



## **Agenda**

### **Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency**

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Conference Room at the Siskiyou County Transit Center  
190 Greenhorn Road  
Yreka, California 96097

**June 24, 2025**  
Regular Meeting

Remote Participation and Public Comment Teleconference:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 851 3393 9877

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

#### Commission & Board Members

Representatives of the Siskiyou County Board of Supervisors

Michael Kobseff, Chair 2025

Nancy Ogren

Ed Valenzuela

Jess Harris (Alternate)

County Supervisor – District 3

County Supervisor – District 4

County Supervisor – District 2

County Supervisor – District 1

Representatives of the League of Local Agencies

Matthew Bryan

Cliff Munson

Pat Vela, Vice Chair 2025

Mercedes Garcia (Alternate)

Councilmember, City of Dunsmuir

Councilmember, City of Etna

Councilmember, City of Montague

Councilmember, Town of Fort Jones

The Commission may take action sitting as the Local Transportation Commission and as the governing body of Siskiyou Transportation Agency.

The agenda items are as follows:

- 1) 9:00 AM – Pledge of Allegiance
- 2) Roll Call
- 3) Presentations from the Public

PLEASE NOTE: This time slot is for information from the public. No action or discussion will be conducted on matters presented at this time. You will be allowed three (3) minutes for your presentation. The Chair can extend the time for appropriate circumstances. When addressing the Commission, please state your name for the record prior to providing your comments. Please address the Commission, as a



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whole, through the Chair. Comments should be limited to matters within the jurisdiction of the Commission.

#### Siskiyou County Local Transportation Commission

#### 4) Consent Agenda

*Consent agenda items are expected to be routine and non-controversial. They may be acted upon by the Commission at one time without discussion. Any Commissioner, staff member, or interested person may request that an item be removed from the Consent Agenda for discussion and consideration. Approval of a consent item means approval of the recommended motion as specified on the Agenda Worksheet.*

#### Regular Informational Items

- A. Fiscal Reporting - Reports of Expenditures and Revenues from March 29, 2025, to June 18, 2025, for:
1. Local Transportation Commission (Fund: 2505)
  2. Regional Transportation Planning (Fund: 2506)
  3. Local Transportation Funds (Fund: 2536)
  4. Regional Surface Transportation Block Grant Program (Fund: 2537)
  5. State Transit Assistance (Fund: 2538)
  6. SB 125 TIRCP/General Fund (Fund: 2546)
  7. SB 125 Greenhouse Gas Reduction Fund (Fund: 2547)
  8. SB 125 Public Transit Account (Fund: 2548)
- B. Commission Staff Report - Report from Executive Director on activities, reporting, and other projects since the last meeting.

#### Consent Agenda Action Items

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



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- F. Receive and accept the triennial performance audit for STAGE for the three-year period ending June 30, 2024.
- 5) Discussion/Action – Unmet Transit Needs Findings for FY 2025/2026  
Discussion and action regarding recommendations from the Social Services Transportation Advisory Council regarding unmet transit needs for FY 2025/2026.
- 6) Discussion/Action – FY 2025/2026 Overall Work Program  
Discussion and action regarding the draft Overall Work Program and associated documents to secure funding from the State of California for FY 2025/2026.
- 7) Discussion/Action – FY 2025/2026 Recommended Budgets  
Discussion and direction regarding Recommended budgets for FY 2025/2026 for the following:
- A. Local Transportation Administration (Fund: 2505)
  - B. Regional Planning Assistance (OWP) (Fund: 2506)
  - C. Local Transportation Fund (Fund: 2536)
  - D. Regional Surface Transportation Block Grant Program budget (Fund: 2537)
  - E. State Transit Assistance budget (Fund: 2538)
  - F. SB 125 TIRCP/General Fund (Fund: 2546)
  - G. SB 125 Greenhouse Gas Reduction Fund (Fund: 2547)
  - H. SB 125 Public Transit Account (Fund: 2548)
- 8) Discussion/Direction 2026 Regional Transportation Improvement Program  
Discussion and direction regarding development of the program of projects for the 2026 Regional Transportation Improvement Program.
- 9) Discussion/Direction/Action - Technical Advisory Committee (TAC)  
Discussion, direction, and possible action regarding the formation of the SCLTC's Technical Advisory Committee, appointments, and bylaws.
- 10) Discussion/Action Regarding December 2025 Meeting Date  
Discussion and possible action regarding an alternate meeting date in December 2025 due to the deadline for the 2026 Regional Transportation Improvement Program.
- 11) Other Business Items for SCLTC
- A. Executive Director – Other Updates



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- B. Other Business – Items from Commission that do not require an agenda item or requests for future agenda items.

The following items may be heard at any time during the meeting:

#### Siskiyou Transportation Agency

- 12)Adjourn as STA
- 13)Public Comment
- 14)Consent Agenda

#### Regular Informational Items

- A. Executive Director Report – Staff report on activities, reporting, and other projects including the latest ridership report.
- B. STAGE Staff Report – Staff report on activities, reporting, and other projects including the latest ridership report.

#### Consent Agenda Action Items

- C. Approval of the minutes of the regular meeting on April 8, 2025.
- D. Approve Local Carbon Transit Operations Program 24/25 Project List, authorize staff to accept the funds, and authorize the Auditor-Controller to establish the budget.
- E. Approve contract between Jiffy's Truck School and Siskiyou Transportation Agency for required driver training, for the term of July 1, 2025 to June 30, 2026, for a total contract not to exceed of \$ 19,000.
- F. Approve contract between Hue & Cry, Inc. and Siskiyou Transportation Agency for fire and security system monitoring, for the term of July 1, 2025 to June 30, 2030, for a total contract not to exceed of \$ 8,520.
- G. Approve contract between Cascade Software Systems, LLC. for the term of July 1, 2025 to June 30, 2028, for a total contract not to exceed of \$ 33,127.57.
- H. Authorize the Executive Director to execute the departmental request master agreement form to utilize the County of Siskiyou's Cal-Ore Communications,



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Inc. master contract for internet service to the Siskiyou County Transit Center for FY 2025/2026.

- I. Approve contract between Pure Siskiyou and Siskiyou Transportation Agency for marketing and content development for the term of July 1, 2025 to June 30, 2026, for a total contract not to exceed of \$ 6,200.
- J. Application to the Federal Transportation Administration - Section 5311 Formula Grant FFY 2025 for operations assistance, authorize acceptance of the grant, and authorize the Auditor-Controller to establish budget.

#### **15) Discussion/Action – FY 2025/2026 Recommended Budgets**

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

- A. Low Carbon Transit Operations Program 21/22 (Fund: 2533)
- B. Siskiyou Transit and General Express (Fund: 5660)
- C. Low Carbon Transit Operations Program 19/20 (Fund: 5678)
- D. Low Carbon Transit Operations Program 22/23 (Fund: 5680)
- E. State of Good Repair/Rolling Stock 23/24 (Fund: 5681)
- F. Low Carbon Transit Operations Program 23/24 (Fund: 5682)
- G. State of Good Repair/Radio Project 24/25 (Fund: 5683)

#### **16) Other Business Items for**

- A. Executive Director – Other Updates
- B. Other Business – Items from Commission that do not require an agenda item or requests for future agenda items.
- C. Next Regular Meeting – Tuesday, August 19, 2025, at 10:30 a.m.

#### **17) Adjourn Meeting**



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#### NOTE:

Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency offer teleconference participation in the meeting via Zoom, or similar technology, as a courtesy to the public, who have the option and right to attend in person. If no member of the Commission is attending the meeting via teleconference and a technical error or outage occurs, or if a participant disrupts the meeting in a manner that cannot be specifically addressed, the Commission reserves the right to discontinue Zoom, or similar technology, access and to continue conducting business.

Topic: Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency Meeting

Time: Tuesday, June 24, 2025 – 9:00 a.m. Pacific Time (US and Canada)

#### Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US  
Meeting ID: 831 3393 9877

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, on June 20, 2025, by 5:00 p.m.

A printed agenda packet will be available for public review by 5:00 p.m. on June 20, 2025, at the Siskiyou County Transit Center and online at:

<https://siskiyoucoltc.org/docs-category/meeting-agenda/>

#### NOTE:

Public participation is encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and in compliance with the Ralph M. Brown Act, if you plan on attending the public meeting and need a special accommodation because of a sensory or mobility impairment or disability, or have a need for an interpreter, please contact Melissa Cummins at 530.842.8238, 48 hours in advance of the meeting to arrange for those accommodations. (Government Code 53953)



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

Agenda Item 4A(1), 4A(2), 4A(3), 4A(4), 4A(5), 4A(6), 4A(7), 4A(8)

Dates: March 29, 2025 through June 18, 2025

<b>Fund:</b>	<b>Description</b>	<b>Revenues</b>	<b>Expenses</b>
<b>Fund: 2505 - Local Transportation Admin (Item 4A(1))</b>			
	AMAZON CAPITAL SERVICES, INC	\$ -	\$ 288.64
	AT&T/MCI	\$ -	\$ 20.38
	KENNY & NORINE, A LAW CORPORATION	\$ -	\$ -
	PACIFIC POWER	\$ -	\$ 348.30
	VERIZON WIRELESS	\$ -	\$ 105.36
	CAL ORE COMMUNICATIONS	\$ -	\$ 225.60
	HAROLD'S CLEANING COMPANY	\$ -	\$ 148.62
	WCP SOLUTIONS	\$ -	\$ 42.67
	YREKA TRANSFER LLC	\$ -	\$ 22.95
	CITY OF YREKA	\$ -	\$ 51.71
	HUE & CRY SECURITY SYSTEMS INC	\$ -	\$ 35.16
	INLINE FENCE CONSTRUCTION	\$ -	\$ 357.94
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 2,236.09	\$ -
	HR Payroll 2025 BW 7 0	\$ -	\$ 8,507.34
	COMMUNICATIONS - DECEMBER 2024	\$ -	\$ 36.25
	COMMUNICATIONS - JANUARY 2025	\$ -	\$ 36.25
	COMMUNICATIONS - FEBRUARY 2025	\$ -	\$ 36.25
	24/25 COST PLAN-APRIL 2025	\$ 354.58	\$ -
	24/25 DATA PROCESSING-APRIL 2025	\$ -	\$ 213.83
	HR Payroll 2025 BW 8 0	\$ -	\$ 8,566.25
	WRK PRFMD M CUMMINS FEB 2025	\$ 11,534.17	\$ -
	HR Payroll 2025 BW 9 0	\$ -	\$ 8,507.33
	3RD QTR ADMIN TRANSFER 2356>2505	\$ 22,500.00	\$ -
	24/25 COST PLAN-MAY 2025	\$ 354.58	\$ -
	24/25 DATA PROCESSING-MAY 2025	\$ -	\$ 213.83
	DEP#2025-132 SGR Q3 FY 2024/25	\$ 13,107.00	\$ -
	HR Payroll 2025 BW 10 0	\$ -	\$ 8,566.25
	WRK PRFMD M CUMMINS MAR 2025	\$ 10,584.33	\$ -
	NEVADA COUNTY TRANSPORTATION COMMIS	\$ -	\$ 1,500.00
	04/22/2025 CALCARD M CUMMINS	\$ 694.22	\$ -
	J2504799 REV SEQ 2 WRONG ACCOUNT	\$ -	\$ 159.90
	J2504799 CORR 9/24 CC M CUMMINS	\$ 159.90	\$ -
	STOFGOODREPFY24/25-RADIO REPL STAGE	\$ -	\$ 58,981.00
	COPY/PRINT CHGS CANON 2/1-2/28/25	\$ -	\$ 0.04
	HR Payroll 2025 BW 12 0	\$ -	\$ 8,507.34
	24/25 DATA PROCESSING-JUNE 2025	\$ -	\$ 213.87
	24/25 COST PLAN-JUNE 2025	\$ 354.62	\$ -
	WORK PERF'D - MAY 2025 (EXDIR)	\$ 19,107.08	\$ -
	CALCARD MASTER 0989 5/2025	\$ -	\$ 83.88
	CANON COPY/PRINT CHRGS 8/1-8/31/24	\$ -	\$ 3.44
	HR Payroll 2025 BW 11 0	\$ -	\$ 7,620.49

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

Agenda Item 4A(1), 4A(2), 4A(3), 4A(4), 4A(5), 4A(6), 4A(7), 4A(8)

Dates: March 29, 2025 through June 18, 2025

<b>Fund:</b>	<b>Description</b>	<b>Revenues</b>	<b>Expenses</b>
<b>Fund: 2505 - Local Transportation Admin (Item 4A(1)) Total</b>		<b>\$ 80,986.57</b>	<b>\$ 113,400.87</b>
<b>Fund: 2506 - Overall Work Program (Item 4A(2))</b>			
	ALTA PLANNING + DESIGN INC	\$ -	\$ 1,314.15
	KENNY & NORINE, A LAW CORPORATION	\$ -	\$ 88.20
	OPTIMIZE WORLDWIDE, INC	\$ -	\$ 450.00
	CAL ORE COMMUNICATIONS	\$ -	\$ -
	CUMMINS, MELISSA	\$ -	\$ 127.82
	NICHOLS CONSULTING ENGINEERS, CHTD	\$ -	\$ 25,359.50
	GARCIA, MERCEDES	\$ -	\$ 25.48
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 699.88	\$ -
	WRK PRFMD M CUMMINS FEB 2025	\$ -	\$ 9,003.97
	WRK PRFMD M CUMMINS MAR 2025	\$ -	\$ 6,271.52
	CLERK FEE FILE SC ATP	\$ -	\$ 50.00
	VELA, PATRICK	\$ -	\$ 11.90
	LSC TRANSPORTATION CONSULTANTS, INC	\$ -	\$ 8,211.50
	HARRIS, JESS	\$ -	\$ 10.08
	BRYAN, MATTHEW J.	\$ -	\$ 121.52
	GANNETT CALIFORNIA LOCALIQ	\$ -	\$ 2,203.40
	J2504799 REV SEQ 2 WRONG ACCOUNT	\$ 159.90	\$ -
	J2504799 CORR 9/24 CC M CUMMINS	\$ -	\$ 159.90
	COPY/PRINT CHGS CANON 2/1-2/28/25	\$ -	\$ 23.83
	WORK PERF'D - MAY 2025 (EXDIR)	\$ -	\$ 12,091.39
	CANON COPY/PRINT CHRGE 8/1-8/31/24	\$ -	\$ 16.58
	DEP#2025-142 STATE OF CA - OWP Q3	\$ 17,383.32	\$ -
<b>Fund: 2506 - Overall Work Program (Item 4A(2)) Total</b>		<b>\$ 18,243.10</b>	<b>\$ 65,540.74</b>
<b>Fund: 2536 - Local Transportation Funds (Item 4A(3))</b>			
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 5,210.64	\$ -
	3RD QTR ADMIN TRANSFER 2356>2505	\$ -	\$ 22,500.00
	STATE FEB 2025 ALLOC 1/4% LTF	\$ 130,135.51	\$ -
	24/25 3RD LTC ALLOC TO STAGE	\$ -	\$ 234,861.22
	J2503743 REV TO FINISH STAGE ALLOC	\$ 168,248.34	\$ -
	24/25 FINAL LTC ALLOC TO STAGE	\$ -	\$ 12,582.86
	STATE 1ST QTR 2025 ALLOC 1/4% LTF	\$ 177,035.29	\$ -
	24/25 1ST LTC ALLOC TO CITIES	\$ -	\$ 157,700.76
	J2511947 REV WRONG DESC	\$ 12,582.86	\$ -
	24/25 FINAL LTC ALLOC TO STAGE CORR	\$ -	\$ 187,582.86
<b>Fund: 2536 - Local Transportation Funds (Item 4A(3)) Total</b>		<b>\$ 493,212.64</b>	<b>\$ 615,227.70</b>
<b>Fund: 2537 - Regional Surface Transportation Block Grant (Item 4A(4))</b>			
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 1,209.27	\$ -



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

Agenda Item 4A(1), 4A(2), 4A(3), 4A(4), 4A(5), 4A(6), 4A(7), 4A(8)

Dates: March 29, 2025 through June 18, 2025

<b>Fund:</b>	<b>Description</b>	<b>Revenues</b>	<b>Expenses</b>
Fund: 2537	DEP#2025-147 STATE OF CA RSTP 24/25	\$ 160,241.00	\$ -
<b>Fund: 2537 - Regional Surface Transportation Block Grant (Item 4</b>	<b>\$ 161,450.27</b>	<b>\$</b>	<b>-</b>
<b>Fund: 2538 - State Transit Assistance (Item 4A(5))</b>			
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 561.65	\$ -
	STATE 010125-033125 PUC SECT 99313	\$ 110,933.00	\$ -
	STATE 010125-033125 PUC SECT 99314	\$ 4,763.00	\$ -
	3RD ALLOC 24/25 STATE TRANSIT>STAGE	\$ -	\$ 116,257.65
<b>Fund: 2538 - State Transit Assistance (Item 4A(5)) Total</b>		<b>\$ 116,257.65</b>	<b>\$ 116,257.65</b>
<b>Fund: 2546 - SB 125 TIRCP/General Fund (Item 4A(6))</b>			
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 3,539.05	\$ -
	WRK PRFMD M CUMMINS MAR 2025	\$ -	\$ 578.30
	WORK PERF'D - APR 2025 (EXDIR)	\$ -	\$ 1,631.50
<b>Fund: 2546 - SB 125 TIRCP/General Fund (Item 4A(6)) Total</b>		<b>\$ 3,539.05</b>	<b>\$ 2,209.80</b>
<b>Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund (Item 4A(7))</b>			
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 993.82	\$ -
<b>Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund (Item 4A(7))</b>		<b>\$ 993.82</b>	<b>\$ -</b>
<b>Fund: 2548 - Public Transit Account (Item 4A(8))</b>			
	3RD QTR 24/25 INTEREST ALLOCATION	\$ 848.46	\$ -
	WRK PRFMD M CUMMINS FEB 2025	\$ -	\$ 56.81
	WORK PERF'D - APR 2025 (EXDIR)	\$ -	\$ 264.72
<b>Fund: 2548 - Public Transit Account (Item 4A(8)) Total</b>		<b>\$ 848.46</b>	<b>\$ 321.53</b>
<b>Grand Total</b>		<b>\$ 875,531.56</b>	<b>\$ 912,958.29</b>

Date: June 24, 2025

Agenda Item: 4B

Subject: Report on Activities by Commission Staff through June 18, 2025

**Past Action:**

The Commission has requested staff provide a summary of activities since the last meeting. A detailed list of recent activities and accomplishments is included as an attachment.

**Upcoming Items**

- 1) Draft request for proposals for the following projects:
  - Finalize scope of work with CallTP for contactless fare system upgrade for STAGE.
  - Draft scope of work for Regional Transportation Plan update.
  - Draft scope of work for STAGE operational improvements/transit model review RFP.
  - Draft scope of work for Zero Emissions Vehicle Strategy Plan.
- 2) Submit the final Overall Work Program packet to Caltrans FY 2025/2026.
- 3) Complete the year-end invoice and close-out for the Overall Work Program FY 2024/2025 and submit to Caltrans.
- 4) Regional Transportation Improvement Program meetings are scheduled with all agency representatives the week of August 25<sup>th</sup>.
- 5) Prepare and submit the Final Report of Expenditures for the Active Transportation Program grant.

**Financial Impact:**

None.

**Recommended Action:**

None. This is an information item.

**Attachments (1)**

- Detailed summary of activities for the period of April 1, 2025, to June 18, 2025.

**Executive Director Staff Report  
Siskiyou County Local Transportation Commission  
Summary of Activities for Period  
04/01/2025~06/18/2025**

**Non-Billable LTC Work**

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STA/LTF Claims for FY 2025/2026  
Draft LTF Calculations for FY 2025/26 claims.  
Draft LTC budgets for FY 2025/2026 for submission to County.  
LTF Claims for FY 2025/2026  
Finish LTF Claims and distribute to agencies via email.  
Review GSRMA premiums and update payroll data for FY 2025/26.  
Meet with representative from GSRMA re:program.  
Complete and submit the Government Compensation Report for LTC.  
Complete Cyber Security Training required by Personnel.  
Process LTF claims returned by local agencies.  
Prepare April 2025 monthly billing.  
Review and approve items from staff.  
Correspondence with CAO re: personnel requests.  
Monthly balancing of Banner to CAMS.  
Review pending expenses and balance April.  
Attend Department Head Council meeting.

**WE 601 - Administration**

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Process LTC invoices.  
Draft agenda items for SCLTC - April 8, 2025  
Review upcoming due dates for various projects and programs.  
Post April 8, 2025 agenda to website.  
Print meeting materials and load agendas to Commissioner tablets for April 8, 2025 meeting.  
Prepare Commissioner travel claims and presentation notes for April 8, 2025 meeting.  
Setup conference room for LTC/STA April 8, 2025 meeting.  
Attend April 8, 2025 meeting.  
April 2025 meeting follow-up. Send documents to Chair for signature and then distribute as necessary.  
Draft FY 2025/26 budgets for LTC for submission to County.  
Draft SSTAC agenda for April 22, 2025.  
Finalize SSTAC agenda, print and post.  
Update website with current info on SSTAC members.  
Balance revenues and expenditures through December 31, 2024.  
Balance revenues and expenditures through March 31, 2025.  
Balance RSTP revenues and expenditures through March 31, 2025.  
Fiscal work related to Commission activities.  
Draft meeting minutes of April 8, 2025.  
Complete final review of April 8, 2025 minutes and correct any errors.  
Prepare agenda items for June 2025 meeting.

**Executive Director Staff Report  
Siskiyou County Local Transportation Commission  
Summary of Activities for Period  
04/01/2025~06/18/2025**

Balance RPA expenses for April 2025.

Draft LTC June 24th agenda items

LTC Agenda - June 24, 2025

Draft SSTAC Meeting Minutes - April 22, 2025

Draft SSTAC Minutes for April 22, 2025 meeting.

Agenda for June 24, 2025

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**WE 602 - OWP Development/Monitoring**

Draft FY 2025/26 budgets for LTC for submission to County.

Review budgets and Overall Work Program for FY 2025/26.

Prepare Q3 OWP invoice for submission to the State. Prepared Admin Amendment #5 and submitted to Caltrans D2.

Update OWP Q3 invoice with changes from amendment #5.

Finalize OWP Q3 invoice and submit to CT D2.

Review OWP FY 2025/2026 budget for final revisions.

Updated 25/26 OWP budget based on draft.

Revise draft OWP based on Caltrans comments.

Finalize OWP agenda documents and comment matrix with responses to Caltrans comments.

Finalize OWP documents for final packet to Caltrans.

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**WE 603 - Coordination & Public Engagement**

Attend Thompson Bridge PDT - 04/02/2025

Attend meeting with Caltrans and City of Tulelake regarding C Street project. (04/09/2025)

Process and submit RSTP agreement to Caltrans.

Attend LOLA meeting in Tulelake (04/09/2025).

Work with City of Tulelake on issue regarding East West Road paving.

Review project documents for proposed 7-Eleven in Weed, CA.

Attend Local Agency Public Form with Caltrans D2

Review letter regarding 2025 statewide needs assessment.

RCTF Meeting 05/09/2025

Attend RTPA Group meeting - 05/14/2025

Virtually attend the CTC meeting - May 15, 2025

Research sound abatement with other members of NSSR.

Review draft safety element of General Plan.

Resubmit RSTP invoice with additional documentation requested by Caltrans.

Research access to MTC licenses for pavement management system.

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**WE 604.1 - Regional Transportation Systems Planning**

Review project documents for proposed Basecamp RV Park in Weed, CA.

Attend Resilient Dunsmuir Stakeholder Meeting (04/24/2025).

**Executive Director Staff Report  
Siskiyou County Local Transportation Commission  
Summary of Activities for Period  
04/01/2025~06/18/2025**

Prepare and submit RSTP invoice for 24/25 allocation to State.  
Attend Local Assistance Day Webinar (05/06/2025)  
Review draft STIP guidelines from CTC.  
Attend Weed Pavement PDT meeting on May 20, 2025  
Attend Bartle CAPM PDT meeting. (05/28/2025)  
Coordinate with Caltrans D2 on State Highway Needs meetings for Fall 2025.

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**WE 604.2 - Pavement Management System**

Coordinate with NCE about FY 25/26 field survey and kickoff meeting.  
Draft email to local agencies re: 25/26 PMS process.

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**WE 605.1 - Multimodal & Public Transit Planning**

Compile documents for coordinated plan data request.  
Process unmet needs advertising invoices.  
Review unmet transit needs before SSTAC meeting.  
Prepare and submit transfer of LCTOP funds from LTC to STAGE.  
Prepare and submit transfer of SGR funds from LTC to STAGE.  
SSTAC Meeting (04/22/2025)  
Review draft CTP surveys and draft comments for team.  
Coordinated Plan Team Meeting - April 23, 2025  
Process various invoices for Commission projects.  
Stakeholder outreach for Transportation Workshop.  
Attend coordinated plan project team meeting on 5/7/2025.  
Draft unmet transit needs agenda item for June 24th meeting.  
Prep for transportation stakeholder workshop including reviewing PowerPoint from LSC.  
Correspondence regarding bus stop locations in Mt Shasta.  
Process deposit of State of Good Repair receipts and update tracking sheets.  
Discuss Mt Shasta bus stop locations with city staff.  
Attend Coordinated Plan Transportation Workshop - May 14, 2025  
Post announcements on Coordinated Plan Online Community survey to website and Facebook pages.  
SGR Transfers for Q3 Allocation  
Review emails from LSC re: Coordinated Plan.  
Review documents from LSC for meeting (05/28/2025).  
Coordinated Plan Project Meeting - May 28, 2025  
Promote community survey links for Coordinated Plan Update.  
Draft unmet transit needs findings for Commission approval.

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**WE 605.2 - ATP**

Update website with revised ATP documents.

**Executive Director Staff Report  
Siskiyou County Local Transportation Commission  
Summary of Activities for Period  
04/01/2025~06/18/2025**

ATP Project Team Meeting - April 2, 2025

File NOE with County Clerk for ATP and upload final document to clearinghouse website.

Send response emails to commenters from public review period.

Draft and submit ATP progress report.

Process final invoices for Alta.

Revise ATP progress report to address comments from State.

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**WE 604.3 - RTIP**

Submit PPM advance allocation request for FY 2025/26.

Quarterly RTIP meeting with local agencies and Caltrans D2 staff.

Start scheduling agency meetings for RTIP and develop RTIP project nomination form for 2026 RTIP.

Review RTIP time extension requests for SCPW & Mt Shasta.

Attend statewide 2026 STIP kickoff meeting.

Coordinate with Caltrans D2 regarding state highway meetings this fall.

Review Mt Shasta extension request for Lake Street STIP project.

Mt Shasta Lake RTIP Time Extension

Develop RTIP meeting schedule for August 2025.

Draft and send RTIP meeting invitations to all local agencies.

Review another draft of the Mt Shasta Lake Street RTIP time extension.

Review RTIP due dates and other information in draft guidelines.

Finalize RTIP kickoff email to local agencies and nomination form.

Process allocation requests for Etna, Dorris, Ft Jones, and Montague.

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**WE 606 - SCE&PP**

Evac Plan - Follow-up w/non-winning proposers on debrief.

Attend Evac Plan kickoff with TRI team.

Compile stakeholder list for Evacuation Plan steering committee.

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**PPM Funding (STIP)**

Process NCE Invoice

Advance request for PPM allocation for FY 2025/26.

Contact City of Dunsmuir re:data request for pavement management system.

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**WE 606 - SC Evacuation & Preparedness Plan**

(blank)

Review possible dates and times for evacuation plan kickoff.

Draft and send invitations to Evacuation Plan steering committee members.

Update steering committee contacts for Evac Plan.

Kickoff Meeting for Evacuation Plan (05/29/2025)



## Agenda Worksheet

## Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

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Date: June 24, 2025

Agenda Item: 4C

Subject: Minute Approval

### Past Action:

Not Applicable.

### Summary of Item:

Approval of the minutes of the Siskiyou County Local Transportation Commission meeting on:

- April 8, 2025

**Financial Impact:** Yes ☐ No ☒

### Recommended Action:

Approve the minutes as presented, or with corrections if necessary.

### Attachments (1)

- Draft minutes of the April 8, 2025 meeting.



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

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Minutes of the Siskiyou County Local Transportation Commission

Date: April 8, 2025

The Siskiyou County Local Transportation Commission meeting of April 8, 2025, was called to order by Chair Kobseff at 10:32 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Michael N Kobseff  
Matthew Bryan  
Jess Harris

Nancy Ogren  
Pat Vela  
Mercedes Garcia

Commissioners absent from the meeting:

Cliff Munson  
Ed Valenzuela

Other Staff Present In-Person:

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

The agenda items included:

- 1) Roll Call – Chair Kobseff called the meeting to order at 10:32 a.m.  
Commissioners present in-person included Bryan, Garcia, Harris, Kobseff, Ogren, and Vela.
- 2) Pledge of Allegiance
- 3) Presentation from the Public  
  
None
- 4) Consent Agenda Items
  - A. Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from February 3, 2025, to March 28, 2025, for:
    - Local Transportation Commission (Fund: 2505)
    - Regional Transportation Planning (Fund: 2506)
    - Local Transportation Funds (Fund: 2536)
    - Regional Surface Transportation Block Grant Program (Fund: 2537)



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- State Transit Assistance (Fund: 2538)
- SB 125 TIRCP/General Fund (Fund: 2546)
- SB 125 Greenhouse Gas Reduction Fund (Fund: 2547)
- SB 125 Public Transit Account (Fund: 2548)

Regular Informational Items

- B. Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.

Consent Agenda Action Items

- C. Approval of the Minutes of the Regular Meeting of February 11, 2025.  
D. Triennial Performance Audit of the Siskiyou County Local Transportation Commission for the three fiscal years ended June 30, 2024.  
E. Adopt resolution authorizing the Transportation Commission Executive Director to execute the Federal Apportionment Exchange Program - Regional Surface Transportation Program Block Grant agreement for FY 2024/2025 for the total amount of \$ 160,241.  
F. Approve request to increase payroll appropriations for FY 2024/2025.

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

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

Motion passed unanimously.

5) Public Hearings

- A. Siskiyou County Active Transportation Plan – Public hearing to consider adoption of the Siskiyou County Active Transportation Plan and determine the project exempt from the California Environmental Quality Act (CEQA).

Ms. Cummins provided a staff report summarizing activities from the presentation of the final plan at the February 11, 2025 Commission meeting.

Chair Kobseff completed the public hearing protocol outlined in the agenda.



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There were no public comments or additional correspondence received regarding this item.

A motion was made by Commissioner Ogren and seconded by Commissioner Harris to adopt the Siskiyou County Active Transportation Plan, adopt resolution determining the plan exempt from CEQA, and direct staff to file a Notice of Exemption with the Siskiyou County Clerk and the California State Clearinghouse.

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

Motion passed unanimously.

B. Unmet Transit Needs Annual Hearing – Public hearing pursuant to PUC § 99401.5(c) to identify unmet transit needs of the jurisdiction.

Chair Kobseff completed the public hearing protocol outlined in the agenda.

Staff Report: This is the public hearing to receive input from the public on potential unmet transit needs within the region. As required by the Transportation Development Act notices were published advising the public of today's public hearing.

The Commission should receive any additional requests and refer all outstanding unmet transit needs to the Social Services Transportation Advisory Council for review and recommendation.

SSTAC is scheduled to meet on April 22, 2025. Their recommendations regarding the requests for service will be brought back to the Commission at the June meeting.

Chair Kobseff closed the hearing. Commissioner Bryan asked about the City of Dunsmuir's unmet transit request submitted in 2022. Ms. Cummins advised that request is still in queue and staff are working on route modifications that will help to address the need.

A motion was made by Commissioner Ogren and seconded by Commissioner Vela to approve the unmet transit needs annual hearing.

Ayes: Bryan, Garcia, Harris, Kobseff, Ogren, Vela



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Noes: None  
Absent: Munson, Valenzuela  
Abstain: None

Motion passed unanimously.

6) Presentation/Discussion – Caltrans 2025 Construction Update

Kerry Molz, Caltrans District 2 - Office Chief for Program Project Management, introduced Nicole Mallory, new Caltrans Project Manager assigned to Siskiyou County. She also introduced Sara Hunt, Project Manager for Safety Projects, and John Hinton, Area Construction Engineer.

Ms. Mallory introduced herself to the Commission. She discussed the upcoming State Highway Consultation meetings, which will be held later this spring. Those will be coordinated by Caltrans staff.

She reviewed each of the following projects:

- Fort Jones Pavement (SIS-3)
- Yreka Pavement (SIS-3/I-5)
- Montague Pavement (SIS-3)
- Flume Creek Pavement (I-5)
- Hilt Pavement (I-5)
- Weed Pavement (Sis-97)
- Klamath Lake Rehab (Sis-161)
- Wildlife Crossing (Sis-97)
- McCloud Pavement (SIS-89)
- Happy Camp Combined (SIS-96)
- Sac Gap Combined (I-5)
- Yreka Pavement Rehab, Yreka Middle Mile Broadband, Yreka Clean California
- Horse Creek Bridge (SIS-96)
- Portuguese and Cade Creek Bridges (SIS-96)
- Dorris Pavement (SIS-97)
- Projects completed last year include:
  - o Grenada Pavement (I-5)
  - o Worker Safety Pullouts (SIS-96)

On the Interstate 5 Hilt project Commissioner Kobseff inquired about the fencing and consideration of wildlife crossing project in the works by another agency. Mr. Hinton provided additional information that the fencing would steer wildlife to the crossing area.



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Ms. Cummins asked for an update on the Cade Mountain emergency repairs due to the road slipping. Ms. Mallory stated the emergency work would take approximately three to four weeks.

Ms. Mallory provided an overview of the project search tool (<https://build.ca.gov/building-ca-maps>) and contact information for various social media sites.

Commissioner Bryan asked about restoration efforts for the park area under the bridge. He also indicated there were some impacts to the pavement due to the heavy trucks. Ms. Mallory indicated they were having discussions with the City of Dunsmuir. Commissioner Bryan asked that Caltrans follow up on this item.

7) Presentation/Discussion – McCloud Safety Intersection Project

After introducing herself Sara Hunt, Safety Project Manager, presented a presentation on the McCloud Safety Intersection Project including the location of the proposed project, the purpose and need, alternatives explored, the safe systems approach, conflict points, project outreach conducted to date, and the preliminary project schedule.

Commissioner Harris voiced concerns regarding the downhill grade from Snowman's Hill, the number of jackknifed big rigs, and significant snowfall. He feels an overpass would be the best option for this location.

Commissioner Vela echoes the comments from Commissioner Harris. He also raised concerns regarding trucks losing brakes coming down through the intersection.

Commission Kobseff adds that trucks are trying to gain speed as they begin the climb up to Snowman's Hill. He asks about historical data on accident data prior to 2016. Ms. Hunt advises that safety projects utilize the previous five-year statistics.

Based on the comments thus far Ms. Molz states that there is more work to be done and recommends this item be brought back for further consideration.

Commissioner Harris agrees that something needs to be done but doesn't agree that the roundabout is the appropriate solution. He asks how the project fits under CEQA when the community doesn't want it. Ms. Molz explains that this is why they have three alternatives. Commissioner Harris doesn't feel the other two





## **Siskiyou County Local Transportation Commission**

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alternatives are viable options. Commissioner Vela agrees that a fourth overpass alternative should be included and highlights some of the advantages.

Ms. Hunt explains that they did evaluate the overpass option. Some of the challenges are the right of way acquisition that would be required, and severe visual impact and the cost would be over \$ 20 million which they don't have the funds to support.

Commissioner Bryan supports roundabouts in appropriate locations. He questions truck traffic data on this stretch of 89.

Ms. Hunt advises the overpass is not within the project budget. Ms. Molz provided another example of a roundabout in high truck traffic locations (SR 89 / SR 50) and high snow areas (Anchorage, Alaska).

Commissioner Bryan seeks clarification on the funding, timeframe of availability, and the potential for extending the project out for additional funding. Ms. Hunt explains that the project was initiated on a benefit to cost ratio safety index, which established the maximum for funding for the project. Commissioner Bryan asks about a pedestrian overpass. Ms. Hunt responds that there are no pedestrian incidents within the 5-year data window. She also provides other examples where pedestrians are crossing. The proposed speed limit would be 25 MPH.

Commissioner Harris also voiced concerns of traffic trying to pass slower traffic as they approach the top of Snowman's Hill going towards Ski Park Highway. Commissioner Kobseff also mentions this concern exists above the intersection of Colombero Drive and SR 89.

Commissioner Kobseff references a pedestrian crossing by Modoc Avenue and questions why this location was selected versus the intersection in question. Caltrans didn't have specific data on the history of this overpass.

Ms. Molz explains that the overpass will take a considerable amount of property and current businesses may be impacted.

Commissioner Kobseff asks about the type of collisions. Ms. Cummins provided an example of an incident involving a STAGE bus. When reviewing the data with Caltrans during discussions her recollection was that many of the accidents involved drivers who are unfamiliar with the area.

Commissioner Bryan asked about the specifications of the roundabout. Ms. Molz and Mr. Hinton provided information on permit loads being able to maneuver



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through them. Mr. Hinton also addresses the fact that many drivers are driving distracted.

Additional discussion between Caltrans and Commissioners regarding specifics of the roundabout continued. Commissioner Ogren suggested moving the pedestrian crossing to the other side of the proposed intersection. Caltrans staff confirmed there would not be pedestrian activated lighting with the proposed roundabout alternative.

Mr. Hinton provided some additional information on what would potentially be required to build an overpass and the on and off ramps. Additional discussion followed between Caltrans and the Commission regarding potential ideas.

Caltrans will review overpass options again and jackknifed data and bring this item back to a future meeting.

This was a presentation and discussion only item.

- 8) 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.

Part 1: Ms. Cummins provided a staff report that included information on the various member categories for the Social Services Transportation Advisory Council as required by the Transportation Development Act and a current membership list. Outreach was conducted to seek new members to serve in various positions.

One new application was received from Nico Purl, who works for Siskiyou County Public Health.

Staff also received confirmation from Teri Gabriel that she would like to continue serving on the Council.

Based on the term requirements, staff recommended re-appointing Ms. Gabriel to a one-year term for representatives of a social service provider for seniors (Category 3). Staff also recommended appointing Mr. Purl for a one-year term for representatives of a local social service provider for people of limited means (Category 5). Both terms would expire on April 8, 2026.

