 312101 et seq). Contractor certifies that it will comply with the following provisions to the extent required by law."

I. EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will) take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination: rates of pay or other forms of compensation: and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants, will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (c) The contractor will lend to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the tabor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24. 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. (the "Act")
- (e) The contractor will furnish all information and reports required by Executive Order 1.1246 of September 24. 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246

of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

(g) The contractor will include the provisions of paragraph (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided however that in the event the contractor becomes involved in, or is threatened with, litigation with 8 subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

II. AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

- (a) The contractor will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled veterans and veterans of the Vietnam era without discrimination based upon their disability or veterans status in all employment practices such as the following: Employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- (b) The contractor agrees that all suitable employment openings of the contractor which exist at the time of the execution of this contract and those which occur during the performance of this contract, Including those not generated by this contract and including those occurring at an establishment of the contractor other than the one wherein the contract is being performed but excluding those of independently operated corporate affiliates, shall be listed at an appropriate local office of the State employment service system wherein the opening occurs. The contractor further agrees to provide such reports to such local office regarding employment openings and hires as may be required.

State and local government agencies holding Federal contracts of \$10,000 or more shall also list all their suitable openings with the appropriate office of the Stale employment service, but are not required to provide those reports set forth in paragraphs (d) and (e).

- (c) Listing of employment openings with the employment service system pursuant to this clause shall be made it least concurrently with the use of any other recruitment source or effort and shall involve the normal obligations which attach to the placing of a bona fide fob order, including the acceptance of referrals of veterans and non-veterans. The listing of employment openings does not require the hiring of any particular job applicant or from any particular group of job applicants, and nothing herein is intended to relieve the contractor from any requirements in Executive orders or regulations regarding nondiscrimination in employment.
- (d) The reports required by paragraph (b) of this clause shall include, but not be limited to, periodic reports which shall be filed at least quarterly with the appropriate local office or, where the contractor has more than one hiring location in a State, with the central office of that State employment service. Such reports shall indicate for each hiring location (1) the number of individuals hired during the reporting period. (2) the number of nondisabled veterans of the Vietnam era hired, (3) the number of disabled veterans of the Vietnam era hired and (4) the total number of disabled veterans hired. The reports should include covered veterans hired for on-the-job training under 38 U.S.C. 17B7. The contractor shall submit a report within 30 days after the end of each identifying data for each hiring location. The contractor shall maintain at each hiring location

copies of the reports submitted until the expiration of one year after final payment under the contract, during which time these reports and related documentation shall be made available, upon request, for examination by any authorized representatives of the contracting officer or of the Secretary of Labor. Documentation would include personnel records respecting job openings, recruitment and placement.

- (e) Whenever the contractor becomes contractually bound to the listing provisions of this clause, it shall advise the employment service system in each State where it has establishments of the name and location of each hiring location in the State. As long as the contractor is contractually bound to these provisions and has so advised the State system, there is not need to advise the State system of subsequent contracts. The contractor may advise the State system when it is no longer bound by this contract clause.
- (f) This clause does not apply to the listing of employment openings which occur and are filled outside of the 50 States, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands.
- (g) The provisions of paragraphs (b), (c), (d), and (e) of this clause do not apply to openings which the contractor proposes to fill from within his own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of his own organization or employer-union arrangement for that opening.
- (h) As used in this clause: (1) "All suitable employment openings" includes, but is not limited to, openings which occur in the following job categories: Production and non-production, plant and office: laborers and mechanics: supervisory and non-supervisory: technical: and executive, administrative and professional openings as are compensated on a salary basis of less than \$25,000 per year. This term includes full-time employment, temporary employment of more than 3 days' duration, and part-time employment. It does not include openings which the contractor proposes to fill from within his own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement nor openings in an educational institution which are restricted to students of that institution. Under the most compelling circumstances an employment opening may not be suitable for listing, including such situations where the needs of the Government cannot reasonably be otherwise supplied, where listing would be contrary to national security, or where the requirement of listing would otherwise not be for the best interest of the Government.
- (2) "Appropriate office of the State employment service system" means the local office of the Federal-State national system of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled, including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.
- (3) "Openings which the contractor proposes to fill from within his own organization" means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries, and the parent companies) and includes any openings which the contractor proposes to fill from regularly established "recall" lists.
- (4) "Openings which the contractor proposes to fill pursuant a customary and traditional employer-union hiring arrangement" •tins employment openings which the contractor proposes to fill from union halls, which is part of the customary and traditional hiring relationship which exists between the contractor and representatives of his employees.
- (i) The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (j) In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act
- (k) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notice shall slate the contractor's obligations under the law to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era for employment, and the rights of applicants and employers.
- (l) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract

understanding, that the contractor is bound by the terms of the Vietnam Era Veterans Readjustment Assistance Act, and is committed to take affirmative action to employ the advance in employment qualified disabled veterans and veterans of the Vietnam era.

(m) The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to tee Act, so that such provisions wilt be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

III. AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS

- (a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor aggress to take affirmative action to employ, advance, in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, **rates** of pay or other forms of compensation, and selection for training, including apprenticeship.
- (b) The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (c) In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance (nay be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the contractor's obligations under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- (e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, and is committed **to take** affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- (f) The contractor will include the provisions of this clause in every subcontract or purchase order of \$2.500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date:		April 8, 2025 Agenda Item: 20	
Subjec	t:	Other Business	
Past A	ction:		
N/A			
Summ	ary of I	tem:	
A.	Executive Director – Other updates for the Commission.		
B.	Other Business - Other topics from the Commission that do not require a formal agenda item.		
C.	Next regular meeting – Tuesday, June 10, 2025		
Financ	cial Imp	act: Yes □ No ⊠	
Recommended Action: Adjourn meeting following any discussion.			
Attachments (0)			