A motion was made by Commissioner Ogren and seconded by Commissioner Bryan to appoint Teri Gabriel to the SSTAC under Category 3 for a one-year term



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expiring on April 8, 2026, and appoint Nico Purl to SSTAC under Category 5 for a one-year term expiring on April 8, 2026.

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

Motion passed unanimously.

Part 2: At the beginning of each calendar year the Board of Supervisors makes committee assignments during one of their meetings. During a recent review it was noted that Commissioner Harris was listed as a delegate and Commissioner Valenzuela as an alternate to SSTAC although the Commission, who is responsible for appointments, has never made appointments of any member of SCLTC to SSTAC.

Ms. Cummins conducted research, including contacting the County Clerk. There is no documentation of how these assignments were added. An additional review of the Transportation Development Act states that the Consolidated Transportation Services Agency (CTSA) shall be an entity other than the transportation planning agency. It also states that the CTSA can be a public agency, including a JPA.

Based on information reviewed the recommendation is that the Board members are not the appointed representative for the SSTAC. Although there has not been a formal designation of the Siskiyou Transportation Agency staff recommended appointing the Transportation Services Manager to one of the vacancies under the CTSA (Category 6) representative.

Commissioner Kobseff expresses concern regarding still having two agencies (LTC and STA) after formation of the JPA. Commissioner Ogren also voiced similar concerns.

Ms. Cummins provided information to help clarify the roles of the Commission and the roles of the new Siskiyou Transportation Agency.

After further discussion it was agreed by members of the Commission that the Executive Director would report back to the County Clerk that members of the Board of Supervisors would not be appointed to SSTAC.

Part 2 was direction only.



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- 9) Discussion, direction and action regarding resolutions establishing the FY 2025/2026 definition of Unmet Transit Needs and Reasonable to Meet.

The Transportation Development Act requires the Commission annually adopt a resolution defining unmet transit needs and reasonable to meet for our region. The resolutions enclosed in the agenda packet outline staff's recommendations.

The language included in the resolution provides clear directions to the SSTAC as they review each request for service. As stated in the agenda these refined definitions have allowed STAGE to address many of the requests throughout the year.

A motion was made by Commissioner Harris and seconded by Commissioner Ogren to adopt the resolution establishing the FY 2025/2026 definition of Unmet Transit Needs and Reasonable to Meet.

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

Motion passed unanimously.

- 10) Discussion, direction, and possible action regarding the second reading of proposed revisions to the bylaws of the Siskiyou County Local Transportation Commission.

This was the second reading of the revised bylaws for the Commission. The existing bylaws (adopted on October 8, 2019) and the proposed bylaws were included in the agenda packet. Staff recommended waiving the second reading and adopting the bylaws as presented.

A motion was made by Commissioner Ogren and seconded by Commissioner Vela to adopt the bylaws of the Siskiyou County Local Transportation Commission.

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

Motion passed unanimously.



**Siskiyou County Local Transportation Commission**  
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- 11) Discussion, direction, and possible action regarding the FY 2025/2026 State Transit Assistance and Local Transportation Fund claim for Siskiyou Transportation Agency.

The Transportation Development Act requires claimants of Local Transportation Funds and State Transit Assistance to annually file a claim with the Commission. The enclosed claim outlines Siskiyou Transportation Agency's LTF allocation request of \$ 1,250,000 and State Transit Assistance of \$ 460,179 for FY 2025/2026.

The amounts included in the claim form are projected revenues and expenditures for FY 2024/2025 and anticipated revenues and expenditures for FY 2025/2026. Budgets are still being developed so these figures may change slightly prior to final adoption by the Board of Directors in June.

Siskiyou Transportation Agency has completed the required financial audits, submitted the transit operators report, and passed the annual CHP inspection. There was one change from what was presented in the agenda packet. STAGE has funds through a grant to purchase a new administration vehicle, so they are requesting to keep the allocation at \$ 75,000 of the \$ 1,250,000 for rolling stock replacement and the remainder for operations.

A motion was made by Commissioner Vela and seconded by Commissioner Ogren to adopt resolution approving the Siskiyou Transportation Agency's FY 2025/2026 State Transit Assistance claim for \$ 460,179 approving Siskiyou Transportation Agency's FY 2025/2026 Local Transportation Fund claim of \$ 1,250,000.

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

Motion passed unanimously.

- 12) Discussion, direction, and possible action regarding the Local Transportation Fund Claims FY 2025/2026.

Ms. Cummins presented her staff report as follows:

The Transportation Development Act requires the Commission annually notify claimants of funding from the Local Transportation Fund of the estimated amounts. Claimants include the nine incorporated cities and the County of Siskiyou.



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The estimates received from the Auditor-Controller's office are conservative due to declining sales tax revenues and the uncertainty of the economy. The enclosed estimate of receipts will be reevaluated prior to the June LTC meeting and adjusted if necessary.

The proposed allocation plan for FY 2025/2026 includes \$ 130,000 for Commission administration and \$ 1,250,000 for Public Transit. This leaves available funds of \$ 645,000 for distribution to other claimants.

A motion was made by Commissioner Garcia and seconded by Commissioner Ogren to approve the FY 2025/2026 Local Transportation Fund Claim estimates and authorize the Executive Director to distribute claims to all claimants.

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

Motion passed unanimously.

13) Discussion and direction regarding proposed personnel changes for FY 2025/2026.

Ms. Cummins provided an overview of the request, the activities that the position would be assigned, and proposed funding for the position including the Overall Work Program and Local Transportation Funds.

Commissioner Garcia asked if the funding would be available on an ongoing basis. Ms. Cummins explained that if the State approves the funding it is expected that it will continue, but that is also dependent on the State. This request is contingent on the funding being approved by the State.

Commissioner Bryan asked if the grant funding was already in place or contingent on the position. Ms. Cummins clarified that one grant was written with the Executive Director doing all the work. The new position would assist with some project management among other tasks. She also explained that with the addition of STA to her position she bills time to that which will be a cost savings to the Commission.

Commissioner Vela asked if the proposed costs are in the budget. Ms. Cummins explained that the figures included were estimated obtained for that specific position and would be brought back to the Commission at the June meeting.





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Commission Kobseff explains that he is not supportive of the request at the current cost. He might consider a lower cost position.

Commissioner Vela asked if the additional position would lighten the workload. Ms. Cummins explains that it would allow her to maintain the level of support for our local agencies and the Commission's programs. The other concern is that there is no backup when Ms. Cummins is out of the office there is no one else to manage urgent items.

Commissioner Bryan asked how the position might be able to increase capacity with grant funding. Ms. Cummins explains that there are multiple resources that could be pursued with added capacity. There are also multiple tasks that are currently managed by the Executive Director that no one else is trained to perform.

Commissioner Harris suggested a position at a lower pay range. Commissioner Kobseff would be supportive of a position at a lower pay range. Commissioner Bryan was not against the current range but would like more information before he would support the request.

Following the conclusion of the discussion on Item 13 Commissioner Vela had to leave the meeting for a prior obligation. He left the meeting at 12:30 p.m.

- 14) 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, for a total contract not to exceed of \$ 216,650.

Ms. Cummins provided a summary of the proposed project. Commissioner Kobseff asked for clarification on the total project costs. Ms. Cummins clarified that the term dates should be April 9, 2025, through March 31, 2027, and the \$ 216,650 is for all work related to the project. The Commission also has a match requirement of 11.47% which will come from the Commission's funds.

Commissioner Kobseff asked how this plan integrates with efforts underway by Siskiyou County Office of Emergency Services. Ms. Cummins explained that Siskiyou County OES and Siskiyou County Sheriff's Office are both stakeholders in this project. Commissioner Kobseff sought clarification on why the LTC was covering the full cost of the match for the project. Ms. Cummins explained that this project is focused on the transportation infrastructure that will be necessary when an evacuation is needed and potential treatments to those roads.



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A motion was made by Commissioner Ogren and seconded by Commissioner Bryan to approve the 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.

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

Motion passed unanimously.

Chair Kobseff recessed as the Siskiyou County Local Transportation Commission at 12:32 p.m.

Date: June 24, 2025

Agenda Item: 4D

Subject: Ratification of Contributing Sponsor Letter for the Low Carbon Transit Operations Program 2024/2025 Projects for Siskiyou Transportation Agency.

**Past Action:**

The Low Carbon Transit Operations Program (LCTOP) is part of California's comprehensive Transit, Affordable Housing, and Sustainable Communities Program established in 2014 by Senate Bill 862 (SB 862).

LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving Disadvantaged Communities (DAC). LCTOP supports new or expanded transit services, expand intermodal transit facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes DACs, at least 50% of the total money received shall be expended on projects that will benefit these communities.

Eligible recipients are transportation planning agencies and transit operators eligible for State Transit Assistance (STA) funds per Public Utilities Code 99313 or 99314.

If an eligible agency cannot use their apportionment for any reason, the agency can be a contributing sponsor for another eligible agency's project. All recipient agencies, both the Lead Agency and Contributing Sponsor, must comply with the California Air Resources Board (CARB) Funding Guidelines.

**Summary of Item:**

Siskiyou Transportation Agency is the only eligible operator under the State Transit Assistance program. In the past these funds have been held under a fund assigned to the Commission.

The enclosed letter directs all funds to the transit operator (STA), who will be responsible for implementation of the proposed project. This has been the practice for past cycles of this funding source, but the letter formalizes that the SCLTC is a contributing sponsor and not the lead agency for the project.

**Financial Impact:**    Yes ☒            No ☐

Funds will be directed to the Siskiyou Transportation Agency.

**Recommended Action:**

Ratify the Contributing Sponsor Letter for the Low Carbon Transit Operations Program 2024/2025 Projects designating Siskiyou Transportation Agency as the lead agency.

**Attachments (1)**

- Contributing Sponsor Letter dated May 29, 2025.



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Phone: 530.709.5060

Date: May 29, 2025

To Whom It May Concern,

Subject: Request to Redirect FY 2024-25 LCTOP Funds to Siskiyou Transportation Agency (STAGE Transit)

PUC 99313 \$ 112,200

PUC 99314 \$ 4,817


The Siskiyou County Local Transportation Agency respectfully requests the redirection of our FY 2024-25 Low Carbon Transit Operations Program (LCTOP) funds to our lead transit agency, Siskiyou Transportation Agency. As the contributing sponsor agency, we fully support this transfer to ensure efficient implementation of a new bus service that addresses high-priority transit needs within our region.

This new service will directly benefit low-income and DAC adjacent communities within our jurisdiction, specifically the cities of Yreka and Weed and the unincorporated areas of Big Springs and Lake Shastina. At least 50% of the transferred LCTOP funds will serve each claimed priority population aligning with LCTOP guidelines and objectives.

We have received a significant number of unmet transit need requests from residents in these communities. The proposed service will greatly improve mobility and access for residents, particularly those who rely on public transportation for work, education, healthcare, and essential services.

We appreciate your consideration of this request and look forward to the positive impact this project will have on our community's transit equity and sustainability goals.

Sincerely,

Signed by:  
  
0BB4C93DE04C45C...

Melissa Cummins

2025 Commissioners

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Jess Harris ~ Mercedes Garcia

Date: June 24, 2025

**Agenda Item: 4E**

Subject: Siskiyou Transportation Agency – Federal Transit Administration Section 5311 Formula Grant Certifications and Assurances of the RTPA for FFY 2025

**Past Action:**

On August 20, 2024, the Commission authorized the Executive Director to execute the FTA 5311 Certifications and Assurances for STAGE's application to the FTA Section 5311 program for operational expenses.

**Summary of Item:**

Federal Transit Administration (FTA) Section 5311 is a formula-based program that provides funding to states for the purpose of supporting public transportation in rural areas. The goal of the 5311 program is to provide the following services to rural areas:

- Enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, and use of public transportation systems.
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation.
- Assist in the development and support of intercity bus transportation.

Siskiyou Transportation Agency uses these funds to cover operations and maintenance expenses.

The application includes the enclosed Certification and Assurances of the Regional Transportation Planning Agency

**Financial Impact:**    Yes ☐            No ☒

None.

**Recommended Action:**

Authorize the Executive Director to execute the FTA Section 5311 Certifications and Assurances for Siskiyou Transportation Agency's FFY 2025 application.

**Attachments (2)**

- FTA Section 5311 Regional Shares of FFY 2025 Apportionment
- Certifications and Assurances of the RTPA for FFY 2025 for Siskiyou Transportation Agency's Section 5311 Operating Assistance Application

**FTA Section 5311 Regional Shares of FFY 2025 Apportionment**  
**Division of Rail and Mass Transportation**  
**Grants Management Branch**

<u>D</u>	<u>County/Region</u>	<u>ID</u>	<u>FFY25 Apportionment</u>
4	MTC	\$	2,351,973
3	SACOG	\$	1,153,087
10	Alpine	1 \$	48,000
10	Amador	2 \$	357,467
3	Butte	3 \$	1,055,644
10	Calaveras	4 \$	395,251
3	Colusa	5 \$	212,945
1	Del Norte	6 \$	260,478
3	El Dorado	7 \$	777,840
6	Fresno	8 \$	2,279,339
3	Glenn	9 \$	267,838
1	Humboldt	10 \$	1,058,125
11	Imperial	11 \$	570,467
9	Inyo	12 \$	191,052
6	Kern	13 \$	2,170,481
6	Kings	14 \$	549,002
1	Lake	15 \$	572,205
2	Lassen	16 \$	297,409
7	Los Angeles	17 \$	632,030
6	Madera	18 \$	630,585
10	Mariposa	19 \$	176,433
1	Mendocino	20 \$	753,976
10	Merced	21 \$	836,891
2	Modoc	22 \$	111,047
9	Mono	23 \$	145,907
5	Monterey	24 \$	918,101
3	Nevada	25 \$	836,493
12	Orange	26 \$	-
3	Placer	27 \$	786,969
2	Plumas	28 \$	197,054
8	Riverside	29 \$	1,463,341
5	San Benito	30 \$	541,540
8	San Bernardino	31 \$	2,020,891
11	San Diego	32 \$	1,086,195
10	San Joaquin	33 \$	685,088
5	San Luis Obispo	34 \$	800,258
5	Santa Barbara	35 \$	419,687
5	Santa Cruz	36 \$	294,856
2	Shasta	37 \$	550,635
3	Sierra	38 \$	48,000
2	Siskiyou	39 \$	385,401
10	Stanislaus	40 \$	715,718
2	Tehama	41 \$	554,104
2	Trinity	42 \$	168,530
6	Tulare	43 \$	1,250,827
10	Tuolumne	44 \$	474,930
7	Ventura	45 \$	601,480
TOTAL		\$	32,655,571

Date Prepared: May 6, 2025

Data Source: Infrastructure Investment and Jobs Act; 2020 Census Data workbook; FTA Table 9 for FFY25

Prepared by: Eloisa Gomez  
C:\Users\118368\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\RBMN1YF6\5311 FFY25 Regional Shares Apportionment 5-





## Certifications and Assurances of the MPO's and RTPA's

### General Information:

<b>Regional Agency Name:</b>		<b>Contact Person:</b>	
<b>Contact Email:</b>		<b>Contact Phone:</b>	
<b>Name of Subrecipient:</b>		<b>Project Description:</b>	

### Project Amount and Fund Type:

<b>Federal Share</b>	<b>Local Share</b>	<b>Toll Credits (if any)</b>	<b>Total Project Cost</b>

### Local Share Types:

<b>Local Share Type (LTF, STA, etc.)</b>	<b>Amount</b>
<b>Total:</b>	
<b>*Please reach out to your Liaison if you need more entries*</b>	



### Federal Transportation Improvement Program -

Rural non-MPO agencies do not need to provide this information; it will be provided by the State. MPO agencies will need to provide the following FTIP information:

FTIP #:	FTIP Approval Date:	STIP Reference #:

### Certifying Representative:

By signing below, I have read and acknowledge that my agency is in compliance with certifications and assurances as stated above.

Name:		Title:	
Signature:		Sign Date:	

\*Electronic signatures are accepted\*

Date: June 24, 2025

Agenda Item: 4F

Subject: Acceptance of Triennial Performance Audit for Siskiyou Transportation Agency for the period ending June 30, 2024.

**Past Action:**

On June 14, 2022, the Commission accepted the Triennial Performance Audit for the period ending June 30, 2021.

**Summary of Item:**

The Transportation Development Act (TDA), as administered by the California Department of Transportation (Caltrans), requires that recipients of TDA funding undergo a performance audit every three years. This requirement applies to both transit operators receiving Local Transportation Fund (LTF) or State Transit Assistance (STA) funds and to the RTPA itself.

The purpose of the Triennial Performance Audit is to assess the efficiency, effectiveness, and overall performance of the transit operator and to ensure compliance with statutory and regulatory requirements.

Charles Pillon is under contract to conduct the independent audit of Siskiyou Transportation Agency (formerly County of Siskiyou – STAGE). The audit meets the requirements set forth by the California Public Utilities Code (PUC) Section 99246.

The audit reviewed the following key areas:

- Compliance with applicable TDA statutes and regulations.
- Progress made toward implementing recommendations from the previous audit.
- Performance indicators including operating cost per vehicle service hour, passengers per vehicle service hour, and other TDA metrics
- Evaluation of management practices and policies.

The audit includes recommendations aimed at improving operational performance and administrative procedures. Staff from Siskiyou Transportation Agency have reviewed the audit and are committed to addressing the recommendations.

Following acceptance by the Commission, staff will submit the audit to Caltrans as required. Staff will also work with Siskiyou Transportation Agency to monitor the implementation of the audit's recommendations and incorporate follow-up actions into future planning and oversight efforts.

**Financial Impact:**    Yes ☐            No ☒

None.

**Recommended Action:**

Receive and accept the Triennial Performance Audit of Siskiyou Transportation Agency for the three-year period covering Fiscal Years July 1, 2021, through June 30, 2024.

**Attachments (1)**

- Triennial Performance Audit of Siskiyou Transportation Agency for the three-year period covering Fiscal Years July 1, 2021, through June 30, 2024.

**SISKIYOU TRANSPORTATION AGENCY  
FORMALLY SISKIYOU TRANSIT AND GENERAL EXPRESS  
TRIENNIAL PERFORMANCE AUDIT  
FOR THE THREE FISCAL YEARS ENDED JUNE 30, 2024**

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# Charles W. Pillon, C.P.A.

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors and Executive Director  
Siskiyou Transportation Agency  
Yreka, California

I have conducted a performance audit of the Siskiyou Transportation Agency, formally the Siskiyou Transit and General Express (STAGE) for the three years ended June 30, 2024. The results of my audit and related recommendations and comments are contained within this report.

I conducted my audit in accordance with the standards applicable to performance audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States, and with the guidance contained in *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, published by the California Department of Transportation. The purpose of this performance audit is to evaluate the efficiency, effectiveness, and economy of the operation of STAGE.

I have not included management's response in this report as required by the *Government Auditing Standards*. I am requesting that management respond to the conclusions and recommendations made in this report which should be submitted to the California State Department of Transportation.

This report is intended solely for the information and use of management, the Siskiyou Transportation Agency (STA), the Siskiyou County Local Transportation Commission (SCLTC) and the State of California Department of Transportation. However, this report is a matter of public record and its distribution is not limited.



Charles W. Pillon, CPA  
Anderson, California

May 30, 2025

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**EXECUTIVE SUMMARY**

This performance audit of STAGE covers the three-year period ended June 30, 2024. Performance audits are prepared to fulfill the requirements of the California Transportation Development Act (TDA), which requires a performance audit of a transit operator every three years to review the “service’s efficiency, effectiveness, and economy” and to determine if the operator meets other specified TDA requirements.

This audit includes the basic compliance audit required by the TDA, a review and verification of the operator’s data collection process, an analysis of performance indicators and trends during the audit period, a determination of TDA compliance, and a program review and identification of issues.

The performance audit covering the three-year period ended June 30, 2024, was still impacted by the Covid-19 pandemic during the 2022 year due to the mandatory restrictions being lifted during that year. The impact during the two remaining years of 2023 and 2024 is realized through a slow recovery in passenger counts and related fare revenues. The impact that the lockdowns had on passenger fares was recognized by the California legislature and AB 90 was passed waiving the farebox recovery ratio requirements effective for the FY’s 19-20 through 21-22. Subsequent extensions have also waived these requirements with AB 149 extending this through 6/30/23 and SB 125 extending this through 6/30/26.

Based on the review of the performance transit system, it is the opinion of the auditor that the transit operator took the necessary steps during the three-year period ended June 30, 2024, to improve its overall performance as compared to the worsening trends seen during the prior performance review and they responded efficiently and effectively to the challenging environment caused by the pandemic and the mandatory restrictions.

The audit identified areas where the transit system can continue to improve its performance and developed recommendations to improve the performance of the transit in these areas. The following are the recommendations for the operator.

**General Management and Organization**

I have no recommendations.

**Service Planning**

I have no recommendations.

**Scheduling, Dispatch and Operations**

I have no recommendations

**Personnel Management and Training**

I have no recommendations.

**Administration**

I recommend that during the years ending June 30, 2025 and 2026, the transit operator should continue to assess the operations in order to bring the operating costs more in-line with the vehicle service hours/miles and number of passengers so that these efficiency standards, as well as the fare box recovery ratio requirement, can continue to be satisfactorily met when the extensions mentioned above have lapsed.

**Marketing and Public Information**

I have no recommendations.

**Maintenance**

I have no recommendations.



SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

## INTRODUCTION

The transit system receives a significant portion of the funding necessary to operate through the two programs that make funds available for transit purposes through the Transportation Development Act (TDA). These two programs are the Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF). LTF and STAF programs are derived from the sales taxes collected within Siskiyou County and are administered by the Siskiyou County Local Transportation Commission. The other major source of funding for the transit system is fares collected from passengers. In addition, the transit system relies heavily on grants to assist with the replacement of buses and bus shelters, as well as necessary shelter improvements.

The TDA requires that SCLTC engage an outside consultant to conduct a triennial performance audit of all transit operators within its jurisdiction. This performance audit covers the three fiscal years ended June 30, 2024.

The California Department of Transportation (Caltrans) contracted for the development of a performance audit guidebook for transit operations and regional transportation planning entities. The SCLTC has elected to have the performance audit of the transit system conducted in accordance with this guidebook.

The purpose of a performance audit is as follows:

- Meet the requirements of the Transportation Development Act (TDA)
- Provide management with useful information to assess past activities and provide insight for future planning activities.
- Provide management with a review and evaluation of the organization and its operations
- Assure public accountability for the use of public funds

Performance auditing consists of evaluating the efficiency, effectiveness, and economy of the operation of the entity under examination. The TDA requires the performance audit follow the efficiency, economy, and program results portions of *Government Auditing Standards*, which state the following:

“Economy and efficiency audits include determining (1) whether the entity is acquiring, protecting, and using its resources (such as personnel, property, and space) economically and efficiency, (2) the causes of inefficiencies or uneconomical practices, and (3) whether the entity has complied with the laws and regulations concerning matters of economy and efficiency.”

“Program audits include determining (1) the extent to which the desired results or benefits established by the legislature or other authorizing body are being achieved, (2) the effectiveness of organizations, programs, activities, or functions, and (3) whether the entity has complied with the laws and regulations applicable to the program.”

In order to meet the requirements of the TDA and *Government Auditing Standards*, I reviewed pertinent documents, observed operations and interviewed staff. I also calculated and analyzed the appropriate performance indicators for the three fiscal years under audit. The results are documented in the pages that follow.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**BACKGROUND**

The County of Siskiyou's (County) transit system began operation in November 1979, under the name Siskiyou County Area Transit (SCAT). The system was temporarily terminated in March 1981 and resumed operation in November 1981. At that time, the County renewed transit operations under a new name, Siskiyou Transit and General Express (STAGE). On December 3, 2024, a Joint Powers Agreement was executed creating the Siskiyou Transportation Agency (STA) that will assume the duties and responsibilities of the transit operator and the STAGE transit operations. STAGE consists of eleven buses, five that operate Monday through Friday and six that are rotated in on a periodic basis when the other buses need maintenance. STAGE operates a deviated, fixed route system, with commuter trips and an established route system covering most of the major cities in Siskiyou County.

The fare structure of STAGE is based on three factors. The first factor is the pick-up point to the drop-off point; generally, the longer the ride, the higher the fare. The second factor is based on purchasing multiple trips, for which a discount is given. The third factor is that for low-income riders, a discount is given for all eligible fares. The determination of "low-income" is based on the rider's family size and income, as compared to federally determined guidelines. The fare structure is as follows:

Commuter	
10 Ride Pass	\$25.00 to \$30.00
One Way	
Regular fares	\$1.75 to \$6.00
Discount fares	\$1.25 to \$4.50

Bus drivers do not carry change on board STAGE transit vehicles, so patrons are urged to carry exact change.

As stated on page two, the Covid-19 pandemic restrictions severely impacted the number that could ride the bus and their ability to pay for the service. Therefore, the transit operator kept all fares the same as the above for all three fiscal years and during the pandemic instituted free fare days to encourage use of the public transit system. STAGE received several grants that reimbursed the operator for the impact of these free fares. These grant revenues have not been included in "fare revenues" for the three years, rather they are included in "non-operating revenues and expenses".

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

## AUDIT RESULTS

The triennial performance audit of the transit system consists of four sections: a compliance review; a follow-up review of the implementation of prior performance recommendations; results of the verification of performance audit indicators; and a detailed function review of transit operator functions.

### Compliance Review

I examined STAGE's compliance with the TDA rules and regulations per the Public Utilities Code (PUC) and California Code of Regulations (CCR). This examination consisted of inspections of key documents, interviews with staff, and inspections of the fiscal and compliance audits which are conducted annually. A review of each compliance requirement and STAGE's compliance status is as follows:

**PUC Section 99243** – The transit operator submitted annual reports to the Regional Transportation Planning Agency (TPA) based upon the Uniform System of Accounts and Records established by the State Controller.

STAGE submitted the annual reports for each of three fiscal years.

**PUC Section 99245** – The operator has submitted an annual fiscal and compliance audit to the TPA and to the State Controller within 180 days following the end of the fiscal year or has received the appropriate 90-day extension allowed by law.

STAGE filed these reports within the specified time limits, or any extensions permitted by law.

**PUC Section 99251 B** – The California Highway Patrol (CHP) has, within 13 months prior to each TDA claim submitted by the operator, certified the operator's compliance with Vehicle Code Section 1808.1 following a CHP inspection of the operator's terminal.

The CHP has certified annually the transit system compliance with Vehicle Code Section 1808.1 within the 13 months prior to each TDA claim.

**PUC Sections 99261** – The operator's claim for TDA funds is submitted in compliance with rules and regulations adopted by the TPA for such claims.

STAGE complied with all rules and regulations in submitting claims for transit funding.

**PUC Section 99270.1** – If the operator serves urbanized and non-urbanized areas, it has maintained a ratio of fare revenues to operating costs at least equal to the ratio determined by the rules and regulations adopted by the TPA.

STAGE does not serve urbanized areas. STAGE serves non-urbanized areas and as stated on page 2, the requirement was waived for the three years of this performance audit. Even though the requirements were waived, the transit operator satisfied the fair box recovery ratio of 10% for the year ended June 30, 2024.

**PUC Section 99266** – The operator's operating budget has not increased by more than 15% over the preceding fiscal year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the charges.

STAGE's operating budget did not increase by more than 15% over the preceding fiscal year for all three years under this review.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (CONTINUED)**

**PUC Section 99247** – The operator's definitions of performance measures are consistent with PUC Code Section 99247.

STAGE's performance measures are consistent with this PUC Code Section.

**PUC Section 99268.2 99268.3 and 99268.1** – If the operation serves an urbanized area, it has maintained a ratio of fare revenues to operating costs equal to one-fifth (20%), unless it is in a County with a population of less than 500,000, in which case it must maintain a ratio of fare revenues to operating costs at least equal to three-twentieths (15%), if so determined by the TPA.

STAGE is not required to meet the requirements of PUC 99268.3 and 99268.1 because it operates in a rural area, however it does adhere to 99268.2, as addressed in the following item.

**PUC Section 99268.2, 99268.4, 99268.5** – If the operator serves a rural area, it has maintained a ratio of fare revenues to operating costs at least equal to one-tenth (10%).

STAGE adhered to the requirements of PUC 99268.2 and 99268.4 pertaining to ratio of fare revenues to operating costs of at least 10% for FY 23-24, however, as stated on page 2, these requirements were waived for the three years of this performance audit. It does not exclusively serve elderly and handicapped persons and therefore PUC 99268.5 is not applicable.

**PUC Section 99271** – The current cost of the operator's retirement system is fully funded with respect to the officers and employees of its public transportation system or the operator is implementing a plan approved by which will fully fund the retirement system within 40 years.

The transit system employees are County employees. Full-time employees are covered by CalPERS retirement system. I noted no instances of an under-funded pension, per review of the County audit reports during the three fiscal years under audit.

**PUC Section 6754(a)(3)** – If the operator receives STAF funds, the operator makes full use of funds available to it under the Urban Mass Transportation ACT (UMTA) of 1964 before TDA claims are granted.

STAGE applies for and makes full use of UMTA funds.

The preceding compliance review indicates that the transit system is in compliance with the above requirements of the TDA, as well as those imposed by the State Controller's Office.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (CONTINUED)**

**Status of Prior Audit Recommendations**

The performance audit for the three fiscal year period ended June 30, 2018, contained recommendations for STAGE to consider implementing. The following is a review of STAGE's implementation of those recommendations. This review considers the progress to date and provides the public with efforts made to improve the economy, efficiency and effectiveness. The recommendations and their status are as follows:

**Administration**

The prior performance review recommended that, as the pandemic restrictions are lifted and operations return to normal, the transit operator continue to assess the operations in order to bring the operating costs in-line with the vehicle service hours/miles and number of passengers so that these efficiency standards, as well as the fare box recovery ratio requirement, can be satisfactorily met.

*Status:*

The operator has been addressing the operating costs since the last review, however, the farebox ratio still fell short of the requirement during the first two years under review. As stated on the previous pages, even though the requirements have been waived by the State until June 30, 2026, the operator still met the requirement for the year ended June 30, 2024.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
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For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (CONTINUED)**

**Analysis of Performance Indicators**

Part of the performance audit process is to gather performance indicator information, audit the controls over the collection of the data by transit system personnel, and conduct an analysis of the data. The performance indicator information required by the TDA is as follows:

- Operating Costs
- Vehicle Service Hours
- Vehicle Service Miles
- Passenger Count
- Employee Hours
- Fare Revenues

The required ratios to be calculated and analyzed are as follows:

- Operating costs per Passenger
- Operating costs per Vehicle Service Hour
- Passengers per Vehicle Service Mile
- Passengers per Vehicle Service Hour
- Vehicle Service Hours per Full-Time Equivalent Employee

In addition to the above required information, I calculated and analyzed the following information and ratios:

- Farebox Recovery Ratio
- Vehicle Service Miles per Vehicle Service Hour
- Average Passenger Fare

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (CONTINUED)**

**Analysis of Performance Indicators (Continued)**

**Figure 1  
Statistical Data and Performance Indicators**

	For the fiscal year ended June 30,		
	2022	2023	2024
<b><u>Statistical Data</u></b>			
Operating costs (excluding depreciation)	\$ 1,678,667	\$ 2,174,206	\$ 1,895,600
Vehicle service hours	10,279	10,221	9,812
Vehicle service miles	226,547	304,027	287,927
Passengers	28,360	27,929	18,485
Full-time equivalent employees	15	13	12
Fare revenue	\$ -	\$ 38,557	\$ 59,882
<b><u>TDA Required Performance Indicators</u></b>			
Operating costs per passenger	\$ 59.19	\$ 77.85	\$ 102.55
Operating costs per vehicle service hour	\$ 163.31	\$ 212.72	\$ 193.19
Passengers per vehicle service hour	2.76	2.73	1.88
Passengers per vehicle service mile	0.13	0.09	0.06
Vehicle service hours per full-time equivalent employee	685	786	818
<b><u>Other System Wide Indicators</u></b>			
Farebox recovery ratio	4.68%	7.47%	11.36%
Operating costs per vehicle service mile	\$ 7.41	\$ 7.15	\$ 6.58
Vehicle service miles per vehicle service hour	22.04	29.75	29.34
Average fare revenue per passenger	\$ -	\$ 1.38	\$ 3.24

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

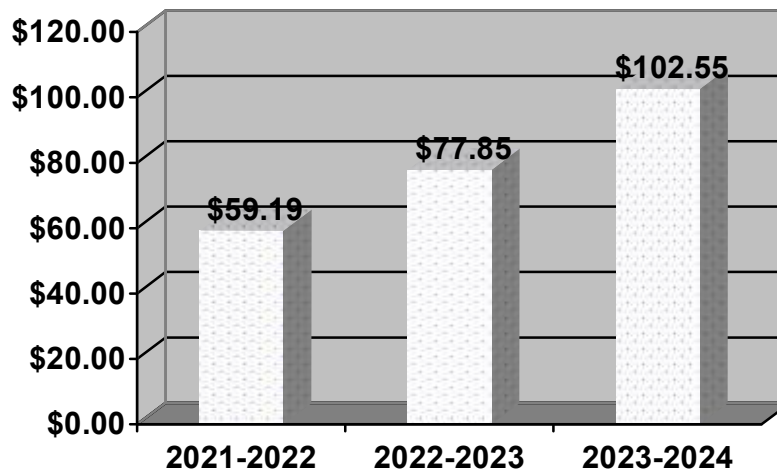
**AUDIT RESULTS (Continued)**

**Analysis of Performance Indicators (Continued)**

**Operating Cost per Passenger**

Operating cost per passenger serves as an indicator of a system's cost-effectiveness. The following graph depicts this ratio during the current triennial audit period.

**Figure 2**  
**Operating Cost per Passenger**



Operating cost per passenger decreased during 2021-2022 due to a reduction in operating costs, increased in 2022-2023 due to an increase in operating costs and increased again in 2023-2024 due to a decrease in the number of passengers offset by a reduction in operating costs. The decrease in the number of passengers is partially due to the counting of an incorrect number of passengers by a bus driver.



SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

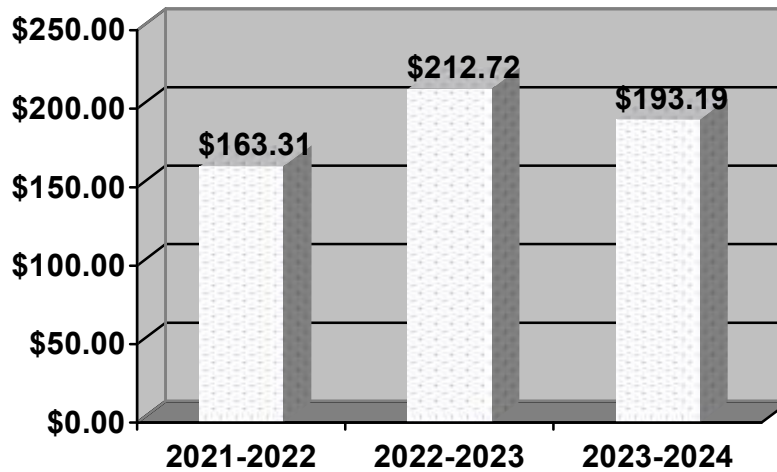
**AUDIT RESULTS (Continued)**

**Analysis of Performance Indicators (Continued)**

**Operating Cost per Vehicle Service Hour**

Operating cost per vehicle service hour serves as an indicator of a system's cost-effectiveness. The following graph depicts this ratio during the current triennial audit period.

**Figure 3**  
**Operating Cost per Vehicle Service Hour**



The annual changes in the operating cost per vehicle service hour (i.e. a decrease during 2021-2022 and the changes for the other years shown above) are primarily due to a corresponding increase or reduction in personnel costs.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

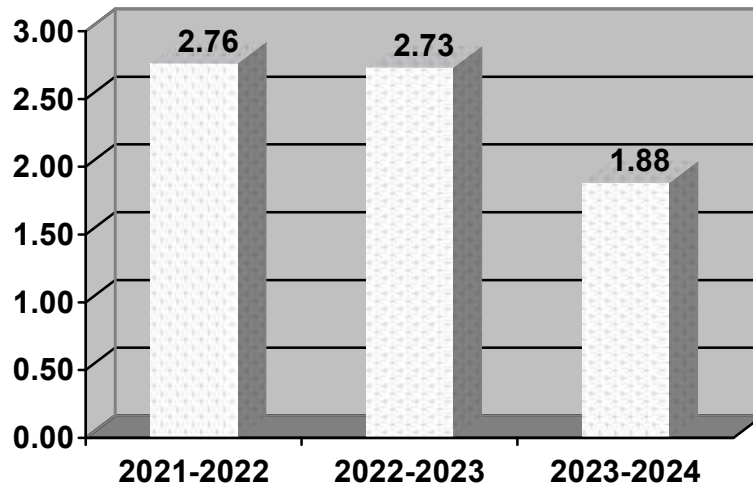
**AUDIT RESULTS (Continued)**

**Analysis of Performance Indicators (Continued)**

**Passengers per Vehicle Service Hour**

This ratio serves as one measure of service utilization, the effectiveness of service in attracting riders. The following graph depicts this ratio during the current triennial audit period.

**Figure 4**  
**Passengers per Vehicle Service Hour**



For 2021-2022, the passengers per vehicle service hour decreased due to a reduction in hours and an increase in passengers. After remaining consistent in 2022-2023, the decrease during 2023-2024 is due primarily to the decrease in the number of passengers, which is explained below Figure 2.

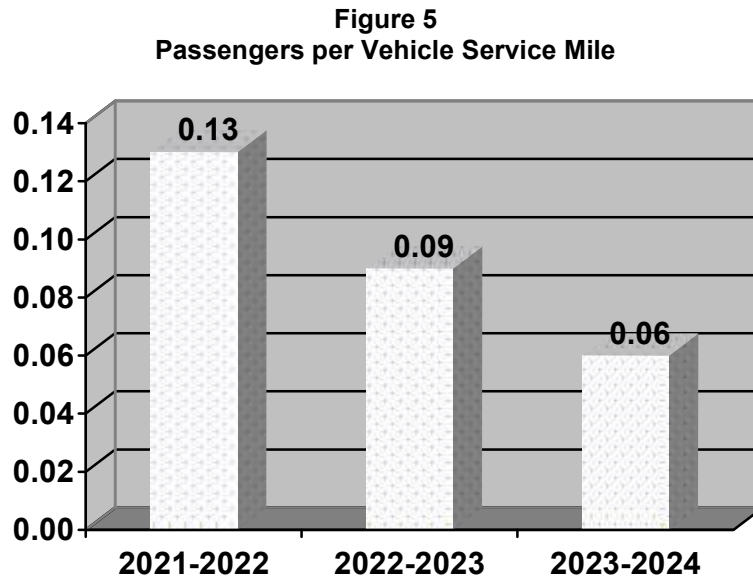
SISKIYOU TRANSIT AND GENERAL EXPRESS  
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**AUDIT RESULTS (Continued)**

**Analysis of Performance Indicators (Continued)**

**Passengers per Vehicle Service Mile**

This indicator measures the length of passenger trips and serves as another measure of service efficiency. The following graph depicts this ratio during the current triennial audit period.



With the exception of the increase during 2021-2022, which saw service miles decrease and passengers increase, 2022-2023 decreased due to an increase in service miles and a reduction in passengers, and 2023-2024 decreased due to a reduction in service miles and the significant reduction in passengers as explained in Figure 2.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

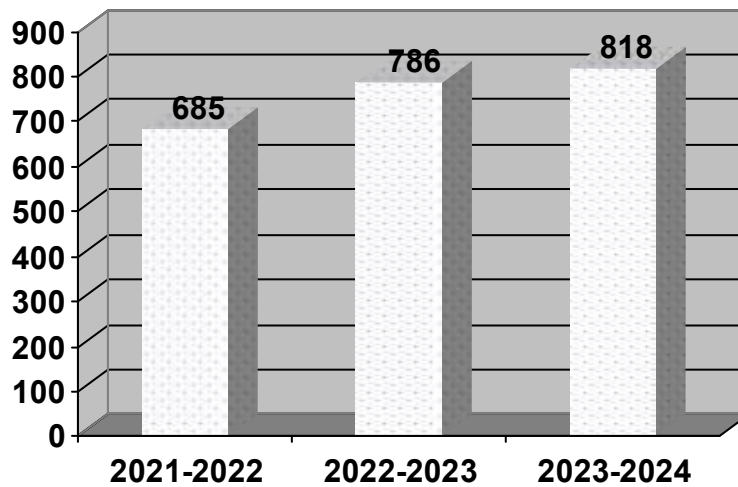
**AUDIT RESULTS (Continued)**

**Analysis of Performance Indicators (Continued)**

**Vehicle Service Hours per Full-Time Equivalent Employee**

This performance indicator measures a transit system's labor efficiency. A full-time equivalent (FTE) employee is 2,000 annual person-hours. The following graph depicts this ratio during the current triennial audit period.

**Figure 6**  
**Vehicle Service Hours per FTE Employee**



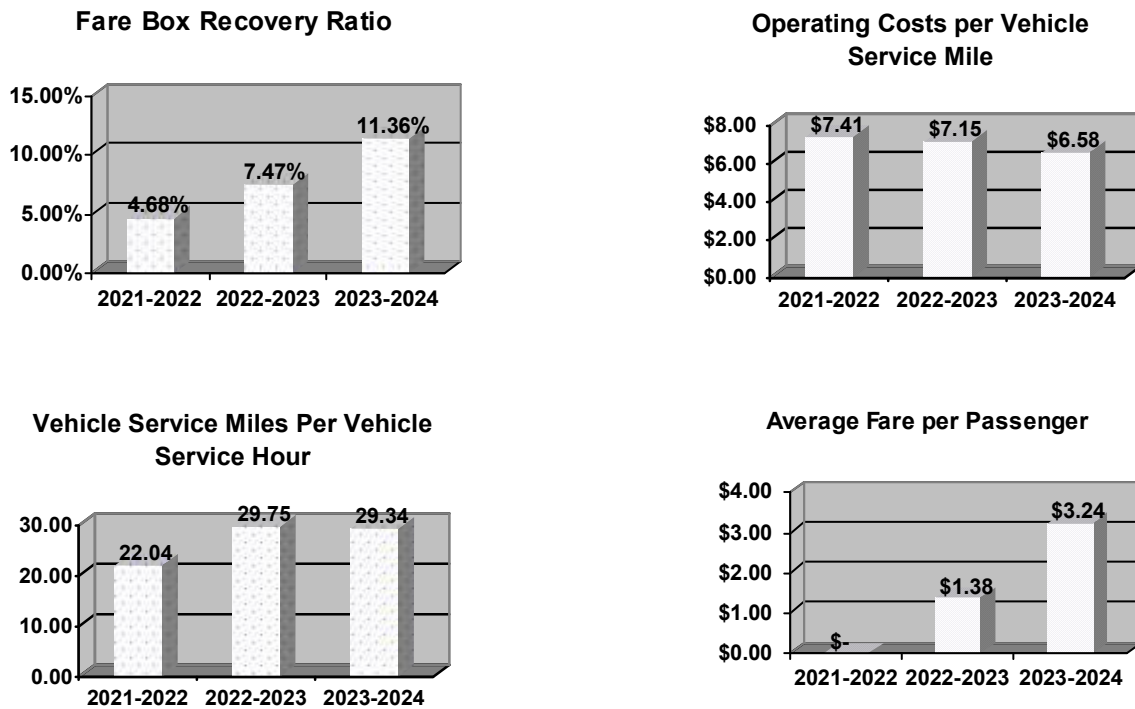
With service hours remaining consistent during 2021-2022 and 2022-2023, the first year saw an increase of 1 FTE and the second year saw a decrease of 3 FTE. During 2023-2024, both service hours and FTE decrease.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (Continued)**

**Analysis of Other System-wide Indicators**

**Figure 7  
Other System-wide Indicators**



The fare box recovery ratios for these three years show that the operator has successfully reduced operating costs while increasing applicable revenues. The operating cost per vehicle service mile shows a steady decrease due to the reduction of operating costs as well as an increase in service miles. The vehicle service miles per vehicle service hour is a decrease for 2021-2022 due to a reduction in both miles and hours, whereas the last two years show an increase due to an increase in miles and a reduction in hours. Miles increase due to reaching the outlying areas of the County by combining a route into two existing routes which also reduced the time it takes by not stopping to pick up passengers. The average fare per passenger increase is consistent with reducing free fares after the pandemic and increasing the charge to passengers.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
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For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (Continued)**

**Functional Review, Findings and Recommendations**

This section of the report reviews methods and procedures which the transit operator used in providing transit services in the Siskiyou County. Potential functional areas reviewed are included:

- General Management and Organization
- Service Planning
- Scheduling, Dispatch, and Operations
- Personnel Management and Training
- Administration
- Marketing and Public Information
- Maintenance

In conducting the review of each functional area, I performed the following procedures:

- Discussed with management what the operator's policies and procedures are and how these policies and procedures affected the operator's performance during the last three fiscal years
- Discussed with management the effects of the pandemic restrictions on revenues and expenditures
- Obtained and reviewed copies of pertinent documents
- Discussed the operator's activities with the various staff

My functional review findings are as follows:

**General Management and Organization**

During the years 2021-2022 and 2022-2023, the management of the transit operations was done by Siskiyou County Department of General Services (SCGS) with a full-time transportation services manager. For 2023-2024, management was also provided with oversight assistance from the Executive Director of the SCLTC according to TDA guidelines.

Management receives and reviews financial and performance data constantly, as the basis for evaluation and action. The reports that are reviewed by management consists of financial and operational data. Submission and review of the financial data were performed on a timely basis over the three fiscal year audit period. The performance data that is subject to review includes passengers, operating costs, vehicle service hours, and other pertinent data.

Overall, the internal organizational structure of the transit operator appears appropriate. Lines of authority and responsibility are well understood, written job descriptions and organizational charts have been developed.

I have no recommendations in this area.

**Service Planning**

Service planning is a process of acknowledging where you are today, defining where you want to be tomorrow, and within that framework, developing, implementing, monitoring, and if appropriate, adjusting plans of action to accomplish that end. My performance audit of the transit operator involved the assessment of this vital system within the organization.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (Continued)**

**Functional Review, Findings and Recommendations (continued)**

There are two types of service planning, short-term and long-term. Short-term planning is conducted by STAGE staff. Regional long-range planning is conducted by outside consultants contracted by the Regional Transportation Planning Agency to prepare specific studies, as needed. STAGE is responsible for determining the routes and schedules to be operated. STAGE appears to be communicating well in discussing problems and solutions regarding routes and bus schedules.

Much of the service planning that is currently undertaken is to attempt to fine-tune the routes and how to proceed forward after the effects of the pandemic restrictions have been lifted. Like most transit agencies in California today, the transit system is currently operating with the maximum amount of TDA funds that are available. Since the TDA funds are a product of the sales tax, public transit funds fluctuate with the economic conditions of California. Part of the service planning is to perform surveys of riders and non-riders. Such surveys would answer questions such as frequency of usage, transportation alternatives, destinations, satisfaction with stops, vehicle conditions, drivers, hours etc., suggestions for improvements, familiarity with transit services, routes and schedules, and sensitivity to fares. During my audit, I noted that these surveys were performed by STAGE during 21-22 and 23-24.

The service planning process is not confined to the efforts of the internal management of the County. As part of the planning process, there is communication with other departments, such as the Planning Department, and community groups who request service. STAGE's management openly invites comments, requests for service, and suggestions to better service its riders.

I have no recommendations in this area.

**Scheduling, Dispatch, and Operations**

STAGE's operations consist of scheduling and dispatch functions.

As discussed in service planning, the routes and schedules are determined by STAGE. The system is a deviated, fixed route system. STAGE's management staff are qualified drivers and trainers themselves, allowing them to respond to situations effectively.

Communications between the drivers and management, and the drivers and the maintenance staff appear to be adequate. The presence of a team attitude is prevalent.

All new employees hired to operate transit vehicles are required to attend 20 hours of classroom training and 20 hours actual bus driving. Each year thereafter, drivers are provided with a minimum of eight hours of refresher training, which includes classroom and behind-the-wheel training. Driver training records are kept in each driver's personnel records. Drivers are also given periodic reviews to give drivers feedback so management can make improvements. If complaints arise from a driver's performance that can be substantiated, the individual will be taken off the schedule and retrained in proper procedures.

The scheduling, dispatch and operations of STAGE appears to be working effectively and efficiently.

I have no recommendations in this area.

SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (Continued)**

**Functional Review, Findings and Recommendations (continued)**

**Personnel Management and Training**

Personnel management and training focuses on the best use of, and proper training of, employees. STAGE employees are employees of the County of Siskiyou, and as such are covered by all the rules, regulations, and benefits of all other employees of the County.

I noted that there is an adequate mix of full-time, permanent part-time, and temporary employees. I observed that relations amongst the employees seemed good. All drivers receive periodic training, based on legal requirements and needs.

I have no recommendations in this area.

**Administration**

Administration of STAGE consists of budget preparation, financial management and analysis, statistical data reporting, personnel management, and marketing.

STAGE maintains a complete set of accounting records that enables them to identify and classify all revenues and expenses by transit system.

All employees use a cost accounting management software to record the hours of work.

Part of STAGE's administrative function is to oversee the revenue collections and cash management. I reviewed controls over on-board fareboxes, internal controls over the fare collection practices, reconciling bank deposits back to driver tally reports, and security surrounding fare and pass sale cash receipts as they are counted, stored, and deposited. I feel the operator is maintaining sufficient controls over these areas.

These are:

Efficiency Standard 1: An operator's total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the prior year's operating cost per revenue vehicle hours, by a percentage greater than the percentage change in the Consumer Price Index (CPI) for the same period.

Efficiency Standard 2: An operator's total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the average total operating cost per vehicle revenue hour for the three prior years, increased by the average percentage change in the CPI for the same period.

I have no recommendations in this area.

**Marketing and Public Information**

Marketing and public information's main goal is to increase awareness of the transit system and increase ridership.

I noted that the operator periodically runs advertising in local newspapers, maintains a website, answers telephone inquiries promptly, and participates in significant events (such as the county fair).

I have no recommendations in this area.



SISKIYOU TRANSIT AND GENERAL EXPRESS  
Triennial Performance Audit  
For the Three Fiscal Years Ended June 30, 2024

**AUDIT RESULTS (Continued)**

**Functional Review, Findings and Recommendations (continued)**

**Maintenance**

STAGE implements a maintenance program based on two overlapping methods for all buses, in addition to manufacturers suggested maintenance. The first is seven-thousand-mile check, including oil, lubrication, fluids, and brakes. The second is ninety-day safety check which is more comprehensive. Each day the drivers who start the buses check the brakes, brake lights, and signals, and assess the general condition of the vehicle. If it needs repairs, the bus is put into maintenance and another is used in its place.

I have no recommendations in this area.

**Conclusion**

Based on my review of the performance of STAGE, it is my opinion that STAGE operated effectively, and the efficiency of operations has started to increase during the three years under audit resulting in improved performance measures and better economic performance.

While conducting my review, I have identified the following area where the operator can continue to improve its performance. I have developed this recommendation to improve the performance of the transit system in the following area:

**Administration**

I recommend that during the years ending June 30, 2025 and 2026, the transit operator should continue to assess the operations in order to bring the operating costs more in-line with the vehicle service hours/miles and number of passengers so that these efficiency standards, as well as the fare box recovery ratio requirement, can continue to be satisfactorily met when the extensions mentioned above have lapsed.

Date: June 24, 2025

Agenda Item: 5

Subject: Unmet Transit Needs Findings – FY 2025/2026

**Past Action:**

On May 14, 2024, the Commission adopted Resolution No. 24-08 adopting the unmet transit needs findings for FY 2024/2025.

**Summary of Item:**

Prior to making an allocation from the Local Transportation Fund not directly related to public transportation services, the transportation planning agency is required to complete the following:

Requirement/Action:

- 1) Consult with the Social Services Transportation Advisory Council (SSTAC).

Action: SSTAC met on April 22, 2025 to review all outstanding unmet transit needs.

- 2) Identify the transit needs of the jurisdiction, including an analysis of the adequacy of existing public transportation services, potential alternative public transportation services and service improvements that may meet the demand.

Action: The Commission currently has a contract with LSC for an update to the Coordinated Transit Plan. This includes a review of current services and unmet transit needs and suggestions on how we might be able to meet those.

- 3) Identify the unmet transit needs and those needs that are reasonable to meet.

Action: SSTAC reviewed all unmet transit needs received since the last public hearing in April 2024. They evaluated each item against the criteria established by the Commission.

- 4) The RTPA must hold at least one public hearing.

Action: The public hearing was held on April 8, 2025.

- 5) The RTPA must adopt a resolution defining unmet transit needs and reasonable to meet.

Action: The Commission adopted Resolution No. 25-05 on April 8, 2025.

- 6) The RTPA may not determine a request not reasonable to meet due to available resources as the sole reason.

Action: Recommendations are based on data collected through outreach including surveys and the potential for new services to be supported and meet state performance measures as required by the TDA.

- 7) The agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads.

Action: Our recommendations are not based on the need for streets and roads.

- 8) Adopt by resolution a finding that there are (1) no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including those that are reasonable to meet.

Action: In progress

- 9) If the RTPA adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any allocation is made for streets and roads within the jurisdiction.

Action: STAGE has applied for grant funds to support some of the unmet transit needs requests.

The Social Services Transportation Advisory Council met on April 22, 2025, to review the enclosed list of service requests received between April 22, 2024, and April 2, 2025. The recommendations included in the attached document were approved by the SSTAC at their last meeting.

The draft resolution is included for the Commission's consideration.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Upon adoption of a finding, pursuant to subdivision (d) of Section 99401.5 that there are no unmet transit needs or that there are no unmet transit needs that are reasonable to meet, the transportation planning agency may allocate funds for local streets and roads.

The allocation shall not become effective until 20 days after acknowledgment of receipt by the Department of Transportation of documents of the agency's findings.

Once the Commission receives acknowledgment staff will submit the approved claims to the Auditor-Controller's office to start the distribution of funds.

**Recommended Action:**

Adopt Resolution summarizing the unmet transit needs findings for FY 2025/2026.

**Attachments (2)**

- Resolution Adopting Unmet Transit Needs Findings for FY 2025/2026
- Unmet Transit Needs Summary (Attachment A to Resolution)

# Siskiyou County Local Transportation Commission

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

## Resolution of Unmet Transit Needs Findings for FY 2025/2026

WHEREAS, pursuant to Public Utilities Code (PUC) § 99401.5 the Commission is required to seek public input, including holding at least one public hearing, to identify unmet transit needs within the region; and

WHEREAS, a public hearing was held on April 8, 2025, during the Siskiyou County Local Transportation Commission regular meeting in Yreka, California. The public workshop was advertised in area newspapers, posted on the Commission's website, notices were shared on various social media platforms, posted in buses and at the Transit Center; and

WHEREAS, PUC § 99401.5(d) requires the Commission to adopt by resolution a finding for the jurisdiction that (1) there are no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including those that are reasonable to meet; and

WHEREAS, the hearing and additional public input provided the requests for transit service as outlined in the attached Exhibit A; and

WHEREAS, these requests were reviewed by the Social Services Transportation Advisory Council (SSTAC) at its meeting on April 22, 2025; and

WHEREAS, SSTAC submits the following to the Commission:

- a. ID #'s 149 – After extensive outreach conducted by Commission staff there was only one response received. Based on the lack of supporting data this request was determined unreasonable to meet.
- b. ID # 151, 152, 154, 156, 159, and 160 do not meet the definition of unmet transit needs as identified in Resolution No. 25-05. Many of these requests involve minor operational improvements, bus stops or route changes that have already been addressed by STAGE, or a service that STAGE is already in the process of or planning on implementing as soon as resources are available.
- c. ID #'s 153 – This request was determined unreasonable to meet at this time since it would require purchase of smaller vans or smaller buses. This may be an option with a micro transit model. This can be reevaluated in future years.
- d. ID # 155 – SSTAC requested further outreach be conducted and brought back to the Council prior to them making a determination on this request.
- e. ID # 157 – This request was determined not reasonable to meet at this time.

WHEREAS, after consideration of all information presented on unmet transit needs, the results of the public hearings and a review of services currently available the Commission has determined that there are unmet transit needs, but those requests require additional information to make a final determination as to the matter of reasonable to meet and hereby directs staff to evaluate those requests and report back to the SSTAC at the earliest date possible.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission concurs with the recommendations of the Social Services Transportation Advisory Council regarding the identified unmet transit needs and directs staff to continue evaluating outstanding requests for further consideration.

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

ID	Date of Request	Requested Service	Reason for Request	Update from SSTAC Meeting, Staff Action, and SSTAC Recommendation
149	4/9/2024	Requestor attended the LTC public hearing to request service to Butte Valley twice per week.	DMV/Medical twice per week.	<p><b>Staff Update:</b> 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.</p> <p><b>SSTAC Recommendation:</b> Unreasonable to Meet</p>
151	4/22/2024	Add a stop to Route 2 northbound to the College of the Siskiyous at 9:30 am.	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 C.O.S. 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.	<p><b>Staff Update:</b> STAGE evaluated and they were able to make this an on-call stop at College of the Siskiyous.</p> <p><b>SSTAC Recommendation:</b> N/A</p>
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.	<p><b>Staff Update:</b> Angie and Andy spent a day reviewing all stops in the south county communities in late summer 2024. They secured an encroachment permit from the City of Dunsmuir to add this as a stop. A schedule has been posted and they are planning to install a Simme Seat.</p> <p><b>SSTAC Recommendation:</b> N/A - STAGE has already addressed this request.</p>
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.	<p><b>Staff Update:</b> 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.</p> <p><b>SSTAC Recommendation:</b> Unreasonable to meet (at this time)</p>
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.	<p><b>Staff Update:</b> 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.</p> <p><b>SSTAC Recommendation:</b> N/A - STAGE is already working on a route that will address this request.</p>
155	8/9/2024	Bus Pick-up at Deer Cr. Apartments	Many residents at the Deer Creek Apartments are not able to walk very well. Aprox. 15 people are non ambulatory.	<p><b>Staff Update:</b> 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.</p> <p><b>SSTAC Recommendation:</b> SSTAC requested staff gather more data on this request before a determination could be made.</p>

ID	Date of Request	Requested Service	Reason for Request	Update from SSTAC Meeting, Staff Action, and SSTAC Recommendation
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.	<p>The express bus only stops at one location within each community. Route 1 does drop off at the corner of Shastina and Shasta, but he doesn't go all the way to the college. If he has college students, he will go up there to drop them off. Staff will follow up with requestor to provide additional information on this option.</p> <p>STAGE followed up with the requestor and was advised this request was no longer needed.</p> <p><b>SSTAC Recommendation: N/A</b></p>
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	<p>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.</p> <p><b>SSTAC Recommendation: Not Reasonable to Meet</b></p>
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.	<p>Staff developed a survey for Saturday service including frequency of use, locations passengers who travel to, and types of activities they would use the service to access. The link to the online survey was shared on STAGE's Facebook page. The results of the survey are attached.</p> <p><b>SSTAC Recommendation:</b> STAGE should evaluate opportunities to offer Saturday service in conjunction with special events.</p>
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.	<p>Staff are already working on this request in conjunction with the new Lake Shastina route.</p> <p><b>SSTAC Recommendation: N/A</b></p>
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.	<p>There is a bus that departs from Golden Eagle Charter School at 12:27 p.m. and arrives at COS at 12:55 p.m.</p> <p>Staff confirmed this request has been addressed.</p> <p><b>SSTAC Recommendation: N/A</b></p>

Date: June 24, 2025

Agenda Item: 6

Subject: Adoption of FY 2025/2026 Overall Work Program (OWP)

**Past Action:**

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

On September 26, 2024, the Commission adopted Resolution No. 24-19 approving Amendment #1 to the FY 2024/2025 Overall Work Program.

**Summary of Item:**

The Overall Work Program is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the upcoming fiscal year. It is a statement of proposed work and estimated costs that ties specific available transportation planning funding sources to specific transportation planning activities.

The Commission's Overall Work Program (OWP) for Fiscal Year 2025/2026 was drafted to continue critical planning efforts within the region. The OWP, as proposed, includes SCLTC staff time, consultant services, and other direct expenses.

The draft OWP for the upcoming fiscal year was submitted to Caltrans District 2 for review. Their comments, and staff's responses to the Caltrans comments, are included in the attachments.

The final draft of the Overall Work Program for FY 2025/2026 is enclosed for the Commission's review and approval.

**Financial Impact:** Yes ☒ No ☐Regional Planning Assistance

2506-303030-540800 \$ 315,500 State Other

Agenda item 7B (Regional Planning Assistance FY 2025/2026 Recommended Budget) provides details on the revenues and expenses for the proposed program.

**Recommended Action:**

- Adopt Resolution approving the FY 2025/2026 Overall Work Program and authorizing the Executive Director to execute the:
  - FY 2025/2026 Overall Work Program Agreement
  - FY 2024 Certifications and Assurances for FTA Assistance Programs
  - FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification
  - FY 2025/2026 Debarment and Suspension Certification, including future amendments to these documents as necessary;
  - Authorize the Executive Director to make administrative amendments to the OWP that do not exceed the total allocation of \$ 315,500.



**Attachments (7)**

- Resolution adopting the FY 2025/2026 Overall Work Program
- Final Draft - Overall Work Program FY 2025/2026
- Caltrans Comment Matrix with staff responses.
- FY 2025/2026 Overall Work Program Agreement
- FY 2024 Certifications and Assurances for FTA Assistance Programs
- FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification
- FY 2025/2026 Debarment and Suspension Certification

Siskiyou County Local Transportation Commission

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

Resolution Adopting the Overall Work Program for FY 2025/2026

WHEREAS, each Regional Transportation Planning Agency (RTPA) is required to annually develop a comprehensive Overall Work Program that covers various planning activities related to the transportation network of the region; and

WHEREAS, as the designated RTPA Siskiyou County Local Transportation Commission (SCLTC) has developed the program of projects for FY 2025/2026 that addresses various planning activities relevant to the region; and

WHEREAS, the draft Overall Work Program has been reviewed by the State and comments were addressed; and

WHEREAS, the Overall Work Program FY 2025/2026 reflects the priorities and scope of work for regional transportation planning.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby:

1. Approves and adopts the FY 2025/2026 Overall Work Program;
2. Authorizes the Executive Director to make minor administrative changes and corrections as needed in response to further comments; and
3. Authorizes the Executive Director to sign the Certifications and Assurances, Overall Work Program Agreement, Debarment and Suspension Certification, and the FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification.

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_



**190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.709.5060**

## **Overall Work Program**

**Fiscal Year 2025/2026**

Date of Adoption: June 24, 2025

Melissa Cummins, Executive Director

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## Introduction

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

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

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

Siskiyou County ranks 45<sup>th</sup> in the state for estimated population, which as of January 2024 indicates a projected County population of 43,409. This equates to an estimated 6.9 people per square mile.

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

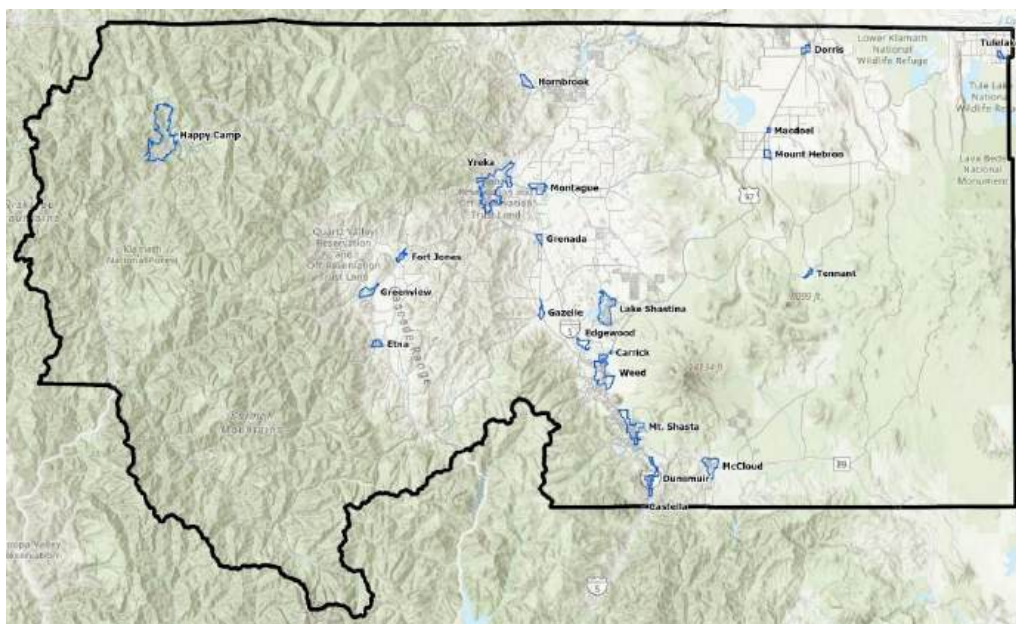


Figure 1 – County of Siskiyou Map

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

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

## **Background**

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

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

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

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

## **Organization**

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

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

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

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

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

Siskiyou County Local Transportation Commission (Regional Transportation Planning Agency)					
Representatives – Board of Supervisors			Representatives – League of Local Agencies		
Commissioner Michael Kobseff Supervisor District 3	Commissioner Nancy Ogren Supervisor District 4	Commissioner Ed Valenzuela Supervisor District 2	Commissioner Matthew Bryan Councilmember City of Dunsmuir	Commissioner Pat Vela Councilmember City of Montague	Commissioner Cliff Munson Councilmember City of Etna
	Commissioner Jess Harris Supervisor District 1			Commissioner Mercedes Garcia Councilmember Town of Fort Jones	
			Staff		
			Executive Director Melissa Cummins		

Technical Advisory Committee	
Member Agency	Representative
Siskiyou County Public Works	Director of Public Works
Caltrans, District 2	Regional Planner Or Designee
City of Dorris	City Administrator
City of Dunsmuir	Director of Public Works
City of Etna	Director of Public Works
Town of Fort Jones	Town Administrator
City of Montague	Director of Public Works
City of Mount Shasta	Director of Public Works
City of Tulelake	Director of Public Works
City of Weed	Director of Public Works
City of Yreka	Director of Public Works
Siskiyou Transportation Agency/STAGE	Transportation Services Manager
Karuk Tribe	Transportation Director
Quartz Valley Indian Reservation	Tribal Treasurer

Social Services Transportation Advisory Council		
Term Expires 04/08/25	Term Expires 04/08/26	Term Expires 04/08/27
Teri Gabriel	Denise Patterson	Emily Tuholski
	Misty Rickwalt	

## Public Participation

The Commission encourages participation from the public in a variety of ways.

- SCLTC's Facebook Page: <https://www.facebook.com/sistransportation/>
- SCLTC's Website: [www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)

In 2025, the Commission launched a new website to increase public participation in the transportation planning process. Full agenda packets are posted to the website in accordance with California Government Code 54954.2. A printed copy of the full agenda is available for public review at the Siskiyou County Transit Center at least 72 hours prior to the meeting.

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

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

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

## Revenue Sources

SCLTC's Overall Work Program for FY 2025/2026 will utilize \$ 315,500 of Rural Planning Assistance funds. All anticipated revenue sources are described by fund source below and amounts are included in Table 1 and Appendix A. This program is financed by a combination of State and local funding sources identified below as approved by the SCLTC:

- Rural Planning Assistance (RPA)

These funds are provided by subvention through Caltrans, Rural RPA funds are estimated to be \$ 9.0 million for FY 2025/2026 (pending adoption of the State budget). RPA funds are available for specific eligible uses on a reimbursement basis. Recipients may carry over a maximum of twenty-five percent (25%) of unexpended funds from one fiscal year to the next.

- State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM)

The Commission may use up to five percent (5%) of its Regional Improvement Program (RIP) shares for eligible PPM activities associated with the STIP requirements. SCLTC received an allocation of \$ 225,000 in FY 2024/2025 to continue a contract to provide updated pavement condition index data to local agencies; as well as to complete the next update to the Siskiyou County Regional Transportation Plan.



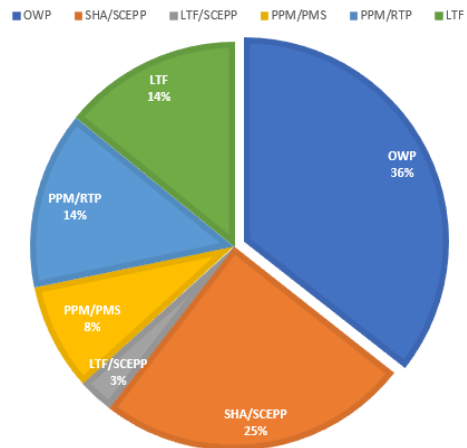
- Regional Surface Transportation Program (RSTP)

The SCLTC annually receives State Highway Account funds representing the County's share of the Federal Regional Surface Transportation Program.

- Active Transportation Program (ATP)

The Commission was awarded a grant through the California Transportation Commission's Active Transportation program in October 2021. The grant was awarded for the development of a Regional Active Transportation Plan. RPA and RSTP funds are being used as the required match for the ATP grant. This project is nearly complete with the public hearing for adoption by the Commission scheduled for April 8, 2025.

TABLE 1: ESTIMATED REVENUES ~ FY 2025/2026



- Sustainable Transportation Planning Grant Program – Climate Adaptation Planning Grant

The Commission received a grant for the preparation of the Siskiyou County Evacuation and Preparedness Plan. This project is funded through the State Highway Account funds with the local match provided by funds from the Local Transportation Funds.

- Local Transportation Funds (LTF)

The Commission utilizes LTF funds to supplement the RPA and STIP funds for any non-eligible expenses throughout the fiscal year.

## **Work Element 601 - Administration**

### **Purpose**

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

### **Previous Work**

- Prepare monthly agenda packets then draft minutes.
- All administrative work related to Commission operations (fiscal, contracts, etc.)
- Draft revisions to Commission's bylaws.
- Prepared materials for new commissioner orientation.
- Revised policy regarding remote attendance to enhance participation from stakeholders.

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

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

Product: LTC agenda packets and meeting minutes.  
Schedule: Monthly

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

Product: Finalized contracts for work of the SCLTC.  
Schedule: As needed depending on direction of Commission or expiration date of current contracts.

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

Product: Finalized contracts for work of the SCLTC.  
Schedule: As needed when appointments change.

Budget - Work Element 601 - Administration		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 55,000	\$ 55,000

## Work Element 602 – Overall Work Program Development

### Purpose

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

### Previous Work

- Monitor revenues and expenditures. Process invoices for payment.
- Prepare recommended and adopted budgets for approval by SCLTC.
- Draft OWP quarterly reports and invoices for FY 2025/2026.
- Preparation of draft and final Overall Work Program document for FY 2024/2025.
- Ongoing oversight of Overall Work Program.
- Prepare and submit the final report of expenditures for FY 2023/2024. (August 2024)
- Execution of OWP agreements.

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

**Task 1:** SCLTC staff will prepare, and SCLTC will adopt after Caltrans approval, a draft and final Overall Work Program for FY 2026/2027.

Product: Draft and Final OWP for FY 2026/2027.

Schedule: Draft – March 2026  
Final – June 2026

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

Product: Approved OWP amendment.

Schedule: September 2025

**Task 3:** SCLTC staff monitors the 2025/2026 Overall Work Program and insures prompt action in the filing of quarterly reports / requests for reimbursements.

Product: Quarterly invoices and reports for OWP 2025/2026.

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

**Task 4:** Develop close-out package for FY 2024/2025

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

Schedule: August 2025.

Budget - Work Element 602 - OWP Development		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 12,500	\$ 12,500

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

### **Purpose**

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

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

### **Previous Work**

- Attend California Transportation Commission (CTC), North State Super Region (NSSR), Rural Counties Task Force (RCTF), and Regional Transportation Planning Agency (RTPA) group meetings virtually.
- Completed the launch of the Commission's new website.
- Regularly update Facebook page with information relevant to Commission activities.
- Complete regular posting of minutes, agendas, and other information.
- Completed the update to SCLTC's Title VI program and submitted it to Caltrans
- Finalized the SCLTC's public participation plan, which was adopted by the Commission.
- Attended District 2 Local Agency Public Forum meetings in Redding.

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

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

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

**Schedule:** RCTF – January, March, May, July, September, November  
NSSR - As needed.

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

RTPA Group – Typically held prior to regular CTC meetings.

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

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

**Product:** Documentation of potential concerns or areas where additional coordination or future projects may be needed.

Schedule: Monthly.

**Task 3:** Continued development of materials for the SCLTC website and Facebook page to increase public input, participation, and dissemination of information. More advanced changes to the website will be handled by SCLTC's contractor. (Consultant – Optimize Worldwide)

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

Schedule: Monthly.

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

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

Schedule: Monthly and quarterly.

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

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

Schedule: Monthly and quarterly.

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

Product: Review and revise Public Participation Plan as necessary.  
Post revised Public Participation Plan to SCLTC website.

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

**Task 7:** Monitor the SCLTC's Title VI Program (non-transit) for any necessary updates. Amend, if necessary, based on the review. Monitor the Public Participation Plan to ensure various Commission projects are utilizing the engagement methods outlined in the plan.

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

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

**Task 8:** Continue attending and engaging with stakeholders on the Karuk Regional Transportation Consortium by attending meetings and providing input from the Commission.

Product: Documentation of coordination efforts between the Karuk Tribe and the

Schedule: Commission.  
Quarterly or as scheduled by the Consortium

Budget - Work Element 603 - Interagency Coordination and Public Engagement		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 28,000	\$ 28,000
Consultant – Optimize Worldwide ((Task 3 – Website Updates)	\$ 2,500	\$ 2,500
<b>Total:</b>		<b>\$ 30,500</b>

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

### **Purpose**

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

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

### **Previous Work**

- Attend Siskiyou County Planning Commission meetings.
- Participated in Project Development Team meetings for various state highway projects.
- Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.

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

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

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

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

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

**Task 3:** Monitor legislation related to funding, grants, or policy changes for region's airports

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

**Task 4:** Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.

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

**Task 5:** Compilation of data needs for various CTC initiatives such as SB 1121.

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

**Task 6:** Participate in various Zero Emissions technical groups related to the transition to alternative fuel sources.

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

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

**Task 7:** Coordination and review of Caltrans planning efforts such as corridor plans.

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

Schedule: As requested by Caltrans.

**Task 8:** Attend Siskiyou County Planning Commission meetings to provide feedback on proposed developments and potential impacts to existing transportation infrastructure.

Product: Engagement on transportation-related projects.

Schedule: Planning Commission meets monthly.

**Task 9:** Coordination with Siskiyou County's GIS department to develop data sets for multimodal transportation facilities within region.

Product: Dataset for use in multimodal planning efforts.

Schedule: Quarterly

**Task 10:** Coordinate with region's airport operators for capital improvements data, grant funding opportunities, and multimodal connections.

Product: Capital improvement project lists

Schedule: Quarterly

**Task 11:** Coordination and attendance at State Highway Needs Meetings with Caltrans D2 at various locations throughout the region.

Product: Documented concerns from local agencies.

Increased coordination with local agencies.

Schedule: Three meetings held annually.

Budget - Work Element 604.1 - Regional Transportation Systems Planning		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 22,500	\$ 22,500



## **Work Element 604.2 – Pavement Management System**

### **Purpose**

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

### **Previous Work**

- Purchase of annual licenses for StreetSaver for each local agency (seven total).
- Coordinated with NCE and local agencies for field surveys in fall 2024. (FY 2024/2025)
- NCE finalized the report in August 2024 on field surveys conducted during spring 2024.
- Coordinated and attended the M&R discussion with local agencies and NCE (Feb 2025).
- Review draft reports and distribute to local agency representatives.

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

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

Product: Data accessible by local agencies as needed

Schedule: Annually or as needed due to staff changes.

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

Product: Pavement Management Software “StreetSaver”

Schedule: July - Annually

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

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

Schedule: Data collection will occur in the fall prior to winter weather.  
Analysis and reporting to local agencies will take place the following spring.

**Task 4:** Commission will coordinate with local agencies to either provide training to staff or complete updates to the road segment data in the StreetSaver system following treatment application or reconstruction of roadways on their behalf. to ensure the integrity of data maintained in the system.

Product: Updated road condition data within StreetSaver following treatment by a local agency.

Schedule: Quarterly or upon notification of a project completion by a local agency.

Budget - Work Element 604.2 - Pavement Management System			
Responsible Agency	RPA	PPM	Total Allocated
SCLTC	\$ 7,500	\$ 96	\$ 7,596
Consultant (NCE)	\$ -	\$ 74,904	\$ 74,904
MTC/StreetSaver Training/Licenses	\$ 37,000	\$ 37,000	\$ 37,000
<b>Total:</b>			<b>\$ 119,500</b>

## **Work Element 604.3 – Regional Transportation Improvement Program**

### **Purpose**

The purpose of this work element is the ongoing oversight and assistance to local agencies for projects included in the 2024 State Transportation Improvement Program. This includes preparation of the Technical Advisory Committee meeting agendas and minutes.

Additionally, this work element includes the ongoing activities leading up to the preparation of the 2026 Regional Transportation Improvement Program and activities related to submission to Caltrans and the California Transportation Commission and subsequent adoption of the 2026 STIP in the spring of 2026.

### **Previous Work**

- Quarterly meetings with each local agency and Caltrans to review existing projects, answer questions from the local agencies.
- Attend meetings with local agencies, Caltrans, and CTC staff to review extension requests.

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

**Task 1:** Meetings with local agencies prior to CTC agenda deadlines, including tribal representatives, and Caltrans D2 - Office of Local Assistance to review upcoming programmed projects.

Product: Meeting notes and assistance to local agency staff.

Schedule: September/December/January or February/April

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

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

Schedule: Ongoing and as needed.

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

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

Schedule: Ongoing and as needed.

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

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

Schedule: Ongoing and as needed.

**Task 5:** Coordinate with local agencies and Caltrans on the preparation of the 2026 Regional Transportation Improvement Program, including various meetings with state and local agencies regarding the fund estimates, proposed projects, and STIP hearings.

Product: Adopted SCLTC 2026 RTIP  
Schedule: July 2025 through December 2025

**Task 6:** Prepare all Technical Advisory Committee (TAC) agenda materials for scheduled meetings.

Product: TAC agenda packets and meeting minutes.  
Schedule: As Needed or Quarterly

Budget - Work Element 604.3 - Regional Transportation Improvement Program		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 31,500	\$ 31,500

## Work Element 604.4 – Regional Transportation Plan

### Purpose

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

### Previous Work

- Coordinate with Siskiyou County Community Development on transportation portions of their General Plan Update.
- Attend statewide meetings on updates to the RTP guidelines for RTPAs.
- Draft Request for Proposals for update to Regional Transportation Plan.

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

**Task 1:** Ongoing management of the update to the Regional Transportation Plan by contracted consultant. Continued coordination with various stakeholders throughout the project, up to and including, adoption of the final plan.

**Product:** Updated Regional Transportation Plan.

**Schedule:** July 2025 through June 2026

Budget - Work Element 604.4 - Regional Transportation Plan			
Responsible Agency	RPA	PPM	Total Allocated
SCLTC	\$ 20,000	\$ -	\$ 20,000
Consultant	\$ 25,000	\$ 150,000	\$ 175,000
<b>Total:</b>			<b>\$ 195,000</b>

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

### **Purpose**

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

It will also include coordination with Siskiyou Transit Agency (STAGE), local transportation providers, social service providers, and other community stakeholders on an update to the coordinated plan and the regional transportation plan.

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

It also includes preparation of SSTAC agendas and minutes.

### **Previous Work**

- Continued coordination efforts related to bus service between Mt Shasta Ski Park and various communities within south Siskiyou County. (August 2024 through January 2025.)
- Participation in Social Services Transportation Advisory Council activities. (Fall 2024 and Spring 2025)
- Updated and submitted display ads and legal notices for unmet needs public hearing. (January 2025)
- Complete analysis of unmet needs requests for presentation to SSTAC at their fall 2024 meeting. (August 2024)
- Prepare SSTAC agendas for April and September meetings. (Fy 2024/2025 under WE 601)

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

**Task 1:** Review activities related to non-motorized needs within region including walking, biking, transit, and other modes connected to active transportation against the Siskiyou County Active Transportation Plan for inclusion in future local or state improvement projects and information on grants that may be beneficial to related agencies.

**Product:** Project recommendations for future active transportation components.  
Information on grant opportunities for local agencies.

**Schedule:** August 2025, November 2025, February 2026, May 2026

**Task 2:** Project management of consultant to complete the update to the Coordinated Public Transit – Human Services Transportation Plan.

**Product:** Updated Coordinated Public Transit – Human Services Transportation Plan.  
**Schedule:** July through March 2026

**Task 3:** Consult with local agencies, tribal partners, public, and private transportation operators to identify needs and opportunities for coordinated efforts.

Product: Coordination of existing services, gaps in services, updated list of existing providers, needs and project ideas for future grant opportunities.

Schedule: Annual workshop and quarterly review

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

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

Schedule: Monthly or quarterly

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

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

Schedule: Monthly, Quarterly, or Semi-Annual Events

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

Product: Project list for next Regional Transportation Plan

Schedule: Quarterly

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

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

Schedule: December 2025 – Update ads and legal notices and submit to newspaper for publishing.

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

Product: Documentation of request received during public hearing.

Schedule: February 2026 – Public hearing at SCLTC regular meeting.  
February/March 2025 – SSTAC meeting to review unmet needs requests.  
April 2026 – SSTAC recommendation referred to SCLTC.

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

Product: Agenda materials and minutes with actions of Commission.

Schedule: June 2026 – SCLTC adopts resolution with findings.

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

Product: Unmet needs documentation package for State.  
Schedule: June 2026

**Task 11:** Prepare all Social Services Transportation Advisory Council (SSTAC) agenda materials for scheduled meetings.

Product: SSTAC agenda packets and meeting minutes.  
Schedule: As Needed or Quarterly

Budget - Work Element 605.1 - Multimodal and Public Transportation Planning		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 22,750	\$ 22,750
Consultant (Task 2 and 3 – CPT-HSTP)	\$ 40,000	\$ 42,750
Consultant (Task 7 – Unmet Needs Advertising)	\$ 2,750	\$ 2,750
<b>Total:</b>		<b>\$ 65,500</b>



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

### **Purpose**

Development of a regional active transportation plan for Siskiyou County.

### **Previous Work**

- Biweekly project team meetings with Alta Planning. (November 2023 through February 2025)
- Draft existing conditions report prepared by Alta Planning.
- Finalized engagement summary, project lists, and final plan.
- Attended virtual open house during public comment period on draft plan. (February 2025)

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

**Task 1:** Complete the final report of expenditures (FROE) and submit it to Caltrans.

**Product:** Final Report of Expenditures and grant close-out.

**Schedule:** July 2025

Budget - Work Element 605.2 - Siskiyou County Regional Active Transportation Plan		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 1,000	\$ 1,000

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

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

### **Purpose**

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

### **Previous Work**

- Drafted request for proposals. (December 2025)
- Reviewed responses to RFP. (February/March 2025)
- Completed consultant selection and contract award. (April 2025)

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

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

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

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

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

- ✓ Coordination with Caltrans Completed – Summer 2024

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

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

Task 02 - Deliverables
Final draft of the Request for Proposals
Selection Committee Scoring Sheets and meeting notes.
Executed contract between SCLTC and consultant.

✓ Task Completed – April 8, 2025

### Task 1: Coordination with Project Partners

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

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

Task 1 - Deliverables
List of Steering Committee Members
Kick-off meeting agenda and meeting notes.
Steering Committee meeting agendas and meeting notes.

✓ Task Completed – May 29, 2025

### Task 2: Data Collection/Vulnerability Assessment

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

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

The consultant will identify and map key transportation facilities serving the identified vulnerable areas; those most likely to be impacted in a wildfire, flood, or other emergency because of

closure, congestion, reduced capacity, etc. Adaptation strategies shall be developed that mitigate or eliminate identified impacts, with a particular focus on potential social equity and economic outcomes. Mapping products shall include at a minimum: network route mapping, evacuation mapping, network of shelter sites, and wildfire priority areas. A prioritized list of 10-15 projects shall be prepared of recommended network improvement projects, including strategies for funding and implementation.

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

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

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

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

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

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

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

The consultant shall coordinate with key agency officials to conduct information gathering interviews. These will be an important component of the overall plan in determining the historical roles of each during past events. Information obtained will be used to identify capabilities and capacities of individual agencies in coordinating large scale evacuations, as well as developing proper messaging strategies to help the public with emergency preparations. In addition, a presentation before the Social Services Transportation Advisory Council (SSTAC) will be given to obtain feedback from representatives of senior, disabled, and low-income agencies (public and private) regarding evacuation strategies of these target populations.

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

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

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

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

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

Recommendations will be developed as part of the analysis.

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

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

new facilities for vulnerable areas, with potential funding sources to be identified for their future development.

The consultant will review existing training and/or drills used by local agencies and recommend changes or additions to current practices. The consultant will also identify possible funding sources for implementation of parts or all of the Evacuation and Preparedness Plan, including continuing the Steering Committee past the life of project completion, training and drills, improved communication between the agencies and with the public, and evacuation route maintenance or improvements.

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

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

SCLTC staff will review the analyses provided by the consultant.

<b>Task 4 - Deliverables</b>
Draft Evacuation and Preparedness Plan

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

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

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

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

<b>Task 5 - Deliverables</b>
Final Draft Evacuation and Preparedness Plan that includes a summary of next steps towards implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy.
Presentation of Plan to Siskiyou County Local Transportation Commission

Next Steps

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

Budget - Work Element 606 – Siskiyou County Evacuation and Preparedness Plan				
Responsible Agency	RPA	*SHA-Climate	Local Funds	Total Allocated
SCLTC	\$ 7,500	\$ 20,000	\$ 2,295	\$ 29,795
Consultant	\$ 0	\$ 200,000	\$ 22,940	\$ 222,940
<b>Total:</b>				<b>\$ 252,735</b>

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

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

## **Work Element 606 – SCEPP Scope of Work**



[illegible]

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

## Overall Work Program

FY 2025/2026

Work Element / Responsible Party	RPA	PPM STIP	SHA-Climate/ SCEPP	Local Funds (LTF/Other)	Total by WE	FY 2024/2025 Projected Carryover
<b>WE 601 - Administration</b>	<b>\$ 55,000</b>				<b>\$ 55,000</b>	<b>\$ 10,421</b>
SCLTC Staff	\$ 55,000				\$ 55,000	
<b>WE 602 - OWP Development</b>	<b>\$ 12,500</b>				<b>\$ 12,500</b>	<b>\$ 19</b>
SCLTC Staff	\$ 12,500				\$ 12,500	
<b>WE 603 - Interagency Coordination and Public Engagement</b>	<b>\$ 30,500</b>				<b>\$ 30,500</b>	<b>\$ 5,536</b>
Consultant	\$ 2,500				\$ 2,500	
SCLTC Staff	\$ 28,000				\$ 28,000	
<b>WE 604.1 - Regional Transportation Systems Planning</b>	<b>\$ 22,500</b>				<b>\$ 22,500</b>	<b>\$ 15,385</b>
SCLTC Staff	\$ 22,500				\$ 22,500	
<b>WE 604.2 - Pavement Management System</b>	<b>\$ 44,500</b>	<b>\$ 75,000</b>			<b>\$ 119,500</b>	<b>\$ 17,642</b>
SCLTC Staff	\$ 7,500	\$ 96			\$ 7,596	
Consultant (NCE)		\$ 74,904			\$ 74,904	
Consultant (MTC)	\$ 37,000				\$ 37,000	
<b>WE 604.3 - Regional Transportation Improvement Program</b>	<b>\$ 31,500</b>				<b>\$ 31,500</b>	<b>\$ 3,052</b>
SCLTC Staff	\$ 31,500				\$ 31,500	
<b>WE 604.4 - Regional Transportation Plan</b>	<b>\$ 45,000</b>	<b>\$ 150,000</b>			<b>\$ 195,000</b>	<b>\$ 19,737</b>
Consultant	\$ 25,000	\$ 150,000			\$ 175,000	
SCLTC Staff	\$ 20,000				\$ 20,000	
<b>WE 605.1 - Multimodal and Public Transportation Planning</b>	<b>\$ 65,500</b>				<b>\$ 65,500</b>	<b>\$ 20,588</b>
Consultant	\$ 42,750				\$ 42,750	
SCLTC Staff	\$ 22,750				\$ 22,750	
<b>WE 605.2 - Siskiyou County Regional Active Transportation Plan</b>	<b>\$ 1,000</b>				<b>\$ 1,000</b>	<b>\$ -</b>
SCLTC Staff	\$ 1,000				\$ 1,000	
<b>WE 606 - Siskiyou County Evacuation and Preparedness Plan</b>	<b>\$ 7,500</b>		<b>\$ 220,000</b>	<b>\$ 25,235</b>	<b>\$ 252,735</b>	<b>\$ -</b>
Consultant			\$ 200,000	\$ 22,940	\$ 222,940	\$ -
SCLTC Staff	\$ 7,500		\$ 20,000	\$ 2,295	\$ 29,795	\$ -
<b>Grand Total</b>	<b>\$ 315,500</b>	<b>\$ 225,000</b>	<b>\$ 220,000</b>	<b>\$ 25,235</b>	<b>\$ 785,735</b>	<b>\$ 92,381</b>

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

## **Appendix B - FAST Act Planning Factors**

**Appendix B - FAST Act Planning Factors**

		<b>Work Element</b>									
<b>FAST Act Planning Factors FY 2024/2025</b>		601	602	603	604.1	604.2	604.3	604.4	605.1	605.2	606
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X	
2	Increase the safety of the transportation system for motorized and non-motorized users.			X	X	X	X	X	X	X	X
3	Increase the security of the transportation system for motorized and non-motorized users.			X	X		X	X	X	X	X
4	Increase the accessibility and mobility of people and freight.				X	X	X	X	X	X	X
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.	X		X	X	X	X	X	X	X	X
6	Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.			X	X	X	X	X	X	X	X
7	Promote efficient system management and operation.	X	X		X	X	X	X	X	X	
8	Emphasize the preservation of the existing transportation system.				X	X	X	X	X		X
9	Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation				X	X	X	X	X	X	X
10	Enhance travel and tourism				X	X	X	X	X	X	X

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

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

Appendix C - Federal Planning Emphasis Areas

		Work Element									
	<b>Federal Planning Emphasis FY 2024/2025</b>	601	602	603	604.1	604.2	604.3	604.4	605.1	605.2	606
1	Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	X		X	X			X	X	X	X
2	Equity and Justice40 in Transportation Planning	X		X	X		X	X	X	X	X
3	Complete Streets	X		X	X	X	X	X	X	X	
4	Public Involvement	X	X	X	X	X	X	X	X	X	X
5	Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination	X		X	X	X	X	X	X		
6	Federal Land Management Agency Coordination	X		X	X	X	X	X	X	X	X
7	Planning and Environmental Linkages	X		X	X		X	X	X	X	X
8	Data in Transportation Planning	X		X	X	X	X	X	X	X	X

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

## FY 25-26 Draft OWP Comment Matrix - Siskiyou County Local Transportation Commission (SCLTC)

Comment:	Agency Response	Caltrans Response/Review
<b>General Comments:</b>		
<ul style="list-style-type: none"> <li>The HQ Office of Freight Planning:               <ul style="list-style-type: none"> <li>Siskiyou County Local Transportation Commission (SCLTC) is commended for including state and federal freight planning priorities.</li> <li>California Assembly Bill 98 establishes new design and construction standards for warehouses and logistics facilities that potentially change truck routings in municipalities in your area. Consider identifying warehousing and sensitive receptors like schools, parks, and hospitals that may be impacted. <a href="#">Bill Text - AB-98 Planning and zoning: logistics use: truck routes.</a></li> <li>Due to the national truck parking shortage, please consider adding an inventory of existing truck parking facilities and potential sites or programs that could help meet the dire need for truck parking in the future.</li> </ul> </li> </ul>	<p>Noted.</p> <p>We will work with the Siskiyou County Planning Department and other city planning representatives on these items.</p>	
<ul style="list-style-type: none"> <li>Caltrans commends the SCLTC for including Zero Emission technical groups in your OWP. Zero-emission truck charging along Interstate 5 is crucial for reducing greenhouse gas emissions (GHG) and establishing a national electric truck network.</li> </ul>	<p>No response.</p>	
<ul style="list-style-type: none"> <li>Caltrans recommends that SCLTC include a discussion of consultation and coordination with Federal Land Management Agencies in your Introduction.</li> </ul>	<p>This is included in the second paragraph on page 4.</p>	
<ul style="list-style-type: none"> <li>Caltrans recommended coordinating with the California Transportation Commission (CTC) regarding their Comprehensive Multimodal Corridor Plan (CMCP) Guidelines updates. The updated guidelines are expected to be released for review around October this year (2025). Close coordination with CTC will help ensure alignment with the latest</li> </ul>	<p>Staff will participate as time allows in these efforts.</p>	



## FY 25-26 Draft OWP Comment Matrix - Siskiyou County Local Transportation Commission (SCLTC)

Comment:	Agency Response	Caltrans Response/Review
requirements and allow for a smooth integration of any necessary updates into ongoing and future corridor planning efforts.		
<ul style="list-style-type: none"> <li>In the introduction, the Local Transportation Funds (LTF) section could be changed to the Transportation Development Act and include a definition like this: "These funds operate public transit, construct bicycle and pedestrian facilities, and may be used for streets and roads purposes only after all unmet transit needs that are reasonable to meet have been addressed."</li> </ul>	Changed Local Transportation Funds to Transportation Development Act	
<b>Work Element Specific Comments:</b>		
<b>Work Element 602 - Overall Work Program Development</b> <ul style="list-style-type: none"> <li>Under Previous Work: Verify dates are correct. Preparation of draft and final overall Work Program document for FY 2024/2025 - recommend changing to FY 2025/2026.</li> <li>Review date for Task 2: "carryover funds from FY 2025/2026" to "carryover funds FY 2024/2025".</li> </ul>	Fixed.  Fixed.	
<b>Work Element 603 - Interagency Coordination and Public Engagement</b> <ul style="list-style-type: none"> <li>Please spell the acronyms "attend CTC, NSSR&lt; RCTF, and RTPA group meetings."</li> <li>Consider adding information on how the general public will be involved and the methods of public outreach that will be used.</li> <li>Caltrans recommends that it be noted that SCLTC is part of the Karuk Regional Transportation Consortium and has scheduled meetings and engagements.</li> </ul>	Fixed.  Added sentence to Task 7 Added Task 8	

## FY 25-26 Draft OWP Comment Matrix - Siskiyou County Local Transportation Commission (SCLTC)

Comment:	Agency Response	Caltrans Response/Review
<b>Work Element 604.1 - Regional Transportation Systems Planning</b> <ul style="list-style-type: none"> <li>In partnership with Caltrans D2, hosted State Highway Needs Meetings in three county regions.</li> </ul>	Added Task 11	
<b>Work Element 604.2 - Pavement Management System</b> <ul style="list-style-type: none"> <li>Previous work, third bullet: "NCE finalized the report in August 2025..." change to August 2024.</li> </ul>	Fixed.	
<b>Work Element 604.3 - Regional Transportation Improvement Program</b> <ul style="list-style-type: none"> <li>Task or Activity, Task 1, Schedule: Recommends the structure of your quarterly months: September/December/March/June. It begins in July, which is part of the first quarter, and concludes in September.</li> </ul>	Changed dates to align with CTC agenda deadlines	
<b>Work Element 604.4 - Regional Transportation Plan</b> Under Task 1: Add the date the final RTP update is due.	Update is due in August 2025, but due to other obligations the project has not been started.	
<b>Work Element 605.1 - Multimodal and Public Transportation Planning</b> <ul style="list-style-type: none"> <li>Caltrans recommends reviewing the date for previous work, second bullet: Participated in SSTAC in Fall 2025 instead of Fall 2024.</li> <li>Task or Activity, Task 1, Schedule: Change Feb. 2025 and May 2025 to Feb 2026 and May 2026.</li> <li>Transit is considered a motorized mode, and active transportation generally does not include transit.</li> </ul>	Fixed.  Fixed.  Added 'connected to' in front of active transportation.	



## FY 25-26 Draft OWP Comment Matrix - Siskiyou County Local Transportation Commission (SCLTC)

Comment:	Agency Response	Caltrans Response/Review
<b>Work Element 606 - Siskiyou County Evacuation and Preparedness Plan</b> <ul style="list-style-type: none"><li>Under Task 2 - Is this work already completed, as it is stated in the previous work section</li><li>Under Task 3, second paragraph, first sentence "...a total of thirteen twelve initial..." please revise this wording.</li></ul> For Coordination with Project Partners: Renumber tasks, as tasks 1 and 2 are already in place.	Added notes on items completed. Fixed.	
<b>Budget Revenue Summary (BRS)</b> <ul style="list-style-type: none"><li>Carryover must be estimated and identified in the OWP/Budget Revenue Summary (BRS). Please add a carry-over column for FY24/25 RPA carryover to the BRS.</li></ul>	Included as requested.	

OVERALL WORK PROGRAM AGREEMENT (OWPA)  
Siskiyou County Local Transportation Commission

MFTA#: 74A1648  
AGENCY DUNS#: 078839100  
AGENCY UEI#: CBUHM8LMT9E7

FY: 2025-2026

OWP Board Approval Date: 6/24/2025

Amendment #:

- The undersigned signatory hereby commits to complete this Fiscal Year (FY) the Annual Overall Work Program (OWP), which has been approved by the Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is attached as part of this OWPA.
- All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA) that was executed January 1, 2025 through December 31, 2034 with Caltrans are incorporated by reference as part of this OWPA for this FY.
- Match amounts, sources, and eligibility for Regional Transportation Planning Funds listed below, must be in compliance with Federal, State, or contractually agreed upon requirements.
- Subject to the availability of funds this FY OWPA funds encumbered by Caltrans include, but may not exceed, the following:

CFDA #	Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In- Kind Match	TOTAL Estimated Expenditures
20.205	FHWA PL (Toll Credit)	11.47%					\$0.00
20.205	FHWA PL (Local/In-kind Match)	11.47%					\$0.00
20.205	FHWA PL-Complete Streets	0.00%					\$0.00
20.505	FTA 5303 (Toll Credit Match)	11.47%					\$0.00
20.505	FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
20.505	FTA 5304	11.47%					\$0.00
20.205	FHWA SPR	20.00%					\$0.00
	RPA	0.00%	\$230,000.00				\$230,000.00
	RPA Grants	0.00%					\$0.00
	SHA Grants	11.47%					\$0.00
	SB1 Formula	11.47%					\$0.00
	SB1 Competitive	11.47%					\$0.00
	SHA-Climate Adaptation	11.47%	\$225,753.00				\$225,753.00
	<b>Total Programmed Amount</b>		<b>\$455,753.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$455,753.00</b>

Agency Certification of Programmed Funds

The Agency certifies that programmed amounts are representative of eligible and approved activities. Any expenses in excess of available and programmed funds will be borne solely by the agency.

Authorized Signature

Date

Melissa Cummins, Executive Director

Printed Name and Title

District Approval of Programmed Funds

The District has reviewed and approves the OWPA as submitted. Programmed amounts are representative of eligible and approved activities and is consistent with all obligations as approved in the OWP.

Authorized Signature

Date

Printed Name and Title

(HQ Department of Transportation Use Only)

The total amount of **FEDERAL** funds encumbered by this document are: \$

Fund Title: Item: Chapter Statute: Fiscal Year:

The total amount of **STATE** funds encumbered by this document are: \$

Fund Title: Item: Chapter Statute: Fiscal Year:

Encumbrance Details:

Fed/State	CT	Acct Line #	Project ID	Phase/Fund	Amount \$
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I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of the Director of Transportation Resources/Accounting Officer

Date

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

## 1.2. Standard Assurances: Additional Assurances for Construction Projects.

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.



**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.*

*§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT*

*Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

#### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

##### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

## 5.2. School Bus Agreement.

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

## CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

## **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

## **CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).



### **CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

### **CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

## **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

## **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

#### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

#### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

#### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

### **CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

### **CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

## **CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

## **CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
- (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
  - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),
  - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 09 (Formula Grants for Rural Areas),
  - (5) Category 15 (Alcohol and Controlled Substances Testing), and
  - (6) Category 17 (Demand Responsive Service).

#### **CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Siskiyou County Local Transportation Commission

The Applicant certifies to the applicable provisions of all categories: (*check here*) \_\_\_\_\_.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	<u>X</u>
02 Public Transportation Agency Safety Plans	<u>N/A</u>
03 Tax Liability and Felony Convictions	<u>N/A</u>
04 Lobbying	<u>X</u>
05 Private Sector Protections	<u>N/A</u>
06 Transit Asset Management Plan	<u>N/A</u>
07 Rolling Stock Buy America Reviews and Bus Testing	<u>N/A</u>
08 Urbanized Area Formula Grants Program	<u>N/A</u>
09 Formula Grants for Rural Areas	<u>N/A</u>
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<u>N/A</u>
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<u>N/A</u>



12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	N/A
13	State of Good Repair Grants	X
14	Infrastructure Finance Programs	N/A
15	Alcohol and Controlled Substances Testing	N/A
16	Rail Safety Training and Oversight	N/A
17	Demand Responsive Service	N/A
18	Interest and Financing Costs	N/A
19	Cybersecurity Certification for Rail Rolling Stock and Operations	N/A
20	Tribal Transit Programs	N/A
21	Emergency Relief Program	N/A

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Siskiyou County Local Transportation Commission

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

Certifications and Assurances

Fiscal Year 2024

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name Melissa Cummins, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): Siskiyou County Local Transportation Commission

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signed by:  \_\_\_\_\_ Date: 5/30/2025  
Signature \_\_\_\_\_ 08D9A26019FB4D4...

Name John S. Kenny Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## **FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification**

In accordance with 23 CFR part 450, the California Department of Transportation and \_\_\_\_\_, Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- 1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- 2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- 8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- 10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

\_\_\_\_\_  
RTPA Authorizing Signature

\_\_\_\_\_  
Caltrans District Approval Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Fiscal Year 2025/2026 California Department of Transportation  
Debarment and Suspension Certification**

*As required by U.S. DOT regulations on governmentwide Debarment and Suspension  
(Nonprocurement), 49 CFR 29.100:*

- 1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
  - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.
- 3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's ***Excluded Parties List System (EPLS)***, Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

March 2025

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DEBARMENT AND SUSPENSION CERTIFICATION  
FISCAL YEAR 2025/2026**

**SIGNATURE PAGE**

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has the authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, these certifications and assurances have been legally made and constitute legal and binding obligations of the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the described project.

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For Siskiyou County Local Transportation Commission (Name of Applicant)

Signature  Date 5/30/2025

Printed Name of Applicant's Attorney John S Kenny

Date: June 24, 2025

Agenda Item: 7A

Subject: Local Transportation Administration (Fund 2505) – Recommended Budget for FY 2025/2026

**Past Action:**

On May 14, 2024, the Commission adopted Resolution No. 24-10 establishing the Recommended Budget for FY 2024/2025.

**Summary of Item:**

The Commission, as required by the Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The enclosed budget includes various revenues and expenses related to the administration of the Transportation Development Act, including payroll costs for the Commission's one employee.

Request for Support Position:

Due to increased responsibilities and project workloads, staff has identified the need for additional support to effectively manage and implement regional transportation programs. The proposed position would provide essential assistance in areas such as reporting, project support and delivery, grant administration and reporting, local agency support, and public engagement.

A meeting was held with County Administration to discuss the justification for the new position. Following that meeting and internal review, County Administration indicated that the position request would be considered during the development of the FY 2025-26 Adopted Budget.

To align with the County's Adopted Budget development timeline, staff must submit a formal request for the new position by July 15, 2025. Submitting by this date will ensure that the request is evaluated alongside other departmental needs and priorities.

Staff is seeking direction on whether to move forward with submitting a request to add a Staff Services Analyst I for consideration in the Adopted Budget. If directed to proceed, staff will prepare the necessary justification materials and work with County Administration to complete the submission by the stated deadline.

The Commission is expected to receive an additional \$ 85,500 in Regional Planning Assistance funds beginning in FY 2025/2026. The new position would also assist with existing grants or programs, which would be reimbursed by those funding sources. Looking to the future this position would also cross train on STAGE activities to support the office as well as seeking other grant opportunities to support both STAGE and SCLTC.

The enclosed budget does not include any costs related to the position request.

**Financial Impact:**            **Yes** ☒            **No** ☐

The enclosed materials provide details on the proposed revenues and expenditures under the Local Transportation Administration (Fund: 2505) budget.

Staff Services Analyst I Position Request – Annual Projected Costs: \$ 102,764

This amount includes all salary and benefits for a position at Step 1 of the current salary range with full family insurance.

The Overall Work Program allows the Commission to carry over 25% of the annual allocation. The current amount that can carry over is \$ 57,500. Based on the new amount of \$ 315,500 the new carryover amount would be \$ 78,875. Unspent funds above this amount revert to the state.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the Local Transportation Administration (Fund: 2505).

Direction to staff regarding a request to add submit a new position request to support SCLTC activities as part of the FY 2025-26 Adopted Budget.

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 Local Transportation Administration budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Local Transportation Administration (Fund 2505)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC FY 2025/2026 Recommended Budget for Fund 2505, as shown in Attachment A, identifies estimated revenues and expenditures to administer the programs of the SCLTC and complete activities mandated by the Transportation Development Act; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the Local Transportation Administration FY 2025/2026 budget as follows:

Fund: 2505  
Revenues: \$ 475,282  
Expenditures: \$ 455,417

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_



		PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
-----						
PROGRAM:						
300	PUBLIC WAYS & FACILITIES					
ACTIVITY:						
8354	2506>2505 LTC OWP ADMIN BILLING					
ACCOUNT:						
595000	OPERATING TRANSFERS IN	154,758.00	203,215.00	85,190.60	127,427.00	187,974.00
ACCOUNT:						
502200	LOCAL TRANSPORTATION	130,000.00	90,000.00	67,500.00	90,000.00	130,000.00
530100	INTEREST	500.00	1,000.00	5,800.10	5,801.00	2,500.00
530110	NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	4,211.23	.00	.00
540800	STATE OTHER	.00	79,808.00	179,243.00	79,808.00	79,808.00
550600	ADMINISTRATION SERVICES	.00	.00	17,642.05	38,471.00	75,000.00
611100	REGULAR WAGES	110,347.00	129,836.00	109,891.45	139,431.00	146,994.00
621100	O.A.S.D.I.	8,880.00	9,933.00	8,195.37	10,395.00	11,245.00
621200	RETIREMENT	43,772.00	41,306.00	35,964.14	45,655.00	42,581.00
621300	PENSION LIABILITY-115 TRUST	832.00	925.00	783.89	996.00	1,054.00
621400	OPEB LIABILITY-115 TRUST	832.00	925.00	783.89	996.00	1,054.00
622100	OTHER INSURANCE	6,951.00	21,197.00	18,156.81	22,891.00	23,662.00
622200	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	118.00
623100	WORKERS' COMPENSATION	.00	.00	.00	.00	1,504.00
712000	COMMUNICATIONS	900.00	700.00	894.79	1,133.00	1,770.00
714000	HOUSEHOLD	.00	1,815.00	736.50	776.00	2,380.00
715000	INSURANCE	29,700.00	19,829.00	4,010.00	4,010.00	5,362.00

		PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
		-----	-----	-----	-----	-----
717000	MAINTENANCE OF EQUIPMENT	30.00	150.00	3.82	35.00	150.00
718000	MAINTENANCE-BUILDING & IMPROVEMENTS	200.00	1,256.00	223.59	2,000.00	2,000.00
720000	MEMBERSHIPS	2,915.00	3,300.00	1,840.00	3,340.00	3,340.00
722000	OFFICE SUPPLIES	6,406.00	5,000.00	325.79	447.00	4,000.00
723000	PROFESSIONAL & SPECIALIZED SERVICES	17,114.00	22,550.00	19,446.96	25,152.00	36,864.00
723100	ADMINISTRATION	.00	.00	.00	.00	.00
723200	DATA PROCESSING	.00	2,566.00	2,352.13	2,566.00	2,495.00
725000	RENTS & LEASES - EQUIPMENT	20.00	300.00	.00	72.00	150.00
728000	SPECIAL DEPARTMENTAL EXPENSE	86.00	100.00	34.91	1,100.00	2,595.00
728150	SPEC DEPARTMENTAL-CAL-CARD CLEARING	.00	.00	694.22	.00	.00
729000	TRANSPORTATION & TRAVEL	.00	850.00	.00	.00	850.00
729100	GAS & DIESEL	.00	.00	.00	.00	2,500.00
730000	UTILITIES	.00	1,300.00	1,549.82	1,556.00	2,460.00
751000	COST ALLOCATION PLAN	2,333.00	-4,255.00	-3,900.38	-4,255.00	45,481.00
752500	CONTRIBUTIONS TO OTHER AGENCIES	.00	79,808.00	19,811.00	99,619.00	79,808.00
762000	EQUIPMENT	.00	.00	.00	.00	35,000.00
PROGRAM TOTAL:						
	Total Revenue	285,258.00	374,023.00	359,586.98	341,507.00	475,282.00
	Total Labor	171,614.00	204,122.00	173,775.55	220,364.00	228,212.00
	Total Expense	59,704.00	135,269.00	48,023.15	137,551.00	227,205.00
	Total Transfers	.00	.00	.00	.00	.00
	Total Net	53,940.00	34,632.00	137,788.28	-16,408.00	19,865.00

Date: June 24, 2025

**Agenda Item: 7B**

Subject: Regional Planning Assistance (Fund 2506) – Recommended Budget for FY 2025/2026

**Past Action:**

On May 14, 2024, the Commission adopted Resolution No. 24-11 establishing the Recommended Budget for FY 2024/2025.

**Summary of Item:**

The Commission, as required by the Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes the Overall Work Program revenues and expenses, the Planning, Programming and Monitoring revenues and expenses, and the grant revenues and expenses related to the Siskiyou County Evacuation and Preparedness Plan project.

**Financial Impact:**                Yes ☒                No ☐

The enclosed materials provide details on the proposed revenues and expenses under the Regional Planning Assistance (Fund: 2506) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the Regional Planning Assistance (Fund: 2506).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 Regional Planning Assistance budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Regional Planning Assistance (Fund 2506)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC RPA Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2506), includes revenues and expenses related to the Commission's Overall Work Program's various planning activities including the Planning, Programming and Monitoring and Sustainable Transportation Planning Grant funds; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2506

Revenues: \$ 565,580

Expenditures: \$ 707,580

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2506 REGIONAL TRANSPORTATION PLANNING

FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
<b>2230 2506 PPM PROJECT REGIONAL TRANSPORT</b>					
LOCATION:					
Location not budgeted					
ACCOUNT:					
540800 STATE OTHER	.00	.00	225,000.00	225,000.00	75,000.00
723000 PROFESSIONAL & SPECIALIZED SERVICES	.00	.00	12,341.50	56,810.00	224,904.00
723100 ADMINISTRATION	.00	.00	.00	2,500.00	96.00
ACTIVITY:					
8354 2606>2505 LTC OWP ADMIN BILLING					
LOCATION:					
Location not budgeted					
ACCOUNT:					
795000 TRANSFER OUT	154,758.00	203,215.00	85,190.60	127,427.00	187,974.00
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	250.00	750.00	303.22	1,000.00	500.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	176.84	.00	.00
540800 STATE OTHER	420,772.00	835,771.00	273,199.00	344,221.00	490,080.00
717000 MAINTENANCE OF EQUIPMENT	75.00	100.00	26.88	75.00	100.00
722000 OFFICE SUPPLIES	500.00	750.00	54.77	150.00	500.00
723000 PROFESSIONAL & SPECIALIZED SERVICES	320,992.00	732,134.99	193,663.31	221,402.00	267,280.00
723100 ADMINISTRATION	6,875.00	.00	.00	500.00	2,000.00

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-  
FISCAL YEAR 2025/2026

FUND: 2506 REGIONAL TRANSPORTATION PLANNING

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
	-----	-----	-----	-----	-----
724000 PUBLICATIONS & LEGAL NOTICES	2,000.00	.00	2,203.40	2,000.00	2,750.00
725000 RENTS & LEASES - EQUIPMENT	50.00	4,400.00	.00	200.00	400.00
728000 SPECIAL DEPARTMENTAL EXPENSE	87.00	.00	50.00	50.00	4,050.00
729000 TRANSPORTATION & TRAVEL	4,500.00	3,850.00	3,892.42	3,682.00	7,526.00
729200 TRAINING	.00	.00	.00	.00	10,000.00
PROGRAM TOTAL:					
Total Revenue	421,022.00	836,521.00	498,679.06	570,221.00	565,580.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	489,837.00	944,449.99	297,422.88	414,796.00	707,580.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-68,815.00	-107,928.99	201,256.18	155,425.00	-142,000.00
FUND TOTAL:					
Total Revenue	421,022.00	836,521.00	498,679.06	570,221.00	565,580.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	489,837.00	944,449.99	297,422.88	414,796.00	707,580.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-68,815.00	-107,928.99	201,256.18	155,425.00	-142,000.00
ORGANIZATION TOTAL:					
Total Revenue	421,022.00	836,521.00	498,679.06	570,221.00	565,580.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	489,837.00	944,449.99	297,422.88	414,796.00	707,580.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-68,815.00	-107,928.99	201,256.18	155,425.00	-142,000.00

Date: June 24, 2025

Agenda Item: 7C

Subject: Local Transportation Funds (Fund 2536) – Recommended Budget for FY 2025/2026

**Past Action:**

On June 11, 2024, the Commission adopted Resolution No. 24-12 establishing the Recommended Budget for FY 2024/2025.

**Summary of Item:**

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes Local Transportation Funds received from the State of California and the allocations approved to local agencies.

**Financial Impact:**                      Yes ☒                      No ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the Local Transportation Funds (Fund: 2536) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the Local Transportation Funds (Fund: 2536).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 Local Transportation Funds budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Local Transportation Fund (Fund 2536)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Local Transportation Fund Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2536), includes revenue from the State of California that is deposited into the Local Transportation Fund pursuant to Article 11 of Chapter 2 of Division 3 of the California Government Code and estimated expenditures related to claims approved by the SCLTC; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2536

Revenues: \$ 2,029,000

Expenditures: \$ 2,025,000

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_



BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2536 LOCAL TRANSPORTATION FUNDS (LTF)

FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
	-----	-----	-----	-----	-----
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
ACCOUNT:					
530100 INTEREST	5,000.00	2,500.00	-5,494.33	5,301.00	4,000.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	196.43	.00	.00
540800 STATE OTHER	2,074,454.00	2,103,000.00	1,298,165.47	2,103,000.00	2,025,000.00
751001 CLAIMANTS ALLOCATION EXPENSE	1,949,454.00	2,105,500.00	1,129,516.83	2,105,500.00	2,025,000.00
PROGRAM TOTAL:					
Total Revenue	2,079,454.00	2,105,500.00	1,292,867.57	2,108,301.00	2,029,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	1,949,454.00	2,105,500.00	1,129,516.83	2,105,500.00	2,025,000.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	130,000.00	.00	163,350.74	2,801.00	4,000.00
FUND TOTAL:					
Total Revenue	2,079,454.00	2,105,500.00	1,292,867.57	2,108,301.00	2,029,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	1,949,454.00	2,105,500.00	1,129,516.83	2,105,500.00	2,025,000.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	130,000.00	.00	163,350.74	2,801.00	4,000.00
ORGANIZATION TOTAL:					
Total Revenue	2,079,454.00	2,105,500.00	1,292,867.57	2,108,301.00	2,029,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	1,949,454.00	2,105,500.00	1,129,516.83	2,105,500.00	2,025,000.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	130,000.00	.00	163,350.74	2,801.00	4,000.00

Date: June 24, 2025

Agenda Item: 7D

Subject: Regional Surface Transportation Block Grant Program (Fund 2537) – Recommended Budget for FY 2025/2026

**Past Action:**

On June 11, 2024, the Commission adopted Resolution No. 24-13 establishing the Recommended Budget for FY 2024/2025.

**Summary of Item:**

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes all funds allocated to local agencies for their projects (list included below) and anticipated revenue from the State for the next round of exchange funds.

City of Tulelake – City Hall Parking Lot	\$ 20,000.00	
City of Tulelake – C Street (Main to East Alley)	\$ 25,000.00	
City of Tulelake – C Street	\$ 41,336.00	(CRRSSA Funding Matching)
City of Etna – Cleveland Street	\$ 1,083.72	(Balance remaining)
Town of Fort Jones – Scott River Road	\$ 55,000.00	

**Financial Impact:** Yes ☒ No ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the Regional Surface Transportation Block Grant Program (Fund: 2537) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the Regional Surface Transportation Block Grant Program (Fund: 2537).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 Regional Surface Transportation Block Grant Program budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Regional Surface Transportation Block Grant (Fund 2537)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Regional Surface Transportation Block Grant Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2537), includes revenues and expenses related to the revenues received under the California Department of Transportation Federal Apportionment Exchange Program; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2537

Revenues: \$ 165,241

Expenditures: \$ 165,241

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2537 RSTP BLOCK GRANT (LTC)

FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
	-----	-----	-----	-----	-----
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	3,500.00	5,000.00	8,501.46	7,877.00	5,000.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	12,985.19	.00	.00
540800 STATE OTHER	107,730.00	120,000.00	.00	160,241.00	160,241.00
728000 SPECIAL DEPARTMENTAL EXPENSE	501,020.00	548,232.00	407,688.53	550,109.00	165,241.00
PROGRAM TOTAL:					
Total Revenue	111,230.00	125,000.00	21,486.65	168,118.00	165,241.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	501,020.00	548,232.00	407,688.53	550,109.00	165,241.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-389,790.00	-423,232.00	-386,201.88	-381,991.00	.00
FUND TOTAL:					
Total Revenue	111,230.00	125,000.00	21,486.65	168,118.00	165,241.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	501,020.00	548,232.00	407,688.53	550,109.00	165,241.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-389,790.00	-423,232.00	-386,201.88	-381,991.00	.00
ORGANIZATION TOTAL:					
Total Revenue	111,230.00	125,000.00	21,486.65	168,118.00	165,241.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	501,020.00	548,232.00	407,688.53	550,109.00	165,241.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-389,790.00	-423,232.00	-386,201.88	-381,991.00	.00

Date: June 24, 2025

Agenda Item: 7E

Subject: State Transit Assistance (Fund 2538) – Recommended Budget for FY 2025/2026

**Past Action:**

On May 14, 2024, the Commission adopted Resolution No. 24-14 establishing the Recommended Budget for FY 2024/2025.

**Summary of Item:**

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes estimated revenues from the State of California, and estimated claims to STA-eligible operators.

**Financial Impact:**            Yes ☒            No ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the State Transit Assistance (Fund: 2538) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the State Transit Assistance (Fund: 2538).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 State Transit Assistance budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
State Transit Assistance (Fund 2538)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC State Transit Assistance Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2538), includes revenues received from the State of California, and allocations to STA-eligible operators within the region; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2538

Revenues: \$ 460,929

Expenditures: \$ 460,179

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2538 STATE TRANSIT ASSISTANCE (STA)

FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
183 5660-460036STG ROLLINGSTOCK RPLMNT					
LOCATION:					
Location not budgeted					
ACCOUNT:					
751002 STAGE ALLOCATION EXPENSE	.00	.00	.00	18,780.00	.00
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	1,200.00	750.00	1,208.77	822.00	750.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	159.29	.00	.00
540800 STATE OTHER	546,456.00	533,455.00	352,034.00	462,898.00	460,179.00
751002 STAGE ALLOCATION EXPENSE	546,456.00	534,205.00	236,985.12	444,940.00	460,179.00
FUND TOTAL:					
Total Revenue	547,656.00	534,205.00	353,402.06	463,720.00	460,929.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	546,456.00	534,205.00	236,985.12	463,720.00	460,179.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	1,200.00	.00	116,416.94	.00	750.00

Date: June 24, 2025

**Agenda Item: 7F**

Subject: Senate Bill 125 TIRCP/General Fund Projects (Fund 2546) – Recommended Budget for FY 2025/2026

**Past Action:**

On December 11, 2023, the Commission authorized the Executive Director to submit the Senate Bill 125 initial allocation packet seeking funding for various projects.

**Summary of Item:**

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes estimated revenues and expenses related to the following projects approved by the California State Transportation Agency.

- Fare System Upgrade to Contactless System
- New STAGE Website
- STAGE Operational Improvements

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the SB 125 TIRCP/General Fund Projects (Fund: 2546) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the SB 125 TIRCP/General Fund Projects (Fund: 2546).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 SB 125 TIRCP/General Fund Projects budget.



Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Senate Bill 125 – TIRCP/General Fund Projects (Fund 2546)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Senate Bill 125 Transit Intercity Rail Capital Program and General Fund Projects Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2546), includes anticipated revenues and expenses to complete the approved projects; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2546

Revenues: \$ 3,500

Expenditures: \$ 448,700

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2546 SB 125 - TIRCP/GENEAL FUND

FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	.00	7,194.27	9,656.00	3,500.00
540800 STATE OTHER	.00	457,000.00	457,000.00	457,000.00	.00
723000 PROFESSIONAL & SPECIALIZED SERVICES	.00	451,351.00	.00	14,851.00	436,500.00
723100 ADMINISTRATION	.00	1,000.00	520.35	2,800.00	12,200.00
724000 PUBLICATIONS & LEGAL NOTICES	.00	4,500.00	.00	.00	.00
728000 SPECIAL DEPARTMENTAL EXPENSE	.00	149.00	148.82	149.00	.00
FUND TOTAL:					
Total Revenue	.00	457,000.00	464,194.27	466,656.00	3,500.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	457,000.00	669.17	17,800.00	448,700.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	463,525.10	448,856.00	-445,200.00
ORGANIZATION TOTAL:					
Total Revenue	.00	457,000.00	464,194.27	466,656.00	3,500.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	457,000.00	669.17	17,800.00	448,700.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	463,525.10	448,856.00	-445,200.00

Date: June 24, 2025

**Agenda Item: 7G**

Subject: Senate Bill 125 Greenhouse Gas Reduction Fund Projects (Fund 2547) – Recommended  
Budget for FY 2025/2026

**Past Action:**

On December 11, 2023, the Commission authorized the Executive Director to submit the Senate Bill 125 initial allocation packet seeking funding for various projects.

**Summary of Item:**

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes estimated revenues and expenses related to the following projects approved by the California State Transportation Agency.

- Zero Emissions Strategy Plan for STAGE

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the SB 125 Greenhouse Gas Reduction Fund Projects (Fund: 2547) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the SB 125 Greenhouse Gas Reduction Fund Projects (Fund: 2547).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 SB 125 Greenhouse Gas Reduction Fund Projects budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Senate Bill 125 – Greenhouse Gas Reduction Fund Projects (Fund 2547)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Senate Bill 125 Greenhouse Gas Reduction Fund Projects Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2547), includes anticipated revenues and expenses to complete the approved projects; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2547

Revenues: \$ 1,000

Expenditures: \$ 129,531

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2547 SB 125 - GREENHOUSE GAS REDUCTION FUND

FISCAL YEAR 2025/2026

PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
-----	-----	-----	-----	-----

## PROGRAM:

300 PUBLIC WAYS &amp; FACILITIES

## ACTIVITY:

Activity not budgeted

## LOCATION:

Location not budgeted

## ACCOUNT:

530100 INTEREST	.00	.00	2,019.84	2,027.00	1,000.00
540800 STATE OTHER	.00	128,281.00	128,280.13	128,280.00	.00
723000 PROFESSIONAL & SPECIALIZED SERVICES	.00	126,781.00	.00	.00	126,781.00
723100 ADMINISTRATION	.00	.00	.00	.00	2,750.00
724000 PUBLICATIONS & LEGAL NOTICES	.00	1,500.00	.00	.00	.00

## FUND TOTAL:

Total Revenue	.00	128,281.00	130,299.97	130,307.00	1,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	128,281.00	.00	.00	129,531.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	130,299.97	130,307.00	-128,531.00

## ORGANIZATION TOTAL:

Total Revenue	.00	128,281.00	130,299.97	130,307.00	1,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	128,281.00	.00	.00	129,531.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	130,299.97	130,307.00	-128,531.00

Date: June 24, 2025

Agenda Item: 7H

Subject: Senate Bill 125 Public Transit Account Projects (Fund 2548) – Recommended Budget for FY 2025/2026

**Past Action:**

On December 11, 2023, the Commission authorized the Executive Director to submit the Senate Bill 125 initial allocation packet seeking funding for various projects.

**Summary of Item:**

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes estimated revenues and expenses related to the following projects approved by the California State Transportation Agency.

- Zero Emissions Strategy Plan for STAGE
- RTPA Administration of Program

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the SB 125 Public Transit Account Projects (Fund: 2548) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the SB 125 Public Transit Account Projects (Fund: 2548).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 SB 125 Public Transit Account Projects budget.

Siskiyou County Local Transportation Commission

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

Resolution Adopting Recommended Budget for FY 2025/2026  
Senate Bill 125 – Public Transit Account Projects (Fund 2548)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Senate Bill 125 Public Transit Account Projects Recommended budget for FY 2025/2026, as shown in Attachment A (Fund 2548), includes anticipated revenues and expenses to complete the approved projects; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2025/2026 budgets as follows:

Fund: 2548

Revenues: \$ 1,000

Expenditures: \$ 129,042

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 24<sup>th</sup> day of June 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

By \_\_\_\_\_

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 2548 SB 125 PUBLIC TRANSIT ACCOUNT

FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	.00	1,729.32	2,202.00	1,000.00
540800 STATE OTHER	.00	110,781.00	110,780.87	110,780.00	.00
723000 PROFESSIONAL & SPECIALIZED SERVICES	.00	52,511.00	.00	.00	55,711.00
723100 ADMINISTRATION	.00	56,770.00	1,342.60	2,500.00	54,270.00
724000 PUBLICATIONS & LEGAL NOTICES	.00	1,500.00	.00	.00	.00
752500 CONTRIBUTIONS TO OTHER AGENCIES	.00	.00	.00	.00	19,061.00
FUND TOTAL:					
Total Revenue	.00	110,781.00	112,510.19	112,982.00	1,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	110,781.00	1,342.60	2,500.00	129,042.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	111,167.59	110,482.00	-128,042.00
ORGANIZATION TOTAL:					
Total Revenue	.00	110,781.00	112,510.19	112,982.00	1,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	110,781.00	1,342.60	2,500.00	129,042.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	111,167.59	110,482.00	-128,042.00



Date: June 24, 2025

Agenda Item: 8

Subject: 2026 Regional Transportation Improvement Program

**Past Action:**

Each odd-numbered year the Commission considers the programming of projects that are to be included in the State Transportation Improvement Program (STIP) that goes into effect July 1 of the following year. We do this by developing our Regional Transportation Improvement Program (RTIP) which programs our Regional Improvement Program (RIP) shares of funding as identified by the California Transportation Commission (CTC) in the Fund Estimate.

On December 11, 2023, the Commission adopted Resolution No. 23-38 approving the 2024 Regional Transportation Improvement Program.

**Summary of Item:**

The California Transportation Commission (CTC) will adopt the 2026 STIP in March 2026. The STIP is a multi-year capital improvement program that funds transportation projects on and off the State Highway System. Regional Transportation Planning Agencies (RTPAs) are responsible for submitting their Regional Transportation Improvement Program (RTIP), which identifies the region's funding priorities for the upcoming STIP cycle.

The region's estimated STIP target for the 2026 cycle is expected to be released at the June 26<sup>th</sup> CTC meeting, subject to final Fund Estimate approval by the CTC at their August 14<sup>th</sup> meeting. Candidate projects must be consistent with the Regional Transportation Plan (RTP), include a complete Project Study Report (PSR) or equivalent, and be ready for programmed phases within the STIP time window.

On May 14, 2025, an email was sent to all local agencies (Cities, County, Tribes, Caltrans) with an overview of the 2026 RTIP process, a copy of the draft guidelines, and a link to the 2026 RTIP Project Nomination Form. Project nominations are due by August 1, 2025.

The week of August 25<sup>th</sup> through August 28<sup>th</sup> the Executive Director and Caltrans D2 Local Assistance will be meeting with each agency. These meetings provide an opportunity to discuss current projects, proposed projects, and discuss other concerns specific to their jurisdiction.

The 2026 RTIP packet is due to Caltrans and CTC by December 15, 2025.

In advance of the preparation process staff are seeking direction regarding the allocation methodology and evaluation criteria.

**Financial Impact:** Yes ☒ No ☐

The Commission has received \$ 75,000 each year of the 2024 STIP for Planning, Programming, and Monitoring. These funds are used to pay for the ongoing updates to the Pavement Management System.

The allocation of STIP funds will affect the programming and potential delivery of transportation projects through FY 2030/2031.

**Recommended Action:**

Direction on the allocation methodology and potential evaluation criteria of projects for inclusion in the 2026 RTIP.

**Attachments (1)**

- 2024 Summary of STIP County Shares for Siskiyou

# 2024 SUMMARY OF STIP COUNTY SHARES

(does not include Interregional Shares - see separate listing)

(\$1,000's)

Total County Share, June 30, 2023 (from 2023 Report)	14,083
Adjustment for 2021-22 and 2022-23 lapses	0
Less 2022-23 Allocations and closed projects	(4,852)
Less Projects Lapsed, July 1, 2023 - June 30, 2024	0
2024 STIP Fund Estimate Formula Distribution	6,562
Total County Share, June 30, 2024	15,793

## Siskiyou

								Project Totals by Fiscal Year						Project Totals by Component					
Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Prior	24-25	25-26	26-27	27-28	28-29	R/W	Const	E & P	PS&E	R/W Sup	Con Sup
			Highway & Local Road Improvement Projects:																
Etna	loc	2595	Main Street, Callahand-Church, rehab	SOF		Aug-23	738	57	681	0	0	0	0	0	681	0	57	0	0
Montague	loc	2596	South 12th and 14th Streets, rehab	SOF		Aug-23	408	23	385	0	0	0	0	0	385	0	23	0	0
Dorris	loc	2598	Hazen and Sly Streets, rehab (22S-18)			Aug-23	85	85	0	0	0	0	0	0	85	0	0	0	0
Fort Jones	loc	2616	Bower, Cowan and Butte Streets, reconstruction			Aug-23	225	27	198	0	0	0	0	0	198	0	27	0	0
Weed	loc	2627	Boles Street and Mill Street, reconstruction			Aug-23	823	97	726	0	0	0	0	0	726	0	97	0	0
Tulelake	loc	2622	Main Street, Railroad-E Street, reconstruction			Jan-24	8	8	0	0	0	0	0	0	0	8	0	0	0
Tulelake	loc	2623	C Street and Ray Oehlerich Way, reconstruction			Jan-24	16	16	0	0	0	0	0	0	0	16	0	0	0
Mount Shasta	loc	2558	Mt. Shasta Blvd, rehab (ext 6-23)	Mar-24	SOF	Mar-24	271	271	0	0	0	0	0	0	271	0	0	0	0
Mount Shasta	loc	2594	Lake St, Mt. Shasta Blvd-Rockfellow, reconstruct(22S-17)				2,200	0	0	2,200	0	0	0	0	2,200	0	0	0	0
Siskiyou Co	loc	2603	Jackson Ranch Rd, rehab, 5-miles(22S-19)				4,010	0	0	4,010	0	0	0	0	4,010	0	0	0	0
Dorris	loc	2611	Pine St, 2nd-Hazen & Sly-North Streets, reconstruction				414	0	0	32	382	0	0	0	382	0	32	0	0
Fort Jones	loc	2615	Bridge Street rehabilitation				234	0	0	23	211	0	0	0	211	0	23	0	0
Tulelake	loc	2622	Main Street, Railroad-E Street, reconstruction				272	0	12	260	0	0	0	0	260	0	12	0	0
Tulelake	loc	2623	C Street and Ray Oehlerich Way, reconstruction				534	0	34	500	0	0	0	0	500	0	34	0	0
Montague	loc	2625	Prather St and N. 9th St, reconstruction				973	0	0	90	883	0	0	0	883	0	90	0	0
Etna	loc	2626	Church, Oak and Main Streets, reconstruction				732	0	0	65	667	0	0	0	667	0	65	0	0
Dorris	loc	2633	Oregon Street Rehabilitation	SOF			39	0	0	0	0	0	39	0	0	0	39	0	0
Dunsmuir	loc	2634	Hope, Siskiyou, Deer Haven Street Rehabilitation	SOF			300	0	0	0	25	275	0	0	275	0	25	0	0
Etna	loc	2635	Bryan Street Rehabilitation	SOF			29	0	0	0	0	0	29	0	0	0	29	0	0
Fort Jones	loc	2636	Allison Way Rehabilitation	SOF			136	0	0	0	15	121	0	0	121	0	15	0	0
Montague	loc	2637	King Street Rehabilitation	SOF			36	0	0	0	0	0	36	0	0	0	36	0	0
Mount Shasta	loc	2638	McCould Avenue Reconstruction				74	0	0	0	0	0	74	0	0	74	0	0	0
Siskiyou County	loc	2639	Big Springs Road, Phase 2 (Lake Shastina Dr. to 99-97 Cutoff/A-12)				100	0	0	25	0	75	0	0	0	25	75	0	0
Tulelake	loc	2640	Modoc, Second, D, Fifth, and Ridgeview Subdivision Rehabilitation	SOF			38	0	0	0	0	8	30	0	0	8	30	0	0
Weed	loc	2641	Alameda, Church, Kennedy, Wakefield, and W. Lincoln Rehabilitation	SOF			62	0	0	0	0	0	62	0	0	0	62	0	0
Yreka	loc	2642	City of Yreka Knapp St. Rehabilitation	SOF			2,556	0	0	0	6	200	2,350	3	2,350	3	200	0	0
Siskiyou Co LTC		2440	Planning, programming, and monitoring				450	0	225	75	75	75	0	0	450	0	0	0	0
			Subtotal, Highway & Local Road Improvement Projects				15,763	584	2,261	7,280	2,264	754	2,620	3	14,655	134	971	0	0
			Active Transportation Projects:																
			Subtotal, Active Transportation Projects				0	0	0	0	0	0	0	0	0	0	0	0	0
			Total Programmed or Voted since July 1, 2023				15,763												
			COVID Projects																
Dorris	loc	2598	Hazen and Sly Streets, rehab			Aug-23	252	252	0	0	0	0	0	0	252	0	0	0	0
Weed	loc	2620	Lake Street, Main St-Boles St, rehabilitation(22S-20)			Aug-23	604	604	0	0	0	0	0	0	604	0	0	0	0
			Total Programmed or Voted since July 1, 2023				856	856	0	0	0	0	0	0	856	0	0	0	0

## 2024 SUMMARY OF STIP COUNTY SHARES

(does not include Interregional Shares - see separate listing)

(\$1,000's)

Siskiyou																			
								Project Totals by Fiscal Year					Project Totals by Component						
Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Prior	24-25	25-26	26-27	27-28	28-29	R/W	Const	E & P	PS&E	R/W Sup	Con Sup
			Balance of STIP County Share, Siskiyou																
			Total County Share, June 30, 2024					15,793											
			Total Programmed or Voted Since July 1, 2023					15,763											
			Unprogrammed Share Balance					30											
			Share Balance Advanced or Overdrawn					0											
			COVID Programming																
			Target					949											
			Total Programmed or Voted Since July 1, 2023					856											
			All Lapsed Projects					0											
			Less All Allocations					93											
			Unprogrammed Share Balance					0											
			Rescinded Shares as of June 30, 2024					0											
			Share Balance					0											

Date: June 24, 2025

Agenda Item: 9

Subject: Formation of the Commission's Technical Advisory Committee (TAC)

**Past Action:**

Although the SCLTC has historically coordinated with local agency staff in an informal manner to support its transportation planning functions, no formal action has ever been taken by the Commission to establish a Technical Advisory Committee (TAC). Technical Advisory Committees are common practice among Regional Transportation Planning Agencies (RTPAs) in California and serve as essential advisory bodies to ensure technical review, interagency coordination, and informed recommendations to the Commission on transportation matters.

The SCLTC bylaws state that the TAC will consist of a representative from each agency. However, the member agencies have never designated by title or by name who they want as their representative on the TAC. Additionally, as a standing committee of the Commission no formal appointments have been made so the TAC does not currently fall under the Brown Act requirements.

**Summary of Item:**

A formally established TAC will enhance regional collaboration and provide a structured forum for agency staff to review and comment on regional transportation plans, programs, and project funding decisions. Formalizing the TAC structure will also support transparency and accountability in project development and prioritization processes, especially in preparation for the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and other planning efforts.

Establishing a formal TAC will also align the RTPA with Caltrans' guidance and support more effective compliance with state and federal planning expectations.

Staff propose that each member agency formally designate a representative, and alternate representative if applicable, to the TAC either by title (e.g., Public Works Director) or by individual name.

Staff will develop draft bylaws to define the roles, responsibilities, meeting schedule, and quorum requirements for the TAC. The list of representatives, alternates and proposed bylaws will be brought back to the Commission for consideration at a future meeting.

**Financial Impact:** Yes ☐ No ☒

None

**Recommended Action:**

Direction to staff regarding formalizing the membership of the Technical Advisory Committee and draft bylaws for the TAC.

**Attachments (0)**

Date: June 24, 2025

**Agenda Item: 10**

Subject: Alternate date for the December 2025 Commission Meeting

**Past Action:**

On February 11, 2025, the Commission adopted Resolution No. 25-01 setting the meeting schedule for 2025.

**Summary of Item:**

The 2026 Regional Transportation Improvement Program must be submitted to Caltrans and the California Transportation Commission by December 15, 2025.

The Commission is currently scheduled to meet on December 16, 2025, which is after the due date for the 2026 RTIP.

**Financial Impact:** Yes ☐ No ☒

None

**Recommended Action:**

Discussion and direction regarding an alternate date for the December 2025 Commission meeting to allow for a timely submission of the 2026 RTIP.

**Attachments (0)**

## Agenda Worksheet

## Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

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Date: June 24, 2025

Agenda Item: 11

Subject: Other Business

### Past Action:

N/A

### Summary of Item:

- A. Executive Director – Other updates for the Commission.
- B. Other Business - Other topics from the Commission that do not require a formal agenda item.

Financial Impact:            Yes ☐            No ☒

### Recommended Action:

Adjourn meeting as the Siskiyou County Local Transportation Commission.

Attachments (0)

Date: June 24, 2025

**Agenda Item: 14A**

Subject: Executive Director Report

**Past Action:**

This is a monthly report from the Executive Director on activities related to transit operations.

**Summary of Item:**

Please refer to the attached summary of activities.

**Financial Impact:**            Yes ☐            No ☒

**Recommended Action:**

Informational item.

**Attachments (1)**

- Executive Director Report



**Executive Director Staff Report  
Siskiyou Transportation Agency  
Summary of Activities for Period  
04/01/2025~06/18/2025**

**SB125**

---

Draft SB125 budgets for submission to County.  
SB 125 Update Rider Info on Website  
Balance SB125 expenses for April 2025.

**Siskiyou Transportation Agency/STAGE**

---

Review STA budgets with staff.  
Review and approve STA invoices.  
Assist with counter and phones at office due to absences.  
Draft LTF/STA claim for STA.  
Review TDA claim package with Transit Manager.  
Prepare STA agenda items for April 8, 2025 meeting.  
Attend STA Board meeting on April 8, 2025.  
Process agreement between STA and Flixbus.  
Meet with CAO regarding personnel requests for FY 2025/26.  
Admin Staff Meeting - April 15, 2025  
Draft proposed changes to Bus Driver classifications for submission to Personnel.  
STA Supervisors Meeting - April 16, 2025  
CalTIP Meeting - Sacramento  
STA Supervisors Meeting - April 23, 2025  
Admin Staff Meeting - April 29, 2025  
Draft agenda for supervisor meeting.  
STA Supervisors Meeting - April 30, 2025  
Contact City of Yreka regarding HHSA Main Street bus stop again.  
STA Supervisors Meeting - May 7, 2025  
Work on resolution to inoperable camera system at County yard.  
Attend Bus Driver interviews.  
Draft minutes of STA April 8, 2025 meeting.  
STA Minutes 04/08/2025  
Attend Caltrans Drug & Alcohol policy review kickoff.  
Draft agenda items for STA June meeting for budgets.  
STA Agenda - June 24, 2025  
Draft Request for Bids for truck for STAGE.  
STA Supervisors Meeting - 05/14/2025  
Meeting with Trillium on GTFS contract.  
Finalize draft Conflict of Interest Code for STA and submit to County Counsel for review.

**Executive Director Staff Report  
Siskiyou Transportation Agency  
Summary of Activities for Period  
04/01/2025~06/18/2025**

Review STAGE budgets for agenda.

Correspond with external auditor regarding STAGE's triennial performance review.

Draft agenda for STA Supervisors meeting - 05/21/2025

STA Supervisors Meeting - 05/21/2025

Draft agenda for STA Supervisors meeting & attend meeting. (05/28/2025)

STA agenda items (budgets) for 6/24/25

Review STAGE performance audit from external auditor.

---

**SB125 - Website**

Respond to questions regarding RFP for STAGE website.

Prepare final list of questions for STAGE website RFP.

Draft and post addenda #1 for STAGE website RFP.

Meet with consultant regarding marketing for STAGE.

Summarize proposals received in response to RFP for STAGE website.

Compile results, confirm requirements were met by proposers, and draft evaluation form for STAGE website RFP.

Review website proposals.

Review proposals for STAGE website. (14 received)

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**SB125 - Contactless Payment System**

Meet with Cal-ITP regarding contactless fare systems.

Meet with CalITP on contactless fare system for STAGE.

---

**SB125 - Free Ride Program**

Direction to staff regarding contracts for marketing.

Date: June 24, 2025

Agenda Item: 14B

Subject: STAGE Staff Report for June 24, 2025

**Past Action:**

This is a monthly report from STAGE staff on transit operations.

**Summary of Item:**

Report for May and June 2025:

- On June 1, 2025, STAGE launched a reduced fare program, setting the fare for all bus rides at just \$1. This initiative was made possible through funding from the FY23/24 Low Carbon Transit Operations Program (LCTOP). The program aims to improve transit accessibility while supporting efforts to reduce greenhouse gas emissions and promote sustainable transportation.
- 
- STAGE completed its triennial performance audit with external auditor Charlie Pillion. Notably, the farebox recovery ratio has shown consistent improvement over the past three fiscal years, increasing from 4.69% in FY21/22 to 7.47% in FY22/23, and reaching 11.36% in FY23/24. This positive trend is attributed to both a reduction in operating costs and an increase in revenue. STAGE remains committed to ongoing monitoring and evaluation of all operations to ensure continued efficiency and fiscal responsibility.
- STAGE is participating in the YMCA Swimmers program, running from June 10 through July 31, 2025. As part of this partnership, STAGE provides transportation for participating children, picking them up from the YMCA in Yreka and transporting them to the Montague pool and back.
- STAGE participated in the Dunsmuir Railroad Days Parade on June 14<sup>th</sup>.
- PCT Hikers started the day after Memorial Day. As of June 8<sup>th</sup>, we have counted 18 riders.
- STAGE recently completed the installation of three new Simme Seats in Dunsmuir and three new Simme Seats in Mt Shasta.

**Financial Impact:** Yes ☐ No ☒

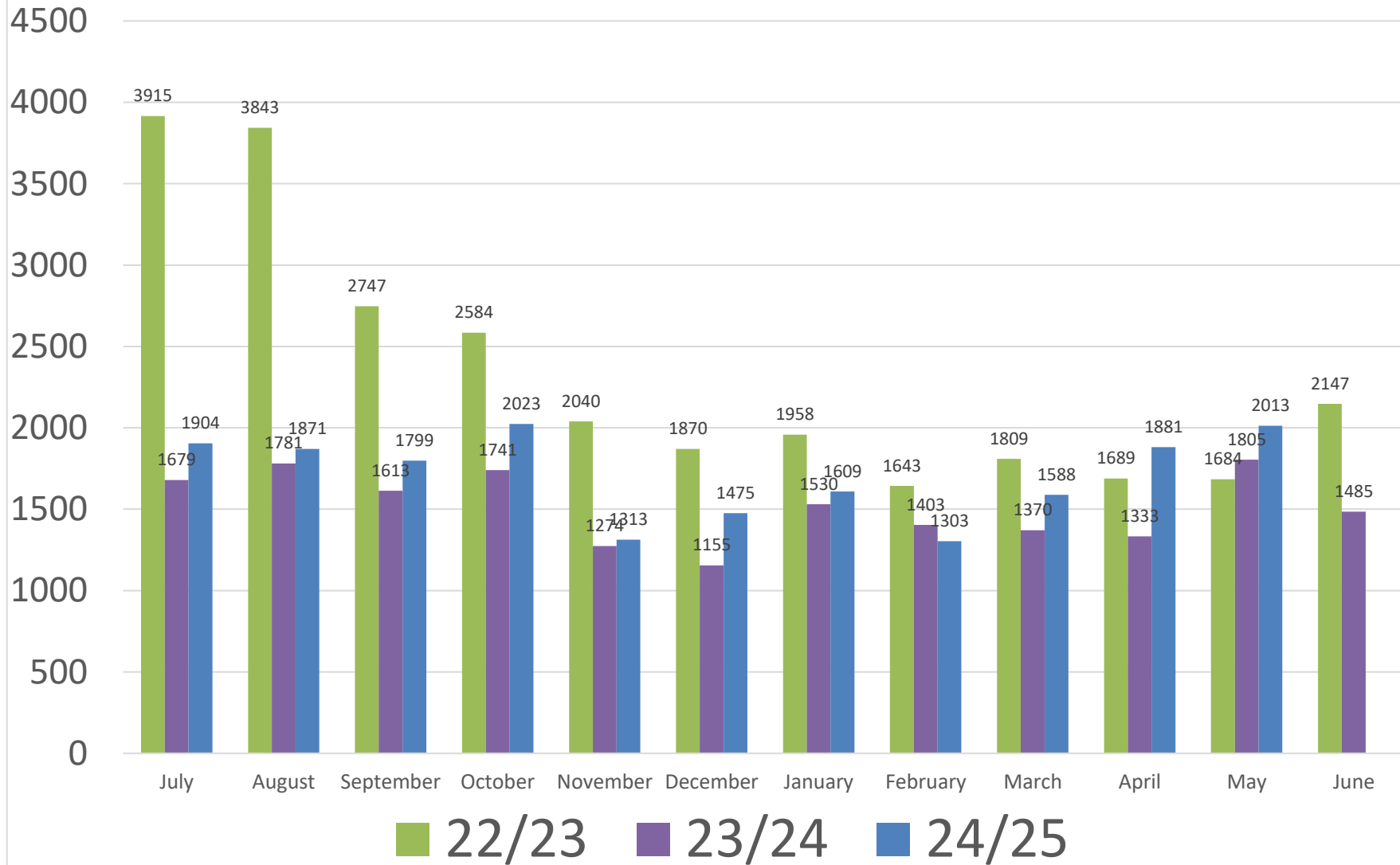
**Recommended Action:**

Informational item.

**Attachments (1)**

- Ridership report through February 2025

# Historical Ridership Comparison 2022,2023,2024



October 2022 through February 2023  
6 Routes, \$1 Fares/The 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

June 1, 2025 From full fares to \$1 fares

## Agenda Worksheet

## Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

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Date: June 24, 2025

Agenda Item: 14C

Subject: Minute Approval

### Past Action:

Not Applicable.

### Summary of Item:

Approval of the minutes of the Siskiyou Transportation Agency meeting on:

- April 8, 2025

Financial Impact: Yes ☐ No ☒

### Recommended Action:

Approve the minutes as presented, or with corrections if necessary.

### Attachments (1)

- Draft minutes of the April 8, 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: April 8, 2025

The Siskiyou County Local Transportation Commission meeting of April 8, 2025, was called to order by Chair Kobseff at 12:32 p.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

### Directors in attendance included:

Michael N Kobseff  
Matthew Bryan  
Mercedes Garcia

Nancy Ogren  
Jess Harris

### Directors absent from the meeting:

Cliff Munson  
Pat Vela

Ed Valenzuela

### Other Staff Present In-Person:

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

The agenda items included:

Roll Call – Director Kobseff called the meeting to order at 12:32 p.m.

Directors present in-person included Bryan, Garcia, Harris, Kobseff, and Ogren.

### **15) Presentation from the Public - None**

### **16) Consent Agenda Action Items**

- A. STAGE staff report including ridership report.
- B. Approval of the minutes of the regular meeting on February 11, 2025.
- C. Receive and accept the audited financial statements for Siskiyou Transit and General Express (STAGE) for FY 2023/2024.
- D. Approve contract between Jiffy's Truck School and Siskiyou Transportation Agency for required driver training, for the term of July 1, 2024, to June 30, 2025, for a total contract not to exceed of \$ 19,000.

### 2024 Board of Directors

Nancy Ogren  
Sue Tavalero

Bruce Deutsch  
Paul McCoy

Michael Kobseff  
Brandon Criss

Ed Valenzuela  
Julia Mason

E. Adopt resolution setting the meeting schedule for calendar year 2025.

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

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

Motion passed unanimously.

**17) Discussion, direction, and possible action regarding the purchase of lunches for employees during attendance at mandatory Saturday training events.**

Ms. Cummins explained that STAGE employees are required to attend mandatory staff trainings on Saturdays, which are their normal day off. These trainings cover a variety of topics including drivers skills, fire extinguisher training, and policy review. In the past the supervisors have used personal funds to purchase food for these events.

The proposed request is to authorize the use of agency funds up to \$ 200 per meeting to purchase food. These meetings occur no more than four times per year.

A recommendation was made to modify the recommended action to show a total of \$ 800 per year.

A motion was made by Director Ogren and seconded by Director Garcia to authorize the purchase of lunch supplies with Agency funds for Saturday staff training up to \$800 per year.

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

Motion passed unanimously.

**18) Discussion and direction regarding proposed personnel changes for the Agency in the FY 2025/2026 budget cycle.**

Ms. Cummins explained this item was a discussion item regarding proposed personnel changes before staff prepared the required forms to submit to the County for consideration.

The first request is to delete a vacant Administrative Support Assistant position and create a Fiscal Technician I position. This will provide better support on the fiscal side for STAGE. They currently have one fiscal person on staff. This new position would be the entry level fiscal position.

The second request is to delete a vacant Transportation Services Worker (TSW) position and create another Bus Driver position. The TSW does maintenance, airport maintenance, and acts as a backup bus driver. Eventually STAGE will not be assisting with airports, although they still provide significant support at this time. The new driver position will allow STAGE to implement the Lake Shastina service later this year.

The collective change in budget for these four proposed changes would be an increase of \$ 17,634.

Commissioner Bryan asked if there was a public union for the positions and if that was tied to the County. Ms. Cummins clarified that all employees are County employees covered by two different unions. The figures provided were projections received from the Auditor-Controller's office.

Commissioner Bryan was in favor of the proposed changes.

Commissioner Kobseff indicated he needs more background on how this will work on the County's side. He talked about a potential hiring freeze and if that were to happen then it would apply across all departments. Commissioner Ogren also voiced concerns regarding the County's budget and how this direction might impact that side.

Ms. Cummins shared that there was discussion with the County Administrator regarding the deletion of the Administrative Support Assistant because they missed the deadline by six days. Staff were told to submit the request during the next round (April 1 to April 15) for consideration. She also clarified that the item is seeking direction from the Board of Directors on whether they support the proposed changes.

Commissioner Kobseff also asked if the deletion of the Transportation Services Worker would leave a hole in the airport maintenance. Ms. Cummins shared that there is a new position in process, which was rejected by the union, but they are still working on the proposed position.

Additional discussion continued between the Commissioners and staff regarding the TSW duties and impacts to the airports.

Commissioner Ogren would like staff to discuss the proposed changes with the County Administrator or Deputy County Administrator – Chief Fiscal Officer. She was supportive of the idea but wants it brought back at the next meeting.

This item was a discussion and direction only.

- 19) Discussion, direction, and possible action regarding bus stop service agreement between Greyhound Lines, Inc. and Flixbus, Inc. and Siskiyou Transportation Agency for use of the Mt Shasta Shopping Center bus stop for intercity bus service.**

Director Kobseff confirmed with staff if the City of Mt Shasta was in favor of Flixbus stopping in the city.



A motion was made by Director Harris and seconded by Director Bryan to authorize the Chair to execute the service agreement between Greyhound Lines, Inc, and Flixbus, Inc. and Siskiyou Transportation Agency for the use of the Mt Shasta Shopping Center bus stop for intercity bus service.

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

Motion passed unanimously.

**20) Other Business**

A. Executive Director – Other Updates – None

B. Other Business – None

C. Next Regular Meeting – Tuesday, June 10, 2025, at 10:30 a.m.

**21) Adjourn** – Chair Kobseff adjourned the meeting at 12:52 p.m.

Date: June 24, 2025

Agenda Item: 14D

Subject: Low Carbon Transit Operations Program (LCTOP) Application for FY 2024/2025 Cycle

**Past Action:**

On May 14, 2024, the Commission approved STAGE's request to apply for \$ 120,262 for the LCTOP FY 2023/2024 cycle to provide reduced fares for riders.

**Summary of Item:**

The Low Carbon Transit Operations Program (LCTOP) is part of California's comprehensive Transit, Affordable Housing, and Sustainable Communities Program established in 2014 by Senate Bill 862 (SB 862).

LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving Disadvantaged Communities (DAC). LCTOP supports new or expanded transit services, expand intermodal transit facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes DACs, at least 50% of the total money received shall be expended on projects that will benefit these communities.

Eligible recipients are transportation planning agencies and transit operators eligible for State Transit Assistance (STA) funds per Public Utilities Code 99313 or 99314.

If an eligible agency cannot use their apportionment for any reason, the agency can be a contributing sponsor for another eligible agency's project. All recipient agencies, both the Lead Agency and Contributing Sponsor, must comply with the California Air Resources Board (CARB) Funding Guidelines. Funding Guidelines include requirements for reporting, recordkeeping and other activities designed to provide accountability and transparency.

Available funding for this cycle includes \$ 112,200 under PUC 99313 and \$ 4,817 under PUC 99314.

PUC 99313 is based on the ratio of the population of the area to the total population of the state.

PUC 99314 is based on the ratio of the total qualifying revenue of all STA-eligible operators in the jurisdiction to the total qualifying revenue of all STA-eligible operators in the state.

**Financial Impact:** Yes ☒ No ☐

New Fund – State Revenue - \$ 117,017

**Recommended Action:**

- Adopt Resolution authorizing STA (STAGE) to apply for the Low Carbon Transit Operations Program in the amount of \$ 117,017.
- Authorize the Chair to execute the Authorized Agent Form authorizing the Executive Director, Melissa Cummins, to execute the documents necessary to secure funding.
- Authorize the Executive Director to execute the LCTOP FY 2024/2025 application documents.

**Attachments (4)**

- Low Carbon Transit Operations Program 2024/2025 Allocation Request

- Low Carbon Transit Operations Program Authorized Agent Form
- FY 2024-2025 LCTOP Certifications and Assurances
- FY 2024-2025 LCTOP Resolution

# LCTOP FY 2024-2025 Allocation Request

## Lead Agency Information

<b>Lead Agency Name:</b>	Siskiyou County Local Transportation Commission		
<b>Address:</b>	190 Greenhorn Road		
<b>City, State, Zip Code:</b>	Yreka, CA 96097		
<b>County:</b>	Siskiyou		
<b>Agency Website:</b>	siskiyoucounty.gov/stage		
<b>Regional Planning Agency:</b>	Regional Transportation Planning Agency		
<b>Caltrans District:</b>	2		
<b>Does your agency have an approved Title VI Plan?</b> (Please provide approval letter)	Yes	<b>Approved Date:</b>	09/08/23

Allocation Request Prepared by	
<b>Name:</b>	Angie Stumbaugh
<b>Title:</b>	Transportation Manager
<b>Phone #:</b>	530-842-8297
<b>E-mail:</b>	astumbaugh@co.siskiyou.ca.us

Contact (if different than "Prepared by")	
<b>Name:</b>	
<b>Title:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

Authorized Agent	
<b>Name:</b>	Melissa Cummins
<b>Title:</b>	Executive Director
<b>Phone #:</b>	530-709-5060
<b>E-mail:</b>	melissa@siskiyoucoltc.org

Legislative District Numbers								
<b>Assembly*:</b>	1							
<b>Senate*:</b>	1							
<b>Congressional*:</b>	1							

\*if you have additional Districts, please provide a separate attachment

## Project Summary

<b>Name:</b> <i>No more than 180 characters.</i>	STAGE Lake Shastina Big Springs and Weed Service
<b>Description (Short):</b> <i>No more than 375 characters.</i>	STAGE will provide residents of Lake Shastina, Big Springs and the city of Weed with the opportunity to use our bus service to attend appointments, commute to work, and run errands in the city of Yreka.
<b>Type:</b>	Operations_Project
<b>Sub-Type</b>	Provision of a new expanded/enhanced transit service

<b>Start date (anticipated) :</b>	7/1/2025	<b>End date (anticipated) :</b>	12/1/2026
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<b>Funding:</b>	<b>99313:</b>	\$112,200	<b>99314:</b>	\$4,817	<b>Total:</b>	\$117,017
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<b>Rollover Projects:</b> Please provide the total number of years your agency plans to accumulate funds and how many years, include this year remaining.	<b>Rollover Project:</b>	No
	<b>Total Years of Rollover:</b>	
	<b>Remaining Years of Rollover:</b>	

<b>Project Life:</b> For capital projects, state the project useful life in <u>years</u> . For operation projects state the number of <u>months</u> a service will be funded.	<b>Capital:</b>		<b>Years</b>
	<b>Operations:</b>	12	<b>Months</b>

**Request LONP:** Your agency has selected a start date prior to estimated Award Date of December 1, please provide an explanation of your need to start your project before the Award Date.

To support the launch of this new route, STAGE will be hiring a new driver. In preparation, the candidate will be requ

# LCTOP FY 2024-2025 Allocation Request

## Funding Information

Allocation Year	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PUC 99313 Amount:		\$112,200					\$112,200
PUC 99314 Amount:		\$4,817					\$4,817
Total LCTOP Funds:	\$0	\$117,017	\$0	\$0	\$0		\$117,017
LCTOP Interest:							\$0
Other GGRF:							\$0
Other Funds:							\$0
Total Funding:	\$0	\$117,017	\$0	\$0	\$0	\$0	\$117,017

Lead Agency:	Siskiyou County Local Transportation Commission	Amount:	PUC Funds Type:
Contact Person:	Angie Stumbaugh	\$112,200	99313
Contact Phone #:	530-842-8297	\$4,817	99314
Contact E-mail:	astumbaugh@co.siskiyou.ca.us		

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Total FY 24-25 LCTOP Funding \$117,017

**Fully Funded Project:** Provide a description of all the funds that will be used to complete this project and how LCTOP funds will not supplant other funding sources. Include the project ID and awarded funding amount from prior rollover years.

This LCTOP grant will fund the full operational costs of the new route serving the communities of Lake Shastina, Big Springs and Weed. All grant funds will be deposited into a dedicated bank account and will be expended exclusively for this project, ensuring that they do not supplant existing or other funding sources. There are no rollover funds from previous projects allocated to this route; it is entirely dependent on this LCTOP funding.

**Detailed Funding Information:** This section should be completed to detail any funds included in the "Prior" column of the Funding Information section above. For projects with an approved CAP that transferred funds and/or interest into the project from previous years, include the Project ID, amount of funds transferred, and CAP approval date.

N/A

# LCTOP FY 2024-2025 Allocation Request

Funding Plan							
Total Project Funding							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PS&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R/W	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CON	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Veh/Equip Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations/Other	\$0	\$117,017	\$0	\$0	\$0	\$0	\$117,017
<b>TOTAL</b>	<b>\$0</b>	<b>\$117,017</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,017</b>
Funding Source: Low Carbon Transit Operations Program (LCTOP)							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other		\$117,017					\$117,017
<b>TOTAL</b>	<b>\$0</b>	<b>\$117,017</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,017</b>
Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# LCTOP FY 2024-2025 Allocation Request

## Funding Plan

Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# LCTOP FY 2024-2025 Allocation Request

## Project Information

**1) Project Description** - Provide a comprehensive project description. For operations projects, include: number of trips, span, frequency improvements, number of days of operation and marketing component. For capital projects, include: product specifications and identify all LCTOP funded components. **No more 1450 Characters.**

This project is fully funded through the Low Carbon Transit Operations Program (LCTOP) and would not be possible without this support. The service will directly benefit a low-income and disadvantaged population in the Lake Shastina, Big Springs and Weed areas, who have expressed a strong and ongoing need for accessible public transportation to Yreka and in Mt Shasta. This route will address critical gaps in mobility by providing access to employment, healthcare, and essential services. The service will cover 89.2 miles round trip in 2 hours. We will run the service 3 times a day Monday thru Friday.

**2) Project Planning** - Provide a detailed explanation of the project planning process and how it was designed to avoid substantial burden on any low- income, disadvantaged, and vulnerable populations. **Include any public outreach, events, workshops or community input. No more than 1450 characters.**

Planning for this project involved a thorough review of numerous service requests submitted by community members who have specifically expressed the need for this route. Many of these requests came from residents who relied on this service prior to its suspension during the COVID-19 pandemic. The communities of Big Springs and Weed are designated disadvantaged communities and would greatly benefit from restored transit access for attending school, medical appointments, and shopping—both in the northern hub of Yreka and the southern community of Mt. Shasta. This request was addressed at two public unmet meetings in the last year.

**3) Project Costs** - Provide an **itemized breakdown** of project components **and** describe **how the cost estimations were developed**. Please include marketing and bus wraps cost in this section. Total costs must correspond to the Funding Information section above. **No more than 1450 characters.**

The projected cost for the new route was analyzed by determining the 2024 annual vehicle service cost per revenue mile, which is \$1.66. Based on this, we developed a service schedule to estimate the number of daily, weekly, and annual service hours required to adequately cover the new route. The route is expected to operate 6 hours per day, 5 days a week, over the course of 50 weeks, resulting in an annual cost of approximately \$107,029.19.

Additionally, we have submitted a request for a Letter of No Prejudice, as we are seeking grant reimbursement for the driver training course at Jiffy School. This course includes CDL licensing, Passenger Endorsement, as well as lodging in Redding and meals over a 9-day period. The total cost for this training is \$7,000. The additional \$3,000 will go towards any unseen costs for the 50 week route or towards any unseen costs for the driver training.



# LCTOP FY 2024-2025 Allocation Request

## Agency Information

**4) Agency Fare** - Describe your agency's fare structure including any discounts or special fares and **how the project will affect that structure if at all. No more than 1450 characters.**

Fare structure is based on trip distance, regular in town fare is \$1.75 and discounted in town fare is \$1.25. Next town fares, which are the next closest town served on the route is \$2.50, with no discount available. A basic fare, one way trip, is \$4.00 and discounted basic fare is \$2.75. Happy Camp fare is \$6.00 and discounted Happy Camp fare is \$4.50. The project does not affect our fare structure.

**5) Agency Service** - Describe the transit service provided and how the project plays into the overall operations. **No more than 2450 characters.**

This new bus route that will significantly improve early morning transportation across Siskiyou County. This route is designed to meet the high demand for travel from the south county to the north county before 8:00 AM. The new route will allow riders to travel from Weed to Yreka in the mornings, arriving before 8:00 AM. Passengers coming from Mt. Shasta, Dunsmuir, and McCloud will be able to transfer in Weed to continue north to Yreka, ensuring timely access to work, court appointments, and social services.

The route will begin in Yreka at 6:45 AM, travel south through Big Springs and Lake Shastina via SR 97, and arrive in Weed. From there, it will drop off students at Weed schools, and turn around and transport students north to schools in Yreka along with the commuters.

This service addresses a critical transportation gap and enhances access to essential destinations for residents in Weed, Lake Shastina and Big Springs area.

# LCTOP FY 2024-2025 Allocation Request

## Project GHG Benefits

**Greenhouse Gas Reductions - Describe qualitatively** how this project will reduce greenhouse gas emissions.

By restoring transit service from Yreka through Big Springs and Lake Shastine to Weed we not only improve regional mobility but also reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions, as more residents shift from individual car use to public transit. This route will also coordinate with a southbound morning bus from Weed, ensuring full connectivity back to Yreka.

This was an essential route previously in operation prior to 2019, and we are proud to bring it back after service was

**Greenhouse Gas Reductions** - Please provide quantitative information requested below and explanations supporting the data provided.

	Value	Explanation
<b>Year 1 (Yr1)</b> - First year of service, or year that capital improvements will be completed.	2025	Incur cost for training begins July 1st, actual service set for October 2025)
<b>Year F (YrF)</b> - Final year that the service is funded or the final year of useful life for capital improvements.	2026	Route is expect to run 12 months.
<b>Project Yr. 1 Ridership Increase</b> - Estimated annual ridership contributed by the new service or capital improvement in Yr1.	4,286	Base ridership (2019) = 1,422 FY 23-24 LCTOP reduced fare boost = $6,660 \times 43\% = 2,864$ Assume restored service gets 43% of that boost added to base ridership Result = $1,422 + 2,864 = 4,286$
<b>Project Yr. F Ridership Increase</b> - Estimated annual ridership contributed by the new service or capital improvement in YrF.	4,286	Base ridership (2019) = 1,422 FY 23-24 LCTOP free fare boost = $6,660 \times 43\% = 2,864$ Assume restored service gets 43% of that boost added to base ridership Result = $1,422 + 2,864 = 4,286$
<b>Adjustment (A)</b> - Adjustment factor to account for Choice Riders. You may use default values listed in the Lookup Tables tab.	0.705	Default Value for DO Bus
<b>Trip Length (L)</b> - Length (miles) of average auto trip reduced or average passenger trip length. You may use defaults values listed in the Lookup Tables tab.	89.20	This is round trip
<b>Project Useful Life</b>	1	This is calculated based on the values above.
<b>Total Project Ridership Increased</b>	4,286	This is calculated based on the values above.
<b>Total Project VMTs Reduced</b>	269,529	This number is calculated based on the values above.
<b>Total Project GHG Emission Reductions (MTCO<sub>2</sub>e)</b>	36.06	This number is calculated based on the values from above and the <u>QM-Tool tab</u> .
<b>LCTOP Project GHG Emission Reductions (MTCO<sub>2</sub>e)</b>	36.06	This number is calculated based on the values from above and the <u>QM-Tool tab</u> .

# LCTOP FY 2024-2025 Allocation Request

## Project Benefits

**Job Support Benefits** (Refer to LCTOP Guidelines and CARB Co-Benefits website for more information)

<b>Primary Project Activity</b> (select from drop-down)	Operation of local transit service, including mixed mode
<b>% of Project Budget Associated with Primary Activity</b>	100.00%
<b>Other Project Activity</b> (select from drop-down)	
<b>% of Project Budget Associated with Other Activity</b>	
<b>Other Project Activity</b> (select from drop-down)	
<b>% of Project Budget Associated with Other Activity</b>	

Travel Cost Savings Benefits		
	Value	Explanation
<b>Baseline Average One-Way Fare Cost (\$/One-Way Trip/Rider)</b> (Average fare per boarding, prior to project implementation)	\$4.00	
<b>New Average One-Way Fare Cost (\$/One-Way Trip/Rider)</b> (Average fare per boarding resulting from project implementation)	\$4.00	
<b>Transit Facility Parking Cost (\$/Roundtrip/Rider)</b> (Average cost to park to use transit associated with project)	\$0.00	(ex. The average transit facility parking cost is \$5 per day)
<b>Avoided Parking Cost (\$/Roundtrip/Rider)</b> (Average avoided parking cost associated with project)	\$0.00	(ex. The average parking cost in the project area is \$15 per day)
<b>Avoided Toll Cost (\$/Roundtrip/Rider)</b> (Average avoided toll cost associated with project)	\$0.00	(ex. The average tolling cost in the project area is \$10 per day)

**Co-Benefits** - Check all additional Benefits/Outcomes.

<input checked="" type="checkbox"/> Improved Safety	<input type="checkbox"/> Coordination with Educational Institution
<input checked="" type="checkbox"/> Improved Public Health	<input type="checkbox"/> College <input type="checkbox"/> Grades K-12
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input checked="" type="checkbox"/> Promotes Active Transportation
<input type="checkbox"/> Increase System Reliability	<input type="checkbox"/> Promotes Integration w/ other modes

**Co-Benefits** - Describe benefits selected above and other benefits not listed.

The project will improve safety as there will be only one bus on the road carrying multiple passengers instead of several cars on the road, which will statistically reduce the risk of car accidents. The project will improve public health as these passengers will be utilizing the service to attend doctor appointments and other health-related events in Yreka and or Mt Shasta. This project will promote active transportation by allowing bikers and hikers going either way to travel to the communities in order to participate further in their chosen activity. Yreka is a city that has several parks and recreational activities that will promote the residents of Lake Shastina and Big Springs and the surrounding areas to visit and exercise by enjoying these activities.

# LCTOP FY 2024-2025 Allocation Request

## Priority Populations Benefits

**Step 1 - Identify the Priority Population(s):** Determine if the project is at least partially located within a Priority Population census tract or will benefit Priority Population households.

Does your Agency's Service Area have a Disadvantaged Community? (as defined by SB 535)	Yes
Is the project located within the boundaries of a disadvantaged community census tract?	Yes
Is the project located within the boundaries of a low-income community census tract or household?	Yes
Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantaged community and within a low-income census tract?	Yes

Priority Population Community Engagement: Identify the specific assessment for the Community Engagement Co-benefit (High, Medium, Low):	Low
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**Step 2 - Identify a Need:** Identify an important community or household need and evaluate how the project provides a benefit that meaningfully addresses the need.

Method: Select the method your agency used for identifying an important community or household need.	B. Recommended Approach: Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support
Specific Common Need: Make a selection only if <a href="#">letter D</a> is selected above.	

**Priority Populations Community Needs Description:** Expound on the selections above in **Method** and **Specific Common Need** to describe the process that your agency used to identify important community needs. Provide details of any public outreach efforts, engagement events, community input, and workshops. *No more than 1,200 characters.*

STAGE has received multiple service requests to reinstate the Lake Shastina/Big Springs/Weed route. These requests primarily cite the need for transportation to access schools, medical appointments, and essential shopping in Yreka and Mt. Shasta. In alignment with these requests, the Siskiyou County Local Transportation Commission recently completed a Regional Active Transportation Plan, which included extensive outreach and community surveys. The findings from these efforts echoed the same needs identified through our internal Request for Service process.

In addition, STAGE meets semi-annually with the Social Services Transportation Advisory Council (SSTAC) to review unmet transit needs in the community. This route has consistently been highlighted as a priority over the past three years.

To implement this route, the hiring of a new bus driver will be required.

**Step 3 - Provide a Benefit:** Does the project provide a direct, meaningful, and assured benefits to priority populations?

Identify the Priority Population(s) that will benefit from this project.	Project provides benefits to a LIC/HH 0.5mi from a DAC
Priority Population Benefit: Select the benefit your project provides to the community or household.	D. Project improves mobility between key destinations and communities.

# LCTOP FY 2024-2025 Allocation Request

## Priority Populations Benefits

**Priority Population Benefit:** Based on the selections above, explain in greater detail how the project will provide benefits to the priority populations in your service area.

Lake Shastina and Big Springs are two small, rural communities located between the cities of Yreka and Mt. Shasta. These areas are home to a high percentage of low-income and disadvantaged residents, many of whom rely on public transit to access essential services such as healthcare, education, and shopping. Due to the rural nature of these communities and the economic challenges residents face, many individuals do not own vehicles or possess a valid driver's license. As a result, reinstating the STAGE bus route through this corridor would provide a critical lifeline, offering the only reliable means of transportation for many community members.

**Please provide the amount of FY 24-25 LCTOP funds benefit Priority Populations by this project.**

**Amount of FY 24-25 funds to benefit a Disadvantage Community**  
(If you have a DAC, at least 50% must benefit a DAC) :

**Amount of FY 24-25 funds to benefit Low-Income Community:**

\$58,508

**Amount of FY 24-25 fund to benefit Low-Income Households and Residents within 1/2 mile of a DAC:**

\$58,508

**Total Amount of FY 24-25 LCTOP funds to benefit Priority Population** (Total should not exceed total FY 24-25 LCTOP project funding):

**\$117,016**

**Agency can meet there DAC requirement by meeting any of the SB 1119 Project Criteria** (Only complete this section if you answered Yes in cell X253 and No in cell X254) :

**Is the project a transit fare subsidies or network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes**

No

**Is the project a purchase of zero-emission transit buses and/or purchase and installation of supporting infrastructure?**

No

**Is the project a new or expanded transit service that connects with transit service serving a disadvantaged communities?**

Yes

**SB 1119 Project Criteria:** If this is a new or expanded service project, explain how it connects to a transit service that serves a Disadvantaged Community.

This new service will operate in a deeply rural region that lacks the amenities and infrastructure commonly found in the



California Air Resources Board  
Benefits Calculator Tool for the  
Low Carbon Transit Operations Program  
California Climate Investments

**Note to applicants:**

A step-by-step user guide, including project examples, for this Benefits Calculator Tool is available here:  
[https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/caltrans\\_lctop\\_FINALuserguide\\_24-25.pdf](https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/caltrans_lctop_FINALuserguide_24-25.pdf)

**Step 2a: Identify the Project Type.**

**Step 2b: Input Project-specific Information.**

Project Name:	STAGE Lake Shastina Big Springs and Weed Service
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SECTION 1: This section is used to determine the quantification method and emission factors to use to estimate emissions.			
Project Info Inputs	Input	Required	Description
Project Type	Provision of a new expanded/enhanced transit service	Required Input	For the purposes of this quantification, eligible LCTOP projects fall into four project types. Select the project type that best describes this component.
Quantification Method	New Service	Automated	Emission Estimates = Emission Reductions from Displaced Autos – Emissions from New Service
Quantification Method 1	New Service	Automated	The primary quantification method.
Quantification Method 2		Automated	The secondary quantification method, if applicable.
Service Type	Intercity/Express Bus (Long Distance)	Required Input	The transit service (e.g., Intercity/Express Bus (Long Distance), Rail, Vanpool, etc.) directly associated with the proposed project. For projects that serve multiple services, select Multi-modal.
Type of Region	Air Basin	Required Input	The type of region that best encompasses the geographic location for the proposed project type.
Region	Siskiyou	Required Input	The County or Air Basin where the majority of the service occurs.
Year 1 (Yr1)	2025	Required Input	The first year of operation for the new expanded/enhanced service - funded by FY 2024-25 LCTOP funds.
Year F (YrF)	2026	Required Input	The final year of operation for the new expanded/enhanced service - funded by FY 2024-25 LCTOP funds.
Useful Life (yrs)	1	Calculated	The number of years the service is funded by FY 2024-25 LCTOP funds. Limited to up to 50 years.
SECTION2: This section is used to estimate the emission and cost reductions from displaced auto vehicle miles traveled (VMT).			
Displaced Auto VMT Inputs	Input	Required	Description
Yr1 Ridership	4,286	Required Input	The increase in unlinked passenger trips directly associated with the proposed project in the first year (Yr1).
YrF Ridership	4,286	Required Input	The increase in unlinked passenger trips directly associated with the proposed project in the final year. If the ridership is not expected to change, Yr1 and YrF should be the same value.
Adjustment Factor	0.705	Required Input	Discount factor applied to annual ridership to account for transit-dependent riders. Use: Document project-specific data or system average developed from a recent, statistically valid survey or default.
Length of Average Trip (mi)	89.20	Required Input	Annual passenger miles over unlinked trips directly associated with the proposed project.
Passenger VMT Reductions (mi)	269,529	Calculated	The estimated displaced auto VMT from the proposed project.
GHG Emission Reductions (MTCO <sub>2</sub> e)	130	Calculated	The estimated GHG emission reductions in metric tons (MT) of carbon dioxide equivalent (CO <sub>2</sub> e) from displaced auto VMT from the proposed project.

SECTION 3: This section is used to estimate the net emission reductions from new service or from the purchase of new zero-emission/hybrid vehicle(s).			
New Service Vehicle Inputs	Input	Required	Description
Vehicle Type	Transit Bus	Required Input	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) that will operate the new service or will be procured.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type	Diesel	Required Input	The fuel type (e.g. Electric, Diesel, etc.) of the vehicle that will operate the new service.
Hybrid Vehicle	No	Required Input	Is the vehicle that will operate the new service a hybrid?
Model Year	2024	Required Input	The engine model year of the vehicle that will operate the new service.
Project-Specific GHG Emission Factor (gCO <sub>2</sub> e/MJ)		Optional Input	If used, applicant must be able to demonstrate an approved carbon intensity value under the Low Carbon Fuel Standard and submit additional documentation.
Annual VMT (mi/yr)	66,900	Required Input	The estimated annual VMT required to operate the new service or of the new vehicle(s) to be procured (e.g., 72,000 mi/yr). For rail vehicles, applicants may alternatively use Annual Fuel. For vehicles with multiple engines (e.g., DMUs), provide the cumulative VMT across all the engines.
Annual Fuel Use		Not Required	Not applicable for this project type.
Annual Renewable Energy Generated (kWh/yr)		Not Required	Not applicable for the selected fuel type.
GHG Emissions (MTCO <sub>2</sub> e)	94	Calculated	The estimated GHG emissions (MTCO <sub>2</sub> e) of the vehicle that will operate the new service.
SECTION 4: This section is used to estimate the net emission reductions from vehicle replacement as a result of the proposed project.			
Baseline Vehicle Inputs		Required	Description
Vehicle Type		Optional Input	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) of the baseline vehicle(s).
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type		Not Required	Not applicable for this project type.
Hybrid Vehicle		Not Required	Not applicable for this project type.
Model Year		Not Required	Not applicable for this project type.
Project-Specific GHG Emission Factor (gCO <sub>2</sub> e/MJ)		Not Required	Not applicable for this project type.
Annual VMT (mi/yr)		Not Required	Not applicable for this project type.
Annual Fuel Use		Not Required	Not applicable for this project type.
GHG Emission Reductions (MTCO <sub>2</sub> e)		Calculated	The estimated GHG emissions (MTCO <sub>2</sub> e) of the vehicle that will operate the new service.

SECTION 5: This section is used to estimate the net emission reductions from fuel/energy reductions as a result of the proposed project.			
Fuel/Energy Reductions Inputs	Input	Required	Description
Vehicle Type		Optional Input	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) of the vehicle(s) that will realize fuel/energy reductions as a result of The project.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type		Not Required	Not applicable for this project type.
Model Year		Not Required	Not applicable for this project type.
Annual Fuel/Energy Reduced		Not Required	Not applicable for this project type.
GHG Emission Reductions (MTCO <sub>2</sub> e)		Calculated	Not applicable for this project type.
SECTION 6: This section is used to estimate the travel cost savings as a result of the proposed project.			
Travel Cost Savings Inputs	Input	Required	Description
Baseline Average One-Way Fare Cost (\$/One-Way Trip/Rider)		Not Required	Not applicable for this project type.
New Average One-Way Fare Cost (\$/One-Way Trip/Rider)	\$4.00	Required Input	The new expected average fare cost per one-way trip per rider resulting from the proposed project.
Average Transit Facility Parking Cost (\$/Roundtrip/Rider)	\$0.00	Required Input	The average expected cost of parking per roundtrip per rider that riders would pay at the transit facility where the trip originates. Consider that not all transit riders may use the parking. However, the calculations will already take into account that parking is only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
Average Avoided Parking Cost (\$/Roundtrip/Rider)	\$0.00	Required Input	The average expected cost of parking per roundtrip per rider that riders would have otherwise paid if not using the service resulting from the project. The calculations will already take into account that parking is only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
Average Avoided Toll Cost (\$/Roundtrip/Rider)	\$0.00	Required Input	The average expected cost of tolls per roundtrip per rider that riders would have otherwise paid if not using the service resulting from the project. The calculations will already take into account that tolls are only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
SECTION 7: This section is used to estimate the travel cost savings as a result of the proposed project.			
Total Project GHG Emission Reductions (MTCO <sub>2</sub> e)	36	Calculated	Total GHG emission reductions (MTCO <sub>2</sub> e) from the project during the useful life.
Total LCTOP Project GHG Emission Reductions (MTCO <sub>2</sub> e)	36	Calculated	The portion of GHG emission reductions attributable to funding from LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from LCTOP and other GGRF-funded programs, as applicable.
FY 2024-25 LCTOP Project GHG Emission Reductions (MTCO <sub>2</sub> e)	36	Calculated	The portion of GHG emission reductions attributable to funding from FY 24-25 LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from FY 24-25 LCTOP and other GGRF-funded programs, as applicable.



## LCTOP FY 2024-2025 Project Location Information

**Please provide specific area information for the project.** *Lat-Long for the project should be in decimal degrees.*

If you are claiming a Priority Population benefit, please provide **at least one location point to each claimed community** within the **first three rows**. Then **select** from the drop down which community the location points are representing.

[illegible]



California Air Resources Board  
Benefits Calculator Tool for the  
Low Carbon Transit Operations Program  
California Climate Investments

**Step 3: Review the Estimated GHG Emission Reductions for the Proposed Project**

Project Name:	STAGE Lake Shastina Big Springs and Weed Service
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Project Information	
FY 2023-24 LCTOP GGRF Funds Requested (\$)	\$ 117,017
Total LCTOP GGRF Funds (\$)	\$ 117,017
Total GGRF Funds (\$)	\$ 117,017
Non-GGRF Leveraged Funds (\$)	\$ -
Total Funds (\$)	\$ 117,017

GHG Summary	
Total FY 2023-24 LCTOP GHG Emission Reductions (MTCO <sub>2</sub> e)	36
Total LCTOP GHG Emission Reductions (MTCO <sub>2</sub> e)	36
Total GHG Emission Reductions (MTCO <sub>2</sub> e)	36
Total GHG Emission Reductions per FY 2023-24 LCTOP GGRF Funds (MTCO <sub>2</sub> e/\$million)	308
Total GHG Emission Reductions per Total GGRF Funds (MTCO <sub>2</sub> e/\$million)	308



California Air Resources Board  
Benefits Calculator Tool for the  
Low Carbon Transit Operations Program  
California Climate Investments

**Step 3: Review the Estimated GHG Emission Reductions for the Proposed Project**

Project Name:	STAGE Lake Shastina Big Springs and Weed Service
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Co-benefits and Key Variables Summary	
LCTOP GGRF Funds	
Local Diesel PM Emission Reductions (lbs)	-1
Local NO <sub>x</sub> Emission Reductions (lbs)	13
Local PM <sub>2.5</sub> Emission Reductions (lbs)	-3
Local ROG Emission Reductions (lbs)	3
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO <sub>x</sub> Emission Reductions (lbs)	0
Remote PM <sub>2.5</sub> Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	269,529
Fossil Fuel Use Reductions (gallons)	3,722
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$150,979
Energy and Fuel Cost Savings (\$)	-\$20,411
Additional California Climate Investments Program(s)	
Local Diesel PM Emission Reductions (lbs)	0
Local NO <sub>x</sub> Emission Reductions (lbs)	0
Local PM <sub>2.5</sub> Emission Reductions (lbs)	0
Local ROG Emission Reductions (lbs)	0
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO <sub>x</sub> Emission Reductions (lbs)	0
Remote PM <sub>2.5</sub> Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	0
Fossil Fuel Use Reductions (gallons)	0
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$0
Energy and Fuel Cost Savings (\$)	\$0
Total California Climate Investments	
Local Diesel PM Emission Reductions (lbs)	-1
Local NO <sub>x</sub> Emission Reductions (lbs)	13
Local PM <sub>2.5</sub> Emission Reductions (lbs)	-3
Local ROG Emission Reductions (lbs)	3
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO <sub>x</sub> Emission Reductions (lbs)	0
Remote PM <sub>2.5</sub> Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	269,529
Fossil Fuel Use Reductions (gallons)	3,722
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$150,979
Energy and Fuel Cost Savings (\$)	-\$20,411



California Air Resources Board  
 Job Co-benefit Modeling Tool  
 California Climate Investments

Project Name	STAGE Lake Shastina Big Springs and Weed Service
Total Full-time Equivalent Jobs Supported by Project Budget	2.7
Total Full-time Equivalent Jobs Supported by Project GGRF Funds	2.7
Full-time Equivalent Jobs Directly Supported by Project GGRF Funds	2.0
Full-time Equivalent Jobs Indirectly Supported by Project GGRF Funds	0.2
Full-time Equivalent Induced Jobs Supported by Project GGRF Funds	0.4

**Note:**

It is not appropriate to directly compare the job estimates from this Job Co-benefit Modeling Tool to the GGRF project dollars. California Climate Investments facilitate greenhouse gas emission reductions and deliver a suite of economic, environmental, and public health co-benefits, including job co-benefits. A different mix of spending on materials, equipment, and labor is expected across various California Climate Investments project types and match funding arrangements. As such, some project types will support more jobs than others.



**FY 2024-2025 LCTOP  
Authorized Agent**

**AS THE** Chair  
(Chief Executive Officer/Director/President/Secretary)

**OF THE** Siskiyou County Local Transportation Commission  
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Commission must provide a resolution approving the Authorized Agent. The Commission Resolution appointing the Authorized Agent is attached.

Melissa Cummins, Executive Director OR  
(Name and Title of Authorized Agent)

Click here to enter text. OR  
(Name and Title of Authorized Agent)

Click here to enter text. OR  
(Name and Title of Authorized Agent)

Click here to enter text. OR  
(Name and Title of Authorized Agent)

Michael N. Kobseff Chair  
(Print Name) (Title)

\_\_\_\_\_  
(Signature)

Approved this 24 day of June, 2025

## FY 2024-2025 LCTOP Certifications and Assurances

**Lead Agency:** Siskiyou County Local Transportation Commission

**Project Title:** STAGE Lake Shastina, Big Springs and Weed Service

**Prepared by:** Angie Stumbaugh

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

### A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.

## **FY 2024-2025 LCTOP**

8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

### **C. Reporting**

#### **1. The Lead Agency must submit the following LCTOP reports:**

- a. **Annual Project Activity Reports October 30<sup>th</sup> each year.**
- b. **A Close Out Report within six months of project completion.**
- c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
- d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
- e. **Jobs Reporting as defined by CARB Funding Guidelines.**

2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and

## **FY 2024-2025 LCTOP**

- b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with  
Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs subject to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

### **A. Record Retention**

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per CARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with



## FY 2024-2025 LCTOP

the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the Civil Rights Department, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

### F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all these conditions will be met.

Melissa Cummins

(Print Authorized Agent)

Executive Director

(Title)

(Signature)

(Date)

## FY 2024-2025 LCTOP

Resolution # \_\_\_\_\_

### Siskiyou County Local Transportation Commission

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT(S):

#### **STAGE Lake Shastina, Big Springs and Weed Service**

**WHEREAS**, the Siskiyou Local Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Siskiyou County Local Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to Melissa Cummins, Executive Director.

**WHEREAS**, the Siskiyou County Local Transportation Commission wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of the Local Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Melissa Cummins, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of the Siskiyou County Local Transportation Commission that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2024-2025 LCTOP funds:

*(Continued to next page)*

## FY 2024-2025 LCTOP

List project(s), including the following information:

**Project Name:** STAGE Lake Shastina, Big Springs and Weed Service

**Short description of project:** Service to the Lake Shastina, Big Springs and Weed area

**Amount of LCTOP funds requested:** \$117,017

**Benefit to a Priority Populations:** Low income and disadvantage communities

**Amount to benefit Priority Populations:** \$117,017

**Contributing Sponsors (if applicable):** n/a

Passed and Adopted by the Siskiyou County Local Transportation Commission of the County of Siskiyou, State of California, at a regular meeting of said Commission meeting held on the 24<sup>th</sup> of June, 2025 by the following vote:

AYES:

NOES:

ABSENT:

Siskiyou County Local Transportation Commission

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael N. Kobseff, Chair

ATTEST:

MELISSA CUMMINS

Executive Director,

BY: \_\_\_\_\_

Date: June 24, 2025

**Agenda Item: 14E**

Subject: Contract between Jiffy's Truck School and Siskiyou Transportation Agency for required driver training for .

**Past Action:**

On April 8, 2025, the Board approved a contract with Jiffy's Truck School for required driver training for FY 2024/2025.

**Summary of Item:**

Jiffy's Truck School is the North State's Premier CDL Truck School and is registered with the Federal Motor Carrier Administration (FMCSA).

The FMCSA mandates that training agencies must be registered with the FMCSA to meet the Entry-Level Driver Training regulations for their Commercial Driver's License.

We are requesting the contract to cover training for four new employees.

**Financial Impact:** Yes ☒ No ☐

Fund/Org/Account  
5660-303010-729200      \$ 19,000

**Recommended Action:**

Authorize the Chair to execute the contract between Jiffy's Truck School, LLC and Siskiyou Transportation Agency for the term July 1, 2025 through June 30, 2026, for a total contract not to exceed of \$ 19,000.

**Attachments (1)**

- Contract between STA and Jiffy's Truck School for FY 2025/2026.

**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, 2025 and shall terminate on June 30, 2026, 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** Method of Performing Services: 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** Compensation: 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** Invoices: Contractor shall submit detailed invoices for all services being rendered.

**4.03** Date for Payment of Compensation: 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** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.

**5.02** Contract Management: 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** Tools and Instrumentalities: 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** Workers' Compensation: 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, contractors 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** State and Federal Taxes: 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.

**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 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** Assignability of Contract: 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** Withholding for Non-Resident Contractor: 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** 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 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** Bankruptcy: 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** Cooperation of Agency: 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** Termination on Occurrence of Stated Events: 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** Termination by Agency for Default of Contractor: 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** Termination for Convenience of Agency: 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** Termination of Funding: 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** Waiver: 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** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: 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** Binding on Successors: 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** Cumulation of Remedies: 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

Date: 5/7/2025

DocuSigned by:  
David Penado  
4B7D5C6AF6714AD  
David Penado, Operations Manager

Date: 5/7/2025

Signed by:  
Hayley Hostetter  
4B7D5C6AF6714AD  
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:

\_\_\_\_\_  
Natalie E. Reed, County Counsel      Legal Counsel      (Date)

ACCOUNTING:

Fund	Organization	Account	Activity Code (if applicable)
5660	303010	729200	

Encumbrance number (if applicable)

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



# 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](http://jiffystruckschool.com)

TO: Siskiyou Transportation Agency | [astumbaugh@co.siskiyou.ca.us](mailto: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	<b>Truck School: Entry Level Driver Training Requirements (Passenger Endorsement)</b> <ul style="list-style-type: none"> <li>10 educational hours of public road driving with a personal mentor in client-provided vehicle</li> <li>10 educational hours of in-yard/ range training with a personal mentor in client-provided vehicle</li> <li>Online Passenger Endorsement ELDT instruction course</li> </ul>	\$2,500.00	\$2,500.00
	<i>Commercial Discount</i>		-\$1,405.00
		Subtotal	\$1,095.00
<b>BALANCE DUE</b>			<b>\$1,095.00</b>

**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](http://jiffystruckschool.com)

TO: Siskiyou Transportation Agency | [astumbaugh@co.siskiyou.ca.us](mailto: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
		<b>BALANCE DUE</b>	<b>\$3,655.00</b>

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

2 of 2



# 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. 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).

<b>PRODUCER</b> InterWest Insurance Services, LLC P.O. Box 8110 Chico CA 95927-8110  <div style="text-align: right;">License#: 0B01094 CLASAIN-01</div>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 530-895-1010 <b>FAX (A/C, No):</b> 530-895-3165 <b>E-MAIL ADDRESS:</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Atain Specialty Insurance Co</td> <td>17159</td> </tr> <tr> <td><b>INSURER B:</b> Hudson Insurance Company</td> <td>25054</td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Atain Specialty Insurance Co	17159	<b>INSURER B:</b> Hudson Insurance Company	25054	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															
<b>INSURED</b> Jiffy's Truck School LLC aka Class A in 1 Day dba. Jiffy's Truck Rental 875 Hartnell Ave. Redding CA 96002															

**COVERAGES****CERTIFICATE NUMBER:** 918305194**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CLAIMS-MADE    <input checked="" type="checkbox"/> OCCUR             GEN'L AGGREGATE LIMIT APPLIES PER:  <input type="checkbox"/> POLICY    <input type="checkbox"/> PRO-JECT    <input type="checkbox"/> LOC  <input type="checkbox"/> OTHER:         </div> <div></div> </div>			BWPF0078651R01	7/18/2024	7/18/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PER STATUTE</td> <td style="width: 50%;">OTH-ER</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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E.L. DISEASE - POLICY LIMIT	\$																				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate is intended to provide evidence of the coverage in place on the date of issuance. It in no way amends, alters, or endorses that coverage.

**CERTIFICATE HOLDER****CANCELLATION**

Siskiyou Transportation Agency  
 1312 Fairlane Road, Suite 3  
 Yreka CA 96097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICYHOLDER COPY

NF



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 96097-9679**

**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 96002**

**NF**

[P11,HO]

**PRINTED : 02-21-2025**

## Agenda Worksheet

## Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

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Date: June 24, 2025

Agenda Item: 14F

Subject: Contract between Hue & Cry, Inc. and Siskiyou Transportation Agency for fire and security alarm services for the Siskiyou County Transit Center.

### Past Action:

None.

### Summary of Item:

Hue & Cry, Inc. provides fire and security alarm services for the Siskiyou County Transit Center. STAGE requests approval to enter a 5-year contract with Hue & Cry.

The costs related to this contract are shared with the Local Transportation Commission and Siskiyou County General Services. A subsequent MOU is being developed by General Services to memorialize their financial contribution to this contract and the methodology utilized to determine share of costs.

**Financial Impact:** Yes ☒ No ☐

STA/STAGE - 5660-303010-723000 \$ 789.67 per each fiscal year of the contract  
a

### Recommended Action:

Authorize the Chair to execute the contract between Hue & Cry, Inc. and Siskiyou Transportation Agency for the term July 1, 2025 through June 30, 2030, for a total contract not to exceed of \$ 8,520.

### Attachments (1)

- Contract between STA and Hue & Cry, Inc.

**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:** Hue & Cry, Inc.  
1751 Bruce Drive  
Anderson, CA 96007

**ARTICLE 1. TERM OF CONTRACT**

- 1.01** Contract Term: This Contract shall become effective on July 1, 2025, and shall terminate on June 30, 2030, 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 Melissa Cummins, Executive Director of Siskiyou Transportation Agency, 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** Method of Performing Services: 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** Compensation: 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 Eight Thousand Five Hundred Twenty Dollars and no/100 cents (\$ 8,520.00) for the term of the contract.
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: 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** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02** Contract Management: 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** Tools and Instrumentalities: 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** Workers' Compensation: 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, contractors 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 State and Federal Taxes:** 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.

**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 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 Assignability of Contract:** 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** Withholding for Non-Resident Contractor: 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** 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 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** Bankruptcy: 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** Cooperation of Agency: 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** Termination on Occurrence of Stated Events: 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** Termination by Agency for Default of Contractor: 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** Termination for Convenience of Agency: 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** Termination of Funding: 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** Waiver: 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 Time is of the Essence:** Time is of the essence in the performance of this Contract.
- 8.11 Materiality:** 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 Binding on Successors:** 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 Cumulation of Remedies:** 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.

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

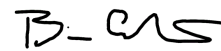
ATTEST:  
MELISSA CUMMINS  
Executive Director, Siskiyou Transportation Agency

By: \_\_\_\_\_

CONTRACTOR: Hue & Cry Inc.

Date: 6/10/2025

Signed by:



Date: \_\_\_\_\_

\_\_\_\_\_  
Brice Cochran, President

Date: 6/10/2025

Signed by:



Date: \_\_\_\_\_

\_\_\_\_\_  
Patrick Culmer, Vice President

License No.: C10-620587, C16-980857  
(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. 94-2566804

APPROVED AS TO LEGAL FORM:

DocuSigned by:



\_\_\_\_\_  
Natalie E. Reed, County Counsel

Legal Counsel Date: 6/12/2025

**(ACCOUNTING ON FOLLOWING PAGE)**

ACCOUNTING:

Fund      Organization      Account      Activity Code (if applicable)

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

FY 25/26

5660	303010	723000	\$789.67
2505	303020	723000	\$211.05
5350	404010	723000	\$703.28
FY 25/26 not to exceed			\$1704.00

FY 26/27

5660	303010	723000	\$789.67
2505	303020	723000	\$211.05
5350	404010	723000	\$703.28
FY 26/27 not to exceed			\$1704.00

FY 27/28

5660	303010	723000	\$789.67
2505	303020	723000	\$211.05
5350	404010	723000	\$703.28
FY 27/28 not to exceed			\$1704.00

FY 28/29

5660	303010	723000	\$789.67
2505	303020	723000	\$211.05
5350	404010	723000	\$703.28
FY 28/29 not to exceed			\$1704.00

FY 29/30

5660	303010	723000	\$789.67
2505	303020	723000	\$211.05
5350	404010	723000	\$703.28
FY 29/30 not to exceed			\$1704.00

Total Contract not to exceed amount of \$8520.00

Encumbrance number (if applicable)





**Hue & Cry, Inc. (Corporate Office)**  
**P.O. Box 548**  
**Anderson, CA 96007**  
**Tel: 1(800)762-3196    Fax:**

Proposal

Exhibit A

Client Information

SISKIYOU TRANSPORTATION AGENCY  
190 GREENHORN RD  
YREKA, CA 96097

Proposal Number                      59787  
Date            3/6/2025  
Salesperson    Administrator

Qty	Description	Unit Price	Total
60	COMMERICAL BURGLARY MONITORING	\$30.00	\$1,800.00
60	CELLULAR COMMUNICATION	\$15.00	\$900.00
60	COMMERCIAL FIRE MONITORING	\$35.00	\$2,100.00
60	FIRE ALARM INSPECTION FEE	\$62.00	\$3,720.00

FOR THE PERIOD COVERING 7/1/2025 TO 6/30/2030

In Proc

Total This Proposal                      \$8,520.00

Melissa Cummins

Please print name here

Please sign name here

Date Approved





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/27/2024

**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. 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).**

<b>PRODUCER</b> PCF Insurance Services 2200 Rimland DR, STE 305  Bellingham WA 98226	<b>CONTACT NAME:</b> Mallory Visser <b>PHONE (A/C, No, Ext):</b> (360) 734-1161 <b>FAX (A/C, No):</b> (360) 734-1173 <b>E-MAIL ADDRESS:</b> malloryv@riceinsurance.com																					
<b>INSURED</b> Hue & Cry, Inc 1751 Bruce Dr  Anderson CA 96007	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td><b>INSURER A:</b></td><td>Lloyds of London</td><td>15792</td></tr> <tr> <td><b>INSURER B:</b></td><td>Travelers Indemnity Company of Connect</td><td>25682</td></tr> <tr> <td><b>INSURER C:</b></td><td>Travelers Property &amp; Casualty Company of America</td><td>25674</td></tr> <tr> <td><b>INSURER D:</b></td><td></td><td></td></tr> <tr> <td><b>INSURER E:</b></td><td></td><td></td></tr> <tr> <td><b>INSURER F:</b></td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A:</b>	Lloyds of London	15792	<b>INSURER B:</b>	Travelers Indemnity Company of Connect	25682	<b>INSURER C:</b>	Travelers Property & Casualty Company of America	25674	<b>INSURER D:</b>			<b>INSURER E:</b>			<b>INSURER F:</b>		
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<b>INSURER D:</b>																						
<b>INSURER E:</b>																						
<b>INSURER F:</b>																						

**COVERAGES****CERTIFICATE NUMBER:** CL2492727607**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		SARPG00061100	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			810A0194553	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			SARPGUMB00061100	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UBA0194590	10/01/2024	10/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability over \$5M Umbrella			SARPGXS00001800	10/01/2024	10/01/2025	Each Occurrence \$5,000,000 Aggregate \$5,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

See page two for Additional Insureds and Project Information, if applicable. Blanket Additional Insured applies for Ongoing Operations and Completed Operations per form CG2010 0413 and CG2037 0413. Coverage is Primary and Non-Contributory per form SARPGCGLPNC 0714. Waiver of Subrogation applies per form CG2404 1219. Per Project Aggregate applies per form CG2503 0509. Automobile Additional Insured and Waiver of Subrogation applies per form CAT353 0215. Automobile coverage is Primary and Non-Contributory per form CAT474 0216. Waiver of Subrogation applies on Worker Comp per form WC99 0376. General Liability, Employer's Liability, and Auto Liability are underlying policies of the Umbrella Liability. All endorsements apply when required by written contract or agreement. Additional Insured on the Pollution Liability for ongoing operations per form ENV3250 1218, and completed operations per form ENV3251 1218. Primary and Non-Contributory per form ENV3253 1218, Waiver of Subrogation per form ENV3143 0305

**CERTIFICATE HOLDER****CANCELLATION**

Siskiyou Transportation Agency 190 Greenhorn Road  Yreka CA 96097	<p><b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b></p> <p><b>AUTHORIZED REPRESENTATIVE</b></p> <p style="text-align: center;"><i>Cecilia Clif</i></p>
--	---

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Date: June 24, 2025

Agenda Item: 14G

Subject: Contract between Cascade Software Systems, LLC (CAMS) and Siskiyou Transportation Agency for the term July 1, 2025 through June 30, 2028, for a total contract not to exceed of \$ 33,127.57.

**Past Action:**

None.

**Summary of Item:**

CAMS is an automated, modular Cost and Project Accounting System originally designed and developed for government agencies to track costs accurately, manage workflow efficiently, and comply with supervising agency auditing requirements. STAGE has used CAMS since 2014.

In addition to cost tracking the system has a custom-built module that tracks mileage, riders, and other required data for reporting to State and Federal agencies. STAGE also uses the fleet module to track service and repair history on the buses.

The costs related to this contract are shared with the Local Transportation Commission and Siskiyou County General Services. A subsequent MOU is being developed by General Services to memorialize their financial contribution to this contract and the methodology utilized to determine share of costs.

**Financial Impact:** Yes ☒ No ☐

STA/STAGE -	5660-303010-723000
FY 2025/2026	\$ 6,451.97
FY 2026/2027	\$ 7,097.17
FY 2027/2028	\$ 7,806.88

**Recommended Action:**

Authorize the Chair to execute the contract between Cascade Software Systems, LLC (CAMS) and Siskiyou Transportation Agency for the term July 1, 2025 through June 30, 2028, for a total contract not to exceed of \$ 33,127.57.

**Attachments (1)**

- Contract between STA and Cascade Software Systems, LLC.

**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:** Cascade Software Systems, LLC  
132 E Broadway, Suite 800  
Eugene, OR 97401

**ARTICLE 1. TERM OF CONTRACT**

- 1.01** Contract Term: This Contract shall become effective on July 1, 2025 and shall terminate on June 30, 2028, 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 Melissa Cummins, Executive Director of Siskiyou Transportation Agency, 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 Method of Performing Services:** 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 Compensation:** 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 Thirty Three Thousand One Hundred Twenty Seven Dollars and 57/100 cents (\$ 33,127.57) for the term of the contract.
- 4.02 Invoices:** Contractor shall submit detailed invoices for all services being rendered.
- 4.03 Date for Payment of Compensation:** 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 Contractor Qualifications:** Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02 Contract Management:** 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 Tools and Instrumentalities:** 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 Workers' Compensation:** 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, contractors 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 State and Federal Taxes:** 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.

**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 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 Assignability of Contract:** 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** Withholding for Non-Resident Contractor: 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** 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 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** Bankruptcy: 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** Cooperation of Agency: 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** Termination on Occurrence of Stated Events: 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** Termination by Agency for Default of Contractor: 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** Termination for Convenience of Agency: 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** Termination of Funding: 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** Waiver: 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 Time is of the Essence:** Time is of the essence in the performance of this Contract.
- 8.11 Materiality:** 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 Binding on Successors:** 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 Cumulation of Remedies:** 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.

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: Cascade Software Systems

Date: 6/9/2025

Signed by:  
Ayren Spinner  
Ayren Spinner, President

Date: 6/10/2025

DocuSigned by:  
Mike Fabrizio  
Mike Fabrizio, Co-CEO

License No.: \_\_\_\_\_  
(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. 99-0949509

APPROVED AS TO LEGAL FORM:

DocuSigned by:  
Dana Barton  
8D75D7D4E9C1484...

Natalie E. Reed, County Counsel

Legal Counsel

Date: 6/12/2025

**(ACCOUNTING ON FOLLOWING PAGE)**

ACCOUNTING:  
Fund 5660    Organization 303010    Account 723000    Activity Code (if applicable)

Encumbrance number (if applicable)

If not to exceed, include amount not to exceed: \$33,127.57

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

FY 2025/2026				
5660	303010	723000	\$6,451.97	
2505	303020	723000	\$ 651.86	
5350	404010	723000	\$2,904.50	
				\$10,008.33

FY 2026/2027				
5660	303010	723000	\$7,097.17	
2505	303020	723000	\$ 717.04	
5350	404010	723000	\$3,194.95	
				\$11,009.16

FY 2027/2028				
5660	303010	723000	\$7,806.88	
2505	303020	723000	\$ 788.75	
5350	404010	723000	\$3,514.45	
				\$12,110.08

In Process



## **Exhibit A**

### **WinCAMS Maintenance – Siskiyou Transportation Agency**

Base – FY 2024/2025 Maintenance \$8,432.74

10/11/24 – Reactivated AR module \$ 665.74

Revised Base \$9,098.48

REVIX

FY 2025/2026 estimate – not to exceed 10% increase \$10,008.33

Main System	\$5,263.08	Three-way split
Reactivated AR Module	\$ 732.31	General Services
Transit	\$1,808.73	STA
Fleet	\$2,204.21	STA

FY 2026/2027 estimate – not to exceed 10% increase \$11,009.16

Main System	\$5,789.39	Three-way split
Reactivated AR Module	\$ 805.54	General Services
Transit	\$1,989.60	STA
Fleet	\$2,424.63	STA

FY 2027/2028 estimate – not to exceed 10% increase \$12,110.08

Main System	\$6,368.33	Three-way split
Reactivated AR Module	\$ 886.10	General Services
Transit	\$2,188.56	STA
Fleet	\$2,667.09	STA

**Total not-to-exceed 3 year cost \$33,127.57**

Date: June 24, 2025

Agenda Item: 14H

Subject: Authorize the Executive Director to execute the departmental request master agreement form to utilize the County of Siskiyou's Cal-Ore Communications, Inc. master contract for internet service to the Siskiyou County Transit Center for FY 2025/2026.

**Past Action:**

None.

**Summary of Item:**

The County of Siskiyou maintains a master contract for internet services to various facilities, including the Siskiyou County Transit Center since it was opened. To participate in the master agreement the department is required to complete a master agreement form. This form must be executed and submitted annually.

The costs related to this contract are shared with the Local Transportation Commission and Siskiyou County General Services. A subsequent MOU is being developed by General Services to memorialize their financial contribution to this contract and the methodology utilized to determine share of costs.

**Financial Impact:** Yes ☒ No ☐

STA/STAGE - 5660-303010-723000 FY 2025/2026 \$ 3,376.68

**Recommended Action:**

Authorize the Executive Director to execute the departmental request master agreement form to utilize the County of Siskiyou's Cal-Ore master contract for internet service to the Siskiyou County Transit Center for FY 2025/2026.

**Attachments (1)**

- Master contract between the County of Siskiyou and Cal-Ore Communications, Inc. including accounting breakdown for the transit center expenses and master agreement form.

## Departmental Request – Master Agreements

*Master Agreement Name:	Cal-Ore
-------------------------	---------

Department Making Request:	Siskiyou Transportation Agency/General Services
----------------------------	---

Contact Name and Phone Number:	Angie Stumbaugh - 530.842.8297
--------------------------------	--------------------------------

Fund	Org	Account	Activity Code (If applicable)	Amount	Fiscal Year
5660	303010	723000		\$ 3,376.68	25/26
5350	404010	723000		\$ 3,007.26	25/26
2506	303030	723000		\$ 902.45	25/26
			Total	\$ 7,286.40	

Approved: \_\_\_\_\_  
SCLTC/STA – Department Head Signature Date

Approved: \_\_\_\_\_  
General Services - Department Head Signature

\_\_\_\_\_ Date

Approved: \_\_\_\_\_  
County Administrator Date

*\*Departments: Please include the Master Rate Agreement as part of the DocuSign routing, and make sure that the vendor will send invoices to your department for the services performed for your department.*



**SECOND ADDENDUM TO CONTRACT FOR SERVICES  
BY INDEPENDENT CONTRACTOR**

THIS SECOND ADDENDUM is to that Contract for Services entered into on October 15, 2013, and as amended on April 5, 2023 by and between the County of Siskiyou ("County") and Cal-Ore Communications, Inc. ("Contractor") and is entered into on the date signed by all parties to it.

WHEREAS, the Contract expired on June 30, 2023 and services continued to be required after that date; and

WHEREAS, the parties desire to extend the term of the Contract;

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the contract through June 30, 2028.

All other terms and conditions of the Contract for Services shall remain in full force and effect.

**(SIGNATURES ON FOLLOWING PAGE)**

IN WITNESS WHEREOF, County and Contractor have executed this Second Addendum 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.

Date: 6/12/2023

Date: 6/14/2023

CONTRACTOR: Cal-Ore Communications, Inc.

DocuSigned by:  
Dan Morrison  
Dan Morrison, President

DocuSigned by:  
Kristi Olson  
Kristi Olsen, Accounting Manager/CFO

License No.: \_\_\_\_\_

(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. 680318624

COUNTY OF SISKIYOU

DocuSigned by:  
Angela Davis 6/16/2023  
Angela Davis, County Administrator (Date)

APPROVED AS TO LEGAL FORM:

DocuSigned by:  
William Carroll 6/15/2023  
Natalie E. Reed, County Counsel (Date)

APPROVED AS TO ACCOUNTING FORM:

Fund Org Account Activity Code (if applicable)

If not to exceed, include amount not to exceed:

Encumbrance number (if applicable):

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

DocuSigned by:  
Diane L. Olson 6/15/2023  
Diane Olson, Auditor-Controller (Date)

Please see Exhibits for Accounting

**COUNTY OF SISKIYOU  
CONTRACT FOR SERVICES**

This Contract made this 15<sup>th</sup> day of Oct 2013, between:

COUNTY: County of Siskiyou  
Attention: Eric Silfies  
311 4<sup>th</sup> Street, #102  
Yreka, CA 96097

And

CONTRACTOR: Cal-Ore Communications, Inc.  
201 Riverside Drive  
Klamath Falls, OR 97601

**ARTICLE 1. TERM OF CONTRACT**

- 1.01 Contract Term:** This Contract shall become effective July 1, 2013 and shall terminate on June 30, 2018, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein. Services may be ordered under this contract during the aforementioned Contract Term. Notwithstanding the expiration of the Contract Term for an ordered service, the terms and conditions of this Contract shall continue to apply to any services ordered under this Contract for the duration specified in any attached Exhibits.

**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 County. 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 Specific Services:** Contractor agrees to furnish the following services:  
Contractor shall provide the following services including : (i) all existing services currently provided to County by Contractor, (ii) those services described in Exhibit "A-1" to Exhibit A -5 as attached hereto and (iii) any other services as described in additional Exhibit As

as subsequently, mutually agreed upon by the parties.

No additional services shall be performed by Contractor unless approved in advance in writing by the County 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 County and the results of the work shall be monitored by Director of General Services (or his or her designee).

- 3.02 Method of Performing Services:** 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. County 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. County may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

#### **ARTICLE 4. COMPENSATION**

- 4.01 Compensation:** In consideration for the services to be performed by Contractor, County agrees to pay Contractor for the services satisfactorily performed including: (i) all existing services currently provided to County by Contractor, (ii) those services described in Exhibit A -1 to Exhibit A -5 as attached hereto, and (iii) any other services as described in additional Exhibit As as subsequently mutually agreed upon by the parties. not to exceed an amount approved and authorized by the Board of Supervisors for such services for the fiscal year.
- 4.02 Invoices:** Contractor shall submit detailed invoices monthly, for all services being rendered.
- 4.03 Date for Payment of Compensation:** County will make payment within 45 days of receipt of invoices from the Contractor to the County, and approval and acceptance of the work by the County.
- 4.04 Expenses:** Contractor shall be responsible for all costs and expenses incident to the performance of services for County, 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. County shall not be responsible for any expense incurred by Contractor in performing services for County.

#### **ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

- 5.01 Contractor Qualifications:** Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.

- 5.02** Contract Management: Contractor shall report to the Director of General Services (or his or her designee) who will review the activities and performance of the Contractor and administer this Contract.
- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract, except as specified in Exhibit A -1 to Exhibit A – 5 as attached hereto. Contractor is not required to purchase or rent any tools, equipment or services from County.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through worker's 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 County harmless against any and all liability imposed or claimed, including reasonable attorney's fees and other legal expenses, arising directly 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, except to the extent attributable to the negligent or intentional act or omission of County, its employees, agents or independent contractors.. 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 County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County 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 County 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 County, 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 County 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 many otherwise be acceptable to County. 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 County. The County 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 County.

- 5.07 Certificate of Insurance and Endorsements:** Contractor shall obtain and file with the County 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 above and 5.10 below 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 County prior to the effective date of such cancellation. **Naming the County 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 County, contractor shall file certificates of insurance with County 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 County.**
- 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 County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for 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 County. Contractor understands and agrees that his personnel are not, and will not be, eligible for membership in, or any benefits from, any County 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 employee.
- 5.09 IRS/FTB Indemnity Assignment:** Contractor shall defend, indemnify, and hold harmless the County, 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 State and Federal Taxes:** As Contractor is not County's employee, Contractor is responsible for paying all required state and federal taxes. In particular:
- a. County will not withhold FICA (Social Security) from Contractor's payments;
  - b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;
  - c. County will not withhold state or federal income tax from payment to Contractor;
  - d. County will not make disability insurance contributions on behalf of Contractor;
  - e. County will not obtain workers' compensation insurance on behalf of Contractor.
- 5.11 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 County, 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 County 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 County, and Contractor hereby agrees to deliver the same to the County 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 County and are not necessarily suitable for any future or other use.
- 5.12 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 County 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 County.
- 5.13 Assignability of Contract:** 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 County, which shall not be unreasonably withheld, delayed or condoned. Notwithstanding the foregoing, Contractor shall have the right to assign this Contract without the consent of the County to an affiliate or to any entity that acquires all or substantially all of Contractor's assets in the market as defined by the Federal Communications

Commission.

- 5.14** 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.
- 5.15** Withholding for Non-Resident Contractor: 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 County 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.
- 5.16** 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 County shall be grounds for termination of this Contract.
- 5.17** 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 County.
- 5.18** 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.
- 5.19** Bankruptcy: Contractor shall immediately notify County 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 COUNTY**

- 6.01** Cooperation of County: County agrees to comply with all reasonable requests of



Contractor (to provide reasonable access to buildings and property, documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract. County shall comply with the terms of this Contract and all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in connection with this Contract.

#### **ARTICLE 7. TERMINATION**

**7.01** Termination on Occurrence of Stated Events: 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** Termination by County for Default of Contractor: Should Contractor remain in default in the performance of this Contract for a period of thirty (30) days after receipt of written notice specifying the nature of the default, County, at County's option, may terminate this Contract by giving written notification to Contractor.

Termination by Contractor for Default of County: Should County remain in default in the performance of this Contract for a period of thirty (30) days after receipt of written notice specifying the nature of the default, Contractor, at Contractor's option, may terminate this Contract by giving written notification to County

**7.03** Termination of Funding: County 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 and return receipt requested, or by overnight courier that provides proof of delivery. 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 this 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, notices sent via overnight courier shall be deemed communicated on the date indicated in the delivery receipt.

**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 County and contains all the covenants and contracts between the Parties with respect to the rendering of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contracts, 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 County 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** Waiver: In the event that either County 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 County shall have the right to deduct from any payments contracted for under this Contract any amount owed to County 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 County exercises the right to reduce the consideration specified in this Contract, County 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** Materiality: The parties consider each and every term, covenant, and provision of this Contract, including attached Exhibits to be material and reasonable.

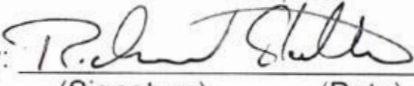
- 8.12 Authority and Capacity:** County and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this contract. County has secured any and all approvals or consents needed to enter into this Contract and upon execution this Contract shall be a valid and binding obligation of the County, subject to the terms set forth herein.
- 8.13 Binding on Successors:** All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor.
- 8.14 Cumulation of Remedies:** 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.
- 8.16 Limitation of Liability:** Notwithstanding any other provision hereof, neither party shall be liable for any indirect, incidental, special, consequential, exemplary or punitive damages (including but not limited to damages for lost profits, lost revenues or the cost of purchasing replacement services) arising out of the performance or failure to perform under this Contract and any attached Exhibits. Neither Contractor, its officers, directors, stockholders, parent corporation, its affiliated or subsidiary corporations, employees, representatives or agents may be held liable for any claim, damage or loss, and County hereby waives any and all such claims or causes of action, arising from or relating to Cloud Voice E-911 dialing service unless such claims or causes of action arise from Contractor's gross negligence, or willful misconduct.

Signature Page Follows

Executed in Yreka, California, on the date and year first above written.


CONTRACTOR:

Cal-Ore Communications, Inc.

By:  10/7/13  
(Signature) (Date)

TAXPAYER I.D. 680318624

COUNTY OF SISKIYOU

By   
Ed Valenzuela, Chair  
Board of Supervisors


ATTEST:

COLLEEN SETZER

Clerk, Board of Supervisors

By   
Deputy

APPROVED AS TO LEGAL FROM:

  
Brian L. Morris, County Counsel


APPROVED AS TO ACCOUNTING FORM:

Fund \_\_\_\_\_ Organization \_\_\_\_\_ Account \_\_\_\_\_

 10/22/13  
Jennie Ebejer, Auditor-Controller

*Please see exhibits for accounting.*

APPROVED AS TO INSURANCE REQUIREMENTS

  
\_\_\_\_\_  
Rose Ann Herrick, Risk Management

p:\county counsel contract forms\form contract with bos clerk attest signature 2\_4\_09.doc

**FIRST ADDENDUM TO CONTRACT FOR SERVICES  
BETWEEN COUNTY AND CAL-ORE COMMUNICATIONS, INC.**

THIS FIRST ADDENDUM is to that Contract executed on October 15<sup>th</sup>, 2013 between the County of Siskiyou (County) and Cal-Ore Communications, Inc. (Contractor).

WHEREAS, the Contract shall expire on June 30, 2018 and the Parties anticipate services will continue to be required after that date; and

WHEREAS, the Parties desire to extend the term of the Contract;

WHEREAS, the number of services described in the various work orders set forth in the attached Exhibits to the Contract are expected to increase; and

WHEREAS, the Parties desire to add additional future work orders attached as Exhibits to the Contract and have the Board of Supervisor's delegate signature authority authorizing additional Exhibits to the Contract.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the contract through June 30, 2023.

Paragraph 4.01 of the Contract, Compensation, shall be repealed and replaced with the following language: "In consideration for the services to be performed by Contractor, County agrees to pay Contractor for the services satisfactorily performed including: (i) all existing services currently provided to County by Contractor; (ii) those services as described in work orders set forth as Exhibits "A-1", "A-2", "A-3", "A-4", "A-5", "A-7", "A-8", "A-9", "A-11", "A-12", & "A-14" attached hereto; and (iii) any other services as described in any additional future work orders, as subsequently and mutually agreed upon by the Parties in writing and subsequently attached as marked Exhibits to this Contract, in an amount approved and authorized by the IT Director, the County Chief Administrative Officer ("CAO") and the Department Head."

All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Addendum on the 5<sup>th</sup> day of April 2016.

Cal-Ore Communications, Inc.  
(CONTRACTOR):

Date: 2/26/16

By: [Signature]

TAXPAYER I.D. on file

Date: 4/5/16

COUNTY OF SISKIYOU

By: [Signature]  
Grace Bennett, Chair

ATTEST:  
COLLEEN SETZER  
Clerk, Board of Supervisors

By: [Signature]  
Deputy

ACCOUNTING:  
Fund Organization Account Activity Code (if applicable)

Encumbrance number (if applicable)

If not to exceed, include amount not to exceed:

*For multi-year contracts, please include separate sheet with financial information for each fiscal year.*



• 719 W. 3rd Street, Davis, CA (530) 397-2211 • 201 Riverside Drive, Klamath Falls, OR 97601 (541) 887-8100 •

## QUOTATION

Exhibit A-1

Eric Sliffler  
County of Siskiyou  
311 4th Street  
Yreka, CA 96097

September 11, 2012

Cal-Ore Communications	Qty/Min	Price each	MRC	NRC/Install/Build
1. Behavioral Health Services -2060 Campus Drive.				
3. 100 Mbps Fiber LAN Connection	1	\$ 400.00	\$ 400.00	\$ 1,000.00
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
TOTAL			\$400.00	\$1,000.00

\*Above Prices do not include applicable Taxes and Fees

Service to be installed within 90 days of executed agreement.

Price is based upon 60 month commitment.

X George Ormsbee  
Authorized Signature - Cal-Ore Communications

Date:

10 Oct 2012

X

Date:

Acceptance of Services and Installation as outlined above.

X 5 year term commitment

Initial

2122 - 401030 - 723000 - 2034<sup>44</sup>/yr  
2129 - 401031 - 723000 - 699<sup>34</sup>/yr  
2134 - 401100 - 723000 - 286<sup>09</sup>/yr  
2135 - 401130 - 723000 - 190<sup>23</sup>/yr  
2120 - 501010 - 723000 - 1589<sup>40</sup>/yr  
4800<sup>00</sup>

Confidential

9/11/2012

Pricing valid for 30 days



## AMENDMENT TO CAL-ORE QUOTATION

THIS ADDENDUM is to that Quotation by Cal-Ore Communications, Inc., dated September 11, 2012 for fiber LAN connection at 2060 Campus Drive, Yreka, CA.

WHEREAS, the County and Cal-Ore Communications wish to enter into a transaction with respect to the purchase of certain products and software; and

WHEREAS, time is of the essence to complete this transaction; and

WHEREAS, in order to comply with State law, certain revisions to these Agreements must be undertaken, and

WHEREAS, while the equipment purchase portion of the agreement does not require bidding, the services portion does require informal bidding; and

WHEREAS, the Agency has complied with the requirements of the purchasing policy;

NOW, THEREFORE, IT IS AGREED that the following provision will supersede any provisions to the contrary in the quotation identified in the caption above:

1. This contract may be terminated upon thirty (30) days written notice by the County of Siskiyou for any year in which there are insufficient funds appropriated for its continuance without penalty to the County.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on this

11<sup>th</sup> day of October, 2012.

COUNTY OF SISKIYOU:

CONTRACTOR: Cal-Ore Communications, Inc.

By:   
Tom Odom, County Administrator

By: See previous page.  
(Name and Title)  
Taxpayer I.D. 600318624

(Signatures continued on next page)



201 Riverside Drive Klamath Falls, OR 97601 (541) 887-8100 / Fax (541)-887-8212

**Exhibit A -11 Commercial Service Quotation****Siskiyou County - Transportation Center**

311 Fourth Street Room 102

Yreka, CA 96097

530-842-8112

Eric Silfies

May 21, 2015

Cal-Ore Communications, Inc. Services	Quantity	Price each	MRC / Monthly Fee	NRC / Installation
<b>100Mbps Fiber Metro LAN Circuit</b>	1	\$ 400.00	\$ 400.00	
<u>Location A:</u> 315 South Oregon Street Yreka, CA 96097				
<u>Location Z:</u> Transportation Center 190 Greenhorn Road Yreka, CA 96097				
*Standard Installation to Point of Demarcation		\$ 1,000.00		\$ 1,000.00
<b>TOTAL</b>			<b>\$ 400.00</b>	

\* ~~Internal wiring~~ Internal wiring is not a provision of this quotation.

Customer Initial

X

Authorized Signature - Cal-Ore Communications

Date:

X

Customer Acceptance of Services and Installation as outlined above.

Date:

X

Print Customers Name

X

3 year term commitment.

Customer Initial

Confidential

Pricing valid for 30 days

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Siskiyou (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact County of Siskiyou:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us)

#### **To advise County of Siskiyou of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from County of Siskiyou**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with County of Siskiyou**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Siskiyou as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Siskiyou during the course of your relationship with County of Siskiyou.

Date: June 24, 2025

Agenda Item: 14I

Subject: Contract between Pure Siskiyou and Siskiyou Transportation Agency for the term July 1, 2025 through June 30, 2025, for a total contract not to exceed of \$ 6,200.00.

**Past Action:**

None.

**Summary of Item:**

Pure Siskiyou is a video and photography service located in Montague, CA. Siskiyou Transportation Agency (STA) requests approval to enter into a one-year contract with Pure Siskiyou to develop content (photography and video) for the new STAGE website and marketing materials to promote special free fare events on social media and other online platforms.

These projects are being funded by the Senate Bill 125 program funds.

**Financial Impact:** Yes ☒ No ☐

STA/STAGE Website Content Development	- 2546-303024-723000	\$ 2,950.00
STA/STAGE Digital Marketing for Special Free Days	- 2548-303024-723000	\$ 3,250.00

**Recommended Action:**

Authorize the Chair to execute the contract between Pure Siskiyou and Siskiyou Transportation Agency for the term July 1, 2025 through June 30, 2026, for a total contract not to exceed of \$ 6,200.00.

**Attachments (1)**

- Contract between STA and Pure Siskiyou.



**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 (STA)  
190 Greenhorn Road  
Yreka, California 96097  
(530) 842-8220

And

CONTRACTOR: Pure Siskiyou  
231 N 6<sup>th</sup> Street  
PO Box 714  
Montague, CA 96064

**ARTICLE 1. TERM OF CONTRACT**

- 1.01** Contract Term: This Contract shall become effective on July 1, 2025, and shall terminate on June 30, 2026, 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 Agency 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 Transportation Commission Executive Director or their 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** Method of Performing Services: 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** Compensation: 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 Six Thousand Two Hundred Dollars and no/100 cents (\$6,200.00) for the term of the contract.
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: 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** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.



- 5.02 Contract Management:** Contractor shall report to the Transportation Commission Executive Director or their designee who will review the activities and performance of the Contractor and administer this Contract.
- 5.03 Tools and Instrumentalities:** 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 Workers' Compensation:** 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, contractors 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** State and Federal Taxes: 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.
- 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 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 Assignability of Contract:** 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 Withholding for Non-Resident Contractor:** 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 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 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 Bankruptcy:** 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 Cooperation of Agency:** 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 Termination on Occurrence of Stated Events:** 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 Termination by Agency for Default of Contractor:** 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** Termination for Convenience of Agency: 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** Termination of Funding: 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** Waiver: 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** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: 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 Binding on Successors:** 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 Cumulation of Remedies:** 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 FOLLOW ON NEXT 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: Malinda Vela DBA  
Pure Siskiyou

Date: 6/6/2025

\_\_\_\_\_  
*Malinda Vela*  
Malinda Vela, Sole Proprietor

License No.: 4781  
(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. 99-5121970

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
*Dana Barton*  
Natalie E. Reed, County Counsel

Date: 6/12/2025

ACCOUNTING:

Fund	Organization	Account	Activity Code (if applicable)
2546	303024	723000	\$2,950.00
2548	303024	723000	\$3,250.00

Encumbrance number (if applicable)  
If not to exceed, include amount not to exceed: \$6,200.00



## EXHIBIT A

### Pure Siskiyou - Contracted Work Proposals

Prepared for Siskiyou Transportation Agency

Proposal 2: FY 2025/2026

Contracted Work by Pure Siskiyou

Coverage Period: July 1, 2025 - June 30, 2026

#### 1. Website Content Development

- Capture updated visuals of STAGE buses, drivers, and communities served - including drone footage.
- Provide optimized digital files and image descriptions for use on the Siskiyou Transportation Agency website.

Digital Deliverables:

- 30+ high-resolution digital images (ground and drone)
- Short digital drone b-roll for agency use
- Organized folders with web-ready formats and alt text descriptions

Estimated Cost: \$2,950

#### 2. Digital Campaign Materials for Special Ridership Events

- Create digital photo, video, and graphics for:
  - \* Pool shuttle promotions
  - \* Free fare days (Patriot's Day, Halloween, Veteran's Day)
  - \* General digital campaigns encouraging ridership, with possible staff spotlights
- Include drone footage to visually enhance reach and appeal

Digital Deliverables:

- 3-4 digital flyer/graphic designs
- 2 short videos (drone + ground footage)

## EXHIBIT A

- 10-15 photos for digital use

Estimated Cost: \$3,250

# In Process



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/07/25

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. 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).

<b>PRODUCER</b> <b>Churchill Insurance Inc. Lic# 0015299</b> <b>120 S. Oregon St.</b> <b>Yreka, CA 96097</b> <b>License #:0015299</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C No. Ext): (530)842-3578</b> <b>FAX (A/C, No): (530)842-9164</b> <b>E-MAIL ADDRESS: tc@churchillinsure.com</b>														
<b>INSURED</b>  <b>Malinda Vela</b> <b>DBA: Pure Siskiyou</b> <b>Po Box 714</b> <b>Montague, Ca 96064</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A: Lloyd's of London</b></td> <td></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A: Lloyd's of London</b>		<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<b>Y</b>		<b>ESN0040176028</b>	<b>01/01/25</b>	<b>01/01/26</b>	EACH OCCURRENCE \$ <b>2,000,000</b>
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>250,000</b>						
	MED EXP (Any one person) \$ <b>10,000</b>						
	PERSONAL & ADV INJURY \$						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> <b>Y / N</b> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>PROFESSIONAL LIAB</b>			<b>ESN0040176028</b>	<b>01/01/25</b>	<b>01/01/26</b>	<b>AGGREGATE</b> <b>1,000,000</b> <b>PER OCCURRENCE</b> <b>1,000,000</b> <b>DEDUCTIBLE</b> <b>2,500</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

**Siskiyou Transportation Agency and  
 Siskiyou County Local Transportation  
 Commission  
 190 GREENHORN RD  
 YREKA CA 96097**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Date: June 24, 2025

Agenda Item: 14J

Subject: Federal Transit Administration FFY 2025 Section 5311 Formula Grant Application

**Past Action:**

None.

**Summary of Item:**

Federal Transit Administration (FTA) Section 5311 is a formula-based program that provides funding to states for the purpose of supporting public transportation in rural areas. The goal of the 5311 program is to provide the following services to rural areas:

- Enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, and use of public transportation systems.
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation.
- Assist in the development and support of intercity bus transportation.

STAGE uses these funds to cover operations and maintenance expenses.

**Financial Impact:** Yes ☒ No ☐

STA 5660-303010-542700 Federal Revenue \$ 385,401

**Recommended Action:**

- Adopt the Resolution authorizing the Executive Director to execute any documents necessary to obtain financial assistance provided by the California Department of Transportation Division of Mass Transportation 5311 Grant for the FFY2025 cycle.
- Authorize staff to accept the awarded funds.
- Authorize the Auditor's office to establish the budget.

**Attachments (1)**

- STA's FFY2025 5311 Grant Application
- Authorizing Resolution for FTA Funds



## Application Certifications

### Application Certification:

**Agency Name:**

**Check all Programs you are certifying for below:**

FTA Section 5311

FTA Section 5311(f)

CMAQ

FTA Section 5339

**Fiscal Year:**

I hereby certify that I am the authorized signee for the above listed applicant. I also hereby certify that I have reviewed the organizational information and application forms submitted in the BlackCat system and all statements, information, and representations made are true and correct to the best of my knowledge. I also hereby certify that adequate local share as described in herein will be available to execute this project(s).

### Please Enter Name & Title of Authorized Signee Below:

**Name:**

**Title:**

**Signature:**

**Sign  
Date:**

**\*Electronic signatures are accepted\***



## Program of Projects (POP)

FFY 2025 - Due: June 10, 2025 at 2 p.m. PST

<b>Agency Name:</b>			
<b>5311</b>	<b>5311(f)</b>	<b>CMAQ</b>	
<b>Regional Contact Info:</b>			
<b>Regional Contact Name:</b>		<b>Phone Number:</b>	
<b>Contact Title:</b>		<b>Date:</b>	
<b>General Information:</b>			
<b>County or Region:</b>		<b>Caltrans District:</b>	
<b>Section A: Available Funding</b>			
<b>Apportionment for this Cycle (Federal Share):</b>			
<b>Section B: Programming</b>			
<b>Operating Assistance Total:</b>			
<b>Capital Total:</b>			
<b>Total Programmed (Operating + Capital):</b>			
<b>CMAQ:</b>			
<b>CMAQ Total:</b>			
Request for transfer will be applied for directly through the District - Local Assistance, District Engineer, and Headquarters' Division of Local Assistance. The 5311 Program will receive a confirmation once the transfer is completed.			



Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

[illegible]



## Project Description

### General Project Details:

Please type your agency name:

Please select Project Types below for which your agency is applying and complete the relevant section of this form (Check all that apply).

Operating Assistance

Capital Revenue Vehicles (Replacements or Expansions)

Preventative Maintenance

### General Information

**Question 1:** Indicate the type(s) of public transportation service for the proposed projects funded by FTA Section 5311. (Check all that apply)

**Fixed Route** - Vehicles will travel on specific roads and stop at pre-designated locations according to a schedule.

**Demand Response** - Vehicles will pick people up when they need a ride (Must be open to the general public).

**Deviated Fixed Route** - Vehicles will travel from point A to point B but go out of the way to pick up or drop off passengers if necessary (Deviations must be open to the general public).

**Blended Paratransit** - Complementary Paratransit Provided on the Same Vehicle as the Fixed Route Service. Please upload your Blended Paratransit Plan in your Organization's Profile under the Important Documents Section.

**ADA Paratransit Service** - Please upload your ADA Paratransit Service Plan in your Organization's Profile under the Important Documents Section.

	<b>Commuter Service</b> - Fixed route bus service characterized by service predominantly in one direction during peak periods, and with limited stops and routes of extended length, usually between the central business district and outlying suburbs.
	<b>University Service</b> - An institution of higher education has a formal arrangement with the transit operator to provide university transportation service.
	<b>Charter Service</b> - Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price or for events or functions that occur on an irregular basis or for a limited duration.

<b>Question 2:</b> Does your agency receive more than \$750,000 in <i>Federal funds</i> ?	
If you marked <b>YES</b> above, has your agency submitted the annual Single Audit Report to the <a href="#">State Controller's Office (SCO)</a> ? The report is due to the SCO on March 31st of each fiscal year.	
Your agency must upload a pdf copy of the Single Audit Report along with this application in BlackCat in your Organizations tab under the Important Documents section in the Fiscal Responsibility category.	

<b>Question 3:</b> Which one of the following describes the project(s) for which you are applying? (Check all that apply)	
	Add new service
	Expand existing service to additional areas, please explain planned expansions?
	Maintain service at current level

<b>Question 4:</b> Does your agency employ between 50-99 transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.	
If <b>YES</b> , your agency must upload its abbreviated EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.	
Employs 100 or more transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.	
If <b>YES</b> , your agency must submit its EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.	

**Operating Assistance (Complete ONLY if applying for Operating Assistance Projects)**

The operating period will be for 1 years with a performance period:

**July 1, 2025 - June 30, 2026**

**Question 1:** Please describe the Operating services:

**Question 2:** Is your Operating Service directly operated by your agency in-house?

**Yes**, Operating service is directly operated in-house.

**No**, Operating service is **not** directly operated in-house.

If you answered **YES** above, then you are done with this Section. If you answered **NO**, please answer the remaining questions in this Section.

**Question 3:** Is your Operating Service performed through an Intergovernmental Agreement (IGA), or Joints Powers Authority (JPA) agreement?

If **YES**, your agency must upload a pdf copy of the agreement in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

**Question 4:** Is your Operating Service performed through a third-party contract and **APPROVED** by Caltrans FTA Programs Procurement Oversight Branch?

If **YES**, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO**, please contact your assigned Liaison to get your 3<sup>rd</sup> Party Contract **approved** by Caltrans FTA Programs Procurement Oversight Branch.

\*If your 3<sup>rd</sup> Party Contract is expiring soon and you are not exercising your option years, then you must submit a Request For Proposal (RFP) Package within the next **12** months for review and approval by Division of Local Assistance (DLA). Please contact your Liaison for more information.

**Question 5:** Has the Operating Service third-party contract agreement been **modified** and received **approval** from Caltrans FTA Programs Procurement Oversight Branch? (i.e. amended, and or optional period of performance have been exercised).

If you answered **YES** above, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO** above, please contact your assigned Liaison to get your 3<sup>rd</sup> Party Contract amendment approved by DLA.

**What is the base period of the operating service third-party contract?**

Contractor:	Base Period Begin Date:	Base Period End Date:	List all Optional Periods Available:
<b>Example:</b> We Operate, Inc.	7/1/2015	6/30/2020	Yr. 1: 7/1/2020 - 6/30/2021 Yr. 2: 7/1/2021 - 6/30/2022



## Civil Rights: Disadvantage Business Enterprise and Title VI

**Agency Name:**

### Disadvantage Business Enterprise (DBE)

**Question 1:** Please provide the name and contact information for your agency's Disadvantaged Business Enterprise Liaison Officer (DBELO). Please make sure the DBELO is assigned the Civil Rights Officer (Title VI, DBE) as a contact type in your organization profile under the Contacts section.

<b>DBELO Name:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			

**Question 2:** Is the DBE Implementation Agreement signed by your agency's authorized signee? (if you are a **FTA 5307** recipient you do not need an Implementation Agreement)

If **YES**, your agency must upload a pdf copy of the DBE Implementation Agreement in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.

If **NO**, work with your Liaison to complete an DBE Implementation Agreement before submitting your application. Otherwise your agency will be considered non-compliant.

If you are an **FTA Section 5307** recipient, please upload your DBE FTA Concurrence Letter to BlackCat in your Organizations tab under the Important Documents section in the 5307 Agency Only section.



**Question 3:** Has your agency submitted to Caltrans the required semi-annual reporting forms (Uniform Report and ADM-3069) for periods April 1 – September 30 and October 1 – March 31, within 10 business days after the end of each reporting period?

If **YES**, please upload a copy of the Uniform Report and ADM-3069 to your application in the Documents Section.

If **NO**, your agency will be considered non-compliant. If you have any concerns, please contact Edwin Bragado at [Edwin.Bragado@dot.ca.gov](mailto:Edwin.Bragado@dot.ca.gov)

If you are an **FTA Section 5307** recipient, you are not required to provide a copy of the Uniform Report and ADM-3069.

**Question 4:** What enforcement mechanisms does the subrecipient use for DBE requirements? Please explain below:

**Question 5:** Does the subrecipient require contractors to obtain approval from its DBELO prior to substituting a DBE firm after contract award?

**Question 6:** Does the subrecipient monitor prime contractors to ensure that DBEs are actually performing applicable work on federally funded projects?





**Question 7:** Did the subrecipient receive any complaints or procurement protests alleging that it did not comply with the DBE regulations for federally funded projects? If **YES**, please briefly describe:

**Question 8:** What are the subrecipients' processes for handling protests? Please explain below:

The following [Link](#) is to FTA's DBE program, "Section 26.37 Monitoring and Enforcement Mechanisms" this section gives examples of monitoring and enforcement mechanisms that ensure compliance.



## Title VI

Your agency must upload a pdf copy of your **Title VI Plan and Title VI Approval Letter** in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.

If you **DO NOT** have an approved Title VI Plan, please contact your Liaison for more information.

**Question 1:** Has your agency changed fares in the last year?

If you marked **YES** above, how did you notify the public of the fare change? (Check all that apply below):

Agency Website/ Social Media	Newspaper	Radio	Flyers
Public Hearings	TV/Cable	Other	Describe Other:

If fares were changed, was an equity analysis done on the impact of fare changes on minority and low-income populations? If **YES**, please upload a copy of the analysis to your application in the Documents Section.

**Question 2:** Are Title VI complaints documented and listed?



<b>Question 3:</b> Are or were there any Title VI related lawsuits or complaints filed within the past year?	
If <b>YES</b> , does the review of lawsuits or complaints denote a pattern of discrimination?	
Was the following information provided to <a href="#">Caltrans Office of Civil Rights</a> : <ul style="list-style-type: none"><li>• The date the lawsuit or complaint was filed,</li><li>• the name and address of the complainant</li><li>• and a summary of the allegation.</li></ul>	
If <b>NO</b> , then please contact Edwin Bragado at <a href="mailto:Edwin.Bragado@dot.ca.gov">Edwin.Bragado@dot.ca.gov</a> to get this information submitted to Caltrans Office of Civil Rights.	

<b>Question 4:</b> Has an FTA Civil Rights Compliance Review been performed within the past year?	
If <b>YES</b> , please provide the following information below: The name of the agency or organization conducting the review, A summary of findings and recommendations and the status or disposition of the recommendations.	



## Social Services Coordination Efforts

**Agency Name:**

### Social Services Coordination Efforts

**Question 1:** List what human service agencies, employment/training programs, or other transportation providers your agency coordinates with?

**Question 2:** In your agency's coordination efforts with social service agencies, please complete each question below:

Drivers attend safety and sensitivity trainings

Sharing vehicles with other agencies

Providing information to riders and patrons on other available services

Working with CTSA or other agencies to coordinate trips

Utilize pre-paid fare media with other agencies

Coordinate with Medical, CalWorks or Employment Programs

Other:

**Question 3:** What is your agency's specific role in the human service-public transportation coordination planning efforts?

**Question 4:** Will this service funded by FTA funds address gaps and or barriers identified in the regional public transportation coordination plan or maintain the existing service?

**Question 5:** Has your agency made any efforts to provide transit information to human service agencies, employment/training programs, or other transportation providers?



## Charter Bus

**Agency Name:**

### Charter Bus

**Question 1:** Does your agency provide charter services?

If **YES**, your agency must submit a Charter Bus Service Quarterly Report to FTA and answer questions #2 through #4. If you answered **NO**, then you do not have to answer the rest of this form.

**Question 2:** Is charter service using FTA funded or maintained vehicles provided under one of the exception(s)? If no, skip this section. If yes, check all that best describes the charter service below:

Government officials on official government business

Qualified Human Service Organization (QHSOs)

Leasing FTA funded equipment and drivers

When no registered charter provider responds to notice from an agency

Agreement with registered Charter providers

Petitions to the Administrator

**Question 3:** Did the transit agency provide notice to all registered charter providers prior to providing the requested charter service?

**Question 4:** Was all charter service reporting timely?

## Siskiyou Transportation Agency

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190 Greenhorn Road  
Yreka, California 96097  
Phone: 530.842.8220

Melissa Cummins  
Executive Director



June 24, 2025

Caltrans  
FTA/FHWA Federally Approved  
Transportation Improvement Program (FTIP)  
State of California  
DRMT Federal Programs Application

Caltrans District Number:	2
Sub-recipient:	None
County:	Siskiyou
Project Description:	Operating Assistance
Toll Credit:	None
Federal Amount:	\$385,401
Local Match Amount:	\$1,635,179
Total Project Cost:	\$2,020,580
Program of Project FFY:	25/26

Sincerely,

Melissa Cummins  
Executive Director

### 2025 Board of Directors

Michael Kobseff ~ Cliff Munson ~ Nancy Ogren ~ Matthew Bryan  
Ed Valenzuela ~ Pat Vela ~ Mercedes Garcia



**Authorizing Resolution for FTA Funds  
State of California  
Division of Local Assistance**

**RESOLUTION NO. \_\_\_\_\_**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), and Section 5339 of the Federal Transit Act (**FTA C 5100.1**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *Siskiyou Transportation Agency* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *County of Siskiyou*; and

**WHEREAS**, the *Siskiyou Transportation Agency* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the *Siskiyou Transportation Agency Board* does hereby Authorize the *Executive Director*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended, and pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), as amended.

That *Executive Director* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

(SIGNATURES ON FOLLING PAGE)





**PASSED AND ADOPTED** by the *Siskiyou Transportation Agency Board* of *Siskiyou County*, State of California, at a regular meeting of said Board Meeting held on the 24<sup>th</sup> of June, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:

Melissa Cummins, Executive Director

---

Date: June 24, 2025

**Agenda Item: 15A**

Subject: STAGE – Local Carbon Transit Operations Program 21/22 (Fund 2533) – Recommended Budget for FY 2025/2026

**Past Action:**

None.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

This budget includes bus stop improvement projects.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the STAGE – Local Carbon Transit Operations Program 21/22 (Fund: 2533) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 21/22 (Fund: 2533).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE – Local Carbon Transit Operations Program 21/22 (Fund: 2533) budget.

## Siskiyou Transportation Agency

### Resolution Adopting Recommended Budget for FY 2025/2026 STAGE – Low Carbon Transit Operations Program 21/22 (Fund 2533)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the Low Carbon Transit Operations Program 21/22 FY 2025/2026 Recommended Budget for Fund 2533, as shown in Attachment A, identifies estimated revenues and expenditures related to the designated program; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE – Low Carbon Transit Operations Program 21/22 FY 2025/2026 budget as follows:

Fund:	2533
Revenues:	\$ 1,000.00
Expenses:	\$ 35,596.00

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:

Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_

BUDGET YEAR 25  
 FUND: 2533 21-22 LOW CARBON TRANSIT OPT PRGM  
 ORGANIZATION: 303020 LOCAL TRANSPORTATION ADMINISTRATION

Budget Worksheet Report

Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
	-----	-----	-----	-----	-----
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	100.00	1,600.00	2,421.45	3,002.00	1,000.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	2,734.74	.00	.00
560300 CONTRIBUTIONS FROM OTHERS	170.00	.00	.00	.00	.00
718000 MAINTENANCE-BUILDING & IMPROVEMENTS	44,001.00	83,221.00	12,893.72	23,394.00	35,596.00
723100 ADMINISTRATION	170.00	.00	.00	.00	.00
752500 CONTRIBUTIONS TO OTHER AGENCIES	39,220.00	.00	.00	.00	.00
762000 EQUIPMENT	30,000.00	55,612.56	25,612.56	25,613.00	.00
FUND TOTAL:					
Total Revenue	270.00	1,600.00	5,156.19	3,002.00	1,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	113,391.00	138,833.56	38,506.28	49,007.00	35,596.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-113,121.00	-137,233.56	-33,350.09	-46,005.00	-34,596.00
ORGANIZATION TOTAL:					
Total Revenue	270.00	1,600.00	5,156.19	3,002.00	1,000.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	113,391.00	138,833.56	38,506.28	49,007.00	35,596.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-113,121.00	-137,233.56	-33,350.09	-46,005.00	-34,596.00

Date: June 24, 2025

Agenda Item: 15B

Subject: STAGE – Fund: 5660 – Recommended Budget for FY 2025/2026

**Past Action:**

None.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

This budget is the main operating budget for STAGE, which includes all payroll, facilities, and maintenance expenses.

After the last meeting the Executive Director met with County Administration regarding the proposed changes listed below. Based on that meeting the proposed changes were submitted and included with the County's personnel changes that were approved by the Board of Supervisors on June 17, 2025.

Delete – Administrative Support Assistant

Create – Fiscal Technician I

Delete – Transportation Services Worker

Create – Bus Driver I/II

The enclosed documents do not include the personnel changes listed above, but the net change to personnel costs for these are \$ 17,634.00.

**Financial Impact:**                Yes ☒                No ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenses under the STAGE (Fund: 5660) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for STAGE (Fund: 5660).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE (Fund: 5660) budget.

Siskiyou Transportation Agency

Resolution Adopting Recommended Budget for FY 2025/2026  
STAGE (Fund 5660)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the STAGE FY 2025/2026 Recommended Budget for Fund 5660, as shown in Attachment A, identifies estimated revenues and expenses related to the operations and maintenance of the transit system; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE (Fund 5660) FY 2025/2026 budget as follows:

Fund:	5660
Revenues:	\$ 2,383,311
Expenses:	\$ 2,462,318

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:  
Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_

BUDGET YEAR 25  
FUND: 5660 SISKIYOU TRANSIT AND GENERAL EXPRESS  
ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

Budget Worksheet Report

Attachment A - Resolution No. 25-  
FISCAL YEAR 2025/2026

		PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
		-----	-----	-----	-----	-----
PROGRAM:						
300	PUBLIC WAYS & FACILITIES					
ACTIVITY:						
183	5660-460036STG ROLLING STOCK REPLACEMENT					
LOCATION:						
	Location not budgeted					
ACCOUNT:						
531100	RENTS & CONCESSIONS	3,000.00	3,000.00	2,500.00	3,000.00	3,000.00
540800	STATE OTHER	.00	.00	.00	17,958.00	.00
545100	OTHER GOVERNMENTAL AGENCIES	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
762000	EQUIPMENT	529,356.00	529,326.03	.00	1,090,761.00	88,800.00
ACTIVITY:						
8075	FINGERPRINT FEES TO 203010 JAIL					
LOCATION:						
	Location not budgeted					
ACCOUNT:						
795000	TRANSFER OUT	115.00	115.00	69.00	115.00	92.00
ACTIVITY:						
	Activity not budgeted					
LOCATION:						
	Location not budgeted					
ACCOUNT:						
530100	INTEREST	6,000.00	50,000.00	61,720.49	60,000.00	60,000.00
530110	NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	68,719.96	.00	.00
531100	RENTS & CONCESSIONS	3,000.00	3,000.00	2,500.00	3,000.00	3,000.00
540800	STATE OTHER	522,985.00	542,932.00	381,589.78	524,974.00	460,179.00
542700	FEDERAL OTHER	374,228.00	374,228.00	374,228.00	374,228.00	380,000.00

BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-\_\_\_\_\_

FUND: 5660 SISKIYOU TRANSIT AND GENERAL EXPRESS

FISCAL YEAR 2025/2026

ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
	-----	-----	-----	-----	-----
545100 OTHER GOVERNMENTAL AGENCIES	1,000,000.00	1,000,000.00	1,000,000.00	1,175,000.00	1,175,000.00
550600 ADMINISTRATION SERVICES	60,000.00	30,000.00	.00	39,132.00	67,000.00
560100 OTHER SALES	100,000.00	60,000.00	67,787.95	60,000.00	75,000.00
560200 MISCELLANEOUS OTHER REVENUE	.00	.00	-.09	.09	1.00
560221 COMPENSATION INSURANCE	40,191.00	10,000.00	.00	.00	.00
560300 CONTRIBUTIONS FROM OTHERS	121,890.00	62,142.00	.00	13,750.00	85,131.00
611100 REGULAR WAGES	858,062.00	825,861.00	618,615.28	773,530.00	859,373.00
611200 EXTRA HELP	15,000.00	.00	2,330.40	10,099.00	40,394.00
612000 OVERTIME	52,277.00	35,000.00	40,021.72	42,000.00	45,000.00
612100 STANDBY	14,500.00	14,000.00	11,224.37	14,000.00	14,000.00
621100 O.A.S.D.I.	71,904.00	66,933.00	49,470.23	62,747.00	71,929.00
621200 RETIREMENT	313,486.00	292,760.00	210,007.06	250,500.00	297,111.00
621300 PENSION LIABILITY-115 TRUST	6,539.00	6,563.00	4,577.48	5,631.00	7,040.00
621400 OPEB LIABILITY-115 TRUST	6,539.00	6,563.00	4,577.48	5,631.00	7,040.00
622100 OTHER INSURANCE	296,891.00	233,121.00	141,310.36	178,531.00	242,635.00
622150 RETIREE INSURANCE	17,952.00	21,065.00	18,577.46	21,065.00	19,755.00
622200 UNEMPLOYMENT INSURANCE	498.00	566.00	518.87	566.00	5,473.00
623100 WORKERS' COMPENSATION	90,267.00	11,520.00	10,560.00	11,520.00	9,759.00
711000 CLOTHING & PERSONAL	200.00	200.00	.00	.00	200.00
712000 COMMUNICATIONS	8,985.00	8,768.00	4,542.32	9,804.00	10,300.00
714000 HOUSEHOLD	14,358.00	15,483.27	12,214.19	15,411.00	4,676.00



BUDGET YEAR 25  
 FUND: 5660 SISKIYOU TRANSIT AND GENERAL EXPRESS  
 ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

Budget Worksheet Report

Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

		PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
715000	INSURANCE	105,882.00	141,270.00	141,268.22	141,269.00	155,320.00
715100	SELF-INSURANCE	8,068.00	12,047.00	11,043.12	12,047.00	.00
717000	MAINTENANCE OF EQUIPMENT	219,860.96	170,747.00	32,756.15	69,395.00	102,491.00
717500	MAINT OF EQUIPMENT - AUTO SERVICE	4,200.00	4,984.00	4,568.63	4,984.00	4,985.00
718000	MAINTENANCE-BUILDING & IMPROVEMENTS	7,135.00	1,545.00	1,043.48	2,235.00	1,020.00
720000	MEMBERSHIPS	2,930.00	3,200.00	2,975.00	2,975.00	3,275.00
722000	OFFICE SUPPLIES	5,869.00	7,312.02	1,058.60	900.00	11,000.00
723000	PROFESSIONAL & SPECIALIZED SERVICES	25,578.01	38,903.01	30,732.73	37,941.00	45,434.00
723100	ADMINISTRATION	51,850.00	48,000.00	15,779.10	38,000.00	72,000.00
723200	DATA PROCESSING	13,304.00	14,624.00	12,181.62	14,624.00	13,567.00
725000	RENTS & LEASES - EQUIPMENT	2,165.36	2,744.00	2,062.20	2,740.00	2,740.00
727000	SMALL TOOLS & INSTRUMENTS	936.00	500.00	260.28	128.00	500.00
728000	SPECIAL DEPARTMENTAL EXPENSE	900.00	465.00	159.90	160.00	1,000.00
728150	SPEC DEPARTMENTAL-CAL-CARD CLEARING	.00	.00	5,329.30	.00	.00
729000	TRANSPORTATION & TRAVEL	2,700.00	8,000.00	5,688.36	10,378.00	12,124.00
729100	GAS & DIESEL	168,780.00	209,000.00	147,207.85	183,000.00	200,000.00
729200	TRAINING	8,000.00	15,250.00	14,230.00	15,088.00	20,000.00
729700	TOWING	3,000.00	3,400.00	2,325.00	2,400.00	3,000.00
730000	UTILITIES	13,183.00	12,849.00	11,178.73	12,294.00	14,135.00
751000	COST ALLOCATION PLAN	172,509.00	167,002.00	153,085.13	167,002.00	76,150.00
762000	EQUIPMENT	588,966.60	650,234.65	525,239.60	.00	.00

BUDGET YEAR 25  
 FUND: 5660 SISKIYOU TRANSIT AND GENERAL EXPRESS  
 ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

Budget Worksheet Report

Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM TOTAL:					
Total Revenue	2,306,294.00	2,210,302.00	2,034,046.09	2,346,042.09	2,383,311.00
Total Labor	1,743,915.00	1,513,952.00	1,111,790.71	1,375,820.00	1,619,509.00
Total Expense	1,958,830.93	2,065,968.98	1,136,998.51	1,833,651.00	842,809.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-1,396,451.93	-1,369,618.98	-214,743.13	-863,428.91	-79,007.00

Date: June 24, 2025

Agenda Item: 15C

Subject: STAGE – Local Carbon Transit Operations Program 19/20 (Fund 5678) – Recommended Budget for FY 2025/2026

**Past Action:**

None.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

This budget includes bus stop improvement projects.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the STAGE – Local Carbon Transit Operations Program 19/20 (Fund: 5678) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 19/20 (Fund: 5678).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE – Local Carbon Transit Operations Program 19/20 (Fund: 5678) budget.

Siskiyou Transportation Agency

Resolution Adopting Recommended Budget for FY 2025/2026  
STAGE – Local Carbon Transit Operations Program 19/20 (Fund 5678)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the Low Carbon Transit Operations Program 19/20 FY 2025/2026 Recommended Budget for Fund 5678, as shown in Attachment A, identifies estimated revenues and expenditures related to the designated program; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE – Low Carbon Transit Operations Program 19/20 FY 2025/2026 budget as follows:

Fund:	5678
Revenues:	\$ 400.00
Expenses:	\$ 43,002.00

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:  
Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_

BUDGET YEAR 25  
 FUND: 5678 CALTRANS LCTOP LOW CARBON TRAN-1920  
 ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

Budget Worksheet Report

Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

		PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
-----						
PROGRAM:						
300	PUBLIC WAYS & FACILITIES					
ACTIVITY:						
	Activity not budgeted					
LOCATION:						
	Location not budgeted					
ACCOUNT:						
530100	INTEREST	250.00	.00	1,191.12	1,626.00	400.00
530110	NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	1,120.50	.00	.00
560300	CONTRIBUTIONS FROM OTHERS	5,179.00	.00	.00	.00	.00
717000	MAINTENANCE OF EQUIPMENT	10,147.00	4,968.00	284.94	285.00	.00
718000	MAINTENANCE-BUILDING & IMPROVEMENTS	24,734.00	24,176.00	.00	5,176.00	43,002.00
723000	PROFESSIONAL & SPECIALIZED SERVICES	2,604.00	2,604.00	.00	.00	.00
723100	ADMINISTRATION	6,106.00	.00	.00	.00	.00
727000	SMALL TOOLS & INSTRUMENTS	.00	1,100.00	1,066.45	1,067.00	.00
728000	SPECIAL DEPARTMENTAL EXPENSE	4,500.00	4,500.00	.00	.00	.00
FUND TOTAL:						
	Total Revenue	5,429.00	.00	2,311.62	1,626.00	400.00
	Total Labor	.00	.00	.00	.00	.00
	Total Expense	48,091.00	37,348.00	1,351.39	6,528.00	43,002.00
	Total Transfers	.00	.00	.00	.00	.00
	Total Net	-42,662.00	-37,348.00	960.23	-4,902.00	-42,602.00

Date: June 24, 2025

**Agenda Item: 15D**

Subject: STAGE – Local Carbon Transit Operations Program 22/23 (Fund 5680) – Recommended Budget for FY 2025/2026

**Past Action:**

None.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

This budget includes expenses related to the Happy Camp service.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the STAGE – Local Carbon Transit Operations Program 22/23 (Fund: 5680) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 22/23 (Fund: 5680).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE – Local Carbon Transit Operations Program 22/23 (Fund: 5680) budget.

Siskiyou Transportation Agency

Resolution Adopting Recommended Budget for FY 2025/2026  
STAGE – Local Carbon Transit Operations Program 22/23 (Fund 5680)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the Low Carbon Transit Operations Program 22/23 FY 2025/2026 Recommended Budget for Fund 5680, as shown in Attachment A, identifies estimated revenues and expenditures related to the designated program; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE – Low Carbon Transit Operations Program 22/23 FY 2025/2026 budget as follows:

Fund:	5680
Revenues:	\$ 400.00
Expenses:	\$ 48,624.00

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:  
Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_

BUDGET YEAR 25  
 FUND: 5680 CALTRANS LCTOP LOW CARBON TRAN-2223  
 ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

Budget Worksheet Report

Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
-----					
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	1,000.00	2,843.37	2,956.00	400.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	2,648.68	.00	.00
715000 INSURANCE	.00	.00	.00	542.00	1,624.00
717000 MAINTENANCE OF EQUIPMENT	.00	.00	.00	1,000.00	5,000.00
718000 MAINTENANCE-BUILDING & IMPROVEMENTS	.00	.00	.00	.00	.00
723100 ADMINISTRATION	.00	.00	.00	.00	.00
729100 GAS & DIESEL	.00	.00	.00	1,000.00	5,000.00
752500 CONTRIBUTIONS TO OTHER AGENCIES	.00	62,142.00	.00	9,132.00	37,000.00
PROGRAM TOTAL:					
Total Revenue	.00	1,000.00	5,492.05	2,956.00	400.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	62,142.00	.00	11,674.00	48,624.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	-61,142.00	5,492.05	-8,718.00	-48,224.00
FUND TOTAL:					
Total Revenue	.00	1,000.00	5,492.05	2,956.00	400.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	62,142.00	.00	11,674.00	48,624.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	-61,142.00	5,492.05	-8,718.00	-48,224.00



Date: June 24, 2025

**Agenda Item: 15E**

Subject: STAGE – State of Good Repair Program 23/24 (Fund 5681) – Recommended Budget for FY 2025/2026

**Past Action:**

None.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

This budget includes expenses related to the replacement of STAGE's rolling stock equipment.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5681) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5681).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5681) budget.

Siskiyou Transportation Agency

Resolution Adopting Recommended Budget for FY 2025/2026  
STAGE – State of Good Repair Program 23/24 (Fund 5681)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the State of Good Repair Program 23/24 FY 2025/2026 Recommended Budget for Fund 5681, as shown in Attachment A, identifies estimated revenues and expenditures related to the designated program; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE – State of Good Repair Program 23/24 FY 2025/2026 budget as follows:

Fund:	5681
Revenues:	\$ 400.00
Expenses:	\$ 30,000.00

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:  
Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_

BUDGET YEAR 25  
 FUND: 5681 STAGE-STATE OF GOOD REPAIR PGM 2324  
 ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRESS

Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
-----					
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
183 5660-460036STG ROLLINGSTOCK RPLMNT					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	.00	.00	2,101.00	400.00
560300 CONTRIBUTIONS FROM OTHERS	.00	.00	.00	19,811.00	.00
762000 EQUIPMENT	.00	.00	.00	.00	30,000.00
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	230.00	1,694.08	.00	.00
530110 NET INC.(DEC) FAIR VALUE ADJUSTMENT	.00	.00	1,315.75	.00	.00
560300 CONTRIBUTIONS FROM OTHERS	.00	.00	19,811.00	.00	.00
752500 CONTRIBUTIONS TO OTHER AGENCIES	36,195.00	.00	.00	.00	.00
PROGRAM TOTAL:					
Total Revenue	.00	230.00	22,820.83	21,912.00	400.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	36,195.00	.00	.00	.00	30,000.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-36,195.00	230.00	22,820.83	21,912.00	-29,600.00
FUND TOTAL:					
Total Revenue	.00	230.00	22,820.83	21,912.00	400.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	36,195.00	.00	.00	.00	30,000.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	-36,195.00	230.00	22,820.83	21,912.00	-29,600.00

Date: June 24, 2025

**Agenda Item: 15F**

Subject: STAGE – Local Carbon Transit Operations Program 23/24 (Fund 5682) – Recommended  
Budget for FY 2025/2026

**Past Action:**

On January 14, 2025, the Board of Directors approved STAGE's request to apply for funding from the Low Carbon Transit Operations Program to provide \$ 1.00 fares per ride.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

This budget includes expenses related to the reduced fares program.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5682) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5682).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5682) budget.

Siskiyou Transportation Agency

Resolution Adopting Recommended Budget for FY 2025/2026  
STAGE – Low Carbon Transit Operations Program 23/24 (Fund 5682)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the Low Carbon Transit Operations Program 23/24 FY 2025/2026 Recommended Budget for Fund 5682, as shown in Attachment A, identifies estimated revenues and expenditures related to the designated program; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE – Low Carbon Transit Operations Program 23/24 FY 2025/2026 budget as follows:

Fund: 5682	Revenues:	\$	800.00
	Expenses:	\$	60,131.00

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:

Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_

BUDGET YEAR 25  
 FUND: 5682 CALTRANS LCTOP LOW CARBON TRAN-2324  
 ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRES

Budget Worksheet Report  
 Attachment A - Resolution No. 25-  
 FISCAL YEAR 2025/2026

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	.00	.00	200.00	800.00
560300 CONTRIBUTIONS FROM OTHERS	.00	.00	.00	120,262.00	.00
723000 PROFESSIONAL & SPECIALIZED SERVICES	.00	.00	.00	2,550.00	.00
752500 CONTRIBUTIONS TO OTHER AGENCIES	.00	.00	.00	8,750.00	60,131.00
PROGRAM TOTAL:					
Total Revenue	.00	.00	.00	120,462.00	800.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	.00	.00	11,300.00	60,131.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	.00	109,162.00	-59,331.00
FUND TOTAL:					
Total Revenue	.00	.00	.00	120,462.00	800.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	.00	.00	11,300.00	60,131.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	.00	109,162.00	-59,331.00
ORGANIZATION TOTAL:					
Total Revenue	.00	.00	.00	120,462.00	800.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	.00	.00	11,300.00	60,131.00

Date: June 24, 2025

**Agenda Item: 15G**

Subject: STAGE – State of Good Repair 24/25 (Fund: 5683) – Recommended Budget for FY 2025/2026

**Past Action:**

On January 14, 2025, the Board of Directors approved STAGE's request to apply to the State of Good Repair Program for FY 2024/2025 cycle for the purchase of replacement radio equipment for the bus fleet.

**Summary of Item:**

The Board, as required by Government Code, must adopt a resolution that identifies the revenues and expenses for each fiscal year.

The proposed budget includes the purchase of radio equipment. STAGE has received the equipment and expects the project will be completed prior to June 30, 2025.

**Financial Impact:**                      **Yes** ☒                      **No** ☐

Please refer to the enclosed documents that provide details on the proposed revenues and expenditures under the STAGE – State of Good Repair 24/25 (Fund: 5683) budget.

**Recommended Action:**

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2025/2026 for the STAGE – State of Good Repair 24/25 (Fund: 5683).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

**Attachments (1)**

- Resolution, with Attachment A, approving the FY 2025/2026 STAGE – State of Good Repair 24/25 (Fund: 5683) budget.

Siskiyou Transportation Agency

Resolution Adopting Recommended Budget for FY 2025/2026  
STAGE – State of Good Repair Program 24/25 (Fund 5683)

WHEREAS, the Siskiyou Transportation Agency (STA) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the STAGE – State of Good Repair Program FY 2025/2026 Recommended Budget for Fund 5683, as shown in Attachment A, identifies estimated revenues and expenditures related to the designated program; and

WHEREAS, the STA authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency hereby approves the STAGE – State of Good Repair Program FY 2025/2026 budget as follows:

Fund: 5683	Revenues:	\$ 20.00
	Expenses:	\$ 0.00

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 24<sup>th</sup> day of June 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michael N. Kobseff, Chair  
Siskiyou Transportation Agency

ATTEST:

Melissa Cummins, Executive Director  
Siskiyou Transportation Agency

By \_\_\_\_\_



BUDGET YEAR 25

## Budget Worksheet Report

Attachment A - Resolution No. 25-  
FISCAL YEAR 2025/2026

FUND: 5683 STAGE-STATE OF GOOD REPAIR PGM 2425

ORGANIZATION: 303010 SISKIYOU TRANSIT AND GENERAL EXPRES

	PRIOR YEAR 2024	CURRENT YEAR 2025	PHASE 1: 515ACT 5/15/25 ACTUALS	PHASE 2: 630YTD JUNE 30 YTD	PHASE 3: DEPREQ DEPARTMENT REQU
PROGRAM:					
300 PUBLIC WAYS & FACILITIES					
ACTIVITY:					
Activity not budgeted					
LOCATION:					
Location not budgeted					
ACCOUNT:					
530100 INTEREST	.00	.00	.00	800.00	20.00
560300 CONTRIBUTIONS FROM OTHERS	.00	.00	.00	79,808.00	.00
762000 EQUIPMENT	.00	.00	.00	80,628.00	.00
PROGRAM TOTAL:					
Total Revenue	.00	.00	.00	80,608.00	20.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	.00	.00	80,628.00	.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	.00	-20.00	20.00
FUND TOTAL:					
Total Revenue	.00	.00	.00	80,608.00	20.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	.00	.00	80,628.00	.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	.00	-20.00	20.00
ORGANIZATION TOTAL:					
Total Revenue	.00	.00	.00	80,608.00	20.00
Total Labor	.00	.00	.00	.00	.00
Total Expense	.00	.00	.00	80,628.00	.00
Total Transfers	.00	.00	.00	.00	.00
Total Net	.00	.00	.00	-20.00	20.00

Date: June 24, 2025

**Agenda Item: 16**

Subject: Other Business

**Past Action:**

N/A

**Summary of Item:**

- A. Executive Director – Other updates for the Board.
- B. Other Business - Other topics from the Board that do not require a formal agenda item.
- C. Next regular meeting – Tuesday, August 19, 2025

**Financial Impact:**            Yes ☐            No ☒

**Recommended Action:**

Adjourn meeting following any discussion.

**Attachments (0)**